CITY OF GLENDALE
5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209

AGENDA - COMMON COUNCIL MEETING

Monday, August 8, 2016
6:00 p.m.

1. Roll Call and Pledge of Allegiance.

2. Adoption of Minutes of Meetings Held on July 25, 2016.

3. Public Comment. Glendale residents, business owners and property owners are invited to speak to the Council on items that are not on the agenda and are within the City's ability to regulate or control.

4. Communications, Applications, and Petitions: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
   a) Communication from City Treasurer, re: Property Tax Refund – Parcel #099-1103, 1870 W. Woodbury Lane.
   b) Communication from WeEnergies, re: Utility Easement for W. Bender Road – Glendale Community Park
   c) Communication from North Shore Library, re: Funding for the creation of a Building Program in preparation of the remolding of North Shore Library at 6800 N. Port Washington Road.
   d) Communication from Director of Inspections, re: 2012 and 2015 Municipal Flood Control Grant Projects Closure.

5. Unfinished Business: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
   a) Discussion of requesting names for one of the park venues (Laid over from July 25th Council Meeting).
   b) Payment in Lieu of Taxes (PILOT) Agreement – Lubavitch of Wisconsin, Inc., 6789-6799 North Green Bay Road, Tax Key 134-9002-000
   c) Development Agreement – Lubavitch of Wisconsin, Inc., 6789-6799 North Green Bay Road, Tax Key 134-9002-000

6. New Business: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
   a) Certified Survey Map, City of Glendale Richard E. Maslowski Community Park, 2200 West Bender Road, 6201 North Flint Road, City of Glendale Owned Lands and Public Street Right-of-Way.
   b) Resolution authorizing Wisconsin RPC and DNR Emerald Ash Borer (EAB) Mitigation Grant Program (City Services Director)
   c) Review and consideration of a recruitment firm for the hiring process of a new City Administrator.

7. Approval of Accounts Payable.

8. Commission, Committee, Board Reports: (This is an Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member.)

9. The Common Council will convene in Closed Session per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of City employees (Director of Inspections and Recruitment of City Administrator).

10. Adjournment.

- Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

Agenda

CITY OF GLENDALE -- COMMON COUNCIL
Monday, July 25, 2016

Regular meeting of the Common Council of the City of Glendale held in the Municipal Building, 5909 North Milwaukee River Parkway.

The meeting was called to order by Council President John Gelhard at 6:00 p.m.

Roll Call: Present: Ald. Robert Whitaker, James Daugherty, John C. Gelhard, Richard W. Wiese, Izzy Goldberg and JoAnn Shaw. Absent: Mayor Bryan Kennedy.

Other Officials Present: Richard Maslowski, City Administrator; Rachel Reiss, Deputy Administrator, Tom Czarnyszka, Police Chief; and John Fuchs, City Attorney, City Clerk Karen Couillard.

PLEDGE OF ALLEGIANCE.

The members of the Common Council, City staff and all those present pledged allegiance to the flag of the United States of America.

OPEN MEETING NOTICE.

The City Administrator advised that in accordance with the Open Meeting Law, the local news media was advised on Thursday, July 21, 2016, of the date of this meeting; that the agenda was posted on the official bulletin board of City Hall, the Glendale Police Department, and the North Shore Library; that copies of the agenda were made available to the general public in the Municipal Building and the Police Department, and those persons who requested, were sent copies of the agenda.

ADOPTION OF COUNCIL MINUTES.

Motion was made by Ald. Whitaker, seconded by Ald. Wiese, approving the minutes of the meeting held on July 11, 2016. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

PUBLIC COMMENT:

Phyllis Santacroce, 5830 N. River Forest Drive, spoke to the Council regarding the Estabrook Dam. Ms. Santacroce expressed concern with the County's ability to special assess property owners on the river. She requested that the City intervene in the lawsuit, as it affects many Glendale property owners. Ms. Santacroce also thanked City Administrator Maslowski for his service to the City.

Chris Daood, 950 W. Riverview Drive, spoke to the Council regarding the Estabrook Dam. Mr. Daood requested that the City become more involved in the discussions of the Estabrook Dam due to the impact of the many Glendale property owners affected by the decisions. Mr. Daood also thanked City Administrator Maslowski for his service to the City.

COMMUNICATIONS, APPLICATIONS AND PETITIONS:

I. File No _____
Communication from City Services Director, Dave Eastman, re: Payment 1 to UPI, LLC for work completed on the reconstruction of W. Edward Lane.

Based upon the recommendation of the City Services Director, motion was made by Ald. Wiese, seconded by Ald. Whitaker, to approve Payment 1 in the amount of $352,367.82 to UPI, LLC for work completed on the reconstruction of W. Edward Lane. On Roll Call: Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

II. File No _____
Communication from City Services Director, Dave Eastman re: Award of Bid for the 2016 sanitary sewer rehabilitation project.

Based upon the recommendation of the City Services Director, motion was made by Ald. Whitaker, seconded by Ald. Daugherty, to award the 2016 sanitary sewer rehabilitation project to Visu-Sewer, Inc. for the amount of $416,116.00. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

III. File No _____
Application from Bavarian Soccer Club re: Special Gathering Permit for August 5, 6 & 7, 2016.

Motion was made by Ald. Goldberg, seconded by Ald. Whitaker, to approve the Application for Special Gathering Permit submitted by the Bavarian Soccer Club for August 5, 6 & 7, 2016 beginning at 4:00 p.m. and ending at 9:30 p.m. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None

UNFINISHED BUSINESS.

IV. File No _____
Discussion requesting names for one of the park venues (lay over from July11, 2016 meeting).

Alderman Wiese updated the Council of the soliciting the public for naming ideas with the sponsor having the final decision. Mr. Wiese received positive feedback from the three contributors for this proposal. This item will be on a future Council agenda for approval of the public solicitation process for naming the park venues.

V. File No _____
Discussion of Veteran's Memorial (Alderman Wiese).

Alderman Weise requested the Council's input on the most appropriate method of honoring the Glendale citizens who have, or are currently, serving the Country; particularly those

who have given the ultimate sacrifice. Mr. Wiese distributed examples of how a monument memorial can include names of the Glendale residents. Council members discussed the possibility of how to obtain Veteran information and the potential for brick purchases in lieu of engraved names on a monument. After some discussion, it was decided that this item will return to the Council on August 22 with suggestions from the Council on the appropriate method of Veteran recognition.

NEW BUSINESS.

VI. File No _____
Ordinance Repealing and Recreating Title 6, Chapter 5 of the Code pertaining to Stormwater Management Governing Property Development and Developed and Vacant Property (City Attorney).

The City Attorney stated that the City ordinance is in need of some updated code references to incorporate MMSD and the DNR requirements.

Motion was made by Ald. Goldberg, seconded by Ald. Wiese, to approve the Ordinance Repealing and Recreating Title 6, Chapter 5 of the Code pertaining to Stormwater Management Governing Property Development and Developed and Vacant Property. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

VII. File No _____
Resolution Authorizing the Redemption of General Obligation Promissory Notes dated October 1, 2007 (TIF#6 – Silver Spring).

The City Finance Director recommends that $635,000 of the 2017 maturity of the 2007 Notes is called for prior payment on September 1, 2016 at the price of par plus accrued interest to the date of redemption. TIF#6 currently has $635,000 of excess funds to invest or prepay existing debit. The interest amount schedule to be saved $28,870.

Based on the recommendation of the City Finance Director, motion was made by Ald. Wiese, seconded by Ald. Daugherty, to approve calling $635,000 of the 2017 maturity of the 2007 Notes for redemption on September 1, 2016 with funds of the City on hand. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

VIII. File No _____
Request by Daniel Weber, 6811 N. Glen Shore Drive, to plant native wildflowers in the City right-of-way. (Alderman Goldberg).

Mr. Weber presented the Council with his proposal or natural plantings in the City right-of-way. The Council expressed concern regarding maintenance and height of the plantings. City Attorney Fuchs informed Mr. Weber that the City Code Section 8.1.6 indicates the plantings cannot exceed eight (8) inches in height.

Motion was made by Ald. Goldberg, seconded by Ald. Daugherty, to approve the request by Daniel Weber, 6811 N. Glen Shore Drive to plant native wildflowers in the City right-

of-way subject to a signed license agreement indicating the specific height of the plantings to conform with the City ordinance and the responsibility of maintaining the plantings be at the property owner's expense. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, and Goldberg. Noes: Shaw. Absent: None. Motion carried 5-1.

RECEIPT OF MONTHLY DEPARTMENTAL REPORTS.

Motion was made by Ald. Shaw, seconded by Ald. Wiese, to place the monthly departmental reports on file. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

COMMISSION, COMMITTEE AND BOARD REPORTS.

Several Council members briefly reported on the activities of the various Commissions, Committees and Boards they serve on.

CLOSED SESSION.

Motion was made by Ald. Shaw, seconded by Ald. Whitaker, to convene in Closed Session per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of City employees. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

A closed session of about 55 minutes took place to consider the employment, promotion, compensation or performance evaluation data of City employees.

Motion was made by Ald. Shaw, seconded by Ald. Whitaker, to reconvene in Open Session. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

ADJOURNMENT.

There being no further business, motion was made by Ald. Daugherty, seconded by Ald. Whitaker, to adjourn the meeting. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously and adjournment of the Common Council was ordered at 7:40 p.m. until Monday, August 8, 2016 at 6:00 p.m.

Richard E. Maslowski
City Administrator

Recorded: July 26, 2016

Agenda

4a / 8-8-16

Office of the City Treasurer
5909 N. Milwaukee River Parkway
Glendale, WI 53209-3815
(414) 228-1759

MEMORANDUM

To: Mayor and Common Council

From: Linda DiFrances, City Treasurer

Date: August 1, 2016

Subject: Property Tax Refund - Parcel #099-1103, 1870 W. Woodbury Lane

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Accurate Appraisal discovered a palpable error in the 2015 assessment of the above-referenced parcel for which they made a correction under Sec. 70.43, Wis. Statutes. The grounds for this correction are defined in Sec. 74.33(1)(b) whereby the assessment included real property improvements that did not exist on the January 1, 2015 assessment date. The correction is made by adding to or subtracting from the assessment for the previous year to arrive at the true assessed value of the property for the preceding year. The amount of this correction is a reduction of $69,100, which was certified by the 2016 Board of Review on July 11, 2016.

It is the municipality's responsibility to refund the full amount of tax overage to the property owner by the following January 31. The municipality is then allowed to file a Request for Chargeback of Rescinded or Refunded Taxes to recoup the other taxing jurisdiction's share of the refunded tax.

The full refund amount is $1,902.53, which is calculated by multiplying the amount of adjustment by the 2015 mill rate ($69,100 x $.027532997 = $1,902.53.) The portion that would be charged back to the other taxing jurisdictions is $1,367.03 and the remaining $535.50 is the City's portion.

The deadline for filing a chargeback request is October 1. Each other taxing jurisdiction must then pay the municipal treasurer the amount owed by February 15 of the following year. The City Attorney has recommended issuing the refund in this calendar year so that we may file for the chargeback at the earliest opportunity prior to October 1, 2016. As a result, we would receive reimbursement from the other taxing jurisdictions by February 15, 2017 rather than waiting another cycle for reimbursement in 2018.

I respectfully request your approval to issue a refund in the amount of $1,902.53 to Anders Schenstrom, owner of the subject property.

Agenda

4b / 8-8-16

Document Number

DISTRIBUTION EASEMENT
ELECTRIC AND GAS

WR NO. **3809001 & 3816740** IO NO. **5436 & EU01203323**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF GLENDALE, a municipal corporation,** hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation and WISCONSIN GAS LLC, a Wisconsin limited liability company, both doing business as We Energies** , hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as strips of land of varying width, being a part of the South 2/3 of the North 1/2 of the **Northwest 1/4 of Section 30, Township 8 North, Range 22 East**, in the City of Glendale, Milwaukee County, Wisconsin, and abutting Glendale Heavy Industrial park to the south, with parcel as more particularly descirbed in that certain Warranty Deed as recorded in the Office of the Register of Deeds for Milwaukee County on August 16th, 1956, as Document No. 3516768.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM A252
PO BOX 2046
MILWAUKEE, WI 53201-2046

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

160-9987-007
(Parcel Identification Number)

Address: W. Bender Rd. – Glendale Rec. Park

1. **Purpose:** The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground, as well as pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of electric energy, signals, television and telecommunications services; natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.

3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.

4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to the initial installation of said facilities or any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.

6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.

7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

8. **Easement Review**: Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

9. **Indemnify and Hold Harmless:** In consideration of the foregoing grant, it is understood that during the time said underground electrical facilities are located on the premises of the Grantor pursuant to this grant, Grantee will indemnify and save the Grantor, its successors and assigns harmless from any and all claims for injury or death to any person or for damage to property of any person arising out of Grantee's exercise of any of its rights under this easement; excepting, however, any claims or actions arising out of negligence or willful acts on the part of the Grantor, its successors and assigns, Grantor's employees, agents and invitees and any environmental claims, liabilities, losses, costs, damages or expenses not directly caused by the construction or operation of the Grantee's facilities.

Grantor:

CITY OF GLENDALE, a municipal corporation

By _____

(Print name and title): _____

By _____

(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, 2016,

the above named _____, the _____

and _____, the _____

of the CITY OF GLENDALE, a municipal corporation, for the municipal corporation, by its authority, and pursuant to

Resolution File No. _____ adopted by its _____

on _____, 2016.

_____

Notary Public Signature, State of Wisconsin

_____

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

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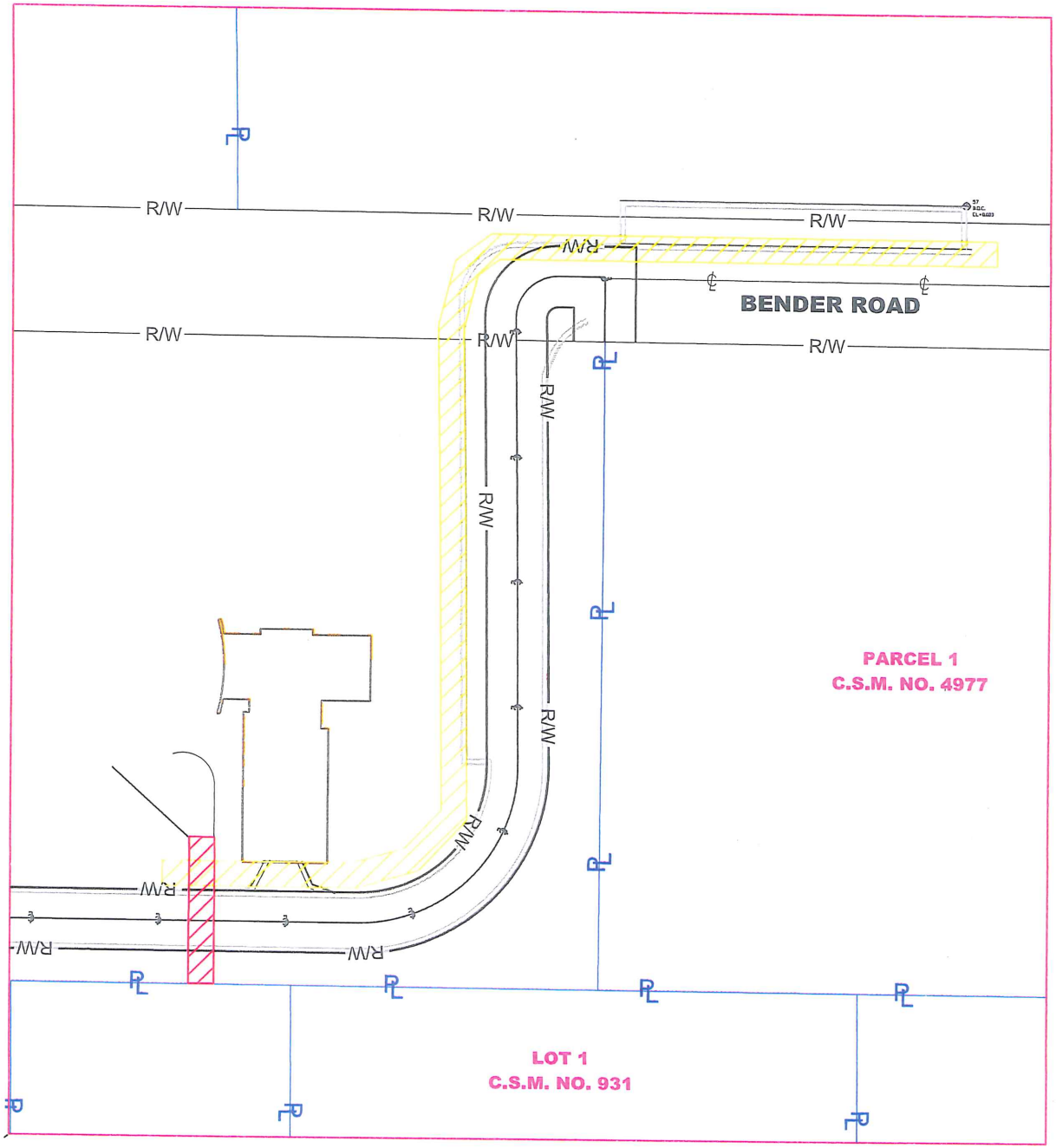
This instrument was drafted by Todd Miller on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.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BENDER ROAD
PARCEL 1
C.S.M. NO. 4977
LOT 1
C.S.M. NO. 931

Agenda

4c / 8-8-16

North Shore Library

6800 North Port Washington Road, Glendale Wisconsin 53217 414-351-3461

July 26, 2016

Dick Maslowski
City of Glendale
5909 N Milwaukee River Parkway
Glendale, WI 53209

Dear Dick,

At the July 21, 2016 Board Meeting, the North Shore Library Board accepted the proposal presented by Himmel & Wilson to create a Building Program in preparation for remodeling the North Shore Library at 6800 N Port Washington Road.

Owner, Bill Wilson will be the consultant creating the Building Program. Information gathering for the Building Program will include meetings with Staff, Board Members and other Library Stakeholders, Community Leaders and Community Focus Groups as well as an online survey. The Building Program document will provide size and location specifications for approximately fifty functional areas of the library. The program will be created around current and expected future demographics and library service trends.

I have attached a copy of the Himmel & Wilson proposal and a sample Building Program for your review. The Himmel & Wilson fee for the Building Program for the North Shore Library is $16,500 including all professional fees and all expenses. The fee schedule includes a $2,000 project initiation fee with one progress payment of $7,000 after the completion of focus groups followed by a lump sum payment of $7,500 after the building program statement has been presented to and accepted by the Library.

The North Shore Library is requesting funding to complete this project from its four municipalities as indicated below.

Community	% Support	Funding For Project
Bayside	16.91	2,790.00
Glendale	50.72	8,369.00
Fox Point	26.35	4,347.00
River Hills	6.02	994.00
	TOTAL	16,500.00

The North Shore Library Board would like to begin work on this project in September 2016. Please address any questions concerning this project to Library Director, Susan Draeger-Anderson or myself. Contact information follows.

Sincerely,

Kurt Glaisner, President, North Shore Library Board
Kfg101@gmail.com
414-731-1716

Susan Draeger-Anderson, North Shore Library Director
Susan.draeger-anderson@mcfls.org 262-351-2975 ext. 615

Basic Information Regarding Proposer

Consulting Firm Name:
Himmel & Wilson, Library Consultants

Address:
417 E. High St.
Milton, WI 53563

Contact Person:
William J. Wilson

Consultants to be Assigned to this Project:
William J. Wilson, principal consultant

Telephone Numbers:
(608) 868-1133 Voice
(608) 718-0571 Mobile

Fax Number:
(608) 338-0981 FAX

E-Mail Address:
wilson@libraryconsultant.com or
libraryconsultant@icloud.com

Additional Information:

Federal Employee Identification Number:
39-1736532

Legal Status:
General Partnership established in Wisconsin and operating under the same ownership since 1987

Insurance Coverage:
The Himmel & Wilson partnership has the following insurance coverage in place:
(certificates can be supplied upon request)
General Liability $ 1,000,000
Professional Liability $ 500,000
Workers' Compensation
Owned and Hired Auto Liability

1. QUALIFICATIONS

The North Shore Library has requested the following information regarding the qualifications of the person responsible for conducting the study. We propose that William J. "Bill" Wilson will conduct the study.

- **A Master's degree from a library science program accredited by the American Library Association** – M.L.S. – State University of New York – Buffalo (ALA Accredited) – 1974; doctoral studies Library Science and Urban & Regional Planning – University of Wisconsin- Madison – 1987 – 1991 (completed coursework). A brief resume for Mr. Wilson is provided in APPENDIX A.

- **A minimum of five years' experience working in an administrative position in a public or academic library** – Institutional Consultant, Buffalo and Erie County Public Library (Buffalo, NY) 1971-1976; Head of Extension Services/Assistant Administrator, Winding Rivers Library System (LaCrosse, WI) 1977-1984; Director McMillan Memorial Library (Wisconsin Rapids, WI) 1984-1991; Director Milwaukee County Federated Library System (Milwaukee, WI) 1991-1993; Administrator (State Librarian), Wisconsin Division for Libraries and Community Learning (Madison, WI) 1993-1996; Partner, Himmel & Wilson, Library Consultants (Milton, WI) 1987-Present

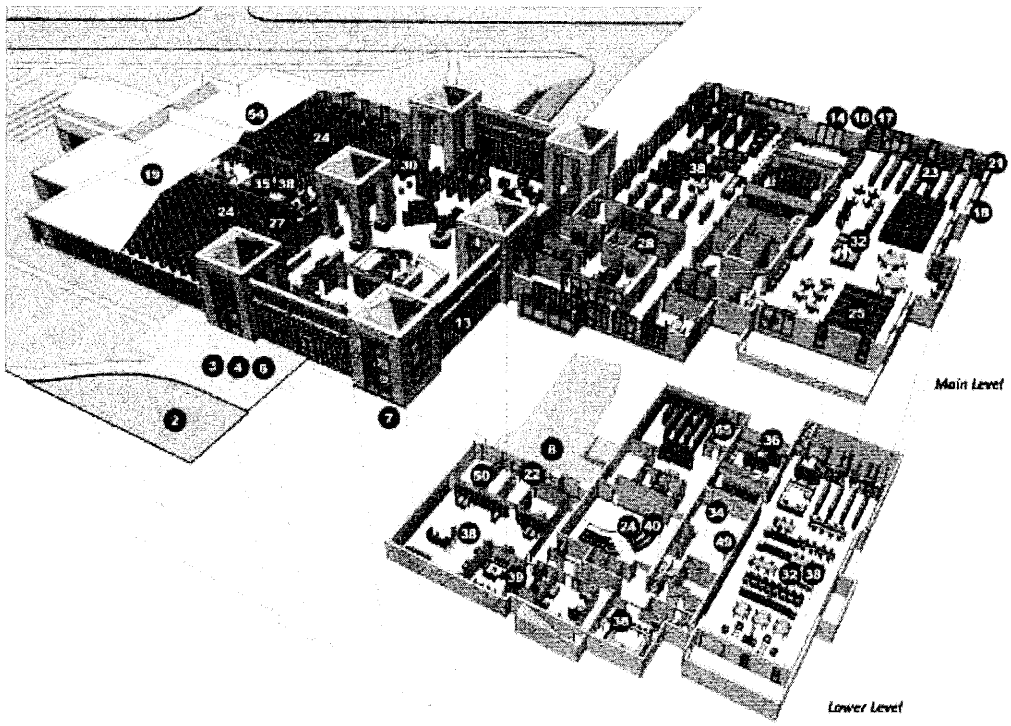
- **A minimum of five completed written building programs** – Himmel & Wilson has completed dozens of written building programs for libraries ranging in size from under 6,000 square feet to over 70,000 square feet. A recent sample building program for the Haverford Township Library in Havertown, Pennsylvania is provided as an example. We are presently working on the development of a written building program for the Harris County (Georgia) Public Library.

- **Ability to work as part of an architectural design team and/or to provide functional critiques of proposed designs** - Himmel & Wilson has worked successfully with dozens of architectural firms on library building projects over the past 29 years. Recent projects that have involved considerable critique of proposed designs include: Anchorage (Alaska) Public Library with RIM Architects (Anchorage, AK); Haverford Township Library (Havertown, PA) with Casaccio-Yu Architects (Havertown, PA); UW – Platteville – Karrmann Library (Platteville, WI) with Kubala-

Washatko Architects (Cedarburg, WI); Galesburg (Illinois) Public Library with FEH Associates (Dubuque, IA); and Harris County (Georgia) Public Library with 2WR and Partners (Columbus, GA)

We often analyze deficiencies in existing buildings as part of a consideration of changes in renovation projects. Following is a "deficiencies map" that was created in cooperation with our partner architect for a project in Upper Arlington, Ohio. Each number was identifies an area that was referenced in the project report indicating the nature of the deficiency and the recommendation for addressing the deficiency.

Exhibit 4: Deficiencies Map



- **Experience with ancillary data gathering activities such as community meetings, questionnaires, focus groups, etc.** – Himmel & Wilson has conducted roughly 1,000 focus groups, hundreds of surveys, and hundreds of large public meetings over the course of the past 29 years! As an example, within the past year, we conducted twelve (12) public and five (5) focus groups in Terre Haute, Indiana as part of a strategic planning project and eight (8) focus groups at multiple sites in the State of Delaware as part of a school library comprehensive planning project. Both Himmel

& Wilson partners completed post-master's degree level coursework in research design, statistics and survey research and we have conducted hundreds of survey via telephone, mail, and the web. During the past month, we conducted a series of seven (7) public input sessions (attendance at each session ranging from 10 to 90) for the Cheltenham Township Library System (Glenside, PA).

The North Shore Library has requested the following additional information specific to the person who will be preparing the program. We propose that William J. "Bill" Wilson will prepare the program.

- **A minimum of three professional references from client libraries –** References are provided in APPENDIX B

- **A complete list of prior library consulting work** - Himmel & Wilson has completed more than 450 projects during the past 29 years. A listing of projects completed during the past five years is provided in APPENDIX C. A more complete retrospective list of former clients prior to that time can be found on our website at: http://www.libraryconsultant.com/

- **Other relevant qualifications -** Himmel & Wilson, Library Consultants has been providing facilities planning, strategic planning, and evaluation services to libraries continuously for 29 years. Since its founding in 1987, the firm has completed more than 450 projects in 45 states and in the District of Columbia. Himmel & Wilson has worked with public libraries of all sizes ranging from the Plum Lake Women's Club Library in Sayner, Wisconsin (service population 400) to some of the largest library systems in the United States (e.g., the Free Library of Philadelphia [PA], Houston [TX] Public Library, the Jacksonville [FL] Public Library and the Public Library of Cincinnati and Hamilton County [OH]).

  Himmel & Wilson has been engaged in library space planning and master facilities planning throughout its entire existence. The firm's first project in 1987 involved planning an addition that doubled the size of a small public library in Brillion, Wisconsin. Over the years, the firm has conducted scores of space needs assessments and facilities master planning projects for libraries of all sizes. In addition to conceptual/master planning, our firm has also programmed hundreds of thousands of square feet of public library space that has been built.

Our experience conducting space needs studies, developing building programs, and carrying out master facilities planning projects ranges from work for individual libraries considering new or expanded facilities to master plans designed to determine long-term needs for libraries with extensive branch systems.

A recent example of the former (a single facility library) was a project for the Iowa City (IA) Public Library. An example of the latter (a large branch system) was a facilities master plan developed for the Omaha (NE) Public Library (main library and eleven branches).

- **Current work load and availability** – Himmel & Wilson is under contract ($40,000 contract) to begin to conduct the five-year evaluation of the Delaware Division of Libraries implementation of the Library Services and Technology Act (Required by the Federal Institute of Museum and Library Services – IMLS) and the development of the state's new LSTA five-year plan. This project begins July 1, 2016. Himmel & Wilson is mid-way in the process of developing the building program for the Harris County (GA) Public Library ($20,000 contract). This project will continue through the end of the 2016 calendar year and, depending on construction schedules, will continue into 2017. Himmel & Wilson is also about to begin the library component of a master plan for parks and recreation services for the City of Auburn, Alabama. Himmel & Wilson is a sub-contractor on this small project ($11,000) that will last approximately six months. We are in the process of completing a comprehensive plan for school library services in Delaware as a sub-contractor to the University of Delaware's Institute for Public Administration (Himmel & Wilson portion of the project is $52,000). This project will end in July, 2016. We are also in the process of completing an updating of the building program that was prepared for the Haverford Township Free Library. Bill Wilson is also serving as the library consultant for the Milton Public Library (his home library – construction on the expansion and renovation is underway) on a pro-bono basis. Mr. Wilson serves on the Arrowhead Library System Board and has provided pro-bono services to its member libraries. He is currently facilitating the development of the ALS strategic plan (final meeting will be held later this month), and has worked with the Eager Free Library, the Clinton Public Library, and the Milton Public Library on strategic planning and facility planning projects in the past five years.

- **A sample building program –** The working draft building program statement for the Haverford Township Free Library is provided as APPENDIX D. We believe that the Haverford building program is a good match for the North Shore project in that it represents a renovation project that is an effort to maximize the usage of existing space as opposed to being a new or significantly expanded building.

The North Shore Library has requested the following additional information.

- **A rough estimate of the proposed timeline for the project** – Himmel & Wilson proposes to begin the project no later than September 1, 2016 (we could begin preliminary work as early as August 1, 2016) with completion of the project no later than December 31, 2016

- **A list of information that the consultant proposes not to gather personally** - Himmel & Wilson will perform all of the data/information gathering. However, we would require the assistance of library staff in identifying potential focus group participants, handling arrangements for focus group location(s), identifying and alerting potential interviewees, and in communicating with potential "partner" agencies regarding distributing a link to a community web-based survey.

- **The consultant's hourly fee and reimbursable costs or contracted costs and schedule for payment** - We find that most of our clients prefer a fixed cost contract that includes all professional fees and expenses. We propose to carry out the project as outlined in your "Invitation for Proposal" at a total "all-inclusive" cost of $16,500. We would do the additional staffing and compensation study described in the Attachment A Addendum to the Invitation for Proposal at an all-inclusive cost of $6,000.

  If an hourly approach is deemed preferable, our hourly professional fee rate is $125. We DO NOT charge for travel time, only working time (both on-site and off-site). We charge for actual expenses including mileage, meals, parking, and, if required due to the focus group schedule, hotel.

Following is a brief description of the process that we propose to use in developing the building program:

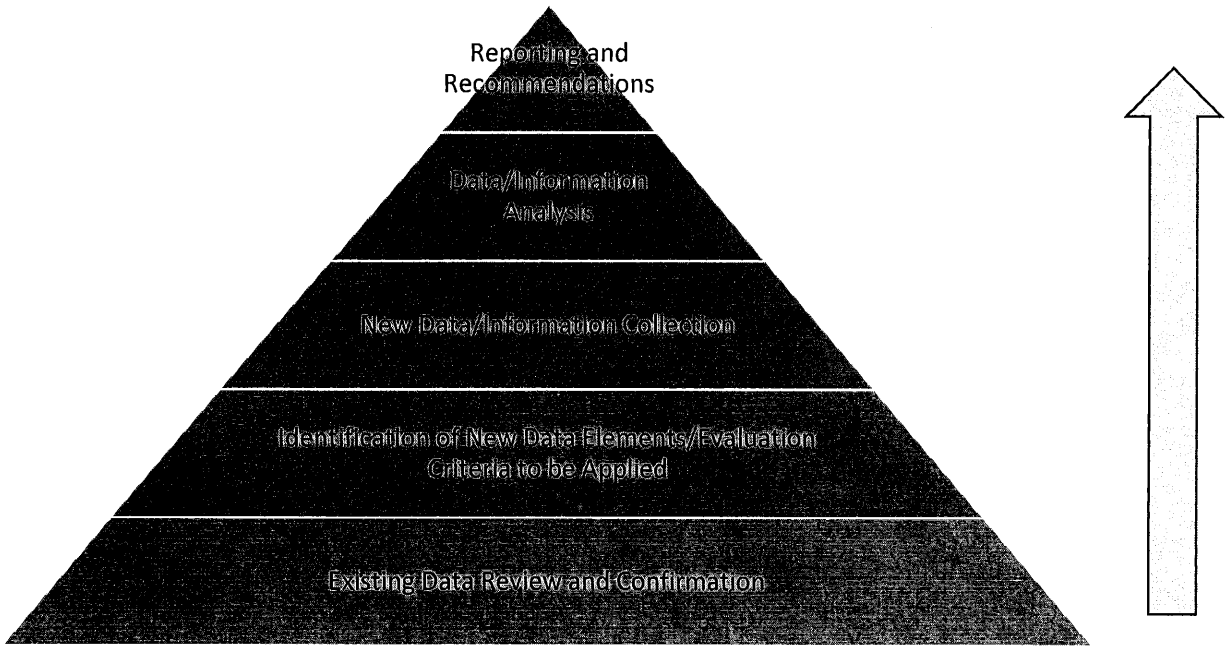
> Traditional public library space needs planning has been highly dependent upon "formulaic" approaches based on service population and collection size. While this approach has served communities well for decades, changes in technology, community dynamics and service delivery mechanisms are beginning to make these "rule-of-thumb" space needs projections obsolete.
>
> While we believe that collections of materials will continue to play a major role in what libraries do over the next 20 years, the impact of digital resources and downloadable content as well as the library's significance as a center of community life must also be considered. Consequently, Himmel & Wilson proposes to examine the public library facility needs for the North Shore Library using a "from–the–ground–up" functional approach. One might think of it as a space needs version of the zero-based budgeting methodology. In short, we intend to apply a functional analysis approach based on the community's and Library's priorities rather than merely the application of "top-down" measures of population and incremental growth of existing collections.
>
> This functional analysis will also include an examination of new service models for circulation services and reference services that are beginning to emerge in exemplary libraries in the U.S. and Canada. While traditional methodologies of allocating library spaces will not be abandoned, they will be used more as an adjunct "reality check" rather than as the primary methodology. The consultants will closely examine what the Library is trying to accomplish and the kinds of spaces that are needed and would be appropriate in each instance.
>
> Our space needs assessment will also entail a careful examination of how new and emerging technologies might impact library staff as well as current and potential users. The space needed to fully implement technologies will be included in addition to consideration of the impact of more library visitors accessing the Library's wireless network and digital resources using their own handheld devices.
>
> Himmel & Wilson is a strong advocate of the "form follows function" philosophy. We believe that library "facilities" "facilitate." That is, library spaces must enable a library to carry out its mission. We believe that before a

determination can be made about how spaces should be allocated, the library planners (the consultants, the library administration and the Library Board/Planning Committee) need to have a good understanding of what they are trying accomplish in a library facility designed for the mid-21st century.

Consequently, the consultants plan to begin the project with a meeting with the major stakeholders to discuss the Library's current mission and strategic plan and to determine how the Library needs and wants to change to meet the expectations of the public. We anticipate that the session will involve Library administration and staff, Library Board members, Friends of the Library, elected officials, and interested citizens.

The Process

Himmel & Wilson envisions the North Shore Library project as being composed of five distinct phases. These phases are summarized in the pyramid graphic shown below. Work will begin at the very general level at the base of the pyramid (Existing Data Review and Confirmation) and will gain greater and greater focus on actionable recommendations as the work proceeds to the Reporting and Recommendations phase.



Phase I – Existing Data Review and Confirmation

Planning is a lot like a journey; you have to start where you are. Consequently, it is important to know where the Library is currently in terms of both services and facilities.

Therefore, the process will begin at the general level with a review of the resources already collected by the Library. Included will be statistical data, demographic and planning reports, Library System budgetary information (such as utility costs and capital improvement related expenditures), planning documents (strategic plan, technology plan) and other documents such as reports from other studies that may have been performed, any survey or other reports offering public input and Library Board minutes.

Himmel & Wilson will review all of these materials and will seek clarification from Library prior to our first site visit.

Phase II – Identification of New Data Elements/Evaluation Criteria to be Applied

Himmel & Wilson recognizes that evaluation and assessment involves far more than the collection of data. Before data is collected, solid criteria need to be developed that reflect the values and priorities of the Library. Phase II of our process involves working with the Library to establish what additional information (beyond what is contained in background documents) needs to be collected in order to provide a solid basis for decision-making.

Himmel & Wilson's already has an extensive list of criteria that our firm has applied in the past in space needs/facilities planning projects. Information gathered would include factors such as the number of children in each age-cohort moving through the local schools, tax-rate trends, and the success or failure of recent fund-raising efforts in the community. Our goal is to provide the client with the best possible information that can be applied to building a set of recommendations that are at once visionary and practical.

Phase III – New Data/Information Collection

One of our first steps will be to apply the traditionally accepted standards for space to existing contents (collection size, furnishings, etc.). This will offer an enlightened answer to the question "How crowded is the existing facility at the present time?" For example, a common "rule-of-thumb" regarding the ratio between building size and collection size is that a facility has "reached full recommended capacity" if it has 5 volumes per square foot. For a 16,000 square foot facility like North Shore, this translates into 80,000 volumes. The North Shore Library has 92,659 volumes in its collection (5.79 volumes per square foot). While this is simply a general guideline, a library with nearly 6 volumes per square foot is usually one in which "people spaces" such as casual seating, gathering, technology, meeting and study space, have been crowded out by the collection.

Additional data/information collection activities will also take place in this phase of the project. For example, personal interviews will be conducted with library staff as well as with Library Board members and with the Director. A web survey that affords all staff to offer their assessment of the building may also be conducted if this is deemed desirable. A link to a similar web survey (recently conducted for the Tuscaloosa (AL) Public Library appears below.

http://www.surveygizmo.com/s3/1298046/Tuscaloosa-Staff-Facility-Assessment

A series of public focus groups will be held to ascertain the public perceptions and ideas regarding the facility. We normally do a mixture of general groups and "affinity" groups. "Affinity" groups are groups in which all of the participants share some unique characteristic (parents of pre-school children, teens, small/home-based business owners, etc.).

A web-based survey is also proposed. Following is an example of a similar survey that we recently conducted for the Harris County (GA) Public Library.

http://www.surveygizmo.com/s3/2730302/Library-Survey-General

Other information/data gaps identified in Phase II will be filled and, in a few instances, existing data will be updated to reflect the availability of newer information.

To the degree possible, the data and information collected will be reduced to measurable forms. For example, some qualitative measures will be converted into numeric rating scales. Nevertheless, some "soft" data/information will remain. This information will be reported in an appendix to the final report.

Phase IV – Data/Information Analysis

Himmel & Wilson has a number of powerful tools at our disposal for converting baseline data into impactful derivative measures that can be used to objectively assess the relative strengths and weaknesses of a library facility. A facility profile will be generated that will contain a host of revealing derivative measures such as total operational costs per square foot, circulation per hour open, transactions (circulation + computer logins+ reference + program attendance + library visits) per full-time equivalent staff member.

The profile and the summary data analysis document ARE NOT the final report. Rather, these items will be treated as appendices that provide context and support to the final report's findings.

Phase V – Reporting and Recommendations

The building program document will provide specific recommendations for the size and characteristics of somewhere in the neighborhood of fifty functional areas. For example, information will be provided in regard to the space needed to house specific collections (Adult Non-Fiction, Children's Picture Books, etc.). The building program will also provide recommendations for the type and height of shelving appropriate in each area and the square footage needed to accommodate each collection.

The number of casual seats and study seats, the number and type of staff workstations, number and distribution of public computer workstations, etc. will be specified.

The building program will first be presented in draft form. The first draft will be provided to the Library at least two weeks in advance of a meeting

with the Library Board to discuss the findings and recommendations. A second draft will be developed based on the input received from the Board. A public meeting to present findings and to gauge public reaction can then be scheduled if deemed appropriate. A third draft can be generated following this meeting

The third draft will then be posted for online comment by key stakeholders and the final version of the report will be developed incorporating any new input.

OTHER SERVICES

The addendum issued by the library as "Attachment A" to the Invitation for Proposal asks potential consultants whether they would be able to conduct a staffing/compensation study. Himmel & Wilson has conducted these types of studies in the past. Most recently, we completed a staffing reorganization for the Vermont Department of Libraries. We conducted a similar study for the Anchorage (AK) Public Library. While neither of these recent studies directly dealt with compensation levels (other than appropriate pay grades of positions), we have done comparative compensation studies in the past.

FINANCIAL CONSIDERATIONS

Fee Structure

Himmel & Wilson proposes to carry out the project resulting in the building program for the North Shore Library for $16,500 including all professional fees and all expenses.

We would propose a payment schedule that includes a payment $2,000 as a project initiation fee with one progress payment of $7,000 after the completion of focus groups followed by a lump sum payment of $7,500 after the building program statement has been presented to and accepted by the Library.

Additional services (beyond the scope of those described in the North Shore Library's Invitation for Proposal and this proposal) will be available of a cost of $125 per consulting hour (travel time is NOT considered consulting time) plus actual expenses.

Himmel & Wilson would conduct the additional staffing/compensation study for an all-inclusive cost of $ 6,000.

APPENDIX A – RESUME

William J. Wilson, M.L.S.

Library Consultant

Work Experience

Partner, Himmel & Wilson, Library Consultants, Milton, Wisconsin – 1987 - Present

Administrator, (State Librarian) Wisconsin Division for Libraries and Community Learning, Madison, Wisconsin – 1993 - 1996

Director, Milwaukee County Federated Library System, Milwaukee, Wisconsin –
1991 - 1993

Director, McMillan Memorial Library, Wisconsin Rapids, Wisconsin – 1984 - 1991

Assistant Administrator, Winding Rivers Library System, La Crosse, Wisconsin – 1977 - 1984

Librarian and Institutional Consultant, Buffalo and Erie County Public Library, Buffalo, New York – 1971 - 1976

Education

Bachelor of Arts - Gordon College, Wenham, Massachusetts - 1971 - English Literature

Master of Library Science (MLS) - State University of New York at Buffalo – Buffalo, NY - 1974 - Library Science

Doctoral Studies - University of Wisconsin – Madison, Madison, WI - 1988 - 1991 - Library Science, Urban and Regional Planning Minor

William J. Wilson (cont.)

Professional Associations

American Library Association (ALA)
Library Leadership and Management Association (LLAMA)
Library and Information and Technology Association (LITA)
Public Library Association (PLA)
Wisconsin Association of Public Librarians (WAPL)
Wisconsin Library Association (WLA)
Wisconsin Library Trustees & Friends (WLTF)

Professional Activities & Honors

Member, Wisconsin Center for the Book Board – 1993 – 2006 (President 2003 – 2004)
Member, Wisconsin Library Association – 1979 – Present (President 1987)
Member, Wisconsin Library Association Foundation Board - 1998 - 2001
Member, Milton Public Library Board of Trustees, 2000 – Present (Vice President 2002 – 2010, President 2011 - Present)
Member, Arrowhead Library System Board of Trustees – 2011 – Present (Vice President 2013 – Present)
Member, Wisconsin Trustees & Friends Board – 2014 – Present (Secretary 2016)
Member, Wisconsin Council on Library and Network Development (COLAND – State Library Board) - 1982 - 1993
Member, Wisconsin Public Library Standards Task Force - 1987
Board Member, Wisconsin Academy of Sciences, Arts, and Letters – (2004 – 2005)
Inductee, Wisconsin Library Association Foundation Hall of Fame - 2015
Recipient (with William J. Wilson) of the 2002 Helen M. Eckard Award for "Exemplary Use of Federal-State Cooperative System (FSCS) Library Data" – Awarded by The U.S. Dept. of Education –National Center for Education Statistics (NCES) and the National Commission on Libraries and Information Science
Recipient of Wisconsin Library Association Special Service Award
Author (with Ethel E. Himmel) - ***Planning for Results: A Library Transformation Process***. American Library Association: Chicago, 1998.

William J. Wilson (cont.)

Author (with Ethel E. Himmel) ***Functions & Roles of State Library Agencies***. Association of Specialized and Cooperative Library Agencies: Chicago, 2000.

Contributor (with Ethel E. Himmel) ***A Catalyst for Change: LSTA Grants to States Program Activities and the Transformation of Library Services to the Public***. Institute of Museum and Library Services: Washington, 2009

APPENDIX B – REFERENCES

REFERENCE # 1

Project Name and Location
Haverford Township Free Library (Pennsylvania)
Space Planning and Building Program

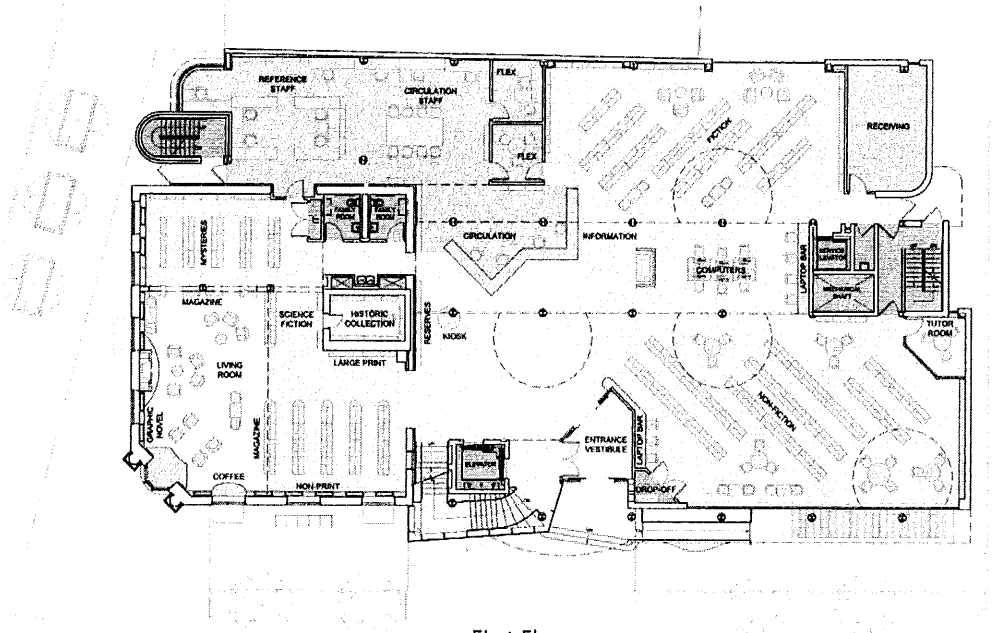
Owner's Representative
Christine Faris, Director
Haverford Township Free Library
1601 Darby Road
Havertown, PA 19083
Phone: 610.446-3082 ext 213
faris@haverfordlibrary.org

Date of Completion
Space Needs Assessment and original Building Program Statement were completed in 2013, Revision of the original Building Program Statement is underway and it is anticipated that construction on the complete renovation will take place in 2017-2018.

Project Description
Space needs assessment and building programs for new and renovated facility.

Project Construction Cost
Initial Estimate $ 8,000,000

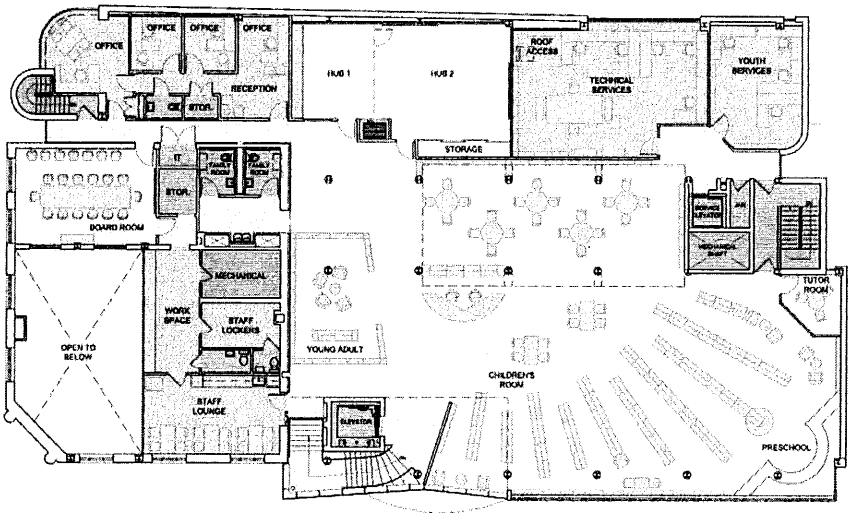
Project Team
Casaccio-Yu Architects
Himmel & Wilson, Library Consultants



First Floor

haverfordtownship free library

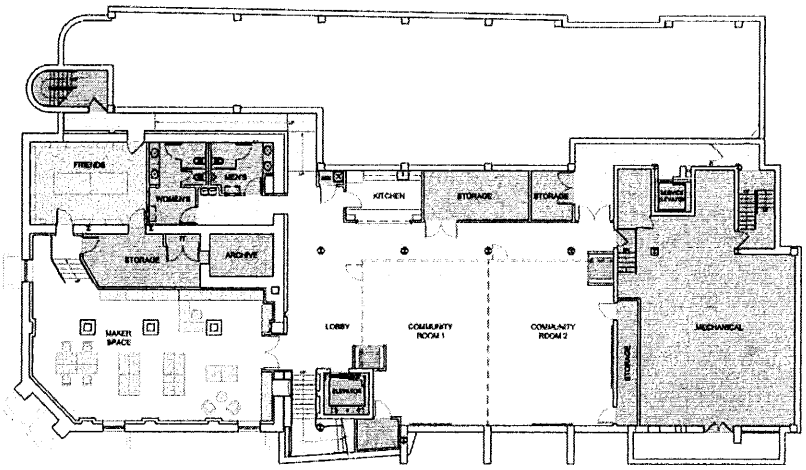
CASACCIO ARCHITECTS YU
Mission Driven Design
© Casaccio Yu Architects LLC 2016



Second Floor

haverfordtownship free library

CASACCIO ARCHITECTS YU
Mission Driven Design
© Casaccio Yu Architects LLC 2016



Lower Level

haverfordtownship free library

CASACCIO ARCHITECTS YU
Mission Driven Design
© Casaccio Yu Architects LLC 2018

REFERENCE # 2

Project Name and Location
Galesburg Public Library (Illinois)

Owner's Representative
Harriett Zipfel, Director
40 East Simmons Street
Galesburg, Illinois 61401
(309) 343-6118
harriett.zipfel@galesburglibrary.org

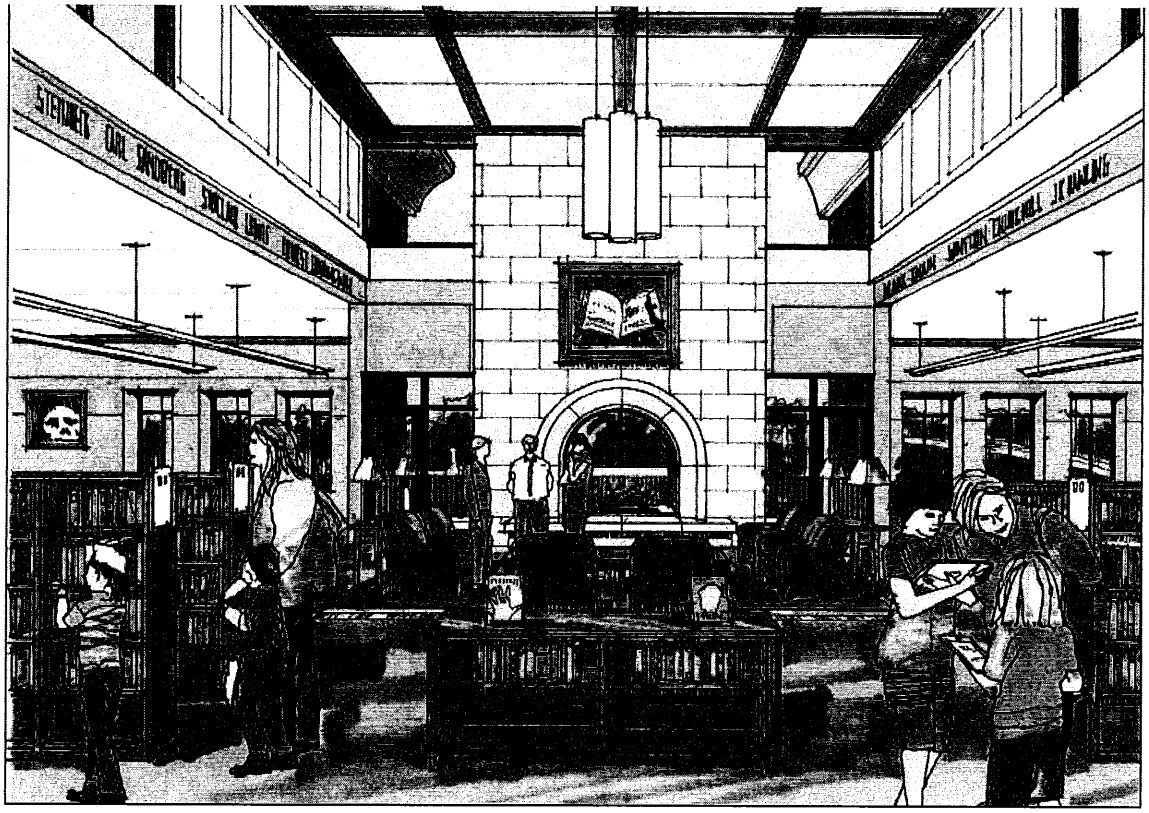
Date of Completion
Assessment and facility planning took place in 2013. The local funding component has been approved and is in place and the library's application for the Illinois Public Library Construction Act Grant has been accepted. The project is now awaiting an appropriation at the State level (funds were appropriated in 2013 but not in 2014 or 2015).

Project Description
Space needs analysis and programming of space for a new 70,000 GSF public library facility. The new building will replace a "temporary" facility constructed in 1961 as a replacement for a Carnegie structure that burned to the ground. The new facility will include spacious reading, study and technology areas in addition to an enlarged children's library, greatly expanded teen area, a makerspace and extensive community meeting spaces.

Project Construction Cost
Estimated Cost used for State of Illinois Construction Grant Application - $22 million
Local funding component is in place and the Library is high on the priority list for State funding.

Project Size
70,000 GSF

Project Team
FEH Associates (Architects)
Himmel & Wilson, Library Consultants (Library Consultants)



Galesburg Adult Area Interior

REFERENCE # 3

Project Name and Location
Anchorage Public Library – Loussac Library

Owner's Representative
Mary Jo Torgeson, Director
3600 Denali St.
Anchorage, AK 99503
(907) 343-2892
TorgesonMJ@ci.anchorage.ak.us

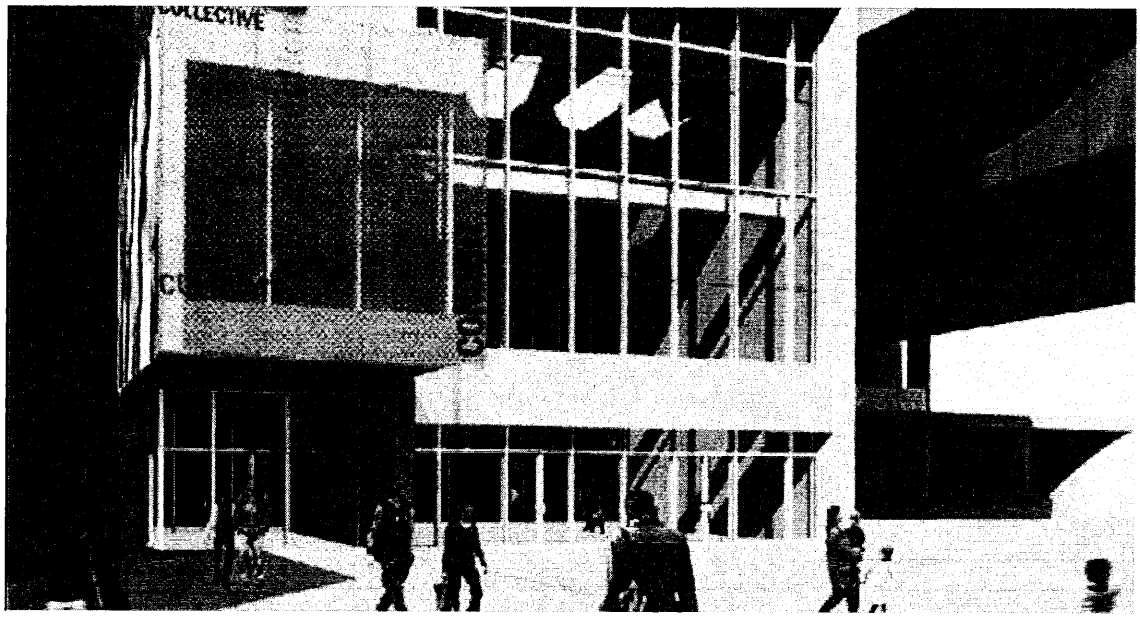
Date of Completion
Construction of Phase I (new entry/gateway and relocation of circulation services) is now underway

Project Description
Master plan for expansion and renovation of the Z.J. Loussac Main Library (Currently 160,000 GSF – expansion will add a new entry/gateway to the building that will allow for the effective reprogramming of the entire existing building). Funding of $ 10 million was recently approved for this project and construction is now underway.

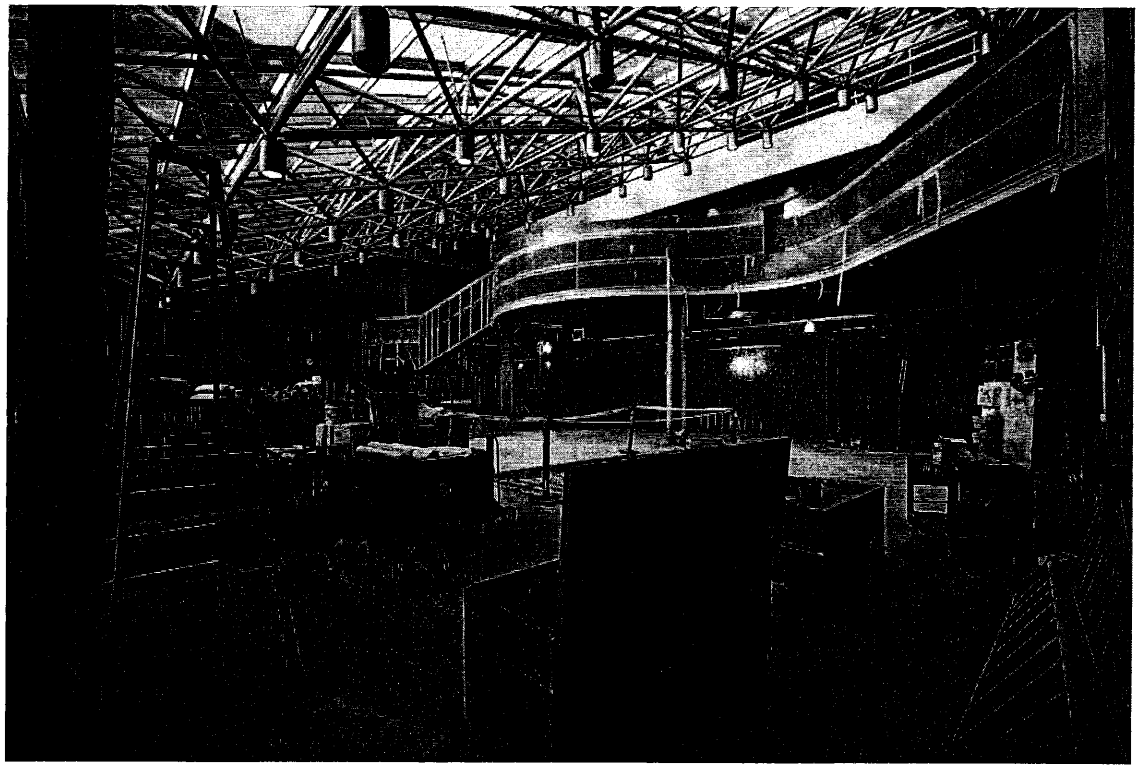
Project Construction Cost
Phase I: $10 million

Project Size
Phase I: 10,400 GSF new construction
Approximately 20,000 GSF renovation

Project Team
RIM Architecture
Himmel & Wilson, Library Consultants
Carson Block Consultants (Technology)



Anchorage Public Library – Gateway Concept Drawing



Anchorage Public Library – Construction Underway

APPENDIX C – PROJECT HISTORY

See Separate File (APPENDIX C – Himmel & Wilson Project History)

APPENDIX D – SAMPLE BUILDING PROGRAM STATEMENT

See Separate File (APPENDIX D – Himmel & Wilson Sample Building Program)

Agenda

4d / 8-8-16

City of Glendale
City Services
5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
(414) 228-1711

Memorandum

To: Richard Maslowski – City Administrator
From: Collin Johnson – Floodplain Administrator
Date: 8/2/2016
Re: 2012 Municipal Flood Control Grant Project Closure

Attached, please find the final cost worksheet for the 2012 Municipal Flood Control Grant Project. Funding for this project was used for the acquisition and demolition of the following properties with funding provided primarily by WI-DNR with additional equal funding from the City of Glendale and MMSD.

6599 N. Sunny Point Lane – Ford Property

The project came in under budget and in the end; the City of Glendale's total investment in this project was $36,511.36 or 15% of the overall project cost.

2012 Municipal Flood Control Grant - 6599 N. Sunny Point Lane
Final Cost Worksheet and Reimbursement Details

Description	Amount	
Appraisal	$	500.00
Recording Fee	$	30.00
Acquisition	$	195,000.00
Gas Utility Disconnection	$	1,037.00
Sewer & Water Disc.	$	3,047.00
Asbestos Inspection	$	975.00
Asbestos Abatement	$	5,965.00
Site Preparation	$	591.75
Demo & Restoration	$	27,710.00
Fuel Tank Removal	$	553.30
Relocation Fee	$	8,000.00
TOTAL COST	**$**	**243,409.05**

PROJECT COST SUMMARY

Estimated Project Cost	**$**	**245,850.00**
Total Project Cost	**$**	**243,409.05**
Cost Over/Under-Run	**$**	**(2,440.95)**

COST SHARE SUMMARY

WI DNR Share (70%)	**$ 170,386.33**
Local Share (30%)	**$ 73,022.72**
	$ 243,409.05
City of Glendale portion of Local Share	**$ 36,511.36**
MMSD portion of Local Share	**$ 36,511.36**
	$ 73,022.72

4d / 8-8-16

City of Glendale
City Services
5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
(414) 228-1711

Memorandum

To: Richard Maslowski – City Administrator

From: Collin Johnson – Floodplain Administrator

Date: 8/2/2016

Re: 2015 FEMA Sunny Point Acquisition & Demolition Project Closure

---

Attached, please find the final cost worksheet for the 2015 FEMA Sunny Point Peninsula Acquisition & Demolition Project. This was the second phase of the ongoing flood mitigation project in the Sunny Point Peninsula area and included the acquisition and demolition of the following properties with funding provided primarily by FEMA with additional funding from the WI Dept. of Emergency Management, WI-DNR, City of Glendale, and MMSD:

6515 N. Sunny Point Road – Drewek Property
6593 N. Sunny Point Lane – Heimann Property

As you will see, the project came in almost $200,000 under budget. This was due largely in part to much lower than anticipated acquisition costs for both properties as well as significantly lower expected demolition costs.

In the end, the City of Glendale's total investment in this project was $5,633.05 however; an additional $2,367.07 in project management fees was provided by FEMA in addition to the regular reimbursement amount, thereby reducing Glendale's share to just $3,265.98 or just 1.087% of the overall project cost.

2015 Sunny Point Aquisition Project - Ph
Final Cost Worksheet and Reimbursement Details for I

	6515 N. Sunny Point Rd	6593 N. Sunny Point Rd		
Description	**Amount**	**Amount**	**Total**	
Elevation Survey	$216.75		$216.75	**PROJECT COST**
Appraisal	$300.00	$300.00	$600.00	**Total Project Co**
Acquisition	$68,998.41	$164,794.51	$233,792.92	**Estimated Proje**
Deed Recording Fee	$30.00	$30.00	$60.00	**Cost Over/Unde**
Asbestos Survey	$865.00	$905.00	$1,770.00	
Gas Utility Demo		$528.00	$528.00	
Utility Bill	$31.38	$25.02	$56.40	**COST SHARE S**
Utility Bill	$6.28	$7.15	$13.43	**Federal Share (7**
Water Utility Bill		$26.90	$26.90	**State Share (12.**
Water Utility Bill		$31.04	$31.04	**Local Share (12.**
Demolition Bid Adv.	$99.03	$99.03	$198.06	
Demolition Bid Adv.	$126.28	$126.27	$252.55	**DNR Portion of**
Asbestos Abatement	$2,273.00	$5,603.00	$7,876.00	**Remaining Loca**
Sewer & Water Disc.	$1,473.45	$1,473.45	$2,946.90	**MMSD Portion**
Demo & Restoration	$23,230.00	$16,371.00	$39,601.00	**Glendale Portio**
Tree Removal	$1,300.00		$1,300.00	
Well Abandonment		$1,061.00	$1,061.00	**Management fe**
Site Preparation	$2,048.75	$681.25	$2,730.00	*(Management fe*
2015 Property Taxes	$2,592.47	$4,775.83	$7,368.30	
TOTAL COST	**$103,590.80**	**$196,838.45**	**$300,429.25**	

Agenda

5a / 8-8-16

Richard Maslowski Community Park Venue Naming Contest

There are several venues at Glendale's Richard Maslowski Community Park that need names. These are:

- Johnson Controls stage and amphitheater
- Sprecher Brewing beer garden and plaza
- David Hobb's Honda community room

We are asking Glendale residents and members of the sponsor businesses for name suggestions for each of these venues. As an example, think of Summerfest's Briggs and Stratton Big Back Yard and Harley Davidson Roadhouse.

The names will be gathered and submitted to the Common Council and the sponsor business for consideration, with the sponsor businesses making the final selection. The person submitting each winning name will receive a $_____ Bayshore Towne Center gift certificate.

Entries can be submitted at Glendale's website – www.glendale-wi.org, or via US Mail. If you are sending your suggestion via US Mail, each entry must include your name, mailing address, phone number, and suggested venue name. Send the entry to:

Richard Maslowski Community Park Venue Naming Contest
City of Glendale
5909 N. Milwaukee River Parkway
Glendale, WI 53209

Entry deadline – September 30, 2016. US Mail entries must be post marked no later than September 30, 2016. Entries submitted via the Glendale website must be completed no later than 12:00 Midnight on September 30, 2016. For questions, contact Anna at City Hall - 414-228-1705.

Agenda

5b / 8-8-16

7/15/16

PILOT AGREEMENT

OWNER/OCCUPANT:	**6789 North Green Bay LLC, a limited liability company wholly owned by Lubavitch of Wisconsin, Inc.**
OWNER/OCCUPANT ADDRESS:	**3109 N. Lake Drive Milwaukee, WI 53211**
SUBJECT PROPERTY ADDRESS:	**6789-6799 N. Green Bay Avenue Glendale, WI 53209**
SUJECT PARCEL IDENTIFICATION NO.	**134-9002-000**

This agreement for payments in lieu of taxes ("PILOT Payments") is made by and between 6789 North Green Bay LLC ("Developer"), a limited liability company wholly owned by Lubavitch of Wisconsin, Inc. ("LWI"), and the City of Glendale, hereinafter referred to as City. This agreement is effective the last date of execution by any party.

WHEREAS, Developer plans to purchase a parcel of real estate of approximately 81,657 square feet, (approximately 1.8 acres), hereinafter the Property, located within the City of Glendale at 6789 – 6799 N. Green Bay Avenue, tax key 134-9002-000, more particularly described as follows:

> Parcel 1 of CSM 4477, being a division of lands in the Southeast ¼ of Section 19, Town 8 North, Range 22 East, City of Glendale, Milwaukee County, Wisconsin.

WHEREAS, LWI has petitioned the City to rezone the property from B-4 Office-Research-Service Business District to P.D. - Planned Unit Development District-Mixed Use Commercial Office and Institutional Use, and

WHEREAS, Developer and City have each determined that it is in their best interests to enter into this Agreement as a condition of the City rezoning of the property; and

WHEREAS, the property may qualify, in whole or in part, for real and personal property tax exemption under 70.11 (4) of the Wisconsin Statutes and/or other applicable law; and

WHEREAS, Developer nevertheless recognizes that, notwithstanding the fact that the property qualifies, in whole or in part, for real and personal property tax exemption, City shall continue to provide valuable governmental services and benefits to the property, which services and benefits directly or indirectly relate to the public health, safety, and welfare, and which directly or indirectly, positively affect housing and habitability of housing, property values and general quality of life within the City, and which include but are not limited to: fire and police protection; paved streets and street lights; snow removal; and other services and benefits associated with living in the City; and

WHEREAS, Developer wishes to make payment in lieu of tax (PILOT) payments to the City in recognition of those services and benefits,

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Developer hereby agrees as follows:

1. INCORPORATION OF WHEREAS CLAUSES.

The parties hereby acknowledge that the above clauses are part of this Agreement.

2. CITY SERVICES.

A. Services Typically Covered by Property Tax.

The City agrees to continue to furnish all governmental services and benefits to the property of the same type, and to the same extent, as are furnished from time to time, without cost or charge except by means of property tax and authorized fees and charges, to other similarly situated educational, institutional, commercial, multi-family dwellings, and inhabitants of the City. Nothing in this Agreement shall be construed to give Developer a contractual right to specific governmental services, or to impose upon the City any additional duties, it being the parties' intent that the City provide public services and benefits to Developer and the Property on the same terms and conditions except real or personal property tax that apply to properties owned by citizens or the public generally in the City. Such services and benefits include, but are not limited by specific enumeration herein, those typically covered by the property tax such as fire and police protection, and on public streets, snow removal, and street lighting. The City shall not have breached its obligations hereunder if it is prevented from providing benefits and/or services to Developer or the Property because of typical *force majeure* reasons (*e.g.*, war, flood, fire, labor dispute, supply shortage, act of God, natural disaster, etc.), because of budgetary constraints, or because any person or entity shall assert a right which prevents delivery of such benefits and/or services; provided, however, that such reason is of general applicability to all of the beneficiaries of such services and/or benefits.

B. Special assessments, Special Charges and Fees.

Notwithstanding paragraph 2.A., or the property tax exempt status of the Property, Developer understands that it will be subject to special assessments, special charges, and special taxes as defined in § 74.01 of the Wisconsin Statutes (and as also referred to in chapter 66 of the Wisconsin Statutes) and fees charged by the City in the same manner that such special assessments, special charges, special taxes, and fees are charged for similar services and/or undertakings to commercial, multi-family dwellings within the City. This provision shall not affect the City's powers, consistent with the law, to determine the services and benefits (other than those typically covered by the property tax that shall be provided to the Property and/or similarly situated property pursuant to this paragraph 2.B). Nothing contained herein shall preclude Developer from appealing, as provided by law, the imposition of such special assessments, special charges, special taxes, or fees by the City.

3. PILOT PAYMENTS.

A. Calculation

In recognition of those services and benefits as listed in this agreement, Developer agrees to pay the City an annual payment in lieu of taxes payment, hereinafter PILOT, for the property, for each tax year or portion thereof, during which Developer owns or occupies the property for such portion of the property as is exempt from real or personal property tax. Each annual PILOT payment shall be determined to be the sum which would have been the City portion of the real

estate taxes or personal property taxes which would have been applicable to that portion, or the entirety of the property, had no part of the property qualified for exempt status from real or personal property tax.

B. Payment Due Date

Any annual PILOT payment due for any tax year shall be due and payable in full on or before January 31st of the next calendar year. Installment payments generally applicable to real property taxes shall not apply to the payment of the PILOT portion. The City will invoice Developer for the PILOT payment no later than two (2) weeks prior to the due date of the PILOT payment.

C. Determination of Exempt Status

No later than March 31st of the tax year, Developer will certify to the City the percentage of the property that had exempt status as of January 1 of the tax year. The City reserves the right to verify the accuracy of Developer's calculation of the exempt percentage if it so chooses, including the right to request supporting information under Section 6, below, by written notice given to Developer within thirty (30) days following submittal of Developer's calculation of the exempt percentage. In the event of a question regarding Developer's calculation, the City and Developer will meet as necessary to reach agreement on the exempt percentage. The City will use the agreed upon exempt percentage in assessing the real estate taxes for the year and in determining the PILOT payment for the year.

D. **Use of Payment.**

The City may use and expend the annual PILOT payment hereunder in such manner and for such purposes as the City, in its sole discretion, shall deem necessary and appropriate.

4. TERM

This Agreement shall terminate on the earliest of any of the following described dates: (i) the date on which the last annual PILOT payment is due hereunder; (ii) the date on which the entire Property ceases to be exempt from real and/or personal property tax; or (iii) the effective date of an enactment by the State of Wisconsin of a mandatory payment for municipal services by owners of property exempt from the general property tax or similarly situated owners of exempt property. This Agreement is contingent on Developer purchasing the property and will have no force or effect unless and until that occurs.

5. APPEAL OF ASSESSED VALUE

Developer shall have all of the same rights to contest the assessed valuation of the Property as any other taxpayer under Wisconsin law or at equity. The City expressly agrees not to dispute Developer's right to contest the assessed valuation of the Property.

6. DOCUMENTS, INSPECTION and COOPERATION.

Developer agrees to cooperate with the City with respect to this Agreement by allowing the City to inspect the Property, leases applicable to the Property and/or other documents related to the use, occupancy or ownership of the property upon reasonable written request of the City in connection with its exemption and assessment

determinations. Notwithstanding the foregoing, Developer is not herein granting any right to the City to inspect any of the foregoing beyond those rights already provided by law to the City.

7. AMENDMENT.

This Agreement may be modified and amended from time to time as the City and Developer shall mutually agree in writing, executed by both parties.

8. SEVERBILITY; GOVERNING LAW.

If any provision hereof is duly held by a court of competent jurisdiction to be invalid with respect to any circumstance or otherwise, the remainder of this Agreement and/or the application of the Agreement to any other circumstance, shall not be affected or impaired thereby; provided, however, that Developer shall not be required to make the annual PILOT payment for any tax year for which the Property is subject to real or personal property tax. The parties intend that the laws of the State of Wisconsin and ordinances and regulations of the City shall be the governing law with respect to this Agreement.

9. AUTHORITY.

Developer represents and warrants to the City that its agents executing this Agreement have been duly authorized to so execute and to cause Developer to enter this Agreement. The City represents and warrants to Developer that the undersigned City officials are duly authorized to so execute and to cause the City to enter into this Agreement.

10. PARTIES GOVERNED BY AGREEMENT.

The covenants and agreements contained herein shall inure to the benefit of and be binding on the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by duly authorized representatives as of the date and year first written above.

CITY OF GLENDALE

By:_____
Bryan Kennedy, Mayor

Attest:_____
Karen Couillard, City Clerk

DEVELOPER

6789 NORTH GREEN BAY LLC,
by its sole Member,
Lubavitch of Wisconsin, Inc.

By:_____
Rabbi Israel Shmotkin,
President

STATE OF WISCONSIN)
) S.S.
MILWAUKEE COUNTY)

Personally came before me this _____ day of _____, 2016, the above named Rabbi Israel Shmotkin, President of Lubavitch of Wisconsin, Inc., to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____
Notary Public - State of Wisconsin
My Commission _____

STATE OF WISCONSIN)
) S.S.
MILWAUKEE COUNTY)

Personally came before me this _____ day of _____, 2016, the above named Bryan Kennedy, Mayor, and Karen Couillard, City Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same,

_____
Notary Public - State of Wisconsin
My Commission _____

This Document Was Drafted By:
Attorney John F. Fuchs
FUCHS & BOYLE, S.C.
13500 Watertown Plank Road
Suite 100
Elm Grove, WI 53122
Telephone: (414) 257-1800

15946577.2

Agenda

5c / 8-8-16

7/26/16

PLANNED DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT ("Agreement"), is made by and between the City of Glendale ("Glendale"), located in Milwaukee County, a municipal corporation and political subdivision of the State of Wisconsin, and 6789 North Green Bay LLC ("Developer"), a limited liability company wholly owned by Lubavitch of Wisconsin, Inc. ("LWI"), and is effective the last day of execution by any party.

WITNESSETH:

WHEREAS, Developer plans to purchase a parcel of real estate of approximately 81,657 square feet, (approximately 1.8 acres), hereinafter the Property, located within the City of Glendale at 6789 – 6799 N. Green Bay Avenue, tax key 134-9002-000, more particularly described as follows:

> Parcel 1 of CSM 4477, Being a division of lands in the Southeast ¼ of Section 19, Town 8 North, Range 22 East, City of Glendale, Milwaukee County, Wisconsin.

WHEREAS, Developer has petitioned the Glendale to rezone the property from B-4 Office-Research-Service Business District to P.D. - Planned Unit Development District-Mixed Use Commercial Office and Institutional Use, and

WHEREAS, such rezoning is governed by Section 62.23 (7) of the Wisconsin Statutes and Title 13, Chapter 1, Article D of the Glendale Code of Ordinances, and

WHEREAS, in order to protect Glendale and the public in general, and it being in the public interest that this Agreement be entered into by and between Developer and Glendale in order that the purposes of the P.D. - Planned Development Ordinance ("Ordinance"), as set forth in Title 13, Chapter 1, Article D of the Glendale Code of Ordinances may be secured, preserved and insured, and

WHEREAS, Developer has filed or will file with Glendale plans, specifications, documents and exhibits, pursuant to the requirements of the Ordinance, for the development of the Property as a project to be occupied among others by LWI and Hillel High LLC, and within several years by Chabad of Glendale, Inc., all of which are religious organizations and public charities under the Internal Revenue Code, and

WHEREAS, LWI has filed with Glendale an application for a change of zoning of the subject Property to PD-Planned Development, and the Common Council of Glendale has granted final approval of said development plan, all pursuant to the provisions of the Ordinance, but to insure the implementation of the plan as proposed and the continued and uninterrupted maintenance of the Property, and

NOW, THEREFORE, in consideration of the mutual covenants herein exchanged, the parties hereto agree as follows:

SECTION I

GLENDALE'S OBLIGATIONS:

Glendale shall complete further use approvals pursuant to the planned unit development Ordinance, and all other ordinances as applicable to development, as shall govern the Property. Glendale shall approve and permit the uses listed on LWI's plans and submissions as filed with City in conjunction with its application for rezoning.

SECTION II

DEVELOPER'S OBLIGATIONS AS TO THE SITE DEVELOPMENT AND IMPLEMENTATION SCHEDULE:

If Developer purchases the Property as planned, Developer agrees to develop the Property and to construct all buildings and structures thereon in strict accordance with the plans and specifications, as filed and finally approved by the Plan Commission,

Common Council, or such City department as having jurisdiction over the particular use approval or permit.

SECTION III

WHEN APPROVAL MAY BE TERMINATED:

Failure to comply with any of the provisions of Section II of this Agreement shall constitute cause for termination of the approval of the project, provided that notice of such failure and opportunity to cure have first been given to Developer by the City of Glendale. The PD-Planned Development zoning granted in conjunction with approval of this project is specifically conditioned upon the Developer's compliance with this Agreement, the terms of which are specifically incorporated as conditions of the grant of PD-Planned Development zoning, and upon Developer's uncured default as determined by the Glendale Common Council, the rights created herein shall terminate, and future development on the project site shall require a new zoning application, review, approval and grant.

SECTION IV

MAINTENANCE OF DEVELOPMENT SITE

If Developer purchases the Property as planned, Developer, its successors and assigns, agree to maintain the Property, including all open areas, buildings, structures and pavement as follows:

1. Keep all turf or grass in open areas moved to maintain a height not to exceed four (4) inches.

2. Keep all open areas free and clear of trash, paper, and other debris.

3. Keep all trees and shrubbery trimmed and maintained on a regular schedule to assure that they are kept in a neat, healthy and attractive condition.

4. Assume the responsibility for the removal of snow from private, off-street parking areas, walks and access drives within PD-Planned Development.

5. Maintain all paved driveways and parking areas in good repair, replacing with new, reconstructed pavement where such areas have become so out-of-repair that to repair them would be impractical or unaesthetic.

6. Landscape so as to keep the property in a neat and attractive condition.

SECTION V

COVENANTS RUNNING WITH THE LAND:

This Agreement constitutes the entire Agreement between the parties, and all provisions of this Agreement shall be deemed to be covenants running with the land and shall be binding upon its successors, assigns.

SECTION VI

AMENDMENTS:

This Agreement may be rescinded, modified or amended, in whole or in part, by mutual agreement of the parties hereto, their successors and/or assigns, and in accord, with Title 13 of the Glendale Code of Ordinances, as amended.

SECTION VII

SEVERABILITY OF PROVISIONS:

If any provision of this Agreement shall be held or declared to be invalid, illegal or unenforceable by reason of its being contrary to any applicable law, such provision shall be deemed to be deleted from this Agreement without impairing or prejudicing the validity, legality or enforceability of the remaining provisions.

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be signed and sealed by duly authorized representative of Developer,

and the City of Glendale has caused this instrument to be executed by its Mayor and countersigned by its City Clerk upon duly given authority, this _____ day of _____, 2016.

DEVELOPER, 6789 NORTH GREEN BAY LLC,
by its sole Member, Lubavitch of Wisconsin, Inc.

_____
By: Rabbi Israel Shmotkin, President

CITY OF GLENDALE:

_____
Bryan Kennedy, Mayor

Countersigned:

_____
Karen Couillard, City Clerk

Approved as to form
this _____ day of _____, 2016.

_____
John F. Fuchs, City Attorney
State Bar No. 01016712

STATE OF WISCONSIN)
) S.S.
MILWAUKEE COUNTY)

Personally came before me this _____ day of _____, 2016, the above named Rabbi Israel Shmotkin, President of Lubavitch of Wisconsin, Inc., to me known to be the persons who executed the foregoing instrument and acknowledged the same.

_____
Notary Public - State of Wisconsin
My Commission _____

STATE OF WISCONSIN)
) S.S.
MILWAUKEE COUNTY)

Personally came before me this _____ day of _____, 2016, the above named Bryan Kennedy, Mayor, and Karen Couillard, City Clerk, to me known to be the persons who executed the foregoing instrument and acknowledged the same,

_____
Notary Public - State of Wisconsin
My Commission _____

This Document Was Drafted By:
Attorney John F. Fuchs
FUCHS & BOYLE, S.C.
13500 Watertown Plank Road
Suite 100
Elm Grove, WI 53122
Telephone: (414) 257-1800
15914300.2

Agenda

6a / 8-8-16

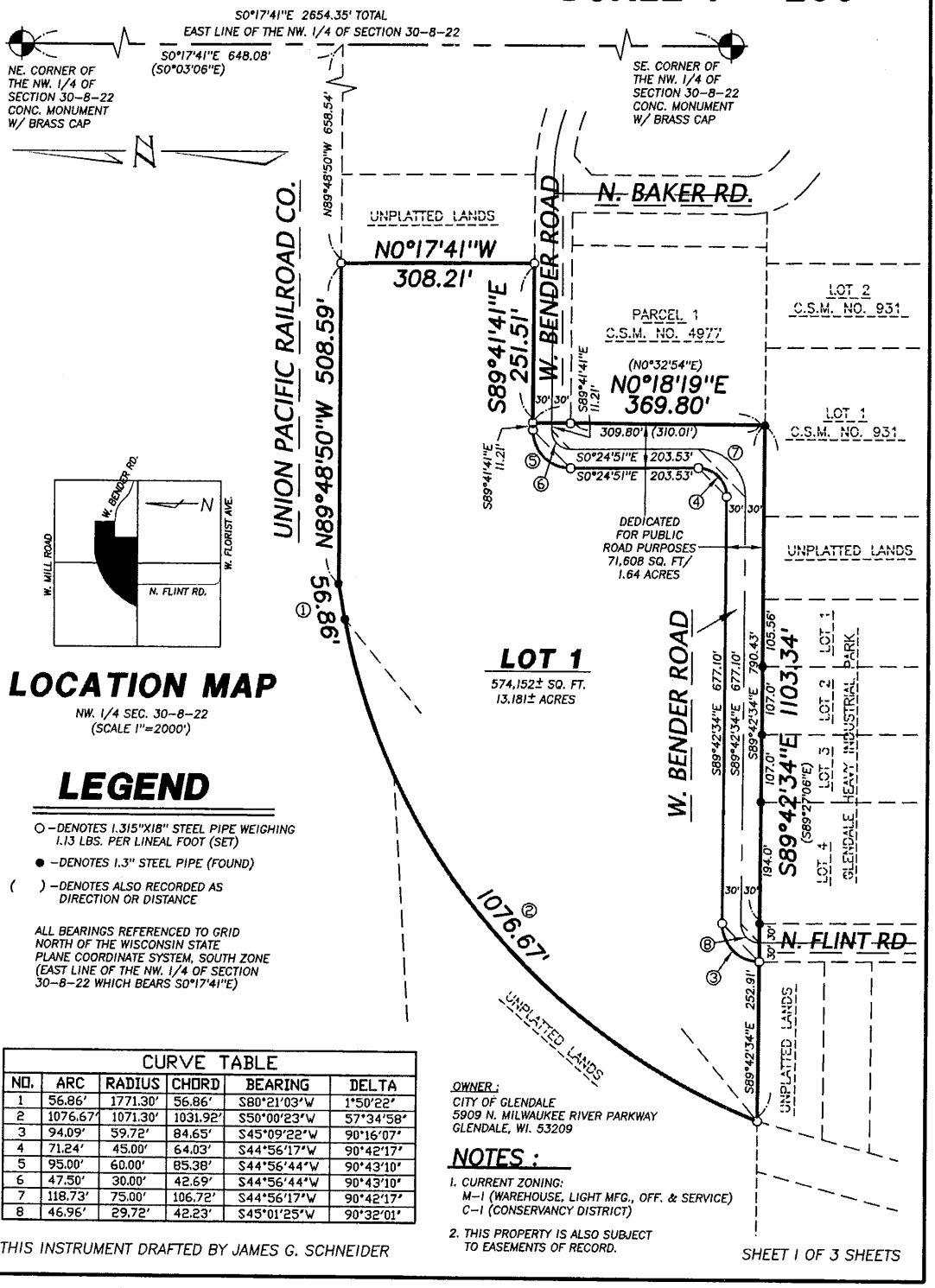
CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 AND NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 30, TOWN 8 NORTH, RANGE 22 EAST, IN THE CITY OF GLENDALE, MILWAUKEE COUNTY, WISCONSIN.

NORTH SHORE ENGINEERING, INC.
Consulting Engineers & Land Surveyors
11433 N. Port Washington Rd., Mequon, Wisconsin, 53092
(262) 241-9400 • FAX: (262) 241-5337
www.northshoreengineering.net

0 200 300 400 600

SCALE 1" = 200'



LOCATION MAP

NW. 1/4 SEC. 30-8-22
(SCALE 1"=2000')

LEGEND

O –DENOTES 1.315"X18" STEEL PIPE WEIGHING 1.13 LBS. PER LINEAL FOOT (SET)

● –DENOTES 1.3" STEEL PIPE (FOUND)

( ) –DENOTES ALSO RECORDED AS DIRECTION OR DISTANCE

ALL BEARINGS REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (EAST LINE OF THE NW. 1/4 OF SECTION 30-8-22 WHICH BEARS S0°17'41"E)

CURVE TABLE					
NO.	ARC	RADIUS	CHORD	BEARING	DELTA
1	56.86'	1771.30'	56.86'	S80°21'03"W	1°50'22"
2	1076.67'	1071.30'	1031.92'	S50°00'23"W	57°34'58"
3	94.09'	59.72'	84.65'	S45°09'22"W	90°16'07"
4	71.24'	45.00'	64.03'	S44°56'17"W	90°42'17"
5	95.00'	60.00'	85.38'	S44°56'44"W	90°43'10"
6	47.50'	30.00'	42.69'	S44°56'44"W	90°43'10"
7	118.73'	75.00'	106.72'	S44°56'17"W	90°42'17"
8	46.96'	29.72'	42.23'	S45°01'25"W	90°32'01"

OWNER:
CITY OF GLENDALE
5909 N. MILWAUKEE RIVER PARKWAY
GLENDALE, WI. 53209

NOTES:

1. CURRENT ZONING:
   M-1 (WAREHOUSE, LIGHT MFG., OFF. & SERVICE)
   C-1 (CONSERVANCY DISTRICT)
2. THIS PROPERTY IS ALSO SUBJECT TO EASEMENTS OF RECORD.

THIS INSTRUMENT DRAFTED BY JAMES G. SCHNEIDER

SHEET 1 OF 3 SHEETS

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 AND NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 30, TOWN 8 NORTH, RANGE 22 EAST, IN THE CITY OF GLENDALE, MILWAUKEE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, James G. Schneider, Registered Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped the following parcel of land:

All that part of the Northwest 1/4 and Northeast 1/4 of the Northwest 1/4 of Section 30, Town 8 North, Range 22 East, in the City of Glendale, Milwaukee County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner said Northwest 1/4; thence S0°17'41"E (also rec as S0°03'06"E) along the East line of said Northwest 1/4, 648.08 feet to a point in the South right of way line of the Union Pacific Railroad; thence N89°48'50"W along said South right-of-way line, 658.54 feet to the point of beginning of lands to be described; thence continuing N89°48'50"W along said South right-of-way line, 508.59 feet to a point of non-tangent curvature; thence Southwesterly along said South right-of-way line, being the arc of a curve to the left (having a radius of 1771.30 feet, whose chord bears S80°21'03"W, 56.86 feet) 56.86 feet to a point of compound curvature; thence Southwesterly along said South right-of-way line, being the arc of a curve to the left (having a radius of 1071.30 feet, whose chord bears S50°00'23"W, 1031.92 feet) 1076.67 feet to a point in the South line of the North 1/2 of said Northwest 1/4; thence S89°42'34"E (also rec. as S89°27'06"E) along said South line, the North line of "Glendale Heavy Industrial Park" a recorded subdivision and the North line of Certified Survey map No. 931, 1103.34 feet to the Southwest corner of Parcel 1 of Certified Survey Map No. 4977; thence N0°18'19"E (also rec. as N0°32'54"E) along the West line of said Parcel 1 and its northerly extension, 369.80 feet to a point in the North right-of-way of W. Bender Rd.; thence S89°41'41"E along said North right-of-way line, 251.51 feet; thence N0°17'41"W, 308.21 feet to the point of beginning.

Said lands containing 14.825 acres of land, more or less.

That I have made such survey, land division, and plat at the direction of The City of Glendale, OWNER of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have complied with, Chapter 236.34 of the Wisconsin Statutes and Section 14-1-42 of the Subdivision Regulation of the City of Glendale.

_____

James G. Schneider S-2127

This instrument was drafted by James G. Schneider

CERTIFIED SURVEY MAP NO. _____

PART OF THE NORTHWEST 1/4 AND NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 30, TOWN 8 NORTH, RANGE 22 EAST, IN THE CITY OF GLENDALE, MILWAUKEE COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE

I, Richard Maslowski, (City Administrator) of The City of Glendale, OWNER, do hereby certify: THAT, I have caused the lands described in the foregoing certificate of James G. Schneider, Surveyor, to be surveyed, divided, mapped and dedicated.

WITNESS the hand and seal of said OWNERS on this _____ day of _____, 20___.

_____ Witness

_____ Richard Maslowski, City Administrator

STATE OF WISCONSIN)
OZAUKEE COUNTY)ss

PERSONALLY came before me on this _____ day of _____, 20__ the above named Richard Maslowski, (City Administrator) to me known to be the person who executed the foregoing certificate and acknowledged the same.

_____ Notary Public

My Commission expires _____

CITY OF GLENDALE COMMON COUNCIL APPROVAL:

This Certified Survey Map approved, and all dedications as set forth therein accepted, by the Common Council of the City of Glendale on this _____ day of _____, 2014.

_____ Richard Maslowski, City Administrator

_____ Date

This instrument was drafted by James G. Schneider

6b/8-8-16

STATE OF WISCONSIN :: CITY OF GLENDALE :: MILWAUKEE COUNTY

* *

Resolution Authorizing Wisconsin RPC and DNR Emerald Ash Borer (EAB) Mitigation Grant Program

* *

WHEREAS, the Common Council, of the City of Glendale, is interested in obtaining a cost-share grant from the Bay-Lake Regional Planning Commission for the purpose of funding Emerald Ash Borer mitigation projects under funding originating from the U.S. Forest Service, Great Lakes Restoration Initiative; and

WHEREAS, the Common Council attests to the Validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the Common Council of the City of Glendale request a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Glendale, Milwaukee County, Wisconsin, will comply with all local, state and federal rules, regulations, and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED that the City will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers City Services Director, its official to act on its behalf to:

1. Sign and submit the grant application.
2. Sign a grant agreement between applicant and the Bay-Lake Regional Planning Commission.
3. Submit interim and/or final reports to the Bay-Lake Regional Planning Commission to satisfy the grant agreement.
4. Submit reimbursement request and, if applicable, contractor invoices to the Bay-Lake Regional Planning Commission.
5. Sign and submit other required documentation.

PASSED AND ADOPTED by the Common Council of the City of Glendale this 8th day of August, 2016.

CITY OF GLENDALE

By________________________________
Bryan Kennedy
Mayor

Countersigned:

____
Karen Couillard
City Clerk

Agenda

6C/8-8-16

Memorandum

To: Mayor and Common Council

From: Rachel A. Reiss, Deputy City Administrator

Date: July 21, 2016

Re: Review and consideration of a recruitment firm for the hiring process of a new City Administrator

---

Attached are proposals for recruitment of the next City Administrator from Public Administration Associates, LLC and GovHR USA. Below is a brief summary of the proposals, timeline, and costs.

Public Administration Associates, LLC
Firm Representatives – William and Denise Frueh
Recruitment Timetable – 12 weeks
Estimated Costs - $11,600

GovHR USA
Firm Representative – Lee Szymborski
Recruitment Timetable – 12 weeks
Estimated Costs - $18,500

The representatives from each firm will be at the Council meeting to answer questions.

Proposal for:

The Recruitment for the Position of City Administrator

Glendale, Wisconsin

Submitted to Glendale

July 18, 2016

Contact Person:

William D. Frueh, Partner
Public Administration Associates, LLC
P.O. Box 282
Oshkosh WI 54903
920-235-0279
paassoc@northnet.net
www.public-administration.com

PAA *Public Administration Associates, LLC*

P.O. Box 282
Oshkosh WI 54903
Phone: 920-235-0279
Email: paassoc@northnet.net
www.public-administration.com

July 18, 2016

Hon. Bryan Kennedy
Mayor
City of Glendale
5909 N. Milwaukee River Parkway
Glendale, WI 53209

Dear Mayor Kennedy:

I am herewith submitting our proposal to assist Glendale in the recruitment of a City Administrator. What follows is information about our company and the assistance that we would bring, if desired. Please feel free to visit our website at www.public-administration.com.

Public Administration Associates is dedicated to encouraging professional municipal administration and to assist local governments in that endeavor. Denise Frueh, Dr. Stephen Hintz and I formed Public Administration Associates in 1998. A description of our company and the benefits it has to offer governmental entities is offered as Attachment "A". While all three partners will be available to assist in this recruitment effort, I will serve as the lead person for this project. We may be assisted from time to time, as needed, by our Associate, Mr. Kevin Brunner.

I am also enclosing a list showing the municipalities we have assisted in their executive searches, Attachment "B". Together, we have assisted over 220 communities and counties in their searches for new Administrators. As a result of that extensive experience, we have over 1,000 detailed reference files of potential candidates.

The partners have many years of leadership experience in the International City/County Management Association and the Wisconsin City/County Management Association. I am a Life Member of both organizations. I am a past President of the Wisconsin City/County Management Association and have been an active member for the past 40 years. Partner Stephen Hintz was the Secretariat-Coordinator of that group for twenty years. We personally know many of the potential candidates and that ability will give you access to a wide range of prospects to fill the position with the best possible person.

The list of governmental entities that Partner Denise Frueh and I have served as lead persons in the executive recruitment effort is extensive; over 120 since 1996. A listing of the recruitments we have handled since 2008 is offered in Attachment "C". Also, feel free to contact their officials or any entity on this list to verify satisfaction with our services.

A listing of Professional References where we have recently provided executive recruitment services is included in this proposal as Attachment "D".

An Executive Summary of reasons why we believe you should select Public Administration Associates, LLC, is included as Attachment "E".

Many studies have shown that those governmental entities that utilize executive search firms select a person who more closely fits their needs and thus, they are more satisfied with their choice. We say "their choice" because our philosophy is that the Mayor and City Council make the selection. We provide comprehensive and objective information to assist them in the selection process. We also handle all the paperwork of notifications, negotiations, etc… thus saving your staff the additional burden and clerical work in this regard. We facilitate the process in a very effective and efficient manner.

At no additional cost to the city, our firm uses a video interview process along with reference checks to assist the Mayor and City Council in making the selection of the finalists for the position.

Several times we have been asked why our fees are so reasonable. We purposely keep our fees affordable because we are dedicated to promoting the "best" in public administration. As we have told clients, "please don't hire us because we provide the lowest cost; hire us because we provide the best service." I believe that if you contact the officials of any of the counties, cities, villages and towns that we have served, they will agree with that assessment of our services.

Our services do not end when you hire your City Administrator. At no cost, we stay in touch with you and the person you hire throughout their tenure to offer whatever assistance and advice may be needed. We take a personal interest in making your choice as successful as possible and we feel our lengthy experiences may be of assistance to your new City Administrator.

Please call if I can answer any questions or concerns you may have regarding this proposal. If the proposal is acceptable, please execute it and return a copy for our files.

Thank you for your consideration.

Sincerely,

William D. Frueh

William D. Frueh
Partner, Public Administration Associates, LLC

A PROPOSAL SUBMITTED TO GLENDALE, WISCONSIN FOR THE RECRUITMENT OF THE POSITION OF CITY ADMINISTRATOR

Project Consultants

William and Denise Frueh will be the key personnel on the project. They will serve as the lead consultants and will be responsible for all formal contacts with the City. Both will attend all meetings with the Mayor and City Council in the design and implementation of the recruitment and selection process. They will both conduct background and reference checks, in part to provide a means of verifying responses. They will also serve as the contact with the semi-finalists and finalists and, subject to the City's instructions, will negotiate the employment agreement with the selected candidate.

PAA Objectives and Approach to an Executive Search

Our primary objectives are (1) to attract the highest number of professionally qualified, experienced, and diverse applicants and (2) to facilitate a selection process that is thorough, professional, and timely, resulting in the selection of the candidate who best meets the requirements of the City.

Appropriate communications shall be maintained with the Mayor and City Council throughout the process by on-site meetings, email and, if necessary, phone calls.

Our philosophy is that while we certainly review applicants carefully, it is not our role to actually select candidates. We fully recognize that the final decision rests with the Mayor and City Council.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the Mayor and City Council will be accommodated in the design of the process and as necessary throughout the process.

Outline of Process

This proposal describes the activities to be performed by Public Administration Associates, LLC, acting as consultants for Glendale in the recruitment and selection of a new City Administrator.

Activities to be performed by Consultants:

1. **We will meet with the Mayor and City Council to obtain information regarding the expectations, challenges, requirements and responsibilities of the City Administrator position. From this information, we will be in a position to develop the position profile, time schedule and advertising strategy, subject to final approval of the Mayor and City Council.**
   [This is important in reviewing the current position and establishing the qualities that the City desire in the City Administrator and to determine the recruitment procedures and schedule.]

2. **On the basis of these discussions, prepare the position advertisements and develop a networking campaign to encourage interest from the best qualified candidates, as determined by meetings with the Mayor and City Council. If requested to do so, we will also review the current salary range and make change recommendations, if necessary, to reflect market and competitive conditions;**
   [The position profile will be available on-line and distributed to persons who may be interested in the position.]

3. Place advertisements in appropriate publications and on-line sources, (International City/County Management Association Newsletter and on-line, and the League of Wisconsin Municipalities on-line, Strategic Government Resources, (a national local government recruitment site), Wisconsin and Illinois City/County Management Association Newsletters and on-line, six schools of Public Administration throughout the United States); contact and encourage personally known Administrators to apply;

[This will be a national search. The ICMA Newsletter and on-line venues are the premier channels for reaching qualified Administrators across the nation.]

4. Receive applications and acknowledge receipt;

5. Review applications, prepare a "mini-resume" on each applicant and sort into appropriate categories ("qualified", "wild card", and "not qualified");

[The initial sorting of applicants is made on the bases of type of experience, quality of experience, education, and any other characteristics that may be relevant.]

6. Review applications with the Mayor and City Council for selection of semi-finalists (8-10);

[The Mayor and City Council review the sorted applications with the focus being on the applicants in the "qualified", and "wild card" categories. The Mayor and City Council selects those applicants about whom it wants more information. Typically, 8 to 10 applicants are selected as semi-finalists.]

7. Contact semi-finalists; conduct background and reference checks; prepare semi-finalist candidate reference report summaries; arrange for video presentations;

[This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are elected officials and staff members with whom the applicant has worked. If references are not appropriate, semi-finalists must supply additional references. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and areas of improvement. This information is critical in evaluating the candidates. In addition, each semi-finalist prepares a short video in response to a series of questions.]

8. Review semi-finalists with the Mayor and City Council for selection of candidates to be interviewed;

[The Mayor and City Council review the profiles developed from the reference/background information and review the videos. They then select three to five candidates as finalists to be interviewed. We typically recommend four finalists. At this stage, all of the candidates should be technically qualified to serve as the City Administrator. The primary value of the interview is to determine the "fit" with the Mayor and City Council and staff.]

9. Work with the Mayor and City Council, Staff and candidates to arrange on-site, final interviews; conduct criminality checks. We will also verify the educational attainments claimed by the finalist candidates.

10. Assist in the interview process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, conducting a writing exercise, observing the interviews, facilitating the selection of the first choice, and seeing that the interviews run smoothly;

[While there are a variety of approaches to the interview process, PAA recommends a two-day process. The Mayor and City Council hosts a social gathering with the finalists simply to get acquainted and to talk informally on the evening prior to the formal interviews.

On the second day, the Mayor and City Council interview each candidate. Each candidate goes through 4 stages: (1) formal interview with the Mayor and City Council, (2) a tour of the city facilities, (3) meet with department heads and senior staff, (4) a writing exercise to determine writing skills.

The meetings with the department heads are important for the candidates and the department heads. Although this group does not make the decision on the selection of the new City Administrator, each of them is asked to comment, without ranking or comparison, on the candidates as further evidence for the Mayor and City Council to consider.]

11. Convey terms to and from the candidate selected until agreement is reached;

[The Mayor and City Council will meet after the interviews to select their choice for City Administrator. They instruct the consultant to begin discussions with the desired candidate. The use of a third party negotiator is very helpful in the process in reconciling differences between the City and the candidate. When an employment agreement has been prepared, the consultant informs the Mayor and City Council that if they make an offer on the basis of the agreement, the offer will be accepted.]

12. After acceptance of the Employment Agreement by the Mayor and City Council and the designated candidate, the consultant will thank all applicants and notify them of the final result.

Cost

The project costs for professional services will be $10,000 plus reimbursement of actual out-of-pocket expenses such as postage, copying, long distance phone calls, mileage, and other miscellaneous items, which are estimated to be in the range of $400 to $800. Advertising costs are expected to be in the range of $600 to $800, depending on the venues selected. The total cost will reflect the fee for professional services plus **actual** out-of-pocket expenses and advertising costs.

PAA is sensitive to the pressures faced by local governments to contain costs. As such, we will work with you to ensure that the recruitment is conducted in a cost-effective manner. We only submit our invoice after the chosen individual and the City executes the Employment Agreement, thus completing the project. **No interim payments are billed**.

Guarantee

In the unlikely event that none of the finalist candidates are chosen, we will continue the search on your behalf at no added cost beyond direct expenses. In addition, if within two years of employment the City Administrator resigns or is dismissed for cause, we will conduct another search for direct expense only. There will be no charge for professional services.

Time Schedule

The process can proceed at a pace approved by the Mayor and City Council. However, once it has been started it is important to proceed in an expeditious manner. The following is a suggested schedule:

Week	Action
Week 1	Meet or communicate with Mayor and City Council and staff to accomplish tasks identified in Activities 1 & 2. **(Suggested between August 15th and August 19th)**
Week 2	Prepare and Place Advertisements with the International City/County Management Association, Wisconsin City/County Management Association, Wisconsin League of Municipalities, on the Internet and other venues. **(Suggested August 19, 2016)**
Week 6	Closing Date for applicants. **(Suggested September 23, 2016)**
Week 7	Meet with the Mayor and City Council to review applicants and select semi-finalists. **(Suggested between September 26th and September 28st)**
Week 9	Meet with the Mayor and City Council to review semi-finalists and select finalists. **(Suggested between October 10th and October 12th)**
Week 11	Interview finalists, select first choice, and authorize consultant to negotiate terms with designee. **(Suggested October 21st and 22nd)**
Week 12	Make offer and adopt employment agreement in open session (knowing that it will be accepted). **(Suggested during week of October 24th)**
Week 16	New City Administrator arrives (assuming that the designee must give approximately one month's notice in present position) **(Approximately November 28, 2016)**

Note: If we can get started earlier on Activities 1 & 2, and if we shave the period of receiving applications to less than 30 days, the timetable could be shortened by two weeks.

If the foregoing proposal is acceptable, signing this document shall constitute the contract for services.

Signed: William D. Fruch **Dated:** July 18, 2016
Partner, Public Administration Associates

Accepted: _____ **Dated:** _____
Glendale, Wisconsin

ATTACHMENT "A"

What is Public Administration Associates, LLC?

Public Administration Associates, LLC, is a consulting firm specializing in local government recruitment and management studies. William Frueh, Denise Frueh, and Stephen Hintz, who are the partners, formed this partnership in April 1998. Its headquarters are located at 1310 Fairview Street in Oshkosh, Wisconsin.

What expertise do the partners have in local government?

Denise Frueh served in the Finance Department for the City of Oshkosh for seven years. Her experiences include being the Deputy and Acting City Assessor. She received her Master of Business Administration from the University of Wisconsin Oshkosh. She has been actively consulting since 1996. Ms. Frueh acts as the business manager for the partnership.

Dr. Stephen Hintz served on the faculty of the University of Wisconsin Oshkosh from 1972 until 2002, where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and is a former Mayor of Oshkosh, (2002-2004). In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.

William Frueh has many years of experience in local and state governments as a City Manager in Council Bluffs, Iowa; Newton, New Jersey; Shawnee, Oklahoma and Oshkosh, Wisconsin where he retired after 20 years as its City Manager. He also served as the Director of Economic and Community Affairs for the State of Oklahoma. In January 2000, Oshkosh Citizens and the ***Oshkosh Northwestern*** newspaper named Frueh as one of the ten people in Oshkosh who most influenced the development of Oshkosh during the twentieth century. Frueh received his bachelor's degree in Civil Engineering from Iowa State University and has experience as a City Engineer and Public Works Director. He has been actively consulting since 1996 and is a Life Member of both the International City/County Management Association and Wisconsin City/County Management Association.

Associate Kevin Brunner has over thirty years of experience in serving Wisconsin local governments. He served as manager/Administrator in Saukville, Monona, De Pere and Whitewater and also worked as an assistant Administrator for the city of Appleton and Kenosha County. He currently serves as Director of Central Services/Public Works for Walworth County. He was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City and County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors.

What is the range of activity of Public Administration Associates, LLC?
During the past 18 years, the partners have been responsible for the recruitment of more than 200 Managers and/or Administrators, the third most placements of similar recruiting firms in the United States and by far, the most placements of any firm in the State of Wisconsin. The partners also conduct many studies on municipal organization, management, public safety, personnel and budgeting.

Why is the cost of services performed by Public Administration Associates, LLC, likely to be less than the cost of services from other consulting firms?
The partners do not maintain separate office facilities or employ staff. In addition, although Public Administration Associates, LLC, believes that its partners are fairly compensated, it is committed to fostering effective and efficient local government and sensitive to the fact that public officials must be prudent in spending public money. We believe we provide a wider level of services in the recruitment process than our competitors at a substantially lower cost.
Many times prospective clients consider our proposal with the thought that the lesser quoted cost reflects a substandard product. We believe that any fair comparison will reveal that our proposal reflects a far superior product at a reduced cost to our clients.

Further information about the partnership can be found at www.public-administration.com.

ATTACHMENT "B"

Manager/Administrator Searches Conducted by Partners

Public Administration Associates, LLC

State of Wisconsin (unless otherwise noted) (Updated 11/1/2015-220 Municipalities & Counties)

Note: The number beside the municipality name is the number of times PAA has assisted the municipality.

Cities

Adams (2)
Algoma
Antigo (3)
Ashland (2)
Baraboo (2)
Berlin
Brillion
Chippewa Falls (2)
Clintonville
Colombus
Crystal River, FL
Delavan (3)
DePere (3)
Durand
Eagle River
El Paso, Illinois
Elroy (3)
Evansville (4)
Fond du Lac
Fort Atkinson
Fox Lake (2)
Geneseo, IL
Hartford
Hillsboro (2)
Hudson
Independence, Iowa
Jefferson (2)
Lancaster (4)
Marquette, Iowa
Marshfield (2)
Mauston (5)
Mequon
Merrill
Milton
Minonk, Illinois (2)
Monona (3)
Monroe (2)
New Lisbon
New London (2)
Niagara
Oak Park Heights, MN
Oconto (2)
Pine Island, MN
Platteville (5)
Portage
Prairie du Chien (2)
Princeton
Reedsburg (3)
Rhinelander (2)
Rice Lake
Richland Center
Shawano
South Haven, MI
St. Croix Falls
Sturgeon Bay (5)
Tomah
Verona (2)
Washburn (2)
Waterford
Waukesha
Waupaca
Waupun
Wautoma (2)
Wauwatosa (2)
Weyauwega (2)
Whitewater

Villages

Allouez
Bayside (4)
Bellevue
Clinton (3)
Colfax
Darien
Denmark
Edgar
Egg Harbor
Elm Grove
Ephraim
Fox Point (4)
Glendale
Greendale (2)
Hartland (2)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (4)
Maple Bluff
McFarland
Mukwonago
New Glarus (3)
North Fond du Lac (3)
Oregon
Osceola
Paddock Lake (2)
Palmyra
Pardeeville
Prairie du Sac
Pulaski
Sherwood
Slinger (2)
Spring Green
Sussex
Thiensville (2)
Turtle Lake (2)
Twin Lakes (2)
Union Grove
Waunakee (2)
W. Milwaukee (3)
Wind Point (2)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma
Beloit
Buchanan (2)
Cedarburg (2)
Clayton
Grand Chute
Greenville
La Pointe
Menasha (4)
Rib Mountain
Richfield (2)
Weston

Counties

Chippewa (3)
Iowa
Monroe
Shawano
Wabasha,MN (2)
Polk

ATTACHMENT "C"

Positions filled by Denise and William Frueh of Public Administration Associates since 2008

Position	City/Village	Chief Elected Official		Appointee	Start Date
		Name	Title		
Administrator	Johnson Creek	John Swisher	Vil. Pres.		
Administrator	Hales Corners	Robert Ruesch	Vil. Pres.	Sandra Kulik	8/1/2016
Administrator	Grafton	James Brunnquell	Vil Pres.	Jesse Thyes	7/11/2016
Administrator	Monona	Robert Miller	Mayor	April Littlke	12/7/2015
Administrator	Egg Harbor	Joe Smith	Vil. Pres.	Ryan Heise	10/1/2015
Administrator	Rhinelander	Richard Johns	Mayor	K. Aschenbrennne	9/14/2015
Administrator	New Glarus	Roger Truttmann	Vil. Pres.	Bryan Gadow	9/8/2015
Administrator	Sturgeon Bay	Thad Birmingham	Mayor	Josh VanLieshout	9/192015
Administrator	Winneconne	John Rogers	Vil Pres.	Mitchell Foster	7/13/2015
Manager	Platteville	Eileen Nickels	Co. Presid.	Karen Kurt	7/1/2015
Administrator	Wautoma	John Nixon	Mayor	Tommy Bohler	3/23/2015
Administrator	Geneseo, Il	Nadine Palmgren	Mayor	Lisa Kotter	2/1/2015
Engineer/PWD	Jefferson	Tim Freitag	Admin.	William Pinnow	7/21/2014
Adm./Clerk/Treas.	Edgar	Allen Huebsch	V. Pres.	Louella Luebke	8/1/2014
Administrator	McFarland	Brad Czebotar	V. Pres.	Eric Rindfleisch	5/19/2014
Asst. Admin.	Shawano	Lorna Marquardt	Mayor	Edwin Sheppard	10/15/2013
Administrator	Mukwonago	Fred Winchowky	Vil. Pres.	John Weidel	7/1/2013
Administrator	Durand	Patrick Milliren	Mayor	Joshua Eggleston	6/17/2013
Administrator	Columbus	Paula Schumann	Co. Presid.	P. Vander Sanden	5/20/2013
Administrator	Weyauwega	Don Morgan	Mayor	Pat Wetzel	1/14/2013
Administrator	Twin Lakes	Howard Skinner	Vil. Pres.	Jennifer Pollitt	9/17/2012
Adm.-Coord.	Antigo	Bill Brandt	Mayor	Mark Dosetell	9/4/2012
Administrator	Minonk, IL	William Koos	Mayor	Gary Brennan	7/16/2012
Administrator	Reedsburg	David Estes	Mayor	Kenneth Witt	8/1/2012
Administrator	Algoma	Jan Dart	Co. Presid.	Tom Reynolds	3/26/2012
Administrator	Oconto	Thomas Fulton	Mayor	Sara Perrizo	1/9/2012
Administrator	Town of Beloit	Rob Pavlik	Chair	Brian Wilson	1/31/2012
Administrator	Colfax	Gary Stene	Vil. Pres.	Thomas Cogswell	10/3/2011
Administrator	Shawano	Lorna Marquardt	Mayor	Michael Hall	6/27/2011
Administrator	Clinton	Mary Jensen	Vil. Pres.	Brett Kline	4/4/2011
Administrator	Monroe	William Ross	Mayor	Phillip Rath	12/6/2010
Administrator	Mauston	Brian McGuire	Mayor	Nathan Thiel	11/8/2010
General Manager	Shawano Utilities	Bob Kurkiewicz	Brd. Chm.	Brian Knapp	10/18/2010
Administrator	Wautoma	Helena Walla	Mayor	Ryan McCue	10/1/2010
Administrator	Waupun	Jodi Steger	Mayor	Kyle Clark	7/1/2010
Administrator	Polk County	Brian Beseler	Brd. Chm.	Dana Frey	6/7/2010
Administrator	El Paso, IL	Ron Mool	Mayor	Tanner Fortney	3/29/2010
City Manager	Independence, IA	Carl Scharff	Mayor	Steve Diers	3/15/2010
Superintendent	Koshkonong	Katherine Lightfus	Chair	Erik Hanson	12/14/2009
Administrator	Ashland	Edward Monroe	Mayor	Peter Mann	9/8/2009
Administrator	Minonk, IL	William Koos	Mayor	Douglas Elder	7/6/2009
Administrator	Lancaster	Jerry Wehrle	Mayor	Stephen Crane	7/1/2009
Administrator	Johnson Creek	Vicki Zick	Vil. Pres.	Mark Johnsrud	5/4/2009
Engineer/PWD	Jefferson	Tim Freitag	Admin.	Jill Zalar	3/2/2009
Administrator	Winneconne	Johm Rogers	Vil. Pres.	Steven Volkert	1/5/2009
Administrator	Ephraim	John Cox	Vil. Pres.	Charity Forsch	1/19/2009
Administrator	Waunakee	John Laubmeier	Vil. Pres.	William Barlow	1/19/2009
Administrator	Darien	Robert Metzner	Vil. Pres.	Mark Dennison	12/1/2008
Administrator	Sturgeon Bay	Thomas Vogele	Mayor	Steven McNeil	9/22/2008
Administrator	Eagle River	Jeffery Hyslip	Mayor	Joeseph Laux	6/15/2008
Administrator	Paddock Lake	David Buehn	Vil. Pres.	John Burg	5/10/2008
Administrator	Wabasha Co., MN	Eugene McNallum	Chairman	David B. Johnson	2/4/2008
Administrator	Elroy	Donald Baldwin	Mayor	Adam Hammatt	1/2/2008
Administrator	Prairie du Chein	Cheryl Mader	Mayor	James Gitz	1/2/2008

ATTACHMENT "D"
References

City	Name	Title	Phone	Email Address
Hales Corners	Robert Ruesch	Village President	414-425-0348	rruesch@wi.rr.com
Grafton	Paul Styduhar	Dir. of Admin. Services	262-375-5300	pstyduhar@village.grafton.wi.us
Monona	Robert Miller	Mayor	608-279-5907	mayor@ci.monona.wi.us
Platteville	Eileen Nickels	Council President	608-778-2959	tenickels@centurytel.net
Winneconne	John Rogers	Village President	920-582-4381	John.Rogers@winneconnewi.gov
Sturgeon Bay	Thad Birmingham	Mayor	920-746-2900	sbmayor@sturgeonbaywi.org
Rhinelander	Richard Johns	Mayor	715-362-4862	mayor@rhinelandercityhall.org

Please feel free to contact us for additional current references from our past client list on Attachment "B".

ATTACHMENT "E"

EXECUTIVE SUMMARY

Reasons for engaging Public Administration Associates, LLC, for this recruitment are:

THE MOST QUALIFIED

- Over 100 years combined experience in municipal government by three partners
- Life Members of Wisconsin City/County Management and International City/County Management Associations
- Partner William Frueh has over 32 years' experience as a City Manager

THE MOST EXPERIENCED

- PAA has recruited over 220 Administrator/Managers
- Have extensive referenced files on over 1,000 possible candidates
- Know the possible candidates-can encourage possible candidates to apply

THE BEST PROCESS

- Solicitation includes all possible media plus six schools of Public Administration
- An analysis is prepared on all applicants to ease your review and analysis
- An alternate group is used to give opinions of strengths/weaknesses of finalists
- At your direction, we prepare and negotiate Employment Agreement with selected person

WE HAVE A RECORD OF ENTHUSIASTIC APPROVAL

- Please contact any of our previous clients or references to verify
- Public Administration Associates has many repeat clients

GovHR USA

GovTempsUSA

July 20, 2016

Ms. Rachel A. Reiss
Deputy City Administrator
City of Glendale
5909 N. Milwaukee River Parkway
Glendale, WI 53209

Dear Ms. Reiss:

Thank you for the opportunity to provide you with a proposal for the City of Glendale's City Administrator recruitment and selection process. GovHR USA prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies, temporary staffing and related services for communities, counties, intergovernmental organizations and not-for-profit organizations that serve local government. GovHR USA is co-owned by Heidi Voorhees, President, and Joellen Earl, CEO. GovHR is a certified woman owned business firm in the State of Illinois.

GovHR USA was established in 2009 as Voorhees Associates, LLC. In January, 2014 Voorhees Associates combined with GovTempsUSA to form GovHR USA. This combination enables us to more effectively serve our clients by utilizing our combined resources to provide not only executive recruiting and management consulting, but also temporary staffing solutions, including short-term, long-term, and interim placements. Our headquarters offices are in Northbrook, Illinois.

Prior to 2009, Ms. Voorhees and a number of current GovHR USA consultants worked for The PAR Group, a public sector national consulting firm established in 1972. Ms. Voorhees began working for The PAR Group in 2001 and served as its President from 2006-2009. She has conducted more than 220 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

The firm has a total of twenty-two consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Michigan, and Wisconsin, as well as six reference specialists and ten support staff.

Philosophy

Executive search is an important decision-making process for a community; our primary goal is to help our client to make a good decision. Our firm's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, "best match" candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

Experience

GovHR USA has completed over 325 recruitments since its establishment in 2009, including more than 90 for city management positions. We are currently conducting recruitments in Wisconsin for Oak Creek, Rome, and West Bend. Our consultants are experienced executive recruiters who have conducted over 500 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

References

The following references can speak to the quality of service provided by GovHR USA (recruitments marked * were conducted under the firm's previous name, Voorhees Associates):

City Administrator recruitment
City of Lake Geneva, Wisconsin
Jim Connors, Mayor
626 Geneva Street
Lake Geneva, WI 53147
262-248-3673
jconnors@cityoflakegeneva.com

Town Administrator/Clerk recruitment
Town of Lisbon, Wisconsin
Joseph Osterman, Chairman
W234N8676 Woodside Road
Lisbon, WI 53089
262-246-6100
josterman@townoflisbonwi.com

Town Administrator recruitment
Town of Cedarburg, Wisconsin
Dave Valentine, Town Chairman
1293 Washington Avenue
Cedarburg, WI 53012
262-377-4509
dvalentine@town.cedarburg.wi.us

Consultant Assigned

GovHR USA Senior Vice President Lee Szymborski will be responsible for your recruitment and selection process.

Lee Szymborski
Senior Vice President – GovHR USA

Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski's experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with $30 million in combined budgets, and more than 170 employees serving 23,000 residents. In addition to his Wisconsin service in Mequon, he also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a $14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10- community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and re-purposing TIF funds to provide incentives that secured a $16 M mixed-use development in Mequon's Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Mr. Szymborski's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled for the Village Manager all aspects of recruiting department heads and other members of the management team. In Illinois, he was also the chief recruiter for executive director positions for two intergovernmental agencies serving the northwest Chicago suburbs. During his 15 years in Mequon, Mr. Szymborski recruited all members of the City's management team.

Since joining GovHR USA in 2014, Mr. Szymborski has assisted or managed more than 25 executive searches for communities in Wisconsin, Illinois, Missouri and Massachusetts. His recent searches include City and County Administrator and department head positions for the Wisconsin communities of Cedarburg (Town), Hartford, Lake Geneva, Waukesha, Franklin, Wausau and Eau Claire County; and he has also assisted or managed local government and intergovernmental agency searches in Illinois, Missouri and Massachusetts. He has done management studies for several Wisconsin communities and has facilitated strategic planning retreats and written plans for the City of Eau Claire and the Wisconsin City/County Management Association. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin and Illinois communities.

Mr. Szymborski has published articles in *Public Management* magazine, and is an adjunct instructor at Upper Iowa University – Milwaukee Center. He holds a B.A. in Political Science, and an M.S. in Urban Affairs, both from the University of Wisconsin – Milwaukee. He is a past-president of the

Mequon-Thiensville Sunrise Rotary Club, where he has been an active member since 1999. Mr. Szymborski serves on the Board of Directors for the Mequon Nature Preserve. He was the 2014 recipient of the Mequon – Thiensville Chamber of Commerce's Distinguished Service Award.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. GovHR USA clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

GovHR USA suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Mayor and Members of the Common Council, and the City's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the City.

  At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the City has for its next City Administrator, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for the City Administrator by conducting a salary survey of comparable communities, if so desired.

- Development of a **Position Announcement**.

- Development of a detailed **Recruitment Brochure** for your review and approval.

- Agreement on a detailed **Recruitment Timetable.**

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the City with placement recommendations, if so desired.

- Technology has changed how organizations find the best and brightest candidates. GovHR USA is at the forefront of this technology automation. Our firm posts each position on LinkedIn, FaceBook, and Twitter a minimum of twice per week throughout the advertising process. Our Social Media integration procedures provide our customers with advanced utilization of keywords and hashtags to assist in driving awareness and ultimately bringing the greatest exposure for each position. We have dedicated and focused experts consistently monitoring the results and

processes we use to ensure we are current with the latest trends in the industry to provide our customers with the greatest value and results with their advertising budgets.

- The development of a database of potential candidates unique to the position and to the City of Glendale, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.

- Outreach will be done through e-mail and telephone contacts as appropriate. GovHR USA consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

- Candidates will be interviewed by Skype or Facetime to fully grasp their qualifications and experience as well as their interpersonal skills. This is an hour long interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.

- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring Glendale's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."

- GovHR USA will provide you with a log of all candidates who applied. You may also review all of the résumés should you so desire.

- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.

- GovHR USA will develop the first and second round interview questions for your review. GovHR USA will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.

- GovHR USA will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of City of Glendale facilities and interviews with Department Heads and elected officials.

  We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Using the candidate's name and work experience we review the top 200 search results available from Google, as well as his/her activity (if publicly available) on Facebook, Twitter, and other social media platforms. Employment verification can also be provided if so desired.

  GovHR USA recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."

- GovHR USA consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR USA will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.

- GovHR USA will notify all applicants of the final appointment, including professional background information on the successful candidate.

Optional 360° Evaluation

As a service to the City of Glendale, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed City Administrator at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of Glendale officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Council of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Council; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Council selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	$13,000
Recruitment Expenses: (not to exceed)	3,500
Expenses include consultant travel, candidate outreach, and candidate due diligence efforts..	
Advertising costs	2,000
Total Fees:	$18,500*

Expenses include billing the client for up to 10 recruitment reports and 10 interview books. Clients requesting additional copies will be billed an additional per-book charge which may then exceed the estimated expenses. Advertising costs over $2,000 will be placed only with client approval. If less than $2,000, Client is billed only for actual cost.

*This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if desired, for an additional cost of $900.

The above cost proposal is predicated upon three consultant visits to Glendale; the first for the recruitment brochure interview process; the second to present recommended candidates; and the third for the candidate interview process.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the City will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

GovHR USA Guarantee

It is the policy of GovHR USA to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Common Council not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration.

Upon appointment of a candidate, GovHR USA provides the following guarantee: should the selected and appointed candidate, at the request of the City of Glendale or the employee's own determination, leave the employ of the City of Glendale within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

Why Choose GovHR USA?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,

Heidi J. Voorhees
President
GovHR USA

ACCEPTED BY THE CITY OF GLENDALE, WISCONSIN

BY: _____

TITLE: _____

DATE: _____

GovHR USA

GovTempsUSA

Announces a Recruitment For

CITY ADMINISTRATOR

For THE CITY OF OAK CREEK, WISCONSIN

GovHR USA is pleased to announce the recruitment and selection process for a City Administrator for the City of Oak Creek, Wisconsin. This brochure provides background information on the City and its organization, as well as the requirements and expected qualifications for the position. Candidates should apply by July 12, 2016 with résumé, cover letter and contact information for five work-related references to www.govhrusa.com/current-positions/recruitment to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240. The City of Oak Creek is an Equal Opportunity Employer.

OAKCREEK

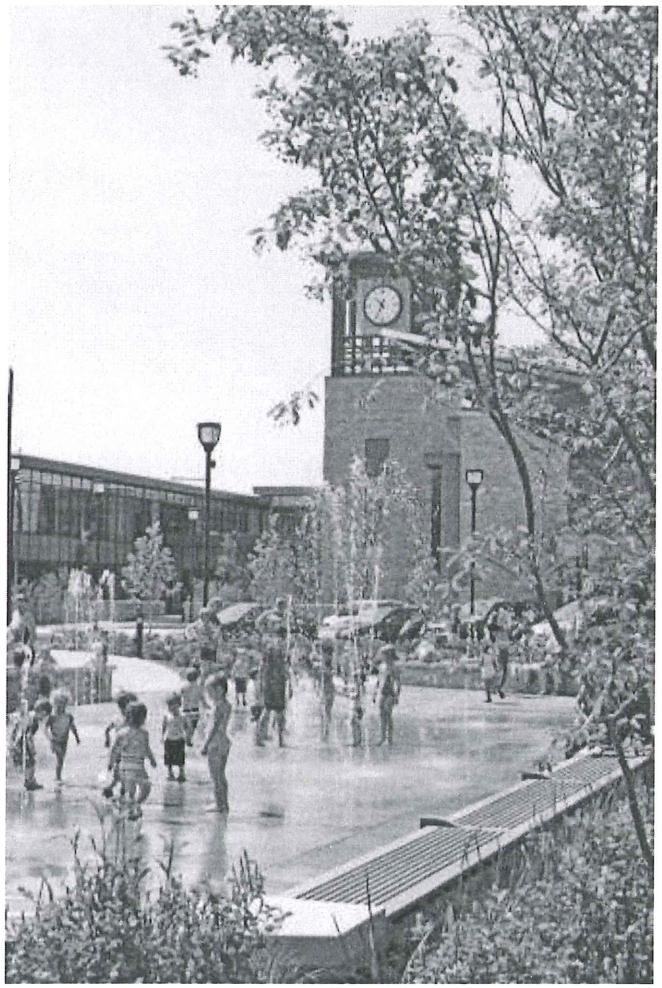
WISCONSIN

Lee Szymborski, Senior Vice President

GovHR USA/Voorhees Associates
630 Dundee Road, Suite 130
Northbrook, IL 60062
TEL: 847-380-3240
FAX: 866-401-3100
Formal applications should be submitted to:
www.govhrusa.com/current-positions/recruitment

ANNOUNCEMENT AND EXECUTIVE SUMMARY

City Administrator, Oak Creek, WI (pop. 35,243). Vibrant and growing suburban community, Oak Creek is located along the western shore of Lake Michigan and south of the City of Milwaukee. Residents enjoy Oak Creek's suburban and rural atmosphere, taking advantage of urban-style city services and easy accessibility to the metro area's recreational and cultural activities. Oak Creek is "Where City Meets the Country."



First established in 1955, the City has a rich history. Today, Oak Creek is one of the fastest-growing cities in Milwaukee County. From 2000 to 2010 the population grew over 20 percent, and more growth is projected. In addition to population growth, over the last 10 years the City has seen significant retail and industrial growth. The City also has aggressively been working on plans for redeveloping former industrial properties within the City. A new downtown, known as the Drexel Town Square, is a lively residential, retail and restaurant area where the City also opened a new civic center including a City Hall and library facility in late 2015.

The City is seeking a progressive and collaborative professional with strong management skills. Proven financial/analytical skills are required. Community and economic development expertise is desired. Organizational development, human resources, and labor-management experience is also preferred.

Oak Creek is a full-service City including Police, Fire/EMS, Engineering, Streets (streets, parks and forestry), Water & Sewer, Community Development, Library, Recreation, Health and administrative support services. The City has more than 250 full-time employees, three unions, a $23 million general fund budget (with all funds, including TIF, totaling near $75 million) and is rated AA2.

Candidates must have a minimum of a BA in business or public administration; five or more years of increasingly responsible municipal executive-level experience is preferred. Assistant administrator experience, or related municipal management or leadership experience in a larger community, will also be considered. Comfort in a fast-paced, demanding and rewarding environment is essential. A Master's degree in public administration, business administration or other advanced executive level training such as ICMA Credentialed Manager is desired.

Candidates must possess proven managerial, interpersonal, communication and leadership skills to direct a financially strong and complex organization. Starting salary: $125,000 - $135,000+/- plus an excellent benefit package. Candidates should apply by July 12, 2016 with résumé, cover letter and contact information for five work-related references to www.govhrusa.com/current-positions/recruitment to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240.

COMMUNITY HISTORY AND BACKGROUND

The city has its origins as a town, dating back to 1840 when the Wisconsin territorial legislature created the Town of Oak Creek by a civil land division. The town was originally covered in timber, which made for excellent hunting for early settlers. The thick wooded area put pioneers in daily contact with bears, panthers, wild cats and other wildlife. Coupled with its distance from Milwaukee, the nearest munitions post, this made early settlement a challenge. These challenges limited the area to about 40 families.

The town was settled by some of the first European settlers with saw mills, grist mills, trading posts and agriculture becoming the primary means of making a living. With the railroad coming through in the 1850s, glue, coke and tar manufacturing soon followed. As industries and population in Oak Creek grew, the town, in 1955, began looking at incorporation.

The town sought to incorporate to stop Milwaukee from chipping away at its borders. Town Attorney Anthony X. Basile drafted a law, which has become known as the Oak Creek Law, to allow the town to hold a referendum on its incorporation. Basile introduced the law to the State Senate. The bill was passed, and Oak Creek scheduled its referendum for Oct. 27, 1955.

The news of a possible incorporation was not well-received by Milwaukee officials. To block the referendum they attempted to serve legal papers to Oak Creek officials, but they never got the chance, for Oak Creek's officials went into hiding. The referendum was held as scheduled, and the results overwhelmingly favored incorporation. The city, with about 4,800 residents, was chartered on December 15, 1955. (Sources: Oak Creek Historical Society, *Memoirs of Milwaukee County*, City of Oak Creek)

Today, the City of Oak Creek, remains a fast-growing community, having experienced double-digit population growth every decade since the 1960s. The U.S. Census estimates the city's 2015 population at 35,243.

The City is enviably located on major thoroughfares including Interstate Highway 94, U.S. Highway 41, and State Highways 32, 38 and 100. The City is also served by passenger and freight railroads and General Mitchell International Airport, which borders Oak Creek. The City is adjacent to the City of Milwaukee and 85 miles north of Chicago.

Major employers in the City of Oak Creek by number of employees (full- and part-time), include Milwaukee Area Technical College (1,336); UPS, (1,210); the Oak Creek-Franklin School District Education, (683); We Energies Electrical power generation, (505); PPG Industries, Inc., coating and resin products, (475); Nordco, Inc., roadway work equipment, (420); Reinhart Food Service, LLC, a wholesale food distributor, (417); Joseph Campione Inc., food products, (400); and Grunau Co., Inc., fire protection equipment, (350). Unemployment in Oak Creek, at 4%, is below the state and national averages.

The City is the host community to We Energies' Oak Creek Power Plant. We Energies, a subsidiary of the Wisconsin Energy Corporation, is the primary generator and supplier of electricity, steam and natural gas in southeastern Wisconsin, and it owns the Oak Creek facility. It is a coal-based power plant occupying approximately 1,000 acres

in the city. The plant sits along the shores of Lake Michigan, and has a net generating capacity of 1,135 megawatts. It provides an annual host-community payment to the city equalling approximately $5.5 million.

Most recently, the City is celebrating the development of a new downtown area—the Drexel Town Square. It is Oak Creek's newest retail, commercial, residential and civic development, with much of the development completed, or soon to be completed. According to promotional materials, Drexel Town Square is reminiscent of a traditional downtown. The new development includes a Main Street—Oak Creek's first—with a new City Hall and Library on a town square, surrounded by retail stores, restaurants, shops, businesses and apartments. The area will be complemented with many open spaces, walkways and amenities like a splash pool, ice rink and a farmer's market.

Before it was Drexel Town Square, the site was a manufacturing and technology development center, built in 1957 by Delco Electronics, Oak Creek's largest employer at the time. Through the years and a number of corporate changes, it became Delphi Electronics & Safety, before the plant was closed in 2008. Part of the plant was demolished to make room for a Woodman's grocery store in 2007. The rest was demolished a few years later and left vacant until the property was acquired in 2011 by WISPARK LLC, the real estate development subsidiary of Wisconsin Energy Corporation. WISPARK and the City entered into a public/private partnership to facilitate the development. When completed, Drexel Town Square will have more than 848,000 square feet of finished building space.

There are 11,239 households in Oak Creek. A wide variety of housing sizes, styles and price ranges are available throughout the community, from older structures to new construction home sites. The median household income is $64,570 with a median home value of $205,500 based on 2014 U.S. Census data. The neighboring City of Milwaukee has more than 600,000 residents, and the Milwaukee Metropolitan Statistical Area has a population of more than 1.5 million.

The City encompasses 28.45 square miles, of which there are 26 parks and preserves, including open and recreational space adjacent to school facilities, and several miles of recreation trails. Oak Creek residents enjoy comprehensive recreational facilities provided by the City or through Milwaukee County. The City's Streets, Parks and Forestry Department, along with the Recreation Department, maintain more than 230 acres of active and passive-use parks, including activity fields, ball diamonds, pavilions, and many other recreational venues.

Community residents have a choice of both public and private elementary and high schools. Oak Creek is served by the Oak Creek - Franklin Joint School District. The School District currently serves over 6,400 students residing in the City of Oak Creek and a portion of the City of Franklin. There are currently nine school buildings (six K-5 elementary schools, two middle schools and one high school) and one administrative office building in Oak Creek. The district also offers a 4K Program at three locations (Salvation Army, Deerfield Elementary, and St. John's Lutheran). A new elementary school, planned to open at the beginning of the 2016-

2017 school year, is under construction, as is a new 9th Grade Center. Private and parochial school choices can also be found in Oak Creek and neighboring communities.

Located in Oak Creek is the south campus of the Milwaukee Area Technical College (MATC). The Oak Creek Campus is MATC's second largest campus with around 10,000 students. The campus features its own lake, nature walking trail, and athletic fields. The Oak Creek Campus offers 27 associate degrees, 34 technical diplomas and 14 certificates.

In addition to MATC, the greater Milwaukee area offers a wide variety of higher education opportunities. Chief among them include the University of Wisconsin – Milwaukee, with a student enrollment of more than 27,000, with the largest schools of Architecture, Nursing, and Health Sciences in the State. Other noteworthy institutions include Marquette University, a private, Jesuit-run school of 11,000 students. Alverno College, Cardinal Stritch University and Concordia University also offer undergraduate and graduate studies.

Award-winning healthcare is easily found throughout the greater Milwaukee area. Residents have access to six major medical systems including Aurora Health Care (1,755 inpatient beds); Wheaton Franciscan Healthcare (975 inpatient beds); Froedtert Health (712 inpatient beds); Columbia St. Mary's (613 inpatient beds); ProHealth Care (411 inpatient beds) and Children's Health System (296 inpatient beds). Among these systems, Wheaton, Aurora and Froedtert are in the process of building new facilities in Oak Creek.

Oak Creek, and the surrounding greater Milwaukee area, provide many opportunities to enjoy world-class art and culture. The area claims a number of theater companies, the Milwaukee Symphony Orchestra, the Milwaukee Ballet Company, and numerous arts organizations. Cultural attractions including the Milwaukee Art Museum, home to more than 30,000 works of art.

A tradition of excellence in exhibits, education, collections and research has been the hallmark of the Milwaukee Public Museum since it was established in 1882. The Milwaukee area has several museums designed specifically for children and young adults, including the Betty Brinn Children's Museum and Discovery World at Pier Wisconsin, a science and technology museum designed for young adults.

Other offerings include the Milwaukee County Zoo, one of the top zoological parks in the nation. Theater-goers have access to Broadway and off-Broadway shows held at the Marcus Center for the Performing Arts. Music lovers will find plenty of options available throughout the year, including Milwaukee's annual Summerfest. The largest outdoor music festival in the country will soon celebrate its 50th year.

For sports enthusiasts, the area offers year-round events including professional baseball (Milwaukee Brewers), professional basketball (Milwaukee Bucks), professional hockey (Milwaukee Admirals), professional soccer

(Milwaukee Wave), collegiate basketball (Marquette and UW-Milwaukee) and auto racing (Milwaukee Mile). (Source: Discover Milwaukee)

Local events and celebrations in Oak Creek include the annual Pig & Chicken Roast, the City's annual 4th of July Celebration, a day-long festivity featuring a hometown parade, events, music and fireworks, and a summer concert series at the Community Center. More community events are planned around the new Drexel Town Square.

CITY GOVERNMENT IN OAK CREEK

The legislative body of the City is the Common Council, which consists of six Aldermen elected by district for overlapping two-year terms. The Mayor is elected separately for a three-year term, which will expire in April 2018. The policies of the City are set by the six-member Common Council and the Mayor. The Mayor only votes in the case of a tie or when he wishes to exercise his veto power.

The City Administrator has the responsibility of administering the day-to-day operations of the City and executing the policy decisions of the Common Council. The City Administrator also has responsibility for the formulation and enforcement of the budget for all departments.

The current City Administrator is retiring after six years with the City. He is the City's fourth professional Administrator since 1990.

The City provides a full range of municipal services including police and fire protection, parks, public works operations, building inspection and zoning control, water and sewer utilities, and general administrative services. Reporting directly to the City Administrator are the following departments: Communications, Community Development, Engineering, Finance, Health, Human Resources, Information Technology, Building Maintenance, Recreation and Streets, Parks & Forestry.

The Police and Fire Chiefs, under Wisconsin State Statutes, have a reporting relationship to the Mayor as well as the Police & Fire Commission, yet work closely with the City Administrator on budgetary matters and other day-to-day administrative efforts. The City's police department has 58 police officers, 20 full-time and 10 part-time employees. The fire department has 51 firefighters, of which 37 are paramedics. All firefighters are required to be EMTs.

Oak Creek's City Clerk and City Treasurer are elected positions. The City Administrator also works in cooperation with a Library Board and Water & Sewer Commission.

The Oak Creek Water & Sewer Utility (OCWS) provides water and sewerage service to Oak Creek residents, as well as extraterritorial customers. In total, the utility serves 60,000 people over an 83-square mile service area. OCWS installs new mains and services, helps customers locate leaks, and resolves sewer back-up problems.

The City Administrator is responsible for developing and recommending an annual budget and operating plan for the City. The City's budgets total around $75 million, including a $23 million general fund. The City's equalized value exceeds $3 billion, has outstanding G.O. debt of approximately $94 million, and is rated AA2.

The City Administrator is also responsible for maintaining strong public relations and intergovernmental contacts, representing the City with business, community, state and federal representatives. The City Administrator also serves as the principal point of contact for economic development projects.

OAK CREEK AT A GLANCE

Population:	35,243
Households:	11,239
Equalized Value:	$3+ Billion
FY 2016 General Fund Balance as a % of Revenues:	30 %
Land Area:	28.45 square miles
Median Home Value:	$205,500
Median Household Income:	$64,570
Bond Rating:	AA2
Oak Creek Workforce:	250 full-time equivalent employees (FTEs)
Total FY 2016 Combined Budgets:	$75 million

CHALLENGES AND OPPORTUNITIES

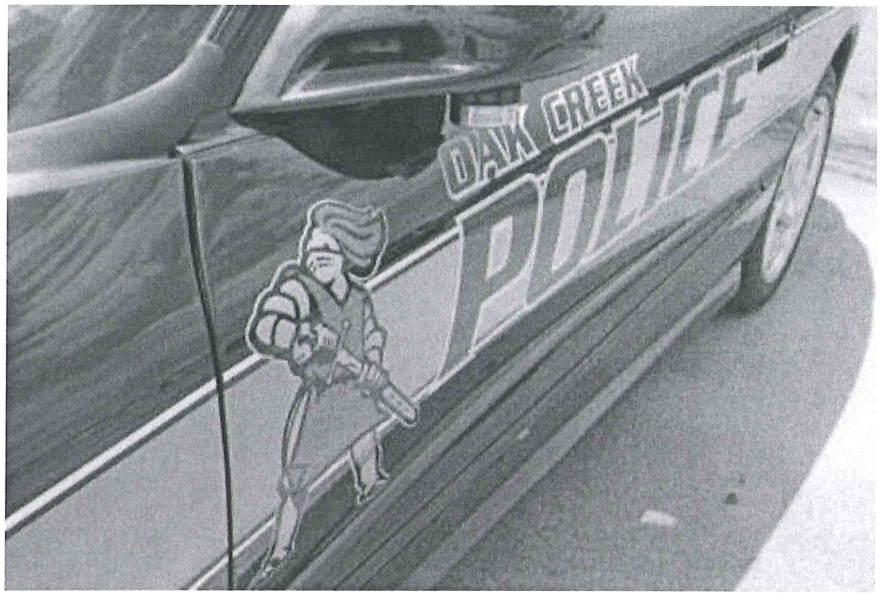
The incoming City Administrator will be faced with a number of challenges and opportunities that are not uncommon for a local unit of government in today's environment. They include:

- The City is in a good financial position, with a fund balance exceeding 30%. Like all Wisconsin municipalities, however, the City's finances are tested by various parameters guiding the generation of new sources of revenues, as well as State of Wisconsin tax levy limits. Adding to the City's financial condition are such factors as the City's recent involvement in the Drexel Town Square, resulting in the City's assertive issuance of TIF debt. In addition, the City has traditionally earmarked most of its host-community revenues from the We Energies power plant toward capital items, and expects that approach to be sustained. Accordingly, the next City Administrator is expected to keep a keen eye on the City's finances. He/she can also expect to work closely with the elected and appointed officials on seeking out new sources of revenue as well as continuing to find ways to most efficiently deliver City services.

- Economic development in Oak Creek has been at the forefront of the City's interests within the last several years. As previously mentioned, some of the top projects include the Drexel Town Square, a devel-

opment that is literally, and figuratively, changing the landscape of Oak Creek as it not only adds jobs and value to the City, but also demonstrates the community's earnest efforts to attract new development.

Additional evidence of the City's interest in being a regional leader in economic development is the recent announcement of IKEA's plan to open its first Milwaukee-area store in 2018. IKEA, the iconic Swedish home furnishings retailer, will build a 295,000 square-foot facility at the northwest corner of Interstate 94 and Drexel Avenue, just minutes from the Drexel Town Square. It is anticipated that IKEA will stimulate additional developers' interest in and around the intersection of Interstate 94 and Drexel Avenue.



Also nearby is the Oakview Business Park, a 220-acre development and the city's newest business park. Grading and infrastructure installation for the development got underway within the last couple years, and sites from three to 25 acres are now available.

The City looks to complement and balance the City's growth in commercial development by enhancing its residential sector. It seeks to encourage a range of housing options for residents in all stages of life.

With all these dynamics in play, it is important for the next City Administrator to have acute knowledge, if not direct experience, in economic development, for the position has functioned as the City's lead person in this area. Yet, as the City's organization matures, the Common Council is contemplating how best to handle economic development and whether to rely solely on the City Administrator, with some of those thoughts including the possible creation of a staff position. The next City Administrator can expect to work with the Common Council to formulate a plan on how best to position the City for success in this area, while also keeping focused on the broader implications economic development brings to the city's finances, service delivery and its infrastructure.

- The City of Oak Creek, like all Wisconsin municipalities, experienced significant shifts in its labor-management relationships, largely due to the passage of the State Legislature's Wisconsin Act 10 in 2011. The legislation substantially curbed collective bargaining rights for local government unions except for fire and police units who kept all their bargaining rights. For units such as public works, general employees, and other non-protective employee groups, collective bargaining issues have been confined to wages, with that singular issue being significantly proscribed by state law. The result throughout the state was the dissolution of many non-protective employee unions. It also required communities throughout the state to replace union contracts with personnel policy manuals.

  In Oak Creek, non-protective employee bargaining units are still in place, and remnants of the fallout from Act 10 linger among some personnel. An update to the City's 2012 personnel policy manual is in progress as the City has recently hired a new Human Resources Director. The next City Administrator should be knowledgeable of the historical significance of the public sector labor movement in Wisconsin, and be adept at labor-management relations.

- As the community grows and transitions and the City's operations mature and continue to professionalize, the City Council is dedicated to progressive, innovative and continuous improvement, and sees this recruitment as an opportunity for a fresh look at the organization. The new City Administrator is encouraged to look at the municipal organization and over time, evaluate organizational design, service delivery processes and methods, collaboration, and resource-sharing. Additional opportunities present themselves in the area of team-building and organizational development.

- Significant community engagement efforts are underway. City officials recently kicked off a strategic planning process, an effort that anticipates the involvement of city residents. In addition, the results of a citizens' survey have recently been completed by the Cobalt Community Research group based in Lansing, Michigan. The survey probes residents' thoughts on topical issues of local interest, as well as customer satisfaction. These tools will help inform, and be a significant guide for the incoming City Administrator, and should help enhance his/her understanding of the community and organization.

- Lake Vista Project. About five years ago the City began examining the revitalization of a 250-acre former industrial waterfront site along the shore of Lake Michigan. The site had been the scene of industrial activity for over 100 years. Just to the west of the site, an original settlement area in Oak Creek, provided worker housing and commercial uses for the many workers employed by the industries over the years. All industrial activity on the site has ceased, and remediation efforts got underway.

  The City hired a consultant to engage citizens and stakeholders to help craft a redevelopment vision for the site, including ways to provide public access to Lake Michigan. The master plan's vision anticipates both private reinvestment on the property and the development of public spaces.

  To move the vision to reality, the City in 2014 considered a plan for the site that included bluff stabilization and access to the Lake, an active recreational site, trails and connection points. The public phase of the project was estimated at a total of about $15 million, with funding coming from $10 million in G.O. bonds, and $5 million in grant monies. In early 2016, faced with bids over the anticipated budget, the City decided to re-bid the project, which should be accomplished in the summer. The next City Administrator can expect to help the Common Council achieve the ultimate goals of the redevelopment, particularly assuring the private reinvestment portion of the project comes to fruition.

CANDIDATE QUALIFICATION CRITERIA

The City is seeking highly professional candidates who are passionate about local government. The following education, experience, management, and leadership criteria have been identified by the Mayor, Common Council and City staff as important skills and abilities for the candidates to possess and demonstrate. Starting salary for the position is $125,000 - $135,000+/-, depending on qualifications and experience.

Education and Experience

- Candidates must have a minimum of a BA in business or public administration; five or more years of increasingly responsible municipal executive-level experience preferred. Assistant administrator experience, or related municipal management or leadership experience in a larger community, will also be considered. Comfort in a fast-paced, demanding and rewarding environment is essential.

- A Master's degree in public administration, business administration or other advanced executive level training such as ICMA Credentialed Manager is desired.

- Experience in managing a community experiencing population growth is a plus.

- Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming, and budget development and control.

- Have experience in economic development and how the City can craft meaningful and sustainable economic development initiatives. Experience in redevelopment, business retention, and economic development programs and activities, will additionally be helpful.

- Have experience in working with elected officials, City department heads and staff, and the public in a positive, cooperative, and team-oriented approach to problem-solving.

- Have an understanding of strategic planning processes, and possess the ability to help the Mayor, Common Council, and City Staff articulate a community vision, develop a strategic plan, and deliver on the plan's goals and objectives.

- Have experience in delivering a contemporary human resources program for City employees, developing and maintaining strong work relationships with City staff that build morale while also holding employees professionally accountable.

- Have an orientation toward continuing education and professional development for self, staff, and employees—keeping up to date and abreast of modern, innovative methods.

- Have management experience in creating an environment of trust, integrity and mentorship where employees respect one another and where the organization consistently functions at a high level of customer service.

- Have experience in intergovernmental relations, working with appropriate local, regional, state, and federal jurisdictions and agencies in a constructive and cooperative manner, and representing City-approved policies in an effective manner.

- Have a record of keeping up to date and abreast of modern/innovative municipal technology, programs and procedures, understanding how technology can be used to enhance transparency in government, increase staff efficiencies and provide better customer service for residents.

Management Style and Personal Traits

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.

- Have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Mayor, Common Council and Staff, being able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.

- Be an articulate and effective communicator, both orally and in writing; someone who can clearly and concisely present written and oral information to decision makers, and is committed to keeping elected officials and management staff uniformly informed on a consistent and regular basis.

- Be a strong administrative leader and be able to successfully facilitate and assist Staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting both current and longer range needs of the overall community.

- Be comfortable in delegating responsibility and authority to professional Staff as a team player while remaining informed and conversant on the status of all programs and projects.

- Be a self-starter who has the vitality and energy to motivate and lead others; be someone who seeks and enjoys a challenge.

- Possess well-developed organizational skills, being able to balance numerous projects and issues and keep on task.

- Be a team-oriented, transformational leader who can coach and develop employees to manage organizational changes, and who can motivate employees to meet their individual performance goals.

- Be a "people person," sincerely personable, patient, and accessible, and one who can relate with all persons in the community.

- Promote a strong, service-oriented, "customer relations" approach by all municipal employees in dealing with citizenry.

- Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.

- Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others. Have a sense of humor when appropriate to the circumstances.

Agenda

CITY OF GLENDALE
OFFICE OF THE CITY TREASURER
5909 N. Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
Telephone (414) 228-1759
Facsimile (414) 228-1724

August 3, 2016

Mayor and Common Council
City of Glendale

Re: Accounts Payable Register

Council Members:

This is to certify that the Accounts Payable Register, for your approval on August 8, 2016, has been reviewed and checked as to the dollar amount and vendor name on the register and the checks. Both have been found to be correct and ready for your approval for payment. This certification is for checks numbered 37386 to 37460 totaling $389,324.20 and for prepaid checks numbered 37245 to 37384 and 933 to 951 totaling $9,208,193.88.

Upon your approval, I will complete final processing of the Accounts Payable Register and issue the checks.

Sincerely,

CITY OF GLENDALE

Linda DiFrances

Linda DiFrances
City Treasurer

Attachments

INVOICE GL DISTRIBUTION REPORT FOR CITY OF GLENDALE
EXP CHECK RUN DATES 08/08/2016 - 08/08/2016
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37386					
249-520.20-55070	VEHICLES	3M	GPS 16X MOBILE	280.00	37386
		Total For Check 37386		280.00	
Check 37387					
101-518.07-54020	OTHER FEES	ACCURATE	ASSESSMENT SERVICES	6,750.00	37387
		Total For Check 37387		6,750.00	
Check 37388					
101-522.52-53170	GAS, OIL, LUBRICANTS, TIRES	AIRGAS USA LLC	JUNE 2016 RENTAL BILL	261.00	37388
		Total For Check 37388		261.00	
Check 37389					
250-522.57-54150	CONTRACTUAL SERVICES	ALL-WAYS CONTRACTORS INC	SCREENED SOIL	412.50	37389
		Total For Check 37389		412.50	
Check 37390					
101-518.12-53050	HOUSEKEEPING AND JANITORIAL	ALSCO AMER LINEN DIV INC	LINEN SERVICES	50.45	37390
101-518.12-53050	HOUSEKEEPING AND JANITORIAL	ALSCO AMER LINEN DIV INC	TOWEL SERVICE	50.45	37390
101-518.12-53050	HOUSEKEEPING AND JANITORIAL	ALSCO AMER LINEN DIV INC	TOWEL SERVICE	50.45	37390
		Total For Check 37390		151.35	
Check 37391					
101-522.52-53190	OTHER SUPPLIES AND EXPENSE	ARCADIS US INC	PROFESSIONAL SERVICES WDNR TECHINICAL M	1,406.30	37391
		Total For Check 37391		1,406.30	
Check 37392					
416-540.40-58031	BENDER RECREATION PARK	AYRES ASSOCIATES INC	GLENDALE PLAN MOD II PROFESSIONAL SERVI	3,581.73	37392
		Total For Check 37392		3,581.73	
Check 37393					
101-522.61-53190	OTHER SUPPLIES AND EXPENSE	BARTLETT ARBORIST SUPPLY	DPW TREE MAINT MATERIALS	827.80	37393
		Total For Check 37393		827.80	
Check 37394					
101-000.00-45101	COURT FINES AND COSTS	BOSTON STORE	RESTITUTION	39.00	37394
		Total For Check 37394		39.00	
Check 37395					
101-520.27-54020	OTHER FEES	BREW CITY APPRAISALS LLC	6573 N. SUNNY POINT RD. APPRAISALS	300.00	37395
101-520.27-54020	OTHER FEES	BREW CITY APPRAISALS LLC	6559 N. SUNNY POINT LN. APPRAISAL	300.00	37395
101-520.27-54020	OTHER FEES	BREW CITY APPRAISALS LLC	6597 N. SUNNY POINT LN. APPRAISALS	300.00	37395
		Total For Check 37395		900.00	
Check 37396					
101-000.00-45101	COURT FINES AND COSTS	BUDISH ROBERT	RESTITUTION	185.00	37396
		Total For Check 37396		185.00	
Check 37397					
101-522.59-54060	UTILITIES	CITY TREASURER-MILWAUKEE	GENERAL LIGHTING MAY 2016	342.61	37397
		Total For Check 37397		342.61	
Check 37398					
416-540.40-58024	EDWARD LN	CLARK DIETZ INC	GLENDALE 2016 GENERAL ENGINEERING - SEF	1,380.00	37398
416-540.40-58031	BENDER RECREATION PARK	CLARK DIETZ INC	GLENDALE 2016 GENERAL ENGINEERING - SEF	280.00	37398
416-540.40-58099	WATER TOWER TANK	CLARK DIETZ INC	GLENDALE 2016 GENERAL ENGINEERING - SEF	9,618.75	37398

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37398					
		Total For Check 37398		11,278.75	
Check 37399					
250-522.57-54150	CONTRACTUAL SERVICES	CLARKE MOSQUITO CONTROL PI	MOSQUITO CONTROL TABLETS	7,066.80	37399
		Total For Check 37399		7,066.80	
Check 37400					
101-518.04-52160	MEETINGS, CONFERENCE, CONVENT	COUILLARD, KAREN	MUNICIPAL CLERK INSTITUTE LODGING/TRAVE	605.16	37400
		Total For Check 37400		605.16	
Check 37401					
416-540.40-58054	STREET OVERLAY	CROWLEY CONSTRUCTION CORP	GLENDALE CITY STRIPPING	13,540.84	37401
478-580.80-51587	BAYSHORE EXP	CROWLEY CONSTRUCTION CORP	BAYSHORE ROAD STRIPING	3,425.00	37401
		Total For Check 37401		16,965.84	
Check 37402					
201-522.01-55090	SEWER SYSTEMS REPAIRS	DAILY REPORTER PUBLISHING	ADS FOR BID - PROJECT #529-A-16 SANITAF	307.69	37402
		Total For Check 37402		307.69	
Check 37403					
101-522.61-54150	CONTRACTUAL SERVICES	DAVID J FRANK LANDSCAPE IN	1100 W. SILVER SPRING DR. / 4860 & 482	1,360.00	37403
416-540.40-58031	BENDER RECREATION PARK	DAVID J FRANK LANDSCAPE IN	GLENDALE COMMUNITY REC CAMPUS - JULY 8T	388.60	37403
478-580.80-51587	BAYSHORE EXP	DAVID J FRANK LANDSCAPE IN	BAYSHORE MONTHLY PORTERING SERVICES	1,008.00	37403
478-580.80-51587	BAYSHORE EXP	DAVID J FRANK LANDSCAPE IN	BAYSHORE CORRIDOR WATERING OF NEWLY PLA	1,564.00	37403
478-580.80-51587	BAYSHORE EXP	DAVID J FRANK LANDSCAPE IN	BAYSHORE CORRIDOR - ANNUAL FLOWER PLAN	3,840.00	37403
		Total For Check 37403		8,160.60	
Check 37404					
101-518.08-54020	OTHER FEES	DIANE MILANOWSKI LLC	BOARD OF REVIEW REPORTING	100.00	37404
		Total For Check 37404		100.00	
Check 37405					
201-522.01-55090	SEWER SYSTEMS REPAIRS	DIGGER'S HOTLINE	DPW DIGGERS HOTLINE	381.10	37405
		Total For Check 37405		381.10	
Check 37406					
101-518.16-53190	OTHER SUPPLIES AND EXPENSE	DIVERSIFIED BENEFIT SERVIC	FSA ADMINISTRATIVE SERVICES	95.00	37406
		Total For Check 37406		95.00	
Check 37407					
101-000.00-45101	COURT FINES AND COSTS	DR DAWG LLC	RESTITUTION	77.40	37407
		Total For Check 37407		77.40	
Check 37408					
101-520.20-55070	VEHICLES	EDLO AUTO TRIM	SQUAD 6	215.00	37408
		Total For Check 37408		215.00	
Check 37409					
101-000.00-45101	COURT FINES AND COSTS	EDUCATORS CREDIT UNION	RESTITUTION	20.00	37409
		Total For Check 37409		20.00	
Check 37410					
101-518.04-55020	OTHER EQUIPMENT	ELECTION SYSTEMS & SOFTWAI	ELECTION LICENSING AND FEES	166.67	37410
		Total For Check 37410		166.67	

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Check 37411					
201-522.01-55090	SEWER SYSTEMS REPAIRS	ENVIROTECH EQUIPMENT CO	DPW VEHICLE SERVICE AND PARTS	1,645.30	37411
		Total For Check 37411		1,645.30	
Check 37412					
101-518.08-54020	OTHER FEES	FUCHS & BOYLE S C	MONTHLY LEGAL SERVICES	11,711.67	37412
		Total For Check 37412		11,711.67	
Check 37413					
101-000.00-45101	COURT FINES AND COSTS	GENESIS GROUP	RESTITUTION	100.00	37413
101-000.00-45101	COURT FINES AND COSTS	GENESIS GROUP	RESTITUTION	50.00	37413
101-000.00-45101	COURT FINES AND COSTS	GENESIS GROUP	RESTITUTION	50.00	37413
		Total For Check 37413		200.00	
Check 37414					
101-000.00-45101	COURT FINES AND COSTS	GLENDALE MOBIL	RESTITUTION	20.00	37414
		Total For Check 37414		20.00	
Check 37415					
201-522.01-54140	METER READING EXPENSES	GLENDALE WATER UTILITY	MONTHLY EXPENSE	5,000.00	37415
		Total For Check 37415		5,000.00	
Check 37416					
201-522.01-55090	SEWER SYSTEMS REPAIRS	GLOBE CONTRACTORS INC	VARIOUS LOCATIONS SANITARY	2,063.61	37416
250-522.57-54150	CONTRACTUAL SERVICES	GLOBE CONTRACTORS INC	VARIOUS LOCATIONS - STORM	11,932.24	37416
		Total For Check 37416		13,995.85	
Check 37417					
101-000.00-45101	COURT FINES AND COSTS	GNC - LOSS PREVENTION	RESTITUTION	324.00	37417
101-000.00-45101	COURT FINES AND COSTS	GNC - LOSS PREVENTION	RESTITUTION	375.00	37417
101-000.00-45101	COURT FINES AND COSTS	GNC - LOSS PREVENTION	RESTITUTION	125.00	37417
		Total For Check 37417		824.00	
Check 37418					
101-520.20-55070	VEHICLES	HEISER FORD-GLENDALE	SQUAD 12	693.50	37418
		Total For Check 37418		693.50	
Check 37419					
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW SHOP MATERIALS	15.78	37419
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW SHOP MATERIALS	16.20	37419
		Total For Check 37419		31.98	
Check 37420					
101-518.12-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	MAT SERVICES	33.93	37420
101-518.12-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	MAT SERVICES	33.93	37420
101-520.19-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	MAT SERVICES	56.78	37420
101-520.19-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	MAT SERVICES	56.78	37420
101-522.53-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	TOWEL SERVICES	57.70	37420
101-522.53-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	TOWEL SERVICES	57.70	37420
		Total For Check 37420		296.82	
Check 37421					
248-524.41-54020	OTHER FEES	JACH GREGORY J	SANITATION DIRECTOR	1,750.00	37421
		Total For Check 37421		1,750.00	
Check 37422					

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Check 37422					
101-000.00-45101	COURT FINES AND COSTS	JRS HOLDING INC	RESTITUTION	80.00	37422
101-000.00-45101	COURT FINES AND COSTS	JRS HOLDING INC	RESTITUTION	50.00	37422
		Total For Check 37422		130.00	
Check 37423					
101-000.00-45101	COURT FINES AND COSTS	KOHLS CORPORATE LOSSPREVEN	RESTITUTION	340.00	37423
		Total For Check 37423		340.00	
Check 37424					
101-520.19-52120	UNIFORM ALLOWANCE	LARK UNIFORM CO INC	UNIFORMS FOR OFFICER MAIER	71.90	37424
101-520.19-52120	UNIFORM ALLOWANCE	LARK UNIFORM CO INC	UNIFORM REPLACEMENT PANTS FOR PARISH	94.90	37424
		Total For Check 37424		166.80	
Check 37425					
201-522.01-54020	OTHER FEES	MILW METROPLTN SEWERAGE DS	SEWER USER CHARGE - 8/1/16 BILLING	74,271.85	37425
		Total For Check 37425		74,271.85	
Check 37426					
101-000.00-45101	COURT FINES AND COSTS	MILWAUKEE TRANSPORT SERVIC	RESTITUTION 11-15-10	116.64	37426
		Total For Check 37426		116.64	
Check 37427					
101-000.00-45101	COURT FINES AND COSTS	MOTEL 6	RESTITUTION	40.00	37427
		Total For Check 37427		40.00	
Check 37428					
244-518.16-58090	CONVENTION AND TOURISM	MUELLER COMMUNICATIONS INC	PROFESSIONAL SERVICES	14,627.13	37428
		Total For Check 37428		14,627.13	
Check 37429					
101-520.19-52140	TRAINING AND EDUCATION	NOONAN, KEVIN	TRAINING REIMBURSEMENT	74.23	37429
		Total For Check 37429		74.23	
Check 37430					
201-522.01-55090	SEWER SYSTEMS REPAIRS	NORTH SHORE ENGINEERING IN	2016 SANITARY SEWER REHAB	6,173.00	37430
201-522.01-55090	SEWER SYSTEMS REPAIRS	NORTH SHORE ENGINEERING IN	2016 SANITARY SEWER I&I	136.00	37430
201-522.01-55090	SEWER SYSTEMS REPAIRS	NORTH SHORE ENGINEERING IN	2016 - PRIVATE PROPERTY I/I	280.00	37430
201-522.01-55090	SEWER SYSTEMS REPAIRS	NORTH SHORE ENGINEERING IN	FINAL DESIGN FEE - 2016 SANITARY SEWER	8,250.00	37430
250-522.57-54150	CONTRACTUAL SERVICES	NORTH SHORE ENGINEERING IN	STORM SEWER SYSTEM MAP UPDATE AND BOOK	137.00	37430
416-540.40-51615	PORT WASH RD WATER MAIN	NORTH SHORE ENGINEERING IN	N. PORT WASHINGTON RD. WATER MAIN - GOC	6,075.00	37430
416-540.40-58004	WATER MAIN REPLACEMENT	NORTH SHORE ENGINEERING IN	N. ATWAHL DR. WATER MAIN - BRANTWOOD NC	11,354.00	37430
416-540.40-58024	EDWARD LN	NORTH SHORE ENGINEERING IN	W. EDWARD LN. RECONSTRUCTION - GREEN BA	15,839.50	37430
416-540.40-58031	BENDER RECREATION PARK	NORTH SHORE ENGINEERING IN	RICHARD E. MASLOWSKI COMMUNITY PARK - C	1,972.00	37430
416-540.40-58031	BENDER RECREATION PARK	NORTH SHORE ENGINEERING IN	BENDER PARK INSPECTION AND STAKING	70.00	37430
416-540.40-58054	STREET OVERLAY	NORTH SHORE ENGINEERING IN	2016 STREET RESURFACING	6,630.00	37430
		Total For Check 37430		56,916.50	
Check 37432					
248-524.41-54020	OTHER FEES	NORTH SHORE HEALTH DEPT	3RD QUARTER HEALTH SERVICES	16,458.25	37432
		Total For Check 37432		16,458.25	
Check 37433					
101-520.19-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN I	BUREAU TONER	166.24	37433
101-520.19-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN I	OFFICE SUPPLIES	97.02	37433
101-520.19-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN I	OFFICE SUPPLIES; JAIL TONER	168.14	37433

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37433					
		Total For Check 37433		431.40	
Check 37434					
101-520.19-55060	BUILDINGS	OTIS ELEVATOR COMPANY INC	SERVICE CONTRACT CHARGES	266.61	37434
		Total For Check 37434		266.61	
Check 37435					
101-522.59-54150	CONTRACTUAL SERVICES	OUTDOOR LIGHTING CONST CO	STREET LIGHT MAINTENANCE	2,332.65	37435
101-522.59-54150	CONTRACTUAL SERVICES	OUTDOOR LIGHTING CONST CO	SILVER SPRING DR: RR TRACKS EAST TO RIV	6,345.16	37435
		Total For Check 37435		8,677.81	
Check 37436					
101-522.52-55020	OTHER EQUIPMENT	PARTS HUT INC	PRODUCT FOR SUMMER HELP	148.60	37436
		Total For Check 37436		148.60	
Check 37437					
101-000.00-45101	COURT FINES AND COSTS	PROFESSIONAL PLACEMENT SEF	AGENCY SHARE OF COLLECTIONS	17.10	37437
		Total For Check 37437		17.10	
Check 37438					
101-000.00-45101	COURT FINES AND COSTS	RADISSON NORTH SHORE	RESTITUTION	366.00	37438
		Total For Check 37438		366.00	
Check 37439					
101-520.19-52120	UNIFORM ALLOWANCE	RED-THE UNIFORM TAILOR	UNIFORMS FOR OFFICER MAIER	167.93	37439
101-520.19-52120	UNIFORM ALLOWANCE	RED-THE UNIFORM TAILOR	UNIFORMS FOR SGT SLAMANN	142.89	37439
		Total For Check 37439		310.82	
Check 37440					
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	RIVERWOOD PARKWAY - LANDSCAPE MAINT.	287.50	37440
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	SILVER SPRING MEDIAN - LANDSCAPE MANAGE	908.33	37440
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	NORTH & SOUTH PORT WASHINGTON RD. LANI	443.75	37440
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	MILL ROAD MEDIANS - LANDSCAPE MAINT. (	1,687.50	37440
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	GREEN BAY ROAD MEDIANS - LANDSCAPE MAI	2,112.50	37440
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	GOOD HOPE RD - LANDSCAPE MANAGEMENT MON	1,158.33	37440
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	GREEN BAY RD. MEDIANS - WATERING	375.00	37440
250-522.57-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	MAINT. OF STORM WATER PONDS SILVER SPRI	2,125.00	37440
478-580.80-51587	BAYSHORE EXP	RELIABLE PROPERTY SERVICES	BAYSHORE OUTLOTS - LANDSCAPE MAINT.	3,375.00	37440
478-580.80-51587	BAYSHORE EXP	RELIABLE PROPERTY SERVICES	BAYSHORE MEDIANS - LANDSCAPE MAINT.	1,400.00	37440
		Total For Check 37440		13,872.91	
Check 37442					
250-522.57-54150	CONTRACTUAL SERVICES	SEALMASTER OF WISCONSIN	AQUAPHALT COLD PATCH	2,700.00	37442
		Total For Check 37442		2,700.00	
Check 37443					
101-520.21-54080	INFORMATION SERVICES	SOS ELECTRONICS CORP	VIDEO TO VGA CONVERTER	229.00	37443
		Total For Check 37443		229.00	
Check 37444					
101-000.00-45101	COURT FINES AND COSTS	SPORTS AUTHORITY	RESTITUTION	30.00	37444
		Total For Check 37444		30.00	
Check 37445					
101-520.19-52120	UNIFORM ALLOWANCE	STREICHER'S INC	UNIFORMS FOR OFFICER BURKART	49.96	37445

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Check 37445					
101-520.19-52120	UNIFORM ALLOWANCE	STREICHER'S INC	UNIFORMS FOR OFFICER GUSE	74.99	37445
101-520.19-52120	UNIFORM ALLOWANCE	STREICHER'S INC	UNIFORMS FOR OFFICER BURKART	194.99	37445
		Total For Check 37445		319.94	
Check 37446					
201-522.01-55090	SEWER SYSTEMS REPAIRS	SUPERIOR ENGINEERING	2015 ANNUAL REPORTS FOR MMSD & DNR	2,420.00	37446
		Total For Check 37446		2,420.00	
Check 37447					
201-522.01-55090	SEWER SYSTEMS REPAIRS	THE EXPEDITERS INC	SANITARY SEWER - CLEAN AND TELEVISE	6,392.50	37447
		Total For Check 37447		6,392.50	
Check 37448					
101-522.56-53150	SIGNS/BOARDS/BARRICADES/CONES	TRAFFIC & PARKING CO INC	TEMPORARY NO PARKING SIGNS	306.00	37448
		Total For Check 37448		306.00	
Check 37449					
415-540.40-58079	TRAFFIC ALTERATIONS	TRAFFIC ANALYSIS & DESIGN	GLENDALE BENDER RD. / JEAN NICOLET RD.	2,650.00	37449
		Total For Check 37449		2,650.00	
Check 37450					
102-000.00-21550	UNION DUES	TREASURER GLENDALE GPPA	UNION DUES	897.00	37450
		Total For Check 37450		897.00	
Check 37451					
101-000.00-45101	COURT FINES AND COSTS	ULTA	RESTITUTION 8-5-14	140.00	37451
		Total For Check 37451		140.00	
Check 37452					
201-522.01-55090	SEWER SYSTEMS REPAIRS	UNIFIRST CORPORATION	CLEANING SUPPLIES	46.10	37452
201-522.01-55090	SEWER SYSTEMS REPAIRS	UNIFIRST CORPORATION	CLEANING SUPPLIES	36.50	37452
201-522.01-55090	SEWER SYSTEMS REPAIRS	UNIFIRST CORPORATION	DPW CLEANING MATERIALS	37.69	37452
		Total For Check 37452		120.29	
Check 37453					
101-520.20-55070	VEHICLES	VILLAGE HARDWARE INC	SQUAD MAINTENANCE	4.49	37453
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	31.03	37453
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	27.86	37453
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	8.99	37453
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	35.99	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	46.58	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	7.19	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	20.64	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	17.08	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	33.27	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	37.78	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	8.09	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	29.57	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	28.75	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	CREDIT ADJUSTMENT FOR INVOICE 149098	(29.69)	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	38.67	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	35.53	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	138.00	37453
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS - RETURN DEFECTIVE ITEM	(3.10)	37453

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37453					
		Total For Check 37453		516.72	
Check 37456					
203-520.18-54020	OTHER FEES	VILLAGE OF WHITEFISH BAY	3RD QUARTER DISPATCH	87,830.45	37456
		Total For Check 37456		87,830.45	
Check 37457					
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE OUTDOOR LIVING	DPW MATERIALS	29.94	37457
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE OUTDOOR LIVING	DPW MATERIALS	30.58	37457
		Total For Check 37457		60.52	
Check 37458					
101-000.00-45101	COURT FINES AND COSTS	WALGREENS	RESTITUTION	31.00	37458
		Total For Check 37458		31.00	
Check 37459					
101-520.21-54080	INFORMATION SERVICES	WISCONSIN DEPT OF JUSTICE	TIME SYSTEM QUARTERLY ACCESS	549.00	37459
		Total For Check 37459		549.00	
Check 37460					
101-522.52-55020	OTHER EQUIPMENT	WISCONSIN STEAM CLEANER IN	DPW MATERIALS	152.71	37460
		Total For Check 37460		152.71	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 101 GENERAL FUND	47,674.07	
			Fund 102 PAYROLL CLEARIN	897.00	
			Fund 201 SEWER UTILITY	107,441.34	
			Fund 203 CENTRAL DISPAT(	87,830.45	
			Fund 244 HOTEL ROOM TAX	14,627.13	
			Fund 248 HEALTH & HUMAN	18,208.25	
			Fund 249 PUBLIC SAFETY (	280.00	
			Fund 250 STORM WATER UT:	24,373.54	
			Fund 415 2015 PROGRAM FU	2,650.00	
			Fund 416 2016 PROGRAM FU	70,730.42	
			Fund 478 TIF 8 BAYSHORE	14,612.00	
			Total For All Funds:	389,324.20	

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Check 37245					
101-000.00-23210	MUSIC IN THE GLEN	CONCORD CHAMBER ORCHESTRA	JULY 27, 2016 MUSIC IN THE GLEN	500.00	37245
		Total For Check 37245		500.00	
Check 37246					
101-000.00-23210	MUSIC IN THE GLEN	EDGAR, LISA	JULY 20, 2016 MUSIC IN THE GLEN	650.00	37246
		Total For Check 37246		650.00	
Check 37247					
101-000.00-23210	MUSIC IN THE GLEN	THE NURTURING NOOK	REFUND FOR MUSIC IN THE GLEN AD	325.00	37247
		Total For Check 37247		325.00	
Check 37248					
101-000.00-23210	MUSIC IN THE GLEN	WARREN WIEGRATZ	JULY 6, 2016 MUSIC IN THE GLEN	675.00	37248
		Total For Check 37248		675.00	
Check 37249					
101-000.00-23210	MUSIC IN THE GLEN	WICENTOWSKI, JERRY	JULY 13, 2016 MUSIC IN THE GLEN	750.00	37249
		Total For Check 37249		750.00	
Check 37299					
101-520.21-53190	OTHER SUPPLIES AND EXPENSE	BRILLIANT DPI INC	OT CARDS (3000)	190.25	37299
101-520.21-53190	OTHER SUPPLIES AND EXPENSE	BRILLIANT DPI INC	NOTICE TO REPORT FORM (1000)	83.95	37299
		Total For Check 37299		274.20	
Check 37300					
101-000.00-45101	COURT FINES AND COSTS	BROWN DEER POLICE DP	BAIL FOR DEIRADRE JOHNSON	112.00	37300
		Total For Check 37300		112.00	
Check 37301					
102-000.00-21580	GARNISHMENT DEDUCTION PAYABLE	CHAPTER 13 TRUSTEE	GARNISHMENT WILSON 15-30354-BEH	200.00	37301
		Total For Check 37301		200.00	
Check 37302					
101-518.04-52160	MEETINGS, CONFERENCE, CONVENT	COUILLARD, KAREN	MMCA MEETING EXPENSE REIMBURSEMENT	52.31	37302
		Total For Check 37302		52.31	
Check 37303					
101-518.16-53190	OTHER SUPPLIES AND EXPENSE	DIVERSIFIED BENEFIT SERVIC	FSA ADMINISTRATIVE SERVICES	95.00	37303
		Total For Check 37303		95.00	
Check 37304					
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW STOCK PARTS	41.39	37304
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW STOCK PARTS	131.25	37304
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW TOOL KIT	279.00	37304
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW SHOP PARTS	38.16	37304
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW PARTS FOR SHOP	121.49	37304
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW PARTS	21.01	37304
		Total For Check 37304		632.30	
Check 37305					
102-000.00-21570	DEFERRED COMPENSATION	ICMA RETIREMENT TRUST 457	DEFERRED COMP	1,225.00	37305
		Total For Check 37305		1,225.00	
Check 37306					
101-518.04-53200	ELECTION MATERIALS	INTAB LLC	ELECTION SUPPLIES	31.69	37306

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Check 37306					
		Total For Check 37306		31.69	
Check 37307					
101-518.12-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	MAT SERVICES	33.93	37307
101-520.19-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	MAT SERVICES	56.78	37307
101-522.53-53050	HOUSEKEEPING AND JANITORIAL	ITU ABSORBTECH INC	TOWEL SERVICES	57.70	37307
		Total For Check 37307		148.41	
Check 37308					
101-518.12-55060	BUILDINGS	K&L HEATING & A/C INC	RESET MOTOR STARTERS	110.00	37308
		Total For Check 37308		110.00	
Check 37309					
701-000.00-23002	CURRENT YEAR TAX OVERPAYMENTS	KNIGHT BARRY TITLE, INC.	REFUND OVERPAYMENT OF 2015 PROPERTY TAX	92.69	37309
		Total For Check 37309		92.69	
Check 37310					
246-518.16-58070	CONTRIB TO HUMANE SOCIETY	MADACC INC	2016 THIRD QUARTER PAYMENT	5,958.10	37310
		Total For Check 37310		5,958.10	
Check 37311					
101-520.19-52140	TRAINING AND EDUCATION	MATC - BUSINESS OFFICE	TRAINING FOR HAFFNER	33.08	37311
101-520.19-52140	TRAINING AND EDUCATION	MATC - BUSINESS OFFICE	TRAINING FOR CHAPMAN, MORRIS, PARISH	220.38	37311
		Total For Check 37311		253.46	
Check 37312					
101-000.00-45101	COURT FINES AND COSTS	MILW CNTY TREASURER	COUNTY SURCHARGES - JUNE, 2016	1,355.20	37312
		Total For Check 37312		1,355.20	
Check 37313					
102-000.00-21570	DEFERRED COMPENSATION	NO SHORE BANK FSB	DEF COMP CONTRIBUTION	4,007.84	37313
		Total For Check 37313		4,007.84	
Check 37314					
101-518.16-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN	PD OFFICE SUPPLIES, CITY FAX TONER	42.27	37314
101-520.19-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN	PD OFFICE SUPPLIES, CITY FAX TONER	8.79	37314
101-520.19-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN	OFFICE SUPPLIES	5.79	37314
101-520.19-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN	OFFICE SUPPLIES	152.40	37314
101-520.19-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN	OFFICE SUPPLIES	197.57	37314
101-520.19-53010	OFFICE SUPPLIES	OFFICE DEPOT CREDIT PLAN	OFFICE SUPPLIES	68.78	37314
		Total For Check 37314		475.60	
Check 37315					
101-522.52-55020	OTHER EQUIPMENT	PARTS HUT INC	CREDIT FROM PURCHASE ON INVOICE #222856	(79.75)	37315
101-522.52-55020	OTHER EQUIPMENT	PARTS HUT INC	DPW PARTS #33	385.07	37315
101-522.52-55020	OTHER EQUIPMENT	PARTS HUT INC	DPW BRAKE PADS	134.04	37315
101-522.52-55020	OTHER EQUIPMENT	PARTS HUT INC	DPW STOCK PARTS	208.94	37315
101-522.52-55020	OTHER EQUIPMENT	PARTS HUT INC	DPW STOCK PARTS	238.34	37315
101-522.52-55020	OTHER EQUIPMENT	PARTS HUT INC	DPW SUPPLIES	71.34	37315
101-522.52-55020	OTHER EQUIPMENT	PARTS HUT INC	DPW PARTS FOR CHIPPER TRUCK	34.58	37315
		Total For Check 37315		992.56	
Check 37316					
101-000.00-20029	Invoice for overpayment creation	Pieper Electric, Inc.	BD Payment Refund	520.30	37316

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Check 37316					
		Total For Check 37316		520.30	
Check 37317					
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	RIVERWOOD PARKWAY LANDSCAPE MAINT.	287.50	37317
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	SILVER SPRING MEDIAN - LANDSCAPE MAINT.	908.33	37317
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	NORTH & SOUTH PORT WASHINGTON RD - LANI	443.75	37317
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	MILL ROAD MEDIANS - LANDSCAPE MAINT.	1,687.50	37317
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	GREEN BAY RD. MEDIANS - LANDSCAPE MAINT	2,112.50	37317
101-522.61-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	GOOD HOPE RD - LANDSCAPE MAINT	1,158.33	37317
250-522.57-54150	CONTRACTUAL SERVICES	RELIABLE PROPERTY SERVICES	MAINT OF STORM WATER PONDS - SILVER SPF	2,125.00	37317
478-580.80-51587	BAYSHORE EXP	RELIABLE PROPERTY SERVICES	BAYSHORE OUTLOTS - LANDSCAPE MAINT.	3,375.00	37317
478-580.80-51587	BAYSHORE EXP	RELIABLE PROPERTY SERVICES	BAYSHORE MEDIANS - LANDSCAPE MAINT	1,400.00	37317
		Total For Check 37317		13,497.91	
Check 37319					
101-518.10-53190	OTHER SUPPLIES AND EXPENSE	RICOH USA INC	MAINTENANCE CONTRACT	40.05	37319
101-518.10-53190	OTHER SUPPLIES AND EXPENSE	RICOH USA INC	CONTRACT PRINTER SERVICES	77.40	37319
101-520.19-53055	OFFICE MACH MAIN CONTRACTS	RICOH USA INC	CONTRACT PRINTER SERVICES	120.31	37319
101-520.19-53055	OFFICE MACH MAIN CONTRACTS	RICOH USA INC	CONTRACT PRINTER SERVICES	150.32	37319
101-528.15-53190	OTHER SUPPLIES AND EXPENSE	RICOH USA INC	COPIER LEASE	100.14	37319
101-528.15-53190	OTHER SUPPLIES AND EXPENSE	RICOH USA INC	MAINTENANCE CONTRACT	74.31	37319
		Total For Check 37319		562.53	
Check 37320					
102-000.00-21541	LIFE INS - BASIC	SECURIAN FINANCIAL GROUP I	LIFE INSURANCE	1,033.82	37320
102-000.00-21542	LIFE INS - SUPPLEMENT	SECURIAN FINANCIAL GROUP I	LIFE INSURANCE	493.75	37320
102-000.00-21543	LIFE INS - ADDITIONAL	SECURIAN FINANCIAL GROUP I	LIFE INSURANCE	1,185.46	37320
102-000.00-21544	LIFE INS - SPOUSE/DEPENDENT	SECURIAN FINANCIAL GROUP I	LIFE INSURANCE	101.50	37320
		Total For Check 37320		2,814.53	
Check 37321					
101-518.16-53010	OFFICE SUPPLIES	STAPLES ADVANTAGE	SUPPLIES	29.98	37321
101-518.16-53010	OFFICE SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES CREDIT	(8.19)	37321
101-518.16-53010	OFFICE SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES	8.19	37321
101-518.16-53010	OFFICE SUPPLIES	STAPLES ADVANTAGE	OFFICE SUPPLIES CREDIT	(8.19)	37321
101-522.51-53010	OFFICE SUPPLIES	STAPLES ADVANTAGE	SUPPLIES	254.31	37321
		Total For Check 37321		276.10	
Check 37322					
101-000.00-45101	COURT FINES AND COSTS	STATE OF WI CONTROLLER OFI	STATE SURCHARGES - JUNE, 2016	5,653.69	37322
		Total For Check 37322		5,653.69	
Check 37323					
249-520.20-55070	VEHICLES	TKK ELECTRONICS LLC	3 TOUGHBOOKS	11,250.00	37323
		Total For Check 37323		11,250.00	
Check 37324					
101-522.56-53150	SIGNS/BOARDS/BARRICADES/CONES	TRAFFIC & PARKING CO INC	NO LITTERING SIGNS	112.40	37324
101-522.56-53150	SIGNS/BOARDS/BARRICADES/CONES	TRAFFIC & PARKING CO INC	NO PUBLIC USE OR ACCESS SIGNS	178.80	37324
		Total For Check 37324		291.20	
Check 37325					
201-522.01-55090	SEWER SYSTEMS REPAIRS	UNIFIRST CORPORATION	DPW CLEANING SUPPLIES	36.50	37325
201-522.01-55090	SEWER SYSTEMS REPAIRS	UNIFIRST CORPORATION	DPW CLEANING ITEMS	37.69	37325
201-522.01-55090	SEWER SYSTEMS REPAIRS	UNIFIRST CORPORATION	DPW CLEANING SUPPLIES	46.10	37325

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37325					
201-522.01-55090	SEWER SYSTEMS REPAIRS	UNIFIRST CORPORATION	DPW CLEANING SUPPLIES	36.50	37325
		Total For Check 37325		156.79	
Check 37326					
101-520.21-54080	INFORMATION SERVICES	VERIZON WIRELESS	DATA CHARGES	40.01	37326
		Total For Check 37326		40.01	
Check 37327					
101-520.19-55060	BUILDINGS	VILLAGE HARDWARE INC	CORNER BRACES	4.48	37327
101-520.20-55070	VEHICLES	VILLAGE HARDWARE INC	SQUAD MAINTENANCE	5.39	37327
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	15.97	37327
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	10.47	37327
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	3.73	37327
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	12.37	37327
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	14.99	37327
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	51.26	37327
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	18.89	37327
101-522.52-55020	OTHER EQUIPMENT	VILLAGE HARDWARE INC	DPW MATERIALS	17.70	37327
101-522.53-53190	OTHER SUPPLIES AND EXPENSE	VILLAGE HARDWARE INC	DPW MATERIALS	7.63	37327
101-522.53-53190	OTHER SUPPLIES AND EXPENSE	VILLAGE HARDWARE INC	DPW MATERIALS	44.99	37327
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	28.31	37327
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	8.09	37327
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	14.24	37327
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	21.84	37327
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	40.40	37327
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	32.39	37327
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	85.33	37327
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE HARDWARE INC	DPW MATERIALS	87.27	37327
201-522.01-55090	SEWER SYSTEMS REPAIRS	VILLAGE HARDWARE INC	DPW MATERIALS	7.64	37327
		Total For Check 37327		533.38	
Check 37330					
101-522.52-55020	OTHER EQUIPMENT	VILLAGE OUTDOOR LIVING	DPW MATERIALS	259.25	37330
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE OUTDOOR LIVING	DPW MATERIALS	22.45	37330
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE OUTDOOR LIVING	DPW MATERIALS	23.37	37330
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE OUTDOOR LIVING	DPW - FLOWERS	14.00	37330
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE OUTDOOR LIVING	DPW MATERIALS	17.98	37330
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE OUTDOOR LIVING	DPW MATERIALS	13.00	37330
101-522.55-53130	OTHER ROAD MATERIAL	VILLAGE OUTDOOR LIVING	DPW MATERIALS	11.69	37330
		Total For Check 37330		361.74	
Check 37331					
101-000.00-45101	COURT FINES AND COSTS	WAUWATOSA P D	BAIL FOR KAYLA DANELLA THOMPSON	80.00	37331
		Total For Check 37331		80.00	
Check 37332					
101-518.12-54060	UTILITIES	WE ENERGIES	UTILITY BILLS	3,981.30	37332
101-518.12-54060	UTILITIES	WE ENERGIES	UTILITY BILLS	215.18	37332
101-518.12-54060	UTILITIES	WE ENERGIES	UTILITY BILLS	18.27	37332
101-518.12-54060	UTILITIES	WE ENERGIES	UTILITY BILLS	17.33	37332
101-522.53-54060	UTILITIES	WE ENERGIES	UTILITY BILLS	1,134.42	37332
101-522.53-54180	HEAT - FUEL	WE ENERGIES	UTILITY BILLS	41.17	37332
101-522.59-54060	UTILITIES	WE ENERGIES	UTILITY CHARGES	108.29	37332

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Check 37332					
		Total For Check 37332		5,515.96	
Check 37333					
101-000.00-45101	COURT FINES AND COSTS	WEST ALLIS MUNICIPAL COUR	BAIL FOR LARON ROBINSON	139.00	37333
101-000.00-45101	COURT FINES AND COSTS	WEST ALLIS MUNICIPAL COUR	BAIL FOR MONIQUE WILSON YOUNG	272.80	37333
		Total For Check 37333		411.80	
Check 37334					
102-000.00-21580	GARNISHMENT DEDUCTION PAYABLE	WISCONSIN SCTF	FAMILY SUPPORT	1,244.33	37334
		Total For Check 37334		1,244.33	
Check 37335					
101-518.06-54020	OTHER FEES	BUELOW VETTER BUIKEMA VLI	LEGAL SERVICES	2,528.50	37335
		Total For Check 37335		2,528.50	
Check 37336					
101-518.04-52160	MEETINGS, CONFERENCE, CONVENT	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	32.00	37336
101-518.06-52160	MEETINGS, CONFERENCE, CONVENT	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	(75.00)	37336
101-518.16-53010	OFFICE SUPPLIES	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	8.11	37336
101-518.16-54030	COMPUTER SERVICES & EXPENSES	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	7.00	37336
101-520.19-52120	UNIFORM ALLOWANCE	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	29.11	37336
101-520.19-52140	TRAINING AND EDUCATION	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	614.00	37336
101-520.19-53010	OFFICE SUPPLIES	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	315.53	37336
101-520.19-54020	OTHER FEES	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	17.40	37336
101-520.19-55060	BUILDINGS	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	28.72	37336
101-520.20-58150	LAB SUPPLIES	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	542.39	37336
101-520.21-54080	INFORMATION SERVICES	CARD MEMBER SERVICES	JUNE 2016 STATEMENT	90.00	37336
		Total For Check 37336		1,609.26	
Check 37337					
101-518.12-54070	TELEPHONE	EARTHLINK BUSINESS	PHONE SERVICE	480.23	37337
		Total For Check 37337		480.23	
Check 37338					
101-518.12-54060	UTILITIES	GLENDALE WATER UTILITY	WATER BILLINGS	452.82	37338
101-518.12-54060	UTILITIES	GLENDALE WATER UTILITY	WATER BILLINGS	444.23	37338
101-522.53-54060	UTILITIES	GLENDALE WATER UTILITY	WATER BILLINGS	2,115.68	37338
		Total For Check 37338		3,012.73	
Check 37339					
101-000.00-45101	COURT FINES AND COSTS	GREENFIELD POLICE	BAIL FOR KATRINA VIVIANS	703.60	37339
		Total For Check 37339		703.60	
Check 37340					
249-520.20-55070	VEHICLES	HEISER FORD-GLENDALE	EXTENDED WARRANTIES FOR SQUADS 2,5 AND	4,110.00	37340
		Total For Check 37340		4,110.00	
Check 37341					
416-540.40-58031	BENDER RECREATION PARK	J. FLEISCHMAN ADVERTISING	GROUND BREAKING AWARD	2,322.51	37341
		Total For Check 37341		2,322.51	
Check 37342					
101-000.00-45101	COURT FINES AND COSTS	LEADER TOWING & TRANSPORT	16-7680	125.00	37342
101-000.00-45101	COURT FINES AND COSTS	LEADER TOWING & TRANSPORT	16-7792	150.00	37342
		Total For Check 37342		275.00	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37343					
101-000.00-45101	COURT FINES AND COSTS	MILW CNTY CL COURTS	BAIL FOR NICHOLAS GAUSS	400.00	37343
101-000.00-45101	COURT FINES AND COSTS	MILW CNTY CL COURTS	BAIL FOR JASMINE BOYD	219.00	37343
		Total For Check 37343		619.00	
Check 37344					
101-000.00-45101	COURT FINES AND COSTS	ST FRANCIS P D	BAIL FOR GERARDO SEGUNDO-GONZALEZ	439.00	37344
		Total For Check 37344		439.00	
Check 37345					
101-522.52-53170	GAS, OIL, LUBRICANTS, TIRES	WEX BANK	MOBIL FUEL BILL JUNE 2016	6,151.44	37345
		Total For Check 37345		6,151.44	
Check 37346					
101-000.00-46124	C I B FEES	WISCONSIN DEPT OF JUSTICE-	LICENSE CHECKS	511.00	37346
		Total For Check 37346		511.00	
Check 37347					
101-520.21-54080	INFORMATION SERVICES	U S CELLULAR INC	DATA CHARGES	2,000.00	37347
		Total For Check 37347		2,000.00	
Check 37348					
101-522.62-54020	OTHER FEES	ADVANCED DISPOSAL	JUNE 2016 BILLING	37,561.11	37348
221-522.63-54150	CONTRACTUAL SERVICES	ADVANCED DISPOSAL	JUNE 2016 BILLING	11,051.16	37348
222-522.64-54150	CONTRACTUAL SERVICES	ADVANCED DISPOSAL	JUNE 2016 BILLING	9,321.78	37348
250-522.57-54150	CONTRACTUAL SERVICES	ADVANCED DISPOSAL	JUNE 2016 BILLING	465.98	37348
		Total For Check 37348		58,400.03	
Check 37349					
101-000.00-45101	COURT FINES AND COSTS	BURGESS, TRINA	REFUND TAX INTERCEPT OVERPAYMENT	129.20	37349
		Total For Check 37349		129.20	
Check 37350					
101-518.16-54030	COMPUTER SERVICES & EXPENSES	CDW GOVERNMENT	APC SMART UPS	763.67	37350
		Total For Check 37350		763.67	
Check 37351					
102-000.00-21580	GARNISHMENT DEDUCTION PAYABLE	CHAPTER 13 TRUSTEE	GARNISHMENT WILSON 15-30354-BEH	200.00	37351
		Total For Check 37351		200.00	
Check 37352					
101-000.00-20029	Invoice for overpayment creation	GRK Services,LLC	BD Payment Refund	14.00	37352
		Total For Check 37352		14.00	
Check 37353					
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW SHOP PARTS	36.34	37353
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW SHOP PARTS	27.86	37353
101-522.52-55020	OTHER EQUIPMENT	HUMPHREY SERVICE PARTS INC	DPW SHOP PARTS	16.72	37353
		Total For Check 37353		80.92	
Check 37354					
102-000.00-21570	DEFERRED COMPENSATION	ICMA RETIREMENT TRUST 457	DEF COMP CONTRIBUTION	1,225.00	37354
		Total For Check 37354		1,225.00	
Check 37355					
101-520.21-54080	INFORMATION SERVICES	ID NETWORKS	ANNUAL SERVICE MAINTENANCE FEE	4,495.00	37355

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37355					
		Total For Check 37355		4,495.00	
Check 37356					
101-520.19-53190	OTHER SUPPLIES AND EXPENSE	IRON MOUNTAIN SECURE SHREI	SECURE SHREDDING	156.22	37356
		Total For Check 37356		156.22	
Check 37357					
101-000.00-45101	COURT FINES AND COSTS	LEADER TOWING & TRANSPORT	VOLVO S380	100.00	37357
		Total For Check 37357		100.00	
Check 37358					
101-000.00-45101	COURT FINES AND COSTS	MILW CNTY CLERK CIRCUIT CC	BAIL FOR EVAN A NICOUD	450.00	37358
		Total For Check 37358		450.00	
Check 37359					
101-518.01-54050	NOTICES AND PUBLICATIONS	MILWAUKEE JOURNAL SENTINEI	PUBLICATION FEES	647.68	37359
101-518.01-54050	NOTICES AND PUBLICATIONS	MILWAUKEE JOURNAL SENTINEI	PUBLICATION FEES	355.50	37359
		Total For Check 37359		1,003.18	
Check 37360					
102-000.00-21570	DEFERRED COMPENSATION	NO SHORE BANK FSB	DEF COMP CONTRIBUTION	4,007.84	37360
		Total For Check 37360		4,007.84	
Check 37361					
101-518.07-53190	OTHER SUPPLIES AND EXPENSE	QUALITY RUBBER STAMP	NAME PLATES	8.95	37361
101-518.16-53190	OTHER SUPPLIES AND EXPENSE	QUALITY RUBBER STAMP	NAME PLATES	29.90	37361
		Total For Check 37361		38.85	
Check 37362					
101-000.00-45101	COURT FINES AND COSTS	REED, CHASNEY	REFUND TAX INTERCEPT OVERPAYMENT	373.00	37362
		Total For Check 37362		373.00	
Check 37363					
101-520.27-54150	CONTRACTUAL SERVICES	SAFEBUILT INC WI	PLAN REVIEW SERVICES - JUNE 2016	810.00	37363
101-520.27-54150	CONTRACTUAL SERVICES	SAFEBUILT INC WI	BUILDING PERMITS JUNE 2016	16,903.20	37363
		Total For Check 37363		17,713.20	
Check 37364					
101-518.06-53190	OTHER SUPPLIES AND EXPENSE	STAPLES ADVANTAGE	SUPPLIES	10.48	37364
101-518.12-53050	HOUSEKEEPING AND JANITORIAL	STAPLES ADVANTAGE	SUPPLIES	8.89	37364
101-518.16-53010	OFFICE SUPPLIES	STAPLES ADVANTAGE	SUPPLIES	89.56	37364
101-522.51-53010	OFFICE SUPPLIES	STAPLES ADVANTAGE	SUPPLIES	20.48	37364
		Total For Check 37364		129.41	
Check 37365					
101-518.16-54030	COMPUTER SERVICES & EXPENSES	TIME WARNER CABLE INC	INTERNET ACCESS	105.55	37365
		Total For Check 37365		105.55	
Check 37366					
101-520.19-52140	TRAINING AND EDUCATION	WAUKESHA CO. TECHNICAL COI	TRAINING FOR LYNCH AND PURTELL	70.00	37366
		Total For Check 37366		70.00	
Check 37367					
101-000.00-45101	COURT FINES AND COSTS	WI DEPT OF REVENUE	TAX INTERCEPT RECALL	82.23	37367

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37367					
		Total For Check 37367		82.23	
Check 37368					
102-000.00-21580	GARNISHMENT DEDUCTION PAYABLE	WISCONSIN SCTF	FAMILY SUPPORT	1,244.33	37368
		Total For Check 37368		1,244.33	
Check 37369					
102-000.00-21580	GARNISHMENT DEDUCTION PAYABLE	WISCONSIN SCTF	R&D FEES	65.00	37369
		Total For Check 37369		65.00	
Check 37370					
101-518.06-54020	OTHER FEES	AURORA EAP	EMPLOYEE ASSISTANCE PROGRAM	319.50	37370
		Total For Check 37370		319.50	
Check 37371					
101-520.27-54150	CONTRACTUAL SERVICES	BIRCHWOOD SNOW & LANDSCAPI	6946 N. ARDARA AVE - CUT & TRIM LAWN	418.76	37371
101-520.27-54150	CONTRACTUAL SERVICES	BIRCHWOOD SNOW & LANDSCAPI	5517 N. BETHMAUR LN. - CUT & TRIM LAWN	592.50	37371
101-520.27-54150	CONTRACTUAL SERVICES	BIRCHWOOD SNOW & LANDSCAPI	4616 N. RIVER PARK BLVD. - CUT & TRIM	828.00	37371
101-520.27-54150	CONTRACTUAL SERVICES	BIRCHWOOD SNOW & LANDSCAPI	5251 N. 26TH ST. - CUT & TRIM LAWN	637.50	37371
101-520.27-54150	CONTRACTUAL SERVICES	BIRCHWOOD SNOW & LANDSCAPI	1018 W. GLENDALE AVE. - CUT & TRIM LAWN	740.00	37371
101-520.27-54150	CONTRACTUAL SERVICES	BIRCHWOOD SNOW & LANDSCAPI	1633 W. BENDER RD. - CUT & TRIM LAWN	1,064.00	37371
101-520.27-54150	CONTRACTUAL SERVICES	BIRCHWOOD SNOW & LANDSCAPI	625 W. MONTCLAIRE AVE. - CUT & TRIM LAW	827.00	37371
		Total For Check 37371		5,107.76	
Check 37372					
247-518.16-58120	JULY 4TH CELEBRATION	BRILLIANT DPI INC	4TH OF JULY PROGRAM PRINTING	4,673.95	37372
		Total For Check 37372		4,673.95	
Check 37373					
102-000.00-21531	SECTION 125 DENTAL INSURANCE	DELTA DENTAL PLAN OF WISC	DENTAL PREMIUMS	2,152.53	37373
248-524.41-56032	DENTAL INSURANCE	DELTA DENTAL PLAN OF WISC	DENTAL PREMIUMS	1,644.64	37373
		Total For Check 37373		3,797.17	
Check 37374					
102-000.00-21590	LONG TERM DISABILITY	HARTFORD, THE	LONG TERM DISABILITY	660.77	37374
		Total For Check 37374		660.77	
Check 37375					
101-522.53-53050	HOUSEKEEPING AND JANITORIAL	HOME DEPOT CREDIT SERVICES	HOME DEPOT BILL JULY 2016	248.00	37375
101-522.55-53130	OTHER ROAD MATERIAL	HOME DEPOT CREDIT SERVICES	HOME DEPOT BILL JULY 2016	273.13	37375
		Total For Check 37375		521.13	
Check 37376					
101-000.00-45101	COURT FINES AND COSTS	JRS HOLDING INC	RESTITUTION 2-22-10	50.00	37376
		Total For Check 37376		50.00	
Check 37377					
101-000.00-45101	COURT FINES AND COSTS	KOHLS CORPORATE LOSSPREVEN	RESTITUTION	20.00	37377
		Total For Check 37377		20.00	
Check 37378					
101-000.00-45101	COURT FINES AND COSTS	MILW CNTY CL COURTS	BAIL FOR DEVON MONTGOMERY	150.00	37378
		Total For Check 37378		150.00	
Check 37379					
101-000.00-45101	COURT FINES AND COSTS	MILW CNTY CLERK CIRCUIT CC	BAIL FOR UNIQUE SANTAE WALKER	500.00	37379

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 37379					
		Total For Check 37379		500.00	
Check 37380					
101-000.00-45101	COURT FINES AND COSTS	SPORTS AUTHORITY	RESTITUTION	30.00	37380
		Total For Check 37380		30.00	
Check 37381					
416-540.40-58024	EDWARD LN	UPI LLC	EDWARD LANE	352,367.82	37381
		Total For Check 37381		352,367.82	
Check 37382					
101-518.03-52160	MEETINGS, CONFERENCE, CONVENT	UW-GREEN BAY OUTREACH	WGFOA FALL CONFERENCE REGISTRATION	110.00	37382
		Total For Check 37382		110.00	
Check 37383					
101-518.12-54060	UTILITIES	WE ENERGIES	ENERGY CHARGES	17.20	37383
101-522.59-54060	UTILITIES	WE ENERGIES	UTILITY CHARGES	11,224.65	37383
101-522.59-54060	UTILITIES	WE ENERGIES	UTILITY CHARGES	1,245.24	37383
101-522.59-54060	UTILITIES	WE ENERGIES	UTILITY CHARGES	103.63	37383
		Total For Check 37383		12,590.72	
Check 37384					
416-540.40-58031	BENDER RECREATION PARK	WISCONSIN DEPT OF NATURAL	PLAN MODIFICATION - CLOSURE - PHASE 3	2,200.00	37384
		Total For Check 37384		2,200.00	
Check 933					
102-000.00-10003	BMO BANK PAYROLL	BMO HARRIS BANK	PAYROLL DEPOSIT	130,980.57	933
		Total For Check 933		130,980.57	
Check 934					
101-000.00-20123	SECTION #125 MEDICAL REIMB	DIVERSIFIED BENEFIT SERVIC	FLEXIBLE SPENDING REIMBURSEMENT	350.00	934
		Total For Check 934		350.00	
Check 935					
102-000.00-21511	FEDERAL TAX WITHHOLDING	EFTPS	FEDERAL TAX DEPOSIT	22,679.67	935
102-000.00-21513	SOCIAL SECURITY WITHHOLDING	EFTPS	FEDERAL TAX DEPOSIT	25,658.82	935
102-000.00-21514	MEDICARE WITHHOLDING	EFTPS	FEDERAL TAX DEPOSIT	6,000.72	935
		Total For Check 935		54,339.21	
Check 936					
102-000.00-21570	DEFERRED COMPENSATION	VOYA RETIREMENT INS/ANNUIT	DEF COMP CONTRIBUTION	1,500.00	936
		Total For Check 936		1,500.00	
Check 937					
102-000.00-21570	DEFERRED COMPENSATION	WISCONSIN DEFERRED COMP	DEF COMP CONTRIBUTION	3,900.00	937
		Total For Check 937		3,900.00	
Check 938					
102-000.00-21580	GARNISHMENT DEDUCTION PAYABLE	WISCONSIN DEPT OF REVENUE	GARNISHMENT MATHIS	55.00	938
		Total For Check 938		55.00	
Check 939					
102-000.00-21512	STATE TAX WITHHOLDING	WISCONSIN DEPT. OF REV. EI	STATE WITHHOLDING	9,986.67	939
		Total For Check 939		9,986.67	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF GLENDALE
EXP CHECK RUN DATES 07/01/2016 - 07/31/2016
BOTH JOURNALIZED AND UNJOURNALIZED PAID
BANK CODE: 1

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 940					
102-000.00-10003	BMO BANK PAYROLL	BMO HARRIS BANK	PAYROLL DEPOSIT	142,078.39	940
		Total For Check 940		142,078.39	
Check 941					
102-000.00-21511	FEDERAL TAX WITHHOLDING	EFTPS	FEDERAL TAX DEPOSIT	26,066.24	941
102-000.00-21513	SOCIAL SECURITY WITHHOLDING	EFTPS	FEDERAL TAX DEPOSIT	27,704.86	941
102-000.00-21514	MEDICARE WITHHOLDING	EFTPS	FEDERAL TAX DEPOSIT	6,479.42	941
		Total For Check 941		60,250.52	
Check 942					
102-000.00-21530	SECTION 125 HEALTH INSURANCE	EMPLOYEE TRUST FUNDS-INSUF	HEALTH INSURANCE	92,131.98	942
102-000.00-21530	SECTION 125 HEALTH INSURANCE	EMPLOYEE TRUST FUNDS-INSUF	HEALTH INSURANCE	13,110.85	942
702-000.00-22004	HEALTH INSURANCE - RETIREE	EMPLOYEE TRUST FUNDS-INSUF	HEALTH INSURANCE	56,865.47	942
		Total For Check 942		162,108.30	
Check 943					
102-000.00-21570	DEFERRED COMPENSATION	VOYA RETIREMENT INS/ANNUI1	DEF COMP CONTRIBUTION	1,500.00	943
		Total For Check 943		1,500.00	
Check 944					
102-000.00-21570	DEFERRED COMPENSATION	WISCONSIN DEFERRED COMP	DEF COMP CONTRIBUTION	3,900.00	944
		Total For Check 944		3,900.00	
Check 945					
102-000.00-21580	GARNISHMENT DEDUCTION PAYABLE	WISCONSIN DEPT OF REVENUE	GARNISHMENT MATHIS	55.00	945
		Total For Check 945		55.00	
Check 946					
102-000.00-21512	STATE TAX WITHHOLDING	WISCONSIN DEPT. OF REV. EF	STATE TAX DEPOSIT	11,031.72	946
		Total For Check 946		11,031.72	
Check 947					
101-000.00-11001	TEMPORARY CASH INVESTMENTS	BMO HARRIS BANK	FUNDS TRANSFER TO MONEY MARKET ACCOUNT	5,000,000.00	947
		Total For Check 947		5,000,000.00	
Check 948					
101-000.00-11001	TEMPORARY CASH INVESTMENTS	BMO HARRIS BANK	PURCHASE $2,000,000 FNMA #3136G3XY6	2,000,000.00	948
		Total For Check 948		2,000,000.00	
Check 949					
101-000.00-20123	SECTION #125 MEDICAL REIMB	DIVERSIFIED BENEFIT SERVIC	FLEXIBLE SPENDING REIMBURSEMENT	573.06	949
		Total For Check 949		573.06	
Check 950					
102-000.00-21520	RETIREMENT WITHHOLDING	WISCONSIN RETIREMENT FUND	JUNE WISCONSIN RETIREMENT	64,751.09	950
		Total For Check 950		64,751.09	
Check 951					
101-000.00-11001	TEMPORARY CASH INVESTMENTS	BMO HARRIS BANK	FUNDS TRANSFER TO MONEY MARKET ACCOUNT	1,000,000.00	951
		Total For Check 951		1,000,000.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #

Fund Totals:

Fund 101 GENERAL FUND	8,130,187.18
Fund 102 PAYROLL CLEARIN	608,618.17
Fund 201 SEWER UTILITY	164.43
Fund 221 RECYCLING FUND	11,051.16
Fund 222 YARD WASTE FUNI	9,321.78
Fund 246 CONTRIB HUMANE	5,958.10
Fund 247 GLENDALE DAYS I	4,673.95
Fund 248 HEALTH & HUMAN	1,644.64
Fund 249 PUBLIC SAFETY (	15,360.00
Fund 250 STORM WATER UTI	2,590.98
Fund 416 2016 PROGRAM FU	356,890.33
Fund 478 TIF 8 BAYSHORE	4,775.00
Fund 701 TAX ROLL FUND	92.69
Fund 702 RETIREE HEALTH-	56,865.47
Total For All Funds:	9,208,193.88