

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

BOARD OF TRUSTEES MEETING AGENDA TUESDAY, MAY 28, 2024 * 7:00 P.M. * COURTROOM

ZOOM LINK: <https://us02web.zoom.us/j/83489188381?pwd=aU1oc1ZVa0hxRE9LZVRNckRuRFNPUT09>

MEETING ID: 834 8918 8381 **PASSCODE:** 591875

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Hearing**
4. **Public Comments on any subject without any action, except possible referral to a governmental body or staff member**
5. **Approval of Agenda**
6. **Approval of Minutes**
 - a. April 23, 2024 – Board of Trustees DRAFT Minutes
 - b. May 2, 2024 – Special Board of Trustees DRAFT Minutes
 - c. May 20, 2024 – Committee of the Whole DRAFT Minutes
7. **Report of the Village President – James Koleski**
8. **Report of Fire Chief – Brian Naylor**
 - a. FD Report – April
 - b. Update on National Weather Service’s StormReady program participation.
9. **Report of Police Chief – Jason Hennen**
 - a. PD Chief Report – April
 - b. PD Report – April
10. **Report of EMS Director – Dr. Jon Robinson**
11. **Report of Village Clerk – Katie Panella**
 - a. Disallowance of claim for injury submitted by Peter Kolesari.
 - b. Review and act on Police Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention.
 - c. Consideration and possible action on proposed Ordinance 2024-02, Ordinance Opting Out of Extended Closing Hours for Licensed Premises during National Convention Period 2024
12. **Report of Village Manager – Thomas Harrigan**
 - a. Discussion and update on Caroline Heights Construction project.
 - b. Review and act on Letter of Engagement to retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting.
 - c. Review and act on Wisconsin Department of Natural Resources Water Quality Trade Agreement, in partnership with Waukesha County.
 - d. Discussion and update on the Underwood Creek Daylighting Project.
 - e. Update on We Energies Power outages, and update on “Overhead to Underground” resiliency projects.

13. Report of Village Attorney – Hector de la Mora

14. Report of Standing Committees

a. Plan Commission – President Koleski

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 05/06/24

b. Library Board – Trustee Castile

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 05/20/24

c. Public Works – Trustee Schindler

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 05/13/24 – (Agenda not posted, technical difficulties)
2. Review and act on Resolution 052824C Regarding 2023 Compliance Maintenance Annual Reporting.
3. Consideration and action to accept the BID from Stark Paving for \$494,057.20, in the absence of a formal recommendation by the Public Works and Utilities Committee, due to technical difficulties encountered in the posting of the meeting held on May 13, 2024.

d. Public Safety – Trustee Sayas

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

e. Legislative – Trustee Stuckert

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

f. Park and Recreation – Trustee Shepherd

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 05/14/24
2. Minutes 05/16/24
3. Review and act on engagement with Vandewalle & Associates firm for the 2024 Comprehensive Outdoor Recreation Plan.

g. Administrative and Personnel – Trustee Stuckert

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings

1. Minutes 05/02/24

h. Finance and Licensing – President Koleski

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Review and act license renewals for Alcohol, Tobacco/Cigarette/Vapor Products and Dance applications for the 2024-2025.
2. Review and act on 2023 Audited Financial Statements.
3. Review and act on Resolution 052824B amending the 2024 budget for employee wage increases.
4. Review and act on request for \$7,000.00 of ARPA funding to rekey Village Hall doors.
5. Project Updates and Financial Reports
6. Review and act on vouchers

15. Other Business

16. Adjourn

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Village Clerk, 48 hours prior to the meeting at (262) 782-6700 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

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BOARD OF TRUSTEES MEETING DRAFT MINUTES TUESDAY, APRIL 23, 2024 * 7:00 P.M. * COURTROOM

1. Roll Call

The meeting was called to order by President Koleski at 7:03PM.

Present: 7 - President Koleski, Trustee Shepherd (via Zoom), Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

**Trustee Shepherd left the meeting at 8:00PM.*

2. Pledge of Allegiance

3. Public Hearing

None

4. Public Comments on any subject without any action, except possible referral to a governmental body or staff member

- a. *Mary Inden, 14745 Watertown Plank Rd, spoke regarding the Elm Grove Business Association Shred Day event on Saturday, April 27th. Ms. Inden also spoke regarding her concerns with costs and width of Underwood Creek project.*

5. Approval of Agenda

Motion by Trustee Stuckert, second by Trustee Sayas to approve the Board of Trustee Agenda for Tuesday, April 23, 2024. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

6. Approval of Minutes

a. March 13, 2024 – Committee of the Whole DRAFT Minutes

Motion by Trustee Castile, second by Trustee Hillmann to approve the Committee of the Whole draft minutes from March 13, 2024 as amended. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

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b. March 26, 2024 – Board of Trustees DRAFT Minutes

Motion by Trustee Stuckert, second by Trustee Schindler to approve the March 26, 2024 Board of Trustees Draft Minutes as amended. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

7. Report of the Village President – James Koleski

a. Review and act on Committee Appointments for 2024-2025 cycle

President Koleski recommended the appointments of Jan Termuehlen to Plan Commission, Tina Evens to Police and Fire Commission, and Karen Steen to Library Board.

Motion by Trustee Schindler, second by Trustee Hillmann to approve the Committee Appointments for the 2024-2025 cycle for Jan Termuehlen to Plan Commission, Tina Evens to Police and Fire Commission, and Karen Steen to Library Board. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

b. Possible referral of *Letting of Contracts §30-2* to the Public Works Committee for review.

President Koleski stated the Ordinance language provided to the Trustees states \$5,000,000 as the binding number for referendum; however, it is not the accurate record. In April of 2022, an Ordinance was adopted for referendum requirement for Public Works projects in excess of \$1,000,000. Village Manager Harrigan explained the record is outdated currently, as the ordinances are updated annually. Village Manager Harrigan explained the record for Letting of Contracts §30-2, section C – Public Works contracts, states it was Added 10-26-2020. Village Manager Harrigan stated the electorate did adopt an ordinance to reflect a referendum requirement for Public Works projects in excess of \$1,000,000 in April of 2022.

President Koleski stated he would like to refer this to the Public Works Committee to review the current binding referendum trigger of \$1,000,000.

Trustee Stuckert stated she participated in circulating ordinance change in 2022 for the \$1,000,000 referendum trigger. Trustee Stuckert explained there was a strong community support backing the \$1,000,000 referendum and stated the community wants a say in how money is spent. Trustee Stuckert stated she does not want the referendum to go away, but recognizes there is inflation. Trustee Stuckert asked if this increase for triggering a referendum gets passed, can the Board of Trustees look at creating a separate ordinance to require a referendum for when a TIF is involved.

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Trustee Castile, Trustee Hillmann, and Trustee Schindler agreed they would like this to go to the Committee of the Whole meeting prior to Public Works. Trustee Sayas stated she would like to see this go before Public Works prior to the Board, as the Public Works Committee would have a better understanding of what amount of money for triggering a referendum is sufficient.

Motion by Trustee Stuckert, second by Trustee Hillmann to refer the Letting of Contracts §30-2 to Committee of the Whole on May 20, 2024 for review. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- c. Possible referral to the Public Works Committee, of legislation regulating the approval process for the creation of Tax Incremental Finance Districts (TID's).

President Koleski stated this will also go before the Committee of the Whole on May 20, 2024, as it is related to the Letting of Contracts §30-2.

- d. Possible referral to the Plan Commission for review and consideration of amendments to the Village's Future Land Use Map.

President Koleski stated he would like to refer the Village's Future Land Use Map to the Plan Commission for review and consideration of amendments. Village Manager Harrigan stated the Future Land Use Map is required as part of the Comprehensive Plan, and it was recently amended for the Caroline Heights projects. Village Manager Harrigan stated any rezoning requires an amendment to the Future Land Use Map. Trustee Stuckert asked when the Comprehensive plan update is required. Village Manager Harrigan stated municipalities are required to have one, but it is only updated as needed. Attorney de la Mora explained built out communities usually only update the Comprehensive plan with a project proposal.

Motion by Trustee Castile, second by Trustee Schindler to refer to the Plan Commission for review and consideration of amendments to the Village's Future Land Use Map. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

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8. Report of Fire Chief – Brian Naylor

a. FD Report – February

President Koleski asked Chief Naylor about the calls at ZA. Chief Naylor explained it is a faulty alarm design and ZA has made adjustments, as it was a learning curve for them with the opening of the new restaurant. Chief Naylor stated the Fire Inspector, Scott Burgardt, was at ZA earlier today for an inspection and everything looks good.

Trustee Sayas asked Fire Chief Naylor if there is an increase in fires due to the high winds and if they were staffing extra firefighters. Chief Naylor explained the Fire Department would rely on mutual aid as regular practice and they are not staffing extra bodies.

9. Report of Police Chief – Jason Hennen

a. PD Chief Report – February

b. PD Report – February

10. Report of EMS Director – Dr. Jon Robinson

No Report

11. Report of Village Clerk – Katie Panella

No Report

12. Report of Village Manager – Thomas Harrigan

a. Review and act on Resolution 20240423B Consenting to the Transfer of Ownership from Elm Grove Heights LLC to LCM Funds 68 Elm Grove, LLC.

Village Manager Harrigan explained the property was constructed and received full occupancy in 2020 and there was a development agreement approved for the project. Village Manager Harrigan explained that the development agreements normally transfer with the purchase of the property. Village Manager Harrigan explained the development agreement for this property has a clause that dictates prior to the sale, the Village Board of Trustees has to approve the assignment of the obligations within the development agreement. Village Manager Harrigan stated the Village believes the current owner, Elm Grove Heights LLC is proceeding with the transfer of the property to LCM Funds 68 Elm Grove, LLC and the Village is not trying to be obstructionist to the sale.

Village Manager Harrigan explained the Village feels the Resolution follows the Development Agreement and the Village would be acting in good faith to make consent of the matter of record because there is no basis for objection to the sale by the Village.

Village Manger Harrigan stated one of the obligations that would transfer to the new owner is the bank parking. Village Manager Harrigan stated the Village created a specific zoning district for the senior housing with the concept of reduced parking requirements. Village Manager Harrigan explained the buyer would still have to

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comply with the ordinance for installation of new parking and impervious surface if they chose to install banked parking in the future.

Trustee Stuckert asked if LCM Funds 68 Elm Grove, LLC is a local group. Trustee Shepherd indicated the new buyer has a strong local reputation for managing and owning properties. Trustee Shepherd stated they have a lot of multi-family properties across the metro area and have a strong reputation.

Motion by Trustee Stuckert, second by Trustee Hillmann to adopt Resolution 20240423B Consenting to the Transfer of Ownership from Elm Grove Heights LLC to LCM Funds 68 Elm Grove, LLC. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- b. Review and act on Resolution 20240423A for Designating Events Qualifying as Special Events.

Motion by Trustee Castile, second by Trustee Schindler to adopt Resolution 20240423A for Designating Events Qualifying as Special Events. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

- c. Review and act on Special Event Permit for the Elm Grove Beautification Committee Native Plant Sale.

Nicci Sternitzky was in attendance for the Beautification Committee.

Village Manager Harrigan stated this event has been taking place in the Village for 25+ years and has taken place in the Park and Shop parking lot. Village Manager Harrigan stated the Beautification Committee is requesting to host the plant sale on the old One Hour Martinizing site, which is now Village property. Village Manager Harrigan stated staff believes it will be safer and stated there will be barricades.

Trustee Sayas and Trustee Castile were both in favor of the event in this location.

Motion by Trustee Stuckert, second by Trustee Hillmann to approve the Special Event Permit for the Elm Grove Beautification Committee Native Plant Sale. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

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- d. Update on action items from the March 26, 2024 Board of Trustee meeting.

Village Manager Harrigan stated the stakeholder discussions for GovHR/MGT Finance Director Recruitment have been scheduled.

Village Manager Harrigan stated the Village website has a donation button for the pier and it has been live for a few weeks and was included in the newsletter. Village Manager Harrigan stated at this time, no significant donations have been collected. Village Manager Harrigan stated the family has indicated they are working on fundraising.

Village Manager Harrigan stated the USGS Fish Camera Monitoring Station license agreement is currently under review.

Village Manager Harrigan stated there is a Highland Drive Pedestrian Pathway pre-construction meeting scheduled for April 30, 2024 and Notice of Construction letters are expected to go out May 6, 2024 to the adjacent property owners.

President Koleski stated silt fencing around the Mandel site needs to be fixed. President Koleski stated Public Works should review the road impact of sewer work on Green Meadow. President Koleski stated they were driving on lawns.

Trustee Castile asked about trash on private properties and sending friendly reminder letters. Trustee Schindler will send the locations in to Village Staff.

13. Report of Village Attorney – Hector de la Mora

No report

14. Report of Standing Committees

a. Plan Commission – President Koleski

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 04/01/24

President Koleski stated the committee discussed outdoor seating for ZA and maintaining the trees. President Koleski stated the committee discussed the Downtown Master Plan and the committee will be reviewing survey materials.

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b. Library Board – Trustee Castile

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 03/18/24

Trustee Castile stated FOEGL had their Annual Book Sale and collected \$21,000.00. Trustee Castile stated Kim Irwin, Library Chair, will be stepping down. Trustee Castile stated the library has new Harley Davidson passes. Trustee Castile stated the library received an anonymous donation of \$6,000.00. Trustee Castile stated the Strategic Plan is broken up in three different teams meeting in April to established priority of action items.

c. Public Works – Trustee Schindler

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 04/08/24

Trustee Schindler provided an update on the Sustainability Committee, which is currently working on No Mow May, Education and Outreach, and the plastic bag recycling collection program. Trustee Schindler stated the committee is looking to promote the 'Bring Your Own Bag' campaign, which promotes the idea of Reduce, Reuse, and Recycle as an alternative to the plastic bag recycling program.

Trustee Schindler provided an update on the Highland Dr Culvert Replacement Bid. Trustee Schindler explained the Village Engineer, Andy Petersen of Ruckert Mielke, reviewed in detail the bids with the committee and recommended the committee to accept the bid by Vinton Construction, utilizing granular backfill vs. the alternate bid for slurry backfill. This is a cost savings of \$18,815.00.

Village Manager Harrigan reviewed the SEWISC 2024 Agreement with the Board of Trustees. Village Manager Harrigan explained the Beautification Committee was awarded a grant for \$1,000 in 2024 to be used for control of invasive species in the park. Village Manager Harrigan stated it is a 5-year commitment, but the funds are only available in 2024. Village Manager Harrigan stated the Village Forester currently does ongoing management and had no concerns for site visits.

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Trustee Schindler provided an update on the Daylighting Project and stated the next steps would be to provide a number that can be included in the referendum language. Trustee Schindler provided an update on road bids, which would be going out soon. More details regarding the April 8th, 2024 meeting can be found in the minutes.

2. Review and act on Highland Drive Culvert Award Approval (contingent upon DNR permitting approval).

Motion by Trustee Castile, second by Trustee Schindler to approve the acceptance of the base bid without the mandatory alternate bid by Vinton Construction in the amount of \$196,646.85. The motion carried by the following vote:

Aye: 6- President Koleski, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

3. Review and act on the SEWISC 2024 Assistance Agreement (Beautification Committee).

Motion by Trustee Schindler, second by Trustee Stuckert to approve the SEWISC 2024 Assistance Agreement for the Beautification Committee. The motion carried by the following vote:

Aye: 6 - President Koleski, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

d. Public Safety – Trustee Sayas

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

Trustee Sayas stated the week prior was Dispatch week and thanked all the groups and individuals who provided treats to the dispatchers in recognition of their work.

e. Legislative – Trustee Stuckert

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

The Legislative committee did not meet.

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f. **Park and Recreation – Trustee Shepherd**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Minutes 04/09/24

Trustee Hillmann stated the CORP sub-committee narrowed down the options from six firms to three firms. Trustee Hillmann stated the July 4th festivals will change this year as there is a reduction in willingness to volunteer. Trustee Hillmann explained the festival will be primarily in the afternoon and this will be discussed more at the next Park and Rec meeting.

Trustee Hillmann stated the Summer Rec guide is out to the public.

Trustee Hillmann stated the Junior Guild would like to do a basketball court ribbon cutting and celebration. Trustee Hillmann explained you cannot go on the basketball court until about two weeks after it is completed.

Trustee Schindler stated the Rotary approached him regarding the Fun Run for the July 4th Festival and he will provide Logan, Rec Manager, a written proposal to take to the Recreation Committee for review.

President Koleski added the drug pick up on April 27th is at Walgreens.

g. **Administrative and Personnel – Trustee Stuckert**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings

The Administrative and Personnel committee did not meet.

h. **Finance and Licensing – President Koleski**

Report on discussion and any action taken at previous meetings, future agenda items, and upcoming meetings.

1. Project Updates and Financial Reports

President Koleski stated the May Finance and Licensing meeting will have Baker Tilly present to review the audit. President Koleski stated there will be a budget adjustment after the Police Union contract is approved.

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2. Review and act on vouchers

Aye: 6 - President Koleski, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

15. Other Business

Village Manager Harrigan stated there will need to be an Admin and Personnel meeting on Thursday, May 2, 2024 at 8:30AM to discuss the reorganization of the Department of Public Works and to review the Dispatch pay adjustments.

16. Adjourn

**Motion by Trustee Hillmann, second by Trustee Castile to adjourn at 8:34PM.
The motion carried by the following vote:**

Aye: 6 - President Koleski, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

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BOARD OF TRUSTEES MEETING DRAFT MINUTES THURSDAY, MAY 2, 2024 * 8:30 A.M.

1. Roll Call

The meeting was called to order by President Koleski at 8:34AM.

Present: 5 - President Koleski (via zoom), Trustee Shepherd, Trustee Stuckert (via zoom), Trustee Castile, and Trustee Hillmann.

Absent: 2 – Trustee Schindler and Trustee Sayas

2. Review and act on Committee Appointments for 2024-2025 cycle

Trustee Shepherd asked if the Committee Appointees had been notified of the reappointment. President Koleski stated he talked to a number of committee appointees, along with Chairs of Committees prior to submitting his reappointment list.

Motion by Trustee Stuckert, second by Trustee Hillmann to approve the committee reappointments for the 2024-2025 cycle with the inclusion of the three new appointments. The motion carried by the following vote:

Aye: 5- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Castile, and Trustee Hillmann.

3. Adjourn

Motion by Trustee Hillmann, second by Trustee Castile to adjourn at 8:37AM. The motion carried by the following vote:

Aye: 5- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Castile, and Trustee Hillmann.

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COMMITTEE OF THE WHOLE MEETING DRAFT MINUTES MONDAY, MAY 20, 2024 * 5:00 P.M. * COURT ROOM

ZOOM LINK: <https://us02web.zoom.us/j/83489188381?pwd=aU1oc1ZVa0hxRE9LZVRNckRuRFNPUT09>

MEETING ID: 834 8918 8381 PASSCODE: 591875

1. Roll Call

The meeting was called to order by President Koleski at 5:03PM.

Present: 7 - President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann

**Trustee Sayas arrived at 5:07PM*

2. Discussion and update on the Underwood Creek Daylighting Project.

Village Manager Harrigan explained there is a second Scope of Services from Stantec for the Underwood Creek Daylighting project in the packets which identifies tasks for the project as whole. Village Manager Harrigan explained Rich Klein, of Stantec Engineering, and staff have identified services that would be beneficial to potentially engage in at this time, as it would save the Village on unknown risks during the construction process. Village Manager Harrigan stated that work specifically relates to the Geotechnical work for the adjustment of the channel alignment, which has come into light from discussions with CP Rail as to a potential conflict with the Zone of Influence. Village Manager Harrigan stated the Village's existing channel alignment through the engineering plans that have been developed to date, would potentially be in direct conflict. Village Manager Harrigan explained there should be consideration given to adjusting the alignment in order to mitigate delays with having to get approval from CP Rail. Village Manager Harrigan explained this would include a retaining wall design modification; pedestrian bridge and potentially adjusting where the abutments are located on the plan in order to have a more appropriate and functional location for the pedestrian bridge; storm sewer modifications; parking lot paving and grading outside the project limits; and site amenities, which were not included with the engineering plans to date.

Village Manager Harrigan explained staff has had extensive conversations with CP Rail for about the last three months. Village Manger Harrigan stated the end game of those discussions was to determine the asking price from CP Rail would be for approximately the six acres the Village would be looking to purchase to realign Underwood Creek. Village Manager Harrigan stated CP Rail came to a starting asking price of \$1.55 million. Village Manager Harrigan explained the Village had an appraisal done, which was considerably less. Village Manager Harrigan stated the asking price is about \$1 million over what the Village's appraisal came in at. Village Manager Harrigan stated CP Rail viewed the Village's appraisal and had concerns about the discounts that were applied to

the valuation of the property. The concerns were that it is a railroad corridor. CP Rail argued the lands were highest and best use of the land. Village Manager Harrigan explained unless the Village can provide convincing evidence as to why the discounts should be applied, they remain focused on the value. Village Manager Harrigan stated the Village's appraiser will reach out to CP Rail to provide justification for the discounts. Village Manager Harrigan stated it was asked if CP Rail would sell only the portion of the six acres needed for the project, there is no guarantee.

Rich Klein, of Stantec Engineering appeared before the Committee of the Whole to answer any questions regarding the Underwood Creek Daylighting project.

President Koleski noted that we are 15 years into the planning and now we find the inconsistency with rail impact and the design. President Koleski asked Mr. Klein if he could explain the inconsistency. Mr. Klein stated it has been known all along where the infrastructure is relative to the railroad's zone of potential train loading. Mr. Klein stated what has changed is the rigorousness in which the railroad treats encroachments zone. Mr. Klein explained the suggestion to move the channel and the wall outside of the railroad zone is to avoid going through the railroad's process, which takes time. Trustee Schindler asked Mr. Klein if he had a diagram with his recommendation for movement of the channel would be. Mr. Klein stated he did not have a diagram to scale. Mr. Klein explained the railroad would like projects that affect the railroad to accommodate a future third set of tracks. President Koleski asked Mr. Klein if the third track would be on property the railroad currently owns or if they would need to acquire property. Mr. Klein stated it would be within the existing corridor. Trustee Schindler asked how wide the corridor is. Mr. Klein stated 70 feet. Trustee Schindler asked where the limits of the right-of-way is or if they will shift the tracks to put the third track in. Mr. Klein stated he would assume they would shift the tracks. President Koleski asked if the easements in this project are still valid with the change. Village Manager Harrigan stated they are still valid. Mr. Klein explained the project of moving things outside the zone, it removes discussion with the railroad. Mr. Klein stated if all the Village is doing is buying the corridor, it would be a simple discussion. Mr. Klein stated if the Village puts a project next to their railroad, the railroad would have leverage with what the project looks like.

Mr. Klein identified for the Committee of the Whole where the project would be pushed to the west.

Trustee Schindler asked Mr. Klein if the entire river channel from the bend going from east to south after the bridge is the entire length 15 feet west. Mr. Klein stated it would be from the meander. Trustee Schindler asked about the meander at the top. Mr. Klein stated the top meander is workable. Trustee Schindler explained the concern of the community is this was wanted as a beautiful amenity to where you were downtown and could see the river. Trustee Schindler stated if it is pushed hard west and a retaining wall is put up, you would not be able to see it. Trustee Schindler asked Mr. Klein if it would be approved by the DNR, as meanders are required and it would be less of a meander. Mr. Klein stated the DNR would not be concerned about the design. Trustee Schindler stated to move

ahead with this, the Board of Trustees would need a visualization of what the new channel would look like and a verification of where it would be impacted.

President Koleski asked Mr. Klein how long the retaining wall would be and stated he would like to see a visualization. President Koleski stated it is all new stuff that keeps coming; surprise after surprise. President Koleski stated the CP Rail asking price, the zone of influence, and the third rail are all complete surprises. Trustee Sayas asked why these conversations were not had a year ago. Village Manager Harrigan stated former Village Manager De Angelis was with the Village and was working with a different contact with CP Rail. Trustee Sayas asked if there is any documentation that CP Rail would honor from past conversations. Village Manager Harrigan explained he brought the documentation in discussions. Village Manager Harrigan explained there are new employees at CP Rail and had to take it back through their process to determine if it is abandoned in the eyes of the Federal Government. Trustee Stuckert asked how far back would this push the timeline back. Village Manager Harrigan stated he does not have an exact answer in regards to the timeline; however, Mr. Klein and staff have bi-weekly calls with CP Rail. President Koleski stated in the timeline in the packet, it communicated it would remain a similar timeline; however, the confidence in the timeline has changed.

President Koleski asked if Vitale is not the appraiser CP Rail would like to do an independent appraisal with, who would they choose because there is a discount. Village Manager Harrigan stated CP Rail did agree to Vitale as the appraiser. Trustee Hillmann stated CP Rail made up their own number. Village Manager Harrigan stated they disagreed with the comps and had their own set of comps. Village Manager Harrigan will share the comps with the Board of Trustees. Trustee Castile asked Mr. Klein about moving the project and not having the railroad involved. Trustee Castile asked Mr. Klein if he could ballpark the cost not having the railroad involved. Mr. Klein stated it would be in terms of time and it would take months. Trustee Schindler asked if we are doing a land swap with CP Rail. Village Manager Harrigan stated not necessarily; however, based on conversations with CP Rail they have been utilizing a swap of land to access their corridor to access their staging area.

President Koleski asked what CP Rail needs from the Village. President Koleski asked what the Village's leverage in the process is. President Koleski asked if the Village has any authority when trains run or the volume of trains that could be leveraged. Trustee Sayas asked if the railroad adds a third track, would there be enough room if there was a derailment. Mr. Klein stated it is a narrow corridor; however, the railroad plans 50 to 100 years into the future.

Trustee Stuckert asked Village Manager Harrigan if former Village Manager De Angelis is still involved with the project and how much has the Village paid him. Village Manager Harrigan stated former Village Manager De Angelis is still involved in the project and he has been paid approximately \$2,200.

Trustee Hillmann stated it was previously discussed that this was an abandoned corridor and asked if the position of the rail is that it is not an abandon corridor. Village Manager Harrigan stated they are not arguing that fact; however, in the eyes of the Federal Government it will not return to functional rail. Village

Manager Harrigan explained they are trying to argue it is a corridor, it could be used as a loading area. Trustee Hillmann asked if there is a difference between rail property owned that is abandoned versus future use for rails. Attorney de la Mora stated railroads are governed by a lot of statutes and can raise the question with Mr. Vitale, who would be the better fit to answer the question.

Trustee Schindler asked if Vitale would be able to provide any help with finding if this occurred any where else. Village Manager Harrigan explained staff will be walking the corridor and taking a video explanation to fortify the Village's point clearly. Trustee Schindler stated if there is someone that could find this type of transaction in the state or nationwide that could add to the case. Mr. Klein stated Mr. Vitale is going to call the Project Manager from the Phase II-B.

President Koleski stated we are now in an education of CP Rail in regards to the property perimeters, the property attractiveness, and being able to put the case in front of CP Rail with visual evidence. President Koleski explained the Village agreed to Vitale, as that is who the railroad picked for an appraiser.

Trustee Shepherd stated leverage points for the Village need to convince CP Rail we are the only buyer. Trustee Shepherd stated they are asking \$258,000 per acre and the Village offered just under \$100,000 per acre. Trustee Shepherd stated the market value is closer to what the Village would offer; however, the Village needs to convince CP Rail there is no market value, that the Village is the only buyer. Trustee Shepherd stated this project is being dictated by the State of Wisconsin (DNR), and asked if this can be leveraged. Trustee Shepherd asked if this is a friendly negotiation. Village Manager Harrigan stated it has been friendly negotiation. Village Manager Harrigan stated another option for potential leverage could be going to the Office of the Commissioner of the Railroad at the state, as they deal with CP Rail frequently.

President Koleski stated the Board of Trustees needs to see options and visualizations of what is being proposed knowing the zone of influence and the two options. President Koleski asked Attorney de la Mora if with the spending authority of \$500,000 if any considerations need to be taken into account. Attorney de la Mora stated he will look into this question and report back at the Board of Trustee meeting on May 28, 2024.

President Koleski stated the budget for this project is blown and stated there is a limit to financial resource he would not be willing to go above, knowing the TIF, the stormwater divergence takes away money from other projects for stormwater activity. President Koleski stated the stormwater fund will not be built back up, which the Finance Committee stated they would build back. President Koleski stated they are opening up to other concerns by diverting money or more money. President Koleski stated through the design phase, there has to be dollars included with the value concept up front. President Koleski explained the conclusion he is coming to is the work that was completed in the design work and the value of the work has degraded and the third rail, and the zone of influence were ignored with some designs that were put forward previously. President Koleski stated there were decisions made that did not create value in the initial design. Trustee Stuckert stated she agreed with President Koleski. Trustee Stuckert explained it is befuddling to have spent the amount of money we have so

far, only to have a plan that will need to be redesigned and lose time. Trustee Stuckert stated Trustee Schindler has done a lot of community work presenting a plan. Mr. Klein stated at the time there was a given budget and construction drawings. President Koleski stated Mr. Klein performed as directed.

Trustee Sayas asked if the railroad has 70 feet throughout the entire Village and if there are no other areas the railroad would need easements for. Mr. Klein stated he cannot speak to what the railroad would need. Trustee Sayas stated she is looking to find leverage. Village Manager Harrigan stated it would need to be studied. President Koleski asked Mr. Klein what the minimum the railroad would need. Mr. Klein stated he cannot speak to that. Village Manager Harrigan stated he can raise the question to CP Rail during the next phone conversation.

Trustee Shepherd stated he does not think having numerous conversations with CP Rail is fruitful. Trustee Shepherd stated there is no offer or counteroffer on the table, only an appraisal. Trustee Shepherd stated we need to impress upon CP Rail that we are the only buyer. Trustee Shepherd stated the critical path got screwed up, the conversation with the railroad should have been months or a year ago.

President Koleski asked Trustee Shepherd if he has ever encountered a situation where both parties hire the same third-party appraiser and the appraiser becomes the arbiter. Trustee Shepherd explained baseball arbitration is a good way to handle it. Trustee Shepherd stated both parties have their appraiser and an arbiter would select the party closest to the market value. Village Manager Harrigan stated it is a good option to consider.

Trustee Shepherd stated current Village Manager Harrigan should be the point of contact for this project, not former Village Manager De Angelis. Trustee Stuckert and Trustee Castile both agreed with Trustee Shepherd.

President Koleski asked Village Manager Harrigan if a project manager is needed for this project to keep the project moving. Village Manager Harrigan stated he would look into finding an engineering firm/consultant.

3. Discussion on final ARPA funding allocation.

Village Manager Harrigan explained there is a remaining fund balance of \$224,483 in ARPA funds. Village Manager Harrigan explained the funds have to be allocated for by the end of 2024 and spent by the end of 2026. Village Manager Harrigan stated there are several projects that have been budgeted for, but have not been executed on. Village Manager Harrigan explained several of those projects, specifically the VOIP Telephone Replacement project, has come in at a much higher cost than budgeted for. Village Manager Harrigan stated VOIP was budgeted for \$51,000; however, an approximate cost would be \$90,000.

Village Manager Harrigan explained the Village Hall parking lot lighting project has had a hard time finding contractors to provide a quote. Village Manager Harrigan stated the only company to provide a bid for this project was Lemberg.

Village Manager Harrigan explained there would be value to replacing the lights in front of Village Hall, as it is a highly utilized area.

Village Manager Harrigan explained for completion of the crosswalk an additional \$5,000 has been identified.

Village Manager Harrigan stated the quote from Whitlow Security Specialist is in conjunction with keyless door lock system. Village Manager Harrigan explained \$143,000 has been spent for this project. Village Manager Harrigan stated the door knobs would be replaced and there would be a new master key. Village Manager Harrigan stated with the existing master key in place, employees no longer employed with the Village, may still have access, which would be a security breach. Village Manager Harrigan explained with the new master key only certain individuals would have access to the master key.

President Koleski asked what would happen when there is no power. Village Manger Harrigan explained the keyless lock system would still work, as it would operate on a backup battery and the doors would still be operational with the master key.

Trustee Sayas asked Village Manager Harrigan why only one lighting company has submitted a bid and if Mandel is putting lights on their property. Village Manager Harrigan explained the lighting challenge with the project is the conduit that runs between the light poles is shot and needs to be rebored. Village Manager Harrigan explained there might be a subcontractor that would do the boring. Village Manager Harrigan also explained this is a small-scale project with a lot of work that needs to be completed. President Koleski asked the Board to think of electrical companies that could submit a bid and noted that a second quote would be needed to move forward with a decision. Village Manager Harrigan stated with the initial Lemberg quote, the project would have to go out to bid due to the cost.

Trustee Schindler stated the Village would want to stay with the Warm lighting (3000k), as it is more appropriate for the Village and better for wildlife. Trustee Schindler stated downlighting should be considered as well. Trustee Sayas asked the lighting project would extend into the park. Trustee Schindler stated it as looked at a year ago to add lights to the pool and turning them; however, it was very expensive. Trustee Castile asked how critical is the lighting project. Village Manager Harrigan explained it is a safety issue in the front, as the hours of light are limited.

President Koleski explained the phone system is 20+ years old and it is not connected to the system to get emails transcribed. President Koleski stated there are features in modern phone systems that would be valued. President Koleski suggested looking into leasing a phone system. President Koleski asked the annual maintenance be communicated. Trustee Stuckert agreed the lease-buy option is a great idea. Village Manager Harrigan will look into if ARPA funds can be utilized for leasing.

President Koleski asked Village Manager Harrigan about the Whitlow quote being \$5,000 and the budget for \$7,000. Village Manager Harrigan stated it is a buffer.

Trustee Sayas asked if there would potentially be a grant for the park lighting. Trustee Shepherd suggested asking the CORP consultant. Village Manager Harrigan asked Trustee Sayas where the Foundation discussed for the lighting. Trustee Sayas stated the Foundation would like lighting to light Oktoberfest. Trustee Stuckert suggested the park get a gazebo which organizations could utilize for fundraising. Trustee Shepherd explained there will be a CORP consultant hired in the near future and have the wish list where this could be added. Trustee Shepherd stated there will be four focus groups with the CORP consultant.

Village Manager Harrigan stated staff would like to move forward with the re-keying of the door system and the crosswalk to go before the Finance Committee. Trustee Sayas asked if the Village needs to invest in solar panels. President Koleski stated there is a generator as a backup.

Trustee Shepherd suggested as the parking lot improves in the front parking lot, paving the parking lot is something to consider.

4. Discussion and review of *Letting of Contracts §30-2.*

Village Manager Harrigan explained this item is before the Committee of the Whole from a referral at the April 28, 2024 Board of Trustee Meeting.

Trustee Schindler explained the topic came up at the last Public Works meeting about raising the cap on the \$1 million limit for Public Works expenditures. Trustee Schindler explained the consensus seemed to be in agreement to raise the cap. Trustee Schindler explained there were a number of reasons to raise the cap including inflation. Trustee Schindler explained inflation has affected how much you can get for \$1 million. Trustee Schindler explained when Public Works Committee wants to go out for bid, they cannot go over \$800,000 because they build in a 20% contingency fee. Trustee Schindler stated they do not get a \$1 million project, only an \$800,000 project.

Trustee Stuckert explained she has strong feelings concerning this subject, as she was a part of the group, Keep Elm Grove Charming, who was behind her in her election. Trustee Stuckert explained there were over 800 residents who signed for the referendum and for the legislation, which was done during COVID. Trustee Stuckert explained the idea was it was a fiscally responsible thing to go, letting your citizens have input in terms of how their money is spent. Trustee Stuckert explained the second part was around the Mandel property, as Public Works is attached to it and it was a way of allowing citizens to have input in terms of a large development going into the Village. Trustee Stuckert explained she does recognize inflation and she does recognize the cost of future projects in the Village. Trustee Stuckert explained she would be in support of increasing it, but only if there was something else in place that allowed residents to have a say, particularly as it relates to large developments. Trustee Stuckert explained in the Village there are four big plots of land that are currently institutionally zoned

that are in the middle of residential areas and she does not want to see a project developed in different locations throughout the Village, like the one at the entrance of the Village. Trustee Stuckert explained the residents that put her in her position do not want that either. Trustee Stuckert stated her feeling is if they are going to increase the cap, there has to be some other way to allow residents to have a say in terms of how money is spent in the Village and have a say in terms of the large developments. Trustee Stuckert suggested to have an ordinance where any future TIFs that come before the Village would have to be voted on by the Village as a whole through referendum. Trustee Stuckert explained others will argue that is why you elect representatives; however, representatives in the past have lied to the community and said they would vote one way and voted the opposite. Trustee Stuckert explained there is a lack of trust in the people that are elected and citizens would want to have more of a say. Trustee Stuckert explained she would vote to increase it, as she sees the need for it; however, if she is going to get on Board with increasing it, there has to be another protection in place for citizens.

Trustee Schindler explained another reason discussed at Public Works to raise the cap was the future water projects the Village will be having. Trustee Schindler explained getting a water pipe down a neighborhood could easily be \$2 million. Trustee Schindler explained eventually that will not be taxpayer money, as the neighborhood will pay for it. Trustee Schindler explained from his understanding this was not the original intent of the ordinance. Trustee Schindler stated the current ordinance would make it difficult for one pipe in a neighborhood because the entire Village would have to vote on it. Trustee Schindler explained raising the cap would eliminate that.

Trustee Hillmann explained he agrees with Trustee Stuckert. Trustee Hillmann explained he would like to set a limit that allows the Village to follow through on projects that would be traditional or standard. Trustee Hillmann explained the Board should come up with a number that allows for that, but forces the Board to go to the community for unusual projects and projects that would require a TID.

Trustee Stuckert stated she would not vote on increasing the cap for Public Works until the something is in place for the protection of the residents to vote.

Trustee Castile stated he agrees with Trustee Stuckert. Trustee Castile explained it would need to be increased to a reasonable amount, but thought that even \$2 million would be rather significant because the cost is being put on residents who do not have any say in the project. Trustee Castile explained if a water line goes down their neighborhood, they will be charged for it; he would be in favor of the residents having a say to add the cost incurred to their property. Trustee Castile explained he is in favor of raising the cap to a reasonable amount to not stop regular small projects; however, there will need to be the TID/TIF requirement as a separate item.

President Koleski explained in order for any water main to be installed, more than 75% or 80% of residents in that area are required to come to the Board and request it and have it approved. Trustee Castile explained there is no formal policy in place currently. President Koleski explained it was discussed at a previous Committee of the Whole meeting. Trustee Castile explained he would

like more protection for residents in regards to what is on their tax bill and what services are charged. President Koleski explained any Board can change any ordinance going forward.

Trustee Sayas stated she was against the referendum for the beginning. Trustee Sayas explained she was open about not signing it. Trustee Sayas explained she spoke to her father, who was the Superintendent of the City of Evanston, who explained to her \$1 million is going to stifle the Public Works department. Trustee Sayas explained she thinks \$2 million is still too low and costing the Village more. Trustee Sayas expressed disappointment in the previous Village Board for their actions to undermine the Village residents with the \$1 million referendum.

Trustee Stuckert stated she feels the Board needs to be sensitive to residents and residents would want a say in how their tax dollars are being spent. Trustee Stuckert explained as there is more inflation, it is more difficult for residents. Trustee Stuckert explained she recognizes that water is being brought into the Village. Trustee Stuckert explained Delafield, which is a large municipality, has a \$1 million referendum in place and it has been in place for a decade and they have been able to work around it. Trustee Stuckert explained this is something that the Village should continue to have in place and in order for her to vote on increasing the amount there has to be some other protection in place for development with Village residents such as an ordinance where any TIF or TID has to go for a vote.

Trustee Schindler stated he did not initially support the referendum, but due to actions of the previous Board, he changed his position and supported the \$1 million cap with reservations. Trustee Schindler stated those reservations included that he thought the amount was low, but knew the amount could be removed or adjusted in two years or in case of emergency, it could be overridden. Trustee Schindler stated the two years has passed and he would not be in favor of repealing it, as there are 800 residents who signed it and had their rights violated and there are residents of the Village who spent their own money to hire an attorney to hold the old Board accountable. Trustee Schindler explained for those reasonings he would be in favor of raising the cap, but not repealing it. Trustee Schindler explained in regards to the TIF, something should be in place for that as well.

Trustee Shepherd explained he did not vote for the referendum. Trustee Shepherd explained with his base of support, they have told him they have elected him and others and trust the Board to make good judgment decisions. Trustee Shepherd explained he would be on the repeal side; however, acknowledges there is not support from the Board to repeal it. Trustee Shepherd explained he would be in favor of raising the cap to be between \$5 million to \$10 million. Trustee Shepherd explained it is a slap in the face to representative government and that is why there are elections. Trustee Shepherd explained the Underwood Creek Daylighting project is an example, it is a \$6.5 million project and he does not know when it goes to referendum it will pass. Trustee Shepherd explained there might be a lot of \$2 million to \$3 million projects isolated to certain areas of the Village that might not pass. Trustee Shepherd explained the common citizen does not have an advance fundamental understanding of TIF/TID and most

Board members do not when they are first elected. Trustee Shepherd explained it is a very polarizing topic right now. Trustee Shepherd explained he would like to have a more advance discussion around TIF/TID in the community, but would not like to handcuff it. Trustee Shepherd stated if there are handcuffs proposed, he would like staff or Trustees to come up with comparables of handcuffs on TIF/TIDS in the State of Wisconsin. Trustee Shepherd stated government already runs too slow and too inefficient, he does not support hurdles that make it harder for the Village to run its business. Trustee Shepherd explained he would get behind it if the bar is raised significantly.

Trustee Stuckert explained she thinks a lot of residents are in favor of the Underwood Creek Daylighting project. Trustee Stuckert stated she has spoken to a lot of residents and Trustee Schindler has also done a good job getting word out to the community. Trustee Stuckert explained there have been two referendums for citizens to vote on, both passed. Trustee Stuckert stated she agrees \$1 million is too low. Trustee Stuckert explained what she is trying to accomplish is to allow residents to have some say in how money is spent and in terms of future large developments. Trustee Stuckert explained the last Board lied to residents and items were railroaded. Trustee Stuckert explained she went to all the Board of Trustee meetings and spoke at them. Trustee Stuckert stated she followed the project very closely and it was railroaded through. Trustee Stuckert explained she does not want that to happen again.

Trustee Shepherd stated the Board needs to define what passes the threshold, significant and generational, Public Works projects that are \$1 million to \$5 million are normal course of business. Trustee Shepherd explained examples include water infrastructure and Underwood Creek Daylighting. Trustee Stuckert explained it is fine to have projects go to referendum. Trustee Sayas stated she believes the referendum would not have passed if it would have gone on the ballot. Trustee Sayas stated she believed people voted for the referendum because residents were upset with the Board and that is why it passed.

President Koleski explained he walked away from the Public Works Committee discussion regarding the limit with alignment around either a significant increase in the limit or repeal the limit in its entirety. President Koleski stated he views some level of capital authorization as good business practice. President Koleski explained that is why you have controls and checks and balances.

President Koleski stated the general agreement of the Trustees is that \$1 million is too low. President Koleski asked Village Manager Harrigan with the ordinance shared there is cost of living adjustments built into the language, he would like to confirm the \$1 million is a hard \$1 million. Village Manager Harrigan stated that it is his understanding. Attorney de la Mora explained the referendum did not contemplate an adjustment due to inflation. President Koleski stated there is also supplemental interest in introducing an ordinance that would require TID incentives over a certain amount. President Koleski stated in order for some to approve an increase in the limit a TID incentive be enacted. Trustee Stuckert explained when this is discussed, it should be a Board of Trustees discussion and she appreciates the Public Works Committee and their efforts, but the people giving their opinions who are appointed and not elected. President Koleski explained Public Works Committee was a good sounding Board, as there

have been members who have been working Public Works projects for five or more years and new individuals who came on the committee after the reconfiguration including a member who was as strong supporter of the \$1 million limit. President Koleski encouraged each of the committee chairs to bring this discussion up in their committee meetings as a further outreach into the community.

Trustee Hillmann asked Attorney de la Mora if there is a deadline for working out the deadline now that the two years have been reached. Attorney de la Mora explained the \$1 million will be upheld until action is taken.

President Koleski explained he is currently at \$3 million limit, as it is halfway. President Koleski explained any potential water expansion will be north of \$2 million and he does not want the concept of breaking projects into two parts to manage the cap overall limit. President Koleski explained when he was running, he was communicating \$1 million was too low. President Koleski explained cost of living increase in the construction trades has been in the 20%-30% region. President Koleski explained it is a significant increase and the number be adjusted to a minimum 5% cost of living going forward. President Koleski explained he also understands and supports limiting the amount of incentive dollars given to a developer without public input. President Koleski stated the concept of giving the amount of money that went into the Caroline Heights project, \$8.6 million, is an astronomical amount of money in one of the best real estate markets at the time and it was way out of line. President Koleski stated the concept of justifying that amount in terms of the return to the developer can only be one item of consideration. President Koleski stated the existing Board's decision at the time to move approximately \$3 million into the project, cost the Village \$600,000 of financing costs. President Koleski stated the Village needed to go out and do a taxable bond issue versus a tax-exempt bond issue and it was a poor decision and is not performing in the best fiduciary duty.

President Koleski asked Village Manager Harrigan and Attorney de la Mora for their input with respect to what would work and some level of approval by the community with incentives exceeding a dollar amount. President Koleski stated he thinks the concept of a TID is still an active and viable alternative for community government. President Koleski explained it is the level of incentives that are at risk of the community and the payback to the community and when value will be realized by the community.

Trustee Stuckert asked Attorney de la Mora if the amount is redone in terms of Public Works, can there be a carve for the water projects. Village Manager Harrigan stated if there is going to be additional language considering carve outs, it might be worthwhile considering explicit language as to what is excluded in the total costs. President Koleski stated he disagreed with that; a cost is a cost. President Koleski stated carve outs are a slippery slope. Trustee Shepherd restated a Public Works Committee members comment, TIF/TIDS should be evaluated very careful on a case-by-case basis and not blanket restriction. Trustee Shepherd explained he thinks that when the precedents are researched throughout the state, it will be found that is more often the case.

Trustee Hillmann stated he would be against any carve outs of any form; it would be asking for a loop hole. Trustee Hillmann explained whether it is a type of project or the line item of cost, that should be taken into account when coming up with a number. Trustee Hillmann stated it should not be allowed for a future Board to have the flexibility to redefine what a cost is or not. Trustee Hillmann stated he would not carve out anything. Trustee Hillman explained he understands Trustee Shepherds perspective; however, the current Board lives in a reality the prior Board gave them and that is what the community is looking at. Trustee Hillmann stated having the limit there for current Board and future Boards is a pact with the community and the community understands that the Board recognizes what the prior Board did was wrong and this is the mechanism if a future Board comes in, they will have to repeal the ordinance or raise it. Trustee Hillmann explained he feels very strongly to keep the ordinance in place and a number that is a barrier to certain developments. Trustee Hillmann explained any special project should go before the community.

Trustee Castile stated he agrees with Trustee Hillmann. Trustee Castile stated when it comes to TID/TIF in Elm Grove it should be voted on by residents.

Trustee Sayas stated she agrees with Trustee Hillmann's response.

Trustee Stuckert explained she is passionate about keeping something in place in terms of Public Works. Trustee Stuckert stated her number is \$2 million and would not be comfortable going above it. Trustee Stuckert stated with the Mandel project bringing the water it was \$2.8 million, but she remains at the \$2 million mark. Trustee Stuckert explained she understands what others are saying about the carve outs and appreciates those comments. Trustee Stuckert stated she thinks there should be something for TIF and needs the community to trust the Board again.

Trustee Schindler explained in regards to TID/TIF he is in favor of checks and balances. Trustee Schindler explained the projects he envisions when having these checks and balances are projects that would change the character of the Village in perpetuity, not things like resurfacing the basketball court. Trustee Schindler explained it would be something that cannot be undone and there should be more say than four Board members, a developer, and property owner deciding how to change the character of the Village forever.

Trustee Shepherd explained \$1 million to \$5 million are going to be the normal course of business. The Gebhardt Road project had to be split, water into the Village is \$3.8 million, Underwood Creek Daylighting \$6.5 million, and water loops are looking to be over \$2 million. Trustee Shepherd stated he feels \$3 million is too low.

5. Discussion and review of legislation regulating the approval process for the creation of Tax Incremental Finance Districts (TID's).

This item was discussed under item #4.

President Koleski asked Trustees who will be in the Memorial Day Parade.

President Koleski asked Village Manger Harrigan when We Energies will be on the agenda, as there have been other outages not related to construction.

President Koleski stated he asked for PSC contact information to come visit the Village.

President Koleski confirmed Mandel will be at the Board of Trustees meeting on May 28, 2024.

Village Manager Harrigan provided the Trustees with a Highland Drive Culvert replacement update. Village Manager Harrigan explained the contractor will begin no sooner than June 10, 2024; therefore, we are mitigating any school bus issues. Village Manager Harrigan stated Third Space Brewing has requested to operate on Memorial Day from noon to 5:00PM. Village Manager Harrigan stated those hours of operation will be approved unless there are extreme reservations from the Board.

Village Manager Harrigan explained there is a request from Waukesha County to engage in a partnership for our Storm Water Permit, MS4 permit. Village Manager Harrigan stated this is a project that is proposed near South Park for stream bank restoration. Village Manager Harrigan explained the entire project cost would be covered by Waukesha County's ARPA funds. Village Manager Harrigan stated half the points created and allocated are split for the storm water permitting process. Village Manager Harrigan stated more information will be going before Public Works.

Village Manager Harrigan stated the profile for the Finance Director position has been posted and received eight qualified applicants to date that will be interviewed on a rolling basis.

6. Adjourn

Motion by Trustee Hillmann, second by Trustee Castile to adjourn at 8:03PM. The motion carried by the following vote:

Aye: 7- President Koleski, Trustee Shepherd, Trustee Stuckert, Trustee Schindler, Trustee Sayas, Trustee Castile, and Trustee Hillmann.

Elm Grove Fire Department

Fire Chief Narrative

Board of Trustee Report

Training for April, 2024

For the month of April the fire department has concentrated training on water supply and hose movement.

April, 11 calls for service

- 2 mutual aid.
- 1 smell of natural gas.
- 1 CO.
- 7 fire alarms/smell of smoke.

Respectfully submitted,

Brian Naylor, Elm Grove Fire Chief



Elm Grove Fire Department

13600 Juneau Blvd ■ Elm Grove, WI 53122

The following is an overview of the National Weather Service's StormReady program and how it benefits the Village and our residents. The StormReady Program is a proactive initiative aimed at helping communities prepare for and mitigate the impacts of severe weather events.

At its core, the StormReady Program provides communities with guidelines and criteria to enhance their readiness and resilience in the face of severe weather, including thunderstorms, tornadoes, floods, and hurricanes. By meeting certain criteria set by the National Weather Service, communities can better protect their residents, infrastructure, and economy from the adverse effects of severe weather events.

Our village's participation in the Storm Ready Program has yielded several notable benefits:

1. **Enhanced Public Safety:** Through the implementation of the Storm Ready guidelines, our village has established effective procedures for disseminating severe weather warnings and alerts to residents. In addition to the tornado sirens, the Fire Department Facebook page is used to disseminate severe weather watches and warnings to residents. This ensures that our citizens receive timely and accurate information, empowering them to take necessary precautions and seek shelter during severe weather events, ultimately reducing the risk of injury or loss of life.
2. **Improved Emergency Response:** By adhering to the Storm Ready criteria, our village has strengthened its emergency preparedness and response capabilities. We have established emergency operations center procedures, implemented comprehensive emergency plans, and trained personnel to effectively coordinate response efforts during severe weather events. This has enabled us to respond swiftly and efficiently, minimizing disruption to essential services and facilitating the timely allocation of resources where needed. In the near future our first responders will also be able to receive weather alerts through our dispatching system, enabling them to prepare for possible impacts to the village and improve response times.

3. **Decision Support Services:** As an accredited StormReady community we have access to direct communication with National Weather Service Meteorologists. This provides village staff and special event organizers the ability to get real time weather forecasts for specific events/locations. This type of “mission specific” support is invaluable when tasked with making difficult weather-dependent decisions.
4. **Community Resilience:** Participation in the Storm Ready Program has bolstered our village's resilience to severe weather events. By proactively preparing for such events, we have reduced their impact on our community and improved our ability to recover quickly in their aftermath. This resilience not only safeguards the well-being of our residents but also ensures the long-term sustainability and viability of our village.
5. **Recognition and Accreditation:** As a result of our commitment to the Storm Ready Program, our village has earned official recognition and accreditation from the National Weather Service. This recognition underscores our dedication to public safety and emergency preparedness, enhancing our reputation as a safe and resilient community.

The Storm Ready Program brings many benefits to the village’s residents and businesses, and we hope to continue building on this vital initiative. By doing so, we can further strengthen our community's resilience to severe weather events, ensuring the safety and well-being of our citizens for years to come.



ELM GROVE POLICE DEPARTMENT

DATE: May 16, 2024
TO: Village Board of Trustees
FROM: Jason Hennen, Chief of Police
SUBJECT: April 2024 Summary

Village Trustees:

Attached is the monthly report for April, 2024. Officer Grewe resigned from his position on April 22. Officer Heggie completed her field training and is currently on solo patrol, while Officer Anhalt is expected to complete his field training in May. Currently, the department is recruiting to fill the vacant position created by Grewe's resignation, as well as the approved position for July, 2024. We are operating at two officers below staffing levels and that will improve upon Officer Anhalt's release from field training. At the May 15, 2024 Police and Fire Commission meeting the Commission made a conditional appointment of Jared Peterson to the position of Police Officer. Peterson subsequently accepted this conditional employment offer that I extended to him.

The Detective Bureau is currently working 7 active investigations, which include 1 theft, 4 frauds, 1 sensitive crimes investigation, and a death investigation. The attached CM Inquiry List report provides details on current active cases being investigated, and also recent cases closed by the Detective Bureau.

As we are exiting spring we are moving away from the months when coyotes are most active during their breeding season. We have received no complaints regarding aggressive coyotes in 2024. However, we continue to see a significant number of calls for service related to dogs at large, dogs off leash, aggressive dogs, and unlicensed dogs. We have also had one car vs. dog accident since January 1.

In April the department received donations from the Elm Grove Citizen Police Academy Alumni Association and the Elm Grove Foundation to fund two E-bikes to replace two traditional patrol bicycles that were in need replacement. The E-bikes offer officers more opportunity to engage with the community, faster response times, and improved safety upon an officers arrival for a call for service. The department has four officers who are trained for bike patrol, two more officers are attending training in May, and another officer has expressed interest in the program.

Jason Hennen

Jason Hennen
Chief of Police



Elm Grove Police Department
13600 Juneau Blvd, Elm Grove, WI 53122
(262)-786-4141

CM Inquiry Lists

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Elm Grove Police Department

Case#	Invest#	Status	Assigned Date	Prim PF	Solv Fact	Highest - CAT
24-000149	24-000009	Open	04/19/24	Mayer, Craig A		46-DOA
24-000123	24-000008	Closed	03/26/24	Lenardic, Sean Z		49-Miscellaneous Service Report
24-000122	24-000007	Closed	03/25/24	Mayer, Craig A		10-Forgery/Counterfeiting
24-000108	24-000006	Open	03/19/24	Mayer, Craig A		06-Theft
24-000085	24-000004	Closed	03/07/24	Mayer, Craig A		02-Sexual Assault
24-000075	24-000003	Closed	02/26/24	Mayer, Craig A		05-Burglary
24-000071	24-000005	Suspended	02/21/24	Mayer, Craig A		05-Burglary
24-000011	24-000001	Closed	01/09/24	Karasti, Kyle D		11-Fraud
23-000640	24-000002	Suspended	01/19/24	Mayer, Craig A		06-Theft
23-000630	23-000028	Closed	12/21/23	Mayer, Craig A		09-Other Assaults
23-000610	23-000027	Open	12/07/23	Mayer, Craig A		11-Fraud
23-000609	23-000026	Suspended	12/07/23	Mayer, Craig A		11-Fraud
23-000601	23-000025	Open	12/05/23	Lenardic, Sean Z		11-Fraud
23-000519	23-000003	Closed	11/22/23	Mayer, Craig A		11-Fraud
23-000495	23-000021	Closed	11/15/23	Lenardic, Sean Z		05-Burglary
23-000469	23-000002	Open	11/09/23	Mayer, Craig A		11-Fraud
23-000398	23-000001	Suspended	11/09/23	Mayer, Craig A		05-Burglary
23-000388	23-000009	Open	11/13/23	Lenardic, Sean Z		11-Fraud
23-000369	23-000008	Open	11/13/23	Lenardic, Sean Z		26-All Other Offenses
23-000368	23-000004	Closed	11/13/23	Mayer, Craig A		11-Fraud
23-000342	23-000007	Closed	11/13/23	Lenardic, Sean Z		06-Theft
23-000335	23-000006	Closed	11/13/23	Lenardic, Sean Z		05-Burglary
23-000248	23-000005	Closed	11/13/23	Mayer, Craig A		11-Fraud
23-000063	23-000024	Closed	11/30/23	Lenardic, Sean Z		18-Narcotic Law Violations

CONTRACT NUMBER: See Exhibit A
CONTRACTOR: See Exhibit A
COMMON COUNCIL RESOLUTION: 231078

Distribution via DocuSign in this order:

- Assisting agency signatories – Signature/final copy
- Chief (Fire or Police) – Signature/final copy
- Aaron Robinette – Initials/final copy
- Claudia Orugbani – Initials/final copy
- “Comptroller Senior Management” (see DocuSign address book) – Signature/final copy
- City Attorney (ACA Foundos) – Signature/final copy
- Andrea Fowler – final copy (no signature)

**Intergovernmental Agreement for Law Enforcement Services for the
2024 Republican National Convention**

I. Definitions. The following definitions apply to this Agreement.

1. **Agreement** means this Intergovernmental Agreement for Law Enforcement Services for the 2024 Republican National Convention.
2. **Assisting Personnel** means those personnel provided by Contractor to assist Milwaukee pursuant to this Agreement.
3. **Convention** means the 2024 Republican National Convention to be held in the City presently scheduled for July 15-18, 2024.
4. **In Writing** means a written communication via the official Milwaukee email account (@milwaukee.gov) of the MPD Chief, MPD Chief of Staff, or the Chief’s designees.
5. **MPD** means the City of Milwaukee Police Department.
6. **Milwaukee** means the City of Milwaukee, Wisconsin.
7. **Parties** means Milwaukee and Contractor; **Party** means Milwaukee or Contractor.
8. **Security Plan** means the security plan developed for the Convention by the U.S. Secret Service, in consultation with the Milwaukee Police Department, the Milwaukee Fire Department, and other local, state and federal agencies.
9. **Security Grant** means the grant provided to Milwaukee by the U.S. Department of Justice and/or the U.S. Department of Homeland Security to provide security for the Convention.
10. **Contractor** means the name of the Contractor identified in Exhibit A.

II. Background.

1. Milwaukee has been chosen as the host city for the Convention. Milwaukee has various security obligations for the Convention pursuant to the Security Plan and an agreement between Milwaukee, the Convention host committee, and the Republican National Committee.
2. Milwaukee requires the assistance of non-Milwaukee police personnel in support of its Convention security obligations.
3. Milwaukee expects to and/or has received the Security Grant to pay for costs associated with securing the Convention, including the law enforcement services described in this Agreement.

IV. Exhibits. Exhibits A and B are incorporated into the Agreement, and contain information and forms specific to Contractor. Contractor agrees to provide the personnel and/or equipment listed in Exhibit B, at the times as listed in Exhibit B, and with all information required of Exhibits A and B. Contractor shall submit a “Final” version of Exhibit B at the appropriate times as specified in this Agreement.

V. Additional Terms of Agreement.

1. **Authority to Execute.** The Parties each represent that they, and their signatories, possess the legal authority to enter into the Agreement and to validly and legally bind their respective Party to all terms of the Agreement.
2. **Term.** The term of the Agreement shall begin on the date of final execution of the Agreement by both Parties and shall end upon the completion of all obligations of the Agreement and participation in administrative proceedings and/or criminal and/or civil trials and/or audits by Milwaukee or Federal auditors.
3. **Amount.** Contractor shall not be paid more than the amount set forth in Exhibit B titled “Total Cost,” in the section entitled “Total Request for Reimbursement” which is the estimated total cost for Contractor’s performance under the Agreement. The amount may be increased or decreased only by written amendment of the Agreement or In Writing.
4. **Payment.**
 - 4.1 Costs Reimbursed. Contractor shall be reimbursed for costs that are all of the following, as applicable: (1) properly supported by the documentation set forth below in the section entitled “Payment Requests” and in Exhibit B; (2) included in the Agreement budget or otherwise approved In Writing; (3) for personnel time, time spent in an “on duty” status between the time Assisting Personnel check in with MPD and the time that they check out with MPD at the end of their shift, in accordance with duty assignments distributed by MPD, or in training assigned by MPD, and at the rate(s) provided in Exhibit B; (4) for transportation, mileage or airfare at current United States General Services Administration rates and policies as set forth in Exhibit B; and (5) for equipment at the rates set forth in Exhibit B and at market rate repair costs for any damage to such equipment.
 - 4.2 Costs Not Reimbursed. Irrespective of any costs set forth in the budget, Contractor shall not be paid for any of the following:
 - 4.2.1 Assisting Personnel’s time while located at their place of lodging or home or while traveling to or from their place of lodging or home to the duty station to which they are assigned by MPD or to the location of any training, unless such personnel are covered by a collective bargaining agreement, employment contract, ordinance or other law requiring them to be paid for such time and travel and documentation is provided as required below.
 - 4.2.2 Costs in violation of any federal, state, or local law, regulation, or rule, or this Agreement.
 - 4.2.3 Costs in violation of the terms of the Security Grant award letter to Milwaukee, which shall be provided to Contractor under separate cover and which shall be incorporated into the Agreement at the time the document is provided to Contractor.
 - 4.2.4 Rates of pay that exceed the normal salary and benefits of Assisting Personnel.
 - 4.2.5 Hours worked outside those established by MPD unless pre-approved In Writing. In Writing approval may be provided retroactively if Assisting Personnel are acting on a

direct command from MPD or responding to an emergency situation which, in their professional judgment, reasonably requires them to provide services outside of their assigned work hours to protect public safety. In such instances, Assisting Personnel shall seek approval from Milwaukee MPD command at the earliest reasonable time.

4.2.6 Costs of personal entertainment, miscellaneous items, additional food, or transportation beyond that provided or authorized In Writing.

4.3 Payment Requests. Payment requests shall be submitted to Milwaukee no later than September 2, 2024, and must include the following supporting documentation demonstrating that the costs being invoiced are both allowable and allocable to the grant. Failure to include this information in a payment request may result in the denial of the payment request:

4.3.1 “Final” version of Exhibit B, and all documentation required therein.

4.3.2 If requested, copies of the relevant portion of a collective bargaining agreement, employment contract, ordinance, law, requiring Assisting Personnel to be paid for travel time and overtime.

4.3.3 Such other documentation as Milwaukee may reasonably request, or which has been requested by the U.S. Department of Justice, local, state, or federal auditors.

4.3.4 If Contractor is budgeted to procure any items or services, it must follow the procurement rules set forth at 2 C.F.R. 200, and must maintain records and make such records available to Milwaukee upon request and must be sufficient to establish (1) the rationale for the method of purchase, (2) selection of the contract type, (3) contractor selection or rejection, and (4) the basis of the contract price (*see* 2 C.F.R. § 200.318(i)).

4.3.5 A completed W-9 form.

4.4 Timing of payments and recoupment.

4.4.1 Payment requests shall be reviewed in the order received. Payment is anticipated to be made within 45 days after a complete reimbursement package is received by Milwaukee. A reimbursement package is deemed to be complete after any/all requests for information made by Milwaukee to Contractor have been received and no further questions remain.

4.4.2 Final payment under the Agreement shall be predicated, at Milwaukee’s option, on a final audit of Contractor’s documentation by Milwaukee, state, or federal officials.

4.4.3 Contractor shall reimburse Milwaukee for any disbursed funds that Milwaukee, or local, state, or federal auditors determine have been misused or misappropriated, or for which such auditors determine were not properly supported or were not properly allocable to the Security Grant. Such reimbursement of funds shall be due upon Milwaukee’s written demand to Contractor.

4.5 Risk. Reimbursements under the Agreement are conditioned upon the City’s actual receipt of funds from the granting authority, and Contractor undertakes any work performed before the City’s receipt of such funds at its own risk. Irrespective of any other term of this Agreement, should City fail to be awarded a federal security grant sufficient to cover the costs of all City’s security obligations under the Security Plan, City may terminate this Agreement.

5. **Records, Audit, and Information Requests.**

5.1 Information requested pursuant to payment requests and audit. Contractor shall furnish Milwaukee with such statements, records, reports, data, and information as Milwaukee may reasonably request to substantiate and/or investigate the basis of payment requests, and/or to meet the requirements of Milwaukee, local, state, or federal audits.

- 5.2 **Federal Grant Record Retention Requirements.** Contractor will retain those records required by 2 C.F.R. § 200.334 for a period of three years after it receives notice from Milwaukee that Milwaukee has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
- 5.3 **Wisconsin Public Records Law.** The Parties understand and agree that they are each Authorities under the Wisconsin Public Records Law, Wis. Stat. § 19.21, et seq. Irrespective of any other term of this Agreement, Contractor is obligated to retain Records for seven years from the date of the Record's creation. The requirements of this section are in addition to, and not in place of, the retention requirements of any other section or paragraph. This term shall survive for a period of seven years after termination or expiration of this Agreement.
6. **Security Information.** Contractor shall comply with all privilege and confidentiality requirements and procedures set forth by the U.S. Department of Homeland Security, the U.S. Secret Service or any other governmental entity. If Contractor has custody of a record (broadly construed to include paper or electronic formats) that contains details of security arrangements or investigations relevant to the Convention, Contractor shall, as soon as practical and without delay, notify Milwaukee of any request to disclose such record.
7. **Choice of Law and Venue.** The Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. Contractor and Wisconsin agree that for any claim or suit or other dispute relating to the Agreement that cannot be mutually resolved, jurisdiction and venue shall be in an appropriate court of competent jurisdiction sitting in Milwaukee County, Wisconsin. Contractor agrees to submit itself to the jurisdiction of said courts, to the exclusion of any other court that may have jurisdiction over such a dispute according to any other law, except that, if another party obtains jurisdiction over Milwaukee for claims or other actions involving or related to the Agreement in a different forum or venue, Contractor agrees that it shall submit to the jurisdiction of such forum or venue.
8. **Liability.** Except as otherwise provided in this Agreement, each Party agrees that it will be responsible for its own acts and/or omissions and those of its Assisting Personnel, officials, employees, representatives, and agents in carrying out the terms of this Agreement to the extent authorized by law and shall not be responsible for the acts and/or omissions of the other Party.
9. **No Waiver.** Irrespective of any term of this Agreement, nothing contained in this Agreement shall waive or amend, nor be construed to waive or amend any privilege, defense, limitation of liability, or immunity that either Party, their respective officials, agents, or employees may have under any applicable federal, state, local, or common law.
10. **Sam.gov profile.** Contractor is required to maintain an active profile on SAM.GOV and a Unique Entity Identification number during the term of the Agreement.
11. **Independent legal entities and employment.**
- 11.1 **Independent Legal Entities.** Contractor is an independent legal entity, and neither Contractor, nor Contractor's employees, agents, and/or Assisting Personnel are employees of City, nor are they entitled to any fringe benefits or any other benefits to which City's salaried employees are entitled to or are receiving. Personal income tax payments, social security contributions, insurance, and all other governmental reporting and contributions required as a consequence of Contractor receiving payment under this Agreement shall be the sole responsibility of Contractor. City and Contractor form no joint venture or legal partnership under this Agreement.

- 11.2 Assisting Personnel Remain Employees of Contractor. Contractor acknowledges and affirms that Contractor remains fully responsible for any and all obligations as the employer of its Assisting Personnel, including among other things: responsibility for the payments of: (i) earnings; (ii) overtime earnings; (iii) withholdings; (iv) insurance coverage; (v) workers' compensation; (vi) death benefits; (vii) medical and legal indemnity where lawful and appropriate; and (viii) all other requirements by law, regulations, ordinance, or contract. Assisting Personnel remain employees of Contractor. Contractor shall be responsible for the payment of any compensation or death benefits to Assisting Personnel who are injured or killed while providing services to City under the terms of this Agreement. Contractor does not waive their right to reimbursement and may submit for reimbursement as outlined in Wis. Stat. § 66.0513.
12. **Indemnification.** The City shall indemnify Contractor and Assisting Personnel for liability to third parties incurred while Assisting Personnel are acting within the scope of their employment to fulfill the terms of this Agreement to the extent required by Wis. Stat. § 66.0313.
13. **Notices.** Any notices to be given under these terms and conditions unless otherwise stated shall be submitted via certified mail, return receipt requested, and shall be deemed delivered upon receipt of electronic delivery notice to the persons at the addresses identified "Contractor Contact Information" and "Milwaukee Contact Information" in Exhibit A.
14. **Remedies for noncompliance.** If Contractor fails to comply with any term of the Agreement Milwaukee may take one or more of the following actions:
- 14.1 Temporarily withhold reimbursement pending correction of the deficiency or breach;
 - 14.2 Deny both use of funds for all or part of the activity or action not in compliance;
 - 14.3 Wholly or partially suspend the Agreement;
 - 14.4 Withhold further reimbursement;
 - 14.5 Terminate the Agreement;
 - 14.6 Take other remedies that may be legally available.
15. **Termination.**
- 15.1 Termination by Milwaukee. Milwaukee may terminate the Agreement at any time for any reason upon written notice to Contractor. Contractor will be reimbursed for its costs to date of termination and non-cancelable obligations properly incurred as set forth in the Agreement budget prior to the date of termination under the following circumstances: (1) such costs are properly documented as required in the Agreement; (2) such costs do not exceed the amount allowed under the Agreement; and (3) a report of progress to date of termination has been submitted to Milwaukee. Upon notice of termination, Contractor shall cease to incur or obligate new costs under this program. Milwaukee may terminate the Agreement without payment of costs if Contractor fails to comply with or perform any material term, condition, or obligation contained in the Agreement, and either such breach cannot be cured or, if such breach may be cured, Contractor fails to cure such breach within seven (7) calendar days after Milwaukee provides Contractor with notice of such failure.
- 15.2 Termination by Contractor. Contractor may terminate the Agreement if Contractor is not able to both fulfil the terms of the Agreement and ensure the public safety of its own jurisdiction due to an emergent circumstance. Upon Contractor's termination of the Agreement, Contractor shall fully refund to Milwaukee all costs, funds, or other prepayments that Milwaukee may have paid to Contractor pursuant to the Agreement (if any). Contractor shall be reimbursed according to

the procedures set forth in the Agreement for costs incurred during any provision of Agreement services to Milwaukee. Contractor shall provide notice of termination to Milwaukee as soon as practical upon discovery of conditions requiring the termination.

16. **Amendment.** The Agreement may be amended only by joint written agreement between the Parties.
17. **Headings.** The captions and headings of paragraphs and sections in this Agreement are for convenience of reference only and shall not be construed as defining or limiting the terms.
18. **Survival.** The terms of the Agreement and any exhibits and attachments that by reasonable implications contemplate continued performance, rights, or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable.
19. **Lobbying.** Contractor agrees that no federal appropriated funds have been reimbursed or will be reimbursed, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Funds provided pursuant to the Agreement may not be used to influence federal contracting or financial transactions.
20. **Debarment.** By executing the Agreement, Contractor certifies neither it, nor any of its respective principals are debarred, suspended, or proposed for debarment for federal financial assistance (e.g. General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs), and that Contractor will not enter into any transactions with any subrecipients, contractors, or any of their principals who are debarred, suspended or proposed for debarment using funds provided by this Agreement. Contractor agrees that it will take all steps necessary to ensure that it and its respective principals do not become debarred, suspended or proposed for debarment for federal financial assistance. If Contractor becomes debarred, it will immediately notify Milwaukee, and such debarment may be grounds for termination of the Agreement.
21. **Entire agreement, amendments, severability.**
 - 21.1 Entire Agreement. The Agreement constitutes the entire agreement between Milwaukee and Contractor concerning its subject matter and supersedes all prior agreements, discussions, representations, warranties and covenants between them concerning the subject matter of the Agreement.
 - 21.2 Severability. If any term of the Agreement is, to any extent, held invalid or incapable of being enforced, such term shall be excluded only to the extent of such invalidity or unenforceability. All other terms of the Agreement shall remain in full force and effect and, to the extent possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term as determined by Milwaukee.
22. **Certifications and incorporation of federally required terms.** The following terms and conditions are incorporated into the Addendum:

- 22.1 Amendment Permitted. This list of federally required contract terms may be amended by Milwaukee in the event that the Security Grant contains additional required terms.
- 22.2 Record Retention. Contractor certifies that it will comply with the record retention requirements detailed in 2 C.F.R. § 200.334. Contractor further certifies that it will retain all records as required by 2 C.F.R. § 200.334 for a period of three (3) years after the Term.
- 22.3 Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. If this Agreement exceeds one hundred fifty thousand dollars (\$150,000), Contractor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency (the U.S. Department of Justice) and the Regional Office of the Environmental Protection Agency (EPA).
- 22.4 Energy Efficiency. Contractor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- 22.5 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). If the Agreement exceeds one hundred thousand dollars (\$100,000), Contractor certifies that:
- 22.5.1 No federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 22.5.2 If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, Contractor shall request from Milwaukee and provide, completed, to Milwaukee the "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Governmentwide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).
- 22.5.3 Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-contractors shall certify and disclose accordingly.
- 22.5.4 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such

failure. Contractor certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any. FAR 52.203-12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification.

- 22.6 DHS Seal, Logo, and Flags. Contractor shall not use the Department of Homeland Security (DHS) seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific Federal Emergency Management (FEMA) pre-approval.
- 22.7 Federal Government is Not a Party. The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to any party pertaining to any matter resulting from the Agreement.
- 22.8 Domestic preferences for procurements. Pursuant to 2 C.F.R. §200.322, as appropriate and if applicable, and to the extent consistent with law, Contractor should, to the greatest extent practicable under the Agreement, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontracts and purchase orders for work or products under the Agreement.
- 22.9 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. Contractor shall not knowingly use funds under this Agreement to purchase, or enter into subcontracts to purchase, any equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of a system that is subject to 2 C.F.R. § 200.216. In the event Contractor identifies covered telecommunications equipment or services that constitute a substantial or essential component of any system, or as critical technology as part of any system that is subject to 2 C.F.R. § 200.216, during Agreement performance, Contractor shall alert Milwaukee as soon as possible and shall provide information on any measures taken to prevent recurrence.
- 22.10 Prohibition on confidentiality agreements. Contractor may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.
- 22.11 All terms found in 2 C.F.R. § 200, Appendix II, if not incorporated elsewhere in this Addendum.

23. Organizational Structure and Law Enforcement Procedures.

- 23.1 Unified Incident Command. At all times while operating under this Agreement, Assisting Personnel shall be subject to the structure of supervision, command, and control coordinated by MPD through a unified incident command structure, irrespective of the rank or job title normally held by any member of Assisting Personnel within their own agency.
- 23.2 Lead Local Law Enforcement Agency and Assignments. MPD is the lead local law enforcement agency for purposes of the Convention Security Plan. The Milwaukee Police Chief, or their designee, will communicate the specific assignments for Assisting Personnel to

Contractor's commanding officer. Should Contractor object to any specific assignment, it shall make an objection to MPD and MPD shall reasonably attempt to accommodate the objection. The decision of the MPD regarding the objection and the requirements of the Security Plan shall control.

- 23.3 Policies and Law to Apply. Assisting Personnel will abide by applicable MPD policies, the lawful commands of the MPD Chief of Police and their designees, City of Milwaukee Municipal Code of Ordinances, Wisconsin law, and the United States Constitution. Rules of engagement and applicable standard operating procedures are available at <https://milw.sharepoint.com/:f:/r/sites/MPDRNCInformationCenter/Shared%20Documents/General?csf=1&web=1&e=KpTEFq> (see "Outside Agency Documents" → "Files" → "Wisconsin Intergovernmental Agreements Documents" folder) and must be complied with at all times by Assisting Personnel. All other documents are available from Milwaukee upon request. To activate this link, and access these documents, please request access by contacting the MPD RNC Planning Unit by email at MPD_RNC2024@milwaukee.gov or by telephone at (414) 935-7171.
- 23.4 Police Authority. Most Assisting Personnel duty assignments shall include the assignment of at least one MPD officer. Should an arrest or stop be required, the MPD officer shall conduct the arrest, and Assisting Personnel shall assist as directed. Assisting Personnel shall not conduct arrests or stops unless required to do so by emergent circumstances in which an MPD officer is not available or capable of conducting the arrest or stop. In such cases, the arresting officer shall include an MPD officer at his/her earliest opportunity and shall provide that MPD officer with all relevant and/or requested information. This Agreement is a request for assistance pursuant to Wis. Stat. §§ 66.0301 and 66.0313, pursuant to which a responding Wisconsin officer may assist with an arrest, notwithstanding any other jurisdictional provision.
- 23.5 Conformance to Security Plan. All functions and duties to be performed by Assisting Personnel shall conform to the Security Plan, as relayed by the MPD Chief of Police and their designees.

24. Assisting Personnel and Responsibilities.

- 24.1 Assisting Personnel to Participate in Training. Upon reasonable advance written notification from MPD, Assisting Personnel shall participate in Convention training activities (whether in person or online) that are coordinated by MPD. MPD shall make reasonable efforts to coordinate the training schedule with Contractor.
- 24.2 Services Limited. Assisting Personnel shall only provide services in which they are already experienced and for which they are licensed or certified under the law of Contractor.
- 24.3 Field Operations Guide. MPD presently expects to provide a Field Operations Guide to Assisting Personnel as they arrive in Milwaukee, with which Assisting Personnel shall comply at all times while functioning under the terms of the Agreement.
- 24.4 Assisting Personnel to Participate in After Action Activities. At the request of Milwaukee, Contractor shall reasonably provide information, participate in debriefings, respond to information requests required for insurance or audit purposes, and reasonably aid Milwaukee in the prosecution or defense of any civil or criminal proceedings related to Contractor's performance under the Agreement or in any matter in which Assisting Personnel or Contractor is identified by Milwaukee as a witness. Such assistance shall include the provision of personnel or other records in administrative, criminal, and/or civil proceedings as reasonably requested by Milwaukee.

- 24.5 Assisting Personnel Criteria. Each Assisting Personnel provided by Contractor shall meet each of the following criteria:
- 24.5.1 Be licensed or certified as a law enforcement officer or equivalent by Contractor.
 - 24.5.2 By reason of experience, training, and physical fitness, be qualified and capable of performing the duties required of an active duty licensed or certified police officer assigned to an event of the Convention's size and scope.
 - 24.5.3 If assigned to the Major Incident Response Team, have completed Mobile Field Force training or its equivalent and other training as required by MPD or the United States Secret Service.
 - 24.5.4 Employed as a licensed or certified non-probationary officer with at least 1 year of service by Assisting Governmental Unit and be an officer in good standing at all times until the completion of the Convention.
 - 24.5.5 Have not been (i) sued in an individual capacity and adjudicated as liable for violations of the U.S. Constitution, or (ii) have sustained complaints for the use of excessive, unreasonable or unnecessary force within the last five years.
- 24.6 Declining Personnel. At any time, Milwaukee may decline assignment or deployment of any Assisting Personnel without cause or explanation. In the event such personnel are declined through no fault of Contractor or Assisting Personnel, Milwaukee shall reimburse Contractor for any costs budgeted for under the Agreement and already incurred.
- 24.7 Assisting Personnel Equipment.
- 24.7.1 Each Assisting Personnel shall be equipped by Contractor at Contractor's own expense with a seasonally appropriate patrol uniform and equipment, including service belt, service weapon, radio, and personal soft ballistic body armor. Assisting Personnel shall not bring to their assignments any chemical or other non-lethal munitions except as authorized by MPD via the sanctioned equipment list described below.
 - 24.7.2 A complete, sanctioned, equipment list is will be provided to Contractor at least sixty (60) days before the Convention. Any equipment, gear, service weapons or munitions that are not included on the equipment list may not be used by Assisting Personnel as part of their assignments unless MPD consents to the use of such In Writing.
 - 24.7.3 Assisting Personnel may not bring or utilize any demo equipment provided at low or no cost by a supplier seeking to demonstrate new equipment.
25. **Milwaukee Responsibilities.** In addition to Milwaukee's lead law enforcement agency responsibilities for the Convention, Milwaukee will provide the following:
- 25.1 Training. Training for Assisting Personnel, as and if determined necessary by MPD or the United States Secret Service.
 - 25.2 Lodging and Food. Milwaukee will provide lodging for Assisting Personnel whose home agency is located more than 50 road miles outside of Milwaukee. Milwaukee will also provide a per diem for all Assisting Personnel for those times that they are stationed in Milwaukee, as specified in Exhibit B. Any expenditures for food or lodging outside of those provided by Milwaukee shall be at Assisting Personnel or Contractor's own expense.
26. **Discipline / Probable Cause Matters.** Milwaukee shall refer disciplinary matters involving Assisting Personnel to Contractor. Based on the judgment of Milwaukee, if a particular matter represents

probable cause for the issuance of a criminal complaint, then such matter shall be referred directly to MPD or an external law enforcement agency for investigation with appropriate notice to Contractor.

IN WITNESS WHEREOF, the City and Contractor have fully executed this Agreement as of the date of the final signature below:

CITY OF MILWAUKEE,
A Municipal Corporation

By Its Milwaukee Police Department

By: _____
Chief Jeffrey B. Norman

Date: _____

CONTRACTOR: See Exhibit A

By: _____ Title: _____ Date: _____

By: _____ Title: _____ Date: _____

Countersigned:

_____ Date: _____
(City Comptroller)

Date: _____

___ Initials (Comptroller Staff)

___ Initials (Comptroller Staff)

Examined and approved as to form and execution this ___ day of
_____, 2024.

Assistant City Attorney



13600 Juneau Boulevard Elm Grove, Wisconsin 53122-1679
Phone: 262 782-6700 Fax 262 782-8714

REQUESTED ACTION STATEMENT

May 15, 2024

TO: Village Board of Trustees
FROM: Katie Panella, Village Clerk

ISSUE:

Under the current Village of Elm Grove Municipal Code Chapter 171-11, Closing Hours, a Class “B” beer, and a “Class B” liquor retail licensed premises must generally be closed between the hours of 2:00 a.m. and 6:00 a.m., Monday through Friday, or between 2:30 a.m. and 6:00 a.m., Saturday or Sunday.

On December 7, 2023, Governor Evers signed Wisconsin Act 73, Part 64 (c), “Notwithstanding s. 125.68 (4) (c) 1., but subject to subds. 2. and 3., during the convention period, the closing hours for premises operating under a “Class B” or “Class C” license issued by a southeast Wisconsin municipality shall be between 4 a.m. and 6 a.m.”. This Act changes the closing hours during which retailers in a “southeast Wisconsin municipality” must close during a 2024 national political convention in Milwaukee. This is defined as any “city, village, or town, any part of which is located within Kenosha, Racine, Walworth, Rock, Milwaukee, Waukesha, Jefferson, Dane, Ozaukee, Washington, Dodge, Columbia, Sheboygan, or Fond du Lac County.” The Republican National Convention (RNC) is an event in which delegates of the United States Republican Party select the party’s nomination for President and Vice President. This year’s event is hosted by Milwaukee and will take place July 15 – 18, 2024.

The approval of this Act, specifically, from the first day of the RNC until the day after the convention’s last day, the closing hours in a southeast Wisconsin municipality must be between 4:00 a.m. and 6:00 a.m., for any of the following:

- (1) a Class “B” beer, “Class B” liquor, or “Class B” wine-only retail licensed premises; or
- (2) any producer’s full-service retail outlet



13600 Juneau Boulevard Elm Grove, Wisconsin 53122-1679
Phone: 262 782-6700 Fax 262 782-8714

In other words, these businesses can now stay open until 4 am and reopen at 6 am. Act 73, Part 64 (c)(3) also provides that a southeast Wisconsin municipality may “opt-out” of the extended hours through the adoption of an ordinance, “Notwithstanding s. 125.32 (3) (d), a southeast Wisconsin municipality may, by ordinance adopted after the effective date of this subdivision, opt out of subd. 1. and retain during the convention period the closing hours specified in s. 125.32 (3) (a)”.

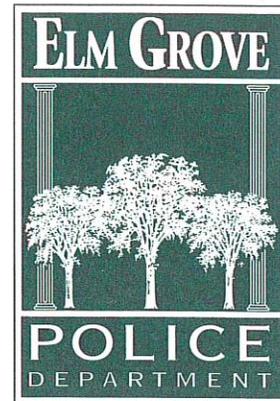
REQUESTED:

Discussion and possible action on whether to allow Class B and Class C establishments in the Village of Elm Grove to remain open until 4 a.m. during the Republican National Convention (RNC) from July 15th to July 18th, 2024, established by the 2023 Wisconsin Act 73.

Alternatively, the Village Board may choose to “opt-out” of the extended hours and maintain existing closing hours by adopting Ordinance No. 2691, as required in Act 73, Part 64 (c)(3).

ATTACHMENTS / SUPPORTING DOCUMENTS:

1. MEMO from Village of Elm Grove Police Chief Hennen
2. Draft of Ordinance No.2024-02



May 16, 2024

Katie Panella, Village Clerk
Re: Licensed Premise Ordinance opt-out

Village Clerk Panella,

I have reviewed and agree with the draft ordinance regarding opting out of the extension of the closing hours for licensed premises during the National Convention, July 15th through July 18th.

The law enforcement planning for the RNC is on-going and evolving daily. We have specific staff that will be assigned to the RNC, as well as staff that is subject to call-up depending on the needs at the RNC or other locations in the metro area.

We currently have an excellent history with our establishments, with minimal law enforcement calls for service related to alcohol related incidents. The potential for increased calls for service will undoubtedly increase as patrons are allowed to consume alcohol for extended periods of time. Currently, it is a rare occasion that any of our establishments stay open past 12:00 am.

I feel that extending bar closing hours will offer little value to the Village and, unnecessarily, risks the increase in law enforcement related service requests.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Hennen".

Jason Hennen

Chief of Police

STATE OF WISCONSIN : VILLAGE OF ELM GROVE : WAUKESHA COUNTY

ORDINANCE NO. 2024-02

ORDINANCE OPTING OUT OF THE REDUCED CLOSING HOURS FOR LICENSED PREMISES
DURING THE NATIONAL CONVENTION PERIOD 2024

WHEREAS, 2023 Wisconsin Act 73 established reduced closing hours for licensed retail alcohol premises in southeast Wisconsin municipalities during the national political convention taking place in Milwaukee during the summer of 2024; and

WHEREAS, southeast Wisconsin municipalities may, by ordinance adopted after the effective date of 2023 Wisconsin Act 73, opt out of the reduced closing hours during the convention period and retain the closing hours set forth in Chapter 125 of the Wisconsin Statutes; and

WHEREAS, the Village Board has determined that it is in the Village's best interest to opt out of the reduced closing hours for licensed premises.

NOW THEREFORE BE IT RESOLVED, the Village Board of the Village of Elm Grove do hereby ordain as follows:

SECTION I The Village of Elm Grove opts out of the closing hours set forth in Section 64 (c)(4) of 2023 Wisconsin Act 73 for Class "B", "Class B", and Class "C" alcohol licenses during the period of the national political convention in Milwaukee in 2024 and shall retain the closing hours as established by Chapter 125 of the Wisconsin Statutes.

SECTION II This ordinance shall take effect and be in full force from and after its adoption.

SECTION III The sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV This Ordinance shall take effect upon passage and publication as approved by law, and the Village Clerk shall so amend the Code of Ordinances of the Village of Elm Grove and shall indicate the date and number of this amending ordinance therein.

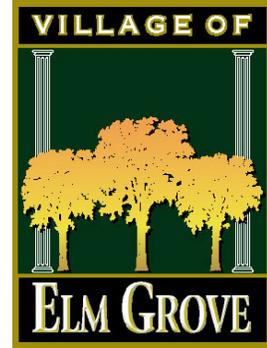
PASSED AND ADOPTED by the Village Board this 28th day of May 2024.

APPROVED:

James Koleski, Village President

COUNTERSIGNED:

Katie Panella, Village Clerk



MEMO

TO: Board of Trustees
FROM: Thomas Harrigan, Village Manager
DATE: May 24, 2024
RE: Board of Trustee Meeting, May 28, 2024

Item A: Discussion and update on Caroline Heights Construction project.

Andrew Hellermann, Construction Manager of the Mandel Group, will be in attendance to provide a status update on Caroline Heights. As requested at a previous Board of Trustee meeting, an onsite visit of Caroline Heights can be accommodated to the Board after construction operating hours (after 4:30 p.m.). Please consider your availability for a site visit during the week of June 3rd.

Item B: Review and act on Letter of Engagement to retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting.

The Village is required to prepare and file an annual Tax Incremental District(s) report with the Wisconsin Department of Revenue (DOR) not later than July 1st. Following filing, the Joint Review Board (JRB) must meet to review the annual report, and to review the performance and status of each district governed by the JRB. I have requested that Ehlers provide the enclosed Letter of Engagement to provide assistance with complying with the DOR's annual reporting requirements, pursuant to Wis. Stats. 66.1105(6m)(c). The total annual reporting assistance cost for TID 2 and TID 3 would be \$4,000 which we may split and charge \$2,000 to each TID.

The agreement shall be effective as of the date of its acceptance and shall remain in effect for a period of (1) year, and shall thereafter renew automatically for successive one (1) year periods. The agreement may be terminated by either party upon sixty (60) days prior written notice.

Staff is requesting for the Board to approve the Letter of Engagement for assistance with the annual TID reporting.

Item C: Review and act on Wisconsin Department of Natural Resources Water Quality Trade Agreement, in partnership with Waukesha County.

The Village has been approached by Waukesha County with a proposal to engage in a streambank stabilization project on the lower stretch of Underwood Creek (near South Park). Waukesha County is proposing to pay for *all* of the design and construction costs, and the Village would be responsible for perpetual maintenance. Waukesha County is exploring alternative options to comply with the County's MS4 stormwater permit as there are limited opportunities for the mandatory MS4 compliance to be achieved on land within County jurisdiction. The County is proposing to split the MS4 "credits" generated

by this water quality enhancement project with the Village, and the Village may be able to trade our additional credits for future MS4 compliance needs.

If the Board is inclined to proceed, a notice of intent to conduct water quality trading will be submitted to the Wisconsin Department of Natural Resources (WDNR), on behalf by Waukesha County.

It is important to note, the Village's Public Works Committee would have the opportunity to provide feedback during the design phase of this project. Please see the enclosed cover letter and Water Quality Trading Plan for your review. You will note, the proposed project area does include lands currently owned by CP/KC Railroad (abandoned CP/KC RR spur). Please reference Figure 3.3 on page 8 of the Water Quality Trading Plan to review the project area.

The County has indicated that in the event the Village does not obtain ownership of the abandoned CP/KC RR Spur, the southern most portion of the streambank stabilization project could still proceed. The southern most portion of the project area also happens to be the location that would benefit most by these proposed improvements. In this location, the streambank is approximately 8 feet high, which is causing high amounts of sediment loading into the waterway.

Staff is recommending approval to proceed with submission of the Water Quality Trade Agreement to the WDNR and to engage Waukesha County in the Southern Underwood Creek Streambank Stabilization Project.

Item D: Review and update on the Underwood Creek Daylighting Project.

Staff held a conference call with Ehlers on Thursday, May 23rd to discuss possible funding scenarios for the UC Daylighting project. It is anticipated these scenarios will be available for discussion at the May 28th Board meeting.

Item E: Update on We Energies – Power outages review, and updates on “Overhead to Underground” resiliency projects.

It is anticipated that We Energies will provide a written update for distribution prior to the Board meeting.

- Email Contact for the Public Service Commission of Wisconsin:
PSCCOsupport@wisconsin.gov

Please contact me if you have any questions prior to the meeting.

Letter of Engagement (“Letter”) to Retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting

As a governmental entity (“Client”) with one or more active Tax Incremental Districts (“TIDs”) you are required to prepare and file an annual report with the Wisconsin Department of Revenue not later than July 1. Following filing, the Joint Review Board (“JRB”) must meet to review the annual report, and to review the performance and status of each district governed by the JRB.

Client has requested that Ehlers assist Client in complying with its annual TID reporting and JRB meeting requirement under Wisconsin Statutes 66.1105(6m)(c)(intro) and 66.1105(4m)(f)1. Ehlers proposes and agrees to provide the following scope of services and for the following fees:

Scope of Service & Fee Compensation

Annual Report Submission

Annual reports must be filed electronically by Client not later than July 1 through the Department of Revenue’s website with copies provided to each overlapping taxing entity. The information needed to complete the report will be found within Client’s financial statements and supporting accounting records.

Scope: If requested, Ehlers will provide input to Client and Client’s auditor with respect to required report entries.

Fee: **No charge for routine questions or review of report entries.**

Additional assistance may be subject to hourly charges. Client will be advised prior to incurring fees for this scope item if charges become necessary.

Preparation of Supplemental Information for JRB

Given that the DOR annual report format provides limited information for a single fiscal year, Ehlers recommends preparation of supplemental information that will assist Client in more fully presenting the TID’s current financial position, key activities, and anticipated future performance.

- Scope:**
1. Request from Client information necessary for preparation of summary page and updated TID cash flow.
 2. Prepare supplemental information package to include:
 - a. Cover and summary page.
 - b. Current map of TID boundaries.
 - c. Updated cash flow projection.
 - d. Copy of Annual Report.

Fee: \$1,500 flat fee per TID.

Flat fee applicable if Ehlers has available an existing cash flow model to update. If a cash flow model must be created, the additional time required for that task may be billed hourly. Client will be advised prior to incurring hourly fees for this scope item if charges become necessary. In the event Ehlers has already prepared an updated cash flow for the current year as part of other work for which it has been compensated, the fee charged may be reduced.

JRB Meeting Coordination

Following submission of the annual report with the Department of Revenue, the JRB must meet to review the annual report, and to review the performance and status of each district governed by the JRB.

- Scope:**
1. Obtain from Client preferred meeting dates and times and contact overlapping taxing jurisdictions to confirm availability and attendance.
 2. Prepare required Class 1 meeting notice and transmit to Client's Official Newspaper for publication.
 3. Prepare, and via electronic mail, provide Client and overlapping taxing jurisdictions with:
 - a. Cover letter with meeting details and requirements.
 - b. Agenda.
 - c. Supplemental information package.
 - d. Joint Review Board resolution.

Fee: \$500 flat fee per meeting.

It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

JRB Meeting Attendance

Scope: Attend Joint Review Board meeting to review cash flow projections and answer questions. Meeting attendance may be in person, or by conference call, as agreed to by Client. Ehlers can provide a call-in number for meetings to be held telephonically. If phone participation in meetings is permitted by Client's ordinance or policy, this may also be used to facilitate attendance by taxing jurisdiction representatives.

Fee: \$500 Flat Fee per meeting.

It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

Fee Example

A Client with three active TIDs for which all services are requested would be charged \$4,500 for preparation of the supplemental reports (\$1,500 per TID), \$500 for JRB meeting coordination and \$5000 for JRB meeting attendance for a total of \$5,500. This assumes a single JRB meeting is held.

Hourly Charges

For any service requested by Client related to the Project that exceeds the Scope of Service defined in this Letter, Client will be charged on an hourly basis. Hourly charges will also apply as identified in the Scope of Services & Fee Compensation section of this Letter. Ehlers will bill Client at our then current hourly rates dependent upon the task/staff required to meet Client request. Prior to charging Client hourly fees, Ehlers will first advise Client of the anticipated charges and receive authorization to proceed. (Does not apply to hourly fees charged for travel if in person JRB meeting attendance is requested).

Payment for Services

Ehlers will invoice Client upon completion of the work. The invoice is due and payable upon receipt by Client.

Future Fee Changes

Prior to any fee adjustments, Client will be notified in writing of the revised fees and their effective date.

TID Eligible Expense

Fees charged by Ehlers for the services outlined in this Letter are a TID eligible expense.

Client Responsibility

For each TID that Ehlers is assisting with, Client agrees to:

- Provide Ehlers with the following information:
 - A copy of the TID Annual Report as filed with the Department of Revenue. (Client must also provide a copy directly to each overlapping taxing jurisdiction).
 - A copy of the prior year's audited financial statements if available.
 - A copy of the prior year's DOR Form PC-202 (Tax Increment Collection Worksheet).
 - A current TID boundary map.
 - Copies of documents related to TID debt or other TID liabilities which Client may have incurred, and which Ehlers does not have on file.
- Complete and return a questionnaire which we will provide you inquiring as to other information we may need to prepare an updated cash flow.
- Post the Annual JRB meeting agenda and provide notification as required by statute. (Ehlers will prepare and coordinate publication of the Class I Notice if this service is elected).
- Take and prepare minutes at the Annual JRB meeting.

- Provide any technology required for telephonic meeting participation by Ehlers or other parties if such participation is allowed by Client.
- Pay the following costs, which are not include within our Scope of Services:
 - Services rendered by Client’s engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to assist with preparing the annual report or related supplemental information.
 - Publication charge for the Notice of Joint Review Board meeting.

Acceptance

Client hereby accepts this Letter and engages Ehlers to provide the services accepted below. This Letter shall be effective as of the date of its acceptance by Client and shall remain in effect for a period of one (1) year. This Letter shall thereafter renew automatically for successive one (1) year periods.

Notwithstanding the foregoing, this Letter may be terminated by either party upon sixty (60) days prior written notice. Client may change their scope of service elections or modify the list of TIDs for which services are being provided prior to commencement of each annual reporting cycle.

Scope of Service	Election of Services
Preparation of Supplemental Information for JRB	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service
JRB Meeting Coordination	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service
JRB Meeting Attendance	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service

Provide these services for all active TIDs.

OR

Provide these services for the following TIDs only: _____

By: _____

Title: _____

Name: _____

Date: _____

WATER QUALITY TRADING PLAN

Waukesha County, Wisconsin

Date: April 26, 2024

Prepared By: Waukesha County Land Resources Division

Project located in South Playing Fields park, Village of Elm Grove

TABLE OF CONTENTS

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III.	Location and Description of Credit Generation Sites _____	6
IV.	Methods for Nonpoint Source Load Reductions _____	9
V.	Trade Timeline _____	13
VI.	Inspection and Reporting _____	14
VII.	Certification _____	16

Attachments

- 1) Notice of Intent to Conduct Water Quality Trading
- 2) Water Quality Trading Checklist
- 3) Waukesha County Location Map
- 4) HUC-12 Watershed Map
- 5) Plan Sheets
- 6) Current State of Eroding Streambanks Documentation
- 7) Soils Map and Testing Data
- 8) NRCS Streambank Erosion Model Report
- 9) Operation and Maintenance (O&M) Plan

I. Executive Summary -

This Water Quality Trading Plan (WQTP) summarizes Waukesha County’s (County) plan to utilize Water Quality Trading (WQT) for compliance with the total suspended solids (TSS) and total phosphorus (TP) limits as provided in the Wisconsin Pollutant Discharge Elimination System (WPDES) Permit #WI-S050075-3.

In the Milwaukee River Total Maximum Daily Load (TMDL), in reachshed MN-12, the County is required to remove an additional 9,311 lbs TSS and 1.6 lbs TP above the existing level of pollutant removal, over the course of the next five-year permit term. On an annual basis the additional required removal is 1,862 lbs TSS and 0.32 lbs TP per year.

The County identified potential streambank stabilization locations in South Playing Fields Park in the Village of Elm Grove (Village) as a means of meeting the removal requirements. Through a Water Quality Trading Agreement (WQTA), the County will split the resulting credits with the Village.

NRCS Streambank Erosion modeling methods were used to calculate the TP and TSS credits that would be generated based on the installation of best management practices (BMPs). These credits will be used to demonstrate compliance with the TP and TSS reductions required in the WPDES Permit and TMDL. Modeling results are provided in Table 1.1, from the NRCS calculator.

Table 1.1 – Modeling Results

Pollutant	Bank Length (ft)	Geomean Recession* Rate (ft/yr)	Current Loading (lbs/yr)	Proposed Loading (lbs/yr)	Proposed Reductions (lbs/yr)	Trade Ratio	Proposed Credits** (lb/yr)
TP	304	0.3-0.42	27.2	0	27.2	2:1	13.6
TSS	304	0.3-0.42	19,982	0	19,982	2:1	9,991

* Based on air photo review 2007-2022, average of 9 sections, and NRCS table values

** Total credits, to be divided by County and Village

Justification for Trade Ratio is provided below:

Trade Ratio = (Delivery + Downstream + Equivalency + Uncertainty – Habitat Adjustment):1

- Delivery = 0 (Trading within same HUC-12 Watershed)
- Downstream = 0 (BMP is on the stream reach)
- Equivalency = 0 per guidance (Forms of pollutant not different between MS4 discharge and BMP)
- Uncertainty = 2. *Streambank Stabilization with Habitat Restoration is proposed* (Menomonee River is eligible for habitat restoration since it is classified as an impaired water)

In the WQTA the County would receive half of the credits in Table 1.1, with the other half going to the Village. The TP credit of 6.8 lb/yr exceeds the County’s additional TP removal requirement of 0.32 lb/yr. The TSS credit of 4,995 lb/yr exceeds the requirement of 1,862 lb/yr. The implementation of this WQT Plan will result in compliance with the TP and TSS load reduction requirements in Reachshed MN-12.

II. Background -

The purpose of this Water Quality Trading Plan (Plan) is to describe the County's use of Water Quality Trading to comply with the TP and TSS limits as provided in County's WPDES Permit # WI-S050075-3. The Plan was developed following the Notice of Intent to Conduct Water Quality Trading, provided in Attachment #1. The Water Quality Trading Checklist Form 3400-208 is provided in Attachment #2.

Waukesha County is located in southeast Wisconsin. In the Milwaukee River TMDL area the County's municipal separate storm sewer system (MS4) consists entirely of county highways. In the TMDL area, the County MS4 lies in reachsheds MN-1, -6, -7, -8, -10, -11, and -12.

In reachshed MN-12, the County is required to remove an additional 9,311 lbs TSS and 1.6 lbs TP above the existing level of pollutant removal, over the course of the next five-year permit term. On an annual basis the additional required removal is 1,862 lbs TSS and 0.32 lbs TP per year.

Various best management practices (BMPs) were evaluated for feasibility, ability to meet the required reductions, and cost-effectiveness, including additional street sweeping, and basin construction of different types and locations. Because of the linear nature of the highway system, meeting the pollutant removal requirements via basin construction would have required construction of numerous BMPs.

As the watershed is highly developed, land acquisition would have been costly. Increased street sweeping could not provide sufficient reductions to meet the requirements. There is no agricultural land in the reachshed. Adaptive management is not available for non-wastewater treatment facilities. Streambank stabilization was selected as combining the best feasibility, effectiveness and cost.

A review was conducted of all streambanks in and upstream of the reachshed to evaluate bank erosion rates, accessibility, and ownership. Privately-owned properties were eliminated due to issues with access. Waukesha County does not own any streambanks in the reachshed.

One streambank location in Village of Elm Grove-owned land was identified as being accessible and having measurable bank erosion rates. This location is in South Playing Fields Park and consists of a section of Underwood Creek.

The Village of Elm Grove was contacted, and a Water Quality Trading Agreement was signed, in which the County and Village would share the TP and TSS removal credits generated by the streambank stabilization project. Therefore, after applying the trade ratio and dividing the result by 2, the County's credit would be $\frac{1}{4}$ of the calculated load reduction.

Following the initial watershed investigation, the County elected to move forward with WQT. The County intends to perform WQT projects within the County's HUC-12 # 040400030404 as provided in Attachment #4. The ARPA program is the source of the WQT funding.

WinSLAMM modeling was utilized to determine credits needed. The results of the modeling

are summarized in the following table:

Table 2.1 – Pollutant Removal Requirements

	Total Suspended Solids	Total Phosphorus
Modeled, no control (lbs)*	37,234	318
Modeled, with controls (lbs)*	16,720	77
Required Removal %	80.0	76.1
Model % Reduction	55.1	75.7
Deficit (lbs) – five years	9,311	1.6
Deficit (lbs) – annual	1,862	0.32
Reduction needed from project (lbs)**	3,448	1.28
Proposed annual reduction (lbs)	19,982	27.2

Notes: * Over Five-Year Permit Cycle

** County MN-12 annual deficit x 2 for sharing with Village and x 2 for trade ratio. Permit cycle progress requirement is 20% of this number.

The goal is to fully meet the treatment requirement.

To generate the required credits, the County intends to perform streambank stabilization. Streambank stabilization will utilize grading and stone toe protection to prevent the erosion of sediment from the streambanks. Streambank stabilization will not only prevent sediment from entering the stream, but will also prevent phosphorus, nitrogen, and other pollutants from discharging to the Menomonee River. Reducing pollutant discharge will restore stream habitat and generate water quality trading credits.

III. Location and Description of Credit Generation Site –

The County MS4 within reachshed MN-12 discharges to Underwood Creek which in turn discharges to the Menomonee River. As mentioned previously, the County intends to perform WQT projects within the County’s HUC-12 #040400030404. The County plans to implement BMPs to generate TP and TSS credits. Specifically, Streambank stabilization is planned along the banks of the Menomonee River in the Village of Elm Grove’s South Playing Fields Park, TaxKey: EGV 1105968. See Figures 3.1, 3.2, and 3.3 for additional project location information.

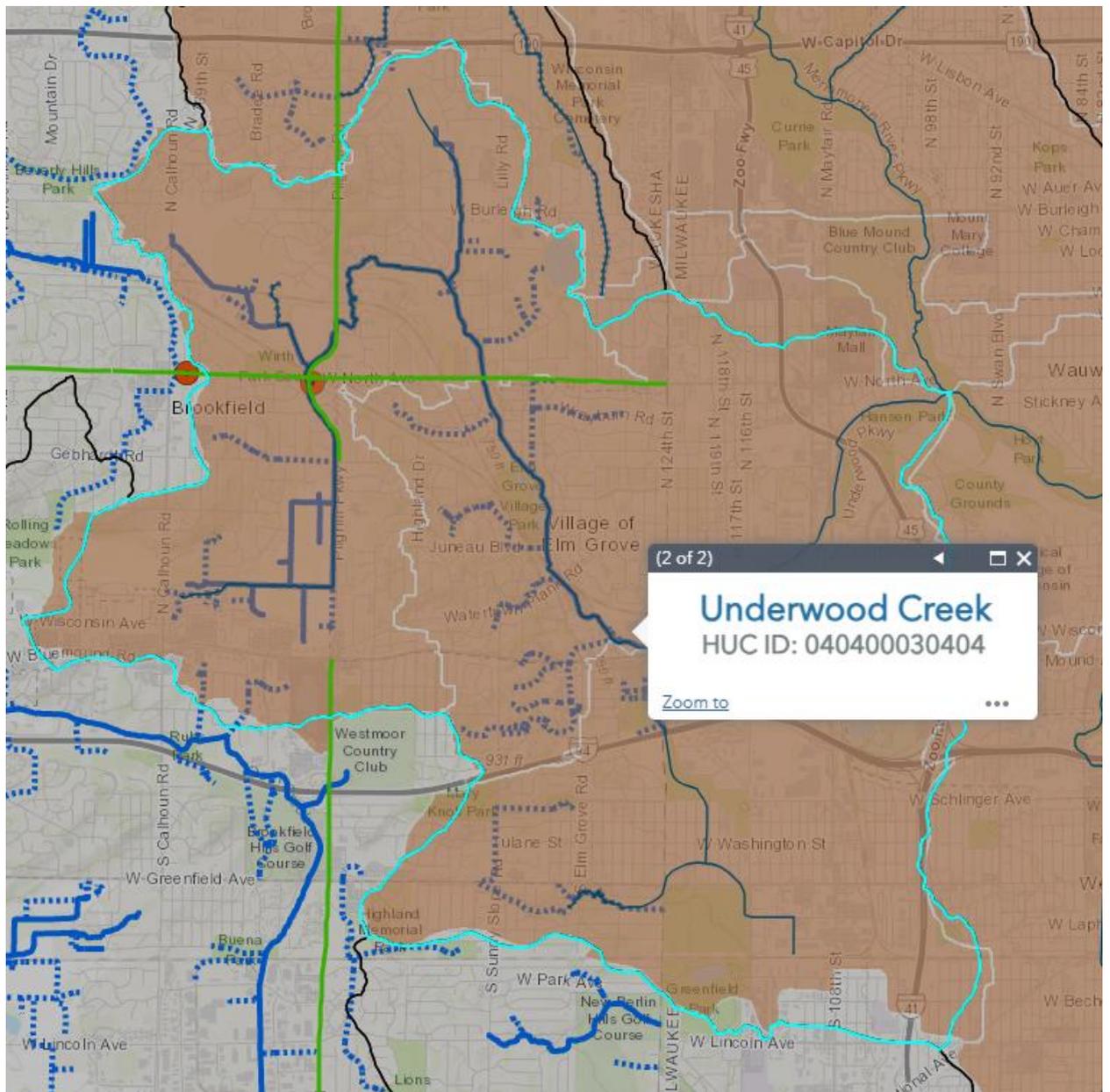


Figure 3.1 – Streambank stabilization location in relation to HUC 12.

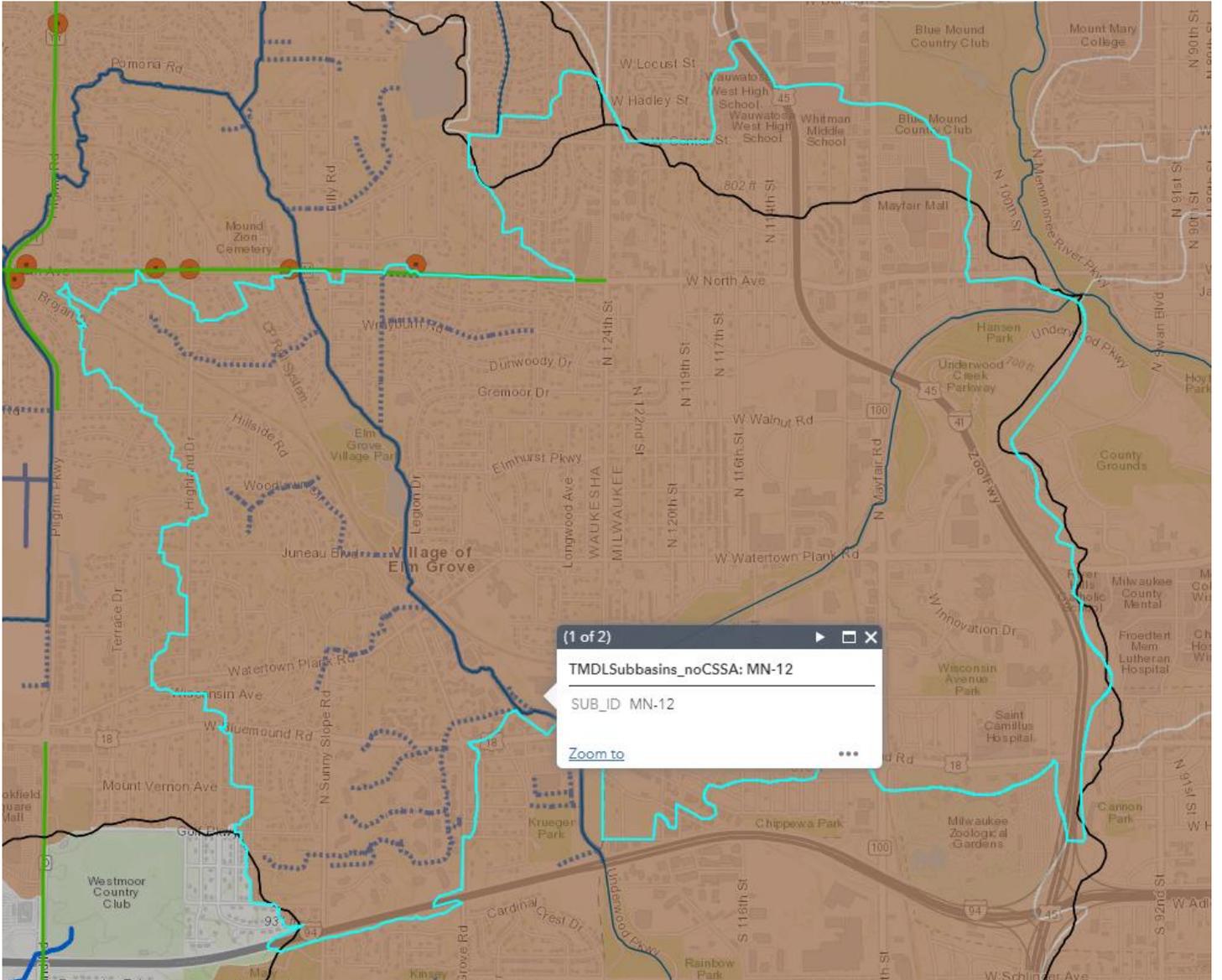


Figure 3.2 – Streambank stabilization location in relation to reachshed

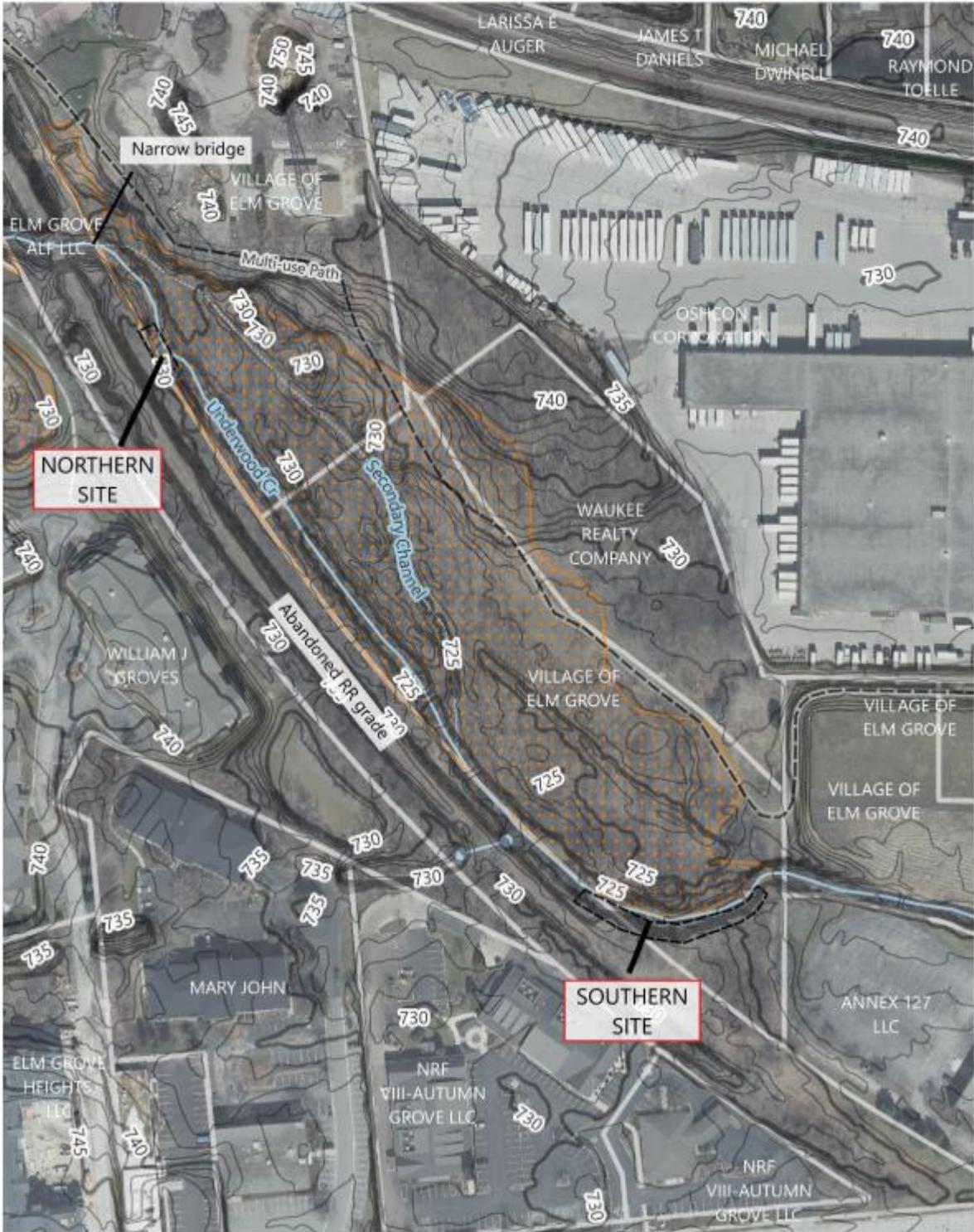


Figure 3.3 – Streambank stabilization location within property.

IV. Methods for Nonpoint Source Load Reduction –

The County would like to acquire at least 1,862 TSS and 0.32 TP WQT trading credits on an annual basis to meet its pollutant load reduction requirements within reachshed MN-12. The Plan identifies trading practices that will reduce annual TSS and TP runoff by 19,982 lbs and 27.2 lbs, respectively, before application of a 2:1 trade ratio and sharing with the Village.

The WQT practices identified for this Water Quality Trading Plan meet 500% of the long-term TSS and 2,000% of the TP removal requirements as long as trading practices are maintained.

A. Methods Used to Generate Load Reductions

For streambank stabilization, County plans to generate TP load reductions through streambank grading with a stone toe, grading, and stabilization as needed for approximately 304 feet of streambank. Streambank Stabilization will be performed as per NR 328 *Shore Erosion Control Structures in Navigable Waterways*, NRCS 580 *Streambank and Shoreline Protection*, and NRCS 395 *Stream Habitat Improvement and Management*.

Protecting the streambank in high energy locations with stone will better protect the streambank as compared to grading alone. The streambank stabilization project will occur within HUC-12 #040400030403 in order to generate TP and TSS credits. A Plan of the grading and protection implementation is provided in Attachment #5.

The County is contracted with Emmons and Olivier Resources, Inc. to design the BMPs and prepare the plans, specification, and operation and maintenance manual. The County will acquire all required permits and authorizations prior to construction. The County will advertise the project for public bidding in the fall of 2024, execute contracts in December of 2024 for construction in 2025. To register credits, the County has entered into a trade agreement with the Village of Elm Grove pursuant to *s. 283.84(1)(b), Wis. Stats.*

B. History of Project Site

Elm Grove is located within the Southern Lake Michigan Coastal ecological landscape. The Village was settled in the 1830s and has undergone significant development.

Currently, the land use within the watershed is a mix of commercial, residential, and undeveloped. The commercial and residential areas consist of manicured lawns, impermeable surfaces, and storm sewer. The undeveloped areas typically consist of forest, wetland, and savannah ecosystems. Existing trees are primarily boxelder, willow, and cottonwood.

The streambanks have experienced significant erosion as the Underwood Creek Watershed has been developed and cleared for agricultural and residential use. The banks are predominately undercut with some rills and vegetative overhang. Tree roots are readily visible throughout the reaches. Fallen trees and slumps are also visible in areas.

Recession rates for each Reach along with documentation regarding existing condition were estimated in Attachment #6. The project area is mapped as floodplain and wetland. The project site has never been developed or cropped. The property became parkland in about 2005.

C. Model Used to Derive Load Reductions

NRCS Streambank Erosion modeling methods were used to calculate the TP and TSS credits that would be generated based on the installation of BMPs. These credits will be used to demonstrate compliance with the final TP and TSS limits as proposed in the WPDES Permit. Modeling results are provided in Table 4.1.

Table 4.1 – Modeling Results

Pollutant	Bank Length (ft)	Geomean Recession* Rate (ft/yr)	Current Loading (lbs/yr)	Proposed Loading (lbs/yr)	Proposed Reductions (lbs/yr)	Trade Ratio	Proposed Credits** (lb/yr)
TP	304	0.3-0.42	27.2	0	27.2	2:1	13.6
TSS	304	0.3-0.42	19,982	0	19,982	2:1	9,991

Justification for Trade Ratio is provided below:

Trade Ratio = (Delivery + Downstream + Equivalency + Uncertainty – Habitat Adjustment):1

- Delivery = 0 (Trading within same HUC-12 Watershed)
- Downstream = 0 (All Trades are upstream of the Outfall 001)
- Equivalency = 0 (Not necessary of Total Phosphorus)
- Uncertainty:

Streambank Stabilization with Habitat Restoration = 2 (Menomonee River is eligible for habitat restoration since it is classified as an impaired water)

Soil testing has been completed to determine TP concentrations and particle size distributions within the soil. Soil sampling was performed every 30 feet and included the use of a trowel which pulled one core at each location to a 4” depth. The samples were combined and mixed to create a single composite sample for each of the three areas shown in the figure. Sample 2 was not used as no stabilization is proposed in that reach. Soils maps and soil testing data is provided in Attachment #8. Soil sample locations are provided in Attachment #7.

An evaluation using historic air photos (south reach) and field observations (north reach) and measurements (both) has been conducted to estimate stream bank recession rate. The survey data, narrative, and photos documenting the current state of eroding stream banks is provided in Attachment #6.

With the collected data, the NRCS Streambank Erosion Model was used to calculate TP and TSS loss from the eroding streambank. The modeling data for the NRCS Streambank Erosion Model is available in Attachment #8. The designed streambank stabilization grading, toe wood, and streambed J-hook will eliminate streambank recession thus eliminating pollutant inputs due to streambank recession in planned areas. For the Habitat Restoration portions of the WQT Plan, the County has been in

contact with the DNR Fisheries Biologist for Waukesha County for direction regarding stream habitat improvements. The County will submit the final design plans and specifications to the DNR for approval. Pollutant reduction Credits will be registered following construction of the BMPs.

If the Plan or model inputs change, the County will submit to the DNR the revised models and calculations to more accurately reflect the number of credits generated.

D. Stream Habitat Improvements

As provided in NRCS 395 Stream Habitat Improvement and Management, the definition of *stream habitat improvement and management* is to maintain, improve physical, chemical, and biological functions of a stream, and its associated riparian zone, necessary for meeting the life history and requirements of desired aquatic species. The goal of stream habitat improvements within this Plan is to provide suitable habitat for desired fish and other aquatic species as well as provide riparian condition that maintain the stream corridor ecological processes which supports diverse stream habitat and aquatic species.

Prior to designing stream habitat improvements, the current conditions of Underwood Creek and surrounding land uses were evaluated. The Underwood Creek watershed is dominated by urban development. Underwood Creek experiences significant storm water runoff issues including flooding, increased bank erosion, sedimentation, and limited riparian habitat. This is primarily caused by residential and commercial development within the watershed. Underwood Creek is listed on State of Wisconsin 2018 Impaired Waters List due to total phosphorus, total suspended solids, chloride, and bacteria.

Underwood Creek is a cool-warm mainstem aquatic community. Limited fishing opportunities are available on Underwood Creek. Underwood Creek is comprised primarily of silt substrates. Pools are scarce throughout. The County is working with Ben Heussner (DNR Fisheries Biologist) for incorporation of in-stream habitat improvements with the Project Plans and Specifications.

E. Operation and Maintenance

An Operation and Maintenance (O&M) Plan is provided in Attachment #9. The O&M plan describes in how the Stream Stabilization Practices will be operated and maintained. The O&M Plan also addresses response procedures for Practice Registration, Noncompliance Notification, and Notification of Trade Agreement Termination.

As previously mentioned, the County is planning to perform streambank stabilization by installing a stone toe along approximately 304 feet of streambank. The stabilization practices will be installed and maintained as per NR 328 *Shore Erosion Control Structures in Navigable Waterways*, NRCS 580 *Streambank and Shoreline Protection*, and NRCS 395 *Stream Habitat Improvement and Management*. Restoration landscaping and seeding will be installed following construction and will be closely monitored for a minimum of two (2) growing seasons to ensure the new seeding grows and erosion is not prevalent. The County will also address weed and invasive vegetation growth if present for the duration of the permit. The stabilized sections will be inspected following heavy rain events at a minimum. Inspection will be used to

determine appropriate actions in order to maintain the stabilization for continuous and ongoing streambank stabilization and pollutant reduction credit generation. Following project completion, the Village of Elm Grove will be responsible for ongoing maintenance.

The BMPs will be inspected annually by a licensed Professional Engineer to ensure that the BMPs are functioning as intended in order to meet the requirements of this WQT Plan.

V. Trade Timeline –

Schedule for Installation of the above-mentioned trading practices for pollutant reduction Credit Generation for TP and TSS compliance is provided in Table 5.1 below.

Table 5.1 – Trade Timeline

Item	Completion Date
Site Investigation	October 15, 2023
Conceptual Design	November 30, 2023
Final Design	June 30, 2024
Construction Permits	September 30, 2024
DNR Review of Final Design	November 30, 2024
Construction of BMPs	Summer 2025
Phosphorus Credit Registration	August 30, 2025
Use of Phosphorus Credits by Waukesha County (Ongoing for Permit Compliance)	August 30, 2025

The County has been in contact with the DNR Water Regulation & Zoning Senior Specialist for Waukesha County who has provided guidance for required permits for the WQT Plan. At this time, no permitting issues have arisen to hinder the Project Progress. Credits will be used by the County beginning 8/30/2025. Credits will continue as long as the trading practices are maintained as outlined in this WQT Plan.

VI. Inspection Reporting –

A. Tracking Procedures

The County will track credits used annually. The County will report credit usage to the DNR on an annual basis in the MS4 Annual Reports. The annual report will summarize the 12 months of credit usage and credit generation. The County will report to DNR any concern that they have that may result in a need to modify the trade agreement and/or this trade plan. For example, a need to generate additional credits based on discharge.

B. Inspection

Inspection of the BMPs shall occur during construction phase to ensure they are installed per the design and meet all applicable codes and permits. Once completed, inspections of the established BMPs shall occur each month at a minimum or following heavy rain events. A licensed professional engineer will perform an annual certification to ensure the practice is performing as designed and the County remains in compliance.

The inspection reports will include:

- i. Name and contact information of the inspector
- ii. Inspection Date
- iii. Relevant standards set forth in the Design Plan or Operation and Maintenance Plan
- iv. Issues identified
- v. When and how any issues identified were addressed
- vi. When and how any issues identified will be addressed in the future

Inspection reports generated during each routine or after rain event inspection will be included with the Annual Water Quality Trading Report submitted by the County to DNR and the Village of Elm Grove. Annual inspections by a professional engineer will typically occur in April or May. This time of year is ideal for evaluating the condition of BMPs as it follows the freeze/thaw which poses the greatest potential for changes to the BMPs. Minimal vegetation cover will allow for adequate visual inspection.

C. Management Practice Registration Form

The County will file a completed registration form 3400-207 for Water Quality Trading Management Practice Registration separately from this Plan.

D. Annual Water Quality Trading Report Submittal

The following shall be submitted to the DNR by January 31 of each year:

- i. The number of pollutant reduction credits (lbs/month) used each month of the previous year to demonstrate compliance;
- ii. A summary of the annual inspection of the practice that generated any of the pollutant reduction credits used during the previous year, this inspection shall be completed by a licensed Professional Engineer;
- iii. All monthly inspection reports;

- iv. Identification of noncompliance or failure to implement any terms or conditions of this permit with respect to water quality trading that have not been reported in discharge monitoring reports;
- v. A list of all noncompliance and the correction measures and timing to address the issues throughout the year; and
- vi. An updated WQT plan if management practices have or will change.

E. Annual Certification of Management Practices

Each year, the County will certify that the BMPs are maintained and operating in a manner consistent with this Water Quality Trading Plan or provide a statement noting noncompliance with this Plan. The annual MS4 Report will include the following statement as a certification of compliance when the Credit Generating Practice is operating in a manner consistent with the Plan:

“I certify that to the best of my knowledge that the management practices identified in the approved water quality trading plan as the source of pollutant removal credits is installed, established and properly maintained.”

F. Notification of Failure to Generate Credits

The County will notify DNR by telephone call to DNR’s regional storm water municipal permitting and compliance staff within 24 hours or next business day of becoming aware that pollutant removal credits used or intended for use by County are not being generated as outlined in this Water Quality Trading Plan.

The County will submit a written notification within five days after the County recognizes that the pollutant removal credits are not being generated as outlined in the Trading Plan. DNR may waive the requirement for submittal for a written notice within five days and instruct the County to submit the written notice with the next regularly scheduled monitoring report required by County’s WPDES Permit.

The written notice will contain a description of how and why the pollutant removal credits are not being generated as outlined in the Water Quality Trading Plan, the steps taken or planned to prevent reoccurrence of the identified problems and the length of time anticipated it will take to address the issue.

The County will work to rectify the problem as laid out in the Operation and Maintenance Plans.

G. Conditions under which Management Practices May Be Inspected

Any DNR authorized officer, employee, or representative has the right to access and inspect the credit generating practice so long as the County’s trade agreement with the property owner(s) and this Water Quality Trading Plan remain in effect.

VII. Certification -

The undersigned hereby certifies that this Water Quality Trading Plan is accurate and correct to the best of his knowledge.

Waukesha County



By: _____

Alan Barrows
Land Resources Manager
Waukesha County Parks and Land Use
Room AC 260 515 W. Moreland Blvd.
Waukesha, WI 53188
Telephone: (262) 896-8307
Email: abarrows@waukeshacounty.gov

Attachment #1

Notice of Intent to Conduct Water Quality Trading
 Form 3400-206 (1/14)

Notice: Pursuant to s. 283.84, Wis. Stats., and ch. NR 217 Wis. Adm. Code, this form must be completed by any WPDES permittee that is using water quality trading as a method of complying with a permit limitation. Failure to complete this form would not result in penalties. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31 - 19.39, Wis. Stats.).

Applicant Information				
Permittee Name Waukesha County		Permit Number WI- S050075		Facility Site Number 33641
Facility Address Room AC 260, 515 W. Moreland Blvd.			City Waukesha	State ZIP Code WI 53066
Project Contact Name (if applicable) Alan Barrows		Address Room AC 260, 515 W. Moreland Blvd		City State ZIP Code Waukesha WI 53066
Project Name Streambank stabilization, conservation agriculture				
Receiving Water Name Menomonee River		Parameter(s) being traded Total phosphorus, total suspended solids		HUC 12(s) 0404000304

Is the permittee in a point or nonpoint source dominated watershed? Point source dominated
 (See PRESTO results - <http://dnr.wi.gov/topic/surfacewater/presto.html>) Nonpoint source dominated

Credit Generator Information	
Credit generator type (select all that apply):	<input type="checkbox"/> Permitted Discharge (non-MS4/CAFO) <input type="checkbox"/> Urban nonpoint source discharge <input checked="" type="checkbox"/> Permitted MS4 <input type="checkbox"/> Agricultural nonpoint source discharge <input type="checkbox"/> Permitted CAFO <input type="checkbox"/> Other - Specify: _____

Are any of the credit generators in a different HUC 12 than the applicant? Yes; HUC 12: _____
 No
 Unsure

Are any of the credit generators downstream of the applicant? Yes
 No
 Unsure

Will a broker/exchange be used to facilitate trade? Yes; Name: _____
 No
 Unsure

Point to Point Trades (Traditional Municipal / Industrial Discharge, MS4, CAFO)

Discharge Type	Permit Number	Name	Contact Address	Is the point source credit generator currently in compliance with their permit requirements?
<input type="radio"/> Traditional <input type="radio"/> MS4 <input type="radio"/> CAFO				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
<input type="radio"/> Traditional <input type="radio"/> MS4 <input type="radio"/> CAFO				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
<input type="radio"/> Traditional <input checked="" type="radio"/> MS4 <input type="radio"/> CAFO	WI-S065404	Village of Elm Grove	Richard Paul Jr. 13600 Juneau Blvd. Elm Grove, WI 53122	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unsure
<input type="radio"/> Traditional <input type="radio"/> MS4 <input type="radio"/> CAFO				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
<input type="radio"/> Traditional <input type="radio"/> MS4 <input type="radio"/> CAFO				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure

Notice of Intent to Conduct Water Quality Trading

Form 3400-206 (1/14)

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Point to Nonpoint Trades (Non-permitted Agricultural, Non-Permitted Urban, etc.)

List the practices that will be used to generate credits:

Streambank stabilization in Underwood Creek. Location of practice is in reachshed MN-12. Credits will be applied by Waukesha County in MN-12. See attached map and table.

Method for quantifying credits generated: Monitoring
 Modeling, Names: NRCS tool, SPARROW
 Other: _____

Projected date credits will be available: 07/18/2025

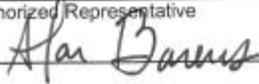
The preparer certifies all of the following:

- I am familiar with the specifications submitted for this application, and I believe all applicable items in this checklist have been addressed.
- I have completed this document to the best of my knowledge and have not excluded pertinent information.

Signature of Preparer  Date Signed 5-24-23

Authorized Representative Signature

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. Based on my inquiry of those persons directly responsible for gathering and entering the information, the information is, to the best of my knowledge and belief, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Authorized Representative  Date Signed 5/24/23

Attachment #2

Notice: Pursuant to s. 283.84, Wis. Stats., this form must be completed by any WPDES permittee that intends to pursue pollutant trading as a method of complying with a permit limitation. Failure to complete this form would not result in penalties. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31 - 19.39, Wis. Stats.).

Applicant Information

Permittee Name Waukesha County		Permit Number WI- S050075-3	Facility Site Number 33641	
Facility Address 515 W. Moreland Blvd.		City Waukesha	State WI	ZIP Code 53188
Project Contact Name (if applicable) Alan Barrows	Address Room AC 260, 515. W Moreland Blvd	City Waukesha	State WI	ZIP Code 53188
Project Name South Fields Park Streambank Stabilization				
Receiving Water Name Menomonee River	Parameter(s) being traded Total phosphorus, total suspended solids	HUC 12(s) 040400030404		

Credit Generator Information

Credit generator type (select all that apply):

<input type="checkbox"/> Permitted Discharge	<input type="checkbox"/> Agricultural nonpoint source discharge
<input checked="" type="checkbox"/> Permitted MS4	<input type="checkbox"/> Other - Specify: _____
<input type="checkbox"/> Permitted CAFO	

Are any of the credit generators in a different HUC 12 than the applicant? Yes; HUC 12: _____
 No

Are any of the credit generators downstream of the applicant? Yes
 No

Will a broker/exchange be used to facilitate trade? Yes (include description and contact information in WQT plan)
 No

Point to Point Trades (Traditional Municipal / Industrial, MS4, CAFO)

Are each of the point source credit generators identified in this section in compliance with their WPDES permit requirements? Yes
 No

Discharge Type	Permit Number	Name	Contact Information	Trade Agreement Number
<input type="radio"/> Traditional <input checked="" type="radio"/> MS4 <input type="radio"/> CAFO	WI-S065404	Village of Elm Grove	Richard Paul, 13600 Juneau Blvd. Elm Grove	WC5
<input type="radio"/> Traditional <input type="radio"/> MS4 <input type="radio"/> CAFO				
<input type="radio"/> Traditional <input type="radio"/> MS4 <input type="radio"/> CAFO				
<input type="radio"/> Traditional <input type="radio"/> MS4 <input type="radio"/> CAFO				
<input type="radio"/> Traditional <input type="radio"/> MS4 <input type="radio"/> CAFO				

Water Quality Trading Checklist

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Point to Point Trades (Traditional Municipal / Industrial, MS4, CAFO) *cont.*

Does plan have a narrative that describes:	Plan Section
a. Summary of discharge and existing treatment including optimization <input checked="" type="radio"/> Yes <input type="radio"/> No	I
b. Amount of credit being generated <input checked="" type="radio"/> Yes <input type="radio"/> No	I
c. Timeline for credits and agreements <input checked="" type="radio"/> Yes <input type="radio"/> No	V
d. Method for quantifying credits <input checked="" type="radio"/> Yes <input type="radio"/> No	IV
e. Tracking and verification procedures <input checked="" type="radio"/> Yes <input type="radio"/> No	VI
f. Location of credit generator in proximity to receiving water and credit user <input checked="" type="radio"/> Yes <input type="radio"/> No	III
g. Other: _____ <input type="radio"/> Yes <input type="radio"/> No	

Point to Nonpoint Trades (Non-Permitted Urban, Agricultural, Other)

Discharge Type	Practices Used to Generate Credits	Method of Quantification	Trade Agreement Number	Have the practice(s) been formally registered?
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Only in part
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Only in part
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Only in part
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Only in part
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Only in part
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Only in part
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Only in part
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Only in part

Does plan have a narrative that describes:	Plan Section
a. Description of existing land uses <input type="radio"/> Yes <input type="radio"/> No	
b. Management practices used to generate credits <input type="radio"/> Yes <input type="radio"/> No	
c. Amount of credit being generated <input type="radio"/> Yes <input type="radio"/> No	
d. Description of applicable trade ratio per agreement/management practice <input type="radio"/> Yes <input type="radio"/> No	
e. Location where credits will be generated <input type="radio"/> Yes <input type="radio"/> No	
f. Timeline for credits and agreements <input type="radio"/> Yes <input type="radio"/> No	
g. Method for quantifying credits <input type="radio"/> Yes <input type="radio"/> No	

Water Quality Trading Checklist

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Does plan have a narrative that describes:		Plan Section
h. Tracking procedures	<input type="radio"/> Yes <input type="radio"/> No	
i. Conditions under which the management practices may be inspected	<input type="radio"/> Yes <input type="radio"/> No	
j. Reporting requirements should the management practice fail	<input type="radio"/> Yes <input type="radio"/> No	
k. Operation and maintenance plan for each management practice	<input type="radio"/> Yes <input type="radio"/> No	
l. Location of credit generator in proximity to receiving water and credit user	<input type="radio"/> Yes <input type="radio"/> No	
m. Practice registration documents, if available	<input type="radio"/> Yes <input type="radio"/> No	
n. History of project site(s)	<input type="radio"/> Yes <input type="radio"/> No	
o. Other: _____	<input type="radio"/> Yes <input type="radio"/> No	

The preparer certifies all of the following:

- I am familiar with the specifications submitted for this application, and I believe all applicable items in this checklist have been addressed.
- I have completed this document to the best of my knowledge and have not excluded pertinent information.
- I certify that the information in this document is true to the best of my knowledge.

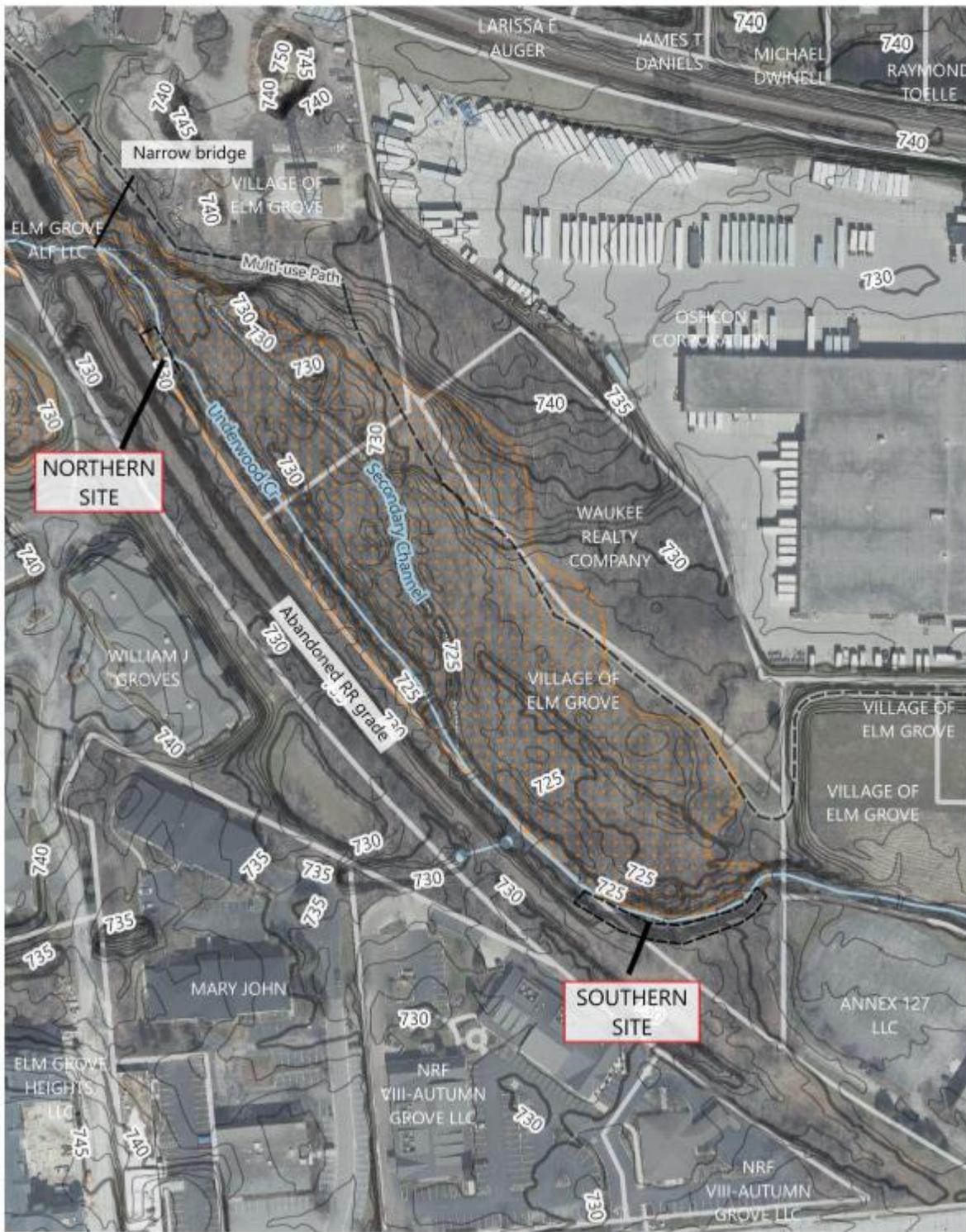
Signature of Preparer	Date Signed
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Authorized Representative Signature

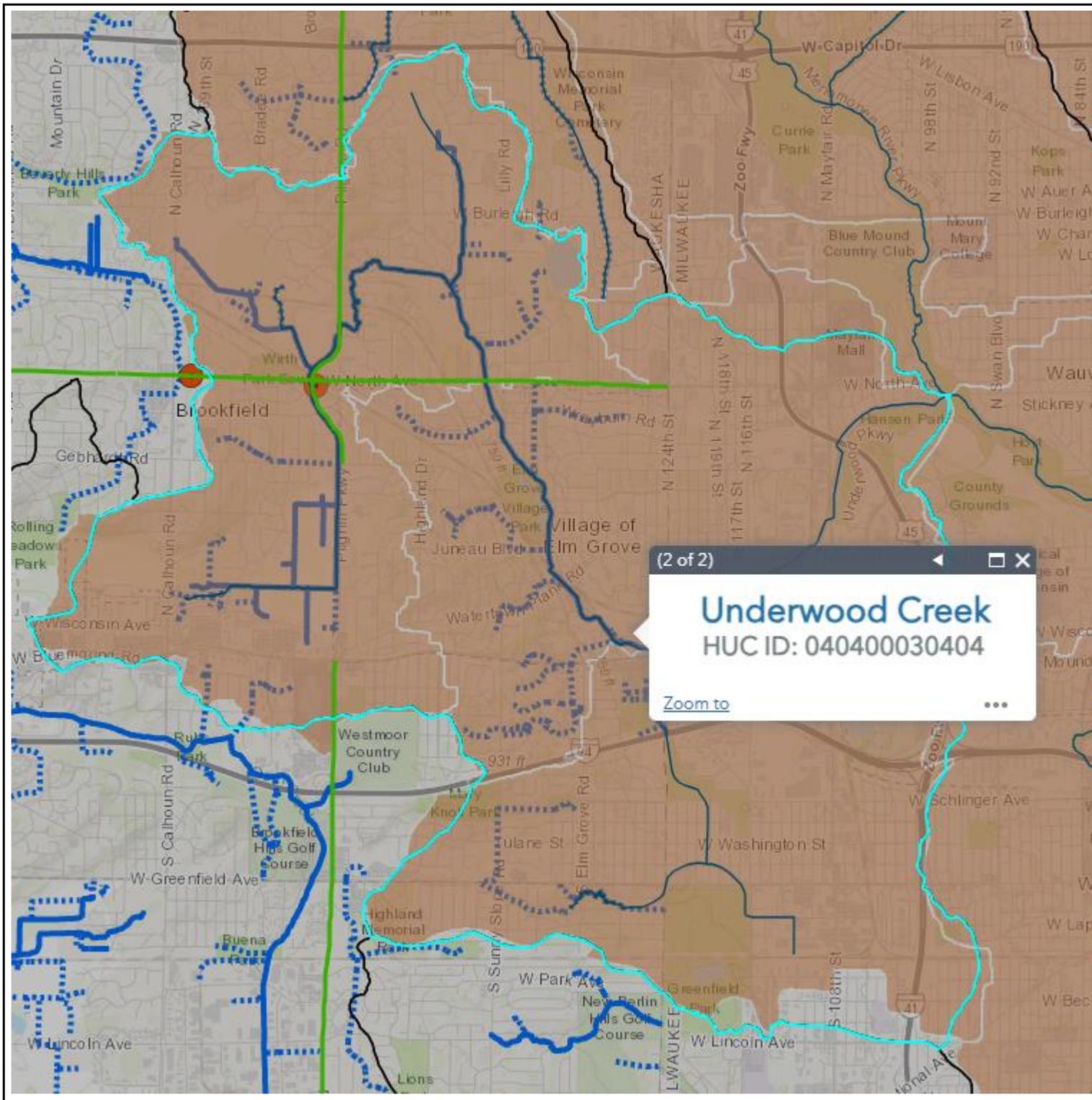
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. Based on my inquiry of those persons directly responsible for gathering and entering the information, the information is, to the best of my knowledge and belief, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Authorized Representative	Date Signed
----------------------------------------	-------------

Attachment #3



Attachment #4



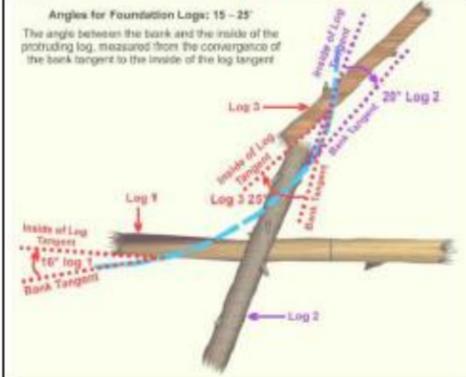
Attachment #5

Location of Reaches

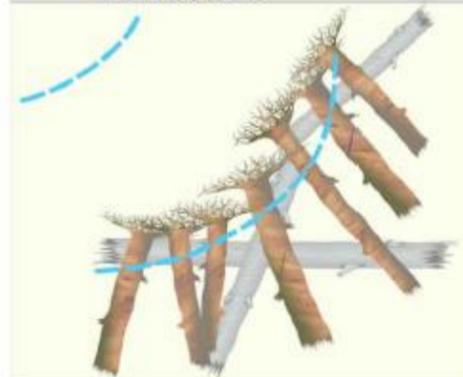


STEP 1. DIG CHANNEL AND VOID FOR TOE WOOD BANK PROTECTION.

STEP 2. PLACE FOOTER LOGS (FOUNDATION).



STEP 3. PLACE ROOT WAD LOGS CANTILEVERED OVER FOUNDATION LOGS.



STEP 4. PLACE FILLER MATERIAL (SMALL LOGS & BRUSH) PARALLEL TO ROOT WAD.



STEP 5. ADD TEMPORARY COUNTER WEIGHT TO SUBMERGE LOGS.



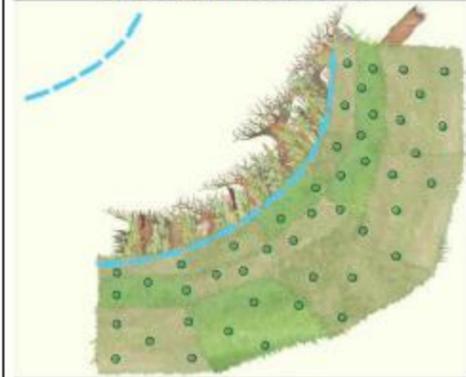
STEP 6. PLACE BACKFILL WITH EROSION CONTROL BLANKET.



STEP 7. REMOVE TEMPORARY WEIGHT & INSTALL SOIL LIFT UP TO BANKFULL STAGE. INSTALL NATIVE SEED.



STEP 8. SECURE EROSION CONTROL BLANKET WITH DEAD STOUT STAKES 3 FT O.C.



- FOOTER LOGS & ROOT WADS:**
- TO BE HARVESTED ONSITE BY CONTRACTOR
 - SHALL BE HARDWOOD SPECIES FROM A SOURCE FREE OF DECAY OR ROT. BOX ELDER ARE ACCEPTABLE.
 - MINIMUM 10 INCH TRUNK DIAMETER
 - ROOT WAD ROOT FLARE MUST BE INTACT AND HAVE A MINIMUM DIAMETER OF 4 FEET

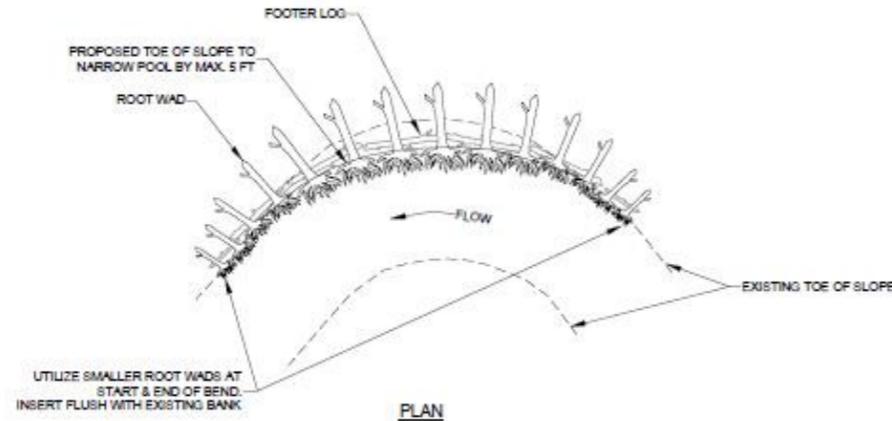
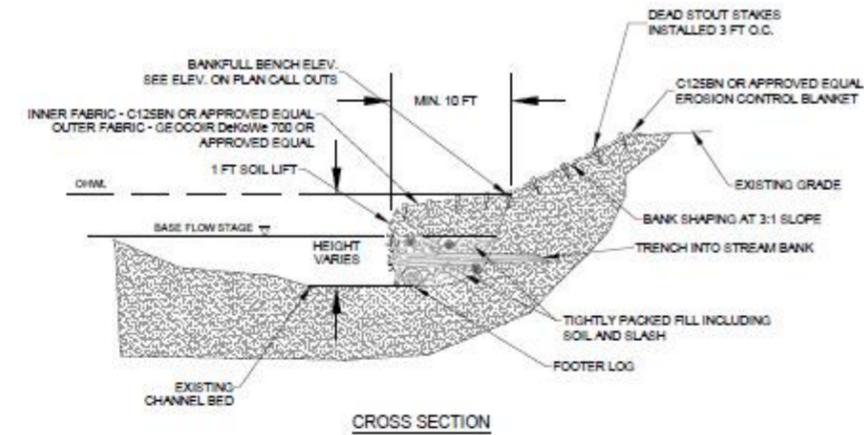
- FILLER MATERIAL:**
- TO BE HARVESTED ONSITE BY CONTRACTOR
 - SMALL LOGS, LIMBS AND TREE TOPS LESS THAN 6 INCHES DIAMETER
 - MATERIAL SHALL BE WORKED AND WOVEN INTO ROOT WADS TO ACHIEVE MAXIMUM STEM DENSITY

- SOIL LIFT:**
- MAXIMUM 1 FT HEIGHT PER LIFT.
 - SHALL BE COMPOSED OF BLACK DIRT, TO BE APPROVED BY ENGINEER IN FIELD
 - NATIVE SEED SHALL BE STATE MIX 34-251

GENERAL DESIGN DETAILS AND IMAGES ARE FROM "THE TOE WOOD STRUCTURE" BY DAVE ROGGEN OF WILDLAND HYDROLOGY.

- BACKFILL MATERIAL:**
- ONSITE MATERIALS TO BE UTILIZED WHERE SUITABLE AS APPROVED BY THE ENGINEER
 - IF ADDITIONAL MATERIAL IS REQUIRED, IT SHALL BE A MINERAL SOIL AND/OR NATURAL AGGREGATE MEETING THE REQUIREMENTS FOR MNDOT 3149 SELECT GRANULAR BORROW. SALVAGED BITUMINOUS MIXTURE OR CRUSHED CONCRETE WILL NOT BE ALLOWED
 - MATERIAL SHALL BE WORKED INTO FILLER MATERIAL BELOW. THE EXPOSED FRONT FACE OF THE BACKFILL MATERIAL SHALL BE RESTRAINED AND PROTECTED BY WRAPPING AND STAKING
 - INNER FABRIC - C125BN OR APPROVED EQUAL; OUTER FABRIC - GEOCOIR DeKoWe 700 OR APPROVED EQUAL. BLANKET SHALL BE STAKED AND SECURED WITH 2 FT DEAD STOUT STAKES 3 FT O.C.

NOTES AND DETAILS TO BE UPDATED WITH PROJECT SPECIFICS.



NOTES:

- 1) SPECIFIC ORIENTATION OF LOGS AND BALLAST MATERIALS MAY VARY FROM TYPICAL DRAWINGS DEPENDING ON SIZE AND SHAPE OF MATERIAL DELIVERED OR SALVAGED.
- 2) BUILD OUT TOE WOOD MAXIMUM 5 FEET FROM CENTER OF EXISTING BANK. BLEND UPSTREAM AND DOWNSTREAM ENDS OF THE TOE WOOD INTO THE EXISTING BANK TO PREVENT SCOURING.
- 3) WOOD PLACEMENT TO BE DIRECTED BY THE OWNERS REPRESENTATIVE IN THE FIELD AT THE TIME OF CONSTRUCTION. EXACT PLACEMENT LOCATION AND NUMBER OF PIECES PER WALL TO BE DICTATED BASED ON FIELD CONDITIONS AND LOCALIZED GEOMORPHOLOGY.
- 4) NO SEAMS WILL BE PERMITTED IN OUTER OR INNER SOIL LIFT ENCAPSULATION.
- 5) HYDRAULIC SOIL STABILIZER MAY BE SUBSTITUTED FOR EROSION CONTROL NETTING AND DEAD STOUT STAKES

01 TOEWOOD
13 NOT TO SCALE

5			
4			
3			
2			
1	11/02/2023	KAW	CONCEPTUAL PLAN

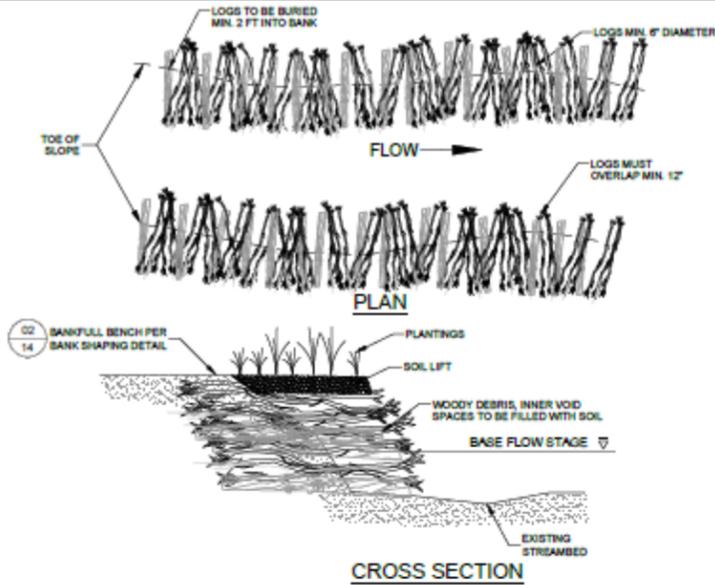
ISSUE DATE:	11/02/2023
DESIGN BY:	MPNGH
DRAWN BY:	KAW
FOR PROJECT NO.:	

Emmons & Olivier Resources, Inc.
1334 DEWEY COURT
MADISON, WI 53703
Tel: 608.839.4422

WAUKESHA COUNTY
515 W. MORELAND BLVD.,
WAUKESHA COUNTY, WI

WAUKESHA COUNTY BMPS
WAUKESHA COUNTY, WI

STREAM STABILIZATION
DETAILS - 1

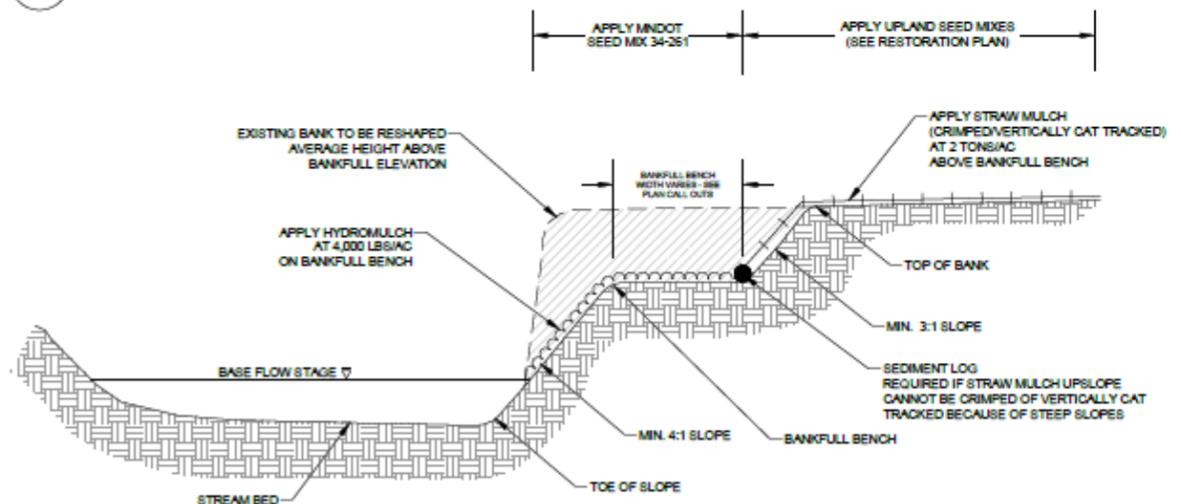


- NOTES:**
1. SPECIFIC ORIENTATION OF LOGS AND BRUSH MAY VARY FROM TYPICAL DRAWINGS DEPENDING ON SIZE AND SHAPE OF MATERIAL DELIVERED OR SALVAGED.
 2. WOOD PLACEMENT TO BE DIRECTED BY ENGINEER IN THE FIELD AT THE TIME OF CONSTRUCTION. EXACT PLACEMENT LOCATION AND NUMBER OF PIECES PER BANK TO BE DICTATED BASED ON FIELD CONDITIONS.
 3. UPSTREAM LOG/BRANCH TO OVERLAP START OF DOWNSTREAM LOG/BRANCH MINIMUM 12 INCHES.
 4. INNER VOID SPACES OF LOGS & BRUSH TO BE FILLED WITH SOIL, OUTER FILL TO BE COMPRISED OF GRAVEL & COBBLE.

NOTES AND DETAILS TO BE UPDATED WITH PROJECT SPECIFICS.

LOG TOE FOR STRAIGHT REACHES

01 BRUSH/LOG TOE
14 NOT TO SCALE



- NOTES:**
1. APPLY COVER CROP (REGREEN) TO ALL DISTURBED AREAS AT A RATE OF 30 LBS/AC
 2. REDUNDANT BMPs ARE:
 - 2.1 FLAT BANKFULL BENCH
 - 2.2 STRAW MULCH CRIMPED/VERTICAL CAT TRACKING ABOVE TOP OF BANK
 2. (2) ROWS OF SEDIMENT LOGS SPACED 5 FEET APART AT TOE OF STEEP SLOPES IF CRIMPING/VERTICAL CAT TRACKING AND FLAT BANKFULL BENCH IS NOT FEASIBLE

NOTES AND DETAILS TO BE UPDATED WITH PROJECT SPECIFICS.

02 BANK SHAPING
14 NOT TO SCALE

5		
4		
3		
2		
1		
0	11/22/2023	KAW CONCEPTUAL PLAN

ISSUE DATE:	11/22/2023
DESIGN BY:	MP/NGH
DRAWN BY:	KAW

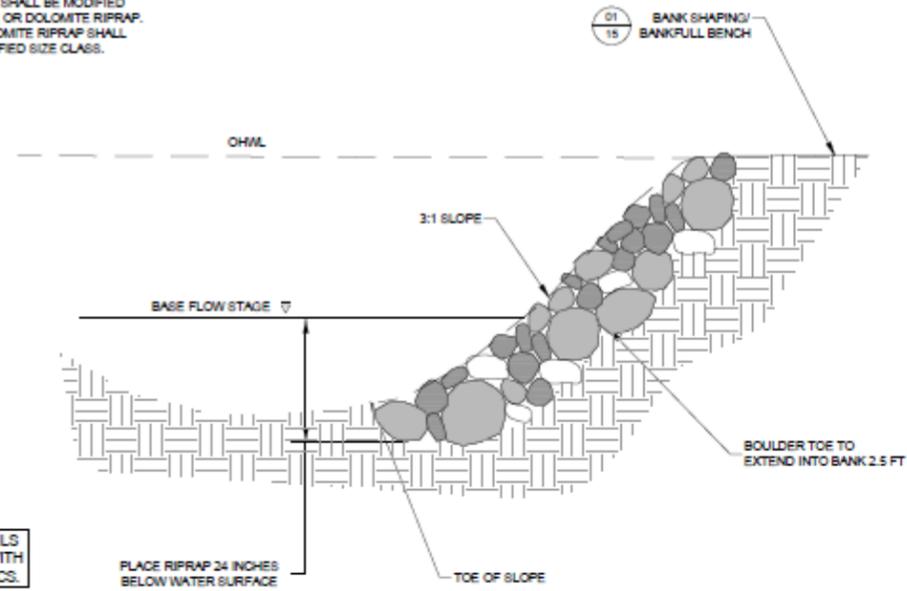
EO Emmons & Olivier Resources, Inc.
1334 DEWEY COURT
MADISON, WI 53703
Tel: 608.839.4422

WAUKESHA COUNTY
WATER
515 W. MORELAND BLVD.,

WAUKESHA COUNTY BMPS
WAUKESHA COUNTY, WI

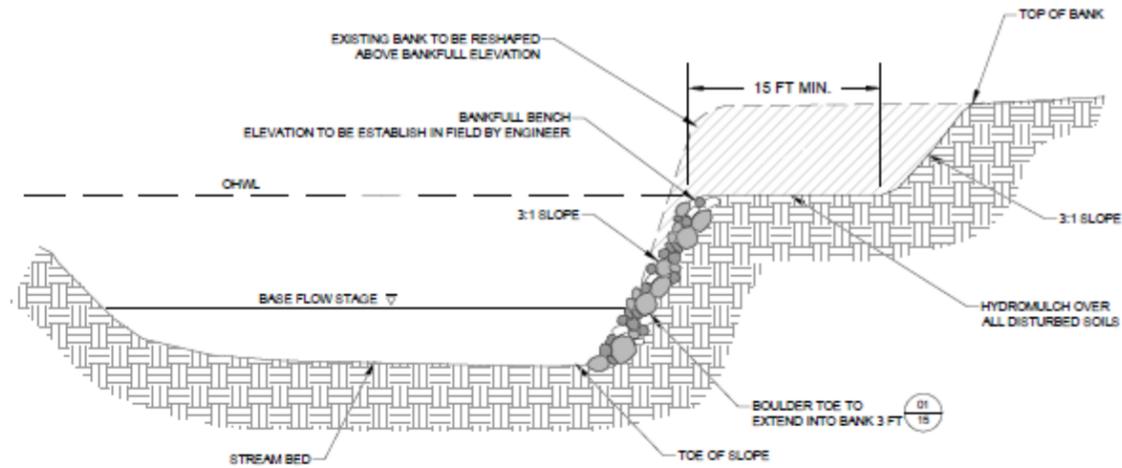
STREAM STABILIZATION
DETAILS - 2

- NOTES:
- BOULDER MATERIAL SHALL BE MODIFIED CLASS V LIMESTONE OR DOLOMITE RIPRAP.
 - LIMESTONE OR DOLOMITE RIPRAP SHALL CONFORM TO SPECIFIED SIZE CLASS.



NOTES AND DETAILS TO BE UPDATED WITH PROJECT SPECIFICS.

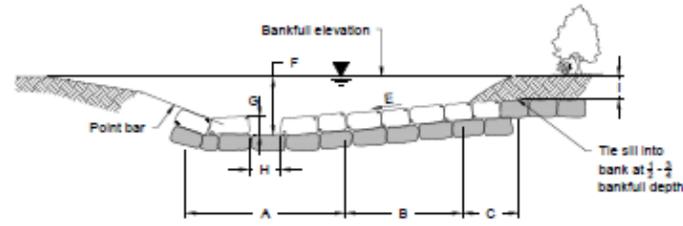
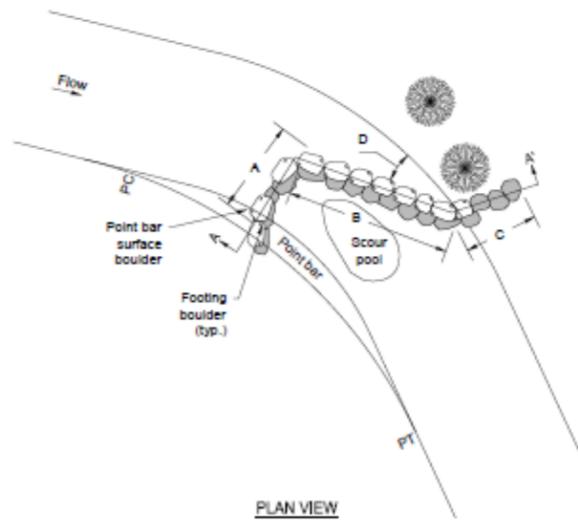
01 BOULDER TOE
15 NOT TO SCALE



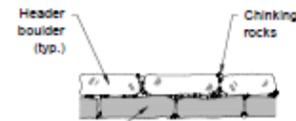
- NOTES:
- SEED BANK WITH STATE SEED MIX 34-261 AND INSTALL HYDROMULCH AT A RATE OF 2,500 LBS/ACRE

NOTES AND DETAILS TO BE UPDATED WITH PROJECT SPECIFICS.

02 BANK SHAPING W/ BOULDER TOE
15 NOT TO SCALE



CROSS SECTION A-A'



CHINKING DETAIL

NOTES AND DETAILS TO BE UPDATED WITH PROJECT SPECIFICS.

- NOTES:
- GENERAL DETAIL AND DESIGN GUIDANCE FROM IOWA RIVER RESTORATION TOOLBOX PRACTICE GUIDE 8. TO BE UPDATED WITH PROJECT SPECIFICS IF PRACTICE IS SELECTED.

03 BOULDER VANE J-HOOK
15 NOT TO SCALE

5		
4		
3		
2		
1		
0	11/02/2023	KAW CONCEPTUAL PLAN

ISSUE DATE:
11/02/2023
DESIGN BY: MPINGH
DRAWN BY: KAW

EO Emmons & Olivier Resources, Inc.
1334 DEWEY COURT
MADISON, WI 53703
Tel: 608.839.4422

WAUKESHA COUNTY
WATER AND LAND USE
515 W. MORELAND BLVD.

WAUKESHA COUNTY BMPS
WAUKESHA COUNTY, WI

STREAM STABILIZATION
DETAILS - 3

Attachment #6

ATTACHMENT #6
TABLE OF CONTENTS

I.	Introduction	1
II.	South Reach	1
III.	North Reach	2

I. Introduction

The lateral recession rate of the eroding bank is a critical component for the NRCS Streambank Erosion Estimator. The following documentation provides the justification for the lateral recession rates used in the NRCS Streambank Erosion Estimator. For the North reach, lateral recession rate was estimated based on the photos provided, description, and on site evaluation. For the south reach, historic air photos were also compared to document the recession. The following includes representative photos of Project Reaches to be stabilized through installation of Best Management Practices (BMPs).

II. South Reach



Image 2.1 – Bank, undercut with exposed roots..



Image 2.2 – Bank, exposed roots.



Image 2.3 – Bank with exposed roots.



Image 2.4 – Bank, undercut

III. North Reach



Image 3.1 – Bank, undercut with exposed roots.



Image 3.2 – Bank, undercut with exposed roots.



Image 3.3 - Bank, undercut, with fallen trees

Attachment #7

☆ Soils: Wet Alluvial Land

[Metadata](#)

Map Unit: Ww

National Unit Symbol: g971

Series: Wet Alluvial Land

Name: Wet Alluvial Land

Surface Texture: Loam

Slope: A

Percent Slope: 0-2

Horizon 1 Depth (in): 0 - 15

Horizon 1 Texture: loam

Horizon 2 Depth (in): 15 - 35

Horizon 2 Texture: loam

Horizon 3 Depth (in): 35 - 60

Horizon 3 Texture: stratified sandy loam to silty clay

Horizon 4 Depth (in):

Horizon 4 Texture:

Horizon 5 Depth (in):

Horizon 5 Texture:

Parent Material: Alluvium

Depth to Water Table (in): 0

Perm at 4 ft Depth (in/hr): 0.6 - 2

Infiltration Potential: Low

Hydric Code: Hydric

Hydrologic Soil Group: B/D

Hydro Interpretations: Very High Runoff

Drainage Class: Poorly Drained

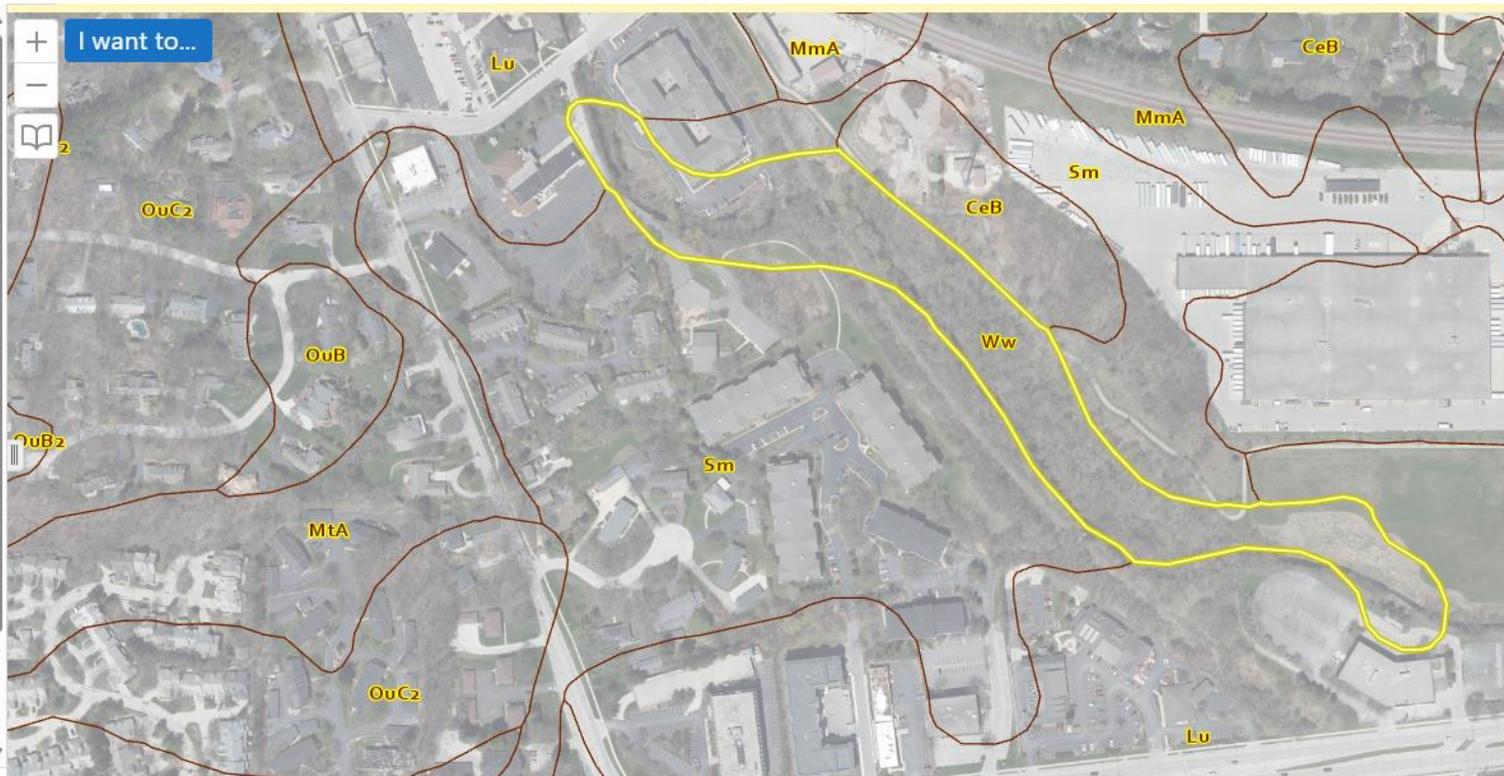
Home Building Interpretations: Very High Risk of Wet Basement

Flooding Frequency: Frequent

Ponding Frequency: Frequent

Depth to Bedrock (in): >60

Prime Ag Soil: Prime if drained and either protected from flooding or not frequently flooded during the





Soil and Forage Analysis Lab
 WISCONSIN STATE LABORATORY OF HYGIENE
 UNIVERSITY OF WISCONSIN-MADISON

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 Madison, WI 53705
 608-262-4364
soil-lab@mailplus.wisc.edu
<https://uwlab.soils.wisc.edu>

Marissa Castello
 515 W Moreland Blvd AC260
 Waukesha, WI 53188

Date 7/3/2023
Acct # 560726
Lab # 2547

Soil - Texture Analysis

Sample #	Sample ID	Sand %	Silt %	Clay %	Texture Name	Total P %
1	Underwood Creek Elm Grove Streambank (1)	71	16	13	Sandy Loam	
2	Underwood Creek Elm Grove Streambank (1)					0.04



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Marissa Castello
 515 W Moreland Blvd AC260
 Waukesha, WI 53188

Date 7/3/2023
Acct # 560726
Lab # 2548

Soil - Texture Analysis

Sample #	Sample ID	Sand %	Silt %	Clay %	Texture Name	Total P %
1	Underwood Creek Elm Grove Streambank (2)	41	36	23	Loam	
2	Underwood Creek Elm Grove Streambank (2)					0.06



Marissa Castello
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Waukesha, WI 53188

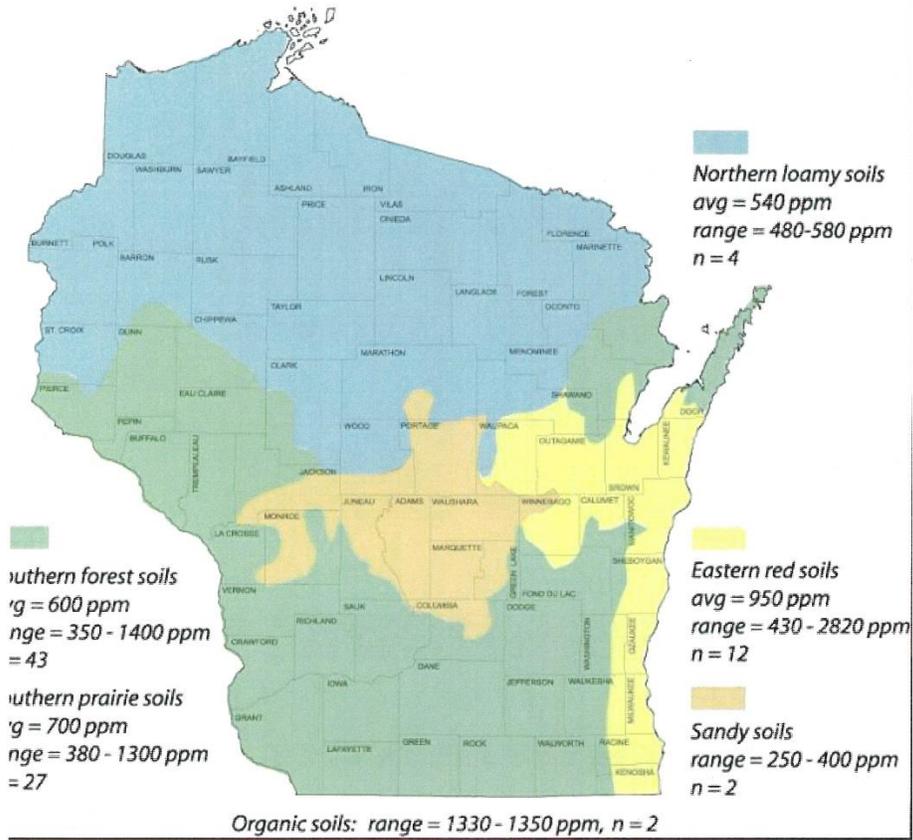
Date 7/3/2023
Acct # 560726
Lab # 2549

Soil - Texture Analysis

Sample #	Sample ID	Sand %	Silt %	Clay %	Texture Name	Total P %
1	Underwood Creek Elm Grove Streambank (3)	59	24	17	Sandy Loam	
2	Underwood Creek Elm Grove Streambank (3)					0.05



SOIL TOTAL P



Attachment #8

NRCS Excel Workbook Estimating 'Other' Erosion Types June 2006

Annual soil loss predictions for conservation planning purposes are made with current soil loss prediction technology (RUSLE2). RUSLE2 estimates sheet, rill and interrill erosion. Erosion that is seasonal in nature and caused by concentrated flow, however, is not predicted by RUSLE2.

This workbook provides conservation planners with simple tools and processes to help estimate the amount of erosion occurring in ephemeral gullies, classic gullies and on streambank erosion sites.

Definitions:

Rill Erosion: consists of the removal of soil by concentrated water running through little streamlets, or headcuts. Detachment in a rill occurs if the sediment in the flow is below the amount the load can transport and if the flow exceeds the soil's resistance to detachment. As detachment continues or flow increases, rills will become wider and deeper. Rills may be of any size but are usually less than four inches deep. Rills are:

- <> generally parallel on the slope, but may converge,
- <> generally of uniform spacing and dimension,
- <> generally appear at different locations on the landscape from year to year,
- <> generally shorter than ephemeral cropland gullies,
- <> usually end at a concentrated flow channel, or an area where the slope flattens and deposition occurs,
- <> are on the same portion of the slope that is used to determine the length of slope (L) for RUSLE2,
- <> many small, but conspicuous channels running in the direction of slope gradient

Rill erosion is considered in the RUSLE2 calculations.

Ephemeral Gully Erosion: Small erosion channels formed on crop fields as a result of concentrated flow of runoff water. These channels are routinely eliminated by tillage of the field but return following subsequent runoff events. Ephemeral Gullies are small enough to be eliminated (temporarily) with the use of typical farm tillage equipment and they:

- <> recur in the same area of concentrated flow each time they form,
- <> frequently form in well-defined depressions in natural drainage ways,
- <> are generally wider, deeper, and longer than the rills in the field,

Ephemeral Gullies are **not** calculated by the RUSLE2 program.

Gully Erosion: Permanent gullies are formed when channel development has progressed to the point where the gully is too wide and too deep to be tilled across. These channels carry large amounts of water after rains and deposit eroded material at the foot of the gully. They disfigure landscape and make the land unfit for growing crops. Gullies:

- <> may grow or enlarge from year to year by head cutting and lateral enlarging,
- <> often occur in depressions or natural drainage ways,
- <> may begin as ephemeral gullies that were left in the field untreated,
- <> may, over time, become partially stabilized by grass, weeds or woody vegetation,

Gully erosion is not calculated by the RUSLE2 program.

Streambank Erosion: The wearing away of streambanks by flowing water. The removal of soil from streambanks is typically caused by the direct action of stream flow and/or wind/wave action, typically occurring during periods of high flow. Streambank erosion:

<> is a natural process that generally increases when unprotected streambanks (e.g. no woody vegetation) are subject to the actions of flowing water and ice damage.

<> is a common occurrence on many Vermont river channels that are experiencing geomorphic adjustments

The soil loss from ephemeral gullies, gullies and streambank erosion areas can be estimated by calculating the volume of soil removed by erosion processes. The volume of soil loss can be multiplied by the typical unit weight of the soil (based on soil texture) which is eroded. Approximate soil unit weights are expressed below¹:

Soil Texture	Estimated Dry Density lb/ft ³
Gravel	110
Sand	105
Loamy Sand	100
Sandy Loam	100
Fine Sandy Loam	100
Sandy Clay Loam	90
Silt Loam	85
Silty Clay Loam	85
Silty Clay	85
Clay Loam	85
Organic	22

Procedure for estimating Ephemeral Soil Erosion:

The following formula will be used to calculate annual estimated ephemeral gully erosion:

$$\frac{\text{Ephemeral Gully Length} \times \text{Gully Average Width} \times \text{Gully Average Depth}}{2000} \times \text{Soil Weight (lbs/ft}^3\text{)} \times \text{Occurrences per Year} = \text{Estimated Soil Loss (Tons per Year)}$$

* Ephemeral gully erosion may reform multiple times per year, and under certain conditions it may not form in a given year. The voided volume which would be calculated after a runoff event is not necessarily representative of an annual rate, but is representative of only the specific event. This erosion can be calculated for individual storms and can be summed for a yearly estimate.

¹ Data from published soil surveys, laboratory data, and soil interpretation record are to be used where available. Parent materials, soil consistency, soil structure, pore space, soil texture, and coarse fragments all influence unit weight.

Procedure for estimating Gully Soil Erosion:

The following formula will be used to calculate annual estimated classic gully erosion:

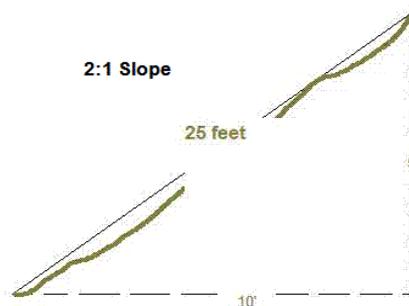
$$\frac{\text{Gully Length} \times (\text{Average Width} \times \text{Average Depth} \times 0.5) \times \text{Soil Weight (lbs/ft}^3)}{2000} \div \text{Formation Years} = \text{Estimated Soil Loss Per Year (Tons)}$$

Procedure for estimating Streambank Soil Erosion (Direct Volume Method):

The following formula will be used to calculate annual estimated streambank erosion unless a field measurement procedure² is used:

$$\frac{\text{Eroding Bank Length} \times \text{Eroding Bank Height} \times \text{Lateral Recession Rate (FT/YR)} \times \text{Soil Weight (lb)}}{2000} = \text{Estimated Soil Loss Per Year (Tons)}$$

** Eroding bank height is measured along the bank, not the vertical height of bank. Example: if vertical height of an eroding streambank is 5 feet, and the bank is on a 2:1 slope, the total eroding bank distance is 25 feet -- 1/2 (Base X Height).



***The average annual recession rate is the thickness of soil eroded from a bank surface (perpendicular to the face) in an average year.

Stream bank erosion sometimes presents itself as a major occurrence in a given year, whereas the same bank may not erode significantly for a period of years if no major runoff events occur. Recession rates need to be calculated as an average of years when erosion does and does not occur. Recession rate is not calculated as the erosion occurring after a single event.

Use available resources to assist in the estimation of recession rate: use past and present aerial photography, old survey records, and any other information that helps to determine the bank condition at known times in the past. When such information is lacking or insufficient, field observations and professional judgement are needed to estimate recession rates.

It is often not possible to directly measure recession rates in the field. Therefore, the following table has been included which relates recession rates to narrative descriptions of banks eroding at different rates (Table from NRCS Wisconsin guidance).

Lateral Recession Rate (ft/yr)	Category	Description
0.01-0.05	Slight	Some bare bank but active erosion not readily apparent. Some rills but no vegetative overhang. No exposed tree roots.
0.06-0.2	Moderate	Bank is predominantly bare with some rills and vegetative overhang. Some exposed tree roots but no slumps or slips.
0.3-0.5	Severe	Bank is bare with rills and severe vegetative overhang. Many exposed tree roots and some fallen trees and slumps or slips. Some changes in cultural features such as fence corners missing and realignment of roads or trails. Channel cross section becomes U-shaped as opposed to V-shaped.
0.5+	Very Severe	Bank is bare with gullies and severe vegetative overhang. Many fallen trees, drains and culverts eroding out and changes in cultural features as above. Massive slips or washouts common. Channel cross section is U-shaped and stream course may be meandering.

2

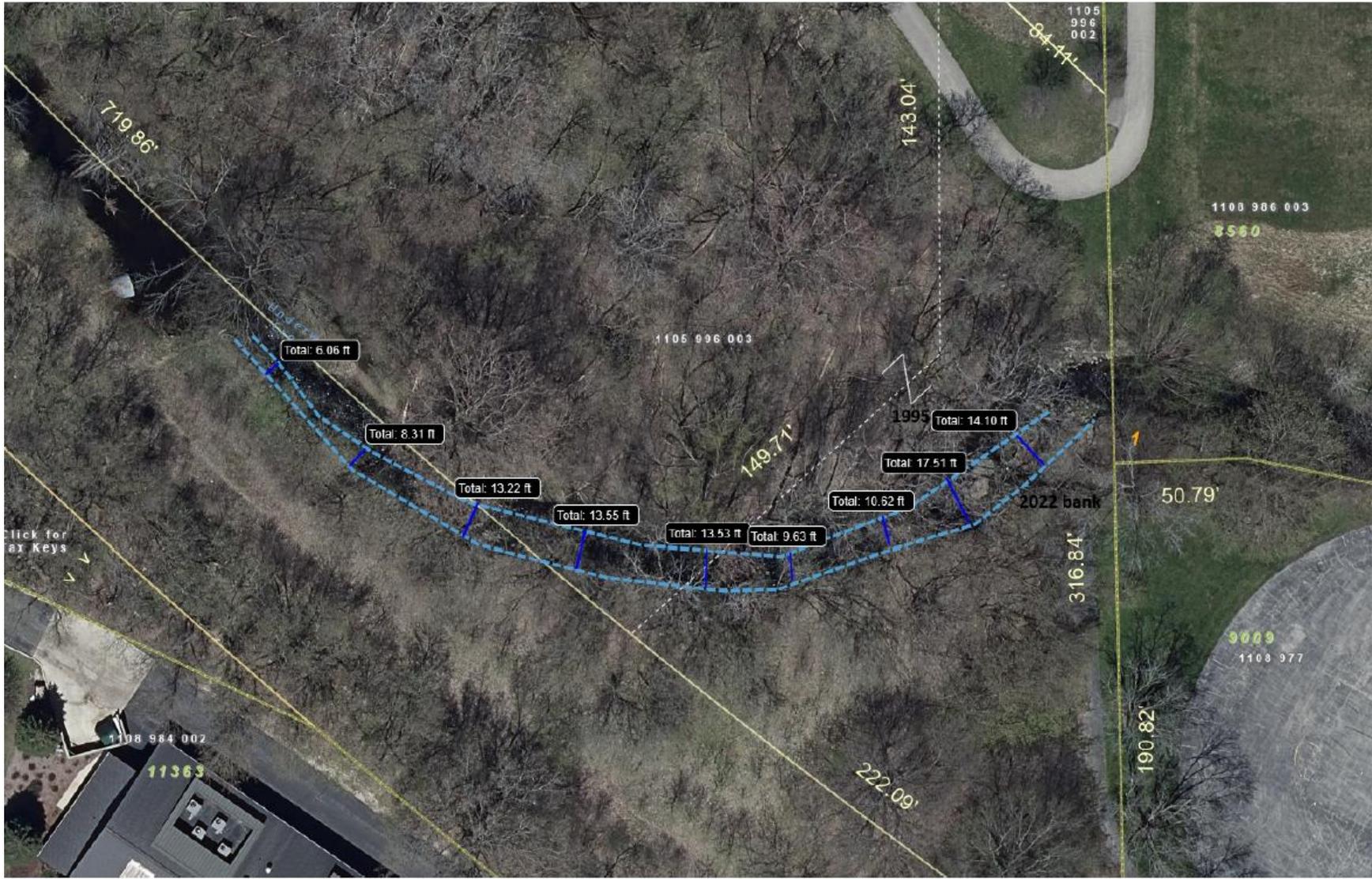
The best way to quantify streambank erosion is to measure it directly in the field. The basic procedure in measuring streambank erosion is to survey, flag, or in some way fix a "before" image of the channel you are evaluating in order to establish the baseline condition. Changes due to erosion can then be monitored over time by going back to the study area and re-measuring from the fixed reference points.

Channel cross-sections can be surveyed and plotted on a periodic basis to monitor change. Stakes or pins can be driven into channel banks flush with the surface. The amount of stake or pin exposed due to erosion is the amount of change at the streambank erosion site between your times of observation.

The time required to monitor a site often precludes this method of data collection. The Direct Volume Method can be used to estimate streambank erosion at your site.

Acknowledgements: This Excel workbook was created as a planning tool for use by conservation planners. The basic format and content of the tool is a compilation of various similar tools, processes and procedures employed by NRCS in several states including: Indiana, Iowa, Kansas, Maryland, Michigan, Missouri, Nebraska, Oklahoma, South Dakota and Wisconsin. Some of the terminology in the 'Definitions' section of this Readme document closely mirrors these sources.

Bank Erosion Rate from air photos comparison



0 34.16 Feet

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1	Estimate of Bank Erosion Rate		
2	1995 to 2022		
3			
4	South - measured from air photo comparison		
5	Station	Distance (ft)	
6	1	6.1	
7	2	8.3	
8	3	13.2	
9	4	13.5	
0	5	13.5	
1	6	9.6	
2	7	10.6	
3	8	17.5	
4	9	14.1	
5		ft/yr	
6	Average	11.8	0.44
7	Geomean	11.3	0.42
8			
9			
0	North - estimated from NRCS table in first sheet of workbook.		
1	Banks bare, many exposed roots, some fallen trees, Severe, 0.3-0.5 ft/yr		
2			
3		ft/yr	
4	Average	#DIV/0!	0.30
5	Geomean	#NUM!	0.30
6			

Total Suspended Solids Loss Estimate

NRCS Streambank Erosion Estimator (Direct Volume Method) Clear Form												
Farmer / Cooperator Name: <input type="text" value="Village of Elm Grove"/>					Evaluated By: <input type="text" value="Leif Hauge"/>							
Tract Number: <input type="text" value="South Playing Fields park"/>					Evaluation Date: <input type="text" value="October 31, 2023"/>							
Field Number	Eroding Streambank Reach Number	Eroding Bank Length (Feet)	Eroding Bank Height * (Feet)	Area of Eroding Streambank (FT ²)	Lateral Recession Rate (Estimated) (FT / Year)	Estimated Volume (FT ³) Eroded Annually	Soil Texture	Approximate Pounds of Soil per FT ³	Estimated Soil Loss (Tons/Year)	Percent Fines	TSS loss, lb/yr	TSS loss, lb/ 5 yrs
Elm Grove Underwood Creek	South	243.0	6.0	1,458	0.42	611.4	Sandy Loam	100	30.6	29	17,731	88,655
	North	61.0	3.0	183	0.30	54.9	Sandy Loam	100	2.7	41	2,251	11,255
Total Estimated Annual Streambank Erosion Soil Loss (Tons):									33.3			
Grand Total Estimated Annual Streambank Erosion Soil Loss (Tons):									33.3			
* Eroding bank height is measured along the bank, not the vertical height of bank.												
<i>Streambank Erosion Calculation Formula:</i>												
$\frac{\text{Eroding Bank Length} \times \text{Eroding Bank Height} \times \text{Lateral Recession Rate, (FT/YR)} \times \text{Soil Weight (lbs/ft}^3\text{)}}{2000} = \text{Estimated Soil Loss Per Year (Tons)}$												

Total Phosphorus Loss Estimate

<i>Field Number</i>	<i>Eroding Streambank Reach Number</i>	<i>Estimated Soil Loss (Tons/Year)</i>	<i>Estimated Soil Loss (Pounds/Year)</i>	<i>Estimated Soil Loss (Kgs/Year)</i>	<i>Phosphorous Concentration (ppm)</i>	<i>Estimated Phosphorous Loss (Kgs/year)</i>	<i>Estimated Phosphorous Loss (Lbs/year)</i>
Elm Grove Underwood Creek	South	30.6	61141.54209	27792	400	11.1	24.5
	North	2.7	5490	2495	500	1.2	2.7
		0.0	0	0		0.0	0.0
		0.0	0	0		0.0	0.0
		0.0	0	0		0.0	0.0
		0.0	0	0		0.0	0.0
		0.0	0	0		0.0	0.0
Total Estimated Annual Phosphorous Loss (Lbs):							27.2
Grand Total Estimated Annual Phosphorous Loss (Lbs):							27.2
TP loss / 5 yr:							136

Attachment #9

Water Quality Trading Operation and Maintenance Plan

Introduction:

The Water Quality Trading (WQT) Operation and Maintenance (O&M) Plan is meant to be a working document and should be updated as new trading practices are implemented. Currently, the Operation and Maintenance Plan revolves around streambank stabilization along Underwood Creek. The attached *Streambank Inspection Form* should be completed during annual inspections and following major storm events. Inspection forms shall be retained for at least five (5) years to ensure compliance with the WQT Plan.

Publicly Owned Riprap or Toe Wood:

County representative to complete inspection form annually and following major storm events. The form will then be provided to the Director of Public Works following inspection. The Village will address maintenance issues identified during inspection within 30 days. Substantial maintenance issues may require an extended timeframe for generation of plans, specifications, and a public bid process to perform the work. Inspections and O&M activities shall be reported in the annual WQT Report sent to the DNR.

Easement:

A temporary construction easement is to be utilized by the County to construct the streambank stabilization.

Quality Assurance:

Riprap gradation and composition shall be provided for each source of material. Riprap shall be installed per *Wisconsin Department of Transportation Specification 606 Riprap*, attached.

Installation:

- Install erosion control.
- Grade streambanks as indicated on Plans.
- Install riprap or other reinforcement:
 - Place geotextile fabric over substrate, lap edges and ends.
 - Do not place riprap over frozen or spongy subgrade surfaces.
 - Place riprap as indicated on Construction Plans.
 - Installed Thickness: Heavy Riprap; 18-inch to 24-inch diameter; installed minimum 30-inch thickness or as per thickness shown on the plans.
- Restore all disturbed areas to prevent erosion.

Practice Registration:

The purpose of the “Water Quality Trading Management Practice Registration” form is to report to WDNR that a management practice identified in the trading plan has been properly installed and is established and effective. This information will be used to track implementation progress, verify compliance and perform audits, as necessary. A registration form should be submitted for every management practice that has been identified in the trading plan. If practices are established prior to trading plan submittal, registration forms may be submitted with the trading plan. Otherwise, registration forms should be submitted during the permit term as practices become effective or with the annual report. A blank *Water Quality Trading Management Practice Registration Form 3400-207* is attached and should be submitted following implementation of the trading practice.

Tracking Procedures:

The County will track credits used monthly. The County will report credit usage to the DNR on a monthly basis in the Discharge Monitoring Reports (DMRs). The annual report will summarize the 12 months of credit usage and credit generation. The County will report to DNR any concern that they have that may result in a need to modify the trade agreement and/or this trade plan. For example, a need to generate additional credits based on discharge.

Inspections/Maintenance Considerations:

- A *Streambank Inspection Form* is attached.
 - Station: As noted on Construction Plans
 - Condition of toe wood or riprap: Excellent; Good; Fair; or Poor
 - Maintenance Estimate: Provide an estimate for how long the maintenance will take to complete or a dollar value for completion. This will help determine if the Village will perform the work or if the Village will hire another entity to perform the work.
 - Date Completed: Following completion of the required maintenance, input the date of completion.
 - Comments: Provide the required maintenance activity along with any other useful information. If the cell provided is not large enough for Comments, write “See Back of Sheet” and provide comments on the reverse side of the Form.
- Following installation of the toe wood or riprap, inspect the toe wood or riprap closely over the next few months to ensure that seeding grows.
- Toe wood or riprap may settle or shift especially after flooding events or freeze/thaw.
- May need to control weed and brush growth.
- Inspect toe wood or riprap areas as needed.
- At a minimum, inspect after major storm events.
- If toe wood or riprap has been damaged, repair it promptly to prevent a progressive failure.
- If repairs are needed repeatedly at a location, evaluate the site to determine if the original design conditions have changed.

Routine Maintenance Items that can be performed by Village:

- Evaluate streambank condition (County Inspector)
 - Re-grade/re-seed streambank that is impaired.
 - Reconstruct/replace toe wood or riprap that has settled, shifted, or washed out.
- Manage Vegetation
 - Remove invasive/noxious plants.

- Manage Garbage
 - Remove garbage and other debris that could otherwise impair the streambank stability.

Annual Certification:

Each year, the County will certify that the toe wood or riprap is maintained and operating in a manner consistent with this Water Quality Trading Plan or provide a statement noting noncompliance with this Plan. The annual Monitoring Report (AMR) will include the following statement as a certification of compliance when the Credit Generating Practice is operating in a manner consistent with the Plan:

“I certify that to the best of my knowledge that the management practices identified in the approved water quality trading plan as the source of phosphorus and total suspended solids credits is installed, established and properly maintained.”

Annual Inspection:

An annual inspection of the toe wood or riprap will be performed by a licensed Professional Engineer to ensure that the toe wood or riprap is functioning as intended in order to meet the requirements of the WQT Plan.

Noncompliance:

The County will notify DNR by telephone call to DNR’s regional wastewater compliance engineer within 24 hours or next business day of becoming aware that phosphorus and total suspended solids credits used or intended for use by County are not being generated as outlined in this Water Quality Trading Plan.

The County will submit a written notification within five days after the County recognizes that the phosphorus credits are not being generated as outlined in the Trading Plan. DNR may waive the requirement for submittal for a written notice within five days and instruct the County to submit the written notice with the next regularly scheduled monitoring report required by County’s WPDES Permit.

The written notification should include:

- Description of noncompliance and cause.
- Period of noncompliance including dates and times.
- Schedule for attaining compliance including time and steps toward compliance.
- Plan to prevent reoccurrence of the noncompliance.

Notification of Trade Agreement Termination:

If a trade agreement or the trading plan needs to be terminated during the permit term, the permittee should submit a Notice of Termination to the wastewater engineer/specialist to inform WDNR of the termination. WDNR staff should use this information to determine if a permit modification is required due to the termination, the termination will result in non-compliance, or other permit actions are required due to the termination. When credits are reduced or eliminated for any reason, the permittee is still required to meet their WQBELs without any grace period. To prevent noncompliance with WQBELs, changes to trading plans must be addressed before credits are lost. Modifying the permit/trading plan will require at least 180 days. A blank *Notification of Water Trade Agreement Termination Form 3400-209* is attached and should be submitted to WDNR prior to practice termination, no later than the submittal date of the annual report.

Streambank Inspection Form

Date _____

Inspector _____

Reason for Inspection _____

Stream Reach	Station Start	Station Stop	Condition	Required Maintenance	Maintenance Estimate (Time or Cost)	Date Completed	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							

Section 606 Riprap

606.1 Description

- (1) This section describes furnishing and placing riprap.

606.2 Materials

606.2.1 Riprap Stone

- (1) Furnish durable field or quarry stone that is sound, hard, dense, resistant to the action of air and water, and free of seams, cracks, or other structural defects. Use stone pieces with a length and width no more than twice the thickness. Do not place material without the engineer's approval of the stone quality, size, and shape.
- (2) The department will determine the average dimension of stone pieces by averaging measurements of thickness, width, and length. Furnish stones conforming to the size requirements for the riprap grade the plans show. Size requirements are expressed as the percent of the gross in-place riprap volume occupied by stones within average dimension size ranges for each riprap grade as follows:

AVERAGE DIMENSION RANGES FOR EACH RIPRAP GRADE				FRACTION OF GROSS
LIGHT	MEDIUM	HEAVY	EXTRA-HEAVY	IN-PLACE RIPRAP
RIPRAP	RIPRAP	RIPRAP	RIPRAP	VOLUME OCCUPIED
inches	inches	inches	inches	BY STONES
>16	>20	>25	>30	0%
11 - 13	14 - 16	18 - 20	22 - 25	10% - 14%
9 - 11	11 - 14	14 - 18	18 - 22	15% - 21%
4 - 9	5 - 11	6.5 - 14	8 - 18	20% - 28%
<4	<5	<6.5	<8	5% - 7%
<1	<1	<1	<1	2% or less

- (3) The contractor may substitute waste concrete slabs for stone. Furnish sound concrete, free of protruding reinforcement, and conforming to the size requirements specified for stone.

606.2.2 Riprap Grout

- (1) Furnish an air-entrained mortar or concrete to fill the voids between riprap stones in grouted riprap. Conform to the physical requirements for component materials as specified in [501.2](#) except furnish fine aggregate or a combination of fine and coarse aggregate with a gradation that results in a grout with a consistency that allows complete filling of the riprap voids.
- (2) Certify that the grout conforms to the following mixture requirements:
 - Contains 470 pounds or more of portland cement per cubic yard of grout. The contractor may substitute class C fly ash for up to 30 percent of the required portland cement.
 - Contains only enough water to achieve a 3-inch slump. Any additional workability required to completely fill the riprap voids must be achieved with admixture without increasing the w/cm ratio.
 - Contains 9 percent or more air for mixes with a nominal top size aggregate less than 3/8 inch or 7 percent or more air for a mix with 3/8 inch or larger aggregate.

606.3 Construction

606.3.1 General

- (1) Prepare the bed for the riprap by excavating, shaping the slopes, and constructing the toe for riprap installation. After placing the riprap, restore the surface of adjacent work and dispose of surplus material.

606.3.2 Placing Light Riprap

- (1) If laying stone above the waterline, place it by hand. Lay it with close, broken joints and firmly bed it in the slope and against the adjoining stones. Lay the stones perpendicular to the slope with ends in contact. Compact the riprap thoroughly as construction progresses. Make the finished surface even and tight. Place larger stone in lower courses. Chink spaces between stones by firmly ramming spalls into place. If placing riprap over geotextile, use type R and conform to [645.3.1.6](#).
- (2) Unless specified otherwise, make riprap at least one foot thick, measured perpendicular to the slope.
- (3) Do not place riprap against, or in contact with, concrete surface before the end of the concrete's curing and protection period.

606.3.3 Placing Medium, Heavy, and Extra-Heavy Riprap

- (1) The contractor may place medium, heavy, and extra-heavy riprap by any mechanical means that produce a completed job within reasonable tolerances of the typical section the plans show. Limit

handwork to the quantity necessary to fill large voids or to correct segregated areas. If placing riprap over geotextile, use type HR and conform to [645.3.1.7](#).

- (2) Unless specified otherwise, make medium riprap at least 18 inches thick, heavy riprap at least 24 inches thick, and extra-heavy riprap at least 30 inches thick.

606.3.4 Placing Grouted Riprap

- (1) If the plans specify using grouted riprap, lay the stone as specified above under [606.3.2](#) or [606.3.3](#). Fill the spaces between the stones with cement mortar. Use sufficient mortar or concrete to completely fill voids, except leave the face surface of the stone exposed.
- (2) Place grout from the bottom to the top and then sweep the surface with a stiff broom. After completing the grouting, cure the surface as specified in [415.3.12](#) except substitute type 1-D curing compound as specified for structures in [502.2.6](#). During cold weather, protect the concrete as specified in [415.3.13](#) for concrete pavement.

606.4 Measurement

- (1) The department will measure the bid items under this section by the cubic yard acceptably completed, measured as the volume within the limiting dimensions the contract designates or the engineer establishes in the field.

606.5 Payment

- (1) The department will pay for measured quantities at the contract unit price under the following bid items:

<u>ITEM NUMBER</u>	<u>DESCRIPTION</u>	<u>UNIT</u>
606.0100	Riprap Light	CY
606.0200	Riprap Medium	CY
606.0300	Riprap Heavy	CY
606.0400	Riprap Extra-Heavy	CY
606.0500	Grouted Riprap Light	CY
606.0600	Grouted Riprap Medium	CY
606.0700	Grouted Riprap Heavy	CY
606.0800	Grouted Riprap Extra-Heavy	CY

- (2) Payment for the bid items under this section is full compensation for preparing the bed, providing and placing riprap, restoring adjacent work, and disposing of surplus material. The department will pay for excavation in excess of the approximate volume of earth occupied by the riprap under the Excavation Common bid item as specified under [205.5](#).
- (3) Payment for the Grouted Riprap bid items also includes placing and curing mortar

**Water Quality Trading Management
 Practice Registration**
 Form 3400-207 (R 1/14)

Notice: Pursuant to s. 283.84, Wis. Stats., this form must be completed by any WPDES permittee that is using water quality trading as a method of complying with a permit limitation. Failure to complete this form would not result in penalties. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31 - 19.39, Wis. Stats.).

Applicant Information				
Permittee Name		Permit Number		Facility Site Number
		WI-		
Facility Address			City	State ZIP Code
Project Contact Name (if applicable)			Address	City State ZIP Code
Project Name				

Broker/Exchange Information (if applicable)	
Was a broker/exchange be used to facilitate trade? <input type="radio"/> Yes <input type="radio"/> No	

Broker/Exchange Organization Name		Contact Name	
Address		Phone Number	Email

Trade Registration Information (Use a separate form for each trade agreement)					
Type	Trade Agreement Number	Practices Used to Generate Credits	Anticipated Load Reduction	Trade Ratio	Method of Quantification
<input type="radio"/> Urban NPS <input type="radio"/> Agricultural NPS <input type="radio"/> Other					
County	Closest Receiving Water Name		Land Parcel ID(s)	Parameter(s) being traded	

The preparer certifies all of the following:

- I have completed this document to the best of my knowledge and have not excluded pertinent information.
- I certify that the information in this document is true to the best of my knowledge.

Signature of Preparer	Date Signed
-----------------------	-------------

Authorized Representative Signature	
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. Based on my inquiry of those persons directly responsible for gathering and entering the information, the information is, to the best of my knowledge and belief, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	
Signature of Authorized Representative	Date Signed

Leave Blank – For Department Use Only		
Date Received	Trade Docket Number	
Entered in Tracking System <input type="checkbox"/> Yes	Date Entered	Name of Department Reviewer

Notification of Water Trade Agreement Termination
 Form 3400-209 (1/14)

Notice: Pursuant to s. 283.84, Wis. Stats., and ch. NR 217 Wis. Adm. Code, this form must be completed by any WPDES permittee that is using water quality trading as a method of complying with a permit limitation. Failure to complete this form would not result in penalties. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31 - 19.39, Wis. Stats.).

Applicant Information					
Permittee Name		Permit Number WI-	Facility Site Number		
Facility Address			City	State	ZIP Code
Project Contact Name (if applicable)	Address		City	State	ZIP Code
Project Name					

Credit Generator Information	
Credit generator type (select all that apply):	<input type="checkbox"/> Permitted Discharge (non-MS4/CAFO) <input type="checkbox"/> Urban nonpoint source discharge <input type="checkbox"/> Permitted MS4 <input type="checkbox"/> Agricultural nonpoint source discharge <input type="checkbox"/> Permitted CAFO <input type="checkbox"/> Other - Specify:

Trade Agreement number(s) to be terminated including affected land parcel ID(s):

Amount of trading credit being terminated	Effective date of termination
-------------------------------------------	-------------------------------

Reason for termination

Is this agreement being updated or replaced?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Will this termination result in non-compliance with the effective limit or other permit requirements?	<input type="radio"/> Yes; Name: _____ <input type="radio"/> No <input type="radio"/> Unsure

The preparer certifies all of the following:

- I am familiar with the specifications submitted for this application, and I believe all applicable items in this checklist have been addressed.
- I have completed this document to the best of my knowledge and have not excluded pertinent information.

Signature of Preparer	Date Signed
-----------------------	-------------

Authorized Representative Signature	
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. Based on my inquiry of those persons directly responsible for gathering and entering the information, the information is, to the best of my knowledge and belief, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	
Signature of Authorized Representative	Date Signed

Water Quality Trade Agreement for Point to Point Source Trade

Credit User Information				
Credit User Name (Permittee)		Credit User Permit Number WI-	Trade Agreement Number	
Credit User Address		City	State	ZIP Code

Project Name

Credit User Receiving Water Name	HUC 12
----------------------------------	--------

Project Name

Credit Generator Information				
Credit Generator Name (Permittee)		Credit User Permit Number WI-	Trade Agreement Number	
Street Address		City	State	ZIP Code
Credit Generator Receiving Water Name		HUC 12		

Method for Generating Credit

Pollutant Trade Agreement

The property described above is enrolled in a Water Quality Trade Agreement. Funds are provided to the credit generator in return for pollution credit generated from the installation, operation and maintenance of treatment technology. This agreement commits the credit generator to agree to, and comply with, more restrictive permit requirements so that credits are available for trading.

Credit Generator's applicable limit (TBEL, WQBEL, or TMDL-derived limit) prior to trade:

applicable limit post trade:

Credit Generator's applicable limit (TBEL, WQBEL, or TMDL-derived limit) prior to trade:

applicable limit post trade:

Pollutant	Quantity being Traded	Cost per Unit (including O & M)	Estimated Total Cost	Total Financial Reimbursement	Estimated Date Credits will be Available

Section A – General Requirements

- A 1. This agreement may be amended by mutual agreement of either party, so long as the agreement has not yet expired.
- A 2. This agreement is effective from the date signed by all parties through the end date of the permit terms.

Section B – Credit Generator Shall:

- B 1. Report treatment failures in a timely matter to WDNR and the credit user.

Section C – Grantee Shall:

- C 1. Design, install, operate and maintain treatment to comply with permit requirements consistent with this trade agreement.

Credit Generator

Signed this _____ day of _____, 20 _____.

Signature of Authorized Representative of Credit Generator

Typed Name of Authorized Representative of Credit Generator

STATE OF WISCONSIN)
_____ County) Personally came before me this _____ day of _____, 20 _____.
))
) ss. The above named _____ to me known to be
) the person(s) who executed the foregoing instrument and acknowledge the same.
)

Signature of Notary Public

Typed Name of Notary Public

Notary Public _____ County, Wisconsin

My commission (is permanent) (expires _____).

Credit User

Signed this _____ day of _____, 20 _____.

Signature of Authorized Representative of Credit User

Typed Name of Authorized Representative of Credit User

STATE OF WISCONSIN)
_____ County) Personally came before me this _____ day of _____, 20 _____.
))
) ss. The above named _____ to me known to be
) the person(s) who executed the foregoing instrument and acknowledge the same.
)

Signature of Notary Public

Notary Public _____ County, Wisconsin

My commission (is permanent) (expires _____).

Other Signer- Specify title or relationship: _____

Signed this _____ day of _____, 20 _____.

Signature

Signature

Typed Name

Typed Name

STATE OF WISCONSIN)
_____ County) Personally came before me this _____ day of _____, 20 _____.
))
) ss. The above named _____ to me known to be
) the person(s) who executed the foregoing instrument and acknowledge the same.
)



Waukesha County

Department of Parks and Land Use

May 7, 2024

Richard Paul, Jr.
Elm Grove DPW
13600 Juneau Blvd.
Elm Grove, WI 53122

Re: Water Quality Trade Agreement
South Playing Fields Streambank stabilization

Dear Richard,

This letter is a follow-up to a conversation we had in March 2023, when we discussed the possibility of Waukesha County implementing a streambank stabilization project in the Village land adjacent to the Village's South Playing Fields as part of a compliance plan for the County's MS4 permit and the Milwaukee River TMDL. As I stated at the time, Waukesha County is proposing to pay for all of the design and construction costs, and to split the resulting water quality benefits with the Village.

The current status of the project is:

- Waukesha County submitted a Notice of Intent to Conduct Water Quality Trading to the WDNR (attached).
- Waukesha County hired a consultant (EOR, Inc.) to perform preliminary and final design for the project (along with seven other projects in other municipalities and on County-owned land).
- County staff collected soil samples and used historic air photos combined with the NRCS streambank spreadsheet to produce estimates of the bank recession rate and pollutant loading.

Our initial estimate is that, annually, the Village's share of the pollutant load reduction credits would be approximately 6.8 lb of total phosphorus (TP) and 4,995 lb of total suspended solids (TSS).

A copy of the Water Quality Trading Plan, including plans views and details of the proposed streambank stabilization, are enclosed. EOR is in the process of further refining the plans. The current version incorporates root wads into the design, in order to create fish habitat and increase the likelihood of approval by the DNR. Root wads are tree trunks embedded in the banks with the roots protruding into the stream.

Waukesha County requests that the Village sign the attached agreement, which is a WDNR form that describes how the pollutant removal credits would be allocated. In the table at the bottom of the first page the table asks for cost information. The construction costs would be paid by Waukesha County, and the Village would not incur construction costs. It was not clear how to fill out the "reimbursement" column. Following construction, County staff would be able to do the required

Land Resources Division

monthly or annual inspections, but does not have the resources to do any repair work, so the Village would be responsible for the long-term maintenance for the project.

We understand that the proposal entails significant short-term disturbance in a portion of the park, and that the Village may wish to have input on the design. Assuming the Village is still interested in collaborating on this water-quality project, please contact us to discuss the Village approval process and all permits that are required. If the Village is no longer interested, we request that you let us know as soon as possible so that the funds can be utilized elsewhere.

Sincerely,

A handwritten signature in black ink, appearing to read 'Leif Hauge', is centered on a light gray rectangular background.

Leif Hauge, PE
Senior Civil Engineer
262-896-8304

Cc: Dave De Angelis – Village Manager
Alan Barrows – LRD Manager
Kaley DeCoeur – Ruekert-Mielke
Christy Poniewaz – Ruekert-Mielke

**DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE PLAN COMMISSION
AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE PLAN COMMISSION**

**PLAN COMMISSION
MEETING MINUTES
Monday, May 6, 2024**

Meeting was called to order at 6:03 P.M. by President Koleski.

1. Roll Call.

Present:

President Koleski
Trustee Stuckert (via zoom)
Ms. Becker
Mr. Fronberry
Mr. Cashin
Mr. Termuehlen
Tom Harrigan, Village Manager
Katherine Gehl, Assistant Manager/Zoning & Planning Administrator
Hector de la Mora, Village Attorney

Absent:

Ms. Wynia-Smith

2. Review and act on meeting minutes dated April 1, 2024.

MR. FRONBERRY MOTIONED TO APPROVE THE MEETING MINUTES AS AMENDED. MR. CASHIN SECONDED. MOTION CARRIED 6-0.

3. Discussion and possible action on Strategic Planning Survey.

President Koleski introduced the item and explained that the materials provided were from a 2018 survey that was done as part of a previous Downtown Master Planning effort.

Village Manager Harrigan explained that draft survey questions were prepared by Errin Welty with the Wisconsin Economic Development Corporation (WEDC) based on information shared by staff about what the Plan Commission wanted to focus on. The intention for this meeting is to get feedback from the Commission on the questions. Eventually, the survey will be published and circulated for about 3 weeks. The WEDC will then tabulate the results and then schedule the Strategic Planning session.

Trustee Stuckert noted that she liked the idea of doing “ranked choice” voting within the survey. She wondered if an initial survey could be done, those results could be taken, and then a separate survey is done where choices could be ranked.

Village Manager Harrigan clarified that this particular survey is intended to help the Plan Commission prioritize for the Downtown Master Plan and the strategic planning session.

Mr. Cashin noted that there should be an education piece as part of the survey where questions could be focused to specific projects/things going on in the community.

Mr. Fronberry noted that developers generally know what is or is not going to be successful in a community. He also believes that a visual survey would be helpful and it would allow for residents to say what they want to aesthetically see.

President Koleski thought that biggest question that should be addressed with this Downtown Master Planning effort is how can we assess the level of commitment from residents for a new business venture. He also believes that the Commission should be aware of what the financial responsibility of the priorities set will be.

Trustee Stuckert suggested that the survey questions should be modified to be very pointed questions.

Village Manager Harrigan noted that the Downtown TIF does not generate enough increment to support improvements so the Plan Commission will have to be aware to set expectations that are realistic. President Koleski seconded this and noted that the Commission needs to be aligned with the desires of the residents.

Mr. Termuehlen said that the Village is facing “big picture” scenarios and wonders how we can be sure that a business in Elm Grove is going to be successful. How do we get resident buy-in? He asked if would be more beneficial to wait for the current bid development to finalize in order to get a better idea of what the impact of that development is.

Ms. Becker asked if there is anything done on the village staff level when a business closes and if there is a policy for how the Village supports local developers. Village Manager Harrigan noted that typically there may be a phone call made but there is no formal process. He noted that generally a Community Development Authority would take this role. The Village has a Community Development Authority but he is unsure if it has ever convened.

President Koleski believes the survey information from 2018 was helpful but he believes that the pandemic would significantly impact responses.

Village Manager Harrigan explained that the process of Strategic Planning can lead to “quick wins” and there can be fairly easy ways to create a sense of place.

Mr. Termuehlen noted that we should look at low-hanging fruit where there are current successes, like the Beer Garden, and why it is working well. Village Manager Harrigan noted that the village is in contract re-opening discussions with Third Space and there is a goal to support their growth.

Ms. Becker would like more responses than the 2018 survey received.

Mr. Fronberry asked if there was a way to figure out who is patronizing local businesses.

President Koleski noted that the purpose of tonight’s discussion is to discuss how the survey/s will be used to get Elm Grove to its goal. He noted that he would like the Trustees to weigh in throughout this process and would like a discussion at the Committee of the Whole meeting.

Attorney de la Mora noted that this can be a two-step approach with the property owners: 1. What is their definition of the downtown area; 2. What do they feel they need to be successful

Village Manager Harrigan noted that staff will take the comments from tonight and modify the draft survey.

4. Review and discussion on possible amendments to the Village Comprehensive Plan, Future Land Use Map.

President Koleski introduced the item and noted that this item is coming to the Plan Commission based on direction from the Board of Trustees. The goal was for the Plan Commission to look specifically at the Governmental/Institutional zoning districts and what the Boards' intent is for those properties in the future. This is an educational exercise that will be an ongoing discussion for those areas and if they could be adjusted for future use.

Village Manager Harrigan explained that the Governmental/Institutional districts are shown as blue in the current Future Land Use Map. The map comes from the Village's Comprehensive Plan that was adopted in 2010. The Future Land Use Map essentially is what the governing body would like to for future uses. Any zoning changes have to follow the Future Land Use Map and it requires action by the owner/renter, Plan Commission and Village Board of Trustees. If a zoning change request comes in and it is not compatible with the Future Land Use Map then the Future Land Use Map has to be amended. This can take place at the same time as the zoning change. The direction from the Board of Trustees is for the Plan Commission to look at the Governmental/Institutional Districts to see if these future uses still make sense for the properties.

President Koleski noted that the discussion stemmed from the thought of what could happen on these properties if the existing use ceased to continue.

Attorney de la Mora clarified that state statutes require for the allowance of the current use to continue if the Future Land Use Map is amended. He also suggested that Village review what the is considered a "school" as schools are zoned Institutional.

President Koleski asked if staff can provide a list of all the properties which are currently shown as blue in the Future Land Use Map.

Mr. Fronberry asked if the properties could actually be rezoned to make the future use more secure. He also thought that changes to this map should be reviewed based on what the new Downtown Master Plan reflects.

Trustee Stuckert noted that she has concerns about the current Future Land Use Map because a lot of the blue areas are located within heavy residential areas.

Village Manager Harrigan explained that forced re-zoning could be problematic as it could be seen as limiting the highest and best use for a landowner.

President Koleski believes that amended the Future Land Use Map is the best protection vehicle as it stands right now; however, this first step was to socialize the idea with the Plan Commission.

5. Other Business

None.

6. Adjournment

MR. CASHIN MOTIONED TO ADJOURN. MR. FRONBERRY SECONDED. MOTION CARRIED 6-0.

Meeting adjourned at 7:22 P.M.

Respectfully Submitted,

Katherine Gehl
Assistant Village Manager/Zoning & Planning Administrator

DRAFT

**PUBLIC WORKS/UTILITIES (PWUC) COMMITTEE
MEETING MINUTES
Monday, May 13th, 2024 5:30 p.m., Parkview Room**

1. Roll call.

Meeting was called to order at 5:32 pm by Mr. Schindler

Present: Mr. Schindler, Mr. Koleski, Mr. Shepherd, Mr. Harley, Ms. Schneider and Mr. Eull

Absent: Mr. Zwirlein

Also Present: Mr. Harrigan, Mr. Paul, Ms. Bridgot Gysbers from Ruckert-Mielke

2. Review and act on minutes for April 8th, 2024 Meeting.

Minutes were unavailable for review due to technical difficulties. Minutes will be posted moving forward on the website.

3. Presentation and discussion on Grant Assistance Services Review

Mr. Koleski made a motion to move Item # 4 to Item #3 as there was a representative from Ruckert-Mielke available for a call. Ms. Schneider seconded and it passed unanimously.

Ms. Bridgot Gysbers of Ruckert-Mielke provided an update with the committee in regards to what grants are available and what the Village may be best suited to go after and successful in obtaining.

The committee members pointed out that there has been very little contact since engaging with the proposal back in January of this year and was concerned that the Village has missed out on some opportunities as we result. Ms. Gysbers agreed the communication could have been better and will work towards improvement.

The committee agreed that the priorities in funding would be focused on pathways and municipal water since these are the larger projects that have been identified in the next 5-year plan. Ms. Gysbers did point out that the more details we have on any of these projects, the more advantageous it will be to focus on getting submittals together earlier than later.

Mr. Harley pointed out the benefit of understanding the needs of each grant on the stage of readiness from planning, design to shovel ready status. Ms. Schneider added it would be important to weed out any of the grants that would exclude the Village on an economic need basis.

Overall, the committee asked that R-M provide monthly or quarterly updates so they can stay informed as to what priorities need to be at the forefront.

4. Update from Sustainability Committee

Mr. Schindler relayed an update from the Sustainability Committee. The Recycle Day in the Grove and Earth Care Fair were a huge success. Ms. Schneider added that the committee may consider extending the Recycle Day opportunities to Brookfield residents next year. The committee is continuing to work on the Light's Out campaign. The plastic bag recycling bins will be phased out by June 1. The textile collection continues to be very successful.

5: Update on Highland Pathway

Mr. Paul shared with the committee that the Highland Pathway was moving along rapidly and the access for traffic has been working well. The undercutting on the north end of the project has uncovered some issues with the amount and depth of the topsoil, requiring further undercutting to get to a solid sub base. A worst-case scenario including removal and replacement of these soils could be estimated at up to \$70,000 but the contractor will have a better idea on the true impact which may be less once they work through the week.

Additionally, Peter Gesch of R-M did confirm that the Office of the Commissioner of the Railroad did accept the petition for the crossing along Highland. Updates will be available at the next meeting.

6: Update on Highland Dr Culvert Replacement

Mr. Shepherd motioned to move agenda item 7 in place of agenda item 6 in discussion of the Highland Drive Culvert Update. Motion carried 6-0. Staff informed the committee that the project is tentatively scheduled to start with mobilizations and preparation the week of June 4th, and a preconstruction meeting will be schedule in the next two weeks. Ms. Schneider noted that the last day of school was June 6th and it would be appreciated if the hard closure wasn't in place until after that date.

Staff will discuss with the contractor at the preconstruction meeting once it is scheduled.

7: Update on Municipal Water

Mr. Harrigan shared with the committee that it was discovered that there was no contract in place for DF Tomasini (with either the Village of Mandel) to install the laterals from the main to the curb stop for the residences outside of the development. DF Tomasini was apologetic for missing this detail. As a result, Mandel needs them on site to focus on their development, so Cornerstone plumbing contractors were able to provide the needed installations with DF Tomasini refocused on the Mandel Project.

The next step is to meet with Wauwatosa to discuss process and timing as well as get an agreement together with Cornerstone.

8: Discussion on potential RFP for Engineering and Design Services for future Village Pathways

The committee discussed the concern for having engineering and design services out on an RFP to understand what other options and costs could be achieved as the push towards more pathways is added each year.

The work load and efficiencies with the current process and firm were discussed, as a possible need to enlist other firms to prepare projects a year in advance so bidding can be performed more efficiently and timely.

Currently the plan for pathways in 2025 include Juneau Blvd (Watertown Plank Rd to the Village Park) and Gremoor Dr (Hollyhock to Arrowhead Ct). Other future pathways include Highland Dr. (Gebhardt Rd to Watertown Plank Rd), Hollyhock Lane (Legion Drive to North Ave.)

9: Review and possible action on 2024 Paving Bid

Mr. Paul presented a Bid Tab Comparison of the 3 contractors who bid on the 2024 Paving Project. All three contractors have worked for the Village in the past and have done great work. After review of the bid's Mr. Paul recommended approval of Stark Pavement, the low bidder at \$494,057.20.

After committee review, Mr. Koleski made a motion to recommend approval of the Stark Pavement bid in the amount of \$494,057.20 to the Board of Trustees. Seconded by Mr. Shepherd. Motion carried 6-0

10: Update on Public Works Projects

Mr. Paul informed the committee that the Brush Pick up has been completed with both the winter storm special pick up along with the first round of scheduled pick ups.

11: Other Business

Mr. Koleski prompted a discussion looking for feedback from the PWUC members on their thoughts on what an appropriate amount for a referendum cap would be for Public Works Projects. The current amount is set at \$1M. The Board of Trustees will have an open discussion on this topic at the Trustee Meeting on May 25th.

General consensus was noted that the \$1M is too low and there is a need for a higher threshold or possibly removing the requirement. Further discussion will be held at the Board of Trustees Meeting.

7: Adjourn

Mr. Shepherd motioned and Mr. Koleski seconded to adjourn the meeting at 7:56 pm Motion carried 6-0.

Respectfully Submitted
Richard Paul, Jr.
Public Works Director

DRAFT

Compliance Maintenance Annual Report

Elm Grove Sewage Collection System

Last Updated: Reporting For:
5/22/2024 **2023**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Monica Hughes"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="262-782-6700"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="mhughes@elmgrovewi.org"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 150px;" type="text" value="1,601,141.24"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,601,141.24"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">+</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="2,778,194.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="1,601,141.24"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,601,141.24"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	<input style="width: 150px;" type="text" value="2,778,194.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="1,601,141.24"/>											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,601,141.24"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	<input style="width: 150px;" type="text" value="2,778,194.00"/>											

Compliance Maintenance Annual Report

Elm Grove Sewage Collection System

Last Updated: Reporting For:
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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 2,650,093.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,729,242.24

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

PP I/I project in conjunction with MMSD \$493,000 By-Pass pumps \$104,000

3.3 What amount should be in your Replacement Fund?

\$ 1.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	No particular Project is in the works at this time, but to cover the next 10 year period in which this report asks for, I wanted to point out that I would be part of the planning.	\$1	2028

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	275	1
February	257	
March	404	
April	340	
May	255	
June	258	1
July	264	
August	257	8
September	269	
October	256	
November	702	1
December	296	
Total	3,833	11
Average	319	3

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

To continue to comply with the conditions of the WPDES Permit and minimize the occurrence of preventable overflows. Minimize lifecycle ownership costs of collection system assets, maintain a level of customer service, improve and maintain reliability, reduce potential threat to human health from sewer overflows, provide adequate capacity to convey peak flow, manage infiltrations and inflow.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Code of Ordinances 232. Sewers

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2013-02-26

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

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- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 100px; text-align: center;" type="text" value="25"/>	% of system/year
Root removal	<input style="width: 100px; text-align: center;" type="text" value="3"/>	% of system/year
Flow monitoring	<input style="width: 100px; text-align: center;" type="text" value="100"/>	% of system/year
Smoke testing	<input style="width: 100px; text-align: center;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 100px; text-align: center;" type="text" value="10"/>	% of system/year
Manhole inspections	<input style="width: 100px; text-align: center;" type="text" value="10"/>	% of system/year
Lift station O&M	<input style="width: 100px; text-align: center;" type="text" value="0"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 100px; text-align: center;" type="text" value="2"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 100px; text-align: center;" type="text" value="1"/>	% of sewer lines rehabbed

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Private sewer inspections	<input type="text" value="1"/>	% of system/year
Private sewer I/I removal	<input type="text" value="1"/>	% of private services
River or water crossings	<input type="text" value="1"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text" value="Currently wrapping up a PP I/I Project done in conjunction with MMSD. Underway with additional PP I/I investigations."/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="34.01"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.9"/>	Annual average precipitation (for your location)
<input type="text" value="46"/>	Miles of sanitary sewer
<input type="text" value="0"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="3"/>	Number of complaints
<input type="text"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.07"/>	Complaints (number/sewer mile)
<input type="text"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

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There tend to be significant I/I issues throughout the entire MMSD service area, though the Village of Elm Grove continues to be very active in maintenance and repair, therefore the Village has been experiencing positive improvements as an overall result.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

Although it has been quite an issue in the past, the past number of years have proven that the measures taken with PP I/I projects, manhole rehabilitation and lining of main sewers have paid off and decreased the need for bypass pumping overall. There really have not been any SSO's in the major hotspots of the past due tot the improvements made, although we still cannot control mother nature who keeps us on our toes on occasion. The DPW continues to monitor and investigate as needed when larger storm events occur.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

I/I continues to improve significantly with the new home construction requiring new laterals, as well as I/I funding from MMSD which has included relays, pipe bursting and lining projects. In additional, each year roadways are being rehabbed, the DPW continues to make great strides in their work at correcting drainage issues that have plagued the Village for many years and allows for stormwater to properly convey as it was intended, lessening standing water and further I/I.

5.4 What is being done to address infiltration/inflow in your collection system?

As mentioned above, we are currently wrapping up a relay and pipe bursting project in conjunction with MMSD and also in progress with investigative measures in another area of high I/I. The DPW continues to rehabilitate manholes, line sewer mains as needed and other rehabilitation projects. Always looking at the big picture as we continue our inspections, televising and other repairs.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

STATE OF WISCONSIN : VILLAGE OF ELM GROVE : WAUKESHA COUNTY

RESOLUTION NO. 052824C

RESOLUTION REGARDING 2023 COMPLIANCE MAINTENANCE ANNUAL REPORT

WHEREAS, Chapter NR 208, Wis. Administrative Code of the Wisconsin Department of Natural Resources requires that the Village of Elm Grove complete a Compliance Maintenance Annual Report (CMAR); and

WHEREAS, the CMAR is an annual self-evaluation reporting requirement for publicly and privately owned domestic wastewater treatment works; and

WHEREAS, this report promotes awareness and responsibility for wastewater collection and treatment needs, measures the performance of a wastewater treatment works during a calendar year, and assesses its level of compliance with permit requirements; and

WHEREAS, this report must be approved by the Village Board of Trustees.

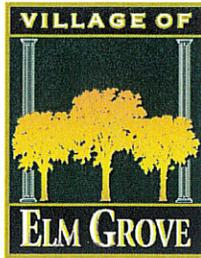
NOW THEREFORE BE IT RESOLVED that the Village of Elm Grove Board of Trustees approves the attached Compliance Maintenance Annual Report for the year 2023.

Dated this 28th day of May, 2024.

VILLAGE OF ELM GROVE

James Koleski, Village President

Katie Panella, Village Clerk/Deputy Treasurer



Richard Paul, Jr. – Director of Public Works – Village of Elm Grove

RE: Recommendation of award for The Village of Elm Grove 2024 Paving Project

To: Public Works Utilities Committee/Board of Trustees

On Friday, May 10th, 2024 at 10:00 am, a bid opening for the Village of Elm Grove 2024 Paving Project was held, which included paving of multiple subdivisional streets and a section of main road, with pulverizing, grading, manhole adjustments and further including binder and surface.

Based upon the three bids received as referenced in the Bid Comparison Spreadsheet included with this packet, I recommend approval of the Stark Pavement bid for the total amount of \$494,057.20.

Sincerely,

A handwritten signature in blue ink, consisting of a stylized, cursive name that appears to be "Richard Paul, Jr." followed by a long horizontal flourish.

Richard Paul, Jr.

Director of Public Works

Village of Elm Grove

2024 Pave Bid Comparison

Item No	Description	Approx. Quantity	Stark Pavement		Wolf Pavement		Payne & Dolan	
			Unit Price	Extended Totals	Unit Price	Extended Totals	Unit Price	Extended Totals
1	Furnish and place (9.5 mm surface) bituminous concrete pavement 5 LT 58-28 S	TONS 2380	PER TON \$62.50	\$ 148,750.00	PER TON \$75.00	\$ 178,500.00	PER TON \$91.90	\$ 218,722.00
2	Furnish and place (19.0 mm binder) bituminous concrete pavement 3 LT 58-28 S	TONS 4796	PER TON \$60.75	\$ 291,357.00	PER TON \$62.00	\$ 297,352.00	PER TON \$69.85	\$ 335,000.60
3	Milling & Profiling of streets Pulverizing	SQ. YDS. 24364	PER SQ YD \$0.55	\$ 13,400.20	PER SQ YD \$3.10	\$ 75,528.40	PER SQ YD \$3.40	\$ 82,837.60
4	Milling Butt Joints as needed	SQ. YDS 50	PER SQ YD \$52.00	\$ 2,600.00	PER SQ YD \$66.50	\$ 3,325.00	PER SQ YD \$50.75	\$ 2,537.50
5	Remove/Dispose of poor soils Install new base course Undercutting as needed	As Needed 100	PER TON \$50.00	\$ 5,000.00	PER TON \$59.00	\$ 5,900.00	PER TON \$59.85	\$ 5,985.00
6	Saw Cut Driveways as required	LN FT 1200	PER LN FT \$2.00	\$ 2,400.00	PER LN FT \$2.50	\$ 3,000.00	PER LN FT \$5.70	\$ 6,840.00
7	Removal of any additional pulverized material as needed; hauled off site	As needed 100	PER TON \$25.50	\$ 2,550.00	PER TON \$25.00	\$ 2,500.00	PER TON \$31.20	\$ 3,120.00
8	Manhoel adjustments Chimney Rebuild w/external seal See List Section 3.15	Lump Sum	TOTAL	\$ 28,000.00	\$ 30,800.00	\$ 30,800.00	\$ 30,000.00	\$ 30,000.00
	TOTALS			\$ 494,057.20		\$ 596,905.40		\$ 685,042.70

DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE RECREATION COMMITTEE AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE RECREATION COMMITTEE

**VILLAGE OF ELM GROVE
RECREATION COMMITTEE
MEETING MINUTES**

Tuesday, May 14th, 2024

1. Call meeting to order

Present: Trustee and Chairman Shepherd, Trustee Sayas (Via Polycom), Trustee Hillmann, Mr. Black, Mr. McNally, Ms. Barry-Coffey, Dr. Retzack, Ms. Kelly.

Also present: Tom Harrigan, Village Manager, Katherine Gehl, Zoning Administrator, Mr. Kein, Recreation Manager.

Chairman Shepherd called the meeting to order at 5:00 P.M.

2. Review and act on minutes dated April 9th, 2024

No action was taken.

3. Discussion and possible action of recommendation to Board of Trustees of a planning firm for the 2024 Comprehensive Outdoor Recreation Plan (CORP).

Chairmen Shepherd opened this discussion and gave a brief history of the CORP and the RFP which was posted. Chairman Shepherd informed the Committee that each firm is being given a 30-minute time slot for their presentations as well as Q&A from the Recreation Committee.

Chairman Shepherd introduced John Kneer of Rettler Corporation based in Stevens Point. Mr. Kneer introduced himself and thanked the Village for inviting Rettler Corporation to present for the CORP. Mr. Kneer, the president of Rettler Corporation, explained that Rettler Corporation is a landscaping, architecture, civic engineering, land surveying, and construction management firm. They primarily work in Wisconsin. Mr. Kneer explained that Rettler Corporation has done over 20 CORPs for a number of communities. Mr. Kneer gave a number of examples that they have and are currently working on. Mr. Kneer explained that Rettler Corporation usually only works on 2 CORPs at a time per year.

Trustee Hillman asked Mr. Kneer why Rettler Corporation would be the best firm for the Village's CORP and asked if they can provide opportunities to receive potential grant funds. Mr. Kneer explained his firm's process and how they know CORPs very well. John Kneer explained with his firm's approach, they been successful in grant opportunities. He also explained that his firm is also an architecture firm and they understand the costs of items and projects.

Chairman Shepherd explained that the committee and staff have a variety of experience when it comes to CORPs and that the Village has done one previous CORP. Trustee Sayas asked what the timeline would be for Rettler if they were chosen for our CORP. Mr. Kneer said they would start soon and begin by observing the park and facilities in use and would perform this work over the next couple of months. He explained that they have done CORPs in 6 months but

prefer 8 months. Trustee Sayas asked about the cost and if it a flat, all-in fee. Mr. Kneer said that the fee is the fee and that everything is included.

Ms. Kelly asked if the CORP would include other items other than the main park. Mr. Kneer explained that they would investigate everything during their inventory and data collection including non-village owned amenities. Dr. Retzack asked if this CORP would follow the National Parks and Recreation Association's (NRPA) guidelines. Mr. Kneer explained that it would, and it would show the deficiencies that the park has. Dr. Retzack pointed out this would be crucial to the committee. Chairman Shepherd asked if Rebecca would be the primary person for this project. Mr. Kneer explained that she would be the main person that the Village will be in contact with throughout the project but that he would be involved throughout the process as well. Ms. Barry-Coffey asked how successful Rettler has been with getting grants for their CORPs. Mr. Kneer said that he feels that they have been very successful and gave examples in Stevens Point and Appleton.

Village Manager Harrigan asked how much staff would be relied on. Mr. Kneer asked that staff would have to provide goals and objectives, GIS Data, and other inventory items. Ms. Sayas asked if they would receive physical and digital copies of the drafts and a map of the final project. Mr. Kneer said yes and provided an example of what a final product would look like.

Elias Vareldzis, Meridith Perks, and Jeff Maloney with Vandewalle & Associates introduced themselves to the Recreation Committee. Ms. Perks explained that Vandewalle & Associates has worked in multiple communities large and small, urban and rural. Ms. Perks explained why Vandewalle & Associates wants to work with the Village on its CORP noting pathways, programming, and other items of the Village's park and open space. Ms. Perks gave an overview of their firm's history of doing CORPs, noting that they have done 45 CORPs in their company's history. Ms. Perks explained that they both have a Madison office and a Milwaukee office and that her and Mr. Vareldzis work at the Milwaukee office. Ms. Perks explained their scope of work and how they would meet the minimum requirements, if not exceed the requirements, for grant opportunities. Ms. Perks explained their project timeline and implementation table. Mr. Maloney explained how Vandewalle & Associates works to have multi-use plans that have strong implementation year-round. Mr. Vareldzis explained their public outreach strategy and all the tools they utilize to gather data and understand community needs. Mr. Vareldzis explained that the project would be completed in 7 months for adoption in 2025.

Dr. Retzack asked if they did a project in Brookfield and what recommendations they made. Ms. Perks explained that they updated their previous plan and that they implemented target investment areas for economic development. Chairman Shepherd asked what grant guidance Vandewalle does. Miss Perks explained that they have helped communities draft and write grants for a number of pathway projects and that Vandewalle has a strong familiarity with grant writing. Trustee Hillman asked if they could explain the process post-CORP completion. Ms. Perks explained that they would help anywhere in the process. Mr. Maloney explained that Ms. Perks has been doing grant research for the past several years, and that Vandewalle has done grants for travel, state, and national grants.

Trustee Hillmann asked what separates Vandewalle from their competitors. Mr. Maloney explained that they are the largest planning firm in the state and one of the only firms in the state that focuses solely on planning. Everything they do is tied into economics and looked at holistically and how plans can best benefit communities. Ms. Barry-Coffey asked if they look at

other community, regional, and state plans that could be incorporated into our CORP. Mr. Vareldzis explained that they do and that this would also meet the requirements for state grants while also looking into pathway connections and possible regional partnerships. Chairman Shepherd asked what staff needs would be for the project. Ms. Perks explained that they would look into staff capacity and what data is available, including GIS data. Village Manager Harrigan pointed out that the scope of work includes both parks in the Village and asked what creative ways have underutilized areas been reformatted. Mr. Maloney gave an example of a disc-golf course and a dog park and explained that they have done projects in flood plain areas. Ms. Barry-Coffey asked if future projects that the Village has could be included in this CORP. Mr. Vareldzis said yes. Chairman Shepherd asked if the fee was all included. Ms. Perks explained that the fee included the scope of work with some optional tasks and that Vandewalle could work with any issues to adjust the fee. Mr. Maloney seconded this.

Chairman Shepherd introduced Mark Souer and Brian Carranza. Mr. Souer started the presentation noting that Mead & Hunt is based in Wauwatosa and that him and Mr. Carranza are based out of the Madison Office. Mr. Souer gave an overview of Mead & Hunt and that they are a full-service design firm with over 1,300 employees. Mead & Hunt is able to utilize a number of tools from across the country noting trails and railway crossings. Mr. Souer explained that they have experience in CORPs, master plans, grant writing, and working with TIF. Mr. Souer gave an overview of the project team and their experience with CORP related items. Mr. Souer showed recent examples of projects that Mead & Hunt has completed and noted one that the Village may be interested in called Community Identity and Development, noting an example of Ledgview View.

Mr. Carranza gave an overview of the project timeline and their community outreach strategies. Mr. Carranza noted that Mead & Hunt provides services for post CORP completion noting that Mead & Hunt is able to offer construction and design and grant assistance. Mr. Carranza gave a brief example of where the Village is for its trails and open space based off of the Village's 2020 census and that the village is near the middle and above compared to other communities. Mr. Souer closed the presentation noting that Mead & Hunt is very selective of who they chose to do CORPs with.

Dr. Retzack asked if Mead & Hunts had worked with Lake Mills before or after the flood. Mr. Carranza stated that Mead & Hunt has worked with Lake Mills before and after the flood. Mr. Souer noted that they were able to get Lake Mills a grant to help with flood mitigation. Mr. Black asked about the timeline. Mr. Hunt stated that Mead & Hunt will be able to have the project completed by the end of the year and that the project can be expedited if needed. Chairman Shepherd asked if this CORP would be able to provide funding for pathways, daylighting of the Underwood Creek, and other Village projects. Mr. Carranza said yes, noting that there are grants for Safe Routes to Schools. Mr. Souer noted that the CORP is an avenue to view possible alternatives that the Village may have not considered. Trustee Hillmann asked who the primary interactions would be with. Mr. Souer said that him and Brian would be the main points of contacts and the ones to attend meetings.

Chairman Shepherd gave direction to the Recreation Committee to review items, presentations and to meet on Thursday, May 16th to discuss the firms and their recommendation for the CORP. Miss Barry-Coffey asked if staff had any preferences on the three firms. Mr. Kein stated that he did have firm references and he would share his findings at the Thursday Special Recreation Committee meeting. Chairman Shepherd asked if the goal was to pick a firm for just

the CORP or to consider a possible long-term partner for future projects or both. Village Manager Harrigan pointed out that he saw a possible partnership for the future downtown master plan, but that should not impact the decision by any means; however, some firms have better resources to do larger projects like that. Trustee Hillmann stated that he has no issue with future projects impacting this decision, just how much it should affect.

11. Adjourn

TRUSTEE HILLMANN MOTIONED TO ADJOURN. MS. KELLY SECONDED. MOTION PASSED 8-0.

Meeting adjourned at 6:37 P.M.

Respectfully Submitted,

Logan Kein
Recreation Manager

DRAFT

DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE RECREATION COMMITTEE AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE RECREATION COMMITTEE

**VILLAGE OF ELM GROVE
SPECIAL RECREATION COMMITTEE
MEETING MINUTES**

Thursday, May 16th, 2024

1. Call meeting to order

Present: Trustee and Chairman Shepherd, Trustee Hillmann, Mr. McNally, Ms. Barry-Coffey, Ms. Kelly.

Also present: Ms. Gehl, Assistant Village Manager; Mr. Kein, Recreation Manager.

Chairman Shepherd called the meeting to order at 5:32 P.M.

2. Discussion and possible action of recommendation to Board of Trustees of a planning firm for the 2024 Comprehensive Outdoor Recreation Plan (CORP).

Chairman Shepherd opened the discussion noting the purpose of the meeting was to continue the discussion and the goal of choosing a firm to recommend to the Board of Trustees for services for the CORP. Chairman Shepherd noted that the three (3) committee members who could not attend tonight's meeting had submitted notes and their recommendations.

Trustee Hillmann gave his thought process and felt that Mead & Hunt had a strong presentation and had better options. He felt that Rettler had a good presentation but lacked options compared to the other firms. He felt that with Rettler being a smaller company and the president being on the project team that there was a lack of a safety net. Trustee Hillmann stated that if we are looking at best price that we should go with Rettler, if we are looking at future projects and more services then he prefers Mead & Hunt.

Ms. Kelly felt that any of the firms could put together a CORP and we would be happy with it. She felt that the Rettler office was too far north and that the other two firms were more local. She noted that one of the references stated that Mead & Hunt were "cookie-cutter" and this was a concern. She felt that Mead & Hunt and Vandewalle were very similar. Ms. Kelly felt that Mead & Hunt has a lot of resources, but the Village may not need all of them.

Ms. Barry-Coffey was concerned with Rettler being too far north of how much they know about the southeastern Wisconsin region noting the Waukesha County plan that just came out. Ms. Barry-Coffey felt that the other two companies would be able to mesh regional plans like this with our CORP. Ms. Barry-Coffey also had concerns of the "cookie-cutter" reference response. She liked that Mead & Hunt had access to federal grant opportunities.

Mr. McNally noted that Mead & Hunt was his front runner before presentations; however, after presentations he felt that they lacked community involvement and if they would use a "cookie-cutter" approach despite possible feedback they receive. Mr. McNally felt that Vandewalle gave a good presentation. If it came down to cost, Rettler Corporation would be his choice, but would rather choose the other two firms.

Chairman Shepherd stated that he would rank the three firms by putting Mead & Hunt first, Vandewalle second, and Rettler third. He felt after presentations his order of ranking flipped. He stated he wasn't sure if for the purposes of the CORP that the Committee needed to consider long-term partnership and that master planning should be a future RFP to explore other possible candidates. He felt all three (3) firms could provide a vision for the Village. His concerns with Mead & Hunt were that larger isn't always better and that they did not do their homework for local projects in the Village. He felt the other two firms were more prepared and understood the Village's current and future projects. Ms. Barry Coffey seconded this opinion. Chairman Shepherd noted that the Vandewalle & Associates fee was higher but during their presentation they noted they could adjust it to meet the Village's needs. Chairman Shepherd stated that if the Committee wants to recommend Vandewalle that they may need to consider with an exception for a possible fee adjustment. Chairman Shepherd noted Rettlers' references but wished that Mr. Kneer's partner was at the presentation. Chairman Shepherd noted Mr. Kneer's connections throughout the state and the possibility of grant opportunities in the future were impressive. Chairman Shepherd felt that the Committee needs to use a written ballot to tally a vote due to all three firms being considered.

Mr. Kein stated that he had a meeting with Village Manager Tom Harrigan and Assistant Village Manager Gehl to go over their recommendation. He noted they reviewed everything from sending out the RFP, talking with references and initial conversations with invited firms, and questions asked by firms for understanding of the Village's CORP. Staff reviewed strengths and weaknesses of each firm. Staff felt and recommended Vandewalle & Associates noting that the CORP is a 5-year document and that this contributes to the future of the park, pathways, and everything we are considering in the RFP. Mr. Kein felt that Rettler being a smaller firm could provide services for the CORP but may not be the best fit for the Village's needs. Mr. Kein stated that Mead & Hunt is a larger corporation that does a lot of different things and that CORPs are not one of their main focuses. Noting that references were happy to work with Mead & Hunt but are now looking elsewhere for different firms. Mr. Kein stated when speaking with references for Vandewalle that he felt very confident in Vandewalle's ability to do tasks, noting their ability to stay true to a timeline, have open communication, and open to change. Mr. Kein also noted that Ms. Perks' has an expertise in grant writing.

Ms. Gehl stated that from staff's perspective, we were looking at a possible partner down the line. Staff's top choices were Rettler and Vandewalle and in looking at Vandewalle's expertise, they were staff's top choice. Ms. Kelly asked if \$25,000 was our budgeted amount. Mr. Kein said yes. Chairman Shepherd's concern was that the firm was pitching additional services with an angle of getting in the door to then have a better chance at winning additional business. Chairman Shepherd noted again that future projects should go to RFP. Trustee Hillmann reminded the Committee that the Village has already engaged with a partner for grant writing.

Chairman Shepherd asked if Mead & Hunt's core competency was architectural, landscape, or engineering. Ms. Gehl stated they are an architectural and engineering firm. Ms. Barry-Coffey asked staff which firm they felt required more work from staff. Mr. Kein stated based off of reference feedback that he had concerns with Rettler's communication. Mr. Kein stated that most of the firms once they had initial data that the firms were able to do the project. Mr. Kein stated that based off of conversations with references that Rettler had slow communication, Mead & Hunt were set in their ways and there is little wiggle room for change, and Vandewalle was open to change and communicates timely with staff and understands staff needs and staff

capacity. Ms. Gehl noted that in Mead & Hunt's proposal it appears that they work off of a base template and then adjust it to fit the Village's needs. She noted that she isn't sure how much they would need to rely on staff for adding and subtracting items from the template and this method may not allow the CORP to be extremely Village of Elm Grove focused.

Chairman Shepherd asked if staff felt that Vandewalle had the best graphics and technological capabilities and that Mr. Vareldzis was spearheading this. Mr. Kein said yes and added that Mr. Vareldzis was mentioned multiple times from references and that he was always timely with communication and quick to edit items when asked. Chairman Shepherd stated he was not sure of Mr. Maloney's, with Vandewalle, personality; however, he felt that his creative ideas for South Park were good, especially off the cuff.

Trustee Hillmann and Chairman Shepherd stated that the Committee's role is to make a recommendation to the Board of Trustees. Chairman Shepherd felt that a ranking ballot would be the best way to come to a consensus. Ms. Kelly stated that the Committee could consider members' notes that were unable to come to the Committee. Chairman Shepherd stated that they need to determine that as a Committee if they want to include the notes. Trustee Hillmann stated that members not in attendance have not been part of the discussion and that their opinions could have changed based off the discussion.

Ms. Barry-Coffey stated she liked how Vandewalle mentioned connecting the Village's pathways with surrounding community's pathway systems. Chairman Shepherd asked staff of the possible additional tasks that Vandewalle offered and gave concerns if Vandewalle would negotiate to include those to meet the Village's budget. Mr. McNally asked if Vandewalle was chosen if there could be a contingency that they meet the Village's budget requirement. Chairman Shepherd seconded this and that if Vandewalle were recommended and could not meet the \$25,000 budget that the Committee would have to have a secondary recommendation.

Chairman Shepherd noted Vandewalle would charge for an in-person meeting while the other two firms would not. Mr. Kein gave clarification on Vandewalle's committee meeting and stakeholder meetings and who is involved in those meetings based off of his research in RFP's and CORPs. Chairman Shepherd noted this does not include a community meeting for residents to participate. Mr. Kein commented that community meetings may not have the best representation as a community, also noting his concerns for community surveys capturing the opinion of everyone. Noting that the focus groups are key members that reach out to the community, participate in the community, and understand the community.

Ms. Gehl noted that the open house offered through Vandewalle is after the CORP is completed and not in the beginning stages. Mr. Kein stated that if the Committee wanted to have an open house that staff could coordinate it and that a firm may not necessarily be needed. Trustee Hillmann stated that he agrees with Mead & Hunt's comment that no one could show up to an open house. Ms. Barry-Coffey and Ms. Gehl noted that 10-15 people showed up to the open house for the pathways meeting. Ms. Barry-Coffey noted she felt that younger people would respond to an online survey but had concerns for the older generation.

Trustee Hillman noted that there will be further discussion at the Board of Trustees meeting. Mr. McNally asked if the Committee's recommendation could change at the Board of Trustees. Trustee Hillman said yes. Chairman Shepherd seconded this and stated that the Board of Trustees heavily relies on the Committee and their recommendation but ultimately, they do not have to follow it. Chairman Shepherd noted that Vandewalle commented on multi-use facilities

and multi-seasonal approach. Chairman Shepherd gave direction to the Committee to rank the firms and give them to staff to tally. Ms. Gehl and Mr. Kein tallied the votes and found that Rettler had 11 votes, Vandewalle had 12 votes, and Mead & Hunt had 7 votes. Based off of these votes, the recommendation would be Vandewalle.

TRUSTEE HILLMAN MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES VANDEWALLE & ASSOCIATES AS THE ENTITY CHOSEN TO PROVIDE 2024 COMPREHENSIVE OUTDOOR RECREATION PLAN SERVICES. MS. BARRY-COFFEY SECONDED. MOTION PASSED 5-0.

11. Adjourn

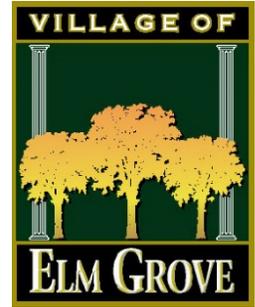
TRUSTEE HILLMANN MOTIONED TO ADJOURN. MS. BARRY-COFFEY SECONDED. MOTION PASSED 5-0.

Meeting adjourned at 6:27 P.M.

Respectfully Submitted,

Logan Kein
Recreation Manager

Memo



To: Recreation Committee

From: Logan Kein, Recreation Manager; Tom Harrigan, Village Manager;
Katherine Gehl, Assistant Village Manager

Date: Thursday, May 16th, 2024

Re: Review of Agenda for Thursday, May 16th, 2024

Item 3. Discussion and possible action of recommendation to Board of Trustees of suggested planning firm for the 2024 Comprehensive Outdoor Recreation Plan (CORP).

The Village received six proposals to aid in the creation of the 2024 Comprehensive Outdoor Recreation Plan (CORP). A sub-committee was formed to review the original proposals and narrowed the selection down to three firms: Rettler Corporation, Vandewalle & Associates, and Mead & Hunt. The firms each came to present their proposals and answer questions of the Recreation Committee at the regular April Recreation Committee meeting. In order to give the Recreation Committee time to consider the presentations and reference responses, a Special Recreation Committee was scheduled for tonight, May 16th, for the Recreation Committee to discuss the three finalist firms and to possibly take action on the recommendation to the Board of Trustees of a firm to engage with for the creation of the 2024 CORP. *This memo is intended to highlight the strengths and weaknesses of the proposals and presentations and to make a staff recommendation for action.*

Rettler Corporation – \$12,500, Project Manager: John Kneer

Strengths:

- A firm with 35 years of experience
- Has experience successfully completing over 20 similar CORPs, per Wisconsin Department of Natural Resources requirements throughout the State of Wisconsin.
 - Typically only works on 1 or 2 communities' project at a time.
- Has guaranteed a timeline of completing the CORP by the end of 2024 but could complete it earlier if needed.
- Very low cost (50%) offered in a lump sum with the ability for adjustments to be made with a change of scope.

Weaknesses:

- Based in Stevens Point, Wisconsin (18 staff)
- Because of the smaller staff and being based out of Stevens Point there may be a heavier lift on the end of Village Staff to provide assistance with goals/objectives planning, inventory creation, and providing GIS/mapping data.
- John Kneer would not be the main point of contact conducting the data gathering and coordination with staff. He would however be the "project manager". The main point of contact was not at the presentation on May 14th (unknown demeanor/approach).

Vandewalle & Associates, Inc. – \$25,225 (optional tasks offered/negotiable), Project Manager: Meredith Perks

Strengths:

- A Planning firm with at least 40 years of experience.
- Vandewalle **only** provides planning assistance (narrow scope of services, however very specific to our needs).
- Proven track record of adhering to project timeline and communicating appropriately with staff and committees on progress updates (as needed).
- Locally based, Milwaukee, Wisconsin (3 local staff) and Madison.
- Has experience providing planning services for communities within the Greater Milwaukee Metropolitan Region (most recently the Village's of Brown Deer and Greendale).
 - Selectively chooses to only works on a few CORPs each year.
- Prides themselves on including tangible (realistic) recommendations and action steps within the CORP.
- Focuses on incorporating community stakeholders as a critical engagement element during the entire planning process.
- Has the ability to prepare plans in various styles as desired by the community, i.e. Conceptual Park Plans (2 in scope).
- Community engagement is core to this firm who offers various methods to receive community input, Social channels, surveys, in-person engagement (markets/special events, on pathways, meetings).
- Short timeframe for delivery of a final product and provided a detailed table explaining the timeline → about 7 months (June to December). Emphasis on adhering to project timeline.
- Was enthusiastic about the expansive project scope to include pathways and has the ability to make recommendations and provide guidance. Focus on inter-connection between Village Pathways and regional pathways.
- Appeared to be well versed in past/future Village Planning efforts (Daylighting of Underwood Creek).
- Unmatched in ability to provide grant assistance, as needed (separate scope of service).
- Will be mindful of staff capacity.
- Expressed ability to “negotiate” project cost so that a Public Information Meeting can be implemented, within identified budget.

Weaknesses:

- Most expensive proposal; however, it was shared that the scope can be adjusted to fit within the Village's means.

Mead & Hunt – \$21,950 (optional Public Involvement Meeting offered), Project Manager: Mark Sauer

Strengths:

- A firm that has been in existence since 1900.
- Has an office based on West Research Drive in the City of Wauwatosa (1,300 total staff).

- Willing to be “flexible” on timeframe, complete the CORP when the Village wants it completed.
- Prides itself on having a team with specific specialties.
- Have a focus on creating a sense of community wayfinding and identity.
- Only firm to notably mention the creation of an existing facility improvement and maintenance plan/recommendations which will satisfy a long-standing staff and recreation committee goal.

Weaknesses:

- Cost – 2nd most expensive of the firms being reviewed (comparable cost to Vandewalle).
- Vague commitments that speak to clear/timely communication, collaboration, and expertise.
- Has a very extensive list of community planning services offered through the firm, however CORP’s appear to be a smaller focus of service in the firm.
- Heavy focus on what “they can provide us” after the creation of the plan rather than the actual creation of the CORP.

RECOMMENDATION

Based on our review of the submitted proposals and thorough reference checks, staff recommends the Committee engage Vandewalle & Associates, Inc. for the 2024 Comprehensive Outdoor Recreation Plan. This is a 5-year planning document. In our opinion, the written proposal and presentation by Vandewalle demonstrated a keen understanding of “Village dynamics” and the required objectives/tasks as identified in the RFP. Anecdotal comments provided by Municipal colleagues who have engaged in CORP planning with Vandewalle, overwhelmingly demonstrated a strong confidence in the project team. Staff feels it is important to consider the planning efforts that are occurring Village-wide, beyond the CORP, where efficiencies can be gained if the chosen planning firm demonstrates the competence in executing on this planning effort. I.e., engagement on the 2025 Downtown Master Planning effort. There is no guarantee of continued engagement, however something that should be taken into consideration.



Village of
Elm Grove

VANDEWALLE &
ASSOCIATES INC.
Shaping places, shaping change



PROPOSAL FOR:
PLANNING AND DESIGN
SERVICES FOR THE
VILLAGE OF ELM GROVE
COMPREHENSIVE OUTDOOR
RECREATION PLAN

MARCH 29, 2024



VANDEWALLE & ASSOCIATES, INC.

Milwaukee Office: 247 Freshwater Way | Milwaukee, WI 53204

Madison Office: 120 East Lakeside Street | Madison, WI 53715

Contact: Meredith Perks | P. (414) 988-8654 | E. mperks@vandewalle.com

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BUSINESS IDENTIFICATION AND CONTACTS

Primary Contacts

Vandewalle & Associates, Inc.

Year Established: 1976

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(608) 255-0814 Fax

Project Manager

Meredith Perks
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Principal-in-Charge

Jeff Maloney
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Email: jmaloney@vandewalle.com



LETTER OF TRANSMITTAL



VANDEWALLE &
ASSOCIATES INC.

Tom Harrigan, Village Manager
Village of Elm Grove
13600 Juneau Blvd | Elm Grove, WI 53122

RE: Proposal for the Village of Elm Comprehensive Outdoor Recreation Plan 2025-2030

Dear Tom and Selection Team:

Vandewalle & Associates is pleased to submit this proposal to work with you, the Parks and Recreation Committee, elected officials, community stakeholders, and residents in developing an update to the Village of Elm Grove's Comprehensive Outdoor Recreation Plan (CORP). Our firm has a long-standing history of providing planning services for communities across the State of Wisconsin, including many specifically within the greater Milwaukee Metropolitan Region. This experience, combined with our regional knowledge and insights, gives us an unmatched level of expertise that we are excited to apply in working with your community.

Our proposal is to create a Comprehensive Outdoor Recreation Plan update that serves as a practical and effective working guide for the Village to use in the pursuit of its short and long-term park and recreational development needs and natural open space preservation. Building on the Village's existing planning efforts, established best practice standards, our own substantial park planning experience, and stakeholder feedback, we will develop an update to the Comprehensive Outdoor Recreation Plan that will provide a long-term community vision and short-term action steps for the Village's park, recreation, and open space network.

The Vandewalle & Associates team is well-versed in developing innovative and cutting-edge CORPs that identify, leverage, and capitalize on alternative funding sources that can be utilized for plan implementation. In our 40+ years of park and land use planning, we typically only work on a few CORPs each year. This allows us to efficiently provide our clients with a high-quality process, in-depth analyses, and user-friendly documents with graphics and maps that exceed the review requirements of the WisDNR, WPRA, NRPA, Wisconsin Statutes, and all of the services listed in your RFP. Recently, Vandewalle & Associates has completed a CORP update for the Village of Brown Deer, developed a Community Recreational Space Study and CORP for the Village of Greendale, and assisted several communities in the Milwaukee metro area with other planning projects. Our firm provides ongoing technical planning advice and services to the Villages of Bayside and Thiensville, has prepared the Village of Shorewood's most recent Comprehensive Plan, and has assisted the City of Glendale with the development and adoption of their Bicycle and Pedestrian. With our diverse team of professionals, we offer unparalleled in-house expertise in park and land use planning, landscape architecture, park and neighborhood design, and geographic and fiscal analysis to serve your community's planning and project implementation needs.

LETTER OF TRANSMITTAL

We understand that the Village of Elm Grove is looking to capitalize on this project to bring a renewed sense of focus to planning for and improving the community's park and recreation system. By providing the Village with a practical, easy-to-use plan, we can help Staff prioritize and pursue improvement projects throughout the Village's park system that meet community needs and improve residents' quality of life. From planning park design and sustainability improvements to recommending community-supported locations for desired facilities, our proven park planning process will help the Village move these projects forward from concept to reality.

Our firm's park planning expertise, proven methods, and knowledge of the region will allow us to develop the Village's Comprehensive Outdoor Recreation Plan in the most efficient and effective way possible, while also meeting the designated guidelines of the WisDNR and the services outlined in your RFP. Thank you very much for the invitation to submit our proposal and for your consideration. We look forward to talking further with you about this exciting opportunity.

Sincerely,



Meredith Perks
Project Manager



Jeff Maloney
Principal-in-Charge



PROJECT APPROACH & SCOPE OF SERVICES

PROJECT APPROACH

Vandewalle & Associates' approach to Comprehensive Outdoor Recreation Planning is grounded in our philosophy that park and recreation systems are a necessary component in helping communities realize their broader objectives for environmental sustainability, community development, community character preservation, economic and community health, and quality of life. More than simply a plan for the future of each individual park or trail, a Comprehensive Outdoor Recreation Plan is an opportunity to explore and advance these relationships as a connected system. In general, the Plan will be designed to guide future improvements to the Village's park and recreation system; advance interconnectivity between parks and local assets; and emphasize the important connection between the Village's park system and the overall health of the community as-a-whole.

In addition, the new Plan will mesh seamlessly with and support other existing plans and analyses, such as the Comprehensive Plan, Village of Elm Grove Downtown Master Plan and Market Analysis, the Waukesha County Park and Open Space Plan, State Comprehensive Outdoor Recreation Plan, and others. We will work continuously with Village Staff to confirm that this plan builds on the successful elements of other planning initiatives and policies to develop the most effective implementation tool possible.

Vandewalle & Associates' approach and scope of work responds directly to the Village's RFP in a creative and thoughtful manner. Highlights of our approach include:

Comprehensive, holistic, and place-based process – A truly comprehensive park and recreation plan considers the broader impacts that a vibrant park system has on quality of life throughout the community and region. This also includes taking a holistic approach in fostering regional coordination and collaboration with ongoing and future projects and their interconnectedness, leveraging the knowledge of state, regional, county, and neighboring jurisdictions in developing the update to the Village of Elm Grove Comprehensive Outdoor Recreation Plan.

Detailed data collection and analysis – Utilizing a proven methodology, we collect significant up-front data from a multitude of sources in order to provide the building blocks for the analysis of each facility's performance, future needs, specific project improvements, estimated costs, and park fees. This includes:

- Demographic, housing, economic, public health, environmental, land use, transportation, and other relevant data from the Census, State, County, and Village. Based on this data, we develop future population and housing projections and prospective park user profiles.
- Leveraging real park bid figures from our work in assisting communities across Wisconsin in the development of various park and recreational facilities.
- Conducting an existing conditions site visit, review, and analysis of the park system to develop a matrix and map of existing facilities and amenities.
- Reviewing and analyzing financial and capital improvements planning data from the Village.

Multi-faceted public engagement that produces meaningful public participation – Events are designed to allow community stakeholders to participate in a variety of ways early in the process and remain engaged from beginning to end. See the callout box above and on the following page.

Taking the Plan to the Public: *Creative Community-Led Public Engagement Strategies*

- **Pop-Up Outreach at Community Events/ Locations:**
 - Farmer's Market
 - School Events
 - Music Events and Festivals
 - Grocery Stores
 - Parks
 - Local Businesses
- **Empower Plan Champions**
 - Parks Commission Members
 - Plan Commission Members
 - Village Staff
 - Business Owners / Community Leaders
- **Public Vision Workshop**
- **Social Media Engagement with a Plan Hashtag**
- **Meetings in a Box**
- **Online Surveys and Questions of the Week on the Client Website and Social Media**
- **Community Art / Self-Expression for Residents to Communicate What they love and What is important**
- **Youth Engagement**
- **Brown Bag Discussion Events**
- **Pitches and Updates at Existing Community Meetings**

PROJECT APPROACH

Visioning and Goal Setting – Building on the input and data gathered and analyzed throughout the process forms the vision for the Village. This also works seamlessly with the development of goals, objectives, and policies that build on the community's vision to drive future implementation and move the Village towards its established vision.

Interactive meetings and continuous communication with the Parks and Recreation Committee and Village staff – Throughout the process, consistent communication with staff during all phases ensures the project meets expectations and stays on schedule. Each Committee meeting is designed to make the best use of limited time and stimulate thoughtful input on draft documents, analysis, and public feedback generated.

Needs assessment and level of service analysis – Utilizing a proven approach, Vandewalle & Associates assesses community needs by:

- Conducting site evaluations; leveraging technical knowledge, understanding, and expertise; combining qualitative and quantitative data; and analyzing geographical, financial, and economic factors.
- Employing our time-tested level of service analysis, which has been used throughout the state to assist small- to mid-sized communities and builds on the Wisconsin DNR model to compare the Village to other similar communities and national standards, determine a customized best-fit, and match both the community's vision and resource capabilities.
- Identifying and incorporating emerging trends and best practices into all plans to proactively prepare the community for future changes, maximize available facilities and resources, and maintain a high quality of life by meeting the needs of an evolving population.

Formation of tangible recommendations and implementation

In combination, we apply the quantitative and qualitative results of the above steps to form the prioritized recommendations and implementation action item schedule. Our approach includes an analysis of current maintenance and operational costs, future improvement costs for the park and recreation system, and recommendations to ensure effective and sustainable long-term use and development of Village parks. We identify and include an extensive list of potential funding sources to help support and drive the implementation of plan recommendations. We have also developed a future park evaluation tool that is customized for each community and utilized long-term in the assessment process of any future park acquisition.

Compelling and useful plan products – Our plans feature visually appealing maps, interactive online tools, dashboard style executive summaries, and graphics-driven, straightforward document design to build support for plan implementation and prepare the Village for subsequent budgeting, grant procurement, and project bidding.

Grant readiness – We have a proven ability to bring plans to life through implementation. The final products produced through this process will offer the Village of list of alternative funding opportunities, the ability to be state and federally grant eligible, and understand the highest priority projects that will have the most impact, the foundation of award-winning grant applications.

VIRTUAL MEETINGS

Using Technology to Improve Public Participation Outcomes

Vandewalle & Associates has ready access to a diverse array of web tools to expand public engagement opportunities and keep projects moving, information flowing freely, and all team members on the same page:

Online Public Engagement. We have assembled tools to provide interactive virtual engagement options, which can offer some advantages over in-person meetings. We have access tools such as:

- Online surveys through SurveyMonkey or Polco ([example](#))
- PowerPoint presentations recorded with full audio and the option to auto advance, which can be distributed electronically
- Interactive map-based online surveys ([example](#))
- Interactive online workshops/visual preference surveys ([virtual polling](#))
- Idea Boards posted on the City website to generate feedback on key topics in an interactive format ([example](#))
- Broadcast announcements through an email blast

Client Communication and Project Management.

As alternatives to face-to-face communication, we have several options available that allow the exchange of ideas, documents, and more. These options are immediately available and regularly used by V&A staff:

- Microsoft Teams
- Webex
- GoToMeeting
- Adobe Connect
- Zoom

PROJECT APPROACH

Conceptual park design and planning – As part of many Comprehensive Outdoor Recreation Plans, we take the opportunity to conduct more detailed and site-specific planning for pre-identified sites. This includes a site analysis to understand existing site features that would affect future park development, fact finding and due diligence to generate a full understanding of site issues and opportunities, a spatial study to determine what can fit feasibly on the site, conceptual park development planning that includes multiple iterations and alternatives, feedback gathering from Village staff, stakeholders, and the public on the conceptual park plans, and refinement of the plans into the chosen alternative(s) with cost estimates based on real park bids.

The Vandewalle & Associates Advantage.

V&A is ready to assist the Village of Elm Grove in developing conceptual park site plans for two of the Village's parks within the project's base budget. We recognize that the Village may like to develop conceptual site plans for its entire park system, and we have provided the development of additional site plans as optional tasks within our proposed budget.

Our team has extensive experience guiding both public and private site design and can apply these planning skills to create park concept plans that maximize public open space, integrate public art, stormwater

management, and sustainability features, and provide the recreational amenities that the Village and its residents need. Our firm has completed over 40 Comprehensive Outdoor Recreation Plans throughout Wisconsin over the past 20 years. Each one has been approved by the Wisconsin DNR. This level of expertise cannot be matched in Wisconsin. Additional competitive advantages we bring to the table include:

- Providing the Village with in-house experts in park and land use planning, landscape architecture, neighborhood design and development, park development, geographic analysis, project implementation, and grant procurement. We have successfully secured over \$93 million dollars for our clients and communities through state and federal grants.
- Our team is well-versed in seeking and aligning alternative funding sources that can be leveraged to implement plans through the development of private park and recreational facilities, coordinating the establishment of conservation and parks groups, leveraging volunteers, fostering the creation of relationships between stakeholder groups, combining resources with other local institutions and governments, and grant procurement (as mentioned above).
- Unmatched conceptual park planning experience that has resulted in the implementation of over 20 different municipal parks, some of which were directly a part of the overall Comprehensive Outdoor Recreation Plan process.
- Our ability and desire to create highly productive, successful, and long-term working relationships with our client communities, bolstered by our proven ability to complete a wide variety of projects on time and within budget.



Rock County PORUS Vision Summary Graphic

SCOPE OF SERVICES



In addition to the identified Village staff meetings within the Scope of Work, Vandewalle & Associates will be in continuous communication with Village staff throughout the process, holding regular check-in and progress update meetings. Unless otherwise specified, each of these meetings will be held virtually.

Work Element 1: Project Kickoff

Task 1.1: Initial Research and Project Kickoff Meeting with Village Staff

- Conduct preliminary project research including a review, inventory, and analysis of existing plans and maps, as well as data and existing conditions research to inform plan development. This includes demographic analyses and an assessment of the park system in relation to national standards and peer communities.
- Facilitate a project kickoff meeting with staff and any additional desired stakeholders. (One 1-hour, virtual meeting)

Task 1.2: Site Visit and Existing Conditions Evaluation

- Site visit to each individual park to evaluate existing conditions. (One 3-hour, in-person site visit)

Task 1.3: In-Person Recreation Stakeholder Focus Group Meetings

- Facilitate four focus group meetings with pre-determined local user group stakeholders to gather input on the existing park system and future needs. (Four 1-hour, in-person meetings)

Task 1.4: In-Person Parks and Recreation Commission Kick-Off Meeting

- V&A will launch, analyze, and summarize an online survey to gather feedback from residents on park system use trends and key assets, issues, opportunities, and needs for the Village's park and recreation system. This survey will be made available online for the public to complete for approximately one month during the planning process. Results from the survey will be summarized and provided to staff and used to inform the recommendations of the plan. The survey will be promoted via existing digital channels. The cost estimate

ROCK COUNTY POROS PUBLIC OPEN HOUSE

for this task includes a fully online survey based on V&A's proven CORP survey template. Cost estimates for additional features will be provided upon request. (One 1-hour, in-person meeting)

Task 1.5: In-Person Parks and Recreation Committee Kick-Off Meeting

- Facilitate an in-person kickoff meeting with the Parks and Recreation Committee. (One 1-hour, in-person meeting)

Deliverables. Meeting agendas, meeting materials, summary of site visit, public input summaries, online survey link, and all survey responses collected.

SCOPE OF SERVICES

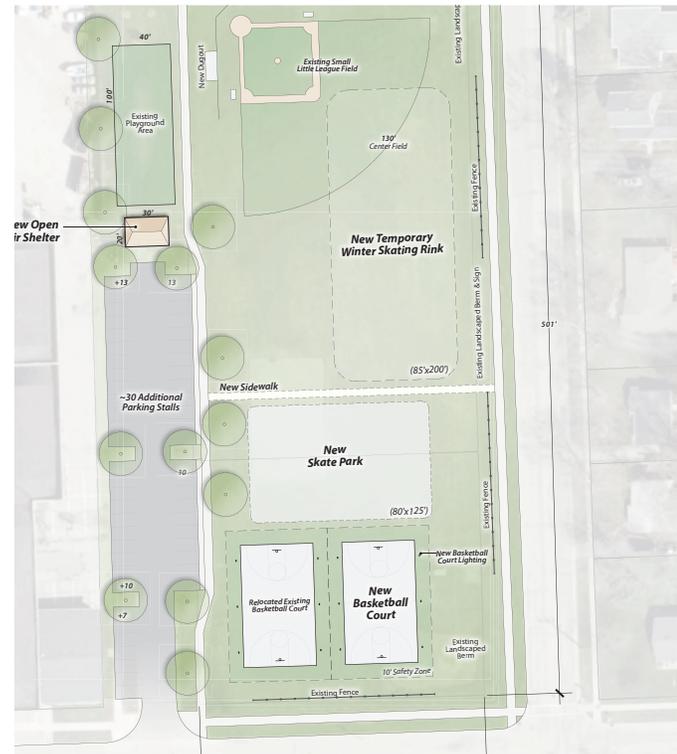
Work Element 2: Plan Development & Review

Task 2.1: Complete Comprehensive Outdoor Recreation Plan Draft #1

- Utilizing our proposed approach as detailed above, develop a full update of the Village's Comprehensive Outdoor Recreation Plan and send to staff for review and feedback.

Task 2.2: Conceptual Village Park Site Designs

- Prepare two high-level conceptual site plans for the redevelopment, redesign, and improvement of two predetermined Village parks and send to staff for review. The creation of redevelopment site plan maps includes site analyses, spatial studies, and conceptual park development plan illustrations that clearly communicate a vision for how each park can be further improved to meet the needs of the community. This can include incorporating new amenities desired by residents of the Village, relocating existing features to increase park functionality, or reimagining a facility entirely. Initial draft site plan maps for two parks will be developed in conjunction with the drafts of the CORP document itself and will be provided to Staff and the Committee for review and input to ensure that chosen park redesigns meet the needs and desires of the community. Additional concept plans can be added as optional tasks.



City of Elk Horn Conceptual City Park Design

Task 2.3: Virtual Draft #1 Village Staff Review Meeting

- Facilitate a virtual meeting with staff and any additional selected stakeholders to review Draft #1 and Draft Village park concept plans. (One 1-hour, virtual meeting)

Task 2.4: In-Person Draft #1 Parks and Recreation Committee Review Meeting

- Facilitate an in-person meeting with the Parks and Recreation Committee to review Draft #1 and Draft Village park concept plans. (One 1-hour, in-person meeting)

Deliverables. Digital and printed copies of Draft #1 of the Comprehensive Outdoor Recreation Plan and Draft Village Park designs (2), meeting agendas, meeting materials, and additional Draft Village Park designs (optional).

Work Element 3: Finalize Plan & Adoption

Task 3.1: Complete Comprehensive Outdoor Recreation Plan Final Draft

- Complete an update of Draft #1 and provide to Village Staff for review and feedback.

Task 3.2: In-Person Parks and Recreation Committee, Plan Commission, and Village Board Presentation and Adoption

- V&A will facilitate will facilitate one joint, in-person meeting with the above-named groups to review, recommend, and adopt the plan. (One 2-hour, in-person meeting).

Task 3.3: Adopted Documents

- Complete any remaining plan edits and send adopted version of the full Comprehensive Outdoor Recreation Plan to Village Staff and the WisDNR.

Deliverables. Digital and printed copies of Final Draft Plan, Final Draft Village Park Design Concept Plans, digital versions of all meeting agendas, and meeting materials.

Optional Tasks

Task A: Additional Conceptual Village Park Site Designs

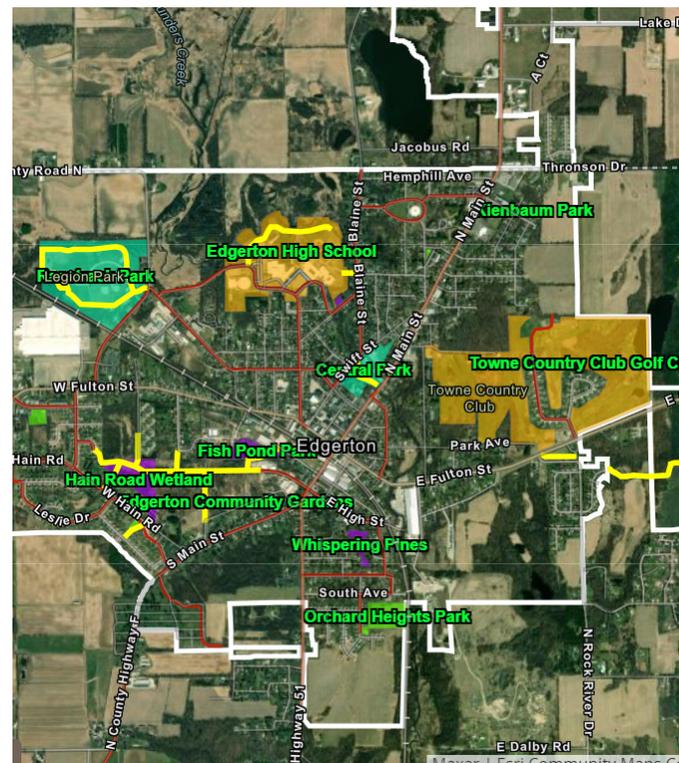
- V&A will prepare additional alternative concept plans for the improvement of additional predetermined Village parks and send to staff for review (see Task 2.2 above).

Task B: Interactive Online Park and Trail Map

- V&A, with the help of Village Staff, will develop, create, and map a Village-wide digital interactive map. This map will feature all Village parks, facilities, and pedestrian and bike trails in a user-friendly format to help guide residents, inform guests, and potentially be used as a promotional tourism application. Vandewalle & Associates will create the map using ArcGIS online and provide access to the digital application for Village Staff following completion of the plan. An example of a digital story map that could be utilized as a model can be seen in the adjacent image and viewed at the link provided [here](#).

Task C: In-Person Public Open House

- V&A will facilitate an in-person Public Open House to provide an opportunity for the community to review and give feedback on the Final Draft Plan, including key maps, graphics, and the final park conceptual design plans. This meeting will provide an opportunity for the public to come view, ask questions, and provide feedback on different summary materials and key maps associated with Final Draft Plan. (One 2-hour, in-person meeting)



City of Edgerton Interactive Park Map
([ESRI Map](#))

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**STREETFRONT
URBAN PARK**

**FIRE PIT
& SEATING**

THE GREEN

THE DECK

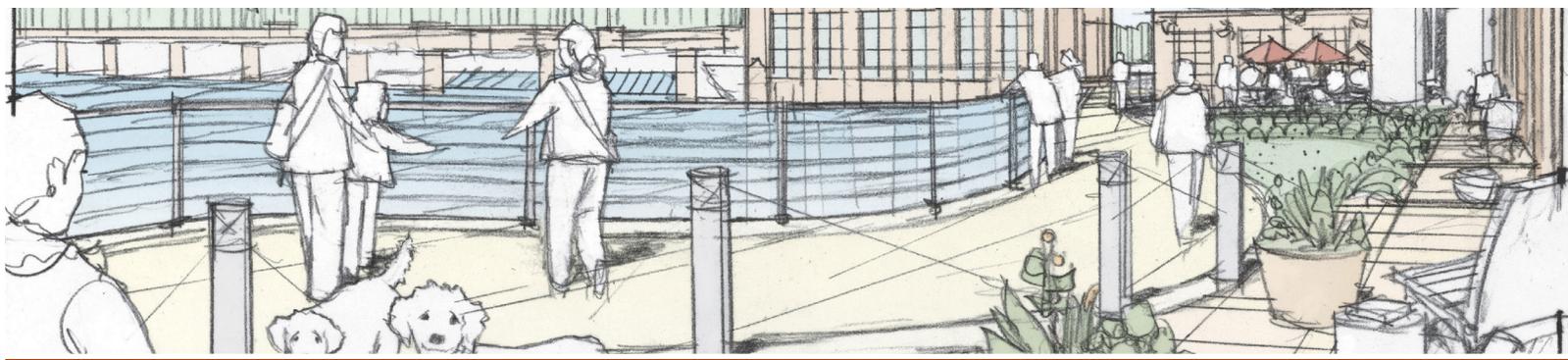
THE LANDING



PROJECT SCHEDULE



**FIRM BACKGROUND &
AREAS OF EXPERTISE**



VANDEWALLE & ASSOCIATES: WHO WE ARE

Transforming places, shaping communities, building economies, and adding impact

Vandewalle & Associates is a collection of passionate professionals with expertise in disciplines that converge to best impact change and make places work better for people:

- **Park and open space facility planning**
- **Community planning and zoning**
- **Land use planning**
- **Neighborhood design**
- **Intergovernmental relations**
- **Grant funding and assistance**
- **Economic strategy**
- **Market analysis**
- **Multi-layered asset analysis**
- **Demographic and economic data analysis**
- **Redevelopment**
- **Design and architecture**
- **Marketing**
- **Project and community branding**
- **Real estate**
- **Public-private partnerships**

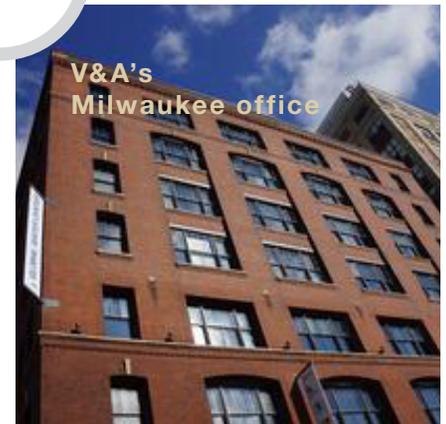
Established in 1976, V&A has been a Midwest leader in community planning, zoning, public participation, place-based analysis, economic strategies, visioning, and implementation for more than 40 years. We work in partnership with our clients to identify core, place-based opportunities and translate them into strategic plans, innovative projects, and custom regulations.

Vandewalle & Associates is at the forefront of comprehensive park, recreation, and open space planning in Wisconsin. Fundamental to our philosophy is the belief that park systems should not only act as an integrated system of green spaces, but also serve to improve the health and quality of life for all community residents. A community's park, recreation, and open space system should meet the needs of all citizens and showcase the unique natural features and attributes that shape and define a community. V&A's approach to community-wide park, recreation, and open space planning is to help communities develop plans that are comprehensive and visionary in their scope. The plan should explore all of the community's recreation and open space opportunities, ranging from regional parks to future linkages to existing park facilities and open space areas.

Please visit our website for more information on our firm: www.vandewalle.com.



2 offices
40+ years

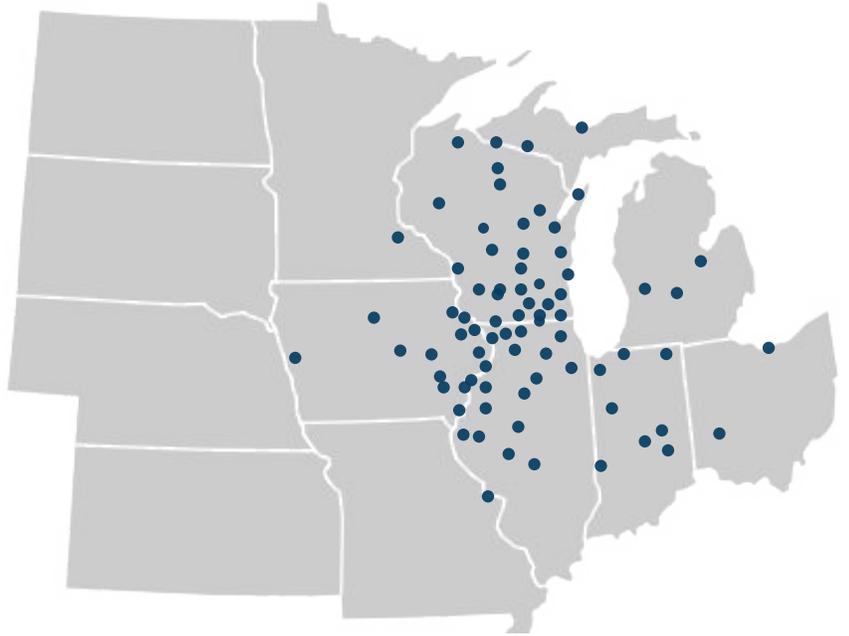


AREAS OF EXPERTISE

TOGETHER WE CREATE GRAPHICS THAT “SPEAK VOLUMES.” THEY INFORM, EXPLAIN, EXCITE, & INSPIRE

Vandewalle & Associates is uniquely qualified

to deliver inspired communications to accelerate public space and development proposals. Our multidisciplinary expertise in public space design, social and market force analysis, redevelopment, and communication means we know what makes places work, how to set a clear vision, and how to design spirit, function, and character into spaces.



Insightful designers who uncover, focus, and crystallize ideas. We read places and find hidden opportunities in places, translating these to people’s needs and experiences there today. We design places to inspire connections, gathering, and desired activities for success in the public realm.



Decades of communications with human empathy at the heart. Our landscape architects, architect, and graphic designers listen deeply to understand ideas and the purpose behind communication to each specific audience and at every stage—from process, to vision, to implementation.



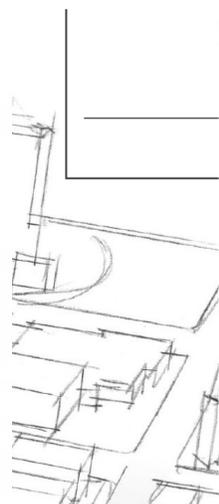
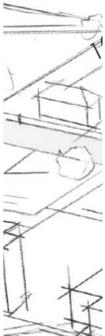
A hand in capturing, distilling, and selling big ideas. We hand-sketch quick images that capture ideas and concepts—sometimes on the spot. We think and envision quickly in three dimensions, creating perspective drawing at all scales, from the air, and on the ground.



Scaling up your digital graphic capabilities. Our team also works digitally—from maps at regional and community scale, to plans at district and site scales, to sections for sites and streets, to illustrative sections and elevations. Three dimensional studies in CAD and SketchUp support design decisions and inform the process and the outcome.



Part of the client team ... and a natural extension of yours. We are well-versed at working within a team, supporting planners and economic development specialists, and translating ideas efficiently into graphics that communicate visions to detailed recommendations.





AREAS OF EXPERTISE

Vandewalle & Associates has developed a unique expertise in site assessment, opportunity analysis and redevelopment implementation. Our approach to site design includes applying a variety of layers of analysis of existing conditions and future opportunities to design sites for preservation or redevelopment, as well as special places, parks, streetscapes and corridors, significant buildings, parking, pedestrian circulation, and transit and rehabilitation sites. Our team includes skilled graphic communicators of complex ideas. We can provide a mix of high quality sketches, photo examples, and plan graphics to communicate design concepts, and integrate design characteristics.

► **Park Design**

- Contextual park and architectural design
- Architectural character assessment and design guidelines
- Visioning graphic communication
- Historic preservation and reuse design
- Redevelopment guidelines
- Waterfront design
- Site and parking design
- Downtown branding

► **Public Engagement**

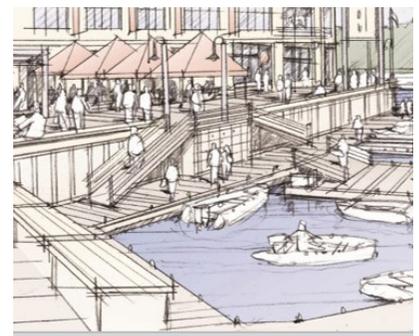
- Facilitated public visioning workshops
- Design charrettes
- Virtual public meeting tools
- Live polling for instant feedback
- Individual interviews with subject matter experts
- Convene meetings with key stakeholders

► **Site Assessment and Opportunity Analysis**

- Analysis and Assessment of lakefront sites and marina
- Understanding community perspective, market potential, big picture context, and local needs
- Defining Redevelopment objectives and measurable indicators
- Synthesize analysis and develop realistic and visionary development opportunities

► **Redevelopment Vision Planning**

- Design and facilitating a robust public process and community conversation
- Bring compelling graphic communication expertise to communicate data and ideas
- Conceptualization of alternative development scenarios with illustrations and impacts





PROJECT TEAM

PROJECT TEAM

Vandewalle & Associates. Our firm is comprised of over 20 talented professionals including community and regional planners; park and open space planners and designers; urban designers; housing, economic development, land use, and real estate specialists; and redevelopment experts. Our in-house team brings a depth and breadth of experience, knowledge, skills, and perspective to the Comprehensive Outdoor Recreation Plan. No outside consultants will be utilized for this project. Founded in 1976 by president and owner Brian Vandewalle, the firm has established itself as the Midwest leader in economic innovation, change, and positioning by working with clients to identify core assets and translate them into viable new economic opportunities.

Our firm's approach to overall management and integration of all activities in our scope of services is guided through the designation of a project manager to oversee all aspects of the project - within the firm and directly with the client. We pride ourselves on our ability to provide cost-effective, just-in-time solutions that are responsive to constantly evolving project needs and deadlines, which may arise on a moment's notice. All Project Team members will be available and have the capacity to complete the project.

PROJECT ROLES

PROJECT MANAGEMENT

MEREDITH PERKS



ROLE: Project Manager

JEFF MALONEY



ROLE: Principal-In-Charge,
Park Design and Cost Expertise

KEY TEAM MEMBERS

ELIAS VARELDZIS



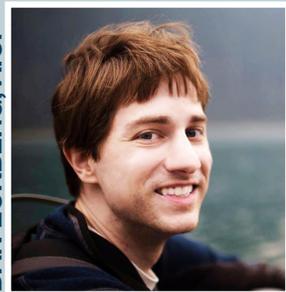
ROLE: Document Author,
Public Engagement,
Research

ELONA BARTNICK



ROLE: Associate Designer

DAN ECKBERG, AICP



ROLE: GIS Data Analysis,
Graphic Coordination, Mapping

MEREDITH PERKS

ASSOCIATE PLANNER



Meredith Perks is an Associate Planner at Vandewalle & Associates, Inc. As part of our Milwaukee team, she brings a unique combination of professional experience along with an avid interest in planning, public service, local community and economic development, downtown redevelopment, active transportation plans, and a deep love of her city.

Since joining Vandewalle and Associates, Meredith has been working on Comprehensive Plans with clients across Southeast Wisconsin and beyond, including the Village of West Milwaukee, City of Glendale, City of Jefferson, and City of Sturgeon Bay, Hancock County, IN, as well as the implementation of the City of Jefferson's Downtown and Economic Recovery Plans. Meredith is also actively engaged, on behalf of Vandewalle and Associates, with emerging planning trends and grant and financing resources, in order to better serve clients and connect them with new opportunities.

Having worked in the past as Regional Director for Senator Joe Donnelly, Meredith traveled to communities across Indiana and learned about their unique assets and character as well as the innovative approaches they were taking to face their challenges. These interactions provided valuable perspective on the constraints that communities of all sizes experience. At Vandewalle & Associates, Meredith aims to assist Midwest communities like these in overcoming such barriers. Meredith is excited by the opportunities Midwest communities have to grow and reinvent themselves using the tools of effective planning that can prepare their economies, residents, and institutions for the future. Active transportation is a particular passion for Meredith; she has worked on Complete Streets research projects in Chicago, reviewing policies and their connections to public health and equity. She also worked with the Chicago Department of Transportation Bike Program in the implementation of their Streets for Cycling Plan 2020. Her work included bike facility mapping, data analysis, and public engagement and communication.

Applying her experience with community outreach and public speaking, Meredith is skilled at effectively facilitating an inclusive planning process that is meaningful to a wide range of stakeholders and clients, including elected officials, non-profit advocacy groups, and community residents. She is excited by opportunities to engage with communities in a variety of innovative ways that foster communication, dialogue, and understanding. She has proven herself to be an active and engaged listener who can consider diverse viewpoints while developing targeted alternatives to address interrelated economic development, land use, and transportation priorities.



Vandewalle & Associates
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EDUCATION

- M.U.P.P. Urban Planning and Policy
University of Illinois at Chicago - Chicago, Illinois
- B.A. Political Science
The Hesburgh Program of Public Service
University of Notre Dame - Notre Dame, Indiana

PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Planning Association, National, Wisconsin, and Chicago Chapters
- Member, Women in Planning & Development – Chicago
- Phi Kappa Phi Honor Society
- Leadership South Bend Mishawaka Emerging Leaders Program

JEFF MALONEY

PRINCIPAL DESIGNER



Jeff Maloney is a Principal Urban Designer specializing in urban redevelopment, mixed-use neighborhood design, and streetscape/riverwalk design. Jeff has over two decades of experience leading design and public processes for redevelopment projects by envisioning site reinvestment opportunities through place-based assets, preparing site plans, and recommending and designing associated public improvements. He works closely with municipal staff to implement projects including development recruitment, TIF District establishment, and grant funding procurement. He also has experience guiding private projects through the entitlement process, focusing on site design, landscape architecture, and site rezoning.

As the lead designer, project manager, and implementation specialist for communities of various populations throughout the Midwest, Jeff is able to prioritize community needs to create a revitalization strategy and associated public improvement program.

As an example, Jeff's work in Racine's RootWorks and Uptown areas include detailed urban design strategies for public and private space development within areas fraught with disinvestment and higher than average unemployment and poverty rates as well as a disproportionate level of brownfield sites. Plans and implementation focus on creating a sense of place that complements planned new investment, while also honoring the existing urban fabric and meeting the needs of residents. In his work in urban redevelopment planning and design, Jeff has led public meeting outreach and interactive discussions.

Jeff has worked in recent years with public and private sector clients throughout the Midwest, including Middleton, Racine, Hartford, Sussex, Wauwatosa, Milwaukee Regional Medical Center, and the Milwaukee County Research Park.

In addition to both design work and redevelopment projects, Jeff holds a keen awareness of visual communication. He possesses the ability to visually explain complex planning concepts and continuously develops new methods in graphic communication. Jeff also oversees design team workflow and daily graphic production.



Vandewalle & Associates
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EDUCATION

- B.S. Landscape Architecture
University of Wisconsin - Madison, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Associate, American Society of Landscape Architects National and State Chapters
- Member, University of Wisconsin Landscape Architecture Department Alumni Committee

ELIAS VARELDZIS

ASSISTANT PLANNER



Elias Vareldzis is an Assistant Planner with Vandewalle & Associates, working to provide research, analysis, and other project assistance to a variety of community planning projects stemming from the Milwaukee-office team.

Environmental issues are an area of keen interest for Elias. Prior to joining the company, Elias worked as Assistant Planner and Floodplain Manager for the City of Glendale, Wisconsin. There he gained valuable experience in planning and design review, preparing reports, and providing subject area expertise and recommendations to community stakeholders. He also honed his public engagement skills by assisting residents and developers in understanding and navigating local, state, and federal floodplain regulations in ways that both ensured safety from flood damage while minimizing environmental impacts. Elias has experience in navigating the complex relationships between public and private sector partners and regulatory policy systems, coordinating and implementing federal grant and regulatory programs, administering local zoning ordinances, site selection, and implementing land use planning at the local level.

Since joining V&A, Elias has completed several Park and Open Space Plan updates, acting as the primary author for the development of plans for the City of Edgerton, City of Manitowoc, Village of Oregon, and Village of Wrightstown. He has also been involved in two full Comprehensive Plan updates, supported ongoing planning services in client communities, assisted on multiple small area and downtown revitalization plans, redevelopment, and implementation planning efforts, among other projects. He has a strong interest in creative placemaking, infill redevelopment projects and neighborhood area planning, sustainability and equity in planning and design, local and regional economic development, and bicycle and pedestrian planning.

Elias is passionate about the potential of planning to help communities identify and recognize their unique assets, values, and characteristics through authentic, equitable, and inclusive community engagement practices. Working with community members and colleagues, Elias aims to use planning as a tool to create collaborative and innovative solutions that meet the needs and desires of the local population and help communities grow and reinvent themselves in response to the challenges they are facing today.



Vandewalle & Associates

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EDUCATION

- M.U.P. Urban Planning
University of Wisconsin - Milwaukee, Wisconsin
School of Architecture & Urban Planning
- B.S. Cum Laude
History / Middle/Secondary Education
Minor: Political Science
Marquette University - Milwaukee, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Planning Association, National and Wisconsin Chapters
- Volunteer, Milwaukee Habitat for Humanity
- Volunteer, River Revitalization Foundation



ELONA BARTNICK

LEAD ASSOCIATE DESIGNER

Elona Bartnick is an Associate Urban Designer involved in a broad range of projects at Vandewalle & Associates. She is skilled in the areas of site analysis, site planning and design, neighborhood design, landscape architecture, and graphic communication. These skills are utilized and communicated through computer graphics, CAD design, SketchUp modeling, GIS analysis, and hand illustration.

In her time at Vandewalle & Associates, Elona has contributed to a diverse range of projects, including assisting in land and development plans for mixed-use and traditional neighborhood projects. She has worked on a number of redevelopment and downtown master plans identifying areas that would benefit from reinvestment and revitalization and developing guidelines and site design for future redevelopment. Her involvement in comprehensive plan development includes creating regional and local asset and opportunity analysis, future growth or redevelopment scenarios and site designs, and additional graphics specific to each plan. Elona's landscape architecture experience focuses on design and construction documents for hardscape and planting plans for parks, streetscapes, naturalized areas, roadway planting schemes, riverfronts, and urban design elements.

Projects that Elona has been and continues to be involved in include: Grandview Commons Neighborhood in Madison, Wisconsin; Fitchburg Technology Campus in Fitchburg, Wisconsin; Brookfield, Wisconsin and Lake Geneva, Wisconsin Comprehensive Plans; Marshfield Zoning Ordinance; Harwood Heights, Illinois Streetscape; Ripon, Wisconsin Downtown Master Plan; Thrive-Madison Region and Quad Cities Region Assets and Opportunities Analysis; and Middleton, Racine, and Sturgeon Bay, Wisconsin; and Waterloo, Iowa Redevelopment and Implementation.



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EDUCATION

- B.S. Landscape Architecture
University of Wisconsin - Madison, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Associate, American Society of Landscape Architects National and State Chapters



DAN ECKBERG, AICP

GIS PLANNER

Dan Eckberg is a GIS Planner whose primary responsibilities include map creation and spatial data acquisition, organization, manipulation, and analysis.

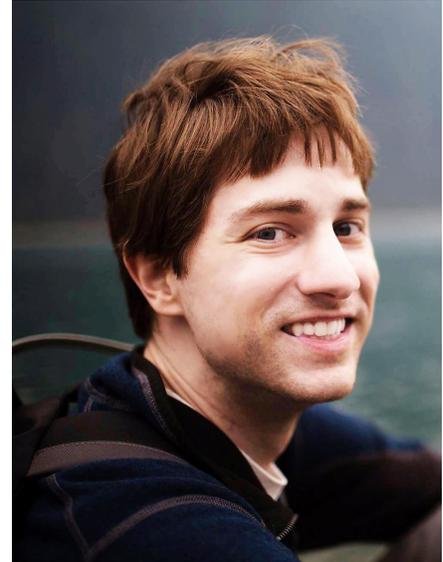
Dan utilizes extensive experience with ESRI's ArcDesktop GIS software, including Python scripting, to apply cartographic techniques to a range of planning projects. These include producing maps for CORPs in over ten Wisconsin communities, evaluating bike trail routes for the Village of Oregon, developing interactive web-maps to gather public input for the Village of Bayside and Hancock County, Indiana, geo-coding survey results for city development projects, designing and creating a database of possible Brownfield sites for the City of Janesville, and producing numerous Comprehensive Plan maps.

Dan has also worked on several large-scale highway corridor impact analysis studies with Vandewalle & Associates. These include the US 14 project in Rock County, the Wis 23 project in Fond du Lac County, the Wis 29 project in Marathon County, the US 51 project in Dane County, and the US 41 Interstate conversion between Green Bay and Milwaukee.

Dan's work on these projects has focused on preparing mosaics of local and regional maps from a broad variety of sources into corridor-wide maps which compile data depicting soils, natural resources, existing land use and adopted land use plans from towns, villages, cities, counties, and regional and federal agencies. These maps are the focus of the Expert Panel analysis of highway alternatives for the Indirect and Cumulative Effects portion of the DEIS and EIS phases of WisDOT's analysis under NEPA and WEPA.

Dan is a licensed commercial Unmanned Aircraft System (drone) pilot registered with the FAA and is able to provide clients with high quality aerial video footage and photography.

Previously Dan held an internship with U-PLAN, a community planning group for the Frogtown/Rondo neighborhood of St. Paul, MN where he helped design a traffic impact analysis for the neighborhood using the CommunityViz extension of ArcGIS.



Vandewalle & Associates
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deckberg@vandewalle.com

EDUCATION

- B.A. Geography (City Systems)
Minor - Geographic Information Systems
University of Minnesota - Minneapolis, MN

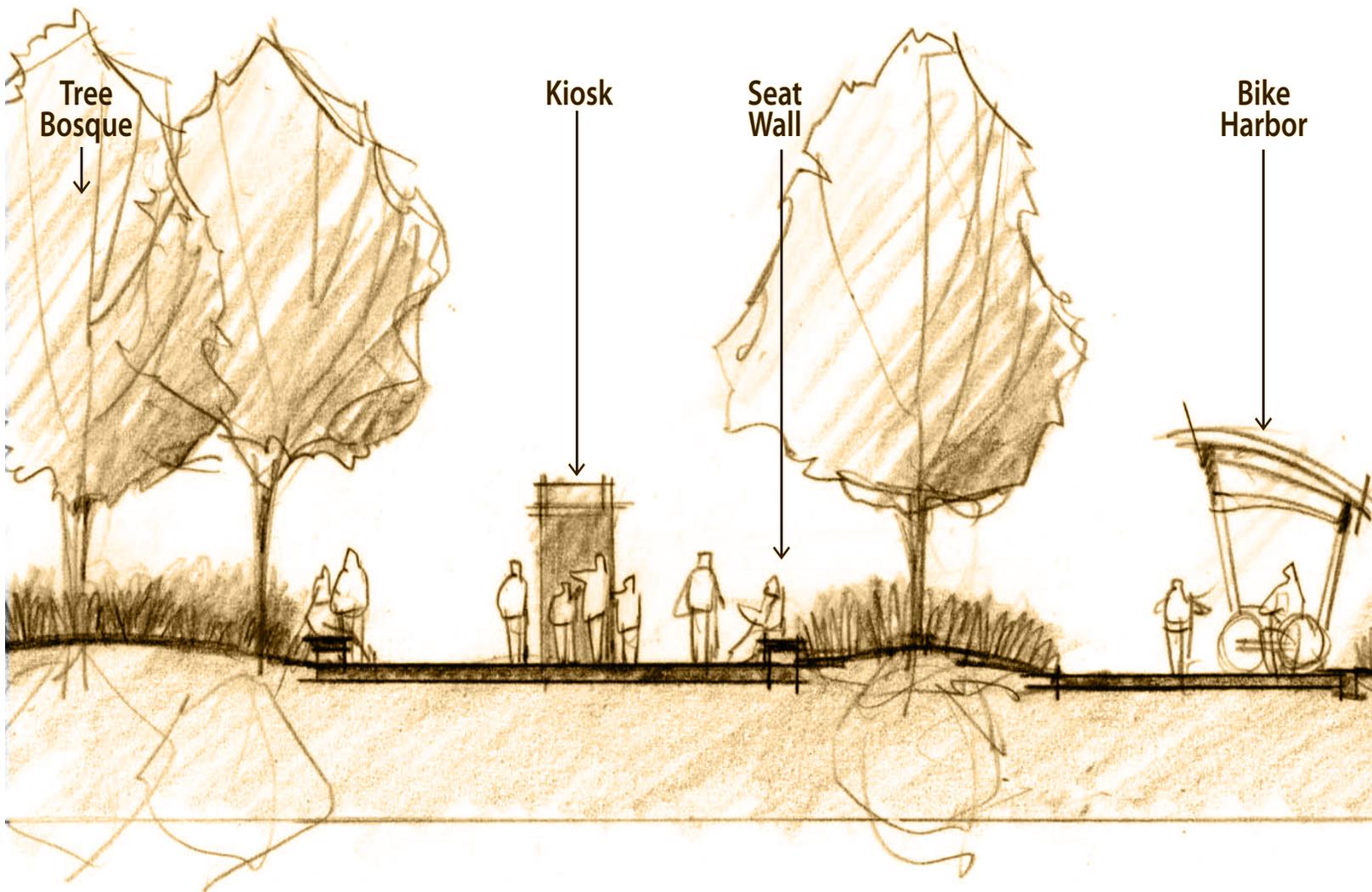
PROFESSIONAL LICENSES & MEMBERSHIPS

- Member, American Institute of Certified Planners

AWARDS AND RECOGNITION

- Excellence in Planning Award, "Madison Metropolitan School District Enrollment Projections: 2017-2037 - APA-WI Chapter, 2017
- Guest Lecturer (Applications of GIS in Planning) – University of Wisconsin-Madison, 2012

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PROJECT EXPERIENCE AND REFERENCES

PRIOR EXPERIENCE

Over the past several decades, our firm has worked with many communities across the state, including many within the greater Milwaukee metropolitan and Washington County regions, on a wide variety of projects. Vandewalle & Associates has completed many Comprehensive Plans for Wisconsin communities throughout the region in addition to various specific planning projects ranging from Downtown Master Plans to Park and Recreation Plans, Bicycle and Pedestrian Plans, Brownfield Reuse and Redevelopment Planning, and Area Redevelopment Plans. With years of regional project experience, our team of experts continues to put its deep understanding and knowledge of the greater southern Wisconsin region to help municipalities meet the needs and desires of their residents while growing in response to the challenges they are facing today.

Vandewalle & Associates' keen understanding of strategic planning, community engagement, landscape analysis and design, and implementation-focused recommendations is the difference between a plan that steers development and gets positive results – rooted in the community's vision – and a plan that simply provides a catalog of desired potential outcomes.

Park planning is a valuable tool that will help to ensure that investment best fits the needs and desires of the community, including existing businesses, property owners, and the residents of the surrounding areas. A well thought out planning effort includes attention to placemaking strategies, walkability, cycling, public space improvements, park and open space infrastructure, neighborhood connection enhancements, and parking. The following table illustrates our past and current experience in park planning and master plan design.

Examples

To view examples of some of our featured Comprehensive Outdoor Recreation Plans, please visit: <https://tinyurl.com/VA-ParkPlans>

Park & Open Space Plans

City of Beloit, WI
City of Belvidere, IL
Village of Black Earth, WI
Village of Cambridge, WI
Village of Clinton, WI
Village of Cottage Grove, WI
Village of Cross Plains, WI
Village of DeForest, WI
City of Delavan, WI
Dodge County, WI
City of Edgerton, WI
City of Elkhorn, WI
Village of Fontana, WI
Village of Grafton, WI
City of Greenfield, WI
Town of Jacksonport, WI
City of Janesville, WI
Village of Johnson Creek, WI
City of Lake Geneva, WI
City of Lake Mills, WI
City of Manitowoc, WI
Village of McFarland, WI
City of Merrill, WI
City of Middleton, WI
Village of Mount Horeb, WI
Town of Oakland, WI
Village of Oregon, WI
Village of Paddock Lake, WI
Village of Pleasant Prairie, WI
Rock County, WI
Village of Silver Lake, WI
Village of Slinger, WI
City of Sun Prairie, WI

City of Verona, WI
City of Watertown, WI
City of Whitewater, WI
Village of Wind Point, WI
Village of Wrightstown, WI

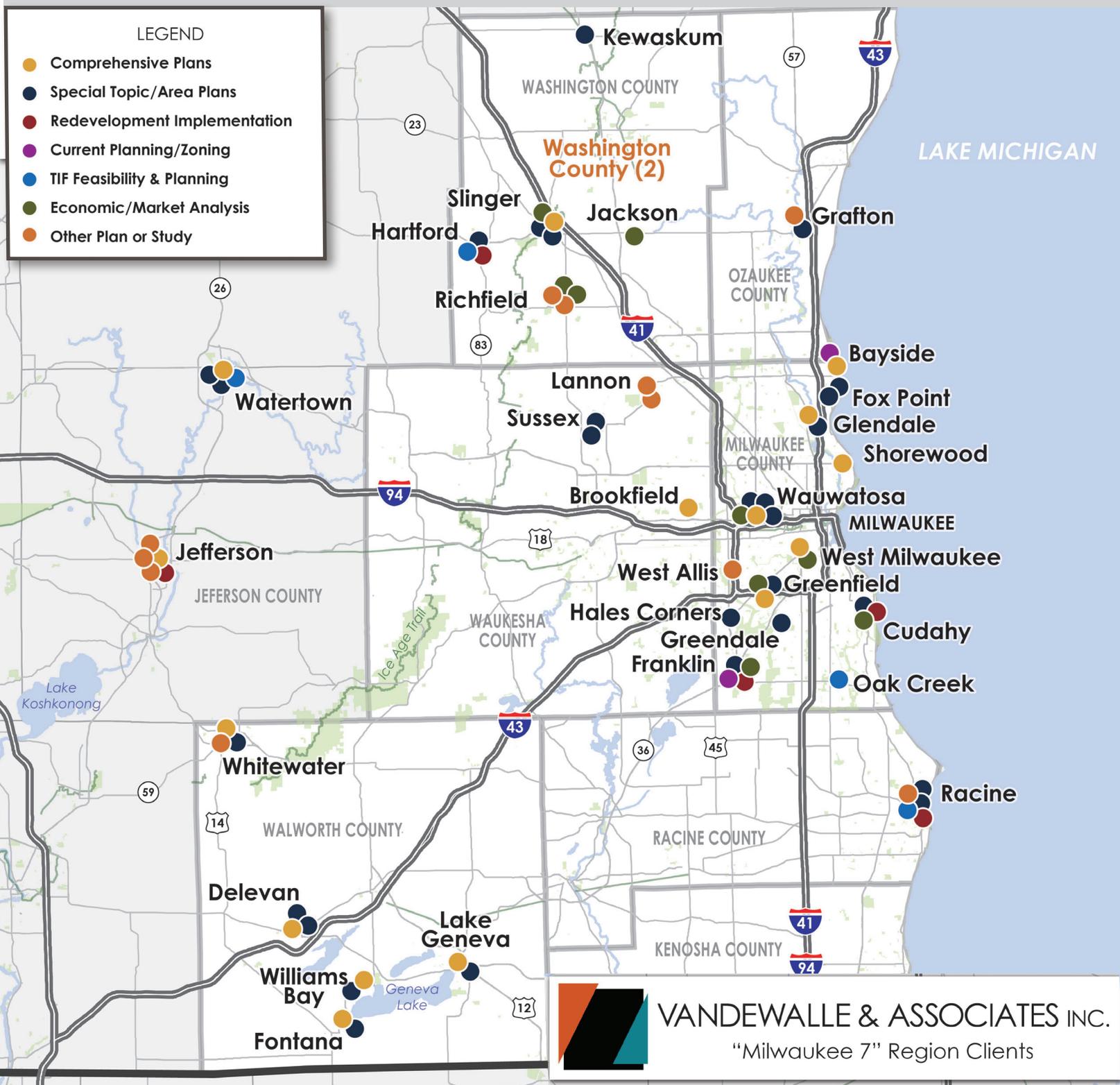
Park Master Plans & Design

Village of McFarland, WI
- Discovery Garden Park
- McDaniel Park
- Urso Schuetz Park
- Larson Park
City of Middleton, WI
- Pheasant Branch Preserve
- Quarry Park
- Sticker's Pond
City of Delavan, WI
- Lauterbach Park
- Tower Park
- Congdon Park
- Phoenix Park
Village of Mount Horeb, WI
- Boeck's Park
- Grundahl Park
- Depot Plaza & Military Ridge
City of Janesville, WI
- Heritage Bridge Design
- Town Square
City of Monona, WI
- Grand Crossing Park
City of Lancaster, WI
- Klondike Park

Village of Oregon, WI
- Keller Alpine Meadows Park
Village of Barneveld, WI
- Memorial Park
City of Madison, WI
- Meriter Park Campus
- Truax Air Park
City of Oak Creek, WI
- Abendschein Community Park
City of Jefferson, WI
- Renewable Energy Park
City of Ottumwa, IA
- Electric Park Concept
- Riverwalk Design
Village of Sussex, WI
- Civic Campus
Village of Crivitz, WI
- Community Veteran's Park
City of Milton, WI
- Goodrich Square
Village of East Dundee, IL
- Dundee Crossings
Fayetteville, NC
- North Carolina Veteran's Park
Janesville, WI
- Town Square Park & Plaza
Minnesota State University
- Campus Gathering Space
Village of Slinger, WI
- Breuer Park

MILWAUKEE AREA EXPERIENCE

Over the past several decades, our firm has worked with many communities in the greater Milwaukee metropolitan region on a wide variety of projects. Vandewalle & Associates has completed many Comprehensive Plans for communities throughout the region in addition to various specific planning projects ranging from Downtown Master Plans to Park and Recreation Plans, Bicycle and Pedestrian Plans, and Area Redevelopment Plans. With years of regional project experience, our team of experts continues to put its deep understanding and knowledge of the Milwaukee metro region to use, serving communities through ongoing planning and zoning administration; Tax Incremental Financing feasibility, analysis, and planning; economic and housing market analyses; grant writing services; and several other areas of expertise that help municipalities meet the needs and desires of their residents and while growing in response to the challenges they are facing today.



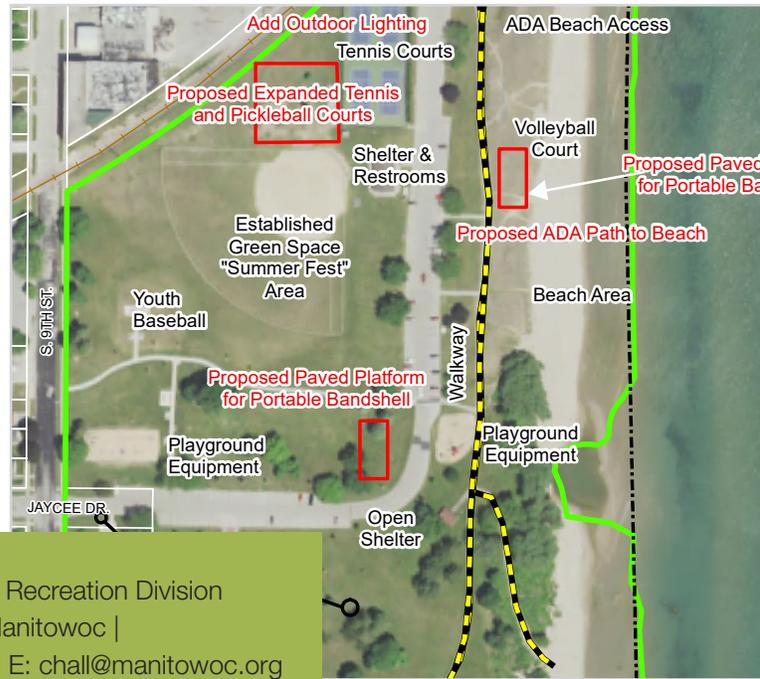
VANDEWALLE & ASSOCIATES INC.
 "Milwaukee 7" Region Clients

PAST EXPERIENCE & REFERENCES

Manitowoc Comprehensive Outdoor Recreation Plan.

The City engaged Vandewalle & Associates to complete an update of both the City's Comprehensive Plan and Comprehensive Outdoor Recreation Plan in the summer of 2022. Manitowoc (35,000 residents) is blessed to have nearly 40 total parks and 700 acres within its borders, several bordering Lake Michigan and the Manitowoc River. Due to the large number of parks already within the community, the plan has focused on strategic improvements to each and enhanced connectivity of the multi-use trail networks between them. Guided by the feedback generated through both plans (500 total people engaged) and reflecting many of the City's recently adopted plans, the new CORP acts as an overarching guide for all implementation projects related to parks and recreation over the next 5 years.

The plan was [adopted](#) in the spring of 2023, in conjunction with the Comprehensive Plan.



Reference

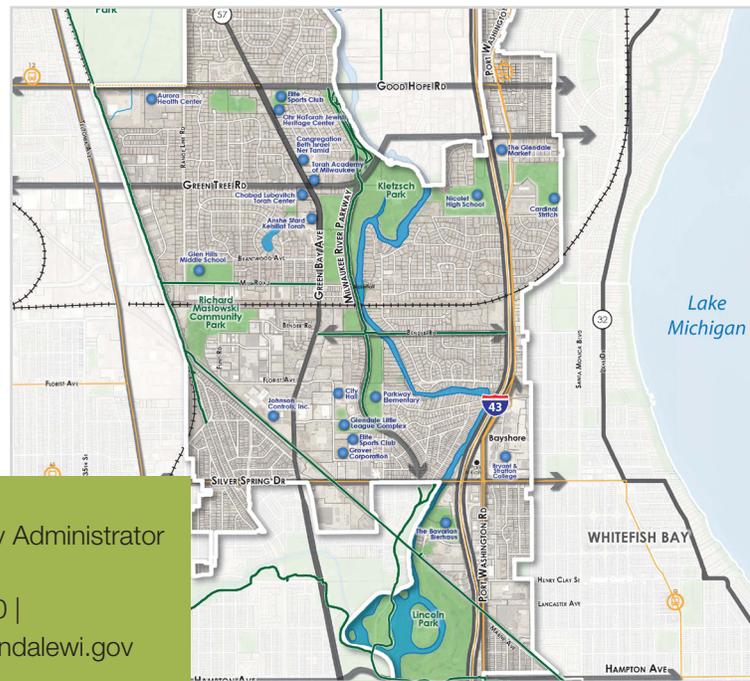
Curtis Hall, Parks & Recreation Division Manager | City of Manitowoc | P: (920) 686-3061 | E: chall@manitowoc.org

Manitowoc Red Arrow Park

Glendale Bike & Pedestrian Plan.

Vandewalle & Associates worked with the City of Glendale to update its Comprehensive Master Plan in 2020. A major recommendation and priority to emerge from the planning process was the need for a bicycle and pedestrian plan. Public input from the Comprehensive Planning process identified safety improvements for bicyclists and pedestrians as important for the future quality of life. Glendale has a number of special regional assets, including the Oak Leaf Trail, but is in need of a local bicycle and pedestrian network that connects residents to these assets and addresses some of the major infrastructure barriers that limit connectivity in the City.

Vandewalle & Associates used our familiarity with the community to hit the ground running with local leaders and the public to identify key issues for the bicycle and pedestrian plan. Vandewalle & Associates employed a number of public engagement strategies in this process, including virtual meetings and an interactive digital map for collecting public input. Although Glendale is fortunate to have access to a strong regional infrastructure network, Interstate 43 and other roadways like Silver Spring Drive and North Port Washington Road present challenges to connectivity within the City and can have a segregating effect. The City's bicycle and pedestrian plan makes recommendations to address these barriers and increase connectivity across the community. Recommendations include on- and off-street bicycle facilities, intersection improvements, pedestrian paths and sidewalks, and new trail access points. The [adopted plan](#) also recommends the development of a unified signage and wayfinding program in



Reference

Karl Warwick, City Administrator City of Glendale | P: (414) 228-1700 | E: k.warwick@glendalewi.gov

City of Glendale Assets and Destinations Map

the City, suggesting Glendale work with regional partners like Milwaukee County Parks to have consistent, destination-focused signage. Bicycle and pedestrian improvements represent a substantial economic development opportunity in Glendale, with increased foot traffic for local businesses and increased attraction to regional visitors.

PAST EXPERIENCE & REFERENCES

City of Edgerton Comprehensive Outdoor Recreation Plan. Beginning in the fall of 2002, the City of Edgerton worked with Vandewalle & Associates on an update of the City's 2015 Comprehensive Outdoor Recreation Plan. As a growing community bordering Dane and Rock County, the City was seeking a plan to help guide improvements to their existing parks and recreation assets and anticipate where new facilities and amenities might be best located in growth areas. This process also featured the development of a concept park plan within a developing neighborhood, a new park evaluation tool that can be used to quantitatively judge future opportunities as they arise, and an evaluation of the City's only existing Community Park. Multiple forms of public input were conducted via stakeholder meetings, an online survey, and Parks Committee meetings where over 600 people were involved in the planning process.

Further, the City is actively seeking grant funding for additional bicycle and pedestrian trail connections within its boundaries and beyond. This plan featured a variety of new proposed connections that the City plans to use in future grant cycles to assist with implementation dollars. In 2023, the plan was [unanimously approved](#) by the City Council and the City is now primed to take on implementation utilizing public and private investment in the parks, trails, and open space network.

Reference

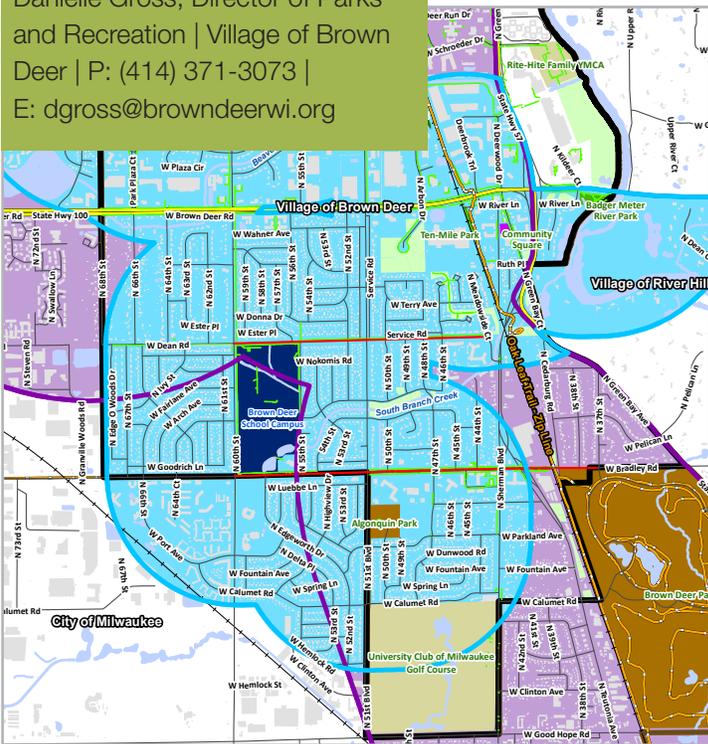
Ramona Flanigan, City Administrator |
City of Edgerton | P: (608) 884.3341 |
E: rflanigan@edgerton.wi.gov



Edgerton Park Concept Plan

Reference

Danielle Gross, Director of Parks and Recreation | Village of Brown Deer | P: (414) 371-3073 |
E: dgross@browndeerwi.org



Brown Deer Park Service Areas

Brown Deer Comprehensive Outdoor Recreation Plan.

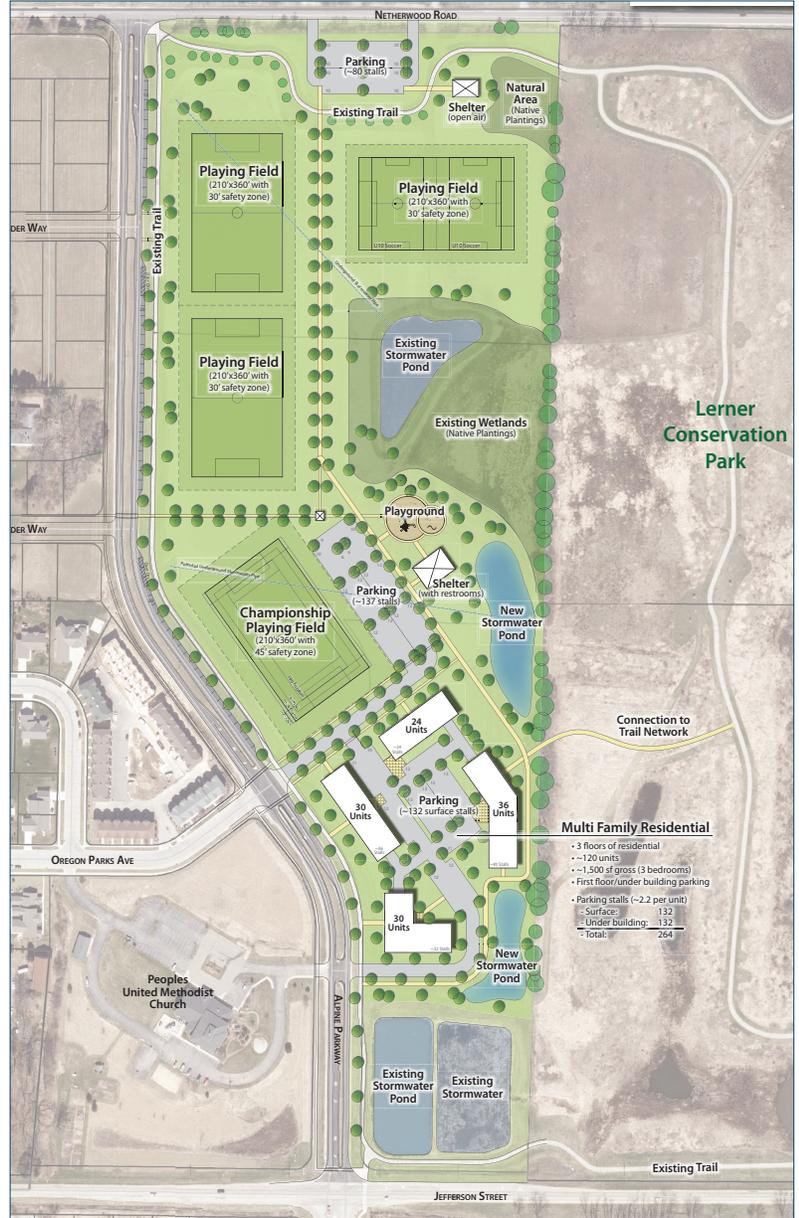
As a built-out community in the Milwaukee metro area, the Village of Brown Deer recruited Vandewalle & Associates to update the community's CORP with a specific focus on making improvements to existing parks and infrastructure rather than on the acquisition and development of new parks. With several adjacent Milwaukee County parks, excellent access to regional trail networks, and a fantastic asset in the nearby Milwaukee River, the plan offered a wide variety of recommendations to better utilize and integrate these assets into the Village's park and recreational system.

Building on several recent investments the Village had made in its park system, V&A worked closely with stakeholders to create conceptual park design site plans to guide the improvement of several key facilities. These included the community's primary park space and swimming pond, a new community square and events space, and the Village's main active sports park. The new CORP acts as an overarching guide for all implementation projects related to parks and recreation over the next five years. The plan was [adopted in early 2024](#) and was WisDNR-approved for eligibility to seek associated grant funding opportunities.

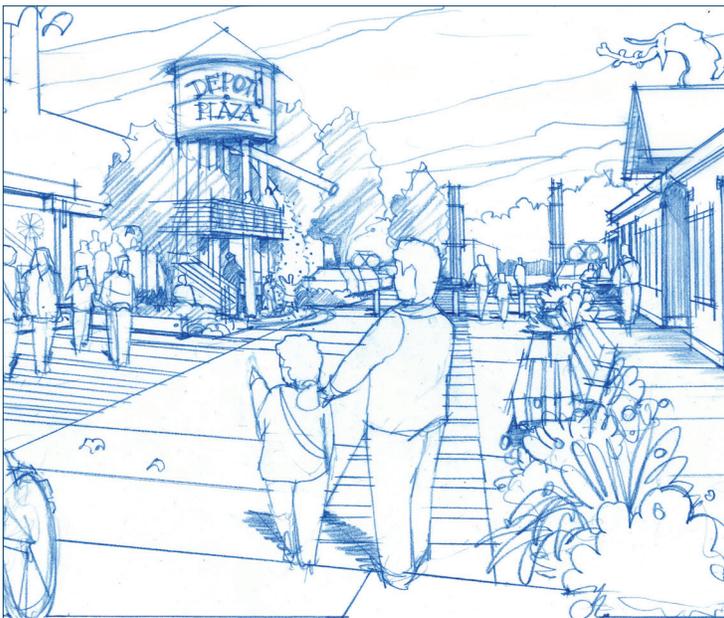
PARK PLANNING & DESIGN EXPERIENCE



Oak Creek, WI



Oregon, WI

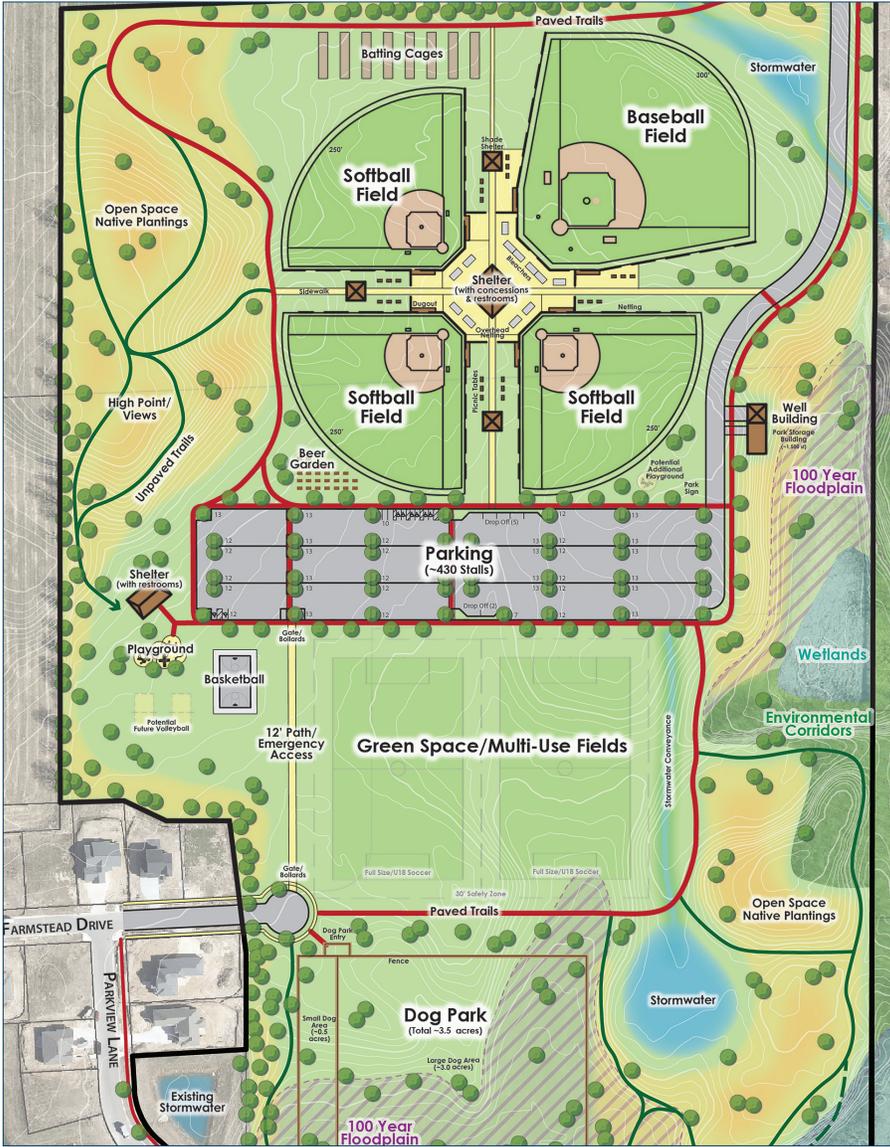


Mt Horeb, WI

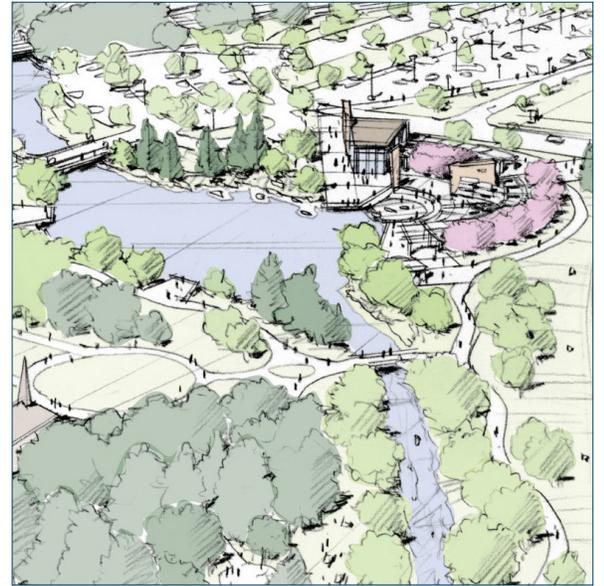


Cross Plains, WI

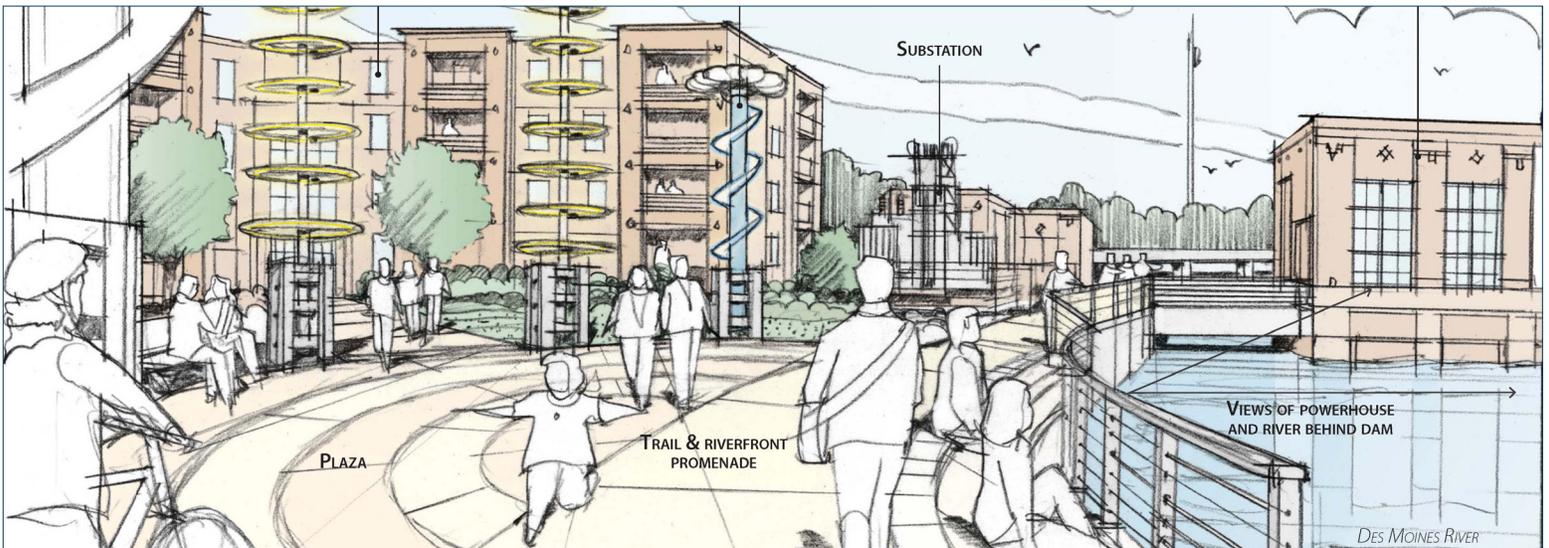
PARK PLANNING & DESIGN EXPERIENCE



Slinger, WI



Fayetteville, NC



Ottumwa, IA

PARK PLANNING & DESIGN EXPERIENCE



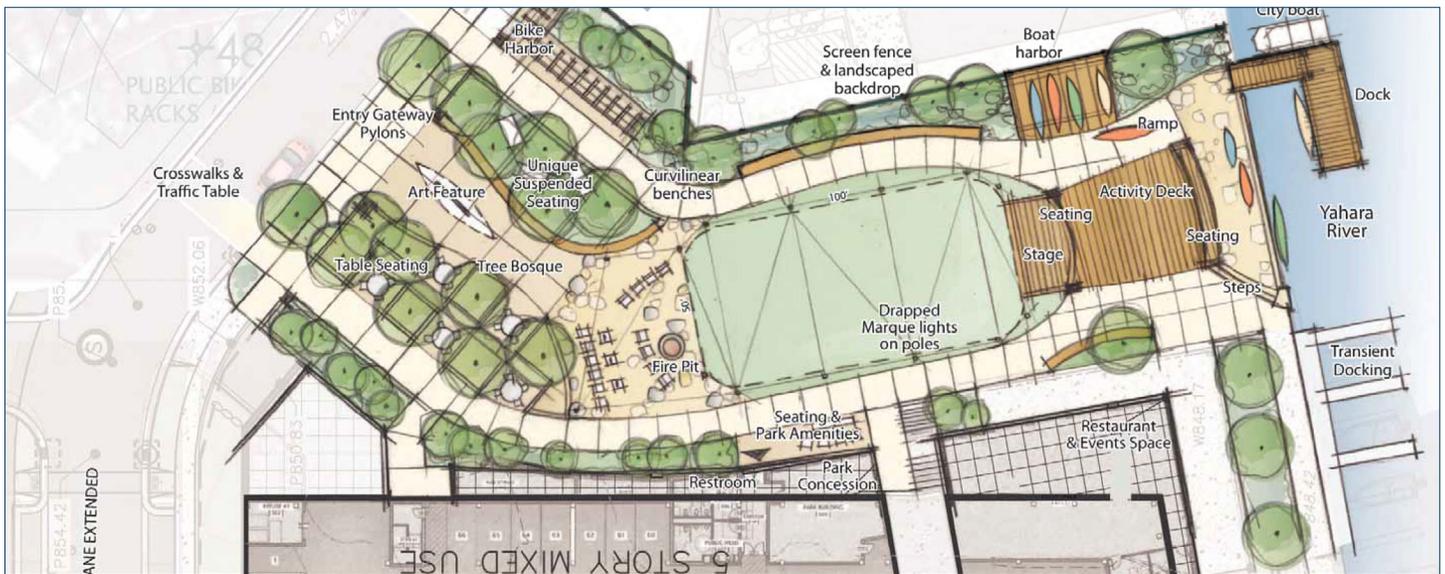
URSO SCHUETZ PARK
MCFARLAND, WISCONSIN



URSO SCHUETZ PARK
MCFARLAND, WISCONSIN

Revised : 9.20.17
Scale : 1" = 200'

McFarland, WI



Monona, WI

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COST OF SERVICES

COST OF SERVICES

Vandewalle & Associates is focused on providing the Village of Elm Grove with a project that provides excellent value and clear direction.

The Proposed Project Budget on the following page provides estimates for each task and an overall cost. While the actual cost of individual tasks may ultimately be more or less than the amount presented in this proposed budget, the total project cost for completing the work described in the Scope of Services will not exceed a lump sum fee amount of \$25,225, not including any optional tasks. Any combination of optional tasks may be selected by the Village. During the contract development process, each selected optional task will be added to the project scope and final budget figure.

Tasks beyond those identified in the final contract can be completed through an additional scope and budget or Work Order and billed on a time and materials basis.

Fee Schedule

2024 Billing Rates			
Principal	\$195 to \$300	Other Charges: Invoice charges to the client consist of (1) Professional fees rendered at current billing rates (2) Reimbursable expenses billed at cost multiplied by 1.1 (3) Technology/Software expenses billed at \$50/month	
Associate	\$110 to \$160		
Assistant	\$85 to \$100		
GIS Technician/Specialist	\$100 to \$125	Expense	Cost
Communications Specialist	\$65 to \$150	Mileage	IRS Rate
Project Assistant	\$65 to \$80	Printing and Postage	Cost plus 10%

COST OF SERVICES

Village of Elm Grove Comprehensive Outdoor Recreation Plan

PROPOSED COST OF SERVICES

Total Cost

TASKS FROM SCOPE OF SERVICES

Work Element 1: Project Kickoff		\$6,170
Task 1.1	Initial Research and Project Kickoff Meeting with Village Staff	\$650
Task 1.2	Site Visit and Existing Conditions Evaluation	\$1,610
Task 1.3	In-Person Recreation Stakeholder Focus Group Meetings (same day as Task 1.2)	\$1,370
Task 1.4	Online Community Survey	\$1,710
Task 1.5	In-Person Parks and Recreation Committee Kick Off Meeting (same day as Task 1.2)	\$830
Work Element 2: Plan Development and Review		\$15,320
Task 2.1	Complete Comprehensive Outdoor Recreation Plan Draft #1	\$6,740
Task 2.2	Conceptual Village Park Site Design for Two Parks	\$6,980
Task 2.3	Virtual Draft #1 Village Staff/Selected Stakeholders Review Meeting	\$420
Task 2.4	In-Person Draft #1 Parks and Recreation Committee Review Meeting	\$1,180
Work Element 3: Finalize Plan and Adoption		\$3,735
Task 3.1	Complete Comprehensive Outdoor Recreation Plan Final Draft	\$1,665
Task 3.2	In-Person Parks & Recreation Committee, Plan Commission, and Village Board Presentation and Adoption	\$1,100
Task 3.3	Adopted Documents	\$970
Total Cost		\$ 25,225

Optional Tasks		\$9,420
Task A	Additional Conceptual Village Park Site Design - Per Park (Optional)	\$4,400
Task B	Interactive Online Park and Trail Map (Optional)	\$3,150
Task C	In-Person Public Open House (Optional)	\$1,870



PROPOSAL TO PROVIDE
PROFESSIONAL SERVICES FOR A

COMPREHENSIVE
OUTDOOR
RECREATION
PLAN

Village of Elm Grove

March 29, 2024



MARCH 29, 2024

Tom Harrigan, Village Manager
Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122

Subject: Request for Proposals to Provide Professional Services for a Comprehensive Outdoor Recreation Plan

Dear Mr. Harrigan and Members of the Selection Committee:

Mead & Hunt is excited for the opportunity to assist the Village of Elm Grove in revising and updating the 2015-2020 Comprehensive Park and Open Space Plan. These types of long-range plans are essential not only to record progress being made within the Village's public open space areas but to guide community development. We understand the importance of the Comprehensive Outdoor Recreation Plan (CORP) update to support the type of high-quality living, social capital, and overall public health that is found in Elm Grove.

As you may be aware, Mead & Hunt is right in your backyard on West Research Drive in Wauwatosa. Our presence gives us first-hand knowledge of the goings-on in and around the Village. It also means we have established relationships with staff and the community. These relationships allow us to communicate quickly and transparently and holds us accountable for delivering a successful project.

Our approach to this project is straight forward. We will provide:



Clear and timely communication to create what you envision to be a successful project.



Collaboration between our planners and landscape architects for meaningful revisions to the Plan.



Expertise in park planning and design that allows us to efficiently transform public vision into a list of actionable priorities to meet your community's goals.

We understand the Village wants a **practical and useful document delivered within a reasonable timeline**. As you read through our proposed Scope of Work, please note our focused approach to meet the Village's desire to adopt a plan by the end of 2024.

Public engagement lies at the heart of any successful project. Our CORP update process **engages key stakeholder groups, Village staff, and the community at-large** through a variety of public engagement methods. The result is a comprehensive list of programs, projects, and policies to guide the next decade of Elm Grove parks and recreation.

With Mead & Hunt as your consultant, the revised and updated Village of Elm Grove CORP will not only meet the eligibility requirements for Wisconsin Department of Natural Resources (WDNR) funding opportunities, but it will recommend **unique and memorable projects and public facility enhancements**. As you browse our project examples, consider the depth of experience Mead & Hunt brings to the Village. From experience in faraway

places to innovative solutions, the assembled project team is highly qualified and well balanced to deliver creative and sustainable solutions.

The final document will be one that must be easily understood by Village Staff, Public Services, the Recreation Committee, and Village Trustees. But as a partner with the Village, we don't want the updated Plan to be the end of our relationship. As we do with our other client communities, Mead & Hunt is **available to further support the Village** in implementing the plan, staffing meetings, preparing updates, and having conversations around the importance of parks and outdoor recreation in Elm Grove.

We have provided a customized proposal to meet the Village's specific issues. We look forward to the chance to discuss these ideas with you further — please contact me by calling 608-443-0421 or by emailing mark.sauer@meadhunt.com.

Sincerely,
Mead and Hunt, Inc.


Mark Sauer, AICP
Project Manager


Dustin Wolff, AICP
Department Manager, Community Planning



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EXPERIENCE AND TECHNICAL COMPETENCE

COMPANY PROFILE — HISTORY AND QUALIFICATIONS



ABOUT MEAD & HUNT

Mead & Hunt, Inc. is an employee-owned architectural and engineering firm with over 1,300 professional, technical, and support staff in more than 40 offices nationwide. We have been serving clients in both the public and private sectors since our founding in 1900. At Mead & Hunt, we are empowered to: **take care of people, do the right thing, and do what makes sense.** We believe that our company and our world are made better when we put people first. This includes our clients, our employees, and our communities. This mindset has allowed us to successfully serve our communities for over a century.

RESPONSIVE

Effective and responsive service is what we do best. Strong two-way communication is imperative to the success of our projects and we place the utmost importance on listening to and understanding our clients' needs. Together we determine the best possible solution in the most expeditious fashion. The depth of our staff allows us to complete many projects simultaneously and keep projects on schedule and budget.



EXPERIENCED

Our record of successful project execution and ability to provide continuity and quality of service is important. Our multi-discipline teams provide top-of-the-line architecture, engineering, and scientific solutions for the most challenging projects. Mead & Hunt's principals are highly qualified, dedicated, and fully involved in providing experienced leadership in undertaking any project.



LOCAL TO ELM GROVE
OUR WAUWATOSA
OFFICE IS ONLY



1 mile
AWAY

 Engineering	 Construction	<h1>#83</h1> <p>Top 500 Design Firms By Engineering News-Record</p>
 Architecture	 Planning	
<h1>1300</h1> <p>Employees</p>		 Employee Owned



We recognize that while many communities face similar challenges, each is truly unique. Mead & Hunt believes there is no “one-size-fits-all” approach to community projects. **Our experienced planning staff focuses on the needs of each individual client.** We will work alongside Village staff to create a distinctive action plan to address your specific issues and concerns. We match design and planning solutions with implementation measures, from zoning and municipal code updates, to marketing plans and accompanying materials, to funding through tax increment financing or available public funding programs.

We customize our approach, develop innovative solutions, and build lasting relationships in the process. **We work side by side with stakeholders and decision-makers and encourage community participation.** In the end, your success is our success. Mead & Hunt offers the resources of a large company with the customized services and personal attention provided by a small, dedicated staff. Our knowledgeable land use planning staff has both technical expertise and professional experience. We can also reach out to colleagues with a range of complementary skills, including municipal services, water resources, historic preservation, traffic engineering, and roadway design. Our design team creates clear, attractive graphics to support your message. The result is a creative and comprehensive solution to your community’s unique needs. Our staff works closely with your community and stakeholders to identify places critical to meet conservation and outdoor recreation needs.

Since 2004, Mead & Hunt has been providing a variety of professional planning services to a number of communities. Our planning services include:

- Being the day-to-day planner
- Drafting multiple park and open space plans
- Village-wide comprehensive plans
- Detailed land use and development plans

We develop the Smart Growth Comprehensive Plans within communities to highlight bicycle and pedestrian mobility needs, as well as prioritize park and open space preservation. We focus on enhancing the community quality of life for residents, ranging from developing park and recreation facilities to preserving the community values.

COMMUNITY PLANNING SERVICES OFFERED

	Zoning ordinances
	Downtown and economic development
	Parks and recreation plans
	Land use studies
	Community involvement and education
	Comprehensive Smart Growth Planning
	Design guidelines
	Public participation facilitation
	Project management
	Grant writing
	Tax Increment Financing
	Strategic planning
	Capital improvement plans
	Form based codes



CONSTRUCTION DOCUMENT EXAMPLE

Our roots in infrastructure services combined with a commitment to meeting your evolving needs make Mead & Hunt a smart decision for your community. Our engineers and planners look to the future, providing the industry with innovative design and preservation strategies for tomorrow's challenges. We can help you plan and identify funding alternatives as well as provide constituent communications to boost community support. We continue our dedication through construction administration, providing overall cost-effective and sustainable solutions from start to finish. Your community will enjoy the benefits for years to come.

MEAD & HUNT TEAM HIGHLIGHTS

- Our team brings decades of experience with similar projects both locally and nationally.
- Many of our team members are local and know the area well.
- Our staff will leverage knowledge from years of local service and lessons learned from previous work on similar projects to achieve the Village's satisfaction throughout the duration of the projects.

MEAD & HUNT



UNDERSTANDING | PRESENCE | EXPERIENCE



OUTSTANDING PARTNERS

"Mead & Hunt has provided professional municipal engineering services to the Town of Ledgeview for many years. They have been a great partner, collaborating with us on every project and process and delivering high quality projects every time. Mead & Hunt is a firm we can rely on."

*Sarah Burdette, Clerk/Administrator
Town of Ledgeview*

"Mead & Hunt has been an excellent, creative resource for the Village of Waterford on our park project. We are finally under construction after a long process of decision making, approvals, and changes. Mead & Hunt has guided us through all of these issues and along every step of the process. They have been very knowledgeable, professional, and extremely responsive."

*Mike Sponholtz, Parks and Facilities Supervisor
Village of Waterford*

DISCIPLINES PROVIDED

ARCHITECTURE AND BUILDING ENGINEERING

- Administrative facilities
- Police, fire, and EMS facilities
- Vehicle maintenance facilities
- Park and recreational facilities
- Interior design and space planning
- HVAC, lighting, and plumbing
- Fire and security protection
- Energy analysis



COMMUNICATIONS

- Agency coordination
- Public information meetings
- Public and media relations
- Promotional materials
- Website development

CONSTRUCTION

- Construction surveys
- Construction engineering
- Materials and soils testing
- Construction administration



DEVELOPMENT

- Industrial parks
- Residential subdivisions
- Parks and recreational facilities
- Business and commercial

DRINKING WATER

- Supply development
- Treatment
- Storage facilities
- Distribution system design
- Distribution system analysis
- Hydraulic modeling

ENVIRONMENTAL

- Wetlands mitigation design
- Species inventory
- Habitat assessment
- Water quality sampling
- Lake and stream management plans
- Avian, aquatic, and terrestrial studies
- Environmental impact studies



HISTORIC PRESERVATION

- Section 106 compliance
- Cultural resource surveys
- National Register Nominations
- Interpretive brochures
- Planning and management
- Design guidelines

MAPPING AND SURVEYING

- Geographic Information Systems (GIS)
- Image Processing System
- Digitized maps
- GPS surveys
- Topographic surveys
- Platting
- Subdivision layouts
- Alignment and construction surveys

STORMWATER

- Detention basin design
- Storm sewer design
- Stormwater master plans
- Flood studies
- Stormwater permits (municipal, industrial, and construction)
- Erosion control plans
- Stormwater ordinances
- Stormwater utility formation
- Hydraulic modeling

TRANSPORTATION

- Airports
- Urban streets and highways
- Bridges
- Bike and pedestrian paths
- Traffic impact studies
- School safety studies
- Corridor studies
- Noise abatement studies
- Parking lots
- Transportation planning



URBAN PLANNING AND LANDSCAPE ARCHITECTURE

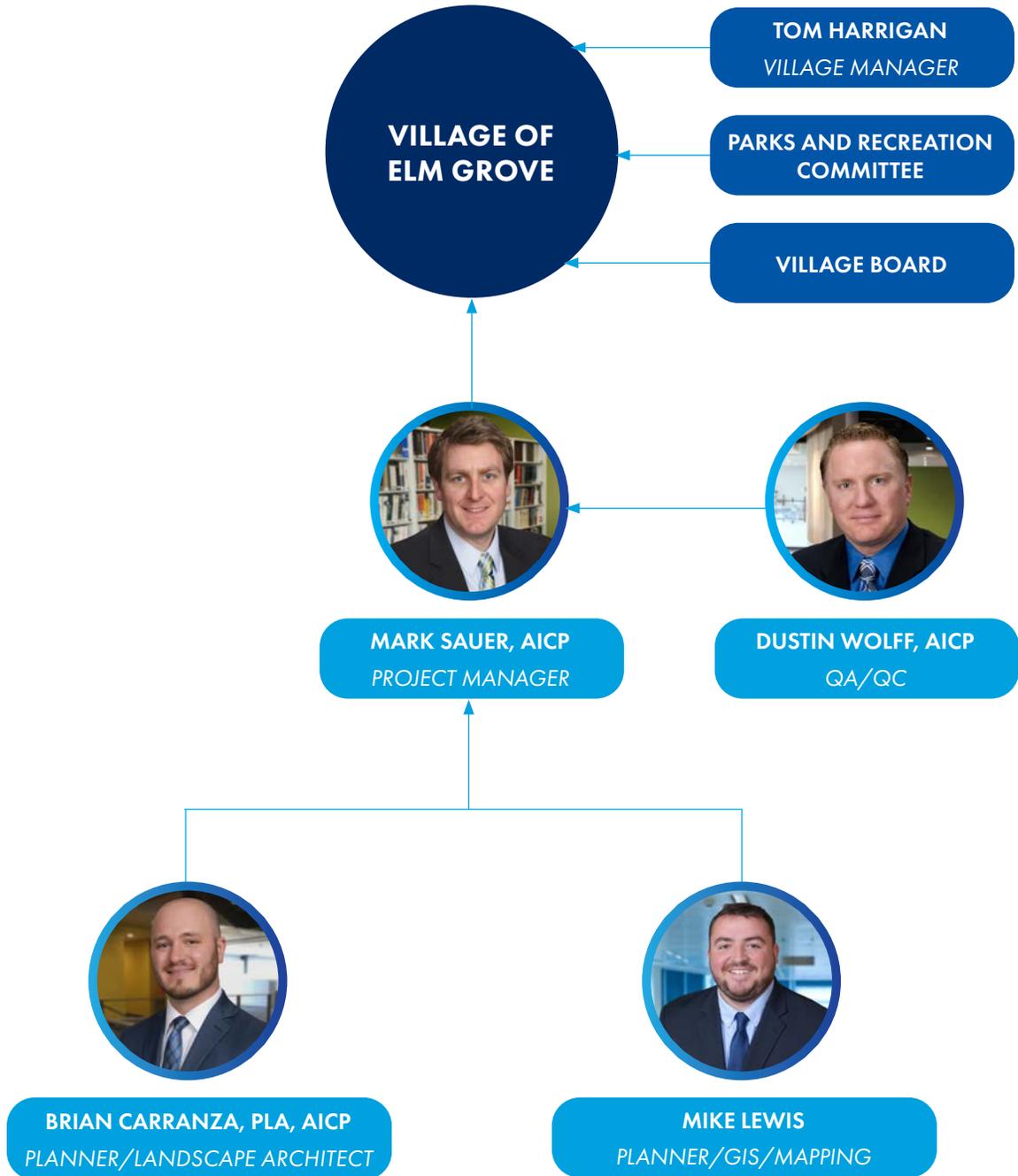
- Urban plans
- Facilities and site planning
- Plaza and recreational facilities
- Landscape design
- Industrial parks and residential subdivisions
- Downtown redevelopment
- Park and recreational plans
- Zoning and land use controls
- Grant and loan applications

WASTEWATER

- Collection system design
- Collection system analysis
- Treatment
- Pumping systems
- Sludge handling
- Disinfection
- Hydraulic modeling
- Facilities plans



EXPERIENCE OF PROJECT STAFF





Mark Sauer, AICP

PROJECT MANAGER

Areas of Expertise

- Park planning and design
- Comprehensive Smart Growth planning
- Land and site planning
- Urban design
- Land division and zoning change procedures
- Zoning code and policy analysis
- Presentation graphics
- Public involvement
- NCI Charrette System Training
- NEPA documentation
- Environmental Permitting
- Construction documentation
- Transportation corridor studies
- Grant applications
- Section 4(f)

Education

- Master of Urban Planning, University of Wisconsin – Milwaukee
- Bachelor of Urban Planning, University of Cincinnati

Registration

- American Institute of Certified Planners (AICP)

Years of Experience

- 13

Mark is a certified professional urban planner specializing in physical planning and urban and landscape design, including tree species selection; urban, pocket, and neighborhood park design; and hardscape treatments. Mark balances graphic design, open communication, and sound research to provide context-sensitive solutions. Mark's approach combines his creative background and understanding of municipal regulations to prepare community sensitive solutions developing public consensus. Mark has first-hand experience in comprehensive, sub-area, and land/site planning; architectural package submittals; construction documentation; land division and zoning change procedures; public involvement; urban design; and visualizations.

RELATED PROJECTS

Comprehensive Outdoor Recreation Plan, City of De Pere – De Pere, Wisconsin

Project Manager. To ensure the open space, parks, recreation, and trail system meet the current and future needs of residents, the City collaborated with Mead & Hunt to update its Comprehensive Outdoor Recreation Plan (CORP). Public engagement was at the heart of the successful project. The CORP update process began with an online survey advertised at the City's largest community event, through local businesses, and online through social media platforms. Mead & Hunt then solicited key issues by engaging stakeholders to develop a list of programs, projects, and policies to guide the next decade of De Pere outdoor recreation. Using this information, Mead & Hunt developed recommended improvements to existing park facilities and created new parks to meet the City's growing needs. These recommendations were categorized by priority and assigned an estimated cost.

Park & Recreation Plan 2019 – 2024, Town of Ledgeview – Ledgeview, Wisconsin

Principal Author. The Town hired Mead & Hunt to prepare the Park & Recreation Plan 2019 – 2024. This plan views outdoor park and recreation facilities as part of a system serving diverse functions for all members of the community. Since adoption of the Plan, the Town has been able to acquire 54 acres of natural area as dedicated land for new development; implemented Ledgeview Loop Bicycle Routes; Ledgeview Golf Course for winter fat bike and cross-country skiing use; implemented a Public Land Demarcation Plan on parks and public lands; enacted an Urban Forestry Ordinance; painted on-street bicycle lanes on major routes; constructed turf baseball fields at Scray Hill Park; implemented Public Art recommendations; and partnered with the regional utility company to implement pollinator habitat (gardens).

2019 Comprehensive Outdoor Recreation Plan Update, City of Lake Mills – Lake Mills, Wisconsin

Planner. The City retained Mead & Hunt to update the previously authored CORP. The plan envisions a connected system of parks, open spaces, and trails that connect the City's residents to their natural and cultural resources. Mead & Hunt performed an existing facility and parkland inventory, analyzed changes in community recreational needs based on both geographic and demographic analysis. Mead & Hunt worked with City staff and Parks Board members to develop a set of goals and recommendations for improving the City's park system and established an implementation plan. To be eligible for Local, State, and Federal parks and recreation grants, Mead & Hunt guided the City through WDNR CORP certification.

MARK SAUER CONTINUED**SIMILAR EXPERIENCE**

- Comprehensive Plan Rewrite, Sterling, Illinois. Planner/Lead Author
- Current Planning Services, City of Lake Mills, Wisconsin. Planner
- Current Planning Services, Town of Ledgeview, Wisconsin. Planner
- Current Planning Services, Town of Burke, Wisconsin. Planner
- Two-Dollar and Zelten Family Parks, Town of Ledgeview, Wisconsin. Planner
- Central Memorial Park, City of Sterling, Illinois. Designer
- Comprehensive Plan Rewrite, City of Sterling, Illinois. Planner/Lead Author
- Ten Club Park Design and Construction, Village of Waterford, Wisconsin. Planner
- Sterling Outdoor Public Market, City of Sterling, Illinois. Designer
- West Side Park Development Plan, City of Evansville, Wisconsin. Landscape Designer
- Sandy Beach Redevelopment, City of Lake Mills, Wisconsin. Planner
- McFarland Disc Golf Course, Concept to Construction, Village of McFarland, Wisconsin. Planner
- Ontario International Airport Highest and Best Land Use Study, Ontario, California. Principal Planner
- West Side Park Redevelopment, City of Evansville, Wisconsin. Planner
- Community Identity Community Sponsorship Guides, Wayfinding, and Branding Implementation, Town of Ledgeview, Wisconsin. Urban Designer
- Scray Hill Park Addition, Town of Ledgeview, Wisconsin. Planner
- Platt Park Design Concepts, City of Sterling, Illinois. Planner
- Riverfront Park Master Plan and Cost Estimates, City of Sterling, Illinois. Planner
- Park Impact Fee Study, City of Lake Mills, Wisconsin. Planner
- Comprehensive Plan Update, Town of Green Bay, Wisconsin. Principal Author
- Pocket Park Planning, City of Norway, Michigan. Planner



Brian Carranza, PLA, AICP

PLANNER

Areas of Expertise

- Urban and regional planning
- Urban design
- Economic development
- Landscape architecture
- Transportation planning
- Environmental planning

Education

- MA, Community Planning and Economic Development, Penn State University
- BS, Landscape Architecture, University of Wisconsin – Madison

Registration

- American Institute of Certified Planners (AICP)
- American Society of Landscape Architects (ASLA)
- Licensed Landscape Architect (867-14)

Years of Experience

- Eight

Brian is a multi-disciplinary professional that has developed in-depth knowledge of urban design, landscape architecture, park system planning, transportation network design, and the public participation process. Brian has experience designing parks and recreation facilities that range from community-scale gathering spaces to district gateways and activity nodes. He also assists in development review, comprehensive and sub-area planning, and construction documentation for several municipalities. He is proficient in a wide array of software packages, including ESRI GIS, Adobe Creative Suite, Google Sketchup, and Civil 3D.

RELATED PROJECTS

Comprehensive Outdoor Recreation Plan, City of De Pere – De Pere, Wisconsin

Lead Author/Planner. To ensure the open space, parks, recreation, and trail system meet the current and future needs of residents, the City collaborated with Mead & Hunt to update its Comprehensive Outdoor Recreation Plan (CORP). Public engagement was at the heart of the successful project. The CORP update process began with an online survey advertised at the City's largest community event, through local businesses, and online through social media platforms. Mead & Hunt then solicited key issues by engaging stakeholders to develop a list of programs, projects, and policies to guide the next decade of De Pere outdoor recreation. Using this information, Mead & Hunt developed recommended improvements to existing park facilities and created new parks to meet the City's growing needs. These recommendations were categorized by priority and assigned an estimated cost.

Comprehensive Outdoor Recreation Plan Update, City of Lake Mills – Lake Mills, Wisconsin

Author/Planner. The City of Lake Mills is a growing City of 6,000 in south central Wisconsin. Its parks and recreational areas are critical to its small-town character and quality of life. In a commitment to providing for the recreational needs of their current and future residents, the City retained Mead & Hunt to update the previously authored CORP. The plan envisions a connected system of parks, open spaces, and trails that connect the City's residents to their natural and cultural resources.

Brian was the lead author and planner for the project and performed an existing facility and parkland inventory, and analyzed changes in community recreational needs based on both geographic and demographic analysis. Mead & Hunt then worked with City staff and Parks Board members to develop a set of goals and recommendations for improving the City's park system and established an implementation plan. To be eligible for Local, State, and Federal parks and recreation grants, Mead & Hunt guided the City through WDNR CORP certification.



Dustin Wolff, AICP

QA/QC

Areas of Expertise

- Community planning and regulations
- Comprehensive Smart Growth planning
- Economic development and redevelopment
- Public participation facilitation
- Park and open space planning
- Conservation planning
- Project management
- Impact fee studies
- TIF project planning
- Plan graphics
- Grant writing

Education

- Master of Urban Planning, University of Wisconsin – Milwaukee
- BA, History, University of Wisconsin – Milwaukee

Registration

- American Institute of Certified Planners (AICP)

Years of Experience

- 26

Dustin has more than 20 years of experience in urban and regional planning for municipalities, counties, and state agencies. He is a results-oriented, hands-on professional with extensive experience in many aspects of community planning, including comprehensive planning; conservation development; economic development and redevelopment; park and open space planning; zoning; current planning development review; and project management. Dustin has successfully completed numerous projects with more than 50 different municipalities and agencies in Wisconsin and Illinois. He has a proven track record for project management, client satisfaction, public participation, consensus building, and the creation of unique and implementable products.

RELATED PROJECTS

Comprehensive Outdoor Recreation Plan, Town of Ledgeview – Ledgeview, Wisconsin

Project Manager. The plan update focuses on strategic recommendations for trail and recreational access improvements intertwined within the significant growth expected over the five-year horizon.

Plan Development for Community Recreational Use, Various Communities – Various Wisconsin Locations

These projects were completed while Dustin was employed with another firm. Dustin prepared plans for the following parks and recreational use projects: City of Delavan CORP, City of Greenfield CORP, City of Greenfield Bicycle and Pedestrian Plan, Village of Paddock Lake CORP, Village of Grafton CORP, City of Muskego Conservation Plan and City of Muskego CORP.

Planning Services, Town of Ledgeview – Ledgeview, Wisconsin

Community Planner. Dustin serves as the day-to-day community planner providing ongoing development review services. This includes attending meetings, preparing and presenting reports and recommendations on development proposals, providing zoning enforcement, supporting the Board of Appeals, meeting with developers and staff, preparing amendments to plans and ordinances and technical advice.

PROJECT EXPERIENCE

Comprehensive Plans

Dustin prepared comprehensive plans for the following clients:

- City of Baraboo, WI
- City of Beaver Dam, WI
- City of Sterling, IL
- City of Greenfield, WI
- City of Muskego, WI
- Village of East Troy, WI
- Village of Endeavor, WI
- Village of Oxford, WI
- Town of Harris, WI
- Town of Oxford, WI
- Town of Moundville, WI
- Town of Nepeuskun, WI
- Town of Packwaukee, WI
- Town of Burke, WI
- Town of Ledgeview, WI

Comprehensive Outdoor Recreation Plans

Dustin prepared comprehensive outdoor recreation plans for the following clients:

- Town of Ledgeview, WI
- Village of Grafton, WI



Mike Lewis

PLANNER/GIS/MAPPING

Areas of Expertise

- GIS
- Comprehensive plans
- Data management

Education

- Master of Urban Planning, University of Wisconsin – Milwaukee
- BS, Environmental Geography, University of Wisconsin – Eau Claire

Memberships

- American Planning Association (APA)

Years of Experience

- Five

Mike is an urban planner/ GIS specialist with hands-on experience with community planning and GIS mapping for client municipalities. He has five years of experience with Geographical Information Systems (GIS) using ERSI and online programs, including ArcMap, ArcGIS Online, and QGIS. Mike has experience producing both static maps as well as interactive, web-based mapping tools. Additionally, he has three years of experience with long-range planning documents such as Comprehensive Plans, zoning codes, ordinances, and permits. He is also experienced with data analysis, pedestrian and bicycle planning, and land use planning.

RELATED PROJECTS

2040 Comprehensive Plan, City of Lake Mills – Lake Mills, Wisconsin

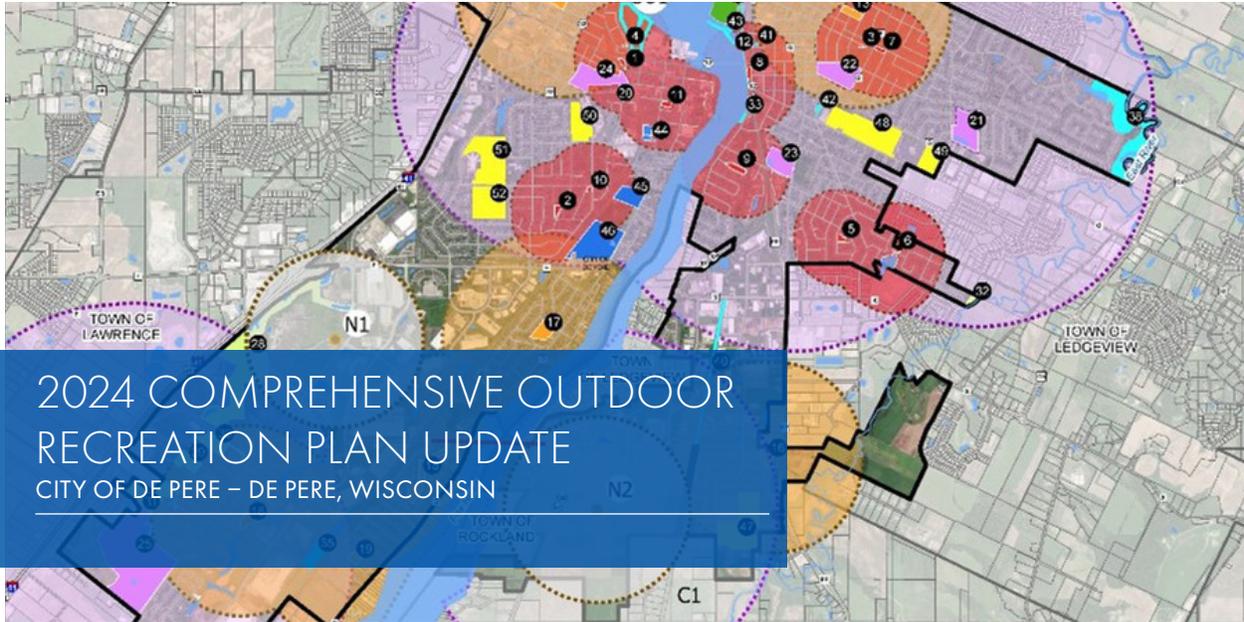
GIS/Mapping. Nestled on the eastern shore of Rock Lake in northwestern Jefferson County, Wisconsin, the City of Lake Mills is a charming community that beautifully blends natural beauty, agricultural and manufacturing legacy, and regional economic access within a Norman Rockwellesque historic setting. This affords Lake Mills a unique sense of place and lends to its desirability as a place to live, work, start a business, and recreate.

Mead & Hunt spearheaded the Comprehensive Plan Update, centering it around public involvement to ensure it reflected the community's shared vision for the future. Collaborating closely with the City's staff and advisory boards throughout the process ensured institutional knowledge drove policy and goal creation for the plan. Mike led the mapping update initiative including mapping topics of existing land use, future land use, utilities and community facilities, bicycle and pedestrian facilities, and more.

2023 Comprehensive Plan Update, Town of Burke – Dane County, Wisconsin

GIS/Mapping. The Town of Burke, a municipality of 3,000, is located between the City of Madison and City of Sun Prairie in Central Dane County. This comprehensive plan is an update to the Town's 2013 Comprehensive Plan and supplements a 2007 Cooperative Plan between the City of Madison, City of Sun Prairie, and Village of DeForest. The Plan is helping the Town's elected officials make decisions that reflect the short- and long-term wishes of the community. It prioritizes the Town's human and financial resources to ensure the necessary public infrastructure and amenities needed to maintain a high quality of life. Mike led the mapping initiative including mapping topics of existing land use, future land use, jurisdictional boundaries, planned transportation facilities, and more.

SIMILAR EXPERIENCE



View plan here!

The City of De Pere, located on the Fox River in central Wisconsin, is home to approximately 25,000 residents. The City's natural areas are vital to quality of life in De Pere and a principal reason people call it home. To ensure the open space, parks, recreation, and trail system meet the current and future needs of residents, the City collaborated with Mead & Hunt to update its Comprehensive Outdoor Recreation Plan (CORP). The plan envisions an interconnected system of parks, open spaces, and trails that link residents with the surrounding natural and cultural assets.

Public engagement was at the heart of the successful project. The City's CORP update process began with an online survey advertised at the City's largest community event, through local businesses, and online through social media platforms. Mead & Hunt then solicited key issues by engaging stakeholders to develop a list of programs, projects, and policies to guide the next decade of De Pere outdoor recreation.

Using this information, Mead & Hunt developed recommended improvements to existing park facilities and created new parks to meet the City's growing needs. These recommendations were categorized by priority and assigned an estimated cost. This implementation plan assists City leaders in planning, implementation, and budgeting efforts. To support funding of the City's parks and recreation projects, the plan was developed to meet specific certification requirements ensuring that the City remains eligible for State of Wisconsin grant programs.

CONTACT: City of De Pere | 335 South Broadway, De Pere, WI 54115
Marty Kosobucki, Parks Director | 920-339-4065 | mkosobucki@deperewi.gov



2019 COMPREHENSIVE OUTDOOR
RECREATION PLAN UPDATE
CITY OF LAKE MILLS – LAKE MILLS, WISCONSIN



The City of Lake Mills is a growing City of 6,000 in south central Wisconsin. Its parks and recreational areas are critical to its small-town character and quality of life. In a commitment to providing for the recreational needs of their current and future residents, the City retained Mead & Hunt to update the previously authored CORP. The plan envisions a connected system of parks, open spaces, and trails that connect the City's residents to their natural and cultural resources.

Mead & Hunt performed an existing facility and parkland inventory, analyzed changes in community recreational needs based on geographic and demographic analysis. Mead & Hunt then worked with City staff and Parks Board members to develop goals and recommendations for improving the City's park system and established an implementation plan. To be eligible for Local, State, and Federal parks and recreation grants, Mead & Hunt guided the City through WDNR CORP certification.



Located on the Niagara Escarpment in central Brown County, Ledgeview was founded as an agricultural community but has cultivated a reputation for strong municipal services, million-dollar views, and outstanding natural amenities. Significant growth over the past two decades has more than quadrupled the Town’s population, increasing the need for services and facilities to keep pace with growth and changing demands. The Town has planned for development in a controlled, orderly, and predictable manner that will enhance its ability to retain the qualities that define its character, avoid land use conflicts, provide housing and appropriate employment opportunities, and protect its natural, cultural, and agricultural resources.

The Town of Ledgeview Park & Recreation Plan 2019 – 2024 (2019 Plan) views outdoor park and recreation facilities as part of a system serving diverse functions for all members of the community. A park is not a single-use facility serving only limited groups in the community. Rather, it provides diverse outdoor recreational opportunities for all ages and all social groups. In viewing the parks as part of a system, such issues as access, neighborhood aesthetics, and multiple use of environmental resources become elements of park planning and community quality of life.

2019-2024 Park & Recreation Plan Implemented

Under the guidance of its Park & Recreation Director and action by the Park, Recreation, and Forestry Committee, many recommendations of the 2019 Plan (some of which were carry overs from the 2015 Plan) continue to be implemented. This has allowed the Town to achieve the following since adoption of the 2019 Plan.

Continued next page

PARK AND RECREATION PLAN 2019-2024 CONTINUED TOWN OF LEDGEVIEW – LEDGEVIEW, WISCONSIN



- 54 acres of natural area has been acquired as land dedication with new development.
- The Town has implemented all its Ledgeview Loop Bicycle Routes.
- The Ledgeview Golf Course has been programmed for winter fat bike and cross-country skiing use.
- Approved and is implementing a Public Land Demarcation Plan on parks and public lands.
- Enacted an Urban Forestry Ordinance.
- Acted to begin painting on-street bicycle lanes on major routes defined in the CORP and Bike/Ped Plan.
- Completed the construction of turf baseball fields at Scray Hill Park in partnership with De Pere Baseball.
- Implemented Public Art recommendations including new banner signs and recreational trail painting.
- Partnered with the regional utility company to implement pollinator habitat (gardens) along the major utility corridor through the Town.

All this has been achieved in less than two years and through a pandemic. While this speaks to the value of the Plan, it speaks more so to the Town's fantastic leadership to realize what implementation would mean to sustain the Town's exceptional quality of life.



TEN CLUB PARK DESIGN AND CONSTRUCTION

VILLAGE OF WATERFORD – WATERFORD, WISCONSIN



Mead & Hunt was hired to guide the Village through the design of a six-acre public park along the Fox River. The site is centered on a new park shelter and skating rink, which are elevated to overlook the river, the new path, and a new, innovative play stream. The play stream concept is a linear splash pad that winds through vegetation and hardscaping to provide an immersive and educational water activity. Its unique design requires no drains as bioswales are used to filter the water before returning it to the River. The design also includes a 50-foot by 100-foot ice skating rink. This complementary programming offers use of the park throughout the year.



Other design features placed throughout the park include a half-mile multi-use trail, a beer garden, swing benches, a formal lawn and event space, a fire ring, decorative pavement designed to mimic the ebb and flow of the river, and bioswales to filter stormwater.

Mead & Hunt also performed a flood study to support the new park design as well as an innovative shelter with a roof deck and sledding hill off the back.



The City of Sterling is a community of 15,000 located on the Rock River in northwest Illinois. Mead & Hunt—in partnership with Schaefer Land Design—was asked to assist the City with redesign of Platt Park to provide additional active recreation facilities to increase community usage. This 8.9-acre park is an anchor to the neighborhood, and provides the main home field for the local competitive youth baseball program.

The park is primarily used as the home diamond for the Sterling Sharks youth baseball program. The park also contained a playground and underutilized tennis courts. There was an approximately 2.5-acre area that was undeveloped and unprogrammed; the park lacked pedestrian connections to the neighborhood and nearby schools; and the parking area had limited accessibility through the neighborhood.

The Mead & Hunt project team focused on enhancing active recreation opportunities, reprogramming underutilized areas of the park, and improving pedestrian and vehicle access in a series of design alternatives. The team:

- Created a designated area to accommodate BMX pump track; highly desired facility as identified by stakeholder groups.
- Developed over one-half-mile of internal walking paths that circle through the park, defined areas for various activities, and provided multiple connections to surrounding blocks.
- Designed a new facility housing restrooms, concessions, and a covered picnic area to serve the youth baseball program.
- Added additional parking areas with convenient access to local roads and specific recreation facilities.
- Converted the tennis courts to futsal soccer courts to meet the growing need of the largest youth participation sport in the U.S.
- Added a sand volleyball court to meet the needs identified in a community park facility survey.

Cost estimates and a phasing strategy were also provided for capital improvement programming and budgeting.



COMMONS PARK

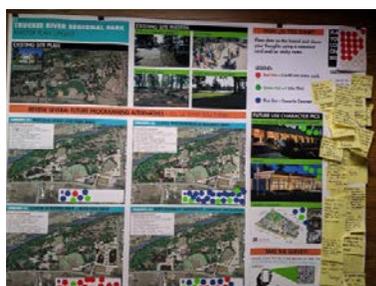
CITY OF LAKE MILLS – LAKE MILLS, WISCONSIN



Commons Park is a 3.7-acre triangular park located in the center of Lake Mills, Wisconsin. It is a critical community resource serving very different functions depending on need. At times it functions as a neighborhood park, other times a community park. Yet its most important role is as a Downtown square and public gathering space.

In the summer of 2019, the City retained Mead & Hunt to develop a master plan refreshing existing park programming by developing a more efficient and complementary layout as well as adding desired park programming. After site visits to collect data and to observe users within the park, an inventory and analysis was performed, and Mead & Hunt met with City staff and the City's Parks and Recreation Board to incorporate community stakeholder input, provide an overview of benefits and constraints, and develop project goals.

Conceptual alternatives graphically illustrating possible project outcomes were created. Each concept was grounded in central priorities for the park found during inventory and analysis, and from objectives identified in the City's Comprehensive Outdoor Recreation Plan (CORP). These included adopting universally accessible design principles and fostering productive and flexible space rather than programming for a specific recreational use.



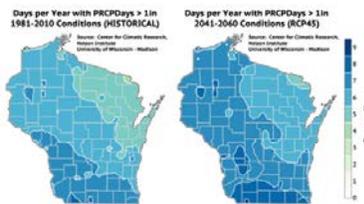
To make coordinated land use decisions consistent with a long-range plan, the Truckee-Donnor Recreation and Park District (TDRPD) hired Mead & Hunt to prepare a Master Plan for Truckee River Regional Park (TRRP). TRRP is a recreation-based community park uniquely situated on the steep banks of the Truckee River in Truckee, California. There are exciting opportunities for active and passive recreation throughout the park, allowing visitors to immerse themselves in a scenic landscape minutes from Historic Downtown Truckee. The park is regionally important because it provides a gathering place for all things Truckee. The Master Plan provides the TDRPD with a strategy to enhance the developed areas of the park while protecting its natural features for the future enjoyment of all regional residents and visitors. Soliciting feedback and input from the public was an important component of the master plan process. This was done at strategic events at TRRP and off-site as well as through a month-long online survey. Responses from this survey were analyzed and considered in deriving the final, preferred master plan. The final product included a comprehensive park inventory and analysis of natural features, ownership and lease agreements, and an action plan to implement immediate, short, and long-term goals. Working with community leaders and staff, Mead & Hunt was able to complete this process in approximately seven months.

CONTACT: Truckee-Donnor Recreation and Park District | 210981 Truckee Way, Truckee, CA 96161
 Sven Leff, Regional Superintendent | 530-582-7724 | sven@tdrpd.org



CLIMATE RESILIENCY PLAN FOR GRANT PARK

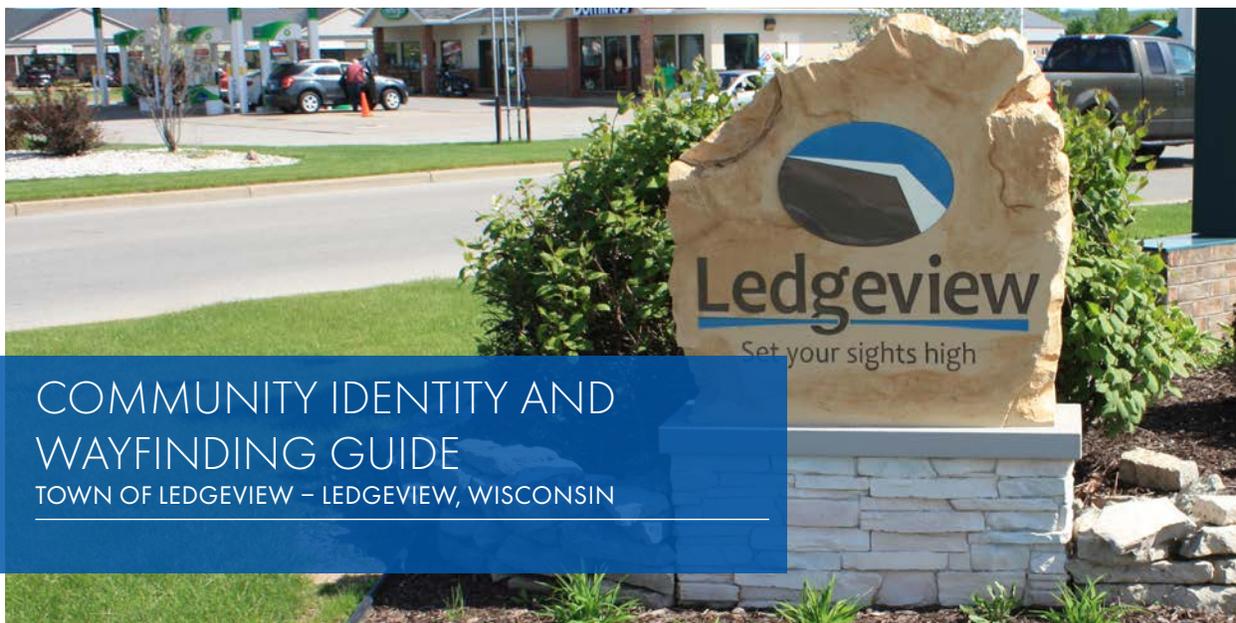
MILWAUKEE COUNTY PARKS –
MILWAUKEE COUNTY, WISCONSIN



Mead & Hunt was hired to guide Milwaukee County Parks through a high-level planning process to identify environmental risks, impacts, and potential resiliency solutions for Grant Park. A sizable portion of the Plan's content is based on climate projections and data from historic events in the area. Although it is important to consider strategies to abate emissions that drive climate change, this Plan focuses on anticipating and adapting to the changing climate.



The purpose of this Resiliency Plan is to provide an overview of potential climate impacts and recommended solutions for Grant Park in South Milwaukee, Wisconsin. A substantial amount of the information in this plan can be applied to other parks in Milwaukee County and Wisconsin. There is some analysis specific to Grant Park (e.g., bluff erosion), but much of the available data reflects regional history, trends, and projections. The Resiliency Plan supports Milwaukee County Parks' mission to "steward a thriving park system that positively impacts every Milwaukee County Park visitor," by increasing overall resilience to ensure that Grant Park will continue to have a positive impact on the community and visitors now and into the future.



COMMUNITY IDENTITY AND WAYFINDING GUIDE

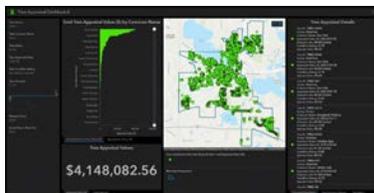
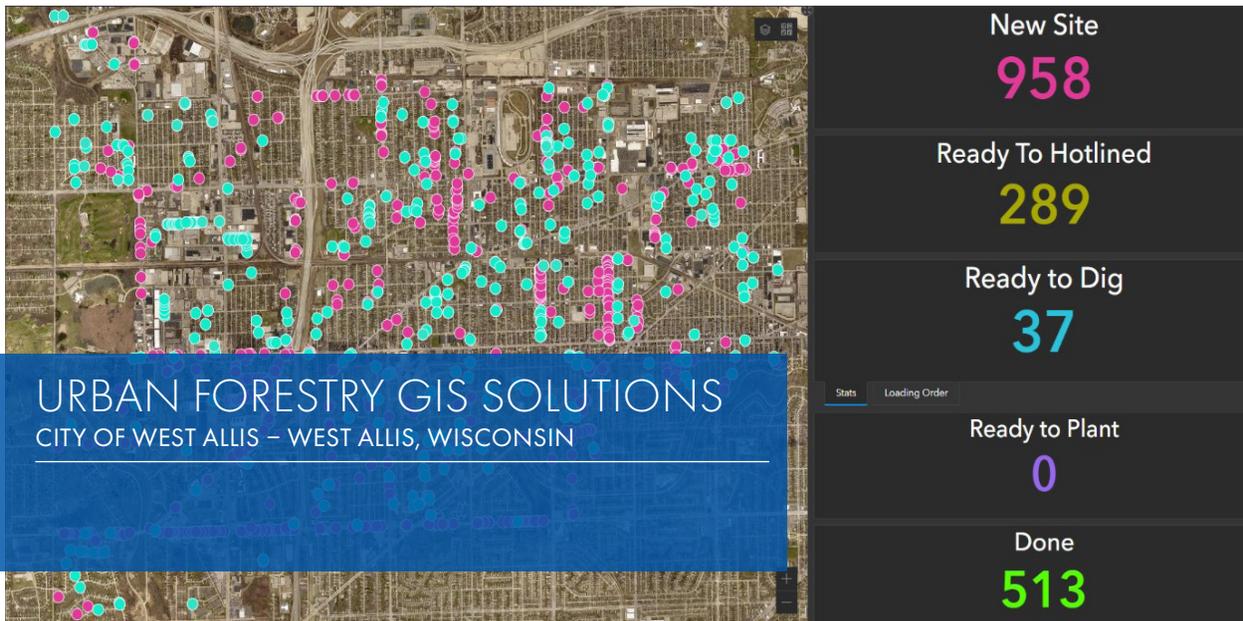
TOWN OF LEDGEVIEW – LEDGEVIEW, WISCONSIN



Good signage should be informative and attractive without diminishing the visual qualities of the land and surroundings. Moreover, a town brand that includes logos, signage, information kiosks, banners, and other elements, should be cohesive and consistent. The easier it is for visitors to find attractions and amenities, the longer they will stay and the more they will spend.

Over the course of time, Ledgeview has implemented a number of signage upgrades and streetscape improvements. The town has also added several parks and acquired public lands for the enjoyment of residents and visitors and the preservation of its character. However, the design aesthetic of the upgrades and improvements has not been consistent. The result is a patchwork of signage and an unclear sense of where Ledgeview ends and begins. In the case of public lands, the lack of demarcation has contributed to underuse and lack of maintenance. This presents the Town with the challenge of improving the sense of place to make it easier for residents and visitors to experience the highest quality of life that the Town of Ledgeview has to offer.

Working with the Beautification Committee and Park, Recreation, & Forestry Committee, Mead & Hunt developed a Community Identity Guide to guide the implementation of a consistent and cohesive signage and identification system in the Town. It is not exclusively a wayfinding plan, or branding. Rather, this document provides brand elements for the design and installation of signage to assist the Town in identifying, maintaining and meeting public expectations for lands under its control.



The City of West Allis aimed to maximize its utilization of ArcGIS Online and streamline their Forestry data collection processes. To this end, they partnered with Mead & Hunt to develop a comprehensive solution centered on ArcGIS Online. The City previously maintained a tree inventory on the platform but lacked the means to track maintenance and inspection activities, which were recorded in a separate Access Database.

Under the guidance of the City's GIS Administrator and Forestry and Grounds Specialists, Mead & Hunt created a digital workflow that allowed for tracking trees and their related inspection and maintenance activities in one place. The previous data management practices were transformed into a format that was compatible with the existing tree inventory and a mobile map was configured using Field Maps for ArcGIS for field workers. Additionally, dashboards were set up to monitor tree-specific workflows, such as planting, pruning, and removal.

Thanks to the new mobile data collection and tracking capabilities provided by Field Maps and Dashboards for ArcGIS, the City has seen significant improvements in their daily operations.



PARKS, RECREATION, & FORESTRY OPERATIONS AND MAINTENANCE EVALUATION

CITY OF DE PERE – DE PERE, WISCONSIN

2. Operating Expenditure:

In the 2023 City of De Pere operating budget for Culture, Education, and Recreation, a total of \$2,985,948 has been allocated. This represents a notable 10% increase from the previous year (2022). When compared to its peers in the 2023 NRPA benchmark, the city falls just below the median expenditure of \$3,255,771. See Figure 3.

When comparing operating expenditure to the per acre of Park and Non-Park sites within the park system, the city allocates approximately \$6,700 per acre of park annually. In reference to the 2023 NRPA benchmark, this figure falls roughly midway between the lower quartile (\$4,250) and the median quartile (\$8,106) expenditures.

3. Population Density:

The City of De Pere encompasses approximately 12.8 square miles and is home to a population of 25,361, as reported by the 2022 American Community Survey Estimate. This translates to a population density of around 2,000 residents per square mile. Generally, higher population density correlates with higher expenditures per acre of parkland.

According to the 2023 NRPA benchmark, agencies serving populations of 500 persons per square mile allocate approximately \$4,359 per acre of parkland, while those in denser areas with 2,500 residents per square mile spend \$13,048 per acre. In contrast, the city spends approximately \$8,106 per acre of parkland, falling closer to the higher-density category.

NRPA Comparison Summary

In summary, the 2023 NRPA benchmark reveals that the city employs significantly fewer Full-Time Equivalents (FTEs) than its peers, with operating expenditures just below the median. Despite this, the city manages a park system with acreage in the upper quartile in comparison with its peers.

It is also important to note that the scope of services provided by Parks, Recreation, and Forestry departments can vary, but traditionally, street tree maintenance is the responsibility of streets or public works departments. Notably, the city manages a

ACRES OF PARKLAND PER 1,000 RESIDENTS (BY JURISDICTION POPULATION)

Agency	2022-23	2023-24	2024-25	2025-26
De Pere	1.1	1.1	1.1	1.1
Median	1.2	1.2	1.2	1.2
Q1	1.0	1.0	1.0	1.0
Q3	1.4	1.4	1.4	1.4

ANNUAL OPERATING EXPENDITURES (BY JURISDICTION POPULATION)

Agency	2022-23	2023-24	2024-25	2025-26
De Pere	\$2,985,948	\$3,255,771	\$3,255,771	\$3,255,771
Median	\$3,255,771	\$3,255,771	\$3,255,771	\$3,255,771
Q1	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Q3	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000

As part of a Comprehensive Outdoor Recreation Plan (CORP) update performed by Mead & Hunt, an evaluation of the operations of the City of De Pere Parks, Recreation, & Forestry Department was conducted. This evaluation identifies and defines the core services offered by the departments. Secondly, the evaluation assesses public perception and preferences regarding these core services, recognizing the importance of aligning services with community needs and desires. Additionally, the assessment includes a comparative analysis of peer communities within the region and utilizes national metrics to benchmark the provision of these essential services, ensuring a contextual understanding of performance. Lastly, the evaluation encompasses an examination of the regional private sector's role in delivering comparable services, providing insights into potential alternatives and cost-effectiveness.

The Parks, Recreation, & Forestry Department provides a diverse spectrum of municipal services, with a pronounced focus on the upkeep of its urban forest and parks. The NRPA Benchmark reveals that the city employs significantly fewer Full-Time Equivalents than its peers, with operating expenditures just below the median. Despite this, the city manages a park system with acreage (485 acres) in the upper quartile in comparison with its peers. Mead & Hunt's conclusions ultimately turned the opinion of the Park Board and resulted in the hiring of a Full-Time staff for the department.



CONTACT: City of De Pere | 335 South Broadway, De Pere, WI 54115
 Marty Kosobucki, Parks Director | 920-339-4065 | mkosobucki@deperewi.gov

EXAMPLES OF MAPPING PRODUCTS

This map provides an inventory and overview of the existing Regional Park. The inventory provides a baseline for planning future park improvements.

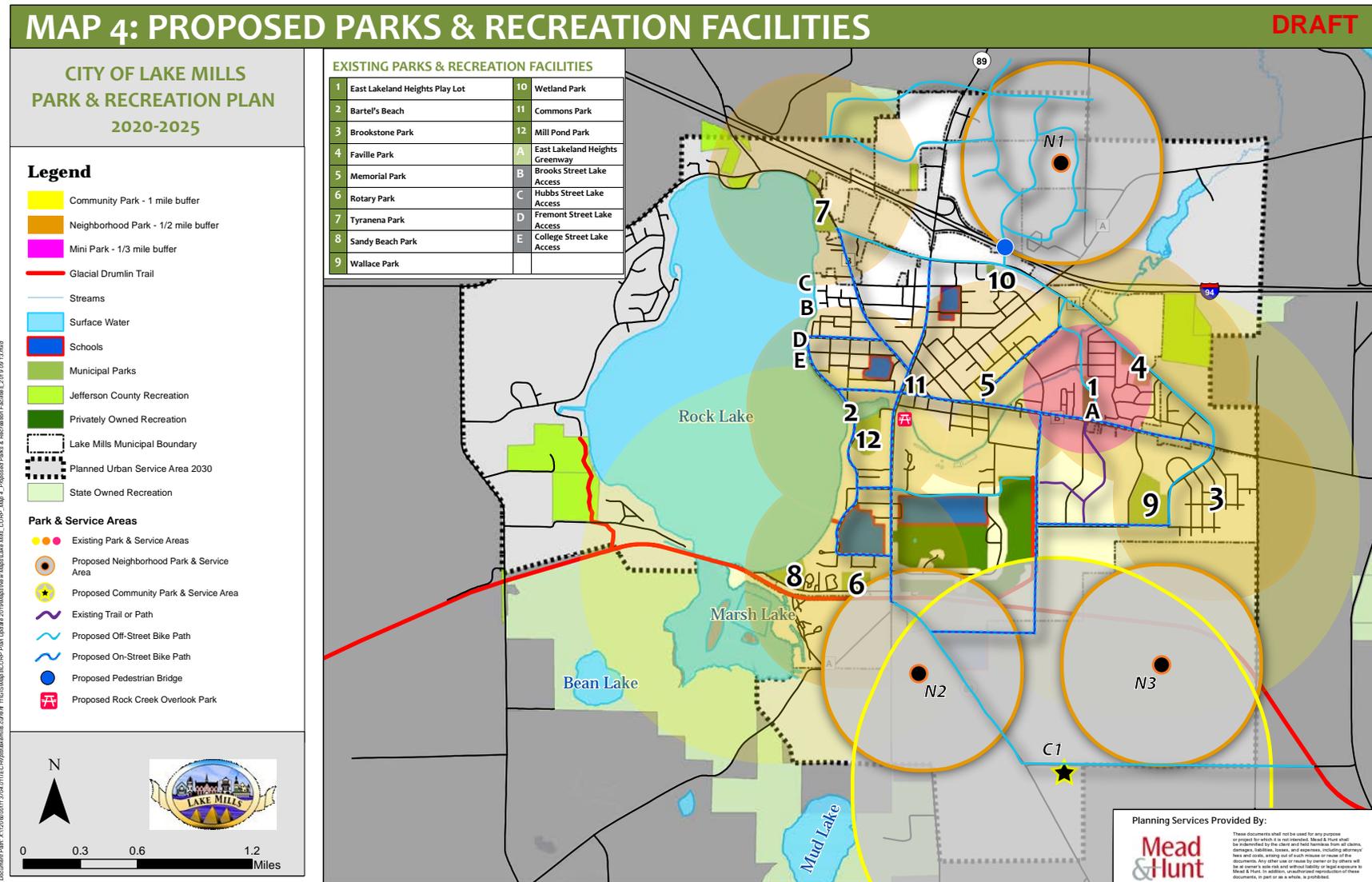
Existing Conditions

TRRP currently contains the following facilities. See corresponding graphic for spatial relationship within TRRP.

1. TDRPD Corporation Yard
2. 18-hole Disc Golf Course
3. A Telecommunications Pole (third-party lease)
4. One (lighted) Basketball Court also used for Roller Hockey
5. Seasonal Ice Rink (on basketball courts)
6. Two Tennis Courts
7. Truckee River access
8. One Youth Baseball Field and one Advanced Baseball Field (lighted Ballfields)
9. Self-pitch Batting Cages
10. Two Sand Volleyball Courts
11. Flush Public Restroom Facility with 4 toilets
12. Lawn/Outdoor Gathering Space
13. Unpaved and Paved Parking Areas
14. Gravel Hiking Trails
15. Paved Legacy Trail
16. Amphitheater
17. Lower BBQ Area with rentable Picnic Shelter
18. Community Garden space
19. Kids Railroad
20. Playgrounds with Leisure BBQ
21. School site (with Camp Trudaca space)
22. McIver Arena (horse area)
23. Skate Park
24. Park Maintenance, commodities and debris area
25. Park Host site
26. Stampede Circle of Stones



This map illustrates existing parks and geographic services areas as well as the anticipated future park general locations with geographic service areas by park type.



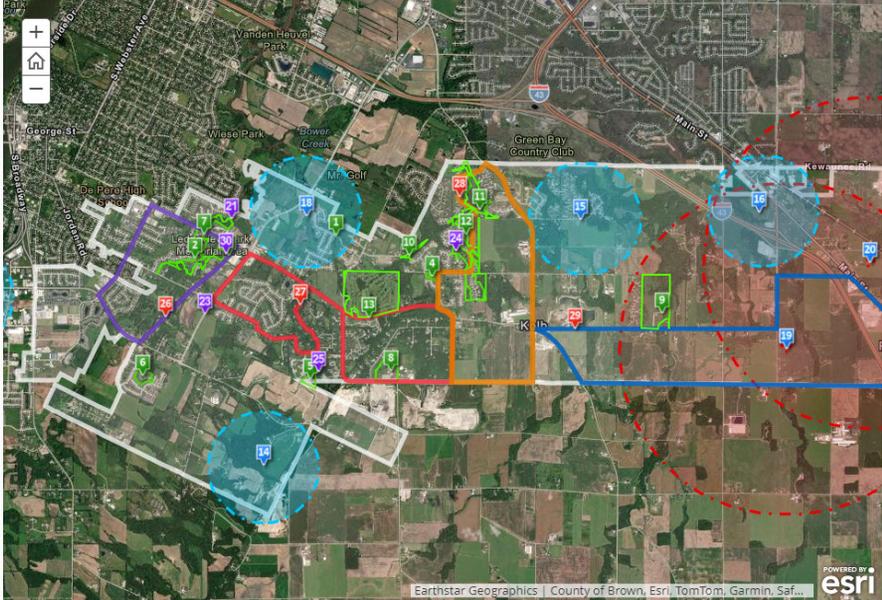
This interactive website shows parks and recreation facilities in the Town of Ledgeview.



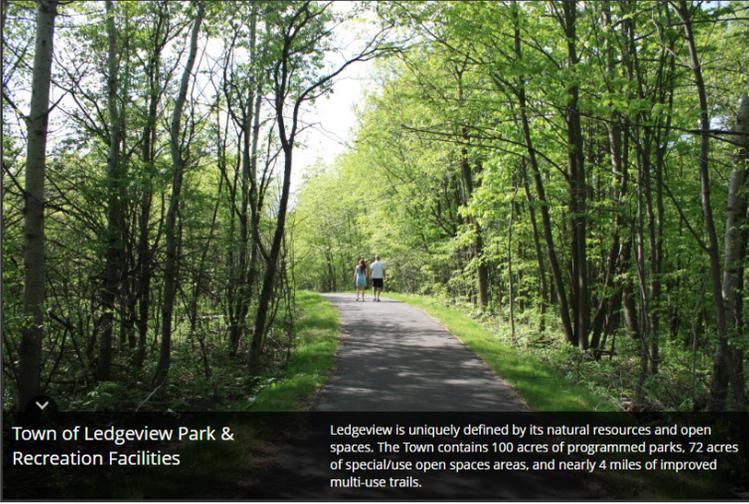
View here!

Town of Ledgeview Parks and Recreation Facilities
3700 Dickinson Road De Pere WI 54115

Ledgeview Park & Recreation Plan

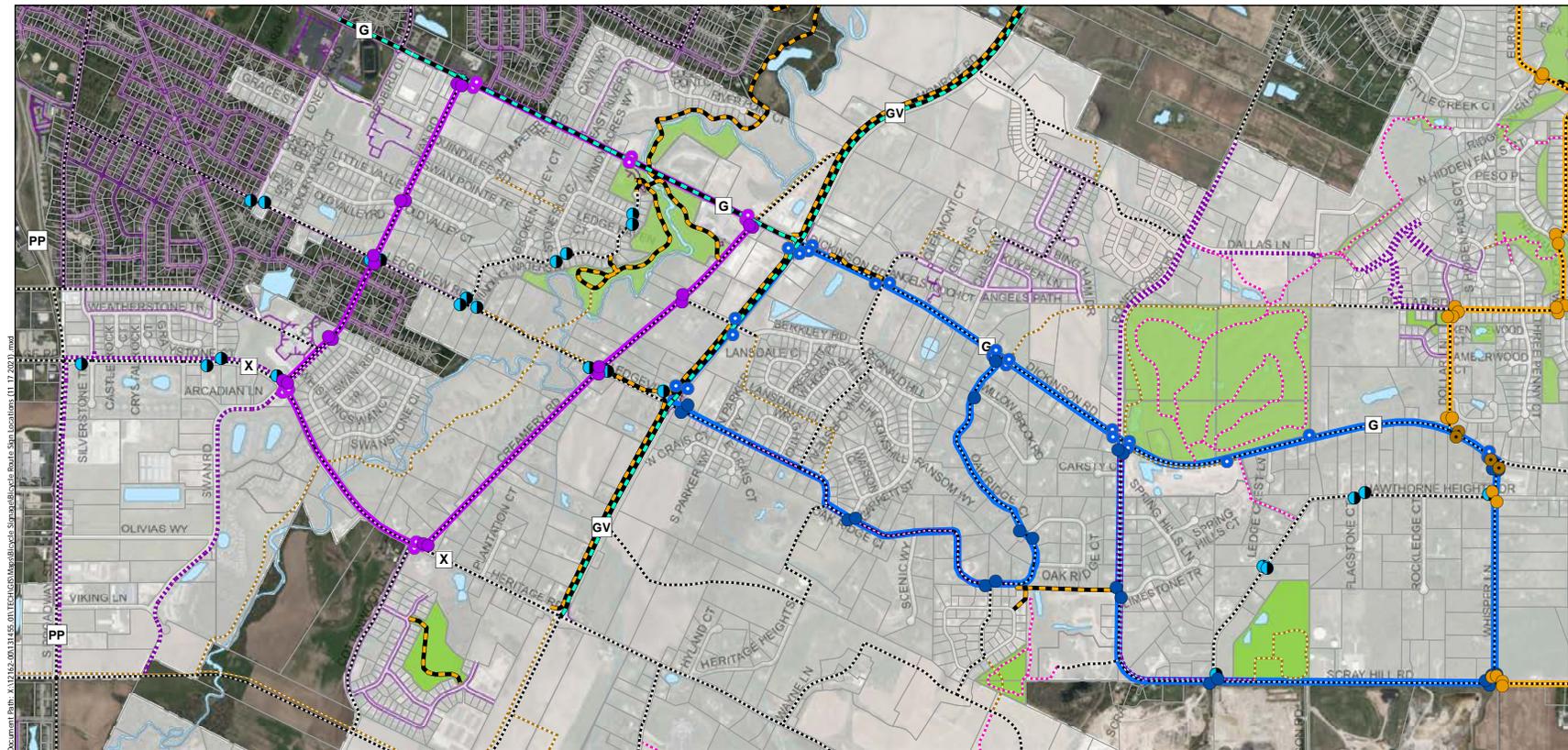


Town of Ledgeview Park & Recreation Facilities
Ledgeview is uniquely defined by its natural resources and open spaces. The Town contains 100 acres of programmed parks, 72 acres of special/use open spaces areas, and nearly 4 miles of improved multi-use trails.



1 Belle Isle Park
2 Ledgeview Park (Winding Waters)
3 Ledgeview Park (Creamery Road)
4 Two Dollar Park
5 Van Straten Park
6 Zelten Family Park
7 Ledgeview Park
8 Scray Hill Park
9 Fonferek's Glen County Park
10 Hidden Woods Greenway
11 Meadow Ridge Subdivision Open Space/Greenway
12 R

This map illustrates two Ledgeview Loop bicycle routes (Rollercoaster and Ledgeview Park) as well as all bicycle route sign locations and sign types. This map also contains existing and planned/future non-motorized facilities within the town.



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LEDGEVIEW BIKE ROUTE SIGN LOCATIONS

- | | | | |
|---------------------------------|-------------------------------------------------------|-----------------------------------|----------------------------|
| ● Dairy Aire Loop Sign (Town) | ● Rollercoaster Loop Sign (Town) | ▭ Dairy Aire Loop | ⋯ Future On-Street Bicycle |
| ● Dairy Aire Loop Sign (County) | ● Rollercoaster Loop Sign (County) | ▭ Ledgeview Park Loop | ⋯ Future Unimproved Trail |
| ● Money Maker Sign (Town) | ● Ledgeview Bicycle Route Sign (General, "Blue" Sign) | ▭ Existing On-Street Bicycle Lane | ⋯ Future Sidewalk |
| ● Money Maker Sign (County) | ▭ Rollercoaster Loop | ▭ Existing Multi-Use Trail | ⋯ Future Multi-Use Trail |
| ● Ledgeview Park Sign (Town) | ▭ Money Maker Loop | ▭ Existing Sidewalk | |
| ● Ledgeview Park Sign (County) | | | |



Ledgeview
Set your sights high

**TOWN OF LEDGEVIEW
PARKS, RECREATION &
FORESTRY**

Map Date: 11/17/2021

0 0.25
Miles



Planning Services Provided By:



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This map illustrates the demographics within the Farlin Park Geographic Service area and is useful for determining programming of future park facilities.





Farlin Park City of Green Bay Brown County, WI

Legend

- Farlin Park
- Farlin Park 0.5 Mile Service Area
- Other Parks
- Census Tract Boundaries
- Parcels
- Railroad
- Schools
- Single Family Residential
- Two Family Residential
- Multifamily Residential

Income Demographics

Census Tract	Median Household Income
9	\$ 37,031
11	\$ 42,005
17.01	\$ 47,823
17.02	\$ 40,889

Housing Demographics

Census Tract	Households	Percent Owner-Occupied Housing
9	1,464	52.32%
11	785	52.23%
17.01	1,691	30.22%
17.02	1,802	22.86%

Age Demographics

Census Tract	Total Population Estimate	Median Age	Under 5 Years	5 to 19 Years
9	4,045	31.4	9%	24%
11	2,247	30	12%	23%
17.01	4,228	27.3	15%	24%
17.02	3,664	31.2	7%	17%

Data Source: U.S. Census Bureau - 2021 ACS 5-Year Estimates





This map and section of the Pittsfield Area Development Plan Pattern Book highlights the location and importance of maintaining greenways and open space within the Town.

GREENWAYS & OPEN SPACE

To ensure the rural character of the town is preserved into the future, environmentally sensitive areas such as wetlands, floodplains, stream corridors (such as the Suamico River and its branches and tributaries), and steep slopes should be protected from development.

Greenways and Open Space are a foundational element of the Area Development Plan design.

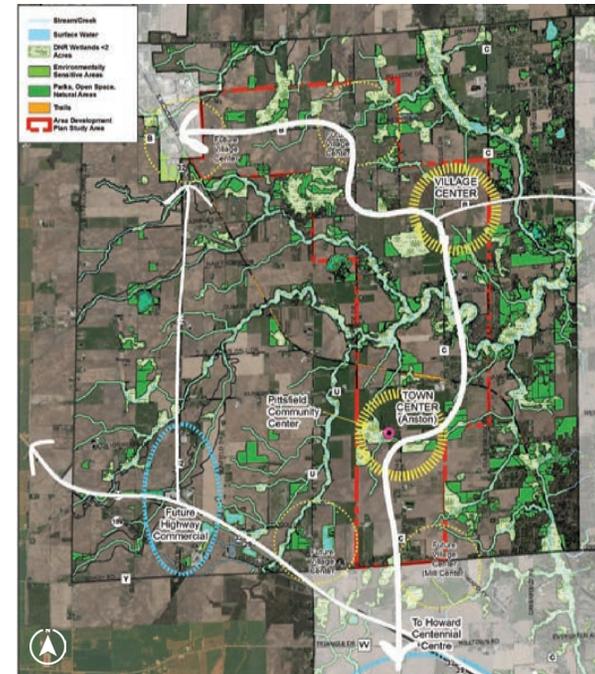
Future developments should integrate natural areas and open space into their designs.



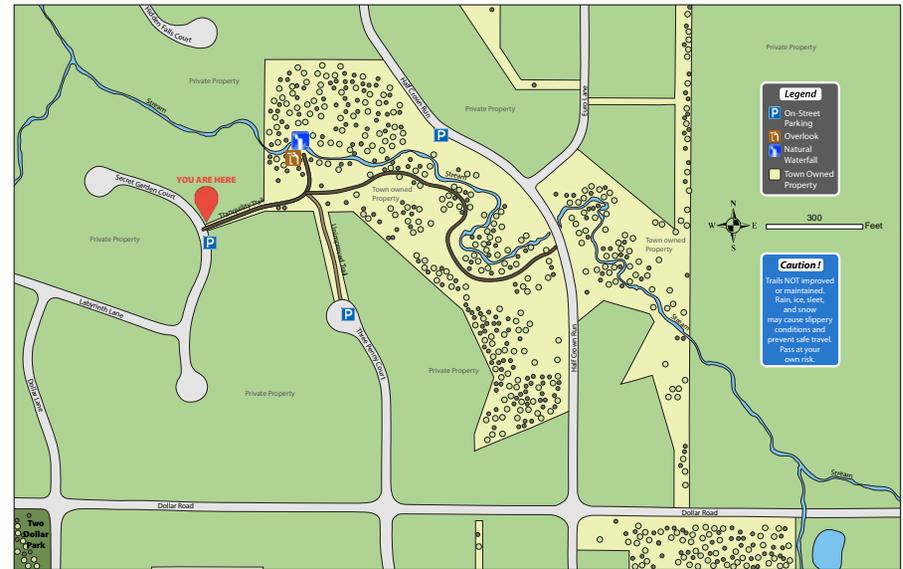
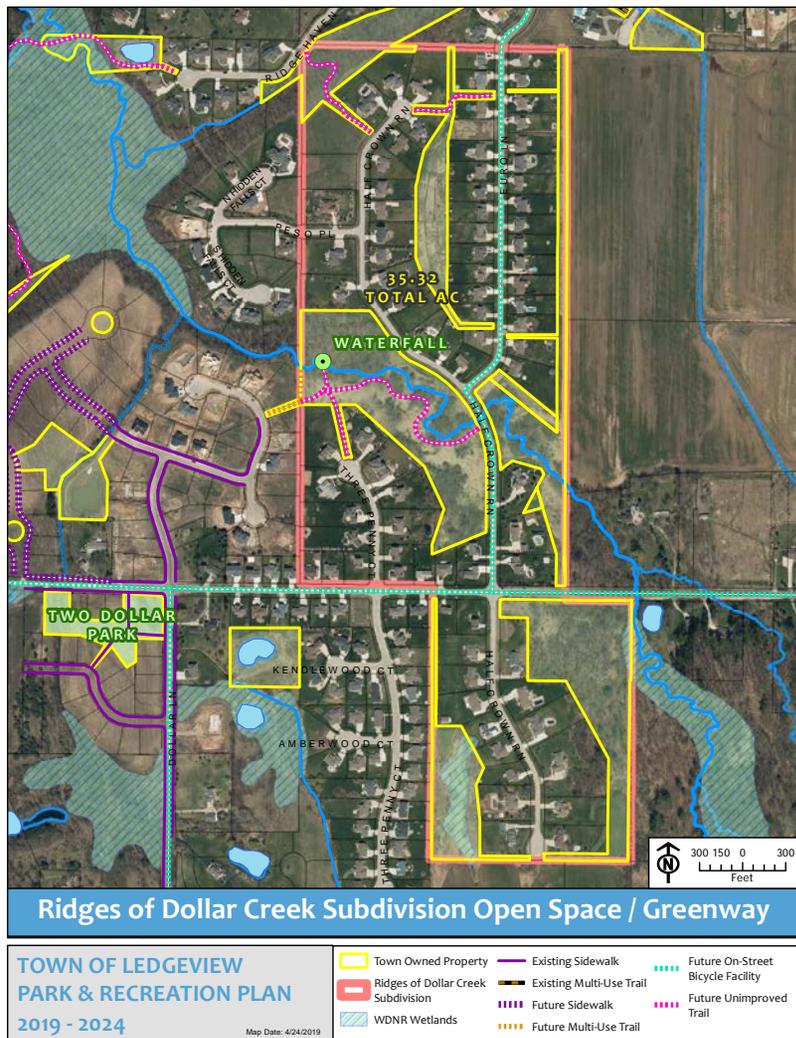
Greenways may be environmentally sensitive lands, natural resource areas, programmed parks, or trails. Some of these areas may be highly programmed and highly accessible, such as a community park, while some may be passive with limited access, such as a conservancy area.

Greenways offer opportunities for passive and active recreation, wildlife corridors, natural preserves for the Town's residents to live in harmony with nature.

Open Spaces outside of Greenways add community character and quality of life. These may include clusters of vegetation, lakes, ponds, trail, bike paths, uplands, wetlands, passive recreation, and active recreation. These may be included as integral elements of the built environment that allow for connection to the outdoors or used as buffer areas between pockets of development.



The overview map shows the publicly owned property that is preserved as a local greenway between residences. The Tranquility Trail Sign is an inset developed for the trail signs placed at public access points into the greenway feature which includes a series of waterfalls.



PROJECT AND COMMUNITY UNDERSTANDING

Mead & Hunt understands the importance of Comprehensive Planning to support high-quality parks, outdoor recreation, and trail system development and maintenance. This network of community facilities is critical for the quality of life and health of Elm Grove residents and to attract and retain visitors to the village. Moreso, it is important to provide a sustainable approach to public infrastructure investment that the village will enjoy now and pass on for its future generations.

We understand the Village needs a revised and updated CORP that will not only meet the eligibility requirements for WDNR funding opportunities but will recommend practical capital projects and public facility enhancements to serve the community. Now, and for the years to come. We plan to utilize the ideas and energy of the public and the Village's Recreation Committee to not only provide input to the process, but to establish the long-term goals and objectives they find most important for Elm Grove's future.

Finally, we understand the villages desire to manage its urban lands and contend with ongoing maintenance and operations efforts. Mead & Hunt brings robust and proven data collection and management tools to support the Village in this effort. Whether utilizing the opportunities presented by Underwood Creek, working with neighboring communities on establishing greenways and trails for ecological and social well-being, or beautifying neighborhood parks and streetscape, we understand the importance of planning; to maintain public trust and ease the pressure of elected official decision making. **And we've got the project experience to show it.**

To meet village expectations, our approach will partner a robust inventory and analysis of the village's existing parks and recreation lands, facilities, natural areas, and infrastructure with meaningful public input and guidance. This allows for both an evaluation of the capacity of the existing system as well as the community's and key stakeholders' needs and priorities. These findings will populate an implementation strategy of practical projects and public facility enhance-

ments to serve the community for years to come. Further, this process affords village staff and leadership a clear vision, accompanied by a list of projects, to communicate priorities to stakeholders, residents, and potential sponsors or grant programs.

THE TASKS WE PROPOSE TO INCLUDE:

- ✓ Stakeholder Interviews: Engaging with relevant stakeholders to gather insights and perspectives.
- ✓ Community Amenity and Preference Survey: Conducting a survey to understand community preferences and needs.
- ✓ GIS Mapping and Site Analysis: Utilizing GIS to assess park level of service, natural areas, and their spatial relationships.
- ✓ Existing Facilities Inventory and National Recreation & Park Association (NRPA) Analysis: Documenting current facilities and evaluating their alignment with NRPA standards.
- ✓ Environmental Scan and Analysis: Inventorying environmental resources for preservation or conservation.
- ✓ Demographic Review and Analysis: Studying population demographics to inform decision-making.
- ✓ Existing Facility Improvement/Maintenance Recommendations: Providing suggestions for enhancing existing facilities based on their useful life.
- ✓ Future Parks and Recreation Facility Recommendations: Proposing new facilities to meet future community needs.
- ✓ Implementation Plan and Cost Estimation: Developing a plan for prioritizing improvements, including estimated costs.
- ✓ Review of Park and Recreation Impact Fee Policies: Assessing the Village's impact fee and fee-in-lieu policies in comparison with its peer communities.

Mead & Hunt offers the following approach for the revising and updating to the Village of Elm Grove Comprehensive Outdoor Recreation Plan. We are very open to discussing modifications to this scope of services to best respond to the Village's needs.

PROJECT APPROACH AND SCOPE



PAST PLANNING ASSESSMENT AND PROJECT KICKOFF

Past Planning Evaluation

Mead & Hunt will begin the project in earnest by studying the existing (2015-2020) Comprehensive Outdoor Recreation Plan (CORP) and examining other relevant Village plans and County documents like the Village of Elm Grove Comprehensive Plan, Elm Grove Downtown Master Plan, 2024-2028 Capital Budget Plans, and Waukesha County Parks and Open Space Plan. This will inform any questions we may have about stakeholder groups, parks and open space facilities, and the Village's goals and priorities prior to meeting with staff. It will also arm the Mead & Hunt team with a list of data or information requests needed to proceed with inventory and analysis, giving Village staff sufficient lead time to fulfill them.

Project Kickoff Meeting and Planning Process Review

The kickoff meeting with staff will be focused on establishing a point of contact for questions and data requests, establishing goals for the project, understanding prior planning efforts, and outlining deliverable dates and a project schedule. This will also be an opportunity Mead & Hunt and Village staff to perform on-site visits to any facilities of particular focus for the Village.



INVENTORY AND ANALYSIS

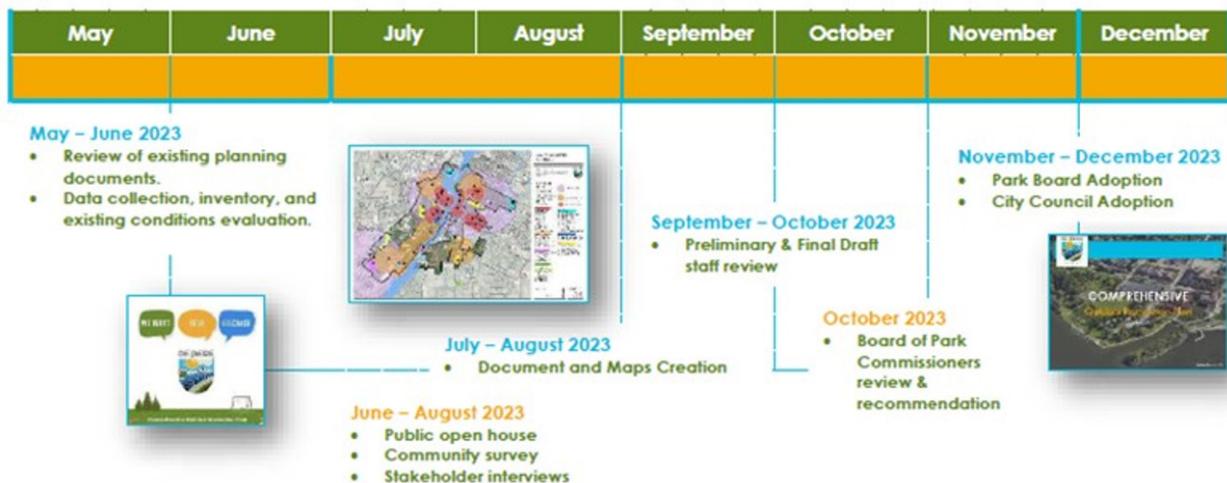
Demographics Review and Summary

Mead & Hunt will perform a demographic analysis and trend evaluation for the Village of Elm Grove based on the 2020 US Census or most recent American Community Survey data. This data will be used to evaluate the Village's existing level of service and estimate future parks and open space system needs.

Geographic Context Review

As part of the inventory and analysis, a review of the geographic context of the Village will be performed (environmental scan/analysis). This review will identify any unique geologic, natural, or cultural opportunities that inform the overall development of the Village's system. This assessment acknowledges that each community's parks, open space, and natural system are developed in a unique context that is informed by its community and local preference.

Planning Process



EXAMPLE PLANNING PROCESS

Existing Parks, Open Space, and Trail Facilities Inventory, Mapping, and Analysis

Mead & Hunt will work with Village staff to update the inventory of existing parks, open space, and trail facilities. This updated inventory will be **presented as a matrix of programming showing each facility's amenities** (baseball fields, soccer fields, restrooms, historic markers, museums, etc.) as well as acreage and facility classification (community, neighborhood, mini-park, special use area, on-road trail, bike lane, etc.).

We will then evaluate the Parks, Open Space, and Trail System's level of service against the most recent version of the NRPA Performance Review. This annual report is used as a guidance document to evaluate the Village against its peers. Overall park acreage, park by classification, miles of trails, park amenities, staffing, expenditure, as well as other key metrics, will be evaluated to establish surpluses or deficits in the Village's system. An evaluation and comparison of the Village of Elm Grove to its regional peers will also be provided to highlight how the Village compares with its region. When coupled with findings from public involvement, this evaluation will serve as the benchmark for locating and scale of a potential future facility.



Numbers correspond to Maps 3 - 5	Park or Open Space	Acreage or Miles	Park Type	Park/Trail Sign	Restrooms	Pavilion Shelter	Maintenance	Benches	Picnic Tables	Trash Cans	Grills	Playground Equipment	Soccer/Rugby/Lacrosse Fields	Baseball Diamonds	Basketball Hoops	Tennis Courts	Volleyball Courts	Bicycle Racks	Parking (lot or street)	Stream/Creek Access	Fishing Access	Wildlife Viewing	Trail System	Overall Condition			
																									Y	N	P
Town of Ledgewood Parks																											
1	Belle Isle Park	0.2	Pocket		N	N	N	N	P	P	P	N	P	N	N	N	N	N	N	P	street	P	N	Y	N	Undeveloped, no master plan; creek access	
2	Ledgeview Park (Winding Waters)	0.3	Pocket	Y-1	N	N	N	N	1	Y	1	N	1(5+/-)	N	N	N	N	N	N	P	street	N	N	Y	Y	Good condition, heavily used	
3	Two Dollar Park	2.5	Neighborhood	Y	P	P	N	P	P	P	N	1	N	N	N	P	1	N	N	P	street	N	N	N	Y	2018 playground installation.	
4	Van Strain Park	7.4	Neighborhood	P	N	P	P	P	P	P	N	P	N	N	N	N	N	N	N	P	both	N	N	Y	Y	Implement at time of residential Phase 2	
5	Zelien Family Park	14.8	Neighborhood	Y	P	P	N	P	P	P	N	1	N	N	N	N	N	N	N	P	street	N	N	N	Y	2018 playground installation.	
6	Ledgeview Park	47.0	Community	Y-2	Y	Y	N	8	6	3	1	2(5+/-)	1	1	N	N	N	N	1	lot(s)	Y	Y	Y	Y	Good condition, heavily used		
7	Scray Hill Park	27.7	Community	Y-1	N	N	N	N	P	2	1	Y	1 for 5+	6	P-2	N	N	N	N	P	lot	N	N	Y	Y	Good condition, Additional programming 2019	
Brown County Parks																											
8	Fonreke's Glen County Park	3,753.1	Regional	Y-1	Y	N	N	Y	Y	Y	N	N	N	N	N	N	N	N	N	lot	Y	N	Y	Y	Web maintained by County		
Private Recreational Facilities																											
9	Green Bay Country Club Golf Course	42.0	Special	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	1	-	-	-	-	privately maintained	
9a	Green Bay Country Club (Natural Area at Bower Creek)	39.0	Special	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	N	-	-	-	-	-	privately maintained	
Public School Parkland																											
10	De Pere Middle School	29.0	School	-	-	-	-	-	-	-	-	-	-	-	2	2	-	-	-	-	both	-	-	-	-	privately maintained	
11	Heritage Elementary School	22.5	School	-	-	-	-	-	-	-	-	-	-	4	2	6	-	-	-	3	both	-	-	-	-	privately maintained	
Special Uses																											
12	The Crossing at Dollar Creek Phase 2 Subdivision Conservation Easement	3.3	Special	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	P	P	N	Newly acquired, consider unimproved trail	
13	Meadow Ridge Subdivision Open Space/Greenway	29.3	Special	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	street	Y	N	Y	N	Resident maintained. Consider passive trails	
14	Ridges of Dollar Creek Subdivision Open Space/Greenway	35.2	Special	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	street	Y	N	Y	N	Resident maintained. Consider passive trails	
15	Ledgeview Golf Course	123.5	Special	Y-1	Y	N	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	lot	N	N	Y	N	2018 acquisition, future programming pending	
Trails																											
16	East River Trail (De Pere Boundary - Ledgeview Park/Winding Waters Way)	1.6	Trail	Y	Y	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	Y	both	Y	Y	Y	Y	Good condition	
17	Fox River Trail (not within the Town)	25	Trail	Y	Y	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	Y	both	Y	Y	Y	Y		
18	Old Bank Route Road	1.9	Trail	Y-2	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	street	Y	N	Y	N		
19	Tranquility Trail	0.1	Trail	P-3	N	N	N	N	P	N	N	N	N	N	N	N	N	N	N	N	street	Y	N	Y	Y	2019 installation. Add public signage	
20	Zelien Family Park Multi-Use Trail	0.3	Trail	P-2	P	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	street	N	N	Y	Y	2018/2019 installation	
21	Euro Lane - Meadow Sound Multi-Use Trail	0.2	Trail	Y-1	N	N	N	P	N	N	N	N	N	N	N	N	N	N	N	N	street	Y	N	Y	Y	2018 installation. Add public signage.	
22	Ledgeview Road Multi-Use Trail	0.2	Trail	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	n/a	N	N	N	Y			
23	Angels Path to CTH CV Multi-Use Trail	0.2	Trail	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	n/a	N	N	N	Y	Ledgeview Loop signage pending		
24	CTH CV Multi-Use Trail	2.0	Trail	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	n/a	N	N	N	Y	Ledgeview Loop signage pending		
25	Trinity Ridge Multi-Use Trail	0.3	Trail	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	n/a	N	N	N	Y	2018 installation. Add public signage.		

EXAMPLE PROGRAMMING MATRIX

The existing park inventory will also be evaluated to identify known maintenance items and planned improvements that have been placed in the Village’s Capital Improvement Plan, and any additional items to include based on their useful life. This evaluation will serve as the basis for recommended improvements within existing facilities, which will be vetted against community input to establish a priority list. The Village’s trails, parks, and open space system will also be evaluated for connectivity, with the goal of connecting the Village’s residents with its community assets parks or otherwise. The following maps will be developed in ArcGIS to aid in communicating the findings of this inventory and analysis.

- Existing park and open space system
- Existing trail system and bike/pedestrian connectivity
- Existing park and open space system level of service/gap analysis



PUBLIC PARTICIPATION PLAN

Working with Village staff, Mead & Hunt will develop a public participation plan (PPP) to solicit public comment on the CORP update. The PPP will be developed with the expressed goal of soliciting public comment at each phase of the project.

WE ANTICIPATE THE FOLLOWING FORMS OF PUBLIC INVOLVEMENT TO BE CONDUCTED:

- ▶ Key stakeholder interviews
- ▶ Community Park Amenity and Preference Survey
- ▶ Regular meeting of the Parks and Recreation Committee and the Village Board
- ▶ (In-Person) Public Involvement Open House (if desired)

Key Stakeholder Interviews

Mead & Hunt will conduct meetings with Village staff, identified citizens, appointed and elected officials, and other key stakeholders to gain input before substantive development of the CORP update. We will work together with Village staff to organize these meetings into appropriately sized groups and subject areas to facilitate discussion around key topics

or conduct individual interviews where directed. Examples of groups would be youth and adult recreation organizations, Village staff, community promotion organizations (Elm Grove Business Association, Elm Grove Foundation, etc.), and intergovernmental partners.

Community Park Amenity and Preference Survey

Mead & Hunt will develop and conduct a community amenity and preference survey to solicit public feedback for programming, generate additional ideas about potential improvements, and gather information about how residents currently use existing facilities. Questions will be designed to gain a better understanding of the community’s vision for the parks and open space system and generate an actionable hierarchy of preferences and projects.



EXAMPLE POSTCARD

EXAMPLE INTERACTIVE MAPPING TOOL USED FOR PUBLIC PARTICIPATION. USERS CAN GENERATE IDEAS AND PROVIDE FEEDBACK



Subtasks under this section include:

- Preparation of survey questions
- Distribution of questions to the Parks and Recreation Committee and staff
- Attendance of Parks and Recreation Committee meeting to present/discuss survey questions
- Confirmation of the distribution and process with staff and the Parks and Recreation Committee
- Survey monitoring and promotion
- Postcard distribution for the online engagement survey will occur at various community events like the Elm Grove Beer Garden (EGBG) as well as at school and youth athletic organization events

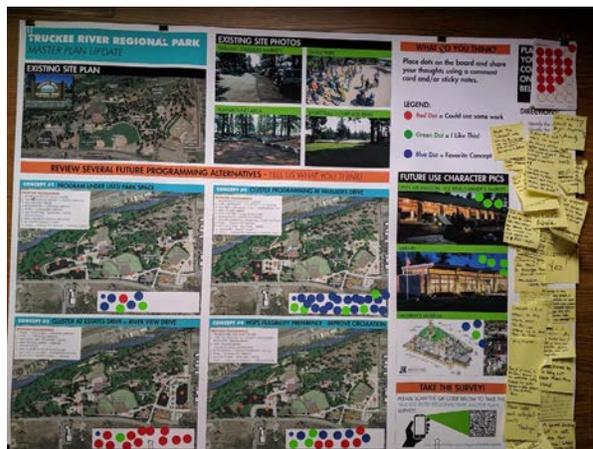
Public Meetings

If requested, Mead & Hunt will plan and facilitate an in-person public meeting. Working with the Village, we will hold a public meeting for the CORP update to display maps, opportunities for the parks, and collect feedback from the public in person. This meeting will ideally be held prior to a Parks and Recreation Committee meeting or prior to a community event like the EGBG.

This meeting is an opportunity to:

- **DISPLAY** existing system maps, collect firsthand data, perform issues, opportunities, and asset mapping.
- **BRAINSTORM** specific improvements and recommendations for parks, recreation, cultural, and trail facilities.
- **COLLECT** photos.
- **LISTEN** to the public to understand what they want to see in Elm Grove or have seen in other communities.

These meetings will ideally be held in partnership with community events or organization meetings to maximize attendance and input. In our experience, it is best to go where people already gather rather than encourage attendance in a more formal setting.

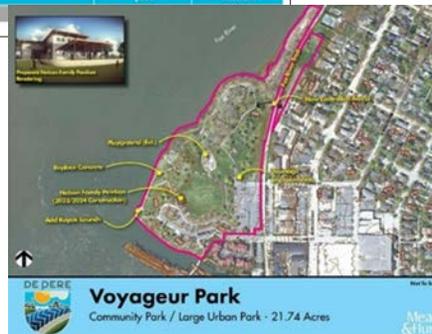


RECOMMENDATIONS FOR EXISTING AND FUTURE FACILITIES

Existing Park and Recreation Facility and Trail Recommendations

Mead & Hunt will review the inventory, analysis, and findings from public involvement to develop recommendations for existing park, open space, and trail facilities. These recommendations are presented in an easy-to-reference facility sheet, highlighting projects, estimated costs, and priority categories within five-year increments.

PROPOSED IMPROVEMENT	ESTIMATED COST	PRIORITY
Additional Pedestrian Access Point with Controlled Access from Franklin Street	\$6,000	Medium
Additional Potable Water Access	\$10,000	High
Electrical Panel Upgrades	\$40,000	Medium
Kiosk Laminch	\$50,000	High
Replace falling concrete where boardwalk meets sidewalk	\$40,000	High
Pavilion Maintenance	\$500	Medium



EXAMPLE FUTURE PARK AND OPEN SPACE FACILITY SHEET

Future Park and Recreation Facility and Trail Recommendations

Mead & Hunt will also evaluate the Village’s existing parks, open space, and trails systems for gaps in service and make recommendations for future facilities. These recommendations are tied to quantitative, qualitative, and geographic level of service analysis, as well as public feedback, and classified using NRPA standards. The description of the recommended facility and basis of need for each are provided in text and displayed on a recommended facility map. A recommended trail and connectivity map is also developed to illustrate where additional connections are needed between parks and open space facilities and other community assets (village hall, schools, etc.) and neighborhoods. The following maps will be developed in ArcGIS to aid in communicating the findings of this inventory and analysis.

- Proposed park and recreation facility map
- Proposed bike/pedestrian connectivity map

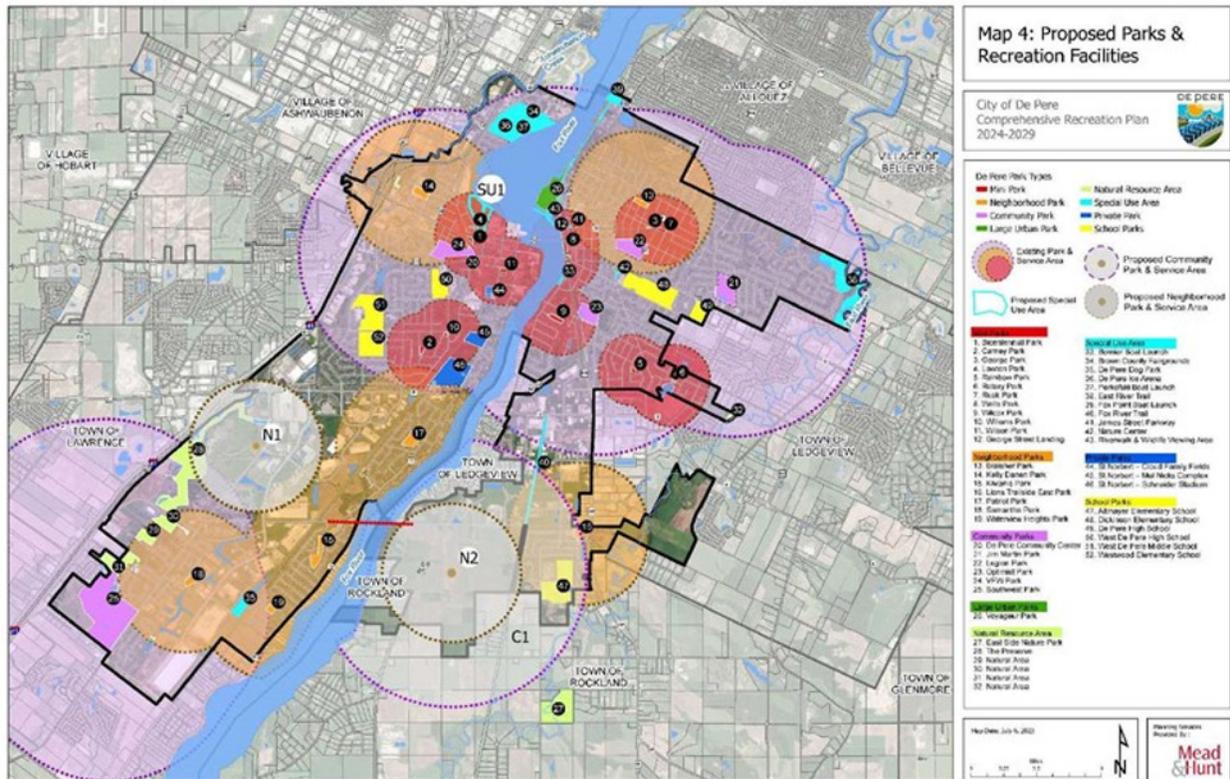
Finally, as part of the recommendations and implementation plan, Mead & Hunt will identify projects that are catalytic for the community. These projects are those that serve not only the parks, open space, and trails needs of the Village

but also other Village priorities. Examples include projects that encourage infill or downtown redevelopment, economic investment, regional connections, or natural or environmental resource restoration. These projects are those that often have an implementation timeframe greater than the horizon of the CORP but require continued consideration when reviewing development on or near existing or future park and open space facilities. It is important that parks and open space planning efforts align and are communicated throughout other Village departments, boards, and committees.

Implementation Plan

Mead & Hunt understands the importance of an implementation strategy to make sure the park and open space plan is a useful and informative document. Our team has developed a proven approach to implementation plans that makes identifying projects, their priorities, and opportunities for funding seamless and convenient.

Our team will collaborate with Village staff and officials to develop project priorities that align with the findings of the plan and public involvement. To facilitate discussion and communicate these project priorities, a quick reference implementation table (generated by collating recommended



EXAMPLE PROPOSED PARKS AND RECREATION FACILITIES MAP

improvements outlined in the facility sheets previously mentioned) will be developed. Each recommended project is categorized by priority (high, medium, or low), which corresponds with its importance to the Village. Opinions of probable cost are also provided for each recommendation to assist staff and appointed and elected officials plan for future park and open space expenditures as part of the Village's capital improvement plan. In addition, a grant opportunity reference table will be provided to outline relevant grant details, including submittal deadlines, agency contacts, qualifying projects, and funding limits.

Finally, we will review Impact Fees and the Parkland Dedication policies to make any recommendations to support the stated goals, objectives, and policies of the parks and open space plan. An evaluation of the Village's peers will be conducted to document where the Village currently lands. Mead & Hunt will also present the Village's fee alongside adjustments for inflation to assist the Village's leadership with evaluation.



DOCUMENT DEVELOPMENT AND ADOPTION

Document Development

Drafting the document will be ongoing throughout the process of the project. We will continuously review, revise, shuffle, and edit the document as a working version, which is refined towards a final deliverable. An example of document organization is provided below, but we are committed to tailoring the content and its organization in a manner most useful to the Village.

- Mission statement
- Goals and objectives
- Village of Elm Grove and its residents (demographics and population trends)
- Existing Park, Open Space, and Trail Facilities Evaluation
- Public involvement process and findings
- New Park, Open Space, and Trail Facility Projections and Recommendations.
- Priority/Catalytic Project Recommendations

Appendices and Supporting Content

Appendices are created to support the presentation of the core document by placing highly technical, specific, or reference materials within outside the narrative text. This allows the document to remain approachable and understandable to the public.

Potential appendices content:

- Existing Parks, Open Space, and Trail Facility Base Maps (Existing Conditions)
- Parks, Open Space, and Trail Facility Recommendation Sheets (Proposed Future and Existing Recommendations)
- Implementation Table and Parks and Open Space Capital Improvement Plan (Project Hierarchy, Cost Estimates)
- Grant/funding sources
- Parks and Recreation Impact Fee and Land Dedication Evaluation

Parks and Recreation Committee Meeting, Village Board Presentations & Adoption

Mead & Hunt will attend a Parks and Recreation Committee meeting and a Village Board meeting to present the CORP findings and to address any questions or comments. Adoption of the final document will occur at this meeting or at a subsequent meeting following any revisions requested. Mead & Hunt will submit all materials as finals to the Village.

FINAL MATERIALS SUBMITTED TO THE VILLAGE INCLUDE:

- ✓ Final Comprehensive Outdoor Recreation Plan (CORP) and Appendices
- ✓ Community survey results and summaries
- ✓ ArcMap files for use as part of the Village's Geographic Information System



ONGOING PLANNING SUPPORT

Ongoing Park, Open Space, and Trail Planning Support

As we do for other client communities, we will also be available for ongoing efforts to implement the plan, attend meetings, and advise on conversations around next steps. We would love to continue to partner with the Village of Elm Grove in an advisory role for the implementation of the plan. Our project team's experience and portfolio extend beyond park and open space system planning.

- Park Master Planning and Conceptual Design (3-D visualization and modeling)
- Engineering Design and Construction Documents
- Landscape architecture and design services
- Urban Forestry Management Plans
- Community sponsorship and donation guides
- Community identity and wayfinding signage plans
- Ongoing survey and public involvement



PROJECT COST AND ABILITY TO COMPLETE

We offer the Village of Elm Grove a team of professionals with diverse backgrounds, experience, and availability to successfully deliver the Comprehensive Outdoor Recreation Plan.

ITEM	FEE
Comprehensive Outdoor Recreation Plan Lump Sum	\$21,950
Additional Services, if Authorized: Public Involvement Meeting	\$2,775
TOTAL	\$24,725

REFERENCES



TOWN OF LEDGEVIEW

STEPHANIE SCHLAG, CPRP
 Parks, Recreation & Forestry Director
 3700 Dickinson Road
 De Pere, WI 54115
 920-336-3360 ext. 117
 sschlag@ledgeviewwisconsin.com

CITY OF DE PERE

MARTY KOSOBUCKI
 Parks Director
 335 South Broadway
 De Pere, WI 54115
 920-339-8358
 mkosobucki@mail.de-pere.org



CITY OF STERLING

SCOTT SHUMARD
 City Manager
 212 Third Avenue
 Sterling, IL 61081
 815-632-6621
 sshumard@sterling-il.gov

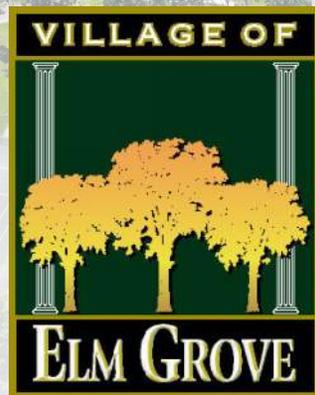
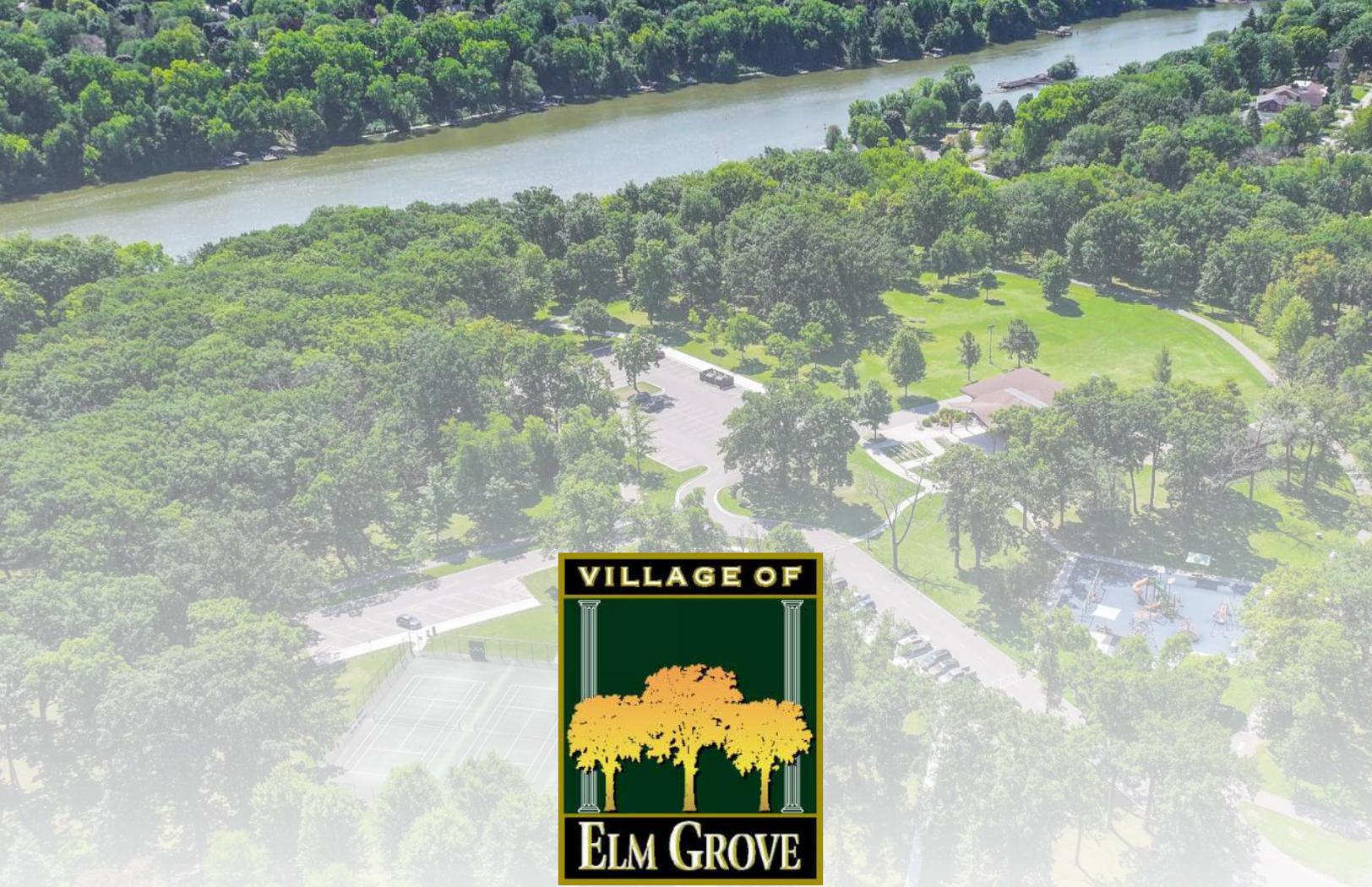
VILLAGE OF WATERFORD

ZEKE JACKSON
 Village Administrator
 123 North River Street
 Waterford, WI 53185
 262-534-3980
 zjackson@waterfordwi.org



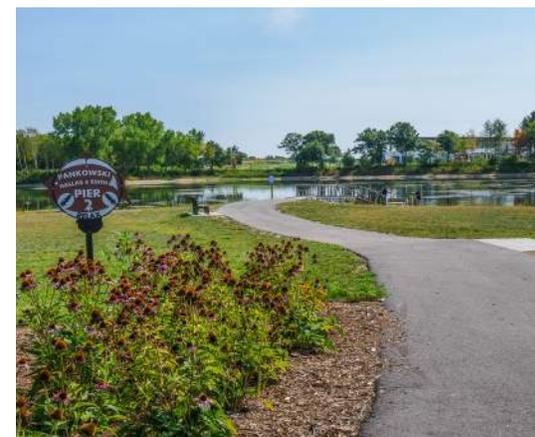
CITY OF LAKE MILLS

ERIC SCHREINER
 Facilities & Grounds Director
 200 D Water Street
 Lake Mills, WI 53551
 920-648-2344
 parks@ci.lake-mills.wi.us



Village of Elm Grove

Comprehensive Outdoor Recreation Plan Professional Services Proposal





March 26, 2024

Tom Harrigan, Village Manager
13600 Juneau Blvd
Elm Grove, WI 53122

Re: Village of Elm Grove, Wisconsin
Comprehensive Outdoor Recreation Plan
Rettler Corporation Qualifications and Scope of Services Proposal

Dear Mr. Harrigan:

Thank you for giving our firm the opportunity to submit our qualifications and Scope of Services proposal for the Village of Elm Grove Comprehensive Outdoor Recreation Plan.

We feel this project suits our firm's expertise for the following reasons:

1. We have successfully completed similar Comprehensive Outdoor Recreation Plans, per WDNR requirements, for communities throughout Wisconsin including the City of Stevens Point, Village of Weston, Town of Grand Chute, City of Port Washington, City of Brillion, City of Appleton, City of Oshkosh, City of De Pere, City of Oconto, City of Marshfield, Village of Little Chute, and the Village of Allouez. All Rettler Corporation projects have been completed on time and within budget.
2. Our firm has 35 years of experience completing park and recreation planning and construction projects for municipal clients throughout Wisconsin. Rettler Corporation's team comprises 18 staff located in Stevens Point, Wisconsin. Our design creativity and experience building successful projects allow our firm to excel in the industry.

Upon review of the enclosed information, please contact our office if you require additional information or have any questions. We are available to present our firm's qualifications at your convenience.

Once again, thank you for the opportunity and we look forward to assisting you and your community in this dynamic project.

Sincerely,

A handwritten signature in black ink, appearing to read 'John V. Kneer', written in a cursive style.

John V. Kneer, PLA, ASLA
President
jkneer@rettler.com

Your Vision. Our Design.



SERVICES

LANDSCAPE ARCHITECTURE

CIVIL ENGINEERING

LAND SURVEYING

CONSTRUCTION MANAGEMENT

AT A GLANCE

3,200+

Projects

18

Team Members

35

Years of Service

1

Location in Stevens Point, WI

FIRM OVERVIEW

Rettler Corporation is a progressive firm specializing in site design and development. Our comprehensive range of services and commitment to building partnerships provide clients with the expertise they need to turn their visions into reality.

Rettler Corporation has provided clients with a variety of design and planning services for 35 years. Our services include landscape architecture, civil engineering, land surveying and construction management. Within these disciplines, we provide master planning, engineering, sports architecture, utility and street design, storm water analysis and management, irrigation design, and landscape design. Our firm employs eighteen people including a professional land surveyor, four professional engineers and four professional landscape architects.

Our multidisciplinary staff has extensive experience and the most up-to-date technology to creatively design projects that meet the aesthetic and functional needs of each client. We insist on quality and clarity. Equally important, we have a passionate commitment to creating solid partnerships with our clients. We strive to understand their needs and work closely together to address them.

With creative and innovative solutions, Rettler Corporation takes pride in constantly adapting our concepts and processes to preserve and enhance the existing landscape while meeting our clients' needs.

To date, Rettler Corporation has completed over 20 comprehensive outdoor recreation plans.

CORP Experience

Rettler Corporation has extensive experience developing comprehensive outdoor recreation plans (CORPs) to evaluate outdoor recreation supply, demand, trends, and issues. Our clients include:

- City of Oshkosh Update 2024
- Village of Weston 2023
- Town of Grand Chute Update 2023
- City of Stevens Point 2022
- Village of Allouez Update 2021
- Village of Little Chute Update 2021
- City of Port Washington 2020
- City of Brillion 2019
- City of Appleton 2018
- Town of Grand Chute 2018
- City of Oshkosh Update 2017
- Village of Allouez 2015
- Village of Little Chute 2015
- City of Marshfield 2014
- City of De Pere Update 2012
- City of Oshkosh 2011
- City of Oconto Falls 2011
- City of Onalaska 2011
- City of Superior 2010
- City of De Pere 2007
- Village of Ashwaubenon 2007

Helping Communities

Periodically revisiting the changing community and recreation needs is essential when developing a CORP.

- **Surveys and meetings** keep the community engaged and allow two way communication with the municipality.
- **Satisfies grant requirements.**
- **Schedules and graphics** keep park-related items on the municipal radar and agendas.
- **Good planning is essential** in ensuring outdoor recreation facilities and services are developed and maintained logically, efficiently, and cost-effectively.



Project Team



The Village of Elm Grove will benefit from Rettler Corporation's knowledge of park and recreation planning and park design. Development of the CORP will require the efforts of an integrated team of Village Staff and Consultant specialists as follows:

Village of Elm Grove Staff

KEY RESPONSIBILITIES:

- Primary interface with consultant staff.
- Key contact for providing direction on project scope, schedule and budget, as well as access to existing studies, plans, and other data.
- Provide historical perspective on current park planning and development process.
- Coordinate, provide notice, and provide assistance with staff and public meetings throughout project process.
- Provide critical evaluation of the Comprehensive Outdoor Recreation Plan.

John Kneer, PLA, ASLA, Consultant Project Manager / President / Senior Landscape Architect

KEY RESPONSIBILITIES:

- Coordinate all Owner-Consultant interactions.
- Develop proposed project scope and Professional Services Agreement.
- Develop master project schedule.
- Provide guidance and direction for the day-to-day implementation of project tasks.
- Attend public meetings to assist in discussions and input.
- Serve as principal author of the updated Comprehensive Outdoor Recreation Plan.
- Serve as lead consultant for conceptual park planning projects.
- Present final report and recommendations.

Rebecca Ramirez, PLA, ASLA, Landscape Architect / Technician

KEY RESPONSIBILITIES:

- Assist in Owner-Consultant interactions.
- Research and report all existing plans and technical data.
- Assist in authoring of the Comprehensive Outdoor Recreation Plan.
- Develop specific park planning maps for each park and open space.
- Develop conceptual plans for park planning projects.
- Assist in developing cost estimates for all parkland improvements.
- Assist in public meetings, client contact, and communication.

Our team has the capacity to meet the needs and objectives as outlined in the scope of services. Based on our current workload we have the capacity to complete this project within the scheduled timeline, to be determined by the project team.



John Kneer, PLA

PRESIDENT | LANDSCAPE ARCHITECT

24 YEARS OF EXPERIENCE

EDUCATION

B.S. Landscape Architecture,
University of Wisconsin-Madison

LICENSES

Professional Landscape Architect
in WI # 519-014, IL, MN, & IA

ASSOCIATIONS

American Society of Landscape
Architects

WI, IL, MN, & IA Society of Landscape
Architects

Council of Landscape Architectural
Registration Boards

City of Waupaca Plan Commission
& Park Board (previous member)



Through landscape architecture, site planning, and project management, John creates a unique sense of place for each project. His projects foster positive environments for end users that enhance their experience by incorporating both function and aesthetics. John's comprehensive expertise and knowledge of facility planning lend themselves to high-quality, innovative solutions. His project development foresight and expertise are invaluable in promoting lasting relationships and a positive client experience.

SELECT PROJECT EXPERIENCE

- City of Appleton Comprehensive Outdoor Recreation Plan — Appleton, WI
- City of Glendale Richard E. Maslowski Community Park — Glendale, WI
- City of Oshkosh Comprehensive Outdoor Recreation Plan — Oshkosh, WI
- City of Port Washington Comprehensive Outdoor Recreation Plan — Port Washington, WI
- Town of Grand Chute Comprehensive Outdoor Recreation Plan — Grand Chute, WI
- Village of Allouez Comprehensive Outdoor Recreation Plan — Allouez, WI
- Village of Little Chute Comprehensive Outdoor Recreation Plan — Little Chute, WI
- Village of Oregon Jaycee Park West Master Plan & Improvements — Oregon, WI



Rebecca Ramirez, PLA

LANDSCAPE ARCHITECT

16 YEARS OF EXPERIENCE

EDUCATION

A.A.S. Civil Engineering Technician,
Mid-State Technical College

LICENSES

Professional Landscape Architect
in WI # 714 -14

ASSOCIATIONS

American Society of Landscape
Architects

WI Society of Landscape Architects

Council of Landscape Architectural
Registration Boards

A part of Rettler Corporation for over 15 years, Rebecca has extensive experience preparing construction plans, estimates, renderings and master planning documents. She lends her broad knowledge of the planning process to projects and has a keen interest in piecing together the story that makes each project and community unique. Rebecca's commitment to lifelong learning and her open communication with clients and other design professionals make her a valued member of the team.

SELECT PROJECT EXPERIENCE

- City of Appleton Comprehensive Outdoor Recreation Plan — Appleton, WI
- City of Appleton Pierce Park Master Plan — Appleton, WI
- City of Oshkosh Comprehensive Outdoor Recreation Plan — Oshkosh, WI
- City of Stevens Point Comprehensive Outdoor Recreation Plan — Stevens Point, WI
- City of Port Washington Comprehensive Outdoor Recreation Plan — Port Washington, WI
- Town of Grand Chute Comprehensive Outdoor Recreation Plan — Grand Chute, WI
- Village of Allouez Comprehensive Outdoor Recreation Plan — Allouez, WI
- Village of Little Chute Comprehensive Outdoor Recreation Plan — Little Chute, WI
- Village of Weston Comprehensive Outdoor Recreation Plan — Weston, WI



Scope of Work

The Village of Elm Grove is a vibrant community in Waukesha County with several parks and a growing network of trails and pathways. The Village is committed to improving open space access and recreational opportunities for the community. The proposed project recognizes the need to plan for existing parkland updates and improvements by creating a Comprehensive Outdoor Recreation Plan for 2025-2030. Rettler Corporation proposes that the integrated Village – Consultant Team implement the project based on the following project approach:

Task 1: Project Planning

- A. Kick-off Meeting
Conduct a preliminary project meeting with all team members to define the final project scope and identify the split of duties between the Village Staff and Consultant Staff.
- B. Prepare a detailed project plan identifying tasks, responsibilities, deliverables, and budget. The project plan will be based on the proposed project approach.
- C. Establish a project timeline identifying start and completion dates of all major project phases.

Task 2: Update the Comprehensive Outdoor Recreation Plan

- A. Data Collection Phase: Review Existing Planning Documents
 - 1. Existing Comprehensive Park & Open Space Plan (2015-2020) and Ad Hoc Pathway Prioritization List
 - 2. Applicable Regional Planning Commission reports
 - 3. Village of Elm Grove Comprehensive Plan
 - 4. WDNR Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans, Chapter NR 50, Wis. Admin. Code.
 - 5. Other pertinent community reports and development plans provided by the Village, as well as plans from neighboring municipalities and Waukesha County that may affect CORP decisions and recommendations.
- B. Evaluate Existing Parks, Trails, Pathways, and Open Spaces
 - 1. Review environmental conditions
 - 2. Park, playground and facility safety and accessibility (American Disabilities Act)
 - 3. Provide recommendations along with estimated construction costs and improvements.
- C. Prepare and Update Base Mapping of Park and Open Space Assets
 - 1. Utilize Village of Elm Grove/County GIS for all base mapping.
 - 2. Review and update park/recreational property maps and site plans with staff.
 - 3. Identify the location and establish the functional classification of all existing Village Parks.
- D. Conduct a Needs Assessment and Gather Public Input
 - 1. Conduct a needs assessment, analyzing current park land acreage and park land access to assess the communities Level of Service for current and future park lands.
 - 2. Develop a Public Participation Plan to engage a wide range of stakeholders using a variety of outreach techniques.

Scope of Work

3. Gather input, review the needs of residents, various user groups and/or community groups.
 - Coordinate with Village staff to host virtual or in-person public input meetings (2 meetings).
 - Develop, administer and analyze community input survey
 4. Identify current facility needs and anticipated needs due to planned growth.
 5. Discuss initiatives to promote community understanding of the value of parks and open space.
- E. Review and update general area/issues identified in RFP and per WDNR guidelines.
1. Executive summary of plan and planning process
 2. Review and documentation of accomplishments over the past four years
 3. Establish goals, objectives, and priorities for the next five years
 4. Incorporate recommendations from other relevant Village documents
 5. Update community profile, history, size and population trends, demographics, demographic projections, employment and economic trends, physical characteristics such as climate, and topography, etc.
 6. Park type criteria
 7. Park land requirements
 8. Facility evaluation and existing park inventory
 9. Consistency with local, regional, and state plans
 10. Regional and/or Elm Grove area needs
 11. Incorporate improvements for facilities with major proposed improvements
 12. Provide maintenance plan recommendations, identifying sustainable best practices and cost saving opportunities
 13. Develop park classification and service area map
- F. Review the acquired information and data, and preliminary improvement plans with Village Staff.
- G. Identify funding opportunities, both public and private, to assist with future parkland development and acquisition.
- H. Develop Facility Cost Development and Capital Improvement Plan
1. Review and utilize work currently completed by Park and Recreation Staff.
 2. Develop a 5-year parks development Capital Improvement Action Plan and prioritization schedule including immediate and long-range budget projections. This includes:
 - Develop estimates of costs associated with capital improvements within existing parks, development of undeveloped parks, and acquisition and development of future park sites, and related facilities.
 - Utilize previously completed information from Village Staff.
 - Utilize information from previous bid projects.
 - Review maintenance costs.
 3. Submit the estimated costs to the Project Team for review.
 4. Modify the facility cost estimate based on Project Team input.
 5. Finalize the facility cost estimate and provide in spreadsheet format to the Owner.
- I. Create conceptual park improvement plans reflecting capital improvements.

Scope of Work

- J. Prepare a preliminary draft of the Village of Elm Grove Comprehensive Outdoor Recreation Plan based on the needs assessment, conceptual plans, and public input.
- K. Review the preliminary draft with the Project Team and the Parks and Recreation Committee.
- L. Finalize the Comprehensive Outdoor Recreation Plan.

Task 3: Meeting Attendance and Miscellaneous Items

- A. Meet periodically throughout the planning process, with Village Staff and Project Team members to review findings, plan components, and update schedule.
 - 1. Conduct an initial project kick-off meeting to identify needs, finalize project schedule, gather information/data, etc.
 - 2. Present plans and public participation strategies.
 - 3. Assist in public input (2) and user group meetings (1) for planning process, including need gathering sessions, review of draft plan document and final document.
 - 4. Gather input via virtual or in-person meetings from Village staff and elected officials, as well as the Parks and Recreation Committee to obtain in-house information about the parks and park system. Meetings will occur during a 1-day meeting timeframe.
 - 5. Presentation of Comprehensive Outdoor Recreation Plan to Parks and Recreation Committee for approval.
 - 6. Present the final report/recommendations to the Parks and Recreation Committee and the Village Board.
 - 7. Additional onsite meetings will be on a time and material basis.

Task 4: Deliverables

Consultant will provide:

- A. Draft copies of all reports and maps for review and comment by the Village.
- B. Large-scale plan renderings for public input gathering sessions as needed.
- C. An electronic copy of the final plan in word and PDF format, (including mapping in AutoCAD .dwg format, text in.docx format, and spreadsheets in .xlsx format), and three full-color paper copies.

Scope of Work

Fee Schedule

A. Services will be provided as a lump sum fee

Comprehensive Outdoor Recreation Plan.....\$12,500.00

Contract Agreement

A. This contract shall remain firm for a period of sixty (60) days after the contract date below as signed by Rettler Corporation. The proposal may be modified or withdrawn after this time.

Rettler Corporation



John V. Kneer, PLA, ASLA
President

3-26-2024

Date

Village of Elm Grove

Authorized Signature

Date

Hourly Rate Schedule Professional Services

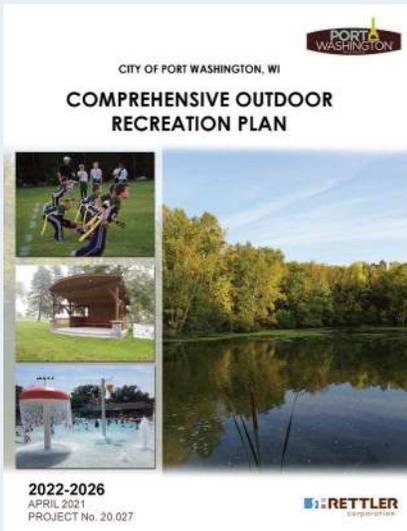
Principal	\$150.00
Two Person Survey Crew	\$165.00
One Person Survey Crew	\$115.00
Professional Land Surveyor	\$ 95.00
Landscape Architect	\$120.00
Civil Engineer	\$130.00
Project Manager	\$100.00
Construction Manager	\$ 95.00
Technician	\$ 75.00
Office Manager Services	\$ 70.00
Subsistence per person	\$ 65.00 / Day
Expert Witness	\$200.00 or \$1200.00 / Day plus per diem

Expenses

Reproduction Costs	
Plan Set Printing	\$1.75 - \$3.25 / each sheet
Reports (initial printing)	\$10.00 plus \$0.10 single page \$0.15 double page
Reports (after initial printing)	\$20.00 plus page cost
Vehicle Mileage	\$0.585 / mile
Survey Equipment	\$100.00 / day

The following additional services will be rendered at cost; telephone, postage, meals, accommodations, transportation, State, County, local recording, review, permit fees, outside services, test equipment, rental equipment and supplies.

CORP References



CITY OF PORT WASHINGTON

Kiley Scherer

Former Director of Parks and Recreation

(608) 821-8349

kscherer@cityofmiddleton.us

Rettler Project Team: John Kneer (Project Manager)
Rebecca Ramierz



TOWN OF GRAND CHUTE

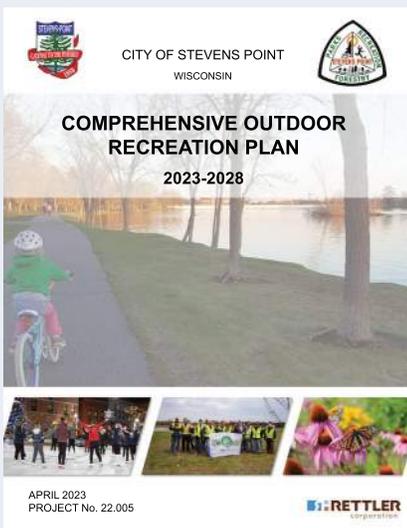
Katie Schwartz

Director of Public Works

920-832-1581

katie.schwartz@grandchute.net

Rettler Project Team: John Kneer (Project Manger)
Rebecca Ramierz



CITY OF STEVENS POINT

Dan Kremer

Parks & Recreation Director

715-346-1531

dkremer@stevenspoint.com

Rettler Project Team: Ross Rettler (Project Manager)
Rebecca Ramierz



Village of Oregon Jaycee Park

Oregon, WI

SCOPE OF SERVICES

Master Planning,
Site Design, Engineering,
Permitting, Bidding,
Construction Management

BUDGET

\$3,950,000

COMPLETION

2023

OWNER REFERENCE

Jeff Rau
Director of Public Works
608-835-6290
jrau@vil.oregon.wi.us

Using a phased approach, Rettler Corporation worked with the Village of Oregon to plan the redevelopment of Jaycee Park. Phase 1 included three little league fields with dugouts, six pickleball courts complete with new lighting, and a new multi-use field for rugby, lacrosse, and football. Additional improvements include a decorative concrete plaza, a new playground area, and bike racks. Improvements will also be made to existing parking areas, and several new parking lots will be added. Phase 2 includes a new baseball field and dugouts, an additional multi-use athletic field, green space for the future development of a soccer field, new concessions, a restroom, and a storage building.





City of Waupaca Swan Park Playground & Splash Pad

Waupaca, WI

SCOPE OF SERVICES

Master Planning, Site Design,
Engineering, Bidding,
Construction Management

BUDGET

\$1,470,000

COMPLETION

June 2023

OWNER REFERENCE

City of Waupaca
Laura Colbert
Parks & Recreation Director
715-258-4435
laura.colbert@waupacawi.gov

Rettler Corporation worked with the City of Waupaca and the Friends of Waupaca Parks to lead improvements at Swan Park. This project includes an accessible splash pad and playground, with a building for restrooms and mechanical space, plaza spaces, shade structures, seat walls and amenities. Rettler provided master planning, cost estimates and fundraising graphics for the City to pursue possible donors and apply for grants to gain funds to construct the project. The splash pad is a flow through system fed from municipal water and discharged to a stormwater detention area. The 2,828 square foot pad includes 24 features and a nature theme with many leaf structures.





Village of Plover Lake Pacawa Park

Plover, WI

SCOPE OF SERVICES

Master Planning,
Site Design, Engineering,
Permitting, Bidding,
Construction Management

BUDGET

\$4,200,000

COMPLETION

July 2022

OWNER REFERENCE

Steve Kunst
Village Administrator
715-345-5252
skunst@ploverwi.gov

Lake Pacawa Park comprises 17 acres featuring a baseball diamond, soccer field, restrooms, picnic areas, a beach, and over a half mile of shoreline. This project began in 2013 with the creation of a comprehensive master plan for the park, and in 2018 Rettler Corporation assisted the Village of Plover with the first phase of development, which included the construction of a bandshell and amphitheater style seating area, beach improvements, parking lots, memorial and donor recognition features. The second phase kicked off in 2020 and developed an inclusive playground and splash pad, over a mile of paved and granite walking trails, restrooms, a shelter/concession building, piers, and an ADA canoe/kayak launch.





City of Glendale Richard E. Maslowski Community Park

Glendale, WI

SCOPE OF SERVICES

Master Planning, Site Design,
Engineering, Bidding,
Construction Management

BUDGET

\$8,000,000

COMPLETION

2021

OWNER REFERENCE

Bryan Kennedy
City of Glendale Mayor
414-228-1702
bryan.kennedy@glendalewi.
gov

Rettler Corporation worked with the City of Glendale, MSOE and Nicolet High School to lead a major redevelopment on the Bender Road Park site, a former landfill with strict development criteria. One significant feature of the project is the outdoor Community Performance venue. The covered stage was incorporated into a multipurpose building serving the site with a concession/kitchen area equipped with beer and soda tap systems and is a venue for community rental opportunities. In addition, ADA-accessible playground equipment, parking, a tiered amphitheater space for viewing the performance stage, veterans memorial plaza, baseball and softball athletic facilities are incorporated into the site development.





UWSP Schmeeckle Reserve Green Circle Trailhead

Stevens Point, WI

SCOPE OF SERVICES

Master Planning, Site
Design, Civil Engineering,
Permitting, Bidding,
Construction Observation

BUDGET

\$800,000

COMPLETION

2020

OWNER REFERENCE

Jim Buchholz
Director
715-346-4992
jim.buchholz@uwsp.edu

Inspired by north central Wisconsin's surrounding forests, the UWSP Schmeeckle Green Circle Trailhead truly reflects purpose and place. Rettler Corporation assisted Portage County and The Friends of Schmeeckle Reserve with redeveloping the Green Circle Trail Head to better serve the community's outdoor recreation and performance space needs. The project's primary scope included a new overflow parking facility, amphitheater, open-air pavilion, restroom facility, plaza spaces, and regional trailhead connections. With existing wetlands present, careful consideration was made during the design to maintain these natural communities as part of the trailhead development.



DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM THE ADMINISTRATIVE AND PERSONNEL COMMITTEE AND ARE SUBJECT TO CHANGE UPON APPROVAL FROM THE ADMINISTRATIVE AND PERSONNEL COMMITTEE

**ADMINISTRATIVE AND PERSONNEL COMMITTEE
MEETING MINUTES
Thursday, May 2, 2024**

Meeting was called to order at 8:40 P.M. by Trustee Stuckert.

1. Call Meeting to Order.

Present: Chairperson Stuckert (via Zoom), Trustee Sayas (via Zoom), Trustee Castile, Trustee Shepherd, and Trustee Hillmann

Also Present: Village Manager Tom Harrigan, Finance Director Monica Hughes, Village Clerk Katie Panella, Assistant Village Manager Katherine Gehl, Public Works Director Richard Paul, Jr., Attorney Hector de la Mora

2. Announcement of Closed Session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Chairperson Stuckert read aloud the announcement of Closed Session.

3. Review and act on meeting minutes dated February 20, 2024.

TRUSTEE SHEPHERD MOTIONED TO APPROVE THE MEETING MINUTES DATED FEBRUARY 20, 2024 AS PRESENTED. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 5-0.

4. Consideration and possible recommendation on Department of Public Works organizational restructuring.

Village Manager Harrigan introduced the item and explained that this reorganization has been in the planning phase since late 2023, pending the announcement of the current Forester.

This reorganization would create a new Superintendent/Forester position and Foreman position and would eliminate the Crew Chief position. Additionally, a lot of administrative duties that are currently handled by the Public Works Director would become the responsibility of the Superintendent/Forester. It is intended to do an internal recruitment first as the current Superintendent has forestry experience.

Public Works Director Paul, Jr. noted that this reorganization is an opportunity to make things more efficient throughout the department. The proposed structure is also very similar to how neighboring communities of a similar size are structured.

Trustee Stuckert asked if after this reorganization, there would still be someone to prioritize and protect Village trees as part of new construction. Village Manager Harrigan explained that with

demolition and new construction applications, applicants are required to submit a site plan that notes all trees including their size and location with the goal of protection.

Trustee Hillmann asked what the financial impact of this reorganization would be. Village Manager Harrigan noted that this would be a \$4.00 increase to the current Foreman's wage which would equate to about \$8,000 annually.

Finance Director Hughes explained that the additional funds would need to come from the Contingency Fund in 2024 because this was not budgeted for the year but each year thereafter it would be included in the budget. Finance Director Hughes noted that there has been a maintenance position that has been open for a number of months so there has been some savings there.

Public Works Director Paul, Jr. explained that the exiting crew is better with technology than previous crews so there is an opportunity for process improvements that way as well.

Trustee Hillmann asked if there has been any action taken towards process improvements.

Village Manager Harrigan explained that staff has reviewed current processes and are beginning to look into using a new platform that would transition a number of applications to an online submittal, review, and approval process.

TRUSTEE CASTILE MOTIONED TO APPROVE THE REORGANIZATION OF THE DEPARTMENT OF PUBLIC WORKS AS OUTLINED IN PAPERWORK PRESENTED IN THE MAY 2ND, 2024 ADMINISTRATIVE AND PERSONNEL COMMITTEE PAPERWORK. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 5-0.

5. Closed Session

May convene into Closed Session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

TRUSTEE SHEPHERD MOTIONED TO GO INTO CLOSED SESSION. TRUSTEE CASTILE SECONDED. MOTION CARRIED BY ROLL CALL VOTE.

The Committee moved into Closed Session at 8:55 A.M.

6. May convene into Open Session to take action on any Closed Session items.

Trustee Sayas left the meeting at 9:00 A.M. during Closed Session.

TRUSTEE HILLMANN MOTIONED TO RECONVENE INTO OPEN SESSION. TRUSTEE SHEPHERD SECONDED. MOTION CARRIED BY ROLL CALL VOTE.

The Committee reconvened into Open Session at 9:15 P.M.

7. Other Business.

None.

8. Adjourn.

**TRUSTEE HILLMANN MOTIONED TO ADJOURN. TRUSTEE SHEPHERD SECONDED.
MOTION CARRIED 5-0.**

Meeting adjourned at 9:16 A.M.

Respectfully Submitted,

Katherine Gehl
Assistant Village Manager/Zoning & Planning Administrator

DRAFT

VILLAGE OF ELM GROVE

13600 Juneau Boulevard
Elm Grove, WI 53122

FINANCE MEETING AGENDA
TUESDAY, May 28, 2024 * 6:00 P.M. * PARKVIEW ROOM

1. **Call meeting to order**
2. **Review and act on meeting minutes**
 - 4.23.24 minutes
3. **Review and act on 2023 audited Village of Elm Grove Financial Statements**
 - **Separate documents attached**
 - [2023 Annual Comprehensive Financial Report](#)
 - [Report and Insights from 2023 Audit- Baker Tilly](#)
4. **Review and act on Resolution 052824B Amending the 2024 budget for employee wage increases**
 - Resolution 052824B
5. **Review and act on Alcohol, Cigarette, Tobacco and Electronic Vaping Devices, and Dance License Renewals**
 - Village Clerk memo with renewals
6. **Review and act on request for \$7,000 of ARPA funding for re-keying of Village hall doors**
 - Memo from Police Chief Hennen
7. **Project Updates and Financial Reports**
 - Monthly Financial Report 4.2024
 - Financial Comparison Report 2023-2024
 - 2024 Project Summary
 - 2024 Street paving bids received
 - Committee of the Whole May meeting memo
 - Summary of ARPA funding
8. **Review and act on vouchers**
 - List attached
9. **Other Business**
10. **Adjourn**

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Village Clerk, 48 hours prior to the meeting at (262) 782-6700 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

Draft

**Village of Elm Grove
Finance and Licensing
April 23, 2024**

Present: Jim Koleski, Rusty Zosel, Glenn Schrubbe, and John Schindler.

Also Present: Staff members-Monica Hughes, Tom Harrigan, and Katherine Gehl.

Jim Koleski called the meeting to order at 6:15 pm

Review and act on meeting minutes

Minutes 2.27.24- Rusty Zosel and Glenn Schrubbe moved and seconded to approve. Motion carried 4-0.

Memo- meeting on 3.26.24 It was noted that the committee did not have a quorum at the March meeting so no formal meeting took place. Agenda items were referred to the Village Board.

Discussion of the 2023 Draft Financial Report

Monica Hughes reviewed the draft financial report for the year end December 31, 2023. The review included the general fund and all other included funds and year end actual results compared to the budget. The committee discussed and questions were answered. It was noted the auditors are currently completing the audit and review of the statements and will attend the May meeting to present to the committee.

Project Updates and Financial Reports

Monica Hughes reviewed the current project summary and financial reports noting this included activity through the month of March. The Village continues to work on ordering and/or obtaining quotes for capital projects. A number of pieces of equipment have been ordered and we are just waiting for arrival. Lawn mowers are here, squads and DPW pickup are ordered. Laptops for trustees are in house and the IT Manager is working on set up. The Village continues work on the Highland Pathway and culvert, with work anticipated to start in May on the pathway. A bid for the Highland culvert is on the Village Board agenda for award tonight. Staff is working on a number of components of the daylighting and expects further information from the railroad on purchase of the needed parcel in early May.

Review and act on vouchers

The following voucher list with detail was submitted.

Draft

Village of Elm Grove
Voucher List

4/23/2024

BATCH NAME	AMOUNT
3.2024 ACH	280,037.41
04-2024 AP batch1	20,128.90
04-2024 Election	3,470.00
04-2024 AP #2	368,161.68
04-2024 Lib AP	20,608.58
4-2024 Lib CC	\$ 1,169.27
04-2024 CC	\$ 13,479.89
TOTAL	\$ 707,055.73

Total CC

\$ 14,649.16

John Schindler and Glenn Schrubbe moved and seconded to recommend approval. Motion carried 4-0.

Other Business

Jim Koleski suggested beginning the May finance meeting at 6pm to provide sufficient time for discussion of the audit report. There was no other business.

Adjournment

Rusty Zosel and John Schindler moved and seconded to adjourn at 6:55pm. Motion carried 4-0.

Respectfully,
Monica Hughes

RESOLUTION NO. 052824B

A RESOLUTION AMENDING THE 2024 BUDGET TO RECORD
EMPLOYEE WAGE INCREASES and ASSOCIATED BENEFIT COSTS

WHEREAS, the Board of Trustees and Finance Committee have approved necessary changes to the budget for the overall benefit of the Village; and

WHEREAS, the Board of Trustees and Finance Committee have supported the transfer of available budget funds to be used where necessary without increasing the overall budget; and

WHEREAS, 2024 budget was prepared without increases to individuals' wages while the Village negotiated with the represented employees and additional funding was budgeted in the 2024 contingency; and

WHEREAS, a contract with represented police employees was approved by the Board of Trustees providing an increase to wages of 4% as of January of 2024; and

WHEREAS, the Board of Trustees approved wage increases of the 3% for non-represented employees to be funded through the budgeted general fund contingency; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Village of Elm Grove amends the 2024 operating budget to reflect the wage and benefit changes as identified below to be transferred from the contingency funds.

Adopted this 28th day of May 2024 by the Elm Grove Village Board of Trustees

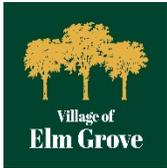
James Koleski, President

Katie Panella, Village Clerk

Village of Elm Grove
2024 Budget Amendment
Wage Adjustment Transfer from Contingency
Wage adjustment for approved increases

	Wage adjustment	WRS	Employee WRS	FICA	Total Adjustment
General Fund					
General Government	15,930	2,200	(1,100)	1,220	18,250
Court	1,325	185	(95)	100	1,515
Dispatch	10,480	1,445	(725)	800	12,000
Police	77,800	16,525	(5,370)	5,945	94,900
Public Works	13,050	1,800	(900)	1,000	14,950
Solid Waste	1,825	250	(125)	140	2,090
Forestry	2,280	315	(160)	175	2,610
Fire	1,215	260	(85)	95	1,485
Recreation	5,700	790	(395)	435	6,530
General Fund total	<u>129,605</u>	<u>23,770</u>	<u>(8,955)</u>	<u>9,910</u>	<u>154,330</u>
Special Revenue Funds					
Sewer	1,800	250	(125)	140	2,065
Stormwater	5,940	820	(410)	455	6,805
Library	9,340	1,290	(645)	715	10,700
					-
	<u>146,685</u>	<u>26,130</u>	<u>(10,135)</u>	<u>11,220</u>	<u>173,900</u>

Represents approved percentage wage increases to each department budget lines. Police 4% and other employees 3% plus associated retirement and Social Security costs



DATE: May 28, 2024

TO: Finance and Licensing Committee
Village Board of Trustees

FROM: Katie Panella, Village Clerk

RE: Alcohol, Cigarette, Tobacco and Electronic Vaping Devices, and Dance Licenses

The alcohol, cigarette and dance license renewals are attached for your review and approval. All current alcohol license holders have submitted renewal applications, which includes seven full liquor licenses ("Class B" Beer and Liquor) and two reserve "Class B" Beer and Liquor licenses. There are three reserve liquor licenses left available.

Liquor License Process

- 1) Review of the applications submitted to ensure all paper work was submitted in its entirety and include date application was filed.
 - a. Obtain auxiliary questionnaires for all members of LLC and Corporations.
 - b. Obtain Application of Agent form for each establishment, including nonprofit organizations.
 - c. Obtain current Wisconsin Seller's Permit
- 2) Verify on Wisconsin Department of Financial Institutions establishment is in 'Good Standing'
- 3) Background Checks on agents of each establishment
 - a. The record checks for the 2024-2025 Liquor License renewal year did not indicate any new incidents for the agents.
- 4) Publish all liquor license applications in Journal Sentinel for three consecutive days
 - a. The publication was submitted on May 6, 2024 with publication dates of May 14, 2024, May 15, 2024 and May 16, 2024
- 5) Verified if fees are owed to the Village including licensing fees, outstanding invoices, personal property or real estate taxes.
- 6) Prep licenses to be mailed out
 - a. All liquor licenses will be mailed out with the Department of Revenue Retail Alcohol and Beverage Licensing Guide
 - b. Target date to mail the licenses for the 2024-2025 Liquor License renewal period is June 17, 2024.

All licenses are on the May 28th Board of Trustees agenda for action with your recommendation.

Class "A" Beer License – Authorizes the retail sale of beer in the original sealed containers for consumption off the licensed premises.

"Class A" Liquor License – Authorizes the retail sale of liquor, including wine and cider, in the original containers for consumption off the licensed premises.

"Class A" (Cider Only) License – Authorizes the retail sale of cider, but no other intoxicating liquor, in the original containers for consumption off the licensed premises.

Class "B" Beer License – Authorizes the retail sale of beer for consumption on and off the licensed premises.

"Class B" Liquor License – Authorizes the retail sale of liquor by the glass for consumption on or off the licensed premises and, if allowed by municipal ordinance, in the original sealed container for off-premises consumption.

"Class C" Wine License – Authorizes the retail sale of wine by the glass for consumption on the licensed premises.

Intoxicating Liquor (or Liquor) – Alcohol beverages, except beer, containing 0.5% or more alcohol by volume, including wine.

Class "A" – Beer	Jilly's Corporation	15340 W Bluemound Rd
Cigarette	Jilly's Corporation	
"Class A" Beer and Liquor	Fazio's Cioccolatini	13425 Watertown Plank Rd
"Class A" Beer and Liquor	Kettle Range Meats Mill Place LLC	13402 Watertown Plank Rd
"Class A" Beer and Liquor	Toto's Inc - Otto's Wine and Spirits	15380 Watertown Plank Rd
Cigarette	Toto's Inc - Otto's Wine and Spirits	
"Class A" Beer and Liquor	Sendik's Elm Grove LLC	13425 Watertown Plank Rd
Cigarette	Sendik's Elm Grove LLC	
"Class A" Beer and Liquor	Walgreens #02752	15350 W. Bluemound Rd
Cigarette	Walgreens #02752	
Class "B" Beer and "Class C" Wine	Kennedy Enterprises LLC - Board and Brush	13475 Watertown Plank Rd
"Class B" Beer and Liquor	Elm Grove Woman's Club	13885 Watertown Plank Rd
Dance	Elm Grove Woman's Club	
"Class B" Beer and Liquor	O'Donoghue's Irish Pub LLC	13225 Watertown Plank Rd
Dance	O'Donoghue's Irish Pub LLC	
"Class B" Beer and Liquor	JIF Restaurants LLC - Silver Spur	13275 Watertown Plank Rd
"Class B" Beer and Liquor	Sunset Playhouse Inc	700 Wall St
"Class B" Beer and Liquor	Western Racquet Club	1800 Highland Dr
Cigarette	WLC Enterprises-BP	13395 Watertown Plank Rd
"Class B" Beer and Liquor	EDG LLC - Zisters	13425 Watertown Plank Rd
Dance	EDG LLC - Zisters	
"Class B" Beer and Liquor	Yamato Sushi House	12900 W Bluemound Rd
RESERVE "Class B" Beer and Liquor	Yemas Restaurant LLC	890 Elm Grove Road
Class C Wine	Bug & Goose Play Café	13448 Watertown Plank Rd
RESERVE "Class B" Beer and Liquor	GED LLC - ZA	13300 Watertown Plank Rd

ELM GROVE POLICE DEPARTMENT

DATE: May 17, 2024
TO: Tom Harrigan, Village Manager
FROM: Jason Hennen, Chief of Police
SUBJECT: Building re-key bid

Mr. Harrigan:

I am writing to request consideration for funding an unplanned project that needs resolution to preserve security in the Village Hall, Library, Fire Department, and Police Department.

From 1996 to 2023, at minimum, the locks and keys to the village were managed by the Facilities Manager at Village Hall. When employees would come and go, a key would be issued and presumably returned.

In early 2023 the HID keycard system, which is an access control system, was installed on specific doors. The system allows the key administrator to turn on and off key cards instantly, grant permissions for specific doors, and log all door swipes. These cards were issued to all employees regardless if they had office doors with a HID. The remaining offices without a HID retained their original issued keys. During a security review we discovered that over the years, master keys were being issued to all employees. This eliminated any hierarchy in the door lock system. For example, independent contractors such as the building inspector or the assessor had full access to the Police Department, Village Managers office and Finance Director's office. This creates a security risk for a multitude of reasons.

At this time, we have no idea who has or had a key. The facilities manager has no key log to indicate who was issued a key, or if it was returned upon departure. As a temporary resolution, I did issue the assessor and the Forester new keys that were specific to village hall doors.

Continuing to use the current key locks eliminates the accuracy of the new HID logging system and makes it nothing more than a convenience and also gives a false sense of security. Anyone who has keys can bypass the logging software by using the door key instead of the card.

The most effective method to resolve the security issue is to rekey all doors in Village Hall and issue key cards to all employees. Those individuals with no HID on their office

door will be issued a key specific to their door only. Those individuals that have a HID on their office door would receive a key card.

If we are truly intending on using the HID system as it was intended the door locks must be changed or rekeyed. The quote to replace door handles would exceed \$100,000. The initial cost to rekey locks would cost \$5,008. I suggest we also rekey the pool building at the same time which was not included in the quote. I am requesting approval to proceed with this project with a budget not to exceed \$7,000. This amount would encompass the doors on the original bid, the pool doors, and contingency.

Jason Hennen

Jason Hennen
Chief of Police



WHITLOW'S SECURITY SPECIALISTS

A DIVISION OF WHITLOW ENTERPRISES, INC.

Locksmiths

Locks • New Auto Keys • Remotes • Access Control • Safes

Milwaukee: (414) 475-0550

Waukesha: (262) 549-1560

Fax: (414) 475-1147

For: Village of Elm Grove
Attn: Jason/Brian
Address: 13600 Juneau Blvd

3-23-24

Quote

Door	Description:	
	We will make up a new master key system and rekey a total of 120 Schlage E 6-pin locks around your facility. You will have 1 master key that fits every door and sub masters and changes per your request. We will need to know the amount of keys ahead of time. We can discuss that once this quote is approved. Do Not Duplicate keys will cost \$3.75ea. If you wanted a standard blank those would be \$3.25ea.	
		\$5008.00 plus keys

This will take 2 to 3 days to complete. Any questions or concerns please contact me.
Pricing is good for 30 days and payment is due upon of completion.

Thank you,

Dan Hofstetter

To accept the above proposal please sign and email back to service@whitlowsecurity.com

Signed: _____ Date: _____

Village of Elm Grove
Monthly Financial Report
Revenue and Expense-Budget to Actual Comparison
as of April 30, 2024

	2023 Budget	2024 Budget	MTD Amt	YTD Amt	Budget Balance	% of Budget Available
General Fund						
Revenues						
Property taxes	\$ 4,971,170	\$ 5,103,330		5,103,330	-	0%
Intergovernmental	768,970	909,120	94,609	224,354	684,766	75%
Licenses and permits	219,725	268,635	35,785	122,568	146,067	54%
Fines, forfeitures, and penalties	125,000	155,000	(64)	61,532	93,468	60%
Public charges for services	773,200	772,560	1,993	762,195	10,365	1%
Recreation Fees	190,870	209,650	9,673	40,110	169,540	81%
Commercial	233,800	469,900	66,685	191,384	278,516	59%
Transfer in	4,050	4,250	-	4,267	(17)	0%
Total Revenue	7,286,785	7,892,445	208,681	6,509,740	1,382,705	18%
Fund Balance applied	150,000	150,000	-	-	150,000	100%
Total	\$ 7,436,785	\$ 8,042,445	\$ 208,681	\$ 6,509,740	\$ 1,532,705	19%
Expenditures:						
General government	1,459,375	1,555,295	93,973	633,162	922,133	59%
Court	104,350	116,920	4,823	25,257	91,663	78%
Dispatch	535,025	568,325	59,239	158,628	409,697	72%
Police	2,680,650	2,814,800	210,320	845,727	1,969,073	70%
Fire	367,420	363,920	78,203	115,149	248,771	68%
Inspections	127,475	157,350	13,954	54,642	102,708	65%
Public works	834,850	867,225	108,538	347,554	519,671	60%
Solid Waste	753,180	756,850	51,626	182,510	574,340	76%
Forestry	168,500	168,945	13,552	43,306	125,639	74%
Recreation	305,960	337,815	10,872	38,993	298,822	88%
Contingency	100,000	335,000	-	-	335,000	100%
Trf to other funds	-	-	-	-	-	0%
Total Expenditures	\$ 7,436,785	\$ 8,042,445	\$ 645,100	\$ 2,444,928	\$ 5,597,517	70%

Special Revenue Funds						
Library Fund						
Revenue	492,220	504,220	23,782	468,247	35,973	7%
Expenditures	504,220	545,620	40,854	176,538	369,082	68%
EMS Fund						
Revenue	483,250	503,150	7,393	350,308	152,842	30%
Expenditures	498,250	596,150	52,236	162,064	434,086	73%
Sewer Fund						
Revenue	2,180,000	2,270,000		2,020,739	249,261	11%
Expenditures	2,080,000	2,240,300	1,433,610	1,564,917	675,383	30%
StormWater Operations Fund						
Revenue	900,075	763,970		628,219	135,751	18%
Expenditures	781,865	720,950	15,854	71,029	649,921	90%

Village of Elm Grove
Monthly Financial Report
Revenue and Expense-Budget to Actual Comparison
as of April 30, 2024

	2023 Budget	2024 Budget	MTD Amt	YTD Amt	Budget Balance	% of Budget Available
<u>TIF #2 Fund</u>						
Revenue -Tax Increment levy	666,662	5,368,507		711,421	4,657,086	87%
Expenditures- -	756,540	5,257,183	1,460	33,288	5,223,895	99%
<u>Library Gift Fund</u>						
library gift revenue			15,850	22,931	(22,931)	
library gift expense	-		2,538	6,106		
<u>Capital Project Funds</u>						
<u>Five Year Capital Fund</u>						
Revenue-Tax Levy and Interest	761,000	649,500	15,975	554,506	94,994	15%
Expenditures	701,950	618,520	62,166	99,858	518,662	84%
<u>Transportation Fund</u>						
Revenue	790,000	640,000	5,337	579,020	60,980	
Expenditures		1,455,000	15,433	50,821	1,404,179	
<u>Debt Service Fund</u>						
Revenue-transfers	1,246,973	1,265,382		303,359	962,023	76%
Expenditures	\$ 1,246,221	\$ 1,261,782		279,363	982,419	78%
<u>Donation Fund</u>						
Revenue-transfers			9,335	21,894	(21,894)	
Expenditures	\$ -		8,101	13,709	(13,709)	
<u>Covid ARPA funds</u>						
Revenue-	142,195	3,000	1,107	5,010	(2,010)	-67%
Expenditures	\$ 373,560	\$ 228,500		4,022	224,478	98%
<u>TIF #3 Mandel SSND development</u>						
Revenue-		79,000		79,945	(945)	
Expenditures		\$ 58,500	745	745	57,755	

Village of Elm Grove
Year-to-date Comparison 2023-2024
As of March 31, 2024

	2023 Budget	2024 Budget	2023-2024 Difference	% change	2023 YTD amount	2024 YTD amount	2023-2024 Difference	
General Fund								
Revenues								
Property taxes	\$ 4,971,170	\$ 5,103,330	132,160	2.66%	4,971,170	5,103,330	132,160	2.66% tax levy
Intergovernmental	768,970	909,120	140,150	18.23%	233,184	224,354	(8,830)	-3.79% Cty recycling rebate 2023
Licenses and permits	219,725	268,635	48,910	22.26%	79,339	122,568	43,229	54.49% Caroline Heights
Fines, forfeitures,	125,000	155,000	30,000	24.00%	79,927	61,532	(18,395)	-23.01%
Public charges for services	773,200	772,560	(640)	-0.08%	757,587	762,195	4,608	0.61%
Recreation	190,870	209,650	18,780	9.84%	27,865	40,110	12,245	43.94% inc all revenue lines 2024
Commercial	233,800	469,900	236,100	100.98%	178,176	191,384	13,208	7.41% interest 2024
Transfer in-TIF	4,050	4,250	200	4.94%	4,163	4,267	104	-100.00% timing
	<u>7,286,785</u>	<u>7,892,445</u>	<u>605,660</u>	<u>8.31%</u>	<u>6,331,411</u>	<u>6,509,740</u>	<u>178,329</u>	<u>2.82%</u>
Fund Balance applied	150,000	150,000	-				-	
Total Revenue	\$ 7,436,785	\$ 8,042,445	\$ 605,660	8.14%	\$ 6,331,411	\$ 6,509,740	\$ 178,329	2.82%
Expenditures:								
General government	1,459,375	1,555,295	95,920	6.57%	641,260	633,162	(8,098)	-1.26% 2024 saving comp support
Court	104,350	116,920	12,570	12.05%	26,130	25,257	(873)	-3.34%
Dispatch	535,025	568,325	33,300	6.22%	150,248	158,628	8,380	5.58% open position 2024,
Police	2,680,650	2,814,800	134,150	5.00%	730,505	845,727	115,222	15.77% wages 2024- 2023 open position
Fire	367,420	363,920	(3,500)	-0.95%	97,931	115,149	17,218	17.58% POC 1st qtr +\$15000- Jan storm
Inspections	127,475	157,350	29,875	23.44%	31,653	54,642	22,989	72.63% same as rev inc
Public works	834,850	867,225	32,375	3.88%	306,661	347,554	40,893	13.33% health 2024, equip +20,000
Solid Waste	753,180	756,850	3,670	0.49%	168,427	182,510	14,083	8.36% brush 2024- Jan storm
Forestry	168,500	168,945	445	0.26%	40,546	43,306	2,760	6.81%
Recreation	305,960	337,815	31,855	10.41%	21,471	38,993	17,522	81.61% wages- open position 2023
Contingency	100,000	335,000	235,000	235.00%	-	-	-	
trf to other funds	-	-	-		-	-	-	
Total Expenditures	\$ 7,436,785	\$ 8,042,445	\$ 605,660	8.14%	\$ 2,214,832	\$ 2,444,928	230,096	10.39%
Library Fund								
Revenue	492,220	504,220	12,000	2.44%	467,269	468,247	978	0.21%
Expenditures	504,220	545,620	41,400	8.21%	154,031	176,538	22,507	14.61% wages- market incr
EMS Fund								
Revenue-	483,250	503,150	19,900	4.12%	410,182	350,308	(59,874)	-14.60% tax levy, 2023 trf fr ARPA
Expenditures	498,250	596,150	97,900	19.65%	135,526	162,064	26,538	19.58% POC monthly

Village of Elm Grove
Year-to-date Comparison 2023-2024
As of March 31, 2024

	2023 Budget	2024 Budget	2023-2024 Difference	% change	2023 YTD amount	2024 YTD amount	2023-2024 Difference	
<u>Sewer Fund</u>								
Revenue	2,180,000	2,270,000	90,000	4.13%	1,963,831	2,020,739	56,908	2.90% user fees
Expenditures	2,080,000	2,240,300	160,300	7.71%	1,429,261	1,564,917	135,656	9.49% MMSD cap pymt timing
<u>Storm Water Operations</u>								
Revenue	900,075	763,970	(136,105)	-15.12%	613,091	628,219	15,128	2.47% interest and user fees
Expenditures	781,865	720,950	(60,915)	-7.79%	122,094	71,029	(51,065)	-41.82% 2023 UWCU project
<u>TIF Fund</u>								
Revenue -Tax Increment levy	666,662	5,368,507	4,701,845	705.28%	616,982	711,421	94,439	15.31% incremetn
Expenditures- -debt pymt	756,540	5,257,183	4,500,643	594.90%	99,174	33,288	(65,886)	-66.43% timing- PayGo
<u>Library Gift Fund</u>								
library gift revenue					24,212	22,931	(1,281)	
library gift expense					9,584	6,106	(3,478)	-36.29%
<u>Five Year Capital Fund</u>								
Revenue-	761,000	649,500	(111,500)	-14.65%	669,625	554,506	(115,119)	-17.19% tax levy
Expenditures	701,950	618,520	(83,430)	-11.89%	421,783	99,858	(321,925)	-76.32% 2023 trf bridge funds to Trans
<u>Transportation Fund</u>								
Revenue	790,000	640,000	(150,000)	-18.99%	802,336	579,020	(223,316)	-27.83% 2023 trf bridge funds to Trans
Expenditures	-	1,455,000	1,455,000		18,938	50,821	31,883	Highland path
<u>Debt Service Fund</u>								
Revenue	1,246,973	1,265,382	18,409	1.48%	221,516	303,359	81,843	36.95% addl debt levy
Expenditures	\$ 1,246,221	\$ 1,261,782	15,561	1.25%	197,005	279,363	82,358	41.81% new debt pymt due March
<u>Donation Fund</u>								
Revenue-transfers					1,663	21,894	20,231	EMS Donation-Eng family, PD ebikes
Expenditures					20,826	13,709	(7,117)	-34.17%
<u>Covid ARPA funds</u>								
Revenue-		3,000	3,000	100.00%	9,046	5,010	(4,036)	interst
Expenditures		\$ 228,500	228,500	100.00%	120,295	4,022	(116,273)	2023 Trf to EMS for POC
<u>TIF #3 Mandel SSND development</u>								
Revenue-		79,000				79,945	79,945	tax increment 2024
Expenditures		\$ 58,500			150	745	595	

**Village of Elm Grove
2024 Project Summary**

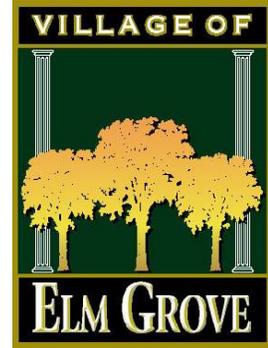
	<u>Budget</u>	<u>Prior Year Exp</u>	<u>Expenditures 2024</u>	<u>Total Project costs</u>	<u>Notes</u>
Capital Fund					
General Government					
no items budgeted 2024					
2022-23 computer project	250,000	339,258	5,178	344,436	
2023 completion of building upgrades	30,000	2,375	10,153	12,528	Village Hall security
Police					
Patrol Vehicles-2	101,000				PO issued 11/29/23
2023 Purchase of red dot side arms	22,000		17,320	17,320	
Fire					
Turnout Gear and Equipment	24,600		4,043	4,043	turnout gear ordered
Contracted Procedure Review (Lexipol)	8,500		4,974	4,974	beginning work
EMS					
no items budgeted 2024					
Public Works					
DPW Garage roof replacment	84,400				
Pole Building	181,000				
2 wh drive Pickup (replace 2010 1 ton)	45,000				PO issued 12/20/23
2 Zero turn mowers	30,400		29,278	29,278	
Recreation					
Basketball court	60,000				accepted bid for \$43,000, will have addl landscaping
ADA accessible pool chair	6,500				total price \$16,000- installation 8500
Comprehensive outdoor recreation plan	25,000				Recr committee reviewed proposals
Library					
computer replacments	19,900		15,573	15,573	
Children's education station	7,500		7,448	7,448	
New Equipment					
7 laptops/tablets for Trustees	5,000		6,716	6,716	chromebooks and licenses
Ballistic vests- 3	2,100			-	
Indentix printer	1,700		1,648	1,648	
squad radar	2,600		2,571	2,571	
Truck box for swap loader truck	6,000				
Village Hall gutters	7,320				
Total Capital Fund Projects	920,520	341,633	104,902	446,535	

**Village of Elm Grove
2024 Project Summary**

	<u>Budget</u>	<u>Prior Year Exp</u>	<u>Expenditures 2024</u>	<u>Total Project costs</u>	<u>Notes</u>
ARPA Fund					
Telephone System	51,500				IT Manager talking to 4 vendors
Village Hall Parking Lot Lights	80,000				
Crosswalk- started 2023	17,000	9,900	3,830	13,730	
	<u>148,500</u>	<u>9,900</u>	<u>3,830</u>	<u>13,730</u>	
Transportation Funds					
Ruekert & Mielke- Highland Pathway	730,000	37,340	50,820	88,160	construction bid recd \$495,000, estimate total cost =\$784270
Street Paving	800,000				bids recd
Sewer Fund					
no projects budgeted in 2024					
Stormwater Fund					
no projects budgeted in 2024					
Highland Road storm culvert			8,843	8,843	project bid - estimate cost \$275,000
TID # 2					
Creek Daylighting					
Addl payment due OHM		194,462		194,462	
Demolition of One Hour Martinizing		11,985		11,985	
Appraisals for property acquisition and easements		18,550	3,617	22,167	
Obtain easement				-	
Purchase railroad property				-	
Construction of naturalized creek					
TIF 2 total	4,500,000	224,997	3,617	228,614	
TID # 3 Caroline Heights Development					
Water extension from SSND development to railroad/downtown					
Water extension to private properties adjacent to SSND project					
Other expenses					

2024 Pave Bid Comparison

Item No	Description	Approx. Quant	Stark Pavement		Wolf Pavement		Payne & Dolan	
			Unit Price	Extended Totals	Unit Price	Extended Totals	Unit Price	Extended Totals
1	Furnish and place (9.5 mm surface) bituminous concrete pavement 5 LT 58-28 S	TONS 2380	PER TON \$62.50	\$ 148,750.00	PER TON \$75.00	\$ 178,500.00	PER TON \$91.90	\$ 218,722.00
2	Furnish and place (19.0 mm binder) bituminous concrete pavement 3 LT 58-28 S	TONS 4796	PER TON \$60.75	\$ 291,357.00	PER TON \$62.00	\$ 297,352.00	PER TON \$69.85	\$ 335,000.60
3	Milling & Profiling of streets Pulverizing	SQ. YDS. 24364	PER SQ YD \$0.55	\$ 13,400.20	PER SQ YD \$3.10	\$ 75,528.40	PER SQ YD \$3.40	\$ 82,837.60
4	Miling Butt Joints as needed	SQ. YDS 50	PER SQ YD \$52.00	\$ 2,600.00	PER SQ YD \$66.50	\$ 3,325.00	PER SQ YD \$50.75	\$ 2,537.50
5	Remove/Dispose of poor soils Install new base course Undercutting as needed	As Needed 100	PER TON \$50.00	\$ 5,000.00	PER TON \$59.00	\$ 5,900.00	PER TON \$59.85	\$ 5,985.00
6	Saw Cut Driveways as required	LN FT 1200	PER LN FT \$2.00	\$ 2,400.00	PER LN FT \$2.50	\$ 3,000.00	PER LN FT \$5.70	\$ 6,840.00
7	Removal of any additional pulverized material as needed; hauled off site	As needed 100	PER TON \$25.50	\$ 2,550.00	PER TON \$25.00	\$ 2,500.00	PER TON \$31.20	\$ 3,120.00
8	Manhoel adjustments Chimney Rebuild w/external seal See List Section 3.15	Lump Sum	TOTAL	\$ 28,000.00	\$ 30,800.00	\$ 30,800.00	\$ 30,000.00	\$ 30,000.00
	TOTALS			\$ 494,057.20		\$ 596,905.40		\$ 685,042.70



MEMO

TO: Board of Trustees
FROM: Thomas Harrigan, Village Manager
DATE: May 17, 2024
RE: Committee of the Whole, May 20, 2024

Item 2: Discussion and update on the Underwood Creek Daylighting Project.

Rich Klein, of Stantec Engineering, will be in attendance to provide an update on the current status of the UC Daylighting Project. While staff and Stantec have been working through the existing Service Agreement (which the Board approved in December of 2023), several additional project tasks have been identified and these include:

1. Geotechnical and environmental subsurface investigations along the proposed channel alignment.
2. Adjustment of channel alignment away from railroad track corridor; corresponding hydraulic model modifications.
3. Retaining wall design modifications.
4. Pedestrian bridge and associated abutment design.
5. Storm sewer modifications to accommodate adjacent drainage improvements.
6. Parking lot paving and grading outside of project limits, coordinating parking lot layout and striping design with private property owners, pedestrian path design.
7. Parking lot site amenities.

As identified in the proposed Scope of Services Task Order 2024-2, the purpose of engaging in these activities at this time is to minimize potential cost increases/project delays associated with CPKC railroad design and construction requirements; to improve bid pricing by identifying soil substrate conditions through geotechnical investigations and; to incorporate user amenities and site improvements into the project plan. Please see the proposed Task Order 2024-2 enclosed for your review.

CP Rail Property Acquisition

As you are aware, the long-awaited discussion with CP/KC Rail to determine the asking price for the ~6 acres of railroad spur took place on May 16th. I have enclosed the email from CP Rail which identifies the "first offer" price of \$1.55 million. A lengthy discussion was held with the CP representatives related to the methodology on valuation in comparison to the Village's appraisal. I will have an update on this discussion at the COW meeting on 5/20 as a discussion with the Village's appraiser is pending this afternoon (5/17).

Item 3: Discussion on final ARPA funding allocation.

Please see the enclosed ARPA Funding Summary for review. This document identifies the Village's ARPA funding expenditures to date, and includes the remaining fund balance of \$224,483. In 2024, the Village will need to identify how these remaining funds will be expended and those expenditures must take place by 2026. This discussion is intended to bring the topic to the floor for consideration and to provide an update on the remaining identified ARPA projects:

- VOIP Telephone Replacement
- Village Hall Parking Lot Lighting Replacement
- Completion of Crosswalk Safety Signals
- Door Lock Key Replacements

Item 4: Discussion and review of Letting of Contracts §30-2.

This item was referred to the COW at the April 28th Board of Trustee meeting. Please see *Letting of Contracts §30-2* enclosed for your review.

Item 5: Discussion and review of legislation regulating the approval process for the creation of Tax Incremental Finance Districts (TID's).

This item was referred to the COW at the April 28th Board of Trustee meeting.

Please do not hesitate contacting me with any questions related to these agenda items prior to the meeting.

**Village of Elm Grove
Summary of ARPA funding**

Grant Funding received

General allocation	2021 and 2022	642,258.68	
Police grant for keyless door system	2022	25,000.00	
EMS additional grants	2022	18,540.51	
EMS additional grant	2022-2023	130,705.00	
EMS grant	2023	12,195.11	161,440.62
Interest earned on invested funds	2021-2023	32,708.49	
		861,407.79	

Funds Expended

<u>Employee wage and benefit</u>			
Employee additional wage payment for work during Covid pandemic	2021	53,023.62	
<u>Equipment/ Projects</u>			
OWL speaker system to facilitate ZOOM meetings	2021	1,626.31	
Handsfree upgrades for poolhouse and Village Hall pumbing equipment	2022	53,945.00	
Air Filtration system in Village Hall	2022	33,945.00	
Keyless Door Lock System	2022-2023	143,575.98	
Video recording system	2022-2023	55,052.87	
Security Fence at Village Hall	2023	84,889.00	
Crosswalk	2023	9,732.79	
Emergency Siren software	2023	16,693.60	
EMS expenditures			
EMS POC increase- fr addl grant	2023	100,000.00	
EMS Electrostatic air equipment	2022	2,519.45	
EMS Allied 100 specialized training mankin	2022	17,487.98	
EMS additional training	2023	1,052.53	
EMS Video Laryngoscopes	2023	22,967.84	
EMS other equipment	2023	6,692.84	150,720.64
Transfer of interest earnings to capital	2023	23,000.00	
total expenditures		626,204.81	
funds remaining		235,202.98	
designated for EMS		(10,719.98)	
available funds 2024		224,483.00	

2024 Projects budgeted

Telephone system replacement	51,500
Village Hall Parking lot lighting	160,000
completion of crosswalk	5,000
	216,500

**Village of Elm Grove
Voucher List**

5/28/2024

BATCH NAME	AMOUNT
4.2024 ACH	1,459,220.20
04-2024 AP 3	1,090.37
04-2024 Lib AP 2	132.84
05-2024 Lib AP batch	6,028.24
05-2024 Poll Worker	197.50
05-2024 AP	344,235.42
5-2024 Lib CC	\$ 710.59
05-2024 GG CC	\$ 11,654.14

TOTAL \$ 1,823,269.30

Total CC \$ 12,364.73

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Payments

Current Period: APRIL 2024

Payments Batch 4.2024 ACH **\$1,459,220.20**

Refer	9876 ADP LLC	<u>Ck# 006179E 4/30/2024</u>	
Cash Payment	E 001-5143360 Payroll Processing-	payroll fees	\$459.34
Invoice	658836948	4/12/2024	
Transaction Date	4/29/2024	Town Bank 1110300	Total \$459.34

Refer	9877 DELTA DENTAL	<u>Ck# 006180E 4/30/2024</u>	
Cash Payment	G 001-2111150 Dental Insur Payable	monthlt dental and vision	\$2,993.17
Invoice	043024	4/30/2024	
Cash Payment	E 001-5142015 GG- Health/dental insuran	monthlt dental and vision	\$334.20
Invoice	043024	4/30/2024	
Transaction Date	4/29/2024	Town Bank 1110300	Total \$3,327.37

Refer	9878 DIVERSIFIED BENEFIT SERVICES I	<u>Ck# 006181E 4/30/2024</u>	
Cash Payment	G 001-2111190 FSA Payable	FSA and HRA reimbursements	\$2,339.79
Invoice	043024	4/30/2024	
Cash Payment	G 001-2110370 Accr HRA	FSA and HRA reimbursements	\$14,117.35
Invoice	043024	4/30/2024	
Transaction Date	4/29/2024	Town Bank 1110300	Total \$16,457.14

Refer	9879 GLOBAL PAYMENTS	<u>Ck# 006182E 4/30/2024</u>	
Cash Payment	E 001-5524901 credit card fees	recreation credit card fees	\$304.56
Invoice	033124	3/31/2024	
Transaction Date	4/29/2024	Town Bank 1110300	Total \$304.56

Refer	9880 GREAT AMERICA FINANCIAL SRV	<u>Ck# 006183E 4/30/2024</u>	
Cash Payment	E 001-5143326 Village wide copy equip	GG copier lease	\$185.00
Invoice	35940083	3/15/2024	
Transaction Date	4/29/2024	Town Bank 1110300	Total \$185.00

Refer	9887 MILWAUKEE METROPOLITAN SE	<u>Ck# 006184E 4/30/2024</u>	
Cash Payment	E 002-3230250 MMSD capital charges	annual capital charge	\$1,313,698.00
Invoice	040124	4/1/2024	
Transaction Date	4/29/2024	Town Bank 1110300	Total \$1,313,698.00

Refer	9882 SUN LIFE FINANCIAL	<u>Ck# 006185E 4/30/2024</u>	
Cash Payment	E 001-5142040 Administration-st disability	Disability- short & Long term	\$172.00
Invoice	040124	3/14/2024	
Cash Payment	E 001-5142025 GG-disability insurance	Disability- short & Long term	\$50.60
Invoice			
Cash Payment	E 001-5202025 Dispatch-disability insuran	Disability- short & Long term	\$33.00
Invoice			
Cash Payment	E 001-5212025 Police Disability	Disability- short & Long term	\$140.80
Invoice			
Cash Payment	E 001-5412025 DPW Disability Insurance	Disability- short & Long term	\$54.88
Invoice			
Cash Payment	E 001-5612025 Forestry Disability	Disability- short & Long term	\$6.60
Invoice			
Cash Payment	E 001-5522025 Recreation-Disability insur	Disability- short & Long term	\$8.80
Invoice			
Cash Payment	E 006-5512025 Library Disability Insuranc	Disability- short & Long term	\$22.00
Invoice			
Transaction Date	4/29/2024	Town Bank 1110300	Total \$488.68

Refer	9883 UNITED HEALTH CARE OF WI	<u>Ck# 006186E 4/30/2024</u>	
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Payments

Current Period: APRIL 2024

Cash Payment Invoice	E 001-5142015	GG- Health/dental insuran	monthly health insur pymt		\$9,466.25
Cash Payment Invoice	E 001-5202015	Dispatch Health/dental Ins	monthly health insur pymt		\$4,733.17
Cash Payment Invoice	E 001-5212015	Police Health Insurance	monthly health insur pymt		\$33,307.61
Cash Payment Invoice	E 001-5412015	DPW Health/dental insura	monthly health insur pymt		\$9,984.05
Cash Payment Invoice	E 001-5612015	Forestry- Health	monthly health insur pymt		\$1,996.81
Cash Payment Invoice	E 001-5522015	Recreation health/dental i	monthly health insur pymt		\$739.55
Cash Payment Invoice	G 001-2111560	Krahn insurance	monthly health insur pymt		\$342.29
Transaction Date	4/29/2024	Town Bank	1110300	Total	\$60,569.73
Refer	9884	<u>WE ENERGIES</u>	<u>Ck# 006187E 4/30/2024</u>		
Cash Payment Invoice 042024	E 001-5173100	GG utilities	monthly gas & electric		\$6,005.47
Cash Payment Invoice 042024	E 001-5413010	PW Utilities	monthly gas & electric		\$2,555.42
Cash Payment Invoice 042024	E 001-5423120	StreetLights-electric	monthly gas & electric		\$1,186.53
Cash Payment Invoice 042024	E 001-5523120	Recreation Electric	monthly gas & electric		\$483.78
Cash Payment Invoice 042024	E 001-5523110	Recreation-Heating	monthly gas & electric		\$117.97
Cash Payment Invoice 042024	E 002-3233000	Sewer Electric & Verizon	monthly gas & electric		\$182.49
Transaction Date	4/29/2024	Town Bank	1110300	Total	\$10,531.66
Refer	9885	<u>WI DEPT OF REVENUE 8910</u>	<u>Ck# 006188E 4/30/2024</u>		
Cash Payment Invoice	G 001-2110900	Sales Tax, Accrued	monthly sales tax		\$186.02
Cash Payment Invoice	R 001-4419000	GG Misc Revenue	monthly sales tax		-\$10.00
Cash Payment Invoice 033124	E 014-3230600	Legal/audit fees	annual TID fee		\$150.00
Cash Payment Invoice 033124	E 015-3230600	Legal/audit fees	annual TID fee		\$150.00
Transaction Date	4/29/2024	Town Bank	1110300	Total	\$476.02
Refer	9886	<u>WI RETIREMENT SYSTEM</u>	<u>Ck# 006189E 4/30/2024</u>		
Cash Payment Invoice 033124	G 001-2110510	Accr Monthly WRS liability	monthly WRS payment		\$52,722.70
Transaction Date	4/29/2024	Town Bank	1110300	Total	\$52,722.70

Payments

Current Period: APRIL 2024

Fund Summary

	1110300 Town Bank	
001 General Fund		\$145,017.71
002 Sewer Fund		\$1,313,880.49
006 Library Operating Fund		\$22.00
014 TIF #2 Special Revenue Fund		\$150.00
015 TIF #3 Mandel DevelopmentSSND		\$150.00
		<hr/>
		\$1,459,220.20

Pre-Written Checks	\$1,459,220.20
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$1,459,220.20

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Payments

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Current Period: APRIL 2024

Payment Batch 04-2024 AP 2					\$1,090.37
Refer	9864	<i>MASSOPUST, JAYNE ELLEN</i>	Ck# 108072	4/25/2024	
Cash Payment	E 001-5523160	Instructor Fees-	PILATES INSTRUCTOR		\$1,090.37
Invoice		3/4/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total	\$1,090.37

Fund Summary

	1110300	Town Bank	
001 General Fund	\$1,090.37		
	\$1,090.37		

Pre-Written Checks	\$1,090.37
Checks to be Generated by the Computer	\$0.00
Total	\$1,090.37

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Payments

Current Period: APRIL 2024

Payment Batch 04-2024 LIB 2 \$132.84

Refer	9852 CENTER POINT LARGE PRINT	Ck# 108071 4/25/2024		
Cash Payment	E 006-5513132 Books Large Print	Books		\$132.84
Invoice	2087838 3/18/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total <u>\$132.84</u>

Fund Summary

	1110300 Town Bank	
006 Library Operating Fund	<u>\$132.84</u>	
	\$132.84	

Pre-Written Checks	\$132.84
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$132.84

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Payments

Current Period: MAY 2024

Payment Batch 05-2024 LIB

\$6,028.24

Refer	9847	STAMM, MICHELE	Ck# 108074	5/1/2024	
Cash Payment	E 006-5513430	Adult Programing	'GETTING STARTED WITH A PLANT BASED	DIET' PRESENTATION	\$100.00
Invoice		4/15/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total	\$100.00
Refer	9848	LUCK, KATHY	Ck# 108087	5/29/2024	
Cash Payment	E 006-5513432	Youth Programing	2024 LIB PROGRAMS FROM 1/11 THROUGH	4/15	\$350.00
Invoice		4/22/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total	\$350.00
Refer	9849	ENVISIONWARE	Ck# 108084	5/29/2024	
Cash Payment	E 004-5513600	Lib Gift Exp-K Schmidt	BLANK LABEL PAPER ROLLS		\$577.00
Invoice	INV-US-70648	4/12/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total	\$577.00
Refer	9850	TAYLOR COMPUTER SERVICES,IN	Ck# 108090	5/29/2024	
Cash Payment	E 006-5513320	Computer Expense	COMPUTER SERVICES AND EQUIPMENT		\$472.50
Invoice	26103	3/31/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total	\$472.50
Refer	9851	BAKER & TAYLOR COMPANY	Ck# 108083	5/29/2024	
Cash Payment	E 006-5513134	Books Non Fiction	Books		\$260.57
Invoice	2038241148	4/22/2024			
Cash Payment	E 006-5513131	Books Adult Fiction	Books		\$18.13
Invoice	2038241149	4/22/2024			
Cash Payment	E 006-5513131	Books Adult Fiction	Books		\$52.54
Invoice	2038241150	4/22/2024			
Cash Payment	E 006-5513131	Books Adult Fiction	Books		\$75.85
Invoice	2038241151	4/22/2024			
Cash Payment	E 006-5513131	Books Adult Fiction	Books		\$314.33
Invoice	2038230744	4/17/2024			
Cash Payment	E 006-5513103	Children/Young Adult	Books		\$280.83
Invoice	2038231768	4/17/2024			
Cash Payment	E 006-5513135	Books Non Fiction	Books		\$16.07
Invoice	2038230105	4/16/2024			
Cash Payment	E 004-5513900	FOEGL gift expenditures	Books		\$14.75
Invoice	2038230106	4/16/2024			
Cash Payment	E 006-5513135	Books Non Fiction	Books		\$18.13
Invoice	2038230107	4/16/2024			
Cash Payment	E 006-5513131	Books Adult Fiction	Books		\$30.60
Invoice	2038230108	4/16/2024			
Cash Payment	E 006-5513131	Books Adult Fiction	Books		\$15.51
Invoice	2038230109	4/16/2024			
Cash Payment	E 006-5513137	Books NF 800	Books		\$41.10
Invoice	2038230110	4/16/2024			
Cash Payment	E 006-5513103	Children/Young Adult	Books		\$28.96
Invoice	2038216507	4/11/2024			
Cash Payment	E 006-5513106	Adult DVDs	Driving Madeleine		\$21.56
Invoice	H68735500	4/19/2024			

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Payments

Current Period: MAY 2024

Cash Payment	E 006-5513106 Adult DVDs	Funny Woman/Nolly		\$50.38
Invoice	H68735501	4/19/2024		
Cash Payment	E 006-5513106 Adult DVDs	Books		\$21.59
Invoice	H68758581	4/23/2024		
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books		\$41.74
Invoice	H68758580	4/23/2024		
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books		\$70.77
Invoice	203823918	4/22/2024		
Cash Payment	E 006-5513136 Books Travel	Books		\$14.27
Invoice	2038242644	4/22/2024		
Cash Payment	E 006-5513130 Books-Reference	Books		\$117.58
Invoice	2038242644	4/22/2024		
Cash Payment	E 006-5513103 Children/Young Adult	Books		\$136.75
Invoice	2038256175	4/29/2024		
Cash Payment	E 006-5513106 Adult DVDs	Books		\$14.36
Invoice	H68549590	4/12/2024		
Cash Payment	E 006-5513134 Books Non Fiction	Books		\$267.81
Invoice	2038256684	4/30/2024		
Cash Payment	E 006-5513131 Books Adult Fiction	Books		\$30.59
Invoice	2038256685	4/30/2024		
Cash Payment	E 006-5513105 Adult Audiobooks	Books		\$100.98
Invoice	2038270095	5/2/2024		
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books		\$393.25
Invoice	2038265552	5/3/2024		
Cash Payment	E 004-5513900 FOEGL gift expenditures	Books		\$116.11
Invoice	2038257794	5/2/2024		
Cash Payment	E 006-5513106 Adult DVDs	Books		\$25.19
Invoice	H68874660	5/7/2024		
Cash Payment	E 006-5513103 Children/Young Adult	Books		\$433.45
Invoice	2038265291	5/2/2024		
Cash Payment	E 006-5513132 Books Large Print	Books		\$102.81
Invoice	2038268252	5/6/2024		
Cash Payment	E 006-5513134 Books Non Fiction	Books		\$19.27
Invoice	2038268119	5/6/2024		
Cash Payment	E 006-5513134 Books Non Fiction	Books		\$19.27
Invoice	2038268120	5/6/2024		
Cash Payment	E 006-5513134 Books Non Fiction	Books		\$35.67
Invoice	2038268121	5/6/2024		
Cash Payment	E 006-5513131 Books Adult Fiction	Books		\$262.13
Invoice	2038270401	5/3/2024		
Cash Payment	E 006-5513137 Books NF 800	Books		\$112.86
Invoice	20382707 257	5/9/2024		
Cash Payment	E 006-5513133 Books Non Fiction	Books - under paid invoice for April Batch		\$0.31
Invoice	20381605	4/22/2024		
Transaction Date	4/25/2024	Town Bank	1110300	Total \$3,576.07
Refer	9913 ODP BUSINESS SOLUTIONS, LLC	Ck# 108088	5/29/2024	
Cash Payment	E 006-5513300 Library Supplies	SUPPLIES		\$40.03
Invoice	363622858001	4/16/2024		
Cash Payment	E 006-5513300 Library Supplies	SUPPLIES		\$3.89
Invoice	363651963001	4/16/2024		

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Transaction Date	5/2/2024	Town Bank	1110300	Total	\$43.92
Refer	9914 FORWARD TS	Ck# 108085	5/29/2024		
Cash Payment	E 006-5513310 Library Copy Machine	Library Printer			\$199.51
Invoice	AR225509	4/29/2024			
Transaction Date	5/2/2024	Town Bank	1110300	Total	\$199.51
Refer	9932 HOOPLA	Ck# 108086	5/29/2024		
Cash Payment	E 006-5513120 Electronic materials	DIGITAL BOOKS/MOVIES/MUSIC			\$369.28
Invoice	505412318	4/30/2024			
Transaction Date	5/7/2024	Town Bank	1110300	Total	\$369.28
Refer	9944 PLAYAWAY PRODUCTS	Ck# 108089	5/29/2024		
Cash Payment	E 004-5513900 FOEGL gift expenditures	DUE -GEN/FIRST LIE WINS/FUNNY STORY/LISTEN FOR THE LIE			\$339.96
Invoice	461448	5/8/2024			
Transaction Date	5/15/2024	Town Bank	1110300	Total	\$339.96

Fund Summary

	1110300 Town Bank	
004 Library Gift Fund		\$1,553.58
006 Library Operating Fund		\$4,474.66
		<u>\$6,028.24</u>

Pre-Written Checks	\$6,028.24
Checks to be Generated by the Computer	\$0.00
Total	\$6,028.24

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Payment Batch 05-2024 POLL WORKER \$197.50

Refer	9924	MULTERER, SANDRA	Ck# 108077	5/6/2024		
Cash Payment	E 001-5143100	Election Inspectors	ELECTION DAY - APRIL 2, 2024 - PM SHIFT		\$52.50	
Invoice		5/3/2024				
Transaction Date	5/3/2024	Town Bank	1110300	Total	\$52.50	
Refer	9963	CONNERS, SHEILA E.	Ck# 108092	5/17/2024		
Cash Payment	E 001-5143100	Election Inspectors	AB TRAINING		\$20.00	
Invoice		4/2/2024				
Cash Payment	E 001-5143100	Election Inspectors	AB SHIFT ELECTION DAY		\$52.50	
Invoice		4/2/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$72.50	
Refer	9964	CONNERS, MICHAEL R.	Ck# 108093	5/17/2024		
Cash Payment	E 001-5143100	Election Inspectors	ELECTION DAY AM SHIFT		\$52.50	
Invoice		4/2/2024				
Cash Payment	E 001-5143100	Election Inspectors	POLL WORKER TRAINING		\$20.00	
Invoice		4/2/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$72.50	

Fund Summary

	1110300	Town Bank	
001 General Fund		\$197.50	
		<u>\$197.50</u>	

Pre-Written Checks	\$197.50
Checks to be Generated by the Computer	\$0.00
Total	\$197.50

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Payment Batch 05-2024 AP		\$344,235.42	
Refer	9846 <u>BADGER LAUNDRY</u>	Ck# 108099	<u>5/29/2024</u>
Cash Payment	E 001-5233205 Fire-supplies&maintenance	WASH MACHINE SWITCH BOARD	\$993.58
Invoice	406462	4/4/2024	
Cash Payment	E 008-5223290 Ambulance Misc	WASH MACHINE SWITCH BOARD FIX	\$496.79
Invoice	406462	4/24/2024	
Transaction Date	4/23/2024	Town Bank	1110300
		Total	\$1,490.37
Refer	9853 <u>BURGARDT, SCOTT</u>	Ck# 108103	<u>5/29/2024</u>
Cash Payment	E 001-5233205 Fire-supplies&maintenance	FIREFIGHTER GEAR INVENTORY SUPPLIES	\$9.44
Invoice	X73088	4/21/2024	
Transaction Date	4/25/2024	Town Bank	1110300
		Total	\$9.44
Refer	9854 <u>CARRICO AQUATIC RESOURCES I</u>	Ck# 108104	<u>5/29/2024</u>
Cash Payment	E 001-5523140 Recreation -Pool Exp	SUMMER WATER MANAGEMENT AGREEMENT 1 OF 4	\$3,050.00
Invoice	20241788	4/1/2024	
Cash Payment	E 001-5523140 Recreation -Pool Exp	SUMMER WATER MANAGEMENT AGREEMENT 2024 2 OF 4	\$2,550.00
Invoice	20242452	5/1/2024	
Transaction Date	4/25/2024	Town Bank	1110300
		Total	\$5,600.00
Refer	9855 <u>COMPLETE OFFICE OF WISCONSI</u>	Ck# 108105	<u>5/29/2024</u>
Cash Payment	E 001-5193100 GG office supplies	WINDOW ENVELOPES	\$238.00
Invoice	691357	4/22/2024	
Transaction Date	4/25/2024	Town Bank	1110300
		Total	\$238.00
Refer	9856 <u>COREY OIL</u>	Ck# 108107	<u>5/29/2024</u>
Cash Payment	E 001-5413200 PW fuel	#2 ULS CLEAR DIESEL	\$1,585.24
Invoice	376904	4/19/2024	
Cash Payment	E 001-5413200 PW fuel	87 UNLEADED REFORMULATED GAS	\$1,758.92
Invoice	376903	4/19/2024	
Cash Payment	E 001-5413200 PW fuel	87 UNLEADED REFORMULATED	\$1,517.24
Invoice	376996	4/30/2024	
Cash Payment	E 001-5413200 PW fuel	87 UNLEADED REFORMULATED	\$1,703.63
Invoice	377101	5/9/2024	
Transaction Date	4/25/2024	Town Bank	1110300
		Total	\$6,565.03
Refer	9857 <u>DASSOW, BARBARA</u>	Ck# 108109	<u>5/29/2024</u>
Cash Payment	E 001-5143099 GG- miscellaneous exp	ELECTION - ADMINISTRATIVE HEARING TRANSCRIPT	\$166.00
Invoice		4/17/2024	
Transaction Date	4/25/2024	Town Bank	1110300
		Total	\$166.00
Refer	9858 <u>ELM GROVE NEWS-INDEPENDENT</u>	Ck# 108113	<u>5/29/2024</u>
Cash Payment	G 001-3260800 FB Beautification Comm	BEAUTIFICATION COMMITTEE - PLANT SALE ADVERTISEMENT	\$295.00
Invoice	41724	4/17/2024	
Transaction Date	4/25/2024	Town Bank	1110300
		Total	\$295.00
Refer	9859 <u>FORECKI, AMY</u>	Ck# 108119	<u>5/29/2024</u>
Cash Payment	G 001-3260800 FB Beautification Comm	REIMBURSEMENT FOR SUPPLIES FOR EARTH AND ARBOR DAY WINDOW	\$18.32
Invoice		4/24/2024	

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Transaction Date	4/25/2024	Town Bank	1110300	Total	\$18.32
Refer	9860 <u>GREEN HILLS CONTRACTING INC</u>	Ck# 108122	5/29/2024		
Cash Payment	E 001-5433200 PW salt & sand	SALT BRINE DELIVERY			\$390.00
Invoice	12329	3/19/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total	\$390.00
Refer	9861 <u>JANI-KING OF MILWAUKEE</u>	Ck# 108124	5/29/2024		
Cash Payment	E 001-5143350 Bldg Cleaning- Contract	MAY CONTRACT			\$2,112.00
Invoice	MIL05240041	5/1/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total	\$2,112.00
Refer	9863 <u>LITHO-CRAFT</u>	Ck# 108128	5/29/2024		
Cash Payment	E 001-5213599 Police- Miscellaneous	PRINTING			\$51.00
Invoice	25004	4/15/2024			
Transaction Date	4/25/2024	Town Bank	1110300	Total	\$51.00
Refer	9888 <u>AE GRAPHICS INC</u>	Ck# 108096	5/29/2024		
Cash Payment	E 001-5193200 GG Print/Publish/Postage	BOND PRINT			\$67.50
Invoice	682046	4/23/2024			
Cash Payment	E 001-5193200 GG Print/Publish/Postage	BOND PRINT			\$18.00
Invoice	682387	5/1/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$85.50
Refer	9889 <u>ALL-WAYS CONTRACTORS INC</u>	Ck# 108098	5/29/2024		
Cash Payment	E 005-5813500 Infrastructure Maintenance	TOPSOIL			\$126.00
Invoice	58897	4/26/2024			
Cash Payment	E 001-5433200 PW salt & sand	TOPSOIL			\$288.00
Invoice	59177	5/15/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$414.00
Refer	9890 <u>BRIGHTLY SOFTWARE</u>	Ck# 108101	5/29/2024		
Cash Payment	E 001-5423350 PW software	MAINTENANCE EDGE 6/1/24 THROUGH 5/31/25			\$2,945.93
Invoice	INV-238850	4/8/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$2,945.93
Refer	9891 <u>FORWARD TS</u>	Ck# 108120	5/29/2024		
Cash Payment	E 001-5143326 Village wide copy equip	Fire Dept Printer			\$15.26
Invoice	AR225511	4/29/2024			
Cash Payment	E 001-5143326 Village wide copy equip	PD Printer			\$131.58
Invoice	AR225508	4/29/2024			
Cash Payment	E 001-5143326 Village wide copy equip	GG Printer			\$354.52
Invoice	AR225512	4/29/2024			
Cash Payment	E 001-5143326 Village wide copy equip	PD DISPATCH			\$10.30
Invoice	AR225510	4/29/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$511.66
Refer	9892 <u>JOHNS DISPOSAL SERVICE</u>	Ck# 108125	5/29/2024		
Cash Payment	E 001-5443100 Contracted Waste Collecti	CONTRACTED GARBAGE			\$21,716.52
Invoice	1329999	4/25/2024			
Cash Payment	E 001-5443200 Contracted Recycling Colle	CONTRACTED RECYCLE			\$19,272.33
Invoice	1329999	4/25/2024			

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Cash Payment	E 001-5443100 Contracted Waste Collecti	MUNICIPAL BULKY			\$2,227.89
Invoice	1329999	4/25/2024			
Cash Payment	E 001-5443200 Contracted Recycling Colle	CONTRACTED RECYCLE			\$865.20
Invoice	1329999	4/25/2024			
Cash Payment	E 001-5443500 Brush Disposal	LANDFILL CHARGES			\$141.74
Invoice	1329999	4/25/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$44,223.68
Refer	9893	<u>JOHNSON NURSERY</u>	<u>Ck# 108126</u>	<u>5/29/2024</u>	
Cash Payment	E 001-5613400 Forestry-Village Landscapi	ARBOR DAY			\$1,007.00
Invoice	MO-17738-1	4/25/2024			
Cash Payment	E 001-5613400 Forestry-Village Landscapi	MILLENIUM ORNAMENTAL ONION			\$168.75
Invoice	96248	4/22/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$1,175.75
Refer	9894	<u>MCE - RITTER TECHNOLOGY, LLC</u>	<u>Ck# 108131</u>	<u>5/29/2024</u>	
Cash Payment	E 001-5413210 PW equip maint & supplies	DIAGNOTIC COUP			\$43.44
Invoice	d71126-001	4/18/2024			
Cash Payment	E 001-5413210 PW equip maint & supplies	HOSE FITTING/PIPE			\$219.51
Invoice	d171124-001	4/18/2024			
Cash Payment	E 001-5413210 PW equip maint & supplies	CRIMP HOSE			\$400.50
Invoice	d76147-001	5/1/2024			
Cash Payment	E 001-5413210 PW equip maint & supplies	COUPLER			\$67.80
Invoice	d83580-001	5/16/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$731.25
Refer	9896	<u>MENARDS</u>	<u>Ck# 108133</u>	<u>5/29/2024</u>	
Cash Payment	E 001-5433200 PW salt & sand	4x4 GREEN TREATE			\$21.18
Invoice	51882	4/24/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$21.18
Refer	9897	<u>MORRIS, JENNIFER</u>	<u>Ck# 108136</u>	<u>5/29/2024</u>	
Cash Payment	G 001-3260800 FB Beautification Comm	REIMBURSEMENT FOR EARTH AND ARBOR DAY SUPPLIES FOR BIRDERS OF THE GROVE			\$55.21
Invoice		4/1/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$55.21
Refer	9898	<u>MOULAS GROUP LLC</u>	<u>Ck# 108137</u>	<u>5/29/2024</u>	
Cash Payment	E 007-5971000 5 Yr Capital New Equipme	7 CHROMEBOOKS			\$4,645.46
Invoice	107356	3/22/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$4,645.46
Refer	9899	<u>NORTHERN LAKE SERVICE INC</u>	<u>Ck# 108140</u>	<u>5/29/2024</u>	
Cash Payment	E 001-5173200 GG Bldg maintenance	WDNR WATER REQUIREMENT			\$29.00
Invoice	2406429	4/26/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$29.00
Refer	9900	<u>POMP S TIRE SERVICE INC</u>	<u>Ck# 108142</u>	<u>5/29/2024</u>	
Cash Payment	E 001-5413210 PW equip maint & supplies	TIRES			\$366.20
Invoice	60336153	4/29/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$366.20
Refer	9901	<u>PORT A JOHN</u>	<u>Ck# 108143</u>	<u>5/29/2024</u>	

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Cash Payment	E 001-5523198 Building/Grounds Mainena	MONTHLY FEE - HANDICAP RESTROOM		\$154.00
Invoice	1369105-IN	4/15/2024		
Cash Payment	E 001-5523198 Building/Grounds Mainena	MONTHLY FEE - HANDICAP - MAY/JUNE		\$154.00
Invoice	1370053-IN	5/14/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$308.00
Refer	9902 <u>RELIANT FIRE APPARATUS, INC.</u>	<u>Ck# 108147 5/29/2024</u>		
Cash Payment	E 001-5233200 Fire-truck maintenance	FIRE TRUCK MAINTENANCE		\$3,476.58
Invoice	WI002390	4/5/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$3,476.58
Refer	9903 <u>RIEDEL SPORTS INC</u>	<u>Ck# 108081 5/15/2024</u>		
Cash Payment	E 009-5990500 Fire	FIRE CLOTHING		\$3,472.55
Invoice	22385	4/2/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$3,472.55
Refer	9904 <u>RUEKERT MIELKE, INC.</u>	<u>Ck# 108148 5/29/2024</u>		
Cash Payment	E 005-5813260 Highland Culvert	DESIGN & BIDDING		\$22,979.31
Invoice	151177	4/10/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$22,979.31
Refer	9905 <u>SCHULTZ RESORT ROD & GUN CL</u>	<u>Ck# 108073 5/1/2024</u>		
Cash Payment	E 001-5213420 Police-school/seminar/conf	OUTDOOR RANGE USE FOR OFFICERS FOR 2024		\$300.00
Invoice		4/25/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$300.00
Refer	9906 <u>STREICHER S</u>	<u>Ck# 108153 5/29/2024</u>		
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	BIKER SHORTS		\$49.99
Invoice	I1695426	4/23/2024		
Cash Payment	G 001-3260500 FB fire-Schmidt donation	FIRE INSPECTOR UNIFORM AND FIRE FIGHTERS		\$1,763.81
Invoice	88942	4/26/2024		
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	PD HATS		\$527.84
Invoice	I1699308	5/15/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$2,341.64
Refer	9907 <u>TAPCO</u>	<u>Ck# 108154 5/29/2024</u>		
Cash Payment	E 001-5423130 StreetLight repair	CAMERA DETECTION - GEBHARDT & PILGRIM PKWY		\$479.30
Invoice	764927 -2	10/19/2023		
Cash Payment	E 001-5423130 StreetLight repair	SIGNAL CONTRACT/PM SERVICE		\$195.00
Invoice	I777659	4/29/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$674.30
Refer	9908 <u>ELM GROVE PROFESSIONAL POLI</u>	<u>Ck# 108114 5/29/2024</u>		
Cash Payment	G 001-2111300 Union Dues-Police	2024 dues \$50.50 per month - April		\$757.50
Invoice		4/16/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$757.50
Refer	9910 <u>RADTKE, W & E</u>	<u>Ck# 108144 5/29/2024</u>		
Cash Payment	G 001-3260800 FB Beautification Comm	EARLY SPRING EPHEMERAL SALE		\$3,500.70
Invoice	155613	4/22/2024		
Transaction Date	5/1/2024	Town Bank	1110300	Total \$3,500.70

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Refer	9911	<u>WEST ALLIS POLICE RECORDS B</u>	<u>Ck# 108161 5/29/2024</u>		
Cash Payment	R 001-4362000	Court Fines-Expense	BAIL FOR PATTI HOWARD		\$187.00
Invoice		4/22/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$187.00
Refer	9912	<u>YES EQUIPMENT & SERVICES INC</u>	<u>Ck# 108165 5/29/2024</u>		
Cash Payment	E 007-5970400	5 yr Capital DPW	REPAIR DAMAGE TO UNIT FROM INSURANCE CLAIM		\$16,722.72
Invoice	SRV282424	4/15/2024			
Transaction Date	5/1/2024	Town Bank	1110300	Total	\$16,722.72
Refer	9915	<u>MEI TOTAL ELEVATOR SOLUTION</u>	<u>Ck# 108132 5/29/2024</u>		
Cash Payment	E 001-5173200	GG Bldg maintenance	MAY-JULY QUARTERLY SERVICE		\$364.00
Invoice	1070876	5/1/2024			
Transaction Date	5/2/2024	Town Bank	1110300	Total	\$364.00
Refer	9916	<u>VON BRIESEN & ROPER SC</u>	<u>Ck# 108158 5/29/2024</u>		
Cash Payment	E 001-5163105	Retainer - de la Mora	RETAINER SERVICES		\$1,198.00
Invoice	456768-Revised	4/25/2024			
Cash Payment	E 001-5121075	legal expense	MUNICIPAL COURT SERVICES		\$3,485.10
Invoice	456767	4/25/2024			
Cash Payment	E 001-5163100	Legal Exp-de la Mora	NON-RETAINER SERVICES		\$4,819.50
Invoice	456769 -Revised	4/25/2024			
Transaction Date	5/2/2024	Town Bank	1110300	Total	\$9,502.60
Refer	9917	<u>ELLIOTT ACE HARDWARE</u>	<u>Ck# 108112 5/29/2024</u>		
Cash Payment	E 001-5173300	Building Supplies			\$30.97
Invoice					
Cash Payment	E 001-5213210	Police-vehicle repair/maint			\$10.77
Invoice					
Cash Payment	E 001-5413199	PW Bldg & grounds mainte			\$23.92
Invoice					
Cash Payment	E 001-5413210	PW equip maint & supplies			\$212.38
Invoice					
Cash Payment	E 001-5613200	Forestry Tree Care			\$46.58
Invoice					
Cash Payment	E 001-5613400	Forestry-Village Landscapi			\$112.68
Invoice					
Cash Payment	E 001-5613400	Forestry-Village Landscapi			-\$433.76
Invoice					
Cash Payment	E 001-5613300	Forestry pesticides			-\$3.54
Invoice					
Transaction Date	5/2/2024	Town Bank	1110300	Total	\$0.00
Refer	9918	<u>BAKER TILLY VIRCHOW KRAUSE L</u>	<u>Ck# 108100 5/29/2024</u>		
Cash Payment	E 001-5143315	Audit/Accounting Expense			\$7,000.00
Invoice	BT2775283	4/29/2024			
Cash Payment	E 002-3230600	Legal/audit fees			\$2,750.00
Invoice	BT2775283	4/29/2024			
Cash Payment	E 005-3230600	Legal/audit fees			\$2,750.00
Invoice	BT2775283	4/29/2024			
Transaction Date	5/3/2024	Town Bank	1110300	Total	\$12,500.00

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Refer	9919	<u>BUCKLIN TREE SERVICE</u>	<u>Ck# 108075 5/3/2024</u>		
Cash Payment	E 001-5443500	Brush Disposal	TUB GRINDER SERVICES		\$4,700.00
Invoice	106004	3/28/2024			
Transaction Date	5/3/2024		Town Bank	1110300	Total \$4,700.00
Refer	9921	<u>RUEKERT MIELKE, INC.</u>	<u>Ck# 108076 5/3/2024</u>		
Cash Payment	E 002-3230455	MMSD- PP/II Project Costs	ADDITIONAL LATERAL INSPECTION		\$141.75
Invoice	150445	2/5/2024			
Cash Payment	E 002-3230300	Inspection and Engineering	GENERAL SERVICES		\$1,570.17
Invoice	150444	2/5/2024			
Cash Payment	E 013-5970401	Annual Street Paving	HIGHLAND DRIVE N PEDISTRIAN PATHWAY		\$6,789.50
Invoice	150447	2/5/2024			
Cash Payment	E 005-5813260	Highland Culvert	HIGHLAND DRIVE CULVERT REPLACEMENT		\$12,898.62
Invoice	150449	2/5/2024			
Cash Payment	E 001-5423300	PW Consulting Services	GRANT ASSISTANCE		\$243.50
Invoice	150448	2/5/2024			
Cash Payment	E 002-3230455	MMSD- PP/II Project Costs	PP I/II WRAYBURN RD & TERRACE DRIVE		\$1,086.75
Invoice	150446	2/5/2024			
Transaction Date	5/3/2024		Town Bank	1110300	Total \$22,730.29
Refer	9922	<u>DIVERSIFIED BENEFIT SERVICES I</u>	<u>Ck# 108110 5/29/2024</u>		
Cash Payment	E 001-5142030	Adminstrative Fee-HRA	105 - HRA REIMBURSEMENT		\$197.18
Invoice	409415	5/1/2024			
Cash Payment	E 001-5142020	FSA Sect 125 administrati	125 FSA - MAY		\$101.28
Invoice	410842	5/15/2024			
Transaction Date	5/3/2024		Town Bank	1110300	Total \$298.46
Refer	9923	<u>WAUKESHA CO TREASURER</u>	<u>Ck# 108160 5/29/2024</u>		
Cash Payment	E 001-5203300	Dispatch-Comm- Radio	2024 TRUNKED RADIOS		\$12,549.76
Invoice	2024-24010050	5/1/2024			
Cash Payment	R 001-4362000	Court Fines-Expense	JAIL AND OWI SURCHARGES FOR APRIL		\$1,604.04
Invoice		5/15/2024			
Cash Payment	E 001-5213215	Police-Other Equip maint	APX IMPRESS BATTERY		\$424.71
Invoice	2024-24010081	5/13/2024			
Transaction Date	5/3/2024		Town Bank	1110300	Total \$14,578.51
Refer	9925	<u>SISCO INSURANCE</u>	<u>Ck# 108078 5/6/2024</u>		
Cash Payment	R 008-4416000	Ambulance fees	11683 HOERIG, JOY 23-0223		\$1,325.00
Invoice	326	6/8/2023			
Transaction Date	5/6/2024		Town Bank	1110300	Total \$1,325.00
Refer	9926	<u>WOLVERINE FIREWORKS</u>	<u>Ck# 108079 5/6/2024</u>		
Cash Payment	E 001-5524925	4th of July celebration	JULY 4, 2024 DOWNPAYMENT		\$8,750.00
Invoice		5/6/2024			
Transaction Date	5/6/2024		Town Bank	1110300	Total \$8,750.00
Refer	9927	<u>GENERAL COMMUNICATIONS INC</u>	<u>Ck# 108121 5/29/2024</u>		
Cash Payment	E 008-5223400	EMS Communications	Batteries for Pagers		\$246.00
Invoice	331229	4/11/2024			
Transaction Date	5/7/2024		Town Bank	1110300	Total \$246.00
Refer	9928	<u>MARTINIZING</u>	<u>Ck# 108130 5/29/2024</u>		
Cash Payment	E 001-5213100	Police-Clothing Allow/Clea	PD UNIFORMS		\$121.04
Invoice	7652	5/1/2024			

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Transaction Date	5/7/2024	Town Bank	1110300	Total	\$121.04
Refer	9929 <i>MIDWEST FIBER</i>	<u>Ck# 108135</u>	<u>5/29/2024</u>		
Cash Payment	E 001-5143331 Internet Expense	monthly fee			\$950.00
Invoice	38212	5/15/2024			
Transaction Date	5/7/2024	Town Bank	1110300	Total	\$950.00
Refer	9930 <i>TRUGREEN</i>	<u>Ck# 108155</u>	<u>5/29/2024</u>		
Cash Payment	E 001-5613400 Forestry-Village Landscapi	LAWN SERVICE - BALL FIELDS			\$395.10
Invoice	191368234	4/30/2024			
Transaction Date	5/7/2024	Town Bank	1110300	Total	\$395.10
Refer	9931 <i>LINDE GAS & EQUIPMENT INC</i>	<u>Ck# 108127</u>	<u>5/29/2024</u>		
Cash Payment	E 008-5223230 Ambo Medical Supplies	RENTAL			\$196.36
Invoice	42441616	4/23/2024			
Transaction Date	5/7/2024	Town Bank	1110300	Total	\$196.36
Refer	9953 <i>MIDWEST TOPS</i>	<u>Ck# 108080</u>	<u>5/15/2024</u>		
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	GG Front Office countertops			\$711.00
Invoice		5/15/2024			
Transaction Date	5/15/2024	Town Bank	1110300	Total	\$711.00
Refer	9955 <i>SECURIAN FINANCIAL GROUP INC</i>	<u>Ck# 108082</u>	<u>5/16/2024</u>		
Cash Payment	E 001-5142005 GG life insurance	GG LIFE INS			\$144.22
Invoice					
Cash Payment	E 001-5202005 Dispatch Life Insurance	DISPATCH LIFE INS			\$94.64
Invoice					
Cash Payment	E 001-5212005 Police Life Insurance	PD LIFE INS			\$233.36
Invoice					
Cash Payment	E 001-5232000 Fire-Life/Disability Insuranc	FIRE LIFE INS			\$0.00
Invoice					
Cash Payment	E 001-5412005 DPW- life insurance	DPW LIFE INS			\$77.38
Invoice					
Cash Payment	E 001-5612005 Forestry- Life Insur	FORESTRY LIFE INS			\$45.86
Invoice					
Cash Payment	E 006-5512005 Library- life insurance	LIB LIFE INS			\$71.64
Invoice					
Cash Payment	E 001-5522005 Recreation-life insurance	REC LIFE INS			\$3.30
Invoice					
Cash Payment	G 001-2111600 Life Insurance Payable	PAYABLE LIFE INS			\$597.51
Invoice					
Transaction Date	5/16/2024	Town Bank	1110300	Total	\$1,267.91
Refer	9956 <i>ACCURATE SEWER & HYDRO</i>	<u>Ck# 108095</u>	<u>5/29/2024</u>		
Cash Payment	E 002-3230400 Repair and Maintenance	CCTV Sewer inspections for selected re-paving projects in 2024			\$5,400.00
Invoice	2122	1/31/2024			
Cash Payment	E 002-3230400 Repair and Maintenance	Root cutting jetter for 2024 pre-paving areas			\$6,186.00
Invoice	2123	1/31/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$11,586.00
Refer	9957 <i>BUELOW VETTER BUIKEMA OLSO</i>	<u>Ck# 108102</u>	<u>5/29/2024</u>		
Cash Payment	E 001-5163106 Other Legal Expense	PD matters			\$808.00
Invoice	129	5/7/2024			

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Transaction Date	5/17/2024	Town Bank	1110300	Total	\$808.00
Refer	9958 <i>MUSKEGO, CITY OF</i>		<u>Ck# 108138 5/29/2024</u>		
Cash Payment	E 001-5203325 911 Annual Maintenance C		2024 911 ADMIN FEES		\$15,509.04
Invoice	248267	5/10/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$15,509.04
Refer	9959 <i>EMS MANAGEMENT & CONSULTA</i>		<u>Ck# 108116 5/29/2024</u>		
Cash Payment	E 008-5223260 Ambo Billing Charges		EMS MANAGEMENT SERVICES		\$576.68
Invoice	EMS-004249	4/30/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$576.68
Refer	9960 <i>ELECTION SYSTEMS & SOFTWARE</i>		<u>Ck# 108111 5/29/2024</u>		
Cash Payment	E 001-5143125 Election- computer progra		DS200 ANNUAL MAINTENANCE		\$959.09
Invoice	CD2089823	5/3/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$959.09
Refer	9961 <i>FIRST RESPONDERS PSYCHOLO</i>		<u>Ck# 108118 5/29/2024</u>		
Cash Payment	E 001-5212018 PD Health-Psychological		FRPS APRIL INVOICE - THERAPY		\$100.00
Invoice	0424EGPD	5/7/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$100.00
Refer	9962 <i>LORENZ, RITA</i>		<u>Ck# 108129 5/29/2024</u>		
Cash Payment	R 008-4416000 Ambulance fees		12/10/23 AMBO REIMBURSEMENT		\$175.00
Invoice	23-0497	5/15/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$175.00
Refer	10001 <i>PERSONNEL EVALUATION INC</i>		<u>Ck# 108141 5/29/2024</u>		
Cash Payment	E 001-5213425 Police-Recruitment		PD RECRUITMENT		\$25.00
Invoice	51265	4/30/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$25.00
Refer	10002 <i>SAFEBUILT</i>		<u>Ck# 108149 5/29/2024</u>		
Cash Payment	E 001-5241000 Inspections-Building		BUILDING		\$8,823.24
Invoice		5/1/2024			
Cash Payment	E 001-5241100 Inspections-Electrical		ELECTRICAL		\$2,109.90
Invoice		5/1/2024			
Cash Payment	E 001-5241150 Inspections- HVAC		HVAC		\$487.06
Invoice		5/1/2024			
Cash Payment	E 001-5241200 Inspections- Plumbing		PLUMBING		\$5,510.95
Invoice		5/1/2024			
Cash Payment	E 001-5241000 Inspections-Building		BUILDING AT 85%		\$3,540.25
Invoice		5/1/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$20,471.40
Refer	10003 <i>STARK PAVEMENT CORP</i>		<u>Ck# 108152 5/29/2024</u>		
Cash Payment	E 001-5433100 Pavement Maintenance				\$1,219.89
Invoice	05066333	5/4/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$1,219.89
Refer	10004 <i>DAILY REPORTER PUBLISHING C</i>		<u>Ck# 108108 5/29/2024</u>		
Cash Payment	E 013-5970401 Annual Street Paving		PUBLIC NOTICE		\$83.54
Invoice	745694292	5/1/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$83.54

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Refer	10005	<u>UPTOWN MOTORS</u>	Ck# 108156	<u>5/29/2024</u>		
Cash Payment	E 001-5213210	Police-vehicle repair/maint	SEAT REPAIR			\$223.90
Invoice	521223	5/10/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$223.90
Refer	10006	<u>WAUKESHA CO TECH COLLEGE</u>	Ck# 108159	<u>5/29/2024</u>		
Cash Payment	E 001-5213420	Police-school/seminar/conf	OFFICE CLASSES - VEHICLE PURSUIT/FIREARM TRAINING			\$1,758.70
Invoice	S0829091	4/30/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$1,758.70
Refer	10007	<u>VERITIV OPERATING COMPANY</u>	Ck# 108157	<u>5/29/2024</u>		
Cash Payment	E 001-5193100	GG office supplies	14 CS OF COPY PAPER			\$542.50
Invoice	02162581283	4/18/2024				
Cash Payment	E 001-5193100	GG office supplies	FUEL CHARGE			\$7.50
Invoice	021-62598213	5/3/2024				
Cash Payment	E 001-5121045	Court Office Supplies	6 CS OF COPY PAPER			\$232.50
Invoice	1-62598213	5/3/2024				
Cash Payment	E 001-5193100	GG office supplies	WINDOWS #10 ENVELOPES			\$775.00
Invoice	021-62581283	4/18/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$1,557.50
Refer	10008	<u>ELMBROOK HUMANE SOCIETY</u>	Ck# 108115	<u>5/29/2024</u>		
Cash Payment	E 001-5143320	Elmbrook Humane Society	MONTHLY CONTRACT FEE			\$743.75
Invoice						
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$743.75
Refer	10009	<u>SAFEWAY PEST MANAGEMENT</u>	Ck# 108150	<u>5/29/2024</u>		
Cash Payment	E 001-5173200	GG Bldg maintenance	monthly service			\$60.00
Invoice						
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$60.00
Refer	10010	<u>AIRGAS USA LLC</u>	Ck# 108097	<u>5/29/2024</u>		
Cash Payment	E 001-5413210	PW equip maint & supplies				\$299.33
Invoice	9149551725	5/3/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$299.33
Refer	10011	<u>CON-COR COMPANY, INC</u>	Ck# 108106	<u>5/29/2024</u>		
Cash Payment	E 005-5813500	Infrastructure Maintenance	14 DIAMOND BLADES			\$233.28
Invoice	5612	3/13/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$233.28
Refer	10012	<u>HOMERS TOWING AND SERVICE</u>	Ck# 108123	<u>5/29/2024</u>		
Cash Payment	E 001-5413210	PW equip maint & supplies	HEAVY DUTY ROLL BACK TOW FROM 14625 WATERTOWN PLANK RD TO VILLAGE			\$500.00
Invoice	237908	5/7/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$500.00
Refer	10013	<u>REINDERS</u>	Ck# 108146	<u>5/29/2024</u>		
Cash Payment	E 001-5433200	PW salt & sand	LAWN SEED			\$852.00
Invoice	1959027-00	5/7/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total		\$852.00
Refer	10014	<u>WI COURT FINES AND SURCHARG</u>	Ck# 108163	<u>5/29/2024</u>		

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Cash Payment	R 001-4362000 Court Fines-Expense	PENALTY SURCHARGES FOR APRIL		\$4,487.42
Invoice	5/15/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total \$4,487.42
Refer	10015 <u>WESTERN CULVERT & SUPPLY IN</u>	<u>Ck# 108162 5/29/2024</u>		
Cash Payment	E 005-5813500 Infrastructure Maintenance	MATERIALS		\$1,789.80
Invoice 070372	5/15/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total \$1,789.80
Refer	10019 <u>NATIONAL HOSE TESTING SPECIA</u>	<u>Ck# 108139 5/29/2024</u>		
Cash Payment	E 001-5233205 Fire-supplies&maintenance	2024 GROUND LADDER TESTING/AERIL TESTING		\$1,960.50
Invoice 01630	5/14/2024			
Transaction Date	5/20/2024	Town Bank	1110300	Total \$1,960.50
Refer	10020 <u>RCB AWARDS LLC</u>	<u>Ck# 108145 5/29/2024</u>		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	EAGLE RESIN/RESIN ON BASE		\$531.80
Invoice 53303	4/22/2024			
Transaction Date	5/20/2024	Town Bank	1110300	Total \$531.80
Refer	10022 <u>EWALD HARTFORD FORD</u>	<u>Ck# 108117 5/29/2024</u>		
Cash Payment	E 007-5970400 5 yr Capital DPW	2024 FORD F150		\$40,800.00
Invoice 47116	5/20/2024			
Transaction Date	5/21/2024	Town Bank	1110300	Total \$40,800.00
Refer	10023 <u>MGT OF AMERICA CONSULTING</u>	<u>Ck# 108134 5/29/2024</u>		
Cash Payment	E 001-5163107 GG Recruitment	ONE THIRD OF FINANCE DIRECTOR RECRUITMENT		\$6,450.00
Invoice GHR 01-00279	5/13/2024			
Transaction Date	5/21/2024	Town Bank	1110300	Total \$6,450.00
Refer	10024 <u>STANTEC CONSULTING SERVICE</u>	<u>Ck# 108151 5/29/2024</u>		
Cash Payment	E 014-5814400 Creek Daylighting Project	UNDERWOOD CREEK		\$22,777.25
Invoice 2227959	5/6/2024			
Transaction Date	5/21/2024	Town Bank	1110300	Total \$22,777.25
Refer	10025 <u>WISCONSIN UTILITY EXPOSURE</u>	<u>Ck# 108164 5/29/2024</u>		
Cash Payment	E 005-5813500 Infrastructure Maintenance	HIGHLAND DR & WESTOVER RD		\$2,200.00
Invoice 69273	5/16/2024			
Transaction Date	5/21/2024	Town Bank	1110300	Total \$2,200.00

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Fund Summary

	1110300 Town Bank	
001 General Fund		\$185,034.25
002 Sewer Fund		\$17,134.67
005 Stormwater Operation Fund		\$42,977.01
006 Library Operating Fund		\$71.64
007 5 Year Capital Fund		\$62,879.18
008 Emergency Medical Service		\$3,015.83
009 Donation Fund		\$3,472.55
013 Transportation Fund		\$6,873.04
014 TIF #2 Special Revenue Fund		\$22,777.25
		<hr/>
		\$344,235.42

Pre-Written Checks	\$344,235.42
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$344,235.42

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Payment Batch 05-2024 LIB CC		\$710.59	
Refer	9945 SENDIKS	Ck# 007799	5/29/2024
Cash Payment	E 006-5513430 Adult Programing	POPCORN/WATER	\$7.48
Invoice	00428836 4/12/2024		
Cash Payment	E 006-5513300 Library Supplies	WATER	\$22.47
Invoice	00433565 4/29/2024		
Cash Payment	E 006-5513430 Adult Programing	WATER/POPCORN	\$10.48
Invoice	00404843 5/3/2024		
Cash Payment	E 006-5513300 Library Supplies	WATER	\$22.47
Invoice	00428528 4/11/2024		
Transaction Date	5/15/2024	Town Bank 1110300	Total \$62.90
Refer	9946 PAYPAL.COM	Ck# 007797	5/29/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	AQUARIUM MAINTENANCE	\$90.00
Invoice	R0057446 4/12/2024		
Transaction Date	5/15/2024	Town Bank 1110300	Total \$90.00
Refer	9947 AMAZON	Ck# 007792	5/29/2024
Cash Payment	E 006-5513106 Adult DVDs	DVDS	\$166.04
Invoice	2649842 4/13/2024		
Cash Payment	E 006-5513106 Adult DVDs	DVDS	\$20.99
Invoice	2649842 4/13/2024		
Cash Payment	E 006-5513106 Adult DVDs	DVDS	\$81.88
Invoice	2649842 4/13/2024		
Transaction Date	5/15/2024	Town Bank 1110300	Total \$268.91
Refer	9948 NETFLIX	Ck# 007796	5/29/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	MONTHLY STREAMING SERVIE - MAY (5/2/24 THRU 6/1/24)	\$24.14
Invoice	D3351 5/2/2024		
Transaction Date	5/15/2024	Town Bank 1110300	Total \$24.14
Refer	9949 COLECTIVO COFFEE	Ck# 007794	5/29/2024
Cash Payment	E 004-5513500 Lib Gift Expenses	STAFF TRAINING DAY	\$10.00
Invoice	5/3/2024		
Cash Payment	E 004-5513500 Lib Gift Expenses	STAFF TRAINING DAY	\$75.00
Invoice	5/3/2024		
Transaction Date	5/15/2024	Town Bank 1110300	Total \$85.00
Refer	9950 CHOCOLATE FACTORY	Ck# 007793	5/29/2024
Cash Payment	E 004-5513500 Lib Gift Expenses	LUNCH FOR STAFF TRAINING DAY	\$83.41
Invoice	026957 5/3/2024		
Transaction Date	5/15/2024	Town Bank 1110300	Total \$83.41
Refer	9951 SCHLITZ AUDUBON	Ck# 007798	5/29/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	ANNUAL LIBRARY MEMBERSHIP PASS (ONE PASS)	\$70.00
Invoice	5/1/2024		
Transaction Date	5/15/2024	Town Bank 1110300	Total \$70.00
Refer	9952 DISNEY PLUS	Ck# 007795	5/29/2024
Cash Payment	E 004-5513900 FOEGL gift expenditures	MONTHLY STREAMING SERVICE - MAY	\$26.23
Invoice	029126E8B6 5/7/2024		

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Transaction Date	5/15/2024	Town Bank	1110300	Total	\$26.23
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Fund Summary

	1110300 Town Bank	
004 Library Gift Fund	\$378.78	
006 Library Operating Fund	\$331.81	
	<hr/>	
	\$710.59	

Pre-Written Checks	\$710.59	
Checks to be Generated by the Computer	\$0.00	
	<hr/>	
Total	\$710.59	

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Payment Batch 05-2024 CC		\$11,654.14	
Refer	9965 HOME DEPOT	Ck# 007814	5/29/2024
Cash Payment	E 002-3230400 Repair and Maintenance	HUSKY DUAL POWER FLOATING	\$44.97
Invoice	6283912	4/30/2024	
Cash Payment	E 002-3230400 Repair and Maintenance	HUSKY DUAL POWER FLOATING	\$47.62
Invoice		4/30/2024	
Cash Payment	E 002-3230400 Repair and Maintenance	Returned to apply tax exempt	-\$47.62
Invoice		4/30/2024	
Transaction Date	5/17/2024	Town Bank	1110300
		Total	\$44.97
Refer	9966 SITE ONE LANDSCAPE SUPPLY	Ck# 007827	5/29/2024
Cash Payment	E 001-5413199 PW Bldg & grounds mainte	UNION TOOLS LEAF RAKE	\$47.97
Invoice	140931414-001	5/1/2024	
Transaction Date	5/17/2024	Town Bank	1110300
		Total	\$47.97
Refer	9967 PICK AND SAVE	Ck# 007823	5/29/2024
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL	\$37.82
Invoice	038510	4/12/2024	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL	\$2.98
Invoice	033436	4/28/2024	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL	\$20.57
Invoice	062797	4/28/2024	
Transaction Date	5/17/2024	Town Bank	1110300
		Total	\$61.37
Refer	9968 CERMAK FRESH MARKET	Ck# 007808	5/29/2024
Cash Payment	G 001-3260450 FB-Fire Drill Funds	ENKELKING - REIMBURSEMENT	\$28.92
Invoice	00049817	4/26/2024	
Transaction Date	5/17/2024	Town Bank	1110300
		Total	\$28.92
Refer	9969 RING CENTRAL	Ck# 007824	5/29/2024
Cash Payment	E 001-5523100 Recreation -Telephone	MONTHLY SUBSCRIPTION	\$38.79
Invoice		4/30/2024	
Transaction Date	5/17/2024	Town Bank	1110300
		Total	\$38.79
Refer	9970 SPECTRUM - BOX 6030	Ck# 007830	5/29/2024
Cash Payment	E 001-5413000 Telephone,alarms PW	DPW PHONE	\$39.99
Invoice	041224	4/12/2024	
Cash Payment	E 001-5143331 Internet Expense	TWO MONTHS OF INTERNET	\$260.00
Invoice	152428701040124	4/1/2024	
Cash Payment	E 001-5173100 GG utilities	TV	\$38.58
Invoice		4/21/2024	
Transaction Date	5/17/2024	Town Bank	1110300
		Total	\$338.57
Refer	9971 CONSTANT CONTACT	Ck# 007809	5/29/2024
Cash Payment	E 001-5193699 Community Relations	monthly subscription	\$55.00
Invoice		5/8/2024	
Transaction Date	5/17/2024	Town Bank	1110300
		Total	\$55.00
Refer	9972 BEST BUY	Ck# 007806	5/29/2024
Cash Payment	E 001-5203510 Dispatch- office equipment	DISPATCH TV MONITOR	\$399.98
Invoice	81167	4/15/2024	
Transaction Date	5/17/2024	Town Bank	1110300
		Total	\$399.98

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Refer	9973	SAMS CLUB	Ck# 007825	5/29/2024		
Cash Payment	E 001-5143000	GG Training/Dues	SAMS CLUB MEMBERSHIP UPGRADE		\$7.89	
Invoice	10165229308	4/23/2024				
Cash Payment	E 001-5213505	Police-Office Supplies	PD SUPPLIES		\$26.82	
Invoice	10165227174	4/23/2024				
Cash Payment	G 001-3260450	FB-Fire Drill Funds	DRILL		\$68.16	
Invoice	029660	4/24/2024				
Cash Payment	E 001-5523140	Recreation -Pool Exp	POOL SUPPLIES		\$133.15	
Invoice	029660	4/24/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$236.02	
Refer	9974	UNIQUEGARDEN.COM	Ck# 007832	5/29/2024		
Cash Payment	E 001-5613400	Forestry-Village Landscapi	YARD ART		\$1,745.00	
Invoice	068704	5/1/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$1,745.00	
Refer	9975	USPS	Ck# 007833	5/29/2024		
Cash Payment	E 001-5193200	GG Print/Publish/Postage	GREWE COBRA		\$9.85	
Invoice	042941	5/3/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$9.85	
Refer	9976	SMART SIGN	Ck# 007829	5/29/2024		
Cash Payment	E 001-5523600	Baseball Program	FLYING BASEBALL WARNING SIGN		\$116.66	
Invoice	MSS-306332	4/11/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$116.66	
Refer	9977	ANTHEM SPORTS	Ck# 007802	5/29/2024		
Cash Payment	E 001-5523600	Baseball Program	Baseball materials		\$977.99	
Invoice	WS327406	4/25/2024				
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$977.99	
Refer	9978	AMAZON	Ck# 007801	5/29/2024		
Cash Payment	E 001-5523600	Baseball Program	BASEBALL FIELD MARKING SPRAY		\$224.85	
Invoice	9648256	4/25/2024				
Cash Payment	E 001-5523490	Rec office supplies	CAMERAS/OFFICE SUPPLIES		\$57.66	
Invoice	6102650	4/25/2024				
Cash Payment	E 001-5193100	GG office supplies	GG WIRELESS KEYBOARD		\$52.71	
Invoice	3526647	4/19/2024				
Cash Payment	E 001-5193100	GG office supplies	USB THUMBDRIVES		\$77.98	
Invoice	6371430	4/19/2024				
Cash Payment	E 001-5213105	Police-Uniforms-New/Repl	PD UNIFORMS		\$249.79	
Invoice	1861024	4/17/2024				
Cash Payment	E 001-5213599	Police- Miscellaneous	CERTIFICATE HOLDERS		\$7.97	
Invoice	9906605	4/29/2024				
Cash Payment	E 007-5971000	5 Yr Capital New Equipme	GG CHROMEBOOK CASES		\$114.52	
Invoice	9906605	4/29/2024				
Cash Payment	E 001-5193100	GG office supplies	TWO WIRELESS KEYBOARDS/MOUSE		\$105.42	
Invoice	0175474	4/19/2024				
Cash Payment	E 001-5193100	GG office supplies	LIQUOR LICENSE RENEWAL SUPPLIES		\$28.01	
Invoice	2420204	4/24/2024				
Cash Payment	E 001-5193100	GG office supplies	CARDSTOCK		\$22.95	
Invoice	7469808	4/24/2024				

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Cash Payment	E 001-5523490 Rec office supplies	PENS		\$16.28
Invoice	0162645	4/25/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	STRAIGHT BLADE FLANGED		\$32.49
Invoice	6146652	4/28/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	OIL FILTER		\$64.60
Invoice	1051439	4/28/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	BALDWIN LUBE SPIN-ON FILTER		\$57.00
Invoice	5452219	4/25/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	MAILBOX NUMBER STICKERS		\$21.53
Invoice	0854645	4/23/2024		
Cash Payment	E 001-5413210 PW equip maint & supplies	EXHAUST CLAMP/HEAVEY DUTY EXHAUST PIPE		\$32.97
Invoice	9181053	4/12/2024		
Cash Payment	E 008-5223300 EMS Uniforms	EMS PURCHASE		\$62.97
Invoice	5652273	4/17/2024		
Transaction Date	5/17/2024	Town Bank	1110300	Total \$1,229.70
Refer	9979 <u>LOWES HOME CENTERS INC</u>	Ck# 007817	5/29/2024	
Cash Payment	E 001-5173300 Building Supplies	WATER FILTERS		\$24.56
Invoice	2805033	4/22/2024		
Cash Payment	E 007-5970100 5 yr Capital Gen Govt	WALL SUPPLIES		\$27.40
Invoice	890719487	5/1/2024		
Transaction Date	5/17/2024	Town Bank	1110300	Total \$51.96
Refer	9980 <u>BATTERIES PLUS</u>	Ck# 007805	5/29/2024	
Cash Payment	E 001-5173200 GG Bldg maintenance	BATTERIES		\$87.74
Invoice	P72136397	4/22/2024		
Transaction Date	5/17/2024	Town Bank	1110300	Total \$87.74
Refer	9981 <u>DOMINOS PIZZA</u>	Ck# 007810	5/29/2024	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$50.00
Invoice	491192	4/23/2024		
Transaction Date	5/17/2024	Town Bank	1110300	Total \$50.00
Refer	9982 <u>SENDIKS</u>	Ck# 007826	5/29/2024	
Cash Payment	G 001-3260450 FB-Fire Drill Funds	DRILL		\$11.89
Invoice	00376166	4/30/2024		
Cash Payment	E 001-5213540 Police Crime Prevention	CPA		\$9.98
Invoice	00404520	5/1/2024		
Transaction Date	5/17/2024	Town Bank	1110300	Total \$21.87
Refer	9983 <u>OTTO WINE SPIRITS</u>	Ck# 007821	5/29/2024	
Cash Payment	E 001-5213540 Police Crime Prevention	CPA ALCOHOL AWARENESS CLASS		\$28.96
Invoice	058945	4/12/2024		
Cash Payment	E 001-5213540 Police Crime Prevention	CPA ALCOHOL AWARENESS CLASS		\$30.41
Invoice	0990	4/12/2024		
Cash Payment	E 001-5213540 Police Crime Prevention	REFUND - TAX EXEMPT NOT APPLIED		-\$30.41
Invoice	019863	4/12/2024		
Transaction Date	5/17/2024	Town Bank	1110300	Total \$28.96
Refer	9984 <u>WHEEL AND SPROCKET</u>	Ck# 007835	5/29/2024	
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	BIKE UNIFORMS		\$94.99
Invoice	020527	4/11/2024		

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Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	BIKE GLOVES			\$29.99
Invoice	019691	4/15/2024			
Cash Payment	E 001-5213105 Police-Uniforms-New/Repl	BIKE UNIFORMS			\$92.69
Invoice	009564	5/6/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$217.67
Refer	9985 VERIZON		Ck# 007834	5/29/2024	
Cash Payment	E 001-5203315 ProPhoenix /TIME	police MDC data plan			\$180.33
Invoice					
Cash Payment	E 001-5203310 Dispatch Comm-Telephon	police phones			\$1,119.33
Invoice					
Cash Payment	E 002-3233000 Sewer Electric & Verizon	sewer data			\$30.01
Invoice					
Cash Payment	E 001-5413000 Telephone,alarms PW	DPW phones			\$199.90
Invoice					
Cash Payment	E 001-5173100 GG utilities	GG phones			\$136.63
Invoice					
Cash Payment	E 001-5233400 Fire-Communications	fire phones			\$40.42
Invoice					
Cash Payment	E 001-5523100 Recreation -Telephone	recr-pool data			\$18.69
Invoice					
Cash Payment	E 008-5223400 EMS Communications	EMS phone			\$41.37
Invoice					
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$1,766.68
Refer	9986 BOUND TREE MEDICAL LLC		Ck# 007807	5/29/2024	
Cash Payment	E 008-5223230 Ambo Medical Supplies	MED SUPPLIES			\$204.70
Invoice	65769280	4/17/2024			
Cash Payment	E 008-5223230 Ambo Medical Supplies	MED SUPPLIES			\$153.67
Invoice	65759129	4/10/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$358.37
Refer	9987 OFFICE MAX		Ck# 007820	5/29/2024	
Cash Payment	E 001-5203505 Dispatch-office supplies	PRINTER RIBBON			\$273.89
Invoice	813701	5/7/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$273.89
Refer	9988 APPOINTMENT QUEST		Ck# 007803	5/29/2024	
Cash Payment	E 001-5143335 Assessor Services	scheduling software- monthly			\$45.00
Invoice		5/8/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$45.00
Refer	9989 ALCOPRO		Ck# 007800	5/29/2024	
Cash Payment	E 001-5213510 Police-Office Equip maint	EQUIPMENT			\$254.75
Invoice	42774	5/8/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$254.75
Refer	9990 FARM & FLEET		Ck# 007812	5/29/2024	
Cash Payment	E 001-5413210 PW equip maint & supplies	MULCH DELIVERY SWAP BODY			\$33.98
Invoice	2791	4/18/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total	\$33.98
Refer	9991 NAPA NEW BERLIN		Ck# 007819	5/29/2024	

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Cash Payment	E 001-5413210 PW equip maint & supplies	ZT MOWER							\$71.99
Invoice	5243-556191	4/22/2024							
Transaction Date	5/17/2024		Town Bank	1110300		Total			\$71.99
Refer	9992	GOODYEAR AUTO SERVICE CENT	Ck# 007813	5/29/2024					
Cash Payment	E 001-5413210 PW equip maint & supplies	TIRE INSTALLATION							\$235.50
Invoice		4/26/2024							
Transaction Date	5/17/2024		Town Bank	1110300		Total			\$235.50
Refer	9993	LOCAL GOVERNMENT EDUCATIO	Ck# 007816	5/29/2024					
Cash Payment	E 001-5143000 GG Training/Dues	2024 BOR TRAINING							\$200.00
Invoice	3087	4/10/2024							
Cash Payment	E 001-5143000 GG Training/Dues	2024 CLERKS AND TREASURERS INSTITUTE							\$499.00
Invoice	IN-800753	5/2/2024							
Transaction Date	5/17/2024		Town Bank	1110300		Total			\$699.00
Refer	9994	WI MUNICIPAL CLERKS ASSOCIAT	Ck# 007837	5/29/2024					
Cash Payment	E 001-5143000 GG Training/Dues	DISTRICT 5 CLERK MEETING							\$35.00
Invoice	9VNBHKVFBV3	5/16/2024							
Transaction Date	5/17/2024		Town Bank	1110300		Total			\$35.00
Refer	9995	MUNICIPAL TREASURERS ASSOC	Ck# 007818	5/29/2024					
Cash Payment	E 001-5143000 GG Training/Dues	MEMBERSHIP DUES							\$60.00
Invoice		5/3/2024							
Transaction Date	5/17/2024		Town Bank	1110300		Total			\$60.00
Refer	9996	FACTORY MOTOR PARTS	Ck# 007811	5/29/2024					
Cash Payment	E 001-5213210 Police-vehicle repair/maint	2020 FORD PD INTERCEPTOR MAINTENANCE							\$615.65
Invoice	13-1727333	4/11/2024							
Cash Payment	E 001-5413210 PW equip maint & supplies								-\$513.05
Invoice		5/1/2024							
Cash Payment	E 001-5413200 PW fuel	208- CERAMIC PAD							\$44.13
Invoice	160-2066480	4/16/2024							
Cash Payment	E 001-5413200 PW fuel	208- CERAMIC PAD							-\$44.13
Invoice	13-1727844	4/17/2024							
Cash Payment	E 001-5413210 PW equip maint & supplies	2015 Ford F250 Maintenance							\$599.70
Invoice	13-1728820	4/29/2024							
Transaction Date	5/17/2024		Town Bank	1110300		Total			\$702.30
Refer	9997	IMAGE360	Ck# 007815	5/29/2024					
Cash Payment	E 013-5970402 Engineering/Design -	SIGN PANEL							\$125.00
Invoice	I-93-50597	5/1/2024							
Transaction Date	5/17/2024		Town Bank	1110300		Total			\$125.00
Refer	9998	WI DEPT OF NATL RES 7921	Ck# 007836	5/29/2024					
Cash Payment	E 013-5970402 Engineering/Design -	PROCESSING FEE							\$6.25
Invoice	WP-00046619	4/15/2024							
Cash Payment	E 013-5970402 Engineering/Design -	WATER EPERMITTING							\$250.00
Invoice	WP-00046619	4/15/2024							
Transaction Date	5/17/2024		Town Bank	1110300		Total			\$256.25
Refer	9999	PANERA BREAD	Ck# 007822	5/29/2024					

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Cash Payment	E 001-5143099 GG- miscellaneous exp	TWO \$15 GIFT CARDS FOR ADMIN ASSISTANT DAY		\$30.00
Invoice	5/1/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total <u>\$30.00</u>
Refer	10000 <i>SLOWPITCH</i>	Ck# 007828 5/29/2024		
Cash Payment	E 001-5523600 Baseball Program	BASEBALL PAINT		\$146.20
Invoice W67396	4/25/2024			
Cash Payment	E 001-5523600 Baseball Program	Tax Refund		-\$6.96
Invoice W67396	4/25/2024			
Transaction Date	5/17/2024	Town Bank	1110300	Total <u>\$139.24</u>
Refer	10017 <i>TAYLORS TINS</i>	Ck# 007831 5/29/2024		
Cash Payment	G 001-3260450 FB-Fire Drill Funds	BURGARDT TIN		\$110.00
Invoice 4315	5/9/2024			
Transaction Date	5/20/2024	Town Bank	1110300	Total <u>\$110.00</u>
Refer	10018 <i>AXON ENTERPRISES INC</i>	Ck# 007804 5/29/2024		
Cash Payment	E 001-5213540 Police Crime Prevention	25FT STANDARD CARTRIDGE		\$173.20
Invoice INUS245662	4/30/2024			
Cash Payment	E 001-5213420 Police-school/seminar/conf	AXON TASER - INSTRUCTOR COURSE VOUCHER		\$495.00
Invoice INUS244099	4/22/2024			
Transaction Date	5/20/2024	Town Bank	1110300	Total <u>\$668.20</u>

Fund Summary

	1110300 Town Bank
001 General Fund	\$10,593.28
002 Sewer Fund	\$74.98
007 5 Year Capital Fund	\$141.92
008 Emergency Medical Service	\$462.71
013 Transportation Fund	\$381.25
	<u>\$11,654.14</u>

Pre-Written Checks	\$11,654.14	
Checks to be Generated by the Computer	\$0.00	
Total	<u>\$11,654.14</u>	