



# MEMO

TO: Board of Trustees  
FROM: David De Angelis  
DATE: July 22, 2022  
RE: Agenda Items

---

**Item A: Review and Possible Action on the Request for Proposal for Legal Services for the Purpose of: Review the existing records concerning creation of Tax Increment District #3 (TID #3) process and the approval of Tax Increment Financing (TIF) for TID #3 process.**

Please find behind this memo a copy of the RFP for legal services that was approved at last month's meeting. Also included is the list of attorneys, comments and recommendation from Trustee Stuckert, and a copy of the letter from Mandel regarding this matter which was received June 20<sup>th</sup>, 2022. (Included at the request of President Palmer)

**Item B: Review and Possible Action regarding the Temporary Continuation of Assessment Services from the City of Brookfield and Process Moving Forward.**

The Village of Elm Grove for the last five years has utilized the City of Brookfield as its statutory assessor. This contract is set to expire at the end of the month after the completion of the Board of Review and this year's assessment roll. The City of Brookfield has indicated that they do not wish to renew this agreement to continue providing this service to the Village. Recognizing that we do not currently have a replacement in place at this time they are willing to continue to provide the service for up to December at the existing rate.

Previous to using the City the Village utilized the services of AD VOLARUM ASSESSMENT SERVICES. During that time Mr. Jeff Thornton worked on the Villages assessments. After the untimely passing of the principal the Village did hire Mr. Thornton for the purpose of continuing in that role while paying for the statutory assessor oversight from Brookfield until such time as we an agreement for continued services. Since that time Mr. Thornton was hired by Brookfield to continue to do our work and during those five years he has now become state certified to be a statutory assessor capable of doing all of our assessments in house. If the Board would like to continue with the same level of service for assessment services it would be my recommendation that we hire Mr. Thornton back, but now as our statutory assessor. Below is a table outlining our current and expected expenses for such a switch.

<b>Village of Elm Grove</b>					
<b>Wage and benefits costs for Assessor</b>					
			Expected Salary		
Salary			73,500		
<b>Benefits</b>					
WRS			5,000		
FICA			5,620		
Health/Dental			23,650		
Life			150		
Disability			80		
			34,500		
Total			108,000		
<b>Current contract costs 2022 with City of Brookfield</b>					
Oversite charges \$8936 per month				annual	107,232.00
Monthly cost of residential modeling \$412.5					4,950.00
					112,182.00

The option the Board has is to go out and solicit bids for this service. I am recommending at this time the Village Board of Trustees move to approve the month to month extension of services. I would also recommend the Board give direction to staff on how they would like to proceed regarding providing assessment services into the future.

**Item C: Review and Possible Action Regarding the Rescheduling of the 4<sup>th</sup> of July Fireworks.**

Due to the rain out of our fireworks display and our regular rain date of July 5<sup>th</sup> it is now necessary to determine either a new date or carrying them forward to 2023. In reviewing the last time this has taken place, 2012 due to dry conditions, at that time we had the fireworks on the Sunday evening before Labor Day with no rain date established but carrying forward the funds for the future year. As this was extremely well received last time it is my recommendation to reschedule the fireworks to Sunday September 4<sup>th</sup>, 2022 with out a rain date.

**Item D: Review and Possible Extension of Reinders Extension Agreement**

Please see the attached memo and agreement.

Please find below an updated chart regarding current projects

### Village Board Project Status Update

As of:

	Project	Update
1	TID # 2 Amendment	Staff is currently working with Ehler's on the documents necessary to bring this forward. There are no deadlines for this amendment except project timing constraints. Discussion at COW indicated to work on laying out a process to move forward to referendum
2	Underwood Creek Daylighting/Restoration	Closed Session this evening on OHM property acquisition.
5	Transportation Fund/Roads/Pathways	The COW had discussion of this item and directed to have the ad hoc committee for pathways to establish a timetable priority plan for the Board to review.
6	Streambank Stabilization Underwood Creek	This project is currently out to bid.
7	Pool House Renovations	The majority of the work has been completed with only some minor items remaining. We are still awaiting the delivery and installation of the diving board and a final quote for the 2 bay windows in the front.
8	Caroline Heights	We have received the final plats for the single family development which is currently under review by the Village Engineer. We have also been notified the City of Wauwatosa they have approved the water agreement with the Village and the terms for the agreement with Mandel.