



AGENDA
VILLAGE BOARD MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS WISCONSIN
MAY 21, 2015
7:30P.M.

1. Call to Order/ Roll Call
2. Verification of Compliance With Open Meeting Law
3. Pledge of Allegiance
4. REPORTS/UPDATES
 - a. Results of 2014 Financial Audit – Kerber Rose
 - b. Proposed landfill at 609 Scenic Road – Village Administrator
5. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding ITEMS ON THE AGENDA ONLY. Public comments are not a public hearing and are typically a one way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the President.)
6. CONSENT AGENDA
 - a. Vouchers for Payment
 - b. Treasurer’s Report
 - c. Meeting Minutes:
 - i. April 16, 2015 – Regular Meeting
 - d. New Operator Licenses
 - e. Resolutions honoring Eagle Scouts, R2015-5-1 thru R2015-5-4
7. DISCUSSION/ACTION ITEMS
 - a. Discussion/Action regarding the adoption of the 2016-2020 Capital Improvement Program
 - b. Discussion/Action regarding the recommendation of the Richfield Volunteer Fire Company to hire MSI General for the development of architectural plans – Fire Station No. 1, Heritage Park
 - c. Discussion/Action regarding appointments to Boards and Commissions:

1. Administrative Review Board	4. Park Commission
2. Architectural Review Board	5. Plan Commission
3. Board of Zoning Appeals	6. CIP Administrative Committee
 - d. Discussion/Action regarding a one-lot/outlot extraterritorial Certified Survey Map review in the Town of Polk, Tax Key: T9_106100D
 - e. Discussion/Action regarding a two-lot extraterritorial Certified Survey Map review in the Town of Polk, Tax Key: T9_1061 and T9_106100C
 - f. Discussion/Action regarding the creation of a one-lot Certified Survey Map, Tax Key: V10_1050 and V10_1051
 - g. Discussion/Action regarding the creation of a one-lot Certified Survey Map, Tax Key: V10_0486 and V10_048700A
 - h. Discussion/Action regarding a potential time change for future Village Board meetings
8. PUBLIC COMMENTS (...Continued)
9. CLOSED SESSION
 - a. Discussion/Action to enter into closed session pursuant to Section 19.85(1)(c) of the WI Stats.,- Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – *Personnel, Village Public Works Laborer*
 - b. Discussion /Action to enter into closed session under Wis. Stats. 19.85(1)(g) update from legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the governing body with respect to litigation in which it is or is likely to become involved.- *Richfield Investments, LLC*
 - c. Discussion /Action to enter into closed session under Wis. Stats. 19.85(1)(g) update from legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the governing body with respect to litigation in which it is or is likely to become involved.- *Scenic Pit LLC*
10. RECONVENE IN OPEN SESSION
 - a. Discussion/Action regarding matters address in Closed Session as outlined above
11. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village’s website at www.richfieldwi.gov. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk’s office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible.

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AFFIDAVIT OF POSTING

Pursuant to Sec. 985.02(2), Wis Stats., I, Kathleen Smith, being duly sworn, state as follows:

1. I am an adult resident of the State of Wisconsin, and I make this affidavit on personal knowledge.
2. I hereby certify that I posted a copy of the attached:

1) Press Release - 2015.5.15 RE: DNR Permit
2) Board of Zoning Appeals - 2015.5.18
3) Village Board Agenda - 2015.5.21

on 5/15/15 (date), 3:00 (time), at the Village posting locations, namely: on the outside bulletin board of the Village Hall located at 4128 Hubertus Road, Hubertus; on the outside bulletin board at the Hubertus Post Office located at 3695 Hubertus Road, Hubertus; on the outside bulletin board at the Richfield Post Office located at 1925 Hwy 175, Richfield; and on the outside bulletin board at the Colgate Post Office located at 3392 Hwy Q, Colgate.

Kathleen Smith
Signature

5/15/15
Date

Personally came before me this 15th day
of May, 2015.

Margaret M. Rannells
Notary Public, State of Wisconsin
My commission expires 9/25/16

I also certify that notice of such meeting(s) were sent via email to the West Bend Daily News, the Germantown Express News, the Hartford Times Press, and the Milwaukee Journal Sentinel.

Signature

Date

I further certify that a copy has been posted to the Village website www.richfieldwi.gov.

Signature

Date

4 a



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

4a

MEETING DATE: May 21, 2015

SUBJECT: 2014 Annual Financial Report
DATE SUBMITTED: May 15, 2015
SUBMITTED BY: KateLynn Schmitt, Deputy Treasurer/Administrative Services Coordinator

ISSUE SUMMARY:

The presentation of the 2014 Annual Financial Report by Karen Kerber of KerberRose S.C.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: \$10,000
Future Ongoing Costs: Per Contract
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: None

ATTACHMENTS:

1. 2014 Annual Financial Report

STAFF RECOMMENDATION:

No Recommendation

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN


Village Staff Member

Village Administrator

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

To the Members of the Village Board
Village of Richfield
Hubertus, Wisconsin

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Village of Richfield as of and for the year ended December 31, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated information in our engagement letter to you as well as verbally during our planning meetings. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatement. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the schedules of budgetary comparison which supplement the basic financial statements, was to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI was not audited and, because the limited procedures did not provide us with sufficient evidence to express an opinion or provide any assurance, we did not express an opinion or provide any assurance on the RSI.

We have been engaged to report on budgetary comparison schedules as indicated in the financial statement's table of contents, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, except the budget information, as described by professional standards, was to evaluate the presentation of the supplementary information in relation to the financial statements as a whole.

The budgetary information included in the supplementary information was not subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we did not express an opinion or provide assurance on it.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatement may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Any internal control related matters that are required to be communicated under professional standards are included later in this letter.

To the Members of the Village Board
Village of Richfield
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Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for selecting and use of appropriate accounting policies. The significant accounting policies used by the Village of Richfield are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Village of Richfield's financial statements was:

Management's estimate of the useful lives of capital assets is based on industry standards. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of deposits and investments and the related risks associated with them in Note 2 to the financial statements. The footnote was prepared based on the requirements of the Governmental Accounting Standards Board and is intended to inform readers as to the risk associated with the Village's cash and investments.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We proposed five adjustments to the Village's general ledger of which two were material to the financial statements taken as a whole. These misstatements were detected as a result of audit procedures and were corrected by management. The entries related to the transfer of funds to the Capital Projects fund, reclassification of tax roll related items, recording additional receivable for grant expenditures, reclassifying deferred revenue and reclassifying prepaid expenditures.

In addition, there were uncorrected misstatements for permit revenue that understated revenue by \$6,207 and advanced tax collections that understate deferred inflows of resources by \$4,563. All of which were immaterial to the financial statements as whole and individually.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

To the Members of the Village Board
Village of Richfield
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Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultation with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Village of Richfield as of and for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Village's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designated to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies or and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged governance. A *material weakness* is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in the Village of Richfield's internal control to be material weaknesses.

Segregation of Duties - The Village has a limited number of people who are responsible for and perform substantially all of the bookkeeping and accounting functions. Good internal control requires a complete separation of duties with respect to the handling and recording of transactions. In order to provide for an adequate segregation of duties, additional personnel may have to be involved in the performance of the accounting and bookkeeping functions. We recognize that this may not be practicable based on the size of the Village and limited resources. This is not unusual for entities your size, but we are required to inform you that this condition exists. Because some procedural controls do not exist, the board has compensating controls such as approval of invoices and review of receipts and revenues which allow it to rely on its knowledge of the Village's operations in order to safeguard assets.

To the Members of the Village Board
Village of Richfield
Page 4

Financial Reporting – One of the components of internal control over financial reporting is that staff of the Village be sufficiently knowledgeable to record the entity's financial transactions in accordance with generally accepted accounting principles (GAAP) and to prepare the entity's financial statements including the footnotes in accordance with those principles. While the Village's staff is capable of recording the cash receipts and disbursements, they do not have the training to prepare financial statements including the related notes in accordance with GAAP. The Village's management does review the financial statements and footnotes and accepts responsibility for them. This matter is common in most small organizations since they do not have the resources to devote to this area of internal control.

Other Matters

In addition, we felt the other matters described in the following paragraphs were important to the operation of the Village of Richfield. These matters may involve internal controls, general operations, recommendations for the adoption of policies and other such items that we feel will enhance the Village of Richfield.

Prior Year Observation

Cash – Concentration of Risk

The Village should consider the large amount of uninsured cash totaling \$501,182 and the associated risk. As of January 1, 2013, deposits are insured by a federal agency in the amount of \$250,000 for combined amounts in all time and savings accounts (including NOW accounts), and \$250,000 for demand deposit accounts per financial institution. The Village should consider obtaining additional collateral at First National Bank to fully insure all deposits or place deposits in various other banks for greater insurance protection.

Status – 12/31/14

As of December 31, 2014 uninsured cash balance was \$262,300. Shortly after the first of the year Management has moved certificates of deposit from First National Bank to another banking institution to obtain needed FDIC coverage.

Fund Balance Policy

During the audit, we noted that the Village has a minimum unassigned fund balance policy. The policy requires the Village to maintain an unassigned fund balance equal to 20-25% of total general fund expenditures. We recommend the Village develop a plan to accumulate sufficient funds to comply with the current fund balance policy.

Status – 12/31/14

As of December 31, 2014, the Village's unassigned fund balance is \$533,196 which is below the minimum requirement. The current year general fund expenditures were \$2,794,232 which would require an unassigned fund balance between \$558,846 and \$698,558.

Current Year Observation

GASB Statement No. 67, Financial Reporting for Pension Plans and No. 68, Accounting and Financial Reporting for Pensions

In June 2012, the Governmental Accounting Standards Board (GASB) issued statement No. 67, Financial Reporting for Pension Plans, revising the reporting requirements for pension plans that are administered through trusts or similar arrangements meeting certain criteria. The provisions of this statement were effective for fiscal years beginning after June 15, 2013.

To the Members of the Village Board
Village of Richfield
Page 5

GASB Statement No. 67, Financial Reporting for Pension Plans and No. 68, Accounting and Financial Reporting for Pensions – (Continued)

This standard affected the Wisconsin Retirement System ("WRS"). It is our understanding that WRS has implemented procedures necessary to meet the reporting requirements of this standard and will share this information with Village.

At the same time, the GASB issued Statement No. 68, Accounting and Financial Reporting for Pensions. The new standard requires municipalities to recognize pension costs as employment services are provided by the employee rather than when the pension is funded. This change could have a material impact on net position for many as each Municipality will be required to recognize their portion of the WRS unfunded liability as well as the portion of any Village sponsored pension plan liability. The effective date of these provisions is for fiscal years beginning after June 15, 2014.

It is important to have an actuarial study completed if your Village provides any pension payments directly to its retired employees. This information along with information from WRS will be needed to prepare your December 31, 2015 financial statements.

FICA Alternative Plan

The Village should consider establishing a FICA Alternative Plan. Currently, all Village employees must contribute to social security. Establishing a FICA Alternative Plan would allow the Village to potentially provide coverage to its seasonal employees and perhaps other part-time employees in a different manner. Traditionally the Village and the employee both had to contribute 6.2% (12.4% total) to social security. Unfortunately because the employee's pay was so low and the corresponding contributions low they often see no benefit in future social security payments.

A FICA Alternative Plan can provide a solution that aids both the Village and employees. The contributions are invested through a trust account and at the end of the employee's service with the Village he/she is eligible to receive a lump sum of his/her entire account balance. The Village benefits because the law requires a 7.5% contribution from the employee which is placed in an account in the employee's name. The Village saves the 6.2% it would have paid into social security.

If you would like to know more, please contact us. We can assist you with determining if your Village is eligible for this plan and with establishing the plan if the answer is "yes".

Closing

We thank you for allowing us to be of service to the Village of Richfield. We received complete cooperation and appreciate your consideration of our comments and your implementation of suggestions.

This information is intended solely for the use of the Village Board and management of the Village of Richfield and is not intended to be and should not be used by anyone other than these specified parties.

KerberRose SC
Certified Public Accountants
_____, 2015

VILLAGE OF RICHFIELD

Annual Financial Report

December 31, 2014

VILLAGE OF RICHFIELD

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December 31, 2014

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INDEPENDENT AUDITORS' REPORT

INDEPENDENT AUDITORS' REPORT

To the Village Board
Village of Richfield
Hubertus, Wisconsin

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Village of Richfield (Village), as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Village of Richfield, as of December 31, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Village Board
Village of Richfield

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 8 and pages 31 through 32 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Richfield's basic financial statements. The supplementary information as identified in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The combining balance sheet – nonmajor governmental funds, combining statement of revenues, expenditures and changes in fund balances (deficits) – nonmajor governmental funds and schedule of detailed budgetary comparison – general fund are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information, except the budget information, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, combining balance sheet – nonmajor governmental funds, combining statement of revenues, expenditures and changes in fund balances (deficits) – nonmajor governmental funds and schedule of detailed budgetary comparison – general fund, excluding the budget information, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The budget information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

KerberRose SC
Certified Public Accountants
_____, 2015

MANAGEMENT'S DISCUSSION AND ANALYSIS

VILLAGE OF RICHFIELD
Management's Discussion and Analysis
For the Year Ended December 31, 2014

As management of the Village of Richfield (Village) we offer readers of the Village's basic financial statements this narrative overview and analysis of the financial activities of the Village for the fiscal year ended December 31, 2014.

Financial Highlights

- The assets of the Village exceeded its liabilities and deferred inflows of resources as of December 31, 2014, by \$13,509,051 (*net position*). Of this amount, \$1,960,264 may be used to meet the government's ongoing obligations to citizens and creditors (*unrestricted net position*). The total net position includes all infrastructure of the governmental funds installed from 1980 to present.
- The Village's total net position increased by a net amount of \$599,572 with a \$275,641 increase in net investment in capital assets.
- As of December 31, 2014, the Village's governmental funds reported combined ending fund balances of \$1,952,690 an increase of \$361,103 in comparison with the prior year.
- As of December 31, 2014 the fund balance for the general fund increased \$471,835 in comparison with the prior year.
- The Village's total general obligation debt decreased by \$37,354.

Overview of the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Village's basic financial statements. These basic financial statements are comprised of 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. In addition, other supplementary information to the basic financial statements is provided.

Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Village's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Village's assets, liabilities and deferred inflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Village is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., uncollected special assessments and earned but unused vacation and sick leave). This method of accounting is known as the accrual basis of accounting and is different from the modified basis of accounting used in the Village's fund financial statements. The intent of the government-wide financial statements is to give the reader a long-term view of the Village's financial condition.

Both of the government-wide financial statements distinguish functions of the Village that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Village include general government, public safety, public works, culture and recreation, and conservation and development. The Village has no business-type activities.

The government-wide financial statements can be found on pages 9 - 10 of this report.

VILLAGE OF RICHFIELD
Management's Discussion and Analysis
For the Year Ended December 31, 2014

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Village can be divided into two categories: governmental funds and fiduciary funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating the government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Village maintains seven individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, capital projects, and park dedication fund, which are considered to be major funds. Data for the remaining governmental funds are presented under the non-major fund column. Fund data for the non-major governmental funds are provided later in this report.

The basic governmental fund financial statements can be found on pages 11 - 13 of this report.

Fiduciary Funds (Not included in government-wide statements)

Agency funds are used to account for assets held by the Village as an agent for individuals, private organizations, and/or other governmental units.

The fiduciary fund financial statement can be found on page 14 of this report.

Notes to the Financial Statements

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 15 - 30 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Village's budget. The Village adopts an annual appropriation budget for its general fund. This required supplementary information can be found immediately following the notes to the financial statements on pages 31 – 32.

This report also contains *supplementary information*. This includes detailed budget to actual information for the general fund and combining statements for the non-major governmental funds. The supplementary information can be found on pages 33 – 38.

VILLAGE OF RICHFIELD
Management's Discussion and Analysis
For the Year Ended December 31, 2014

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. For the Village, assets exceeded liabilities and deferred inflows of resources by \$13,509,051 at the close of 2014.

	<u>Governmental Activities 2014</u>	<u>Governmental Activities 2013</u>
Current and Other Assets	\$ 4,955,450	\$ 4,615,873
Capital Assets	11,720,805	11,482,518
Total Assets	<u>16,676,255</u>	<u>15,446,612</u>
Current Liabilities	508,072	577,108
Long-Term Liabilities	141,254	157,657
Total Liabilities	<u>649,326</u>	<u>734,765</u>
Deferred Inflows of Resources		
Taxes Levied for Subsequent Period	<u>2,517,878</u>	<u>2,454,147</u>
Net Position		
Net Investment in Capital Assets	11,563,147	11,287,506
Unrestricted	<u>1,945,904</u>	<u>1,621,973</u>
Total Net Position	<u>\$ 13,509,051</u>	<u>\$ 12,909,479</u>

The largest portion of the Village's net position (approximately 86 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure); less any related debt used to acquire those assets that is still outstanding. The Village uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Village's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The remaining balance of unrestricted net position \$1,945,904 may be used to meet the Village's ongoing obligations to its citizens and creditors.

VILLAGE OF RICHFIELD
Management's Discussion and Analysis
For the Year Ended December 31, 2014

Government-Wide Financial Analysis (Continued)

	<u>2014</u>	<u>2013</u>
Program Revenues		
Charges for Services	\$ 589,166	\$ 428,059
Operating Grants and Contributions	371,158	434,936
Capital Grants and Contributions	122,534	46,432
General Revenues		
Property Taxes	2,455,956	2,438,305
Intergovernmental Revenues not Restricted to Specific Programs	144,582	146,064
Other	13,070	49,403
Total Revenues	<u>3,696,466</u>	<u>3,543,199</u>
Expenses		
General Government	662,283	636,714
Public Safety	1,030,432	957,642
Public Works	1,129,765	1,059,110
Culture and Recreation	178,342	161,134
Conservation and Development	87,570	114,690
Interest and Fiscal Charges	8,502	10,402
Total Expenses	<u>3,096,894</u>	<u>2,939,692</u>
Increase in Net Position	599,572	603,507
Net Position – Beginning Of Year	<u>12,909,479</u>	<u>12,305,972</u>
Net Position – End of Year	<u>\$ 13,509,051</u>	<u>\$ 12,909,479</u>

Key elements of this increase are as follows:

Revenues increased by \$153,267 in 2014 as compared to 2013. This increase is mainly due to increases in charges for services for building, electrical and plumbing permits in addition to the intergovernmental agreements for inspection services in Slinger and Sussex. In 2013 the Village first entered this intergovernmental agreement. Since this is the first full year of the inspection service contract the total increased again and the Village saw additional revenues of \$91,394.10 from 2013 to 2014.) As the economy continues to recover so does residential development in the Village. This was also reflected in 2014 with a total increase of \$62,878.05 for permits issued. Finally the Village has begun taking a more proactive stance for reimbursements on development projects. This was also reflected in the \$34,978.15 increase in reimbursement fees for planner, engineering, and attorney fees in 2014.

Expenses increased by \$157,202 in 2014 as compared to 2013. A large portion of this increase was a result of the incurred costs associated with the new Bark Lake Boat Launch. In 2014 total expenses for the new launch amounted to \$82,313.10. In 2015 the Village will be reimbursed for those expenses. Additionally the increased number of elections drove up out incurred election costs for poll worker salaries and supplies. And finally while we experienced a significant revenue increase for the inspection contract with Slinger and Sussex the incurred costs since 2013 amounted to \$57,132.17.

VILLAGE OF RICHFIELD
Management's Discussion and Analysis
For the Year Ended December 31, 2014

Financial Analysis of the Government's Funds

As noted earlier, the Village uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Village's *governmental funds* is to provide information on near-term inflows, outflows, and balances of spendable resources. In particular, unassigned fund balance may serve as a useful measure of the government's net resources available for spending at the end of the fiscal year.

As of December 31, 2014, the Village's governmental funds reported combined ending fund balances of \$1,952,690, an increase of \$361,103 in comparison with the prior year. Of this amount, \$643,642 is nonspendable related to prepaid expenses, a long-term advance to the park fund, delinquent personal property taxes and delinquent special assessments; \$1,202,917 is assigned and the remaining balance of \$106,131 is unassigned.

The *general fund* is the chief operating fund of the Village. As of December 31, 2014, the total fund balance of the general fund was \$1,562,487 of which \$518,070 in nonspendable \$511,221 is assigned for capital improvements and street maintenance and the remaining balance of \$533,196 is unassigned.

General Fund Budgetary Highlights

During the year, actual revenues were more than budgeted revenues by \$111,697 primarily due to the increase in building, electrical and plumbing permits \$55,566.05 as compared to the budgeted amount and also due to the increase in reimbursement chargebacks \$31,943.15 compared to the budgeted amount. Actual expenditures were less than budgeted by \$377,139. An unforeseen decrease in Staff was a significant contributing factor to this lack in expenditures, delays in capital improvement projects was another, and finally under financed expenses for bid projects in the highway department reduced the overall spending amount significantly.

Capital Assets

The Village's investment in capital assets as of December 31, 2014, is \$11,720,805 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings, machinery and equipment, vehicles and public domain infrastructure (highways and roads).

Capital assets increased by \$238,287 net of depreciation in 2014.

	<u>2014</u>	<u>2013</u>
Land	\$ 1,599,552	\$ 1,599,552
Buildings and Other Improvements	1,788,219	1,774,890
Machinery and Equipment	1,767,153	1,765,264
Infrastructure	10,125,117	9,570,158
Construction in Progress	234,606	152,293
Total Capital Assets	<u>14,862,157</u>	<u>14,862,157</u>
Less Accumulated Depreciation	<u>3,793,842</u>	<u>3,379,639</u>
Capital Assets Net of Depreciation	<u>\$ 11,720,805</u>	<u>\$ 11,482,518</u>

For further details on capital asset activity, refer to Note 8 of the notes to financial statements.

VILLAGE OF RICHFIELD
 Management's Discussion and Analysis
 For the Year Ended December 31, 2014

Long-Term Debt

At the end of the current fiscal year, the Village has total debt outstanding of \$157,658. The full amount comprises debt backed by the full faith and credit of the Village.

	Governmental Activities
General Obligation Debt	
State Trust Funds	\$ 157,658

State statutes limit the amount of general obligation debt a governmental entity may issue to 5 percent of its total equalized valuation. The current debt limitation for the Village is \$71,915,632.

Economic Factors and Next Year's Budgets and Rates

- The economic condition of the Village continues to remain fairly stable and has recently experienced a positive trend in residential growth due to the positive turn in the economy. This is directly reflected in the increase in permitting activities in our building inspection department. As the economy continues to experience positive growth the Village expects that to also be reflected in a more significant growth in manufacturing and retail business development throughout the Village.

These factors were considered in preparing the Village's budget for the 2015 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the Village's finances for all those with an interest in the Village's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Village Deputy Treasurer, 4128 Hubertus Road, Hubertus, WI.

BASIC FINANCIAL STATEMENTS

VILLAGE OF RICHFIELD

Statement of Net Position

As of December 31, 2014

	Governmental Activities
ASSETS	
Current Assets	
Cash and Investments	\$ 2,131,668
Restricted Cash and Investments	1,510,278
Receivables:	
Taxes	1,007,599
Special Assessments	66,914
Delinquent Personal Property Taxes	20,611
Accounts	92,808
Prepaid Expenses	125,572
Total Current Assets	4,955,450
Noncurrent Assets	
Land	1,599,552
Construction in Progress	234,606
Buildings and Improvements	1,788,219
Machinery and Equipment	1,767,153
Infrastructure	10,125,117
Less: Accumulated Depreciation	(3,793,842)
Total Noncurrent Assets	11,720,805
TOTAL ASSETS	16,676,255
LIABILITIES	
Current Liabilities	
Current Portion Long-Term Obligations	73,574
Accounts Payable	107,543
Accrued Liabilities	31,799
Accrued Interest	6,468
Deposits	288,688
Total Current Liabilities	508,072
Non-Current Liabilities	
Noncurrent Portion of Long-Term Obligations	141,254
TOTAL LIABILITIES	649,326
DEFERRED INFLOWS OF RESOURCES	
Taxes Levied for Subsequent Period	2,517,878
NET POSITION	
Net Investment in Capital Assets	11,563,147
Unrestricted	1,945,904
TOTAL NET POSITION	\$ 13,509,051

See Accompanying Notes

VILLAGE OF RICHFIELD
Statement of Activities
For the Year Ended December 31, 2014

	Program Revenues				Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
GOVERNMENTAL ACTIVITIES					
General Government	\$ 662,283	\$ 22,625	\$ -	\$ -	\$ (639,658)
Public Safety	1,030,432	480,786	67,004	27,144	(455,498)
Public Works	1,129,765	63,018	295,870	1,000	(769,877)
Culture and Recreation	178,342	14,455	-	94,390	(69,497)
Conservation and Development	87,570	8,282	8,284	-	(71,004)
Interest on Debt	8,502	-	-	-	(8,502)
TOTAL	<u>\$ 3,096,894</u>	<u>\$ 589,166</u>	<u>\$ 371,158</u>	<u>\$ 122,534</u>	<u>(2,014,036)</u>
GENERAL REVENUES					
Taxes:					
Property Taxes, Levied for General Purposes					2,448,589
Property Taxes, Levied for Special Revenue Funds					7,367
Intergovernmental Revenues not Restricted to Specific Programs					144,582
Investment Income					7,823
Miscellaneous					5,247
Total General Revenues					<u>2,613,608</u>
CHANGE IN NET POSITION					599,572
NET POSITION - BEGINNING					<u>12,909,479</u>
NET POSITION - ENDING					<u>\$ 13,509,051</u>

See Accompanying Notes

VILLAGE OF RICHFIELD
Balance Sheet
Governmental Funds
As of December 31, 2014

	General	Capital Projects	Park Dedication	Non-Major Governmental Funds	Total
ASSETS					
Cash and Investments	\$ 1,378,845	\$ 510,886	\$ 61,127	\$ 180,810	\$ 2,131,668
Restricted Cash and Investments	1,505,861	-	-	4,417	1,510,278
Receivables:					
Taxes	1,004,649	-	-	2,950	1,007,599
Special Assessments	66,914	-	-	-	66,914
Delinquent Personal Property Taxes	20,611	-	-	-	20,611
Accounts	92,808	-	-	-	92,808
Prepaid Expenses	-	125,572	-	-	125,572
Due from Other Funds	795	-	-	-	795
Advance to Other Fund	487,397	-	-	-	487,397
TOTAL ASSETS	\$ 4,557,880	\$ 636,458	\$ 61,127	\$ 188,177	\$ 5,443,642
LIABILITIES					
Accounts Payable	\$ 107,543	\$ -	\$ -	\$ -	\$ 107,543
Accrued Liabilities	31,799	-	-	-	31,799
Deposits	288,688	-	-	-	288,688
Due to Other Funds	-	-	-	795	795
Advance from Other Fund	-	-	487,397	-	487,397
Total Liabilities	428,030	-	487,397	795	916,222
DEFERRED INFLOWS OF RESOURCES					
Taxes Levied for Subsequent Period	2,510,511	-	-	7,367	2,517,878
Unavailable - Special Assessments	56,852	-	-	-	56,852
Total Deferred Inflows of Resources	2,567,363	-	-	7,367	2,574,730
FUND BALANCES (DEFICIT)					
Nonspendable					
Prepaid Expenses	-	125,572	-	-	125,572
Advance to Other Fund	487,397	-	-	-	487,397
Delinquent Personal Property Taxes	20,611	-	-	-	20,611
Delinquent Special Assessments	10,062	-	-	-	10,062
Assigned	511,221	510,886	-	180,810	1,202,917
Unassigned	533,196	-	(426,270)	(795)	106,131
Total Fund Balances (Deficit)	1,562,487	636,458	(426,270)	180,015	1,952,690
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES (DEFICIT)	\$ 4,557,880	\$ 636,458	\$ 61,127	\$ 188,177	
Amounts reported for governmental activities in the statement of net position are different because:					
Capital assets used in governmental funds are not financial resources and therefore are not reported in the funds.					11,720,805
Other long-term assets are not available to pay current period expenditures and therefore are deferred in the funds.					
Special Assessments					56,852
Some liabilities, including long-term debt, are not due and payable in the current period and therefore are not reported in the funds.					
General Debt					(157,658)
Accrued Interest on General Obligation Debt					(6,468)
Vested Compensated Absences					(57,170)
NET POSITION OF GOVERNMENTAL FUNDS					\$ 13,509,051

VILLAGE OF RICHFIELD
Statement of Revenues, Expenditures, and Changes
in Fund Balances (Deficit) - Governmental Funds
For the Year Ended December 31, 2014

	General	Capital Projects	Park Dedication	Non-Major Governmental Funds	Total
REVENUES					
Taxes	\$ 2,448,589	\$ -	\$ -	\$ 7,367	\$ 2,455,956
Special Assessments	17,711	-	-	-	17,711
Intergovernmental	769,580	-	-	-	769,580
Licenses and Permits	337,759	-	-	-	337,759
Fines, Forfeitures and Penalties	853	-	-	-	853
Public Charges for Services	73,892	-	14,390	27,144	115,426
Investment Income	6,689	948	44	143	7,824
Miscellaneous	5,245	-	-	-	5,245
Total Revenues	3,660,318	948	14,434	34,654	3,710,354
EXPENDITURES					
Current:					
General Government	623,830	-	-	-	623,830
Public Safety	1,030,432	-	-	-	1,030,432
Public Works	755,906	-	-	8,147	764,053
Culture and Recreation	134,040	-	-	-	134,040
Conservation and Development	87,570	-	-	-	87,570
Debt Service:					
Principal	11,686	-	25,668	-	37,354
Interest	4,500	-	5,532	-	10,032
Capital Outlay	146,268	515,672	-	-	661,940
Total Expenditures	2,794,232	515,672	31,200	8,147	3,349,251
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	866,086	(514,724)	(16,766)	26,507	361,103
OTHER FINANCING SOURCES (USES)					
Transfer In	5,749	400,000	-	-	405,749
Transfer Out	(400,000)	-	-	(5,749)	(405,749)
Total Other Financing Sources (Uses)	(394,251)	400,000	-	(5,749)	-
NET CHANGE IN FUND BALANCES (DEFICIT)	471,835	(114,724)	(16,766)	20,758	361,103
FUND BALANCES (DEFICIT) - BEGINNING	1,090,652	751,182	(409,504)	159,257	1,591,587
FUND BALANCES (DEFICIT) - ENDING	\$ 1,562,487	\$ 636,458	\$ (426,270)	\$ 180,015	\$ 1,952,690

See Accompanying Notes

VILLAGE OF RICHFIELD

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances (Deficit)
of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2014

Net Change in Fund Balances - Total Governmental Funds		\$ 361,103
 <i>Amounts reported for governmental activities in the statement of activities are different because:</i>		
<p>The acquisition of capital assets are reported in the governmental funds as expenditures. However, for governmental activities those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expenses in the statement of activities.</p>		
Capital outlay reported in governmental fund statements to be capitalized	661,940	
Depreciation expense reported in the statement of activities	<u>(422,965)</u>	
Amount by which capital outlay is greater than depreciation in the current period:		238,975
<p>The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, developer credits for land purchases and donations) is to decrease net position.</p>		
		(688)
<p>Governmental funds do not recognize revenues that are not available to pay current obligations. In contrast, such revenues are reported in the statement of activities when earned.</p>		
Special assessments collected during the year:		(13,889)
<p>Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities.</p>		
The amount of long-term debt principal payments in the current year is:		37,354
<p>In governmental funds interest payments on outstanding debt are reported as an expenditure when paid. In the statement of activities interest is reported as incurred.</p>		
The amount of interest paid during the current period	10,032	
The amount of interest accrued during the current period	<u>(8,502)</u>	
Interest paid is more than interest accrued by:		1,530
<p>Vested employee benefits are reported in the governmental funds when amounts are paid. The statement of activities reports the value of benefits earned during the year.</p>		
Employee benefits paid in current year	19,792	
Employee benefits earned in current year	<u>(44,605)</u>	
Amounts paid are less than amounts earned by:		<u>(24,813)</u>
Change in Net Position - Governmental Activities		<u>\$ 599,572</u>

See Accompanying Notes

VILLAGE OF RICHFIELD
Combining Balance Sheet
Fiduciary Funds
As of December 31, 2014

	<u>Private - Purpose Trust Fund</u>	<u>Agency</u>	<u>Total</u>
	<u>Slinger School District</u>	<u>Tax Collection Fund</u>	<u>Fiduciary Funds</u>
ASSETS			
Cash and Investments	\$ 1,502	\$ -	\$ 1,502
Tax Roll Receivable	-	7,862,668	7,862,668
Cash and Investments - Restricted	-	11,785,312	11,785,312
TOTAL ASSETS	<u>\$ 1,502</u>	<u>\$ 19,647,980</u>	<u>\$ 19,649,482</u>
LIABILITIES			
Liabilities:			
Due to Other Taxing Units	\$ -	\$ 19,647,980	\$ 19,647,980
Due to District	1,502	-	1,502
TOTAL LIABILITIES	<u>\$ 1,502</u>	<u>\$ 19,647,980</u>	<u>\$ 19,649,482</u>

There is no Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Fiduciary Funds as there was no activity in the Private - Purpose Trust Fund in the current year.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the Village of Richfield, Wisconsin (Village) is presented to assist in understanding the Village's financial statements. The financial statements and notes are representations of the Village's management who is responsible for the integrity and objectivity of the financial statements. These accounting policies conform to generally accepted accounting principles (GAAP) and have been consistently applied in the preparation of the financial statements. The Governmental Accounting Standards Board (GASB) is the accepted standards setting body for establishing governmental accounting and financial reporting principles.

REPORTING ENTITY

This report includes all of the funds of the Village of Richfield. The reporting entity for the Village consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. The Village has not identified any component units that are required to be included in the financial statements.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Village does not allocate indirect expenses to functions in the statement of activities. Program revenues included 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, 2) operating grants and contributions and 3) capital grants and contributions, including special assessments and impact fees. Taxes and other items not included as program revenues are reported instead as general revenues.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

FUND FINANCIAL STATEMENTS

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Fund financial statements of the reporting entity are organized into individual funds each of which are considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts which constitute its assets, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FUND FINANCIAL STATEMENTS (Continued)

Funds are organized as major funds or non-major funds within the governmental statements. An emphasis is placed on major funds within the governmental categories. A fund is considered major if it is the primary operating fund of the Village or meets the following criteria:

- a. Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures of that individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type, and
- b. The same element that met the 10 percent criterion in (a) is at least 5 percent of the corresponding element total for all governmental funds combined.
- c. In addition, any other governmental fund that the Village believes is particularly important to financial statement users may be reported as a major fund.

Governmental Funds

Governmental funds are identified as either general, special revenue or capital project funds based upon the following guidelines.

General Fund

The general fund is the primary operating fund of the Village and is always classified as a major fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

Capital Project Funds

Capital Project Funds are used to account for property taxes, bond proceeds, and other financial resources available to implement the Village's capital improvement plans.

Fiduciary Funds (Not included in government-wide statements)

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support Village programs. The reporting focus is on net position and changes in net position and are reported using the full accrual method of accounting. Because by definition these assets are being held for the benefit of a third party (other local governments) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

FUND FINANCIAL STATEMENTS (Continued)

Fiduciary Funds (Not included in government-wide statements) (Continued)

Private-Purpose Trust Funds

Private-purpose Trust funds are used to account for resources held in trust for others. All resources of the fund, including any earnings on invested resources, may be used to support the organization.

Agency Funds

Agency funds are used to account for assets held by the Village as an agent for individuals, private organizations, and/or other governmental units.

Major Funds

The Village reports the following major governmental funds:

The *general fund*, which accounts for the Village's primary operating activities.

The *capital projects fund*, which accounts for revenue and expenditures specific to carry out the capital improvement plan.

The *park dedication fund*, which accounts for revenue and expenditures specified for park development.

Non-Major Funds

The Village reports the following non-major funds:

Special Revenue Funds –

Richfield Utility No. 1 – Account for revenue and expenditures for lighting of a Village subdivision.

Bark Lake Utility – Account for revenue and expenditures for lighting the Village.

Richfield Utility No. 2 – Account for revenue and expenditures for lighting of a Village subdivision.

Fire Station – Account for revenue and expenditures specified for a new fire station building.

Fiduciary Funds

The Village reports the following Private Purpose Trust Fund:

Slinger School District – Accounts for assets being held for the Slinger School District.

The Village reports the following agency fund:

Tax Collection – Accounts for tax revenue held for other taxing jurisdictions.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources (current assets, current liabilities, and current deferred inflows of resources) or economic resources (all assets, liabilities, and deferred inflows of resources). The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. The agency fund financial statements have no measurement focus and utilize the accrued basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Nonexchange transactions, in which the Village gives or receives value without directly, receiving or giving equal value in exchange, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The governmental fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Village considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

ACCOUNTS RECEIVABLE

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material.

Delinquent real estate taxes as of July 31 are paid in full by the county, which assumes the collection thereof. No allowance for uncollectible delinquent personal property taxes has been provided since it is believed that the amount of such allowance would be immaterial.

CAPITAL ASSETS

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements and used in governmental fund operations.

Government-Wide Statements

In the government-wide financial statements, property, plant and equipment are accounted for as capital assets. All capital assets are valued at historical cost or estimated historical cost if actual cost is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Capital assets are defined by the Village as assets with initial, individual cost of \$5,000 or more for machinery and equipment and \$25,000 or more for buildings, improvements and infrastructure and an estimated useful life in excess of one year.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

CAPITAL ASSETS (Continued)

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings	50 Years
Improvements	7-20 Years
Machinery and Equipment	5-15 Years
Infrastructure	40 Years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

In addition to assets, the balance sheet and/or statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Village does not have any items that qualify for reporting in this category.

In addition to liabilities, the balance sheet and/or statement of net position will sometimes report a separate section for deferred inflows of resources. The separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Village has two types of deferred inflows of resources, one which arises under both modified accrual and the full accrual basis of accounting and one that only arises under the modified accrual basis of accounting on the governmental funds balance sheet. Taxes levied for the subsequent period have not met the time requirement to be recognized as an acquisition of resources and is therefore reported as deferred inflows of resources on both the governmental funds balance sheet and the governmental activities statement of net position. The governmental funds report unavailable revenues from special assessments. Special assessments are deferred and recognized as an inflow of resources in the period that the amounts become available.

LONG-TERM OBLIGATIONS

The accounting treatment of long-term obligations depends on whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental resources is reported as liabilities in the government-wide statements. The long-term obligation consists of state trust fund loans, and accrued compensated absences.

Long-term debt for governmental funds is not reported as a liability in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

COMPENSATED ABSENCES

Governmental Funds

The Village's policy allows employees to earn varying amounts of vacation pay for each year employed. Upon retirement or termination of employment, the employee is entitled to payment in cash for any unused vacation. Vacation payments are made based on the salary levels at time of termination.

Accrued vacation pay is recognized as an expenditure in governmental funds when liquidated with expendable available financial resources. Personal leave is accrued yearly at 96 hours per year. If all personal hours are not used by year end, they are converted to sick leave with a maximum of 600 hours. Accrued sick leave is not paid upon resignation, dismissal or retirement. Sick leave is recorded as an expenditure or expense when paid. Vacation is earned and taken based on a calendar year. Compensated absences earned as of December 31, 2014 are estimated to be \$57,170.

Government-Wide Statements

Compensated absences are accrued when incurred in the government-wide financial statements.

Payments for vacation and sick leave will be made at rates in effect when benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2014 are determined on the basis of current salary rates and include salary related payments.

CLAIMS AND JUDGMENTS

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental fund types. If they are not to be liquidated with expendable available financial resources, no liability is recognized in the governmental fund statements. The related expenditure is recognized when the liability is liquidated. Claims and judgments are recorded in the government-wide statements as expenses when the related liabilities are incurred. There were no significant claims or judgments at year end.

EQUITY CLASSIFICATIONS

Equity is classified as net position and displayed in three (3) components in the government-wide financial statements.

- Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net position – Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

EQUITY CLASSIFICATIONS (Continued)

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Financial Statements

Fund balance is classified as either 1) nonspendable, 2) restricted, 3) committed, 4) assigned, or 5) unassigned.

Nonspendable fund balance represents amounts that cannot be spent due to form (such as inventories and prepaid amounts), or amounts that must be maintained intact legally or contractually (such as the principal of a permanent fund).

Restricted fund balance represents amounts constrained for a specific purpose by external parties, constitutional provision or enabling legislation.

Committed fund balance represents amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources. The action to constrain resources must occur prior to year-end; however, the amount can be determined in the subsequent period. The Village Board is the decision-making authority that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance.

Assigned fund balance, in the general fund, represents amounts constrained by the Village Board for a specific intended purpose. The Village has not delegated that authority to others. Assigned fund balance in all other governmental funds represents any positive remaining amount after classifying nonspendable, restricted or committed fund balance.

Unassigned fund balance represents amounts not classified as nonspendable, restricted, committed or assigned. The general fund is the only fund that would report a positive amount in the unassigned fund balance.

The Village, unless otherwise required by law or agreements, spends funds in the following order: restricted first, then committed, then assigned, and lastly unassigned.

The Village has adopted a minimum fund balance policy. A minimum unassigned fund balance equal to 20-25% of total general fund expenditures should be maintained at all times. In the event that unassigned fund balance falls above or below the desired range, the Village Administrator shall report such amounts to the Village Board as soon as practical. Should the actual amount for unassigned fund balance fall below the desired range, the Village shall create a plan to restore the appropriate levels. Should the actual amount of unassigned fund balance rise above the desired range, any excess funds will remain unassigned pending the Board's final decision concerning a transfer to another fund. It is the policy of the Village that such excess funds will be, by Board action reported in the spendable category of this policy. Any budget revision that will result in the unassigned fund balance dropping below the minimum level will require the approval of 2/3 vote of the Village Board.

USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results may differ from these estimates.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 2 - CASH AND INVESTMENTS

The Village's current investment policy allows investments in accordance with Wisconsin Statutes. The investment policy of the Village also limits the portfolio of the Village not to exceed the following diversification limits unless specifically authorized by the Village Board:

- No financial institution shall hold more than 40% of the Village's investment portfolio, exclusive of U.S. Treasury securities in safekeeping.
- Monies deposited at a financial institution shall not exceed 25% of the capital stock and surplus of that institution.
- Deposits in any one public investment pool shall not exceed 50% of the Village's investment portfolio.

The Village will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than five years from the date purchased. Reserve funds may be invested in securities exceeding five years to coincide with the expected use.

Allowable investments are as follows:

- Time deposits in any credit union, bank, savings bank or trust company maturing in three years or less.
- Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, local professional baseball park district, local professional football stadium district, local cultural arts district, or the University of Wisconsin Hospitals and Clinics Authority.
- Bonds or securities guaranteed by the federal government.
- The Local Government Pooled Investment Fund and the Wisconsin Investment Trust.
- Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- Securities of an open-end management investment company or investment trust subject to various conditions and investment options.
- Repurchase agreements with public depositories, with certain conditions.

Additional restrictions could arise from local charters, ordinances, resolutions and grant regulations of the Village.

The Local Government Investment Pool, an external investment pool operates as a joint venture under Section 66.0301 of the Wisconsin Statutes. Membership in the joint venture is limited to school districts, technical colleges and municipalities in Wisconsin. The governing body, the Board of Commissioners, is elected by the membership.

The Local Government Investment Pool is not registered with the U.S. Securities and Exchange Commission and does not publish credit quality ratings. An investment in the Fund is not a deposit with any bank and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the United States Government, any state governmental agency or the Fund. Upon demand, cash can be withdrawn with interest from the Local Government Investment Pool. Investments in the Local Government Investment pool are valued at fair value.

The balance in the Local Government Investment Pool at December 31, 2014 was \$7,975,637. Of this amount approximately \$7,178,073 is invested in U.S. Treasuries within the pool. The balance is invested in commercial paper within the pool which is not insured. In the event of a credit default loss, the participants in the pool would bear the loss on the uninsured commercial paper.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 2 - CASH AND INVESTMENTS (Continued)

As of December 31, 2014 the Village had the following investments:

<u>Investment</u>	<u>Maturities</u>	<u>Fair Value</u>
Local Government Investment Pool	0 Days	<u>\$ 7,975,637</u>

Interest Risk – The Village's investment policy does limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk – State law limits investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical organizations. The Village's investment policy does not further limit its investment choices. As of December 31, 2014, the Village's investment in the Local Government Investment Pool is not rated.

Concentration of Credit Risk – The Village placed no limit on the amount the Village may invest in any one issuer. More than 5 percent of the Village's investments are in the Local Government Investment Pool. This investment is 100% of the Village's total investments.

Investments are stated at fair market value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. For investments stated at their fair value, fair values are based on quoted market prices. No investments are reported at amortized costs. Adjustments necessary to record investments at fair value are recorded in the statement of activities and the statement of revenues, expenses and changes in fund balances (deficit) as increases or decreases in investment income.

At December 31, 2014 the bank balance of cash was \$4,592,612. The Village maintains its cash accounts at two financial institutions. Custodial credit risk for deposits is the risk that in the event of a bank failure, the Village's deposits may not be returned. The Village does not have a deposit policy for custodial credit risk.

Deposits in each bank are insured by the FDIC up to \$250,000 for the combined amounts of all time and savings accounts (including NOW accounts); up to \$250,000 for the combined amount of all interest and noninterest bearing demand deposit accounts.

Any losses caused by failure of public depositories are also covered by the State Deposit Guarantee Fund. The fund provides coverage of \$400,000 in each financial institution above the applicable insurance coverage provided by the FDIC. However, although the fund had reserves available at December 31, 2014, the future availability of resources to cover the losses cannot be projected because provisions of the 1985 Wisconsin Act 25 provided that the amount in the fund will be used to repay public depositors for losses until the appropriation is exhausted, at which time the fund will be abolished; therefore, the State Deposit Guarantee Fund is not considered in covered amounts noted below.

The Village had the following deposits as of December 31, 2014:

Fully Insured Deposits	\$ 1,020,150
Collateralized with Securities held by the Pledging Financial Institution not in the Village's name	3,310,162
Uncollateralized	<u>262,300</u>
Total	<u>\$ 4,592,612</u>

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 3 - PROPERTY TAXES

The Village bills and collects its own property taxes and also levies for the Richfield School District, Friess Lake School District, Germantown School District, Slinger School District, Hartford-Union School District, Milwaukee Area Technical College, Moraine Park Technical College, Washington County and the State of Wisconsin.

Property taxes consist of taxes on real estate and personal property. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes are payable on or before January 31 in full. Real estate taxes are payable in full by January 31, or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by July 31 are assumed by the County as part of the August tax settlement. Delinquent personal property taxes remain the collection responsibility of the Village.

Under Wisconsin Act 32, a municipality is allowed to increase its levy over the amount it levied in the prior year by the percentage increase in equalized value from net new construction or zero percent. Changes in debt service from one year to the next are generally exempt from this limit.

NOTE 4 - INTERFUND RECEIVABLES AND PAYABLES

The following is a schedule of interfund receivables and payables:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Richfield Utility No. 1	\$ 635	Year End Cash Flow Timing
General Fund	Bark Lake Utility	160	Year End Cash Flow Timing
		<u>\$ 795</u>	

NOTE 5 - LONG-TERM ADVANCE

Long-term advance at December 31, 2014 is as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Park Dedication Fund	<u>\$ 487,397</u>	Capital Improvements

NOTE 6 - INTERFUND TRANSFERS

<u>Transfer From</u>	<u>Transfer To</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Capital Projects	\$ 400,000	Capital Improvements
Fire Station Fund	General Fund	5,749	Capital Improvements
		<u>\$ 405,749</u>	

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 7 - RESTRICTED ASSETS

Restricted cash and investments at December 31, 2014 are as follows:

Fund		Purpose
General Fund	\$ 1,505,861	Advance tax collections to finance 2015 operations
Richfield Utility No. 1	2,024	Advance tax collections to finance 2015 operations
Bark Lake Utility	1,572	Advance tax collections to finance 2015 operations
Richfield Utility No. 2	821	Advance tax collections to finance 2015 operations
	<u>\$ 1,510,278</u>	
 Agency Fund	 \$ 11,785,312	 Advance tax collections to be paid to other taxing units

NOTE 8 - CAPITAL ASSETS

Capital asset balances and activity for the year ended December 31, 2014 were as follows:

	Balance 1/1/14	Increases	Decreases	Balance 12/31/14
Capital Assets not being Depreciated				
Land	\$ 1,599,552	\$ -	\$ -	\$ 1,599,552
Construction in Progress	152,293	82,313	-	234,606
Total Capital Assets not being Depreciated	<u>1,751,845</u>	<u>82,313</u>	<u>-</u>	<u>1,834,158</u>
Other Capital Assets				
Buildings and Improvements	1,348,771	13,329	-	1,362,100
Improvements Other than Buildings and Improvements	426,119	-	-	426,119
Machinery and Equipment	1,765,264	11,339	9,450	1,767,153
Infrastructure	9,570,158	554,959	-	10,125,117
Total Capital Assets being Depreciated	<u>13,110,312</u>	<u>579,627</u>	<u>9,450</u>	<u>13,680,489</u>
Total Capital Assets	<u>14,862,157</u>	<u>661,940</u>	<u>9,450</u>	<u>15,514,647</u>
Less Accumulated Depreciation for				
Buildings and Improvements	494,793	33,090	-	527,883
Improvements Other than Buildings	111,016	19,864	-	130,880
Machinery and Equipment	1,029,591	126,132	8,762	1,146,961
Infrastructure	1,744,239	243,879	-	1,988,118
Total Accumulated Depreciation	<u>3,379,639</u>	<u>422,965</u>	<u>8,762</u>	<u>3,793,842</u>
Capital Assets, Net of Accumulated Depreciation	<u>\$ 11,482,518</u>	<u>\$ 238,975</u>	<u>\$ 688</u>	<u>\$ 11,720,805</u>

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 8 - CAPITAL ASSETS (Continued)

Depreciation expense was charged to functions as follows:

General Government	\$ 13,639
Public Works	365,024
Culture and Education	<u>44,302</u>
Total Depreciation Expense	<u>\$ 422,965</u>

NOTE 9 - OPERATING LEASES

The Town is the lessee of two vehicle operating leases. Presented below is a schedule of future minimum lease payments at December 31, 2014:

Year Ending	Amount
2015	\$ 8,616
2016	<u>5,744</u>
	<u>\$ 14,360</u>

Rent expense for the operating leases for the year ended December 31, 2014 was \$8,616.

NOTE 10 - LONG-TERM OBLIGATIONS

The following is a summary of changes in long-term obligations of the Village for the year ended December 31, 2014:

	Outstanding 1/1/14	Increases	Decreases	Outstanding 12/31/14	Due Within One Year
Governmental Activities					
Notes Payable					
General Obligation Debt	\$ 195,012	\$ -	\$ 37,354	\$ 157,658	\$ 39,272
Other Liabilities					
Vested Compensated Absences	32,357	44,605	19,792	57,170	34,302
Total Long-Term Liabilities	<u>\$ 227,369</u>	<u>\$ 44,605</u>	<u>\$ 57,146</u>	<u>\$ 214,828</u>	<u>\$ 73,574</u>

The general obligation debt is secured by the full faith and credit and unlimited taxing powers of the Village. General obligation debt at December 31, 2014, is comprised of the individual issues listed below.

	Date of Issuance	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/14
Governmental Activities					
Long-Term Obligations					
2006 State Trust Loan	12/14/06	03/15/21	5.50%	\$ 134,225	\$ 54,964
2007 State Trust Loan	12/18/07	03/15/17	5.00%	219,225	84,958
2008 State Trust Loan	11/12/08	03/15/26	4.75%	24,326	17,736
					<u>\$ 157,658</u>

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 10 - LONG-TERM OBLIGATIONS (Continued)

Debt service requirements to maturity are as follows:

	Long-Term Debt		Total
	Principal	Interest	
2015	\$ 39,272	\$ 8,113	\$ 47,385
2016	41,272	6,114	47,386
2017	43,408	3,977	47,385
2018	14,438	1,748	16,186
2019	7,909	964	8,873
2020-2024	8,042	1,972	10,014
2025-2026	3,317	228	3,545
Total	\$ 157,658	\$ 23,116	\$ 180,774

The 2014 equalized valuation of the Village as certified by the Wisconsin Department of Revenue is \$1,441,465,800. The legal debt limit and margin of indebtedness as of December 31, 2014, in accordance with Section 67.03 of the Wisconsin Statutes follows:

Debt Limit (5% of \$1,441,465,800)	\$ 72,073,290
Deduct long-term debt applicable to debt margin	157,658
Remaining Margin of Indebtedness Available	\$ 71,915,632

NOTE 11 - NET POSITION/FUND BALANCES

Net position reported on the government-wide statement of net position at December 31, 2014 includes the following:

	Governmental Activities
Net Investment in Capital Assets	
Capital Assets, Net of Accumulated Depreciation	\$ 11,720,805
Less: Related Long-Term Debt Outstanding	157,658
Total Net Investment in Capital Assets	11,563,147
Net Position	
Unrestricted	1,945,904
Total Net Position - Government-Wide Statements	\$ 13,509,051

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 11 - NET POSITION/FUND BALANCES (Continued)

Fund balances (deficit) reported in the governmental funds balance sheet at December 31, 2014 are further classified as follows:

Non-Spendable	
General Fund	
Advance to Other Fund	\$ 487,397
Delinquent Personal Property Taxes	20,611
Delinquent Special Assessments	10,062
Capital Projects	
Prepaid Expenses	125,572
Total Non-Spendable Fund Balance	<u>643,642</u>
Assigned	
General Fund	
Capital Improvements	341,524
Street Maintenance	169,697
Capital Projects	510,886
Non-Major Funds	
Richfield Utility No. 2	194
Fire Station Fund	180,616
Total Assigned Fund Balance	<u>1,202,917</u>
Unassigned	
General Fund	533,196
Park Dedication Fund	(426,270)
Non-Major Fund	
Richfield Utility No. 1	(635)
Bark Lake Utility	(160)
Total Unassigned Fund Balance	<u>106,131</u>
Total Governmental Fund Balance	<u>\$ 1,952,690</u>

Deficit Fund Balances

The Village had the following funds with negative fund balances which will be covered by future revenues and the general fund if necessary:

Park Dedication	\$ 426,270
Richfield Utility No. 1	635
Bark Lake Utility	160

NOTE 12 - DEFINED BENEFIT PENSION PLAN

All eligible Village employees participate in the Wisconsin Retirement System (System), a cost-sharing, multiple-employer, defined benefit, public employee retirement system. All employees, initially employed by a participating System employer prior to July 1, 2011, expected to work at least 600 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the System. All employees, initially employed by a participating System employer on or after July 1, 2011, and expected to work at least 1,200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the System.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 12 - DEFINED BENEFIT PENSION PLAN (Continued)

Employees are required to contribute one-half of the actuarially determined contribution rate for general category employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement. Contribution rates for 2014 are:

	<u>Employee</u>	<u>Employer</u>
General	7.00%	7.00%

The payroll for Village employees covered by the System for the year ended December 31, 2014 was \$587,206; the employer's total payroll was \$665,930. The total required contributions for the year ended December 31, 2014 was \$82,208, which consisted of \$41,104, or 7.00% of payroll from the employer and \$41,104, or 7.00% of payroll from employees. Total contributions for the years ending December 31, 2013 and 2012 were \$78,994 and \$62,439, respectively, equal to the required contribution for each year.

Employees who retire at or after age 65 (62 for elected officials and 54 for protective occupation employees with less than 25 years of service, 53 for protective employees with more than 25 years of service) are entitled to receive a retirement benefit. Employees may retire at age 55 (50 for protective occupation employees) and receive actuarially reduced benefits. The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor. Final average earnings is the average of the employee's three highest years' earnings. Employees terminating covered employment and submitting application before becoming eligible for a retirement benefit may withdraw their contributions and, by doing so, forfeit all rights to any subsequent benefit. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998 and prior to July 1, 2011 are immediately vested. Participants who initially become System eligible on or after July 1, 2011 must have five years of creditable service to be vested.

The System also provides death and disability benefits for employees. Eligibility and the amount of all benefits are determined under Chapter 40 of Wisconsin Statutes. The System issues an annual financial report that may be obtained by writing to the Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931.

NOTE 13 - RISK MANAGEMENT

The Village is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee health claims; unemployment compensation claims; and environmental damage for which the Village purchases commercial insurance. There has been no reduction in insurance coverage from the prior year. Insurance settlements for claims resulting from the risks covered by commercial insurance have not exceeded the insurance coverage in the past three years.

NOTE 14 - COMMITMENTS AND CONTINGENCIES

The Village has an agreement with Washington County Sheriff's Department to provide law enforcement services for the Village. The Village has budgeted \$318,000 for law enforcement services in 2015.

The Village has entered into a contract for maintenance of assessment records with Associated Appraisals Consultants, Inc. in the amount of \$47,600 for the 2015 fiscal year.

The Village entered into a contract for fire and emergency services with the Richfield Volunteer Fire Company for 2015 for \$452,750.

VILLAGE OF RICHFIELD
Notes to Financial Statements
December 31, 2014

NOTE 14 - COMMITMENTS AND CONTINGENCIES (Continued)

The Village has two agreements with the Richfield Joint School District. One agreement is for the Village to perform lawn maintenance at the District's buildings and the other agreement is a snow equipment lease agreement. The total of these agreements is approximately \$17,000 in revenues.

The Village has entered into a contract for road improvements with Payne & Dolan, Inc. for 2015 for \$770,268.

From time to time, the Village is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the Village's attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

The Village has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

Funding for the operating budget of the Village comes from many sources, including property taxes, grants and aids from other units of government, user fees, fines and permits, and other miscellaneous revenues. The State of Wisconsin provides a variety of aid and grant programs which benefit the Village. Those aid and grant programs are dependent on continued approval and funding by the Wisconsin governor and legislature, through their budget processes. Any changes made by the State to funding or eligibility of local aid programs could have a significant impact on the future operating results of the Village.

NOTE 15 - UPCOMING ACCOUNTING PRONOUNCEMENT

The GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions*. Statement No. 68 requires governments providing defined benefit pensions to recognize their unfunded pension benefit obligation as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits. This net pension liability that will be recorded on the government-wide statements will be computed differently than the current unfunded actuarial accrued liability, using specific parameters set forth by the GASB. The statement also enhances accountability and transparency through revised note disclosures and requires supplementary information (RSI). The Village is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this statement are effective for financial statements for the year ending December 31, 2015.

REQUIRED SUPPLEMENTARY INFORMATION

VILLAGE OF RICHFIELD
 Schedule of Budgetary Comparison
 General Fund
 For the Year Ended December 31, 2014

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes	\$ 2,447,949	\$ 2,448,589	\$ 640
Special Assessments	13,369	17,711	4,342
Intergovernmental	690,896	769,580	77,684
Licenses and Permits	303,367	337,759	34,392
Fines, Forfeitures and Penalties	405	853	448
Public Charges for Services	64,885	73,892	9,007
Investment Income	13,700	6,689	(7,011)
Miscellaneous	13,050	5,245	(7,805)
Total Revenues	<u>3,547,621</u>	<u>3,660,318</u>	<u>111,697</u>
EXPENDITURES			
Current:			
General Government	649,407	623,830	25,577
Public Safety	1,023,486	1,030,432	(6,946)
Public Works	976,739	755,906	220,833
Leisure Activities	139,891	134,040	5,851
Conservation and Development	119,564	87,570	31,994
Debt Service:			
Principal	11,686	11,686	-
Interest	4,500	4,500	-
Capital Outlay	246,098	146,268	99,830
Total Expenditures	<u>3,171,371</u>	<u>2,794,232</u>	<u>377,139</u>
EXCESS OF REVENUES OVER EXPENDITURES	376,250	866,086	488,836
OTHER FINANCING SOURCES (USES)			
Transfer In	-	5,749	5,749
Transfer Out	(400,000)	(400,000)	-
Total Other Financing Sources (Uses)	<u>(400,000)</u>	<u>(394,251)</u>	<u>5,749</u>
NET CHANGE IN FUND BALANCE	(23,750)	471,835	494,585
FUND BALANCE - BEGINNING	<u>1,090,652</u>	<u>1,090,652</u>	<u>-</u>
FUND BALANCE - ENDING	<u>\$ 1,066,902</u>	<u>\$ 1,562,487</u>	<u>\$ 494,585</u>

See Notes to Schedule of Budgetary Comparison

VILLAGE OF RICHFIELD
Notes to Schedule of Budgetary Comparison
December 31, 2014

BUDGETARY CONTROLS

The Village follows these procedures in establishing the budgetary data:

- During the year, Village management submits to the Village Board a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Village Board action.
- Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
- During the year, formal budgetary integration is employed as a management control device for the general fund.
- Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the Village. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Village Board with a two-thirds majority vote.

The Park Dedication Fund is a major special revenue fund but the Village does not adopt a separate budget for it.

EXCESS OF ACTUAL EXPENDITURES OVER BUDGET

The following fund had an excess of actual expenditures over budget for the year ended December 31, 2014:

General Fund	Excess Expenditures
Public Safety	\$ 6,946

SUPPLEMENTARY INFORMATION

VILLAGE OF RICHFIELD
Combining Balance Sheet
Nonmajor Governmental Funds
As of December 31, 2014

	Special Revenue Funds				Total Nonmajor Funds
	Richfield Utility No.1	Bark Lake Utility	Richfield Utility No. 2	Fire Station Fund	
ASSETS					
Cash and Investments	\$ -	\$ -	\$ 194	\$ 180,616	\$ 180,810
Restricted Cash	2,024	1,572	821	-	4,417
Taxes Receivable	1,351	1,050	549	-	2,950
TOTAL ASSETS	<u>\$ 3,375</u>	<u>\$ 2,622</u>	<u>\$ 1,564</u>	<u>\$ 180,616</u>	<u>\$ 188,177</u>
LIABILITIES					
Due to Other Funds	\$ 635	\$ 160	\$ -	\$ -	\$ 795
DEFERRED INFLOWS OF RESOURCES					
Taxes Levied for Subsequent Period	3,375	2,622	1,370	-	7,367
FUND BALANCES (DEFICITS)					
Assigned	-	-	194	180,616	180,810
Unassigned	(635)	(160)	-	-	(795)
TOTAL FUND BALANCES (DEFICITS)	<u>(635)</u>	<u>(160)</u>	<u>194</u>	<u>180,616</u>	<u>180,015</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES (DEFICITS)					
	<u>\$ 3,375</u>	<u>\$ 2,622</u>	<u>\$ 1,564</u>	<u>\$ 180,616</u>	<u>\$ 188,177</u>

VILLAGE OF RICHFIELD
Combining Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)
Nonmajor Governmental Funds
For the Year Ended December 31, 2014

	Special Revenue Funds				Total Nonmajor Funds
	Richfield Utility No. 1	Bark Lake Utility	Richfield Utility No. 2	Fire Station Fund	
REVENUES					
Taxes	\$ 3,375	\$ 2,622	\$ 1,370	\$ -	\$ 7,367
Impact Fees	-	-	-	27,144	27,144
Investment Income	-	-	-	143	143
Total Revenues	<u>3,375</u>	<u>2,622</u>	<u>1,370</u>	<u>27,287</u>	<u>34,654</u>
EXPENDITURES					
Street Lighting	3,736	2,883	1,528	-	8,147
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(361)	(261)	(158)	27,287	26,507
OTHER FINANCING USES					
Transfers	-	-	-	(5,749)	(5,749)
NET CHANGE IN FUND BALANCES (DEFICITS)	(361)	(261)	(158)	21,538	20,758
FUND BALANCES (DEFICIT) - BEGINNING	<u>(274)</u>	<u>101</u>	<u>352</u>	<u>159,078</u>	<u>159,257</u>
FUND BALANCES (DEFICITS) - ENDING	<u>\$ (635)</u>	<u>\$ (160)</u>	<u>\$ 194</u>	<u>\$ 180,616</u>	<u>\$ 180,015</u>

VILLAGE OF RICHFIELD
 Schedule of Detailed Budgetary Comparison
 General Fund
 For the Year Ended December 31, 2014

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES AND OTHER FINANCING SOURCES			
TAXES			
General Property Taxes	\$ 2,446,780	\$ 2,446,780	\$ -
Other Taxes	1,169	1,560	391
Interest and Penalties on Delinquents	-	249	249
Total Taxes	2,447,949	2,448,589	640
SPECIAL ASSESSMENTS	13,369	17,711	4,342
INTERGOVERNMENTAL			
Shared Revenues	130,162	129,177	(985)
Fire Insurance Dues	47,000	55,634	8,634
Motor Oil Refund	1,000	1,000	(1,000)
General Highway Aids	309,357	309,759	402
Recycling	11,136	11,640	504
Forest Crop Land	100	(19)	(119)
Lake Patrol	1,500	-	(1,500)
Computer Aid	3,000	3,210	210
Ag Use Penalty	-	8,303	8,303
Payment in Lieu of Taxes	465	555	90
Other Grants	-	80,000	80,000
Building Inspection Fees	151,266	142,754	(8,512)
Fire Department Reimbursement	16,410	11,370	(5,040)
School Reimbursement	19,500	16,197	(3,303)
Total Intergovernmental	690,896	769,580	77,684
LICENSES AND PERMITS			
Liquor and Malt Beverage Licenses	12,000	11,203	(797)
Operators Licenses	7,000	6,886	(114)
Cigarette Licenses	500	650	150
Vending Machine License	3,000	2,600	(400)
Dog License	11,500	9,107	(2,393)
Kennel Licenses	10	2	(8)
Building Permits	120,000	158,761	38,761
Electrical Permit	24,000	33,379	9,379
Plumbing Permit	15,000	22,426	7,426
Zoning Permit	4,500	4,560	60
Right of Way Permits	4,000	6,000	2,000
Burning Permit	3,000	4,194	1,194
Other Permit	7,320	5,244	(2,076)
Cable Television Franchise Fee	91,537	72,747	(18,790)
Total Licenses and Permits	303,367	337,759	34,392
FINES AND FORFEITS			
Court Penalties and Fines	150	653	503
Dog Fines	255	200	(55)
Total Fines and Forfeits	405	853	448

VILLAGE OF RICHFIELD
 Schedule of Detailed Budgetary Comparison - Continued
 General Fund
 For the Year Ended December 31, 2014

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
PUBLIC CHARGES FOR SERVICES			
CSM Review Fees	\$ 2,000	\$ 5,050	\$ 3,050
Tax Research	1,700	2,570	870
Code Book and Maps	200	-	(200)
Zoning Appeals	1,500	5,050	3,550
Rezoning Fees	2,000	1,500	(500)
Engineering Fees Reimbursed	5,000	15,592	10,592
Transfer Station Fees	8,800	7,769	(1,031)
Recycling	5,000	5,658	658
Attorney Fee Reimbursement	4,000	11,979	7,979
Publication Fees	5,260	1,275	(3,985)
House Numbers	400	695	295
State Seal	1,500	1,720	220
Road Bond	2,000	2,050	50
Holding Tank Agreement Fees	100	-	(100)
Site Plan Fees	4,000	2,400	(1,600)
Subdivision Plat Fees	1,000	2,000	1,000
Road Use Fees	7,000	-	(7,000)
Park Rental Fees	6,000	3,351	(2,649)
Boat Launch Fees	1,800	1,320	(480)
Home Occupation Fees	225	-	(225)
Copies	200	15	(185)
Planner Fees Reimbursed	5,000	3,882	(1,118)
Cable Advertising	100	-	(100)
Register Mail-Postage	100	16	(84)
Total Public Charges for Services	<u>64,885</u>	<u>73,892</u>	<u>9,007</u>
INVESTMENT INCOME			
Investment Income	10,100	6,605	(3,495)
Interest on Special Assessments	3,600	84	(3,516)
Total Investment Income	<u>13,700</u>	<u>6,689</u>	<u>(7,011)</u>
MISCELLANEOUS REVENUES			
Miscellaneous General Revenue	6,050	1,445	(4,605)
Richfield Soccer League	3,000	-	(3,000)
Richfield Youth Program	3,000	3,800	800
Sale of Equipment and Land	1,000	-	(1,000)
Total Miscellaneous Revenues	<u>13,050</u>	<u>5,245</u>	<u>(7,805)</u>
OTHER FINANCING SOURCES			
Transfers In	-	5,749	5,749
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>3,547,621</u>	<u>3,666,067</u>	<u>117,446</u>

VILLAGE OF RICHFIELD
 Schedule of Detailed Budgetary Comparison - Continued
 General Fund
 For the Year Ended December 31, 2014

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
EXPENDITURES			
GENERAL GOVERNMENT			
Current			
Village Board	\$ 45,173	\$ 43,708	\$ 1,465
Administrator	121,880	84,475	37,405
Clerk	96,096	99,872	(3,776)
Elections	28,036	32,771	(4,735)
Property Assessment	49,401	49,194	207
Accounting and Auditing	10,750	13,250	(2,500)
Treasurer	114,312	100,244	14,068
Legal	55,000	74,146	(19,146)
Village Hall	51,354	63,182	(11,828)
Insurance	58,905	48,817	10,088
Miscellaneous	18,500	14,171	4,329
Total General Government	649,407	623,830	25,577
PUBLIC SAFETY			
Police Protection	318,000	319,809	(1,809)
Lake Patrol	1,800	-	1,800
Fire and Ambulance Protection	501,250	512,891	(11,641)
Emergency Government	500	-	500
Inspection	198,533	194,329	4,204
Pest Control	3,403	3,403	-
Total Public Safety	1,023,486	1,030,432	(6,946)
PUBLIC WORKS			
Garage and Sheds	30,000	28,900	1,100
Highway and Street Maintenance	900,863	684,550	216,313
Street Lighting	26,400	20,686	5,734
Transfer Station	19,476	21,790	(2,314)
Total Public Works	976,739	755,906	220,833
LEISURE ACTIVITIES			
Parks and Recreation	139,891	134,040	5,851
CONSERVATION AND DEVELOPMENT			
Planning and Appeals	67,564	53,959	13,605
Community Development	52,000	33,611	18,389
Total Conservation and Development	119,564	87,570	31,994
DEBT SERVICE			
Principal	11,686	11,686	-
Interest	4,500	4,500	-
Total Debt Service	16,186	16,186	-

VILLAGE OF RICHFIELD
Schedule of Detailed Budgetary Comparison - Continued
General Fund
For the Year Ended December 31, 2014

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
CAPITAL OUTLAY			
Village Hall	\$ 15,000	\$ 14,180	\$ 820
Highway Maintenance and Equipment	162,598	48,349	114,249
Park and Recreation	68,500	83,739	(15,239)
Total Capital Outlay	<u>246,098</u>	<u>146,268</u>	<u>99,830</u>
TOTAL EXPENDITURES	<u>3,171,371</u>	<u>2,794,232</u>	<u>377,139</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES			
	376,250	871,835	494,585
OTHER FINANCING USES			
Transfers	(400,000)	(400,000)	-
NET CHANGE IN FUND BALANCE	(23,750)	471,835	494,585
FUND BALANCE - BEGINNING	<u>1,090,652</u>	<u>1,090,652</u>	<u>-</u>
FUND BALANCE - ENDING	<u>\$ 1,066,902</u>	<u>\$ 1,562,487</u>	<u>\$ 494,585</u>

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VILLAGE OF RICHFIELD
 VILLAGE BOARD COMMUNICATION FORM

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MEETING DATE: May 21, 2015

SUBJECT: Consent Agenda
 DATE SUBMITTED: May 14, 2015
 SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO APPROVE THE ATTACHED CONSENT AGENDA?

ISSUE SUMMARY:

Included for your review are the Vouchers for Payment, Treasurer's Report, the Village Board Minutes from April 16th, New Operator Licenses, and Resolutions honoring Eagle Scouts, R2015-5-1, R2015-5-2, R2015-5-3, R2015-5-4.

FISCAL IMPACT:

REVIEWED BY: Kathleen M. Smith
 Village Deputy Treasurer

Initial Project Costs:
 Future Ongoing Costs:
 Physical Impact (on people/space):
 Residual or Support/Overhead/Fringe Costs:

ATTACHMENTS:

1. Vouchers for Payment
2. Treasurer's Report
3. Meeting Minutes from April 16, 2015
4. New Operator License List, Copy of Applications, Background Investigation Report
5. Resolutions honoring Eagle Scouts, R2015-5-1, R2015-5-2, R2015-5-3, R2015-5-4.

STAFF RECOMMENDATION:

Motion to approve the Vouchers for Payment, Treasurer's Report, the Village Board Minutes from April 16th, New Operator Licenses and Resolutions honoring Eagle Scouts, R2015-5-1, R2015-5-2, R2015-5-3, R2015-5-4.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERK USE ONLY
 BOARD ACTION TAKEN

[Signature]
 Village Staff Member
[Signature]
 Village Administrator

Resolution No. _____
 Ordinance No. _____
 Approved _____
 Other _____

Continued To: _____
 Referred To: _____
 Denied _____
 File No. _____

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VILLAGE OF RICHFIELD
VOUCHERS FOR PAYMENT

MAY 2015

BATCH #1

CHECK #	PO#	DATE	PAYEE	AMOUNT	COMMENTS
9180		4/14/15	First Federal Savings Bank	\$222.68	H S A Payroll Deduction additional contributions
9181	38698	4/14/15	Houseman & Feind, LLP	\$4,412.57	Municipal Attorney Bill
9182		4/15/15	Robert Barczak	\$622.00	Building Permit refund for a canceled project
9183		4/15/15	Bonnie Quegber	\$534.00	BQ's March Cleaning Contract
9184	510810-03-15	4/15/15	Premium Waters Inc.	\$44.74	Premium Waters March Statement
9185	79674130	4/15/15	US Cellular	\$449.03	March Cell Phone Charges
9186-9251		4/17/15	Village of Richfield P/R	\$4,339.47	April Election Payroll
ACH		4/21/15	Village of Richfield P/R	\$15,533.40	Bi-Weekly Payroll
ACH		4/21/15	Wisconsin Department of Revenue	\$1,158.64	State Withholding Tax
EFTPS		4/21/15	Federal Income Tax	\$5,714.19	FICA Tax
ACH		4/21/15	Wisconsin Deferred Compensation	\$250.00	457 Plan (payroll deduction)
9252		4/23/15	Loggers Park LLC	\$50,000.00	Logger's Park Letter of Credit Reimbursement
ACH		4/24/15	Wisconsin Retirement	\$5,917.76	March Wisconsin Retirement
9253		4/27/15	Robert Bradley	\$209.53	Re-issued tax refund check
9254		4/27/15	Employee Reimbursement	\$22.47	Seminar Lunch Reimbursement
9255		4/29/15	WI Department of Agriculture	\$2,400.00	Weights and Measures Inspection Services
ACH		4/29/15	United Healthcare	\$10,636.63	May Healthcare Payment
9256	621241	4/29/15	North Shore Bank Leasing LLC	\$718.04	May Lease Contract
9257	789199	4/29/15	Delta Dental	\$206.80	May Delta Dental Payment
9258		4/29/15	Charter Communications	\$140.56	Charter Fees for May Services
9259	262628750104	4/29/15	AT&T	\$192.24	Mar 20 - Apr 19 Phone bill
9260		4/29/15	WE Energies	\$2,364.71	Electric Bill
			TOTAL BATCH #1	\$106,089.46	Checks Written End of April 2015

BATCH #2

CHECK #	PO#	DATE	PAYEE	AMOUNT	COMMENTS
ACH		5/4/15	Village of Richfield P/R	\$2,046.14	Monthly Payroll
EFTPS		5/5/15	Federal Income Tax Withholding	\$555.57	FICA Tax
ACH		5/5/15	Village of Richfield P/R	\$15,296.44	Bi-Weekly Payroll
ACH		5/5/15	Wisconsin Deferred Compensation	\$250.00	457 Plan
EFTPS		5/5/15	Federal Income Tax Withholding	\$5,633.56	FICA Tax
ACH		5/5/15	Wisconsin Department of Revenue	\$1,039.97	State Withholding Tax
9261		5/6/15	Wisconsin Chapter IAEI	\$150.00	Building Inspector Registration
9262	5715746-2275-9	5/6/15	Waste Management of Milwaukee	\$479.49	Service Period for May 2015
9263	3111	5/6/15	Associated Appraisal	\$3,958.33	Professional Service Contract
9264	2658	5/6/15	Wisconsin Rural Water Association	\$60.92	Consolidated Safety Excavation
9265	C310270	5/6/15	Office Copying Equipment	\$666.46	Copies and Meter Reading
9266	2131100	5/6/15	Force America Distributing LLC	\$68.40	DPW Equipment Maintenance
9267		5/6/15	Equal Rights Division	\$157.50	April 2015 Work Permits
9268	15586	5/6/15	Digital Edge Copy & Print	\$162.50	Boat Clings and Permits
9269	82422	5/6/15	County Wide Extinguisher Inc.	\$273.00	Annual Fire Extinguisher Inspection
9270		5/6/15	Complete Office of Wisconsin	\$101.56	Toner for Printer
9271		5/8/15	Neu's Building Center, Inc.	\$413.57	Various Park and DPW Supplies
9272	29-73	5/8/15	Civi Tek Consulting	\$1,925.00	March 2015 Charges
9273	67354	5/8/15	Ehlers and Associates Inc.	\$737.50	Impact Fee Study Charges
9274	2088964	5/8/15	GAI Consultants	\$4,540.20	Professional Services from February 15th
9275		5/8/15	Ontech Systems Inc.	\$2,235.96	Computer Install and Regular Maintenance
9276		5/14/15	Employee Reimbursement	\$50.46	Mileage
9277		5/14/15	WE Energies	\$2,196.73	Street Lighting
9278	510810-04-15	5/14/15	Premium Waters Inc.	\$44.74	Water Bill
9279	83773071	5/14/15	US Cellular	\$449.03	Monthly Phone Bill
9280		5/14/15	Capital One Bank	\$61.90	April CC Transactions
			TOTAL BATCH #2	\$43,554.93	Checks Written Beginning of May 2015

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VILLAGE OF RICHFIELD
VOUCHERS FOR PAYMENT

MAY 2015

**BATCH #3

CHECK #	PO#	DATE	PAYEE	AMOUNT	COMMENTS
	10456		Arenz, Molte, Macy, Riffle, & Larson, S.C.	\$11,267.85	March through April Charges
	15-21461		Ayer Electric	\$1,455.09	Audio Equipment Install
	153897		Barton Small Engine	\$276.00	Pro Forest Helmet System
	543-300779		Batteries Plus	\$379.80	Refundable Core Deposit
	54228-IN		Bearings Incorporated	\$103.16	Ball Deep Groove Radial
	49973		Business Forms and Accounting	\$155.33	1,000 Checks
	4		Bonnie Quaegber	\$534.00	April Cleaning Services Invoice
	multiple		Cintas Corporation	\$598.92	Cintas DPW Cleaning Invoice
	1540390415		Conley Classifieds	\$17.84	Public Notice 04/13/2015
			Douglas S Cherkauer	\$1,597.95	Ground-Water Monitoring Quarter 1
	multiple		Falls Auto Parts & Supplies	\$548.40	DPW and Park Supplies
	2131100		Force America, Inc.	\$68.40	Truck #10 Hydraulic Parts
	2089728		GAI Consultants	\$1,920.58	General Village Engineering Services
	multiple		Hallman Lindsay Paints	\$373.70	Stripe Kote Athletic Ready - Mix White
	207800		Hopson Oil Co. Inc.	\$2,901.54	Fuels/Petroleum Products from April
	38815		Houseman & Feind, LLP	\$1,773.25	2015 April Municipal Matters
	17400		Joe Ruhland Door Co	\$856.00	Garage Door Repair
	88940		Kerber, Rose & Associates	\$9,000.00	Audit of Financial Statements 2014
	1119166P		Lakeside International Truck	\$209.98	Truck #12 Maintenance
	1110554		Lannon Stone Products	\$348.40	Hogsback Erosion Project
	multiple		Liesener Soils, Inc.	\$235.00	Park Supplies and DPW Resident Repair
	multiple		Menards	\$415.68	Park and DPW Supplies
			TOTAL BATCH #3	\$35,036.87	Checks Still Needing Approval***

**BATCH #4

CHECK #	PO#	DATE	PAYEE	AMOUNT	COMMENTS
	H63446		Mid-State Equipment	\$127.58	Rhino Mower Belt
	multiple		Piggly Wiggly	\$136.40	Election and Office Supplies
	multiple		Port a John	\$340.00	Metros & Liquid Waste Disposal
	52591315		Praxair	\$88.52	Tank of Stargon Gas for Wire Welder
	multiple		Quill	\$229.74	Office Supplies
			Richfield Volunteer Fire Company	\$38,635.32	May Fire Company Payment
	multiple		Road Equipment Parts Center	\$323.13	DPW Supplies and Expenses
	8667		Schmitt Sanitation	\$180.00	Pump Holding Tanks
	1502767		Total Mechanical	\$210.00	Furnace Work at DPW Building
	1066		Washington County Clerk	\$586.87	Spring Election Ballots and Coding
	5291		Washington County Treasurer	\$298.28	Highway Dept. Invoice
	8228		Washington County Sheriff	\$26,971.94	Sheriff Contract Services for April
	multiple		Waukesha Lime and Stone	\$491.70	Road Work
			Wisconsin Dept. of Justice	\$21.00	April Background Checks
			Wolf Brother, Inc.	\$37.27	Gals Kerosene Park
	42313		Zarnoth Brush Works, Inc.	\$479.88	Poly Wafer Refills
			TOTAL BATCH #4	\$69,157.63	Checks Still Needing Approval***
			TOTAL	\$253,838.89	

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VILLAGE OF RICHFIELD
Treasurer's Report for April 30, 2015

BANK ACCOUNT BALANCES

	Interest Rate	Beginning Balance March 31, 2015	Interest Earned	Ending Balance April 30, 2015
Landmark Checking Account	0.25%	\$ 1,444,634.35	\$ 305.01	\$ 1,361,048.43
LGIP General Fund	0.12%	\$ 736,894.61	\$ 74.10	\$ 736,968.71
LGIP Fire Impact Fees	0.12%	\$ 182,926.04	\$ 18.59	\$ 185,206.63
LGIP Park Impact Fees	0.12%	\$ 63,575.69	\$ 6.60	\$ 66,014.29
LGIP Tax Account	0.12%	\$ 460.84	\$ 0.05	\$ 460.89
FNB Entrepreneur Plus Account	0.05%	\$ 2,711.29	\$ 0.11	\$ 2,711.40
FNB Platinum MMD Account	0.15%	\$ 257,361.63	\$ 31.73	\$ 257,393.36
Bank Mutual MM Account	0.33%	\$ 250,873.46	\$ 76.09	\$ 250,949.55

CERTIFICATES OF DEPOSIT

	Purchase Date	Expiration Date	Interest Rates	Amount
First National Bank	October 31, 2014	October 31, 2015	0.35%	\$ 250,878.55
Bank Mutual	March 3, 2015	October 3, 2016	1.05%	\$ 251,588.02

** All CD's are fully FDIC insured**

LETTERS OF CREDIT/PERFORMANCE BONDS/DEVELOPER GUARANTEES

	Purchase Date	Expiration Date	Amount
Reflections Richfield Investments LLC	March 11, 2014	March 16, 2016	\$ 712,650.00
Reflections Richfield Investments LLC	March 11, 2014	March 16, 2016	\$ 150,000.00

PERMIT PERFORMANCE BOND

	Held Since	Expiration Date	Amount
T-Mobile Central LLC Wireless Communication Tower	March 11, 2014	N/A	\$ 25,000.00

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1. Call to Order/ Roll Call

The meeting was called to order by Village President John Jeffords at 7:30 pm. A quorum of the Village Board was present. Present: Village President John Jeffords; Village Board of Trustees; Rock Brandner, Bill Collins, and Dan Neu.

Trustee Sandy Voss had an excused absence.

Also present: Village Administrator Jim Healy.

2. Verification of Compliance With Open Meeting Law

Village Administrator Healy verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. PUBLIC COMMENTS

Darrell Worlmann, 4835 Riverview Drive expressed concerns about stakes being put in for a survey combining two parcels on Riverview Drive.

Dennis Rosploch, 4821 Riverview Drive, stated that he has concerns about where the survey marker for the northeast corner was placed for the survey combining the two parcels on Riverview Drive. Mr. Rosploch stated that the surveyor went off a 3/4" threaded rope that he put in the ground to keep people off his property. Mr. Rosploch was under the impression the surveyor went off this mark and as a result the property lines will be off affecting everyone that lives on Riverview Drive. Mr. Rosploch asked that the Village Board table agenda item 6b. until May 21, 2015 so that the lot can be surveyed again to show the correct location of the property lines. Mr. Rosploch believes that the lot should be surveyed using a 1923 survey.

David Buehler, 4869 Riverview Drive was concerned that if a survey combining two parcels on Riverview Drive is correct, it would show that most of his boat lot would be under water.

Joan Weyer, 1450 Hawks Nest Court, was concerned about the Highway 175 reconstruction. Ms. Weyer believes the Village is not doing anything in conjunction with the project to help businesses in the area. Ms. Weyer also stated that the only thing retained from the Highway 175 Committee was a sidewalk and a couple of benches. Ms. Weyer expressed concern that the Village should be doing more for businesses along Highway 175.

Gil Frank, 4156 Elmwood Road mentioned that the minutes from the March 19, 2015 Village Board Meeting stated his address incorrectly. Frank also reported that Ms. Ann Conkey residing at 234 Scenic Ridge Rd testified that she had her water tested and that her levels were above the safe drinking water levels for human consumption. This was also missing from the minutes. Mr. Frank asked why no Richfield residents were on the Negotiation Committee and believed that another board member from the Village Board or Planning Commission should be on the committee. Mr. Frank also stated that he was concerned that the new firehouse was not in the Capital Improvement Plan.

Norb Weyer, 4045 Maple Grove spoke in regards to the Capital Improvement Plan. Mr. Weyer had gone to WE Energies to ask about street lighting along the west side of STH 175 from Beechwood Industrial Court to Fairway Fields. Mr. Weyer stated 11 lights ranging from 10 feet to 15 feet in height would be ideal for that location. Mr. Weyer also believed this could be in conjunction with the reconstruction project in 2016. Mr. Weyer believes street lights would improve aesthetics and safety in the area giving it a small town feel.

Danah Zoulek, 623 Amy Belle Road, stated that she likes Mr. Weyer's street light plan. Mrs. Zoulek spoke in regards to the siting Resolution. Zoulek believes a memo should be included in packets that states information on the importance of reclamation, erosion, sedimentation, riles, gullies, habitats and everything that involves abandoned mines and the effects they have on the community. Mrs. Zoulek stated the only reason she and her company have proposed a land fill to accept clean fill is to restore an area that needs restoration and to improve the property. Zoulek concluded by saying she wants the board and community to know that reclamation is good for the community.

5. CONSENT AGENDA

- a. Vouchers for Payment
- b. Treasurer's Report
- c. Meeting Minutes:
 - i. March 19, 2015 – Regular Meeting
- d. New Operator Licenses
- e. Fee Schedule (Amendment) – Resolution R2015-04-02
- f. Re-appointment of Board of Review members

Motion by Trustee Brandner to approve the Vouchers for Payment, Treasurer's Report, the Village Board Minutes from March 19th, New Operator Licenses, Resolution R2015-04-02, fee schedule amendment, and Re-appointment of Board of Review members: Seconded by Trustee Neu; Motion carried unanimously.

6. DISCUSSION/ACTION ITEMS

- b. Discussion/Action regarding the creation of a one-lot Certified Survey Map, Tax Key: V10_0486 and V10_048700A

Motion by Trustee Brandner to table creation of a one lot Certified Survey Map, Tax Key: V10_0486 and V10_048700A until May 21, 2015 at 7:30 pm; Seconded by Trustee Neu; Motion carried unanimously.

- c. Discussion/Action regarding the adoption of the 2016-2020 Capital Improvement Program

Motion by Trustee Neu to table the adoption of the 2016-2020 Capital Improvement Program until the May 21, 2015 at 7:30 pm; Seconded by Trustee Brandner; Motion carried unanimously.

- a. Discussion/Action regarding Resolution R2015-04-03, a Resolution recognizing the partnership between the Village of Richfield and Crown of Life School

Motion by Trustee Neu to approve Resolution R2015-04-03, a Resolution recognizing the partnership between the Village of Richfield and Crown of Life School; Seconded by Trustee Collins; Motion carried unanimously.

- d. Discussion/Action regarding the establishment of a "Local Negotiating Committee" for the siting of a solid or hazardous waste facility under Sec. 289.33, Wisconsin Statutes

Motion by Trustee Collins to establish a "Local Negotiation Committee" to consist of Village Administrator Jim Healy, Administrative Services Coordinator KateLynn Schmitt and Village Attorney Stan Riffle and to direct Staff to send appropriate notification of the same to the State of Wisconsin along with the required "statement of economic interest"; Seconded by Trustee Neu; Motion carried unanimously.

- e. Discussion/Action regarding Resolution R2015-04-01, a Resolution as required by Wis. Stats. 289.33(6)(a) regarding the siting of a solid or hazardous waste facility under Sec. 289.33, Wisconsin Statutes

Motion by Trustee Neu to approve Resolution R2015-04-01, a siting resolution as required by Wis. Stats. 289.33(6)(a) and to direct Staff to send appropriate notification of the same to the State of Wisconsin; Seconded by Trustee Brandner; Motion carried unanimously.

f. Discussion regarding the creation of a Village Road Connectivity Map

Village Administrator Jim Healy stated that a new Road Connectivity Map was being created to allow for more accurate planning for Developers, Staff and Residents working in the Village of Richfield.

g. Discussion/Action regarding a petition to allow an "Off-premise directional/sales sign" for Johnny Manhattan's pursuant to Sec. 309-20(E)

Motion by Trustee Brandner to approve the repainting/change of face signage for Johnny Manhattan's, to be located at 1717 Wolf Road (Tax Key: V10_034400E). Seconded by Trustee Collins; Motion carried unanimously.

7. PUBLIC COMMENTS (...Continued)

No one spoke.

8. CLOSED SESSION

- a. Discussion /Action to enter into closed session under Wis. Stats. 19.85(1)(g) update from legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the governing body with respect to litigation in which it is or is likely to become involved.- Specifically regarding *Timberstone v. Village of Richfield*
- b. Discussion /Action to enter into closed session under Wis. Stats. 19.85(1)(g) update from legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the governing body with respect to litigation in which it is or is likely to become involved.- Specifically regarding the property located at *867 East Shore Drive*

President Jeffords read 8a. aloud.

Motion by Trustee Neu to enter into closed session under Wis. Stats. 19.85(1)(g) update from legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the governing body with respect to litigation in which it is or is likely to become involved.- Specifically regarding *Timberstone v. Village of Richfield* and regarding property located at *867 East Shore Drive*. Seconded by Trustee Voss; Motion carried unanimously by roll call vote.

9. RECONVENE IN OPEN SESSION

- a. Discussion/Action regarding matters address in Closed Session as outlined above

Motion by Trustee Brandner to reconvene in open session; Seconded by Trustee Collins; Motion carried unanimously by roll call vote.

10. ADJOURNMENT

Motion by Trustee Neu to adjourn the meeting at 9:45 pm; Seconded by Trustee Voss; Motion carried unanimously.

Respectfully Submitted,

Jim Healy
Village Administrator

6 d

May 21, 2015

Meeting

New Operator Licenses

Name	Place of Employment	Course or valid license	Recommendation
Sydney A. Behrens	Arrowhead Golf Course	Course	Approved
Katherine M. Bilicki	Arrowhead Golf Course	Course	Approved

6 e

STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY

RESOLUTION R2015-5-1

A RESOLUTION HONORING WYATT ZINDA
FOR EARNING THE RANK OF EAGLE SCOUT

WHEREAS, Wyatt Zinda through his diligence and rigorous efforts, has achieved Scouting's highest and most prestigious rank, Eagle Scout; and

WHEREAS, Wyatt Zinda is a member of the Boy Scouts of America Troop 165 of Colgate, Wisconsin; and

WHEREAS, Wyatt Zinda has earned this prestigious rank by directly serving the residents of the Village of Richfield through his thoughtful planning, creation and installation of ten (10) new bird houses in the Village of Richfield Nature Park; and

WHEREAS, the United States has achieved Her greatest heights of glory through the dedication, determination, perseverance, and tireless efforts of outstanding citizens dedicated to public service; and

WHEREAS, it is only with the continued diligence and devotion of our youth, tomorrow's leaders, that the United States will maintain Her glory; and

WHEREAS, the highest achievement of leadership in Scouting, earned by a minute percentage of all Boy Scouts, is distinguished by the rank of Eagle Scout; and

WHEREAS, this new Eagle Scout is a credit to his family, his school, the Village of Richfield, his State of Wisconsin and his Nation, and no doubt his future will be filled with similar accomplishments of great importance;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Richfield, Wisconsin, that the Village Board in recognition of the significance of this meritorious achievement, do formally congratulate and honor Wyatt Zinda on achieving the rank of Eagle Scout.

Approved and adopted May 21, 2015.

John Jeffords, Village President

Rock Brandner, Village Trustee

Daniel Neu, Village Trustee

Bill Collins, Village Trustee

Sandy Voss, Village Trustee

ATTEST:

Jim Healy, Village Administrator

STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY

RESOLUTION R2015-5-2

A RESOLUTION HONORING NICKOLAS RASIMUS
FOR EARNING THE RANK OF EAGLE SCOUT

WHEREAS, Nickolas Rasimus through his diligence and rigorous efforts, has achieved Scouting’s highest and most prestigious rank, Eagle Scout; and

WHEREAS, Nickolas Rasimus is a member of the Boy Scouts of America Troop of St. Gabriel’s Parish, Troop 139 of Hubertus, Wisconsin; and

WHEREAS, Nickolas Rasimus has earned this prestigious rank by directly serving the residents of the Village of Richfield through his thoughtful planning, creation and installation of three (3) new posting boards located at three (3) of the different hamlet districts located within the Village of Richfield; and

WHEREAS, the United States has achieved Her greatest heights of glory through the dedication, determination, perseverance, and tireless efforts of outstanding citizens dedicated to public service; and

WHEREAS, it is only with the continued diligence and devotion of our youth, tomorrow’s leaders, that the United States will maintain Her glory; and

WHEREAS, the highest achievement of leadership in Scouting, earned by a minute percentage of all Boy Scouts, is distinguished by the rank of Eagle Scout; and

WHEREAS, this new Eagle Scout is a credit to his family, his school, the Village of Richfield, his State of Wisconsin and his Nation, and no doubt his future will be filled with similar accomplishments of great importance;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Richfield, Wisconsin, that the Village Board in recognition of the significance of this meritorious achievement, do formally congratulate and honor Nickolas Rasimus on achieving the rank of Eagle Scout.

Approved and adopted May 21, 2015.

John Jeffords, Village President

Rock Brandner, Village Trustee

Daniel Neu, Village Trustee

Bill Collins, Village Trustee

Sandy Voss, Village Trustee

ATTEST:

Jim Healy, Village Administrator

STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY

RESOLUTION R2015-5-3

A RESOLUTION HONORING BRANDON PARSONS
FOR EARNING THE RANK OF EAGLE SCOUT

WHEREAS, Brandon Parsons through his diligence and rigorous efforts, has achieved Scouting’s highest and most prestigious rank, Eagle Scout; and

WHEREAS, Brandon Parsons is a member of the Boy Scouts of America Troop 167 of Hubertus, Wisconsin; and

WHEREAS, Brandon Parsons has earned this prestigious rank by directly serving the residents of the Village of Richfield through his thoughtful planning and creation of 20 new benches for the Richfield Historical Society to be placed in various locations through the Village of Richfield Historical Park; and

WHEREAS, the United States has achieved Her greatest heights of glory through the dedication, determination, perseverance, and tireless efforts of outstanding citizens dedicated to public service; and

WHEREAS, it is only with the continued diligence and devotion of our youth, tomorrow’s leaders, that the United States will maintain Her glory; and

WHEREAS, the highest achievement of leadership in Scouting, earned by a minute percentage of all Boy Scouts, is distinguished by the rank of Eagle Scout; and

WHEREAS, this new Eagle Scout is a credit to his family, his school, the Village of Richfield, his State of Wisconsin and his Nation, and no doubt his future will be filled with similar accomplishments of great importance;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Richfield, Wisconsin, that the Village Board in recognition of the significance of this meritorious achievement, do formally congratulate and honor Brandon Parsons on achieving the rank of Eagle Scout.

Approved and adopted May 21, 2015.

John Jeffords, Village President

Rock Brandner, Village Trustee

Daniel Neu, Village Trustee

Bill Collins, Village Trustee

Sandy Voss, Village Trustee

ATTEST:

Jim Healy, Village Administrator

STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY

RESOLUTION R2015-5-4

A RESOLUTION HONORING BRAM J. MILLER
FOR EARNING THE RANK OF EAGLE SCOUT

WHEREAS, Bram J. Miller through his diligence and rigorous efforts, has achieved Scouting’s highest and most prestigious rank, Eagle Scout; and

WHEREAS, Bram J. Miller is a member of the Boy Scouts of America Troop 167 of Hubertus, Wisconsin; and

WHEREAS, Bram J. Miller raised funds for and installed steps from the parking lot to the cemetery at St. Paul’s United Church of Christ; and

WHEREAS, the United States has achieved Her greatest heights of glory through the dedication, determination, perseverance, and tireless efforts of outstanding citizens dedicated to public service; and

WHEREAS, it is only with the continued diligence and devotion of our youth, tomorrow’s leaders, that the United States will maintain Her glory; and

WHEREAS, the highest achievement of leadership in Scouting, earned by a minute percentage of all Boy Scouts, is distinguished by the rank of Eagle Scout; and

WHEREAS, this new Eagle Scout is a credit to his family, his school, the Village of Richfield, his State of Wisconsin and his Nation, and no doubt his future will be filled with similar accomplishments of great importance;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Richfield, Wisconsin, that the Village Board in recognition of the significance of this meritorious achievement, do formally congratulate and honor Bram J. Miller on achieving the rank of Eagle Scout.

Approved and adopted May 21, 2015.

John Jeffords, Village President

Rock Brandner, Village Trustee

Daniel Neu, Village Trustee

Bill Collins, Village Trustee

Sandy Voss, Village Trustee

ATTEST:

Jim Healy, Village Administrator

7a



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: May 21, 2015

SUBJECT: 2016–2020 Capital Improvement Plan
DATE SUBMITTED: May 14, 2015
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE CIP SUBCOMMITTEE AND ADOPT THE 2016-2020 CIP?

ISSUE SUMMARY:

On October 18, 2012 the Village Board established a policy and process for the development and administration of a five (5) year Capital Improvement Program (CIP). Since that time the Village Board has formally adopted two CIP's (i.e. 2013, 2014). Highway improvement and equipment maintenance continue to be the two major components of the Capital Improvement Plan and Staff continues to look for new ways to improve the Capital Improvement Plan and process.

Following the recommendations by the 2014 CIP subcommittee, Village Staff has focused their attention on implementing a robust traffic count plan in order to provide more information that might aid in the selection of future road improvement projects. 2015 will also be a Pavement Surface Evaluation and Rating (PASER) year in which the State of Wisconsin mandates the Village to evaluate and assign a numerical rating to every road in the Village. These evaluations take place on a biennial calendar so that deterioration throughout the entire Village can be re-examined regularly. Kunkle Engineering Group will be engaged in assisting with the PASER ratings and a similar scope of services will be prepared by them just like what was done in 2013.

This year Staff also made attempts to make this a more visual document for the Board and the public by including pictures of the segments of road in the Capital Improvement Plan along with the vehicles themselves. These pictures help to convey the current state of the roads being considered in the program. Being able to highlight, explain and most importantly, show the problems existing with each road has assisted the subcommittee with their decision-making process.

Recommendations for future information made at the subcommittee level this year includes looking back at road reconstruction methods done in past years and tracking reconstruction efforts in the future so that we might be able to better determine what has been done, when it was done, whom it was done by, and what works with different types of roads in the Village. It is important to note that this document, like most Village documents, is a living, breathing work in progress. Aside from these changes Village Staff will also be working in concert with Staff members from around the State to see what other 'best practices' are being utilized in capital purchasing.

Another significant improvement this year by Staff was a refocusing of attention by providing the most up-to-date mileage, labor hours, and life expectancies on Village equipment. Starting January 1, 2015 DPW Supervisor Adam Schmitt, Shop Foreman Bob Muesch, Administrative Services Coordinator KateLynn Schmitt and Administrative Intern Brad Calder worked together in order to implement new procedures for tracking the actual costs of maintenance on Village equipment. Maintenance costs are one of the most important, if not the most important piece of information, that can be made available when attempting to determine the best time to sell or keep a piece of equipment.

The Capital Improvement Program Administrative Committee considered the plan and approved it to go before the Village Board with the following motion:



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: May 21, 2015

SUBJECT: 2016–2020 Capital Improvement Plan
DATE SUBMITTED: May 14, 2015
SUBMITTED BY: Jim Healy, Village Administrator

Motion by Rob McDonald to approve the 2016-2020 Capital Improvement Plan amended to exclude the newly proposed six (6) year Sign Replacement Plan and the reallocation of \$50,000 from the Village Hall Future Renovation Fund to the Hwy Improvement Budget for 2016; Seconded by Trustee Neu; Motion carried unanimously.

At the April 16th Village Board meeting it was requested of Village Staff that we examine a request by Mr. Norb Weyer to place 11 decorative lights on the west side of STH 175 from approximately Beechwood Industrial Court to just south of the old True Value hardware store entrance. Both strip malls are owned by Mr. Weyer's subsidiary companies. The estimated cost for the proposed 15' fiberglass lighting fixtures with acorn lights is approximately \$35,000 (\$3,200/ea).

From speaking with We Energies, if the Village pays the upfront cost of \$35,000, then created a 'utility district' the property owners would then be responsible for the monthly costs of ~\$250. From speaking with Mr. Raymond Jachimiec at We Energies, the placement of these lights would bisect the already existing pole mounted cobra head lights (otherwise called "cantilevered lights") on the east side of STH 175. Having the lights staggered or at bisecting distances would provide a consistent lighting pattern.

In this general vicinity, there are three lights on the north side of Hubertus Road approaching STH 175 at the entrances of Mr. Weyer's strip mall. Two (2) lights at the intersection of STH 175 and Hubertus Road on the Kaul Gas Station property. One (1) light on the property of Shepherd of the Hill which bisects the two (2) entrances to Mr. Weyer's strip mall on STH 175. Lastly, at the strip mall on the east side of STH 175 owned by Ms. Joyce Weyer there are three (3) lights.

Mr. Jachimiec has provided us with tentative plans for the streetlight installation along with a limited photometric plan. Contrary to our initial thought, these lights would not be west of the walking path illuminating the walkway, but rather, in the State of Wisconsin's right-of-way. Per Project Manager Doug Cain at the WisDOT, this would require an additional step of receiving permission from the State of Wisconsin. It is our belief this would be a fairly ordinary approvals process, however.

As a Staff we also looked at several different options for lighting. We were able to determine that the cost for concrete poles would be approximately \$44,000 (\$4,000/ea) or if we wanted to consider telephone pole mounted cantilevered lights the cost would be approximately \$16,500 (\$1,500/ea). The acorn fixture I do not believe would be permissible with our lighting code. It has been a long-standing practice to only allow those types of lights that are 'full cutoff'. The cost to change the fixtures would be insignificant.

In 2012 the Village adopted a 'Strategic Plan' in which we outline our 'Mission, Vision, and Goals'. The outcome of this plan has the following statement attached to it: "*We actively preserve our open space, our dark evening skies, and beautiful parklands*". An additional policy decision by the Board would be if this would be in keeping with that adopted philosophy.

Another point of consideration would be the overall aesthetics of having what Staff would describe as 'decorative' lights, which admittedly do still provide light to the area, on one side of the street and have a set of other more traditional highway lights on the other side. While I would agree with Mr. Weyer's assertion that many communities do have this type of lighting in their 'downtown' areas, the Village is unique in that our commercial area is located almost entirely on a state highway.



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: May 21, 2015

SUBJECT: 2016-2020 Capital Improvement Plan
DATE SUBMITTED: May 14, 2015
SUBMITTED BY: Jim Healy, Village Administrator

FISCAL IMPACT:

Initial Project Costs: variable
Future Ongoing Costs: variable
Physical Impact (on people/space): variable
Residual or Support/Overhead/Fringe Costs: variable

REVIEWED BY:

Village Deputy Treasurer

ATTACHMENTS:

- 1. March 12, 2015 CIP Subcommittee Meeting Minutes (DRAFT)
- 2. 2016-2020 Capital Improvement Plan (separate file)

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

7 b



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

76

MEETING DATE: May 21, 2015

SUBJECT: Recommendation of the Richfield Volunteer Fire Company to hire MSI
DATE SUBMITTED: May 14, 2015
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DO THE BOARD OF TRUSTEES WISH TO APPROVE THE RECOMMENDATION OF THE RICHFIELD VOLUNTEER FIRE COMPANY TO HIRE MSI GENERAL FOR ARCHITECTURAL SERVICES?

ISSUE SUMMARY:

Please see the attached letter of recommendation from Fire Chief Terry Kohl, the contractual review by Attorney John Macy, and information regarding MSI General.

FISCAL IMPACT:

REVIEWED BY:

Kathleen M. Schmitt
Village Deputy Treasurer

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): N/A
Residual or Support/Overhead/Fringe Costs: Variable

ATTACHMENTS:

- 1. Contract from MSI General reviewed by Attorney John Macy.
- 2. MSI General Company profile.
- 3. 5/15/15 letter from RVFC Chief Kohl.

STAFF RECOMMENDATION:

Motion to direct the Village Administrator to execute a contract with MSI General subject to the final authorization by the Village Attorney.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Lauren Johnson
Village Staff Member
Jim Healy
Village Administrator

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

LAW OFFICES OF
**ARENZ, MOLTER,
 MACY, RIFFLE & LARSON, S.C.**
 720 N. EAST AVENUE
 P.O. BOX 1348
 WAUKESHA, WISCONSIN 53187-1348
 Telephone (262)548-1340
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 Email: jmacy@ammr.net

DALE W. ARENZ, RETIRED
 DONALD S. MOLTER, JR.
 JOHN P. MACY,
 COURT COMMISSIONER
 H. STANLEY RIFFLE,
 COURT COMMISSIONER
 ERIC J. LARSON

RICK D. TRINDL
 JULIE A. AQUAVIA
 PAUL E. ALEXY
 R. VALJON ANDERSON

May 6, 2015

Jim Healy, Village Administrator
 Village of Richfield
 4128 Hubertus Road
 Hubertus, WI 53033

**Re: Village of Richfield
 Richfield Fire Department
 AIA Document B102-2007
 Standard Form of Agreement Between Owner and Architect**

Dear Mr. Healy:

I received your request that I review the above-noted document which you forwarded to me with your email message of April 28, 2015. I have had an opportunity to carefully consider this matter.

Based upon my review, I have the following comments, questions, concerns and recommendations in this regard:

1. This is drafted to be an agreement between the Richfield Volunteer Fire Company, Inc., and MSI General Corporation. Is that the intent?
2. There is nothing that you forwarded that describes what the Architect will do pursuant to this contract. Section 1.1 says that the Architect's responsibilities are "See Letter of Understanding dated 3/13/15." I did not receive that document.
3. Article 6, Section 6.1 says that the Architect would be paid 5% on all project costs, and Section 6.4 says that there is no initial payment required.
4. Article 8 says that special terms and conditions are "TBD."
5. In sum, this document is largely a standard form, with virtually no further explanation included as to the scope of work or compensation, or any special requirements, and it is drafted to be between the Volunteer Fire Department and the Architect. I hesitate to offer any particular recommendations or proposed changes to the agreement, therefore, given that the Village is not a party. I will note that in my review of architect contracts in the past I have made a number of recommendations

LAW OFFICES OF
ARENZ, MOLTER, MACY, RIFFLE & LARSON, S.C.

Jim Healy, Village Administrator
May 6, 2015
Page 2

regarding these standard form agreements to address issues such as the following:

- I generally like to see more particular language regarding the insurance limits and coverages.
- The standard model includes a number of owner obligations that I would generally want to clarify, and in some cases restate those as architect obligations.
- The form that the Architect has chosen to provide does not address the bidding process, and the Architect's role to prepare plans for that process and pursue the bidding. The B101 AIA document would have addressed competitive bidding, and that might be a preferred form if the Village would have been a party to the agreement.
- We have standard language that we incorporate in all municipal contracts regarding public records, which we would recommend be included in the agreement, if this would have been an agreement between the Village and the Architect.

Again, I could closely review the form of the agreement with these issues in mind and provide a revised draft, though it strikes me that under the circumstances this may not be appropriate at this time.

6. Your email message referred to both an Architect Agreement and also a Contract Manager Agreement. I only received the Architect Agreement, not the Contract Manager Agreement, so I have focused these comments on the Architect Agreement.

If you should have any questions or concerns regarding this matter, please do not hesitate to contact me.

Yours very truly,

ARENZ, MOLTER, MACY,
RIFFLE & LARSON, S.C.

John P. Macy

John P. Macy

JPM/bes

cc: Laura Johnson, Deputy Clerk
L:\MyFiles\Richfield\Fire Company\jh.ltr.05-05-15

Richfield Volunteer Fire Company
Proposal #10367

DEVELOPMENT PHASE

Richfield Volunteer Fire Company/Village of Richfield Responsibilities

- Coordinate and schedule all internal approvals to proceed with construction
- Secure financing as required
- Coordinate with MSI General signatures on construction contract documents including plans, guaranteed maximum sum and subcontractor proposals
- Authorize MSI General to proceed with construction documents and Municipal approvals

MSI General Responsibilities

- Prepare construction drawings including: site, landscaping, architectural, structural, mechanical, electrical scope drawings, plumbing scope drawings, fire protection scope drawings, and interior finishes, as required
- Review and coordinate all design and construction drawings for grading, utilities, roadways, landscaping, lighting and signage, as required
- Submit drawings, as required, for review and approval by the Village of Richfield
- Submit construction drawings to the State of Wisconsin for review and approval
- Issue Contracts from Village of Richfield to subcontractors
- Secure approval from the Village of Richfield and acquire State approved plans and obtain local permits as required to begin construction

CONSTRUCTION PHASE

Richfield Volunteer Fire Company/Village of Richfield Responsibilities

- Authorize MSI General to begin construction activities
- Review, authorize and fund monthly subcontractor draws

MSI General Responsibilities

- Provide project management and construction supervision
- Create construction schedule
- Provide architectural and engineering field inspection for design compliance
- Provide shop drawings and submittals
- Interface with Richfield Volunteer Fire Company for coordination of any additional telephone/data/security systems, equipment installation, and fixture installation, as required
- Complete all job close out and punch list work
- Provide architectural and engineering As-Built Drawings and equipment operational manuals
- Conduct six (6) and eleven (11) month walk-through for each completed portion of the project

Richfield Volunteer Fire Company
 Proposal #10367

MSI GENERAL ARCHITECTURAL and STRUCTURAL ENGINEERING FEES

MSI General will perform all of the services outlined in the Pre-Development, Development and Construction Phases for the new facility according to the following fee structure:

Professional Services A fee of 5 % on all job costs for MSI General's professional architectural and structural engineering service

MSI GENERAL CONSTRUCTION MANAGEMENT FEES

MSI General will perform all of the services outlined in the Pre-Development, Development and Construction Phases for the new facility according to the following fee structure:

Professional Services A fee of 8% on all job costs for MSI General's professional construction management service

MSI GENERAL PRE-DEVELOPMENT REIMBURSABLES

MSI General and Richfield Volunteer Fire Company will determine what, if any, additional consultant work will be required for the project and together will review each proposal and select each consultant. MSI General will invoice for the following expenses in the Pre-Development Phase once the consultant work has been completed. Pre-Development reimbursable costs will be marked up 6%. MSI General will only invoice for the pre-approved required reimbursable expenses as listed below throughout the Pre-Development Phase. The typical reimbursable costs are as follows:

- Phase I/Phase II testing and reporting
- Soil borings
- Topographical/ALTA survey
- Traffic impact study
- Trans 233 report
- Civil engineering: Stormwater management and grading plan submittal
- Municipal submittal and plan review fees
- Architectural rendering
- Certified Survey Map
- Appraisal fees
- Mechanical, electrical and plumbing scope drawings

Richfield Volunteer Fire Company
Proposal #10367

We are excited about the opportunity to work with you on a potential building and provide you with true Single Source Responsibility™ from concept to completion. We look forward to your favorable response.

Sincerely,

MSI GENERAL CORPORATION



Timothy T. Knepprath
Sales/Project Director

TTK:kf

ACCEPTANCE:

By: _____ Date: _____



RICHFIELD VOLUNTEER FIRE COMPANY

2008 Highway 175 • Box 207 • Richfield, WI 53076 • Phone: (262) 628-1601

Email: rvfd@richfieldfire.com • www.richfieldfire.com

May 15, 2015

Village of Richfield
Jim Healy
4128 Hubertus Rd.
Hubertus, WI 53033

RE: Architect and Construction Manager Selection

Dear Mr. Healy,

The Richfield Volunteer Fire Company (RVFC) is moving forward with planning for a new headquarters station. To that end, we have interviewed three architectural firms, and four construction management firms over the course of four months. These firms are well-known in the construction industry, and most have extensive experience designing and constructing fire stations. Most firms are located in southeast Wisconsin, however we also considered firms from outside the area. Our selection process included interviewing senior managers from each firm, learning about each firm's process, and comparing expected costs.

The RVFC Building Committee unanimously favored MSI General from Oconomowoc, Wisconsin for both architectural and construction management services. This decision was based on their track record of completing projects on time and within budget, favorable references from other fire departments, and low cost for both architectural and construction management services. Our perception based on our interviews, is that we will have more influence and flexibility in design with MSI General than with their competitors. We also anticipate an advantage in ultimately utilizing MSI General for construction management services, rather than involving another firm in the project at a later time. The projected cost for architectural services, based on a \$3 million project budget, is \$150,000.

This recommendation was brought before the RVFC Membership at the May 4, 2015 business meeting. The RVFC Membership unanimously approved a motion to recommend MSI General to the Village of Richfield. The Richfield Volunteer Fire Company respectfully requests that you accept our request to hire MSI General to provide architectural services for the new headquarters fire station, per the attached contract which we have reviewed.

Sincerely,

Terry Kohl
Chief
Richfield Volunteer Fire Company

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VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: May 21, 2015

SUBJECT: Appointments to Boards and Commissions
 DATE SUBMITTED: May 14, 2015
 SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DO THE BOARD OF TRUSTEES WISH TO ACCEPT THE RECOMMENDATION OF THE VILLAGE PRESIDENT FOR APPOINTMENTS TO THE VILLAGE'S BOARDS AND COMMISSIONS?

ISSUE SUMMARY:

The Board must appoint or re-appoint members to assorted Boards and Commissions. The choices of the Village President will be presented at the meeting for consideration by the Board of Trustees.

Board/Commission	Total # of Vacancies
Administrative Review Appeals Board	3
Arch. Review Board	1
Board of Appeals	2
CIP Admin. Committee	4
Park Commission	2
Plan Commission	4

FISCAL IMPACT:

REVIEWED BY:
 Village Deputy Treasurer

Initial Project Costs: N/A
 Future Ongoing Costs: \$30.00/Meeting
 Physical Impact (on people/space): N/A
 Residual or Support/Overhead/Fringe Costs: Variable

ATTACHMENTS:

STAFF RECOMMENDATION:

- Motion to appoint (Appointee A, Appointee B, etc.) to a (2) year term on the Administrative Review Appeals Board.
- Motion to appoint (Appointee A) to a (three year) term on the Village's Architectural Review Board.
- Motion to appoint (Appointee A, Appointee B, etc.) to a (3) year term on the Village's Board of Zoning Appeals.
- Motion to appoint (Appointee A, Appointee B, etc.) to a (1) year term on the Village's Capital Improvement Plan Administrative Committee.
- Motion to appoint (Appointee A, Appointee B, etc.) to a (3) year term on the Village's Park Commission
- Motion to appoint (Appointee Chair) to a (1) year term and (Appointee A, Appointee B, etc.) to a (3) year term on the Village's Plan Commission.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

 Village Administrator

VILLAGE CLERKS USE ONLY
 BOARD ACTION TAKEN

Resolution No. _____
 Ordinance No. _____
 Approved _____
 Other _____

Continued To: _____
 Referred To: _____
 Denied _____
 File No. _____

7 d



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM # 7al

MEETING DATE: May 21, 2015

SUBJECT: Creation of a Lot/Outlot CSM, Extraterritorial Review – Tax Key: T9_106100D
DATE SUBMITTED: May 13, 2015
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION FOR THE APPROVAL OF THE PROPOSED LOT/OUTLOT EXTRATERRITORIAL CSM IN THE TOWN OF POLK?

ISSUE SUMMARY:

Walter Baehr II and Karen Baehr recently submitted a petition to the Town of Polk to create one (1) Lot and one (1) Out Lot from part of Lot One (1) and all of Lot Two (2) of Certified Survey Map No. 2576. Lot Three (3) consists of 12.064 acres or 525,504 sqft and the newly created Outlot Two (2) consists of 3.157 acres or 137,529 sqft. These subject properties border Helsan Drive, just north of Pioneer Road and are zoned A-1, General Agricultural District.

As provided for in Wisconsin State Statutes, cities and villages have the authority to approve or deny proposed CSMs for lot combinations and land divisions in unincorporated areas surrounding their borders. This extraterritorial review authority generally extends 1.5 miles beyond the municipal boundary of a village and a fourth class city and 3.0 miles beyond the municipal boundary of a first, second, or third class city. This authority is given to cities and villages to ensure that development that may one day be located in those jurisdictions are compatible with their comprehensive plans.

Please refer to the attachment from Town of Polk Planning and Zoning Administrator Ms. Tracy Groth regarding the previously granted approvals from the Town of Polk. This CSM was recently approved by the Town Board as presented. Due to the fact that our Comprehensive Plan does not address the Village's wishes and desires to exercise extraterritorial review rights over Towns within our jurisdiction, Village Staff sees no issue with the approval of the proposed CSM.

On April 21, 2015 the Village Engineer reviewed this CSM and provided comment to the contracted surveyor, Mr. Don Thoma RLS. His recommendation of approval was not contingent of his comments being address, but were given as suggestions for the petition's consideration.

At the May 7, 2015 Plan Commission Meeting the following motion was made:

Motion by Commissioner Melzer to recommend to the Village Board the approval of the extraterritorial certified survey map for Walter and Karen Baehr and John R. Bernhoft Revocable Trust subject to the General Conditions of Approval listed below:

General Conditions of Approval:

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM #

MEETING DATE: May 21, 2015

SUBJECT: Creation of a Lot/Outlot CSM, Extraterritorial Review – Tax Key: T9_106100D
 DATE SUBMITTED: May 13, 2015
 SUBMITTED BY: Jim Healy, Village Administrator

documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.

3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

Seconded by Commissioner Lalk; Motion passed without objection.

FISCAL IMPACT:

REVIEWED BY:

Kathleen M. Schmitt
 Village Deputy Treasurer

Initial Project Costs:

Future Ongoing Costs:

Physical Impact (on people/space):

Residual or Support/Overhead/Fringe Costs:

ATTACHMENTS:

1. April 21, 2015 Certified Survey Map for petitioner reviewed by Village Engineer Dalton in MS Redline Markup
2. April 21, 2015 Email correspondence from Tracy Groth, Town of Polk Planning and Zoning Administrator

STAFF RECOMMENDATION:

Motion to approve the extraterritorial certified survey map for Walter and Karen Baehr and John R. Bernhoft Revocable Trust subject to the General Conditions of Approval listed below:



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM #

MEETING DATE: May 21, 2015

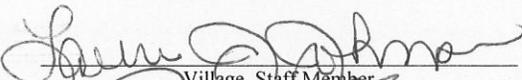
SUBJECT: Creation of a Lot/Outlot CSM, Extraterritorial Review – Tax Key: T9_106100D
DATE SUBMITTED: May 13, 2015
SUBMITTED BY: Jim Healy, Village Administrator

General Conditions of Approval:

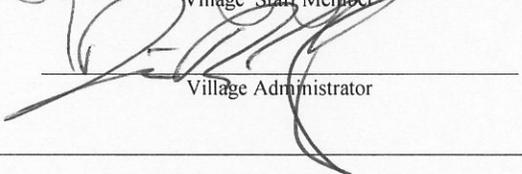
1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN



Village Staff Member



Village Administrator

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Jim Healy

From: Michael Rubendall <m.rubendall@gaiconsultants.com>
Sent: Tuesday, April 21, 2015 10:08 AM
To: Jim Healy
Cc: 'Don Thoma (don@accuratesurveying.net)'; Ronald Dalton
Subject: RE: CSM - Baehr
Attachments: Baehr- Bernhoft CSM with Review Comments.pdf; Williams-Schweitzer-Wojcik CSM with Review Comments.pdf

Jim,
 We have completed our review of both of the proposed Certified Survey Maps (CSM's) located in the Town Polk. We have several minor comments. Please refer to the attachments.

We recommend approval of the proposed CSM's. Our comments are in the form of suggestions and our recommendation for approval is not contingent on them being addressed. They may or may not be incorporated at the surveyor's discretion.

Please contact me with any questions.

Regards,
 Mike,
 GAI Consultants, Inc.

From: Jim Healy [mailto:administrator@richfieldwi.gov]
Sent: Wednesday, April 15, 2015 10:03 AM
To: Michael Rubendall
Cc: 'Don Thoma (don@accuratesurveying.net)'
Subject: FW: CSM - Baehr

Dear Mike,

Here are two surveys that we are reviewing as an Extraterritorial Review for the Town of Polk. The meeting is on May 7th. Would it be possible to have this review turned around by this time next week? I've CC:d the surveyor on this email if you have any additional questions, comments, or concerns.

Sincerely,

Jim Healy
 Village Administrator
 Planning and Zoning Administrator
 (262)-628-2260
 Village of Richfield
 4128 Hubertus Road
 Hubertus, WI 53033

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“Far and away the best prize that life has to offer is the chance to work hard at work worth doing.” – President Theodore Roosevelt

From: Front Desk
Sent: Tuesday, April 14, 2015 9:23 AM
To: Jim Healy
Subject: CSM - Baehr

Jim,

CSM is attached.

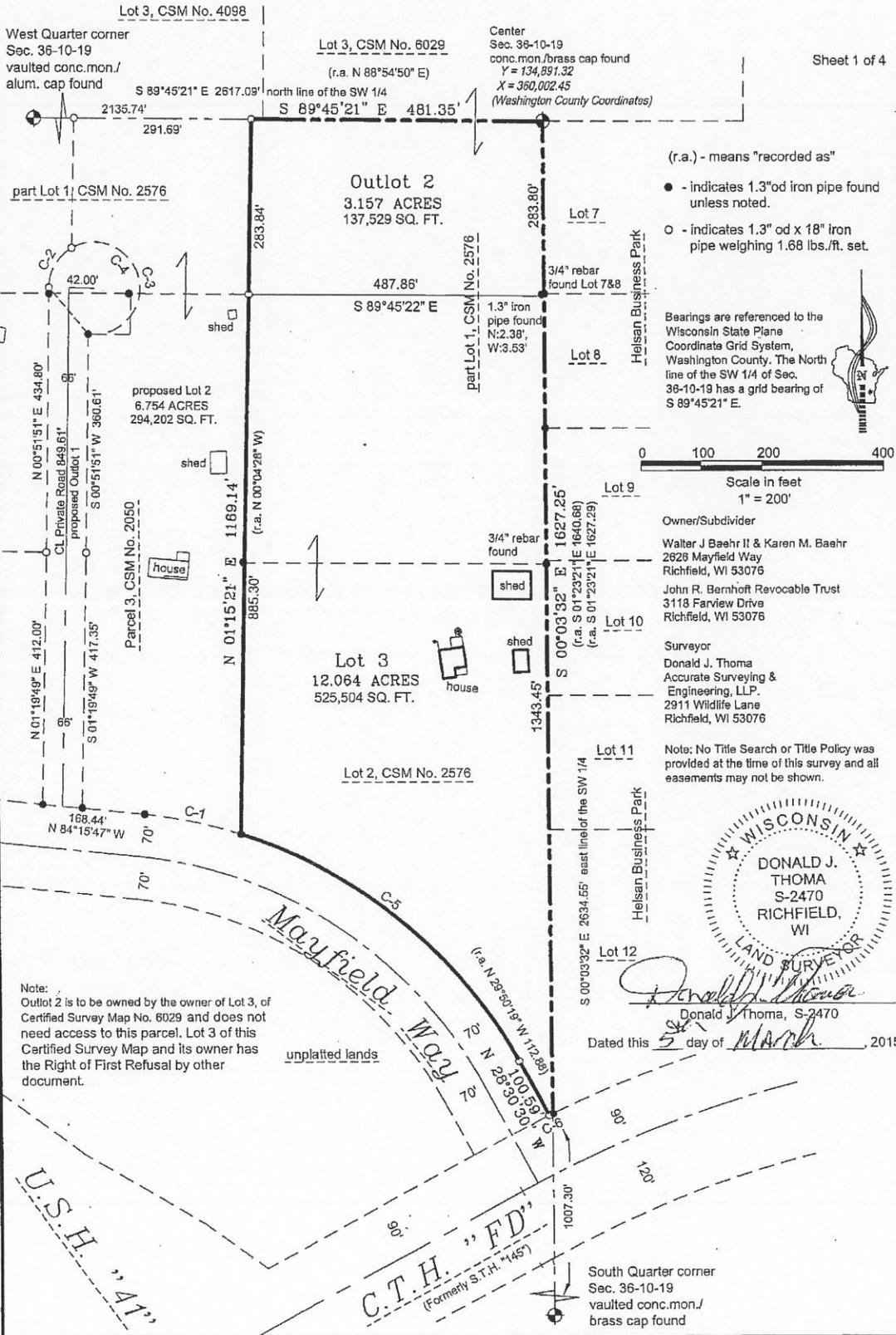
Margaret Runnells
Office Assistant
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033
(262)628-2260 Ext. 110
(262)628-2984 - FAX
frontdesk@richfieldwi.gov

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Washington County Certified Survey Map

Part Lot One (1) and all of Lot Two (2) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.



Washington County Certified Survey Map

Part Lot One (1) and all of Lot Two (2) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.

Curve Data

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C-1	786.20'	161.07'	160.79'	N 78°23'38" W	11°44'18"
C-2	75.00'	78.04'	74.56'	N 30°40'18" E	59°36'53"
C-3	75.00'	284.42'	142.13'	S 10°52'56" E	217°16'38"
C-4	75.00'	362.45'	99.50'	S 40°41'23" E	276°53'32"
C-5	786.20'	604.14'	589.39'	N 50°30'39" W	44°01'40"
C-6	1999.86'	6.41'	6.41'	S 64°24'39" W	00°11'01"

Surveyor's Certificate:

I, Donald J. Thoma, Professional Land Surveyor, hereby certify that by the direction of Walter Baehr and Brian Wojcik, I have surveyed, divided and mapped the land shown and described hereon, being Part Lot One (1) and all of Lot Two (2) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the West quarter corner of said Section 36; thence S 89°45'21" E, along the north line of said SW 1/4, 2135.74 feet, to the point of beginning of lands herein described; thence continuing S 89°45'21" E, along the north line of said SW 1/4, 481.35 feet to a concrete monument with a brass cap marking the Center of said Section 36; thence S 00°03'32" E, along the east line of said SW 1/4, which is the common boundary line between said Certified Survey Map No. 2576 and Helsan Business Park, 1627.25 feet, to a point in the northwesterly right-of-way line of C.T.H. "FD" marked by a 1.3 inch od iron pipe found; thence southwesterly along said right-of-way line and along the arc of a curve to the left 6.41 feet, radius 1999.86 feet, delta 00°11'01", chord S 64°24'39" W, 6.41 feet, to the intersection of the northeasterly right-of-way line of Mayfield Way; thence N 28°30'30" W, along said northeasterly right-of-way line of Mayfield Way, 100.59 feet; thence northwesterly continuing along said northeasterly right-of-way line and along the arc of a curve to the left 604.14 feet, radius 786.20 feet, delta 44°01'40", chord N 50°30'39" W, 589.39 feet; thence N 01°15'21" E, along the west line of said Lot 2 of Certified Survey Map No. 2576 and its northerly extension, 1169.14 feet to the point of beginning.

Containing 15.221 acres (663,033 square feet) more or less.

I further certify that I have fully complied with the provisions of sec. 236.34 of Wisconsin Statutes and the Town of Polk Land Division Ordinance in surveying, dividing, and mapping said land, and that this map is a correct representation of the exterior boundaries of the land surveyed and the division of said lands.

Dated this 5th day of MARCH, 2015.


 Donald J. Thoma, S-2470



Owner's Certificate:

May provide clarity to insert "of this CSM" here?

As Owners of Lot 3, we hereby certify that we caused the land shown and described herein to be surveyed, divided and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the following for approval.

- | | |
|------------------------------|--------------------------------------|
| Town of Polk Plan Commission | Village of Richfield Plan Commission |
| Town of Polk Town Board | Village of Richfield Village Board |

Walter J. Baehr II - Owner

Karen M. Baehr - Owner

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ____ day of _____, 201____, the above named owners are to me known to be the same persons who executed the foregoing instrument and acknowledge the same.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Washington County Certified Survey Map

Part Lot One (1) and all of Lot Two (2) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.

Owner's Certificate:

May provide clarity to insert "of this CSM" here?

As Owner of Outlot 2, I hereby certify that I caused the land shown and described herein to be surveyed, divided and mapped as represented on this Certified Survey Map.

I also certify that this Certified Survey Map is required to be submitted to the following for approval.

- Town of Polk Plan Commission
- Town of Polk Town Board
- Village of Richfield Plan Commission
- Village of Richfield Village Board

John R Bernhoft - Owner/Trustee

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ____ day of _____, 201__, the above named owners are to me known to be the same persons who executed the foregoing instrument and acknowledge the same.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Town of Polk Plan Commission Approval:

This land division is hereby approved by the Town of Polk Plan Commission

this ____ day of _____, 201__.

Albert J. Schulteis III - Chairperson

Tracy L. Groth - Zoning Secretary

Town of Polk Town Board Approval:

This land division is hereby approved, and accepted by the Town of Polk Town Board

this ____ day of _____, 201__.

Albert J. Schulteis III - Chairperson

Marlyss K. Thiel - Clerk

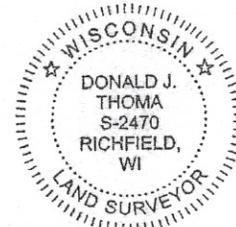
Village of Richfield Board Approval:

This land division is hereby approved, and accepted by the Village of Richfield,

Village Board, this ____ day of _____, 201__.

John Jeffords - President

James Healy - Clerk/Administrator



Donald J. Thoma
Donald J. Thoma, S-2470

Dated this 5th day of March, 2015.

Washington County Certified Survey Map

Part Lot One (1) and all of Lot Two (2) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.

Mortgagee?

Consent of Corporate Mortgage:

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of part of the above described land, does hereby consent to the surveying, dividing and mapping of the land described as Lot 3 on this Certified Survey Map, and does hereby consent to the above certificate of Walter J. Baehr II and Karen M. Baehr, owners.

IN WITNESS WHEREOF, the said _____ has caused these presents to be signed by _____, its President, and countersigned by _____, its Secretary(cashier), at _____, Wisconsin, and its corporate seal to be hereunto affixed this ____ day of _____, 201____. In the presence of:

(Corporate Seal)
Corporate Name

President Secretary of Cashier Date

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ____ day of _____, 201____.

President, and _____, Secretary(cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary(cashier) of said corporation, and acknowledge that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Mortgagee?

Consent of Corporate Mortgage:

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of part of the above described land, does hereby consent to the surveying, dividing and mapping of the land described as Outlot 2 on this Certified Survey Map, and does hereby consent to the above certificate of John R. Bernhoft Revocable Trust, owner.

IN WITNESS WHEREOF, the said _____ has caused these presents to be signed by _____, its President, and countersigned by _____, its Secretary(cashier), at _____, Wisconsin, and its corporate seal to be hereunto affixed this ____ day of _____, 201____. In the presence of:

(Corporate Seal)
Corporate Name

President Secretary of Cashier Date

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ____ day of _____, 201____.

President, and _____, Secretary(cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary(cashier) of said corporation, and acknowledge that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Jim Healy

From: Tracy Groth <polk.zoning@att.net>
Sent: Tuesday, April 21, 2015 1:06 PM
To: Jim Healy
Subject: Certified Survey Maps Mayfield Way Town of Polk

Hi, Jim:

Nice to visit with you this morning. The two certified survey maps for the parcels off the private road from Mayfield Way in the Town of Polk were approved by the Polk Town Board on April 14, 2015 as follows:

Certified Survey Map and Private Road Agreement to create two (2) Lots and one (1) Out Lot from all of Parcel Two (2), Parcel Three (3) and all of the Reservation for Future Private Road as shown on Certified Survey Map No. 2050; and part of Lot One (1) of Certified Survey Map No. 2576. Town of Polk, Washington County, Wisconsin. Section 36. Tax Key Numbers T9-1061-00B; T9-1061-00E; Zoned B-1 Business District and A-1 General Agricultural District. Brian L. and Debra J.K. Wojcik; and Andrew J. Williams and Christen J. Schweitzer, Property Owners.

- With review by Town Attorney, the Private Road Agreement.
- The face of the CSM shall indicated LOT 2 is not accessible by Mayfield Way.
- Language to the Private Road agreement was changed in Section 2, line 2 to read "The Private Road shall be 66 foot right of way".

C. Certified Survey Map to create one (1) Lot and one (1) Out Lot from part of Lot One (1) and all of Lot Two (2) of Certified Survey Map No. 2576; Town of Polk, Washington County, Wisconsin. Section 36, Tax Key Numbers T9-1061-00B; T9-1061-00E. Zoned A-1 General Agricultural District. Walter J. and Karen M. Baehr; and John R. Bernhoft, Property Owners.

- Approved as presented.

Please let me know if I can provided any additional information.

Tracy Groth
 Zoning Secretary
 Town of Polk
 3680 State Hwy 60
 Slinger WI 53086
 Phone: 262.677.2123
 Email: polk.zoning@att.net

7 e



VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM #7e

MEETING DATE: May 21, 2015

SUBJECT: Creation of a two-lot CSM, Extraterritorial Review – Tax Key: T9_1061 and T9_106100C
 DATE SUBMITTED: May 13, 2015
 SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION FOR THE APPROVAL OF THE PROPOSED LOT/OUTLOT EXTRATERRITORIAL CSM IN THE TOWN OF POLK?

ISSUE SUMMARY:

Andrew Williams and Christen Schweitzer and Brian and Debra Wojcik recently submitted a petition to the Town of Polk to create two (2) Lots and one (1) Out Lot from all of Parcel Two (2), Parcel Three (3) and all of the Reservation for Future Private Road as shown on Certified Survey Map No. 2050; and part of Lot One (1) of Certified Survey Map No. 2576. Lot Two (2) consists of 6.754 acres or 294,202 sqft and Lot One (1) consists of 11.797 acres or 513,863 sqft. These subject properties border Helsan Drive, just north of Pioneer Road and are zoned B-1 Business District (west side of a private cul-de-sac) and A-1 General Agricultural District.

As provided for in Wisconsin State Statutes, cities and villages have the authority to approve or deny proposed CSMs for lot combinations and land divisions in unincorporated areas surrounding their borders. This extraterritorial review authority generally extends 1.5 miles beyond the municipal boundary of a village and a fourth class city and 3.0 miles beyond the municipal boundary of a first, second, or third class city. This authority is given to cities and villages to ensure that development that may one day be located in those jurisdictions are compatible with their comprehensive plans.

Please refer to the attachment from Town of Polk Planning and Zoning Administrator Ms. Tracy Groth regarding the previously granted approvals from the Town of Polk. This CSM was recently approved by the Town Board subject to several conditions of approval. Due to the fact that our Comprehensive Plan does not address the Village's wishes and desires to exercise extraterritorial review rights over Towns within our jurisdiction, Village Staff sees no issue with the approval of the proposed CSM.

On April 21, 2015 the Village Engineer reviewed this CSM and provided comment to the contracted surveyor, Mr. Don Thoma RLS. His recommendation of approval was not contingent of his comments being address, but were given as suggestions for the petition's consideration.

At the May 7, 2015 Plan Commission Meeting the following motion was made:

Motion by Trustee Collins to recommend to the Village Board the approval of the extraterritorial certified survey map for Andrew Williams and Christen Schweitzer and Brian and Debra Wojcik, subject to the General Conditions of Approval listed below:

General Conditions of Approval:

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM #

MEETING DATE: May 21, 2015

SUBJECT: Creation of a two-lot CSM, Extraterritorial Review – Tax Key: T9_1061 and T9_106100C
DATE SUBMITTED: May 13, 2015
SUBMITTED BY: Jim Healy, Village Administrator

- 2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
- 3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

Seconded by Commissioner Melzer; Motion passed without objection.

FISCAL IMPACT:

REVIEWED BY:

Kathleen M. Smith
Village Deputy Treasurer

Initial Project Costs:

Future Ongoing Costs:

Physical Impact (on people/space):

Residual or Support/Overhead/Fringe Costs:

ATTACHMENTS:

- 1. April 21, 2015 Certified Survey Map for petitioner reviewed by Village Engineer Dalton in MS Redline Markup
- 2. April 21, 2015 Email correspondence from Tracy Groth, Town of Polk Planning and Zoning Administrator



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM #

MEETING DATE: May 21, 2015

SUBJECT: Creation of a two-lot CSM, Extraterritorial Review – Tax Key: T9_1061 and T9_106100C
DATE SUBMITTED: May 13, 2015
SUBMITTED BY: Jim Healy, Village Administrator

STAFF RECOMMENDATION:

Motion to approve the extraterritorial certified survey map for Andrew Williams and Christen Schweitzer and Brian and Debra Wojcik, subject to the General Conditions of Approval listed below:

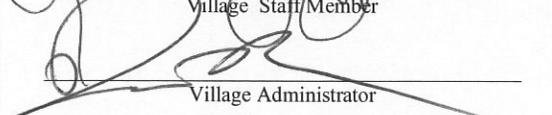
General Conditions of Approval:

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

APPROVED FOR SUBMITTAL BY:



 Village Staff Member



 Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
 Ordinance No. _____
 Approved _____
 Other _____

Continued To: _____
 Referred To: _____
 Denied _____
 File No. _____

Jim Healy

From: Michael Rubendall <m.rubendall@gaiconsultants.com>
Sent: Tuesday, April 21, 2015 10:08 AM
To: Jim Healy
Cc: 'Don Thoma (don@accuratesurveying.net)'; Ronald Dalton
Subject: RE: CSM - Baehr
Attachments: Baehr- Bernhoft CSM with Review Comments.pdf; Williams-Schweitzer-Wojcik CSM with Review Comments.pdf

Jim,

We have completed our review of both of the proposed Certified Survey Maps (CSM's) located in the Town Polk. We have several minor comments. Please refer to the attachments.

We recommend approval of the proposed CSM's. Our comments are in the form of suggestions and our recommendation for approval is not contingent on them being addressed. They may or may not be incorporated at the surveyor's discretion.

Please contact me with any questions.

Regards,
 Mike,
 GAI Consultants, Inc.

From: Jim Healy [mailto:administrator@richfieldwi.gov]
Sent: Wednesday, April 15, 2015 10:03 AM
To: Michael Rubendall
Cc: 'Don Thoma (don@accuratesurveying.net)'
Subject: FW: CSM - Baehr

Dear Mike,

Here are two surveys that we are reviewing as an Extraterritorial Review for the Town of Polk. The meeting is on May 7th. Would it be possible to have this review turned around by this time next week? I've CC:d the surveyor on this email if you have any additional questions, comments, or concerns.

Sincerely,

Jim Healy
 Village Administrator
 Planning and Zoning Administrator
 (262)-628-2260
 Village of Richfield
 4128 Hubertus Road
 Hubertus, WI 53033

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Washington County Certified Survey Map

All of Parcel Two (2), Parcel Three (3) and all of Reservation for Future Public Road as shown on Certified Survey Map No. 2050 as recorded in the Washington County Registry in Volume 10 of Certified Survey Maps on pages 316-318 as Document No. 411716 and part of Lot One (1) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.

West Quarter corner
Sec. 36-10-19
vaulted conc.mon./
alum. cap found

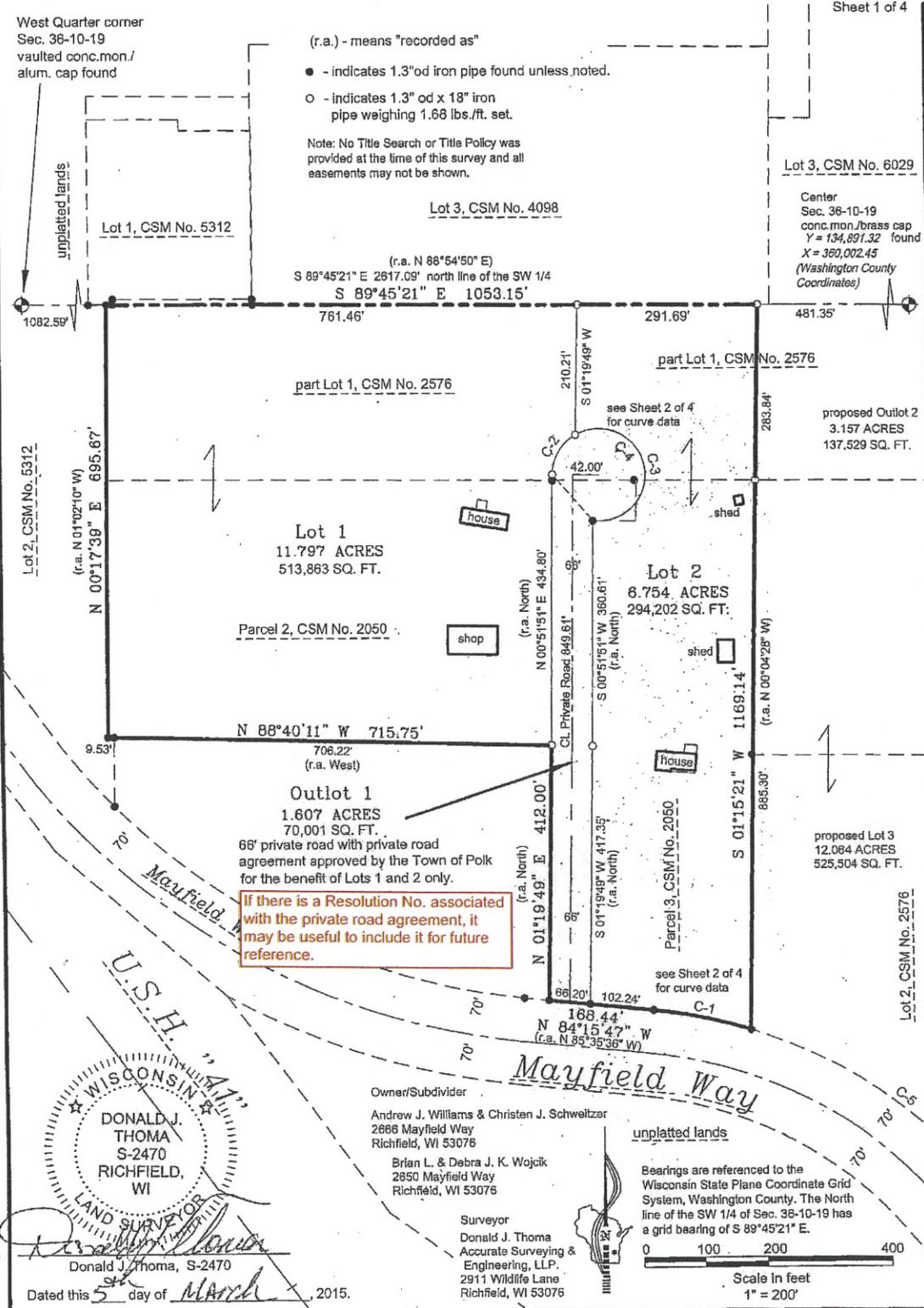
(r.a.) - means "recorded as"

● - indicates 1.3"od iron pipe found unless noted.

○ - indicates 1.3" od x 18" iron pipe weighing 1.68 lbs./ft. set.

Note: No Title Search or Title Policy was provided at the time of this survey and all easements may not be shown.

Sheet 1 of 4



Washington County Certified Survey Map

All of Parcel Two (2), Parcel Three (3) and all of Reservation for Future Public Road as shown on Certified Survey Map No. 2050 as recorded in the Washington County Registry in Volume 10 of Certified Survey Maps on pages 316-318 as Document No. 411716 and part of Lot One (1) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.

Curve Data

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C-1	786.20'	161.07'	160.79'	N 78°23'38" W	11°44'18"
C-2	75.00'	78.04'	74.56'	N 30°40'18" E	59°36'53"
C-3	75.00'	284.42'	142.13'	S 10°52'56" E	217°18'38"
C-4	75.00'	362.45'	99.50'	S 40°41'23" E	276°53'32"
C-5	786.20'	604.14'	589.39'	N 50°30'39" W	44°01'40"

Surveyor's Certificate:

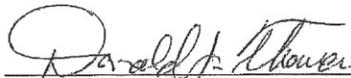
I, Donald J. Thoma, Professional Land Surveyor, hereby certify that by the direction of Andrew Williams and Brian Wojcik, I have surveyed, divided and mapped the land shown and described hereon, being All of Parcel Two (2), Parcel Three (3) and all of Reservation for Future Public Road as shown on Certified Survey Map No. 2050 as recorded in the Washington County Registry in Volume 10 of Certified Survey Maps on pages 316-318 as Document No. 411716 and part of Lot One (1) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the West quarter corner of said Section 36; thence S 89°45'21" E, along the north line of said SW 1/4, 1082.59 feet, to a 1.3 inch od iron pipe found marking the northwest corner of said Certified Survey Map No. 2576 and the point of beginning of lands herein described; thence continuing S 89°45'21" E, along said north line of the SW 1/4, 1053.15 feet, to the intersection of the northerly extension of the east line of said Parcel 3 of Certified Survey Map No. 2050; thence S 01°15'21" W, along said northerly extension and east line of said Parcel 3, 1169.14 feet, to a point in the northerly right-of-way line of Mayfield Way; thence northwesterly along said northerly right-of-way line and along the arc of a curve to the left 161.07 feet, radius 786.20 feet, delta 11°44'18", chord N 78°23'38" W 160.79 feet; thence N 84°15'47" W, continuing along said northerly right-of-way line, 168.44 feet, to a 1.3 inch od iron pipe found marking the southeast corner of Certified Survey Map No. 1574 as recorded in the Washington County Registry in Volume 8 of Certified Survey Maps on pages 126-128 as Document No. 384267; thence N 01°19'49" E, along the east line of said Certified Survey Map No. 1574, 412.00 feet; thence N 88°40'11" W, along the north line of said Certified Survey Map No. 1574 and its westerly extension, 715.75 feet; thence N 00°17'39" E, along the west line of said Parcel 2 of Certified Survey Map No. 2050 and the west line of said Lot 1 of Certified Survey Map No. 2576, 695.67 feet to the point of beginning.

Containing 20.158 acres (878,066 square feet) more or less.

I further certify that I have fully complied with the provisions of sec. 236.34 of Wisconsin Statutes and the Town of Polk Land Division Ordinance in surveying, dividing, and mapping said land, and that this map is a correct representation of the exterior boundaries of the land surveyed and the division of said lands.

Dated this 5th day of March, 2015.


Donald J. Thoma, S-2470



Owner's Certificate:

May provide clarity to insert "of this CSM" here?

As Owners of Lot 1 and Outlot 1, we hereby certify that we caused the land shown and described herein to be surveyed, divided and mapped as represented on this Certified Survey Map.

We also certify that this Certified Survey Map is required to be submitted to the following for approval.

- | | |
|------------------------------|--------------------------------------|
| Town of Polk Plan Commission | Village of Richfield Plan Commission |
| Town of Polk Town Board | Village of Richfield Village Board |

Andrew J. Williams - Owner

Christen J. Schweitzer - Owner

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this _____ day of _____, 201____, the above named owners are to me known to be the same persons who executed the foregoing instrument and acknowledge the same.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Washington County Certified Survey Map

All of Parcel Two (2), Parcel Three (3) and all of Reservation for Future Public Road as shown on Certified Survey Map No. 2050 as recorded in the Washington County Registry in Volume 10 of Certified Survey Maps on pages 316-318 as Document No. 411716 and part of Lot One (1) of Certified Survey Map No. 2578 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.

Owner's Certificate:

May provide clarity to insert "of this CSM" here?

As Owners of Lot 2 and Outlot 1, we hereby certify that we caused the land shown and described herein to be surveyed, divided and mapped as represented on this Certified Survey Map.

We also certify that this Certified Survey Map is required to be submitted to the following for approval.

Town of Polk Plan Commission	Village of Richfield Plan Commission
Town of Polk Town Board	Village of Richfield Village Board

Brian L. Wojcik - Owner

Debra J. K. Wojcik - Owner

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ____ day of _____, 201__, the above named owners are to me known to be the same persons who executed the foregoing instrument and acknowledge the same.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Town of Polk Plan Commission Approval:

This land division is hereby approved by the Town of Polk Plan Commission

this ____ day of _____, 201__.

Albert J. Schulteis III - Chairperson

Tracy L. Groth - Zoning Secretary

Town of Polk Town Board Approval:

This land division is hereby approved, and accepted by the Town of Polk Town Board

this ____ day of _____, 201__.

Albert J. Schulteis III - Chairperson

Marlyss K. Thiel - Clerk

Village of Richfield Board Approval:

This land division is hereby approved, and accepted by the Village of Richfield,

Village Board, this ____ day of _____, 201__.

John Jeffords - President

James Healy - Clerk/Administrator



Donald J. Thoma
Donald J. Thoma, S-2470

Dated this 5th day of March, 2015.

Washington County Certified Survey Map

All of Parcel Two (2), Parcel Three (3) and all of Reservation for Future Public Road as shown on Certified Survey Map No. 2050 as recorded in the Washington County Registry in Volume 10 of Certified Survey Maps on pages 316-318 as Document No. 411716 and part of Lot One (1) of Certified Survey Map No. 2576 as recorded in the Washington County Registry in Volume 14 of Certified Survey Maps on pages 84-86 as Document No. 458481, being part of the NE 1/4 of the SW 1/4 of Section 36, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.

Mortgagee?

Consent of Corporate Mortgage:

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of part of the above described land, does hereby consent to the surveying, dividing and mapping of the land described as Lot 1 and Outlot 1 on this Certified Survey Map, and does hereby consent to the above certificate of Andrew J. Williams and Christen J. Schweltzer, owners.

IN WITNESS WHEREOF, the said _____ has caused these presents to be signed by _____, its President, and countersigned by _____, its Secretary(cashier), at _____, Wisconsin, and its corporate seal to be hereunto affixed this ____ day of _____, 201____. In the presence of:

(Corporate Seal)
Corporate Name

President Secretary of Cashier Date

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ____ day of _____, 201____.

President, and _____, Secretary(cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary(cashier) of said corporation, and acknowledge that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Mortgagee?

Consent of Corporate Mortgage:

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of part of the above described land, does hereby consent to the surveying, dividing and mapping of the land described as Lot 2 and Outlot 1 on this Certified Survey Map, and does hereby consent to the above certificate of Brian L. Wojcik and Debra J. K. Wojcik, owners.

IN WITNESS WHEREOF, the said _____ has caused these presents to be signed by _____, its President, and countersigned by _____, its Secretary(cashier), at _____, Wisconsin, and its corporate seal to be hereunto affixed this ____ day of _____, 201____. In the presence of:

(Corporate Seal)
Corporate Name

President Secretary of Cashier Date

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ____ day of _____, 201____.

President, and _____, Secretary(cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary(cashier) of said corporation, and acknowledge that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

(Notary Seal) _____, Notary Public, _____, Wisconsin.

My commission expires _____

Jim Healy

From: Tracy Groth <polk.zoning@att.net>
Sent: Tuesday, April 21, 2015 1:06 PM
To: Jim Healy
Subject: Certified Survey Maps Mayfield Way Town of Polk

Hi, Jim:

Nice to visit with you this morning. The two certified survey maps for the parcels off the private road from Mayfield Way in the Town of Polk were approved by the Polk Town Board on April 14, 2015 as follows:

Certified Survey Map and Private Road Agreement to create two (2) Lots and one (1) Out Lot from all of Parcel Two (2), Parcel Three (3) and all of the Reservation for Future Private Road as shown on Certified Survey Map No. 2050; and part of Lot One (1) of Certified Survey Map No. 2576. Town of Polk, Washington County, Wisconsin. Section 36. Tax Key Numbers T9-1061-00B; T9-1061-00E; Zoned B-1 Business District and A-1 General Agricultural District. Brian L. and Debra J.K. Wojcik; and Andrew J. Williams and Christen J. Schweitzer, Property Owners.

- With review by Town Attorney, the Private Road Agreement.
- The face of the CSM shall indicated LOT 2 is not accessible by Mayfield Way.
- Language to the Private Road agreement was changed in Section 2, line 2 to read "The Private Road shall be 66 foot right of way".

C. Certified Survey Map to create one (1) Lot and one (1) Out Lot from part of Lot One (1) and all of Lot Two (2) of Certified Survey Map No. 2576; Town of Polk, Washington County, Wisconsin. Section 36, Tax Key Numbers T9-1061-00B; T9-1061-00E. Zoned A-1 General Agricultural District. Walter J. and Karen M. Baehr; and John R. Bernhoft, Property Owners.

- Approved as presented.

Please let me know if I can provided any additional information.

Tracy Groth
 Zoning Secretary
 Town of Polk
 3680 State Hwy 60
 Slinger WI 53086
 Phone: 262.677.2123
 Email: polk.zoning@att.net

7 f



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM # 7f

MEETING DATE: May 21, 2015

SUBJECT: Creation of a one-lot CSM- Tax Key: V10_1050 and V10_1051
DATE SUBMITTED: May 13, 2015
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION FOR THE APPROVAL OF THE PROPOSED ONE-LOT CSM?

ISSUE SUMMARY:

Robert and Laura Hodgins recently submitted a petition to create a one-lot CSM out of their existing two (2) parcels on Circle Drive. The proposed Lot One (1) consists of 0.451 acres or 19,637 sqft. These subject properties are off of Bark Lake Drive and are zoned Rs-3, Single Family Residential District. The purpose of combining these lots are so that an accessory structure can be placed on the property without violating the side yard setback requirements of our Ch. 70 Zoning Code. As a general rule, it is much easier to combine contiguous land than it is to separate. This is especially true for properties that are located around our Village's many lakes.

On April 27, 2015 the Village Engineer reviewed the CSM and provided comment to the contracted surveyor, Mr. Richard Simon, RLS. The Village Engineer is recommending approval of the proposed one-lot CSM provided his comments are addressed to his satisfaction.

At the May 7, 2015 Plan Commission Meeting the following motion was made:

Motion by Commissioner Lalk to recommend to the Village Board the approval of the certified survey map for Robert and Laura Hodgins, subject to the General Conditions of Approval listed below:

General Conditions of Approval:

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

Seconded by Commissioner Melzer; Motion passed without objection.



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM #

MEETING DATE: May 21, 2015

SUBJECT: Creation of a one-lot CSM- Tax Key: V10_1050 and V10_1051
DATE SUBMITTED: May 13, 2015
SUBMITTED BY: Jim Healy, Village Administrator

FISCAL IMPACT:

REVIEWED BY:
Village Deputy Treasurer

Initial Project Costs: NA
Future Ongoing Costs: NA
Physical Impact (on people/space): Creation of one-lot CSM
Residual or Support/Overhead/Fringe Costs: NA

ATTACHMENTS:

- 1. April 27, 2015 Certified Survey Map for petitioner reviewed by Village Engineer Dalton in MS Redline Markup

STAFF RECOMMENDATION:

Motion to approve the certified survey map for Robert and Laura Hodgins, subject to the General Conditions of Approval listed below:

General Conditions of Approval:

- 1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
- 2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
- 3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Jim Healy

From: Michael Rubendall <m.rubendall@gaiconsultants.com>
Sent: Monday, April 27, 2015 2:00 PM
To: Jim Healy
Cc: Ronald Dalton
Subject: Hodgins Certified Survey Map | Review Comments
Attachments: Hodgins CSM with Review Comments.pdf

Jim,
 We have completed our review of the proposed Certified Survey Map (CSM) and have two minor comments. Please refer to the attachment.

We recommend approval of the proposed CSM contingent on our comments being addressed.

Please contact me with any questions.

Regards,
Mike,
 GAI Consultants, Inc.

From: Jim Healy [mailto:administrator@richfieldwi.gov]
Sent: Wednesday, April 22, 2015 2:21 PM
To: Michael Rubendall
Subject: FW: Hodgins Certified Survey Map

Dear Mike,

Would it be possible to review this CSM by close of business on Monday, April 27th?

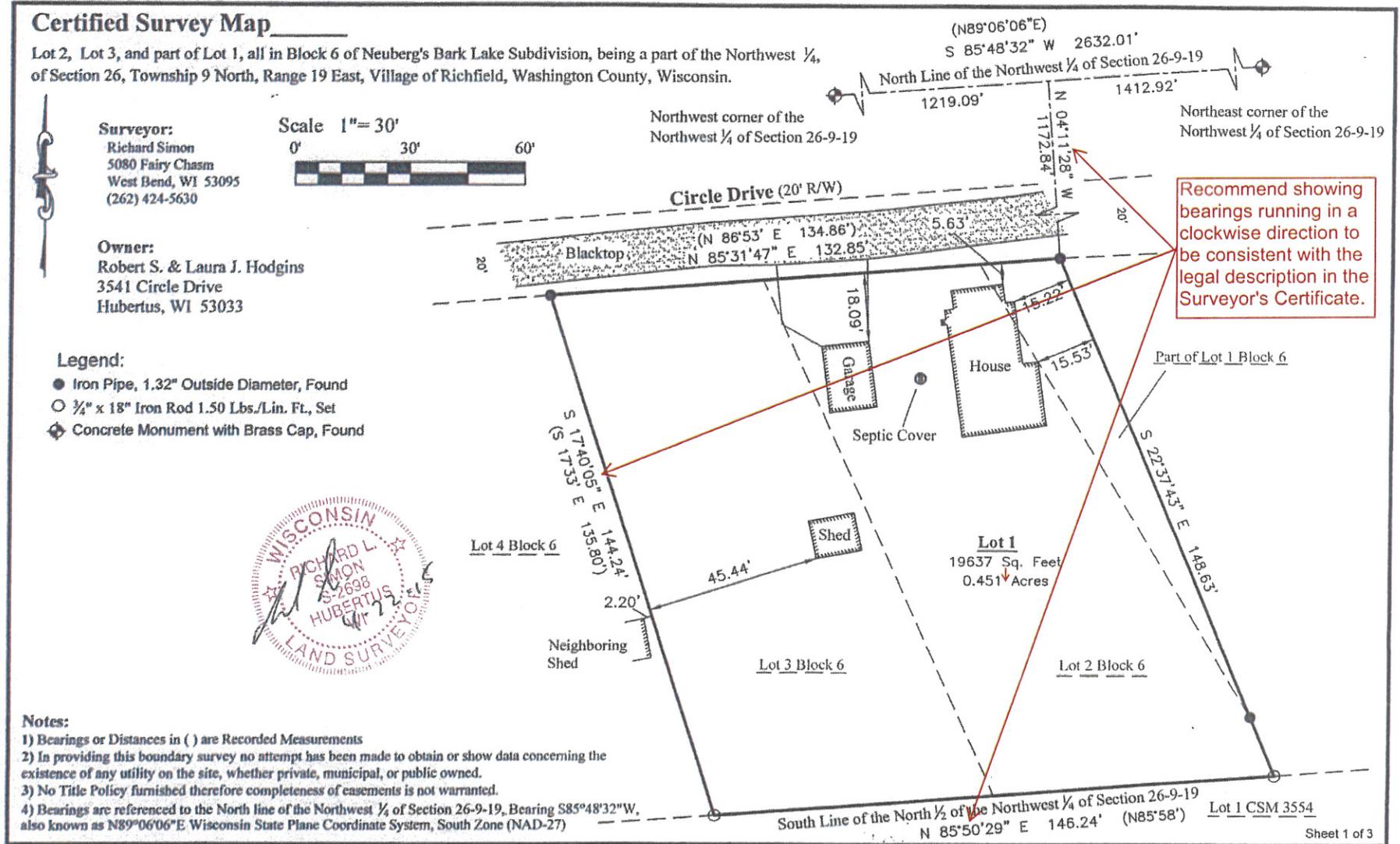
Sincerely,

Jim Healy
Village Administrator
Planning and Zoning Administrator
 (262)-628-2260
Village of Richfield
 4128 Hubertus Road
 Hubertus, WI 53033

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Recommend showing bearings running in a clockwise direction to be consistent with the legal description in the Surveyor's Certificate.

Certified Survey Map

Lot 2, Lot 3, and part of Lot 1, all in Block 6 of Neuberg's Bark Lake
Subdivision, being a part of the Northwest 1/4, of Section 26, Township 9 North,
Range 19 East, Village of Richfield, Washington County, Wisconsin.

There is no prior reference
to this line. refer to as "the
north line of said
Northwest 1/4".

Surveyor's Certificate

I, Richard L. Simon, Professional Land Surveyor, hereby certify:

Lot 2, Lot 3, and part of Lot 1, all in Block 6 of Neuberg's Bark Lake Subdivision, being a part of the Northwest 1/4, of
Section 26, Township 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin.

Described as follows:

Lot 2, Lot 3, and part of Lot 1, all in Block 6 of Neuberg's Bark Lake Subdivision, being a part of the Northwest 1/4, of
Section 26, Township 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin.

Described as follows:

Commencing at the Northeast corner of said Northwest 1/4, thence S85°48'32"W along said North line, 1412.92 feet; thence
S04°11'28"E, 1772.84 feet to the point of beginning of this description; thence S22°37'43"E, 148.63 feet to a point on South
Line of the North 1/2 of said Northwest 1/4; thence S85°50'29"W along said South line, 146.24 feet; thence N17°40'05"W,
144.24 feet; thence N85°31'47"E, 132.85 feet to the point of beginning of this description.

Said parcel contains 19637 Sq. Ft. or 0.451 Acres Gross

That I have made such survey, division, and map by the direction of Robert S. Hodgins and Laura J. Hodgins.

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

That I have fully complied with provisions of s. 236.34 of the Wisconsin Statutes and the subdivision regulations of the
Village of Richfield in surveying, dividing, and mapping the same.

Dated this 22nd day of April, 2015


Richard L. Simon, P.L.S. #2698
Cornerstone Land Surveying
5080 Fairy Chasm Road
West Bend, WI 53095
262-424-5630



Village of Richfield Board Approval

This Certified Survey Map, is hereby approved by the Village Board of Richfield on

this _____ day of _____, 2015

John Jeffords, Village President

Jim Healy, Village Administrator

Certified Survey Map _____

Lot 2, Lot 3, and part of Lot 1, all in Block 6 of Neuberger's Bark Lake
Subdivision, being a part of the Northwest 1/4, of Section 26, Township 9 North,
Range 19 East, Village of Richfield, Washington County, Wisconsin.

Owner's Certificate

We, Robert S. Hodgins and Laura J. Hodgins do hereby certify that we caused the land described in the foregoing affidavit
of Richard L. Simon, Surveyor, to be surveyed, divided and mapped as represented on this Certified Survey Map.

WITNESS the hand and seal of said Signer, this _____ day of _____,

Robert S. Hodgins

Laura J. Hodgins

State of Wisconsin) SS
 County)

Personally came before me this _____ day of _____, _____, the above named,

Robert S. Hodgins and Laura J. Hodgins to me, known to be the people who executed the foregoing instrument and
acknowledge the same.

Notary Public

_____ County, State of Wisconsin

My commission expires: _____



7 g



VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

79.

MEETING DATE: May 21, 2015

SUBJECT: Creation of a one-lot CSM, Tax Keys: V10_0486 and V10_048700A
 DATE SUBMITTED: May 14, 2015
 SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION FOR THE APPROVAL OF THE PROPOSED ONE-LOT CSM?

ISSUE SUMMARY:

Badger Home Builders, Inc. has submitted a proposed certified survey map (CSM) that would combine two (2) legally established parcels to create a one (1) lot parcel consisting of 1,3534 sf (0.31ac) zoned F-1, Floodplain District. Lots One (1) and Two (2) in this subdivision block are currently vacant. The new property owner desires to combine these recently purchased lots with the intention of constructing a single family home. Of particular note with this proposed CSM is the fact that Riverview Drive as platted versus as constructed is markedly different. The roadway of Riverview Drive actually encroaches fairly significantly onto the property owner's land. The 25' wide gap between the south side of these two (2) parcels and the boat lots is a public easement to reach the same.

Given the fact that both Lots are currently vacant, the combination of these lots does not bring about any undesired zoning conflicts. In fact, as a general rule, Staff finds it easier to approve lot combinations due to our zoning regulations than lot divisions. However, it is important to note that due to the property being zoned as "Floodplain" before any land disturbing activity is to take place, which must be approved to ensure compliance with the DNR standards adopted into our zoning code last November.

The Village Engineer completed his review of the proposed CSM on March 26, 2015 and has conditionally approved it based on his suggested changes being addressed by the surveyor. They are shown in REDLINE for your convenience.

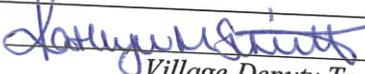
The CSM was originally submitted to the Village on March 6, 2015. As required by state statute (s. 236.34(f)) the Village Board must take action within 90 days of that date, unless the time is extended by agreement with the subdivider. On April 2, 2015 the Plan Commission recommended a conditional approval to the Village Board.

At the April Village Board meeting a number of neighboring property owners, particularly the owner directly to the east, brought to the Village's attention that the survey posts utilized by the petitioner were incorrect. Since that time, the services of Mr. Don Thoma of Accurate Surveying have been engaged by several property owners on this street and he has confirmed with Staff several inaccuracies. If you recall, the Village hired Mr. Thoma a few years back to review the Moeser/Adamski easement situation on Riverview Drive. Mr. Thoma's extensive knowledge of this area, especially this block of Riverview Drive helps Staff feel confident that the petition should be formally denied.

Going forward, several neighbors are currently in conversations with Mr. Thoma about the possibility of creating an "Assessor's Plat" or two different CSMs for the Village to consider.

FISCAL IMPACT:

Initial Project Costs: NA
 Future Ongoing Costs: NA
 Physical Impact (on people/space): NA
 Residual or Support/Overhead/Fringe Costs: NA

REVIEWED BY: 
 Village Deputy Treasurer



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

7g

MEETING DATE: May 21, 2015

SUBJECT: Creation of a one-lot CSM, Tax Keys: V10_0486 and V10_048700A
DATE SUBMITTED: May 14, 2015
SUBMITTED BY: Jim Healy, Village Administrator

ATTACHMENTS:

1. CSM Prepared by Pete Baily, RLS drafted on March 3, 2015
2. Village Engineer CSM with REDLINE markup dated March 26, 2015
3. Washington County GIS-Aerial overview of subject properties

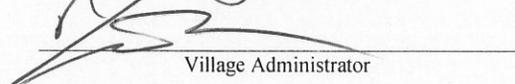
STAFF RECOMMENDATION:

Motion to deny the petition by Badger Home Builders Inc. to create a one-lot CSM with properties containing the Tax Keys: V10_0486 and V10_048700A.

APPROVED FOR SUBMITTAL BY:



 Village Staff Member



 Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
 Ordinance No. _____
 Approved _____
 Other _____

Continued To: _____
 Referred To: _____
 Denied _____
 File No. _____

CERTIFIED SURVEY MAP NO. _____ SHEET 1 OF 3

BEING A REDIVISION OF LOTS 1 AND 2 OF "FRIESS LAKE SUBDIVISION", A SUBDIVISION OF THE FRACTIONAL NORTHWEST ¼ OF SECTION 17, TOWN 9 NORTH, RANGE 19 EAST, IN THE VILLAGE OF RICHFIELD, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

PREPARED BY:
AMERICAN SURVEYING COMPANY, INC.
12207 C.T.H. "K", NORTH CAPE
FRANKSVILLE, WI. 53126-9691
(262) 835-4774

OWNER'S ADDRESS:
BADGER HOME BUILDERS, INC.
1323 POPLAR DRIVE
WAUKESHA, WI. 53188

LEGEND:
o-Denotes No. 6 Rebar, 3/4" Dia., 24" Long, 1.50 lbs/
In.ft., w/cap
●-Denotes Iron Pipe/Rod Found
ALL BEARINGS ARE REFERENCED TO GRID NORTH
OF THE WISCONSIN STATE PLANE COORDINATE
SYSTEM, SOUTHERN ZONE. NORTH LINE OF NW 1/4
N88°51'16"E

SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN)
COUNTY OF RACINE)"

I, PETE L. BAILEY, Registered Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped a tract of land being a redivision of Lot 1 and 2, Block 3 of "Friess Lake Grove" a subdivision in the Fractional Northwest ¼ of Section 17, Town 9 North, Range 19 East, in the Village of Richfield, County of Washington, State of Wisconsin, bounded and described as follows: Commence at the Northwest corner of said Section; thence North 88°51'16" East for a 160.04 feet, along the North line of said ¼ Section, to a point; thence South 00°47'05" East for a distance of 716.84 feet, parallel to the West line of said ¼ Section, to the point of beginning; thence South 00°26'20" West for a distance of 121.30 feet, to a point; thence South 74°26'40" East for a distance of 79.50 feet, to a point; thence South 38°12'36" East for a distance of 19.18 feet, to a point; thence North 12°32'20" East for a distance of 143.77 feet, to a point; thence North 81°42'40" West for a distance of 120.00 feet, to the point of beginning. Contains 13,534 sf.

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

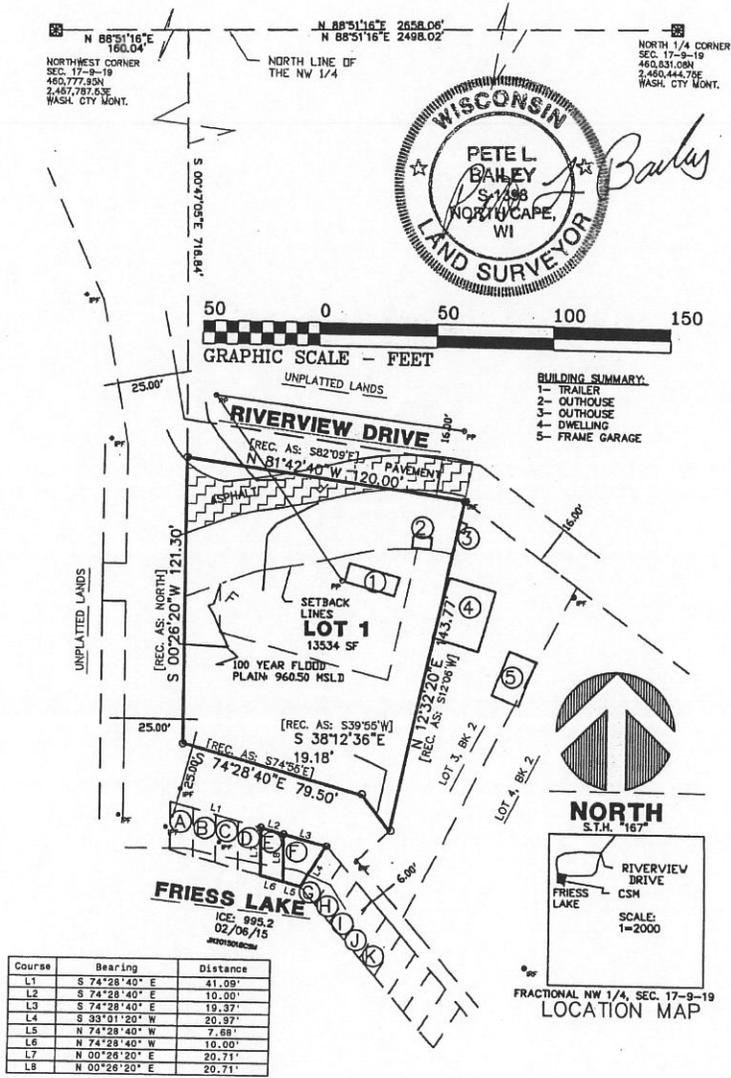
THAT I have made such survey, land division and map at the direction of the owner's of said lands.

THAT I have fully complied with the provisions of Chapter 236 of the Wisconsin State Statutes and the requirements of the Village of Richfield in surveying, dividing and mapping the same.

Pete L. Bailey
AMERICAN SURVEYING COMPANY, INC.
PETE L. BAILEY, RLS NO. 1398
DATED THIS 3RD DAY OF MARCH, 2015.



CERTIFIED SURVEY MAP NO. _____ SHEET 2 OF 3
 BEING A REDIVISION OF LOT 1 AND 2, BLOCK 3 OF "FRIESS LAKE GROVE", A
 SUBDIVISION IN THE FRACTIONAL NORTHWEST 1/4 OF SECTION 17, TOWN 9 NORTH,
 RANGE 19 EAST, IN THE VILLAGE OF RICHFIELD, COUNTY OF WASHINGTON, STATE OF
 WISCONSIN.



CERTIFIED SURVEY MAP NO. _____ SHEET 3 OF 3

BEING A REDIVISION OF LOTS 1 AND 2, BLOCK 3 OF "FRIESS LAKE GROVE, A SUBDIVISION IN THE FRACTIONAL NORTHWEST ¼ OF SECTION 17, TOWN 9 NORTH, RANGE 19 EAST, IN THE VILLAGE OF RICHFIELD, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

CORPORATE OWNER'S CERTIFICATE:

BADGER HOME BUILDERS, INC., a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on this map.

BADGER HOME BUILDERS, INC., does further certify that this map is required by s. 236.34 to be submitted to the following for approval or objection: VILLAGE OF RICHFIELD

IN WITNESS WHEREOF, the said BADGER HOME BUILDERS, INC., has caused these presents to be signed by, DANIEL TINTI, its PRESIDENT, at Waukesha, Wisconsin, and its corporate seal to be hereunto affixed this _____ day of _____, 2015.

IN THE PRESENCE OF: BADGER HOME BUILDERS, INC.

DANIEL J. TINTI, PRESIDENT

STATE OF WISCONSIN)
COUNTY OF WAUKESHA)SS

Personally came before me this _____ day of _____, 2015, the above named Daniel J. Tinti, the President of BADGER HOME BUILDERS, INC, to me known to be the person who executed the foregoing instrument and acknowledge the same as the act of the owner, by its authority.

NOTARY PUBLIC
COUNTY OF _____, STATE OF WISCONSIN
My commission expires _____.

VILLAGE PLANNING COMMISSION APPROVAL:

APPROVED by the Village Board of the Village of Richfield this _____ day of _____, 2015.

JOHN JEFFORDS, VILLAGE PRESIDENT

LAURA JOHNSON, DEPUTY CLERK

VILLAGE BOARD APPROVAL:

APPROVED by the Village Board of the Village of Richfield this _____ day of _____, 2015.

JOHN JEFFORDS, VILLAGE PRESIDENT

LAURA JOHNSON, DEPUTY CLERK

This instrument was drafted by Pete L. Bailey.

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Jim Healy

From: Michael Rubendall <m.rubendall@gaiconsultants.com>
Sent: Thursday, March 26, 2015 9:18 AM
To: Jim Healy
Cc: Ronald Dalton
Subject: Badger Home Builders CSM | Review Comments
Attachments: CSM with Review Comments_032515.pdf

Jim,

We have completed our review of the proposed Certified Survey Map (CSM). Our comments can be found on the attachment.

We can recommend approval contingent on our comments being addressed.

Please contact me with any questions.

Regards,
Mike,
GAI Consultants, Inc.

CERTIFIED SURVEY MAP NO. _____ SHEET 1 OF 3

BEING A REDIVISION OF LOTS 1 AND 2 OF "FRIESS LAKE SUBDIVISION", A SUBDIVISION OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 17, TOWN 9 NORTH, RANGE 19 EAST, IN THE VILLAGE OF RICHFIELD, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

PREPARED BY:
AMERICAN SURVEYING COMPANY, INC.
12207 C.T.H. "K", NORTH CAPE
FRANKSVILLE, WI. 53126-9691
(262) 835-4774

OWNER'S ADDRESS:
BADGER HOME BUILDERS, INC.
1323 POPLAR DRIVE
WAUKESHA, WI. 53188

LEGEND:
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ln.ft., w/cap
* Denotes Iron Pipe/Rod Found
ALL BEARINGS ARE REFERENCED TO GRID NORTH
OF THE WISCONSIN STATE PLANE COORDINATE
SYSTEM, SOUTHERN ZONE. NORTH LINE OF NW 1/4
N88°51'16"E

Note outside diameter.

SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN)
COUNTY OF RACINE)"

I, PETE L. BAILEY, Registered Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped a tract of land being a redivision of Lot 1 and 2, Block 3 of "Friess Lake Grove" a subdivision in the Fractional Northwest 1/4 of Section 17, Town 9 North, Range 19 East, in the Village of Richfield, County of Washington, State of Wisconsin, bounded and described as follows: Commence at the Northwest corner of said Section; thence North 88°51'16" East for a 160.04 feet, along the North line of said 1/4 Section, to a point; thence South 00°47'05" East for a distance of 716.84 feet, parallel to the West line of said 1/4 Section, to the point of beginning; thence South 00°26'20" West for a distance of 121.30 feet, to a point; thence South 74°26'40" East for a distance of 79.50 feet, to a point; thence South 38°12'36" East for a distance of 19.18 feet, to a point; thence North 12°32'20" East for a distance of 143.77 feet, to a point; thence North 81°42'40" West for a distance of 120.00 feet, to the point of beginning. Contains 13,534 sf.

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

Sheet 2 shows "S74° 28'40"E"

THAT I have made such survey, land division and map at the direction of the owner's of said lands.

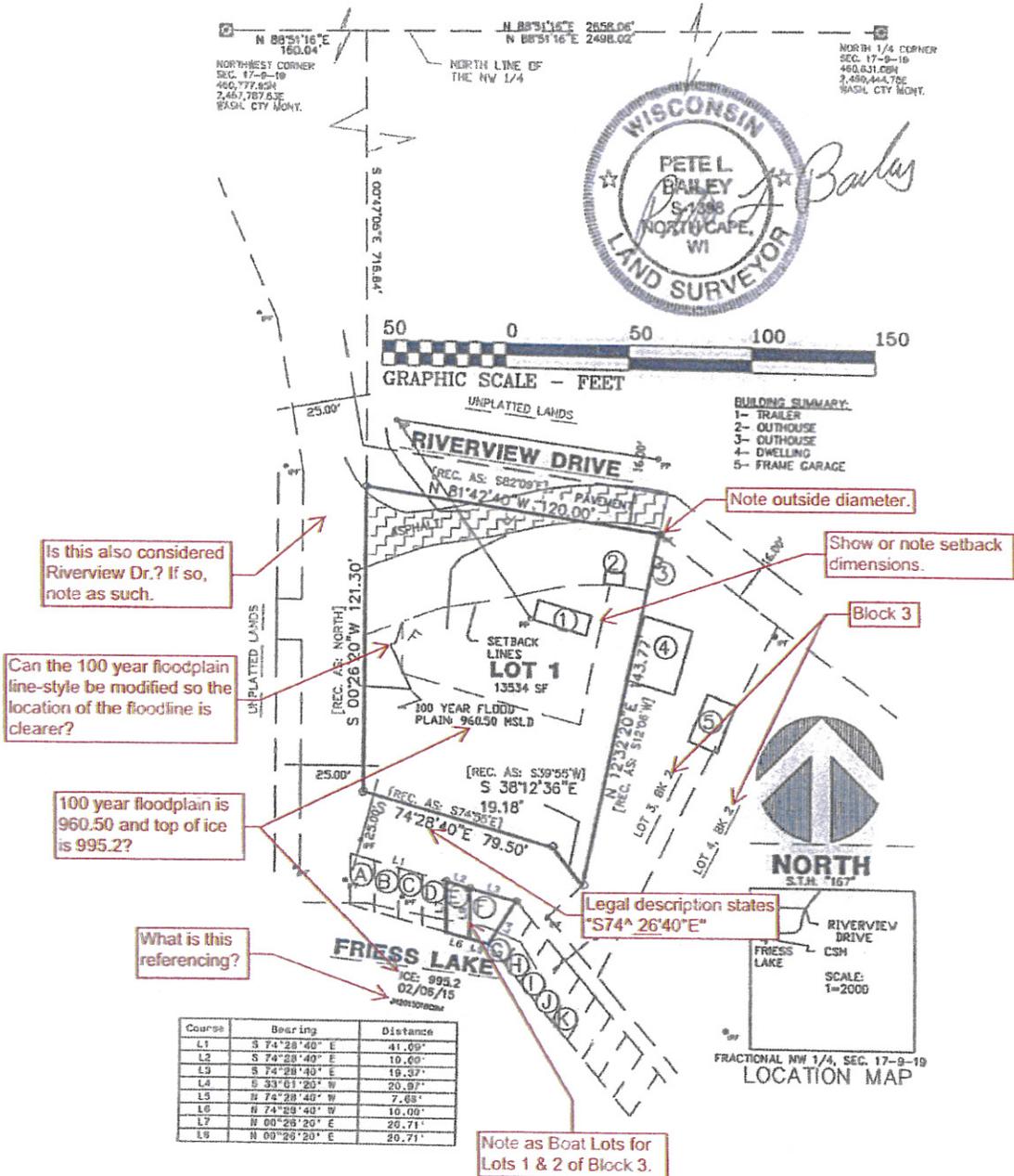
THAT I have fully complied with the provisions of Chapter 236 of the Wisconsin State Statutes and the requirements of the Village of Richfield in surveying, dividing and mapping the same.

Pete L. Bailey
AMERICAN SURVEYING COMPANY, INC.
PETE L. BAILEY, RLS NO. 1398
DATED THIS 3RD DAY OF MARCH, 2015.



"LOTS"

CERTIFIED SURVEY MAP NO. _____ SHEET 2 OF 3
 BEING A REDIVISION OF LOT 1 AND 2, BLOCK 3 OF "FRIESS LAKE GROVE", A
 SUBDIVISION IN THE FRACTIONAL NORTHWEST 1/4 OF SECTION 17, TOWN 9 NORTH,
 RANGE 19 EAST, IN THE VILLAGE OF RICHFIELD, COUNTY OF WASHINGTON, STATE OF
 WISCONSIN.



CERTIFIED SURVEY MAP NO. _____ SHEET 3 OF 3

BEING A REDIVISION OF LOTS 1 AND 2, BLOCK 3 OF "FRIESS LAKE GROVE, A SUBDIVISION IN THE FRACTIONAL NORTHWEST ¼ OF SECTION 17, TOWN 9 NORTH, RANGE 19 EAST, IN THE VILLAGE OF RICHFIELD, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

CORPORATE OWNER'S CERTIFICATE:

BADGER HOME BUILDERS, INC., a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on this map.

No dedications are proposed by this CSM.

BADGER HOME BUILDERS, INC., does further certify that this map is required by s. 236.34 to be submitted to the following for approval or objection: VILLAGE OF RICHFIELD

IN WITNESS WHEREOF, the said BADGER HOME BUILDERS, INC., has caused these presents to be signed by, DANIEL TINTI, its PRESIDENT, at Waukesha, Wisconsin, and its corporate seal to be hereunto affixed this _____ day of _____, 2015.

IN THE PRESENCE OF:

BADGER HOME BUILDERS, INC.

DANIEL J. TINTI, PRESIDENT

STATE OF WISCONSIN)
COUNTY OF WAUKESHA)SS

Personally came before me this _____ day of _____, 2015, the above named Daniel J. Tinti, the President of BADGER HOME BUILDERS, INC. to me known to be the person who executed the foregoing instrument and acknowledge the same as the act of the owner, by its authority.

NOTARY PUBLIC
COUNTY OF _____, STATE OF WISCONSIN
My commission expires _____.

VILLAGE PLANNING COMMISSION APPROVAL:

APPROVED by the Village Board of the Village of Richfield this _____ day of _____, 2015.

JOHN JEFFORDS, VILLAGE PRESIDENT

LAURA JOHNSON, DEPUTY CLERK

VILLAGE BOARD APPROVAL:

APPROVED by the Village Board of the Village of Richfield this _____ day of _____, 2015.

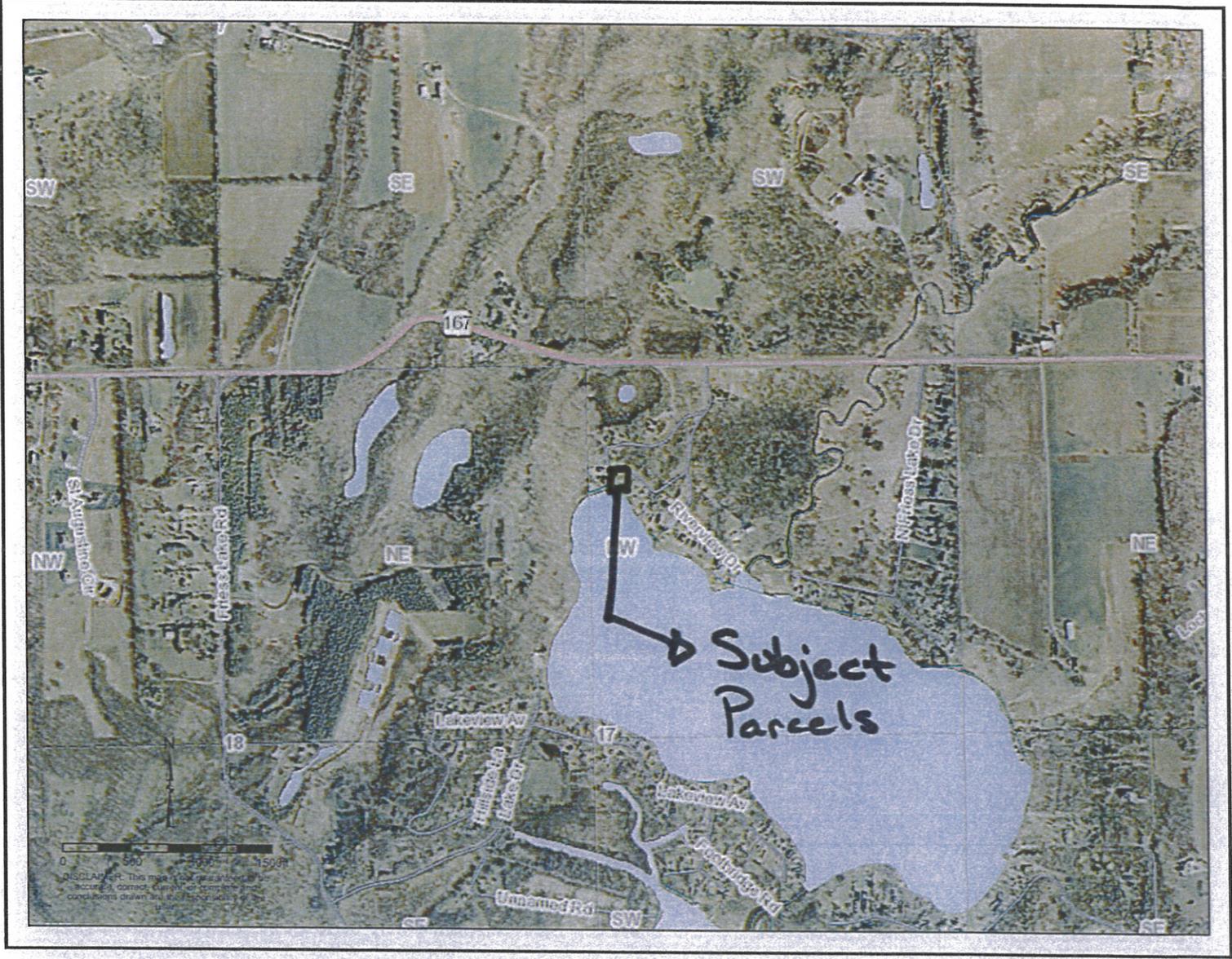
JOHN JEFFORDS, VILLAGE PRESIDENT

LAURA JOHNSON, DEPUTY CLERK

This instrument was drafted by Pete L. Bailey.

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7 h



VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

7h

MEETING DATE: May 21, 2015

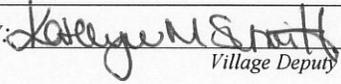
SUBJECT: Potential time change for future Village Board meetings
DATE SUBMITTED: May 14, 2015
SUBMITTED BY: Laura Johnson, Village Deputy Clerk

POLICY QUESTION: DO THE BOARD OF TRUSTEES WISH TO CHANGE THE TIME OF FUTURE VILLAGE BOARD MEETINGS?

ISSUE SUMMARY:

The Village President is requesting that the Board consider moving the time of future Village Board Meetings.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): N/A
Residual or Support/Overhead/Fringe Costs: Variable

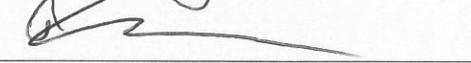
ATTACHMENTS:

- 1. 2015 Survey of surrounding community meeting times.

STAFF RECOMMENDATION:

No Recommendation

APPROVED FOR SUBMITTAL BY:


Village Staff Member

Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

<u>TOWNS</u>	<u>Town Board Mtg</u>	<u>TIME</u>	<u>Plan Commission Mtg</u>	<u>TIME</u>
Addison	3rd Thursday	7:00 PM	1st Thursday	7:00 PM
Barton	3rd Tuesday	7:30 PM	1st Monday	7:30 PM
Erin	3rd Monday	7:00 PM	1st Monday	7:00 PM
Farmington	2nd Tuesday	7:00 PM	4th Tuesday	7:30 PM
Germantown	1st & 3rd Mon	7:00 PM	2nd Monday	6:30 PM
Hartford	2nd Monday	7:00 PM		
Jackson	2nd Thursday	7:00 PM	Last Wednesday	7:00 PM
			3rd Monday on as needed basis after Town Board Meeting	
Kewaskum	3rd Monday	7:00 PM		
Polk	2nd Tuesday	7:30 PM	1st Tuesday	7:30 PM
Trenton	1st & 3rd Tuesdays	7:30 PM	2nd Tuesday	7:30 PM
Wayne	3rd Wednesday	7:30 PM	Evening b/f Board Mtg	7:30 PM
West Bend	2nd Wednesday	7:30 PM	4th Thursday	7:00 PM
 <u>VILLAGES</u>				
Germantown	1st & 3rd Mondays	7:00 PM	2nd Monday	6:30 PM
Jackson	2nd Tuesday	7:30 PM	Last Thursday	7:00 PM
Kewaskum	1st & 3rd Mondays	7:00 PM	4th Tuesday	7:00 PM
Newburg	2nd & 4th Thursday	7:00 PM	1st Thursday	7:00 PM
Richfield	1st Thursday	7:30 PM	3rd Thursday	7:30 PM
Slinger	3rd Monday	6:00 PM	2nd Wednesday	6:30 PM
 <u>CITIES</u>				
Hartford	2nd & 4th Tuesday	7:00 PM	2nd Monday	7:00 PM
West Bend	1st & 3rd Monday	6:30 PM	1st Tuesday	6:00 PM

9 a-c

CLOSED
SESSION