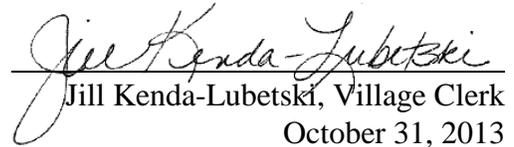


**FINANCE AND PUBLIC WORKS COMMITTEE**  
**Wednesday, November 6, 2013**  
**Village Hall, Room B26, 6:30 P.M**



**PLEASE TAKE NOTICE** that a regular meeting will be held before the Finance and Public Works Committee in **Room B26**, at the Village Hall, of the Village of Brown Deer, 4800 West Green Brook Drive, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes: October 9, 2013 – Regular Meeting
- IV. Report of Staff/Committee Members
- V. Unfinished Business
- VI. New Business
  - A) Renewal of Professional Engineering Agreement with Ayres Associates
  - B) Assessment Services
  - C) Approval of MOU with City of Mequon for County Line Road Reconstruction Design
  - D) Design Services for County Line Road Reconstruction with the City of Mequon
  - E) Establishing Unit Price for Mulch Sales
  - F) Recycling Center change in Hours of Operation
  - G) September 2013 Financial Reports
  - H) Consideration of October 2013 Vouchers
- VII. Adjournment

  
Jill Kenda-Lubetski, Village Clerk  
October 31, 2013

**PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.**

**BROWN DEER FINANCE AND PUBLIC WORKS COMMITTEE  
OCTOBER 9, 2013 REGULAR MEETING MINUTES  
HELD AT THE BROWN DEER VILLAGE HALL  
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Trustee Oates at 6:30 P.M.

**I. ROLL CALL**

Present: Trustees: Oates, Springman, and Boschert; Citizen Members: Galyn Bennett, Susan Glowinska and Ray Erbe

Also Present: Susan Hudson, Treasurer/Comptroller, Matt Janecke, Assistant Village Manager, Michael Hall, Village Manager, Matthew Maederer, Director of Public Works/Engineering

Excused: Citizen Member Tom Lieven

**II. PERSONS DESIRING TO BE HEARD**

None.

**III. CONSIDERATION OF MINUTES: September 4, 2013 – Regular Meeting**

*It was moved by Trustee Boschert and seconded by Galyn Bennett to approve the minutes of the September 4, 2013 meeting. The motion carried unanimously and Trustee Springman abstained.*

**IV. REPORT OF STAFF/COMMITTEE MEMBERS**

Susan Hudson, Treasurer/Comptroller and Michael Hall, Village Manager is getting ready for the Budget Workshops. They were also, doing interviews for the Deputy Clerk/Treasurer. Matt Janecke, Assistant Village Manager reported on the status of the Request for Proposal (RFP) for Assessor. He only received two RFP's and has extended the deadline. Matthew Maederer, Director of Public Works/Engineering reported on the status of the Original Village.

**V. UNFINISHED BUSINESS**

None.

**VI. NEW BUSINESS**

- A) Resolution No. 13- "A Resolution Assessing the Electric Energy and Maintenance Costs of the Arbon Drive – W Green Brook Drive Lighting System"
- B) Resolution No. 13- "A Resolution Assessing the Electric Energy and Maintenance Costs of the Brown Deer Business Park Subdivision Lighting System"
- C) Resolution No. 13- "A Resolution Assessing the Electric Energy and Maintenance Costs of the Brown Deer Corporate Park Subdivision Lighting System"
- D) Resolution No. 13- "A Resolution Assessing the Electric Energy and Maintenance Costs of the N Kildeer Court – W Brown Deer Road Lighting System"
- E) Resolution No. 13- "A Resolution Assessing the Electric Energy and Maintenance Costs of the Opus North Subdivision Lighting System"
- F) Resolution No. 13- "A Resolution Assessing the Electric Energy and Maintenance Costs of the Park Plaza and Addn #1 Subdivision Lighting System"
- G) Resolution No. 13- "A Resolution Assessing Service Charges for Recycling and Yard Waste Collection on Residential Units"

These are resolutions for maintenance cost associated with the Lighting District. Due to this being a special assessment on property tax it must be passed by the Village Board.

*It was moved by Trustee Springman and seconded by Trustee Boschert recommend to the Village Board to approve the Resolution for the Electric Energy and Maintenance Cost of the Lighting Systems. The motion carried unanimously.*

**H) Sanitary Sewer Rate Increase**

**I) Resolution No. 13- "A Resolution establishing Sanitary Sewer Rates for 2014"**

DPW is requesting sanitary sewer rate increase for both the volumetric charge and the connection charges. The sanitary sewer department is funded through revenue gained from the volumetric and connection charges which are a part of the water bill. To cover the cost in 2014 staff is asking that the volumetric charge be increased to \$1.60 (per 1,000-gallons) and the connection charge be increased to \$14.35 (per connection). One reason for the request is that MMSD is proposing a rate increase of 2.85%

*It was moved by Trustee Springman and seconded by Gayln Bennett to recommend to the Village Board to approve the rate increase to both the volumetric and connection charges. The motion carried unanimously*

**J) August 2013 Financial Reports**

Susan Hudson, Treasurer/Comptroller presented the August 2013 Financial report covering the top five financial highlights..

*No action was taken on this item.*

**K) August 2013 Financial Reports**

*It was moved by Trustee Boschert and seconded by Trustee Springman to recommend that the Village Board approve the vouchers from August 29, 2013 to September 27, 2013 in the amount of \$1,799,644.14. The motion carried unanimously.*

**VII. ADJOURNMENT**

*It was moved by Trustee Springman and seconded Trustee Boschert to adjourn at 7:15 p.m. The motion carried unanimously.*



Susan L Hudson, Treasurer/Comptroller



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b> Finance/Public Works Committee Meeting of November 6, 2013
<b>ITEM DESCRIPTION:</b> Renewal of Professional Engineering Agreement with Ayres Associates
<b>PREPARED BY:</b> James Buske, Engineering & GIS Services Manager
<b>REPORT DATE:</b> October 25, 2013
<b>MANAGER'S REVIEW/COMMENTS:</b> ◀◀ No additional comments to this report. ◀◀ See additional comments attached.
<b>RECOMMENDATION:</b> To Recommend Entering into an "Amendment to Agreement" with Ayres Associates, Inc. to serve as the Village's Civil Engineering Consultant for calendar years 2014 through 2016.
<b>EXHIBITS:</b> Rate Schedules Submitted by Ayres Associates, Inc.
<b>BACKGROUND:</b> In September, 2001, the Finance/Public Works Committee reviewed and recommended an agreement with, at that time, Owen Ayres & Associates, Inc. to serve as the Village's Civil Engineering Consultant through the year 2002. The original contract was approved by the Village Board in November, 2001. The contract has subsequently been renewed with Ayres six times as an amendment to the original agreement. The current renewal expires at the end of December, 2013.  Ayres has expressed great interest in maintaining its relationship with the Village and has submitted rate schedules for the years 2014 through 2016. Staff has reviewed the new Classification Rate Schedules and Reimbursable Expenses tables effective through December 31, 2016. New rates are consistent with and competitive with those in the market place for consulting engineers. Rates have been calculated for 2015 and 2016 based on a 3% increase each year starting with 2014 rates. Some of the increases for different classifications are less than 3%, and Ayres has committed that all rates will not rise higher than 3% for 2015 and 2016.  The remainder of the contract, Attachments "A" through "E", contains minor updates but remains essentially the same as the original agreement.  Ayres Associates, Inc. has consistently provided high quality, timely and fairly priced engineering services to the Village throughout the length of our relationship, and has always been very responsive to the Village's needs.  It is the recommendation of Village staff that an "Amendment to Agreement" be entered into with Ayres Associates, Inc. to continue serving as the Village's Civil Engineering Consultant for the calendar years 2014 through 2016.

## Rates

The information provided below is effective through December 31, 2014.

### Classification Rate Schedule

Classification	Hourly Billing Rates
Vice President/Manager/Supervisor – Oversees office or operating group	\$132.00
Engineer 4 – Professional Engineer (PE) with 25+ years of experience (Senior Project Leader)	\$120.00
Engineer 3 – Professional Engineer (PE) with 10 to 25 years of experience (Project Manager)	\$108.00
Engineer 2 – Engineer with 5 to 10 years of experience (Project Engineer)	\$ 93.00
Engineer 1 – Graduate engineer with 1 to 5 years of experience (Project Engineer/Design Engineer)	\$ 77.00
Scientist – Includes geologist, hydrogeologist, and environmental engineer	\$ 115.00
Registered Land Surveyor (RLS) – RLS and 10 to 25+ years of experience	\$ 85.00
Surveyor – Land surveyor with 2 to 10 years of experience (without RLS)	\$ 69.00
Technician 3 – Civil engineering technician with 20+ years of experience	\$ 80.00
Technician 2 – Civil engineering technician with 10 to 20 years of experience	\$69.00
Technician 1 – Civil engineering technician with 1 to 10 years of experience	\$45.00
Clerical – Administrative staff	\$ 50.00

### Reimbursables

Reimbursable Expenses		
Outside hire		Actual cost
Mileage:	Truck	\$0.76/mi
	Auto	\$0.56/mi
(Current IRS Audited Rate)		
Total station		\$94.75/hour
GPS		\$50/day
Survey supplies		Actual cost
Subconsultants		Actual Cost

## Rates

The information provided below is effective through December 31, 2015.

### Classification Rate Schedule

Classification	Hourly Billing Rates
Vice President/Manager/Supervisor – Oversees office or operating group	\$136.00
Engineer 4 – Professional Engineer (PE) with 25+ years (Senior Project Leader)	\$124.00
Engineer 3 – Professional Engineer (PE) with 10 to 25 years of experience (Project Manager)	\$111.00
Engineer 2 – Engineer with 5 to 10 years of experience (Project Engineer)	\$ 96.00
Engineer 1 – Graduate engineer with 1 to 5 years of experience (Project Engineer/Design Engineer)	\$ 79.00
Scientist – Includes geologist, hydrogeologist, and environmental engineer	\$ 118.00
Registered Land Surveyor (RLS) – RLS and 10 to 25+ years of experience	\$ 87.00
Surveyor – Land surveyor with 2 to 10 years of experience (without RLS)	\$ 71.00
Technician 3 – Civil engineering technician with 20+ years of experience	\$ 82.00
Technician 2 – Civil engineering technician with 10 to 20 years of experience	\$71.00
Technician 1 – Civil engineering technician with 1 to 10 years of experience	\$47.00
Clerical – Administrative staff	\$ 52.00

### Reimbursables

Reimbursable Expenses	
Outside hire	Actual cost
Mileage:	Truck \$0.76/mi
	Auto \$0.56/mi
(Current IRS Audited Rate)	
Total station	\$94.75/hour
GPS	\$50/day
Survey supplies	Actual cost
Subconsultants	Actual Cost

## Rates

The information provided below is effective through December 31, 2016.

### Classification Rate Schedule

Classification	Hourly Billing Rates
Vice President/Manager/Supervisor – Oversees office or operating group	\$140.00
Engineer 4 – Professional Engineer (PE) with 25+ years (Senior Project Leader)	\$128.00
Engineer 3 – Professional Engineer (PE) with 10 to 25 years of experience (Project Manager)	\$114.00
Engineer 2 – Engineer with 5 to 10 years of experience (Project Engineer)	\$ 99.00
Engineer 1 – Graduate engineer with 1 to 5 years of experience (Project Engineer/Design Engineer)	\$ 81.00
Scientist – Includes geologist, hydrogeologist, and environmental engineer	\$ 121.00
Registered Land Surveyor (RLS) – RLS and 10 to 25+ years of experience	\$ 89.00
Surveyor – Land surveyor with 2 to 10 years of experience (without RLS)	\$ 73.00
Technician 3 – Civil engineering technician with 20+ years of experience	\$ 82.00
Technician 2 – Civil engineering technician with 10 to 20 years of experience	\$71.00
Technician 1 – Civil engineering technician with 1 to 10 years of experience	\$47.00
Clerical – Administrative staff	\$ 52.00

### Reimbursables

Reimbursable Expenses		
Outside hire		Actual cost
Mileage:	Truck	\$0.76/mi
	Auto	\$0.56/mi
(Current IRS Audited Rate)		
Total station		\$94.75/hour
GPS		\$50/day
Survey supplies		Actual cost
Subconsultants		Actual Cost



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Finance and Public Works Committee

**ITEM DESCRIPTION:** Assessment Services

**PREPARED BY:** Matt Janecke, Assistant Village Manager

**REPORT DATE:** October 30, 2014

**EXPLANATION:**

The Village sent out a Request for Proposal document for auditing services for years 2014-2017. The Village received three proposals including one from our current assessor, Accurate Appraisal. Based on the proposal and past experience staff narrowed the consideration to two firms; Associated Appraisal and Tyler Technologies.

	<u>Full Revaluation</u>	<u>Market Revaluation</u>	<u>Maintenance</u>	<u>Data Storage/Hosting</u>
Associated Appraisal	\$148,900	\$34,900	\$25,900 - \$26,100	\$64.91 per month
Tyler Technologies	\$317,000	\$59,500-74,200	\$32,700 - \$33,500	Included

We have quoted for us to have the firms perform a walk-through which the Department of Revenue (DOR) suggests we do once every 10 years. The last year the Village performed a full walk through revaluation was in the 1980s. By performing a full revaluation it will solve a number of problems; one of them being the non-compliance of having more than the 10% allowed variance between the Municipal Assessed Value and DOR's Base Blue for four years in a row. Secondly, it brings the Village in compliance with the requirements set by the DOR mandating every commercial and residential parcel have an electronic sketch and images which is included in a full walk through revaluation. Lastly, the Village will be able to accurately assess its properties by conducting a full walk through revaluation. Even though the Village's commercial property is the only sector to have fallen out of the 10% allowable variance, it is still good practice to conduct a full revaluation of both commercial and residential properties, ensuring a fair and equitable assessment process.

Each firm has a specialized customer service department with an assessor on hand to answer any questions customer service might not be able to address. Both firms will be available by phone between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. An assessor will not be onsite.

Current practice of providing parcel information on the website is to have the assessment firm store all data and upload it to their website and provide a link for the Village's website for access to residents or anyone else looking for parcel data. Associated Appraisal assessment software is used by 70-80% of the assessors in Wisconsin called Market Drive, and Tyler Technologies uses software that was developed in-house. Both software systems are able to convert the Villages data currently hosted in Global Valuation System by Accurate Appraisal (GVS-no longer supported) and provide a link to embed on our website.

Both of the considered firms are reputable companies, however based on cost and popularity/user ability of the firms software system, Staff is recommending Associated Appraisal be awarded the contract for assessment services.

Please contact Matt Janecke with any questions or comments at 371-3052.

EQ ADMIN AREA 77 Milwaukee  
COUNTY 40 Milwaukee County  
VILLAGE 107 Brown Deer

Year	Property Class	Municipal Assessed Value	DOR Base Value	% of DOR Base Value	Ratio (%)	Major Class Municipal Compliance Status	Type Of Notice Issued
2012	Residential	552,872,916	552,345,300	59.75	100.10	YES	
	Commercial	311,309,500	351,788,400	38.06	88.49	NO	
	Agricultural	1,900	1,900	0.00	100.00		
	Sum Of 5, 5M, 6, 7	0	0	0.00	0.00		
	Personal	20,246,700	20,246,700	2.19	100.00		
	<b>Total</b>	884,431,016	924,382,300	100.00	95.68	NO	Non-Compliance Notice
2011	Residential	632,156,200	613,559,800	60.98	103.03	YES	
	Commercial	314,500,100	370,872,300	36.86	84.80	NO	
	Agricultural	2,000	2,000	0.00	100.00		
	Sum Of 5, 5M, 6, 7	0	0	0.00	0.00		
	Personal	20,392,700	21,787,100	2.17	93.60		
	<b>Total</b>	967,051,000	1,006,221,200	100.01	96.11	NO	
2010	Residential	631,732,000	631,289,300	61.48	100.07	YES	
	Commercial	316,076,000	371,988,000	36.23	84.97	NO	
	Agricultural	2,000	1,700	0.00	117.65		
	Sum Of 5, 5M, 6, 7	0	0	0.00	0.00		
	Personal	23,569,100	23,569,100	2.30	100.00		
	<b>Total</b>	971,379,100	1,026,848,100	100.00	94.60	NO	
2009	Residential	711,061,000	691,914,300	62.54	102.77	YES	
	Commercial	325,208,900	384,094,300	34.71	84.67	NO	
	Agricultural	2,100	1,800	0.00	116.67		
	Sum Of 5, 5M, 6, 7	0	0	0.00	0.00		
	Personal	29,511,500	30,424,200	2.75	97.00		
	<b>Total</b>	1,065,783,500	1,106,434,600	100.00	96.33	NO	
2008	Residential	709,395,400	702,394,800	63.54	101.00	YES	
	Commercial	343,196,900	374,372,300	33.87	91.67	YES	
	Agricultural	2,100	1,800	0.00	116.67		
	Sum Of 5, 5M, 6, 7	0	0	0.00	0.00		
	Personal	28,331,300	28,636,500	2.59	98.93		
	<b>Total</b>	1,080,925,700	1,105,405,400	100.00	97.79	YES	
2007	Residential	563,574,400	713,139,200	64.43	79.03	NO	
	Commercial	272,518,800	368,522,100	33.30	73.95	NO	
	Agricultural	1,700	1,700	0.00	100.00		
	Sum Of 5, 5M, 6, 7	0	0	0.00	0.00		
	Personal	20,826,200	25,101,200	2.27	82.97		
	<b>Total</b>	856,921,100	1,106,764,200	100.00	77.43	NO	



# State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • OFFICE OF ASSESSMENT PRACTICES • MADISON, WI

ADDRESS MAIL TO:

MS 6-97  
2135 Rimrock Road • P.O. Box 8971  
Madison, WI 53708-8971  
TELEPHONE: (608) 266-7750  
FAX: (608) 267-0835  
E-MAIL: BAP@revenue.wi.gov

October 10, 2012

Dear Municipal Official,

The Wisconsin Department of Revenue would like to remind you of upcoming changes to reporting and data storage requirements that will make the assessment process more efficient and uniform. We have been working closely with assessors in developing these improvements. We previously notified you of these improvements in a letter dated August 18, 2011, and they are summarized again below.

Key tools in advancing these goals include an Annual Assessment Report, use of the Uniform Standards of Professional Appraisal Practice (USPAP) and electronic assessment data requirements. USPAP provides shared standards for assessment work and the electronic data requirements provide better data management and easier use and sharing of assessment information. The changes that are being implemented are meant to ensure that property assessment is completed professionally and consistently statewide.

### USPAP and Annual Assessment Report

To enhance professional standards and uniformity for assessors statewide, starting in 2013, assessors should follow Uniform Standards of Professional Appraisal Practice (USPAP) standards. As part of this process, assessors will be required to document assessment work in an Annual Assessment Report, which uses USPAP standards. We recommend that municipalities:

- Develop contracts with assessors including the USPAP requirements, and
- Monitor work through periodic reports by the assessor at municipal board meetings.

Based on consultation with the assessor community and local governments, each statutory assessor will be required to file *one* Annual Assessment Report for 2013. Assessors with multiple municipalities will determine which municipality's 2013 report will be filed.

### Electronic storage of assessment data

To provide better data management and easier use of assessment information, starting in 2013, municipalities should store assessment data electronically. You must be compliant with these requirements by 15 days after the close of your Board of Review. As a best practice, we recommend that you use a software program that meets your administration needs and the electronic storage requirements listed below.

Software/systems for electronic storage should be capable of:

- Storing all assessment data, including parcel attributes, sketches and photographs, in an electronic format;
- Using a commonly available format, such as comma delimited/comma separated (CSV), Microsoft Access, DB2 (Database 2) or SQL (Structured Query Language); and
- Storing and recalling property record cards.

If the municipality will not provide software for the assessor, it is important that the assessment contract clearly state the electronic assessment data requirements. As requested, we have extended the deadline for sketches and photographs to 2015 or the next revaluation, whichever is first.

As a reminder, the assessment data are the property of the municipality. If a change of assessor occurs, the transfer of the electronic assessment data must be completed within 30 days or at the adjournment of Board of Review, whichever is later.

We are enclosing a copy of common questions for your convenience. Please visit our website at [revenue.wi.gov/governments](http://revenue.wi.gov/governments) for more information.

If you have any questions, contact the Office of Assessment Practices at [bapdor@revenue.wi.gov](mailto:bapdor@revenue.wi.gov) or (608) 266-7750.

We look forward to working with you and appreciate the opportunity to assist you.

Sincerely,



Claude Lois, Division Administrator  
Division of State and Local Finance  
Wisconsin Department of Revenue

Enclosure

## **ELECTRONIC ASSESSMENT DATA QUESTIONS & ANSWERS**

**Beginning in 2013, assessors will be required to collect and store electronically all data on the current Property Record Card. These provisions do not affect any current statutory requirements. Information that is currently confidential will remain confidential, and assessment records will remain subject to open record laws.**

**1. *When will municipalities need to maintain assessment data electronically?***

The *Wisconsin Property Assessment Manual* (WPAM) requires electronic (digital) assessment data for the 2013 assessment year. When an assessor completes a 2013 assessment, the assessment data must be in an electronic format. Chapter 17 of the WPAM provides additional information: <http://www.revenue.wi.gov/slf/wpam/wpam.pdf>.

**2. *What type of assessment information must be stored electronically?***

All assessment data, such as parcel attributes, sketches, and photographs, must be stored in an electronic format. The requirement excludes information in assessment work files such as handwritten notes, correspondence, building permits, or field sketches. However, an assessor may choose to maintain this information in an electronic format.

**3. *How will the Wisconsin Department of Revenue (DOR) inform municipal officials of this requirement?***

On August 18, 2011, DOR informed each municipality via first class mail of the requirement to electronically store assessment data. The correspondence told the municipality that any contract or agreement for assessment services must include the electronic data storage requirement. The letter to municipalities and a copy of the Questions and Answers as mailed are on the "Messages to Wisconsin Assessors" dated August 22, 2011.

**4. *What are acceptable electronic storage formats?***

For data in a text or numerical format, electronic storage formats that are acceptable include comma delimited text formats, commonly available database formats such as MS-Access, DB2, SQL, etc. Unacceptable electronic formats are those that cannot be read except by customized or uncommon software. Note that PDF and word processing files do not meet DOR requirements because individual fields and their contents cannot be identified and analyzed electronically.

For sketches and photographs, PDF, JPEG, GIF, TIF, and similar formats are acceptable.

**5. *What responsibility do assessors have to communicate this requirement to the municipality?***

Assessors must communicate to the governing body, in writing, that the required assessment data will be stored in an electronic format. The assessor must also inform the governing body where the data will be located.

**6. When the municipality hires a new assessor, who is responsible for the cost of transferring the electronically stored data to the municipality?**

When the municipality hires a new assessor, the outgoing assessor is responsible for all costs associated with the transfer of the electronically stored data to the municipality. This requirement should be included in the contract and/or work plan for every assessor.

**7. Who owns the assessment data?**

The municipality owns the assessment data regardless of the terms of the contract or the licensing of the software.

**8. When the municipality hires a new assessor, when must the assessor transfer the data to the municipality?**

The outgoing assessor must provide all of the assessment data to the municipal clerk within 30 days of vacating the office of assessor or at the final adjournment of the Board of Review, whichever is later.

**9. What assessment data must an outgoing assessor provide to the municipality?**

The outgoing assessor must turn over all assessment records, paper and electronic, in the assessor's custody to the municipality.

Maintaining electronic assessment data does not relieve the assessor from the responsibility of providing the municipality with a paper copy of each property record card. If converting paper records to electronic form, the original paper record must not be destroyed, but must be returned to the municipality.

If the outgoing assessor has used a proprietary assessment system, the outgoing assessor must provide the data to the municipality in two formats:

- The format native to the customized or uncommon software.
- A format such as comma delimited text formats, commonly available database formats such as MS-Access, DB2, SQL, etc. Definitions for all fields must be provided.

**10. What residential and agricultural data must be maintained electronically?**

The minimum residential and agricultural data must be that which is identified on the Property Record Card (PA-500)<sup>1</sup> that corresponds with Volume II of the WPAM.

**11. What commercial data must be maintained electronically?**

The minimum commercial data must be of the detail and type identified on the residential Property Record Card (PA-500), including all data that was applied to determine the assessment.

**12. What personal property data must be maintained electronically?**

The minimum personal property data must be of the detail and type identified on the summary of the Statement of Personal Property (PA-003)<sup>2</sup>.

<sup>1</sup> <http://www.revenue.wi.gov/forms/govasst/pa-500.pdf> & <http://www.revenue.wi.gov/forms/govasst/pa-703.pdf>

<sup>2</sup> <http://www.revenue.wi.gov/forms/govtvc/pa-003.pdf>

**13. What mobile home data must be maintained electronically?**

The minimum mobile home data must describe whether the mobile home is real property, personal property or subject to a parking permit fee, and include the data used to determine the assessment.

**14. Are assessors and municipalities required to post assessment data on the Internet?**

No. Assessors and municipalities are encouraged, but not required, to share assessment data on the Internet, as permitted by law. As an example, sec. 70.35(3), Wis. Stats., provides for the confidentiality of information submitted on the Statement of Personal Property. As a result, that information cannot be posted to the Internet.

**15. How will DOR use electronic assessment data?**

DOR will use the assessment data for such things as the development of equalized values, petitions for reassessment under sec. 70.75, Wis. Stats., appeals under sec. 70.85, Wis. Stats., for performance audits, and for assessor complaints.

**16. What if an assessor fails to comply with the 2013 electronic assessment data requirement or fails to provide DOR with the required electronic assessment data?**

Failure to comply will result in the filing of a complaint against the assessor's certification with DOR's Bureau of Assessment Practices and could result in misconduct under sec. 946.12(1), Wis. Stats.

**17. What if a municipality cannot fund the required computer/software to make this possible?**

Prior to signing a contract or accepting a position with a municipality, it is the assessor's duty to ensure that they can comply with current requirements. The responsibility to comply with this requirement resides with both municipality and assessor. As stated on page 17-3 of WPAM, "The assessor must have the agreement of the governing body to maintain automated property record cards and must ensure that the data is stored in a format that meets department requirements for transferability."

**18. My data is stored electronically but my sketches and photos are not. I cannot complete this task by 2013. What are my options?**

You should inform DOR of the work plan that will be used to convert sketches and photos to a digital format. Sketches and photos are included in the electronic filing requirement. If a municipality does not have these in an electronic format as of 2013, the expectation is that they must be collected electronically during the next revaluation or by 2015, whichever comes first.

**19. I am bidding on a municipality with incomplete data, none of which is electronically stored. What should my proposal include?**

You should make a thorough review of existing data prior to making any agreements with a municipality. If data is found to be incomplete or non-compliant, the new contract or work agreement must state how compliance will be met. This may require a revaluation.

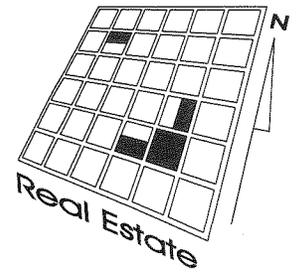
**20. Once all of my property record cards are in an electronic format, will DOR still require me to maintain a paper copy?**

If you have the ability to produce a paper copy of the current information on the Property Record Card when requested, you will not need to update the paper copy. A paper copy of the Property Record Card for each parcel should be produced annually at the close of Board of Review prior to making any changes for the coming year. Municipalities are required by the State Public Records Board and Wisconsin Statute to retain Property Record Cards for 7 years.

Please send any questions to the Office of Assessment Practices: [bapdor@revenue.wi.gov](mailto:bapdor@revenue.wi.gov).

# ***Associated Appraisal Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



September 25, 2013

Mr. Matthew Janecke  
Village of Brown Deer  
4800 W Green Brook Drive  
Brown Deer, WI 53223

Dear Mr. Janecke:

I am pleased to provide the Village of Brown Deer with a proposal for assessment services with our firm. I would like to take this opportunity to share with you some background about Associated Appraisal Consultants, Inc.

Associated Appraisal Consultants, Inc. has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through annual maintenance and revaluation programs. We currently serve many municipalities with a diverse variety of property types, ranging from the mansions of Lake Geneva to the unique properties of Wisconsin Dells as well as Lake Superior communities and everything in between.

Unparalleled service is our strength. While our assessors are in the field, our administrative staff is in the office, Monday through Friday, to assist our clients, property owners, and businesses. We provide a toll-free phone number and every caller receives personalized, immediate service, not a voice mailbox or a recorded message. In these times of increasingly automated communication technology, we pride ourselves on offering immediate, friendly, personal contact for anyone calling our office. We also offer email access as a way to service those who cannot call during normal business hours.

We provide an optional service to our clients to have their municipal assessment records posted on our website. The website offers easy-to-use search criteria and shows land and improvement data, including digital photos of all properties within the municipality. Please visit our website at [www.apraz.com](http://www.apraz.com) and click on "Property Search".

Our image also sets us apart from other assessment firms. When fieldwork begins, your residents can readily identify the Associated Appraisal Consultants team by our fleet of red trucks clearly displaying our company name and logo. In addition, field appraisers wear company clothing and carry photo ID tags and letters of introduction. We understand that residents can be reluctant to let anyone photograph their property, much less perform an interior inspection. Therefore, before even beginning our fieldwork, we inform property owners of who we are, why we are there, and what we'll be doing. By doing so, we help to educate the public and alleviate anxiety.

Associated Appraisal Consultants, Inc. uses cutting-edge computer aided appraisal software to create modern computerized assessment records. Our records include digital photographs, computerized sketches of buildings, a map indicating location of property, sales data, permitting information and all owner correspondence. Global Positioning Systems can also be integrated. We are a fully computerized and networked organization.

This is our business. We are proud of the reputation we have in the industry, from both our clients and state equalization officials. We put our best foot forward with every opportunity.

Please consider working with us. We welcome with great enthusiasm the prospect of working for you!

Respectfully,



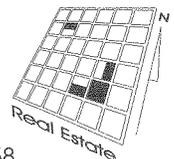
Bernard J. Laird  
Chief Executive Officer

BJL/lma

***Associated Appraisal Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva

1314 W. College Ave. ■ P.O. Box 2111 ■ Appleton, WI 54912-2111 ■ (920) 749-1995 ■ FAX: (920) 731-4158



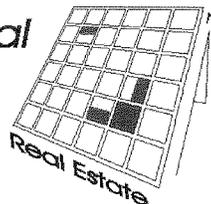
# Village of Brown Deer Milwaukee County

## PROPOSAL FOR ASSESSMENT SERVICES



*Associated Appraisal*  
Consultants, Inc.

Appleton ■ Hürley ■ Lake Geneva



**Associated Appraisal Consultants, Inc.  
Village of Brown Deer – Milwaukee County  
RFP Summary**

**Maintenance:**

**2014** – Twenty-Five Thousand Nine Hundred Dollars (**\$25,900.00**)

**2015** – Twenty Six Thousand Dollars (**\$26,000.00**)

**2016** – Twenty-Six Thousand Dollars (**\$26,000.00**)

**2017** – Twenty-Six Thousand One Hundred Dollars (**\$26,100.00**)

**Maintenance / Market Revaluation:**

**2014** – Thirty-Four Thousand Nine Hundred Dollars (**\$34,900.00**)

**2015** – Thirty-Four Thousand Nine Hundred Dollars (**\$34,900.00**)

**2016** – Thirty-Four Thousand Nine Hundred Dollars (**\$34,900.00**)

**2017** – Thirty-Four Thousand Nine Hundred Dollars (**\$34,900.00**)

**Revaluation: (with interior and exterior inspections)**

One Hundred Forty-Eight Thousand Nine Hundred Dollars (**\$148,900.00**)

Maintenance charges shall not be incurred the revaluation year.

**AGREEMENT**  
**FOR**  
**MAINTENANCE**  
**ASSESSMENT SERVICES**

**Prepared for the Village of Brown Deer**  
**Milwaukee County**

**By**

**Associated Appraisal Consultants, Inc.**

**1314 W. College Avenue**

**P.O. Box 2111, Appleton, WI 54912-2111**

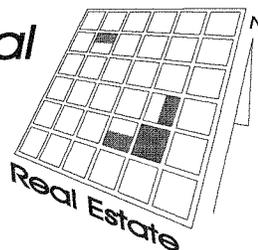
**Phone (800) 721-4157**

**Fax (920) 731-4158**

**[www.apraz.com](http://www.apraz.com)**

***Associated Appraisal***  
**Consultants, Inc.**

Appleton ■ Hurley ■ Lake Geneva



Lake Geneva Office  
Walworth County  
P.O. Box 1114  
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office  
N10257 Lake Road  
Ironwood, MI 49938

Hurley Office  
Iron County  
P.O. Box 342  
Hurley, WI 54534-0342

## AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

This Agreement is by and between the **Village of Brown Deer, Milwaukee County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

**I. SCOPE OF SERVICES.** All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement.

Associated Appraisal Consultants, Inc., as the contract Assessor, shall be responsible to fulfill any and all prescribed duties of the statutory Assessor and all other duties incidental to the normal duties of the Assessor. Assessor shall perform all work required to properly and professionally assess the real and personal property in the Village in accordance with applicable Wisconsin Statutes including but not limited to the following:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over a period of years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

**A. PARCEL IDENTIFICATION.** The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

**B. PREPARATION OF RECORD CARDS.** Appropriate record cards shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records either on computer readable format compatible with the Municipality's computer system if a computer valuation program is used, or a hardcopy if a manual system is used, and update the records within fourteen (14) days of final adjournment of the Board of Review. The records shall be updated prior to the open book and again to reflect any changes made at the Board of Review.

C. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment rolls, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

D. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. The Assessor shall prepare and submit the Municipal Assessor's Report (MAR), Annual Assessment Report (AAR) and Computer Exemption Reports to the appropriate Department of Revenue district office; postage is at the Assessor's expense. The Assessor shall utilize GCS tax reporting software as well.

E. **BOARD OF REVIEW ATTENDANCE.** The Assessor or his/her authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. All Board of Review appeals must be made in a formal manner, which complies with the State Statutes governing the assessment process. This includes filing with the Clerk, prior to the Board of Review, a properly completed objection form. Board of Review shall be conducted prior to June 30, except for the revaluation year or as approved by the Village Manager.

F. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

G. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

H. **AVAILABILITY.** The Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

I. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the municipality at no cost.

**II. GENERAL REQUIREMENTS**

A. **OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of village assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor’s field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor’s employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor’s employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. **ASSESSOR PROVIDED INSURANCE AND INDEMNITY.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

- (a) Workers Compensation State of Wisconsin requirements
- (b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 200,000
Medical Expense	\$ 10,000
- (c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor and the Assessor shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorneys fees, arising from or connected with the Assessor's activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessor, the Assessor's employees, agents, representatives, and any other person doing business with Assessor. This paragraph is not to be in conflict with Sec. 893.89(4), Wis. Stats.

**D. OWNERSHIP OF RECORD.** All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property record cards, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

### **III. TERM AND TERMINATION**

A. **TERM.** The term of this Contract is for the 2014, 2015, 2016 and 2017 assessment years. The assessor shall have completed all work under this agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

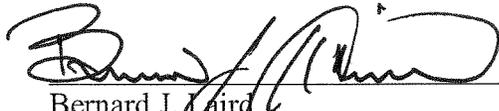
C. **AUTOMATIC RENEWAL.** This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

### **IV. COMPENSATION**

- A. The Municipality shall pay the Assessor **Twenty-Five Thousand Nine Hundred Dollars (\$25,900.00)** for the **2014** assessment year, **Twenty-Six Thousand Dollars (\$26,000.00)** for the **2015 and 2016** assessment years and **Twenty-Six Thousand One Hundred Dollars (\$26,100.00)** for the **2017** assessment year for maintenance assessment services.

- B. The compensation due the Assessor shall be paid in installments throughout the 2014, 2015, 2016 and 2017 assessment years.
- C. The Municipality shall not be billed for postage, mileage, or supplies.
- D. **Optional Website Posting:** The Municipality shall have the option to post their assessment data on our website for an additional cost of a penny and a half per parcel per month ( $$.015 * 4327 = \$64.91$ ) payable to a third party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.015 per parcel.  
**\*\*\* Please initial yes or no to post data to the Associated Appraisal website. \*\*\***  
**Yes** \_\_\_\_ **No** \_\_\_\_
- E. The Village has the opportunity to have municipal assessment data uploaded to the Assessor's free website [assessordata.org](http://assessordata.org).

V. SIGNATURES

  
 \_\_\_\_\_  
 Bernard J. Laird  
 Chief Executive Officer  
 Associated Appraisal Consultants, Inc.

September 24, 2013  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized Signature  
 Village of Brown Deer – Milwaukee County

\_\_\_\_\_  
 Date

**AGREEMENT**

**FOR**

**MAINTENANCE AND MARKET ADJUSTMENT  
REVALUATION ASSESSMENT SERVICES**

**Prepared for the Village of Brown Deer  
Milwaukee County**

**By**

**Associated Appraisal Consultants, Inc.**

**1314 W. College Avenue**

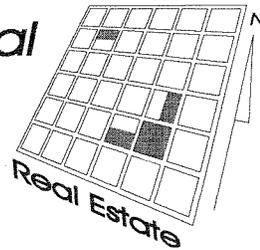
**P.O. Box 2111, Appleton, WI 54912-2111**

**Phone (920) 749-1995**

**Fax (920) 731-4158**

***Associated Appraisal  
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



Lake Geneva Office  
Walworth County  
P.O. Box 1114  
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office  
N10257 Lake Road  
Ironwood, MI 49938

Hurley Office  
Iron County  
P.O. Box 342  
Hurley, WI 54534-0342

## AGREEMENT FOR ANNUAL FULL-VALUE ASSESSMENT SERVICES

This Agreement is by and between the **Village of Brown Deer, Milwaukee County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

**I. SCOPE OF SERVICES.** All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement.

**A. COMPLIANCE.** Assessor shall keep the Village of Brown Deer's assessments in compliance with the Wisconsin Department of Revenue for the duration of this contract. The level of assessment shall annually be kept within 10% of the Village's full equalized value the market revaluation years of 2014 and 2016 per the RFP issued by the Village.

**B. INSPECTIONS.**

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over a period of years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

**C. PARCEL IDENTIFICATION.** The legal description, drawing and measurements of each land parcel and improvements shall be contained in the existing property record cards. Drawings shall be made for all new records. In the event of a discrepancy existing, the Assessor shall investigate and correct the record.

**D. PREPARATION OF RECORD CARDS.** Appropriate record cards shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records either on computer readable format compatible with the Municipality's computer system if a computer valuation program is used, or a hardcopy if a manual system is used, and update the records within fourteen (14) days of final adjournment of the Board of Review. The records shall be updated prior to the open book and again to reflect any changes made at the Board of Review.

**E. APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise

provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

F. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment rolls, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. The Assessor shall prepare and submit the Municipal Assessor's Report (MAR), Annual Assessment Report (AAR) and Computer Exemption Reports to the appropriate Department of Revenue district office; postage is at the Assessor's expense. The Assessor shall utilize GCS tax reporting software as well.

H. **BOARD OF REVIEW ATTENDANCE.** The Assessor or his/her authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. All Board of Review appeals must be made

I. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

J. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

K. **AVAILABILITY.** The Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

L. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the municipality at no cost.

## II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of village assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards and a general letter of introduction/identification on Municipal letterhead.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the

performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

**C. ASSESSOR PROVIDED INSURANCE AND INDEMNITY.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:
  - (a) Workers Compensation State of Wisconsin requirements
  - (b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 200,000
Medical Expense	\$ 10,000
  - (c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor and the Assessor shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorneys fees, arising from or connected with the Assessor's activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessor, the Assessor's employees, agents, representatives, and any other person doing business with Assessor. This paragraph is not to be in conflict with Sec. 893.89(4), Wis. Stats.

**C. OWNERSHIP OF RECORD.** All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property record cards, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data, (e) if the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

**III. TERM AND TERMINATION**

A. **TERM.** The term of this Contract is for the 2014, 2015, 2016 and 2017 assessment years. The assessor shall have completed all work under this agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent. A market revaluation shall take place in years 2014 and 2016 and standard maintenance shall take place in years 2015 and 2017 per the RFP.

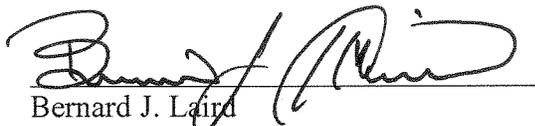
B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. **AUTOMATIC RENEWAL.** This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

**IV. COMPENSATION**

- A. The Municipality shall pay the Assessor **Thirty-Four Thousand Nine Hundred Dollars (\$34,900.00)** for each of the 2014, 2015, 2016 and 2017 assessment years for maintenance assessment services.
- B. The compensation due the Assessor shall be paid in installments throughout the 2014, 2015, 2016 and 2017 assessment years.
- C. The Municipality will not be billed for additional expenses such as postage, mileage, or supplies.
- D. **Optional Website Posting:** The Municipality shall have the option to post their assessment data on our website for an additional cost of a penny and a half per parcel per month ( $$.015 * 4327 = \$64.91$ ) payable to a third party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.015 per parcel.  
**\*\*\* Please initial yes or no to post data to the website. \*\*\***  
 Yes  No
- E. The Village has the opportunity to have municipal assessment data uploaded to the Assessor's free website [assessordata.org](http://assessordata.org).

**V. SIGNATURES**

  
 Bernard J. Laird  
 Chief Executive Officer  
 Associated Appraisal Consultants, Inc.

September 24, 2013  
 Date

\_\_\_\_\_  
 Authorized Signature  
 Village of Brown Deer – Milwaukee County

\_\_\_\_\_  
 Date

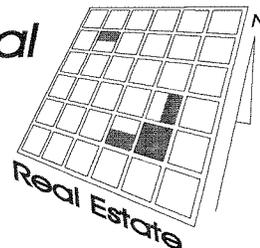
**AGREEMENT**  
**FOR**  
**REVALUATION ASSESSMENT SERVICES**

**Prepared for the Village of Brown Deer  
Milwaukee County**

**By**  
**Associated Appraisal Consultants, Inc.**  
**1314 W. College Avenue**  
**P.O. Box 2111, Appleton, WI 54912-2111**  
**Phone (800) 721-4157**  
**Fax (920) 731-4158**  
**[www.apraz.com](http://www.apraz.com)**

***Associated Appraisal***  
**Consultants, Inc.**

Appleton ■ Hurley ■ Lake Geneva



Lake Geneva Office  
Walworth County  
P.O. Box 1114  
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office  
N10257 Lake Road  
Ironwood, MI 49938

Hurley Office  
Iron County  
P.O. Box 342  
Hurley, WI 54534-0342

**SECTION I  
GENERAL AGREEMENTS**

This agreement is made by the **Village of Brown Deer, Milwaukee County, State of Wisconsin**, hereinafter referred to as "Municipality."

AND

ASSOCIATED APPRAISAL CONSULTANTS, INC., whose principal office is located at 1314 W. College Avenue, Appleton, WI 54914, hereinafter referred to as "Assessor."

In consideration of the promises and agreements hereinafter set forth, and in consideration of the execution of those promises, both parties agree to the following:

**1. SCOPE OF SERVICE:**

Assessor shall perform a revaluation of all taxable real estate in the Village of Brown Deer, Milwaukee County, State of Wisconsin, pursuant to Wisconsin Statutes 70.055, for the assessment year of 2014, 2015, 2016 or 2017, for which service the Municipality agrees to pay Assessor the sum of compensation outlined in Section V of this agreement. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the Wisconsin Property Assessment Manual and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement.

**2. ASSIGNMENT OF CONTRACT:**

Assessor will not assign, subcontract or transfer this agreement or any part of this agreement without written approval from the Municipality.

**3. PERSONNEL:**

Assessor shall provide certified, experienced and competent employees of good character to perform all work necessary during the various phases of the revaluation program. All field staff members shall carry a photo identification tag and drive a vehicle clearly marked with our company name. In the event that the Municipality shall at any time during the program consider the services of any employee to be unsatisfactory, Assessor shall immediately remove such employee upon written request.

**4. INSURANCE:**

Assessor shall maintain during the term of this contract full insurance coverage to protect and hold harmless the Municipality. Insurance shall include: (a) workers compensation in compliance with state laws, (b) comprehensive general and public liability covering operation, (c) comprehensive automobile liability and property damage with coverage to include owned, hired, and non-hired motor vehicles used by Assessor, and (d) proper and sufficient insurance to cover loss of records withdrawn from the Municipality by Assessor for its use as well as records in process under this agreement. Assessor shall not be responsible for loss of records destroyed by fire, theft, or Act of God while kept in the office supplied by the Municipality.

Limits of liability shall not be less than:

General Liability:

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 200,000
Medical Expense	\$ 10,000

Worker's Compensation:

Bodily Injury by Disease-Each Employee	\$ 100,000
Bodily Injury by Disease-Policy Limit	\$ 500,000
Bodily Injury by Accident-Each Accident	\$ 100,000

Comprehensive Auto Liability:

Combined Single Limit of Liability:	\$ 1,000,000
-------------------------------------	--------------

A certificate from the insurance carrier attesting to coverage shall be provided to the Municipality. The insurance provider will be authorized to transact business in the State of Wisconsin.

Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor and the Assessor shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorney's fees, arising from or connected with the Assessor's activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessor, the Assessor's employees, agents, representatives and any other person doing business with Assessor. This paragraph is not to be in conflict with Sec. 893.89(4), Wis. Stats.

**5. ROLE OF ASSESSOR:**

Assessor shall assume the appointed office of village assessor as per Wisconsin Statutes 70.05(1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

**6. PUBLIC RELATIONS:**

During the course of the revaluation, Assessor shall carry on a suitable program of public information in a manner dictated by experience to be most effective and productive, and of such nature that will allow the Municipality to actively participate. This program shall include a general mailing to all property owners with information regarding the revaluation process. If necessary, the program shall include the furnishing of speakers, holding press conferences and preparing press releases. Upon written request, Assessor agrees to meet with the governing body of the Municipality to discuss areas of work such as public relations, procedures, progress, valuations and concerns.

**7. DURATION:**

Assessor shall complete all work on or before September 30<sup>th</sup> of the year in which the revaluation services are contracted for. In the event that unforeseen circumstances delay the completion of work, an extension will be granted upon mutual agreement.

**8. PUBLIC REQUESTS:**

Assessor shall timely respond to all open records requests received by the Assessor. In so doing, Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47 (7)(af), regarding income and expense information provided to Assessor and Board of Review; and sec. 77.265, the real estate transfer returns.

**9. AVAILABILITY:**

Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. The Assessor shall maintain an internet option for communication that is available twenty-four hours per day. The Assessor shall timely respond to all inquiries within four working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

**SECTION II  
DATA COLLECTION & APPRAISAL**

**1. FIELD APPRAISAL:**

Assessor shall physically visit and inspect 100% of the taxable improved properties. Assessor shall make a careful inspection of all buildings and improvements located on such properties and shall carefully measure, list and compute the full market value for all improvements using professionally acceptable appraisal practices. All inspections will be conducted between the hours of 8:00 AM and 7:00 PM, Monday through Friday, Saturday if necessary, excluding legal holidays. Assessor will make a reasonable attempt to inspect the interiors of all dwellings and primary commercial buildings. Assessor will mail letters asking property owners to schedule appointments for interior inspections.

**2. PROPERTY RECORDS:**

(a) Assessor shall create a complete digital database of all parcels within the municipality, including information on each property's ownership, class, land size and use, and improvement information. The database shall be created using CAMA software and shall include digital photographs and sketches of primary improvements.

(b) Property records shall be updated utilizing CAMA software, showing the property information used as a basis for the revaluation, including the measurements of all primary building improvements. Assessment records shall include all data and material obtained and/or used for the valuation of properties.

(c) All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality.

(d) Within 30 days after completion of the revaluation program, Assessor shall turn over all assessment records to the Municipality, including property record cards, maps, and a computer file back-up of the electronic database.

(e) If the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

### **3. DWELLING DATA:**

When appraising single-family and multi-family dwellings, Assessor shall document and consider the physical characteristics and condition of the dwelling. Such characteristics shall include the type of dwelling, story height, square footage, basement area, wall construction, siding type, roof, floors, interior finish, heating system, fireplaces, plumbing fixtures, number of rooms, age, physical condition, general quality of construction, and attachments such as garages, decks and porches. Sales data and rental information will be documented and considered when applicable. All information collected will be recorded as a permanent part of the property records.

### **4. VACANT LANDS:**

Assessor shall inspect all vacant parcels of land where access may be practicably obtained. Any vacant lands not physically inspected will be viewed by way of recent aerial photography. Sales data for vacant lands will be collected and compiled based on neighborhoods or geographic locations within the municipality. Land values will be derived from vacant and improved sales and will consider all factors that may affect resale value, such as location, size, shape, topography, zoning, utilities, current use and other factors. In developing land values, all forms, maps and land valuation tables shall be left with the Municipality. All maps such as plat maps, zoning maps or other maps needed to accurately value land will be supplied by Municipality or obtained at the Municipality's expense.

### **5. APPROACH TO VALUE:**

Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

(a) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

(b) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

(c) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

### **SECTION III NOTIFICATION & DEFENSE OF ASSESSMENTS**

#### **1. ASSESSMENT NOTICES:**

A notice of assessment shall be mailed for each taxable parcel of property whose assessed value has changed from the previous year. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail. The cost of postage shall be borne by the Assessor. In the event that Municipality requires Assessor to send letters by certified mail, Municipality shall be responsible for the postage costs of certified mail.

#### **2. OPEN BOOK:**

At the completion of the revaluation program and at least 15 days before the Board of Review, Assessor shall hold informal hearings referred to as the Open Book, during which time interested property owners may view the assessment roll and discuss their individual appraisals. Assessor shall take the phone calls to schedule appointments for the open book conference. Assessor shall provide necessary staff to accommodate the projected attendance. Assessor shall work with the Municipality to determine the date when the Open Book will take place. The Municipality will provide an appropriate area to conduct the Open Book. Unless otherwise specified in this agreement, the informal hearings will be held for as many days as needed.

#### **3. BOARD OF REVIEW:**

Assessor shall furnish a representative for as many days as needed to provide sworn oral testimony at the Board of Review in support of all assessed values being formally challenged. Municipality shall comply with state statutes and Department of Revenue training requirements with regard to Board of Review hearings. Municipality agrees that all Board of Review appeals must be made in a formal manner, by filing a completed Form of Objection with the Clerk at least 48 hours before the opening of the Board of Review. In the event of any appeal beyond the Board of Review to the Department of Revenue or to the Courts, Assessor shall provide a representative to furnish testimony in defense of the values established by the revaluation for all such cases within the first 90 days after adjournment of the Board of Review for up to eight employee hours.

### **SECTION IV ITEMS TO BE PROVIDED BY MUNICIPALITY**

#### **1. MEETING SPACE:**

Municipality shall furnish a suitable space in which to hold the Open Book conference and the Board of Review at no cost to Assessor.

**2. ACCESS TO RECORDS:**

Municipality shall allow access and make available to Assessor municipal records such as, but not limited to, previous assessment records and rolls, sewer and water layouts, building permits, tax records, zoning ordinances and documentation pertaining to future land use planning.

**3. MAPS:**

Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the municipality. In the event that such maps necessary for our work are not in the possession of the municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

**4. POSTAGE COSTS:**

Assessor shall be responsible for the cost of postal services associated with the revaluation program. This cost includes, but is not limited to, a general informational mailing, written requests to view property, notices of assessment, and mailing of documents such as maps and assessment rolls. In the event that Municipality requires Assessor to send letters by certified mail, Municipality shall be responsible for the postage costs of certified mail.

**SECTION V  
COMPENSATION & TERMS OF PAYMENT**

**1. COMPENSATION:**

Payment shall be made on a monthly basis for services and expenses incurred during the previous month. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. All payments shall be made to: Associated Appraisal Consultants, Inc., P.O. Box 2111, Appleton, Wisconsin, 54912-2111, within thirty (30) days from the date of billing.

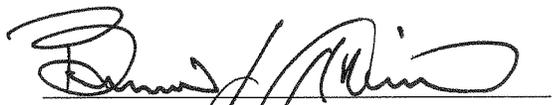
**2. COST OF SERVICES:**

Assessor shall perform all of the services stated in the above agreement for the assessment year of **2014, 2015, 2016 or 2017**, according to the terms specified herein for the sum of:

**One Hundred Forty Eight Thousand Nine Hundred Dollars (\$148,900.00)**

Maintenance charges shall not be incurred the revaluation year. Please circle and initial the revaluation year.

**3. SIGNATURES:**

  
\_\_\_\_\_  
Bernard J. Laird  
Chief Executive Officer  
Associated Appraisal Consultants, Inc.

September 24, 2013  
Date

\_\_\_\_\_  
Authorized Municipality Signature  
Village of Brown Deer – Milwaukee County

\_\_\_\_\_  
Date

## ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate when	PRC is outdated or inaccurate, <u>or</u> assessment uniformity is poor <u>or</u> full revaluation hasn't been done in 10 years <u>or</u> assessment uniformity is poor <u>or</u> reassessment is required per statute 70.75.	Most PRC information can be verified by exterior inspection <u>and</u> full revaluation completed within past 6-9 years	PRC is deemed reliable <u>and</u> full revaluation completed within past 5 years <u>and</u> assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable <u>and</u> revaluation was completed within past 5 years <u>and</u> assessment level during previous assessment year is within acceptable parameters
Real Property affected	All property	All property	Changes identified in column D <b>PLUS</b> Analysis of problem strata identified from previous assessment year	Annexed properties Change in exemption status Demolitions & fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning
Land Study	On-site Inspection	On-site Inspection	As necessary	As necessary
Inspect Exterior	All Buildings	All Buildings	Buildings w/changes	Buildings w/changes
Inspect Interior	All Buildings	Buildings w/changes	Buildings w/changes	Buildings w/changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As necessary	As necessary	As necessary
Sketch	All primary buildings	As necessary	As necessary	As necessary
Analyze neighborhoods, property types, trends	Required	Required	Required. Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review classifications	Required	Required	Required	Required
Validate usability of sales	Required	Required	Required	Required
Verify sales attributes	Required	Required	Required	Required
Parcels to be valued	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Review / revalue properties	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Assessment level	Full Value	Full Value	Aggregate assessment level or full value as appropriate	Aggregate Assessment
Mail Notice of Change in Assessmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Discovery & assessment of Personal Property	Required	Required	Required	Required



## Our Mission.....

To provide our municipal clients

the highest standard of assessing services.

We do so by following sound assessing methodology,

developing municipal equity without bias and

providing a professional, courteous staff.

# Associated Appraisal Consultants Quick Facts

## **History**

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as the statutory assessor or supporting the local municipal assessor.

## **Experience**

With over 50 years of experience, Associated Appraisal has provided consulting/assessment services throughout Wisconsin. We have had the opportunity to reassess/revalue municipalities that have increased or decreased in value. With the diversity of our client base ranging from the shores of Lake Geneva to the backwoods of northern Wisconsin, we are aware of the many complexities of assessment practices. This diversity and experience is what gives Associated Appraisal the leading edge.

## **Office and Staff**

When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will willingly assist you. We also offer internet communication twenty-four (24) hours per day. Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with The Associated Appraisal team. Our corporate office is located in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

## **Public Relations**

We routinely utilize printed assessment informational materials that are made available to property owners. Clients are informed of the progress of the assessment work for use in newsletters and newspaper articles. For revaluation programs, we can provide knowledgeable speakers to attend organizational and municipal meetings.

## **Assessment Documentation**

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of the revaluation project. The property record includes land data, improvement data, sales data, improvement pictures, appropriate appraisal reports, property maps and any other documentation needed to defend values. A master Revaluation Report Book is also prepared that is frequently used by the Board of Review to aid in understanding the methodology. Included are complete reports for assessment levels, sales information and pictures of sale properties, all database data for valuation tables, a detailed sales analysis as well as other reports needed to support values.

## **Identification and Image**

Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction, wear Associated Appraisal company ID tags and apparel, and drive red company trucks clearly identified as Associated Appraisal fleet vehicles.

## **Computer Software**

Our computer network is a Novell Network. Associated Appraisal utilizes nearly all assessment software and can adapt to most municipal needs. Our CAMA software utilizes the market approach to value for residential properties and cost tables for commercial properties. Providing our clients with information via the Internet is also readily available.

## **Why Choose Associated Appraisal**

With our level of experience, our goals are very clear. We are in the assessment business, full time, providing our clients with professional and reliable service. Our client base over the years has provided us with many diverse appraisal opportunities giving us the experience to confidently accept any job and meet all expectations of our clients.

**Associated Appraisal Consultants  
Current Affiliations as Appointed Assessor**

<b>Municipality</b>	<b>County</b>	<b>Job Type</b>	<b>Contact Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
City of Abbotsford	Clark/Marathon	Maintenance	Jennifer Lopez	PO Box 589	Abbotsford	WI	54405-0589
City of Bayfield	Bayfield	Maintenance	Billie Hoopman	125 South First St	Bayfield	WI	54814
City of Chetek	Barron	Maintenance	Carmen Newman	PO Box 194	Chetek	WI	54728-0194
City of Evansville	Rock	Maintenance	Judy Walton	PO Box 76	Evansville	WI	53536
City of Fort Atkinson	Jefferson	Maintenance	Matt Trebatoski	101 N Main St	Fort Atkinson	WI	53538
City of Green Lake	Green Lake	Maintenance	Barbara Dugenske	PO Box 216	Green Lake	WI	54941
City of Hayward	Sawyer	Maintenance	Lisa Poppe	PO Box 969	Hayward	WI	54843
City of Hillsboro	Vernon	Maintenance	Sheila Schraufnagel	PO Box 447	Hillsboro	WI	54634
City of Mauston	Juneau	Full Value Maintenance	Nathan Thiel	303 Mansion St	Mauston	WI	53948
City of Mayville	Dodge	Maintenance	Deanna Boldrey	PO Box 273	Mayville	WI	53050
City of Menasha	Calumet/Winnebago	Full Value Maintenance	Jennifer Sassman	140 Main St	Menasha	WI	54952-3190
City of Monroe	Green	Full Value Maintenance	Philip Rath	1110 18th Ave	Monroe	WI	53566
City of Neenah	Winnebago	Maintenance	Chris Haese	211 Walnut St	Neenah	WI	54956
City of Neillsville	Clark	Maintenance	Rex Roehl	181W Fifth St	Neillsville	WI	54456
City of Pewaukee	Waukesha	Maintenance	Tammy LaBorde	W240 N3065 Pewaukee Rd	Pewaukee	WI	53072
City of Phillips	Price	Maintenance	Barb Revak	PO Box 21	Phillips	WI	54555
City of Reedsburg	Sauk	Maintenance	Anna Meister	PO Box 490	Reedsburg	WI	53959-0490
City of Rice Lake	Washburn	Full Value Maintenance	Harry Skulan	30 Eau Claire Street	Rice Lake	WI	54868
City of River Falls	Pierce/St.Croix	Maintenance	Lu Ann Hecht	222 Lewis St., Suite 207	River Falls	WI	54022
City of Shawano	Shawano	Maintenance	Brian Knapp	127 Sawyer St	Shawano	WI	54166
City of St. Francis	Milwaukee	Maintenance	Anne Uecker	4235 S Nicholson Ave	St. Francis	WI	53235
City of Sturgeon Bay	Door	Maintenance	Marty Olejniczak	421 Michigan St	Sturgeon Bay	WI	54235
City of Waterloo	Jefferson	Maintenance	Mo Hansen	136 N Monroe St	Waterloo	WI	53594
City of Watertown	Dodge/Jefferson	Maintenance	Darnell Hendricks	PO Box 477	Watertown	WI	53094
City of Waupun	Dodge/Fond du Lac	Maintenance	Kyle Clark	201 E. Main St	Waupun	WI	53963
City of Wautoma	Wauwata	Maintenance	Ryan McCue	PO Box 428	Wautoma	WI	54982
City of Weyauwega	Waupaca	Maintenance	Sherly Scheuermann	PO Box 578	Weyauwega	WI	54983
City of Wisconsin Dells	Adams/Col/Juneau/Sauk	Maintenance	Nancy Holzem	PO Box 655	Wisconsin Dells	WI	53965
Town of Addison	Washington	Maintenance	Ellen Wolf	PO Box 481	Allenton	WI	53002
Town of Anderson	Iron	Maintenance	Kristin Bjork	10827 N. Hoyt Ave	Upson	WI	54565
Town of Barnes	Bayfield	Maintenance	Brenda Bakke	3360 Cty Hwy N	Barnes	WI	54873
Town of Beaver Dam	Dodge	Maintenance	Cheryl Goodrich	W8540 Cty Rd W	Beaver Dam	WI	53916
Town of Belle Plaine	Shawano	Maintenance	Kristine Vomastic	N3002 State Hwy 22	Clintonville	WI	54929
Town of Big Flats	Adams	Maintenance	Todd Peterson	1104 Cty Rd C	Arkdale	WI	54613
Town of Bloomfield	Walworth	Maintenance	Cindy Howard	PO Box 609	Pell Lake	WI	53157
Town of Bloomfield	Wauwata	Maintenance	Jean Smith	N5382 36th Dr	Fremont	WI	54940
Town of Bridge Creek	Eau Claire	Maintenance	Patricia Warner	PO Box 464	Augusta	WI	54722
Town of Brillion	Calumet	Revaluation	Karen Jannette	PO Box 216	Forest Junction	WI	54123
Town of Bristol	Dane	Maintenance	Sandy Klister	7747 Cty Rd N	Sun Prairie	WI	53590
Town of Buffalo	Marquette	Maintenance	Donna Sheddon	N425 Fox Drive	Montello	WI	53949
Town of Burlington	Racine	Maintenance	Heidi Streif	32288 Bushnell Rd	Burlington	WI	53105
Town of Calamus	Dodge	Maintenance	Marjorie Beilke	W10897 Van Buren Rd	Columbus	WI	53925-8989
Town of Chester	Dodge	Maintenance	Barbara Nefstead	W6498 Oakwood Rd	Waupun	WI	53963
Town of Chilton	Calumet	Maintenance	Doug Koffarnus	N4695 Cty BB	Chilton	WI	53014
Town of Clayton	Winnebago	Full Value Maintenance	Richard Johnston	PO Box 13	Larsen	WI	54947
Town of Clifton	Grant	Maintenance	Shelly Osternorff	1528 New California Rd	Livingston	WI	53554
Town of Concord	Jefferson	Maintenance	Brian Neumann	N6830 County Rd E	Oconomowoc	WI	53066-9017
Town of Cottage Grove	Dane	Maintenance	Kim Banigan	4058 County Rd N	Cottage Grove	WI	53527
Town of Deerfield	Wauwata	Maintenance	Cheryl Pionke	W11020 County Rd V	Hancock	WI	54943
Town of Dellona	Dane	Maintenance	Lynn Eberl	E8062 Highway H	Lyndon Station	WI	53944
Town of Delton	Sauk	Maintenance	Deborah Kowalke	PO Box 148	Lake Delton	WI	53940-0148
Town of Dunkirk	Dane	Maintenance	Melanie Huchthausen	654 County Rd N	Stoughton	WI	53589
Town of Dunn	Dane	Maintenance	Cathy Hasslinger	4156 County Rd B	McFarland	WI	53558
Town of Eaton	Manitowoc	Maintenance	Ron Hoerth	21234 Carstens Lake Rd	Kiel	WI	53042
Town of Ellington	Outagamie	Revaluation	Bonnie Fischer	N4399 Mayflower Rd	Black Creek	WI	54106
Town of Enterprise	Oneida	Maintenance	Beth Kroeger	2977 Plantation Rd	Pelican Lake	WI	54463
Town of Farmington	Jefferson	Maintenance	Tami Latsch	W3157 Bakertown Rd	Helenville	WI	53137-9743
Town of Fifield	Price	Full Value Maintenance	Sally Putnam	PO Box 241	Fifield	WI	54524
Town of Forestville	Door	Maintenance	Ruth Kerscher	1364 Mill Rd	Sturgeon Bay	WI	54243
Town of Gibraltar	Door	Maintenance	Beth Hagen	4097 Highway 42	Fish Creek	WI	54212
Town of Gingles	Ashland	Maintenance	Marge Bernhoft	49954 Holmes Rd	Ashland	WI	54806-9717
Town of Grand View	Bayfield	Maintenance	Teresa A. Gunderson	PO Box 126	Grand View	WI	54839
Town of Greenbush	Sheboygan	Maintenance	Brenda Phipps	N6644 Sugarbush Rd	Glenbeulah	WI	53023
Town of Greenfield	La Crosse	Maintenance	Lois Meinking	N1800 Town Hall Rd	La Crosse	WI	54601
Town of Hamilton	La Crosse	Maintenance	Richard Schomburg	N3679 County Rd C	West Salem	WI	54663
Town of Harrison	Lincoln	Maintenance	Corrie Schoone	N10635 County Rd D	Tomahawk	WI	54487
Town of Hayward	Sawyer	Maintenance	Bryn Hand	15460 W State Hwy 77E	Hayward	WI	54843
Town of Holland	La Crosse	Maintenance	Marilyn Pedretti	W7937 County Rd MH	Holmen	WI	54636
Town of Holland	Sheboygan	Maintenance	Sharon Claerbaut	N1501 Palmer Rd	Cedar Grove	WI	53013
Town of Holton	Marathon	Maintenance	Jan Kloth	3428 Draper Rd	Dorchester	WI	54425
Town of Hutchins	Shawano	Maintenance	Kevin Boswell	N9971 Meadow Rd	Biramwood	WI	54414
Town of Ironton	Sauk	Maintenance	Sharon Verthein	E4685 Pickel Rd	Reedsburg	WI	53959-9248
Town of Jacobs	Ashland	Maintenance	Cheryl Kempf	PO Box 184	Glidden	WI	54527
Town of Janesville	Rock	Maintenance	Linda Fewell	1628 N. Little Ct	Janesville	WI	53548
Town of Kendall	Lafayette	Maintenance	Micah Bahr	15548 County Rd O	Darlington	WI	53530
Town of Kimball	Iron	Maintenance	Irene Salzmann	7744 West North Dr	Saxon	WI	54559
Town of La Valle	Sauk	Maintenance	Jean Judd	PO Box 307	La Valle	WI	53941
Town of Lakeland	Barron	Maintenance	Marilynn Shaurette	PO Box 28	Barronett	WI	54813
Town of Lamont	Lafayette	Maintenance	Carolyn Lancaster	10347 State Road 81	Darlington	WI	53530

**Associated Appraisal Consultants  
Current Affiliations as Appointed Assessor**

<b>Municipality</b>	<b>County</b>	<b>Job Type</b>	<b>Contact Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Town of Lawrence	Brown	Maintenance	Judy Benz	2595 French Rd	DePere	WI	54115
Town of Leon	Waushara	Maintenance	Beverly Henke	W2635 County Road H	Poy Sippi	WI	54967-9603
Town of Liberty Grove	Door	Full Value Maintenance	Bud Kalms	11161 Old Stage Rd	Sister Bay	WI	54234
Town of Lima	Sheboygan	Maintenance	Theresa Stengel	W2351 Spring Lane Ct	Sheboygan Falls	WI	53085
Town of Linn	Walworth	Maintenance	Sue Polyock	PO Box 130	Zenda	WI	53195
Town of Long Lake	Washburn	Maintenance	Marcia Kampf	N1609 Schnacky Rd	Birchwood	WI	54817
Town of Lyons	Walworth	Maintenance	Karla Hill	PO Box 337	Lyons	WI	53148
Town of Maine	Outagamie	Maintenance	Lori Klevesahl	5402 Brugger Rd	Black Creek	WI	54106
Town of Manchester	Jackson	Maintenance	Sally Malecki	W8967 Oak Ridge Rd	Black River Falls	WI	54615
Town of Mitchell	Sheboygan	Maintenance	Mari Born	W8095 Parnell Rd	Cascade	WI	53011
Town of Monroe	Green	Maintenance	Karen Sutter	W5030 Cty Rd FF	Monroe	WI	53566
Town of Mosel	Sheboygan	Maintenance	Rachel Rehbein	W982 Cty. Rd. FF	Sheboygan	WI	53083
Town of Mukwonago	Waukesha	Maintenance	Kathy Karalewitz	W320 S8315 Beulah Road	Mukwonago	WI	53149
Town of Namakagon	Bayfield	Maintenance	Toni White	43670 Cty Hwy D	Cable	WI	54821
Town of Neshkoro	Marquette	Maintenance	Cheryl Milbrandt	W217 Cty DD	Neshkoro	WI	54960
Town of New Chester	Adams	Maintenance	Sherry Kotlowski	472 S. Eagle Avenue	Grand Marsh	WI	53936-9621
Town of Newport	Columbia	Maintenance	Tricia Vandenlangenberg	W14542 Fairway Ln	Wisconsin Dells	WI	53965
Town of Osceola	Fond du Lac	Maintenance	Barb Klumpyan	W1093 Airport Rd	Campbellsport	WI	53010
Town of Oxford	Marquette	Revaluation	Mary Walters	N2873 County A	Oxford	WI	53952
Town of Paris	Kenosha	Maintenance	Linda Terry	16607 Burlington Rd	Union Grove	WI	53182
Town of Parkland	Douglas	Maintenance	Marianne Granquist	PO Box 98	South Range	WI	54874
Town of Plymouth	Rock	Maintenance	Susan Douglas	PO Box 464	Hanover	WI	53542
Town of Plymouth	Sheboygan	Revaluation	Laura (Sue) Raeder	W5977 Cty Rd J	Plymouth	WI	53073-3343
Town of Porter	Rock	Maintenance	Nancy Towns	7014 N. Eagle Rd	Janesville	WI	53548
Town of Princeton	Green Lake	Maintenance	Liz Otto	W5269 Oxbow Trail	Princeton	WI	54968
Town of Rhine	Sheboygan	Maintenance	Bonnie Stoelting	W4690 Cty. Rd. EH	Elkhart Lake	WI	53020
Town of Richfield	Adams	Maintenance	Loreen Hooks	1636 Cty Rd. G	Coloma	WI	54930
Town of River Falls	Pierce	Maintenance	Ruth Stern	W8378 760th Ave	River Falls	WI	54022
Town of Rome	Adams	Maintenance	Deena Griffin	1156 Alpine Dr	Nekoosa	WI	54457
Town of Sevastopol	Door	Maintenance	Linda Wait	PO Box 135	Sturgeon Bay	WI	54235-0135
Town of Sharon	Walworth	Maintenance	Karen Teliszczak	N1071 Bollinger Rd	Sharon	WI	53585
Town of Sheboygan	Sheboygan	Maintenance	Cathy Conrad	1512 Superior Ave	Sheboygan	WI	53081
Town of Shelby	La Crosse	Revaluation	Cathy Brott	2800 Ward Ave	La Crosse	WI	54601
Town of Sherman	Sheboygan	Maintenance	Rhonda Klatt	PO Box 88	Adell	WI	53001
Town of Siren	Burnett	Maintenance	Mary Hunter	23340 Soderberg Rd	Siren	WI	54872
Town of Somers	Kenosha	Maintenance	Tim Kitzman	Box 197	Somers	WI	53171
Town of Spring Grove	Green	Maintenance	Deb Cline	N2475 Cty Hwy GG	Brodhead	WI	53520
Town of Springfield	Dane	Maintenance	Carolyn Hacker	6157 CTH P	Dane	WI	53529
Town of Springwater	Waushara	Maintenance	Katie Moser	W6517 Apache Rd	Wild Rose	WI	54984
Town of Stockbridge	Calumet	Maintenance	Janene Van Hoorn	N3784 Long Rd	Chilton	WI	53015
Town of Sullivan	Jefferson	Maintenance	Mary Ball	N3866 West St	Sullivan	WI	53178
Town of Summit	Douglas	Maintenance	Marie Zuchowski	2731 E. Milchesky Rd	Foxboro	WI	54836
Town of Sun Prairie	Dane	Maintenance	Jo Ann Ramsfield	5556 Twin Lane Rd	Marshall	WI	53559
Town of Superior	Douglas	Maintenance	Joanne Thompson	4971S State Road 35	Superior	WI	54880
Town of Troy	Sauk	Maintenance	Mary Zins	E9699 Fuchs Road	Sauk City	WI	53585
Town of Troy	Walworth	Maintenance	Ruth Polinski	N8870 Briggs St	East Troy	WI	53120
Town of Turtle	Rock	Maintenance	Deb Bennet	6916 S. Co Trunk J	Beloit	WI	53511
Town of Vandenbroek	Outagamie	Maintenance	Kelly Thon	N 1820 Cty Truck CC	Kaukauna	WI	54130
Town of Waterloo	Grant	Maintenance	Darlene Schauff	5729 Chaffie Hollow Rd	Cassville	WI	53806
Town of Watertown	Jefferson	Maintenance	James Wendt	W2725 Rock River Paradise	Watertown	WI	53094
Town of Wautoma	Waushara	Maintenance	Mary Charette	W8695 Buckhorn Circle	Wautoma	WI	54982
Town of Westboro	Taylor	Maintenance	Julie Scott	PO Box 127	Westboro	WI	54490
Town of Westford	Richland	Maintenance	Judy Thompson	32255 Co. Hwy II	Cazenovia	WI	53924
Town of Westport	Dane	Maintenance	Bob Anderson	5387 Mary Lake Rd	Waunakee	WI	53597
Town of Wheatland	Kenosha	Full Value Maintenance	Sheila Siegler	PO Box 915	New Munster	WI	53152-0915
Town of Wheatland	Vernon	Maintenance	Kimberly Martinson	S6647 Stokke Rd	De Soto	WI	54624
Town of Wiota	Lafayette	Maintenance	Patricia Tuescher	10634 Tish Rd	Darlington	WI	53530
Town of Woodland	Sauk	Maintenance	Nancy Dieck	E2326 Crandall Drive	Wonewoc	WI	53968
Town of Wyocena	Columbia	Revaluation	Michelle Goldade	N5366 W Hill Rd	Wyocena	WI	53969
Village of Adell	Sheboygan	Maintenance	Rhonda Klatt	508 Seifert St	Adell	WI	53001
Village of Albany	Green	Maintenance	Laurie Keepers	PO Box 342	Albany	WI	53502
Village of Argyle	Lafayette	Maintenance	Sandra Flannery	PO Box 246	Argyle	WI	53504
Village of Arlington	Columbia	Maintenance	PJ Monson	PO Box 207	Arlington	WI	53911
Village of Bear Creek	Outagamie	Maintenance	Priscilla Miller	PO Box 28	Bear Creek	WI	54922
Village of Belleville	Dane/Green	Maintenance	April Little	PO Box 79	Belleville	WI	53508
Village of Big Bend	Waukesha	Maintenance	Bobbi Woppert	W230 S9185 Nevins St	Big Bend	WI	53103
Village of Bloomfield	Walworth	Maintenance	Cindy Howard	PO Box 609	Pell Lake	WI	53157
Village of Bristol	Kenosha	Maintenance	Amy Klemko	PO Box 187	Bristol	WI	53104
Village of Cascade	Sheboygan	Maintenance	Sherry Gallagher	PO Box 157	Cascade	WI	53011-0157
Village of Cassville	Grant	Maintenance	Marlene Esser	PO Box 171	Cassville	WI	53806
Village of Cazenovia	Richland/Sauk	Maintenance	Robin Landsinger	PO Box 151	Cazenovia	WI	53924
Village of Cedar Grove	Sheboygan	Maintenance	Karen Otte	PO Box 426	Cedar Grove	WI	53013
Village of Clinton	Rock	Maintenance	Jennifer Scheiffer	PO Box 129	Clinton	WI	53525
Village of Coon Valley	Vernon	Maintenance	Renita Williamson	PO Box 129	Coon Valley	WI	54623
Village of Cottage Grove	Dane	Maintenance	Deb Winter	221 E Cottage Grove Rd	Cottage Grove	WI	53527
Village of Dane	Dane	Maintenance	Teresa Hughey Groves	PO Box 168	Dane	WI	53529-0168
Village of Darien	Walworth	Maintenance	Marc Dennison	Box 97	Darien	WI	53114
Village of Eastman	Crawford	Maintenance	Teri Lavender	PO Box 42	Eastman	WI	54626
Village of Eleva	Trempealeau	Maintenance	Lois Havenor	PO Box 206	Eleva	WI	54838

**Associated Appraisal Consultants  
Current Affiliations as Appointed Assessor**

Municipality	County	Job Type	Contact Name	Address	City	State	Zip
Village of Endeavor	Marquette	Maintenance	Eileen Bennett	PO Box 228	Endeavor	WI	53930
Village of Ephraim	Door	Maintenance	Charity Buhr	PO Box 138	Ephraim	WI	54211
Village of Fall River	Columbia	Maintenance	Marie Abegglen	PO Box 37	Fall River	WI	53932
Village of Frederic	Polk	Maintenance	Dave Wondra	PO Box 567	Frederic	WI	54837
Village of Genoa City	Walworth/Kenosha	Maintenance	Claudia Jurewicz	PO Box 428	Genoa City	WI	53128
Village of Glenbeulah	Sheboygan	Maintenance	Michele Bertram	PO Box 128	Glenbeulah	WI	53023
Village of Gresham	Shawano	Maintenance	Art Bahr	PO Box 500	Gresham	WI	54128
Village of Hales Corners	Milwaukee	Maintenance	Mike Weber	5635 S. New Berlin Rd	Hales Corners	WI	53130
Village of Holmen	La Crosse	Maintenance	Mary Willett	PO Box 158	Holmen	WI	54636
Village of Howards Grove	Sheboygan	Maintenance	Mary Zore	913 S. Wisconsin Dr	Howards Grove	WI	53083
Village of Johnson Creek	Jefferson	Full Value Maintenance	Joan Dykstra	PO Box 238	Johnson Creek	WI	53038
Village of Kohler	Sheboygan	Maintenance	Laurie Lindow	319 Highland Dr	Kohler	WI	53044
Village of Loganville	Sauk	Maintenance	Patricia A. Koenig	PO Box 128	Loganville	WI	53943-9625
Village of Lohrville	Waushara	Maintenance	Tom Monacelli	412 N. 4th Ave	Redgranite	WI	54970
Village of Luck	Polk	Maintenance	Kevin Kress	PO Box 315	Luck	WI	54835-0315
Village of Luxemburg	Kewaunee	Maintenance	Diane Jorgenson	PO Box 307	Luxemburg	WI	54217-0307
Village of Maple Bluff	Dane	Maintenance	Sandy Wilke	18 Oxford Pl	Madison	WI	53074
Village of Mishicot	Manitowoc	Maintenance	Connie Tesarik	PO Box 385	Mishicot	WI	54228-0385
Village of Mukwonago	Waukesha/Walworth	Maintenance	Steve Braatz	440 River Crest Ct	Mukwonago	WI	53149
Village of Muscoda	Grant/Iowa	Maintenance	Cinda Johnson	PO Box 206	Muscoda	WI	53573
Village of Neshkoro	Marquette	Maintenance	Lynn Gohlke	PO Box 265	Neshkoro	WI	54960
Village of New Auburn	Barron/Chippewa	Maintenance	Peggy Stanford	PO Box 100	New Auburn	WI	54757-0100
Village of North Prairie	Waukesha	Maintenance	Rhoda Bagley	130 N. Harrison St	North Prairie	WI	53153
Village of Oakfield	Fond du Lac	Maintenance	Tish Brooks	PO Box 98	Oakfield	WI	53065-0098
Village of Oostburg	Sheboygan	Maintenance	Jill Ludens	PO Box 700227	Oostburg	WI	53070-0227
Village of Orfordville	Rock	Maintenance	Sherri Waage	PO Box 409	Orfordville	WI	53576
Village of Paddock Lake	Kenosha	Maintenance	Emily Uhlenhake	6969 236th Ave	Paddock Lake	WI	53168
Village of Palmyra	Jefferson	Maintenance	Laurie Mueller	PO Box 380	Palmyra	WI	53156
Village of Pewaukee	Waukesha	Maintenance	Scott Gosse	235 Hickory St	Pewaukee	WI	53072
Village of Plainfield	Waushara	Maintenance	Brenda Black	PO Box 352	Plainfield	WI	54966
Village of Redgranite	Waushara	Maintenance	Donna Berube	PO Box 500	Redgranite	WI	54970
Village of Richfield	Washington	Full Value Maintenance	Joshua Schoemann	4128 Hubertus Rd	Hubertus	WI	53033
Village of Rio	Columbia	Maintenance	Andrea Milfred	Box 276	Rio	WI	53960
Village of Sharon	Walworth	Maintenance	Dawn Redenius	PO Box 379	Sharon	WI	53585
Village of Sherwood	Calumet	Maintenance	Ellen Maxymek	PO Box 279	Sherwood	WI	54169
Village of Shorewood	Milwaukee	Maintenance	Chris Swartz	3930 N. Murray Ave	Shorewood	WI	53211
Village of Siren	Burnett	Revaluation	Ann Peterson	PO Box 23	Siren	WI	54872
Village of Somerset	St. Croix	Maintenance	Pam Donohoe	110 Spring St	Somerset	WI	54025
Village of Valders	Manitowoc	Maintenance	Laurie Bruckner	PO Box 459	Valders	WI	54245-0459
Village of Waterford	Racine	Maintenance	Vikki Zuehlke	123 N River St	Waterford	WI	53185
Village of Waunakee	Dane	Maintenance	Julee Helt	PO Box 100	Waunakee	WI	53597
Village of White Lake	Lanlade	Maintenance	Brenda Unger	PO Box 8	White Lake	WI	54491
Village of Whitelaw	Manitowoc	Revaluation	Chris Hill	PO Box 294	Whitelaw	WI	54247-0294
Village of Winneconne	Winnebago	Maintenance	Jaci Stelzner	PO Box 488	Winneconne	WI	54986
Village of Wyocena	Columbia	Maintenance	Roxann Brue	165 E. Dodge St	Wyocena	WI	53969

Summary:

Number of Cities	28
Number of Villages	65
Number of Towns	110

*The information embodied in this report is strictly confidential and is supplied with the understanding that it will be held confidentially and not disclosed to third parties without the prior written consent of Associated Appraisal Consultants, Inc.*

It is expected that Associated Appraisal will continue to service its existing clients, delivering assessment services as requested by each municipality. Associated Appraisal staff has worked extremely hard to inspect properties and create complete, accurate assessment records.

Associated Appraisal Consultants, Inc.  
Village of Brown Deer – Assessment Questions & Answers

a. Define an inspection and describe your procedures for administering inspections.

Associated Appraisal Consultants, Inc. defines an interior inspection as an attempt to gain entrance into a subject property via a knock on the door or a return call from the property owner. An interior inspection is triggered when a property owner completes a request for review, sells their property or pulls a building permit. The Assessor will knock on the front door and if no one responds, a green tag will be left with instructions on how to proceed. Normal procedure requests the property owner call the toll free number to schedule an appointment for the Assessor to conduct a walk through. When the walk through occurs, the Assessor will walk through with the property owner, taking detailed notes as to the overall condition of the interior. In addition, the Assessor will ask to go downstairs to review the condition and features of the basement and whether or not it is finished or unfinished. The same action will occur for any possible finished attic space.

If the property owner is not available or for an exterior revaluation, the Assessor will walk around the exterior, taking a digital photograph from the front and the back of the subject property and the Assessor will measure the exterior and create a paper sketch. The square footage of the interior can be estimated from a good exterior sketch. The paper sketch and property record will be recreated in a digital format in the office. GIS maps will be attached to the digital property record along with the updated photograph and sketch.

b. Describe your approaches used in developing commercial valuations.

In doing commercial valuations, there is a three tier approach. The first approach or tier 1 is a “recent” arms length sale of the subject property. The second approach, tier 2, is the sales comparison approach where like type properties are sold in the subject property’s neighborhood. This approach will go back as far as three years to gather sales of like properties. The third approach or tier 3 is the income or cost approach. The income approach is best for commercial properties like hotels, apartment buildings or even duplexes. The cost approach uses the improvement value to rebuild, minus the depreciation for age or wear and tear of the property.

c. Specifically, describe your methods for “discovering” personal property accounts.

Personal property discovery occurs during the field reviews and/or when the personal property blotters are returned. This is a self reporting form, so Associated Appraisal works closely with each of our clerks to find out if there are any new businesses that may have pulled a business license or if there are new companies out there. Associated Appraisal may hear of a new business when existing clients call in for assistance in completing the personal property report. As we assist the callers, on occasion they will mention new businesses that opened recently.

d. Describe the criteria you employ in determining which permits you inspect.

Associated Appraisal attempts to inspect all permits that affect assessed value exclusive of HVAC or electrical. For example, if an older home that has single pane windows upgrades to double pane windows that would warrant an inspection by the Assessor. The procedure is the same as what was described in letter a, a knock on the door, followed by a tag being left to ask for follow up on the property owner's part.

e. Detail your procedures relative to those properties that are improved but unfinished as of the assessment date.

If the property is not 100% finished as of January 1, Associated Appraisal will continue to visit the property annually until the property is complete. For example, there is a home in northern Wisconsin that has been visited for the last 16 years as the property owner has not taken the time completely finish the structure. Regardless, the Assessor will inspect those homes to ensure the property tax is fairly and equitably distributed.

f. Describe the process you utilize to update annual assessments outside of the revaluation years.

Associated Appraisal will review all sales, building permits and partial assessments from the year prior. In addition, all requests for review will be looked at. The data will be collected in the field by taking a digital photograph, creating a sketch that will be entered in APEX sketching software and attempting an interior inspection. In the office, the digital property record shall be updated with the new information; including the photograph and sketch. If data warrants it, the Assessor may update an assessment model to reflect current market place trends.

g. When reviewing permits, when do you feel it is necessary to conduct a physical inspection of the property in order to determine an updated value for the property that was issued the permit?

Associated Appraisal will look at all building permits to determine if the permit is for an exterior improvement (such as siding, roof, new air conditioner unit, etc.) or an interior improvement (updated kitchen or bathroom for example). If the improvement is an exterior improvement, an interior inspection is not necessary. The property will be visited and an updated photograph will be taken, however the interior will not be inspected. If an interior inspection is necessary the Assessor will attempt to gain entry by knocking on the door and leaving a tag with a toll free phone number if the property owner is not available.

h. In your estimation, what should be the percentage of assessment disputes considered by the Board of Review in a revaluation year.

1 – 2 %

i. During a revaluation year, what percentage of your firm's disputes are reduced prior to Board of Review?

3 – 4 %. Many times the property owner will provide compelling documentation to warrant a second look and possible review of the assessment.

j. What is your overall philosophy of being a municipal assessor?

Associated Appraisal's overall philosophy is best summarized in our mission statement:  
"Our Mission.....

To provide our municipal clients the highest standard of assessing services.

We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff."

k. How would you define good customer service?

Associated Appraisal defines good customer service as having both internal and external customers satisfied with the work or results. Unfortunately as a municipal assessor many property owners view us as the "bad guy" who raises taxes. Associated Appraisal works hard to educate everyone on the assessment process. We take pride in helping people understand assessments and what goes into establishing them. All phone calls are answered by a live person to ensure questions, whether they are from a realtor, property owner or municipal leader, are answered in a timely manner. Each municipality works with one project manager and one project technician so the municipality is able to establish a good working relationship with each. While each person who calls our office may not be a happy person, we strive to help them understand the process and at least leave the phone call comfortable and educated.

l. Given the current economic problems, please describe your opinion on the need for a revaluation over the next three years for the Village of Brown Deer. What would be your recommendation if you were the Village's Assessor?

The Village leadership will have to decide which type of revaluation to complete. Associated Appraisal would follow Chapter 4 of the assessment cycle (included) and recommend a full revaluation. The Department of Revenue recommends a full revaluation if interior inspections have not been completed within the last 10 years. If the Village has a very good permit program in place, it would be possible to complete an exterior revaluation. The ultimate question to be asked is how good are your property records and the assessment model? Errors can be found and corrected during a full revaluation. The quality of a property's interior can be assessed during an interior inspection. What may have been a good quality rating in the past may now be fair, but that cannot be attained unless the interior is inspected.

m. Why would a commercial property substantially diminish in value where surrounding property values remain the same?

Without knowing the specific property that is being referred to, Associated Appraisal could see an instance where that would happen. For example, if a main street had a McDonald's, a hotel/motel, and a Kwik Trip in a row, the hotel/motel may be suffering at this time. That property may require the use of the income approach for a fair assessment. The one thing to remember is each assessment year stands on its own. The hotel/motel that is struggling this year, may rebound the next.

n. Have you had experience in merging your software with the municipality's tax system software? What has been your experience?

Associated Appraisal has served as the tax lister for the Village of Shorewood and the City of St. Francis. Our firm is comfortable with the importing of data from Market Drive to GCS. Our Vice President of IT and field staff appraiser have worked successfully with the data and the software program. Please contact either Anne Uecker from St. Francis for more information.

## References

### **City of St. Francis**

Anne Uecker  
Clerk/Comptroller  
4235 S Nicholson Ave  
St. Francis WI 53235  
414-481-2300

### **Village of Johnson Creek**

Joan Dykstra  
Clerk/Treasurer  
PO Box 238  
Johnson Creek, WI 53038  
920-699-2296

### **Village of Waunakee**

Julee Helt  
CMC  
PO Box 100  
Waunakee, WI 53597  
608-850-8500

### **Town of Bloomfield**

Cindy Howard  
Clerk  
PO Box 609  
Pell Lake, WI 53157  
262-279-6039

### **City of Reedsburg**

Anna Meister  
Clerk/Treasurer  
PO Box 490  
Reedsburg, WI 53959-0490  
608-524-6404 ext. 235

### **Town of Wheatland**

Sheila Siegler  
Clerk  
PO Box 797  
New Munster, WI 53152  
262-537-4340

### **Town of Burlington**

Heidi Streif  
Clerk  
32288 Bushnell Road  
Burlington, WI 53105  
262-763-3070

### **Village of Hales Corners**

Michael Weber  
Administrator/Clerk/Treasurer  
5635 S. New Berlin Rd  
Hales Corners, WI 53130  
414-529-6179

### **Village of Mukwonago**

Steven Braatz  
Clerk/Treasurer  
440 River Crest Court  
Mukwonago, WI 53149  
262-363-6420

### **Town of Linn**

Sue Polyock  
Clerk/Treasurer  
PO Box 130  
Zenda, WI 53195  
262-275-6300 ext. 10

### **City of Wisconsin Dells**

Nancy Holzem  
Clerk/Treasurer  
PO Box 655  
Wisconsin Dells, WI 53965  
608-254-2012

### **City of Fort Atkinson**

Matt Trebatoski  
Clerk/Treasurer  
101 N. Main Street  
Fort Atkinson, WI 53538  
920-536-7760

### **Town of Lyons**

Karla Hill  
Clerk  
PO Box 337  
Lyons, WI 53148  
262-763-9936

### **City of Menasha**

Jennifer Sassman  
Comptroller  
140 Main Street  
Menasha, WI 54952-3190  
920-967-3630

More references available upon request.

**Dean W. Peters**  
Associated Appraisal Consultants, Inc.  
1314 West College Avenue  
Appleton, WI 54914

**SUMMARY:** A skilled and experienced municipal Assessor, having successfully performed over 30 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages and cities throughout the state of Wisconsin.

**Summary of Qualifications**

- Seventeen years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information both orally and in writing with state government, county government, elected officials, municipal staff, the media, and the general public.
- Involved in managing, training and educating of assessment staff.
- Organizational skills to effectively prioritize and manage multiple work projects.

**Professional Experience**

**Associated Appraisal Consultants, Inc., Appleton, Wisconsin**

**2008 – Present**

**Director of Project Management, Certified Assessor Level III**

- Responsible for the management of assessment staff to ensure that annual assessment work is completed accurately and in a timely manner.
- Implement policies and training in response to changes in property tax law and assessment practices.
- Supervise the creation of computerized assessment databases to ensure accuracy, completeness and compatibility with statistical analysis.
- Give expert advice to other assessors and staff regarding appraisal practices and assessment law.
- Work as part of the management team to efficiently operate the company.

**2003-2008**

**Project Manager**

- Perform all statutory duties of the municipal assessor on an annual basis.
- Appraise all types of real estate according to professionally accepted appraisal practices.

### **2003 – 2008 Project Manager (continued)**

- Act as primary contact for municipal client, including answering questions, speaking at council meetings, composing letters, and educating municipal officials about the assessment process.
- Provide training and supervision of assessment staff throughout the assessment process.
- Monitor the Municipality's assessment compliance level with respect to Department of Revenue equalized value.
- Perform annual sales ratio studies for residential commercial and agricultural property.
- Defend assessed values at Board of Review, Department of Revenue appeals and circuit court.
- Manage all stages of municipal revaluation programs and monitor the process for accuracy, professionalism and quality control.

### **1996-2003**

#### **Staff Appraiser**

- Physically inspect and appraise residential, agricultural and commercial properties.
- Analyze and develop land values based on stratified sales data.
- Appraise residential property using the cost approach and sales comparison approach
- Explain and discuss assessed values with property owners during the Open Book process.

#### **Education**

University of Wisconsin, Madison

Bachelor of Arts, 1999

#### **Certifications**

Assessor III Certification – WI77308CA - 2010

Assessor II Certification – WI77308CA - 2003

Assessor I Certification – WI77308CA - 2001

#### **Continuing Education**

IAAO 932 Reconstructing Income & Expense Statements	March, 2013
<b>Instructor</b> - Three Appraisal Reports Conforming to USPAP Standard 6	September, 2012 June, 2012
Successful Public Relations for Assessors	December, 2012
IAAO Course 311 – Residential Modeling Concepts	March, 2012
IAAO Course 101 – Fundamentals of Real Property Appraisal Unique Commercial Buildings	March, 2012 March, 2012
IAAO Fundamentals of Mass Appraisal – 300	October, 2011
USPAP 15 Hour National Course 2010-11	October, 2010
2010/2011 National USPAP Update	October, 2010
Unique Commercial Buildings (Instructor)	September, 2010
Discounted Cash Flow & Band of Investment	June, 2010
Downtown Redevelopment in a Tax Incremental District	September, 2009
Property Tax Exemptions	September, 2009
Assessor Requirements & the Wisconsin Property Assessment	September, 2009
Preparing for a S. 70.85 Assessment Appeal	April, 2009
Using the Latest Mapping & GIS Tech. for Appraisal Purposes	April, 2009
Sales Validation with Foreclosure Issue Focus	March, 2009
Wisconsin Tax Policy for Assessors	March, 2009
Mega Dairy Farms	September, 2007
Appraising Convenience Stores	March, 2005

#### **Professional Memberships**

International Association of Assessing Officers

Wisconsin Association of Assessing Officers

**Mark R. Verhyen**  
Associated Appraisal Consultants, Inc.  
1314 West College Avenue  
Appleton, WI 54914

**SUMMARY:** Ten years of experience as a Certified Assessment Technician. Currently holds a leadership role in the Personal Property Tax Department at Associated Appraisal Consultants, Inc. Prior work experience includes work in the construction field.

**Professional Experience**

**Associated Appraisal Consultants, Inc., Appleton, Wisconsin**

**2003 – Present**

**Mobile Home and Personal Property Administrator**

- Compile the annual personal property assessment roll.
- Discover and catalog new personal property accounts for local taxable businesses.
- Create, mail, and review the annual personal property returns.
- Determine taxability or exemption of reported personal property.
- Balance the personal property assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Administer mobile home parking permit fees for manufactured home communities.
- Physically inspect, measure and catalog mobile homes for municipal records.
- Appraise mobile homes using valuation schedule with adjustments determined by sales ratio studies.
- Mail, receive and review lottery credit eligibility reports.
- Supervise the personal property assistant and personal property clerk.
- Answer questions and concerns from taxpayers, realtors and municipal officials.

**Education**

Fox Valley Technical College – Appleton, Wisconsin

**Certifications**

Assessment Technician Certification – WI98684CA - 1996

**Continuing Education**

Mobile Home Municipal Permit Assessments & Personal Property Assessments	October, 2012
AAR Report	October, 2012
Personal Property 201	October, 2012
Personal Property Overview	October, 2004
Dealing with the Taxpayer from Hell (and Other Coping Strategies)	October, 2004

**Professional Memberships**

Wisconsin Housing Alliance



# CERTIFICATE OF LIABILITY INSURANCE

ASSOC01

OP ID: JV

DATE (MM/DD/YYYY)

09/20/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>ADEMINO &amp; ASSOCIATES INC</b> DAVID ADEMINO 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD	920-734-3110	CONTACT NAME:	
	920-734-6027	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : <b>GENERAL CASUALTY</b>	<b>24414</b>
INSURED <b>ASSOCIATED APPRAISAL CONSULTANTS INC</b> PO BOX 2111 APPLETON, WI 54912		INSURER B : <b>UNDERWRITERS AT LLOYDS, LONDON</b>	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY			CCS 0859674	11/01/12	11/01/13	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			CBA 0859671	11/01/12	11/01/13	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			CCU 0859673	11/01/12	11/01/13	EACH OCCURRENCE	\$ 3,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 3,000,000
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED <input checked="" type="checkbox"/> RETENTION \$		0					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			CWC 0859672	11/01/12	11/01/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
B	ERRORS & OMISSIONS			MPL 112925.12	01/12/12	01/12/13	\$500 DED	1,000,000
A	HIRED AUTO PHY DAM			CBA 0859671	11/01/12	11/01/13	\$500 DED	50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

BRDEE-1

VILLAGE OF BROWN DEER OF MILWAUKEE COUNTY  
4800 W GREEN BROOK DR  
BROWN DEER, WI 53223

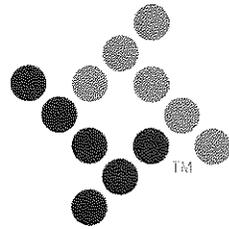
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
DAVID VAN BOOGARD

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**A PROPOSAL FOR:**  
Village of Brown Deer, Wisconsin  
*Assessment Services*

**PRESENTED BY:**  
Tyler Technologies



**tyler**  
technologies

**September 27, 2013**

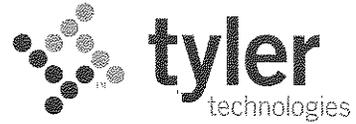
Copyright - Tyler Technologies - All rights reserved.  
Tyler Technologies, Appraisal & Tax, 10617 W. Oklahoma Avenue, Suite U-1, West Allis, WI 53227  
800-959-6876 · 866-658-4258 fax · info@tylertech.com · www.tylertech.com

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- Executive Summary
- Scope of Services (Articles of Agreement)
- Assessor's Response to RFP Questions
- Reservations & Exceptions
- Resumes
- Wisconsin Client Reference List

# Transmittal Letter





September 27, 2013

10617 W. Oklahoma Ave  
Suite U-1  
West Allis, Wisconsin 53227

P: 800.959.6876  
F: 866.658.4258

[www.tylertech.com](http://www.tylertech.com)

Mr. Matthew Janecke  
Assistant Village Manager  
Village of Brown Deer  
4800 W. Green Brook Drive  
Brown Deer, Wisconsin 53223

**Re: Proposal Request for Property Assessment Services**

Dear Mr. Janecke:

We are excited by the prospects of this engagement. We have studied your RFP requirements and offer a solution that we believe you will find uniquely meets your expectations.

**Our Commitment to You**

Tyler's Appraisal and Tax/CLT Appraisal Services has been working in Wisconsin for decades providing software and appraisal services to jurisdictions throughout the state. We have designated Marty Kuehn as the Assessor. Marty is just one member of our experienced staff who will be dedicated to meeting project requirements in a timely and professional manner and will be supported directly by Mark Link, the State Manager.

**Financial Strength**

As you evaluate vendors in this engagement, we at Tyler would like to take a moment to reiterate our position in the public sector market. The past year has delivered very complex credit and liquidity concerns for many companies large and small statewide. At a time when major domestic banks have fallen and the US auto industry has teetered past the brink of bankruptcy, we understand most municipal governments are increasingly concerned about the financial condition of potential business partners. Because of the current real estate market, never has it been more critical for organizations such as the Village of Brown Deer to be certain its assessment services provider produces equitable and defensible market values.

**Summary**

We understand the economic pressures that have come into play with most of our clients in today's economic environment. We believe we have constructed an approach which is sensitive to these pressures, yet allows us to be responsive to your needs and to deliver the high quality assessment services you expect from us. Furthermore, there has currently been no litigation filed against Tyler Technologies, Inc. in the State of Wisconsin. We look forward to the opportunity to present our proposal to you or the Village Board at your earliest convenience.

Thank you for your consideration. Please feel free to contact me if you have questions. I can be reached at 414-405-3205 (office) or via email at [Megan.Bezanson@tylertech.com](mailto:Megan.Bezanson@tylertech.com).

Sincerely,

A handwritten signature in black ink that reads "Megan Bezanson". The signature is written in a cursive, flowing style.

Megan Bezanson  
Wisconsin Sales Representative/Assessor II  
Tyler Technologies, Inc., Appraisal and Tax Division (CLT)

# Executive Summary



## Executive Summary

### Assessor Experience

Currently, we serve as the statutory assessor for the Cities of Mequon, Franklin, Oak Creek, Baraboo and Plymouth, the Villages of Whitefish Bay, Oconomowoc Lake, Chenequa, Menomonee Falls and Caledonia, and the Towns of Waukesha and Grand Chute. We also provide annual valuation services to the Cities of Manitowoc and Muskego and commercial valuation for the City of Sun Prairie. The knowledge gained from working in these diverse jurisdictions has provided us with an excellent understanding of statutory requirements, the appraisal process, and common management practices in an assessor's office. Establishing business rules and workflow creates an efficient and productive assessor's office. These efficiencies allow us to produce a high quality product and keep our costs competitive.

### Revaluation Experience

Over the last decade, Tyler has appraised over 600,000 parcels of real property in Wisconsin, including the Village of Whitefish Bay, the City of Mequon, and the Town of Waukesha.

### Software Experience

Tyler is the Nation's oldest and largest provider of assessment software. Our experience in Wisconsin and other states gives us unmatched experience in using various types of CAMA (Computer Assisted Mass Appraisal) solutions.

### Why Choose Tyler CLT

Our success is due to experienced local appraisal staff with the knowledge of the Wisconsin Property Assessment Manual (WPAM), state statutes, and USPAP Standards. Long-term stability and resources of Tyler are unmatched in the industry. We have been serving our clients over 75 years and will be there when you need us.

### What your local assessors and clerks have to say about us:

"Tyler Technologies has been the contracted village assessor for the Village of Menomonee Falls since 2005. During that time Tyler Technologies has performed revaluation and annual maintenance duties in a professional and competent manner. They have provided accurate property information necessary for the Board of Review to consider when making their decisions. While doing interior inspections, their staff has been courteous to the property owners in Menomonee Falls. As a result, Tyler Technologies has helped create a process that is fair and equitable for the property owners and the Village. Their professionalism and focus on customer service is appreciated by the Village. The Tyler Technologies' team is a valuable asset to the Village of Menomonee Falls' municipal team."  
**Janice Moyer**, Village Clerk *Village of Menomonee Falls, WI*

"The Town of Grand Chute has had a business relationship with Tyler Technologies since our purchase of UNIVERS and Landisc software in support of our revaluation in 2000. In 2005, Tyler was contracted with to provide on-going assessment services for maintenance and revaluations. Their role was expanded in 2012, to include full facilities management of the Assessor's office. Grand Chute and Tyler have built a solid partnership over the years, based on their demonstrated ability to provide us with professional, customer-focused service at a competitive price. They are a valued member of our municipal team!"  
**Robert Buckingham**, Director of Community Development *Town of Grand Chute, WI*

"We go back with Tyler as far as 1992 when they were CLT. That is 18 years, 12 maintenance assessment rolls, five revals, and two complete data collection sessions later, and our mutual respect has only grown. Their staff is well-trained and well-versed in dealing with the public, and that reflects very well on us. They are responsive to my concerns and are just a telephone call or e-mail away. Tyler is upfront about state-wide issues or issues within the community. Tyler works with me as a partner, not as a paid service that is here today and forgotten tomorrow."

**Laura Mecha**, Assessor *City of Muskego, WI*

# Scope of Services

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**ARTICLES OF AGREEMENT**

This Agreement is by and between the Village of Brown Deer, located in the State of Wisconsin, hereinafter referred to as the "Village,"

AND

Tyler Technologies Inc., Appraisal and Tax Division (CLT), a company formed under the laws of the State of Delaware and qualified to do business in the State of Wisconsin, herein after referred to as the "Company,"

W I T N E S S E T H

**WHEREAS**, the Company has experience in the design, development, and implementation of data processing systems and programs as they relate to mass appraisal techniques; and

**WHEREAS**, the Company has served county and municipal governments in the mass appraisal field for over seventy years; and

**WHEREAS**, the Village desires to utilize said services;

**NOW, THEREFORE**, it is hereby agreed that the Company shall provide the professional services contained in Schedule A (Annual Maintenance Services), Schedule B (Revaluation Services) and Schedule C (Additional Services) during the period of this Agreement as specified in Article 3 below.

**1.0 SERVICES TO BE PROVIDED**

The Company shall provide to the Village in a professional and workmanlike manner, all of those services stipulated in Schedule A (Annual Maintenance Services), Schedule B (Revaluation Services) and Schedule C (Additional Services) and the Company shall be responsible for the scheduling of personnel as categorized in Schedules A, B and C.

**2.0 CONTRACT DOCUMENTS**

This Agreement and Schedules A, B and C comprise the contract documents.

**3.0 PERIOD OF AGREEMENT**

This Agreement shall run from execution of the Agreement through December 31, 2017. The Company's time of performance of the Agreement is conditioned upon the performance of the SUPPORT OF ASSESSMENT SERVICES BY THE VILLAGE contained in Schedules A, B and C, and upon the nonoccurrence of an act of God or other cause or causes beyond the Company's control, which materially increase the cost or difficulty of the Company's performance, but occurrence of any such event should not relieve the Company from full performance, but shall entitle the Company to a reasonable extension of the completion date and additional compensation to be negotiated. The Village shall provide the Company with all pertinent information including permits, property transfer records, etc., upon request by the Company.

**4.0 COMPENSATION**

Compensation for the Company providing the professional services is contained in Schedule A:

**No regularly scheduled on-site assessor hours.** The Assessor would be on-site as needed in order to complete the assessment roll as well as meet with owners. The goal is to take advantage of data on the website. The Company shall provide a phone number for Village employees, officials and property owners to contact him/her for assessment-related questions.

Year	2014	2015	2016	2017
Fee	\$32,700	\$32,700	\$33,500	\$33,500

**SKETCHES: Option One (1):** The Company will scan the existing hand drawn sketch for each improved parcel in the Village and save these in an electronic format.

Year	2014	2015	2016	2017
Fee	\$1,900	\$1,900	\$0	\$0

**SKETCHES: Option Two (2):** The Company will manually enter the hand drawn sketch for each improved parcel in the Village into the CAMA database.

Year	2014	2015	2016	2017
Fee	\$14,000	\$14,000	\$0	\$0

**PHOTOS: Option One (1):** The Company will scan the existing photograph for each parcel located in the Village and save these in an electronic format.

Year	2014	2015	2016	2017
Fee	\$2,600	\$2,600	\$0	\$0

**PHOTOS: Option Two (2):** The Company will photograph each parcel located in the Village and enter these into the CAMA database.

Year	2014	2015	2016	2017
Fee	\$3,800	\$3,800	\$0	\$0

**REVALUATION SERVICES:** In addition to the annual maintenance services, the Company will complete a statistical market update revaluation in 2015 and 2017:

Year	2014	2015	2016	2017
Fee	\$0	\$41,500	\$0	\$26,000

For Schedules A and B, invoices shall be submitted at the beginning of each month based upon percent of work completed and not upon the whole value of any part of the value of the contract. Payments will be made within thirty (30) days of submittal to the Village. Failure of the Village to make payment when due shall entitle the Company, in addition to its other rights and remedies, to suspend, temporarily, further performance of the Agreement without liability. The Village shall have the right to inspect the progress of the work at any reasonable time, including, without limitation, inspection of data completed by the company.

Additional compensation that may be due the Company as a result of additional services requested by the Village in writing that are beyond the scope of services of this Agreement will be invoiced in the month subsequent to the month in which the services were provided. Article 1.0 of Schedule C provides a schedule of the Time and Materials Rates that would apply to services that are beyond the Scope of Services.

**5.0 INDEPENDENT CONTRACTOR**

The relationship of the Company to the Village shall be that of an independent contractor and no principal-agent or employer-employee relationship is created by this Agreement.

**6.0 OWNERSHIP OF DATA**

Data collected is the property of the Village. Data used by the Company in the services contemplated herein shall remain the property of the Village and no use or copying shall be made thereof beyond that listed in this Agreement without the written permission of the Village.

**7.0 PURPOSE/USE OF APPRAISALS**

The Company by virtue of this Agreement is contracted to provide certain services and recommendations of value to the Village, which are intended for exclusive use as recommendation of value for determinations of assessment for ad valorem tax purposes pursuant to the laws of the State of Wisconsin. Any use other than that stated above is not authorized nor intended and is most specifically excluded as an opinion of value used for federally related real estate transactions or other mortgage lending purposes.

**8.0 INDEMNIFICATION AND INSURANCE**

Except as provided below, the Company agrees to defend and save harmless the Village, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of this Agreement, for personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the Company, its agents, or employees and with respect to the degree to which the Village is free from negligence on the part of itself, its employees or agents.

The Village agrees to defend and indemnify and save harmless the Company, its officers, agents and employees against all payments, suits, actions, recovery and judgments of every kind and description arising

out of any valuation disputes, brought or recovered against, whether based in contract, negligence or otherwise.

Neither party shall be liable to the other for consequential, indirect or incidental damages, including, but not limited to, loss of tax revenue or claims related to valuation of property, whether based in contract, negligence, and strict liability or otherwise.

In any event, the Company's liability for damages (except for damage to real or personal property or personal injury as provided above) under any theory of liability or form of action including negligence shall not exceed the total amount paid by the Village to the Company under this Agreement.

The Company shall carry Public Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$1,000,000 and \$500,000 for each occurrence.

The Company shall also maintain Automobile Liability Insurance providing limits of \$1,000,000 per occurrence, and the Company shall provide Workers' Compensation Insurance. The Workers' Compensation Insurance shall provide coverage under the governing Compensation Act of Wisconsin, and shall provide the employer's liability insurance in the amount of \$100,000.

At all times relative to the life of this Agreement, the Company shall provide Professional Liability Insurance (errors and omissions) in the amount of at least two (2) million dollars (claims made basis).

Certificates of Insurance shall be supplied to the Village by the Company detailing the above coverage. A carrier authorized to do business within the State of Wisconsin will issue the certificates.

#### **9.0 FORCE MAJEURE**

Neither party shall be liable to the other for any loss, damage, failure, delay, or breach in rendering any services or performing any obligations hereunder to the extent that such failure, delay, or breach results from any cause or event beyond the control of the party being released hereby (Force Majeure), including, but not limited to acts of God, acts or omissions of civil or military authorities (acting in their sovereign, but not in their contractual capacity), floods, torrential rainfall, other severe or unusual weather or climatic conditions, which would exist for a substantial period of time and would have an affect so as to substantially impair the complete deadline, epidemics, quarantines, other medical restrictions or emergencies, defects or failures in equipment or materials owned or supplied by the other party, strikes or other labor actions, embargoes, wars, civil disobedience, riots, terrorism, extreme inflation (ten percent or greater per year) or of governmental rationing of fuel and/or power which would result in a severe shortage thereof, which would substantially impair the proposed completion deadline.

If either party is prevented or delayed in the performance of its obligations hereunder by Force Majeure, that party shall immediately notify the other party in writing of the reason for the delay or failure to perform, describing in as much detail as possible the event of Force Majeure causing the delay or failure and discussing the likely duration of the Force Majeure and any known prospects for overcoming or ameliorating it. Both parties agree to take any commercially reasonable measures to overcome or ameliorate the Force

Majeure and its adverse effects on this Agreement, and to resume performance as completely as is reasonably possible once the Force Majeure is overcome or ameliorated.

**10.0 EMPLOYMENT LAWS**

The Company shall comply with all the applicable provisions of Federal and Wisconsin laws, rules and regulations regarding employment and shall further specifically comply with those sections related to Equal Employment Opportunity.

**11.0 CONFLICT OF INTEREST**

The Company covenants that it has no public or private interest, and will not acquire directly or indirectly any interest that would conflict in any manner with the performance of its services. The Company warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the Village as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the Company in connection with any work contemplated or performed relative to this Agreement.

**12.0 PROJECT PERSONNEL**

All work will be performed by personnel certified by the State of Wisconsin, Department of Revenue. The Company will provide and update the Village with a listing of personnel assigned to the Project. All project personnel assigned shall be approved by the Village.

**13.0 NON-SOLICITATION**

During the Period of Agreement (Article 3) and for a period of six months following the project completion date, The Village will not solicit for employment or hire any Company employee without the express written consent of the Company.

**14.0 SUBCONTRACTS**

The Company agrees not to subcontract any of the work required by this Agreement without the written permission of the Village. The Company agrees to be responsible for the accuracy and timeliness of the work submitted in the fulfillment of its responsibilities under this Agreement.

**15.0 ASSIGNMENT OF AGREEMENT**

The Company agrees not to assign, transfer, convey, sublet, or otherwise dispose of the Agreement or its rights, titles, or interest in this Agreement without the previous consent and written approval of the Village.

**16.0 COMPANY RIGHT TO STOP WORK FOR NON-PAYMENT**

Payment of billings is due within thirty (30) days after the date of each billing. Failure of the Village to make payment when due shall entitle the Company, in addition to its other rights and remedies, to suspend, temporarily, further performance of this Agreement without liability.

**17.0 GOVERNING LAW**

This Agreement shall be interpreted under the laws of the State of Wisconsin, as it existed and was interpreted on the date of this Agreement. In the event that the laws of the State of Wisconsin changes, so as to create additional work for the Company not provided for in this Agreement, the Village shall allow the Company a reasonable extension of the completion date and additional compensation to be negotiated. The methods and procedures used in performance of this Agreement shall comply with Chapter 70 of the Wisconsin State Statutes.

**18.0 CONFLICT**

In the case of conflict between the terms of this Agreement and the terms of Schedule A and/or Schedule B, the terms of this Agreement shall control.

**19.0 ENTIRE AGREEMENT**

This Agreement contains the complete and entire Agreement between the parties and may not be altered or amended except in writing, executed, making specific references to this Agreement, by a duly authorized officer of the Company and by a duly authorized official of The Village.

**20.0 SEVERABILITY**

If any provision of this Agreement shall be declared invalid or unenforceable, such invalidity or unenforceability shall not affect the whole Agreement, but the whole Agreement shall be construed as if not containing the provision, and the rights and obligations of the parties shall be construed and enforced accordingly, provided same is not of a material nature and does not substantially affect the work performed or the cost.

**21.0 TERMINATION**

This Agreement may be terminated by either party by giving thirty (30) days written notice to the other, before the effective date of termination. In the event of such termination or suspension, the Company shall be entitled to receive payment in full (at the amounts and rates set forth herein, or if not specifically set forth in this Agreement, at the Company's standard or published rates) for all services, software, licenses and/or bonding delivered by the Company up to the effective date of the termination or suspension, as the case may be, plus such other charges as may be agreed upon by the parties.

**22.0 NOTICES**

All notices required to be sent to the Company shall be sent to the following address:

Tyler Technologies, Inc., CLT  
Attention: Mark Link, State Manager  
10617 W. Oklahoma Avenue, Suite U-1  
West Allis, WI 53227

All notices required to be sent to the Village shall be sent to the following address:

Mr. Matthew Janecke  
Assistant Village Manager  
Village of Brown Deer  
4800 W. Green Brook Drive  
Brown Deer, WI 53223

IN WITNESS WHEREOF, the parties hereto have set their hand to this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VILLAGE OF BROWN DEER, WISCONSIN**

By: \_\_\_\_\_  
Mr. Matthew Janecke  
Assistant Village Manager

By: \_\_\_\_\_

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

**TYLER TECHNOLOGIES, INC.**

By: \_\_\_\_\_  
Troy D. Fryman  
Senior Sales Executive

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**ANNUAL MAINTENANCE SERVICES**

1.0 WORK TO BE PERFORMED BY THE COMPANY

**SECTION I. General Provisions**

- A. The Company will perform the municipal assessment services as the statutory assessor of the Village of Brown Deer, pursuant to Chapter 70 of the Wisconsin Statutes (as amended from time to time) as hereinafter set forth. The Company shall report and be accountable to the Assistant Village Manager or his/her designee.
  
- B. Meeting Hours - The Company will be available to attend, upon the requests of the Assistant Village Manager, department head meetings or other prescribed meetings not directly related to specific assessment issues, upon reasonable prior notice. The Company will attend staff training sessions on Customer Service standards, upon reasonable prior notice.
  
- C. Village Staff Supervision - The Company will provide supervisory guidance and training to current and future municipal staff, as directed by the Assistant Village Manager in the use of assessment related computer programs and in understanding the location and interpretation of assessment property tax information and other material generally utilized by the Company. Such training shall be accomplished within a reasonable time of need and within the Company's regular hours of availability hereunder, during the entire term of this contract.

## SCHEDULE A – ANNUAL MAINTENANCE SERVICES

### SECTION II. Assessment Duties

The prescribed duties of the Company shall include, but not necessarily be limited to, the following:

- A. Maintain the Municipality's assessment roll as required pursuant to Chapter 70 of the Wisconsin Statute, as amended from time to time.
- B. Perform all of the work required to properly and professionally assess the real and personal property of the Village in accordance with applicable Wisconsin State Statutes.
- C. Perform field review as the Company deems necessary on all recent sale properties and properties for which no building permit has been issued, including digital images.
- D. Change and keep updated property record data and review assessments in 2014, 2015, 2016 and 2017 for the following reasons:
  - 1. Annexation
  - 2. Measure, field review and assess properties under partial construction as of January 1<sup>st</sup> of the previous year, including interior inspections and digital images as required
  - 3. Measure, field review and assess new construction or remodeling (as provided for by permits) as of January 1<sup>st</sup> of the current year, with photos and including interior inspections
  - 4. Measure, field review and assess miscellaneous permits such as decks, basement remodels, detached buildings, air conditioning and any other type of permits that affect the assessed value of the property
  - 5. New (recorded) plats, certified surveys, and other land divisions
  - 6. Formerly exempt, now assessed parcels
  - 7. Formerly assessed, now requesting exemption parcels
  - 8. Buildings destroyed, significantly damaged or removed (as provided for by permits)
  - 9. Change to higher land use
  - 10. Change in class or legal description
  - 11. Agricultural use value assessments as prescribed by state statutes
  - 12. Parcels with information discovered by the assessor's office that was not previously on the assessment record
- E. Personal property accounts are to be assessed as per the value reported on the returns filed pursuant to law of property by March 1<sup>st</sup> of each year as follows:
  - 1. Annually field visit all personal property accounts to discover new accounts and account for businesses that may have closed prior to the assessment year.
  - 2. Mail forms to all holder of personal property by January 15<sup>th</sup> of each year.

3. Value reported will be reviewed for uniformity between similar types of property.
  4. Personal property subject to assessment but not reported shall be field inspected as to physical location and actual operation, then "doomage" assessed by the Company as described in Chapter 70 of the Wisconsin Statutes.
  5. Should the Company become aware of any new assessable property accounts, the appropriate forms shall be mailed and a new personal property identification number shall be created. Should the property owner of such new account fail to file or report within a reasonable time prior to the Board of Review, the Company shall place a doomage assessment on the property as described in Section II Assessment Duties under E.4 from above.
- F. The Company shall stay informed about zoning changes, conditional use permits, and other municipal decisions that impact value. The Company shall also stay informed about court decisions, Department of Revenue advisories and other governmental decisions that impact value.
- G. Prepare all forms as follows: the Municipal Assessor's Report (MAR), the Tax Incremental District Assessor's Report (TAR), the Annual Assessment Report (AAR) and the Computer Exemption Report, and file same with the appropriate units of government. The Company shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) standards and document assessment work in the AAR per USPAP requirements.
- H. The Statement of Assessment information shall be submitted to the Village Clerk. The Village Clerk may request the Statutory Assessor to complete the Statement of Assessment and TID Statement of Assessment directly to the Department of Revenue. All other pertinent reports (i.e. class shift report, sales reports) shall be provided by the Company as requested by the Village.
- I. Notices of Assessment
1. The Company shall ensure that the name and mailing address information for each parcel is as current as possible prior to mailing the Notice of Assessment annually.
  2. The Company shall be responsible for preparing the Notices of Assessment, annually.
  3. The Notice form used shall be that approved by the Department of Revenue as provided in Section 70.365 of the Wisconsin Statutes
  4. The Company shall indicate on the Notice, or attach to the Notice; the time and place the open book conferences will be held.
  5. Mailing shall be five (5) days prior to the first day of conferences for the convenience of the property owners.
  6. Expenses related to the printing and mailing of the notices shall be the responsibility of the Company

J. Open Book Conferences

1. The Company will conduct Open Book sessions in accordance with Wisconsin State Statutes. Hearing times shall include evening appointments.
2. The Company shall prepare a written statement regarding Open Book dates, times and instructions on how to set up an appointment for an Open Book session at least fifteen (15) days prior to the first Open Book session. The intent is to publish the statement in the Village newsletter and to issue the statement to the local press for publication prior to Open Book.

K. Assessment Roll

1. The Company shall be responsible for completing the assessment roll in accordance with the current statutes, on an annual basis.
2. The Company shall provide final real estate and personal property assessment figures for each property to the Village.
3. The Company shall assure that the assessment values by class and district are in Village's tax software and the Unvers CAMA software are in balance with each other prior to the start of the Board of Review. The Company shall also re-balance the totals at the conclusion of the Board of Review, annually.

L. Board of Review

1. The Company shall be responsible for insuring that all procedures are properly completed for the Board of Review.
2. The Company shall attend all meetings of the Board of Review to explain and defend the assessed values and be prepared to testify under oath in regard to such values.
3. The Company shall be responsible for working with the Village Clerk to arrange for the Board of Review hearings to begin no later than June 30 of each year unless extenuating circumstances exist that would require a mutually agreeable date to be selected after this date.
4. The Company will promptly and adequately follow up and respond to any appeals made at the Board of Review hearings, incorporating assessment modifications as approved.
5. The Company shall communicate openly and in a timely fashion with the proper Village personnel and the public in the handling of all appeals to ensure the Board of Review has all available information to render its decisions.
6. The Company will provide digital photographs with comparable properties in preparation for Board of Review meetings so that the Board and the petitioner have evidence of comparability.

7. Within thirty (30) days of the final adjournment of the Board of Review, the Company shall turn over to the Village all records and update the Village's assessment computer.
- M. Subsequent Appeals
1. In the event of appeal to the Department of Revenue or the courts, it is agreed that the Company and/or qualified representative(s) shall be available upon request by the Village to furnish testimony in defense of the values established in all cases which might be filed after the conclusion of the Board of Review.
- N. The Company shall provide a local or toll-free phone number for Village officials and residents to contact the Company during regular business hours, Monday through Friday, and shall return calls within twenty-four (24) hours, 90% of the time.
- O. The Company shall be available by phone to provide information to Village Staff as needed and return phone calls within twenty-four (24) hours, 90% of the time.
- P. The Company shall attempt to make contact with property owners to arrange appointments for property inspections for records maintenance purposes. The Company shall advise Village Hall when they are in the community performing work.
- Q. The Company shall present a positive, professional image in both dress and conduct while interfacing with Village staff and the public, especially during the appeals process. All company personnel shall carry proper photo identification to assure the public of their identity and purpose of gaining access to private property.
- R. The Company shall interface with the business and residential community and media to provide greater clarity of the Assessor's role in the property taxation process and communicate assessment scheduling.
- S. Assessment Data
1. The Assessment records are public records, which are subject to the provisions of the Wisconsin public records law and are the property of the Village. The Company will maintain the assessment records in a format accessible by the public and will promptly and without delay comply with proper open records requests under the Wisconsin Public Records Law. The company proposes to use its Unifers software.
  2. The Company shall provide to the Village a complete set of computer property assessment records that are compatible with the Village's computer equipment and software. The Village currently uses GCS tax software.
  3. The Company shall provide a link on the Village website for assessment data look-up within six (6) months of commencing the contract. This look-up data is a virtual property record card that displays all pertinent property characteristics, including but

not limited to: age, square feet, exterior construction, recent sale and permit data, a photo and sketch when available.

- T. Any additional services not described in Schedule A will be provided to the Village upon written request by the Village specifying that additional services are requested at the Time & Materials Rates. Article 1.0 of Schedule C provides a schedule of Time and Materials Rates.

2.0 SUPPORT OF ASSESSMENT SERVICE BY THE VILLAGE

A. Office Assistance

The Village will provide limited clerical services to assist the Company. This limited support will include answering general correspondence concerning assessment related inquiries that Village staff is capable of answering; providing information as to how to contact the Company by mail, fax, email or telephone; providing updates of assessor data on the Village web site; providing copies of all building permits and commercial plans, previous assessment rolls and records as requested at no cost; publishing public notices at appropriate times during the assessment and revaluation process; providing adequate office space for assessment personnel for office hours; providing the name, address of the owner and the block and lot number, size or other identifying description of each parcel to be appraised; maintaining current Village map including lot sizes, parcel numbers and addresses; and providing access to the office during normal Village Hall hours: 8:00 a.m. to 4:30 p.m. Monday through Friday. The Company will be responsible for all other clerical duties, including: all assessment data entry and the cost of mailing all notices.

B. Computer Services

The Village will procure the electronic assessment file from the previous Assessor, including any digital images and any existing sketches of improved property. The electronic data shall at a minimum be current as of the close of the 2013 assessment roll. The Company will transfer the electronic data into the Univers Computer Assisted Mass Appraisal (CAMA) system. The Company will also provide public viewing of assessment records via a public website.

C. Office Space

The Village shall provide, at no cost to the Company, suitable office space and all necessary accoutrements to allow the Company to perform the functions related to property assessment.

**SCHEDULE B  
REVALUATION SERVICES**

**A. APPROACHES TO VALUE**

1. Type of Approach – The Company shall consider the cost, market and income approaches in the valuation of all vacant and improved parcels of property.
  - a. Sales Analysis – The Company shall analyze sales data provided in order to become familiar with prevailing market conditions, activity and specific transactions which may be utilized in determining the market value of competitive properties throughout the Village.
  - b. Income Analysis – In valuing income-producing properties, the Company shall collect information from owners, tenants, realtors, financial institutions and any other necessary sources, for use in the valuation process. Data to be analyzed shall include actual and economic rents for each type of property, typical vacancy rates and typical operating expense ratios. All data shall be properly documented and adequate records shall be prepared for each parcel showing the determination of value by the income approach. For improved parcels, this shall include a reconstruction of income and expenses, an estimate of remaining economic life, and the capitalization rate applied. Capitalization rates shall be accurately documented by information obtained from the market. Any documentation used in establishing any of the foregoing shall become property of the Village.

**B. DATA FOR EVALUATION** – The Company shall gather and analyze market value data including, but not limited to sales, lease data, rentals, rates of return, operating statements, vacancy factors, and construction costs for use in determining property valuation standards pursuant to Section 70.32 of the Wisconsin Statutes. Data gathered will either be noted on the property record cards or contained within supplements to the record cards.

**C. NEIGHBORHOOD DELINEATION** – The Company shall update existing neighborhood delineation for the entire Village and provide the Village with a color-coded map indicating the various neighborhood designations. The neighborhood identification procedure shall conform to Tyler Technologies' Unifers CAMA software product.

**D. DATA MANAGEMENT** – This section will outline the Company's procedures for collecting and encoding the data collected into Tyler Technologies' Unifers CAMA System.

1. The Company shall encode or perform data maintenance to all property records as needed.
2. The Assessor's records will be available for use in the Company's office; release of said records are subject to the Village's approval.
3. The Village and the Company shall cooperate to avoid duplication and confusion to the property owner and to see that all permit alterations and additions are accounted for in the revaluation program.

**E. IMPROVEMENT VALUATION** – The Company proposes to follow the guidelines listed below in determining improvement revaluation:

1. Valuation Approach – The Company shall value improvements in accordance with the Wisconsin Property Assessment Manual. The three (3) industry-recognized approaches to value; i.e. market,

cost and income, shall be considered by the Company for all applicable parcels. All accrued depreciation, including physical deterioration, functional obsolescence and economic obsolescence, must be accurately documented by the market and deducted from current replacement costs.

- a. Residential Approach – In valuing residential improvements, prescribed forms, or their equivalent as approved by the Department, shall be used in determining final values. The property record cards shall be completed as recommended for use with Tyler Technologies' Unifers CAMA System with proper base costs selected as appropriate and adjusted to reflect differences from base building values.
- b. Agricultural Approach – In valuing agricultural outbuildings, the current replacement costs should be determined for all sound buildings. Buildings in poor condition, having little or no value, shall be physically described and listed as having "no value" or given an appropriate sound physical value.
- c. Commercial Approach – In valuing commercial improvements, property record cards shall be completed by the Company as recommended for use with Tyler Technologies' Unifers CAMA System. Proper base costs shall be selected as appropriate and adjusted to adequately reflect variations from base building costs. When many adjustments are necessary to base costs, the property is a special purpose building, or certain characteristics make it impossible to value via Tyler Technologies' Unifers CAMA System, the unit-in-place method, as presented in the Marshall & Swift Valuation Service Manual, may be used.

F. LAND VALUATION – The Company shall provide the following approach to the revaluation of land characteristics:

1. Classification – Land classified as Agricultural shall be valued according to use, per s. 70.32, of the Wisconsin Statutes. Agricultural buildings and the land necessary for the location and convenience (site) shall be assessed at fair market value in the Other classification. Values of Swamp & Waste (Undeveloped), Agricultural Forest, Productive Forest, and Other shall be determined from an analysis of sales and other available market data. When available, market sales shall be used in the development of Other land units' values. In the analysis of sales, work forms shall be prepared for recording data on each sale analyzed and correlating price data from the sales. Such forms shall be left with the Village.
2. Basic Unit Values – Basic unit values shall be determined for residential and commercial lands from an analysis of sales, rents, leases and other available market data. In the analysis of market data, adequate records will be prepared showing data collected and unit value determinations. Such records shall be left with the Village. Having determined basic unit values, the Company shall apply such to each parcel, making adjustments to account for particular characteristics of the site as required by Tyler Technologies' Unifers CAMA System. For residential and commercial lands, maps and schedules will be prepared indicating unit values used and locations thereof to be left with the Village.
3. Land Tables – A copy of all charts, schedules and tables, not previously referred to, including depth factor tables, and used in the valuation of lands shall be left with the Village.

G. FINAL REVIEW – Prior to open book conference, the Company shall review the indicated value of the structure and the indicated value of the land as compared against sales information concerning the same parcel or comparable parcels. For commercial properties where a determination of value has been made

via the income approach, this value shall also be reviewed at this time to make the proper correlation of values between the cost, market and income. The review will cover each parcel so as to eliminate errors in computations that may have occurred, to ensure uniformity in record card and form completion by various personnel to verify building classification and depreciation estimates regarding physical, functional and economic obsolescence and to be sure that all lands and improvements are properly accounted for. The final review will account and adjust for factors that may have a direct bearing on the market value and/or equitable relationship to other properties. The Village may at any time during the final review accompany the appraiser to check his/her work.

**SCHEDULE C - ADDITIONAL SERVICES**

**ADDITIONAL SERVICES**

**1.0 ADDITIONAL SERVICES**

Except as may otherwise be mutually agreed to, any additional services not described in Schedule A will be provided to the Village upon written request by the Village.

**TIME AND MATERIALS RATES**

Should the Village desire a long-term assignment, the Company shall work with the Village to determine whether an hourly rate or an amendment to the existing agreement with a revised scope of services is in the best interest of the Village.

# Assessor's Response to RFP Questions



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## Assessor Response to RFP Questions

### Item 3 in Assessment Services RFP

**a. Define an inspection and describe your procedures for administering inspections.**

We would define an inspection as a visit to a property where we are stepping on to the premises to conduct an interior visit, an exterior visit, or both, with a property owner to obtain additional information about the property. We have a few different methods that we use and these vary based on the Client needs. In the Village of Brown Deer, we would propose sending an introduction letter to those property owners' that require an interior inspection. For properties requiring an exterior only inspection, such as to measure a deck or detached building, we identify ourselves at the door, state our purpose for the visit, and leave a door tag if requested or no one is home at the time of the visit.

**b. Describe your approaches used in developing commercial valuations.**

We follow the methods and guidelines provided to Wisconsin Assessors in the Wisconsin Property Assessment Manual (WPAM), taking into consideration the three approaches to value: Market, Income & Cost. We review comparable sales, when available. We also request Income & Expense information (as it relates to the real estate, not the personal income) from commercial property owners and group similar property types to determine our rates, tables and values. We also look at and consider the Cost Approach to value. All three approaches are reconciled and considered prior to determining the final value.

**c. Specifically, describe your methods for "discovering" personal property accounts.**

Personal Property forms are mailed out to current accounts prior to January 15, annually. We then complete an exterior drive by of all commercial properties, cross-referencing our existing local and manufacturing accounts and looking for any new businesses. We also work with the Community Development and/or Building Inspection Department(s) to obtain information about any new business occupancies issued since the previous assessment date. Forms are then mailed to any new businesses we discover. After the accounts are entered, we send out a reminder letter to all accounts we did not receive a return from and provide them additional time to submit their return. Prior to mailing notices, we perform a second drive by of all potential "doomage" assessments to verify that they are still in business. Any businesses that are closed are removed from the assessment roll. Any businesses still active are given an

additional opportunity to file a statement of personal property. When that time expires, they are given a "doomage" assessment per WPAM and WI Statutes.

**d. Describe the criteria you employ in determining which permits you inspect.**

In the office, we review all building permits that are issued and update the assessment record with that permit information (aside from water heaters, water coolers, and some plumbing/electrical upgrade permits). Any permit that has the potential to affect the value is visited in the field.

**e. Detail your procedures relative to those properties that are improved but unfinished as of the assessment date.**

Upon visiting a property in the field and viewing that it is incomplete, it is flagged in our database as a partially completed permit and valued based on the percent it was completed as of January 1<sup>st</sup> of that assessment year. We determine at what percent a permit was complete by talking with the property owner at the time of the inspection. In an instance where we are unable to speak with the property owner and/or view the property, we review the building inspection information to determine if that record can provide a timeline for the project. Lacking both of these options, we would value the permit from an exterior view, per the WPAM and WI Statutes.

**f. Describe the process you utilize to update annual assessments outside of the revaluation years.**

In non-revaluation years, values can change on properties that had taken out a building permit or were partially assessed as of the previous assessment date; sale properties that we deemed required a visit; and properties that were visited due to a request for review by the property owner. Any property that has a change in value or has a request from the property owner receives a notice of assessment providing the owner with their new assessed value and information on how to contact the assessor should they desire to speak with us during the Open Book period. Annual assessments outside revaluation years are made in a uniform manner consistent with the procedures used during the last revaluation for all properties.

- g. When reviewing building permits, when do you feel it is necessary to conduct a physical inspection of the property in order to determine an updated value for the property which was issued a building permit?**

We visit any permit that has the potential to affect the assessed value of a property. See the grid on the final page of this document for a typical list of permits and how they are treated.

- h. In your estimation, what should be the percentage of assessment disputes considered by the Board of Review in a revaluation year?**

This varies from jurisdiction to jurisdiction and also based upon what is happening in the market and in that community. Typically not more than one half percent (.05%).

- i. During a revaluation year, what percentage of your firm's disputes are reduced prior to Board of Review?**

Of the total percentage of Open Book meetings, approximately 50% see a change.

- j. What is your overall philosophy of being a municipal assessor?**

Our philosophy is to fairly and equitably assess properties by providing quality customer service while still being fiscally responsible and considerate of budget restrictions. We believe in providing municipalities with assessed values that are defensible with assessment practices that are transparent and can be explained to the property owners and general public. Lastly, we believe in educating property owners on the assessment process.

- k. How would you define good customer service?**

We believe that good customer service is about providing prompt and courteous service to the municipality and the public. In dealing with the property owners, we try to explain the process and our procedures as best as we can and to listen to any concerns or questions they might have.

- 
- l. Given the current economic problems, please describe your opinion on the need for a revaluation over the next three years for the Village of Brown Deer. What would be your recommendation if you were to be the Village's Assessor?***

Upon reviewing the 2012 Major Class Comparison Report for the Village of Brown Deer, the Commercial class of property has been non-compliant since 2009. Although we provided a quote for two market updates to meet the requirements of the Request for Proposal (RFP), we could perform one revaluation in the year 2015. Due to the Department of Revenue requirement for electronic sketches and photos by 2015 we recommend a revaluation for 2015.

- m. Why would a commercial property substantially diminish in value where surrounding property values remain the same?***

Without knowing the specifics of this particular situation, a general speculation would be that there was a vacancy that occurred in this commercial property, resulting in reduced income and therefore a lowered assessment. Potentially there could have been discovery of some kind which could also have resulted in a lower assessment, i.e. some type of obsolescence unique to this property. If the property is vacant, there could be some restrictions to this lot, again which are unique to this parcel. It is difficult to speculate about the exact why, but there can be reasonable explanations.

- n. Have you had experience in merging your software with the municipality's tax system software? What has been your experience?***

In short, yes. We currently have three clients in Milwaukee County where we share data with the County and with the local GCS/GIS databases. The data in our software is easily exported and shared with other providers/databases.

PERMIT	VISIT TYPE	PERMIT	VISIT TYPE
ABOVE GROUND POOL	NO VISIT	GARAGE ADDITION	EXTERIOR FIELD VISIT
ADDITION	INTERIOR & EXTERIOR FIELD VISIT	GAZEBO	EXTERIOR FIELD VISIT
AIR CONDITIONING - NEW	EXTERIOR FIELD VISIT	GREENHOUSE	EXTERIOR FIELD VISIT
AIR CONDITIONING - REPLACEMENT	OFFICE REVIEW; EXTERIOR FIELD VISIT IF NEEDED	HOT TUB	NO VISIT
ALTERATIONS (COMMERCIAL)	INTERIOR & EXTERIOR FIELD VISIT	IN GROUND POOL	EXTERIOR FIELD VISIT
ANY STRUCTURE RAZED	EXTERIOR FIELD VISIT	INTERIOR REMODEL	INTERIOR & EXTERIOR FIELD VISIT
ATTACHED GARAGE - NEW BARN	EXTERIOR FIELD VISIT	KITCHEN REMODEL	INTERIOR & EXTERIOR FIELD VISIT
BASEMENT REC ROOM	EXTERIOR FIELD VISIT	LEAN-TO	EXTERIOR FIELD VISIT
BATHROOM REMODELING	INTERIOR & EXTERIOR FIELD VISIT	NEW COMMERCIAL BUILDING	INTERIOR & EXTERIOR FIELD VISIT
CANOPY	EXTERIOR FIELD VISIT	NEW HOUSE	INTERIOR & EXTERIOR FIELD VISIT
DETACHED GARAGE - NEW	EXTERIOR FIELD VISIT	PAVING (COMMERCIAL ONLY)	EXTERIOR FIELD VISIT
ENCLOSED/OPEN PORCH	INTERIOR & EXTERIOR FIELD VISIT	PLUMBING (COMMERCIAL)	EXTERIOR FIELD VISIT
EXTERIOR REMODEL (ROOF, SIDING, WINDOWS)	EXTERIOR FIELD VISIT	POLE BUILDING	EXTERIOR FIELD VISIT
FENCE (COMMERCIAL ONLY)	EXTERIOR FIELD VISIT	SHED	EXTERIOR FIELD VISIT
FINISHED BASEMENT LIVING AREA & BSM TREMOD	INTERIOR & EXTERIOR FIELD VISIT	SPRINKLER (COMMERCIAL)	INTERIOR & EXTERIOR FIELD VISIT
FIRE DAMAGE	INTERIOR & EXTERIOR FIELD VISIT	TANK	NO VISIT
FIREPLACE	INTERIOR & EXTERIOR FIELD VISIT	TANK REMOVAL	NO VISIT
FOUNDATION REPAIR	VARIES; TYPICALLY EXTERIOR; INTERIOR AS NEEDED	WOOD BURNING STOVE	NO VISIT
FURNACE REPLACEMENT	NO VISIT	WOOD DECK	EXTERIOR FIELD VISIT

# Reservations & Exceptions



## Reservations & Exceptions

### 1. Option One (1) Electronic Sketches

The Company's current proposal includes a fee for completing electronic sketches for the Village to bring them into compliance with the Department of Revenue's Electronic Data Requirement, stating that all municipalities must have digital images and electronic sketches of all properties by 2015, or by their next revaluation, whichever occurs first. This fee is based on having a readable and scan able hand drawn sketch, current as of the close of the January 1, 2013 assessment year.

# Resumes



## Resumes

<b>Name</b>	<b>Martin A Kuehn, Residential Supervisor, Wisconsin Assessor II</b>
<b>Date of Hire</b>	1986
<b>Position Responsibilities</b>	Currently serving with Tyler as the Statutory Assessor for the City of Oak Creek, Village of Caledonia, Village of Whitefish Bay, Town of Waukesha, and the Town of Grand Chute. Served previously as Tyler Technologies contracted Statutory Assessor for the following communities in Wisconsin: City of Franklin, City of Monona, City of Stoughton, City of Neenah, and the City of Baraboo. Analyzed residential cost and market information and established valuation tables and multiple regression-based models. Supervised data conversion and training of Wisconsin Department of Revenue Staff with IPAS. Analyzed commercial cost and income information and established valuation tables. Responsible for annual duties necessary to complete the annual assessment roll.
<b>Previous Appraisal and Tax Experience</b>	Entry Level including Data Collector and Group Leader
<b>Education</b>	Alexander Hamilton High School, Milwaukee, WI – 1977 Graduate, Course – 101 Fundamentals of Real Property Appraisal – International Association of Assessing Officers (IAAO); Course – 102 Income Approach to Valuation – International Association of Assessing Officers (IAAO); Course – 311 Residential Modeling Concepts – International Association of Assessing Officers (IAAO); Multiple continuing education courses related to Wisconsin Assessor II Certification
<b>Technical skills, qualifications or experience</b>	Analyzed residential cost and market information and established valuation tables and multiple regression-based models. Supervised data conversion and training of Wisconsin Department of Revenue Staff with IPAS. Analyzed commercial cost and income information and established valuation tables. Responsible for annual duties necessary to complete the annual assessment roll. Hold WI Assessor II; Member of WAAO & IAAO
<b>Appraisal and Tax Project Experience</b>	Twenty-seven years working for Tyler Technologies in multiple states. Twenty-one of those years have been in the State of Wisconsin. WI Operations: City of Oak Creek, Village of Caledonia, Village of Whitefish Bay, Town of Waukesha, Town of Grand Chute, City of Franklin, City of Monona, City of Stoughton, City of Neenah, and the City of Baraboo

<b>Name</b>	<b>Mark A. Link, Senior Project Supervisor</b>
<b>Date of Hire</b>	04/09/1989
<b>Position Responsibilities</b>	Wisconsin State Manager
<b>Education</b>	Fairfield High School Butler County JVS
<b>Previous Work Experience</b>	Entry Level
<b>Technical skills, qualifications or experience</b>	Proficient Market Drive skill level Advanced MS Excel/Word/PowerPoint skill level Expert IAS, Unifers, MAS, and COTT CAMA systems skill level Market Modeling, Project Supervision, Area Management Over 475, 000 parcels in 20 years in WI and OH Project Quality Audits Member of Tyler A&T's National Training Task Force Member of WAAO and IAAO WI Assessor 2 certification IN Level 2 certification

<b>Name</b>	<b>Megan Bezanson, Assessor II, WI Sales Representative</b>
<b>Date of Hire</b>	01/13/03
<b>Position Responsibilities</b>	Residential Valuation; Supervise field & clerical staff; Statutory Assessor for the Village of Oconomowoc Lake & the Village of Chenequa, WI, Deputy Assessor for the Village of Menomonee Falls, WI, Sales visits to potential clients in WI & assistance with RFP's
<b>Previous Appraisal and Tax Experience</b>	File Clerk, Office Manager, Administrative Assistant, Appraisal Project Office Manager, Data Collector, Group Leader
<b>Education</b>	Trinity Christian College: BA in Education; Minor in Communications and Vocal Music; Successful completion of IAAO Courses 101 & 102; Multiple continuing education courses related to Wisconsin Assessor II Certification
<b>Technical skills, qualifications or experience</b>	Entry level experience on Market Drive; Advanced data maintenance on Unifers, IAS, and AS400 systems; Market Modeling exposure on IAS; Advanced MS Excel/Word/PowerPoint skill level, Valuation & Listing of Personal Property; Hold WI Assessor II and Property Appraiser; Member of WAAO & IAAO, Have worked on multiple revaluations in various positions & communities since relocating to WI in 2004
<b>Appraisal and Tax Project Experience</b>	Lake County, IN WI Operations: Village of Menomonee Falls, City of Muskego, Town of Waukesha, Village of Bayside, City of Baraboo, Village of Caledonia, City of Franklin, City of Green Bay, City of Hartford, Village of Johnson Creek, City of Manitowoc, Village of Mount Pleasant, City of Oak Creek, Village of Whitefish Bay, Village of Oconomowoc Lake, City of Mequon and Village of Chenequa



October 21, 2013

10617 W. Oklahoma Ave  
Suite U-1  
West Allis, Wisconsin 53227

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Mr. Matthew Janecke  
Assistant Village Manager  
Village of Brown Deer  
4800 W. Green Brook Dr.  
Brown Deer, Wisconsin 53223

**Re: Proposal Request for Property Assessment Services – Revised Scope Including Interior Inspections**

Dear Mr. Janecke:

Thank you for the opportunity for the presentation/interview on October 17, 2013.

During the interview, you and the Village Manager indicated that after your own further investigation into the status of the assessment file, you would like a proposed fee for a full revaluation that includes interior inspections for tax year 2015. Please see the proposed fee and bulleted features below.

For a 2015 revaluation that includes interior inspections, electronic sketches and digital images for each improved property, as well as the full valuation analysis and valuation review Tyler Technologies would propose a fee of **THREE HUNDRED SEVENTEEN THOUSAND DOLLARS (\$317,000)**.

What is included in the fee?

- Introduction letters to each improved property owner that we wish to obtain entry.
- On-site visit to each improved property including commercial that includes a full walk-through of the interior and measurements of the exterior.
  - *At the interview I mentioned a time for the interior inspection of about 15-20 minutes. There is an additional 15-20 minutes for the exterior for the typical, residential property.*
- Full service phone bank dedicated to the revaluation/interior data collection effort.
  - *At the interview I mentioned an 800 number going to the assessor. That was for the non-revaluation years. For the data collection and revaluation we would have a separate dedicated line.*
- Second and third attempts to properties we do not gain access to.
- Full file electronic sketches and digital images.
  - *The proposed fee for photos and sketches in our original proposal is eliminated and absorbed in the revaluation.*
- Full market and income analysis including land valuation tables, neighborhood tables, and valuation review for all classes of property.
- Mailing Notices of Assessment
- Sufficient number of appraisal staff for Open Book and Board of Review.
- All necessary materials including postage.
- Fixed Fee.
- In addition to the fixed fee, we could begin work September 1, 2014 and defer invoicing until 2015.

We at Tyler would agree that due to the status of the assessment file, and the timeframe since the Village last performed interior inspections, the best solution to providing uniform values to the taxpayers of the Village would be to perform interior inspections. However, we understand that the costs for interior inspections can be cost-prohibitive to a municipality's budget. Should the interior inspections be a cost-prohibitive solution, we would recommend a revaluation with exterior view. The fee for a for a revaluation with exterior view would be **ONE HUNDRED FIFTEEN THOUSAND FIVE HUNDRED DOLLARS (\$115,500)**. This fee includes everything mentioned above except for performing interior inspections.

Thank you again for the opportunity to interview. I would be happy to provide you with a sample agreement that further details the activities of the interior and/or exterior view options.

Should you have additional questions, you may contact me on me cell at 414-704-0647 or via email at [Mark.Link@tylertech.com](mailto:Mark.Link@tylertech.com).

Sincerely,

A handwritten signature in cursive script that reads "Mark Link".

Mark Link  
State Manager  
Tyler Technologies, Inc., Appraisal and Tax Division (CLT)



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b>	Finance & Public Works
<b>ITEM DESCRIPTION:</b>	W. County Line Road Reconstruction Memorandum of Understanding (MOU) for Design with the City of Mequon
<b>PREPARED BY:</b>	Matthew S. Maederer, Director of Public Works
<b>REPORT DATE:</b>	October 29, 2013
<b>MANAGER'S REVIEW/COMMENTS:</b>	<input type="checkbox"/> No additional comments to this report. <input type="checkbox"/> See additional comments attached.
<b>RECOMMENDATION:</b>	Approval of MOU with City of Mequon for County Line Road Reconstruction Design
<b>EXPLANATION:</b>	The City of Mequon and Village of Brown Deer share jurisdiction of W. County Line Road and therefore will share in the cost of the needed improvements.
<b>Project Description</b>	<p>Design services for the survey, design, preparation of bid documents, and construction layout associated with the reconstruction of County Line Road from 68<sup>th</sup> Street to the railroad tracks east of 52<sup>nd</sup> Street/Garden Drive. The project will be locally let and preparation of plans and specifications will follow the City of Mequon's and Village of Brown Deer's standards. The roadway is under joint maintenance jurisdiction and is a boundary road between the City of Mequon and the Village of Brown Deer. The road will be reconstructed via pulverize and overlay to a maximum total pavement width of 30 feet or to a lesser width as mutually agreed upon between both the City and the Village. The Village will consider the installation of bicycle and pedestrian facilities on the south side of the roadway.</p> <p>Due to the magnitude of the project outside design consultant services were requested to assist with the survey and services described above. The Village and City will divide the costs associated with design as described in the attached MOU.</p> <p>The attached MOU is for design services only. A separate MOU will be drafted for dividing the construction costs/quantities.</p>
<b><u>Attachments:</u></b>	<ul style="list-style-type: none"> <li>• Memorandum of Understanding (MOU)             <ul style="list-style-type: none"> <li>○ COUNTY LINE ROAD RECONSTRUCTION DESIGN</li> <li>○ CITY OF MEQUON/VILLAGE OF BROWN DEER MULTI JURISDICTIONAL PROJECT</li> </ul> </li> </ul>



**MEMORANDUM OF UNDERSTANDING  
COUNTY LINE ROAD RECONSTRUCTION DESIGN  
CITY OF MEQUON/VILLAGE OF BROWN DEER MULTI-JURISDICTIONAL PROJECT**

WHEREAS, this Memorandum of Understanding (MOU) is entered into by and between the City of Mequon (City) and the Village of Brown Deer (Village) and this MOU sets forth roles, responsibilities and financial obligations for each listed party for the design of a road reconstruction project on County Line Road from 68<sup>th</sup> Street to the railroad tracks east of 52<sup>nd</sup> street/Garden Drive, within the City of Mequon's maintenance jurisdiction.

WHEREAS, the existing roadway was constructed in 1962 and has been resurfaced and maintained and is in very poor condition.

WHEREAS, the City and the Village have budgeted funds for the improvements of County Line Road with design scheduled to be completed in March 2014 to advance to the construction contract bidding process, scheduled for let in early spring of 2014 with the construction in the summer/fall of 2014.

WHEREAS, the Village authorized Task 1 to expedite the survey task due to weather constraints and the City agrees to incorporate the work and financing of Task 1 into the overall contract.

WHEREAS, the City and the Village agree to commit to a second MOU to address the cost of construction once the design work is complete and both municipalities understand the cost implications of construction.

WHEREAS, upon completion of the construction of this project, the City of Mequon shall resume maintenance responsibility for this portion of roadway.

NOW, THEREFORE, BE IT RESOLVED that the City and the Village share jurisdiction of the road and therefore outline the participation in the improvements as herein described.

**Project Description**

Design services for the survey, design, preparation of bid documents, and construction layout associated with the reconstruction of County Line Road from 68<sup>th</sup> Street to the railroad tracks east of 52<sup>nd</sup> Street/Garden Drive. The project will be locally let and preparation of plans and specifications will follow the City of Mequon's and Village of Brown Deer's standards. The roadway is under joint maintenance jurisdiction and is a boundary road between the City of Mequon and the Village of Brown Deer. The road will be reconstructed via pulverize and overlay to a maximum total pavement width of 30 feet or to a lesser width as mutually agreed upon between both the City and the Village. The Village will consider the installation of bicycle and pedestrian facilities on the south side of the roadway.

**Financial Obligations**

Generally, the cost of the design will be distributed evenly as a 50%/50% split between the City and the Village, respectively. The exception to the cost share relates to the Village's desire to pursue bicycle and

pedestrian facilities on the south side of the roadway. The cost of the analysis for those design alternatives shall be borne solely by the Village, as described on the following:

Task	Description	Cost				
		Total	City		Village	
			\$	%	\$	%
Task 1	Survey	\$8700.00	\$4350.00	50	\$4350.00	50
Task 2	Design Alternative Analysis					
	A. 28' wide cross section – 11' wide driving lanes, 2' paved shoulders and 2' gravel shoulders	\$3000.00	\$1500.00	50	\$1500.00	50
	B. 30' wide cross section – 11' wide driving lanes, 4' paved shoulders and 2' gravel shoulders	\$3000.00	\$1500.00	50	\$1500.00	50
	C. 30' wide cross section as identified in Task 1B, with a 5' sidewalk along the south side of the road	\$3000.00	\$0.00	0	\$3000.00	100
	D. 28' wide cross section as identified in Task 1A, with a 10' off road bicycle path along the south side of the road	\$3000.00	\$0.00	0	\$3000.00	100
Task 3	Plan Design	\$6400.00	\$3200.00	50	\$3200.00	50
Task 4	Preparation of Plans and Specifications	\$8100.00	\$4050.00	50	\$4050.00	50
Task 5	Agency Approvals and Utility Coordination	\$6300.00	\$3150.00	50	\$3150.00	50
Task 6	Bidding Assistance	\$1000.00	\$500.00	50	\$500.00	50
Task 7A	Design Meetings	\$3000.00	\$1500.00	50	\$1500.00	50
Task 7B	Public Information Meeting	\$2500.00	\$1250.00	50	\$1250.00	50
Task 8	Construction Staking	\$8000.00	\$4000.00	50	\$4000.00	50
<b>TOTAL</b>		<b>\$56000.00</b>	<b>\$25000.00</b>		<b>\$31000.00</b>	

### Roles, Obligations and Agreements

#### A. City

1. As this section of roadway is under the City's maintenance jurisdiction, the City will administer, manage and coordinate the consultant contract for the design work.
2. The City will coordinate construction bid documents, including publication notices, prequalification statements and receipt of bids.

#### B. Village

1. The Village will ensure design adherence to Village standards for construction.

#### C. Both Parties

1. The design consultant will bill each municipality directly, in accordance to the MOU.
2. The City and the Village agree to jointly collaborate on notifying affected landowners and businesses on and adjacent to County Line Road.

3. The City and the Village will mutually agree on the final project design and specifications.

**Terms and Conditions:**

1. The initiation and accomplishment of the improvement will be subject to all applicable Federal, State and local regulations.
2. The City of Mequon and Village of Brown Deer will individually pay such project costs as outlined above to the design engineer.
3. If either municipality should withdraw from the project, it will pay the design engineer in full for its share of the costs incurred as of the date of the withdrawal.
4. The respective municipalities will incur at their own expense:
  - a. Assume general responsibility of all public information to its residents.

This MOU is subject to the terms and conditions included herein and is executed by the undersigned under proper authority to execute such an agreement for the City of Mequon and upon acceptance by the City shall constitute agreement between the two municipalities.

**Signed for and on behalf of the City of Mequon:**

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Name

**Signed for and on behalf of the Village of Brown Deer:**

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Name



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b>	Finance & Public Works
<b>ITEM DESCRIPTION:</b>	Design Services for W. County Line Road Reconstruction with the City of Mequon
<b>PREPARED BY:</b>	Matthew S. Maederer, Director of Public Works
<b>REPORT DATE:</b>	October 30, 2013
<b>MANAGER'S REVIEW/COMMENTS:</b>	<input type="checkbox"/> No additional comments to this report. <input type="checkbox"/> See additional comments attached.
<b>RECOMMENDATION:</b>	Approval of Design Services for West County Line Road Reconstruction
<b>EXPLANATION:</b>	<p>The City of Mequon and Village of Brown Deer share jurisdiction of W. County Line Road and therefore will share in the cost of the needed improvements.</p> <p>W. County Line Road from 68<sup>th</sup> Street to the railroad tracks east of 52<sup>nd</sup> Street/Garden Drive is rated as "poor". The City of Mequon has taken the initiative to be the lead agency for the design efforts. Due to the magnitude of the project outside design consultant services are requested.</p> <p><b>Project Description</b> Design services for the survey, design, preparation of bid documents, and construction layout associated with the reconstruction of County Line Road from 68<sup>th</sup> Street to the railroad tracks east of 52<sup>nd</sup> Street/Garden Drive. The project will be locally let and preparation of plans and specifications will follow the City of Mequon's and Village of Brown Deer's standards. The roadway is under joint maintenance jurisdiction and is a boundary road between the City of Mequon and the Village of Brown Deer. The road will be reconstructed via pulverize and overlay to a maximum total pavement width of 30 feet or to a lesser width as mutually agreed upon between both the City and the Village. The Village will consider the installation of bicycle and pedestrian facilities on the south side of the roadway.</p> <p>Attached is a copy of the Request for Proposal (RFP) that was sent to each of the three (3) consultants. A meeting was held at the City of Mequon on Friday, October 18<sup>th</sup> with each of the three (3) consultants to discuss the RFP as well.</p> <p>The City and Village solicited cost proposals from three (3) engineering consultants. All three (3) firms submitted qualified proposals which were reviewed by staff. Below (next page) is the price breakdown.</p>

<b>Task</b>	<b>Description</b>	<b>GAI Cost</b>	<b>Ayres Cost</b>	<b>Gremmer Cost</b>
Task 1	Survey	\$8,700	\$10,740	\$12,000
Task 2	Design Alternative Analysis			
	A. 28' wide cross section – 11' wide driving lanes, 2' paved shoulders and 2' gravel shoulders	\$3,000	\$1,000	\$4,500
	B. 30' wide cross section – 11' wide driving lanes, 4' paved shoulders and 2' gravel shoulders	\$3,000	\$1,000	\$4,500
	C. 30' wide cross section as identified in Task 1B, with a 5' sidewalk along the south side of the road	\$3,000	\$1,000	\$2,000
	D. 28' wide cross section as identified in Task 1A, with a 10' off road bicycle path along the south side of the road	\$3,000	\$1,000	\$2,000
Task 3	Plan Design	\$6,400	\$13,000	\$12,000
Task 4	Preparation of Plans and Specifications	\$8,100	\$20,700	\$11,300
Task 5	Agency Approvals and Utility Coordination	\$6,300	\$3,800	\$10,000
Task 6	Bidding Assistance	\$1,000	\$2,100	\$1,500
Task 7A	Design Meetings	\$3,000	\$1,900	\$2,500
Task 7B	Public Information Meeting	\$2,500	\$2,080	\$2,500
Task 8	Construction Staking	\$8,000	\$13,500	\$9,800
<b>TOTAL</b>		<b>\$56,000</b>	<b>\$71,820</b>	<b>\$74,600</b>

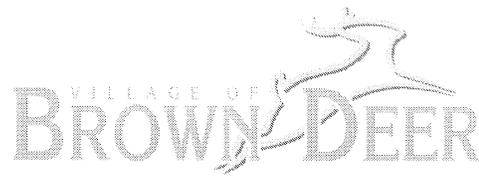
**TABLE – DESIGN SERVICES PRICE BREAKDOWN**

Staff is recommending award of the design services contract to **GAI Consultants** based on the above price.

The Memorandum of Understanding (MOU) between the City and Village details the cost sharing breakdown (see separate agenda item).

**Attachments:**

1. Request for Proposal (RFP)
2. Consultant Proposals
  - a. GAI
  - b. Ayres
  - c. Gremmer



**REQUEST FOR PROPOSAL  
COUNTY LINE ROAD RECONSTRUCTION DESIGN  
CITY OF MEQUON/VILLAGE OF BROWN DEER MULTI-JURISDICTIONAL PROJECT**

The City of Mequon and Village of Brown Deer are seeking proposals from a select group of qualified engineering consultants for the survey, design, preparation of bid documents, and construction layout associated with the reconstruction of County Line Road from 68<sup>th</sup> Street to the railroad tracks east of 52<sup>nd</sup> Street/Garden Drive. The project will be locally let and preparation of plans and specifications will follow the City of Mequon's and Village of Brown Deer's standards. The roadway is under joint maintenance jurisdiction and is a boundary road between the City of Mequon and the Village of Brown Deer.

The work can be generally described as follows:

**WEST SEGMENT - COUNTY LINE ROAD FROM 68<sup>th</sup> STREET TO 60<sup>th</sup> STREET/BAEHR ROAD**

- Approximately 2,650 feet of road reconstruction
- Existing pavement will be pulverized with additional common excavation and grading as needed in widened areas.
- The existing roadside drainage shall be evaluated and existing culverts replaced if necessary.

**EAST SEGMENT - COUNTY LINE ROAD FROM 60<sup>th</sup> STREET/BAEHR ROAD TO THE RAILROAD TRACKS EAST OF 52<sup>nd</sup> STREET/GARDEN DRIVE**

- Approximately 2,775 feet of road reconstruction
- Existing pavement will be pulverized with additional common excavation and grading as needed in widened areas.
- The design shall attempt to eliminate impacts to property outside of ROW. This may require curb and gutter and storm sewer design. ROW acquisition is not included as part of this proposal.
- The existing roadside drainage shall be evaluated and existing culverts replaced if necessary.
- The Village of Brown Deer is considering the installation of additional bicycle and pedestrian facilities on the south side of the road.

**Scope of Services:**

At a minimum, design services should include the following items. The consultant should feel free to expand items as necessary in preparing the proposal.

**Task 1 – Survey**

- Kickoff meeting with City and Village staff.
- Field survey including establishing all property lines; road centerline profile & existing road cross section; side road profiles; driveway profiles; culvert sizes, type, and invert elevations; existing utilities; and acquiring site topography within the Right-of-Way and on private property where ROW is inadequate. All survey information shall be collected in WI State Plane, South Zone, NAD 27 coordinate system.
- Field survey shall identify any ROW encroachments including landscaping around culverts.
- Field survey shall identify trees larger than 4" diameter.
- Survey shall include establishing horizontal and vertical control throughout the project.
- Field survey wetland delineation completed by SEWRPC

- Recommendations as to the need for subsurface exploration to determine bedrock, groundwater elevation, and soil conditions for pavement design report.
- Survey base-map shall be provided to the City of Mequon along with DTM. The survey base-map shall be in AutoCAD (Release 2010) and the DTM shall be compatible with Civil 3D.

### **Task 2 – Design Alternative Analysis**

**BOTH SEGMENTS** - The City of Mequon and Village of Brown Deer require additional information to determine the final cross section of the road. The first determination is whether the cross section should include 28' or 30' of pavement (see Tasks 2A and 2B).

**EAST SEGMENT** - In addition, the Village of Brown Deer is considering the installation of off road bicycle and/or pedestrian facilities on the south side of the road (see Tasks 2C and 2D).

Upon completion of Task 1, the consultant shall provide the City of Mequon and Village of Brown Deer with sufficient information to select final road cross sections for design. Information includes, but may not be limited to: identifying impact to private property for construction required outside of the right-of-way, cross section designs, construction impact limits and project cost estimates. Deliverables should include, but not limited to, plots at an appropriate scale to identify the design constraints associated with each option and accompanying design memo.

#### **BOTH SEGMENTS**

- A. 28' wide cross section – 11' wide driving lanes, 2' paved shoulders and 2' gravel shoulders
- B. 30' wide cross section – 11' wide driving lanes, 4' paved shoulders and 2' gravel shoulders

#### **EAST SEGMENT**

- C. 30' wide cross section as identified in Task 2B, with a 6' sidewalk along the south side of the road
- D. 28' wide cross section as identified in Task 2A, with a 10' off road bicycle path along the south side of the road

\*The Village of Brown Deer and the City of Mequon reserve the right to terminate the design contract after the completion of Task 2. If either community deems the project unfeasible from an economic or construction impact perspective, or if the two communities cannot agree on a final cross section, the contract may be terminated with payment in full for applicable charges to Tasks 1 and 2.

### **Task 3 – Plan Design**

- Horizontal alignment is not changing significantly unless to reduce ROW impacts
- Evaluate vertical alignment for sight distance. If adequate, vertical alignment should not change significantly.
- Evaluate drainage structures and cross-road culverts for replacement.
- Meet with Village and City staff for review of the 60% and 90% complete plans.
- Identify roadway impacts outside of ROW and provide exhibits for Village and City and property owners.
- Analyze drainage of existing intersections and provide new designs as necessary. Provide elevations at the ends and middle of radius for all curb returns
- Analyze drainage of ditches and culverts.

### **Task 4 – Preparation of Plans and Specifications**

- Plans shall include cover sheet, typical sections, construction details, storm sewer/culverts with invert elevations, misc. quantities, erosion control, and pavement marking.

- Provide full cross sections every 50-100 ft, and at every driveway and cross road culvert. Show pavement cross slope and side slopes.
- Provide elevation benchmarks approximately every 500 feet and show on the plan set.
- Prepare plans in 40 scale for 11"x17" sheets.
- Name and address of all utility contacts to be included on the plans.
- Name and address of adjacent property owners to be included on the plans.
- Plans to be provided to the City in AutoCAD format (Release 2010). If conversion from Micro Station would be done, please indicate.
- Final plans sheets and specifications to be provided for bidding in pdf (11"x17") format
- Plans to be stamped by a registered professional engineer.
- Provide construction cost estimates at the 60% and 90% review meetings.
- Incorporate City standards into the specifications.
- Reference the "Standard Specifications for Sewer and Water" for storm sewer construction.
- Reference the "State Standard Specifications for Highway and Structure Construction" for roadway construction.

\*The Village and City recognize that the construction plans and specifications are dependent upon the design cross section as determined in Task 2. The Village and City will be prepared to amend the scope of services to include any of the following that may be required:

- Plan and profile plan sheets.
- Full ditch profiles.
- Provide offsets at bottom of ditch, slope intercept and ROW.
- Provide elevations at centerline, bottom of ditch, and culvert inverts.

#### **Task 4 – Agency Approvals and Utility Coordination**

- Prepare DNR Notice of Intent, water quality certification, and Chapter 30 permit if necessary. Coordinate approval for any wetland impacts with WDNR and ACOE.
- Inform utilities of the planned construction and provide them with preliminary and final plans.

#### **Task 5 – Bidding Assistance**

- Provide City with electronic copies of complete bid documents and bid advertisement.
- City will send the advertisement to the appropriate publications.
- City will distribute plans.
- Consultant to attend one pre-bid meeting.
- Consultant to respond to contractor inquiries and issue any required addenda.

#### **Task 6 – Meetings**

- Consultant must attend the design kickoff meeting, 60% review meeting, and the 90% review meeting, which will be held during the day with City staff.
- Consultant shall attend and provide deliverables for the municipalities to host one public information meeting. Deliverables include but are not limited to map displays with road plans overlaid on aerial photography for the entire project length.

#### **Task 7 – Construction Staking**

- Provide centerline and offset staking at maximum 50-foot intervals for all storm sewer.
- Provide centerline and offset staking for all culverts.
- Provide grade stakes for any section of new curb and gutter, at all intersections, and all new curb radii.

- Provide slope intercept staking every 100'. 5 ft offsets with LT/RT, ground elevation, and cut/fill to edge of shoulder
- Provide centerline grade stakes and redtop stakes every 50 feet where vertical profile is changed.
- If the sidewalk and/or off-street bike path option is chosen under Tasks 2C & 2D the construction staking scope of services will be amended.

**Proposal Format**

Consultants' proposals should include a brief resume of the firms' qualifications and recently completed similar projects. The cost for each task shall be broken down as provided in the attached format. Please note that the distribution of cost is for the Village and the City to manage its portion of the costs for the project.

The Village and City reserve the right to reject any and all proposals. The Village and City reserve the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the Village and City may negotiate a contract with the next preferred proposer.

**Project Schedule**

Engineering Consultants must submit their proposals to the City of Mequon Engineering Department by 4:30 P.M. on October 25, 2013. Please provide 3 proposal copies. Consultant selection will be based on quality of proposal, qualifications of the design team, and fee to complete the work. The Village and City may elect to interview select consultants as part of the review process.

The schedule shall adhere to the following:

Task 1	November 22, 2013
Task 2	January 17, 2014
Task 3	February 14, 2014
Task 4	February 14, 2014
Task 5	TBD Based upon Bidding Schedule
Task 6	TBD Based upon City/Village Schedule
Task 7	Spring 2014

Thank you for your interest in this project, and feel free to call Kristen at (262) 236-2938 or Matthew at (414) 357-0120 to discuss the scope of work.

Sincerely,

CITY OF MEQUON

Kristen B. Lundeen, P.E.  
Deputy Director of Public Works/  
Assistant City Engineer

VILLAGE OF BROWN DEER

Matthew Maederer  
Director of Public Works/Village Engineer

Task	Description	Cost
Task 1	Survey	
Task 2	Design Alternative Analysis	
	A. 28' wide cross section – 11' wide driving lanes, 2' paved shoulders and 2' gravel shoulders	
	B. 30' wide cross section – 11' wide driving lanes, 4' paved shoulders and 2' gravel shoulders	
	C. 30' wide cross section as identified in Task 1B, with a 5' sidewalk along the south side of the road	
	D. 28' wide cross section as identified in Task 1A, with a 10' off road bicycle path along the south side of the road	
Task 3	Plan Design	
Task 4	Preparation of Plans and Specifications	
Task 5	Bidding Assistance	
Task 6	Meetings	
Task 7	Construction Staking	
<b>TOTAL</b>		

October 25, 2013

C131991.00

Ms. Kristen B. Lundeen, P.E.  
Deputy Director of Public Works/Assistant City Engineer  
City of Mequon  
11333 N Cedarburg Rd, 60W  
Mequon, WI 53092

## Proposal for County Line Road Reconstruction Design Village of Brown Deer

Dear Ms. Lundeen:

Together with the Village of Brown Deer, the City of Mequon is developing teams for the reconstruction of County Line Road from 68<sup>th</sup> Street to the railroad tracks east of 52<sup>nd</sup> Street/Garden Drive. According to the Request for Proposal (RFP) issued by the City of Mequon, services are requested for the survey, design, preparation of bid documents, and construction layout associated with the County Line Road reconstruction.

GAI Consultants, Inc. (GAI) is presenting this proposal to the City of Mequon and the Village of Brown Deer to provide the above requested services. Our team brings together a group of professionals who are experts in roadway designs and have a long-standing history of working together on similar projects. Specifically, we bring:

### Thorough knowledge of and familiarity with:

- + Local Standards
- + Design criteria established by state statute
- + Agency and utility coordination and the permitting process

### Extensive experience in:

- + Rural cross-section street design
- + Public involvement
- + Complying with Trans 75
- + Storm water analysis and design

## Project Contact

Jessica Lewis, P.E., will be leading the proposed GAI team as Project Manager. She specializes in transportation, public works, and construction engineering design. Her experience includes Wisconsin Department of Transportation (WisDOT) processes, urban and rural roadway planning and design, and municipal design engineering. Ms. Lewis is located in the GAI-Milwaukee office at W175 N11081, Stonewood Drive, Germantown, WI, 53022.

## Project Understanding and Approach

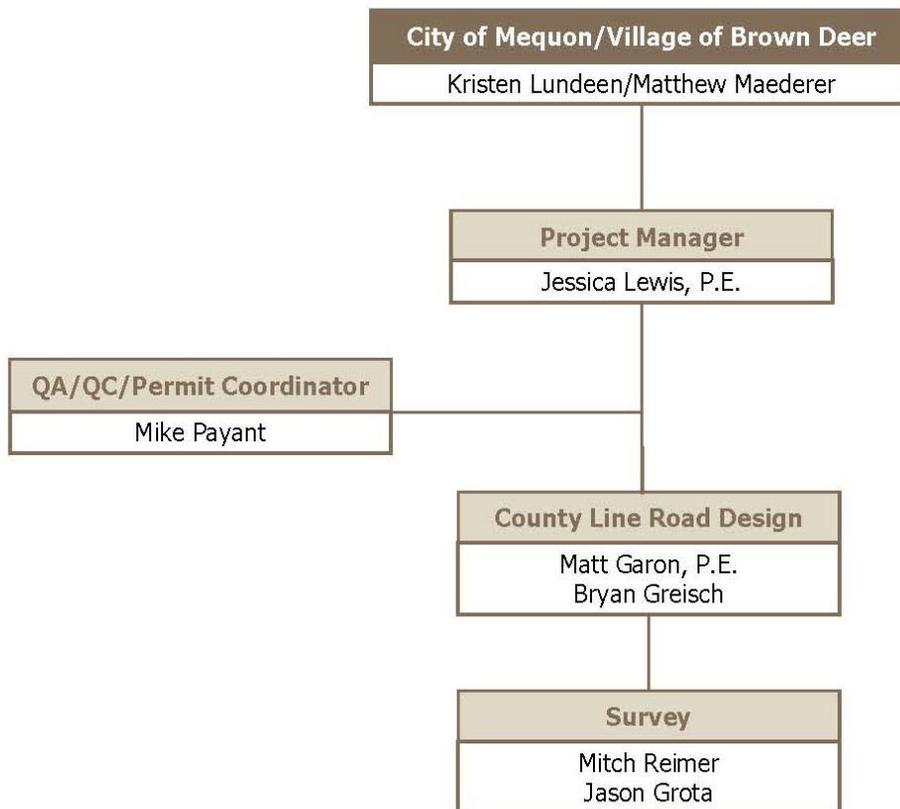
### Site Visit

GAI conducted a site visit in order to familiarize our team with the extents of the project and to define the key project elements desired by the City and those that our team feels should be addressed. We have highlighted these elements on the graphic below.



## Project Staff Organization

Resumes for Jessica Lewis and additional key GAI staff are attached for the City's reference as Exhibit A.



## Recent Projects of Similar Scope

### 124th Street Reconstruction

Grange Avenue to Cold Spring Road, WisDOT Southeast Region ID 2175-07-00/70, Waukesha and Milwaukee Counties

Coordination was key to the reconstruction of this highly traveled connector route on the Milwaukee-Waukesha county line.

#### Key Components

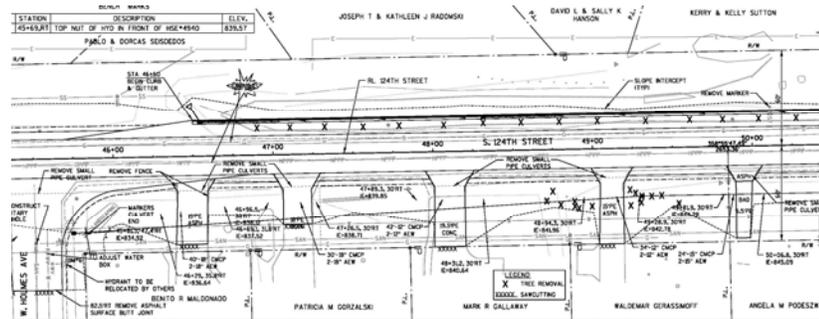
- + Roadway design
- + Storm sewer design
- + Signing and marking
- + Right of way plat
- + Survey
- + Pavement design
- + Utility coordination
- + Design study report
- + Environmental document
- + Public involvement program

#### Dates/Costs

Design: 2007 - 2011  
Construction:  
Current/\$2.2M

#### Awards

2012 Top Project, Daily Reporter



124th Street is a connector route on the Milwaukee-Waukesha county line. Coordination was key to the reconstruction of this highly traveled roadway which included 1.5 miles of urban reconstruction and resurface on 124th Street and 0.4 miles of reconstruction on Grange Avenue.

Multi-jurisdictional coordination on this project involved the village of Hales Corners, the cities of Greenfield and New Berlin, and Waukesha and Milwaukee County. In addition to municipal coordination, agency coordination was required with WDNR, ACOE, and WisDOT's management consultant. Environmental issues included stream relocation and wetland mitigation.

Extensive public involvement was needed due to the pedestrian and bicycle accommodations. Because of the rural feel to this suburban neighborhood, the public was opposed to an off-road bike path that would be located in their backyards. The final project includes only on-road accommodations through wider paved shoulders.

The project also involved a large utility coordination effort due to high pressure gas mains and a high pressure petroleum line located within the project corridor. The multi-million dollar relocation efforts were coordinated with project construction to minimize impacts to the travelling public.

#### Project Team

Project Engineer: Jessica Lewis, PE  
Engineering Technician: Bryan Greisch

Right of Way Plats: Mike Rubendall  
Real Estate Acquisition : The Highland Group

#### Reference Contact

JP Walker, City Engineer  
City of New Berlin  
262.797.2445

Stan Lukasz  
DAAR Engineering  
414.225.9817

## Rogers Drive Reconstruction

City of New Berlin, Waukesha County, Wis.

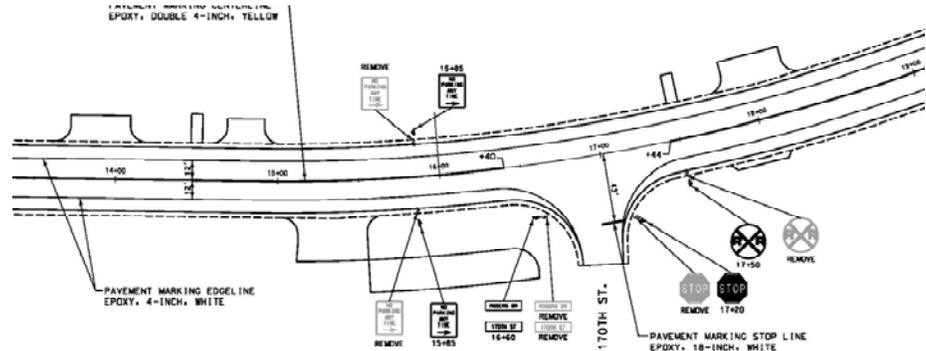
This one mile of roadway reconstruction within an industrial park required extensive railroad coordination, detailed construction staging, and multiple permits.

### Key Components

- + Coordination with railroad
- + Pavement analysis
- + Permits for Milwaukee Metropolitan Sewerage District, Wisconsin Department of Natural Resources, and railroad
- + Historical and archeological studies
- + Wetland delineation
- + Construction staging plan
- + Hydraulic analysis
- + Signing and pavement marking plan
- + Traffic analysis
- + Environmental assessment
- + Hazardous materials investigation

### Dates/Costs

Design: 2008  
Construction: 2014/\$3.5M



The City of New Berlin contracted with Crispell-Snyder (now GAI) for engineering services for the reconstruction of Rogers Drive, a heavily traveled industrial road that had badly deteriorated over the years. Since this road is located within a highly industrialized area with heavy truck traffic, Crispell-Snyder worked closely with City officials to develop a design that met the needs of the businesses located in this area.

As with most roadway projects located within an industrial park, this reconstruction effort had a number of components that needed to be considered. Engineering design included relaying of water main, relaying of sanitary sewer, and design of bioswales and ditches. Since the project was located within the Milwaukee Metropolitan Sewerage District's (MMSD) service area, it included the hydraulic design of bioswales and ditches needed to meet MMSD regulations. Due to the length and limited access points, the project also required detailed construction phasing and traffic control plans. Extensive coordination with the Canadian National Railway was needed for two locations where Rogers Drive intersected separate railroad lines within Canadian National's right of way. The design was finalized and permits were acquired.

### Project Team

Project Manager: Troy Hartjes, PE  
Project Engineer: Matt Garon, PE  
Surveyor: Mitch Reimer

### Reference Contact

Tamara Simonson  
Senior Civil Engineer  
City of New Berlin  
262.797.2445

## STH 60/Port Washington Road Reconstruction

Village of Grafton, Ozaukee County, Wis.

### Key Components

- + Multi-use trail design
- + Utility coordination
- + PS&E
- + Roadway design
- + Storm sewer design
- + Permanent signing
- + Traffic signal coordination
- + Public involvement
- + Erosion control design
- + Pavement marking

### Dates/Costs

Design: 2006  
Construction: 2007,  
\$3M



“We were very pleased with the accurate and responsive services Crispell-Snyder provided on this project... The utility coordination, construction staging, and public involvement provided by Crispell-Snyder helped make this a very successful project for the Village.”

— David Murphy, Director of Public Works/Village Engineer

This project included modifications to an intersection which carries more than 20,000 vehicles per day, 0.5 miles of conversion from a rural two-lane roadway to a four-lane urban roadway, I-43 ramp improvements, and the addition of 1.5 miles of a multi-use path, on-street bicycle accommodation, sidewalks. The roadway modifications included widening with intersections with dual left turn lanes in each direction, the addition of a median in the reconstructed four-lane urban section, and widening all four I-43 ramps to include dual turn lanes. The project also included modifications to existing traffic signals and three new traffic signals. Crispell-Snyder worked closely with the Village and property owners to minimize impacts to adjacent businesses, including landscaping and access. The roadway was built using staged construction to allow it to remain open to traffic and maintain business access at all times.

### Project Team

Project Engineer: Jessica Lewis, PE  
Survey: Mitch Reimer  
Engineering Technician: Bryan Greisch  
Right of Way Plats: Mike Rubendall

### Reference Contact

David Murphy, PE  
Director of Public Works/ Village Engineer Village of Grafton  
262.375.5325

## Schedule

GAI will begin work upon receipt of a copy of this Proposal executed and authorized below.

## Compensation

Compensation for services rendered by GAI will be in accordance with the rates agreed to and incorporated into the Agreement between GAI and the City of Mequon, unless a different basis of compensation is attached hereto as Exhibit B, in which case Exhibit B shall govern the compensation to be paid by the City of Mequon to GAI for the services performed under this Proposal. The total estimated cost of GAI's services under this Proposal is \$56,000.00.

## Estimated Cost Breakdown

Task	Description	Cost
Task 1	Survey	\$8,700.00
Task 2	Design Alternative Analysis	
	A. 28' wide cross section – 11' wide driving lanes, 2' paved shoulders and 2' gravel shoulders	\$3,000.00
	B. 30' wide cross section – 11' wide driving lanes, 4' paved shoulders and 2' gravel shoulders	\$3,000.00
	C. 30' wide cross section as identified in Task 1B, with a 5' sidewalk along the south side of the road	\$3,000.00
	D. 28' wide cross section as identified in Task 1A, with a 10' off road bicycle path along the south side of the road	\$3,000.00
Task 3	Plan Design	\$6,400.00
Task 4	Preparation of Plans and Specifications	\$8,100.00
Task 5	Agency Approvals and Utility Coordination	\$6,300.00
Task 6	Bidding Assistance	\$1,000.00
Task 7A	Design Meetings	\$3,000.00
Task 7B	Public Information Meeting	\$2,500.00
Task 8	Construction Staking	\$8,000.00
<b>TOTAL</b>		<b>\$56,000.00</b>

### Notes

Task 4 includes the preparation of the DNR Notice of Intent, water quality certification, MMSD coordination and approvals, and utility coordination. If there are impacts to the wetland, due to the placement of a sidewalk or bicycle path, Chapter 30 permit work for wetland disturbance would be considered extra work.

## Payment

Unless otherwise specified in the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit A, GAI will prepare invoices monthly and payment will be due within thirty (30) days of the date of the invoice. All other payment terms will be in accordance with Exhibit A.

## Assumptions and Understandings

GAI's Scope of Services, Schedule and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
2. All exploration locations will be marked and cleared by the Client for the existence of buried utility/piping structures.
3. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.
4. Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
5. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
6. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
7. Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
8. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.

Please do not hesitate to contact me at 262.250.8000 or at [j.lewis@gaiconsultants.com](mailto:j.lewis@gaiconsultants.com) if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one copy for our file. This also will serve as authorization for GAI to proceed. GAI's performance of the Scope of Services will be governed by the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit B and incorporated herein by reference.

Sincerely,  
**GAI Consultants, Inc.**



Jessica D. Lewis, P.E.  
Engineering Manager

JDL:MDP/ARM

REQUESTED AND AUTHORIZED BY:

**City of Mequon**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Exhibit A – Key Personnel Resumes

#### Education

B.S. Civil Engineering 2000,  
Florida Institute of  
Technology

#### Registrations/Certifications

Professional Engineer, WI

#### Skills

Civil Engineering  
Transportation Engineering  
and Design  
Roadway Engineering and  
Design  
Water and Sewer

#### Relevant Training/Courses

Public Policy Involvement:  
Current and Future, ASCE,  
ASCE Spring Technical  
Conference  
Traffic Engineering  
Workshop and Trans  
Planning Forum, ITE  
Urban Planning and  
Transportation, ASCE State  
Standard Spec Update  
Training, WisDOT  
Mechanistic Pavement  
Design for Wisconsin, ASCE  
Freeway and Interchange  
Geometric Design, ITE  
Roundabout Design, FHWA  
and WisDOT

#### Professional Summary

Ms. Lewis specializes in transportation, public works, and construction engineering design. Her experience includes Wisconsin Department of Transportation (WisDOT) processes, urban and rural roadway planning and design, and municipal design engineering.

Ms. Lewis is skilled in roadway design, including WisDOT facilities development process, the sponsor's guide to non-traditional transportation project implementation, rural and urban roadway design, intersection and roundabout design, pavement design, storm sewer design, traffic control and construction staging, and regulatory agency. Her municipal engineering expertise includes local let processes, assessment processes, the Congestion Mitigation and Air Quality Program, bicycle and multi-use path design, community sensitive designs, sanitary sewer designs, water main designs, and the Trans 207 approval process.

#### Professional Experience

##### Roadway Design

- + 124th Street, WisDOT ID 2175-07-00, Grange Avenue to Cold Spring Road, Waukesha and Milwaukee Counties. Project engineer for reconditioning and reconstruction of 124th Street and West Grange Avenue, encompassing 0.5 miles of reconstruction and 0.5 miles of reconditioning with pulverize and relay of asphalt pavement. On-street bicycle accommodations were included at various locations throughout the project. Included survey, soil borings, preliminary plans, reports, public involvement, agency coordination and permits, utility coordination, environmental assessment, hazardous materials investigation, historical and archeological studies, relocation plat, right of way plat and descriptions, final plans, pavement type selection report, meetings, and Plans, Specifications, and Estimate (PS&E) documents.
- + STH 36 Rehabilitation, WisDOT IDs 2240-14-30 & 2240-16-00, US 45 to West Fardale Avenue, Milwaukee County. Project engineer for rehabilitation of 7.6 miles of STH 36 in the City of Franklin, Village of Greendale, and City of Greenfield. The project included resurfacing with extensive base patching, and intersection improvements that required updating all signals to monotubes. Project was accepted at a 30 percent design level from WisDOT. Completed preliminary and final design of the \$11.4 million project, delivered with an accelerated schedule and came in significantly under design budget.
- + TID No. 1, Phase 1, STH 20 Intersection, Village of Mt. Pleasant, Racine County, Wis. Senior project engineer for the reconstruction of the STH 20 intersection in the village of Mount Pleasant. Project involved contract administration, construction services coordination, site visits, construction staking, inspection, record drawings, and updated GIS mapping.



#### Affiliations

American Society of Civil Engineers (ASCE)

#### Professional Employment

Crispell-Snyder, Inc., 2001-2013

KTE Consultants, 2000-2001

- + STH 33/Foster Drive Intersection, Village of Saukville, Ozaukee County, Wis. Senior project engineer for improvements to the intersection of STH 33 and Foster Street. Project involved preparing plans and specifications, construction related services, and construction staking.
- + STH 57, WisDOT ID 2270-04-00, Teutonia Avenue to Mequon Road, Milwaukee and Ozaukee Counties. Project manager for the reconstruction of 3.3 miles of STH 57 in the villages of River Hills and Brown Deer and the city of Mequon. The project included the reconstruction of the bridge, approaches, and ramps of STH 57 over STH 100. It also involved drainage improvements, roundabout analysis, and right of way acquisition. Accepted the project at a 15 percent design level from WisDOT and completed the preliminary and final project design.
- + Taylor Avenue, WisDOT ID 2704-00-72, Lathrop Avenue to Maryland Avenue, Racine County. Senior project engineer for the pulverization and resurfacing of 0.36 miles of Taylor Avenue from Lathrop Avenue to Maryland Avenue, an area that had an average daily traffic volume of 6,400 cars. The project consisted of field investigation; preparation and submission of plans, specifications, and estimates; reporting; meeting planning; and coordination of geotechnical services.
- + I-94 Northbound Ramp at STH 165, Village of Pleasant Prairie, Kenosha County, Wis. Senior project engineer to widen exit ramp from I-94 to STH 165 to accommodate two 300-foot-long right turn lanes and two 300-foot-long left turn lanes. Based on traffic impact analysis, traffic signals and geometric improvements were included at exit ramp. The existing westbound lane on STH 165 was re-marked to accommodate two 320-foot-long left turn lanes. Additional improvements were performed on the STH 165 median and northbound entrance ramp island.
- + STH 175, WisDOT ID 3364-03-01, Church Street to Maple Street, Dodge County. Project manager for the reconstruction of 0.7 miles of STH 175 in the village of Lomira. The project includes sidewalk replacement, new curb and gutter, sidewalk, and storm sewer. It also involves storm water management design and right of way acquisition. Due to the constrained environment, a Trans 75 exception is required for the inability to accommodate minimum bike lane standards and sidewalk throughout the entire corridor. [2015 construction anticipated]
- + Lathrop Avenue Reconditioning, WisDOT ID 2704-00-01, CTH KR to Taylor Avenue, Racine County. Project engineer for the reconditioning of 1.5 miles of Lathrop Avenue in the village of Mt. Pleasant. The project included pulverizing and relaying asphalt pavement, and spot improvements of drainage. This was an ARRA project that required an accelerated schedule to obtain federal funding.
- + STH60/Port Washington Road Reconstruction, Village of Grafton, Ozaukee County, Wis. Project engineer for intersection widening and reconstruction of Port Washington Road. The project included one mile of on-street bike lanes and off-street bike trails.



#### Education

Survey Studies, Milwaukee  
Area Technical College

#### Professional Employment

Crispell-Snyder, Inc., 2000-  
2013

#### Professional Summary

Mr. Reimer specializes in construction services and is working toward receiving his registered land surveyor license. He has completed numerous boundary, road, preliminary, and construction surveys for many communities and private development projects. In addition, he is responsible for property research and platting services.

Mr. Reimer is skilled in construction surveying, ALTA surveys, and boundary and topographic surveys. He performs platting and field research, preliminary surveys, and construction staking. His software skills include Microstation, InRoads, and GPS data collection.

#### Professional Experience

- + Meinecke Avenue Flood Mitigation, City of Wauwatosa, Milwaukee County. A two-mile road, sanitary, and storm water improvement project which included 5,000 feet of 10-foot storm sewer, dual sanitary mains, dual water mains, and various storm sewer rerouting.
- + 124th Street Reconstruction, Village of Oostburg, Sheboygan County. A 1.5 mile pulverize and relay project with areas of rural to urban reconstruction. The project included improving sight distances along a hill, which was lowered by five feet, intersection improvements for improving sight distances, and a 1/3 mile rural to urban reconstruct.
- + South Side Stormwater Improvements, Village of Whitefish Bay, Milwaukee County. An approximately \$10 million infrastructure improvement project which encompassed a 19.7-acre dry retention pond which could handle anything up to a 500-year flood. Also included 6,600 feet of urban road reconstruct and 1,100 feet of 84-inch large capacity outflow pipe through a county park to the Milwaukee River.
- + Coffee Road Preliminary Survey, City of New Berlin, Waukesha County. A three-mile rural reconstruction with right of way acquisition over half of the corridor. The project required a full topographic survey with pickup extending 100 feet either side of the centerline of the existing roadway, right of way acquisition staking, and new right of way staking.



## Michael D. Payant, PE

Senior Project Manager

### Education

M.B.A. 2003, Marquette University

B.S. Civil Engineering 1985, Marquette University

### Registrations/Certifications

Professional Engineer, WI

National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification

### Skills

Civil Engineering

Road and Intersection Engineering and Design

Water and Sewer

Storm Water Management

Capital Improvement Program Funding and Management

Erosion and Sedimentation Control Plans

Construction Management

Water and Wastewater Treatment Systems

### Affiliations

American Public Works Association, WI

### Publications / Presentations

2010, Underground Utility Inspection Training Seminars, WI Rural Water Association

2009, Green-Porous Pavers vs. Porous Asphalt vs. Concrete Pavement, APWA WI Chapter, Fall Conference

2009, Sustainable Pavements, APWA

2009, Professional Services Procurement, APWA Conference



gai consultants

### Professional Summary

Mr. Payant specializes in civil engineering with extensive municipal and private development project experience that includes roadway and street design and construction, sanitary sewerage, water systems, storm water conveyance systems, storm water management, residential subdivisions, and industrial parks. He has two years of experience as the director of public works and City engineer for the City of Antigo where he provided insight for the challenges faced by his municipal clients on a daily basis.

Mr. Payant is a project manager skilled in roadway, water main, sanitary sewer, and storm sewer facility design, as well as sewer system evaluation studies, site development plans, wastewater collection and treatment, water distribution and treatment, erosion control planning and design, feasibility studies, facilities planning, infiltration/inflow studies, and pre-construction meetings and construction management. He is experienced in capital improvement programs, contract administration, development reviews, and general development coordination.

Mr. Payant has been the Engineer of Record for the following Wisconsin Communities: Village of Bayside, Village of Merton, City of Antigo, Village of Palmyra, City of Waupun.

### Professional Experience

+ Lincoln Road Resurfacing and Roundabout Design, City of Kenosha, Kenosha County, Wis. Project manager for the resurfacing of Lincoln Road from 76th Street to 80th Street, including a six-legged intersection requiring a roundabout. The project minimized existing infrastructure displacement and was successfully completed within a tight budget and time frame, including construction under traffic.

+ Roadway and Utility Reconstruction Projects, City of Antigo, Langlade County, Wis. As City Engineer, acted as the project manager for annual road reconstruction projects within the City. Projects consisted of the reconstruction of six to eight City blocks annually. The projects encompassed an urban section with sanitary sewer, storm sewer, and water main replacement and full width asphalt pavement and concrete curb and gutter replacement. Also included survey, soil borings, preliminary plans, public involvement, agency coordination, permits, utility coordination, hazardous materials remediation, final plans, specifications, and estimate.

+ Lift Station and Force Main Design and Construction, City of Mequon, Ozaukee County, Wis. Project manager for design and construction of lift station upgrades and force main replacement projects throughout Mequon.

#### Education

B.A. Geography 2002,  
University of Wisconsin -  
Milwaukee

#### Skills

Surveying  
Geographic Information  
Systems (GIS)

#### Professional Employment

Crispell-Snyder, Inc., 2003-  
2013

#### Professional Summary

Mr. Grot specializes in surveys and construction services, including construction staking, Geographic Information Systems (GIS) data collection, and record drawings. He is skilled in construction staking, developing record drawings, and conducting preliminary surveys, and is responsible for Geographic Information System (GIS) data collection and pickup.

#### Professional Experience

##### WisDOT

- + STH 36 reconstruction
- + STH 32 reconstruction

##### Village of Oostburg

- + 12th Street reconstruction
- + Holland-Lima (Minnesota Avenue)
- + DeMaster Road detention pond
- + South 10th Street reconstruction
- + Testroete property development
- + Wenig plat of survey
- + Pizza Ranch parking lot
- + North 9th Street realignment

##### Village of Whitefish Bay

- + 2006-2010 relays
- + Silver Spring Drive reconstruction
- + North side streets

##### Ho-Chunk Nation

- + Shady Lane Reconstruction

##### City of Cedarburg

- + 2004-2009 road programs

##### Village of Menomonee Falls

- + 2008-2009 road programs

##### Village of Pleasant Prairie

- + Prairie Village West – Phase II

##### City of Muskego

Durham Drive water main



#### Education

A.A.S. Computer Aided Drafting and Design 2001, ITT Technical College

#### Skills

Computer Aided Design and Drafting

#### Relevant Training/Courses

Bentley 3D Visualization and Animation with Microstation

#### Professional Employment

Crispell-Snyder, Inc., 2005-2013

EMCS, Inc., 2000-2005

#### Professional Summary

Mr. Greisch specializes in municipal drafting and mapping for roadway, highway, utility, and bridge projects, including Wisconsin Department of Transportation (WisDOT) projects. He provides drafting and design for roadway and utility projects and site development that includes plats and CSMs, and site grading.

Mr. Greisch is skilled in Microstation, InRoads, and 3D visualization.

#### Professional Experience

##### Utility Services

- + Meinecke Avenue Storm and Sanitary Sewer, City of Wauwatosa, Milwaukee County, Wis. Engineering technician for a \$14 million dollar improvements project to alleviate flooding within a portion of the city limits. Final design included approximately 9,000 feet of 27-inch to 30-inch sanitary sewers and 5,000 feet of 108-inch and 120-inch storm sewers.
- + Berkeley Sanitary Sewer, Village of Whitefish Bay, Milwaukee County, Wis. Engineering technician for the design of the sanitary sewer system in the southeast portion of the village to relieve over-burdened sewers. The final design included 18-inch to 21-inch sanitary sewers and MMSD approvals.
- + North Side Interceptor Sewer and Water Main, Village of Slinger, Washington County, Wis. Engineering technician for the design of 5,500 lineal feet of 24-inch sanitary sewer and extension and 5,000 lineal feet of 16-inch water main.
- + Lift Station "O" Force Main, City of Mequon, Ozaukee County, Wis. Engineering technician for the design of approximately 2,400 feet of 6-inch force main. The project was fast tracked and bypassed bidding due to the critical condition of the force main and potential impacts to residents.
- + Alta Vista and Mountain Avenue Storm Sewer, City of Wauwatosa, Milwaukee County, Wis. Engineering technician for the design of storm sewer to mitigate surface water flooding outside the right of way. Final design included approximately 1,300 feet of 12-inch to 15-inch storm sewer, 1,000 feet of 18-inch storm sewer, and 1,500 feet of 27-inch to 42-inch storm sewer.

##### Roadway Services

- + IH-94 West Frontage Road, North of 165, Village of Pleasant Prairie, Kenosha County, Wis. Engineering technician for 1.8 miles of existing two-lane rural roadway reconstruction to a four-lane divided urban roadway. Project consisted of 11,000 linear feet of new asphalt urban roadway, storm water ponds and compensatory storage area, 885 linear feet of sanitary sewer, 5,600 linear feet of water main, 9,050 linear feet of storm sewer, and 29,000 linear feet of curb and gutter.



- + STH 60 and Port Washington Road, Village of Grafton, Ozaukee County, Wis. Engineering technician for the reconstruction of 0.5 mile of Port Washington Road at its intersection with STH 60. The project included widening the intersection, new traffic signals, and changing from a rural to an urban section with a median.
- + 116th Street Roadway and Utility Construction, Village of Hales Corners, Milwaukee County, Wis. Engineering technician for reconstruction of 0.5 mile of roadway from Grange Avenue to Edgerton Avenue. Design included changing from a rural road to an urban road with curb and gutter, asphalt pavement, auxiliary lanes, intersection improvement, paved pathway, and storm sewer.
- + Center Avenue, Village of Oostburg, Sheboygan County, Wis. Engineering technician for the design of 2,800 feet of roadway reconstruction from 10th Street west to the Village limits. Design included spot curb and gutter, sidewalk replacement, and approximately 350 feet of 15-inch and 18-inch storm sewer, 700 feet of 24-inch storm sewer, and 500 feet of 42-inch storm sewer.
- + US 14, WisDOT IDs 3150-05/06/07-00, STH 11 to Illinois State Line, Walworth County. Engineering technician for this 2.6 mile reconstruction and 11.6 mile rehabilitation project that progresses
- + through two villages (Darien and Walworth) with community sensitive design components. The roadway requires various levels of improvement throughout the project limits, ranging from resurfacing to complete reconstruction. [2014 - 2017 Construction Anticipated]
- + STH 57, WisDOT ID 2270-04-00, Teutonia Avenue to Mequon Road, Milwaukee, and Ozaukee Counties. Engineering technician for the reconstruction of 3.3 miles of STH 57 in the villages of River Hills and Brown Deer and the city of Mequon. The project included the reconstruction of the bridge, approaches, and ramps of STH 57 over STH 100. It also involved drainage improvements, roundabout analysis, and right of way acquisition.
- + STH 36 Rehabilitation, WisDOT IDs 2240-14-30 & 2240-16-00, US 45 to West Fardale Avenue, Milwaukee County. Engineering technician for the rehabilitation of 7.6 miles of STH 36 in the city of Franklin, village of Greendale and city of Greenfield. The project included resurfacing with extensive base patching and intersection improvements. This \$11.4 million project was delivered with an accelerated schedule and came in significantly under design budget.

#### Storm Water Services

- + Pike River Improvements Project, Village of Mt. Pleasant, Wis.
- + Underwood Creek Rehabilitation, City of New Berlin, Wis.

#### Environmental

- + Cleveland Avenue Lift Station Reconstruction, City of New Berlin, Wis.

#### Site Grading Services

- + Deer Park Mixed-Use Development, Village of Kohler, Wis.



- + Kenilworth Building, City of Milwaukee, Wis.
- + Coal Dock Improvements, City of Port Washington, Wis.
- + Wiedmeyer Storage Unit, Town of Barton, Wis.
- + Women's Center, City of Waukesha, Wis.
- + St. Anthony Congregation Church, Village of Menomonee Falls, Wis.

#### Bridge Services

- + Port Washington Road Bridge, City of Milwaukee, Wis.
- + Marquette Interchange, City of Milwaukee, Wis.



#### Education

B.S. Civil Engineering 2003,  
University of Wisconsin,  
Platteville

B.S. Environmental  
Engineering 2003, University  
of Wisconsin - Platteville

#### Registrations/Certifications

Professional Engineer, WI

#### Skills

Civil Engineering

Water, Wastewater, and  
Stormwater Utilities and  
Systems

Utility Coordination and  
Design

Roadway Engineering and  
Design

#### Relevant Training/Courses

WisDOT erosion control  
training

MicroStation training

#### Affiliations

American Council of Civil  
Engineering-Wisconsin,  
Public Funding Committee

#### Professional Employment

Crispell-Snyder, Inc., 2003-  
2013

#### Professional Summary

Mr. Garon specializes in utility design of water mains, sanitary sewers, force mains, storm sewers, and roadways. He is trained in wastewater treatment facility design and has experience in hydrologic analysis, CADD drafting, surveying, construction inspection services, and cost and quantity estimates.

Mr. Garon is skilled in municipal roadway and utility design engineering, Wisconsin Department of Natural Resources (WDNR) permitting, and Source Loading and Management Model (SLAMM) parameter and land use files for Wisconsin.

#### Professional Experience

##### Roadway and Site Design

- + Rogers Drive Reconstruction, City of New Berlin, Waukesha County, Wis. Lead project engineer for the design of one mile of roadway reconstruction with rural cross sections, addition of parking lanes, sanitary sewer relay, water main relay, bio-swales, and culvert sizing. A storm water management plan was prepared for MMSD permitting. Also managed the NR216 permitting process.
- + Scotts Company Building Addition, Village of Germantown, Washington County, Wis. Lead engineer for a project involving the development of an approximate 20,000 sf building that included a site grading plan, site surveying, water main, and a storm water management plan. Also managed the NR216 permitting process.
- + Telsmith Building Addition, City of Mequon, Ozaukee County, Wis. Lead project engineer for water main design, civil site work, landscape plan and storm water management plan for the new building expansion and parking area. Also managed the NR216 permitting process.
- + Cedar Creek Walkway, City of Cedarburg, Ozaukee County, Wis. Lead project engineer for a walkway along Cedar Creek within Cedarburg's historical downtown area. Included 22 new trees and shrubs, 1,800 sf of concrete sidewalk and pavement, 2,830 sf of retaining walls and armored bank. Due to extensive grading along the river bank HEC-RAS modeling software was utilized for WDNR permitting. Also managed the NR216 permitting process.
- + North Shore Drive Roadway Improvements, Village of Richfield, Washington County, Wis. North Shore Drive, located along Bark Lake, was designed to help alleviate several drainage problems as well as repair major cracking within the roadway. The project included a leveling layer for placement of a paving fabric, binder and surface paving, ditching and new culverts for driveways, and drainage to the Lake.



## Exhibit B – GAI Standard Terms and Conditions

1. Scope of Services and Extent of Agreement - GAI shall perform the Services as described in GAI's Proposal to which these Terms and Conditions are attached for the specified Project, incorporated herein by reference.

No modification or changes to these Terms and Conditions may be made except by written instrument signed by the parties. CLIENT acknowledges that he/she/it has read these Terms and Conditions, understands them, agrees to be bound by them, and further agrees that they are the complete and exclusive statement of the AGREEMENT between the parties, superseding all proposals, oral or written understandings, or other prior agreements other than those above referred to and all other communications between the parties relating to the subject matter thereof.

2. Compensation – GAI hereby agrees to accept and CLIENT agrees to pay the compensation on either a time (hourly) and expense basis in accordance with GAI's rates in effect at the time of performance, or lump sum basis as set forth in GAI's Proposal to perform the Services.

If GAI's services are performed on an HOURLY BASIS, GAI will be paid for all time rendered to the project, including project scoping by professional, technical, and clerical personnel in accordance with the attached Hourly Rate Schedule. Time required for personnel of GAI to travel between GAI's office and the Site (or any other destination applicable to the project) is charged in accordance with the rates shown in the attached Hourly Rate Schedule. If overtime for non-exempt personnel (as defined by statute) is required, the overtime rate charged will be 1.20 times the invoice rate shown on the attached Hourly Rate Schedule.

3. Invoicing/Payment

- A. GAI will submit invoices periodically, but not more frequently than every two weeks, for Project services performed during the period or upon completion of the Project, whichever is earlier.
- B. Invoices are due and payable in U.S. dollars within 30 days from date of invoice. All charges not paid within 30 days are subject to a service charge of 1-1/2 percent per month or a fraction thereof, plus all costs and expenses of collection, including without limitation, attorneys' fees. In addition to the foregoing, should CLIENT fail to pay any invoice within 45 days of the invoice date, GAI may, in its sole discretion, upon 3 days written notice to CLIENT, stop work and recover from CLIENT payment for all services performed prior to the work stoppage, plus all amounts for interest, penalties and attorney's fees that may be recoverable under applicable law, including without limitation, prompt payment and/or lien laws. GAI will resume performance once CLIENT pays all outstanding amounts due plus any advance payment(s) or other security in GAI's sole discretion deemed necessary by GAI.
- C. CLIENT will be invoiced for external expenses, such as travel, lodging, sub-contracted services, etc., at direct cost plus a 10% handling and administrative fee.
- D. Payments shall include the GAI invoice number and be mailed to the address on the proposal, to the attention of Accounts Receivable.

4. Changes – CLIENT and GAI may make additions to the scope of work by written Change Order. CLIENT may omit work previously ordered by written instructions to GAI. The provisions of these Terms and Conditions, with appropriate changes in GAI's Compensation and Project Schedule, shall apply to all additions and omissions.

5. CLIENT Responsibilities – CLIENT represents, with the intent that GAI rely thereon, that it has sufficient financial resources to pay GAI as agreed to in these Terms and Conditions and, as applicable and necessary for GAI to perform its services, CLIENT will:

- A. Provide all criteria and full information as to its requirements for GAI's services, including design or study objectives, constraints, third party certification requirement(s), standards or budget limitation(s).
- B. Assist GAI by placing at its disposal all available information pertinent to the Project and/or GAI's services including the actual or suspected presence of hazardous waste, materials or conditions at or beneath the Project site, record ("As-Built") drawings, surveys, previous reports, exploration logs of adjacent structures and any other data relative to the Project. Unless otherwise noted, GAI may rely upon such information.
- C. Upon identification by GAI and approval by CLIENT of the necessity and scope of information required, furnish GAI with data, reports, surveys, and other materials and information required for this Project, all of which GAI may rely upon in performing its services, except those included in GAI's scope of services.
- D. Guarantee access to the property and make all provisions for GAI to enter upon public and private lands and clear all exploration location(s) for buried utilities/piping/structures as required for GAI to perform its services under these Terms and Conditions.
- E. Examine all studies, reports, sketches, opinions of the construction costs, specifications, drawings, proposals and other documents presented by GAI to CLIENT and promptly render in writing the decisions pertaining thereto within a period mutually agreed upon.
- F. Designate in writing a person to act as CLIENT'S representative with respect to the services to be rendered under these Terms and Conditions. Such person shall have complete authority to transmit instructions, receive information, interpret and define CLIENT's policies and decisions with respect to materials, equipment, elements and systems pertinent to GAI's services.
- G. Give prompt written notice to GAI whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of GAI'S services, or any defect in the Project or work of Contractor(s).
- H. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- I. Furnish such legal and insurance counseling services as CLIENT may require for the Project.

6. Schedule/Delays – GAI shall commence performance upon receipt of the CLIENT's written authorization to proceed and shall perform its professional services in accordance with the schedule set forth in its Proposal, provided however, the performance of these Terms and Conditions, except for the CLIENT's payment of money for services already rendered, shall be excused in the event performance of these Terms and Conditions is prevented or delays are occasioned by factors beyond GAI's control, or by factors which could not reasonably have been foreseen at the time this Exhibit A was prepared and executed. The delayed party's performance shall be extended by the period of delay plus a reasonable period to restart operations.

7. Document Ownership and Reuse

- A. All reports, drawings, specifications, manuals, learning and audio visual materials, boring logs, field data, laboratory test data, calculations, estimates, and other documents (collectively "Work Product") prepared by GAI are instruments of service shall remain the property of GAI. Unless otherwise notified by

CLIENT, GAI will retain all pertinent records relating to the Services performed for a period of two (2) years following submission of the report, design documents or other project deliverables, during which period the records will be made available at GAI's office to the CLIENT at reasonable times.

- B. Any reuse of the Work Product described above without written verification or adaptation by GAI, as appropriate, for the specific purpose intended, will be at CLIENT's sole risk and without liability or legal exposure to GAI. CLIENT shall indemnify and hold harmless GAI from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Any future verification or adaptation of such Work Product will entitle GAI to further compensation at rates to be agreed upon by CLIENT and GAI.
- C. Unless specified otherwise in GAI's Proposal, GAI will dispose of all materials and samples obtained in the investigation portion of the project 90 days after completion of the report. Further storage or transfer of samples will be made at CLIENT's expense.
- D. CLIENT recognizes that site conditions where samples and data are gathered do vary with time and that particularly subsurface conditions may differ from those encountered at the time and location where explorations or investigations are made and, therefore, the data, interpretations, and recommendations of GAI are based solely on the information available at the time of the investigation. GAI shall not be responsible for the interpretation by others of the information it develops.
8. Standard of Performance – GAI will perform its Services with that level of care and skill ordinarily exercised by other professionals practicing in the same discipline(s), under similar circumstances and at the time and place where the Services are performed, and makes no warranty, express or implied, including the implied by law warranties of MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
9. Insurance
- A. GAI shall procure and maintain such insurance as is required by law as of the date first written above and during the performance of the Agreement, and subject to the terms and conditions of the policies, keep in force the following insurance:
- Worker's Compensation Insurance with Other States endorsement, including Employer's Liability Insurance for its employees in the amount of \$500,000; Comprehensive General Liability Insurance, including Protective and Completed Operations, covering bodily injuries with limits of \$1,000,000 per occurrence, and property damage with limits of \$1,000,000 per occurrence; Comprehensive Automobile Liability Insurance, including operation of owned, non-owned and hired automobiles, with combined single limits for bodily injury and property damage of \$1,000,000 per occurrence; Excess Umbrella Liability Insurance with limits of \$1,000,000 in the aggregate.
- B. If CLIENT requires additional types or amounts of insurance coverage, GAI, if specifically directed by CLIENT, will purchase additional insurance (if procurable) at CLIENT's expense; but GAI shall not be responsible for property damage from any cause, including fire and explosion, beyond the amounts and coverage of GAI's insurance specified above.
- C. CLIENT will require that any Contractor(s) performing work in connection with GAI's Services will name GAI as an additional insured on their insurance policies. In addition, in any hold-harmless agreements between CLIENT or Owner and any contractor who may perform work in connection with any professional services rendered by GAI, CLIENT will require such contractor(s) to defend and indemnify GAI against third party

suits.

- D. It is agreed that GAI shall have no responsibility: 1) To supervise, manage, direct, or control CLIENT or its Contractors', subcontractors' or their employees; 2) For any of CLIENT's or its Contractors, subcontractors or agents or any of their employees' safety practices, policies, or compliance with applicable federal, state and/or local safety and health laws, rules or regulations; 3) For the adequacy of their means, methods, techniques, sequencing or procedures of performing their services or work; or 4) For defects in their work.
10. Indemnity – Subject to the Limitation(s) of Liability provision(s) below in Articles 11 and 12, GAI agrees to indemnify and hold harmless CLIENT, and its officers, directors, and employees from and against any and all claims, suits, liability, damages, injunctive or equitable relief, expenses including reasonable attorneys' fees, or other loss (collectively "Losses") to the extent caused by GAI's negligent performance of Services under these Terms and Conditions.
11. Limitation of Liability – In the event of any loss, damage, claim or expense to CLIENT resulting from GAI's performance or non-performance of the professional services authorized under these Terms and Conditions, GAI's liability whether based on any legal theory of contract, tort including negligence, strict liability or otherwise under these Terms and Conditions for professional acts, errors, or omissions shall be limited to the extent any such claims, damages, losses or expenses result from the negligent act, errors or omissions of GAI or its employees occurring during performance under these Terms and Conditions. The total cumulative liability of GAI arising out of professional acts, errors, or omissions shall not exceed the greater of \$50,000 or two times the total compensation GAI receives from CLIENT under these Terms and Conditions. GAI's aggregate liability for all other acts, errors, or omissions shall be limited to the coverage and amounts of insurance specified in Article 9, above. The limitations stated above shall not apply to the extent any damages are proximately caused by the willful misconduct of GAI and its employees.
12. Disclaimer of Consequential Damages – Notwithstanding anything to the contrary in these Terms and Conditions, neither party shall have any liability to the other party for indirect, consequential or special damages including, but not limited to, liability or damages for delays of any nature, loss of anticipated revenues or profits, increased cost of operations or costs of shutdown or startup whether such damages are based on contract, tort including negligence, strict liability or otherwise.
13. Probable Construction Cost Estimates – Where applicable, statements concerning probable construction cost and detailed cost estimates prepared by GAI represent its judgment as a professional familiar with the construction industry. It is recognized, however, that neither GAI nor CLIENT has any control over the cost of labor, materials or equipment, over the contractors' methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, GAI cannot and does not guarantee that bids, proposals, or actual costs will not vary from any statement of probable construction cost or other cost estimate prepared by it.
14. Confidentiality/Non-Disclosure – GAI shall not disclose, or permit disclosure of any information developed in connection with its performance under these Terms and Conditions or received from CLIENT or the PROJECT OWNER, or their affiliates, subcontractors, or agents designated by CLIENT as confidential, except to GAI's employees and subcontractors who need such information in order to properly execute the services of these Terms and Conditions, and shall require any such of its employees and subcontractors and their employees not to disclose or permit disclosure of any of such information, without the prior written consent of CLIENT. The foregoing shall not prohibit GAI from disclosing information in response to any federal, state or local government directive or judicial

order, but in the event GAI receives or is threatened with such an order or has actual knowledge that such an order may be sought or be forthcoming, GAI shall immediately notify CLIENT and assist CLIENT in CLIENT's undertaking such lawful measures as it may desire to resist the issuance, enforcement and effect of such an order. GAI's obligation to resist such an order and assist CLIENT and the PROJECT OWNER is contingent upon GAI receiving further compensation for such assistance plus all costs and expenses, including without limitation reasonable attorney's fees, incurred by GAI.

15. Certifications – GAI shall not be required to execute any certification with regard to work performed, tested, and/or observed under these Terms and Conditions unless:

- A. GAI concludes that it has performed, tested and/or observed sufficient work to provide a sufficient basis for it to issue the certification; and
- B. GAI believes that the work performed, tested or observed meets the certification criteria; and
- C. GAI gave its written approval of the certification's exact form before executing these Terms and Conditions.

Any certification by GAI shall be interpreted and construed as an expression of professional opinion based upon the Services performed by GAI, and does not constitute a warranty or guaranty, either expressed or implied.

16. Miscellaneous Terms of Agreement

- A. These Terms and Conditions shall be subject to, interpreted, and enforced according to the laws of the Commonwealth of Pennsylvania without giving effect to its conflict of law principles. If any part of these Terms and Conditions shall be held illegal, unenforceable, void, or voidable by any court of competent jurisdiction, each of the remainder of the provisions shall nevertheless remain in full force and effect and shall in no way be affected, impaired, or invalidated.
- B. Neither the CLIENT nor GAI may delegate, assign, sublet, or transfer their duties or interest as described in these Terms and Conditions and GAI's Proposal without the written consent of the other party. Both parties relinquish the power to assign and any attempted assignment by either party or by operation of law shall be null and void.
- C. These Terms and Conditions shall be binding upon the parties hereto, their heirs, executors, administrators, successors, and assignees. In the event that a dispute should arise relating to the performance of the Services to be provided under these Terms and Conditions and GAI's Proposal, and should that dispute result in litigation, it is agreed that each party shall bear its own litigation expenses, including staff time, court costs, attorneys' fees, and other claim-related expenses.
- D. CLIENT shall not assert any claim or suit against GAI after expiration of a Limitation Period, defined as the shorter of (a) three (3) years from substantial completion of the particular GAI service(s) out of which the claim, damage or suit arose, or (b) the time period of any statute of limitation or repose provided by law.

In the event of any claim, suit or dispute between CLIENT and GAI, CLIENT agrees to only pursue recovery from GAI and will not to seek recovery from, pursue or file any claim or suit, whether based on contract, tort including negligence, strict liability or otherwise against any director, officer, or employee of GAI.

E. No modification or changes in the terms of this Agreement may be made except by written instrument signed by the parties. CLIENT acknowledges that they have read this AGREEMENT,

understands it, agrees to be bound by its terms, and further agrees that it is the complete and exclusive statement of the AGREEMENT between the parties superseding all work orders, oral or written understandings, or other prior agreements other than those above referred to and all other communications between the parties relating to the subject matter thereof.

F. Either the CLIENT or GAI may terminate or suspend performance of these Terms and Conditions without cause upon thirty (30) days written notice delivered or mailed to the other party.

(1) In the event of material breach of these Terms and Conditions, the party not breaching the AGREEMENT may terminate it upon ten (10) days written notice delivered or mailed to the other party, which termination notice shall state the basis for the termination. The AGREEMENT shall not be terminated for cause if the breaching party cures or commences to cure the breach within the ten day period.

(2) In the event of the termination, other than caused by a material breach of these Terms and Conditions by GAI, CLIENT shall pay GAI for the Services performed prior to the termination notice date, and for any necessary services and expenses incurred in connection with termination of the project, including but not limited to, the costs of completing analysis, records and reports necessary to document job status at the time of termination and costs associated with termination or subcontractor and/or sub-consultant contracts. Such compensation shall be based upon the schedule of fees used by GAI.

(3) In the event CLIENT delays providing written authorization to proceed within 45 days of the date of GAI's Proposal or suspends GAI's performance for 45 days or more after authorization has been given, GAI reserves the right, in its sole discretion, to revise its cost, compensation and/or hourly rates to its then current rates prior to resuming performance under these Terms and Conditions.

G. All notices required to be sent hereunder shall be either hand delivered, with signed receipt of such hand delivery, or sent by certified mail, return receipt requested.

H. The paragraph headings in these Terms and Conditions are for convenience of reference only and shall not be deemed to alter or affect the provisions hereof.

I. Unless expressly stated to the contrary, the professional services to be provided by GAI do not include meetings and consultations in anticipation of litigation or arbitration or attendance as an expert witness in any deposition, hearing, or arbitration. If requested, these services will be provided by an amendment to these Terms and Conditions, setting forth the terms and rates of compensation to be received by GAI.

J. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT, the PROJECT OWNER if different than CLIENT and GAI.

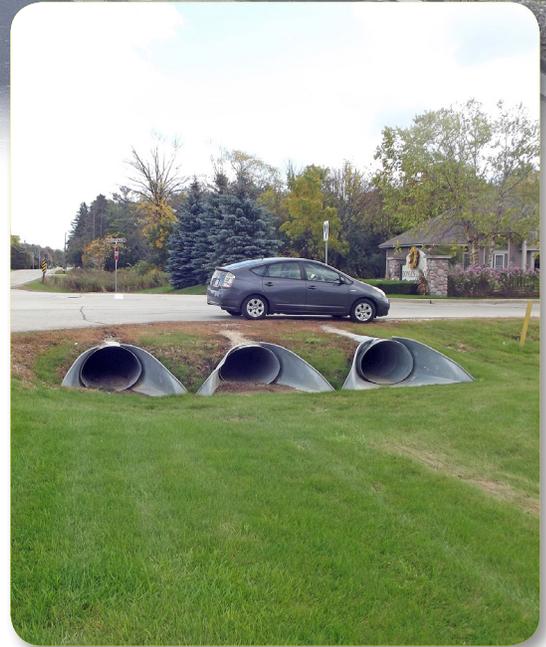
K. GAI is an Equal Opportunity Employer. GAI complies with the Office of Federal Contract Compliance Programs Affirmative Action Programs as outlined in 41 CFR 60-1.4(a)(b), 41 CFR 60-250.5(a)(b), and 41 CFR 60-741.5(a)(b).

[END OF TERMS & CONDITIONS]

# PROPOSAL

## County Line Road Reconstruction Design

### City of Mequon Village of Brown Deer



Due Date: October 25, 2013

October 25, 2013

Kristen Lundeen, PE, Deputy Director of Public Works  
City of Mequon

Matthew Maederer, Director of Public Works/Village Engineer  
Village of Brown Deer

City of Mequon Engineering Department  
11333 N. Cedarburg Road, 60W  
Mequon, WI 53092

Re: Proposal – County Line Road Reconstruction Design

Dear Ms. Lundeen and Mr. Maederer:

Improvements on County Line Road will result in a safer road for all users. Ayres Associates is looking forward to the opportunity to help deliver a project that will make the City and Village proud. We have visited the project site and have a solid understanding of the project requirements.

We offer the following benefits:

- **Knowledge and commitment.** Ayres Associates has been assisting Brown Deer with engineering projects since 2001. We bring to this project a deep understanding of the Village's standards with our design services as the Village's designated engineer for more than 12 years. We look forward to sharing this project knowledge with Mequon.
- **Trusted and reliable professionals.** We have worked extensively with Brown Deer and your neighbors in southeastern Wisconsin on projects just like yours. We invite you to contact them for a firsthand account of our responsive, accurate, and efficient services.
- **Specialized team.** Our design team has successfully performed high-profile projects throughout Ozaukee and Milwaukee Counties and is available to begin work immediately upon notice to proceed.

Thank you for the opportunity to present our qualifications for this project. If you have questions, please contact us at the phone numbers or email addresses listed below.

Sincerely,

Ayres Associates Inc



Kristine K. Anderson, PE  
Supervisor – Civil Engineering  
262.523.4488  
AndersonK@AyresAssociates.com



Fred J. Klingbeil, PE  
Vice President  
262.523.4488  
KlingbeilF@AyresAssociates.com

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## Firm Information



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### Background

Founded in Eau Claire, Wisconsin, in 1959, Ayres Associates is an employee-owned corporation. We are a multi-specialty architectural/engineering consulting firm providing services from 13 offices in seven states. Our firm has approximately 275 employees working from offices in Wisconsin, Minnesota, Florida, Georgia, Colorado, Arizona, and Wyoming. Our Wisconsin offices are in Waukesha, Madison, Eau Claire, and Green Bay.

### Major Service Areas

Ayres Associates' services include:

General civil engineering and planning	Surveying
Transportation engineering	Architecture
Water resources engineering	Environmental and waste management
Structural engineering	Geospatial and geographic information systems
Construction services and analysis	Energy corridors

### Municipal Engineering Services

We assist municipalities in managing growth and meeting the requirements of changing regulations. Road projects without Wisconsin Department of Transportation funding are generally handled by our Municipal Engineering staff. Our municipal engineering services include:

Roadway layout and design	Water system facility plans
Stormwater plans	Site development
Traffic engineering	Erosion control plans
Transportation/highway design	Street lighting and signage
Utility systems planning	Streetscape and landscape design
Grading plans and design	Surveying and construction staking
Permit filing	Grant/loan applications

## Similar Projects



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### Village of Brown Deer 60th Street (West Bradley Road to West Brown Deer Road)

**Client:** Village of Brown Deer

**Reference:** James Buske, 414.371.3060

**Completion Date:** 2006

**Key Staff:** Kristine Anderson, PE, Drainage Design

The Wisconsin Department of Transportation (WisDOT), as part of a three-party contract with the Village of Brown Deer, retained Ayres Associates to design the reconstruction of North 60th Street from West Bradley Road to West Brown Deer Road.



Improvements included reconstructing this 1-mile rural section with a two-lane rural asphalt roadway, including the addition of turn lanes and bypass lanes at various locations to improve traffic flow along North 60th Street. In addition, turn bays and bypass lanes help separate through traffic from turning traffic and will help reduce accidents.

The project included extensive utility coordination, curb and gutter, stormwater, landscaping, pavement marking, and signing.

Stormwater design for the project included the analysis of a 100-year storm event through storm sewers, ditches, and culverts along the newly proposed cross section. With this area of the Village being very flat, flooding of the new road was a concern. The



stormwater design for the project included the analysis of a 100-year storm event as it exited an adjacent detention basin (owned by the City of Milwaukee) and traveled through storm sewer, ditches, and culverts that were part of the reconstruction project. Two 6-foot-by-3-foot box structures were designed to convey water under 60th Street to an existing drainage ditch.

### **Cedarburg North Washington Avenue Reconstruction**

**Client:** City of Cedarburg

**Reference:** Thomas Wiza, PE, 262.375.7610

**Completion Date:** 2010

**Key Staff:** Kristine Anderson, PE, Project Manager

The City of Cedarburg retained Ayres Associates to design the reconstruction of North Washington Avenue north of downtown. The former state highway included several pavement types: asphalt, concrete, and a mixture of both. Businesses and private homes line the street in this segment, which carries steady traffic from Bridge Road to the north city limits.



This project included reconstructing 6,000 linear feet of roadway, 2,500 linear feet of new curb and gutter, and 2,700 linear feet of new storm sewer and spot replacement of existing curb and gutter, sidewalks, and driveway approaches. Construction started in May 2010 and was completed in September 2010.

Ayres Associates provided topographic survey, design of roadway and storm sewer, easement documents, construction plans and specifications, bidding assistance, construction staking, and as-built



preparation. Construction inspection services were provided on an as-needed basis. Permitting assistance and coordination with the WisDOT and Wisconsin Department of Natural Resources was provided.

### **Brown Deer Dean Road Street and Sidewalk Reconstruction**

**Client:** Village of Brown Deer

**Reference:** Nathaniel Piotrowski, 414.371.3061

**Completion Date:** 2013

**Key Staff:** Kristine Anderson, PE, Project Manager; Dennis Daley, Surveyor

The Village of Brown Deer retained Ayres Associates through a master agreement with the Village to provide engineering services for reconstruction of Dean Road from North Teutonia Avenue to North 55th Street.

Reconstruction will include pulverizing the existing roadway, new sidewalks, and, as required, ditch drainage improvements and new storm sewers. Ayres Associates will provide topographic survey data collection; engineering design for the new roadway, sidewalks, and ditches/storm sewers; technical specifications for construction; construction cost estimating; and bidding assistance.

In 2013, the Village and the School District of Brown Deer received a Safe Routes to Schools grant for this project. In addition to design services, Ayres Associates will provide coordination with the WisDOT Management Consultant and documents for approval.

### **Mequon Business Park**

**Client:** City of Mequon

**Reference:** Bill Hoppe (Gallagher Asphalt), 262.573.4017

**Completion Date:** 2004

**Key Staff:** Kristine Anderson, PE, Stormwater Design

Ayres Associates provided engineering services for the development of the Mequon Business Park. The project consisted of constructing approximately 5,000 linear feet of urban roadway with associated water main, sanitary sewer, storm sewer, stormwater management, curb and gutter, and asphalt paving.

Stormwater management for this project included site grading with two detention basins, swales, and berms. The project included erosion control, two cul-de-sacs, median islands, meandering sidewalk, lift station abandonment, street trees, and approximately 2,150 linear feet of landscaping berms.



Two detention ponds were designed per Milwaukee Metropolitan Sewerage District's (MMSD) Chapter 13 Rules and Regulations and Wisconsin Department of Natural Resources (WDNR) Code 1001 – Wet Detention Ponds. A stormwater management plan for this addition of the park was also prepared per MMSD rules. Hydrologic analysis was completed using SCS TR-55. Pond routing was completed using HydroCAD version 6.0.

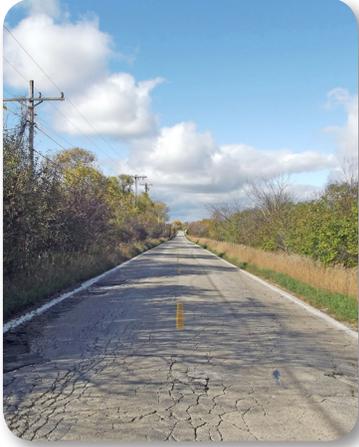


An erosion control plan was prepared in accordance with the WDNR Wisconsin Construction Site Best Management Practice Handbook (now referred to as Technical Standards). WDNR permits obtained for this portion of the project included a Chapter 30 Permit, Form 3500-53N – Water Quality Certification, Chapter NR 103 Water Quality Standards, and Form 3400-161 – Notice of Intent (for construction sites over 1 acre in disturbance).

The project involved coordination for utility installations and street lighting. This \$2.1 million project was completed in June 2004.



## Project Staff



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Ayres Associates has put together an experienced and knowledgeable team to complete the County Line Road project for the City of Mequon and Village of Brown Deer. Our client-focused project management reduces production time and lowers project costs. We recognize the importance of working closely with our clients from project conception through construction. Our project managers listen closely to our clients' needs and objectives and consider our clients' input extremely valuable.

Kristine Anderson, PE, our proposed project manager, will serve as the primary contact with the City and Village. She will attend meetings, develop budgets, schedule work, coordinate the project with our team members, and see that the project is completed to your satisfaction.

Ms. Anderson has recently been involved in many similar projects in the Village of Brown Deer and throughout southeastern Wisconsin. Below is a list of our project team, with **resumes beginning on the next page**.

Because of the time of year the survey services are required to be completed and the commitments of our survey staff, we have added M Squared Engineering as a subconsultant to assist with survey work as needed. M Squared and Ayres have teamed successfully on past projects. M Squared can produce survey data in both MicroStation and AutoCAD.

KEY STAFF MEMBER	ROLE	YEARS OF EXPERIENCE
Kristine Anderson, PE	Project manager	19
Tony Jazdyk	Project engineer	3
Brian Lambert, PE	Roadway design	9
Sara Arnold, PE	Stormwater design	11
Dennis Daley	Field survey	11
Anthony Gromacki, RLS*	Survey support	34

\* M Squared Engineering subconsultant

## Kristine Anderson, PE, Supervisor - Civil Engineering

### Total Experience

19 Years

### Registrations

Registered Professional Engineer;  
WI, 2001; AZ, 2007

### Education

BS, Engineering, University of  
Wisconsin-Milwaukee, 1993

### Memberships

American Council of Engineering  
Companies

American Public Works Association

American Society of Civil  
Engineers

Ms. Anderson joined Ayres Associates in 2001 as a project engineer, bringing eight years of engineering experience. Her design experience includes site engineering development, subdivision development, industrial and business park design, lift stations, roadways, sidewalks, bike paths, sanitary sewer, storm sewer, and water distribution systems. She has also worked extensively with state and local stormwater ordinances and has experience writing stormwater management reports, preparing stormwater management and erosion control plans, and providing stormwater quality planning and stormwater permitting assistance. Her responsibilities have included planning, managing, and designing stormwater, civil, transportation, and environmental projects.



### **Related Projects**

- Brown Deer 60th Street (West Bradley Road to West Brown Deer Road)
- Brown Deer Dean Road Street and Sidewalk Reconstruction
- Brown Deer Bradley Road Sidewalk and Street Design
- Brown Deer Alpine Lane Storm Sewer Improvements
- Brown Deer 44th Street Storm Drainage Improvements
- Cedarburg North Washington Avenue Reconstruction
- Waukesha CTH "L," CTH "Y" (Racine Avenue) to CTH "O" (Moorland Road)
- Wauwatosa North 124th Street Reconstruction (Ruby Avenue to Hampton Avenue)
- Pewaukee Lookout Drive (Lake Street to 3rd Street)
- Brown Deer Original Village Streetscape
- Mequon Business Park
- Greendale West Grange Avenue Rubblization and Resurfacing
- Ozaukee County STH 33 (IH 43 to Tower Drive)
- Fox Point Bridge Lane Ravine Footbridge

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## Tony Jazdyk, Municipal Engineering Staff

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### Total Experience

3 Years

### Education

BS, Civil Engineering, Marquette  
University, 2010

### Memberships

American Society of Civil  
Engineers

Mr. Jazdyk joined Ayres Associates in June 2010 after working as an engineer intern with the City of West Allis for 20 months. As a member of the Wisconsin South engineering staff, he works on municipal design and construction projects.



### **Related Projects**

- Brown Deer Original Village Streetscape Design
- Brown Deer Bradley Road Median Stormwater Design
- Waukesha CTH "L," CTH "Y" (Racine Avenue) to CTH "O" (Moorland Road)
- Pewaukee Lake Street Reconstruction
- Lena East Pelkey Street Improvements
- Oconto County Intersection Design (CTH "A"/Fairview Road and CTH "A"/South Range Line Road)
- STH 33 West Bend (Milwaukee River to Wisconsin Street)
- Jefferson CTH "E" Drainage Study
- Jefferson CTH "N" (CTH "A" to CTH "B") Reconstruction
- Brown CTH "KB" (St. Claude Street to Prospect Avenue) Reconstruction
- Brown County STH 29/CTH "VV" Interchange
- Roberts Division Street 2009
- Ashwaubenon Oneida Street Infrastructure Reconstruction
- CTH "U"/STH 29 Intersection Improvements, Brown County
- Kenosha CTH "H" Bicycle Lanes
- Town of Lake Mills, London Road (Britzke Road to CTH "A") Reconstruction
- Town of Saukville Blueberry Road Engineering Services
- Washington CTH "P" (CTH "PV" to CTH "NN") Reconstruction

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## Brian Lambert, PE, Civil Engineer

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### Total Experience

9 Years

### Registrations

Registered Professional Engineer,  
WI, 2009

### Education

BS, Civil Engineering, University of  
Wisconsin-Platteville, 2004

### Memberships

Toastmasters International

Mr. Lambert joined Ayres Associates in 2004 as a transportation engineer and now is a member of the municipal services group. His responsibilities include designing municipal and civil/site projects; preparing plans, specifications, and bidding documents; preparing permit applications and stormwater management plans; and performing construction observation. He also prepares cost estimates and works with clients, regulatory agencies, and construction contractors. He has experience in county, state, and interstate highway design and construction observation. He also works with design software, including InRoads and MicroStation.



### **Related Projects**

- Wauwatosa Intersection Safety Analysis
- Marinette Main Street and Stanton Street Improvements
- Osseo 14th Street and Caroline Street Reconstruction
- Osseo 9th Street, Harmony Street to Charles Street
- Osseo Caroline Street, Thomas Street to East 7th Street
- Osseo, 11th Street, Francis to East Street
- Colby Spence Street and Dehne Drive Improvements
- Baldwin Main Street Revitalization
- Baldwin 2010 Street Improvements
- Baldwin 2009 Street Improvements – Lokhorst (6th to 5th), Summit (Lokhorst to 5th), Summit, Hillside, Park (8th to 5th), Main (2008 Final Lift) and Cedar Stormwater
- Colfax 2009 Street and Utility Project (Roosevelt Street)
- Cumberland 2nd Avenue North and Plum Street Reconstruction
- Greenwood Main Street Reconstruction (Rock Creek Bridge to Hunt Street)
- Hammond North Davis Street 2013 Improvements
- Hammond South Davis Street Reconstruction
- Medford 2012 Street Improvements
- Elkhorn North Wisconsin Street (STH 67) from Court Street to Lincoln Street
- Prentice Town Street Reconstruction
- Prentice Washington Street Reconstruction

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## Sara Arnold, PE, Civil Engineer

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### Total Experience

11 Years

### Registrations

Registered Professional Engineer,  
WI, 2007

### Education

BS, Civil and Environmental  
Engineering, University of  
Wisconsin-Madison, 2002

Ms. Arnold joined Ayres Associates in 2013, bringing 11 years of experience in site-civil and transportation design, construction, and inspection. She has extensive experience with preparing and reviewing hydrologic and hydraulic designs, reports, and plans, including floodplain modeling. She has experience with government permitting, surveying, grading design, sanitary sewer design, erosion control design, cost estimating, and earthwork calculations and engineering plan production and quality assurance. Ms. Arnold's past work included reviewing on behalf of the Wisconsin Department of Transportation (WisDOT) proposed Southeast Local Program projects for compliance with WisDOT stormwater requirements. She also assisted in reviewing two new WisDOT chapters of the State's Facilities Development Manual drainage codes.



### **Related Projects**

- Brown Deer Dean Road Final Design 2013
- Jefferson CTH "N" (CTH "A" to CTH "B") Reconstruction
- Washington CTH "P" (CTH "PV" to CTH "NN") Reconstruction
- Waukesha CTH "L," CTH "Y" (Racine Avenue) to CTH "O" (Moorland Road)
- Inman Parkway Extension (Beloit – Prairie Avenue to Shopiere Road)

### **Previous Experience**

- STH 36/STH 164 Intersection, Racine County
- STH 83, Washington County
- IH 94 North-South Corridor Final Design, Milwaukee County
- IH 43, Waukesha County
- Les Paul Parkway, Waukesha County
- USH 151 Beaver Dam Bypass, Dodge County
- STH 138, Stoughton – Oregon Road, Dane County
- STH 23, Green Lake and Fond du Lac Counties
- USH 41, De Pere to Suamico, Brown County

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## Dennis Daley, Survey Technician

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### Total Experience

11 Years

### Education

BS, Geological Engineering,  
University of Wisconsin-Madison,  
1997

### Memberships

Wisconsin Society of Land  
Surveyors

Mr. Daley joined Ayres Associates in March 2007. He is responsible for performing all aspects of fieldwork for state and local transportation projects; municipal projects; utility, hydrographic, and control surveys; and construction staking. He completes survey base maps from field data and prepares all final deliverables for topographic surveys. He regularly uses RTK GPS and robotic total stations, along with InRoads software running on a MicroStation platform for mapping.



### **Related Projects**

- Brown Deer Dean Road Street and Sidewalk Reconstruction
- Brown Deer Original Village Reconstruction
- Cedarburg North Washington Avenue Reconstruction
- Jefferson CTH "N" (CTH "A" to CTH "B") Reconstruction
- Manitowoc USH 10/STH 42 (Waldo Boulevard) Urban Reconstruction
- Marinette CTH "A" Urban Reconstruction
- Milwaukee CTH "V" - South 13th Street Reconstruction
- STH 33 Reconstruction (7th Avenue to Wisconsin Street)
- Village of Pewaukee Lake Street Reconstruction
- Washington CTH "P" (CTH "PV" to CTH "NN") Reconstruction
- Greenfield, West Morgan Avenue Reconstruction (Forest Home Avenue to 43rd Street)
- Marinette Main Street and Stanton Street Improvements
- Muskego Tess Corners Drive Box Culvert
- Cudahy Edgerton Road Extension
- Greendale West Grange Avenue Rubblization and Resurfacing
- Waukesha CTH "L," CTH "Y" (Racine Avenue) to CTH "O" (Moorland Road)

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...where engineering solutions meet water quality...

## Anthony Gromacki, RLS

Tony brings 34 years of experience in roadway design surveys, hydraulic surveys, construction surveys, construction inspection, and as-built surveys in both private and public sectors. He has six years of experience in teaching at Milwaukee Area Technical College (MATC) in Elementary Surveying, Route Surveying and Advance Surveying. Tony is a project surveyor at M Squared Engineering where he is also responsible for ALTA/ACSM projects, Land Development projects, WisDOT/Municipal Right-of-Way projects and also the coordinating of survey crews for design projects. He also has a considerable amount of experience in construction inspection and stake-out projects. Tony will perform all additional field survey for this project.

### EDUCATION

A.D. Civil Technology,  
Milwaukee Area Technical  
College (MATC), Milwaukee,  
WI, 1988

*Survey Courses in Legal Aspects  
and Boundary Control,  
Gateway Technical College*

### REGISTRATIONS

Registered Land Surveyor (RLS)  
- WI

### CERTIFICATIONS

Aggregate Sampling,  
State of Wisconsin  
Department of Transportation  
PCCTech,  
State of Wisconsin  
Department of Transportation

### MEMBERSHIPS

Wisconsin Society of Land  
Surveyors (WSLS),  
Current Member  
Milwaukee Chapter Past  
President (1998)  
Milwaukee Chapter Past State  
Representative (1999-2003)

American Council of  
Engineering Companies (ACEC)

### SELECTED PROJECT EXPERIENCE

#### **Douglas Avenue Plat , Racine County, WI (2010)**

This project required various engineering/surveying services for the reconstruction of 1.5 miles of Douglas Avenue in Racine County. Tony was responsible for establishing the existing right-of-way and developing the Transportation Project Plat (TPP). Approximately 166 parcels along the corridor required the development of legal descriptions. Tony also performed field survey to help develop the property information for the existing right-of-way.

#### **Business 51 (Post Road) STH 54 to Tommy's Turnpike, Portage County**

The proposed improvements for this project included the reconstruction of 3.5 miles of Business 51 from a 4-lane undivided urban arterial to a 4-lane divided arterial. M<sup>2</sup> was retained by SEH to provide design survey support for this project. Tony was responsible for providing the design survey, developing horizontal and vertical control, topographic survey, hydraulic cross sectional survey, and collecting all asbuilt information for the sewer and water system.

#### **US 61, Grant County WisDOT (2011-14)**

Tony provided design survey and a TP Plat to SEH for the US 61 project in Grant County. The 10.3 mile project required research, utility coordination, detailed topographic survey, cross sections every 1000 feet, 18 detailed intersection surveys, beam guard and culvert and cattle crossings. Tony was responsible for establishing the existing right-of-way and developing the Transportation Project Plat (TPP). Approximately 37 parcels along the corridor required the development of legal descriptions. Tony also performed field survey to help develop the property information for the existing right-of-way.

#### **STH 79 – Slovak Valley Bridge Reconstruction, Dunn County, WI (2011)**

Tony was responsible for providing detailed stream survey for hydraulic analysis as well as site design topo for the project corridor. Detailed coordination with the design team was required to obtain existing right-of-way information and to also integrate survey data with WisDOT internal survey. M<sup>2</sup> was responsible for providing final PS&E plans for construction.

M Squared Engineering, LLC

W62 N215 Washington Avenue • Cedarburg WI 53012 • (262) 376-4246 • [agromacki@msquaredengineering.com](mailto:agromacki@msquaredengineering.com)  
Branch Office: Aurora, IL

## Cost



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TASK	DESCRIPTION	COST
Task 1	Survey	\$10,740
Task 2	Design Alternative Analysis	
	A. 28' wide cross section – 11' wide driving lanes, 2' paved shoulders and 2' gravel shoulders	\$1,000
	B. 30' wide cross section – 11' wide driving lanes, 4' paved shoulders and 2' gravel shoulders	\$1,000
	C. 30' wide cross section as identified in Task 2B, with a 5' sidewalk along the south side of the road	\$1,000
	D. 28' wide cross section as identified in Task 2A, with a 10' off road bicycle path along the south side of the road	\$1,000
Task 3	Plan Design	\$13,000
Task 4	Preparation of Plans and Specifications	\$20,700
Task 5	Agency Approvals and Utility Coordination	\$3,800
Task 6	Bidding Assistance	\$2,100
Task 7A	Design Meetings	\$1,900
Task 7B	Public Information Meeting	\$2,080
Task 8	Construction Staking	\$13,500
<b>TOTAL</b>		<b>\$71,820</b>

### Design Assumptions

- Milwaukee Metropolitan Sewerage District (MMSD) Stormwater Report is included in the pricing above. Even with removal of the parking lane, the addition of sidewalks and/or bike path is expected to trigger Chapter 13 rules and regulations. If an MMSD Stormwater Report is not necessary, a credit of approximately \$3,500 can be given for the project.
- The price above includes fees for Chapter 30 Permit (including water quality certification) and Construction Site WRAPP (formerly known as NOI) applications. Permit fees to be paid to the Wisconsin Department of Natural Resources for review of these applications are not included. If

a Chapter 30 Permit is not required, a credit of approximately \$2,500 can be expected.

- Bidding assistance includes one addendum during bidding.
- Any storm sewer and/or culverts can be shown on the same sheets as the roadway improvements.

### Staking Assumptions

- Please note construction staking is difficult to estimate before a plan set being available. The price above is based on a maximum of eight visits to the site to complete the staking and also on full-day staking (no half-day staking).



# Proposal for Engineering Services County Line Road Reconstruction



Submitted to:



Submitted by:





93 S. Pioneer Road  
Suite 300  
Fond du Lac, WI 54935  
Phone (920) 924-5720  
Fax (920) 924-5725

October 25, 2013

City of Mequon  
11333 N. Cedarburg Road  
Mequon, WI 53092

Village of Brown Deer  
8717 N. 43<sup>rd</sup> Street  
Brown Deer, WI 53223

Attention: Ms. Kristen Lundeen  
City of Mequon  
Acting DPW/City Engineer

Mr. Matthew Maederer  
Village of Brown Deer  
DPW/Village Engineer

Subject: Proposal for Engineering Services  
County Line Road

Dear Ms. Lundeen and Mr. Maederer:

Thank you for the opportunity to propose on the County Line Road reconstruction project. We have a history of providing quality engineering services to local municipalities on past projects, and look forward to providing the quality, efficient, and personal service that you can expect when working with Gremmer & Associates, Inc. to both the City of Mequon and Village of Brown Deer on this project.

Gremmer & Associates specializes in urban and rural roadway design, including local rehabilitation design projects where much of the design effort is focused on identifying and correcting substandard features along the roadway. We have developed a strong reputation for providing quality design services to Counties, Municipalities, and WisDOT statewide. Over the past five years we have designed numerous roadway projects of similar scope and feel that this experience will be invaluable for this project.

We have prepared the following proposal according to your RFP outline. We have determined a project approach and have chosen a team of experienced staff members to best complete the design of the project.

Thank you again for this opportunity to propose on the County Line Road reconstruction project. If you have any questions, please call me at (920) 924-5720.

Sincerely,

Thomas Lanser, PE  
President  
Gremmer & Associates, Inc.

The proposed project consists of a rehabilitation of approximately 1 mile of County Line Road from 68<sup>th</sup> Street to the railroad tracks east of 52<sup>nd</sup> Street/Garden Drive. Both segments will be pulverized and re-laid with widening incorporated as necessary for additional roadway width and/or turn lanes and bypass lanes. The design shall attempt to eliminate impacts outside of right-of-way and minimize impacts to utilities along the corridor. The Village of Brown Deer is considering the installation of bicycle and pedestrian facilities on the south side of the roadway from 60<sup>th</sup> Street/Baehr Road to the railroad tracks east of 52<sup>nd</sup> Street/Garden Drive. Design and construction of the project will be funded with 100% local funds; therefore there will be no WisDOT oversight.

Gremmer & Associates' approach to this project begins with the philosophy that we bring to all of our projects; provide a qualified staff with extensive experience in roadway design. Our project team has designed numerous rehabilitation projects of similar size and scope, and we will draw on the past experiences of these projects to provide the best possible design for the County Line Road project. We understand that there is often times more than one acceptable solution to designing a roadway project. Our approach is to provide the municipalities with the different options available in design in order to give the municipalities the tools needed to make an informed decision on the preferred alternative.

Our proposal incorporates the tasks as outlined in the request for proposals including survey, plan design, preparation of plans and specifications, agency approvals and utility coordination, bidding assistance, meetings, and construction staking. However, the determining factors for the ultimate design of the roadway are based on the design alternative analysis (Task 2) and plan design (Task 3). Therefore, the project approach will be based on our understanding of the following key components of these tasks, and ultimately will lead to a successful design:

### **Evaluation of "standard" cross section**

Gremmer & Associates has extensive expertise in rehabilitation projects, which will prove to be beneficial in assisting the City of Mequon and Village of Brown Deer in selecting the preferred roadway cross section for the project. We have completed numerous similar rehabilitation projects for area Counties and Towns, and have gone through a similar process with these clients to assist them in making a decision on type of improvement and typical section.

We will provide a preliminary analysis of pulverizing and repaving for both a 28-foot wide cross section and a 30-foot wide cross section with standard sloping/ditching throughout the project. This will be completed during Task 2. It is assumed that the centerline of the existing roadway will be utilized as the reference line for the project and the roadway will not be required to be centered within the right-of-way or along the section line. Another analysis to be completed during the alternative analysis task relates to the bicycle and pedestrian facilities on the south side of the roadway. We will examine the possibility of eliminating the existing parking lane to utilize the existing right-of-way for either a shared use path or sidewalk. We will facilitate discussion with the two municipalities concerning the alternatives, and assist you in making a decision. It's important to note that the municipalities do not have to make an "all or nothing" decision concerning the roadway cross section and improvement type. Quite often, we prioritize areas based on the above factors, and the client ends up mixing and matching two different cross section/improvement types because of funding constraints. For instance, there may be only one or two areas that have more crash history or substandard features along the project, so the client may go with a "standard" cross section/type in these areas, but then go with the "minimal" approach in the other areas.

While the two main factors in making this decision are real estate and construction costs, there are several other factors that should be considered when making this decision, including evaluation of substandard features along the project corridor and drainage.



### **Evaluation of substandard features along the project corridor**

A significant part of any rehabilitation project consists of identifying substandard or unsafe features within the project corridor, then evaluating different alternatives to correct the substandard features. A critical component of identifying the substandard feature along a project corridor is a thorough knowledge of the standards relating to each feature. Many of the standards are found in the WisDOT Facilities Development Manual (FDM) and the AASHTO Roadside Design Guide.

The other component of evaluating the substandard feature is a thorough review of the existing crash data. The crash data is analyzed to determine frequency and severity of crashes, as well as the types of crashes. This crash information is then cross referenced against the substandard features within the project corridor to determine if there is a cause/effect relationship between the two. This is useful when evaluating potential alternatives to mitigate the substandard features.

Often times, several substandard features in combination may create a more unsafe condition than the individual features alone. For instance, we designed a Hazard Elimination Safety Project along CTH I in Ozaukee County. The project had a high frequency and severity of crashes at the intersection with STH 33, with one fatality. We evaluated the crashes and substandard features, and determined that the combination of substandard horizontal and vertical alignments, two intersections within close proximity of each other, a poor intersection angle with STH 33, and obstructions within the clear zone resulted in an unsafe and hazardous stretch of roadway. The proposed fix for this project was to relocate the intersection approximately 200' to the east, which allowed us more room to provide larger radius horizontal curves, flatter approach grades into the intersection, and a 90 degree intersection angle.

Another specific feature to evaluate on rehabilitation projects is whether you will be able to maintain standard side slopes after you pulverize and repave. The finished pavement profile typically will be increased over the existing profile, which can result in steeper side slopes than existing.

### **Drainage**

Drainage plays an important role in the selection of the roadway cross section. The "minimal" approach of pulverizing and repaving within the top limits of the existing shoulders will not address any drainage problems that exist along the corridor. Roadways with substandard ditches don't allow water to properly drain out of the pavement structure, which can compromise the pavement structure over time.

We will also work with the City of Mequon and Village of Brown Deer concerning replacement of existing cross culverts along the project. If the culverts are even remotely deteriorated, it may make sense to replace the culverts during this project.

The most critical part about drainage on a rural project is to make sure that the proposed improvements do not impact the upstream and downstream property owners more than existing conditions. A common mistake when designing replacement drainage culverts is to replace the existing culvert with a new culvert of similar size. This method could create an increase in backwater if the roadway profile is being raised. This happens when the culvert drains a large drainage area, and there is roadway overflow under existing conditions for the larger storm events. Even though you install the same size culvert, you increase backwater on the upstream property owner because the new profile of the roadway acts as a dam during extreme events.

Due to this project being with the Milwaukee Metropolitan Sewer District (MMSD) boundary, Gremmer & Associates will analyze and prepare the associated stormwater management plan and required detention facilities to obtain Chapter 13 compliance. It is anticipated that widened ditch sections and check dams will be adequate to meet the requirements of MMSD.





Gremmer & Associates, Inc. has determined the key personnel that will be assigned to complete the necessary design of the County Line Road reconstruction project. The following individuals have many years of experience on projects of similar size and scope in surrounding municipalities and counties. A detailed resume with relevant experience for each member is included at the end of this section.

***Project Manager: Thomas Lanser, P.E.***

Tom is a Project Manager and President of Gremmer & Associates, Inc. He manages the Fond du Lac office, and has 23 years of experience designing and managing urban and rural roadways. Tom has been the Project Manager for over 40 transportation projects statewide, including many reconstruction projects of similar size and scope. His recent similar projects include Johnsbury Road, Kiel Road, CTH M, and STH 49 in Fond du Lac County, CTH A and CTH E in Dodge County, and Wasaukee Road and Pioneer Road in the City of Mequon. Tom will be responsible for managing the project, client contact, quality control, and supervising Gremmer & Associate's staff.

***Project Engineer: Jeff Chvosta, P.E.***

Jeff is a Project Engineer with 10 years experience in designing WisDOT and municipal projects. His recent similar project experience includes Johnsbury Road and Kiel Road in Fond du Lac County, Pioneer Road in the City of Mequon, and CTH E in Dodge County. Jeff's expertise includes preliminary and final design, utility coordination, design reports, and preparation and delivery of construction documents. Jeff will serve as the Project Engineer for the project, and will be responsible for the preliminary and final roadway design/modeling, utility coordination, and preparation of construction documents for the project.

***Design Engineer: Brian Rogers, PE***

Brian is a Design Engineer with 5 years experience in designing and inspecting urban and rural highways. His most recent roadway design experience includes serving as the roadway designer for Pioneer Road in the City of Mequon, Falls Road and Port Washington Road in the Village of Grafton, and CTH D and CTH LL in the Village of Belgium. Brian will assist Jeff in the preliminary and final roadway design, utility coordination, and specification preparation for the project.

***Drainage and DNR/Army Corps of Engineers Permitting: Andy Klemp, P.E.***

Andy is a Water Resources Engineer with 15 years experience in drainage, storm sewer, stormwater management, and erosion control design for WisDOT and municipal projects. Andy was the lead drainage engineer for Pioneer Road and Wasaukee Road projects in Mequon. His recent project experience also includes serving as the lead for the drainage, stormwater management, DNR coordination and erosion control tasks for the STH 15 rural expansion project in Outagamie County. Andy will be responsible for the drainage and erosion control design as well as the DNR/ACOE/MMSD coordination and permitting for the project.

***Project Surveyor: Jay Panetti, R.L.S.***

Jay is a registered Land Surveyor with 15 years of experience in surveying and preparing right-of-way plats for transportation projects. He is the Survey Coordinator for Gremmer's Fond du Lac Office, and is responsible for setting horizontal and vertical control, determining existing right-of-way, preparing right-of-way plats, and construction staking for all transportation projects out of the Fond du Lac office. Jay was the lead surveyor for the Pioneer Road and Wasaukee Road projects in Mequon, and was the survey crew chief for the CTH M rehabilitation/reconstruction project in Fond du Lac County this year. Jay will be responsible for the design survey and construction staking needs for the project.





## Thomas Lanser, PE Project Manager

### EDUCATION

BS Civil Engineering  
UW-Madison

### REGISTRATION

Professional Engineer  
State of Wisconsin

### PROFESSIONAL SOCIETIES

American Council of  
Engineering  
Companies -  
Wisconsin

### YEARS WITH GREMMER

23 years

### EXPERIENCE

Mr. Lanser is a project manager and President of Gremmer & Associates, Inc. He also manages the Gremmer & Associates' Fond du Lac office. His expertise is in project management of urban and rural transportation and municipal projects.

### RECENT PROJECTS

#### CTH VV / Pioneer Road · Fond du Lac County

Project Manager for the reconstruction of 0.65 miles of CTH VV (Pioneer Road) in the City of Fond du Lac. The project included the replacement of an existing at-grade crossing with the CN Railroad with a new RR structure carrying the CN Railroad over Pioneer Road. A 4-lane urban divided roadway section replaced the existing 2-lane rural roadway. Roundabouts replaced existing traffic signal controlled intersections at two intersections. The project also included replacement of a stream crossing structure over the Fond du Lac River and a 10' shared use path adjacent to the project. Project responsibilities include supervising Gremmer staff, managing project specific tasks and schedule, client relations, public involvement, and providing quality control on the project.

#### USH 41 · Winnebago County

Project Manager for Gremmer & Associates portion of the USH 41 expansion project in Winnebago County. The project consists of the expansion of USH 41 from a 4-lane facility to a 6-lane facility from Witzel Avenue to Fountain Avenue in Oshkosh, Winnebago County, including the replacement of two interchanges and the expansion of the bridges/causeways over Lake Butte des Morts. Gremmer's portion of the work included survey, right-of-way plat preparation, and drainage design for the entire project, as well as preliminary and final design for a network of local roads affected by the project. Project responsibilities included supervising Gremmer staff, managing project specific tasks and schedule, client relations, public involvement, and providing quality control on the project.

#### Pioneer Road · City of Mequon

Project Engineer for a locally let 2 mile long rehabilitation in accordance with WisDOT 3R standards. Project responsibilities include supervising Gremmer staff, client relations, public involvement, and providing quality control on the project.

#### CTH D & CTH LL - Ozaukee County

Project Manager for the design of the reconstruction of the intersection of CTH D and CTH LL in Ozaukee County. Project included the roadway design for a concrete pavement intersection with additional safety improvements including converting the intersection to a four way stop. Project responsibilities include supervising Gremmer staff, managing project specific tasks and schedule, client relations, public involvement, and providing quality control on the project.

#### Miscellaneous Roadway Improvement Projects · Port Washington

Project Manager for various roadway projects in the City of Port Washington, including North Spring Street, Sunset Road, Division Street, Chestnut Street, Wisconsin Avenue, and Portview Drive. Project responsibilities included supervising Gremmer staff, managing project specific tasks and schedule, client relations, public involvement, and providing quality control on the project.





Jeffrey Chvosta, PE  
Project Engineer

## EDUCATION

BS Civil Engineering  
UW-Milwaukee

## REGISTRATION

Professional Engineer  
State of Wisconsin

## YEARS WITH GREMMER

10 years

## EXPERIENCE

Mr. Chvosta is a project engineer for transportation and municipal projects, with expertise in roadway design under the WisDOT design process.

## RECENT PROJECTS

### CTH C - Washington County

Project Engineer for the rehabilitation of 3 miles of CTH C in Washington County. The project consists of a combination of pulverizing and repaving the existing pavement structure in some areas and reconstruct of the pavement structure in other areas. Project responsibilities include evaluation of substandard features throughout the project, preliminary and final roadway design, utility coordination, and preparation of special provisions and bid documents.

### Pioneer Road · City of Mequon

Project Engineer for a locally let 2 mile long rehabilitation in accordance with WisDOT 3R standards. Project responsibilities include preliminary and final roadway and drainage design, plan preparation, utility coordination, and preparation of plans and specs.

### Kiel Road & Johnsborg Road · Fond du Lac County

Project Engineer for the rehabilitation and reconstruction of 2 miles of Kiel Road and 2.2 miles of Johnsborg Road in Fond du Lac County. Both projects were locally let TRIP funded projects that were driven by safety improvements relating to correcting inadequate sight distance and substandard lane and shoulder widths along the project corridors. The design included pulverizing the pavement structure, revising the profile at several locations to achieve increased sight distance, extending/replacing existing culverts as warranted, and flattening of steep slopes. Kiel Road was constructed in 2009 and Johnsborg Road in 2013.

### Miscellaneous Roadway Improvement Projects · Port Washington

Project Engineer for various roadway projects in the City of Port Washington, including North Spring Street, Sunset Road, Division Street, Chestnut Street, Wisconsin Avenue, and Portview Drive. Project responsibilities include preliminary and final roadway and drainage design, review and design of storm sewer and sanitary sewer structures, design of water main replacement, utility coordination, and preparation of plans and specs.

### Miscellaneous Roadway Improvement Projects · Jackson

Project Engineer for various roadway projects in the Village of Jackson, including Living Word Lane, Parkside Subdivision, Rosewood Lane, Green Valley Mobile Home Development, and Delaney Court. Project responsibilities include preliminary and final roadway and drainage design, utility coordination, agency coordination, and preparation of plans and specs.

### Miscellaneous Roadway Improvement Projects · Grafton

Project Engineer for various roadway projects in the Village of Grafton, including 0.75 miles of reconstruct of Falls Road and 0.34 miles of reconstruct of Port Washington Road. Project responsibilities included overseeing the preliminary and final roadway and utility design, utility coordination, and preparation of plans and specs.





**Brian Rogers, PE**  
Design Engineer

**EDUCATION**

BS Civil Engineering  
UW-Platteville

**REGISTRATION**

Professional Engineer  
State of Wisconsin

**YEARS WITH  
GREMMER**

5 years

**EXPERIENCE**

Mr. Rogers is a design engineer for transportation and municipal projects as well as a project engineer for construction of transportation and municipal projects.

**RECENT PROJECTS**

**Pioneer Road · City of Mequon**

Design Engineer for a 2 mile long rehabilitation in accordance with WisDOT 3R standards. Project responsibilities include preliminary and final roadway and drainage design, plan preparation, utility coordination, and preparation of plans and specs.

**Port Washington Road · Village of Grafton**

Design Engineer for a 0.34 mile long urban reconstruct of CTH W (Port Washington Road) in the Village of Grafton. The project included the conversion of a two lane rural section to a four lane divided roadway. The project included the design of an urban divided roadway, curb & gutter, sidewalk, shared use path, sanitary sewer, water main, storm sewer and traffic control. The project was driven by a proposed Meijer store development adjacent to the project and included extensive coordination with the Village of Grafton, Ozaukee County, Meijer representatives and utility companies to schedule the roadway, site and utility relocation construction. Project responsibilities include preliminary and final roadway design, storm sewer, sanitary sewer, water main, and preparation of plans and specs.

**CTH D & CTH LL - Ozaukee County**

Design Engineer and Construction Inspection Project Lead for the reconstruction of the CTH D and CTH LL intersection project in Ozaukee County. Project responsibilities included preliminary and final roadway and drainage design for a concrete pavement intersection with additional safety improvements including converting the intersection to a four way stop. The project involved coordination with an adjacent truck stop to ensure traffic would be maintained during construction.

**Falls Road · Village of Grafton**

Design Engineer for a 0.75 mile long urban reconstruct of Falls Road in the Village of Grafton. The project included the conversion of Falls Road from a rural to urban roadway section. The project included the design of an urban asphalt roadway, curb & gutter, sidewalk, shared use path, sanitary sewer, water main, and storm sewer. Project responsibilities included preliminary and final roadway design, storm sewer, sanitary sewer, water main, utility coordination, agency coordination and preparation of plans and specs.

**Kiel Road | Town of Calumet**

Assistant Design Engineer for reconstruction of 2.0 miles of rural Kiel Road in the Town of Calumet. The design included pulverizing the pavement structure, revising the profile at several locations to achieve increased sight distance, extending/replacing existing culverts as warranted, and flattening of steep slopes. Project responsibilities included preliminary roadway design.





Andrew Klemp, PE  
Project Engineer

**EDUCATION**

BS Civil Engineering  
UW-Madison

MS Civil Engineering  
Hydrology/Hydraulics  
UW-Madison

**REGISTRATION**

Professional Engineer  
State of Wisconsin

**PROFESSIONAL SOCIETIES**

American Society of  
Civil Engineers

**PREVIOUS EMPLOYMENT**

Earth Tech, Inc.  
Milwaukee, WI

WisDOT Bridge Office  
Madison, WI

WDNR Water  
Regulation & Zoning  
Madison, WI

**YEARS WITH GREMMER**

14 years

**EXPERIENCE**

Mr. Klemp is a project engineer for transportation related projects with an expertise in water resources. Mr. Klemp rejoined the company in 2001 and has provided bridge design and water resources services for municipal and WisDOT projects. His expertise in stormwater management and hydraulic evaluation of conveyance structures is extremely important during the preliminary design phase for both new and replacement structures. His work experience with WDNR and WisDOT Bridge Office allows for open communication with the approving agencies.

**RECENT PROJECTS**

**Pioneer Road and Wasaukee Road · City of Mequon**

Lead Stormwater and Drainage Engineer for the rehabilitation and reconstruction of the Pioneer Road and Wasaukee Road projects in the City of Mequon. Project responsibilities included preliminary and final drainage design, MMSD chapter 13 stormwater compliance, and DNR and US Army Corps of Engineers permitting.

**CTH VV / Pioneer Road · Fond du Lac County**

Lead Stormwater and Drainage Engineer for the reconstruction of 0.65 miles of CTH VV (Pioneer Road) in the City of Fond du Lac. The project included the replacement of an existing at-grade crossing with the CN Railroad with a new RR structure carrying the CN Railroad over Pioneer Road. A 4-lane urban divided roadway section replaced the existing 2-lane rural roadway. Roundabouts replaced existing traffic signal controlled intersections at two intersections. The project also included replacement of a stream crossing structure over the Fond du Lac River and a 10' shared use path adjacent to the project. Project responsibilities included preliminary and final drainage design, MMSD chapter 13 stormwater compliance, and DNR and US Army Corps of Engineers permitting.

**USH 41 Expansion · Winnebago County**

Two project segments consist of the expansion of USH 41 from a 4-lane facility to a 6-lane facility, for a 4-mile and 7-mile stretch of USH 41 from Witzel Avenue in Oshkosh to Fountain Avenue in Neenah, Winnebago County. Major tasks included stormwater management, drainage design, and erosion control design which complied with Trans401. Specific tasks included design and analysis of stormwater ponds, storm sewer, and large conveyance structures through the expressway and interchanges. The drainage analysis and design provided solutions for long-term drainage, and critical solutions for the staged construction of this major highway corridor.

**CTH H · Washington County**

Lead Drainage Engineer for the design of the reconstruction of 2.5 miles of CTH H, from STH 144 to the Milwaukee River in Washington County. Project responsibilities included preliminary and final drainage design, structure hydraulics and preliminary structure sizing for 6 significant drainage structures, and lead the DNR Trans 207 permitting for the proposed box culvert replacements.





## Jay Panetti, RLS Project Surveyor

### EDUCATION

Associate Degree in  
Civil Engineering  
Technology  
Moraine Park  
Technical College

### REGISTRATION

Registered Land  
Surveyor  
State of Wisconsin

### YEARS WITH GREMMER

15 years

### EXPERIENCE

Mr. Panetti is a registered Land Surveyor with 15 years of experience in surveying and preparing right-of-way plats for transportation and municipal projects. He is the Survey Coordinator for Gremmer's Fond du Lac Office, and is responsible for setting horizontal and vertical control, completing topographic and utility surveys, determining existing right-of-way, and preparing right-of-way plats for all transportation projects out of the Fond du Lac office. Mr. Panetti utilizes Trimble total station and GPS (model R8) survey equipment to complete his various survey and plat tasks.

### RECENT PROJECTS

#### CTH VV • Fond du Lac County

Project Surveyor for the reconstruction of 0.65 miles of CTH VV (Pioneer Road) in the City of Fond du Lac. The project includes the replacement of an existing at-grade crossing with the CN Railroad with a new 106' long, 2-span, steel plate girder structure carrying the CN Railroad over Pioneer Road. The new RR structure will be constructed on an offset alignment 24' west of the existing RR tracks. The project also includes replacement of a stream crossing structure over the Fond du Lac River and a 10' shared use path adjacent to the project. Project responsibilities include survey and right-of-way plat preparation for the project.

#### USH 41 • Winnebago County

Survey assistant for the expansion of USH 41 from a 4-lane facility to a 6-lane facility, for a 4-mile stretch of USH 41 from Witzel Avenue to Fountain Avenue in Oshkosh, Winnebago County, including the replacement of two interchanges and the expansion of the bridges/causeways over Lake Butte des Morts. The project consisted of a control network ranging over 6 miles and a 50-sheet right-of-way plat consisting of 146 parcels, included numerous total parcel takes. The USH 41 project included delivering the survey and alignment data to WisDOT in SDMS format. Project responsibilities include control, topographic, drainage and utility survey for the project.

#### Pioneer Road and Wasaukee Road • City of Mequon

Project Surveyor for both rehabilitation projects in the City of Mequon. Project responsibilities include topographic survey and right-of-way plat preparation.

#### Miscellaneous Roadway Improvement Projects • Port Washington

Project Surveyor for various roadway projects in the City of Port Washington, including North Spring Street, Sunset Road, Division Street, Chestnut Street, Wisconsin Avenue, and Portview Drive. Project responsibilities include horizontal and vertical control, topographic survey, right-of-way survey, construction staking and as-built survey.

#### Miscellaneous Roadway Improvement Projects • Jackson

Project Surveyor for various roadway projects in the Village of Jackson, including Living Word Lane, Parkside Subdivision, Rosewood Lane, Green Valley Mobile Home Development, and Delaney Court. Project responsibilities include horizontal and vertical control, topographic survey, right-of-way survey, construction staking and as-built survey.



## SIMILAR PROJECTS



### Pioneer Road (Wasaukee Road – Davis Road) City of Mequon, Ozaukee County

**Owner:** City of Mequon  
**Prime Contractor:** Musson Brothers, Inc.  
**Project Manager:** Tom Lanser, PE  
**Project Engineer:** Jeff Chvosta, PE  
**Contact Person:** Kristen Lundeen  
Acting Director of Public Works  
(262) 233-2937



#### Description

The proposed project consisted of a 2 mile long rural rehabilitation of Pioneer Road from Wasaukee Road to Davis Road. The project was partially funded through WisDOT's Municipal Street Discretionary Improvement Program (MSIP-D), so the project was designed to WisDOT "3R" standards. The project was administered and let by the City of Mequon, then turned over to Ozaukee County via a jurisdictional transfer.

This segment of Pioneer Road is classified as a minor arterial and has an average traffic volume of 3,300 to 4,000 vehicles per day which is the highest ADT of any east-west arterial road under the City's jurisdiction west of Wauwatosa Road. The road also receives a significant amount of truck traffic (over 18% of vehicles are larger than passenger cars). The roadway was in need of repair and had been experiencing some severe rutting in the wheel paths.



**Existing Roadway**

As part of the funding requirements, the roadway was improved to meet WisDOT's "3R" requirements for lane and paved shoulder widths. The existing roadway typical section consisted of a traveled way of 22' and 3' gravel shoulders. The proposed roadway typical section consists of 22' of traveled way and 6' shoulders (4' paved and 2' gravel). This improvement was the minimum typical section allowed to meet WisDOT "3R" standards, and also meets Ozaukee County's typical section requirements.

This project also included the following improvements:

1. Intersection improvements at Wasaukee Road, Granville Road and Davis Road. The redesign of the Granville Road intersection is especially significant due to the recent fatal accident at this intersection.
2. Flattening or shielding of steep slopes within the clear zone of the roadway. All existing slopes steeper than 3:1 were flattened or shielded with beam guard. Proposed slopes were designed with a desirable slope of 4:1, with a minimum of a 3:1 slope in environmentally sensitive areas and areas of tight right-of-way constraints.
3. All culverts were replaced.
4. Designed to be in compliance with MMSD requirements.



### CTH M (Rosendale Dairy Farm – North County Line) Fond du Lac County

**Owner:** Fond du Lac County Highway Dept.  
**Designer:** Gremmer & Associates  
**Project Manager:** Tom Lanser, PE  
**Project Engineer:** Jeff Chvosta, PE  
**Contact Person:** Tom Janke  
Highway Commissioner  
(920) 929-3488



#### Description

The proposed project consisted of a 2 mile long rural rehabilitation of CTH M from the Rosendale Dairy Farm to the North County Line. This segment of CTH M is classified as a minor collector and has an average traffic volume of 1,300 vehicles per day. The project is funded with a combination of Fond du Lac County funds and CHIP-D funds.

The project consists of a combination of pulverizing and repaving the existing pavement structure in some areas and reconstruct of the pavement structure in other areas. The roadway cross section will be widened



from a 22' traveled way with 3' to 6' gravel shoulders to a 24' traveled way with 6' shoulders (3' paved and 3' gravel). The design scope included an evaluation of substandard features throughout the project. This evaluation resulted in several horizontal and vertical curves that were substandard for the 55 mph posted speed.

Gremmer & Associates compiled a matrix showing the impacts and related costs for the substandard features, and facilitated discussion with Fond du Lac County concerning the preferred solution. This ultimately resulted in several reconstruct areas to flatten two horizontal curves and several vertical curves. The remainder of the project involved a

pulverize and repave improvement.

The project also included the following improvements:

1. Flattening or shielding of steep slopes within the clear zone of the roadway. All existing slopes steeper than 3:1 were flattened. Proposed slopes were designed with a desirable slope of 4:1, with a minimum of a 3:1 slope in environmentally sensitive areas and areas of tight right-of-way constraints.
2. Replacement or extension of 6 cross culverts throughout the project, including three "major" culvert replacements that required detailed hydraulic modeling and a Trans207 submittal to DNR.
3. Intersection improvements and turn lanes/bypass lanes at the Rosendale Dairy Farm entrances.

The project is currently under construction.



### CTH H (STH 144 – Milwaukee River) Washington County

**Owner:** Washington County Highway Dept.  
**Prime Contractor:** Wondra Construction, Inc.  
**Project Manager:** Tom Lanser, PE  
**Project Engineer:** Jeff Chvosta, PE  
**Contact Person:** Tom Wondra  
Highway Commissioner  
(262) 335-4437

#### Description

The CTH H reconstruction project was designed to address operational deficiencies in the existing corridor from STH 144 to the Milwaukee River in Washington County. The project served to correct the existing deteriorated pavement structure, narrow pavement and shoulders, substandard vertical alignment as well as substandard vision corners at many intersections. Additionally, the existing roadway featured constant drainage problems due to undersized structures, poorly graded ditches, and existing topography.

Gremmer & Associates delivered a project design to Washington County that accounted for each of the problems of the existing roadway. The CTH H project addressed 14 existing substandard vertical curves throughout the 2.75 mile project and featured significant upgrades to the drainage of the reconstructed roadway. Areas of curb and gutter, culvert pipe, stream relocations, and six precast box culverts drastically improved drainage over the existing drainage features.

Coordination with the WDNR and ACOE was critical for the project due to the filling of wetlands and the creation of a mitigation site to offset the impacts.



The CTH H project created an improved roadway section by utilizing combinations of marsh excavation, geogrid reinforcement, excavation below subgrade, and 3" Base Aggregate to widen and reconstruct the roadway to Washington County's standards.

The project was designed between 2008 and 2010, and was constructed in 2011, under the observation of Gremmer & Associates construction staff.



## SIMILAR PROJECTS



### **Kiel Road & Johnsburg Road Fond du Lac County**

**Owner:** Town of Calumet  
**Designer:** Gremmer & Associates  
**Project Manager:** Tom Lanser, PE  
**Project Engineer:** Jeff Chvosta, PE  
**Contact Person:** Bruce Peterson  
Former Town Chairman  
(920) 948-4088



#### **Description**

The projects consisted of a 1.8 mile long rural rehabilitation of Kiel Road from CTH G to Dorn Road and a 2.3 mile long rural rehabilitation of Johnsburg Road from USH 151 to CTH W in the Town of Calumet. Both projects were funded with TRIP funds.

The projects consisted of pulverizing, widening, and repaving the existing pavement structure within the existing right-of-way throughout the entire project. In addition, the project included an evaluation of substandard features throughout the project, and resulted in flattening of steep side slopes and extension of cross culverts at select locations along the project. The Johnsburg Road project included the removal of an adjacent rock outcropping adjacent to the existing roadway to improve the sight distance and provide an adequate clear zone. The projects were constructed in 2008 and 2013.

### **CTH E (CTH A – Industrial Drive) Dodge County**

**Owner:** Dodge County Highway Dept.  
**Designer:** Gremmer & Associates  
**Project Manager:** Tom Lanser, PE  
**Project Engineer:** Jeff Chvosta, PE  
**Contact Person:** Pete Thompson  
Assistant Highway Commissioner  
(920) 386-3655



#### **Description**

The proposed project consists of a 5.5 mile long rural rehabilitation of CTH E from CTH A to Industrial Drive in Dodge County. This segment of CTH E is classified as a major collector and has an average traffic volume of 3,700 to 4,800 vehicles per day. The project is funded with WisDOT STP-Rural funds, therefore will have WisDOT oversight.

The project consists of rehabilitating the existing pavement structure within the top limits of the shoulder throughout the entire project. Both an asphalt and concrete overlay option is being evaluated. In addition, the project includes addressing substandard features throughout the project, including flattening of steep side slopes and extension of cross culverts at select locations along the project. The project is currently under design, with construction currently scheduled for 2014.



**Project ID 2696-00-02**  
**CTH O (Cedar Creek Road – Cedar Sauk Road)**  
**Ozaukee County**

**Owner:** Ozaukee County Highway Dept.  
**Prime Contractor:** Stark Asphalt  
**Project Manager:** Tom Lanser, PE  
**Project Engineer:** Ben Oitzinger, PE  
**Contact Person:** Stan Lukasz, PE  
DAAR Engineering, Inc.  
WisDOT Southeast Region LPMC  
(414) 935-4360



### Description

The proposed project consisted of a pavement replacement of a 2.2 mile section of CTH O (North Green Bay Road) in the Town of Grafton, Ozaukee County. CTH O serves as a critical north and south thoroughfare between the Village of Grafton and the Village of Saukville.

The project was scoped as a simple mill and resurface project, however in order to meet 3RA3 standards, there were numerous areas of grading and re-ditching to flatten steep slopes, as well as over 1000' of beam guard installation directly adjacent to the Milwaukee River. Because of this, close coordination with the DNR was necessary to receive the environmental permits for the project in an accelerated timeframe.

The CTH O project was part of the Stage 1 ARRA selection and included an extremely fast tracked schedule. Authorization to Proceed on the project was given on July 16, 2009. Although the Stage 1 ARRA projects were supposed to be "shovel ready", the design for this project had not started yet. We were able to survey the project, complete the preliminary and final design, receive approval on the Environmental Document, Pavement Design Report, Traffic Management Plan, and Design Study Report, and deliver the final PS&E for the project on scheduled to WisDOT **within 4.5 months**. The project was constructed in 2010.

In addition the project was required to satisfy the WisDOT bike accommodations policies, required coordination with multiple utilities including a compensable utility relocation, and required working with Ozaukee County to obtain several construction permits for the project.

**From:** Stan Lukasz [stan.lukasz@daarengineering.com]  
**Sent:** Tuesday, September 22, 2009 6:58 PM  
**To:** Thomas Lanser  
**Cc:** bdreblow@co.ozaukee.wi.us; Roselle, Jason - DOT  
**Subject:** FW: 2696-00-02 ARRA PTSR Review  
**Attachments:** 2696-00-02 PTSR Review.pdf; ARRA ID 2696-00-02 CTH O PTSR Approval Form.pdf

Tom, nice to have reports come in right the first time. Makes my job easy in this crazy time of ARRA. Great job!

Stan Lukasz, P.E.  
Program Manager - SE Local Program, Management Consultant (MC)  
**DAAR Engineering, Inc.**



# PROPOSAL COST



Task	Description	Cost
Task 1	Survey	\$12,000
Task 2	Design Alternative Analysis	
	A. 28' wide cross section – 11' wide driving lanes, 2' paved shoulders and 2' gravel shoulders	\$4,500
	B. 30' wide cross section – 11' wide driving lanes, 4' paved shoulders and 2' gravel shoulders	\$4,500
	C. 30' wide cross section as identified in Task 1B, with a 6' sidewalk along the south side of the road	\$2,000
	D. 28' wide cross section as identified in Task 1A, with a 10' off road bicycle path along the south side of the road	\$2,000
Task 3	Plan Design	\$12,000
Task 4	Preparation of Plans and Specifications	\$11,300
Task 5	Agency Approvals and Utility Coordination	\$10,000
Task 6	Bidding Assistance	\$1,500
Task 7A	Design Meetings	\$2,500
Task 7B	Public Information Meeting	\$2,500
Task 8	Construction Staking	\$9,800*
<b>TOTAL</b>		<b>\$74,600</b>

\*Task 8 shall be billed on a time and material basis. Cost shown is an estimate based on the following assumptions:

- 500 feet of storm sewer and 10 structures
- 10 cross culverts and 30 driveway culverts
- 1,000 feet of curb and gutter/intersection radii
- 5,425 feet of slope staking (both sides of roadway)
- 1,000 feet of red top stakes



**ADDITIONAL PROJECT DESIGN COSTS (NOT INCLUDED IN PROPOSAL COSTS)**

The following items have not been included in the proposal tasks listed in the table above, and shall be considered extra services.

1. Historical/archaeological field reconnaissance/investigations.
2. Geotechnical investigation.
3. Hazardous material investigation.
4. Wetland delineation (scope assumes SEWRPC will complete the wetland delineation).
5. On-site/near site search for potential mitigation sites or wetland mitigation design (conceptual or final).
6. Post construction stormwater standards for WDNR or local municipalities/counties.
7. Detailed culvert hydraulics for driveway culverts.
8. Coordination/permitting for navigable stream crossings.
9. Coordination/permitting for local municipalities/counties.
10. Pavement design.
11. Structure/box culvert design.
12. Lighting.
13. Sanitary sewer and/or water main relocations (scope assumes manhole adjustments only).
14. Plan and profile sheets.
15. Full ditch profiles.
16. Providing offsets at bottom of ditch, slope intercept, and right-of-way.
17. Providing elevations at centerline, bottom of ditch, and culvert inverts.
18. Detour plan or staging plan (scope assumes roadway will be closed to through traffic during construction).
19. Right-of-way plat or easements.
20. Railroad coordination.
21. Permitting/review fees.
22. Construction observation.





# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b> Finance & Public Works								
<b>ITEM DESCRIPTION:</b> Establishing Unit Price for Mulch Sale								
<b>PREPARED BY:</b> Matthew S. Maederer, Director of Public Works								
<b>REPORT DATE:</b> October 31, 2013								
<b>MANAGER'S REVIEW/COMMENTS:</b> <input type="checkbox"/> No additional comments to this report. <input type="checkbox"/> See additional comments attached.								
<b>RECOMMENDATION:</b> Approval of Unit Price for Mulch Sale								
<b>EXPLANATION:</b> DPW has excess mulch this year after the tub-grinding operation of the summer brush pile was completed. In recent past years the DPW usually has approximately 100 CY of excess mulch. The excess mulch is used each spring and spread throughout the Village in planter beds and around street trees/median trees. The excess mulch is also available for residents.								
<b><u>Current Mulch Rates for Residents:</u></b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="padding: 5px;">Activity</th> <th style="padding: 5px;">Rate</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Resident Pick-Up at Recycling Center</td> <td style="padding: 5px;">FREE</td> </tr> <tr> <td style="padding: 5px;">3 CY Delivery by DPW</td> <td style="padding: 5px;">\$55*</td> </tr> <tr> <td style="padding: 5px;">5 CY Delivery by DPW</td> <td style="padding: 5px;">\$65*</td> </tr> </tbody> </table>	Activity	Rate	Resident Pick-Up at Recycling Center	FREE	3 CY Delivery by DPW	\$55*	5 CY Delivery by DPW	\$65*
Activity	Rate							
Resident Pick-Up at Recycling Center	FREE							
3 CY Delivery by DPW	\$55*							
5 CY Delivery by DPW	\$65*							
<p>*DPW charges residents for delivery of mulch to cover labor and equipment costs</p> <p>This year DPW has approximately an additional 600 CY of mulch after the tub-grinding operation was completed. DPW hauled the normal 100 CY excess mulch to the Village "out-lot" on N. 55<sup>th</sup> Street &amp; W. Beaver Creek Parkway for use next spring. The additional excess (approx. 600 CY) is currently being stored in the DPW Recycling Center yard.</p> <p>DPW is looking to get rid of the excess mulch pile to make room for brush in the Recycling Center yard. DPW has received inquiries from several contractors (one being the landscaping contractor, Cedarburg Landscaping, for the Original Village project) who are interested in purchasing the mulch.</p>								

I checked local mulch suppliers for pricing comparisons.

<b>Supplier</b>	<b>Unit Price</b>
M&M Tree Service (8844 W Calumet Rd Milwaukee, WI 53224)	\$14/CY
Woodland Contractors (21052 W Good Hope Rd Lannon, WI 53046)	\$10/CY

DPW is looking to establish a unit price for mulch sales. The recommended unit price is **\$8/CY**.

DPW's main objective is in removing the excess mulch pile from the Recycling Center yard to make room for brush drop-off. Since there are interested contractors in purchasing the mulch at \$8/CY DPW is proposing to sell the excess to help cover the cost of the tub-grinding operation. This year the tub-grinding operation cost \$4,555. If DPW is able to sell all of the excess mulch (approx. 600 CY) at \$8/CY the net proceeds would total \$4,800 which would more than cover the cost of the tub-grinding operation.

**Summary**

Tub-Grinding Operation = \$4,555

Sale of Excess Mulch (\$8/CY X 600 CY) = \$4,800



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b> Finance & Public Works																					
<b>ITEM DESCRIPTION:</b> Recycling Center change in hours of operation																					
<b>PREPARED BY:</b> Matthew S. Maederer, Director of Public Works																					
<b>REPORT DATE:</b> October 31, 2013																					
<b>MANAGER'S REVIEW/COMMENTS:</b> <input type="checkbox"/> No additional comments to this report. <input type="checkbox"/> See additional comments attached.																					
<b>RECOMMENDATION:</b> Approval for change in Recycling Center hours of operation																					
<b>EXPLANATION:</b> Due to observed usage and safety concerns with daylight hours the DPW staff is recommending a change in the hours of operation for the Recycling Center.  <b><u>Existing Hours of Operation</u></b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Time of Year</th> <th style="padding: 5px;">Days</th> <th style="padding: 5px;">Time</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">April 1<sup>st</sup> thru November 30<sup>th</sup></td> <td style="padding: 5px;">Tuesdays &amp; Thursdays</td> <td style="padding: 5px;">12:00pm to 7:50pm</td> </tr> <tr> <td style="padding: 5px;">Year Round</td> <td style="padding: 5px;">Saturdays</td> <td style="padding: 5px;">10:00am to 5:50pm</td> </tr> </tbody> </table> <p style="padding: 5px;">Staff is proposing the following changes due to the observed low usage between 7pm and 7:50pm on Tuesdays and Thursdays and also the lack of sufficient lighting in the evening hours during the winter months.</p> <b><u>Proposed Hours of Operation</u></b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Time of Year</th> <th style="padding: 5px;">Days</th> <th style="padding: 5px;">Time</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">April 1<sup>st</sup> to September 30<sup>th</sup></td> <td style="padding: 5px;">Tuesdays &amp; Thursdays</td> <td style="padding: 5px;">12:00pm to 7:00pm*</td> </tr> <tr> <td style="padding: 5px;">October 1<sup>st</sup> to November 30<sup>th</sup></td> <td style="padding: 5px;">Tuesdays &amp; Thursdays</td> <td style="padding: 5px;">12:00pm to 6:00pm**</td> </tr> <tr> <td style="padding: 5px;">Year Round</td> <td style="padding: 5px;">Saturdays</td> <td style="padding: 5px;">10:00am to 4:00pm***</td> </tr> </tbody> </table> <p style="padding: 5px;">*Change is due to low observed usage  **Change is due to the lack of sufficient lighting (daylight)  ***Change is due to low observed usage and lack of sufficient lighting (daylight) during the winter months</p>	Time of Year	Days	Time	April 1 <sup>st</sup> thru November 30 <sup>th</sup>	Tuesdays & Thursdays	12:00pm to 7:50pm	Year Round	Saturdays	10:00am to 5:50pm	Time of Year	Days	Time	April 1 <sup>st</sup> to September 30 <sup>th</sup>	Tuesdays & Thursdays	12:00pm to 7:00pm*	October 1 <sup>st</sup> to November 30 <sup>th</sup>	Tuesdays & Thursdays	12:00pm to 6:00pm**	Year Round	Saturdays	10:00am to 4:00pm***
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Year Round	Saturdays	10:00am to 4:00pm***																			

The change in hours also will save the Village on cost. In 2014 a recycling attendant is scheduled to make \$8.46/hour.

**Cost Savings**

<b>Time of Year</b>	<b>Days</b>	<b>Time Savings</b>	<b>Wage Savings</b>
April 1 <sup>st</sup> to September 30 <sup>th</sup>	Tuesdays & Thursdays	1-hour/day	\$16.46
October 1 <sup>st</sup> to November 30 <sup>th</sup>	Tuesdays & Thursdays	2-hours/day	\$33.84
Year Round	Saturdays	2-hours	\$16.92

April 1<sup>st</sup> to September 30<sup>th</sup> the expected savings is 104-hours and \$879.84  
 October 1<sup>st</sup> to November 30<sup>th</sup> the expected savings is 52-hours and \$439.92  
December 1<sup>st</sup> to March 30<sup>th</sup> the expected savings is 34-hours and \$287.64  
**Expected Annual Savings is 190-hours and \$1,607.40**



# REQUEST FOR CONSIDERATION

<b>COMMITTEE:</b>	Finance/Public Works Committee
<b>ITEM DESCRIPTION:</b>	September 2013 Financial Report
<b>PREPARED BY:</b>	Susan L Hudson, Treasurer / Comptroller 
<b>REPORT DATE:</b>	October 31, 2013
<b>MANAGER'S REVIEW/COMMENTS:</b>	<input checked="" type="checkbox"/> No additional comments to this report. <input type="checkbox"/> See additional comments attached.
<b>RECOMMENDATION:</b>	For Information Purposes
<b>EXPLANATION:</b>	<p>Attached is the Revenue and Expenditure Report as of September 30, 2013.</p> <p>Columns one and two compare activity for September 2012 and September 2013. Column three is the YTD balance as of September 30, 2013 Column four is 2013 Budget Amount Column five is Available Balance Column six is percentage of Budget used</p> <p>Here are the top five Financial Highlights from the month of September 2013:</p> <ol style="list-style-type: none"><li>1. Property tax revenue is completed due to the August settlement and the Village has been made whole.</li><li>2. Total general fund expenditures are at 76.18% of the total budget.</li><li>3. To date the general fund revenues exceed general fund expenditures by \$1,443,641.98</li><li>4. Total Revenues - All Funds received 88.72%</li><li>5. Total Expenditures – All Funds spent 77.86%</li></ol> <p>Please feel free to contact me if you have any questions or concerns.</p>

PERIOD ENDING 09/30/2013  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 010 - General Fund							
Revenues							
Dept 000-11-TAXES							
010-000-11-4-00-10	General Property Taxes	0.00	0.00	6,142,797.80	6,142,800.00	2.20	100.00
Total Dept 000-11-TAXES		0.00	0.00	6,142,797.80	6,142,800.00	2.20	100.00
Dept 000-12-TAXES							
010-000-12-4-00-10	Hotel Room Taxes	42,918.51	52,205.75	359,162.16	494,400.00	135,237.84	72.65
Total Dept 000-12-TAXES		42,918.51	52,205.75	359,162.16	494,400.00	135,237.84	72.65
Dept 000-13-TAXES							
010-000-13-4-00-10	Payments In Lieu of Taxes	0.00	0.00	1,000.00	255,438.95	254,438.95	0.39
Total Dept 000-13-TAXES		0.00	0.00	1,000.00	255,438.95	254,438.95	0.39
Dept 000-34-STATE SHARED REVENUE							
010-000-34-4-00-10	Shared Revenue	0.00	0.00	28,278.74	188,524.00	160,245.26	15.00
010-000-34-4-00-20	Fire Dues	0.00	0.00	32,738.80	34,883.00	2,144.20	93.85
010-000-34-4-00-30	Computer Exemptions	0.00	0.00	547,708.00	471,800.00	(75,908.00)	116.09
010-000-34-4-00-40	Expenditure Restraint	0.00	0.00	237,093.95	237,093.00	(0.95)	100.00
Total Dept 000-34-STATE SHARED REVENUE		0.00	0.00	845,819.49	932,300.00	86,480.51	90.72
Dept 000-35-STATE GRANTS							
010-000-35-4-20-00	Public Safety	0.00	0.00	4,800.00	4,000.00	(800.00)	120.00
010-000-35-4-30-10	Transportation Aids	0.00	0.00	299,745.81	399,895.00	100,149.19	74.96
Total Dept 000-35-STATE GRANTS		0.00	0.00	304,545.81	403,895.00	99,349.19	75.40
Dept 000-41-LICENSES & PERMITS							
010-000-41-4-10-10	Liquor & Malt Beverage	15.00	600.00	12,000.00	10,900.00	(1,100.00)	110.09
010-000-41-4-20-10	Bartender	280.00	490.00	4,575.00	4,700.00	125.00	97.34
010-000-41-4-20-15	Cigarette	0.00	0.00	450.00	450.00	0.00	100.00
010-000-41-4-20-20	Soda Water	0.00	0.00	1,470.00	1,500.00	30.00	98.00
010-000-41-4-20-30	Peddling & Other	235.00	15.00	5,015.00	6,500.00	1,485.00	77.15
010-000-41-4-20-40	Cable Franchise Fees	0.00	0.00	95,815.37	182,000.00	86,184.63	52.65
010-000-41-4-20-50	Electrical	(50.00)	0.00	(25.00)	5,700.00	5,725.00	(0.44)
Total Dept 000-41-LICENSES & PERMITS		480.00	1,105.00	119,300.37	211,750.00	92,449.63	56.34
Dept 000-42							
010-000-42-4-00-10	Bicycle	0.00	0.00	418.65	20.00	(398.65)	2,093.25
010-000-42-4-00-20	Dog/Cat Licenses	636.08	65.40	5,913.48	6,500.00	586.52	90.98

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 010 - General Fund							
Revenues							
Total Dept 000-42		636.08	65.40	6,332.13	6,520.00	187.87	97.12
Dept 000-43-INSPECTION PERMITS							
010-000-43-4-00-10	Building	3,865.44	(12,803.00)	78,717.57	58,000.00	(20,717.57)	135.72
010-000-43-4-00-20	Electrical	6,024.40	1,422.00	18,431.00	20,000.00	1,569.00	92.16
010-000-43-4-00-30	Plumbing	0.00	342.00	10,187.90	11,000.00	812.10	92.62
010-000-43-4-00-40	Heating & A/C	13,888.00	768.00	11,760.80	17,000.00	5,239.20	69.18
Total Dept 000-43-INSPECTION PERMITS		23,777.84	(10,271.00)	119,097.27	106,000.00	(13,097.27)	112.36
Dept 000-44-ZONING PERMITS & FEES							
010-000-44-4-00-10	Zoning Application Fees	50.00	1,950.00	6,350.00	4,500.00	(1,850.00)	141.11
010-000-44-4-00-20	Board of Appeals	0.00	0.00	350.00	250.00	(100.00)	140.00
010-000-44-4-00-30	Building Board Fee	0.00	1,500.00	1,500.00	1,000.00	(500.00)	150.00
Total Dept 000-44-ZONING PERMITS & FEES		50.00	3,450.00	8,200.00	5,750.00	(2,450.00)	142.61
Dept 000-49-OTHER PERMITS							
010-000-49-4-20-10	Compliance Certificates	0.00	18,300.00	18,150.00	12,000.00	(6,150.00)	151.25
010-000-49-4-20-20	Miscellaneous Permits	330.00	(1,320.00)	585.00	2,000.00	1,415.00	29.25
010-000-49-4-30-10	Culvert Permits	0.00	0.00	0.00	50.00	50.00	0.00
010-000-49-4-30-20	R-O-W Permits	0.00	10,481.50	16,944.10	10,000.00	(6,944.10)	169.44
Total Dept 000-49-OTHER PERMITS		330.00	27,461.50	35,679.10	24,050.00	(11,629.10)	148.35
Dept 000-51-DUE FROM OTHER FUNDS							
010-000-51-4-00-10	Court Fines & Penalties	(259.30)	11,475.40	143,178.00	200,000.00	56,822.00	71.59
010-000-51-4-00-11	Parking Fees	3,495.00	3,095.50	34,874.58	70,000.00	35,125.42	49.82
Total Dept 000-51-DUE FROM OTHER FUNDS		3,235.70	14,570.90	178,052.58	270,000.00	91,947.42	65.95
Dept 000-61-PUBLIC CHARGES -ADMIN							
010-000-61-4-10-10	Photocopies	6.00	0.00	22.20	250.00	227.80	8.88
010-000-61-4-10-20	Property Information Certif	115.00	65.00	995.00	700.00	(295.00)	142.14
010-000-61-4-10-25	Prop Info Certificate-Reserved	50.00	30.00	440.00	450.00	10.00	97.78
010-000-61-4-10-30	Sale of Materials	10.00	10.00	40.00	0.00	(40.00)	100.00
Total Dept 000-61-PUBLIC CHARGES -ADMIN		181.00	105.00	1,497.20	1,400.00	(97.20)	106.94
Dept 000-62-INVENTORIES & PREPAIDS							
010-000-62-4-10-10	Photocopies	93.25	142.00	1,357.25	2,000.00	642.75	67.86
010-000-62-4-10-15	Alarm fees	510.00	0.00	6,820.00	3,500.00	(3,320.00)	194.86
010-000-62-4-10-30	Fingerprints/Misc	720.52	160.00	4,033.48	3,000.00	(1,033.48)	134.45
Total Dept 000-62-INVENTORIES & PREPAIDS		1,323.77	302.00	12,210.73	8,500.00	(3,710.73)	143.66

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Fund 010 - General Fund							
Revenues							
Dept 000-63-HWY/STREET MAINT. CHARGES							
010-000-63-4-00-10	Engineering Services	0.00	0.00	500.00	1,200.00	700.00	41.67
010-000-63-4-00-20	DPW Services	0.00	0.00	75.00	550.00	475.00	13.64
Total Dept 000-63-HWY/STREET MAINT. CHARGES		0.00	0.00	575.00	1,750.00	1,175.00	32.86
Dept 000-73-INTERGOVERNMENTAL CHARGES							
010-000-73-4-20-60	Municipal Range Usage Fees	0.00	0.00	0.00	1,800.00	1,800.00	0.00
010-000-73-4-50-50	Rent Income	0.00	0.00	39,021.00	39,021.00	0.00	100.00
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	0.00	39,021.00	40,821.00	1,800.00	95.59
Dept 000-74-INTERDEPARTMENTAL CHARGES							
010-000-74-4-10-10	TIF Administration	0.00	0.00	132,043.00	132,043.00	0.00	100.00
010-000-74-4-10-20	Engineering & Administration	0.00	0.00	99,386.00	99,386.00	0.00	100.00
010-000-74-4-10-30	Miscellaneous Charges	0.00	0.00	188,228.00	188,228.00	0.00	100.00
010-000-74-4-20-40	Street Lighting Admin	0.00	0.00	3,000.00	3,000.00	0.00	100.00
010-000-74-4-40-10	Admin, Labor & Benefits-SEWER	0.00	0.00	93,806.00	93,806.00	0.00	100.00
010-000-74-4-40-20	Equipment & Materials	0.00	0.00	0.00	5,000.00	5,000.00	0.00
010-000-74-4-41-10	Admin, Labor & Benefits-STORM	0.00	0.00	47,765.00	47,765.00	0.00	100.00
010-000-74-4-41-20	Equipment & Materials	0.00	0.00	0.00	7,280.00	7,280.00	0.00
010-000-74-4-42-10	Admin, Labor & Benefits-WATER	0.00	16,325.75	48,977.25	65,303.00	16,325.75	75.00
010-000-74-4-42-20	Equipment & Materials	0.00	0.00	0.00	350.00	350.00	0.00
010-000-74-4-43-10	Admin, Labor and Benefits	0.00	0.00	23,823.00	23,823.00	0.00	100.00
010-000-74-4-43-20	Equipment & Materials-RECYCLIN	0.00	0.00	0.00	8,500.00	8,500.00	0.00
Total Dept 000-74-INTERDEPARTMENTAL CHARGES		0.00	16,325.75	637,028.25	674,484.00	37,455.75	94.45
Dept 000-81-INTEREST INCOME							
010-000-81-4-00-10	Investment Interest	6,318.73	14,489.07	(18,880.27)	70,000.00	88,880.27	(26.97)
010-000-81-4-00-20	Interest-Delinquent Taxes	0.00	0.00	24,372.40	32,000.00	7,627.60	76.16
Total Dept 000-81-INTEREST INCOME		6,318.73	14,489.07	5,492.13	102,000.00	96,507.87	5.38
Dept 000-82-MISCELLANEOUS REVENUE							
010-000-82-4-00-10	Rent Income	1,520.88	760.44	6,083.52	9,125.00	3,041.48	66.67
010-000-82-4-00-20	Insurance Dividends	0.00	0.00	0.00	10,000.00	10,000.00	0.00
010-000-82-4-00-50	Miscellaneous Revenue	(2,891.49)	39.00	10,400.16	2,500.00	(7,900.16)	416.01
Total Dept 000-82-MISCELLANEOUS REVENUE		(1,370.61)	799.44	16,483.68	21,625.00	5,141.32	76.23
Dept 000-83-OTHER INCOME							
010-000-83-4-00-20	Advertising Sales	2,237.25	3,370.00	14,664.00	16,000.00	1,336.00	91.65
Total Dept 000-83-OTHER INCOME		2,237.25	3,370.00	14,664.00	16,000.00	1,336.00	91.65

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Fund 010 - General Fund							
Revenues							
Dept 000-93-TRANSFER FROM RESERVES							
010-000-93-4-00-10	Transfer from Reserves	0.00	0.00	0.00	5,000.00	5,000.00	0.00
Total Dept 000-93-TRANSFER FROM RESERVES		0.00	0.00	0.00	5,000.00	5,000.00	0.00
TOTAL Revenues		80,118.27	123,978.81	8,846,958.70	9,724,483.95	877,525.25	90.98
Expenditures							
Dept 000-00							
010-000-00-5-15-20	Group Insurance	(126.76)	(106.76)	(2,578.99)	0.00	2,578.99	100.00
Total Dept 000-00		(126.76)	(106.76)	(2,578.99)	0.00	2,578.99	100.00
Dept 110-11-VILLAGE BOARD							
010-110-11-5-10-10	Salaries/Wages	2,250.00	2,250.00	20,250.00	27,000.00	6,750.00	75.00
010-110-11-5-15-15	FICA	172.13	172.13	1,549.13	2,066.00	516.87	74.98
010-110-11-5-20-20	Professional Services	0.00	0.00	3,948.18	5,000.00	1,051.82	78.96
010-110-11-5-30-10	Office Supplies, Equip & Exp	0.00	0.00	26.14	300.00	273.86	8.71
010-110-11-5-45-10	Professional Memberships	0.00	0.00	0.00	3,405.00	3,405.00	0.00
010-110-11-5-45-30	Professional Training	0.00	0.00	20.00	1,000.00	980.00	2.00
Total Dept 110-11-VILLAGE BOARD		2,422.13	2,422.13	25,793.45	38,771.00	12,977.55	66.53
Dept 120-12-MUNICIPAL COURT							
010-120-12-5-10-10	Salaries/Wages	3,508.61	4,044.29	33,785.80	55,621.00	21,835.20	60.74
010-120-12-5-14-00	Overtime	0.00	275.25	1,815.06	1,500.00	(315.06)	121.00
010-120-12-5-15-10	WI Retirement	184.04	217.46	1,931.93	3,166.00	1,234.07	61.02
010-120-12-5-15-15	FICA	275.05	312.69	2,559.75	4,254.00	1,694.25	60.17
010-120-12-5-15-20	Group Insurance	1,478.24	1,494.23	13,446.55	18,292.00	4,845.45	73.51
010-120-12-5-20-20	Professional Services	0.00	0.00	161.25	100.00	(61.25)	161.25
010-120-12-5-26-25	Commitment Services	206.60	0.00	4,266.20	9,000.00	4,733.80	47.40
010-120-12-5-30-10	Office Supplies, Equip & Exp	101.72	481.21	1,623.41	1,500.00	(123.41)	108.23
010-120-12-5-30-30	Service Fees	0.00	0.00	0.00	4,440.00	4,440.00	0.00
010-120-12-5-39-15	Witness Fees	0.00	0.00	0.00	85.00	85.00	0.00
010-120-12-5-45-10	Professional Memberships	5.00	0.00	312.15	770.00	457.85	40.54
010-120-12-5-45-30	Professional Training	687.15	0.00	489.26	1,438.00	948.74	34.02
Total Dept 120-12-MUNICIPAL COURT		6,446.41	6,825.13	60,391.36	100,166.00	39,774.64	60.29
Dept 130-13-LEGAL SERVICES							
010-130-13-5-21-10	Village Attorney Services	9,642.00	9,582.00	77,553.96	116,345.00	38,791.04	66.66
010-130-13-5-21-15	Other Legal Services	0.00	0.00	7,568.00	0.00	(7,568.00)	100.00
010-130-13-5-21-20	Labor Legal Services	0.00	0.00	7,084.00	5,000.00	(2,084.00)	141.68
Total Dept 130-13-LEGAL SERVICES		9,642.00	9,582.00	92,205.96	121,345.00	29,139.04	75.99

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		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 010 - General Fund							
Expenditures							
Dept 140-14-VILLAGE MANAGER							
010-140-14-5-10-10	Salaries/Wages	15,717.17	15,961.98	133,720.80	196,135.00	62,414.20	68.18
010-140-14-5-11-10	Part-time/Temporary	635.25	0.00	2,875.80	5,500.00	2,624.20	52.29
010-140-14-5-15-10	WI Retirement	970.75	1,068.62	8,948.09	13,063.00	4,114.91	68.50
010-140-14-5-15-15	FICA	1,205.79	1,174.88	10,079.83	15,426.00	5,346.17	65.34
010-140-14-5-15-20	Group Insurance	3,545.00	3,605.39	29,357.24	44,124.00	14,766.76	66.53
010-140-14-5-30-10	Office Supplies, Equip & Exp	0.00	0.00	322.10	700.00	377.90	46.01
010-140-14-5-30-40	Public Notices/Advertising	32.50	2,240.06	3,435.31	1,500.00	(1,935.31)	229.02
010-140-14-5-45-10	Professional Memberships	0.00	0.00	1,239.02	2,200.00	960.98	56.32
010-140-14-5-45-20	Professional Publications	0.00	105.00	105.00	200.00	95.00	52.50
010-140-14-5-45-30	Professional Training	329.94	1,450.25	2,316.61	4,000.00	1,683.39	57.92
010-140-14-5-45-40	Mileage Reimbursement	0.00	350.00	2,788.51	1,000.00	(1,788.51)	278.85
Total Dept 140-14-VILLAGE MANAGER		22,436.40	25,956.18	195,188.31	283,848.00	88,659.69	68.77
Dept 141-14-VILLAGE MNGER - PERSONNEL ADMINISTRATION							
010-141-14-5-20-25	Employment Services	0.00	485.00	33,564.67	7,000.00	(26,564.67)	479.50
010-141-14-5-30-40	Public Notices/Advertising	0.00	0.00	517.75	500.00	(17.75)	103.55
010-141-14-5-34-40	Employee Recognition	0.00	0.00	63.31	500.00	436.69	12.66
Total Dept 141-14-VILLAGE MNGER - PERSONNEL ADMINISTRATION		0.00	485.00	34,145.73	8,000.00	(26,145.73)	426.82
Dept 142-14-ELECTIONS							
010-142-14-5-11-20	Election Workers	0.00	0.00	2,511.90	3,000.00	488.10	83.73
010-142-14-5-15-10	WI Retirement	0.00	0.00	3.12	0.00	(3.12)	100.00
010-142-14-5-15-15	FICA	0.00	0.00	3.53	0.00	(3.53)	100.00
010-142-14-5-15-20	Group Insurance	0.00	0.00	0.72	0.00	(0.72)	100.00
010-142-14-5-24-10	Equipment Maintenance Services	0.00	0.00	1,076.58	4,000.00	2,923.42	26.91
010-142-14-5-30-10	Office Supplies, Equip & Exp	89.77	0.00	3,661.46	2,500.00	(1,161.46)	146.46
Total Dept 142-14-ELECTIONS		89.77	0.00	7,257.31	9,500.00	2,242.69	76.39
Dept 150-15-ADMINISTRATIVE SERVICES							
010-150-15-5-10-10	Salaries/Wages	15,501.60	11,170.22	134,107.86	213,925.00	79,817.14	62.69
010-150-15-5-15-10	WI Retirement	919.31	746.85	8,391.85	14,220.00	5,828.15	59.01
010-150-15-5-15-15	FICA	1,057.19	772.13	9,241.77	16,360.00	7,118.23	56.49
010-150-15-5-15-20	Group Insurance	3,818.00	2,553.40	29,462.87	53,086.00	23,623.13	55.50
010-150-15-5-20-20	Professional Services	0.00	0.00	36,890.00	30,000.00	(6,890.00)	122.97
010-150-15-5-20-35	Technical Services	0.00	0.00	10,680.00	9,900.00	(780.00)	107.88
010-150-15-5-30-10	Office Supplies, Equip & Exp	45.74	0.00	0.00	0.00	0.00	0.00
010-150-15-5-30-30	Service Fees	949.42	1,170.61	9,329.73	17,000.00	7,670.27	54.88
010-150-15-5-45-10	Professional Memberships	0.00	375.57	553.09	845.00	291.91	65.45
010-150-15-5-45-20	Professional Publications	0.00	0.00	0.00	50.00	50.00	0.00
010-150-15-5-45-30	Professional Training	50.00	32.77	4,837.32	4,800.00	(37.32)	100.78
010-150-15-5-45-40	Mileage Reimbursement	57.00	(32.77)	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 010 - General Fund							
Expenditures							
Total Dept 150-15-ADMINISTRATIVE SERVICES		22,398.26	16,788.78	243,494.49	360,186.00	116,691.51	67.60
Dept 151-15-ASSESSOR							
010-151-15-5-20-20 Professional Services		0.00	4,425.00	29,500.00	29,500.00	0.00	100.00
010-151-15-5-30-30 Service Fees		0.00	0.00	120.00	0.00	(120.00)	100.00
Total Dept 151-15-ASSESSOR		0.00	4,425.00	29,620.00	29,500.00	(120.00)	100.41
Dept 191-14-OTHER GENERAL GOVERNMENT							
010-191-14-5-20-40 Printing Services		500.00	0.00	1,017.64	11,000.00	9,982.36	9.25
010-191-14-5-20-41 BD magazine printing & postage		0.00	5,393.09	26,057.06	24,000.00	(2,057.06)	108.57
010-191-14-5-24-10 Equipment Maintenance Services		676.67	360.00	4,652.03	15,000.00	10,347.97	31.01
010-191-14-5-30-10 Office Supplies, Equip & Exp		356.91	16.14	9,042.26	15,000.00	5,957.74	60.28
010-191-14-5-30-15 Postage & Mailing		1,697.40	545.47	9,480.37	17,000.00	7,519.63	55.77
010-191-14-5-30-20 Communications		581.84	2,669.44	16,918.79	20,260.00	3,341.21	83.51
010-191-14-5-30-22 Communication-Wireless Service		0.00	0.00	(259.93)	0.00	259.93	100.00
010-191-14-5-30-25 Communication-Internet Service		509.95	411.45	3,459.35	5,300.00	1,840.65	65.27
010-191-14-5-30-30 Marketing Plan		200.00	250.00	2,341.93	2,480.00	138.07	94.43
Total Dept 191-14-OTHER GENERAL GOVERNMENT		4,522.77	9,645.59	72,709.50	110,040.00	37,330.50	66.08
Dept 192-14-INFORMATION TECHNOLOGY							
010-192-14-5-20-35 Technical Services		41.29	0.00	5,302.57	12,480.00	7,177.43	42.49
010-192-14-5-30-10 Office Supplies, Equip & Exp		88.52	0.00	951.62	2,700.00	1,748.38	35.25
Total Dept 192-14-INFORMATION TECHNOLOGY		129.81	0.00	6,254.19	15,180.00	8,925.81	41.20
Dept 193-41-INTERGOVERNMENTAL EXP.							
010-193-41-5-26-40 Milw Area Domestic Animal Ctrl		3,043.45	6,368.09	11,771.48	16,601.00	4,829.52	70.91
010-193-41-5-26-45 North Shore Health Dpt Contrib		0.00	0.00	125,932.00	125,932.00	0.00	100.00
Total Dept 193-41-INTERGOVERNMENTAL EXP.		3,043.45	6,368.09	137,703.48	142,533.00	4,829.52	96.61
Dept 194-51-HISTORICAL SOCIETY							
010-194-51-5-22-10 Natural Gas/Electric Service		0.51	0.00	274.91	500.00	225.09	54.98
Total Dept 194-51-HISTORICAL SOCIETY		0.51	0.00	274.91	500.00	225.09	54.98
Dept 195-18-PERSONNEL POST-EMPLOYMENT							
010-195-18-5-15-20 Group Insurance		925.00	950.00	12,050.00	13,700.00	1,650.00	87.96
010-195-18-5-39-20 Unemployment Compensation		816.01	0.00	2,195.22	2,000.00	(195.22)	109.76
Total Dept 195-18-PERSONNEL POST-EMPLOYMENT		1,741.01	950.00	14,245.22	15,700.00	1,454.78	90.73
Dept 195-28-Other General Government							

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		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)				
Fund 010 - General Fund							
Expenditures							
010-195-28-5-15-15	FICA	0.00	0.00	58.75	0.00	(58.75)	100.00
010-195-28-5-15-20	Group Insurance	525.00	0.00	164.74	0.00	(164.74)	100.00
010-195-28-5-39-21	EMPLOYEE WELLNESS BENEFIT	90.00	60.00	1,330.01	1,500.00	169.99	88.67
Total Dept 195-28-Other General Government		615.00	60.00	1,553.50	1,500.00	(53.50)	103.57
Dept 199-15-UNCLASSIFIED GEN GOV							
010-199-15-5-55-10	Bad Debt - Personal Property	0.00	0.00	542.35	4,000.00	3,457.65	13.56
Total Dept 199-15-UNCLASSIFIED GEN GOV		0.00	0.00	542.35	4,000.00	3,457.65	13.56
Dept 199-19							
010-199-19-5-51-10	Property Insurance-Bldg/PPO	0.00	0.00	9,963.00	9,000.00	(963.00)	110.70
010-199-19-5-51-15	Contractor's Equipment	0.00	0.00	1,438.00	1,500.00	62.00	95.87
010-199-19-5-51-20	Monies & Securities	0.00	0.00	1,773.00	1,773.00	0.00	100.00
010-199-19-5-51-25	Auto Phyiscal Damage	0.00	0.00	8,680.00	9,000.00	320.00	96.44
010-199-19-5-51-30	Boiler & Machinery	0.00	0.00	482.00	500.00	18.00	96.40
010-199-19-5-51-40	Worker Compensation Ins	25,494.00	32,382.00	129,530.00	115,230.00	(14,300.00)	112.41
Total Dept 199-19		25,494.00	32,382.00	151,866.00	137,003.00	(14,863.00)	110.85
Dept 199-92-OTHER FINANCING USES							
010-199-92-5-70-10	Transfer to Liability Ins Fund	0.00	0.00	91,000.00	91,000.00	0.00	100.00
010-199-92-5-80-10	Transfer to Other Funds	3,238.09	0.00	0.00	0.00	0.00	0.00
Total Dept 199-92-OTHER FINANCING USES		3,238.09	0.00	91,000.00	91,000.00	0.00	100.00
Dept 210-21-POLICE DEPARTMENT							
010-210-21-5-10-10	Salaries/Wages	173,369.17	176,024.06	1,640,521.25	2,319,287.00	678,765.75	70.73
010-210-21-5-11-10	Part-time/Temporary	440.00	0.00	0.00	0.00	0.00	0.00
010-210-21-5-12-10	Add Pay-Holiday/Special	297.88	473.31	4,193.64	34,400.00	30,206.36	12.19
010-210-21-5-12-20	Uniform Allowance	619.50	291.78	6,133.75	16,675.00	10,541.25	36.78
010-210-21-5-14-00	Overtime	3,303.11	2,958.16	20,844.75	48,000.00	27,155.25	43.43
010-210-21-5-15-10	WI Retirement	28,102.25	27,939.43	258,975.41	372,524.00	113,548.59	69.52
010-210-21-5-15-15	FICA	12,901.72	12,980.10	120,682.33	183,724.00	63,041.67	65.69
010-210-21-5-15-20	Group Insurance	37,681.56	37,660.81	341,647.34	511,741.00	170,093.66	66.76
010-210-21-5-20-25	Employment Services	150.00	5.25	179.32	2,400.00	2,220.68	7.47
010-210-21-5-20-35	Technical Services	321.02	0.00	32,825.91	57,019.00	24,193.09	57.57
010-210-21-5-24-10	Equipment Maintenance Services	281.40	396.42	8,975.21	11,210.00	2,234.79	80.06
010-210-21-5-29-40	Towing Services	0.00	0.00	100.00	300.00	200.00	33.33
010-210-21-5-30-10	Office Supplies, Equip & Exp	498.47	188.71	6,215.69	11,500.00	5,284.31	54.05
010-210-21-5-30-30	Service Fees	0.00	56.00	2,808.76	6,000.00	3,191.24	46.81
010-210-21-5-30-45	Photographic Supplies	0.00	53.06	53.06	1,000.00	946.94	5.31
010-210-21-5-34-10	Fuel, Oil & Lubricants	5,016.38	4,210.38	35,140.36	44,000.00	8,859.64	79.86
010-210-21-5-34-20	Vehicle Supplies	74.50	20.39	220.22	1,775.00	1,554.78	12.41
010-210-21-5-34-35	Uniforms/Coveralls	506.80	0.00	803.94	6,000.00	5,196.06	13.40

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		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 010 - General Fund							
Expenditures							
010-210-21-5-34-40	Employee Recognition	0.00	39.56	133.32	200.00	66.68	66.66
010-210-21-5-35-20	Vehicle Repair/Maint Supplies	1,755.06	847.69	6,433.74	13,500.00	7,066.26	47.66
010-210-21-5-35-30	Firing Range Repairs	0.00	0.00	165.30	0.00	(165.30)	100.00
010-210-21-5-39-25	Crime Prevention Supplies	169.76	83.70	954.67	2,000.00	1,045.33	47.73
010-210-21-5-39-30	Investigation Supplies	464.65	117.74	1,014.01	3,500.00	2,485.99	28.97
010-210-21-5-39-35	K-9 Program	424.76	196.78	826.70	800.00	(26.70)	103.34
010-210-21-5-39-40	Ammunition	794.56	70.13	5,477.09	6,700.00	1,222.91	81.75
010-210-21-5-39-50	Confinement Costs	6.77	6.97	6.97	500.00	493.03	1.39
010-210-21-5-45-10	Professional Memberships	0.00	0.00	1,180.04	1,500.00	319.96	78.67
010-210-21-5-45-20	Professional Publications	0.00	0.00	0.00	600.00	600.00	0.00
010-210-21-5-45-30	Professional Training	803.25	1,088.78	12,222.68	12,700.00	477.32	96.24
Total Dept 210-21-POLICE DEPARTMENT		267,982.57	265,709.21	2,508,735.46	3,669,555.00	1,160,819.54	68.37
Dept 220-22-FIRE DEPARTMENT - EG							
010-220-22-5-24-10	Equipment Maintenance Services	17.28	0.00	242.66	250.00	7.34	97.06
010-220-22-5-26-30	EMS Grant Distribution	0.00	0.00	0.00	14,000.00	14,000.00	0.00
010-220-22-5-26-40	Fire Dues Distribution	0.00	0.00	32,738.80	34,883.00	2,144.20	93.85
010-220-22-5-26-55	North Shore Fire Dept Contrib	500,257.75	506,328.00	2,025,312.00	2,025,312.00	0.00	100.00
Total Dept 220-22-FIRE DEPARTMENT - EG		500,275.03	506,328.00	2,058,293.46	2,074,445.00	16,151.54	99.22
Dept 230-23-DISPATCH SERVICES							
010-230-23-5-20-35	Technical Services	0.00	320.08	37,727.86	39,487.00	1,759.14	95.55
010-230-23-5-26-51	Consolidated Dispatch Services	0.00	0.00	258,229.50	344,306.00	86,076.50	75.00
Total Dept 230-23-DISPATCH SERVICES		0.00	320.08	295,957.36	383,793.00	87,835.64	77.11
Dept 310-31-PUBLIC WORKS ADMINISTRATION							
010-310-31-5-10-10	Salaries/Wages	15,511.89	6,281.28	89,722.72	181,167.00	91,444.28	49.52
010-310-31-5-11-10	Part-time/Temporary	0.00	0.00	0.00	200.00	200.00	0.00
010-310-31-5-12-20	Uniform Allowance	0.00	0.00	870.81	1,400.00	529.19	62.20
010-310-31-5-14-00	Overtime	0.00	222.60	626.26	5,000.00	4,373.74	12.53
010-310-31-5-15-10	WI Retirement	953.29	448.04	5,594.44	12,095.00	6,500.56	46.25
010-310-31-5-15-15	FICA	1,194.07	489.89	6,766.82	14,020.00	7,253.18	48.27
010-310-31-5-15-20	Group Insurance	5,271.66	2,068.52	33,186.29	67,317.00	34,130.71	49.30
010-310-31-5-20-25	Employment Services	0.00	0.00	0.00	750.00	750.00	0.00
010-310-31-5-30-10	Office Supplies, Equip & Exp	0.00	307.71	360.20	600.00	239.80	60.03
010-310-31-5-30-20	Communications	86.30	194.37	1,508.31	3,500.00	1,991.69	43.09
010-310-31-5-45-10	Professional Memberships	0.00	0.00	160.00	150.00	(10.00)	106.67
010-310-31-5-45-20	Professional Publications	0.00	0.00	0.00	100.00	100.00	0.00
010-310-31-5-45-30	Professional Training	0.00	0.00	0.00	1,200.00	1,200.00	0.00
Total Dept 310-31-PUBLIC WORKS ADMINISTRATION		23,017.21	10,012.41	138,795.85	287,499.00	148,703.15	48.28
Dept 311-33-DPW STREETS/TRAFFIC OPERATIONS							

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		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 010 - General Fund							
Expenditures							
010-311-33-5-10-10	Salaries/Wages	3,766.49	1,873.44	36,195.25	39,970.00	3,774.75	90.56
010-311-33-5-14-00	Overtime	0.00	0.00	0.00	100.00	100.00	0.00
010-311-33-5-15-10	WI Retirement	222.22	124.58	2,407.02	2,665.00	257.98	90.32
010-311-33-5-15-15	FICA	263.24	136.34	2,620.98	3,066.00	445.02	85.49
010-311-33-5-15-20	Group Insurance	1,388.06	594.65	15,592.72	14,640.00	(952.72)	106.51
010-311-33-5-22-10	Street Lighting-Elec Service	3,303.02	0.00	13,693.54	36,000.00	22,306.46	38.04
010-311-33-5-22-15	Street Lighting Elec Chrgs-TID	0.00	658.92	7,114.02	16,500.00	9,385.98	43.12
010-311-33-5-23-20	Turf Maintenance	7,990.53	4,517.71	17,258.67	37,500.00	20,241.33	46.02
010-311-33-5-23-25	Pavement Marking Services	14,980.60	0.00	17,416.81	14,000.00	(3,416.81)	124.41
010-311-33-5-29-50	Equipment Rental	0.00	0.00	0.00	500.00	500.00	0.00
010-311-33-5-35-30	Tools & Supplies	0.00	0.00	241.08	120.00	(121.08)	200.90
010-311-33-5-37-10	Operations Material & Supplies	676.19	3,057.10	17,596.16	21,000.00	3,403.84	83.79
010-311-33-5-37-15	Street Signs & Supplies	792.00	22.50	1,969.95	7,900.00	5,930.05	24.94
Total Dept 311-33-DPW STREETS/TRAFFIC OPERATIONS		33,382.35	10,985.24	132,106.20	193,961.00	61,854.80	68.11
Dept 312-34-DPW SIDEWALK MAINTENANCE							
010-312-34-5-10-10	Salaries/Wages	482.05	0.00	0.00	1,599.00	1,599.00	0.00
010-312-34-5-15-10	WI Retirement	28.43	0.00	0.00	107.00	107.00	0.00
010-312-34-5-15-15	FICA	34.57	0.00	0.00	124.00	124.00	0.00
010-312-34-5-15-20	Group Insurance	174.51	0.00	0.00	586.00	586.00	0.00
010-312-34-5-29-50	Equipment Rental	0.00	0.00	0.00	800.00	800.00	0.00
010-312-34-5-37-10	Operations Material & Supplies	0.00	0.00	0.00	5,000.00	5,000.00	0.00
Total Dept 312-34-DPW SIDEWALK MAINTENANCE		719.56	0.00	0.00	8,216.00	8,216.00	0.00
Dept 313-33-DPW WINTER OPERATIONS							
010-313-33-5-10-10	Salaries/Wages	0.00	0.00	40,653.85	45,292.00	4,638.15	89.76
010-313-33-5-14-00	Overtime	0.00	0.00	4,975.83	10,000.00	5,024.17	49.76
010-313-33-5-15-10	WI Retirement	0.00	0.00	3,034.37	3,677.00	642.63	82.52
010-313-33-5-15-15	FICA	0.00	0.00	3,279.61	4,230.00	950.39	77.53
010-313-33-5-15-20	Group Insurance	0.00	0.00	15,220.23	16,591.00	1,370.77	91.74
010-313-33-5-35-20	Vehicle Repair/Maint Supplies	0.00	0.00	201.23	5,200.00	4,998.77	3.87
010-313-33-5-37-10	Operations Material & Supplies	692.84	0.00	56,946.69	65,000.00	8,053.31	87.61
Total Dept 313-33-DPW WINTER OPERATIONS		692.84	0.00	124,311.81	149,990.00	25,678.19	82.88
Dept 317-61-DPW FORESTRY OPERATIONS							
010-317-61-5-10-10	Salaries/Wages	3,433.85	3,342.76	54,399.60	71,934.00	17,534.40	75.62
010-317-61-5-14-00	Overtime	0.00	0.00	0.00	60.00	60.00	0.00
010-317-61-5-15-10	WI Retirement	202.60	222.30	3,617.60	4,888.00	1,270.40	74.01
010-317-61-5-15-15	FICA	253.88	243.28	3,928.51	5,508.00	1,579.49	71.32
010-317-61-5-15-20	Group Insurance	670.12	1,102.75	17,492.30	26,350.00	8,857.70	66.38
010-317-61-5-29-50	Equipment Rental	0.00	0.00	204.00	500.00	296.00	40.80
010-317-61-5-35-30	Tools & Supplies	0.00	4.70	1,785.62	900.00	(885.62)	198.40
010-317-61-5-37-10	Operations Material & Supplies	304.00	125.00	1,053.31	8,000.00	6,946.69	13.17

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Fund 010 - General Fund							
Expenditures							
Total Dept 317-61-DPW FORESTRY OPERATIONS		4,864.45	5,040.79	82,480.94	118,140.00	35,659.06	69.82
Dept 319-16-DPW MUNICIPAL COMPLEX							
010-319-16-5-22-10	Natural Gas/Electric Service	682.88	0.00	11,227.51	20,000.00	8,772.49	56.14
010-319-16-5-22-20	Sewer/Water Services	460.70	475.66	1,441.94	2,200.00	758.06	65.54
010-319-16-5-23-10	Cleaning Services	160.00	200.00	1,279.21	2,280.00	1,000.79	56.11
010-319-16-5-35-10	Building Supplies	997.96	238.92	276.24	1,200.00	923.76	23.02
010-319-16-5-35-45	Bldg Maint/Repair Supplies	0.00	0.00	6,546.89	5,000.00	(1,546.89)	130.94
Total Dept 319-16-DPW MUNICIPAL COMPLEX		2,301.54	914.58	20,771.79	30,680.00	9,908.21	67.70
Dept 319-33-DPW MUNICIPAL COMPLEX							
010-319-33-5-10-10	Salaries/Wages	2,625.62	4,999.87	49,975.69	90,585.00	40,609.31	55.17
010-319-33-5-14-00	Overtime	0.00	0.00	0.00	50.00	50.00	0.00
010-319-33-5-15-10	WI Retirement	154.91	332.51	3,323.47	6,027.00	2,703.53	55.14
010-319-33-5-15-15	FICA	188.99	362.81	3,601.81	6,934.00	3,332.19	51.94
010-319-33-5-15-20	Group Insurance	824.08	1,522.36	17,427.54	33,184.00	15,756.46	52.52
010-319-33-5-34-10	Fuel, Oil & Lubricants	5,138.00	5,097.73	41,570.24	52,000.00	10,429.76	79.94
010-319-33-5-34-30	Safety Supplies	872.55	37.42	1,332.20	2,500.00	1,167.80	53.29
010-319-33-5-34-35	Uniforms/Coveralls	39.21	78.42	406.94	850.00	443.06	47.88
010-319-33-5-35-20	Vehicle Repair/Maint Supplies	2,566.32	1,247.99	9,505.13	23,000.00	13,494.87	41.33
010-319-33-5-35-30	Tools & Supplies	51.35	480.25	996.14	2,000.00	1,003.86	49.81
010-319-33-5-35-40	Equip Repair/Maint Supplies	3,338.20	1,269.68	9,092.32	13,000.00	3,907.68	69.94
Total Dept 319-33-DPW MUNICIPAL COMPLEX		15,799.23	15,429.04	137,231.48	230,130.00	92,898.52	59.63
Dept 320-36-DPW REFUSE							
010-320-36-5-10-10	Salaries/Wages	263.34	285.84	10,167.85	21,314.00	11,146.15	47.71
010-320-36-5-15-10	WI Retirement	15.53	19.01	676.16	1,333.00	656.84	50.72
010-320-36-5-15-15	FICA	15.94	20.91	727.32	1,631.00	903.68	44.59
010-320-36-5-15-20	Group Insurance	99.35	100.39	3,615.46	7,245.00	3,629.54	49.90
010-320-36-5-29-10	Refuse Collection	38,301.18	0.00	224,900.01	375,000.00	150,099.99	59.97
Total Dept 320-36-DPW REFUSE		38,695.34	426.15	240,086.80	406,523.00	166,436.20	59.06
Dept 360-31-COMMUNITY DEVELOPMENT							
010-360-31-5-10-10	Salaries/Wages	15,932.68	17,974.83	171,591.81	237,625.00	66,033.19	72.21
010-360-31-5-11-15	Building Board	0.00	50.00	700.00	1,800.00	1,100.00	38.89
010-360-31-5-15-10	WI Retirement	893.16	1,158.32	10,828.80	15,455.00	4,626.20	70.07
010-360-31-5-15-15	FICA	1,180.29	1,340.99	12,723.07	18,179.00	5,455.93	69.99
010-360-31-5-15-20	Group Insurance	4,435.14	4,920.49	44,730.94	65,629.00	20,898.06	68.16
010-360-31-5-20-20	Professional Services	2,015.00	0.00	10,542.80	9,300.00	(1,242.80)	113.36
010-360-31-5-26-50	State Inspections	0.00	0.00	3,200.00	3,200.00	0.00	100.00
010-360-31-5-30-10	Office Supplies, Equip & Exp	112.87	0.00	1,964.53	2,300.00	335.47	85.41
010-360-31-5-35-20	Vehicle Repair/Maint Supplies	0.00	0.00	29.81	650.00	620.19	4.59
010-360-31-5-45-10	Professional Memberships	0.00	0.00	730.00	1,000.00	270.00	73.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
Fund 010 - General Fund							
Expenditures							
010-360-31-5-45-20	Professional Publications	0.00	0.00	67.83	610.00	542.17	11.12
010-360-31-5-45-30	Professional Training	14.00	0.00	2,025.87	3,170.00	1,144.13	63.91
010-360-31-5-45-40	Mileage Reimbursement	0.00	0.00	104.52	970.00	865.48	10.78
Total Dept 360-31-COMMUNITY DEVELOPMENT		24,583.14	25,444.63	259,239.98	359,888.00	100,648.02	72.03
Dept 361-16-VILLAGE HALL							
010-361-16-5-10-10	Salaries/Wages	800.00	996.30	9,659.80	13,711.00	4,051.20	70.45
010-361-16-5-15-15	FICA	61.20	76.21	738.98	1,049.00	310.02	70.45
010-361-16-5-22-10	Electric/Natural Gas	5,783.64	3,280.58	58,912.52	67,990.00	9,077.48	86.65
010-361-16-5-22-20	Water and Sewer	654.60	631.63	1,914.34	2,500.00	585.66	76.57
010-361-16-5-23-10	Cleaning Services	2,177.93	2,197.08	18,101.82	27,000.00	8,898.18	67.04
010-361-16-5-23-15	Building Maint/Repairs	2,966.96	60.00	7,922.62	11,950.00	4,027.38	66.30
010-361-16-5-35-10	Building Supplies	10.54	0.00	2,716.34	9,005.00	6,288.66	30.16
010-361-16-5-80-10	New/Replace Equipment	0.00	0.00	2,278.16	3,000.00	721.84	75.94
Total Dept 361-16-VILLAGE HALL		12,454.87	7,241.80	102,244.58	136,205.00	33,960.42	75.07
Dept 530-53-PARK & RECREATION							
010-530-53-5-10-10	Salaries/Wages	10,677.56	11,067.20	101,917.73	142,963.00	41,045.27	71.29
010-530-53-5-15-10	WI Retirement	477.80	560.06	5,157.87	7,165.00	2,007.13	71.99
010-530-53-5-15-15	FICA	790.28	820.61	7,574.33	10,937.00	3,362.67	69.25
010-530-53-5-15-20	Group Insurance	2,611.56	2,656.55	23,939.66	33,122.00	9,182.34	72.28
010-530-53-5-20-40	Printing Services	0.00	0.00	328.00	950.00	622.00	34.53
010-530-53-5-30-10	Office Supplies, Equip & Exp	119.25	0.00	168.64	1,000.00	831.36	16.86
010-530-53-5-34-10	Fuel, Oil & Lubricants	0.00	0.00	0.00	500.00	500.00	0.00
010-530-53-5-35-20	Vehicle Repair/Maint Supplies	0.00	0.00	0.00	200.00	200.00	0.00
010-530-53-5-45-10	Professional Memberships	0.00	0.00	380.04	290.00	(90.04)	131.05
010-530-53-5-45-30	Professional Training	0.00	300.00	322.23	1,800.00	1,477.77	17.90
010-530-53-5-45-40	Mileage Reimbursement	794.46	869.54	1,605.74	1,300.00	(305.74)	123.52
Total Dept 530-53-PARK & RECREATION		15,470.91	16,273.96	141,394.24	200,227.00	58,832.76	70.62
TOTAL Expenditures		1,042,331.89	979,909.03	7,403,316.72	9,718,024.00	2,314,707.28	76.18
Fund 010:							
TOTAL REVENUES		80,118.27	123,978.81	8,846,958.70	9,724,483.95	877,525.25	90.98
TOTAL EXPENDITURES		1,042,331.89	979,909.03	7,403,316.72	9,718,024.00	2,314,707.28	76.18
NET OF REVENUES & EXPENDITURES		(962,213.62)	(855,930.22)	1,443,641.98	6,459.95	(1,437,182.03)	2,347.57
BEG. FUND BALANCE				3,482,331.98	3,482,331.98		2,347.57
END FUND BALANCE				4,925,973.96	3,488,791.93		2,347.57
Fund 020 - Donation Fund							
Revenues							
Dept 000-85-DONATIONS							

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 020 - Donation Fund							
Revenues							
020-000-85-4-20-15	Donations - Police DARE	0.00	0.00	840.00	0.00	(840.00)	100.00
020-000-85-4-20-20	Donations - Police K9	200.00	0.00	1,163.00	0.00	(1,163.00)	100.00
020-000-85-4-20-25	Donations - Second Chance	0.00	0.00	50.00	0.00	(50.00)	100.00
Total Dept 000-85-DONATIONS		200.00	0.00	2,053.00	0.00	(2,053.00)	100.00
TOTAL Revenues		200.00	0.00	2,053.00	0.00	(2,053.00)	100.00
Expenditures							
Dept 000-21-TAXES RECEIVABLES							
020-000-21-5-39-11	Donation Expenses-Police DARE	0.00	0.00	1,130.71	0.00	(1,130.71)	100.00
020-000-21-5-39-12	Donation Expenses-Police K9	0.00	0.00	679.69	0.00	(679.69)	100.00
Total Dept 000-21-TAXES RECEIVABLES		0.00	0.00	1,810.40	0.00	(1,810.40)	100.00
TOTAL Expenditures		0.00	0.00	1,810.40	0.00	(1,810.40)	100.00
Fund 020:							
TOTAL REVENUES		200.00	0.00	2,053.00	0.00	(2,053.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	1,810.40	0.00	(1,810.40)	100.00
NET OF REVENUES & EXPENDITURES		200.00	0.00	242.60	0.00	(242.60)	100.00
BEG. FUND BALANCE				17,028.24	17,028.24		100.00
END FUND BALANCE				17,270.84	17,028.24		100.00
Fund 120 - PD Asset Forfeiture							
Revenues							
Dept 000-81-INTEREST INCOME							
120-000-81-4-00-10	Investment Interest	9.00	40.00	(50.00)	0.00	50.00	100.00
Total Dept 000-81-INTEREST INCOME		9.00	40.00	(50.00)	0.00	50.00	100.00
TOTAL Revenues		9.00	40.00	(50.00)	0.00	50.00	100.00
Expenditures							
Dept 000-21-TAXES RECEIVABLES							
120-000-21-5-39-70	Program Supplies & Expenses	0.00	0.00	9,460.56	0.00	(9,460.56)	100.00
Total Dept 000-21-TAXES RECEIVABLES		0.00	0.00	9,460.56	0.00	(9,460.56)	100.00
TOTAL Expenditures		0.00	0.00	9,460.56	0.00	(9,460.56)	100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 120 - PD Asset Forfeiture							
Fund 120:							
	TOTAL REVENUES	9.00	40.00	(50.00)	0.00	50.00	100.00
	TOTAL EXPENDITURES	0.00	0.00	9,460.56	0.00	(9,460.56)	100.00
	NET OF REVENUES & EXPENDITURES	9.00	40.00	(9,510.56)	0.00	9,510.56	100.00
	BEG. FUND BALANCE			25,066.66	25,066.66		100.00
	END FUND BALANCE			15,556.10	25,066.66		100.00
Fund 135 - Recycling Fund							
Revenues							
Dept 000-35-STATE GRANTS							
	135-000-35-4-40-10 Recycling Grant	0.00	0.00	43,825.97	40,000.00	(3,825.97)	109.56
	Total Dept 000-35-STATE GRANTS	0.00	0.00	43,825.97	40,000.00	(3,825.97)	109.56
Dept 000-64-SALES							
	135-000-64-4-20-10 Recycling Charges	0.00	0.00	347,289.23	332,560.00	(14,729.23)	104.43
	135-000-64-4-20-15 Recycling Cart Purchases	0.00	0.00	0.00	200.00	200.00	0.00
	135-000-64-4-20-20 Sale of Materials	1,189.85	0.00	5,560.26	17,000.00	11,439.74	32.71
	Total Dept 000-64-SALES	1,189.85	0.00	352,849.49	349,760.00	(3,089.49)	100.88
Dept 000-81-INTEREST INCOME							
	135-000-81-4-00-10 Investment Interest	343.00	1,243.00	(593.00)	1,500.00	2,093.00	(39.53)
	Total Dept 000-81-INTEREST INCOME	343.00	1,243.00	(593.00)	1,500.00	2,093.00	(39.53)
Dept 000-82-MISCELLANEOUS REVENUE							
	135-000-82-4-00-50 Miscellaneous Revenue	130.00	130.00	2,250.00	2,500.00	250.00	90.00
	Total Dept 000-82-MISCELLANEOUS REVENUE	130.00	130.00	2,250.00	2,500.00	250.00	90.00
	TOTAL Revenues	1,662.85	1,373.00	398,332.46	393,760.00	(4,572.46)	101.16
Expenditures							
Dept 320-36-DPW REFUSE							
	135-320-36-5-10-10 Salaries/Wages	731.16	1,507.45	10,951.48	28,454.00	17,502.52	38.49
	135-320-36-5-11-10 Part-time/Temporary	264.00	0.00	0.00	7,800.00	7,800.00	0.00
	135-320-36-5-15-10 WI Retirement	19.77	78.30	456.61	2,411.00	1,954.39	18.94
	135-320-36-5-15-15 FICA	76.13	112.75	814.99	2,773.00	1,958.01	29.39
	135-320-36-5-15-20 Group Insurance	45.08	238.81	2,560.26	10,426.00	7,865.74	24.56
	135-320-36-5-20-40 Public Notices/Advertising	0.00	17.60	17.60	500.00	482.40	3.52
	135-320-36-5-22-10 Utilities	0.00	0.00	0.00	90.00	90.00	0.00
	135-320-36-5-26-75 Admin Charges	0.00	0.00	23,823.00	24,000.00	177.00	99.26
	135-320-36-5-29-15 Yard Waste Collection	7,608.41	0.00	38,274.93	100,000.00	61,725.07	38.27
	135-320-36-5-29-20 Recycling Services	6,059.48	0.00	73,032.80	120,000.00	46,967.20	60.86
	135-320-36-5-29-30 Landfill Fees	0.00	0.00	172.29	500.00	327.71	34.46
	135-320-36-5-29-50 Equipment Rental	0.00	0.00	0.00	8,500.00	8,500.00	0.00

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		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 135 - Recycling Fund							
Expenditures							
135-320-36-5-30-10	Office Supplies	0.00	0.00	0.00	200.00	200.00	0.00
135-320-36-5-35-45	Repair & Maintenance Supplies	0.00	0.00	0.00	500.00	500.00	0.00
135-320-36-5-37-10	Operating Supplies	0.00	0.00	0.00	100.00	100.00	0.00
135-320-36-5-45-10	Subscriptions & Dues	0.00	0.00	0.00	1,000.00	1,000.00	0.00
135-320-36-5-45-20	Publications/Education	0.00	0.00	0.00	3,000.00	3,000.00	0.00
135-320-36-5-45-30	Professional Training	0.00	0.00	0.00	200.00	200.00	0.00
135-320-36-5-50-90	Container Replacement	4,122.00	0.00	3,960.90	2,500.00	(1,460.90)	158.44
135-320-36-5-54-10	Depreciation	0.00	0.00	0.00	50.00	50.00	0.00
Total Dept 320-36-DPW REFUSE		18,926.03	1,954.91	154,064.86	313,004.00	158,939.14	49.22
TOTAL Expenditures		18,926.03	1,954.91	154,064.86	313,004.00	158,939.14	49.22
Fund 135:							
TOTAL REVENUES		1,662.85	1,373.00	398,332.46	393,760.00	(4,572.46)	101.16
TOTAL EXPENDITURES		18,926.03	1,954.91	154,064.86	313,004.00	158,939.14	49.22
NET OF REVENUES & EXPENDITURES		(17,263.18)	(581.91)	244,267.60	80,756.00	(163,511.60)	302.48
BEG. FUND BALANCE				236,061.68	236,061.68		302.48
END FUND BALANCE				480,329.28	316,817.68		302.48
Fund 140 - North Shore Health Dept							
Revenues							
Dept 000-49-OTHER PERMITS							
140-000-49-4-20-30	Permits	427.00	2,284.00	108,857.00	98,880.00	(9,977.00)	110.09
Total Dept 000-49-OTHER PERMITS		427.00	2,284.00	108,857.00	98,880.00	(9,977.00)	110.09
Dept 000-65							
140-000-65-4-10-13	Clinic Fees	1,917.00	1,725.00	18,840.34	40,000.00	21,159.66	47.10
Total Dept 000-65		1,917.00	1,725.00	18,840.34	40,000.00	21,159.66	47.10
Dept 000-73-INTERGOVERNMENTAL CHARGES							
140-000-73-4-50-10	Bayside Contribution	0.00	0.00	19,682.25	26,243.00	6,560.75	75.00
140-000-73-4-50-20	Brown Deer Contribution	0.00	0.00	125,932.00	125,932.00	0.00	100.00
140-000-73-4-50-30	Fox Point Contribution	0.00	0.00	20,400.00	27,200.00	6,800.00	75.00
140-000-73-4-50-40	Glendale Contribution	0.00	0.00	48,396.00	64,528.00	16,132.00	75.00
140-000-73-4-50-50	River Hills Contribution	0.00	0.00	6,928.50	9,238.00	2,309.50	75.00
140-000-73-4-50-70	Shorewood contribution	0.00	0.00	96,303.75	128,405.00	32,101.25	75.00
140-000-73-4-50-80	Whitefish Bay contribution	0.00	0.00	49,530.00	66,040.00	16,510.00	75.00
140-000-73-4-50-90	TB Dispensary Medicaid	0.00	84.60	1,431.87	0.00	(1,431.87)	100.00
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	84.60	368,604.37	447,586.00	78,981.63	82.35

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Fund 140 - North Shore Health Dept							
Revenues							
Dept 000-74-INTERDEPARTMENTAL CHARGES							
140-000-74-4-10-10	Interdepartmental Grant Fund	0.00	0.00	13,033.00	13,033.00	0.00	100.00
Total Dept 000-74-INTERDEPARTMENTAL CHARGES		0.00	0.00	13,033.00	13,033.00	0.00	100.00
Dept 000-81-INTEREST INCOME							
140-000-81-4-00-10	Investment Interest	0.00	395.00	246.00	500.00	254.00	49.20
Total Dept 000-81-INTEREST INCOME		0.00	395.00	246.00	500.00	254.00	49.20
Dept 000-85-DONATIONS							
140-000-85-4-40-10	Donations - NSHD	99.77	0.00	260.00	0.00	(260.00)	100.00
Total Dept 000-85-DONATIONS		99.77	0.00	260.00	0.00	(260.00)	100.00
TOTAL Revenues		2,443.77	4,488.60	509,840.71	599,999.00	90,158.29	84.97
Expenditures							
Dept 410-41							
140-410-41-5-10-10	Salaries/Wages	20,409.83	27,661.34	208,902.34	295,865.00	86,962.66	70.61
140-410-41-5-15-10	WI Retirement	1,192.44	1,726.50	13,586.23	19,645.00	6,058.77	69.16
140-410-41-5-15-15	FICA	1,529.92	2,077.34	15,618.60	21,655.00	6,036.40	72.12
140-410-41-5-15-20	Group Insurance	2,472.29	3,216.18	39,812.24	64,267.00	24,454.76	61.95
140-410-41-5-20-40	Printing Services	0.00	0.00	156.22	550.00	393.78	28.40
140-410-41-5-20-50	Medical Disposal Services	0.00	0.00	585.12	700.00	114.88	83.59
140-410-41-5-20-60	TB Contracted Health Expenses	0.00	0.00	51.06	0.00	(51.06)	100.00
140-410-41-5-30-10	Office Supplies, Equip & Exp	48.96	591.24	932.59	2,200.00	1,267.41	42.39
140-410-41-5-34-50	Medical Supplies	(54.45)	0.00	61.26	0.00	(61.26)	100.00
140-410-41-5-34-55	Clinical Supplies	501.46	6,862.78	8,655.79	20,423.00	11,767.21	42.38
140-410-41-5-35-40	Equip Repair/Maint Supplies	230.23	245.46	1,640.01	2,550.00	909.99	64.31
140-410-41-5-45-10	Professional Memberships	0.00	0.00	704.00	708.00	4.00	99.44
140-410-41-5-45-20	Professional Publications	0.00	0.00	31.00	410.00	379.00	7.56
140-410-41-5-45-30	Professional Training	0.00	0.00	1,936.89	4,100.00	2,163.11	47.24
140-410-41-5-45-40	Mileage Reimbursement	0.00	436.83	2,292.14	4,525.00	2,232.86	50.66
140-410-41-5-53-20	Rent Expense	0.00	0.00	14,320.00	15,500.00	1,180.00	92.39
140-410-41-5-53-30	Administrative Charges	0.00	0.00	39,021.00	39,811.00	790.00	98.02
140-410-41-5-53-40	Beach Water Testing	0.00	0.00	1,813.00	5,900.00	4,087.00	30.73
140-410-41-5-90-20	Grant Reallocations	0.00	0.00	1,861.89	0.00	(1,861.89)	100.00
Total Dept 410-41		26,330.68	42,817.67	351,981.38	498,809.00	146,827.62	70.56
Dept 411-41							
140-411-41-5-10-10	Salaries/Wages	10,859.32	5,417.81	47,282.43	70,780.00	23,497.57	66.80
140-411-41-5-15-10	WI Retirement	644.82	362.51	3,270.82	4,707.00	1,436.18	69.49
140-411-41-5-15-15	FICA	810.41	408.19	3,570.81	5,415.00	1,844.19	65.94
140-411-41-5-15-20	Group Insurance	2,490.82	601.39	4,925.12	7,989.00	3,063.88	61.65

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGDG USED
Fund 140 - North Shore Health Dept							
Expenditures							
140-411-41-5-30-10	Environmental Health Supplies	710.73	258.86	1,385.10	4,750.00	3,364.90	29.16
140-411-41-5-39-25	License fee to State	6,000.00	6,022.00	6,022.00	6,800.00	778.00	88.56
140-411-41-5-45-10	Professional Memberships	0.00	0.00	0.00	139.00	139.00	0.00
140-411-41-5-45-30	Professional Training	332.00	140.00	140.00	610.00	470.00	22.95
Total Dept 411-41		21,848.10	13,210.76	66,596.28	101,190.00	34,593.72	65.81
TOTAL Expenditures		48,178.78	56,028.43	418,577.66	599,999.00	181,421.34	69.76
Fund 140:							
TOTAL REVENUES		2,443.77	4,488.60	509,840.71	599,999.00	90,158.29	84.97
TOTAL EXPENDITURES		48,178.78	56,028.43	418,577.66	599,999.00	181,421.34	69.76
NET OF REVENUES & EXPENDITURES		(45,735.01)	(51,539.83)	91,263.05	0.00	(91,263.05)	100.00
BEG. FUND BALANCE				35,714.68	35,714.68		100.00
END FUND BALANCE				126,977.73	35,714.68		100.00
Fund 141 - NSHD Grant Fund							
Revenues							
Dept 000-35-STATE GRANTS							
141-000-35-4-50-10	MCH-Maternal/Child Health	0.00	6,523.00	14,437.00	14,538.00	101.00	99.31
141-000-35-4-50-15	Immunization Grant	0.00	5,870.00	13,492.00	14,565.00	1,073.00	92.63
141-000-35-4-50-20	Prevention Grant	0.00	2,317.00	4,889.00	4,889.00	0.00	100.00
141-000-35-4-50-45	Public Health Preparedness	7,597.00	23,993.00	58,221.00	77,131.00	18,910.00	75.48
141-000-35-4-50-47	CRI NSHD	961.00	5,246.00	14,151.00	16,650.00	2,499.00	84.99
141-000-35-4-50-49	Lead	0.00	880.00	2,324.00	2,552.00	228.00	91.07
141-000-35-4-50-72	CHIP (Comm Health Improv Plan) Grant	0.00	0.00	223.74	5,000.00	4,776.26	4.47
Total Dept 000-35-STATE GRANTS		8,558.00	44,829.00	107,737.74	135,325.00	27,587.26	79.61
TOTAL Revenues		8,558.00	44,829.00	107,737.74	135,325.00	27,587.26	79.61
Expenditures							
Dept 421-41-MCH							
141-421-41-5-10-10	Salaries/Wages	347.98	1,158.27	5,688.16	5,800.00	111.84	98.07
141-421-41-5-15-10	WI Retirement	20.53	77.04	378.31	342.00	(36.31)	110.62
141-421-41-5-15-15	FICA	25.98	87.57	425.26	424.00	(1.26)	100.30
141-421-41-5-15-20	Group Insurance	43.64	87.56	680.70	1,000.00	319.30	68.07
141-421-41-5-39-70	Program Supplies & Expenses	0.00	0.00	184.04	5,518.00	5,333.96	3.34
141-421-41-5-53-30	Administrative Charges	0.00	0.00	1,454.00	1,454.00	0.00	100.00
Total Dept 421-41-MCH		438.13	1,410.44	8,810.47	14,538.00	5,727.53	60.60
Dept 422-41-IMM GRANT							
141-422-41-5-10-10	Salaries/Wages	38.72	251.38	6,908.19	5,400.00	(1,508.19)	127.93

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GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)				
Fund 141 - NSHD Grant Fund							
Expenditures							
141-422-41-5-15-10	WI Retirement	2.28	16.72	459.39	319.00	(140.39)	144.01
141-422-41-5-15-15	FICA	2.96	17.46	499.40	394.00	(105.40)	126.75
141-422-41-5-15-20	Group Insurance	0.00	34.85	1,204.18	1,000.00	(204.18)	120.42
141-422-41-5-39-70	Program Supplies & Expenses	0.00	0.00	196.31	5,995.00	5,798.69	3.27
141-422-41-5-53-30	ADMINISTRATIVE CHARGES	0.00	0.00	1,457.00	1,457.00	0.00	100.00
Total Dept 422-41-IMM GRANT		43.96	320.41	10,724.47	14,565.00	3,840.53	73.63
Dept 423-41-PREVENTION							
141-423-41-5-10-10	Salaries/Wages	0.00	0.00	1,553.95	3,000.00	1,446.05	51.80
141-423-41-5-15-10	WI Retirement	0.00	0.00	103.35	177.00	73.65	58.39
141-423-41-5-15-15	FICA	0.00	0.00	116.16	230.00	113.84	50.50
141-423-41-5-15-20	Group Insurance	0.00	0.00	209.88	100.00	(109.88)	209.88
141-423-41-5-39-70	Program Supplies & Expenses	0.00	33.30	2,416.66	893.00	(1,523.66)	270.62
141-423-41-5-53-30	Administrative Charges	0.00	0.00	489.00	489.00	0.00	100.00
Total Dept 423-41-PREVENTION		0.00	33.30	4,889.00	4,889.00	0.00	100.00
Dept 432-41-Tobacco Prevention							
141-432-41-5-39-70	Program Supplies & Expenses	328.09	0.00	0.00	0.00	0.00	0.00
141-432-41-5-39-71	TOBACCO SERVICES	7,025.42	0.00	0.00	0.00	0.00	0.00
Total Dept 432-41-Tobacco Prevention		7,353.51	0.00	0.00	0.00	0.00	0.00
Dept 442-41-PHP Preparedness							
141-442-41-5-10-10	Salaries/Wages	554.30	683.60	17,100.61	43,615.00	26,514.39	39.21
141-442-41-5-15-10	WI Retirement	118.25	138.55	2,024.92	2,574.00	549.08	78.67
141-442-41-5-15-15	FICA	150.45	157.07	2,281.76	3,337.00	1,055.24	68.38
141-442-41-5-15-20	Group Insurance	184.17	197.06	2,864.48	2,000.00	(864.48)	143.22
141-442-41-5-39-70	Program Supplies & Expenses	1,450.00	1,452.12	23,121.88	17,892.00	(5,229.88)	129.23
141-442-41-5-53-30	Administrative Charges	0.00	0.00	7,713.00	7,713.00	0.00	100.00
Total Dept 442-41-PHP Preparedness		2,457.17	2,628.40	55,106.65	77,131.00	22,024.35	71.45
Dept 445-41-Enviro Cons							
141-445-41-5-10-10	Salaries/Wages	37.81	0.00	0.00	0.00	0.00	0.00
141-445-41-5-15-10	WI Retirement	2.23	0.00	0.00	0.00	0.00	0.00
141-445-41-5-15-15	FICA	2.85	0.00	0.00	0.00	0.00	0.00
141-445-41-5-15-20	Group Insurance	2.97	0.00	0.00	0.00	0.00	0.00
Total Dept 445-41-Enviro Cons		45.86	0.00	0.00	0.00	0.00	0.00
Dept 448-41-Beach Water							
141-448-41-5-10-10	Salaries/Wages	66.09	12.50	12.50	0.00	(12.50)	100.00
141-448-41-5-15-10	WI Retirement	3.90	0.83	0.83	0.00	(0.83)	100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BGDG USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 141 - NSHD Grant Fund							
Expenditures							
141-448-41-5-15-15	FICA	4.93	0.95	0.95	0.00	(0.95)	100.00
141-448-41-5-15-20	Group Insurance	9.03	0.04	0.04	0.00	(0.04)	100.00
141-448-41-5-39-70	Program Supplies & Expenses	2,314.79	0.00	0.00	0.00	0.00	0.00
Total Dept 448-41-Beach Water		2,398.74	14.32	14.32	0.00	(14.32)	100.00
Dept 450-41-Preparedness CRI							
141-450-41-5-10-10	Salaries & Wages	108.29	0.00	9,470.63	5,300.00	(4,170.63)	178.69
141-450-41-5-15-10	WRS	6.38	0.00	629.79	313.00	(316.79)	201.21
141-450-41-5-15-15	FICA	8.17	0.00	708.16	387.00	(321.16)	182.99
141-450-41-5-15-20	Group Insurance	10.81	0.00	988.02	1,000.00	11.98	98.80
141-450-41-5-39-70	Program Supplies & Expenses	0.00	0.00	1,834.61	7,985.00	6,150.39	22.98
141-450-41-5-53-30	Administrative Charges	0.00	0.00	1,665.00	1,665.00	0.00	100.00
Total Dept 450-41-Preparedness CRI		133.65	0.00	15,296.21	16,650.00	1,353.79	91.87
Dept 452-41-LEAD							
141-452-41-5-10-10	Salaries & Wages	37.50	12.82	564.03	1,150.00	585.97	49.05
141-452-41-5-15-10	WRS	2.21	0.85	37.48	68.00	30.52	55.12
141-452-41-5-15-15	FICA	2.82	0.96	41.95	84.00	42.05	49.94
141-452-41-5-15-20	Group Insurance	5.05	1.63	60.38	200.00	139.62	30.19
141-452-41-5-39-70	Program Supplies & Expenses	0.00	0.00	0.00	795.00	795.00	0.00
141-452-41-5-53-30	Administrative Charges	0.00	0.00	255.00	255.00	0.00	100.00
Total Dept 452-41-LEAD		47.58	16.26	958.84	2,552.00	1,593.16	37.57
Dept 453-41-CHIP Grant Expenses							
141-453-41-5-10-10	Salaries/Wages	0.00	137.50	1,360.58	2,685.00	1,324.42	50.67
141-453-41-5-15-10	WI Retirement	0.00	9.15	280.81	159.00	(121.81)	176.61
141-453-41-5-15-15	FICA	0.00	10.51	316.81	206.00	(110.81)	153.79
141-453-41-5-15-20	Group Insurance	0.00	66.67	518.39	200.00	(318.39)	259.20
141-453-41-5-39-70	Program Supplies & Expenses	0.00	0.00	2,861.62	1,750.00	(1,111.62)	163.52
Total Dept 453-41-CHIP Grant Expenses		0.00	223.83	5,338.21	5,000.00	(338.21)	106.76
TOTAL Expenditures		12,918.60	4,646.96	101,138.17	135,325.00	34,186.83	74.74
Fund 141:							
TOTAL REVENUES		8,558.00	44,829.00	107,737.74	135,325.00	27,587.26	79.61
TOTAL EXPENDITURES		12,918.60	4,646.96	101,138.17	135,325.00	34,186.83	74.74
NET OF REVENUES & EXPENDITURES		(4,360.60)	40,182.04	6,599.57	0.00	(6,599.57)	100.00
BEG. FUND BALANCE							100.00
END FUND BALANCE				6,599.57			100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BDTG USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 151 - Library Fund							
Revenues							
Dept 000-11-TAXES							
151-000-11-4-00-10	General Property Taxes	0.00	0.00	385,346.01	385,346.00	(0.01)	100.00
Total Dept 000-11-TAXES		0.00	0.00	385,346.01	385,346.00	(0.01)	100.00
Dept 000-67-PARKS & CULTURE/RECREATION							
151-000-67-4-10-10	Photocopies	462.30	617.03	4,489.93	5,000.00	510.07	89.80
151-000-67-4-10-20	Library-Fines	1,257.78	1,072.10	14,598.26	22,000.00	7,401.74	66.36
151-000-67-4-10-30	Sale of Materials	30.50	64.61	803.12	2,000.00	1,196.88	40.16
151-000-67-4-10-40	Lost Material Charges	35.50	150.02	1,197.89	10,000.00	8,802.11	11.98
Total Dept 000-67-PARKS & CULTURE/RECREATION		1,786.08	1,903.76	21,089.20	39,000.00	17,910.80	54.07
Dept 000-73-INTERGOVERNMENTAL CHARGES							
151-000-73-4-60-10	MCFLS-Reciprocal Borrowing	0.00	0.00	113,693.00	113,386.00	(307.00)	100.27
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	0.00	113,693.00	113,386.00	(307.00)	100.27
Dept 000-81-INTEREST INCOME							
151-000-81-4-00-10	Investment Interest	238.00	603.00	(335.00)	5,000.00	5,335.00	(6.70)
Total Dept 000-81-INTEREST INCOME		238.00	603.00	(335.00)	5,000.00	5,335.00	(6.70)
Dept 000-85-DONATIONS							
151-000-85-4-50-10	Donations - Library	59.00	0.00	4,782.00	12,000.00	7,218.00	39.85
Total Dept 000-85-DONATIONS		59.00	0.00	4,782.00	12,000.00	7,218.00	39.85
TOTAL Revenues		2,083.08	2,506.76	524,575.21	554,732.00	30,156.79	94.56
Expenditures							
Dept 510-51-92400							
151-510-51-5-10-10	Salaries/Wages	23,305.53	22,906.31	200,420.89	325,062.00	124,641.11	61.66
151-510-51-5-15-10	WI Retirement	1,263.95	1,401.86	12,389.38	20,452.00	8,062.62	60.58
151-510-51-5-15-15	FICA	1,704.64	1,662.66	14,612.56	24,867.00	10,254.44	58.76
151-510-51-5-15-20	Group Insurance	4,382.94	5,376.85	42,538.10	61,918.00	19,379.90	68.70
151-510-51-5-20-35	Technical Services	0.00	0.00	5,315.98	4,000.00	(1,315.98)	132.90
151-510-51-5-20-40	Printing Services	1,490.33	295.82	4,318.50	3,000.00	(1,318.50)	143.95
151-510-51-5-24-10	Equipment Maintenance Services	265.48	657.00	21,967.53	16,534.00	(5,433.53)	132.86
151-510-51-5-30-10	Office Supplies, Equip & Exp	483.50	82.72	5,974.69	5,500.00	(474.69)	108.63
151-510-51-5-30-15	Postage & Mailing	0.00	0.00	280.79	800.00	519.21	35.10
151-510-51-5-30-20	Communications	739.05	235.10	417.70	3,000.00	2,582.30	13.92
151-510-51-5-45-10	Professional Memberships	0.00	0.00	47.52	500.00	452.48	9.50
151-510-51-5-45-30	Professional Training	0.00	415.00	415.00	730.00	315.00	56.85
151-510-51-5-45-40	Mileage Reimbursement	0.00	0.00	94.92	700.00	605.08	13.56

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BGDG USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 151 - Library Fund							
Expenditures							
Total Dept 510-51-92400		33,635.42	33,033.32	308,793.56	467,063.00	158,269.44	66.11
Dept 511-51							
151-511-51-5-35-40	Equip Repair/Maint Supplies	0.00	349.32	1,490.51	2,500.00	1,009.49	59.62
151-511-51-5-38-10	Periodicals	0.00	0.00	516.62	3,400.00	2,883.38	15.19
151-511-51-5-38-15	Books	5,156.56	3,679.19	41,288.36	48,574.00	7,285.64	85.00
151-511-51-5-38-20	Audio/Visual	340.53	718.75	7,567.57	11,000.00	3,432.43	68.80
151-511-51-5-38-30	Donation Expenditures	0.00	126.64	2,352.86	0.00	(2,352.86)	100.00
151-511-51-5-38-40	Library Programming	0.00	0.00	1,179.70	2,000.00	820.30	58.99
Total Dept 511-51		5,497.09	4,873.90	54,395.62	67,474.00	13,078.38	80.62
Dept 512-51							
151-512-51-5-22-10	Natural Gas/Electric Service	2,840.08	0.00	13,585.09	17,000.00	3,414.91	79.91
151-512-51-5-22-20	Sewer/Water Services	255.23	176.21	508.64	775.00	266.36	65.63
151-512-51-5-23-10	Cleaning Services	1,150.00	1,150.00	10,350.00	13,800.00	3,450.00	75.00
151-512-51-5-23-15	Building Maint/Repair Services	0.00	57.47	2,175.82	6,000.00	3,824.18	36.26
151-512-51-5-35-10	Building Supplies	27.50	55.00	939.67	2,500.00	1,560.33	37.59
Total Dept 512-51		4,272.81	1,438.68	27,559.22	40,075.00	12,515.78	68.77
TOTAL Expenditures		43,405.32	39,345.90	390,748.40	574,612.00	183,863.60	68.00
Fund 151:							
TOTAL REVENUES		2,083.08	2,506.76	524,575.21	554,732.00	30,156.79	94.56
TOTAL EXPENDITURES		43,405.32	39,345.90	390,748.40	574,612.00	183,863.60	68.00
NET OF REVENUES & EXPENDITURES		(41,322.24)	(36,839.14)	133,826.81	(19,880.00)	(153,706.81)	673.17
BEG. FUND BALANCE				81,126.47	81,126.47		(673.17)
END FUND BALANCE				214,953.28	61,246.47		(673.17)
Fund 152 - Village Park & Pond Fund							
Revenues							
Dept 000-11-TAXES							
152-000-11-4-00-10	General Property Taxes	0.00	0.00	47,500.00	47,500.00	0.00	100.00
Total Dept 000-11-TAXES		0.00	0.00	47,500.00	47,500.00	0.00	100.00
Dept 000-67-PARKS & CULTURE/RECREATION							
152-000-67-4-20-10	Fairy Chasm Park Permits	400.00	640.00	1,520.00	1,500.00	(20.00)	101.33
152-000-67-4-20-20	Village Park Permits	137.50	382.50	4,276.16	4,785.00	508.84	89.37
152-000-67-4-20-50	Other Charges	0.00	545.00	1,045.00	0.00	(1,045.00)	100.00
152-000-67-4-34-10	Pond Admissions	151.55	0.00	14,459.70	19,000.00	4,540.30	76.10
152-000-67-4-34-20	Pond Memberships	0.00	0.00	3,108.50	5,200.00	2,091.50	59.78
152-000-67-4-34-30	Concession Sales	0.00	0.00	5,627.38	7,500.00	1,872.62	75.03

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 152 - Village Park & Pond Fund							
Revenues							
Total Dept 000-67-PARKS & CULTURE/RECREATION		689.05	1,567.50	30,036.74	37,985.00	7,948.26	79.08
Dept 000-81-INTEREST INCOME							
152-000-81-4-00-10	Investment Interest	49.00	128.00	(100.00)	402.00	502.00	(24.88)
Total Dept 000-81-INTEREST INCOME		49.00	128.00	(100.00)	402.00	502.00	(24.88)
Dept 000-92-TRANSFER FROM OTHER FUNDS							
152-000-92-4-10-00	Transfer from General Fund	3,238.09	0.00	0.00	0.00	0.00	0.00
Total Dept 000-92-TRANSFER FROM OTHER FUNDS		3,238.09	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues		3,976.14	1,695.50	77,436.74	85,887.00	8,450.26	90.16
Expenditures							
Dept 520-52							
152-520-52-5-11-25	Program Salaries-Park & Pond	3,257.38	3,453.21	30,689.87	37,000.00	6,310.13	82.95
152-520-52-5-15-10	WI Retirement	15.83	0.00	0.00	0.00	0.00	0.00
152-520-52-5-15-15	FICA	249.18	264.15	2,347.79	2,830.00	482.21	82.96
152-520-52-5-22-10	Natural Gas/Electric Service	318.88	0.00	3,128.28	3,500.00	371.72	89.38
152-520-52-5-22-20	Sewer/Water Services	2,294.96	287.54	768.04	3,800.00	3,031.96	20.21
152-520-52-5-35-10	Building Supplies	0.00	0.00	313.03	750.00	436.97	41.74
152-520-52-5-35-40	Equip Repair/Maint Supplies	813.26	0.00	2,348.36	1,200.00	(1,148.36)	195.70
152-520-52-5-37-10	Operation Materials	63.23	0.00	14,393.54	23,835.00	9,441.46	60.39
152-520-52-5-39-70	Program Supplies & Expenses	133.74	0.00	2,827.40	4,500.00	1,672.60	62.83
152-520-52-5-80-10	New/Replace Equipment	0.00	8.16	7,522.37	1,000.00	(6,522.37)	752.24
Total Dept 520-52		7,146.46	4,013.06	64,338.68	78,415.00	14,076.32	82.05
Dept 521-52							
152-521-52-5-11-25	Program Salaries-Fairy Chasm	837.76	444.00	4,630.89	4,275.00	(355.89)	108.32
152-521-52-5-15-15	FICA	64.10	33.96	354.25	344.00	(10.25)	102.98
152-521-52-5-22-10	Natural Gas/Electric Service	43.38	0.00	336.95	350.00	13.05	96.27
152-521-52-5-22-20	Sewer/Water Services	169.54	184.07	522.36	750.00	227.64	69.65
152-521-52-5-23-20	Turf Maintenance	0.00	0.00	2,967.23	2,821.50	(145.73)	105.16
152-521-52-5-35-40	Equip Repair/Maint Supplies	138.13	6.99	3,142.36	4,700.00	1,557.64	66.86
152-521-52-5-80-10	New/Replace Equipment	0.00	0.00	1,814.10	0.00	(1,814.10)	100.00
Total Dept 521-52		1,252.91	669.02	13,768.14	13,240.50	(527.64)	103.99
TOTAL Expenditures		8,399.37	4,682.08	78,106.82	91,655.50	13,548.68	85.22
Fund 152:							

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BGDG USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 152 - Village Park & Pond Fund							
TOTAL REVENUES		3,976.14	1,695.50	77,436.74	85,887.00	8,450.26	90.16
TOTAL EXPENDITURES		8,399.37	4,682.08	78,106.82	91,655.50	13,548.68	85.22
NET OF REVENUES & EXPENDITURES		(4,423.23)	(2,986.58)	(670.08)	(5,768.50)	(5,098.42)	11.62
BEG. FUND BALANCE				48,618.91	48,618.91		11.62
END FUND BALANCE				47,948.83	42,850.41		11.62
Fund 153 - Recreation Program Fund							
Revenues							
Dept 000-67-PARKS & CULTURE/RECREATION							
153-000-67-4-30-20	Adult Sport Leagues	151.51	280.00	3,453.42	6,860.00	3,406.58	50.34
153-000-67-4-30-25	Adult Instruction	4,414.00	3,620.00	15,511.00	24,209.00	8,698.00	64.07
153-000-67-4-30-30	Youth Instruction	70.00	1,090.00	21,155.32	33,000.00	11,844.68	64.11
153-000-67-4-30-35	Community Programs	0.00	0.00	4,188.00	2,000.00	(2,188.00)	209.40
153-000-67-4-30-40	Aquatic Program	3,663.00	4,223.00	16,970.24	22,430.00	5,459.76	75.66
153-000-67-4-30-45	Senior Programs	588.00	0.00	982.36	2,200.00	1,217.64	44.65
153-000-67-4-30-50	Other Program Charges	0.00	0.00	137.00	0.00	(137.00)	100.00
Total Dept 000-67-PARKS & CULTURE/RECREATION		8,886.51	9,213.00	62,397.34	90,699.00	28,301.66	68.80
Dept 000-73-INTERGOVERNMENTAL CHARGES							
153-000-73-4-20-70	Other Intergovt'l Revenue	0.00	0.00	11,449.29	0.00	(11,449.29)	100.00
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	0.00	11,449.29	0.00	(11,449.29)	100.00
Dept 000-81-INTEREST INCOME							
153-000-81-4-00-10	Investment Interest	45.00	119.00	(46.00)	150.00	196.00	(30.67)
Total Dept 000-81-INTEREST INCOME		45.00	119.00	(46.00)	150.00	196.00	(30.67)
Dept 000-82-MISCELLANEOUS REVENUE							
153-000-82-4-00-30	Fund Raising Programs	320.00	1,381.75	6,159.00	6,280.00	121.00	98.07
Total Dept 000-82-MISCELLANEOUS REVENUE		320.00	1,381.75	6,159.00	6,280.00	121.00	98.07
Dept 000-85-DONATIONS							
153-000-85-4-53-10	Donations - Rec Programs	0.00	0.00	250.00	250.00	0.00	100.00
153-000-85-4-53-20	Donations - Community Center	0.00	400.00	21,635.30	0.00	(21,635.30)	100.00
Total Dept 000-85-DONATIONS		0.00	400.00	21,885.30	250.00	(21,635.30)	8,754.12
TOTAL Revenues		9,251.51	11,113.75	101,844.93	97,379.00	(4,465.93)	104.59
Expenditures							
Dept 000-35-STATE GRANTS							
153-000-35-5-30-30	Service Fees	0.00	235.72	235.72	0.00	(235.72)	100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BGDG USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 153 - Recreation Program Fund							
Expenditures							
Total Dept 000-35-STATE GRANTS		0.00	235.72	235.72	0.00	(235.72)	100.00
Dept 000-53							
153-000-53-5-11-10	Part-time/Temporary	0.00	0.00	(1,508.00)	2,500.00	4,008.00	(60.32)
153-000-53-5-11-25	Program Salaries-Reg/Bldg Sup	0.00	0.00	2,553.13	3,300.00	746.87	77.37
153-000-53-5-15-15	FICA	0.00	0.00	195.32	443.70	248.38	44.02
153-000-53-5-30-40	Public Notices/Advertising	526.10	25.05	25.05	1,000.00	974.95	2.51
153-000-53-5-39-70	Fund Raising Supplies & Exp	8.77	6,607.27	7,454.27	5,900.00	(1,554.27)	126.34
153-000-53-5-39-75	Miscellaneous Supplies & Expen	0.00	0.00	1,024.98	750.00	(274.98)	136.66
Total Dept 000-53		534.87	6,632.32	9,744.75	13,893.70	4,148.95	70.14
Dept 541-53							
153-541-53-5-11-25	Program Salaries-Adult Sport	210.00	107.50	1,986.50	3,350.00	1,363.50	59.30
153-541-53-5-15-15	FICA	16.07	8.22	151.97	258.00	106.03	58.90
153-541-53-5-39-70	Program Supplies & Expenses	346.00	338.50	725.08	1,725.00	999.92	42.03
Total Dept 541-53		572.07	454.22	2,863.55	5,333.00	2,469.45	53.69
Dept 542-53							
153-542-53-5-11-25	Program Salaries-Adult Inst	1,297.25	1,033.00	9,015.00	17,476.00	8,461.00	51.59
153-542-53-5-15-15	FICA	99.24	79.03	683.76	1,337.00	653.24	51.14
153-542-53-5-39-70	Program Supplies & Expenses	0.00	159.70	1,256.16	500.00	(756.16)	251.23
Total Dept 542-53		1,396.49	1,271.73	10,954.92	19,313.00	8,358.08	56.72
Dept 543-53							
153-543-53-5-11-25	Program Salaries-Youth Inst	0.00	0.00	28,927.36	20,426.00	(8,501.36)	141.62
153-543-53-5-15-15	FICA	0.00	0.00	2,197.52	1,562.59	(634.93)	140.63
153-543-53-5-38-30	Donation Expenditures	0.00	0.00	277.33	0.00	(277.33)	100.00
153-543-53-5-39-70	Program Supplies & Expenses	927.98	96.76	4,617.14	10,250.00	5,632.86	45.05
Total Dept 543-53		927.98	96.76	36,019.35	32,238.59	(3,780.76)	111.73
Dept 544-53							
153-544-53-5-11-25	Program Salaries-Comm Prog	0.00	0.00	1,280.00	1,728.00	448.00	74.07
153-544-53-5-15-15	FICA	0.00	0.00	97.93	132.00	34.07	74.19
153-544-53-5-39-70	Program Supplies & Expenses	0.00	27.82	1,466.82	300.00	(1,166.82)	488.94
Total Dept 544-53		0.00	27.82	2,844.75	2,160.00	(684.75)	131.70
Dept 545-53							
153-545-53-5-11-25	Program Salaries-Aquatic	0.00	0.00	7,867.85	18,173.00	10,305.15	43.29
153-545-53-5-15-15	FICA	0.00	0.00	601.93	1,390.23	788.30	43.30
153-545-53-5-39-70	Program Supplies & Expenses	2.00	331.52	1,788.67	1,200.00	(588.67)	149.06

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 153 - Recreation Program Fund							
Expenditures							
Total Dept 545-53		2.00	331.52	10,258.45	20,763.23	10,504.78	49.41
Dept 546-53							
153-546-53-5-11-25	Program Salaries-Senior	0.00	0.00	0.00	3,608.00	3,608.00	0.00
153-546-53-5-15-15	FICA	0.00	0.00	0.00	276.00	276.00	0.00
153-546-53-5-39-70	Program Supplies & Expenses	0.00	0.00	77.99	150.00	72.01	51.99
Total Dept 546-53		0.00	0.00	77.99	4,034.00	3,956.01	1.93
Dept 547-53-Community Center							
153-547-53-5-39-70	Program Supplies & Expenses	0.00	0.00	5,542.07	0.00	(5,542.07)	100.00
153-547-53-5-39-75	Miscellaneous Supplies & Expen	0.00	0.00	3,593.89	0.00	(3,593.89)	100.00
153-547-53-5-80-10	New/Replace Equipment	0.00	0.00	17,325.28	0.00	(17,325.28)	100.00
Total Dept 547-53-Community Center		0.00	0.00	26,461.24	0.00	(26,461.24)	100.00
TOTAL Expenditures		3,433.41	9,050.09	99,460.72	97,735.52	(1,725.20)	101.77
Fund 153:							
TOTAL REVENUES		9,251.51	11,113.75	101,844.93	97,379.00	(4,465.93)	104.59
TOTAL EXPENDITURES		3,433.41	9,050.09	99,460.72	97,735.52	(1,725.20)	101.77
NET OF REVENUES & EXPENDITURES		5,818.10	2,063.66	2,384.21	(356.52)	(2,740.73)	668.75
BEG. FUND BALANCE				45,062.29	45,062.29		(668.75)
END FUND BALANCE				47,446.50	44,705.77		(668.75)
Fund 154 - 4th of July Fund							
Revenues							
Dept 000-67-PARKS & CULTURE/RECREATION							
154-000-67-4-41-10	4th of July Sales	10.00	215.00	7,371.95	8,800.00	1,428.05	83.77
154-000-67-4-41-20	Raffle Ticket Sales	0.00	0.00	1,707.00	2,700.00	993.00	63.22
Total Dept 000-67-PARKS & CULTURE/RECREATION		10.00	215.00	9,078.95	11,500.00	2,421.05	78.95
Dept 000-81-INTEREST INCOME							
154-000-81-4-00-10	Investment Interest	20.00	69.00	(36.00)	250.00	286.00	(14.40)
Total Dept 000-81-INTEREST INCOME		20.00	69.00	(36.00)	250.00	286.00	(14.40)
Dept 000-82-MISCELLANEOUS REVENUE							
154-000-82-4-00-50	Miscellaneous Revenue	0.00	0.00	0.00	450.00	450.00	0.00
Total Dept 000-82-MISCELLANEOUS REVENUE		0.00	0.00	0.00	450.00	450.00	0.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 154 - 4th of July Fund							
Revenues							
Dept 000-85-DONATIONS							
154-000-85-4-54-10	Donations - 4th of July	151.91	0.33	29,426.77	29,000.00	(426.77)	101.47
Total Dept 000-85-DONATIONS		151.91	0.33	29,426.77	29,000.00	(426.77)	101.47
TOTAL Revenues		181.91	284.33	38,469.72	41,200.00	2,730.28	93.37
Expenditures							
Dept 000-53							
154-000-53-5-11-25	Program Salaries-4th of July	0.00	0.00	0.00	923.00	923.00	0.00
154-000-53-5-15-15	FICA	0.00	0.00	0.00	77.00	77.00	0.00
154-000-53-5-20-40	Printing Services	0.00	0.00	2,733.81	2,250.00	(483.81)	121.50
154-000-53-5-39-70	Program Supplies & Expenses	202.74	0.00	7,846.08	9,000.00	1,153.92	87.18
154-000-53-5-40-10	Fireworks	0.00	0.00	16,000.00	16,000.00	0.00	100.00
154-000-53-5-40-15	Parade & Awards	0.00	0.00	5,208.27	6,000.00	791.73	86.80
154-000-53-5-40-20	Entertainment	0.00	0.00	1,485.00	1,500.00	15.00	99.00
154-000-53-5-40-25	Raffle Supplies & Expenses	0.00	0.00	600.00	625.00	25.00	96.00
154-000-53-5-51-50	Insurance Expense	0.00	0.00	1,479.00	1,500.00	21.00	98.60
Total Dept 000-53		202.74	0.00	35,352.16	37,875.00	2,522.84	93.34
TOTAL Expenditures		202.74	0.00	35,352.16	37,875.00	2,522.84	93.34
Fund 154:							
TOTAL REVENUES		181.91	284.33	38,469.72	41,200.00	2,730.28	93.37
TOTAL EXPENDITURES		202.74	0.00	35,352.16	37,875.00	2,522.84	93.34
NET OF REVENUES & EXPENDITURES		(20.83)	284.33	3,117.56	3,325.00	207.44	93.76
BEG. FUND BALANCE				23,614.91	23,614.91		93.76
END FUND BALANCE				26,732.47	26,939.91		93.76
Fund 160 - Village Grant Fund							
Revenues							
Dept 000-35-STATE GRANTS							
160-000-35-4-70-20	CDBG-Senior Center	8,190.66	8,775.00	8,775.00	0.00	(8,775.00)	100.00
Total Dept 000-35-STATE GRANTS		8,190.66	8,775.00	8,775.00	0.00	(8,775.00)	100.00
TOTAL Revenues		8,190.66	8,775.00	8,775.00	0.00	(8,775.00)	100.00
Expenditures							
Dept 546-53							
160-546-53-5-11-25	Salaries & Wages	(88.62)	0.00	1,265.63	0.00	(1,265.63)	100.00
160-546-53-5-15-15	FICA	0.00	0.00	96.82	0.00	(96.82)	100.00
160-546-53-5-39-70	Program Supplies & Expenses	1,194.25	292.57	7,875.04	0.00	(7,875.04)	100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 160 - Village Grant Fund Expenditures							
Total Dept 546-53		1,105.63	292.57	9,237.49	0.00	(9,237.49)	100.00
TOTAL Expenditures		1,105.63	292.57	9,237.49	0.00	(9,237.49)	100.00
Fund 160:							
TOTAL REVENUES		8,190.66	8,775.00	8,775.00	0.00	(8,775.00)	100.00
TOTAL EXPENDITURES		1,105.63	292.57	9,237.49	0.00	(9,237.49)	100.00
NET OF REVENUES & EXPENDITURES		7,085.03	8,482.43	(462.49)	0.00	462.49	100.00
BEG. FUND BALANCE				(631.98)	(631.98)		100.00
END FUND BALANCE				(1,094.47)	(631.98)		100.00
Fund 170 - BD Business Park Street Light Fund Revenues							
Dept 000-24							
170-000-24-4-00-10	Street Lighting	0.00	0.00	4,754.71	4,754.70	(0.01)	100.00
Total Dept 000-24		0.00	0.00	4,754.71	4,754.70	(0.01)	100.00
Dept 000-81-INTEREST INCOME							
170-000-81-4-00-10	Investment Interest	37.00	103.00	(31.00)	100.00	131.00	(31.00)
Total Dept 000-81-INTEREST INCOME		37.00	103.00	(31.00)	100.00	131.00	(31.00)
TOTAL Revenues		37.00	103.00	4,723.71	4,854.70	130.99	97.30
Expenditures							
Dept 000-34-STATE SHARED REVENUE							
170-000-34-5-22-10	Natural Gas/Electric Service	0.00	141.97	1,776.35	2,868.24	1,091.89	61.93
170-000-34-5-23-30	Street Lighting Maint Services	0.00	0.00	545.00	1,386.46	841.46	39.31
170-000-34-5-26-75	Administration Services	0.00	0.00	500.00	500.00	0.00	100.00
Total Dept 000-34-STATE SHARED REVENUE		0.00	141.97	2,821.35	4,754.70	1,933.35	59.34
TOTAL Expenditures		0.00	141.97	2,821.35	4,754.70	1,933.35	59.34
Fund 170:							
TOTAL REVENUES		37.00	103.00	4,723.71	4,854.70	130.99	97.30
TOTAL EXPENDITURES		0.00	141.97	2,821.35	4,754.70	1,933.35	59.34
NET OF REVENUES & EXPENDITURES		37.00	(38.97)	1,902.36	100.00	(1,802.36)	1,902.36
BEG. FUND BALANCE				37,867.25	37,867.25		1,902.36
END FUND BALANCE				39,769.61	37,967.25		1,902.36

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 171 - Kildeer Court Street Lighting Fund							
Revenues							
Dept 000-24							
171-000-24-4-00-10	Street Lighting	0.00	0.00	3,527.93	3,527.94	0.01	100.00
Total Dept 000-24		0.00	0.00	3,527.93	3,527.94	0.01	100.00
Dept 000-81-INTEREST INCOME							
171-000-81-4-00-10	Investment Interest	52.00	154.00	(43.00)	150.00	193.00	(28.67)
Total Dept 000-81-INTEREST INCOME		52.00	154.00	(43.00)	150.00	193.00	(28.67)
TOTAL Revenues		52.00	154.00	3,484.93	3,677.94	193.01	94.75
Expenditures							
Dept 000-34-STATE SHARED REVENUE							
171-000-34-5-22-10	Natural Gas/Electric Service	0.00	43.36	501.27	754.94	253.67	66.40
171-000-34-5-23-30	Street Lighting Maint Services	0.00	0.00	161.00	2,273.00	2,112.00	7.08
171-000-34-5-26-75	Administration Services	0.00	0.00	500.00	500.00	0.00	100.00
Total Dept 000-34-STATE SHARED REVENUE		0.00	43.36	1,162.27	3,527.94	2,365.67	32.94
TOTAL Expenditures		0.00	43.36	1,162.27	3,527.94	2,365.67	32.94
Fund 171:							
TOTAL REVENUES		52.00	154.00	3,484.93	3,677.94	193.01	94.75
TOTAL EXPENDITURES		0.00	43.36	1,162.27	3,527.94	2,365.67	32.94
NET OF REVENUES & EXPENDITURES		52.00	110.64	2,322.66	150.00	(2,172.66)	1,548.44
BEG. FUND BALANCE				57,460.62	57,460.62		1,548.44
END FUND BALANCE				59,783.28	57,610.62		1,548.44
Fund 172 - Opus North Street Lighting Fund							
Revenues							
Dept 000-24							
172-000-24-4-00-10	Street Lighting	0.00	0.00	3,374.24	3,374.24	0.00	100.00
Total Dept 000-24		0.00	0.00	3,374.24	3,374.24	0.00	100.00
Dept 000-81-INTEREST INCOME							
172-000-81-4-00-10	Investment Interest	23.00	73.00	(21.00)	75.00	96.00	(28.00)
Total Dept 000-81-INTEREST INCOME		23.00	73.00	(21.00)	75.00	96.00	(28.00)
TOTAL Revenues		23.00	73.00	3,353.24	3,449.24	96.00	97.22

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 172 - Opus North Street Lighting Fund							
Expenditures							
Dept 000-34-STATE SHARED REVENUE							
172-000-34-5-22-10	Natural Gas/Electric Service	0.00	74.01	1,968.91	1,432.24	(536.67)	137.47
172-000-34-5-23-30	Street Lighting Maint Services	0.00	0.00	0.00	1,442.00	1,442.00	0.00
172-000-34-5-26-75	Administration Services	0.00	0.00	500.00	500.00	0.00	100.00
Total Dept 000-34-STATE SHARED REVENUE		0.00	74.01	2,468.91	3,374.24	905.33	73.17
TOTAL Expenditures		0.00	74.01	2,468.91	3,374.24	905.33	73.17
Fund 172:							
TOTAL REVENUES		23.00	73.00	3,353.24	3,449.24	96.00	97.22
TOTAL EXPENDITURES		0.00	74.01	2,468.91	3,374.24	905.33	73.17
NET OF REVENUES & EXPENDITURES		23.00	(1.01)	884.33	75.00	(809.33)	1,179.11
BEG. FUND BALANCE				27,704.52	27,704.52		1,179.11
END FUND BALANCE				28,588.85	27,779.52		1,179.11
Fund 173 - Park Plaza Street Lighting Fund							
Revenues							
Dept 000-24							
173-000-24-4-00-10	Street Lighting	0.00	0.00	20,763.70	20,763.70	0.00	100.00
Total Dept 000-24		0.00	0.00	20,763.70	20,763.70	0.00	100.00
Dept 000-81-INTEREST INCOME							
173-000-81-4-00-10	Investment Interest	15.00	60.00	(30.00)	50.00	80.00	(60.00)
Total Dept 000-81-INTEREST INCOME		15.00	60.00	(30.00)	50.00	80.00	(60.00)
TOTAL Revenues		15.00	60.00	20,733.70	20,813.70	80.00	99.62
Expenditures							
Dept 000-34-STATE SHARED REVENUE							
173-000-34-5-22-10	Natural Gas/Electric Service	0.00	858.97	7,013.89	11,963.70	4,949.81	58.63
173-000-34-5-23-30	Street Lighting Maint Services	0.00	0.00	856.40	8,298.46	7,442.06	10.32
173-000-34-5-26-75	Administration Services	0.00	0.00	500.00	500.00	0.00	100.00
Total Dept 000-34-STATE SHARED REVENUE		0.00	858.97	8,370.29	20,762.16	12,391.87	40.32
TOTAL Expenditures		0.00	858.97	8,370.29	20,762.16	12,391.87	40.32
Fund 173:							
TOTAL REVENUES		15.00	60.00	20,733.70	20,813.70	80.00	99.62

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGDG USED
Fund 173 - Park Plaza Street Lighting Fund							
TOTAL EXPENDITURES		0.00	858.97	8,370.29	20,762.16	12,391.87	40.32
NET OF REVENUES & EXPENDITURES		15.00	(798.97)	12,363.41	51.54	(12,311.87)	3,987.99
BEG. FUND BALANCE				10,453.99	10,453.99		3,987.99
END FUND BALANCE				22,817.40	10,505.53		3,987.99
Fund 174 - North Arbon Drive Street Lighting Fund							
Revenues							
Dept 000-24							
174-000-24-4-00-10	Street Lighting	0.00	0.00	3,678.15	3,678.16	0.01	100.00
Total Dept 000-24		0.00	0.00	3,678.15	3,678.16	0.01	100.00
Dept 000-81-INTEREST INCOME							
174-000-81-4-00-10	Investment Interest	29.00	86.00	(25.00)	150.00	175.00	(16.67)
Total Dept 000-81-INTEREST INCOME		29.00	86.00	(25.00)	150.00	175.00	(16.67)
TOTAL Revenues		29.00	86.00	3,653.15	3,828.16	175.01	95.43
Expenditures							
Dept 000-34-STATE SHARED REVENUE							
174-000-34-5-22-10	Natural Gas/Electric Service	0.00	112.16	1,298.29	1,950.16	651.87	66.57
174-000-34-5-23-30	Street Lighting Maint Services	0.00	0.00	0.00	1,228.00	1,228.00	0.00
174-000-34-5-26-75	Administration Services	0.00	0.00	500.00	500.00	0.00	100.00
Total Dept 000-34-STATE SHARED REVENUE		0.00	112.16	1,798.29	3,678.16	1,879.87	48.89
TOTAL Expenditures		0.00	112.16	1,798.29	3,678.16	1,879.87	48.89
Fund 174:							
TOTAL REVENUES		29.00	86.00	3,653.15	3,828.16	175.01	95.43
TOTAL EXPENDITURES		0.00	112.16	1,798.29	3,678.16	1,879.87	48.89
NET OF REVENUES & EXPENDITURES		29.00	(26.16)	1,854.86	150.00	(1,704.86)	1,236.57
BEG. FUND BALANCE				31,220.42	31,220.42		1,236.57
END FUND BALANCE				33,075.28	31,370.42		1,236.57
Fund 175 - BD Corporate Park Street Lighting Fund							
Revenues							
Dept 000-24							
175-000-24-4-00-10	Street Lighting	0.00	0.00	2,454.16	2,454.16	0.00	100.00
Total Dept 000-24		0.00	0.00	2,454.16	2,454.16	0.00	100.00
Dept 000-81-INTEREST INCOME							
175-000-81-4-00-10	Investment Interest	11.00	32.00	(10.00)	35.00	45.00	(28.57)

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 175 - BD Corporate Park Street Lighting Fund							
Revenues							
Total Dept 000-81-INTEREST INCOME		11.00	32.00	(10.00)	35.00	45.00	(28.57)
TOTAL Revenues		11.00	32.00	2,444.16	2,489.16	45.00	98.19
Expenditures							
Dept 000-34-STATE SHARED REVENUE							
175-000-34-5-22-10	Natural Gas/Electric Service	0.00	48.90	548.39	840.16	291.77	65.27
175-000-34-5-23-30	Street Lighting Maint Services	0.00	0.00	357.50	1,114.00	756.50	32.09
175-000-34-5-26-75	Administration Services	0.00	0.00	500.00	500.00	0.00	100.00
Total Dept 000-34-STATE SHARED REVENUE		0.00	48.90	1,405.89	2,454.16	1,048.27	57.29
TOTAL Expenditures		0.00	48.90	1,405.89	2,454.16	1,048.27	57.29
Fund 175:							
TOTAL REVENUES		11.00	32.00	2,444.16	2,489.16	45.00	98.19
TOTAL EXPENDITURES		0.00	48.90	1,405.89	2,454.16	1,048.27	57.29
NET OF REVENUES & EXPENDITURES		11.00	(16.90)	1,038.27	35.00	(1,003.27)	2,966.49
BEG. FUND BALANCE				11,275.26	11,275.26		2,966.49
END FUND BALANCE				12,313.53	11,310.26		2,966.49
Fund 180 - Strehlow Donation Fund							
Revenues							
Dept 000-85-DONATIONS							
180-000-85-4-10-10	Donation Revenue Park & Rec	0.00	0.00	20,414.00	0.00	(20,414.00)	100.00
180-000-85-4-20-10	Donation Revenue Library	0.00	0.00	20,413.99	0.00	(20,413.99)	100.00
Total Dept 000-85-DONATIONS		0.00	0.00	40,827.99	0.00	(40,827.99)	100.00
TOTAL Revenues		0.00	0.00	40,827.99	0.00	(40,827.99)	100.00
Expenditures							
Dept 000-51-DUE FROM OTHER FUNDS							
180-000-51-5-39-11	Donation Expense Library	419.33	472.54	2,669.33	5,000.00	2,330.67	53.39
Total Dept 000-51-DUE FROM OTHER FUNDS		419.33	472.54	2,669.33	5,000.00	2,330.67	53.39
Dept 000-52							
180-000-52-5-39-10	Donation Expense Park & Rec	0.00	0.00	3,533.38	5,000.00	1,466.62	70.67
Total Dept 000-52		0.00	0.00	3,533.38	5,000.00	1,466.62	70.67

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BDGT USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 180 - Strehlow Donation Fund							
Expenditures							
TOTAL Expenditures		419.33	472.54	6,202.71	10,000.00	3,797.29	62.03
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Fund 180:							
TOTAL REVENUES		0.00	0.00	40,827.99	0.00	(40,827.99)	100.00
TOTAL EXPENDITURES		419.33	472.54	6,202.71	10,000.00	3,797.29	62.03
NET OF REVENUES & EXPENDITURES		(419.33)	(472.54)	34,625.28	(10,000.00)	(44,625.28)	346.25
BEG. FUND BALANCE				65,109.94	65,109.94		(346.25)
END FUND BALANCE				99,735.22	55,109.94		(346.25)
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Fund 210 - Debt Service Fund							
Revenues							
Dept 000-11-TAXES							
210-000-11-4-00-10	General Property Taxes	0.00	0.00	834,181.01	834,181.00	(0.01)	100.00
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Total Dept 000-11-TAXES		0.00	0.00	834,181.01	834,181.00	(0.01)	100.00
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Dept 000-81-INTEREST INCOME							
210-000-81-4-00-10	Investment Interest	349.00	246.00	474.00	300.00	(174.00)	158.00
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Total Dept 000-81-INTEREST INCOME		349.00	246.00	474.00	300.00	(174.00)	158.00
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TOTAL Revenues		349.00	246.00	834,655.01	834,481.00	(174.01)	100.02
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Expenditures							
Dept 000-81-INTEREST INCOME							
210-000-81-5-03-10	Principal - 2003 STFL	(38,289.26)	0.00	0.00	0.00	0.00	0.00
210-000-81-5-06-20	Principal - 2006 GO Bonds	0.00	0.00	25,000.00	25,000.00	0.00	100.00
210-000-81-5-06-30	Principal - 2006 GO Prom Notes	0.00	0.00	165,000.00	165,000.00	0.00	100.00
210-000-81-5-08-10	Principal - 2008 Taxable Refun	0.00	0.00	155,000.00	155,000.00	0.00	100.00
210-000-81-5-09-10	PRINCIPAL - 2009 GO Ref Bonds	0.00	0.00	75,620.00	75,620.00	0.00	100.00
210-000-81-5-10-10	Principal - 2010 GO Bonds	0.00	0.00	44,370.00	44,370.00	0.00	100.00
210-000-81-5-10-11	Principal - 2011 Taxable Refun	0.00	0.00	50,000.00	50,000.00	0.00	100.00
210-000-81-5-10-13	Principal-2011 State Trust Fund Loan	0.00	0.00	64,764.40	64,764.00	(0.40)	100.00
210-000-81-5-10-14	Principal-2012 GO Refunding Bonds	0.00	0.00	97,237.00	96,800.00	(437.00)	100.45
210-000-81-5-10-15	Principal - 2012 State Trust Fund Loan	0.00	0.00	35,600.00	0.00	(35,600.00)	100.00
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Total Dept 000-81-INTEREST INCOME		(38,289.26)	0.00	712,591.40	676,554.00	(36,037.40)	105.33
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Dept 000-82-MISCELLANEOUS REVENUE							
210-000-82-5-03-10	Interest - 2003 STFL	(57,192.91)	0.00	0.00	0.00	0.00	0.00
210-000-82-5-06-20	Interest - 2006 GO Bonds	6,335.00	5,835.00	12,170.00	12,170.00	0.00	100.00
210-000-82-5-06-30	Interest - 2006 GO Prom Notes	13,300.00	10,165.00	23,465.00	23,465.00	0.00	100.00
210-000-82-5-08-10	Interest - 2008 Taxable Refund	6,820.00	0.00	3,410.00	3,410.00	0.00	100.00
210-000-82-5-09-10	INTEREST - 2009 GO Ref Bonds	1,997.00	1,052.00	3,049.00	3,049.00	0.00	100.00
210-000-82-5-10-10	Interest - 2010 GO Bonds	31,783.00	31,284.00	63,065.27	63,067.00	1.73	100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGDG USED
Fund 210 - Debt Service Fund							
Expenditures							
210-000-82-5-10-11	Interest - 2011 Taxable Refund	20,010.00	9,555.00	19,560.00	19,560.00	0.00	100.00
210-000-82-5-10-12	Interest - 2011 GO Corp Purpos	15,249.50	7,653.75	15,278.75	15,279.00	0.25	100.00
210-000-82-5-10-13	Interest-2011 State Trust Fund Loan	0.00	0.00	10,630.35	10,630.00	(0.35)	100.00
210-000-82-5-10-14	Interest-2012 GO Refunding Bonds	3,495.00	3,028.00	7,028.00	6,996.00	(32.00)	100.46
210-000-82-5-10-15	Interest - 2012 State Trust Fund Loan	0.00	0.00	1,216.86	0.00	(1,216.86)	100.00
210-000-82-5-10-16	2012 GO Corp Bonds Interest	0.00	5,500.25	9,319.25	0.00	(9,319.25)	100.00
Total Dept 000-82-MISCELLANEOUS REVENUE		41,796.59	74,073.00	168,192.48	157,626.00	(10,566.48)	106.70
TOTAL Expenditures		3,507.33	74,073.00	880,783.88	834,180.00	(46,603.88)	105.59
Fund 210:							
TOTAL REVENUES		349.00	246.00	834,655.01	834,481.00	(174.01)	100.02
TOTAL EXPENDITURES		3,507.33	74,073.00	880,783.88	834,180.00	(46,603.88)	105.59
NET OF REVENUES & EXPENDITURES		(3,158.33)	(73,827.00)	(46,128.87)	301.00	46,429.87	5,325.21
BEG. FUND BALANCE				104,490.74	104,490.74		5,325.21)
END FUND BALANCE				58,361.87	104,791.74		5,325.21)
Fund 320 - Capital Improvement Project Fund							
Revenues							
Dept 000-11-TAXES							
320-000-11-4-00-10	General Property Taxes	0.00	0.00	362,108.01	362,107.83	(0.18)	100.00
Total Dept 000-11-TAXES		0.00	0.00	362,108.01	362,107.83	(0.18)	100.00
Dept 000-31-ACCOUNTS RECEIVALBE							
320-000-31-4-00-10	Federal Grant Revenue	0.00	1,281.00	1,281.00	0.00	(1,281.00)	100.00
Total Dept 000-31-ACCOUNTS RECEIVALBE		0.00	1,281.00	1,281.00	0.00	(1,281.00)	100.00
Dept 000-73-INTERGOVERNMENTAL CHARGES							
320-000-73-4-20-40	Other Municipalities	0.00	0.00	12,000.00	43,100.00	31,100.00	27.84
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		0.00	0.00	12,000.00	43,100.00	31,100.00	27.84
Dept 000-81-INTEREST INCOME							
320-000-81-4-00-10	Investment Interest	814.00	1,850.00	(4,599.84)	5,000.00	9,599.84	(92.00)
Total Dept 000-81-INTEREST INCOME		814.00	1,850.00	(4,599.84)	5,000.00	9,599.84	(92.00)
Dept 000-82-MISCELLANEOUS REVENUE							
320-000-82-4-00-50	Miscellaneous Revenue	0.00	0.00	832.31	0.00	(832.31)	100.00

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Fund 320 - Capital Improvement Project Fund							
Revenues							
Total Dept 000-82-MISCELLANEOUS REVENUE		0.00	0.00	832.31	0.00	(832.31)	100.00
Dept 000-85-DONATIONS							
320-000-85-4-60-10 Donations - Beautification		0.00	0.00	400.00	0.00	(400.00)	100.00
Total Dept 000-85-DONATIONS		0.00	0.00	400.00	0.00	(400.00)	100.00
Dept 000-91							
320-000-91-4-00-30 Debt Funding Credit		11,124.06	9,996.76	21,120.82	0.00	(21,120.82)	100.00
Total Dept 000-91		11,124.06	9,996.76	21,120.82	0.00	(21,120.82)	100.00
TOTAL Revenues		11,938.06	13,127.76	393,142.30	410,207.83	17,065.53	95.84
Expenditures							
Dept 000-71							
320-000-71-5-81-10 General Gov't Equipment		5,843.75	0.00	0.00	20,000.00	20,000.00	0.00
320-000-71-5-82-20 Building Imprvmnts-Village Hall		0.00	0.00	0.00	93,200.00	93,200.00	0.00
320-000-71-5-82-50 Village Hall - Computer Equip		0.00	2,448.00	7,683.53	32,600.00	24,916.47	23.57
Total Dept 000-71		5,843.75	2,448.00	7,683.53	145,800.00	138,116.47	5.27
Dept 000-72							
320-000-72-5-81-20 Police Dept. Equipment		43,294.02	0.00	81,581.30	145,335.00	63,753.70	56.13
320-000-72-5-81-25 Fire Dept. Capital		30,397.25	29,670.00	191,660.00	193,908.00	2,248.00	98.84
320-000-72-5-82-20 Building Improvmts-Pub Safety		0.00	0.00	(620.00)	0.00	620.00	100.00
320-000-72-5-82-25 Consolidated Dispatch		0.00	0.00	4,524.00	4,524.00	0.00	100.00
Total Dept 000-72		73,691.27	29,670.00	277,145.30	343,767.00	66,621.70	80.62
Dept 000-73-INTERGOVERNMENTAL CHARGES							
320-000-73-5-81-30 Public Works Equipment		1,019.92	0.00	13,189.20	177,000.00	163,810.80	7.45
320-000-73-5-82-30 Street Rehabilitation		4,210.08	257,406.96	1,425,531.56	1,147,000.00	(278,531.56)	124.28
320-000-73-5-82-40 Sidewalk Projects		0.00	0.00	424.96	0.00	(424.96)	100.00
320-000-73-5-82-45 Street/Traffic Lighting		4,024.80	0.00	3,732.42	0.00	(3,732.42)	100.00
Total Dept 000-73-INTERGOVERNMENTAL CHARGES		9,254.80	257,406.96	1,442,878.14	1,324,000.00	(118,878.14)	108.98
Dept 000-76							
320-000-76-5-81-10 Library Equipment		0.00	0.00	4,516.30	0.00	(4,516.30)	100.00
320-000-76-5-82-10 Building Improvements-Library		9,110.00	0.00	1,290.00	0.00	(1,290.00)	100.00
320-000-76-5-82-25 Park & Recreation Equip		0.00	0.00	1,867.50	20,000.00	18,132.50	9.34
Total Dept 000-76		9,110.00	0.00	7,673.80	20,000.00	12,326.20	38.37

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Fund 320 - Capital Improvement Project Fund							
Expenditures							
Dept 000-77							
320-000-77-5-82-60	Beautification Projects	835.00	160.00	16,844.82	26,200.00	9,355.18	64.29
Total Dept 000-77		835.00	160.00	16,844.82	26,200.00	9,355.18	64.29
TOTAL Expenditures		98,734.82	289,684.96	1,752,225.59	1,859,767.00	107,541.41	94.22
Fund 320:							
TOTAL REVENUES		11,938.06	13,127.76	393,142.30	410,207.83	17,065.53	95.84
TOTAL EXPENDITURES		98,734.82	289,684.96	1,752,225.59	1,859,767.00	107,541.41	94.22
NET OF REVENUES & EXPENDITURES		(86,796.76)	(276,557.20)	(1,359,083.29)	(1,449,559.17)	(90,475.88)	93.76
BEG. FUND BALANCE				1,736,550.19	1,736,550.19		93.76
END FUND BALANCE				377,466.90	286,991.02		93.76
Fund 350 - TIF #2							
Revenues							
Dept 000-11-TAXES							
350-000-11-4-00-10	General Property Taxes	0.00	0.00	688,656.70	534,413.94	(154,242.76)	128.86
Total Dept 000-11-TAXES		0.00	0.00	688,656.70	534,413.94	(154,242.76)	128.86
Dept 000-34-STATE SHARED REVENUE							
350-000-34-4-00-30	Computer Exemptions	0.00	0.00	1,841.00	599.00	(1,242.00)	307.35
Total Dept 000-34-STATE SHARED REVENUE		0.00	0.00	1,841.00	599.00	(1,242.00)	307.35
Dept 000-81-INTEREST INCOME							
350-000-81-4-00-10	Investment Interest	454.00	676.00	(52.00)	6,000.00	6,052.00	(0.87)
Total Dept 000-81-INTEREST INCOME		454.00	676.00	(52.00)	6,000.00	6,052.00	(0.87)
TOTAL Revenues		454.00	676.00	690,445.70	541,012.94	(149,432.76)	127.62
Expenditures							
Dept 000-67-PARKS & CULTURE/RECREATION							
350-000-67-5-20-20	Professional Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00
350-000-67-5-26-75	Administrative Expenses	0.00	0.00	132,193.00	132,043.00	(150.00)	100.11
350-000-67-5-82-50	TIF District Projects	0.00	0.00	17,000.25	5,000.00	(12,000.25)	340.01
Total Dept 000-67-PARKS & CULTURE/RECREATION		0.00	0.00	149,193.25	142,043.00	(7,150.25)	105.03
Dept 000-80							
350-000-80-5-00-00	(Gain) / Loss on land sale	0.00	0.00	(99,500.00)	0.00	99,500.00	100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 350 - TIF #2							
Expenditures							
Total Dept 000-80		0.00	0.00	(99,500.00)	0.00	99,500.00	100.00
Dept 000-81-INTEREST INCOME							
350-000-81-5-00-10	Principal - 2000 Taxable Notes	0.00	0.00	385,000.00	335,000.00	(50,000.00)	114.93
Total Dept 000-81-INTEREST INCOME		0.00	0.00	385,000.00	335,000.00	(50,000.00)	114.93
Dept 000-82-MISCELLANEOUS REVENUE							
350-000-82-5-00-10	Interest - 2000 Taxable Notes	232,067.00	92,208.00	189,903.00	223,051.00	33,148.00	85.14
Total Dept 000-82-MISCELLANEOUS REVENUE		232,067.00	92,208.00	189,903.00	223,051.00	33,148.00	85.14
TOTAL Expenditures		232,067.00	92,208.00	624,596.25	700,094.00	75,497.75	89.22
Fund 350:							
TOTAL REVENUES		454.00	676.00	690,445.70	541,012.94	(149,432.76)	127.62
TOTAL EXPENDITURES		232,067.00	92,208.00	624,596.25	700,094.00	75,497.75	89.22
NET OF REVENUES & EXPENDITURES		(231,613.00)	(91,532.00)	65,849.45	(159,081.06)	(224,930.51)	41.39
BEG. FUND BALANCE				147,059.53	147,059.53		(41.39)
END FUND BALANCE				212,908.98	(12,021.53)		(41.39)
Fund 353 - TIF #3							
Revenues							
Dept 000-11-TAXES							
353-000-11-4-00-10	General Property Taxes	0.00	0.00	578,249.61	682,958.70	104,709.09	84.67
Total Dept 000-11-TAXES		0.00	0.00	578,249.61	682,958.70	104,709.09	84.67
Dept 000-34-STATE SHARED REVENUE							
353-000-34-4-00-30	Computer Exemptions	0.00	0.00	2,320.00	4,868.00	2,548.00	47.66
Total Dept 000-34-STATE SHARED REVENUE		0.00	0.00	2,320.00	4,868.00	2,548.00	47.66
Dept 000-81-INTEREST INCOME							
353-000-81-4-00-10	Investment Interest	0.00	406.00	(250.00)	0.00	250.00	100.00
Total Dept 000-81-INTEREST INCOME		0.00	406.00	(250.00)	0.00	250.00	100.00
TOTAL Revenues		0.00	406.00	580,319.61	687,826.70	107,507.09	84.37
Expenditures							
Dept 000-67-PARKS & CULTURE/RECREATION							

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GL NUMBER	DESCRIPTION	% Fiscal Year Completed: 74.79		YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)				
Fund 353 - TIF #3							
Expenditures							
353-000-67-5-20-20	Professional Services	0.00	0.00	41,341.37	10,000.00	(31,341.37)	413.41
353-000-67-5-26-75	Administrative Expenses	0.00	0.00	99,536.00	99,386.00	(150.00)	100.15
Total Dept 000-67-PARKS & CULTURE/RECREATION		0.00	0.00	140,877.37	109,386.00	(31,491.37)	128.79
Dept 000-81-INTEREST INCOME							
353-000-81-5-00-10	Principal on Long Term Debt	0.00	0.00	240,000.00	165,000.00	(75,000.00)	145.45
Total Dept 000-81-INTEREST INCOME		0.00	0.00	240,000.00	165,000.00	(75,000.00)	145.45
Dept 000-82-MISCELLANEOUS REVENUE							
353-000-82-5-00-20	INTEREST ON LONG TERM DEBT	191,038.00	49,548.50	93,429.50	186,624.00	93,194.50	50.06
Total Dept 000-82-MISCELLANEOUS REVENUE		191,038.00	49,548.50	93,429.50	186,624.00	93,194.50	50.06
TOTAL Expenditures		191,038.00	49,548.50	474,306.87	461,010.00	(13,296.87)	102.88
Fund 353:							
TOTAL REVENUES		0.00	406.00	580,319.61	687,826.70	107,507.09	84.37
TOTAL EXPENDITURES		191,038.00	49,548.50	474,306.87	461,010.00	(13,296.87)	102.88
NET OF REVENUES & EXPENDITURES		(191,038.00)	(49,142.50)	106,012.74	226,816.70	120,803.96	46.74
BEG. FUND BALANCE				25,695.46	25,695.46		46.74
END FUND BALANCE				131,708.20	252,512.16		46.74
Fund 354 - TIF #4							
Revenues							
Dept 000-11-TAXES							
354-000-11-4-00-10	General Property Taxes	0.00	0.00	87,643.68	173,335.07	85,691.39	50.56
Total Dept 000-11-TAXES		0.00	0.00	87,643.68	173,335.07	85,691.39	50.56
Dept 000-34-STATE SHARED REVENUE							
354-000-34-4-00-30	Computer Exemptions	0.00	0.00	1,502.00	1,637.00	135.00	91.75
Total Dept 000-34-STATE SHARED REVENUE		0.00	0.00	1,502.00	1,637.00	135.00	91.75
Dept 000-81-INTEREST INCOME							
354-000-81-4-00-10	Investment Interest	2,444.00	4,553.00	(5,193.00)	2,000.00	7,193.00	(259.65)
Total Dept 000-81-INTEREST INCOME		2,444.00	4,553.00	(5,193.00)	2,000.00	7,193.00	(259.65)
Dept 000-91							
354-000-91-4-00-20	Debt Funding Credit	30,243.53	27,178.68	57,422.21	62,000.00	4,577.79	92.62

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGDG USED
Fund 354 - TIF #4							
Revenues							
Total Dept 000-91		30,243.53	27,178.68	57,422.21	62,000.00	4,577.79	92.62
TOTAL Revenues		32,687.53	31,731.68	141,374.89	238,972.07	97,597.18	59.16
Expenditures							
Dept 000-67-PARKS & CULTURE/RECREATION							
354-000-67-5-20-20	Professional Services	2,755.08	0.00	15,131.76	1,000.00	(14,131.76)	1,513.18
354-000-67-5-26-75	Administrative Expenses	0.00	0.00	189,278.53	188,228.00	(1,050.53)	100.56
354-000-67-5-82-51	Original Village Project	600.00	1,140.00	336,189.61	2,100,000.00	1,763,810.39	16.01
Total Dept 000-67-PARKS & CULTURE/RECREATION		3,355.08	1,140.00	540,599.90	2,289,228.00	1,748,628.10	23.61
Dept 000-81-INTEREST INCOME							
354-000-81-5-00-10	Principal on Long Term Debt	38,289.26	0.00	1,238,465.83	161,181.00	(1,077,284.83)	768.37
Total Dept 000-81-INTEREST INCOME		38,289.26	0.00	1,238,465.83	161,181.00	(1,077,284.83)	768.37
Dept 000-82-MISCELLANEOUS REVENUE							
354-000-82-5-00-10	Interest on Long Term Debt	143,603.04	96,789.00	191,870.00	226,394.00	34,524.00	84.75
Total Dept 000-82-MISCELLANEOUS REVENUE		143,603.04	96,789.00	191,870.00	226,394.00	34,524.00	84.75
TOTAL Expenditures		185,247.38	97,929.00	1,970,935.73	2,676,803.00	705,867.27	73.63
Fund 354:							
TOTAL REVENUES		32,687.53	31,731.68	141,374.89	238,972.07	97,597.18	59.16
TOTAL EXPENDITURES		185,247.38	97,929.00	1,970,935.73	2,676,803.00	705,867.27	73.63
NET OF REVENUES & EXPENDITURES		(152,559.85)	(66,197.32)	(1,829,560.84)	(2,437,830.93)	(608,270.09)	75.05
BEG. FUND BALANCE				3,561,838.55	3,561,838.55		75.05
END FUND BALANCE				1,732,277.71	1,124,007.62		75.05
Fund 600 - Water							
Revenues							
Dept 000-64-SALES							
600-000-64-4-50-10	Metered Sales-Residential	384,845.34	13.36	523,332.26	673,623.00	150,290.74	77.69
600-000-64-4-50-11	Metered Sales-Commercial	0.00	0.00	104,141.80	414,726.00	310,584.20	25.11
600-000-64-4-50-12	Metered Sales-Bulk	2,923.00	0.00	1,100.00	4,908.00	3,808.00	22.41
600-000-64-4-50-13	Metered Sales-Industrial	0.00	0.00	48,129.25	68,712.00	20,582.75	70.04
600-000-64-4-50-14	Multi-Family Residential Customers	0.00	0.00	157,708.67	0.00	(157,708.67)	100.00
600-000-64-4-50-20	Private Fire Protection	12,010.80	0.00	36,722.40	48,720.00	11,997.60	75.37
600-000-64-4-50-30	Public Fire Protection	74,964.90	0.00	214,157.43	304,500.00	90,342.57	70.33
600-000-64-4-50-40	Sales to Public Authorities	2,021.58	0.00	11,177.35	21,000.00	9,822.65	53.23

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGDG USED
Fund 600 - Water							
Revenues							
Total Dept 000-64-SALES		476,765.62	13.36	1,096,469.16	1,536,189.00	439,719.84	71.38
Dept 000-81-INTEREST INCOME							
600-000-81-4-00-10	Interest & Dividend Income	1,206.76	4,714.39	(2,814.55)	3,000.00	5,814.55	(93.82)
600-000-81-4-00-30	Forfeited Discounts/Penalties	20.00	59.50	5,958.31	15,000.00	9,041.69	39.72
Total Dept 000-81-INTEREST INCOME		1,226.76	4,773.89	3,143.76	18,000.00	14,856.24	17.47
Dept 000-82-MISCELLANEOUS REVENUE							
600-000-82-4-00-10	Rent Income	28,320.22	29,805.68	87,635.60	117,419.00	29,783.40	74.63
600-000-82-4-00-50	Miscellaneous Service Revenue	1,380.16	(445.01)	5,038.82	11,000.00	5,961.18	45.81
Total Dept 000-82-MISCELLANEOUS REVENUE		29,700.38	29,360.67	92,674.42	128,419.00	35,744.58	72.17
Dept 000-83-OTHER INCOME							
600-000-83-4-00-10	Amortization of Debt Premium	195.75	254.83	764.49	0.00	(764.49)	100.00
Total Dept 000-83-OTHER INCOME		195.75	254.83	764.49	0.00	(764.49)	100.00
TOTAL Revenues		507,888.51	34,402.75	1,193,051.83	1,682,608.00	489,556.17	70.90
Expenditures							
Dept 000-37-Admin & General Expense							
600-000-37-5-12-10	Sick Leave, Vacation & Holiday	(4,184.38)	(3,185.23)	(258.15)	0.00	258.15	100.00
600-000-37-5-12-20	Uniform Allowance	0.00	26.90	132.49	0.00	(132.49)	100.00
600-000-37-5-15-10	WI Retirement	31.92	67.90	449.26	0.00	(449.26)	100.00
600-000-37-5-15-15	FICA	40.27	76.10	476.68	0.00	(476.68)	100.00
600-000-37-5-15-20	Group Insurance	133.27	180.01	1,552.83	0.00	(1,552.83)	100.00
600-000-37-5-54-15	Amortization-Bond Discount	434.52	355.76	1,499.18	0.00	(1,499.18)	100.00
600-000-37-5-60-20	Interest-Debt to Village	10,651.56	12,306.66	37,601.52	0.00	(37,601.52)	100.00
600-000-37-5-90-30	Other Income Deductions-CIAC	24,411.31	25,288.45	76,066.70	0.00	(76,066.70)	100.00
Total Dept 000-37-Admin & General Expense		31,518.47	35,116.55	117,520.51	0.00	(117,520.51)	100.00
Dept 000-87-Admin & General Expense							
600-000-87-5-15-10	WI Retirement	0.00	31.85	441.06	0.00	(441.06)	100.00
600-000-87-5-15-15	FICA	0.00	35.58	494.59	0.00	(494.59)	100.00
600-000-87-5-15-20	Group Insurance	0.00	111.81	1,434.06	0.00	(1,434.06)	100.00
Total Dept 000-87-Admin & General Expense		0.00	179.24	2,369.71	0.00	(2,369.71)	100.00
Dept 611-37-Source of Supply Expense							
600-611-37-5-15-10	WI Retirement	17.41	26.81	128.14	0.00	(128.14)	100.00
600-611-37-5-15-15	FICA	21.96	29.92	144.63	0.00	(144.63)	100.00
600-611-37-5-15-20	Group Insurance	72.53	97.99	451.87	0.00	(451.87)	100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BDGT USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 600 - Water							
Expenditures							
600-611-37-5-22-50	Purchases of Water	65,261.63	59,646.39	422,588.24	714,000.00	291,411.76	59.19
600-611-37-5-35-60	Maint-Structures & Improvement	0.00	0.00	0.00	1,000.00	1,000.00	0.00
600-611-37-5-35-70	Maintenance-Supply Main	987.91	1,016.46	5,979.34	10,000.00	4,020.66	59.79
Total Dept 611-37-Source of Supply Expense		66,361.44	60,817.57	429,292.22	725,000.00	295,707.78	59.21
Dept 612-37-Pumping Expense							
600-612-37-5-15-10	WI Retirement	0.00	5.03	11.73	0.00	(11.73)	100.00
600-612-37-5-15-15	FICA	0.00	5.62	22.57	0.00	(22.57)	100.00
600-612-37-5-15-20	Group Insurance	0.00	17.87	39.74	0.00	(39.74)	100.00
600-612-37-5-22-10	Power Purchased for Pumping	375.38	0.00	4,313.39	6,000.00	1,686.61	71.89
600-612-37-5-30-90	Miscellaneous Expense	0.00	0.00	0.00	1,000.00	1,000.00	0.00
600-612-37-5-35-60	Maint-Structures & Improvement	2.29	223.55	1,312.01	1,000.00	(312.01)	131.20
600-612-37-5-35-65	Maint-Pumping Equipment	0.00	0.00	602.24	5,000.00	4,397.76	12.04
Total Dept 612-37-Pumping Expense		377.67	252.07	6,301.68	13,000.00	6,698.32	48.47
Dept 613-37-Water Treatment Expense							
600-613-37-5-15-10	WI Retirement	8.71	6.70	15.08	0.00	(15.08)	100.00
600-613-37-5-15-15	FICA	10.98	7.48	16.87	0.00	(16.87)	100.00
600-613-37-5-15-20	Group Insurance	36.68	24.90	51.48	0.00	(51.48)	100.00
600-613-37-5-36-11	Operation Supervision	337.79	302.59	819.54	4,000.00	3,180.46	20.49
600-613-37-5-36-15	Operations Labor	656.88	878.41	2,719.77	6,000.00	3,280.23	45.33
600-613-37-5-36-40	Chemicals	956.80	1,178.00	4,437.55	4,500.00	62.45	98.61
600-613-37-5-36-90	Miscellaneous Expense	0.00	0.00	59.99	1,000.00	940.01	6.00
Total Dept 613-37-Water Treatment Expense		2,007.84	2,398.08	8,120.28	15,500.00	7,379.72	52.39
Dept 614-37-Trans & Distribution Expense							
600-614-37-5-15-10	WI Retirement	220.52	249.70	2,509.86	0.00	(2,509.86)	100.00
600-614-37-5-15-15	FICA	304.37	296.33	3,127.46	0.00	(3,127.46)	100.00
600-614-37-5-15-20	Group Insurance	920.19	894.04	8,472.68	0.00	(8,472.68)	100.00
600-614-37-5-30-90	Miscellaneous Expense	210.17	107.82	2,265.28	4,000.00	1,734.72	56.63
600-614-37-5-35-60	Maintenance-Structures & Imp	0.00	0.00	0.00	1,000.00	1,000.00	0.00
600-614-37-5-35-62	Maintenance-Main	6,987.34	2,477.35	48,399.95	75,000.00	26,600.05	64.53
600-614-37-5-35-63	Maintenance-Services	1,386.47	1,167.81	12,994.27	5,000.00	(7,994.27)	259.89
600-614-37-5-35-64	Maintenance-Meters	(16.62)	202.63	193.59	2,000.00	1,806.41	9.68
600-614-37-5-35-66	Maintenance-Hydrants	572.37	361.80	3,733.26	14,000.00	10,266.74	26.67
600-614-37-5-35-67	Maintenance-Misc Plant	1,371.19	2,956.33	10,747.81	11,000.00	252.19	97.71
600-614-37-5-36-10	Operations Supervision	999.25	1,006.30	8,364.92	13,000.00	4,635.08	64.35
600-614-37-5-36-11	Maintenance Supervision	999.25	738.90	6,443.24	11,000.00	4,556.76	58.57
600-614-37-5-36-20	Meter Expense	(127.54)	(861.00)	5,124.98	10,500.00	5,375.02	48.81
600-614-37-5-36-25	Digger's Hotline Expense	773.29	1,270.18	9,281.63	14,000.00	4,718.37	66.30
600-614-37-5-36-61	Storage Facilities Expense	0.00	0.00	0.00	2,000.00	2,000.00	0.00
600-614-37-5-36-62	Trans & Dist Line Expense	4,694.43	3,459.00	31,734.30	32,000.00	265.70	99.17

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGDG USED
Fund 600 - Water							
Expenditures							
Total Dept 614-37-Trans & Distribution Expense		19,294.68	14,327.19	153,393.23	194,500.00	41,106.77	78.87
Dept 614-84-Admin & General Expense							
600-614-84-5-15-10 WI Retirement		13.05	13.41	125.85	0.00	(125.85)	100.00
600-614-84-5-15-15 FICA		16.47	14.98	140.49	0.00	(140.49)	100.00
600-614-84-5-15-20 Group Insurance		54.20	47.37	454.55	0.00	(454.55)	100.00
Total Dept 614-84-Admin & General Expense		83.72	75.76	720.89	0.00	(720.89)	100.00
Dept 616-37-Customer Account Expense							
600-616-37-5-15-10 WI Retirement		159.15	122.15	1,089.98	0.00	(1,089.98)	100.00
600-616-37-5-15-15 FICA		204.05	149.65	1,249.68	0.00	(1,249.68)	100.00
600-616-37-5-15-20 Group Insurance		227.14	96.88	477.88	0.00	(477.88)	100.00
600-616-37-5-36-10 Supervision-Customer Accounts		(908.57)	(953.25)	2,288.76	4,200.00	1,911.24	54.49
600-616-37-5-36-20 Meter Reading Expense		581.38	896.02	7,847.04	7,500.00	(347.04)	104.63
600-616-37-5-36-30 Customer Records/Collect Exp		(2,884.63)	(2,311.09)	6,259.23	12,500.00	6,240.77	50.07
600-616-37-5-36-40 Uncollectible Accounts		0.00	0.00	1,838.14	1,000.00	(838.14)	183.81
600-616-37-5-36-50 Misc Customer Account Expense		(218.51)	(260.55)	2,300.00	4,000.00	1,700.00	57.50
Total Dept 616-37-Customer Account Expense		(2,839.99)	(2,260.19)	23,350.71	29,200.00	5,849.29	79.97
Dept 620-37-Admin & General Expense							
600-620-37-5-10-10 Salaries/Wages		(159.06)	3,768.13	17,193.00	6,800.00	(10,393.00)	252.84
600-620-37-5-15-10 WI Retirement		(495.44)	(324.46)	(747.84)	452.00	1,199.84	(165.45)
600-620-37-5-15-15 FICA		40.74	33.63	473.61	520.00	46.39	91.08
600-620-37-5-15-20 Group Insurance		(42.17)	(283.69)	(223.59)	511.00	734.59	(43.76)
600-620-37-5-20-20 Professional Services		775.00	4,172.38	16,392.14	28,000.00	11,607.86	58.54
600-620-37-5-30-10 Office Supplies, Equip & Exp		520.30	820.69	6,409.56	14,000.00	7,590.44	45.78
600-620-37-5-30-90 Miscellaneous Expense		100.63	123.90	3,384.81	5,000.00	1,615.19	67.70
600-620-37-5-35-55 Maintenance-General Plant		0.00	0.00	129.20	1,000.00	870.80	12.92
600-620-37-5-36-75 Transportation Expense		1,753.07	172.30	5,072.18	11,000.00	5,927.82	46.11
600-620-37-5-39-60 Regulatory Commission Expense		0.00	0.00	0.00	5,000.00	5,000.00	0.00
600-620-37-5-51-10 Property Insurance		0.00	2,763.95	8,291.85	11,500.00	3,208.15	72.10
600-620-37-5-51-45 Injuries & Damages		(61.41)	2,527.88	7,510.72	9,000.00	1,489.28	83.45
600-620-37-5-53-20 Rent Expense		0.00	3,048.01	9,144.03	13,000.00	3,855.97	70.34
Total Dept 620-37-Admin & General Expense		2,431.66	16,822.72	73,029.67	105,783.00	32,753.33	69.04
Dept 621-37-Depreciation Expense							
600-621-37-5-54-10 Depreciation Expense		36,868.04	39,089.52	109,457.07	130,000.00	20,542.93	84.20
Total Dept 621-37-Depreciation Expense		36,868.04	39,089.52	109,457.07	130,000.00	20,542.93	84.20
Dept 623-37-Other Expense							
600-623-37-5-36-80 Taxes		63,433.89	66,909.83	200,610.25	253,021.00	52,410.75	79.29

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGD T USED
Fund 600 - Water Expenditures							
Total Dept 623-37-Other Expense		63,433.89	66,909.83	200,610.25	253,021.00	52,410.75	79.29
Dept 625-37							
600-625-37-5-54-10 Misc Amortization-CIAC		(13,428.16)	(13,428.16)	(40,284.48)	0.00	40,284.48	100.00
Total Dept 625-37		(13,428.16)	(13,428.16)	(40,284.48)	0.00	40,284.48	100.00
TOTAL Expenditures		206,109.26	220,300.18	1,083,881.74	1,466,004.00	382,122.26	73.93
Fund 600:							
TOTAL REVENUES		507,888.51	34,402.75	1,193,051.83	1,682,608.00	489,556.17	70.90
TOTAL EXPENDITURES		206,109.26	220,300.18	1,083,881.74	1,466,004.00	382,122.26	73.93
NET OF REVENUES & EXPENDITURES		301,779.25	(185,897.43)	109,170.09	216,604.00	107,433.91	50.40
BEG. FUND BALANCE				7,639,532.45	7,639,532.45		50.40
FUND BALANCE ADJUSTMENTS				(27,289.24)			50.40
END FUND BALANCE				7,721,413.30	7,856,136.45		50.40
Fund 610 - Storm Water Revenues							
Dept 000-49-OTHER PERMITS							
610-000-49-4-30-10 Fees & Permits		105.00	0.00	245.00	1,000.00	755.00	24.50
Total Dept 000-49-OTHER PERMITS		105.00	0.00	245.00	1,000.00	755.00	24.50
Dept 000-64-SALES							
610-000-64-4-10-10 Storm Water Charges		215,902.91	0.00	651,006.57	864,000.00	212,993.43	75.35
Total Dept 000-64-SALES		215,902.91	0.00	651,006.57	864,000.00	212,993.43	75.35
Dept 000-81-INTEREST INCOME							
610-000-81-4-00-10 Interest Income		453.00	480.00	227.31	6,500.00	6,272.69	3.50
610-000-81-4-00-40 Late Penalties		0.00	(0.80)	3,144.43	5,000.00	1,855.57	62.89
Total Dept 000-81-INTEREST INCOME		453.00	479.20	3,371.74	11,500.00	8,128.26	29.32
Dept 000-82-MISCELLANEOUS REVENUE							
610-000-82-4-00-50 Miscellaneous Revenue		(0.01)	0.00	270.81	0.00	(270.81)	100.00
Total Dept 000-82-MISCELLANEOUS REVENUE		(0.01)	0.00	270.81	0.00	(270.81)	100.00
Dept 000-83-OTHER INCOME							
610-000-83-4-00-10 Amortization of Debt Premium		0.00	0.00	5,737.00	0.00	(5,737.00)	100.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BGDG USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 610 - Storm Water							
Revenues							
Total Dept 000-83-OTHER INCOME		0.00	0.00	5,737.00	0.00	(5,737.00)	100.00
TOTAL Revenues		216,460.90	479.20	660,631.12	876,500.00	215,868.88	75.37
Expenditures							
Dept 000-36							
610-000-36-5-10-10	Salaries/Wages	14,830.38	25,631.49	112,627.51	127,216.00	14,588.49	88.53
610-000-36-5-11-10	Seasonal Hire	0.00	0.00	0.00	4,560.00	4,560.00	0.00
610-000-36-5-12-20	Uniform Allowance	0.00	0.00	147.83	175.00	27.17	84.47
610-000-36-5-14-00	Overtime	4.50	0.00	521.56	120.00	(401.56)	434.63
610-000-36-5-15-10	WI Retirement	829.14	1,706.10	7,538.87	7,054.00	(484.87)	106.87
610-000-36-5-15-15	FICA	1,019.66	1,854.21	8,241.16	10,090.00	1,848.84	81.68
610-000-36-5-15-20	Group Insurance	5,245.42	7,569.23	40,950.61	47,588.00	6,637.39	86.05
610-000-36-5-15-25	Worker Comp Insurance	0.00	0.00	0.00	4,500.00	4,500.00	0.00
610-000-36-5-20-20	Professional Services	132.50	132.50	3,590.00	9,000.00	5,410.00	39.89
610-000-36-5-20-45	NR216 Contract	0.00	0.00	7,440.34	1,700.00	(5,740.34)	437.67
610-000-36-5-22-10	Natural Gas/Electric Service	0.00	20.57	171.66	400.00	228.34	42.92
610-000-36-5-22-20	Water/Sewer-Mun Complex	0.00	0.00	0.00	200.00	200.00	0.00
610-000-36-5-23-20	Turf Maintenance	0.00	2,324.65	6,958.21	20,000.00	13,041.79	34.79
610-000-36-5-23-25	CCTV/Cleaning Services	0.00	0.00	0.00	2,000.00	2,000.00	0.00
610-000-36-5-26-10	Cleaning Service	0.00	0.00	160.00	200.00	40.00	80.00
610-000-36-5-26-75	Administration Services	0.00	0.00	47,765.00	47,000.00	(765.00)	101.63
610-000-36-5-29-30	Landfill fees	1,038.84	329.15	1,416.67	2,000.00	583.33	70.83
610-000-36-5-29-50	Equipment Rental	0.00	0.00	0.00	7,280.00	7,280.00	0.00
610-000-36-5-30-10	Office Supplies	0.00	76.62	283.06	250.00	(33.06)	113.22
610-000-36-5-33-10	Tools & Supplies	0.00	0.00	45.57	2,000.00	1,954.43	2.28
610-000-36-5-34-10	Fuel, Oil & Lubricants	0.00	0.00	0.00	3,600.00	3,600.00	0.00
610-000-36-5-34-30	Safety Supplies	0.00	0.00	0.00	400.00	400.00	0.00
610-000-36-5-34-35	Coveral Services	39.21	0.00	156.84	150.00	(6.84)	104.56
610-000-36-5-35-20	Vehicle Repair/Maint Supplies	0.00	374.25	840.73	2,400.00	1,559.27	35.03
610-000-36-5-35-40	Equipment Repair/Maint Supplie	71.99	0.00	3,297.34	2,400.00	(897.34)	137.39
610-000-36-5-36-30	Billing Services	4,969.02	4,682.63	17,719.16	26,000.00	8,280.84	68.15
610-000-36-5-37-10	Operations Material	3,841.90	236.95	9,164.42	12,000.00	2,835.58	76.37
610-000-36-5-37-20	System Maintenance	0.00	0.00	0.00	5,000.00	5,000.00	0.00
610-000-36-5-45-10	Memberships	0.00	0.00	34.00	100.00	66.00	34.00
610-000-36-5-45-20	Periodicals	0.00	0.00	500.00	80.00	(420.00)	625.00
610-000-36-5-45-30	Professional Training	0.00	0.00	80.00	600.00	520.00	13.33
610-000-36-5-54-10	System Depreciation	0.00	0.00	0.00	160,000.00	160,000.00	0.00
610-000-36-5-54-15	Equipment Depreciation	0.00	0.00	0.00	12,000.00	12,000.00	0.00
610-000-36-5-60-20	Debt Service-Interest Expense	32,849.89	22,572.88	47,520.88	105,000.00	57,479.12	45.26
610-000-36-5-60-30	Amortization of debt issue cos	0.00	392.00	7,682.00	1,200.00	(6,482.00)	640.17
610-000-36-5-82-40	Capital Outlay-Imp Storm Sewer	0.00	0.00	179,645.09	0.00	(179,645.09)	100.00
610-000-36-5-82-45	Capital Outlay-Imp Ditch/Strm	2,414.37	51,116.70	92,258.30	120,000.00	27,741.70	76.88
Total Dept 000-36		67,286.82	119,019.93	596,756.81	744,263.00	147,506.19	80.18
TOTAL Expenditures		67,286.82	119,019.93	596,756.81	744,263.00	147,506.19	80.18

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 610 - Storm Water							
Fund 610:							
	TOTAL REVENUES	216,460.90	479.20	660,631.12	876,500.00	215,868.88	75.37
	TOTAL EXPENDITURES	67,286.82	119,019.93	596,756.81	744,263.00	147,506.19	80.18
	NET OF REVENUES & EXPENDITURES	149,174.08	(118,540.73)	63,874.31	132,237.00	68,362.69	48.30
	BEG. FUND BALANCE			3,042,516.21	3,042,516.21		48.30
	FUND BALANCE ADJUSTMENTS			(21,712.24)			48.30
	END FUND BALANCE			3,084,678.28	3,174,753.21		48.30
Fund 630 - Sewer							
Revenues							
Dept 000-64-SALES							
630-000-64-4-10-10	Volumetric Charges	135,704.19	(27.80)	349,071.36	423,805.00	74,733.64	82.37
630-000-64-4-10-15	Connection Charges	46,200.00	0.00	138,705.00	184,800.00	46,095.00	75.06
630-000-64-4-10-20	Household Hazardous Waste	0.00	0.00	0.00	12,708.73	12,708.73	0.00
630-000-64-4-10-25	MMSD Charges	192,356.92	(39.54)	520,361.25	677,429.60	157,068.35	76.81
	Total Dept 000-64-SALES	374,261.11	(67.34)	1,008,137.61	1,298,743.33	290,605.72	77.62
Dept 000-81-INTEREST INCOME							
630-000-81-4-00-10	Investment Interest	757.88	2,435.80	(1,796.59)	7,000.00	8,796.59	(25.67)
630-000-81-4-00-40	Interest-Delinquent Accounts	0.00	0.00	6,088.95	15,000.00	8,911.05	40.59
	Total Dept 000-81-INTEREST INCOME	757.88	2,435.80	4,292.36	22,000.00	17,707.64	19.51
Dept 000-82-MISCELLANEOUS REVENUE							
630-000-82-4-00-50	Miscellaneous	0.00	0.00	250.00	0.00	(250.00)	100.00
	Total Dept 000-82-MISCELLANEOUS REVENUE	0.00	0.00	250.00	0.00	(250.00)	100.00
Dept 000-83-OTHER INCOME							
630-000-83-4-00-10	Amortization of Debt Premium	0.00	0.00	517.00	0.00	(517.00)	100.00
	Total Dept 000-83-OTHER INCOME	0.00	0.00	517.00	0.00	(517.00)	100.00
	TOTAL Revenues	375,018.99	2,368.46	1,013,196.97	1,320,743.33	307,546.36	76.71
Expenditures							
Dept 000-36							
630-000-36-5-10-10	Salaries/Wages	1,881.14	4,605.84	43,239.46	61,943.00	18,703.54	69.81
630-000-36-5-11-10	Temporary Laborers	0.00	0.00	0.00	4,560.00	4,560.00	0.00
630-000-36-5-12-20	Uniform Allowance	0.00	0.00	0.00	175.00	175.00	0.00
630-000-36-5-14-00	Overtime	0.00	0.00	0.00	500.00	500.00	0.00
630-000-36-5-15-10	WI Retirement	111.00	306.29	2,875.49	4,153.00	1,277.51	69.24
630-000-36-5-15-15	FICA	137.25	331.50	3,123.34	5,126.00	2,002.66	60.93
630-000-36-5-15-20	Group Insurance	689.12	1,405.95	14,096.07	22,662.00	8,565.93	62.20

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	ACTIVITY FOR	YTD BALANCE	2013	AVAILABLE	% BGD USED
		MONTH 09/30/2012 INCR (DECR)	MONTH 09/30/2013 INCR (DECR)	MONTH 09/30/2013 NORM (ABNORM)	AMENDED BUDGET	BALANCE NORM (ABNORM)	
Fund 630 - Sewer Expenditures							
630-000-36-5-15-25	Worker Compensation Ins	0.00	0.00	0.00	5,600.00	5,600.00	0.00
630-000-36-5-20-20	Professional Services	10,172.40	60.00	6,502.26	10,000.00	3,497.74	65.02
630-000-36-5-20-45	Engineering Services	0.00	0.00	1,185.00	0.00	(1,185.00)	100.00
630-000-36-5-22-10	Natural Gas/Electric Service	88.90	0.00	1,559.41	4,600.00	3,040.59	33.90
630-000-36-5-22-20	Sewer/Water Services	559.42	409.34	786.41	1,200.00	413.59	65.53
630-000-36-5-23-10	Cleaning Services	0.00	0.00	0.00	500.00	500.00	0.00
630-000-36-5-26-10	MMSD Service Charges	192,383.25	185,567.71	520,729.87	677,430.00	156,700.13	76.87
630-000-36-5-26-15	MMSD Hazardous Waste Service	0.00	0.00	13,797.42	12,708.73	(1,088.69)	108.57
630-000-36-5-26-75	Administration Services	0.00	0.00	93,806.00	93,806.00	0.00	100.00
630-000-36-5-29-30	Landfill Fees	0.00	0.00	0.00	400.00	400.00	0.00
630-000-36-5-29-50	Equipment Rental	0.00	0.00	0.00	5,000.00	5,000.00	0.00
630-000-36-5-30-10	Office Supplies, Equip & Exp	0.00	22.36	84.55	300.00	215.45	28.18
630-000-36-5-33-10	Tools & Supplies	0.00	404.81	455.55	700.00	244.45	65.08
630-000-36-5-34-10	Fuel, Oil & Lubricants	0.00	0.00	0.00	3,600.00	3,600.00	0.00
630-000-36-5-34-30	Safety Equipment	0.00	0.00	0.00	800.00	800.00	0.00
630-000-36-5-34-35	Uniforms/Coveralls	39.21	0.00	177.41	300.00	122.59	59.14
630-000-36-5-35-20	Vehicle Repair/Maint Supplies	0.00	22.18	77.17	800.00	722.83	9.65
630-000-36-5-35-40	Equip Repair/Maint Supplies	1,240.50	49.43	2,854.07	5,000.00	2,145.93	57.08
630-000-36-5-35-60	Maintenance-System	0.00	115.49	2,050.49	5,000.00	2,949.51	41.01
630-000-36-5-36-30	Meter Expenditures-Water	21,037.17	20,994.91	74,896.98	98,000.00	23,103.02	76.43
630-000-36-5-37-10	Operations Material	0.00	39.33	18,469.45	25,000.00	6,530.55	73.88
630-000-36-5-37-20	MONITORING	115.67	100.01	802.86	4,000.00	3,197.14	20.07
630-000-36-5-45-10	Professional Memberships	0.00	0.00	50.00	100.00	50.00	50.00
630-000-36-5-45-20	Professional Publications	0.00	0.00	0.00	150.00	150.00	0.00
630-000-36-5-45-30	Professional Training	0.00	0.00	0.00	1,000.00	1,000.00	0.00
630-000-36-5-54-10	Depreciation Expense-System	0.00	0.00	0.00	94,000.00	94,000.00	0.00
630-000-36-5-54-15	Depreciation Expense-Equip	0.00	0.00	0.00	20,000.00	20,000.00	0.00
630-000-36-5-60-20	Interest Expense	24,494.00	18,790.00	40,315.00	119,828.00	79,513.00	33.64
630-000-36-5-60-30	Amortization of Debt Issue Cos	0.00	323.00	1,730.00	0.00	(1,730.00)	100.00
630-000-36-5-81-35	Capital Equipment-Sewer	0.00	0.00	0.00	10,000.00	10,000.00	0.00
630-000-36-5-82-45	Inflow/Infiltration Control	16,724.17	0.00	117,771.20	195,000.00	77,228.80	60.40
Total Dept 000-36		269,673.20	233,548.15	961,435.46	1,493,941.73	532,506.27	64.36
TOTAL Expenditures		269,673.20	233,548.15	961,435.46	1,493,941.73	532,506.27	64.36
Fund 630:							
TOTAL REVENUES		375,018.99	2,368.46	1,013,196.97	1,320,743.33	307,546.36	76.71
TOTAL EXPENDITURES		269,673.20	233,548.15	961,435.46	1,493,941.73	532,506.27	64.36
NET OF REVENUES & EXPENDITURES		105,345.79	(231,179.69)	51,761.51	(173,198.40)	(224,959.91)	29.89
BEG. FUND BALANCE				4,338,904.49	4,338,904.49		(29.89)
FUND BALANCE ADJUSTMENTS				(15,042.92)			(29.89)
END FUND BALANCE				4,375,623.08	4,165,706.09		(29.89)

Fund 700 - Liability Insurance Fund  
 Revenues

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BROWN DEER

PERIOD ENDING 09/30/2013  
 % Fiscal Year Completed: 74.79

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2012 INCR (DECR)	ACTIVITY FOR MONTH 09/30/2013 INCR (DECR)	YTD BALANCE 09/30/2013 NORM (ABNORM)	2013 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 700 - Liability Insurance Fund							
Revenues							
Dept 000-81-INTEREST INCOME							
700-000-81-4-00-50	Dividend Income	0.00	0.00	0.00	10,000.00	10,000.00	0.00
Total Dept 000-81-INTEREST INCOME		0.00	0.00	0.00	10,000.00	10,000.00	0.00
Dept 000-92-TRANSFER FROM OTHER FUNDS							
700-000-92-4-10-00	General Fund	0.00	0.00	91,000.00	91,000.00	0.00	100.00
Total Dept 000-92-TRANSFER FROM OTHER FUNDS		0.00	0.00	91,000.00	91,000.00	0.00	100.00
TOTAL Revenues		0.00	0.00	91,000.00	101,000.00	10,000.00	90.10
Expenditures							
Dept 000-19							
700-000-19-5-51-50	Liability Ins Premiums	0.00	0.00	92,877.00	91,000.00	(1,877.00)	102.06
700-000-19-5-51-75	Insurance Claims	0.00	0.00	256.00	100,000.00	99,744.00	0.26
Total Dept 000-19		0.00	0.00	93,133.00	191,000.00	97,867.00	48.76
TOTAL Expenditures		0.00	0.00	93,133.00	191,000.00	97,867.00	48.76
Fund 700:							
TOTAL REVENUES		0.00	0.00	91,000.00	101,000.00	10,000.00	90.10
TOTAL EXPENDITURES		0.00	0.00	93,133.00	191,000.00	97,867.00	48.76
NET OF REVENUES & EXPENDITURES		0.00	0.00	(2,133.00)	(90,000.00)	(87,867.00)	2.37
BEG. FUND BALANCE				457,823.77	457,823.77		2.37
END FUND BALANCE				455,690.77	367,823.77		2.37
TOTAL REVENUES - ALL FUNDS							
		1,261,639.18	283,030.60	16,293,012.52	18,365,230.72	2,072,218.20	88.72
TOTAL EXPENDITURES - ALL FUNDS							
		2,432,984.91	2,273,973.60	17,163,559.00	22,043,844.11	4,880,285.11	77.86
NET OF REVENUES & EXPENDITURES		(1,171,345.73)	(1,990,943.00)	(870,546.48)	(3,678,613.39)	(2,808,066.91)	23.67
BEG. FUND BALANCE - ALL FUNDS				25,289,497.23	25,289,497.23		2.37
FUND BALANCE ADJ - ALL FUNDS				(64,044.40)			2.37
END FUND BALANCE - ALL FUNDS				24,354,906.35	21,610,883.84		2.37



**VILLAGE OF BROWN DEER**

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**VOUCHER APPROVAL  
REGISTER**

<b>Finance &amp; Public Works Committee</b>	<b>Date: November 6, 2013</b>
<b>Village Board of Trustees</b>	<b>Date: November 18, 2013</b>
<b>Submitted By: Susan Hudson; Treasurer / Comptroller</b>	

**Payments Presented For Ratification**

Attached please find the voucher list for bills accrued October 4, 2013 through October 25, 2013. This covers check numbers 75558 - 75684.

**The total amount of vouchers is \$ 401,006.49.**

**Vouchers held for approval (to be paid 11/19/2013) – \$552,469.69.**

**Below Please Find the Top Five Largest Expenditures in the Packet:**

- |   |              |
|---|--------------|
| 1) Village of Bayside – Dispatch Operations           | \$ 86,631.50 |
| 2) Milwaukee Water Works- September Wholesale Water   | \$ 60,893.11 |
| 3) Advanced Disposal-August Refuse Collection         | \$ 46,434.24 |
| 4) Advanced Disposal – September Refuse Collection    | \$ 45,503.96 |
| 5) Michael Best & Friedrich LLP-Professional Services | \$ 13,417.15 |

**Below please find a list of the voided checks for this period and their amount**

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER  
 INVOICE DUE DATES 10/04/2013 - 10/25/2013  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

User: gerthde  
 DB: Brown Deer

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 010 General Fund					
Dept 000-31 ACCOUNTS RECEIVABLE					
010-000-31-2-00-20	Deposits-Building Permit	U-LINE CORPORATION	REFUND FEE	1,000.00	75679
Total For Dept 000-31 AC				1,000.00	
Dept 000-33					
010-000-33-2-00-20	Bail Due Other Departmen	ELM GROVE POLICE DEPARTM	BAIL	109.00	75608
010-000-33-2-00-20	Bail Due Other Departmen	WAUKESHA CO CLERK OF CIR	BAIL	483.00	75624
010-000-33-2-00-40	Court Deposit Clearing	MILW CO TREASURER	COURT FINANCIAL REPORT-S	1,231.00	75617
010-000-33-2-00-40	Court Deposit Clearing	STATE OF WISCONSIN	COURT FINANCIAL REPORT-S	4,106.99	75620
010-000-33-2-00-40	Court Deposit Clearing	FALOWO, OLALEKAN	OVERPAYMENT REFUND S0398	26.70	75651
Total For Dept 000-33				5,956.69	
Dept 000-43 INSPECTION PERMITS					
010-000-43-4-00-10	Building	AMERICAN CONCRETE LEVELI	REFUND FEE-BUILDING PERM	60.00	75559
Total For Dept 000-43 IN				60.00	
Dept 120-12 MUNICIPAL COURT					
010-120-12-5-26-25	Commitment Services	HOUSE OF CORRECTION	BOARDING OF PRISONERS	632.20	75568
010-120-12-5-45-30	Professional Training	GLOVER, TANYA	MILEAGE REIMBURSEMENT-CO	10.51	75655
010-120-12-5-45-30	Professional Training	GLOVER, TANYA	REIMBURSE EXPENSES-MUNI	70.28	75655
Total For Dept 120-12 MU				712.99	
Dept 130-13 LEGAL SERVICES					
010-130-13-5-21-10	Village Attorney Service	FUCHS & BOYLE SC	GENERAL LEGAL SERVICES 9	9,552.00	75634
010-130-13-5-21-15	Other Legal Services	MICHAEL BEST & FRIEDRICH	REAL ESTATE	5,280.15	75575
010-130-13-5-21-15	Other Legal Services	MICHAEL BEST & FRIEDRICH	REAL ESTATE	280.00	75666
Total For Dept 130-13 LE				15,112.15	
Dept 140-14 VILLAGE MANAGER					
010-140-14-5-30-40	Public Notices/Advertisi	JOURNAL SENTINEL	LEGAL NOTICES	45.31	75613
010-140-14-5-30-40	Public Notices/Advertisi	MUNICIPAL CODE CORPORATI	ANNUAL CODE ON INTERNET	600.00	75670
Total For Dept 140-14 VI				645.31	
Dept 150-15 ADMINISTRATIVE SERVICES					
010-150-15-5-30-30	Service Fees	EHLERS INVESTMENT PARTNE	MONTHLY MANAGEMENT FEE	939.04	75607
Total For Dept 150-15 AD				939.04	
Dept 191-14 OTHER GENERAL GOVERNMENT					
010-191-14-5-30-10	Office Supplies, Equip &	BUBRICKS COMPLETE OFFICE	COLOR PAPER, BATTERIES	35.33	75562
010-191-14-5-30-10	Office Supplies, Equip &	BUBRICKS COMPLETE OFFICE	3 SCANNERS	1,260.00	75599
010-191-14-5-30-10	Office Supplies, Equip &	ENVIRONMENTAL INNOVATION	TONER CARTRIDGES (4)	197.90	75609
010-191-14-5-30-10	Office Supplies, Equip &	BUBRICKS COMPLETE OFFICE	CLASP ENVELOPES, CALEND	62.66	75643
010-191-14-5-30-10	Office Supplies, Equip &	CLEAR CUT PRINT SOLUTION	COURT BROCHURES	477.58	75646
010-191-14-5-30-20	Communications	A T & T	LONG DISTANCE MINIMUM CH	39.45	75592
010-191-14-5-30-20	Communications	AT & T	SERVICE	291.80	75596
010-191-14-5-30-20	Communications	BAYSIDE, VILLAGE OF	1/3 OF CDW UPGRADES	555.00	75598
010-191-14-5-30-20	Communications	CENTURY LINK	FAX LONG DISTANCE	4.23	75644
010-191-14-5-30-20	Communications	VERIZON WIRELESS	VILLAGE, POLICE, WATER CE	522.63	75681
010-191-14-5-30-25	Communication-Internet S	TIME WARNER CABLE	INTERNET SERVICE	395.95	75621
Total For Dept 191-14 OT				3,842.53	
Dept 194-51 HISTORICAL SOCIETY					
010-194-51-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	9.83	75590
Total For Dept 194-51 HI				9.83	
Dept 195-28 Other General Government					
010-195-28-5-39-21	EMPLOYEE WELLNESS BENEFI	KETTLE MORAIN YMCA	WELLNESS BENEFIT	20.00	75571
010-195-28-5-39-21	EMPLOYEE WELLNESS BENEFI	YMCA OF METRO MILWAUKEE	WELLNESS BENEFIT	60.00	75629
010-195-28-5-39-21	EMPLOYEE WELLNESS BENEFI	KETTLE MORAIN YMCA	WELLNESS BENEFIT	20.00	75659
Total For Dept 195-28 Ot				100.00	
Dept 210-21 POLICE DEPARTMENT					
010-210-21-5-12-20	Uniform Allowance	LARK UNIFORM OUTFITTERS	UNIFORM ITEMS-HAHN	69.90	75572
010-210-21-5-12-20	Uniform Allowance	LARK UNIFORM OUTFITTERS	UNIFORM ITEMS-KUEHNE	138.45	75572

User: gerthde

INVOICE DUE DATES 10/04/2013 - 10/25/2013

DB: Brown Deer

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 010 General Fund					
Dept 210-21 POLICE DEPARTMENT					
010-210-21-5-12-20	Uniform Allowance	LARK UNIFORM OUTFITTERS	UNIFORM ITEMS-ZIESE	86.95	75615
010-210-21-5-12-20	Uniform Allowance	LARK UNIFORM OUTFITTERS	UNIFORM ITEMS-KUEHNE	167.85	75662
010-210-21-5-24-10	Equipment Maintenance Se	CENTRAL OFFICE SYSTEMS	COPIER MAINTENANCE	185.52	75601
010-210-21-5-24-10	Equipment Maintenance Se	KONICA MINOLTA PREMIER	COPIER LEASE	267.43	75614
010-210-21-5-30-10	Office Supplies, Equip &	PRIME MEDIA	TRACS CITATION THERMAN P	165.69	75579
010-210-21-5-30-10	Office Supplies, Equip &	CLEAR CUT PRINT SOLUTION	COPY PAPER-POLICE DEPT	347.90	75604
010-210-21-5-30-30	Service Fees	ADP SCREENING & SELECTIO	BACKGROUND CHECKS-RESERV	300.40	75593
010-210-21-5-30-30	Service Fees	WI DEPT OF JUSTICE	BACKGROUND CHECKS	119.00	75684
010-210-21-5-34-20	Vehicle Supplies	GRAPHIC DESIGNS INTERNAT	SQD CAR NUMBER DECALS	22.95	75566
010-210-21-5-35-20	Vehicle Repair/Maint Sup	BATTERIES PLUS	MISC BATTERIES	71.98	75561
010-210-21-5-35-20	Vehicle Repair/Maint Sup	BATTERIES PLUS	MISC BATTERIES	73.44	75561
010-210-21-5-35-20	Vehicle Repair/Maint Sup	SCHMIT BROTHERS	1340 VEHICLE REPAIR	711.72	75583
010-210-21-5-35-20	Vehicle Repair/Maint Sup	INTERSTATE BATTERIES	BATTERIES, CORE	241.90	75611
010-210-21-5-39-30	Investigation Supplies	INTOXIMETERS	DRYGAS FOR INTOXIMETER C	140.00	75657
010-210-21-5-39-30	Investigation Supplies	LANGUAGE LINE SERVICES	INTERPETER SERVICES	30.69	75660
010-210-21-5-45-30	Professional Training	CADDOCK, BRAD	MEAL REIMBURSEMENT-TRAIN	19.25	75600
010-210-21-5-45-30	Professional Training	WCPPA - C/O SHAWN ENGLEM	TRAINING CONFERENCE-CADD	235.00	75625
Total For Dept 210-21 PO				3,396.02	
Dept 220-22 FIRE DEPARTMENT - EG					
010-220-22-5-24-10	Equipment Maintenance Se	WE ENERGIES	SERVICE	18.44	75590
Total For Dept 220-22 FI				18.44	
Dept 230-23 DISPATCH SERVICES					
010-230-23-5-20-35	Technical Services	VERIZON WIRELESS	VILLAGE, POLICE, WATER CE	320.08	75681
Total For Dept 230-23 DI				320.08	
Dept 310-31 PUBLIC WORKS ADMINISTRATION					
010-310-31-5-30-20	Communications	AT & T	SERVICE	24.91	75596
010-310-31-5-30-20	Communications	VERIZON WIRELESS	DPW CELL PHONES	91.28	75681
010-310-31-5-30-20	Communications	VERIZON WIRELESS	VILLAGE, POLICE, WATER CE	72.09	75681
Total For Dept 310-31 PU				188.28	
Dept 311-33 DPW STREETS/TRAFFIC OPERATIONS					
010-311-33-5-22-10	Street Lighting-Elec Ser	WE ENERGIES	SERVICE	34.55	75590
010-311-33-5-22-10	Street Lighting-Elec Ser	WE ENERGIES	SERVICE	40.44	75590
010-311-33-5-22-10	Street Lighting-Elec Ser	WE ENERGIES	SERVICE	31.04	75682
010-311-33-5-22-10	Street Lighting-Elec Ser	WE ENERGIES	SERVICE	36.53	75682
010-311-33-5-22-15	Street Lighting Elec Chr	WE ENERGIES	SERVICE	800.16	75590
010-311-33-5-23-20	Turf Maintenance	BROWN DEER LAWN SERVICE	ROUGH CUT 8659 N 62ND STR	95.00	75641
010-311-33-5-23-20	Turf Maintenance	FOX SERVICES, LLC	AUGUST MOWING-VH, LIBRAR	702.24	75652
010-311-33-5-23-20	Turf Maintenance	FOX SERVICES, LLC	AUGUST MOWING-SCHEDULE B	694.11	75652
010-311-33-5-23-20	Turf Maintenance	FOX SERVICES, LLC	AUGUST MOWING-SCHEDULE C	421.95	75652
010-311-33-5-23-25	Pavement Marking Service	CROWLEY CONSTRUCTION COR	EXTRA CENTERLINE MARKING	325.00	75563
010-311-33-5-37-15	Street Signs & Supplies	TAPCO	STREET SIGNS, BRACKETS	9,628.15	75588
010-311-33-5-37-15	Street Signs & Supplies	TAPCO	ANTI VANDAL SIGN DECALS	100.00	75588
Total For Dept 311-33 DP				12,909.17	
Dept 313-33 DPW WINTER OPERATIONS					
010-313-33-5-35-20	Vehicle Repair/Maint Sup	RYCHTIK WELDING & MANUFA	FLOW HOOK UP-2 BARS WELD	45.00	75582
Total For Dept 313-33 DP				45.00	
Dept 317-61 DPW FORESTRY OPERATIONS					
010-317-61-5-35-30	Tools & Supplies	MENARDS - MILWAUKEE	PRUNER & SAW SET	9.99	75573
Total For Dept 317-61 DP				9.99	
Dept 319-16 DPW MUNICIPAL COMPLEX					
010-319-16-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	60.26	75590
010-319-16-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	21.78	75590
010-319-16-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	554.15	75590
010-319-16-5-23-10	Cleaning Services	ANSHUS, PATTY	MUNICIPAL COMPLEX CLEANI	160.00	75637

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 010 General Fund					
Dept 319-16 DPW MUNICIPAL COMPLEX					
Total For Dept 319-16 DP				796.19	
Dept 319-33 DPW MUNICIPAL COMPLEX					
010-319-33-5-34-10	Fuel, Oil & Lubricants	PETRAS, ERIKA	MILEAGE REIMBURSEMENT-SE	51.98	75673
010-319-33-5-34-35	Uniforms/Coveralls	ALSCO AMERICAN INDUSTRIA	SERVICE AREA RUGS	39.21	75636
010-319-33-5-34-35	Uniforms/Coveralls	ALSCO AMERICAN INDUSTRIA	SERVICE AREA RUGS	39.21	75636
010-319-33-5-35-20	Vehicle Repair/Maint Sup	INTERSTATE BATTERIES	BATTERIES, CORE	237.90	75611
010-319-33-5-35-20	Vehicle Repair/Maint Sup	TOM'S TRAILERS INC	82 X 20 EQUIPMENT TRAILER	4,056.65	75678
010-319-33-5-35-30	Tools & Supplies	SNAP-ON TOOLS	SCRIBE, PLIERS, TIRE PRE	43.20	75585
010-319-33-5-35-40	Equip Repair/Maint Suppl	FOX WELDING SUPPLY INC	CYLINDER RENTAL	8.06	75565
010-319-33-5-35-40	Equip Repair/Maint Suppl	MID-AMERICAN RESEARCH CH	HORNET KILLER, CLEANERS,	611.00	75576
010-319-33-5-35-40	Equip Repair/Maint Suppl	MID-AMERICAN RESEARCH CH	PRO GUARD PLUS	111.00	75576
010-319-33-5-35-40	Equip Repair/Maint Suppl	SUPERIOR CHEMICAL	GLASS CLEANER	74.80	75587
Total For Dept 319-33 DP				5,273.01	
Dept 320-36 DPW REFUSE					
010-320-36-5-29-10	Refuse Collection	ADVANCED DISPOSAL SERVIC	DISPOSAL/LANDFILL, REFUS	28,918.05	75558
010-320-36-5-29-10	Refuse Collection	ADVANCED DISPOSAL SERVIC	REFUSE, RECYCLING, YARDW	29,790.13	75635
Total For Dept 320-36 DP				58,708.18	
Dept 360-31 COMMUNITY DEVELOPMENT					
010-360-31-5-20-20	Professional Services	URS CORPORATION	PROFESSIONAL SERVICES	827.60	75680
Total For Dept 360-31 CO				827.60	
Dept 361-16 VILLAGE HALL					
010-361-16-5-22-10	Electric/Natural Gas	WE ENERGIES	SERVICE	410.15	75590
010-361-16-5-22-10	Electric/Natural Gas	WE ENERGIES	SERVICE	5,491.75	75590
010-361-16-5-22-10	Electric/Natural Gas	WE ENERGIES	SERVICE	3,280.58	75626
010-361-16-5-23-10	Cleaning Services	ITU INC	BAR TOWEL SERVICE	45.39	75570
010-361-16-5-23-10	Cleaning Services	ITU INC	30 MATS	301.69	75570
010-361-16-5-23-10	Cleaning Services	METRO CLEAN CORPORATION	SEPTEMBER JANITORIAL	1,850.00	75574
010-361-16-5-23-15	Building Maint/Repairs	J & H HEATING INC	COOLING REPAIRS-PD	230.00	75612
010-361-16-5-23-15	Building Maint/Repairs	J & H HEATING INC	COOLING ISSUES-PD	865.20	75612
010-361-16-5-23-15	Building Maint/Repairs	J & H HEATING INC	REPAIRS TO CHILLER	322.00	75658
010-361-16-5-35-10	Building Supplies	NASSCO INC	TOWELS, BATH TISSUEFLOOR	794.03	75618
Total For Dept 361-16 VI				13,590.79	
Dept 530-53 PARK & RECREATION					
010-530-53-5-45-30	Professional Training	WPRA	WPRA ANNUAL CONFERENCE	300.00	75627
010-530-53-5-45-30	Professional Training	BROWN DEER, VILLAGE OF	WORK PERMITS, ICE, SHEEP	48.38	75642
Total For Dept 530-53 PA				348.38	
Total For Fund 010 Gener				124,809.67	
Fund 135 Recycling Fund					
Dept 320-36 DPW REFUSE					
135-320-36-5-29-15	Yard Waste Collection	ADVANCED DISPOSAL SERVIC	DISPOSAL/LANDFILL, REFUS	5,772.01	75558
135-320-36-5-29-15	Yard Waste Collection	ADVANCED DISPOSAL SERVIC	REFUSE, RECYCLING, YARDW	5,672.05	75635
135-320-36-5-29-20	Recycling Services	ADVANCED DISPOSAL SERVIC	DISPOSAL/LANDFILL, REFUS	10,416.40	75558
135-320-36-5-29-20	Recycling Services	ADVANCED DISPOSAL SERVIC	REFUSE, RECYCLING, YARDW	10,506.40	75635
Total For Dept 320-36 DP				32,366.86	
Total For Fund 135 Recyc				32,366.86	
Fund 140 North Shore Health Dept					
Dept 410-41					
140-410-41-5-20-40	Printing Services	CONFLUENCE GRAPHICS	BUSINESS CARDS	145.00	75605
140-410-41-5-34-55	Clinical Supplies	PLATT, KATHLEEN	SEPT MILEAGE REIMBURSEME	34.00	75674
140-410-41-5-35-40	Equip Repair/Maint Suppl	VERIZON WIRELESS	VILLAGE, POLICE, WATER CE	245.52	75681
140-410-41-5-45-30	Professional Training	CHANNING BETE COMPANY	FIRST AIDE/CPR TRAINING	69.95	75602
140-410-41-5-45-40	Mileage Reimbursement	PLATT, KATHLEEN	SEPT MILEAGE REIMBURSEME	98.65	75674
140-410-41-5-53-40	Beach Water Testing	CITY OF MILW HEALTH DEPT	BEACH WATER TESTING-DOCT	333.00	75603

User: gerthde  
DB: Brown Deer

INVOICE DUE DATES 10/04/2013 - 10/25/2013

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 140 North Shore Health Dept					
Dept 410-41					
140-410-41-5-53-40	Beach Water Testing	CITY OF MILW HEALTH DEPT	BEACH WATER TESTING-KLGD	370.00	75603
140-410-41-5-53-40	Beach Water Testing	CITY OF MILW HEALTH DEPT	BEACH WATER TESTING-ATWA	370.00	75603
140-410-41-5-53-40	Beach Water Testing	SHOREWOOD DEPT OF PUBLIC	BEACH TESTING-ALL SEASON	1,161.95	75619
Total For Dept 410-41				2,828.07	
Total For Fund 140 North				2,828.07	
Fund 141 NSHD Grant Fund					
Dept 442-41 PHP Preparedness					
141-442-41-5-39-70	Program Supplies & Expen	BUBRICKS COMPLETE OFFICE	OFFICE FURNITURE=SOUTH O	5,395.67	75562
Total For Dept 442-41 PH				5,395.67	
Dept 453-41 CHIP Grant Expenses					
141-453-41-5-39-70	Program Supplies & Expen	UGLAND, MELISSA	ASST WITH LISTENING SESS	180.00	75622
Total For Dept 453-41 CH				180.00	
Total For Fund 141 NSHD				5,575.67	
Fund 151 Library Fund					
Dept 510-51 92400					
151-510-51-5-20-40	Printing Services	XEROX CORPORATION	BASE CHARGE, METER USAGE	266.31	75628
151-510-51-5-30-10	Office Supplies, Equip &	BUBRICKS COMPLETE OFFICE	3 RING BINDER, TAPE, SHE	41.29	75643
151-510-51-5-30-20	Communications	AT & T	SERVICE	17.79	75596
Total For Dept 510-51 92				325.39	
Dept 511-51					
151-511-51-5-35-40	Equip Repair/Maint Suppl	DEMCO	DVD SECURITY CASES	300.00	75606
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	30.69	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	9.00	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	68.04	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	18.02	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	58.51	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	2.89	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	4.05	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	26.53	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	25.45	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	180.49	75560
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	355.54	75560
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOKS	25.30	75569
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOKS	18.17	75569
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOKS	15.57	75569
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOK	6.49	75569
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	78.45	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	28.11	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	101.43	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	14.87	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	23.08	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	13.28	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	13.25	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	21.92	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	86.60	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	(9.86)	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	24.26	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	17.59	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	62.11	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	19.70	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	12.74	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	113.55	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	34.00	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	39.15	75597

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User: gerthde  
 DB: Brown Deer

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 151 Library Fund					
Dept 511-51					
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	8.67	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	59.47	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	9.27	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOK	8.67	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	256.87	75597
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	214.35	75597
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOKS	44.13	75610
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOKS	10.38	75610
151-511-51-5-38-15	Books	INGRAM LIBRARY SERVICES	BOOK	5.19	75610
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	26.05	75639
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	18.93	75639
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	13.26	75639
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	63.32	75639
151-511-51-5-38-15	Books	BAKER & TAYLOR	BOOKS	50.57	75639
151-511-51-5-38-15	Books	DUNN, MARY	REIMBURSEMENT-6 BOOKS	30.79	75648
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	14.12	75560
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	BOOKS	192.82	75560
151-511-51-5-38-20	Audio/Visual	ALLIANCE ENTERTAINMENT	11 CD'S	131.63	75594
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	24.48	75597
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOK	10.85	75597
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOKS	20.12	75639
151-511-51-5-38-20	Audio/Visual	BAKER & TAYLOR	AUDIOBOOKS	40.25	75639
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	BOOK	15.99	75560
151-511-51-5-38-30	Donation Expenditures	BAKER & TAYLOR	BOOKS	96.63	75560
Total For Dept 511-51				3,205.78	
Dept 512-51					
151-512-51-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	1,371.18	75590
151-512-51-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	12.77	75590
151-512-51-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	1,188.67	75682
151-512-51-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	23.67	75682
Total For Dept 512-51				2,596.29	
Total For Fund 151 Libra				6,127.46	
Fund 152 Village Park & Pond Fund					
Dept 520-52					
152-520-52-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	22.78	75590
152-520-52-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	209.05	75590
152-520-52-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	12.47	75590
152-520-52-5-37-10	Operation Materials	LANNON STONE PRODUCTS IN	8.89 TONS TORPEDO SAND	51.12	75661
152-520-52-5-39-70	Program Supplies & Expen	BROWN DEER, VILLAGE OF	WORK PERMITS, ICE, SHEEP	15.20	75642
Total For Dept 520-52				310.62	
Dept 521-52					
152-521-52-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	64.02	75590
Total For Dept 521-52				64.02	
Total For Fund 152 Villa				374.64	
Fund 153 Recreation Program Fund					
Dept 000-67 PARKS & CULTURE/RECREATION					
153-000-67-4-30-25	Adult Instruction	WEISS, SANDY	REFUND-PRESSURE COOKER C	30.00	75683
Total For Dept 000-67 PA				30.00	
Dept 541-53					
153-541-53-5-39-70	Program Supplies & Expen	MILWAUKEE TROPHY	SOFTBALL AWARDS	136.00	75577
153-541-53-5-39-70	Program Supplies & Expen	MENARDS - MILWAUKEE	RUBBER PIN MAT-SOFTBALL	19.94	75665
Total For Dept 541-53				155.94	
Dept 542-53					
153-542-53-5-39-70	Program Supplies & Expen	BROWN DEER, VILLAGE OF	WORK PERMITS, ICE, SHEEP	120.00	75642

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 153 Recreation Program Fund					
Dept 542-53					
Total For Dept 542-53				120.00	
Dept 543-53					
153-543-53-5-39-70	Program Supplies & Expen	AMERICAN RED CROSS	BABYSITTERS TRAINING COU	660.00	75595
153-543-53-5-39-70	Program Supplies & Expen	MARTEM'S TRUE VALUE	BALL PUMP	5.99	75616
153-543-53-5-39-70	Program Supplies & Expen	BROWN DEER, VILLAGE OF	WORK PERMITS, ICE, SHEEP	60.00	75642
Total For Dept 543-53				725.99	
Total For Fund 153 Recre				1,031.93	
Fund 160 Village Grant Fund					
Dept 546-53					
160-546-53-5-39-70	Program Supplies & Expen	AT & T	SERVICE	35.66	75596
160-546-53-5-39-70	Program Supplies & Expen	CONFLUENCE GRAPHICS	SENIOR CITIZENS CLUB NEW	86.10	75605
160-546-53-5-39-70	Program Supplies & Expen	BROWN DEER, VILLAGE OF	WORK PERMITS, ICE, SHEEP	5.25	75642
Total For Dept 546-53				127.01	
Total For Fund 160 Villa				127.01	
Fund 170 BD Business Park Street Light Fund					
Dept 000-34 STATE SHARED REVENUE					
170-000-34-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	143.23	75590
Total For Dept 000-34 ST				143.23	
Total For Fund 170 BD Bu				143.23	
Fund 171 Kildeer Court Street Lighting Fund					
Dept 000-34 STATE SHARED REVENUE					
171-000-34-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	44.85	75590
Total For Dept 000-34 ST				44.85	
Total For Fund 171 Kilde				44.85	
Fund 172 Opus North Street Lighting Fund					
Dept 000-34 STATE SHARED REVENUE					
172-000-34-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	98.02	75590
Total For Dept 000-34 ST				98.02	
Total For Fund 172 Opus				98.02	
Fund 173 Park Plaza Street Lighting Fund					
Dept 000-34 STATE SHARED REVENUE					
173-000-34-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	977.04	75590
Total For Dept 000-34 ST				977.04	
Total For Fund 173 Park				977.04	
Fund 174 North Arbon Drive Street Lighting Fund					
Dept 000-34 STATE SHARED REVENUE					
174-000-34-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	144.83	75590
Total For Dept 000-34 ST				144.83	
Total For Fund 174 North				144.83	
Fund 175 BD Corporate Park Street Lighting Fund					
Dept 000-34 STATE SHARED REVENUE					
175-000-34-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	62.53	75590
Total For Dept 000-34 ST				62.53	
Total For Fund 175 BD Co				62.53	
Fund 320 Capital Improvement Project Fund					
Dept 000-71					
320-000-71-5-82-20	Building Imprvmts-Villag	RINDERLE DOOR COMPANY	REPLACE DOOR AND FRAME-S	4,631.44	75581
320-000-71-5-82-50	Village Hall - Computer	DIGICORP INC	VPN CONFIGURATION & TEST	150.00	75647
Total For Dept 000-71				4,781.44	
Dept 000-72					
320-000-72-5-81-20	Police Dept. Equipment	STREICHER'S - LB #7873	BVP-PETERSON	799.00	75586
320-000-72-5-81-20	Police Dept. Equipment	STREICHER'S - LB #7873	BVP-FUS	799.00	75586

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 320 Capital Improvement Project Fund					
Dept 000-72					
320-000-72-5-81-20	Police Dept. Equipment	STREICHER'S - LB #7873	BVP REPLACEMENT-CHRISTIA	799.00	75586
320-000-72-5-82-25	Consolidated Dispatch	BAYSIDE, VILLAGE OF	DISPATCH OPERATION COSTS	86,076.50	75598
Total For Dept 000-72				88,473.50	
Dept 000-73 INTERGOVERNMENTAL CHARGES					
320-000-73-5-82-30	Street Rehabilitation	THE SIGMA GROUP INC	SOIL SAMPLING-ORIGINAL V	1,742.50	75589
Total For Dept 000-73 IN				1,742.50	
Total For Fund 320 Capit				94,997.44	
Fund 350 TIF #2					
Dept 000-67 PARKS & CULTURE/RECREATION					
350-000-67-5-20-20	Professional Services	MICHAEL BEST & FRIEDRICH	GENERAL-TID#2	946.00	75575
350-000-67-5-82-50	TIF District Projects	MICHAEL BEST & FRIEDRICH	BRADLEY ROAD	4,584.00	75575
350-000-67-5-82-50	TIF District Projects	ASSOCIATED TRUST COMPANY	PAYING AGENT FEE	363.00	75638
Total For Dept 000-67 PA				5,893.00	
Total For Fund 350 TIF #				5,893.00	
Fund 353 TIF #3					
Dept 000-67 PARKS & CULTURE/RECREATION					
353-000-67-5-20-20	Professional Services	MICHAEL BEST & FRIEDRICH	GENCAP & WALMART	2,579.00	75575
353-000-67-5-20-20	Professional Services	MICHAEL BEST & FRIEDRICH	GENCAP & WALMART TID #3	6,169.50	75666
Total For Dept 000-67 PA				8,748.50	
Total For Fund 353 TIF #				8,748.50	
Fund 354 TIF #4					
Dept 000-67 PARKS & CULTURE/RECREATION					
354-000-67-5-20-20	Professional Services	MICHAEL BEST & FRIEDRICH	DEERWOOD OFFICES	28.00	75575
354-000-67-5-20-20	Professional Services	MICHAEL BEST & FRIEDRICH	DEERWOOD OFFICES	56.00	75666
354-000-67-5-82-51	Original Village Project	UIHLEIN ELECTRIC	ORIGINAL VILLAGE-REQ #5	3,000.00	75623
Total For Dept 000-67 PA				3,084.00	
Total For Fund 354 TIF #				3,084.00	
Fund 600 Water					
Dept 000-87 Admin & General Expense					
600-000-87-1-00-00	Construction Work in Pro	CITY WATER LLC	CONSULTING/FIELD WORK-SE	419.58	75645
Total For Dept 000-87 Ad				419.58	
Dept 611-37 Source of Supply Expense					
600-611-37-5-22-50	Purchases of Water	MILWAUKEE WATER WORKS	SEPT 2013 WHOLESALE WATE	60,893.11	75669
600-611-37-5-35-70	Maintenance-Supply Main	CITY WATER LLC	CONSULTING/FIELD WORK-SE	98.57	75645
600-611-37-5-35-70	Maintenance-Supply Main	NORTH SHORE WATER COMISS	WATER SAMPLES REGULAR	300.00	75671
600-611-37-5-35-70	Maintenance-Supply Main	NORTHERN LAKE SERVICE IN	SAMPLES	560.00	75672
Total For Dept 611-37 So				61,851.68	
Dept 612-37 Pumping Expense					
600-612-37-5-22-10	Power Purchased for Pump	WE ENERGIES	SERVICE-5998 BRADLEY RD	304.39	75590
600-612-37-5-22-10	Power Purchased for Pump	WE ENERGIES	SERVICE-4290 CALUMET	120.08	75590
600-612-37-5-22-10	Power Purchased for Pump	WE ENERGIES	4290 CALUMET RD	107.08	75682
600-612-37-5-22-10	Power Purchased for Pump	WE ENERGIES	5998 W BRADLEY RD	206.12	75682
Total For Dept 612-37 Pu				737.67	
Dept 613-37 Water Treatment Expense					
600-613-37-5-36-11	Operation Supervision	CITY WATER LLC	CONSULTING/FIELD WORK-SE	142.50	75645
600-613-37-5-36-15	Operations Labor	CITY WATER LLC	CONSULTING/FIELD WORK-SE	190.00	75645
Total For Dept 613-37 Wa				332.50	
Dept 614-37 Trans & Distribution Expense					
600-614-37-5-30-90	Miscellaneous Expense	WE ENERGIES	SERVICE	4.27	75590
600-614-37-5-30-90	Miscellaneous Expense	WE ENERGIES	SERVICE	94.10	75590
600-614-37-5-35-62	Maintenance-Main	CITY WATER LLC	CONSULTING/FIELD WORK-SE	394.29	75645
600-614-37-5-35-62	Maintenance-Main	TAPCO	CAUTION CONE COLLARS	39.25	75677
600-614-37-5-35-63	Maintenance-Services	CITY WATER LLC	CONSULTING/FIELD WORK-SE	98.57	75645

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Fund 600 Water					
Dept 614-37 Trans & Distribution Expense					
600-614-37-5-35-66	Maintenance-Hydrants	CITY WATER LLC	CONSULTING/FIELD WORK-SE	207.62	75645
600-614-37-5-35-66	Maintenance-Hydrants	FOX WELDING SUPPLY INC	CYLINDER RENTAL	8.06	75653
600-614-37-5-35-66	Maintenance-Hydrants	GENE A WAGNER PLUMBING C	HYDRANT REPAIR-COUNTY LI	2,020.50	75654
600-614-37-5-35-66	Maintenance-Hydrants	HD SUPPLY WATERWORKS LTD	HYDRANT & PARTS	2,235.00	75656
600-614-37-5-35-67	Maintenance-Misc Plant	CITY WATER LLC	CONSULTING/FIELD WORK-SE	2,005.73	75645
600-614-37-5-36-10	Operations Supervision	CITY WATER LLC	CONSULTING/FIELD WORK-SE	2,261.30	75645
600-614-37-5-36-11	Maintenance Supervision	CITY WATER LLC	CONSULTING/FIELD WORK-SE	878.76	75645
600-614-37-5-36-25	Digger's Hotline Expense	LINCOLN CONTRACTORS	MARKING PAINT	40.68	75664
600-614-37-5-36-62	Trans & Dist Line Expens	CITY WATER LLC	CONSULTING/FIELD WORK-SE	1,478.57	75645
Total For Dept 614-37 Tr				11,766.70	
Dept 614-84 Admin & General Expense					
600-614-84-1-60-60	Meters	CITY WATER LLC	CONSULTING/FIELD WORK-SE	1,232.14	75645
Total For Dept 614-84 Ad				1,232.14	
Dept 616-37 Customer Account Expense					
600-616-37-5-36-10	Supervision-Customer Acc	CITY WATER LLC	CONSULTING/FIELD WORK-SE	1,037.09	75645
600-616-37-5-36-30	Customer Records/Collect	CITY WATER LLC	CONSULTING/FIELD WORK-SE	736.24	75645
Total For Dept 616-37 Cu				1,773.33	
Dept 620-37 Admin & General Expense					
600-620-37-5-10-10	Salaries/Wages	CITY WATER LLC	CONSULTING/FIELD WORK-SE	1,108.34	75645
600-620-37-5-20-20	Professional Services	ESCHE, DON	BOOKKEEPING SERVICES	775.00	75650
600-620-37-5-30-10	Office Supplies, Equip &	AT & T	SERVICE	21.35	75596
600-620-37-5-30-10	Office Supplies, Equip &	VERIZON WIRELESS	VILLAGE, POLICE, WATER CE	46.73	75681
600-620-37-5-30-90	Miscellaneous Expense	BATTERIES PLUS	BATTERIES & LANTERNS	24.67	75640
600-620-37-5-30-90	Miscellaneous Expense	CITY WATER LLC	CONSULTING/FIELD WORK-SE	394.29	75645
600-620-37-5-30-90	Miscellaneous Expense	STERLING TRUE VALUE	SUPPLIES	3.16	75676
600-620-37-5-35-55	Maintenance-General Plan	E.H. WACHS	TELESCOPING KEY	159.89	75649
600-620-37-5-36-75	Transportation Expense	CITY WATER LLC	CONSULTING/FIELD WORK-SE	260.00	75645
Total For Dept 620-37 Ad				2,793.43	
Dept 623-37 Other Expense					
600-623-37-5-36-80	Taxes	PUBLIC SERVICE COMMISSIO	ASSESSMENT	1,806.18	75675
Total For Dept 623-37 Ot				1,806.18	
Total For Fund 600 Water				82,713.21	
Fund 610 Storm Water					
Dept 000-36					
610-000-36-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	22.56	75590
610-000-36-5-23-20	Turf Maintenance	FOX SERVICES, LLC	AUGUST MOWING-VH, LIBRAR	395.01	75652
610-000-36-5-23-20	Turf Maintenance	FOX SERVICES, LLC	AUGUST MOWING-SCHEDULE B	390.43	75652
610-000-36-5-23-20	Turf Maintenance	FOX SERVICES, LLC	AUGUST MOWING-SCHEDULE C	237.35	75652
610-000-36-5-29-30	Landfill fees	ADVANCED DISPOSAL SERVIC	DISPOSAL/LANDFILL, REFUS	397.50	75558
610-000-36-5-29-30	Landfill fees	ADVANCED DISPOSAL SERVIC	REFUSE, RECYCLING, YARDW	465.66	75635
610-000-36-5-33-10	Tools & Supplies	LINCOLN CONTRACTORS	THERMAL GLOVES	58.99	75664
610-000-36-5-82-45	Capital Outlay-Imp Ditch	ERO-TEX LTD	STRAW MAT, WHITE WRAP, S	170.00	75564
610-000-36-5-82-45	Capital Outlay-Imp Ditch	SHORELINE CONTRACTING SE	CLEAN ASPHALT DISPOSAL,	163.85	75584
610-000-36-5-82-45	Capital Outlay-Imp Ditch	WESTERN CULVERT & SUPPLY	CULVERT PIPES	870.25	75591
610-000-36-5-82-45	Capital Outlay-Imp Ditch	WESTERN CULVERT & SUPPLY	CULVERT PIPES	549.00	75591
610-000-36-5-82-45	Capital Outlay-Imp Ditch	BROWN DEER LAWN SERVICE	ROUGH CUT 8659 N 62ND STR	11,076.00	75641
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LANNON STONE PRODUCTS IN	88.21 TONS TONS 3/8 T.B.	1,185.56	75661
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LANNON STONE PRODUCTS IN	8.58 TONS SCREENINGS	51.48	75661
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LANNON STONE PRODUCTS IN	21.71 TONS 3/8 TB	291.79	75661
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	80YDS LAWN & GARDEN	1,240.00	75663
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	80 YDS LAWN & GARDEN	1,240.00	75663
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	80YDS LAWN & GARDEN	1,240.00	75663
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	40 YDS LAWN & GARDEN	620.00	75663
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	80YDS LAWN & GARDEN	1,240.00	75663

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Fund 610 Storm Water					
Dept 000-36					
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	100 YDS LAWN & GARDEN	1,550.00	75663
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	40 YDS LAWN & GARDEN	620.00	75663
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	20 YDS LAWN & GARDEN	310.00	75663
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LIESENER SOILS	20 YDS LAWN & GARDEN	1,240.00	75663
610-000-36-5-82-45	Capital Outlay-Imp Ditch	LINCOLN CONTRACTORS	MARKING PAINT	40.68	75664
Total For Dept 000-36				25,666.11	
Total For Fund 610 Storm				25,666.11	
Fund 630 Sewer					
Dept 000-36					
630-000-36-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	33.72	75590
630-000-36-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	2.42	75590
630-000-36-5-22-10	Natural Gas/Electric Ser	WE ENERGIES	SERVICE	48.79	75590
630-000-36-5-37-10	Operations Material	MISSION COMMUNICATIONS L	MANHOLE MONITOR- .1 YEAR	227.40	75578
630-000-36-5-37-20	MONITORING	R.A. SMITH NATIONAL	FLOW METER-WEB HOUSING F	350.00	75580
630-000-36-5-37-20	MONITORING	VERIZON WIRELESS	VILLAGE, POLICE, WATER CE	100.35	75681
Total For Dept 000-36				762.68	
Total For Fund 630 Sewer				762.68	
Fund 700 Liability Insurance Fund					
Dept 000-19					
700-000-19-5-51-75	Insurance Claims	GUNTA & REAK S.C.	LEGAL FEES	160.00	75567
Total For Dept 000-19				160.00	
Total For Fund 700 Liabi				160.00	
Fund 800 Tax Agency					
Dept 000-43 INSPECTION PERMITS					
800-000-43-2-00-75	Late Tax Payments Due Mi	MILW CO TREASURER	LATE TAX PAYMENT	300.00	75667
800-000-43-2-00-75	Late Tax Payments Due Mi	MILWAUKEE CO TREASURER	LATE TAX COLLECTION-TURN	3,969.74	75668
Total For Dept 000-43 IN				4,269.74	
Total For Fund 800 Tax A				4,269.74	
Fund Totals:					
Fund 010 General Fund				124,809.67	
Fund 135 Recycling Fund				32,366.86	
Fund 140 North Shore Hea				2,828.07	
Fund 141 NSHD Grant Fund				5,575.67	
Fund 151 Library Fund				6,127.46	
Fund 152 Village Park &				374.64	
Fund 153 Recreation Prog				1,031.93	
Fund 160 Village Grant F				127.01	
Fund 170 BD Business Par				143.23	
Fund 171 Kildeer Court S				44.85	
Fund 172 Opus North Stre				98.02	
Fund 173 Park Plaza Stre				977.04	
Fund 174 North Arbon Dri				144.83	
Fund 175 BD Corporate Pa				62.53	
Fund 320 Capital Improve				94,997.44	
Fund 350 TIF #2				5,893.00	
Fund 353 TIF #3				8,748.50	
Fund 354 TIF #4				3,084.00	
Fund 600 Water				82,713.21	
Fund 610 Storm Water				25,666.11	
Fund 630 Sewer				762.68	
Fund 700 Liability Insur				160.00	
Fund 800 Tax Agency				4,269.74	
				<u>401,006.49</u>	

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BROWN DEER  
INVOICE DUE DATES 11/19/2013 - 11/19/2013  
UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 320 Capital Improvement Project Fund					
Dept 000-71					
320-000-71-5-81-10	General Gov't Equipment	LEMBERG ELECTRIC COMPANY	VILLAGE HALL EMERGENCY P	12,000.00	0
Total For Dept 000-71				12,000.00	
Dept 000-73 INTERGOVERNMENTAL CHARGES					
320-000-73-5-82-30	Street Rehabilitation	STARK ASPHALT DIV OF NOR	ORIGINAL VILLAGE RECONST	540,469.69	0
Total For Dept 000-73 IN				540,469.69	
Total For Fund 320 Capit				552,469.69	
Fund Totals:					
Fund 320 Capital Improve				552,469.69	
				<u>552,469.69</u>	

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DB: Brown Deer

CHECK REGISTER FOR VILLAGE OF BROWN DEER  
CHECK DATE FROM 10/04/2013 - 10/04/2013

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 General Checking Account					
10/04/2013	1	75558	005528	ADVANCED DISPOSAL SERVICES	45,503.96 ✓
10/04/2013	1	75559	007887	AMERICAN CONCRETE LEVELING CORP	60.00 ✓
10/04/2013	1	75560	001185	BAKER & TAYLOR	1,098.77 ✓
10/04/2013	1	75561	001203	BATTERIES PLUS	145.42 ✓
10/04/2013	1	75562	001309	BUBRICKS COMPLETE OFFICE	5,431.00 ✓
10/04/2013	1	75563	001455	CROWLEY CONSTRUCTION CORP	325.00 ✓
10/04/2013	1	75564	007327	ERO-TEX LTD	170.00 ✓
10/04/2013	1	75565	001606	FOX WELDING SUPPLY INC	8.06 ✓
10/04/2013	1	75566	001677	GRAPHIC DESIGNS INTERNATIONAL	22.95 ✓
10/04/2013	1	75567	001699	GUNTA & REAK S.C.	160.00 ✓
10/04/2013	1	75568	002965	HOUSE OF CORRECTION	632.20 ✓
10/04/2013	1	75569	002680	INGRAM LIBRARY SERVICES	65.53 ✓
10/04/2013	1	75570	001758	ITU INC	347.08 ✓
10/04/2013	1	75571	007381	KETTLE MORaine YMCA	20.00 ✓
10/04/2013	1	75572	001857	LARK UNIFORM OUTFITTERS	208.35 ✓
10/04/2013	1	75573	001925	MENARDS - MILWAUKEE	9.99 ✓
10/04/2013	1	75574	001933	METRO CLEAN CORPORATION	1,850.00 ✓
10/04/2013	1	75575	003178	MICHAEL BEST & FRIEDRICH LLP	13,417.15 ✓
10/04/2013	1	75576	005296	MID-AMERICAN RESEARCH CHEMICAL	722.00 ✓
10/04/2013	1	75577	001989	MILWAUKEE TROPHY	136.00 ✓
10/04/2013	1	75578	007488	MISSION COMMUNICATIONS LLC	227.40 ✓
10/04/2013	1	75579	007069	PRIME MEDIA	165.69 ✓
10/04/2013	1	75580	007818	R.A. SMITH NATIONAL	350.00 ✓
10/04/2013	1	75581	004697	RINDERLE DOOR COMPANY	4,631.44 ✓
10/04/2013	1	75582	002239	RYCHTIK WELDING & MANUFACTURIN	45.00 ✓
10/04/2013	1	75583	007454	SCHMIT BROTHERS	711.72 ✓
10/04/2013	1	75584	004677	SHORELINE CONTRACTING SERVICES	163.85 ✓
10/04/2013	1	75585	005059	SNAP-ON TOOLS	43.20 ✓
10/04/2013	1	75586	002340	STREICHER'S - LB #7873	2,397.00 ✓
10/04/2013	1	75587	002351	SUPERIOR CHEMICAL	74.80 ✓
10/04/2013	1	75588	002963	TAPCO	9,728.15 ✓
10/04/2013	1	75589	007888	THE SIGMA GROUP INC	1,742.50 ✓
10/04/2013	1	75590	007745	WE ENERGIES	11,234.61 ✓
10/04/2013	1	75591	002531	WESTERN CULVERT & SUPPLY INC	1,419.25 ✓

1 TOTALS:

Total of 34 Checks: 103,268.07  
Less 0 Void Checks: 0.00  
Total of 34 Disbursements: 103,268.07

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 General Checking Account					
10/11/2013	1	75592	007842	A T & T	39.45
10/11/2013	1	75593	001034	ADP SCREENING & SELECTION SVCS	300.40
10/11/2013	1	75594	001041	ALLIANCE ENTERTAINMENT	131.63
10/11/2013	1	75595	007383	AMERICAN RED CROSS	660.00
10/11/2013	1	75596	001150	AT & T	391.51
10/11/2013	1	75597	001185	BAKER & TAYLOR	1,286.86
10/11/2013	1	75598	001209	BAYSIDE, VILLAGE OF	86,631.50
10/11/2013	1	75599	001309	BUBRICKS COMPLETE OFFICE	1,260.00
10/11/2013	1	75600	001322	CADDOCK, BRAD	19.25
10/11/2013	1	75601	006148	CENTRAL OFFICE SYSTEMS	185.52
10/11/2013	1	75602	001367	CHANNING BETE COMPANY	69.95
10/11/2013	1	75603	001388	CITY OF MILW HEALTH DEPT	1,073.00
10/11/2013	1	75604	003122	CLEAR CUT PRINT SOLUTIONS	347.90
10/11/2013	1	75605	007860	CONFLUENCE GRAPHICS	231.10
10/11/2013	1	75606	001481	DEMCO	300.00
10/11/2013	1	75607	003396	EHLERS INVESTMENT PARTNERS	939.04
10/11/2013	1	75608	007890	ELM GROVE POLICE DEPARTMENT	109.00
10/11/2013	1	75609	001562	ENVIRONMENTAL INNOVATIONS INC	197.90
10/11/2013	1	75610	002680	INGRAM LIBRARY SERVICES	59.70
10/11/2013	1	75611	007231	INTERSTATE BATTERIES	479.80
10/11/2013	1	75612	005612	J & H HEATING INC	1,095.20
10/11/2013	1	75613	004774	JOURNAL SENTINEL	45.31
10/11/2013	1	75614	007736	KONICA MINOLTA PREMIER	267.43
10/11/2013	1	75615	001857	LARK UNIFORM OUTFITTERS	86.95
10/11/2013	1	75616	001912	MARTENS TRUE VALUE	5.99
10/11/2013	1	75617	003769	MILW CO TREASURER	1,231.00
10/11/2013	1	75618	002023	NASSCO INC	794.03
10/11/2013	1	75619	007446	SHOREWOOD DEPT OF PUBLIC WORKS	1,161.95
10/11/2013	1	75620	002743	STATE OF WISCONSIN	4,106.99
10/11/2013	1	75621	004356	TIME WARNER CABLE	395.95
10/11/2013	1	75622	007889	UGLAND, MELISSA	180.00
10/11/2013	1	75623	004731	UIHLEIN ELECTRIC	3,000.00
10/11/2013	1	75624	002508	WAUKESHA CO CLERK OF CIRCUIT	483.00
10/11/2013	1	75625	007079	WCPPA - C/O SHAWN ENGLEMAN	235.00
10/11/2013	1	75626	007745	WE ENERGIES	3,280.58
10/11/2013	1	75627	002934	WPRA	300.00
10/11/2013	1	75628	002637	XEROX CORPORATION	266.31
10/11/2013	1	75629	007382	YMCA OF METRO MILWAUKEE	60.00

1 TOTALS:

Total of 38 Checks:	111,709.20
Less 0 Void Checks:	0.00
Total of 38 Disbursements:	111,709.20

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CHECK REGISTER FOR VILLAGE OF BROWN DEER  
CHECK DATE FROM 10/22/2013 - 10/22/2013

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 General Checking Account					
10/22/2013	1	75634	004568	FUCHS & BOYLE SC	<u>9,552.00</u>
1 TOTALS:					
Total of 1 Checks:					9,552.00
Less 0 Void Checks:					<u>0.00</u>
Total of 1 Disbursements:					9,552.00

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*10/22/13*

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 1 General Checking Account					
10/25/2013	1	75635	005528	ADVANCED DISPOSAL SERVICES	46,434.24
10/25/2013	1	75636	001071	ALSCO AMERICAN INDUSTRIAL DIVI	78.42
10/25/2013	1	75637	003096	ANSHUS, PATTY	160.00
10/25/2013	1	75638	004788	ASSOCIATED TRUST COMPANY	363.00
10/25/2013	1	75639	001185	BAKER & TAYLOR	232.50
10/25/2013	1	75640	001203	BATTERIES PLUS	24.67
10/25/2013	1	75641	001295	BROWN DEER LAWN SERVICE	11,171.00
10/25/2013	1	75642	001301	BROWN DEER, VILLAGE OF	248.83
10/25/2013	1	75643	001309	BUBRICKS COMPLETE OFFICE	103.95
10/25/2013	1	75644	007756	CENTURY LINK	4.23
10/25/2013	1	75645	006008	CITY WATER LLC	12,943.59
10/25/2013	1	75646	003122	CLEAR CUT PRINT SOLUTIONS	477.58
10/25/2013	1	75647	005511	DIGICORP INC	150.00
10/25/2013	1	75648	001527	DUNN, MARY	30.79
10/25/2013	1	75649	007413	E.H. WACHS	159.89
10/25/2013	1	75650	002735	ESCHE, DON	775.00
10/25/2013	1	75651	007891	FALOWO, OLALEKAN	26.70
10/25/2013	1	75652	007711	FOX SERVICES, LLC	2,841.09
10/25/2013	1	75653	001606	FOX WELDING SUPPLY INC	8.06
10/25/2013	1	75654	001635	GENE A WAGNER PLUMBING CO.	2,020.50
10/25/2013	1	75655	007447	GLOVER, TANYA	80.79
10/25/2013	1	75656	004970	HD SUPPLY WATERWORKS LTD	2,235.00
10/25/2013	1	75657	001781	INTOXIMETERS	140.00
10/25/2013	1	75658	005612	J & H HEATING INC	322.00
10/25/2013	1	75659	007381	KETTLE MORAIN YMCA	20.00
10/25/2013	1	75660	003576	LANGUAGE LINE SERVICES	30.69
10/25/2013	1	75661	005589	LANNON STONE PRODUCTS INC	1,579.95
10/25/2013	1	75662	001857	LARK UNIFORM OUTFITTERS	167.85
10/25/2013	1	75663	001877	LIESENER SOILS	9,300.00
10/25/2013	1	75664	001881	LINCOLN CONTRACTORS	140.35
10/25/2013	1	75665	001925	MENARDS - MILWAUKEE	19.94
10/25/2013	1	75666	003178	MICHAEL BEST & FRIEDRICH LLP	6,505.50
10/25/2013	1	75667	003769	MILW CO TREASURER	300.00
10/25/2013	1	75668	001967	MILWAUKEE CO TREASURER	3,969.74
10/25/2013	1	75669	005127	MILWAUKEE WATER WORKS	60,893.11
10/25/2013	1	75670	003175	MUNICIPAL CODE CORPORATION	600.00
10/25/2013	1	75671	003052	NORTH SHORE WATER COMISSION	300.00
10/25/2013	1	75672	004362	NORTHERN LAKE SERVICE INC	560.00
10/25/2013	1	75673	002126	PETRAS, ERIKA	51.98
10/25/2013	1	75674	007328	PLATT, KATHLEEN	132.65
10/25/2013	1	75675	002794	PUBLIC SERVICE COMMISSION	1,806.18
10/25/2013	1	75676	002338	STERLING TRUE VALUE	3.16
10/25/2013	1	75677	002963	TAPCO	39.25
10/25/2013	1	75678	004738	TOM'S TRAILERS INC	4,056.65
10/25/2013	1	75679	005398	U-LINE CORPORATION	1,000.00
10/25/2013	1	75680	005570	URS CORPORATION	827.60
10/25/2013	1	75681	002482	VERIZON WIRELESS	1,398.68
10/25/2013	1	75682	007745	WE ENERGIES	1,593.11
10/25/2013	1	75683	007892	WEISS, SANDY	30.00
10/25/2013	1	75684	002557	WI DEPT OF JUSTICE	119.00

1 TOTALS:

Total of 50 Checks:	176,477.22
Less 0 Void Checks:	0.00
Total of 50 Disbursements:	176,477.22

*Sum*  
 10/25/13