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

AGENDA - COMMON COUNCIL MEETING- ****AMENDED 8-4-16****

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 remodeling 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.
   d) Resolution authorizing the submittal of application for 2017 Community Development Block Grant.

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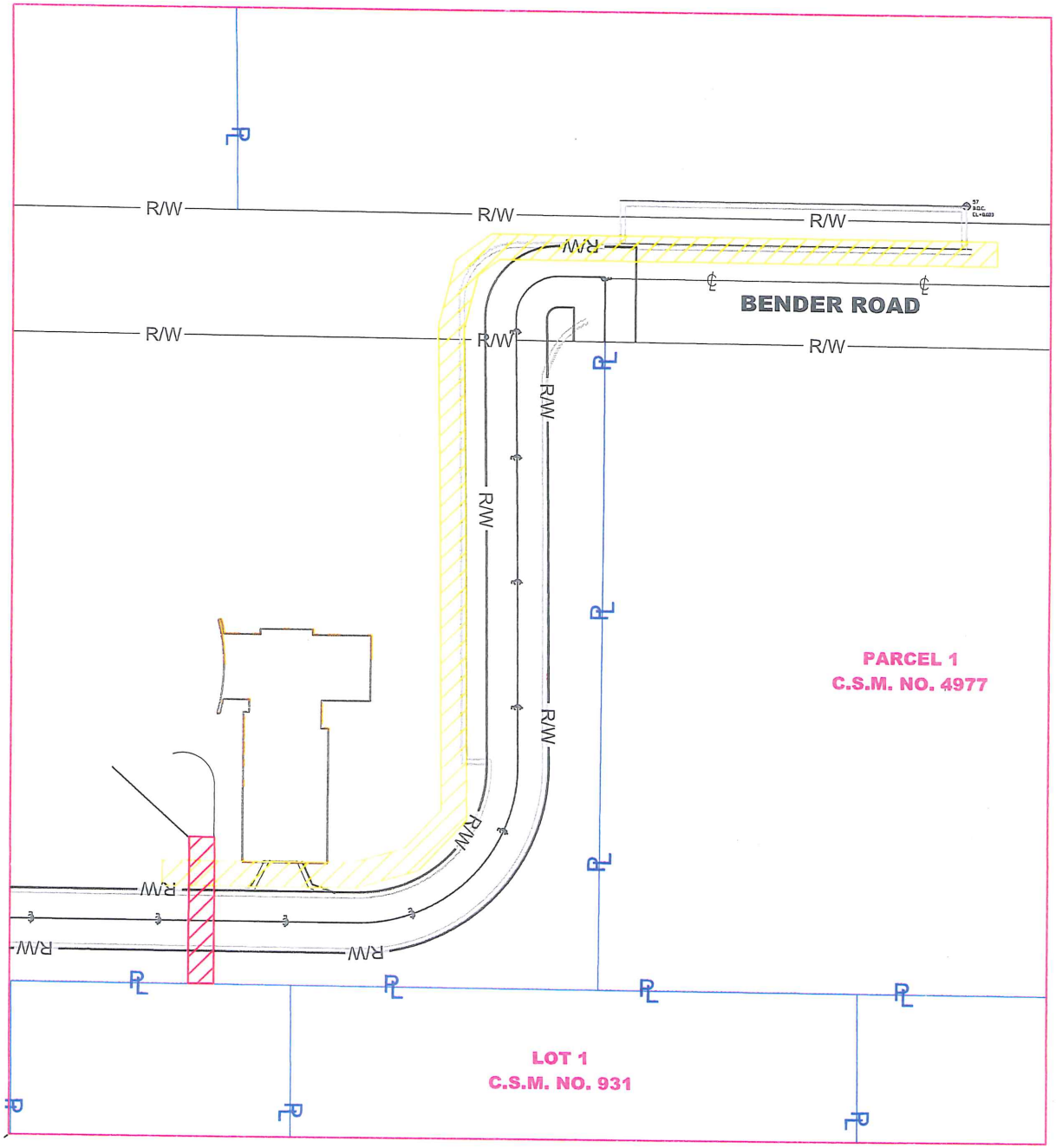
This instrument was drafted by Todd Miller on behalf of Wisconsin Electric Power Company, PO Box 2046, Milwaukee, Wisconsin 53201-2046.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BENDER ROAD
PARCEL 1
C.S.M. NO. 4977
LOT 1
C.S.M. NO. 931

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

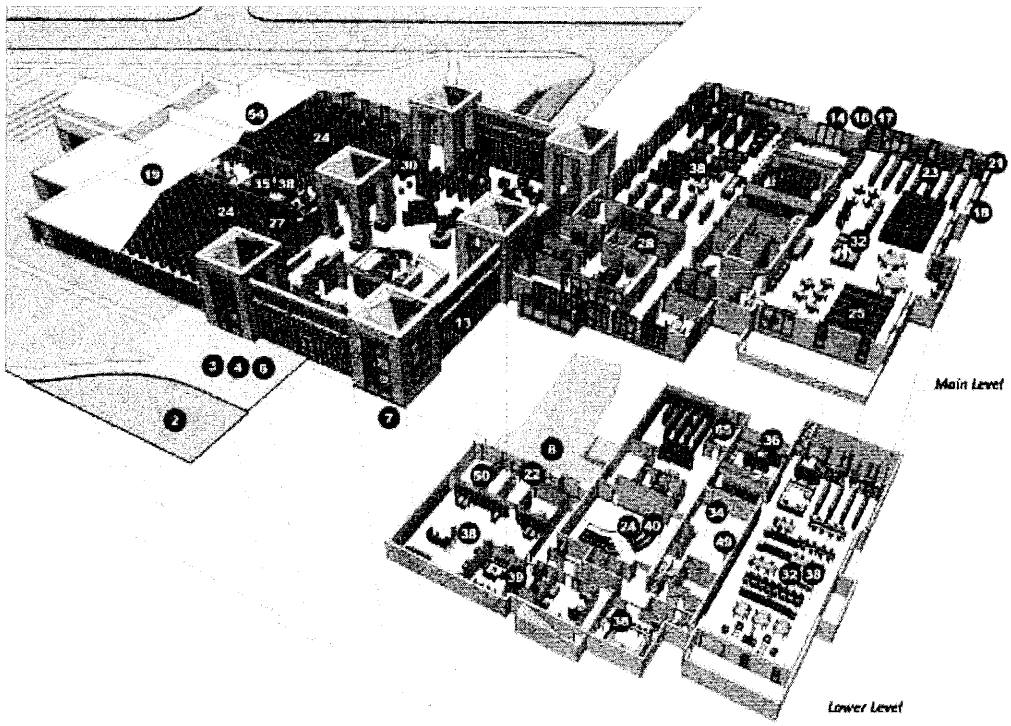
- **A minimum of five completed written building programs** – Himmel & Wilson has completed dozens of written building programs for libraries ranging in size from under 6,000 square feet to over 70,000 square feet. A recent sample building program for the Haverford Township Library in Havertown, Pennsylvania 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:

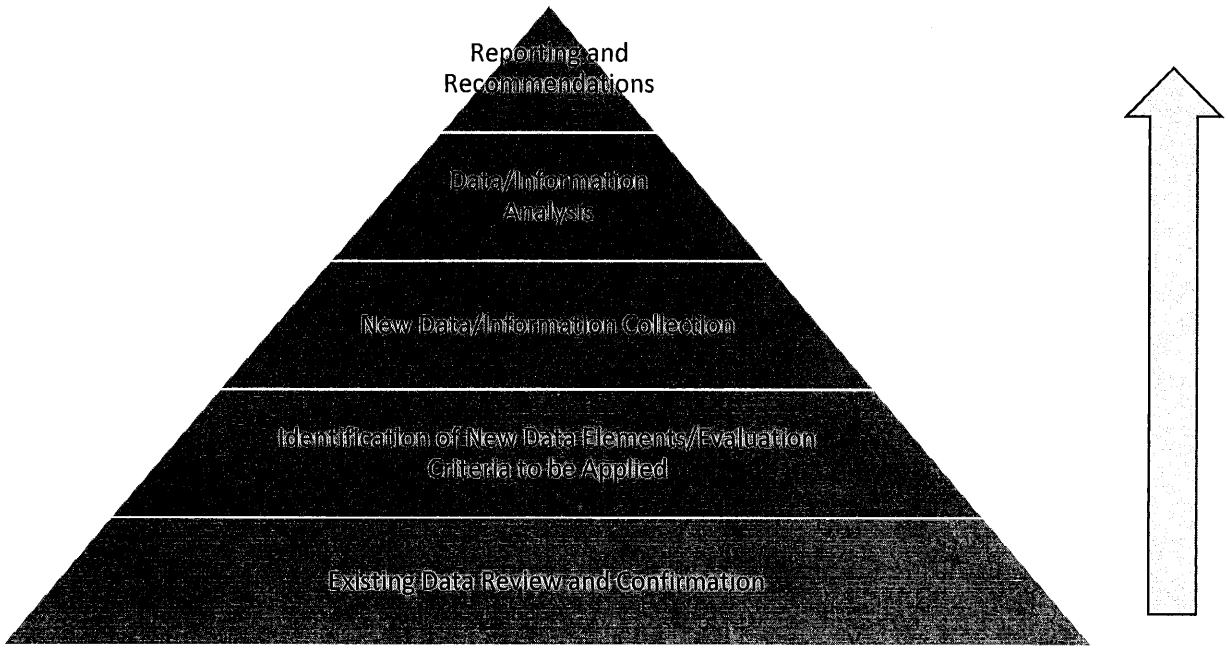
> Traditional public library space needs planning has been highly dependent upon "formulaic" approaches based on service population and collection size. While this approach has served communities well for decades, changes in technology, community dynamics and service delivery mechanisms are beginning 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

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## 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

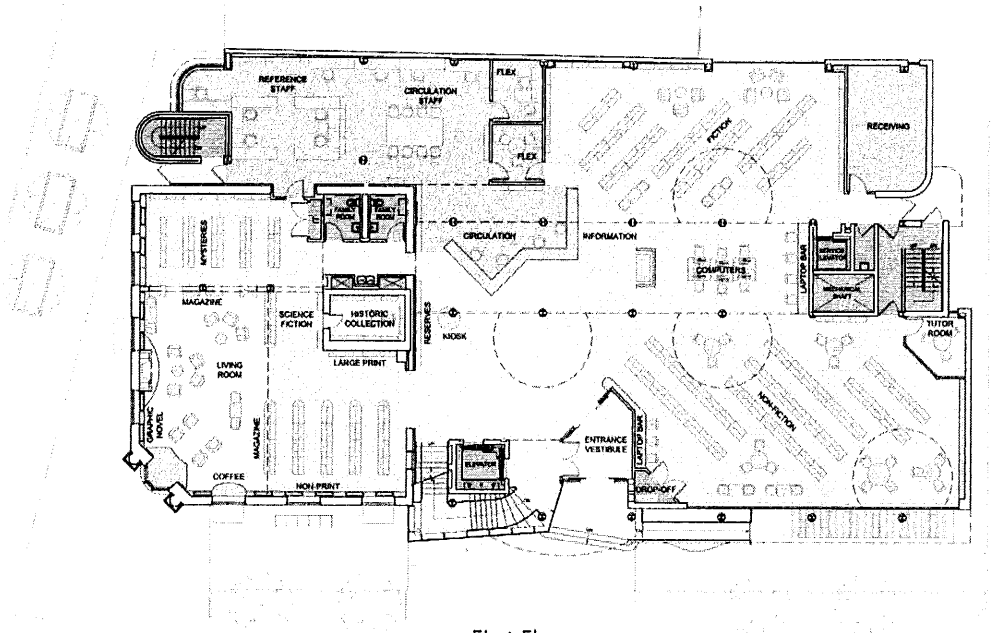
**Owner's Representative**
Christine Faris, Director
Haverford Township Free Library
1601 Darby Road
Havertown, PA 19083
Phone: 610.446-3082 ext 213
faris@haverfordlibrary.org

**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

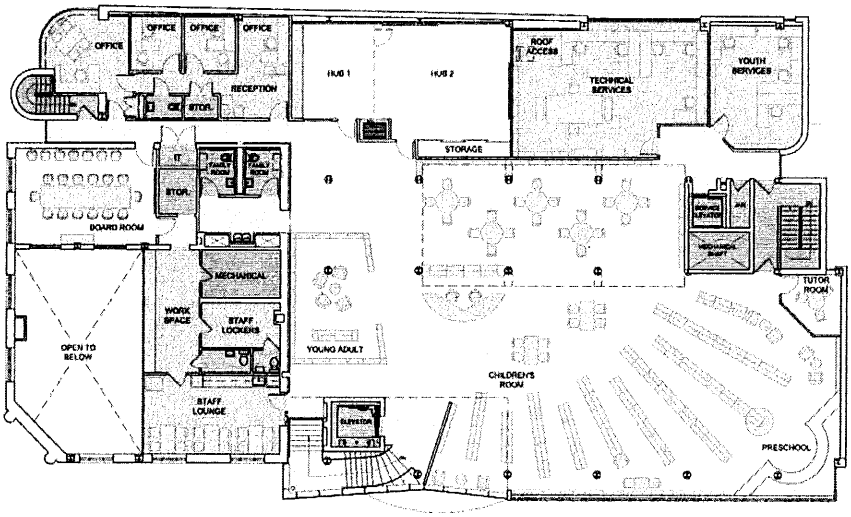
**Project Team**
Casaccio-Yu Architects
Himmel & Wilson, Library Consultants




First Floor

haverfordtownship free library

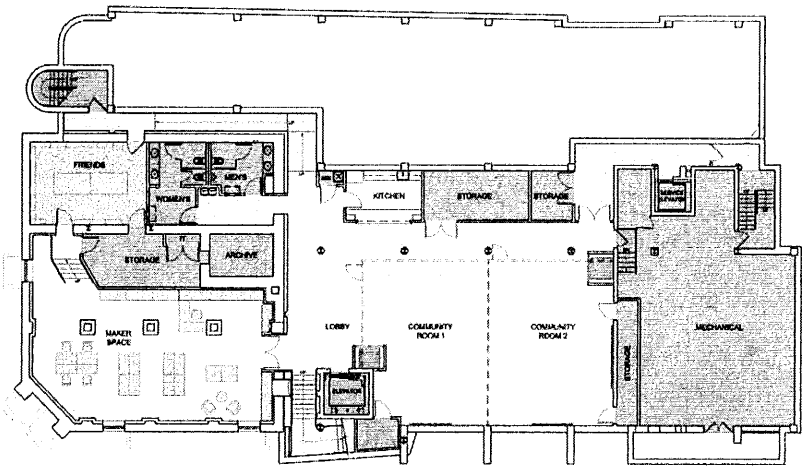
CASACCIO ARCHITECTS YU
Mission Driven Design
© Casaccio Yu Architects LLC 2016




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

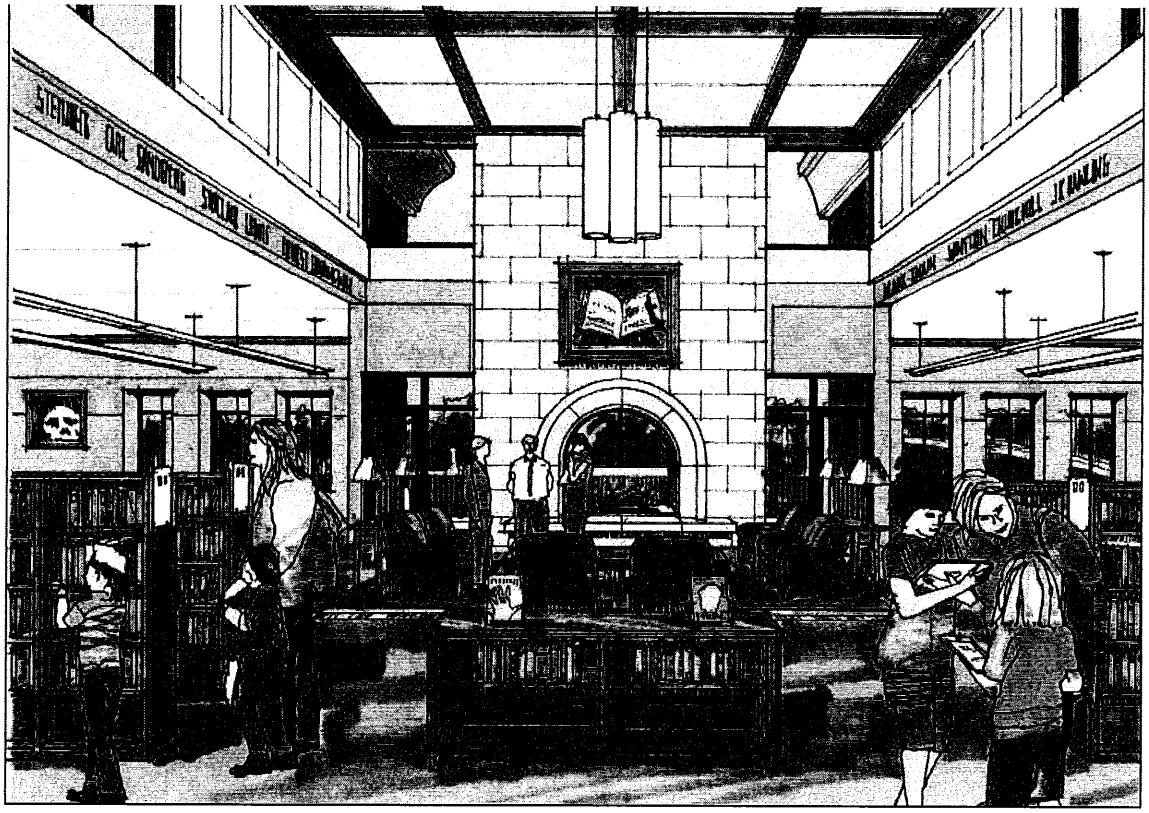
**Date of Completion**
Assessment and facility planning took place in 2013. The local funding component has been approved and is in place and the library's application for the Illinois Public Library Construction Act Grant has been accepted. The project is now awaiting an appropriation at the State level (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

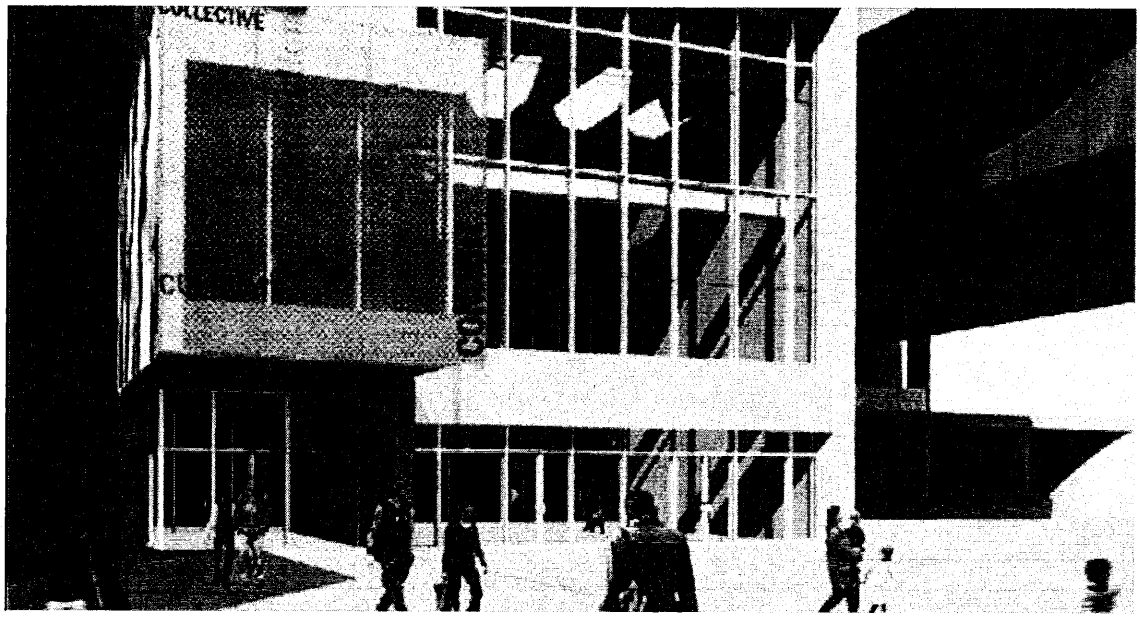
**Date of Completion**
Construction of Phase I (new entry/gateway and relocation of circulation services) is now underway

**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.

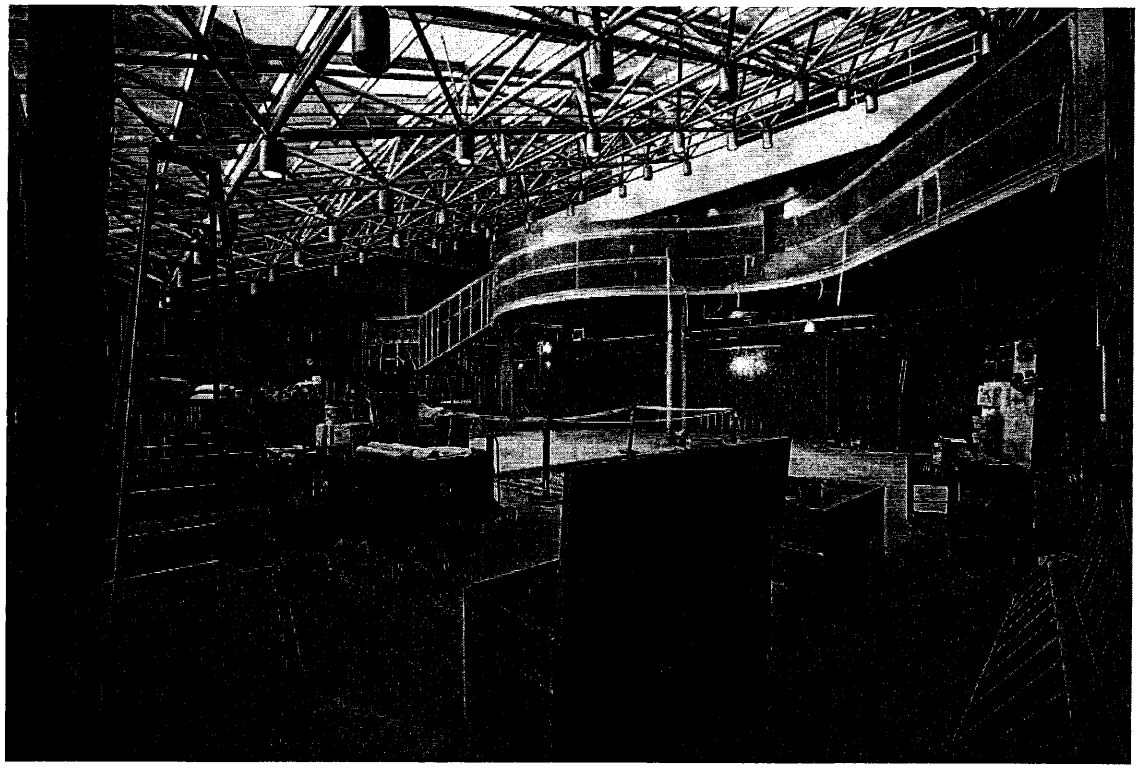
**Project Construction Cost**
Phase I: $10 million

**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<br>Milwaukee, WI 53211** |
| **SUBJECT PROPERTY ADDRESS:** | **6789-6799 N. Green Bay Avenue<br>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

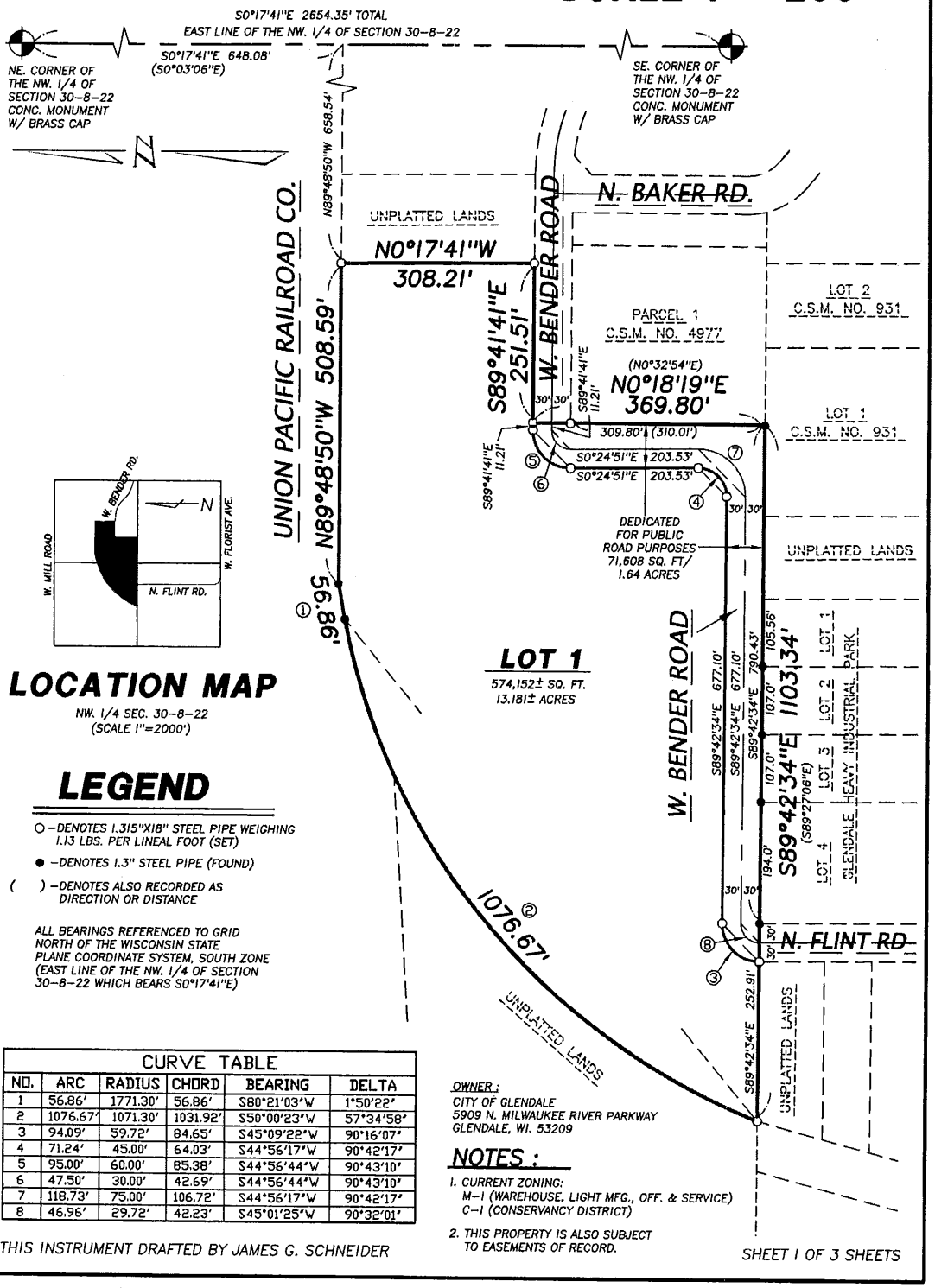
# CERTIFIED SURVEY MAP NO. _____

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

Agenda

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<br>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<br>Deliverable: recruitment report | week 9 |
| Selection of candidate finalists by Council; additional background and reference checks, report preparation and presentation<br>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

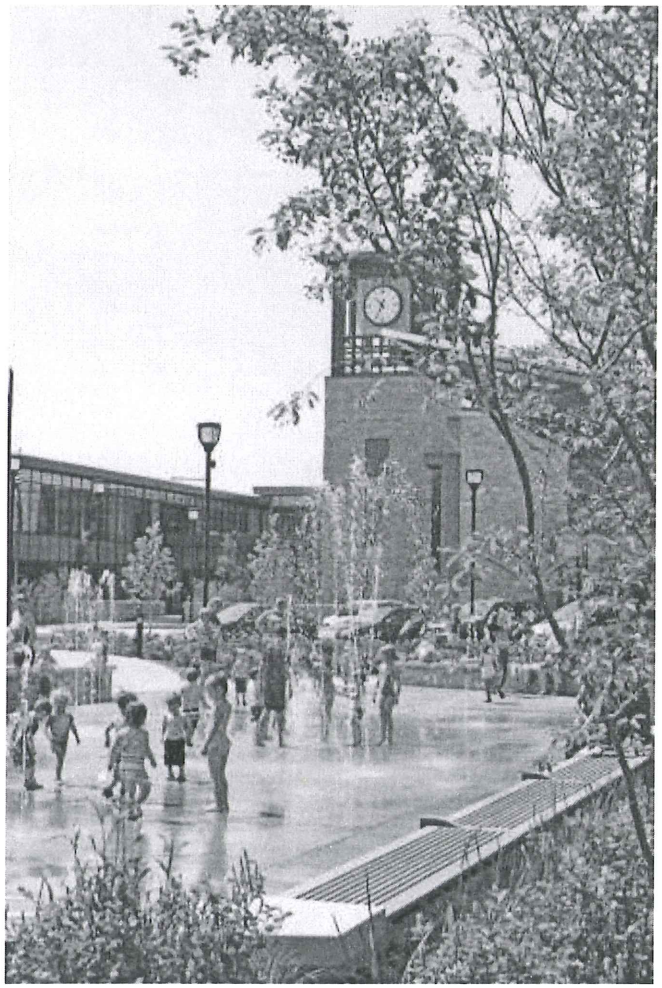
WISCONSIN

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*

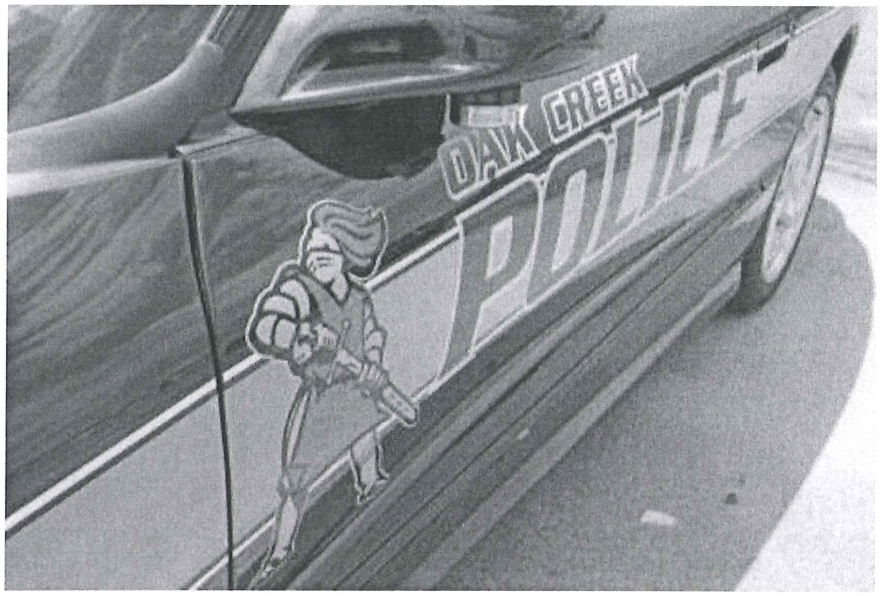
The incoming City Administrator will be faced with a number of challenges and opportunities that are not uncommon for a local unit of government in today's environment. They include:

- 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

6d | 8-8-16

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

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**RESOLUTION NO: 16-12**

**A RESOLUTION AUTHORING SUBMITTAL OF APPLICATION FOR 2017 COMMUNITY DEVELOPMENT BLOCK GRANT**

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

**WHEREAS**, the City of Glendale is currently working on plans for a joint recreational facility with Nicolet High School, and

**WHEREAS**, as part of the City's plan there will be a Richard E. Maslowski Community Park that includes a Universal Playground, Veteran's Memorial, Community Pavilion/Amphitheater, athletic playing fields, walkways and parking that will serve all Glendale citizens.

**NOW, THEREFORE, BE IT RESOLVED,** by the Common Council of the City of Glendale, Milwaukee County, Wisconsin – that City staff are hereby authorized to submit the application for 2017 Community Development Block Grant in the amount of $25,793 to partially fund the furnish and install ADA elements for the Richard E. Maslowski Community Park.

**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 L. Couillard
City Clerk

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
BOTH JOURNALIZED AND UNJOURNALIZED PAID
BANK CODE: 1



| 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 | |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF GLENDALE
EXP CHECK RUN DATES 08/08/2016 - 08/08/2016
BOTH JOURNALIZED AND UNJOURNALIZED PAID
BANK CODE: 1

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---|---|---|---|---|
| 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 | | | | | |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF GLENDALE
EXP CHECK RUN DATES 08/08/2016 - 08/08/2016
BOTH JOURNALIZED AND UNJOURNALIZED PAID
BANK CODE: 1

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---|---|---|---|---|
| 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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| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---|---|---|---|---|
| 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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| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---|---|---|---|---|
| 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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| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---|---|---|---|---|
| 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 |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---|---|---|---|---|
| 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 |

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|---|---|---|---|---|
| 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 | |

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 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 | |

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EXP CHECK RUN DATES 07/01/2016 - 07/31/2016
BOTH JOURNALIZED AND UNJOURNALIZED PAID
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| 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 |