1. Call to Order/ Roll Call
2. Verification of Compliance with Open Meeting Law
3. Pledge of Allegiance
4. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding reports and discussion/action 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.)
5. PUBLIC HEARING
   a. Discussion regarding the adoption of the 2019 Village Budget
   b. Discussion regarding a proposed Ordinance Amendment to the Chapter 70 Zoning Code related to the repealing of Conditional Uses in all Village Zoning Districts
   c. Discussion regarding a rezoning petition for Mr. Steve Willis for property located at 2075 STH 175 (Tax Key: V10_0259)
6. CONSENT AGENDA
   a. Vouchers for Payment
   b. Treasurer’s Report
   c. Meeting Minutes:
      i. October 11, 2018 – Annual Budget Workshop
      ii. October 18, 2018 – Regular Meeting
   d. New Operators License Applications
   e. Resolution R2018-11-01, A Resolution Honoring the Public Service of Sheriff Dale K. Schmidt
7. DISCUSSION/ACTION ITEMS
   a. Discussion/Action regarding Resolution R2018-11-02, a Resolution adopting the 2019 Village Budget and Establishing the Property Tax Levy
   b. Discussion/Action regarding a Conditional Use Permit application for Mr. and Mrs. Paul Craig for a ground-mounted solar panel array pursuant to Sec. 70.241(E)(2) for property located at 501 Scenic Road (Tax Key: V10_116400B)
   c. Discussion/Action Discussion regarding a tabled petition from Mr. Steven Schmidt to rezone a portion of property identified by Tax Key: V10_008800D from A-1, Exclusive Agricultural District and F-1, Floodland District to Rs-1, Country Estates District and F-1 Floodland District – Ordinance 2018-05-01
   d. Discussion/Action regarding a proposed Two-Lot and One Out-Lot Certified Survey Map (CSM) for Steven Schmidt involving Tax Key: V10_008800D
   e. Discussion/Action regarding a proposed One-Lot CSM for Kenneth Schmidt involving Tax Key: V10_008800C
   f. Discussion/Action regarding a proposed Three-Lot CSM for the Germantown School District and Ralmar Properties, LLC, involving Tax Keys: V10_0914, V10_138600A, and V10_138600Z
   g. Discussion/Action regarding a rezoning petition for Mr. Steve Willis for property located at 2075 STH 175 (Tax Key: V10_0259) – Ordinance O2018-11-01
   h. Discussion/Action regarding a proposed Ordinance Amendment to the Chapter 70 Zoning Code related to the repealing of Conditional Uses in all Village Zoning Districts - Ordinance O2018-11-02
   i. Discussion/Action regarding contracting with Civic Plus for the required upgrade of the Village’s website content management system
8. PUBLIC COMMENTS (...Continued)
9. 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 advanced notice as possible. 
AFFIDAVIT OF POSTING

Pursuant to Sec. 985.02(2), Wis Stets., I, Margaret M. Runnells, 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:

   i) Park Commission Agenda — 2018.11.14
   ii) Village Board Agenda — 2018.11.15

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.

   Signature
   November 9, 2018

Personally came before me this 9th day of November, 2018.

Notary Public, State of Wisconsin
My commission expires

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

L:Forms>Affidavit of Posting
5a & 7a
MEETING DATE: November 15, 2018

SUBJECT: 2019 Village Budget
DATE SUBMITTED: November 9, 2018
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO APPROVE THE 2019 VILLAGE BUDGET?

ISSUE SUMMARY:

Tonight the Board will be considering its 2019 Village Budget, the culmination of several months of work by Administrative Staff, the Village Board, and our residents who chose to participate in the 9th Annual Community Budget Workshop. This Budget is yet another step forward for the Village in maintaining its financial solvency by saving for future capital purchases, continued exploration in the arena of forming intergovernmental agreements with surrounding taxing jurisdictions, maintaining existing service levels, and in some instances, improving them.

For the Village’s 6th year in a row, we have seen continued growth in our residential population. So far, in 2018, we have seen 33 new homes built. In the two (2) years prior we had 44 and 42, respectively. At the November 6, 2018 election, the electorate voted in favor of increasing the municipal property tax levy by $750,000 for the purpose of road construction and road maintenance. The resultant property tax levy is $3,376,568.

<table>
<thead>
<tr>
<th>Year</th>
<th>Mill Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$1.67</td>
</tr>
<tr>
<td>2015</td>
<td>$1.67</td>
</tr>
<tr>
<td>2016</td>
<td>$1.66</td>
</tr>
<tr>
<td>2017</td>
<td>$1.67</td>
</tr>
<tr>
<td>2018</td>
<td>$1.61</td>
</tr>
<tr>
<td>2019</td>
<td>$2.08</td>
</tr>
</tbody>
</table>

In 2019, the Village is scheduled to make the following Capital Expenditures for purchase:
- Scenic Road from CTH Q to Willow Creek Road - $477,370
- Monches Road from Scenic Road to Hillside Road - $140,265
- Monches Road from Plat Road to St. Augustine Road - $368,000
- Reflections Village subdivision - $334,732
- Hubertus Road from Friess Lake Road to Plat Road - $131,000
- Wooded Ridge Subdivision - $566,150
- #12 Plow Truck - $177,576

Other budgetary highlights from the 2019 Budget will be presented the night of the meeting.

FISCAL IMPACT:

Initial Project Costs: Per 2019 Budget
Future Ongoing Costs: Per 2019 Budget
Physical Impact (on people/space): Variable
Residual or Support/Overhead/Fringe Costs: Per 2019 Budget

Reviewed by: Village Deputy Treasurer

Initial Project Costs: Per 2019 Budget
Future Ongoing Costs: Per 2019 Budget
Physical Impact (on people/space): Variable
Residual or Support/Overhead/Fringe Costs: Per 2019 Budget
# VILLAGE OF RICHFIELD
## VILLAGE BOARD COMMUNICATION FORM

### MEETING DATE: November 15, 2018

<table>
<thead>
<tr>
<th>SUBJECT:</th>
<th>2019 Village Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE SUBMITTED:</td>
<td>November 9, 2018</td>
</tr>
<tr>
<td>SUBMITTED BY:</td>
<td>Jim Healy, Village Administrator</td>
</tr>
</tbody>
</table>

### ATTACHMENTS:
1. Resolution R2018-11-02, a Resolution adopting the 2019 Village Budget and Establishing the Property Tax Levy
2. Proposed 2019 Village Budget published in the West Bend Daily News
3. 2019 Village Budget Detail

### STAFF RECOMMENDATION:

Motion to adopt Resolution R2018-11-02, a Resolution adopting the 2019 Village Budget and Establishing the Property Tax Levy as published in the West Bend Daily News 'Notice of Public Hearing' for the Village of Richfield.

### APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

### VILLAGE CLERK USE ONLY

<table>
<thead>
<tr>
<th>BOARD ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution No.</td>
</tr>
<tr>
<td>Ordinance No.</td>
</tr>
<tr>
<td>Approved</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Continued To:</td>
</tr>
<tr>
<td>Referred To:</td>
</tr>
<tr>
<td>Denied</td>
</tr>
<tr>
<td>File No.</td>
</tr>
</tbody>
</table>
STATE OF WISCONSIN   VILLAGE OF RICHFIELD   WASHINGTON COUNTY

RESOLUTION R2018-11-02

A RESOLUTION ADOPTING THE 2019 ANNUAL PROGRAM BUDGET AND
ESTABLISHING THE PROPERTY TAX LEVY

WHEREAS, the Village of Richfield requires an annual budget appropriating monies to finance activities
of the Village for the ensuing fiscal year; and

WHEREAS, the Village Board of Trustees have duly considered and discussed a budget for 2019 as
proposed by the Village Administrator and Deputy Treasurer; and

WHEREAS, the Village Board of Trustees held a public hearing on the 2019 Annual Program Budget on
November 15, 2018, as required by Wisconsin law; and

WHEREAS, the 2019 budget requires a tax levy to partially finance the appropriations.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Richfield, Wisconsin,
that;

Budgeted revenue estimates and expenditure appropriations for the year 2019 for the Village’s General
Fund; Richfield Utility; Bark Lake Utility; Richfield Utility #2 are hereby adopted as set forth in the
attachment titled “Notice of Budget for the Village of Richfield” and established in detail in the 2019
budget document.

BE IT FURTHER RESOLVED, that the property tax levy required to finance the 2019 Budget is
$3,376,568.

PASSED THIS 15th DAY OF NOVEMBER 2018, BY THE VILLAGE BOARD OF THE VILLAGE OF
RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

John Jeffords, Village President

Jim Healy, Administrator/Clerk
NOTICE OF BUDGET FOR THE VILLAGE OF RICHFIELD

Notice is hereby given, pursuant to Sec. 65.90 Wis. Statutes, that on Thursday, November 15, 2018, at 7:00 PM, a public hearing on the proposed 2019 operating budget of the Village of Richfield will be held at the Village Hall, 4128 Hubertus Rd. A summary of the proposed budget is presented below. The detailed budget is available for public inspection at the Village Hall from 7:30 AM to 4:00 PM, Monday through Friday.

<table>
<thead>
<tr>
<th>GENERAL OPERATING FUND:</th>
<th>2017 ACTUAL</th>
<th>2018 BUDGET</th>
<th>2019 PROPOSED BUDGET</th>
<th>% CHANGE FROM 2019 BUDGET</th>
<th>% CHANGE FROM 2018 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td>2,544,073</td>
<td>2,590,247</td>
<td>2,626,568</td>
<td>1.40%</td>
<td>28.55%</td>
</tr>
<tr>
<td>OTHER TAXES</td>
<td>917</td>
<td>2,007</td>
<td>2,007</td>
<td>11.32%</td>
<td>0.00%</td>
</tr>
<tr>
<td>INTERGOVERNMENTAL</td>
<td>713,569</td>
<td>736,137</td>
<td>790,779</td>
<td>7.42%</td>
<td>0.00%</td>
</tr>
<tr>
<td>LICENSES AND PERMITS</td>
<td>306,034</td>
<td>274,245</td>
<td>270,767</td>
<td>-1.77%</td>
<td>0.00%</td>
</tr>
<tr>
<td>FINES, FORFEITURES AND PENALTIES</td>
<td>162</td>
<td>406</td>
<td>405</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>PUBLIC CHARGES FOR SERVICES</td>
<td>104,765</td>
<td>51,200</td>
<td>51,275</td>
<td>0.15%</td>
<td>0.00%</td>
</tr>
<tr>
<td>INTEREST INCOME</td>
<td>18,735</td>
<td>10,755</td>
<td>853</td>
<td>-46.35%</td>
<td>0.00%</td>
</tr>
<tr>
<td>MISCELLANEOUS REVENUES</td>
<td>1,238,349</td>
<td>190,074</td>
<td>203,781</td>
<td>7.21%</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>4,926,679</td>
<td>3,868,140</td>
<td>4,684,133</td>
<td>21.10%</td>
<td>16.01%</td>
</tr>
</tbody>
</table>

| EXPENSES:               |             |             |                      |                         |                          |
| GENERAL GOVERNMENT      | 650,600     | 655,607     | 642,627              | -1.93%                  | 0.00%                    |
| PUBLIC SAFETY           | 1,452,554   | 1,119,019   | 1,151,064            | -2.19%                  | 2.85%                    |
| PUBLIC WORKS            | 1,278,794   | 1,755,101   | 2,059,663            | 42.09%                  | 29.95%                   |
| PARKS/RECREATION        | 1,170,293   | 1,469,509   | 1,827,607            | 22.08%                  | 0.00%                    |
| CONSERVATION AND DEVELOPMENT | 139,606 | 106,962     | 108,497              | 1.44%                   | 0.00%                    |
| CONTINGENCY             | 12,471      | 14,000      | 14,000               | N/A                     | N/A                      |
| DEBT SERVICE - FIRE STATION | 0         | 73,712      | 73,712               | 0.00%                   | 0.00%                    |
| DEBT SERVICE - RIVERVIEW DRIVE | 3,605 | 6,763       | -100.00%             | N/A                     | N/A                      |
| DEBT SERVICE - SOUTH SHORE | 895        | 2,002      | 2,003                | 0.05%                   | 0.00%                    |
| TOTAL EXPENDITURES      | 3,705,918   | 3,888,635   | 4,684,133            | 21.08%                  | 16.01%                   |

| TAX LEVY                 | 2,544,073   | 2,590,247   | 2,626,568            | 1.40%                   | 28.55%                   |
| TAX RATE PER THOUSAND    | 1.667       | 1.6138      | 1.6183               | 0.29%                   | 28.55%                   |

| CAPITAL IMPROVEMENT FUND |         |             |                      |                         |                          |
| REVENUES:                |           |             |                      |                         |                          |
| CAPITAL OUTLAYS          | 613,182    | 942,307     | 1,202,911            | 2.007,011               | 0.00%                    |
| EXPENSES:                |           |             |                      |                         |                          |
| CAPITAL OUTLAYS          | 609,574    | 760,506     | 1,496,961            | 2,240,961               | 0.00%                    |
| TRANSFER TO/FROM CIP FUND| 204,608    | 181,800     | (239,950)            | (239,950)               | 0.00%                    |
| BEGINNING FUND BALANCE   | 1,256,812  | 1,461,420   | 1,643,220            | 1,643,220               | 0.00%                    |
| ENDING FUND BALANCE      | 1,461,420  | 1,463,270   | 1,463,270            | 1,463,270               | 0.00%                    |

| IMPACT FEE BUDGET        |           |             |                      |                         |                          |
| PARK IMPACT FEES         | 31,747     | 21,356      | -33%                 | N/A                     | N/A                      |
| FIRE IMPACT FEES         | 72,213     | 41,671      | -42%                 | N/A                     | N/A                      |

The following are the proposed levies for all funds of the Village of Richfield for 2019:

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Richfield Utility</th>
<th>Richfield Utility #2</th>
<th>Bark Lake Utility</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL REVENUES</td>
<td>2,057,565</td>
<td>2,057,565</td>
<td>3,436</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>4,684,133</td>
<td>5,436,133</td>
<td>3,436</td>
</tr>
<tr>
<td>EXCESS</td>
<td>(2,626,568)</td>
<td>(3,379,568)</td>
<td>(3,436)</td>
</tr>
<tr>
<td>PROPERTY TAX CONTRIBUTIONS</td>
<td>2,050,500</td>
<td>3,376,500</td>
<td>3,430</td>
</tr>
</tbody>
</table>

Total Levy Amounts per Budget Year

<table>
<thead>
<tr>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
<td>2,544,073</td>
<td>2,605,247</td>
</tr>
<tr>
<td>RICHFIELD UTILITY</td>
<td>3,436</td>
<td>3,436</td>
</tr>
<tr>
<td>BARK LAKE UTILITY</td>
<td>2,852</td>
<td>2,852</td>
</tr>
<tr>
<td>RICHFIELD UTILITY #2</td>
<td>1,448</td>
<td>1,448</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5,551,609</td>
<td>5,697,783</td>
</tr>
</tbody>
</table>

The Village's Projected Outstanding General Obligation Debt at December 31, 2018 is $619,403.64.

Jim Healy  
Village Administrator
## 2019 PROPOSED BUDGET

### VILLAGE OF RICHLAND

#### 2018 BUDGET

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>6/30/18</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>Actual</td>
<td>BUDGET</td>
<td>YTD</td>
<td>BUDGET</td>
</tr>
<tr>
<td>TAXES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 41110 PROPERTY TAXES</td>
<td>2,506,722.00</td>
<td>2,544,073.00</td>
<td>2,590,247.00</td>
<td>0.00</td>
<td>3,376,568.00</td>
</tr>
<tr>
<td>10 41118 OVERTURE</td>
<td>0.00</td>
<td>0.00</td>
<td>7.00</td>
<td>0.00</td>
<td>1.00</td>
</tr>
<tr>
<td>10 41119 OMITTED TAXES</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10 41150 FOREST CROPLAND TAXES</td>
<td>0.00</td>
<td>0.00</td>
<td>1,560.00</td>
<td>0.00</td>
<td>1,800.00</td>
</tr>
<tr>
<td>10 41170 PILT VILLAGE PORTION</td>
<td>500.13</td>
<td>970.77</td>
<td>500.00</td>
<td>510.53</td>
<td>500.00</td>
</tr>
<tr>
<td><strong>TOTAL TAXES</strong></td>
<td>2,507,222.13</td>
<td>2,545,043.77</td>
<td>2,592,314.00</td>
<td>510.53</td>
<td>3,378,869.00</td>
</tr>
</tbody>
</table>

#### INTERGOVERNMENTAL

|          |       |       |       |       |       |       |       |
| 10 43400 COMPUTER AID | 4,355.00 | 2,283.00 | 2,317.00 | 0.00 | 2,317.00 | 0.00 | 0.00% |
| 10 43410 STATE SHARED REVENUES | 131,596.21 | 131,494.28 | 131,398.00 | 0.00 | 134,018.00 | 2,620.00 | 1.99% |
| PERSONAL PROPERTY TAX AID |       |       |       |     |       | 8,155.00 | 8,155.00 |
| 10 43420 FIRE INSURANCE DUES | 53,471.56 | 57,696.21 | 53,472.00 | 0.00 | 57,697.00 | 4,225.00 | 7.960% |
| 10 43430 FIRE DEPT FUEL | 8,490.37 | 10,332.59 | 12,000.00 | 4,103.35 | 12,000.00 | 0.00 | 0.00% |
| 10 43440 FIRE DEPT MAINTENANCE | 0.00 | 2,029.05 | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 0.00% |
| 10 43450 FIRE INSPECTION FEES | 0.00 | 0.00 | 500.00 | 100.00 | 500.00 | 0.00 | 0.00% |
| 10 43460 SCHOOL FUEL | 678.77 | 663.47 | 1,000.00 | 254.58 | 1,000.00 | 0.00 | 0.00% |
| 10 43470 SCHOOL LAWN MAINTENANCE | 4,298.88 | 4,187.91 | 4,000.00 | 0.00 | 4,000.00 | 0.00 | 0.00% |
| 10 43500 SLINGER INSPECTIONS | 82,413.06 | 77,211.48 | 80,896.00 | 53,930.88 | 82,011.64 | 1,115.61 | 1.38% |
| 10 43501 SUSSEX INSPECTIONS | 73,969.36 | 76,082.64 | 80,896.00 | 33,706.80 | 82,011.64 | 1,115.61 | 1.38% |
| 10 43522 LAKE PATROL AIDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 10 43523 AG USE PENALTY | 12,725.41 | 9,054.58 | 5,000.00 | 0.00 | 5,000.00 | 0.00 | 0.00% |
| 10 43531 TRANSPORTATION AIDS | 322,196.64 | 322,196.64 | 349,558.00 | 174,779.24 | 350,227.00 | 669.00 | 0.19% |
| 10 43635 BARK LAKE BOAT LAUNCH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 10 43620 STATE RECYCLING AIDS | 11,212.15 | 11,606.33 | 12,000.00 | 11,651.28 | 12,000.00 | 0.00 | 0.00% |
| 10 43640 INTER GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 10 43650 FOREST CROPLAND AID | 244.93 | 1,005.04 | 100.00 | 0.00 | 100.00 | 0.00 | 0.00% |
| 10 43670 ROAD IMPROVEMENT GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 40,741.78 | 40,741.78 | 0.00% |
| 10 43671 MS4 REIMBURSEMENT | 11,767.18 | 6,780.93 | 0.00 | 0.00 | 40,741.78 | 0.00 | 0.00% |
| 10 43710 MOTOR OIL REFUNDS | 583.70 | 925.46 | 1,000.00 | 695.56 | 1,000.00 | 0.00 | 0.00% |
| **TOTAL INTERGOVERNMENTAL** | 720,003.22 | 713,549.61 | 736,137.00 | 279,221.69 | 790,779.00 | 54,642.00 | 7.42% |
## 2019 Proposed Budget

### Licenses, Permits and Fees

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Budget 2019</th>
<th>Actual 2018</th>
<th>Difference</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1044100</td>
<td>Liquor Licenses</td>
<td>22,879.82</td>
<td>11,732.50</td>
<td>11,147.32</td>
<td>16.67%</td>
</tr>
<tr>
<td>1044101</td>
<td>Operator Licenses</td>
<td>6,922.00</td>
<td>8,516.00</td>
<td>-1,594.00</td>
<td>14.14%</td>
</tr>
<tr>
<td>1044102</td>
<td>Cigarette Licenses</td>
<td>650.00</td>
<td>520.00</td>
<td>130.00</td>
<td>2.50%</td>
</tr>
<tr>
<td>1044104</td>
<td>Vending Machine Licenses</td>
<td>2,915.00</td>
<td>2,765.00</td>
<td>150.00</td>
<td>2.50%</td>
</tr>
<tr>
<td>1044105</td>
<td>Electrical Licenses</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044106</td>
<td>Kennel Licenses</td>
<td>108.00</td>
<td>72.00</td>
<td>36.00</td>
<td>49.33%</td>
</tr>
<tr>
<td>1044109</td>
<td>Unenclosed Premise</td>
<td>380.00</td>
<td>420.00</td>
<td>-40.00</td>
<td>12.50%</td>
</tr>
<tr>
<td>1044110</td>
<td>Weights &amp; Measures</td>
<td>2,752.50</td>
<td>2,737.50</td>
<td>15.00</td>
<td>0.55%</td>
</tr>
<tr>
<td>1044200</td>
<td>Dog Licenses</td>
<td>4,813.00</td>
<td>11,331.48</td>
<td>-6,518.48</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044202</td>
<td>Target Permits</td>
<td>80.00</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044203</td>
<td>Pet Fancier’s Licenses</td>
<td>360.00</td>
<td>470.00</td>
<td>-110.00</td>
<td>14.29%</td>
</tr>
<tr>
<td>1044205</td>
<td>Work Permits</td>
<td>1,040.00</td>
<td>530.00</td>
<td>510.00</td>
<td>12.33%</td>
</tr>
<tr>
<td>1044206</td>
<td>Peddler’s Permit</td>
<td>700.00</td>
<td>200.00</td>
<td>500.00</td>
<td>23.33%</td>
</tr>
<tr>
<td>1044207</td>
<td>Fireworks Permit</td>
<td>50.00</td>
<td>100.00</td>
<td>-50.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044300</td>
<td>Building Permits</td>
<td>155,144.13</td>
<td>178,460.59</td>
<td>-23,316.46</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044301</td>
<td>Electrical Permits</td>
<td>36,567.98</td>
<td>34,442.50</td>
<td>2,125.48</td>
<td>15.50%</td>
</tr>
<tr>
<td>1044302</td>
<td>Plumbing Permits</td>
<td>25,325.96</td>
<td>26,690.00</td>
<td>-1,364.04</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044303</td>
<td>Shoreland/Floodplain Permit</td>
<td>4,525.00</td>
<td>4,275.00</td>
<td>250.00</td>
<td>5.56%</td>
</tr>
<tr>
<td>1044304</td>
<td>Zoning Permits</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044306</td>
<td>Burning Permits</td>
<td>4,902.11</td>
<td>5,227.50</td>
<td>-325.39</td>
<td>6.00%</td>
</tr>
<tr>
<td>1044307</td>
<td>House Numbers</td>
<td>894.00</td>
<td>795.00</td>
<td>99.00</td>
<td>12.23%</td>
</tr>
<tr>
<td>1044308</td>
<td>State Seals</td>
<td>2,195.00</td>
<td>2,279.00</td>
<td>-84.00</td>
<td>3.70%</td>
</tr>
<tr>
<td>1044309</td>
<td>Road Bonds</td>
<td>2,800.00</td>
<td>2,700.00</td>
<td>100.00</td>
<td>3.57%</td>
</tr>
<tr>
<td>1044310</td>
<td>Holding Tank Agreement</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044400</td>
<td>CSM Review Fees</td>
<td>1,850.00</td>
<td>2,280.00</td>
<td>-430.00</td>
<td>19.00%</td>
</tr>
<tr>
<td>1044401</td>
<td>Appeals &amp; Zoning</td>
<td>455.00</td>
<td>510.00</td>
<td>-55.00</td>
<td>10.83%</td>
</tr>
<tr>
<td>1044402</td>
<td>Master Plan Amendment</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044404</td>
<td>Rezoning Fee</td>
<td>1,600.00</td>
<td>1,275.00</td>
<td>325.00</td>
<td>20.83%</td>
</tr>
<tr>
<td>1044405</td>
<td>Site Plan Fee</td>
<td>5,600.00</td>
<td>2,800.00</td>
<td>2,800.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>1044406</td>
<td>Conditional Use Permit Fee</td>
<td>2,975.00</td>
<td>3,200.50</td>
<td>-225.50</td>
<td>7.00%</td>
</tr>
<tr>
<td>1044407</td>
<td>Subdivision Plat Fee</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>10.00%</td>
</tr>
<tr>
<td>1044408</td>
<td>Home Occupation Fee</td>
<td>300.00</td>
<td>150.00</td>
<td>150.00</td>
<td>50.00%</td>
</tr>
<tr>
<td>1044409</td>
<td>Conceptual Review</td>
<td>0.00</td>
<td>300.00</td>
<td>-300.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>1044410</td>
<td>Temporary Use Permit</td>
<td>150.00</td>
<td>75.00</td>
<td>75.00</td>
<td>50.00%</td>
</tr>
</tbody>
</table>

**Total Licenses, Permits and Fees**: 293,934.50  306,034.07  274,245.00  188,368.60  270,757.00  -3,488.60  -1.27%
<table>
<thead>
<tr>
<th>PUBLIC CHARGES FOR SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL FINES, FORFEITURES AND PENALTIES</strong></td>
</tr>
<tr>
<td><strong>PUBLIC CHARGES FOR SERVICES</strong></td>
</tr>
<tr>
<td><strong>10 45196 PLANNER FEE REIMBURSED</strong></td>
</tr>
<tr>
<td><strong>10 46101 PUBICATION FEES</strong></td>
</tr>
<tr>
<td><strong>10 46102 REGISTERED MAIL - POSTAGE</strong></td>
</tr>
<tr>
<td><strong>10 46103 COPIES</strong></td>
</tr>
<tr>
<td><strong>10 46104 ATTORNEY FEES REIMBURSED</strong></td>
</tr>
<tr>
<td><strong>10 46105 RECORDING FEES</strong></td>
</tr>
<tr>
<td><strong>10 46106 TAX SEARCH</strong></td>
</tr>
<tr>
<td><strong>10 46108 RIGHTS-OF-WAY PERMITS</strong></td>
</tr>
<tr>
<td><strong>10 46109 ADS IN NEWSLETTER</strong></td>
</tr>
<tr>
<td><strong>10 46190 LABOR CHARGES</strong></td>
</tr>
<tr>
<td><strong>10 46300 HAULER PERMITS</strong></td>
</tr>
<tr>
<td><strong>10 46310 SALE OF HWY MATERIALS</strong></td>
</tr>
<tr>
<td><strong>10 46311 EQUIPMENT USE</strong></td>
</tr>
<tr>
<td><strong>10 46430 TRANSFER STATION</strong></td>
</tr>
<tr>
<td><strong>10 46431 RECYCLING</strong></td>
</tr>
<tr>
<td><strong>10 46440 WEED CUTTING</strong></td>
</tr>
<tr>
<td><strong>10 46450 WILD MARSH LANDING</strong></td>
</tr>
<tr>
<td><strong>10 46460 BARK LAKE BOAT LAUNCH</strong></td>
</tr>
<tr>
<td><strong>10 46850 ENGINEERING FEES REIMBURSED</strong></td>
</tr>
<tr>
<td><strong>TOTAL PUBLIC CHARGES FOR SERVICE</strong></td>
</tr>
<tr>
<td>Account Description</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>1048100 INTEREST EARNINGS</td>
</tr>
<tr>
<td>1048110 INTEREST ON RIVERVIEW</td>
</tr>
<tr>
<td>1048112 INTEREST ON SOUTH SHORE</td>
</tr>
<tr>
<td>1048119 INTEREST ON DELINQUENT PP TAX</td>
</tr>
<tr>
<td><strong>TOTAL INTEREST</strong></td>
</tr>
<tr>
<td>1048200 PARK RENTAL FEES</td>
</tr>
<tr>
<td>1048300 SALE OF ASSETS</td>
</tr>
<tr>
<td>1048310 NSF CHARGES</td>
</tr>
<tr>
<td>1048380 ACCIDENT CLAIMS</td>
</tr>
<tr>
<td>1048500 DONATIONS</td>
</tr>
<tr>
<td>1048510 CABLE FRANCHISE</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS REVENUES</strong></td>
</tr>
<tr>
<td>1048600 SPECIAL ASSESS INCOME - RIVERVIEW D</td>
</tr>
<tr>
<td>1048700 SPECIAL ASSESSMENT STREET LIGHTINC</td>
</tr>
<tr>
<td>1048800 SPECIAL ASSESSMENT SOUTHSHORE DR</td>
</tr>
<tr>
<td>1048900 MISCELLANEOUS REVENUES</td>
</tr>
<tr>
<td>1048901 REFLECTIONS VILLAGE STREET LIGHTS</td>
</tr>
<tr>
<td>1048920 RICHHIELD SOCCER LEAGUE</td>
</tr>
<tr>
<td>1048930 RICHHIELD YOUTH PROGRAM</td>
</tr>
<tr>
<td>1048940 TRANSFER IMPACT FEES</td>
</tr>
<tr>
<td>1048950 RICHHIELD ROCKETS</td>
</tr>
<tr>
<td>1052200 FIRE STATION AND BUILDING - DEBT SER</td>
</tr>
<tr>
<td><strong>TOTAL MISCELLANEOUS REVENUES</strong></td>
</tr>
<tr>
<td>1048940 TRANSFERRED FROM RESERVES</td>
</tr>
<tr>
<td>1049100 PROCEEDS FROM LONG TERM DEBT</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
</tr>
</tbody>
</table>

**2019 Proposed Budget**

- Interest Earnings: 13,114.89
- Interest on Riverview: 2,391.66
- Interest on South Shore: 549.35
- Interest on Delinquent PP Tax: 982.57
- Total Interest: 17,038.47

- Miscellaneous Revenues:
  - Park Rental Fees: 4,305.00
  - Sale of Assets: 8,326.00
  - NSF Charges: 28.00
  - Accident Claims: 755.85
  - Donations: 50.00
  - Cable Franchise: 100,640.78
  - Miscellaneous Revenues: 18,734.57

- Miscellaneous Revenues:
  - Special Assessment Income - Riverview D: 12,607.71
  - Special Assessment Street Lighting: 3,874.14
  - Special Assessment Southshore Dr: 2,856.42
  - Miscellaneous Revenues: 9,096.64
  - Reflections Village Street Lights: 92.00
  - Richfield Soccer League: 3,150.00
  - Richfield Youth Program: 3,647.50
  - Transfer Impact Fees: 0.00
  - Richfield Rockets: 2,740.00
  - Fire Station and Building - Debt Serv: 3,309,339.33
  - Total Miscellaneous Revenues: 3,461,523.97

- Transfer from Reserves: 5,000.00
- Proceeds from Long Term Debt: 0.00
- Total Revenue: 7,057,837.12
### 2019

#### BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL GOVERNMENT</td>
<td></td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>YTD</td>
<td>BUDGET</td>
<td>DIFFERENCE</td>
<td>CHANGE</td>
<td></td>
</tr>
<tr>
<td>10 51100 100 SALARIES</td>
<td></td>
<td>29,860</td>
<td>29,860</td>
<td>28,325</td>
<td>29,860</td>
<td>14,930</td>
<td>29,860</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>10 51100 106 STAFF PERFORMANCE INCENTIVES</td>
<td></td>
<td>10,400</td>
<td>10,700</td>
<td>9,880</td>
<td>10,700</td>
<td>14,142</td>
<td>10,700</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>10 51100 130 SOCIAL SECURITY</td>
<td></td>
<td>2,284</td>
<td>3,082</td>
<td>2,919</td>
<td>3,103</td>
<td>1,142</td>
<td>3,103</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>10 51100 112 PENSION</td>
<td></td>
<td>0</td>
<td>706</td>
<td>651</td>
<td>717</td>
<td>0</td>
<td>717</td>
<td>-16</td>
<td>-2.23%</td>
<td></td>
</tr>
<tr>
<td>10 51100 320 DUES AND MEMBERSHIPS</td>
<td></td>
<td>4,321</td>
<td>4,369</td>
<td>4,538</td>
<td>4,670</td>
<td>4,985</td>
<td>4,985</td>
<td>315</td>
<td>6.75%</td>
<td></td>
</tr>
<tr>
<td>10 51100 321 SEMINARS AND TRAINING</td>
<td></td>
<td>0</td>
<td>87</td>
<td>205</td>
<td>250</td>
<td>0</td>
<td>250</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>10 51100 331 ECONOMIC DEVELOPMENT</td>
<td></td>
<td>8,800</td>
<td>8,830</td>
<td>9,180</td>
<td>9,180</td>
<td>7,180</td>
<td>9,180</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>TOTAL VILLAGE BOARD</td>
<td></td>
<td>55,655</td>
<td>57,814</td>
<td>55,698</td>
<td>56,480</td>
<td>27,922</td>
<td>58,779</td>
<td>299</td>
<td>0.51%</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>----------------</td>
<td>-------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATTORNEY</td>
<td>169,353</td>
<td>60,486</td>
<td>68,151</td>
<td>66,000</td>
<td>61,973</td>
<td>66,000</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL LEGAL</td>
<td>169,353</td>
<td>60,486</td>
<td>68,151</td>
<td>66,000</td>
<td>61,973</td>
<td>66,000</td>
<td>-3,000</td>
<td>-4.55%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>-------------</td>
<td>---------------</td>
<td>-------------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 51400 105 ADMINISTRATOR SALARY</td>
<td>78,303</td>
<td>80,800</td>
<td>81,608</td>
<td>87,393</td>
<td>43,697</td>
<td>90,015</td>
<td>2,622</td>
<td>3.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 51100 108 STAFF PERFORMANCE INCENTIVES</td>
<td>7,233</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 51400 130 SOCIAL SECURITY</td>
<td>7,233</td>
<td>5,896</td>
<td>5,941</td>
<td>6,686</td>
<td>3,229</td>
<td>6,686</td>
<td>200</td>
<td>2.99%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 51400 131 HEALTH INSURANCE</td>
<td>12,608</td>
<td>14,281</td>
<td>15,085</td>
<td>18,378</td>
<td>12,129</td>
<td>22,238</td>
<td>3,858</td>
<td>20.99%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 51400 132 PENSION</td>
<td>6,548</td>
<td>5,333</td>
<td>5,549</td>
<td>5,855</td>
<td>2,928</td>
<td>5,896</td>
<td>41</td>
<td>0.70%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 51400 320 DUES AND MEMBERSHIPS</td>
<td>306</td>
<td>50</td>
<td>253</td>
<td>270</td>
<td>60</td>
<td>270</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 51400 321 SEMINARS AND TRAINING</td>
<td>813</td>
<td>685</td>
<td>212</td>
<td>1,700</td>
<td>35</td>
<td>700</td>
<td>-1,000</td>
<td>-58.82%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL VILLAGE ADMINISTRATOR</td>
<td>113,041</td>
<td>107,947</td>
<td>108,598</td>
<td>120,282</td>
<td>62,077</td>
<td>126,003</td>
<td>5,721</td>
<td>4.76%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>YTD</td>
<td>BUDGET</td>
<td></td>
</tr>
<tr>
<td>10 51420 100</td>
<td>DEPUTY CLERK</td>
<td>46,000</td>
<td>47,195</td>
<td>51,735</td>
<td>45,955</td>
<td>22,978</td>
<td>47,104</td>
</tr>
<tr>
<td>10 51420 110</td>
<td>ADMINISTRATIVE ASST</td>
<td>18,812</td>
<td>18,812</td>
<td>18,812</td>
<td>18,812</td>
<td>0</td>
<td>14,432</td>
</tr>
<tr>
<td>10 51420 125</td>
<td>INTERN</td>
<td>12,850</td>
<td>13,120</td>
<td>14,432</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10 51420 130</td>
<td>SOCIAL SECURITY</td>
<td>5,267</td>
<td>5,575</td>
<td>6,109</td>
<td>4,906</td>
<td>2,390</td>
<td>6,027</td>
</tr>
<tr>
<td>10 51420 131</td>
<td>HEALTH INSURANCE</td>
<td>10,131</td>
<td>18,619</td>
<td>15,553</td>
<td>7,233</td>
<td>8,547</td>
<td>7,233</td>
</tr>
<tr>
<td>10 51420 132</td>
<td>PENSION</td>
<td>3,139</td>
<td>3,066</td>
<td>3,518</td>
<td>3,079</td>
<td>1,539</td>
<td>3,085</td>
</tr>
<tr>
<td>10 51420 205</td>
<td>WORK PERMITS</td>
<td>830</td>
<td>796</td>
<td>390</td>
<td>300</td>
<td>150</td>
<td>210</td>
</tr>
<tr>
<td>10 51420 210</td>
<td>ORDINANCE EXPENSE</td>
<td>2,217</td>
<td>2,027</td>
<td>470</td>
<td>2,000</td>
<td>2,550</td>
<td>7,600</td>
</tr>
<tr>
<td>10 51420 223</td>
<td>CRIMINAL INVESTIGATION</td>
<td>637</td>
<td>666</td>
<td>728</td>
<td>600</td>
<td>455</td>
<td>600</td>
</tr>
<tr>
<td>10 51420 299</td>
<td>COMPUTER SUPPORT</td>
<td>753</td>
<td>913</td>
<td>800</td>
<td>800</td>
<td>418</td>
<td>800</td>
</tr>
<tr>
<td>10 51420 311</td>
<td>LEGAL NOTICES AND PRINTING</td>
<td>2,953</td>
<td>1,815</td>
<td>2,200</td>
<td>486</td>
<td>2,200</td>
<td>0</td>
</tr>
<tr>
<td>10 51420 320</td>
<td>DUES AND MEMBERSHIPS</td>
<td>247</td>
<td>270</td>
<td>115</td>
<td>200</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>10 51420 321</td>
<td>SEMINARS AND TRAINING</td>
<td>85</td>
<td>80</td>
<td>865</td>
<td>1,400</td>
<td>570</td>
<td>1,400</td>
</tr>
<tr>
<td>10 51420 810</td>
<td>CAPITAL OUTLAYS</td>
<td>1,004</td>
<td>2,105</td>
<td>1,942</td>
<td>1,942</td>
<td>0</td>
<td>1,942</td>
</tr>
<tr>
<td>TOTAL DEPUTY CLERK</td>
<td>111,321</td>
<td>112,086</td>
<td>113,998</td>
<td>103,204</td>
<td>51,370</td>
<td>94,071</td>
<td>-9,133</td>
</tr>
</tbody>
</table>
## 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>YTD</td>
<td>BUDGET</td>
<td></td>
</tr>
<tr>
<td>10 51440 115</td>
<td>POLL WORKERS</td>
<td>27,211</td>
<td>27,211</td>
<td>27,211</td>
<td>28,000</td>
<td>9,139</td>
<td>-15,861</td>
</tr>
<tr>
<td>10 51440 232</td>
<td>EQUIPMENT MAINTENANCE</td>
<td>1,159</td>
<td>1,159</td>
<td>1,159</td>
<td>2,000</td>
<td>45</td>
<td>2,555</td>
</tr>
<tr>
<td>10 51440 310</td>
<td>OFFICE SUPPLIES AND EXPENSES</td>
<td>4,393</td>
<td>4,393</td>
<td>4,393</td>
<td>5,920</td>
<td>2,578</td>
<td>3,342</td>
</tr>
<tr>
<td>10 51440 810</td>
<td>CAPITAL OUTLAY</td>
<td>0</td>
<td>2,881</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>TOTAL ELECTION</td>
<td>32,753</td>
<td>35,644</td>
<td>32,763</td>
<td>35,920</td>
<td>11,757</td>
<td>18,845</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>---------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>10 51520 100 DEPUTY TREASURER</td>
<td>40,400</td>
<td>46,583</td>
<td>45,265</td>
<td>47,951</td>
<td>23,975</td>
<td>49,150</td>
<td>1199 2.50%</td>
</tr>
<tr>
<td>10 51520 110 ADMINISTRATIVE ASST</td>
<td>0</td>
<td>0</td>
<td>821</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 100.00%</td>
</tr>
<tr>
<td>10 51520 121 TAX ASSISTANT</td>
<td>5,552</td>
<td>5,400</td>
<td>10,873</td>
<td>11,876</td>
<td>6,081</td>
<td>12,074</td>
<td>398 3.41%</td>
</tr>
<tr>
<td>10 51520 125 INTERN</td>
<td>0</td>
<td>0</td>
<td>448</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 100.00%</td>
</tr>
<tr>
<td>10 51520 130 SOCIAL SECURITY</td>
<td>3,180</td>
<td>3,709</td>
<td>4,112</td>
<td>4,561</td>
<td>2,255</td>
<td>4,684</td>
<td>123 2.70%</td>
</tr>
<tr>
<td>10 51520 131 HEALTH INSURANCE</td>
<td>4,557</td>
<td>4,557</td>
<td>6,830</td>
<td>7,682</td>
<td>4,960</td>
<td>7,734</td>
<td>52 0.68%</td>
</tr>
<tr>
<td>10 51520 132 PENSION</td>
<td>2,747</td>
<td>2,919</td>
<td>3,079</td>
<td>3,211</td>
<td>1,608</td>
<td>3,219</td>
<td>6 0.19%</td>
</tr>
<tr>
<td>10 51520 211 AUDIT</td>
<td>10,900</td>
<td>12,100</td>
<td>11,000</td>
<td>11,200</td>
<td>11,100</td>
<td>11,300</td>
<td>100 0.89%</td>
</tr>
<tr>
<td>10 51520 250 WEIGHTS AND MEASURES</td>
<td>2,400</td>
<td>2,420</td>
<td>2,420</td>
<td>2,700</td>
<td>2,420</td>
<td>2,700</td>
<td>0 0.00%</td>
</tr>
<tr>
<td>10 51520 299 COMPUTER SUPPORT</td>
<td>2,675</td>
<td>3,525</td>
<td>2,263</td>
<td>3,010</td>
<td>1,040</td>
<td>3,425</td>
<td>415 13.79%</td>
</tr>
<tr>
<td>10 51520 320 DUES AND MEMBERSHIPS</td>
<td>906</td>
<td>595</td>
<td>482</td>
<td>487</td>
<td>55</td>
<td>377</td>
<td>-110 -22.59%</td>
</tr>
<tr>
<td>10 51520 321 SEMINARS AND TRAINING</td>
<td>1,257</td>
<td>1,370</td>
<td>959</td>
<td>1,515</td>
<td>734</td>
<td>1,515</td>
<td>0 0.00%</td>
</tr>
<tr>
<td>TOTAL DEPUTY TREASURER</td>
<td>74,932</td>
<td>83,178</td>
<td>88,581</td>
<td>93,956</td>
<td>54,220</td>
<td>96,178</td>
<td>2183 2.32%</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>---------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>10 51530 122 BOARD OF REVIEW</td>
<td>240</td>
<td>210</td>
<td>390</td>
<td>275</td>
<td>0</td>
<td>275</td>
<td>0</td>
</tr>
<tr>
<td>10 51530 124 CONTRACT SERVICES</td>
<td>-47,500</td>
<td>57,680</td>
<td>47,500</td>
<td>-47,500</td>
<td>23,750</td>
<td>-45,000</td>
<td>-2,500</td>
</tr>
<tr>
<td>10 51530 130 SOCIAL SECURITY</td>
<td>18</td>
<td>16</td>
<td>30</td>
<td>21</td>
<td>0</td>
<td>21</td>
<td>0</td>
</tr>
<tr>
<td>10 51530 225 STATE ASSESSING COSTS</td>
<td>0</td>
<td>1,608</td>
<td>1,569</td>
<td>1,600</td>
<td>1,665</td>
<td>1,600</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL ASSESSOR</td>
<td>47,758</td>
<td>59,512</td>
<td>49,489</td>
<td>49,396</td>
<td>25,415</td>
<td>46,896</td>
<td>-2,500</td>
</tr>
</tbody>
</table>
## 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 51600 220 HEAT</td>
<td>3,044</td>
<td>2,775</td>
<td>2,702</td>
<td>5,000</td>
<td>2,542</td>
<td>5,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 51600 221 ELECTRICITY</td>
<td>9,507</td>
<td>9,775</td>
<td>8,360</td>
<td>9,000</td>
<td>4,993</td>
<td>9,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 51600 222 TELEPHONE/BROADBAND CONNEX</td>
<td>5,991</td>
<td>5,297</td>
<td>5,248</td>
<td>5,400</td>
<td>2,713</td>
<td>5,400</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 51600 230 JANITOR</td>
<td>8,408</td>
<td>5,340</td>
<td>6,362</td>
<td>6,240</td>
<td>2,710</td>
<td>6,240</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 51600 231 BUILDING MAINTENANCE</td>
<td>684</td>
<td>1,239</td>
<td>3,682</td>
<td>2,000</td>
<td>122</td>
<td>2,500</td>
<td>25.00%</td>
</tr>
<tr>
<td>10 51600 232 EQUIPMENT, MAINTENANCE</td>
<td>4,584</td>
<td>7,590</td>
<td>10,895</td>
<td>5,400</td>
<td>1,802</td>
<td>5,000</td>
<td>-7.41%</td>
</tr>
<tr>
<td>10 51600 298 WEBSITE</td>
<td>4,772</td>
<td>5,129</td>
<td>5,148</td>
<td>6,000</td>
<td>5,929</td>
<td>11,500</td>
<td>130.00%</td>
</tr>
<tr>
<td>10 51600 299 COMPUTER SUPPORT</td>
<td>6,048</td>
<td>8,999</td>
<td>10,524</td>
<td>11,000</td>
<td>5,291</td>
<td>12,520</td>
<td>14.73%</td>
</tr>
<tr>
<td>10 51600 312 POSTAGE</td>
<td>8,932</td>
<td>6,195</td>
<td>6,105</td>
<td>6,000</td>
<td>2,272</td>
<td>6,800</td>
<td>13.33%</td>
</tr>
<tr>
<td>10 51600 314 NEWSLETTER</td>
<td>5,634</td>
<td>6,002</td>
<td>5,600</td>
<td>6,000</td>
<td>2,844</td>
<td>6,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 51600 340 SUPPLIES AND EXPENSES</td>
<td>9,088</td>
<td>9,772</td>
<td>7,411</td>
<td>7,155</td>
<td>3,070</td>
<td>7,155</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 51600 342 FUELS/PETROLEUM PRODUCTS</td>
<td>547</td>
<td>233</td>
<td>155</td>
<td>300</td>
<td>101</td>
<td>300</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL NON-DEPARTMENTAL</strong></td>
<td><strong>83,239</strong></td>
<td><strong>88,148</strong></td>
<td><strong>72,412</strong></td>
<td><strong>68,495</strong></td>
<td><strong>34,329</strong></td>
<td><strong>77,515</strong></td>
<td><strong>9,020</strong></td>
</tr>
</tbody>
</table>

Page 8
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>YTD</td>
<td>BUDGET</td>
<td>DIFFERENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10,519,107</td>
<td>0</td>
<td>9,923</td>
<td>2,606</td>
<td>3,100</td>
<td>2,009</td>
<td>1,722</td>
<td>-1,378</td>
<td>-44.45%</td>
</tr>
<tr>
<td>TOTAL TAXES</td>
<td>0</td>
<td>9,923</td>
<td>2,606</td>
<td>3,100</td>
<td>2,009</td>
<td>1,722</td>
<td>-1,378</td>
<td>-44.45%</td>
</tr>
</tbody>
</table>
## 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 51930 510 WORKER'S COMPENSATION</td>
<td>18,861</td>
<td>34,584</td>
<td>26,195</td>
<td>22,828</td>
<td>21,800</td>
<td>-1,028</td>
</tr>
<tr>
<td>10 51930 511 PROPERTY INSURANCE</td>
<td>10,006</td>
<td>6,613</td>
<td>9,709</td>
<td>9,746</td>
<td>10,448</td>
<td>10,839</td>
</tr>
<tr>
<td>10 51930 512 PUBLIC OFFICIAL LIABILITY</td>
<td>981</td>
<td>956</td>
<td>1,004</td>
<td>1,019</td>
<td>1,010</td>
<td>1,010</td>
</tr>
<tr>
<td>10 51930 513 LIABILITY INSURANCE</td>
<td>21,517</td>
<td>9,805</td>
<td>21,306</td>
<td>10,452</td>
<td>10,247</td>
<td>10,657</td>
</tr>
<tr>
<td>10 51930 515 VEHICLE INSURANCE</td>
<td>918</td>
<td>11,994</td>
<td>0</td>
<td>12,540</td>
<td>12,000</td>
<td>12,512</td>
</tr>
<tr>
<td>10 51930 516 EMPLOYEE BONDS</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>-50</td>
</tr>
<tr>
<td><strong>TOTAL INSURANCE</strong></td>
<td>52,283</td>
<td>64,002</td>
<td>58,214</td>
<td>56,638</td>
<td>56,574</td>
<td>56,818</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL GOVERNMENT</strong></td>
<td>720,355</td>
<td>657,638</td>
<td>650,560</td>
<td>655,507</td>
<td>387,658</td>
<td>642,827</td>
</tr>
</tbody>
</table>

*Note: The table above shows the actual and budgeted amounts for various insurance categories for the years 2015 to 2019. The YTD (Year to Date) figures are also provided.*
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td></td>
<td></td>
<td></td>
<td>DIFFERENCE</td>
</tr>
<tr>
<td>10 52100 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WASHINGTON COUNTY CONTRACT</td>
<td>304,068</td>
<td>310,298</td>
<td>310,600</td>
<td>325,790</td>
<td>139,036</td>
<td>336,247</td>
<td>10,457</td>
</tr>
<tr>
<td>10 52100 342</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUEL/PETROLEUM PRODUCTS</td>
<td>7,139</td>
<td>5,122</td>
<td>6,408</td>
<td>8,000</td>
<td>2,914</td>
<td>8,000</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL POLICE SERVICES</td>
<td>311,207</td>
<td>315,418</td>
<td>317,008</td>
<td>333,790</td>
<td>141,950</td>
<td>344,247</td>
<td>10,457</td>
</tr>
<tr>
<td>WASHINGTON COUNTY CONTRACT</td>
<td>2016</td>
<td>2017</td>
<td>2018</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>6/30/2018</td>
<td>BUDGET</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>--------</td>
<td>--------</td>
<td>-----------</td>
<td>--------</td>
</tr>
<tr>
<td>10 52100 100</td>
<td>304,068</td>
<td>310,296</td>
<td>310,600</td>
<td>325,790</td>
<td>139,036</td>
<td>336,247</td>
<td>10,457</td>
</tr>
<tr>
<td>FUEL/PETROLEUM PRODUCTS</td>
<td>7,139</td>
<td>5,122</td>
<td>6,408</td>
<td>8,000</td>
<td>2,914</td>
<td>8,000</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL POLICE SERVICES</td>
<td>311,207</td>
<td>315,418</td>
<td>317,008</td>
<td>333,790</td>
<td>141,950</td>
<td>344,247</td>
<td>10,457</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-----------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>10 52200 201 RICHFIELD FIRE COMPANY</td>
<td>463,624</td>
<td>472,390</td>
<td>482,048</td>
<td>507,664</td>
<td>296,138</td>
<td>520,013</td>
<td>12,349</td>
</tr>
<tr>
<td>10 52200 202 RICHFIELD INSURANCE DUES</td>
<td>48,485</td>
<td>65,857</td>
<td>45,311</td>
<td>53,472</td>
<td>0</td>
<td>57,687</td>
<td>4,225</td>
</tr>
<tr>
<td>10 52200 206 FIRE INSPECTION FEES</td>
<td>200</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10 52200 342 FUELS/PETROLEUM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10-52200-810 CAPITAL OUTLAWS</td>
<td>0</td>
<td>2,052,848</td>
<td>395,999</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>TOTAL FIRE PROTECTION</td>
<td>512,309</td>
<td>3,491,095</td>
<td>923,358</td>
<td>561,138</td>
<td>296,138</td>
<td>577,710</td>
<td>16,574</td>
</tr>
</tbody>
</table>
## 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 52410 100 BUILDING INSPECTOR</td>
<td>125,372</td>
<td>129,371</td>
<td>128,183</td>
<td>132,757</td>
<td>66,037</td>
<td>139,752</td>
<td>6,995</td>
</tr>
<tr>
<td>10 52400 130 SOCIAL SECURITY</td>
<td>9,227</td>
<td>9,398</td>
<td>9,446</td>
<td>10,079</td>
<td>4,688</td>
<td>10,615</td>
<td>536</td>
</tr>
<tr>
<td>10 52400 131 HEALTH INSURANCE</td>
<td>39,726</td>
<td>43,944</td>
<td>47,269</td>
<td>51,935</td>
<td>32,191</td>
<td>51,554</td>
<td>-363</td>
</tr>
<tr>
<td>10 52400 132 PENSION</td>
<td>8,616</td>
<td>8,525</td>
<td>8,871</td>
<td>8,828</td>
<td>4,414</td>
<td>9,088</td>
<td>294</td>
</tr>
<tr>
<td>10 52400 222 CELL PHONE</td>
<td>1,976</td>
<td>1,346</td>
<td>1,239</td>
<td>1,800</td>
<td>533</td>
<td>1,300</td>
<td>-500</td>
</tr>
<tr>
<td>10 52400 232 EQUIPMENT MAINTENANCE</td>
<td>0</td>
<td>600</td>
<td>0</td>
<td>600</td>
<td>0</td>
<td>0</td>
<td>-600</td>
</tr>
<tr>
<td>10 52400 299 COMPUTER SUPPORT</td>
<td>0</td>
<td>600</td>
<td>0</td>
<td>600</td>
<td>0</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>10 52400 320 DUES AND MEMBERSHIPS</td>
<td>522</td>
<td>601</td>
<td>420</td>
<td>1,100</td>
<td>615</td>
<td>1,100</td>
<td>0</td>
</tr>
<tr>
<td>10 52400 321 SEMINARS AND TRAINING</td>
<td>1,275</td>
<td>792</td>
<td>1,565</td>
<td>1,800</td>
<td>515</td>
<td>1,800</td>
<td>0</td>
</tr>
<tr>
<td>10 52400 341 HOUSE NUMBERS</td>
<td>0</td>
<td>213</td>
<td>0</td>
<td>200</td>
<td>0</td>
<td>200</td>
<td>0</td>
</tr>
<tr>
<td>10 52400 342 FUELS/PETROLEUM PRODUCTS</td>
<td>2,171</td>
<td>1,696</td>
<td>2,045</td>
<td>3,764</td>
<td>811</td>
<td>2,000</td>
<td>-1,764</td>
</tr>
<tr>
<td>10 52400 345 STATE SEALS</td>
<td>1,420</td>
<td>997</td>
<td>1,996</td>
<td>600</td>
<td>668</td>
<td>1,200</td>
<td>600</td>
</tr>
<tr>
<td>10 52400 810 LEASED VEHICLES</td>
<td>8,766</td>
<td>9,579</td>
<td>8,564</td>
<td>8,535</td>
<td>4,277</td>
<td>8,535</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL INSPECTION</td>
<td>199,271</td>
<td>207,063</td>
<td>210,293</td>
<td>222,298</td>
<td>114,820</td>
<td>227,544</td>
<td>5,244</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>-----------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>PEST CONTROL/ANIMAL CONTROL</td>
<td>Actual</td>
<td>Actual</td>
<td>Actual</td>
<td>Budget YTD</td>
<td>Budget</td>
<td>Difference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,727</td>
<td>1,718</td>
<td>1,895</td>
<td>1,895</td>
<td>1,563</td>
<td>-332</td>
<td>-17.52%</td>
</tr>
<tr>
<td>TOTAL PEST CONTROL</td>
<td>2,727</td>
<td>1,718</td>
<td>1,895</td>
<td>1,895</td>
<td>1,563</td>
<td>-332</td>
<td>-17.52%</td>
</tr>
<tr>
<td>TOTAL PUBLIC SAFETY</td>
<td>1,025,514</td>
<td>4,015,514</td>
<td>1,452,514</td>
<td>1,119,119</td>
<td>1,161,064</td>
<td>31,945</td>
<td>2.85%</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>--------------</td>
<td>---------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>10 53311 100 SALARIES</td>
<td>207,488</td>
<td>216,903</td>
<td>201,199</td>
<td>196,280</td>
<td>199,709</td>
<td>206,597</td>
<td>8,317</td>
</tr>
<tr>
<td>10 53311 116 WAGES PART-TIME</td>
<td>7,373</td>
<td>14,234</td>
<td>25,039</td>
<td>31,439</td>
<td>17,352</td>
<td>31,439</td>
<td>0</td>
</tr>
<tr>
<td>10 53311 120 OVERTIME</td>
<td>5,708</td>
<td>10,251</td>
<td>10,105</td>
<td>7,795</td>
<td>10,190</td>
<td>8,999</td>
<td>1,204</td>
</tr>
<tr>
<td>10 53311 130 SOCIAL SECURITY</td>
<td>16,987</td>
<td>17,699</td>
<td>17,621</td>
<td>18,552</td>
<td>9,322</td>
<td>18,695</td>
<td>346</td>
</tr>
<tr>
<td>10 53311 131 HEALTH INSURANCE</td>
<td>49,456</td>
<td>55,010</td>
<td>37,615</td>
<td>64,547</td>
<td>40,976</td>
<td>88,849</td>
<td>24,302</td>
</tr>
<tr>
<td>10 53311 132 PENSION</td>
<td>15,226</td>
<td>14,837</td>
<td>14,586</td>
<td>13,807</td>
<td>7,743</td>
<td>14,122</td>
<td>315</td>
</tr>
<tr>
<td>10 53311 133 EMPLOYEE TESTING</td>
<td>534</td>
<td>598</td>
<td>375</td>
<td>650</td>
<td>416</td>
<td>650</td>
<td>0</td>
</tr>
<tr>
<td>10 53311 141 CONTRACTED SERVICES</td>
<td>25,371</td>
<td>38,219</td>
<td>41,771</td>
<td>21,500</td>
<td>0</td>
<td>46,500</td>
<td>25,000</td>
</tr>
<tr>
<td>10 53311 220 HEAT</td>
<td>7,720</td>
<td>6,954</td>
<td>6,919</td>
<td>7,550</td>
<td>6,888</td>
<td>10,050</td>
<td>2,500</td>
</tr>
<tr>
<td>10 53311 221 ELECTRICITY</td>
<td>7,319</td>
<td>6,641</td>
<td>5,881</td>
<td>7,000</td>
<td>3,317</td>
<td>7,000</td>
<td>0</td>
</tr>
<tr>
<td>10 53311 222 TELEPHONE</td>
<td>1,826</td>
<td>1,688</td>
<td>1,818</td>
<td>1,900</td>
<td>538</td>
<td>1,200</td>
<td>-700</td>
</tr>
<tr>
<td>10 53311 231 BLDG MAINT/JANITOR</td>
<td>1,671</td>
<td>3,240</td>
<td>45,643</td>
<td>50,839</td>
<td>2,082</td>
<td>5,000</td>
<td>-45,639</td>
</tr>
<tr>
<td>10 53311 321 SEMINARS AND TRAINING</td>
<td>1,120</td>
<td>799</td>
<td>365</td>
<td>1,675</td>
<td>0</td>
<td>1,700</td>
<td>25</td>
</tr>
<tr>
<td>10 53311 322 SAFETY TRAINING</td>
<td>590</td>
<td>1,750</td>
<td>922</td>
<td>3,460</td>
<td>0</td>
<td>3,450</td>
<td>0</td>
</tr>
<tr>
<td>10 53311 325 ENGINEERING SERVICES</td>
<td>31,926</td>
<td>28,445</td>
<td>22,256</td>
<td>30,000</td>
<td>7,470</td>
<td>30,000</td>
<td>0</td>
</tr>
<tr>
<td>10 53311 340 SUPPLIES/EXPENSES</td>
<td>55,228</td>
<td>54,500</td>
<td>65,106</td>
<td>57,926</td>
<td>38,844</td>
<td>57,926</td>
<td>0</td>
</tr>
<tr>
<td>10 53311 342 FUELS/PETROLEUM PRODUCTS</td>
<td>35,634</td>
<td>39,887</td>
<td>38,589</td>
<td>46,220</td>
<td>26,374</td>
<td>46,220</td>
<td>0</td>
</tr>
<tr>
<td>10 53311 370 MAJOR REPAIR AND CONSTRUCTION</td>
<td>790,366</td>
<td>723,763</td>
<td>543,444</td>
<td>727,004</td>
<td>0</td>
<td>2,248,355</td>
<td>1,521,351</td>
</tr>
<tr>
<td>10 53311 371 ROAD SIGNS AND MARKINGS</td>
<td>3,272</td>
<td>5,946</td>
<td>5,074</td>
<td>5,500</td>
<td>796</td>
<td>4,500</td>
<td>1,000</td>
</tr>
<tr>
<td>10 53311 372 ICE CONTROL</td>
<td>162,493</td>
<td>254,400</td>
<td>146,189</td>
<td>180,000</td>
<td>120,068</td>
<td>184,055</td>
<td>0</td>
</tr>
<tr>
<td>10 53311 820 CAPITAL OUTLAYS</td>
<td>32,762</td>
<td>308,029</td>
<td>0</td>
<td>231,301</td>
<td>207,376</td>
<td>-23,925</td>
<td>-10.34%</td>
</tr>
<tr>
<td>TOTAL HIGHWAY DEPARTMENT</td>
<td>1,459,832</td>
<td>1,801,714</td>
<td>1,230,474</td>
<td>1,706,935</td>
<td>391,156</td>
<td>3,222,889</td>
<td>1,515,951</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>----------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>STREET LIGHTS</td>
<td>20,472</td>
<td>29,014</td>
<td>23,980</td>
<td>30,000</td>
<td>9,278</td>
<td>22,000</td>
<td>-6,000</td>
</tr>
<tr>
<td>TOTAL STREET LIGHTS</td>
<td>20,472</td>
<td>29,014</td>
<td>23,980</td>
<td>30,000</td>
<td>9,278</td>
<td>22,000</td>
<td>-6,000</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>---------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>STREET LIGHTS</td>
<td>20,472</td>
<td>29,014</td>
<td>23,880</td>
<td>30,000</td>
<td>9,278</td>
<td>22,000</td>
<td>-8,000</td>
</tr>
<tr>
<td>TOTAL STREET LIGHTS</td>
<td>20,472</td>
<td>29,014</td>
<td>23,880</td>
<td>30,000</td>
<td>9,278</td>
<td>22,000</td>
<td>-8,000</td>
</tr>
</tbody>
</table>
## 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 53630 100 SALARIES</td>
<td>6,310</td>
<td>7,068</td>
<td>6,189</td>
<td>5,243</td>
<td>2,592</td>
<td>5,645</td>
<td>402 7.67%</td>
</tr>
<tr>
<td>10 53630 130 SOCIAL SECURITY</td>
<td>483</td>
<td>541</td>
<td>473</td>
<td>401</td>
<td>198</td>
<td>432</td>
<td>31 7.73%</td>
</tr>
<tr>
<td>10 53630 291 WASTE DISPOSAL</td>
<td>8,249</td>
<td>6,445</td>
<td>7,952</td>
<td>7,222</td>
<td>3,435</td>
<td>3,000</td>
<td>-422 56.46%</td>
</tr>
<tr>
<td>10 53630 340 SUPPLIES AND EXPENSE</td>
<td>110</td>
<td>60</td>
<td>160</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 53630 342 FUELS</td>
<td>340</td>
<td>277</td>
<td>548</td>
<td>300</td>
<td>163</td>
<td>300</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 53630 375 RECYCLING EXPENSES</td>
<td>3,883</td>
<td>6,353</td>
<td>5,828</td>
<td>5,000</td>
<td>1,347</td>
<td>5,300</td>
<td>300 8.00%</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFER STATION</strong></td>
<td>19,175</td>
<td>20,744</td>
<td>21,250</td>
<td>18,166</td>
<td>7,740</td>
<td>14,677</td>
<td>-2,605 -14.34%</td>
</tr>
<tr>
<td><strong>TOTAL PUBLIC WORKS</strong></td>
<td>1,499,479</td>
<td>1,851,472</td>
<td>1,275,704</td>
<td>1,755,101</td>
<td>408,173</td>
<td>3,259,563</td>
<td>1,504,462 85.72%</td>
</tr>
</tbody>
</table>
## 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 55200 110 SALARIES</td>
<td>46,622</td>
<td>44,657</td>
<td>45,595</td>
<td>46,029</td>
<td>23,692</td>
<td>75,130</td>
<td>29,101</td>
<td>63.22%</td>
</tr>
<tr>
<td>10 55200 111 PARK COMMISSION</td>
<td>780</td>
<td>840</td>
<td>1,260</td>
<td>1,260</td>
<td>210</td>
<td>1,260</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 55200 116 WAGES PART-TIME</td>
<td>27,094</td>
<td>31,048</td>
<td>26,592</td>
<td>31,360</td>
<td>11,519</td>
<td>6,720</td>
<td>-24,640</td>
<td>-78.57%</td>
</tr>
<tr>
<td>10 55200 130 SOCIAL SECURITY</td>
<td>5,805</td>
<td>5,767</td>
<td>5,641</td>
<td>6,017</td>
<td>2,669</td>
<td>6,356</td>
<td>341</td>
<td>5.67%</td>
</tr>
<tr>
<td>10 55200 131 HEALTH INSURANCE</td>
<td>7,844</td>
<td>6,033</td>
<td>9,346</td>
<td>10,447</td>
<td>6,573</td>
<td>44,728</td>
<td>3,281</td>
<td>32.14%</td>
</tr>
<tr>
<td>10 55200 132 PENSION</td>
<td>4,991</td>
<td>4,562</td>
<td>4,614</td>
<td>4,756</td>
<td>2,266</td>
<td>4,921</td>
<td>165</td>
<td>3.47%</td>
</tr>
<tr>
<td>10 55200 221 ELECTRICITY</td>
<td>2,433</td>
<td>2,256</td>
<td>2,619</td>
<td>2,200</td>
<td>1,210</td>
<td>2,200</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 55200 232 EQUIPMENT MAINTENANCE</td>
<td>2,395</td>
<td>2,252</td>
<td>6,484</td>
<td>3,000</td>
<td>890</td>
<td>3,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 55200 233 BUILDING &amp; GROUNDS MAINTEN</td>
<td>6,958</td>
<td>7,059</td>
<td>16,897</td>
<td>3,000</td>
<td>2,335</td>
<td>3,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 55200 235 PARK BEAUTIFICATION</td>
<td>0</td>
<td>758</td>
<td>165</td>
<td>2,850</td>
<td>0</td>
<td>1,100</td>
<td>-1,750</td>
<td>100.00%</td>
</tr>
<tr>
<td>10 55200 310 OFFICE SUPPLIES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 55200 340 SUPPLIES AND EXPENSES</td>
<td>2,508</td>
<td>2,014</td>
<td>2,076</td>
<td>2,000</td>
<td>1,992</td>
<td>2,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 55200 342 FUELS</td>
<td>4,009</td>
<td>3,700</td>
<td>3,343</td>
<td>1,500</td>
<td>867</td>
<td>2,000</td>
<td>500</td>
<td>33.33%</td>
</tr>
<tr>
<td>10 55200 343 FERTILIZER AND WEED CONTROL</td>
<td>2,183</td>
<td>5,060</td>
<td>4,527</td>
<td>5,000</td>
<td>4,224</td>
<td>5,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 55200 344 METROS AND LIQUID WASTE DISPOS</td>
<td>7,071</td>
<td>8,101</td>
<td>8,546</td>
<td>8,000</td>
<td>4,100</td>
<td>8,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>10 55200 610 CAPITAL OUTLAYS</td>
<td>0</td>
<td>7,602</td>
<td>11,915</td>
<td>5,000</td>
<td>0</td>
<td>0</td>
<td>-5,000</td>
<td>-100.00%</td>
</tr>
<tr>
<td>10 55200 820 BARK LAKE BOAT LAUNCH</td>
<td>26,593</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>TOTAL PARKS</strong></td>
<td><strong>147,064</strong></td>
<td><strong>134,275</strong></td>
<td><strong>149,920</strong></td>
<td><strong>132,419</strong></td>
<td><strong>62,645</strong></td>
<td><strong>165,417</strong></td>
<td><strong>32,998</strong></td>
<td><strong>24.92%</strong></td>
</tr>
</tbody>
</table>
## 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10 55200 110</td>
<td>SALARIES</td>
<td>46,622</td>
<td>44,657</td>
<td>45,595</td>
<td>46,029</td>
<td>23,692</td>
<td>76,130</td>
</tr>
<tr>
<td>10 55200 111</td>
<td>PARK COMMISSION</td>
<td>780</td>
<td>840</td>
<td>1,280</td>
<td>1,260</td>
<td>210</td>
<td>1,260</td>
</tr>
<tr>
<td>10 55200 116</td>
<td>WAGES PART-TIME</td>
<td>27,094</td>
<td>31,048</td>
<td>26,592</td>
<td>31,380</td>
<td>11,519</td>
<td>6,720</td>
</tr>
<tr>
<td>10 55200 130</td>
<td>SOCIAL SECURITY</td>
<td>5,805</td>
<td>5,767</td>
<td>5,641</td>
<td>6,017</td>
<td>2,669</td>
<td>6,358</td>
</tr>
<tr>
<td>10 55200 131</td>
<td>HEALTH INSURANCE</td>
<td>7,844</td>
<td>8,603</td>
<td>9,345</td>
<td>10,447</td>
<td>6,573</td>
<td>44,728</td>
</tr>
<tr>
<td>10 55200 132</td>
<td>PENSION</td>
<td>4,991</td>
<td>4,562</td>
<td>4,614</td>
<td>4,756</td>
<td>2,260</td>
<td>4,921</td>
</tr>
<tr>
<td>10 55200 221</td>
<td>ELECTRICITY</td>
<td>2,433</td>
<td>2,286</td>
<td>2,169</td>
<td>2,200</td>
<td>1,210</td>
<td>2,200</td>
</tr>
<tr>
<td>10 55200 232</td>
<td>EQUIPMENT MAINTENANCE</td>
<td>2,395</td>
<td>2,252</td>
<td>6,484</td>
<td>3,000</td>
<td>890</td>
<td>3,000</td>
</tr>
<tr>
<td>10 55200 233</td>
<td>BUILDING &amp; GROUNDS MAINTENANCE</td>
<td>6,958</td>
<td>7,059</td>
<td>16,897</td>
<td>3,000</td>
<td>2,335</td>
<td>3,000</td>
</tr>
<tr>
<td>10 55200 235</td>
<td>PARK BEAUTIFICATION</td>
<td>0</td>
<td>758</td>
<td>165</td>
<td>2,850</td>
<td>0</td>
<td>1,100</td>
</tr>
<tr>
<td>10 55200 310</td>
<td>OFFICE SUPPLIES</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10 55200 340</td>
<td>SUPPLIES AND EXPENSES</td>
<td>2,508</td>
<td>2,014</td>
<td>2,076</td>
<td>2,000</td>
<td>1,992</td>
<td>2,000</td>
</tr>
<tr>
<td>10 55200 342</td>
<td>FUELS</td>
<td>4,009</td>
<td>3,700</td>
<td>3,343</td>
<td>1,500</td>
<td>867</td>
<td>2,000</td>
</tr>
<tr>
<td>10 55200 343</td>
<td>FERTILIZER AND WEED CONTROL</td>
<td>2,183</td>
<td>5,060</td>
<td>4,627</td>
<td>6,000</td>
<td>4,325</td>
<td>6,000</td>
</tr>
<tr>
<td>10 55200 344</td>
<td>METROS AND LIQUID WASTE DISPOSAL</td>
<td>7,071</td>
<td>8,101</td>
<td>8,646</td>
<td>8,000</td>
<td>4,100</td>
<td>8,000</td>
</tr>
<tr>
<td>10 55200 610</td>
<td>CAPITAL OUTLAYS</td>
<td>0</td>
<td>7,602</td>
<td>11,915</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>10 55200 820</td>
<td>BARK LAKE BOAT LAUNCH</td>
<td>26,593</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL PARKS</strong></td>
<td><strong>147,064</strong></td>
<td><strong>134,275</strong></td>
<td><strong>148,920</strong></td>
<td><strong>132,419</strong></td>
<td><strong>62,645</strong></td>
<td><strong>165,417</strong></td>
<td><strong>32,988</strong></td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>MILL PARK ELECTRICITY</td>
<td>0</td>
<td>395</td>
<td>473</td>
<td>650</td>
<td>602</td>
<td>1,300</td>
<td>650</td>
</tr>
<tr>
<td>MILL PARK GAS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>206</td>
<td>350</td>
<td>350</td>
</tr>
<tr>
<td>MILL FOUNDATION CONSULTING</td>
<td>0</td>
<td>0</td>
<td>1,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MILL FOUNDATION CONTINGENCY</td>
<td>12,500</td>
<td>12,500</td>
<td>12,500</td>
<td>10,000</td>
<td>9,73</td>
<td>9,000</td>
<td>-1,000</td>
</tr>
<tr>
<td>TOTAL HISTORICAL SOCIETY</td>
<td>12,500</td>
<td>12,895</td>
<td>13,973</td>
<td>10,650</td>
<td>1,381</td>
<td>10,650</td>
<td>0</td>
</tr>
<tr>
<td>RECREATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RICHFIELD DAYS FIREWORKS</td>
<td>6,400</td>
<td>6,400</td>
<td>6,400</td>
<td>6,400</td>
<td>0</td>
<td>6,400</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL RECREATION</td>
<td>6,400</td>
<td>6,400</td>
<td>6,400</td>
<td>6,400</td>
<td>0</td>
<td>6,400</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL LEISURE ACTIVITIES</td>
<td>165,964</td>
<td>153,570</td>
<td>170,293</td>
<td>149,469</td>
<td>64,027</td>
<td>182,467</td>
<td>32,998</td>
</tr>
<tr>
<td>PLANNING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSISTANT TO THE ADMINISTRATIVE DIRECTOR</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>39,000</td>
<td>19,500</td>
<td>39,975</td>
<td>975</td>
</tr>
<tr>
<td>ARCHITECTURAL REVIEW BOARD</td>
<td>570</td>
<td>630</td>
<td>1,082</td>
<td>1,350</td>
<td>330</td>
<td>1,500</td>
<td>150</td>
</tr>
<tr>
<td>PLAN COMMISSION</td>
<td>1,290</td>
<td>1,800</td>
<td>1,710</td>
<td>2,250</td>
<td>690</td>
<td>2,160</td>
<td>-90</td>
</tr>
<tr>
<td>ZONING APPEALS BOARD</td>
<td>950</td>
<td>210</td>
<td>482</td>
<td>1,000</td>
<td>210</td>
<td>1,000</td>
<td>0</td>
</tr>
<tr>
<td>SOCIAL SECURITY</td>
<td>216</td>
<td>202</td>
<td>379</td>
<td>1,558</td>
<td>80</td>
<td>3,415</td>
<td>0</td>
</tr>
<tr>
<td>HEALTH INSURANCE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5,504</td>
<td>3,552</td>
<td>5,379</td>
<td>-125</td>
</tr>
<tr>
<td>PENSION</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,613</td>
<td>1,307</td>
<td>2,618</td>
<td>5</td>
</tr>
<tr>
<td>CONSULTING SERVICES</td>
<td>14,187</td>
<td>19,288</td>
<td>17,774</td>
<td>22,000</td>
<td>2,380</td>
<td>18,000</td>
<td>-4,000</td>
</tr>
<tr>
<td>DUES AND MEMBERSHIPS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>160</td>
<td>0</td>
<td>320</td>
<td>160</td>
</tr>
<tr>
<td>SEMINARS AND TRAINING</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>750</td>
<td>0</td>
<td>750</td>
<td>0</td>
</tr>
<tr>
<td>MILEAGE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>16,974</td>
<td>12,976</td>
<td>12,687</td>
<td>14,000</td>
<td>9,313</td>
<td>16,880</td>
<td>2,880</td>
</tr>
<tr>
<td>CAPITAL OUTLAYS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL PLANNING AND ZONING</td>
<td>34,197</td>
<td>35,106</td>
<td>34,217</td>
<td>91,962</td>
<td>38,954</td>
<td>91,997</td>
<td>35</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEVELOPMENT REVIEW AND INSPECTION SERVICES</td>
<td>0</td>
<td>13,217</td>
<td>69,350</td>
<td>10,000</td>
<td>4,985</td>
<td>10,000</td>
<td>0</td>
</tr>
<tr>
<td>ENGINEERING SERVICES</td>
<td>44,376</td>
<td>4,158</td>
<td>60</td>
<td>5,000</td>
<td>2,853</td>
<td>5,000</td>
<td>0</td>
</tr>
<tr>
<td>MATCHING GRANTS</td>
<td>23,206</td>
<td>52,687</td>
<td>36,210</td>
<td>0</td>
<td>1,600</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>TOTAL ENGINEERING SERVICES</td>
<td>67,582</td>
<td>70,062</td>
<td>105,620</td>
<td>15,000</td>
<td>9,318</td>
<td>16,500</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td>2019 BUDGET</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CONSERVATION AND</td>
<td>101,779</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEVELOPMENT</td>
<td>105,168</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>139,836</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>106,962</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>48,272</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>108,497</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,535</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.44%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 2019 BUDGET

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10-57620-860</td>
<td>0</td>
<td>11,601</td>
<td>12,471</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14,000</td>
<td>14,000</td>
</tr>
<tr>
<td>10-57620-870</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CIP</td>
<td>0</td>
<td>11,601</td>
<td>12,471</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14,000</td>
<td>14,000</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>---------------</td>
<td>-------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 58100 610</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINCIPAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE STATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RIVERVIEW</td>
<td>10,578</td>
<td>10,578</td>
<td>0</td>
<td>6,410</td>
<td>6,410</td>
<td>0</td>
<td>-6,410</td>
<td>-100.00%</td>
</tr>
<tr>
<td>SOUTH SHORE</td>
<td>1,108</td>
<td>1,108</td>
<td>0</td>
<td>1,590</td>
<td>1,590</td>
<td>1,666</td>
<td>76</td>
<td>4.78%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 58290 620</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTEREST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE STATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RIVERVIEW</td>
<td>3,023</td>
<td>3,605</td>
<td>3,605</td>
<td>353</td>
<td>353</td>
<td>0</td>
<td>-353</td>
<td>-100.00%</td>
</tr>
<tr>
<td>SOUTH SHORE</td>
<td>842</td>
<td>895</td>
<td>895</td>
<td>412</td>
<td>412</td>
<td>337</td>
<td>-75</td>
<td>-18.20%</td>
</tr>
<tr>
<td>TOTAL DEBT SERVICE</td>
<td>15,551</td>
<td>16,186</td>
<td>4,500</td>
<td>82,477</td>
<td>242,192</td>
<td>75,715</td>
<td>-6,762</td>
<td>-8.20%</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>3,528,642</td>
<td>6,810,949</td>
<td>3,705,919</td>
<td>3,868,635</td>
<td>1,704,175</td>
<td>5,434,133</td>
<td>1,565,498</td>
<td>40.47%</td>
</tr>
</tbody>
</table>
5b & 7h
POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION FOR THE TEMPORARY REPEALING OF CONDITIONAL USES IN ALL ZONING DISTRICTS?

ISSUE SUMMARY:

The State Legislature adopted 2017 Act 67 on November 27, 2017, which made various revisions to state statutes governing local zoning authority. It was signed into law on by Governor Walker on April 4, 2018. Most notably, the Act made substantial revisions to how conditional uses are treated at the local level (Section 62.23(7)(de), Wis. Stats, attached).

Historically, conditional uses were reviewed on a case-by-case basis to determine if the proposed use fit the parcel and fit in with the surrounding land uses. If the use was deemed a good fit, it would be approved, potentially with conditions to address on-site and off-site impacts. Under the new requirements, conditional use permits must show “substantial evidence” they will comply with the conditional use standards for that particular use. This is obviously a significant change.

At the October Plan Commission meeting where this was discussed, Village Staff was directed to prepare an Ordinance repealing all Conditional Uses in the Village’s Zoning Code. The intention with this Ordinance Amendment would be temporary in nature. Below is a list of the Districts and Sections of the Code that are impacted:

70.188 A-1 Exclusive Agricultural District,
70.189 A-1A Transitional Agricultural District,
70.190 A-2 General Agricultural District,
70.191 Rs-1 Country Estate District,
70.192 Rs-1A Single-Family Residential and Rural Preservation District,
70.193 Rs-1B Single-Family Cluster/Open Space Residential District,
70.194 Rs-2 Single-Family Residential District,
70.195A Rs-4 Single-Family Residential District,
70.196 Rd-1 Two-Family Cluster/Open Space Residential District,
70.196A Rd-2 Two-Family Residential District,
70.197 B-1 Neighborhood Business District,
70.198 B-2 Community Business District,
70.199 B-3 General Business District,
70.200 B-4 Highway Business District,
70.200.5 B-5 Downtown Business District
70.201 M-1 General Wholesale Business/Warehousing District,
70.202 M-2 Limited Industrial District,
70.203 M-3 General Industrial District,
70.204 M-4 Industrial Park District,
70.205 M-5 Extractive District,
70.206 I-1 Institutional District,
70.207 P-1 Park and Recreation District,
70.208 LC Lowland Conservancy District,
70.209 UC Upland Conservancy District.
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Ordinance Amendment related to 2017 Wisconsin Act 67 – Conditional Uses

DATE SUBMITTED: November 9, 2018
SUBMITTED BY: Jim Healy, Village Administrator

70.214 NAC-1 Neighborhood Activity Center District,
70.215 Office/Light Industrial Zoning District,
70.216 BMU Business Mixed Use Zoning District,
70.242(E)- Conditional Uses Allowed in All Zoning Districts

Village Staff will be working over the course of the next two (2) months to prepare a comprehensive draft ordinance for consideration by the Plan Commission and has the goal to set a Public Hearing for the month of February.

FISCAL IMPACT:

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

ATTACHMENTS:

1. 2018-11-02, An Ordinance to Amend Multiple Sections of the Chapter 70 Zoning Code Related to Conditional Uses

STAFF RECOMMENDATION:

Motion to approve Ordinance 02018-11-02, An Ordinance to Amend Multiple Sections of the Chapter 70 Zoning Code Related to Conditional Uses and to direct Staff to work with the Village’s Plan Commission on a comprehensive rewrite regarding the same.
WHEREAS, the Wisconsin State Legislature adopted 2017 Act 67 on November 27, 2017 and
on April 4, 2018, the Act was signed into law by Governor Scott Walker; and

WHEREAS, most notably, the Act made substantial revisions to how conditional uses are treated
at the local level; and

WHEREAS, historically, conditional uses were reviewed on a case-by-case basis to determine if
the proposed use fit the parcel and fit in with surrounding land uses. If the use was deemed a
good fit, it would be approved, potentially with conditions, to address on-site and off-site
impacts; and

WHEREAS, under the new law, conditional uses must be approved unless the applicant does not
show by “substantial evidence” they will comply with the conditional use standards for that
particular use; and

WHEREAS, in the end, how the Village deals with this new paradigm will depend and be
dictated by the amount of “risk” it desires to take; and

WHEREAS, at the direction of the Plan Commission in October of 2018, the Village Staff was
directed to delete all conditional uses from the Zoning Districts until such time as new legislation
can be drafted to ensure the taxpayers are adequately protected; and

WHEREAS, the Village Board of the Village of Richfield having carefully reviewed the
recommendation of the Village Plan Commission, being fully informed and advised, having
determined that all procedural requirements and notice requirements have been satisfied, hereby
determines that this ordinance is consistent with the public necessity, convenience, and general
welfare and good zoning practice.

NOW, THEREFORE, the Village Board of the Village of Richfield, Washington County
Wisconsin DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Subsection 70.188(D) of Chapter 70 of the Village Code, titled “Conditional Uses
(See Section 70.241). Conditional Uses in the A-1 District are as follows” is hereby deleted.

Section 2. Subsection 70.189(D) of Chapter 70 of the Village Code, titled “Conditional Uses
(See Section 70.188(D)). Conditional uses in the A-1A district are the same as set forth in
Section 70.188(D), except for the following:” is hereby deleted.
Section 3. Subsection 70.190(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional uses in the A-2 District are as follows”. is hereby deleted.

Section 4. Subsection 70.191(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional uses in the Rs-1 District are as follows”. is hereby deleted.

Section 5. Subsection 70.192(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.240 sic 70.241) Conditional uses in the Rs-1A District are as follows”. is hereby deleted.

Section 6. Subsection 70.193(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional uses in the Rs-1B District are as follows”. is hereby deleted.

Section 7. Subsection 70.194(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional uses in the Rs-2 District are as follows:”. is hereby deleted.

Section 8. Subsection 70.196(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional uses in the Rd-1 District are as follows:”. is hereby deleted.

Section 9. Subsection 70.196A(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional uses in the Rd-2 District are as follows:”. is hereby deleted.

Section 10. Subsection 70.197(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional uses in the B-1 District are as follows:”. is hereby deleted.

Section 11. Subsection 70.198(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional uses in the B-2 District are as follows:”. is hereby deleted.

Section 12. Subsection 70.199(D) of Chapter 70 of the Village Code, titled “Conditional Uses. Conditional uses in the B-3 District are as follows:”. is hereby deleted.

Section 13. Subsection 70.200(D) of Chapter 70 of the Village Code, titled “Conditional Uses”. is hereby deleted.

Section 14. Subsection 70.200.5(D) of Chapter 70 of the Village Code, titled “Conditional Uses:”. is hereby deleted.

Section 15. Subsection 70.201(D) of Chapter 70 of the Village Code, titled “Conditional Uses. Conditional uses in the M-1 District are as follows:”. is hereby deleted.

Section 16. Subsection 70.202(D) of Chapter 70 of the Village Code, titled “Conditional Uses. Conditional uses in the M-2 District are as follows:”. is hereby deleted.

Section 17. Subsection 70.203(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241). Conditional uses in the M-3 District are as follows:”. is hereby deleted.
Section 18. Subsection 70.204(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241).” is hereby deleted.

Section 19. Subsection 70.205(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional Uses in the M-5 district are as follows:” is hereby deleted.

Section 20. Subsection 70.206(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional Uses in the I-1 district are as follows:” is hereby deleted.

Section 21. Subsection 70.207(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241) Conditional Uses in the P-1 district are as follows:” is hereby deleted.

Section 22. Subsection 70.208(D) of Chapter 70 of the Village Code, titled “Conditional Uses.” is hereby deleted.

Section 23. Subsection 70.209(D) of Chapter 70 of the Village Code, titled “Conditional Uses (See Section 70.241).” is hereby deleted.

Section 24. Subsection 70.214(E) of Chapter 70 of the Village Code, titled “Conditional Uses. Conditional uses in the NAC-1 district are as follows:” is hereby deleted.

Section 25. Subsection 70.215(D) of Chapter 70 of the Village Code, titled “Conditional Uses.” is hereby deleted.

Section 26. Subsection 70.216(D) of Chapter 70 of the Village Code, titled “Conditional Uses. Conditional uses in the Business Mixed Use District are as follows:” is hereby deleted.

Section 27. Subsection 70.241(E) of Chapter 70 of the Village Code, titled “Conditional Uses allowed in all zoning districts.” is hereby deleted.

Section 28. Severability. Several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Section 29. Effective Date. This ordinance shall become effective upon passage and publication/posting.
Adopted this ____ day of _____, 2018.

Attest:

__________________________
John Jeffords, Village President

__________________________
Jim Healy, Village Clerk/Administrator
5 c

& 7 g

ISSUE SUMMARY:

Back in August, Mr. Steven Willis, owner of the subject property approached the Village regarding his desire to expand his business located at 2075 STH 175. The subject property is currently zoned Rs-2, Single-Family Residential District. Given the fact that his zoning on his property is considered a legal, non-conforming use, the Village’s Building Inspector denied his request and directed him to the Planning and Zoning Department. When Mr. Willis approached the Village, he was under the assumption that his property had always been commercial and the uses on his property were permitted. This is due, in part, because of a “Zoning Approval Letter” received by Mr. Willis prior to the purchase of the subject property back in 2003 as well as the assessment category the Village’s Assessor places on his parcel which is “Commercial”.

The confusion regarding assessment categorization is a common misnomer amongst property owners. But, truth be told, Assessors do not consider the Village’s zoning map or make a 1:1 correlation when doing assessments. Properties are assessed and taxed at their “use” in the State of Wisconsin and sometimes that is congruent with zoning and sometimes not. The easiest example is a subdivision developer who has their property zoned Single-Family but still chooses to farm the land to receive the tax benefit of being taxed agriculturally.

Regarding the letter, it is indeterminable to Staff whether Mr. Retzlaff back in 2003 believes this property to be a legal, non-conforming use or whether this use was permitted as being a use allowable in his Zoning District which back in 2003 was still Rs-2. From speaking with Mr. Willis, it was his contention that the small machining shop existed in his building prior to him owning it and that is why it was desirable to him. In 1989 the Plan Commission did review a Plan of Operation for Cooper Signs and a cable television customer service and TV repair shop as well as the executive and administrative offices for Mid-North 1 Cable Systems Wisconsin Regional Office. This manufacturing/business use was approved without objection on August 24, 1989. The types of uses that were listed for this business were “manufacturing, wholesale, and retail”.

In 2003, Mr. Retzlaff approved the use and stated as follows:

“Permitted activities include office uses, including the leasable area in “front” of existing building, and the machining of small aluminum and cast iron parts within the “rear” portion of the existing building.” - July 23, 2003

These uses have continued to today, although the Village does not have any record other than this document of his use being permitted. There were additional conditions placed on his use as well. They are as follows:

“All equipment operations and material storage shall be inside the existing building’ no outside storage of materials or equipment (excluding personal vehicles) is permitted. All changes and/or additions to exterior lighting and signage will require additional review and approval”.
Based on this letter received around the time of closing for Mr. Willis coupled with this misplaced belief that his assessment categorization was one in the same with his business/manufacturing use on his property, it is reasonable to assume that he believed his business operations were appropriately permitted—just as many might. However, if it is the prerogative that the Plan Commission would like to see Mr. Willis before them in December to review a new Plan of Operation review, that is your decision.

The petition before the Village Board tonight is for the continuation of his legal, non-conforming use on his property but to formally change, by ordinance, the actual zoning on his property. On the Village’s adopted Future Land Use Map, this property is shown as “Commercial” therefore his request to rezone his property from Rs-2 to B-3 is permissible. Again, the purpose of his proposed rezoning petition is two-fold. One, to actually have his property zoned business which was his belief for the last 15 years and two, so that he may have an avenue to expand his business operations on his subject property.

Tonight, there is a scheduled Public Hearing by virtue of Village Staff publishing a Class II Public Hearing Notice in the Daily News. A copy of the Public Hearing notice was sent to property owners within 300’ of the subject property. At the time of this communication form, Village Staff has not received any commentary from surrounding property owners.

**FUTURE IMPACT AND ANALYSIS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Project Costs:</td>
<td>N/A</td>
</tr>
<tr>
<td>Future Ongoing Costs:</td>
<td>N/A</td>
</tr>
<tr>
<td>Physical Impact (on people/space):</td>
<td>Rezoning of Subject Property</td>
</tr>
<tr>
<td>Residual or Support/Overhead/Fringe Costs:</td>
<td>Administrative</td>
</tr>
</tbody>
</table>

**ATTACHMENTS:**

1. Letter dated July 23, 2003 from Mr. Jeff Retzlaff, Planning and Zoning Administrator for the Town of Richfield
2. List of subject properties within 300’ of subject property
3. Washington County GIS Aerial Overview of Subject Property
4. DRAFT Ordinance 2018-11-01, an Ordinance to Rezone the Subject Property from Rs-2 to B-3

**STAFF RECOMMENDATION:**

Motion to approve Ordinance O2018-11-01, an Ordinance to Rezone the subject property located at 2075 STH 175 (Tax Key: V10_0259) from Rs-2 to B-3.
July 23, 2003

Mr. Willis:

Zoning permit approval for the proposed change of use of the above cited property is granted subject to the following conditions:

1. Permitted activities include office uses, including the leaseable area at “front” of existing building, and the machining of small aluminum and cast iron parts within the “rear” portion of the existing building.

2. All equipment operations and material storage shall be inside the existing building; no outside storage of materials or equipment (excluding employee and company vehicles) is permitted.

3. All changes and/or additions to exterior lighting and signage will require additional review and approval.

Please contact me if you have questions or concerns.

Respectfully,

Jeffrey W. Detzlaff, AICP
Planning & Zoning Administrator

xc: John Frey, Building Inspector
### 2018.9 STEPHEN WILLIS REZONING REQUEST

<table>
<thead>
<tr>
<th>Tax Key</th>
<th>Full Name</th>
<th>Mailing Address</th>
<th>CITY</th>
<th>ST</th>
<th>ZIP</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>V10_025500B</td>
<td>BANSE TRUST</td>
<td>N113W13836 PHEASANT LN</td>
<td>GERMANTOWN</td>
<td>WI</td>
<td>53022</td>
<td>2078 STATE HWY 175</td>
</tr>
<tr>
<td>V10_025500G</td>
<td>SARA HOLDINGS LLC</td>
<td>2024 MAYFIELD RD</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>MAYFIELD RD</td>
</tr>
<tr>
<td>V10_025500H</td>
<td>WOLFGANG STROHWIN, LARRY GLASS</td>
<td>3285 INDUSTRIAL RD</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>STATE HWY 175</td>
</tr>
<tr>
<td>V10_025500J</td>
<td>DANIEL L DYKAS</td>
<td>PO BOX 94</td>
<td>OAK FIELD</td>
<td>WI</td>
<td>53065</td>
<td>PLEASANT HILL RD</td>
</tr>
<tr>
<td>V10_025500X</td>
<td>EDWARD &amp; BURDELLA STUesser TR.</td>
<td>3200 PLEASANT HILL RD</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>PLEASANT HILL RD</td>
</tr>
<tr>
<td>V10_02559</td>
<td>WILLIS INVESTMENTS LLC</td>
<td>3638 E CLIFFE DR</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>2075 STATE HWY 175</td>
</tr>
<tr>
<td>V10_025900A</td>
<td>SHARON COOPER, SHARI L LORBIECZ</td>
<td>PO BOX 186</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>2085 STATE HWY 175</td>
</tr>
<tr>
<td>V10_025900B</td>
<td>DAVID J KUCZA, DIANE E MEYERS</td>
<td>2089 STATE HWY 175</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>2089 STATE HWY 175</td>
</tr>
<tr>
<td>V10_0260</td>
<td>JAMES &amp; DEBORAH STEELE</td>
<td>2073 STATE HWY 175</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>2073 STATE HWY 175</td>
</tr>
<tr>
<td>V10_0261</td>
<td>KENNETH &amp; PENNY WARANKA</td>
<td>2069 STATE HWY 175</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>2069 STATE HWY 175</td>
</tr>
<tr>
<td>V10_0262</td>
<td>CHARLES &amp; SAMANTHA TARTER</td>
<td>2065 STATE HWY 175</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>2065 STATE HWY 175</td>
</tr>
<tr>
<td>V10_0263</td>
<td>ROBERT BRANDT</td>
<td>2061 STATE HWY 175</td>
<td>RICHFIELD</td>
<td>WI</td>
<td>53076</td>
<td>2059 STATE HWY 175</td>
</tr>
<tr>
<td>V10_0349</td>
<td>WISCONSIN STATE</td>
<td>141 NW BARSTOW ST</td>
<td>WAUKESHA</td>
<td>WI</td>
<td>53188</td>
<td>1952 STATE HWY 175</td>
</tr>
</tbody>
</table>
STATE OF WISCONSIN  
VILLAGE OF RICHFIELD  
WASHINGTON COUNTY

ORDINANCE 2018-11-01

AN ORDINANCE TO REZONE THE FOLLOWING PARCEL V10-0259 VILLAGE OF RICHFIELD AND TO AMEND THE ZONING MAP OF THE VILLAGE OF RICHFIELD PURSUANT TO SECTION 70.163 OF THE MUNICIPAL CODE

WHEREAS, the property owner is acting as the petitioner to rezone the following parcel of land: Tax Key: V10-0259 the Village of Richfield; and

WHEREAS, the subject properties contain approximately 1.02 acres; and

WHEREAS, the property owner is requesting to change the zoning from Rs-2, Single Family Residential District to B-3, General Business District; and

WHEREAS, the rezoning petition has been submitted to the Village of Richfield Plan Commission for report and recommendation; and

WHEREAS, the required public notice of the public hearing has been provided consistent with Section 62.23 of the Wisconsin Statutes and the Village’s zoning regulations; and

WHEREAS, the Village Board conducted a public hearing on November 15, 2018; and

WHEREAS, the Plan Commission has recommended to the Village Board that the rezoning change be made; and of the recommendation of the Plan Commission, having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, having determined that the rezoning is consistent with the Village’s Comprehensive Plan, and having based its determination on the effect of granting of said rezoning on the health, safety, and welfare for the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved, as well as the impact on the surrounding properties as to the noise, dust, smoke, odor and others, has hereby determined that the rezoning will not violate the spirit or intent the zoning ordinance for the Village of Richfield, will not be hazardous, harmful, noxious, offensive or a nuisance by reason of noise, dust, smoke odor or other similar factors and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the development is conducted pursuant to the following conditions and is in strict compliance with the same.

NOW, THEREFORE, the Village of Richfield Village Board, Washington County, Wisconsin ordains as follows:

Section 1. Zoning Map Change
The subject property is hereby rezoned as described above and depicted in Exhibit 1, attached hereto, and the zoning map of the Village of Richfield is hereby amended to incorporate the zoning of the subject properties.
Section 2. Effective Date
This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Adopted this ____ day of _____, 2018

______________________________
John Jeffords, Village President

Attest: Jim Healy, Village Administrator/Clerk
VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Consent Agenda

DATE SUBMITTED: November 9, 2018

SUBMITTED BY: Donna Cox, Deputy Clerk

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, Minutes of the October 11th Budget Workshop Special Meeting and October 18th, 2018 Regular Meeting, New Operators License Applications and Resolution No. R2018-11-01, A Resolution Honoring the Public Service of Sheriff Dale K. Schmidt.

FISCAL IMPACT:

 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. Minutes > October 11, 2018 Budget Workshop Special Meeting and October 18, 2018 Regular Meeting
4. Applications for New Operators Licenses (see attached list), Copy of Applications and Background Investigation Reports.
5. Resolution R2018-11-01, A Resolution Honoring the Public Service of Sheriff Dale K. Schmidt (Forthcoming)

STAFF RECOMMENDATION:

Motion to approve the Vouchers for Payment, Treasurer’s Report, Minutes of the October 11th Budget Workshop Special Meeting and October 18th, 2018 Regular Meeting, New Operators License Applications per the attached list and Resolution R2018-11-01, A Resolution Honoring the Public Service of Sheriff Dale K. Schmidt.

APPROVED FOR SUBMITTAL BY:

VILLAGE CLERK USE ONLY

BOARD ACTION TAKEN

Resolution No. 
Ordinance No. 
Approved 
Other 
Continued To:
Referred To: 
Denied 
File No.:
6a
<table>
<thead>
<tr>
<th>Date</th>
<th>Voucher</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/18</td>
<td>ACH</td>
<td>W. Retirement System</td>
<td>5,188.11</td>
</tr>
<tr>
<td>10/24/18</td>
<td>ACH</td>
<td>Village of Richfield</td>
<td>17,492.93</td>
</tr>
<tr>
<td>10/24/18</td>
<td>ACH</td>
<td>Electronic Federal Tax Payment</td>
<td>5,767.92</td>
</tr>
<tr>
<td>10/24/18</td>
<td>ACH</td>
<td>Wisconsin Deferred Comp</td>
<td>210.00</td>
</tr>
<tr>
<td>10/21/18</td>
<td>14318</td>
<td>Interstate Power Systems Inc</td>
<td>7,464.95</td>
</tr>
<tr>
<td>10/22/18</td>
<td>14319</td>
<td>Postmaster</td>
<td>954.40</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14320</td>
<td>Service from 6/24/18 to 9/27/18</td>
<td>1,765.93</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14321</td>
<td>Service from 9/11/18 to 10/12/18</td>
<td>588.65</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14322</td>
<td>Service from 9/10/18 to 10/11/18</td>
<td>606.36</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14323</td>
<td>Health Insurance Premium Rebate for 2017</td>
<td>34.32</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14324</td>
<td>American Public WorksAssoc</td>
<td>211.00</td>
</tr>
<tr>
<td>10/22/18</td>
<td>14326</td>
<td>Newsletter Postate - November / December</td>
<td></td>
</tr>
<tr>
<td>10/24/18</td>
<td>14327</td>
<td>Equal Rights Division</td>
<td>7.60</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14328</td>
<td>Falls Auto Parts &amp; Supplies</td>
<td>415.75</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14329</td>
<td>V0110027</td>
<td></td>
</tr>
<tr>
<td>10/24/18</td>
<td>14330</td>
<td>HALLMAN LINDSAY PARTS</td>
<td>81.96</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14331</td>
<td>Yard - Lines LLC</td>
<td>4,365.00</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14332</td>
<td>Morton Salt</td>
<td>29,771.34</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14333</td>
<td>43002371</td>
<td>97.32</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14334</td>
<td>510810-09-18</td>
<td>4.59</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14335</td>
<td>Aspen Homes Inc</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14336</td>
<td>Schmitt Sanitation</td>
<td>270.00</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14337</td>
<td>ST. LAWRENCE EQUIPMENT INC</td>
<td>105.73</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14338</td>
<td>Total Mechanical Inc</td>
<td>8,044.00</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14339</td>
<td>Install Tube Heater of Truck Repair &amp; Piped Up for the Thermostat</td>
<td></td>
</tr>
<tr>
<td>10/24/18</td>
<td>14340</td>
<td>US Cellular</td>
<td>148.20</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14341</td>
<td>Municipal Supply Inc</td>
<td>75.00</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14342</td>
<td>Waste Management of MLW</td>
<td>595.85</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14343</td>
<td>WISC DEPT OF JUSTICE</td>
<td>35.00</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14344</td>
<td>Wisconsin Rural Water Assoc</td>
<td>280.20</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14345</td>
<td>Yard - Lines LLC</td>
<td>4,355.00</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14346</td>
<td>Cedar Corporation</td>
<td>3,021.82</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14347</td>
<td>Digital Edge Copy &amp; Print</td>
<td>132.50</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14348</td>
<td>Premier Building Inspections</td>
<td>192.50</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14349</td>
<td>Quill Corporation</td>
<td>108.91</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14350</td>
<td>Laura Johnson</td>
<td>29.15</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14351</td>
<td>Municipal Law &amp; Litigation</td>
<td>2,991.59</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14352</td>
<td>United Healthcare</td>
<td>15,893.97</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14353</td>
<td>Coverage Period: 11/1/2018 - 11/30/2019</td>
<td></td>
</tr>
<tr>
<td>10/24/18</td>
<td>14354</td>
<td>Capitol Oil</td>
<td>654.50</td>
</tr>
<tr>
<td>10/29/18</td>
<td>14355</td>
<td>State Withholding Tax - PE 10/15</td>
<td>1,810.73</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14356</td>
<td>Hallman Lindsay Paints</td>
<td>207.25</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14357</td>
<td>North Shore Bank Leading LLC</td>
<td>711.28</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14358</td>
<td>Superior Chemical Corp</td>
<td>217.93</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14359</td>
<td>Northern Safety Co Inc</td>
<td>121.16</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14360</td>
<td>Pact A John</td>
<td>300.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14361</td>
<td>Richfield Vol Fire Dept Co</td>
<td>42,305.36</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14362</td>
<td>Statz Restoration &amp; Engineer</td>
<td>24,750.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14363</td>
<td>We Energies</td>
<td>427.32</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14364</td>
<td>We Energies</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14365</td>
<td>Allied Home Services</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14366</td>
<td>Tim O'Brien Homes Inc</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14367</td>
<td>Tim O'Brien Homes Inc</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14368</td>
<td>Heartwood Builders LLC</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14369</td>
<td>Halen Homes LLC</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14370</td>
<td>Ruel Builders LLC</td>
<td>2,000.00</td>
</tr>
<tr>
<td>10/31/18</td>
<td>14371</td>
<td>Waste Management Treasurer</td>
<td>238.00</td>
</tr>
<tr>
<td>10/29/18</td>
<td>14372</td>
<td>Charter Communications</td>
<td>181.46</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14373</td>
<td>Cintas Corporation LOC</td>
<td>341.76</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14374</td>
<td>Ew Wolf &amp; Sons Inc</td>
<td>3,046.01</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14375</td>
<td>Falls Auto Parts &amp; Supplies</td>
<td>1,505.89</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14376</td>
<td>Lakeside International Trucks</td>
<td>592.82</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14377</td>
<td>Menards</td>
<td>143.85</td>
</tr>
<tr>
<td>10/24/18</td>
<td>14378</td>
<td>Neu's Building Center Inc</td>
<td>247.86</td>
</tr>
</tbody>
</table>

**Total Batch #3**: $190,898.18

Checks written end of October 2018.
<table>
<thead>
<tr>
<th>#</th>
<th>Code</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14379</td>
<td>12449</td>
<td>11/9/18</td>
<td>SCHMITT SANITATION</td>
<td>PUMP HOLDING TANK CONCESSION STAND</td>
<td>360.00</td>
</tr>
<tr>
<td>14380</td>
<td>3802-631-753</td>
<td>11/9/18</td>
<td>WE ENERGIES</td>
<td>SERVICE FROM 9/27/18 TO 10/24/18</td>
<td>1,760.23</td>
</tr>
<tr>
<td>14382</td>
<td>1-18003</td>
<td>11/9/18</td>
<td>COMPETITIVE MAILING SOLUTIONS</td>
<td>POSTBASE RED INK CARTRIDGE SET</td>
<td>116.90</td>
</tr>
<tr>
<td>14383</td>
<td>11/9/18</td>
<td>RANDALL HOTTENROTH</td>
<td>REIMBURSE NOVEMBER 2018 COBRA HEALTH INSURANCE COVERAGE</td>
<td>2,184.28</td>
<td></td>
</tr>
<tr>
<td>14384</td>
<td>11/9/18</td>
<td>TWO BROTHERS AND A MOP</td>
<td>OCTOBER CLEANING VILLAGE HALL &amp; DPW</td>
<td>530.00</td>
<td></td>
</tr>
<tr>
<td>14385</td>
<td>12866</td>
<td>11/9/18</td>
<td>WASHINGTON CTY SHERIFFS OFFICE</td>
<td>SEPTEMBER CONTRACT SERVICES</td>
<td>31,897.06</td>
</tr>
<tr>
<td>14386</td>
<td>11/9/18</td>
<td>WASHINGTON COUNTY TREASURER</td>
<td>2018 MFL AID PMT 20%</td>
<td>18.98</td>
<td></td>
</tr>
<tr>
<td>14387</td>
<td>30536</td>
<td>11/9/18</td>
<td>EWALD CHEVROLET BUICK LLC</td>
<td>NEW DPW 2019 CHEVROLET SILVERADO 35</td>
<td>27,452.50</td>
</tr>
</tbody>
</table>

**TOTAL BATCH #4** 108,398.27 Checks written November 2018
6b
VILLAGE OF RICHFIELD
Treasurer's Report for October 31, 2018

**BANK ACCOUNT BALANCES**

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Beginning Balance October 1, 2018</th>
<th>Interest Earned</th>
<th>Ending Balance October 31, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landmark Checking Account</td>
<td>0.25%</td>
<td>$1,910,874.36</td>
<td>$395.09</td>
</tr>
<tr>
<td>LGIP General Fund</td>
<td>2.20%</td>
<td>$761,514.44</td>
<td>$1,419.65</td>
</tr>
<tr>
<td>LGIP Fire Impact Fees</td>
<td>2.20%</td>
<td>$8,588.65</td>
<td>$16.01</td>
</tr>
<tr>
<td>LGIP Park Impact Fees</td>
<td>2.20%</td>
<td>$24,643.62</td>
<td>$45.94</td>
</tr>
<tr>
<td>LGIP Tax Account</td>
<td>-</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>FNB Entrepreneur Plus Account</td>
<td>0.10%</td>
<td>$127,765.95</td>
<td>$11.55</td>
</tr>
<tr>
<td>FNB Platinum MMDA Account</td>
<td>0.25%</td>
<td>$258,968.14</td>
<td>$58.53</td>
</tr>
<tr>
<td>FNB Public DDA Acct- Closed HS</td>
<td>0.10%</td>
<td>$13,541.17</td>
<td>$0.41</td>
</tr>
<tr>
<td>Westbury Bank MM Account</td>
<td>0.60%</td>
<td>$255,900.35</td>
<td>$138.82</td>
</tr>
</tbody>
</table>

**CERTIFICATES OF DEPOSIT**

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Expiration Date</th>
<th>Interest Rates</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First National Bank</td>
<td>April 30, 2017</td>
<td>November 30, 2018</td>
<td>1.29%</td>
</tr>
<tr>
<td>Westbury Bank</td>
<td>April 24, 2018</td>
<td>October 24, 2019</td>
<td>2.00%</td>
</tr>
</tbody>
</table>

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

**LETTERS OF CREDIT/PERFORMANCE BONDS/DEVELOPER GUARANTEES**

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Expiration Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hartford Land Development, LLC</td>
<td>April 17, 2017</td>
<td>April 17, 2019</td>
</tr>
<tr>
<td>Ogden Midwest Funding II LLC</td>
<td>April 20, 2017</td>
<td>April 20, 2018</td>
</tr>
</tbody>
</table>

exce/mydocuments/treasurersreport.xls
6c
Village of Richfield
4128 Hubertus Road, Hubertus, WI
Special Village Board Meeting Minutes October 11, 2018
5:30 pm

1. Call to Order/ Roll Call
The meeting was called to order by Village President John Jeffords at 5:30 PM. A quorum of the Village Board was present. Present: Village Board of Trustees; Bill Collins, Tom Wolff, Dan Neu and Rock Brandner.

Also present: Village Administrator Jim Healy and Deputy Treasurer Deanna Hupe

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. DISCUSSION/ACTION
   a. Discussion/Action regarding the 2019 Budget Workshop

Administrator Healy started out by explaining how the Village was again awarded the Disguised Budget Award for the 2018 budget. Administrator Healy thanked the Village Board for the goals and objectives they set in 2017 & 2018, with being more transparent to residents, and requesting staff focus on the budget in order to make it a more readable document for the Village residents to absorb and discussed how those same goals and objectives were carried out in preparing the 2019 Budget.

Village Administrator Healy presented the first draft of the Village of Richfield 2019 Budget to the Board and any residents in attendance. The Board reviewed and discussed the proposed budget line-by-line with staff and residents.

5. ADJOURNMENT

Motion by Trustee Wolff to adjourn the meeting at 8:12PM; Seconded by Trustee Brandner; Motion carried without objection.

Respectfully Submitted,

Jim Healy
Village Administrator
Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes October 18, 2018
7:00 pm

1. Call to Order/ Roll Call
The meeting was called to order by Village President John Jeffords at 7:00 PM. A quorum of the Village Board was present. Present: Village Board of Trustees; Bill Collins, Tom Wolff, Dan Neu and Rock Brandner.

Also present: Village Administrator Jim Healy and Deputy Clerk Donna Cox.

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 — No Comments

5. CONSENT AGENDA
a. Vouchers for Payment
b. Treasurer’s Report
c. Meeting Minutes:
   i. September 25, 2018 - Regular Meeting
d. New Operators License Applications
e. Resolution R2018-10-01, A Resolution Honoring Jerry Becker for his Public Service
f. Resolution R2018-10-02, A Resolution Accepting Specified Infrastructure in Bridlewood Estates Subdivision
g. Appointment of Poll Workers to work at the November General Election

Motion by Trustee Neu to approve the Vouchers for Payment, Treasurer’s Report, Minutes of the September 25th 2018 Regular Meeting, New Operators License Applications per the attached list, Resolution No. R2018-10-01, A Resolution Honoring Jerry Becker, Resolution No. R2018-10-02, A Resolution Accepting Specified Infrastructure in Bridlewood Estates Subdivision and the Appointment of Poll Workers per the attached list to work at the November 6th General Election; Seconded by Trustee Wolff; Motion carried without objection.

6. DISCUSSION/ACTION
a. Discussion/Action regarding the introduction of Resolution R2018-10-03, a Resolution vacating portions of Riverview Drive and the scheduling of a Public Hearing for December

Administrator Healy presented this item to the Board and noted the following: Several months back, the Village Staff brought forward a proposal by two property owners on Riverview Drive who have expressed their desire to vacate portions of Riverview Drive which abuts their home. Since that time, the Village has been approached by another property owner.
who desires to go about the same process. At tonight’s meeting, Village Staff is presenting the introduction of a draft resolution which will be up for consideration during the month of December.

Administrator Healy stated that since the last meeting, staff has received the maps and legal descriptions for the areas to be vacated. Gathered the list of all property owners and their addresses, whose property abuts or fronts upon the public road being discontinued, drafted a notice to the DOT which is required by law because they are within ¼ of a mile of a State Trunk Highway, drafted a Lis Pendens for the notice of pendency of discontinuation which will be filed with the Washington County Register of Deeds, and prepared the draft resolution being reviewed at tonight’s meeting.

Motion by Trustee Neu to schedule a public hearing for December 20th, at 7PM, or as soon thereafter as practicable, regarding the Resolution to vacate and discontinue a portion of Riverview Drive, which is being hereby introduced at this meeting pursuant to Wisconsin Statutes Section 66.1003(4)(a); Seconded by Trustee Brandner; Motion carried without objection.

b. Discussion/Action regarding a Memorandum of Understanding with the Town of Hartford regarding snow removal operations

Administrator Healy discussed the proposal to trade plowing services on a half-mile of CTH CC in exchange for a truckload of salt with the Town of Hartford. Discussions with the Town Chairman indicated that he was amenable to this proposal because neither community had a logical place for their vehicles to turn around.

Motion by Trustee Collins to authorize the Village President to execute MOU with the Town of Hartford for snow plowing services as outlined in the proposed agreement; Seconded by Trustee Wolff; Motion carried without objection.

c. Discussion/Action Discussion regarding a petition to rezone a portion of property identified by Tax Key: V10, 008800D from A-1, Exclusive Agricultural District and F-1, Floodland District to R-1, Country Estates District and F-1 Floodland District – Ordinance 2018-05-01

Motion by Trustee Wolff to table this item until November 15th, 2018 at 7PM; Seconded by Trustee Neu; Motion carried without objection.

d. Discussion/Action regarding contracting for dumpster waste hauling services with Waste Management

The Village Board commended the Village’s Administrative Services Coordinator on negotiating a lower price for the taxpayers.

Motion by Trustee Wolff to authorize the Village Administrator to enter into a 36-month agreement with Waste Management for Village Hall and Public Works weekly trash and recycling services; Seconded by Trustee Brandner; Motion carried without objection.
Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes October 18, 2018
7:00 pm

c. Discussion/Action regarding Ordinance O2018-10-01, an Ordinance establishing a 25MPH speed limit for Bridlewood Estates Subdivision

Now that the subdivision’s Final Plat has been filed and the infrastructure has been accepted, a speed limit must be established.

Motion by Trustee Collins to approve Ordinance O2018-10-01, an Ordinance to amend Chapter 351, Section 45(A)(1) of the Village Code to include Bridlewood Estates Subdivision as a subdivision with a 25 MPH speed limit; Seconded by Trustee Brandner; Motion carried without objection.

d. Discussion/Action regarding contracting with Civic Plus for the required upgrade of the Village’s website content management system

Trustee Wolff requested additional quotes for website services from the Village Staff to ensure the competitiveness of the quote.

Village Administrator Healy stated that Administrative Services Coordinator Keller will begin work right away to reach out to vendors on an informal request for proposal.

Motion by Trustee Wolff to table until the next Village Board meeting on November 15th at 7PM to allow for more time for the Administrator and Staff to look for more reasonable costs; Seconded by Trustee Neu; Motion carried 4-1.

7. PUBLIC COMMENTS

8. CLOSED SESSION

a. Discussion/Action to enter into Closed Session under Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, to establish a memorandum of understanding with the Wisconsin Department of Transportation.

President Jeffords read aloud this Closed Session item.

Motion by Trustee Brandner to enter into Closed Session at 8:00PM pursuant to Wisconsin State Statutes, Section 19.85(1)(g); Seconded by Trustee Wolff; Motion carried unanimously by voice vote.

9. RECONVENE IN OPEN SESSION

a. Discussion/Action regarding matters addressed in Closed Session outlined above

Motion by Trustee Wolff to Reconvene in Open Session; Seconded by Trustee Neu; Motion carried unanimously by voice vote.
Motion by Trustee Wolff to authorize the Village President to execute the Memorandum of Understanding with the Wisconsin Department of Transportation; Seconded by Trustee Brandner; Motion carried without objection.

10. ADJOURNMENT

Motion by Trustee Neu to adjourn the meeting at 8:21PM; Seconded by Trustee Wolff; Motion carried without objection.

Respectfully Submitted,

Jim Healy
Village Administrator
2018-2019

"NEW"

OPERATOR'S LICENSE

APPLICATIONS

• See Attached List
<table>
<thead>
<tr>
<th>ESTABLISHMENT</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pleasant Hill Bar &amp; Grill</td>
<td>Amanda Rosalind</td>
<td>69</td>
</tr>
<tr>
<td>Richfield Roadhouse</td>
<td>Nicole</td>
<td>45</td>
</tr>
<tr>
<td>Country Mart</td>
<td>Jonathan</td>
<td>37</td>
</tr>
<tr>
<td>Daniel Boone</td>
<td>Edwin</td>
<td>23</td>
</tr>
<tr>
<td>Joe Mama's Bar &amp; Grill</td>
<td>Rose Dobrogowski</td>
<td>19</td>
</tr>
</tbody>
</table>

Submitted by: Deputy Clerk, Cox
Meeting Date: November 15, 2018

2018-19 NEW OPERATORS LICENSES
Will be forthcoming
7b
VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Conditional Use Permit for Solar Panel Array, 501 Scenic Road (Tax Key: V10_116400B)

DATE SUBMITTED: November 9, 2018

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 CONDITIONAL USE PERMIT FOR A GROUND-MOUNTED SOLAR PANEL ARRAY ON THE SUBJECT PROPERTY?

ISSUE SUMMARY:

The Village was petitioned in October by All Energy Solar out of St. Paul, Minnesota, on behalf of Mr. and Mrs. Paul Craig, to place a solar panel array on their property at 501 Scenic Road. The petitioner has submitted a site plan indicating their desire to place a solar panel array at their property. Pursuant to Section 70.241(E)(2), solar and wind energy collection devices are permissible in all zoning districts as a Conditional Use. The last three (3) ground-mounted solar panel arrays the Village approved were for Mr. and Mrs. John Helt at 923 Oconobanks Drive, an RS-2 Single Family Residential District subdivision platted in the late 1970s, and Mr. Charlie Kluever an A-1, Exclusive Agricultural District property on Sherman Road and in 2017, Ms. Joy Zastrow on County Line Q.

As we've discussed with previous petitions, there have been changes in legislation by the Wisconsin State Legislature which limit the authority of municipalities to place “any restriction, either directly or in effect, on the installation or use of a solar energy system”. Therefore, as we have seen with other types of “utilities” like cell tower and wind turbines, the Village’s local control has been limited by the Legislature. This is no doubt tied to the growing trend nationwide on the utilization of renewable energy. In 2016, the US added about 125 solar panels every minute according to the Solar Energy Industry Association, with the number of residential solar installations increasing in Wisconsin steadily since 2010.

While this provision may become problematic in denser residential subdivisions, here we are talking about a subject property located on 5.00 acres of land, that is surrounded by other, larger, estate parcels. Its placement would be approximately 100' from the east property boundary line, 188' from the south property boundary line, 230' from the north property boundary line, and 330' from the west property boundary line. As evidenced by the attached Washington County GIS Aerial Overview, the subject property is heavily wooded and is well screened along Scenic Road and from neighboring properties. It is the opinion of Staff that the erection of this proposed solar panel array will not be a visual nuisance and will have little-to-no impact on the surrounding properties.

The solar panel array will be 38' long and 12'7" when tipped on its 35-degree axis. The Tesla panels themselves are 13'5" high. These are fixed panels and do not move or pivot.

The Village published a Class II Public Hearing notice in the Daily News and notification was sent to surrounding property owners during the week of October 25th. A Public Hearing was held on November 1st. At the end of the Public Hearing, a motion was made to recommend approval to the Village Board. This motion was made without objection.

FISCAL IMPACT:

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): Erection of Solar Panel Array System
Residual or Support/Overhead/Fringe Costs: Administrative Costs to Execute the CUP

REVIEWED BY: [Signature]
Village Deputy Treasurer

72
## VILLAGE OF RICHFIELD
### VILLAGE BOARD COMMUNICATION FORM

**MEETING DATE:** November 15, 2018

**SUBJECT:** Conditional Use Permit for Solar Panel Array, 501 Scenic Road (Tax Key: V10_116400B)

**DATE SUBMITTED:** November 9, 2018

**SUBMITTED BY:** Jim Healy, Village Administrator

### ATTACHMENTS:
1. DRAFT Conditional Use Permit for 501 Scenic Road
2. Legal Notice sent to Daily News

### STAFF RECOMMENDATION:

Motion to approve the proposed Conditional Use Permit for a ground-mounted solar panel array for Mr. and Mrs. Paul Craig for property located at 501 Scenic Road (Tax Key: V10_116400B) subject to the terms and conditions contained therein.

**APPROVED FOR SUBMITTAL BY:**

**VILLAGE CLERK USE ONLY**

<table>
<thead>
<tr>
<th>Resolution No.</th>
<th>Continued To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinance No.</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOARD ACTION TAKEN**

**Referee To:**

**Denied**

**File No.**
STATE OF WISCONSIN  
VILLAGE OF RICHFIELD  
WASHINGTON COUNTY

CONDITIONAL USE PERMIT  
MR. AND MRS. PAUL CRAIG  
GROUND-MOUNTED SOLAR ARRAY  
501 SCENIC ROAD  
(Tax Key V10-116400B)

The Village Board of the Village of Richfield, Washington County, Wisconsin DO ORDAIN AS FOLLOWS:

 Whereas, Paul and Marilyn Craig ("property owner/petitioner") own a 5.00-acre property located at 501 Scenic Road (Tax Key: V10-116400B) ("subject property") and has submitted a conditional use application to establish a ground-mounted solar panel array on the subject property; and

 Whereas, Section 70.241(E) of the zoning code for the Village of Richfield allows ground-mounted solar panel arrays in all zoning districts as a conditional use; and

 Whereas, Section 66.0401(1m) states that no political subdivision may place any restriction, either directly or in effect, on the installation or use of a solar energy system; and

 Whereas, upon receipt of the application, the Village Clerk properly referred such petition to the Plan Commission for the Village of Richfield for determination; and

 Whereas, the Plan Commission for the Village of Richfield scheduled a public hearing thereon as soon as practical; and

 Whereas, upon publication of the required "Notice of Public Hearing" and mailing of said "Notice of Public Hearing" to all property owners within 300 feet of the subject property, the Plan Commission for the Village of Richfield held a public hearing on November 1, 2017, as required by section 70.241 of the zoning code for the Village of Richfield; and

 Whereas, members of the public at the public hearing were given ample opportunity to provide comment; and

 Whereas, at the conclusion of the Public Hearing, the Plan Commission recommended approval to the Village Board of the proposed accessory structure.

 THEREFORE, IT IS ORDERED AS FOLLOWS:

 Commencing upon the date of signature of this approval by Village officials and the property owner, whichever occurs last, a conditional use permit is hereby granted as more particularly described herein. This conditional use permit is subject to initial and continued compliance with each and every one of the following conditions, restrictions, and limitations.

 A. This conditional use approval is granted subject to the following conditions:

 1. **Subject Property.** This conditional use permit is limited to the subject property located at 501 Scenic Road (Tax Key: V10_116400B).
2. **Presentation Compliance.** The construction and operation of the solar panel array shall be in substantial conformity with the presentation at the public hearing before the Village of Richfield Plan Commission held on November 1, 2018, respectively. The documents submitted for this presentation, along with the Communication Form, shall be depicted in Exhibit B, which is attached hereto and incorporated herein by reference.

3. **Authorized use.** The installation of a ground-mounted solar panel array in the general location depicted in Exhibit A, which is attached hereto and incorporated herein by reference, is authorized subject to the following specific conditions:
   a. The array shall be no longer than approximately 39' in length. The length of the individual panels shall not exceed 13'5".
   b. The array shall be maintained in good working order.
   c. Before issuing the building permit, the petitioner shall submit documentation acceptable to the building inspector indicating that the array meets all applicable regulations of the affected electric utility company.
   d. Before issuing the building permit, the petitioner shall submit documentation acceptable to the building inspector from the Washington County Sanitarian indicating that the array meets all applicable regulations of the affected on-site sanitary system, if applicable.
   e. The accessory structure shall be subject to the rules and regulations related to the maximum height of accessory structures allowed by the Zoning Code.
   f. All other uses of the subject property shall be in conformance to the Village’s zoning code.

4. **Licenses/Permits.** The petitioner shall be required to obtain any and all required licenses and permits from the village, county, state, and federal government. If any license or permit is issued, any and all conditions of the same are incorporated herein and made a part of this conditional use permit.

5. **Laws.** The petitioner shall comply with all federal, state, county, and local rules, codes, ordinances, and regulations in the construction, operation, and maintenance of the subject property as amended from time to time.

6. **Junk.** No junk as defined in Section 263-8(A) of the Village code of ordinances; or disassembled, inoperable, junked or wrecked boats, motor vehicles, truck bodies, tractors, trailers also defined in Section 263-8(A), shall be accumulated or stored on the subject property. No burning or burning of junk is permitted on the subject property.

7. **Fees and Expenses.** Upon issuance of this conditional use permit, the petitioner shall reimburse the Village for all expenses incurred by the Village including all professional and technical assistance expenses, realized by the Village in reviewing, approving, and granting this conditional use permit. The Village Clerk shall provide the petitioner with copies of all itemized invoices.

8. **Cost of Enforcement.** Any attorney fees incurred by the Village of Richfield to enforce any of the conditions or requirements of this conditional use permit must be paid by the petitioner.
9. **Revocation or Modification of Approval.** Whenever the Village Board has reasonable cause to believe that any of the conditions herein imposed are being or have been violated, or any use of the subject property related to the operation becomes hazardous, harmful, noxious, offensive, or a nuisance to surrounding properties, the Village Board shall have the right to revoke or modify this conditional use permit, including, but not limited to, imposing stricter conditions upon the use and/or operation through a revised permit by the following the process as set forth in Section 70-241(D)(2) of the Village code of ordinances.

10. **Acceptance.** Within four months of when the Village Board approves this conditional use permit, the petitioner is required to accept the terms and conditions of this approval in writing.

11. **Effect of Approval on Heirs, Successors, and Assigns.** The terms of this conditional use approval shall be binding on the owners of the subject property and their heirs, successors, and assigns.

12. **Right of entry for inspection.** The petitioner hereby gives village officials, employees, and authorized agents the right to enter the subject property with reasonable notice for purposes of inspecting the premises to ensure compliance with the terms of this permit.

B. Any use not specifically listed as permitted shall be considered to be prohibited except as may be otherwise specifically provided herein. In case of a question as to the classification of use the question shall be submitted to the Plan Commission for determination.

C. No use is hereby authorized unless the use is conducted in a lawful, orderly, and peaceful manner. Nothing in this order shall be deemed to authorize any public or private nuisance or to constitute a waiver, exemption, or exception to any law, ordinance, order or rule of either the municipal governing body, the county of Washington, the state of Wisconsin, the federal government, or other duly constituted authority, except only to the extent that it authorizes the use of the subject property above described in any specific respects described herein. This order shall not be deemed to constitute a building permit, nor shall this order constitute any other license or permit required by Village ordinance or other law.

D. This conditional use hereby authorized shall be confined to the subject property described, without extension or expansion other than as noted herein, and shall not vary from the purposes herein mentioned unless expressly authorized in writing by the Plan Commission as being in compliance with all pertinent ordinances.

E. Should the permitted conditional use be abandoned in any manner, or discontinued in use for twelve (12) months, or continued other than in strict conformity with the conditions of the original approval, or should the petitioner be delinquent in payment of any monies due and owing to municipality, or should a change in the character of the surrounding area or the use itself cause it to be no longer compatible with the surrounding area or for similar cause based upon consideration of public health, safety or welfare, the conditional use may be terminated by action of the Plan Commission, pursuant to the enforcement provisions of this conditional use order.

F. Any change, addition, modification, alteration and/or amendment of any aspect of this conditional use, including but not limited to an addition, modification, alteration and/or amendment to the use, premises (including, but not limited to, any change to the boundary limits of the subject
property), structures, lands other than as specifically authorized herein, shall require a new conditional use permit and all procedures in place at the time must be followed.

G. Unless this conditional use permit expressly states otherwise, plans that are specifically required by this conditional use order may be amended upon the prior approval of the Plan Commission if the Plan Commission finds the plan amendment to be minor and consistent with the conditional use permit. Any change in any plan that the Plan Commission feels, in its sole discretion, to be substantial shall require a new permit, and all procedures in place at the time must be followed.

H. Should any paragraph or phrase of this conditional use permit be determined by a court to be unlawful, illegal or unconstitutional, said determination as to the particular phrase or paragraph shall not void the rest of the conditional use and the remainder shall continue in full force and effect.

I. If any aspect of this conditional use permit or any aspect of any plan contemplated and approved under this conditional use is in conflict with any other aspect of the conditional use or any aspect of any plan of the conditional use, the more restrictive provision shall be controlling as determined by the Plan Commission.

J. This conditional use may be reviewed by the Plan Commission at any time upon complaint or upon Plan Commission initiative as provided in Section 70.241(d)(2) of the Village of Richfield Village Code and as amended from time-to-time.

Passed this 15th, day of November, 2018

John Jeffords, Village President

ATTEST:

Jim Healy, Administrator/Clerk/Treasurer

ACCEPTANCE

We, Paul and Marilyn Craig, accept the terms of this conditional use approval in its entirety.

Dated this ______ day of ________________________, 2018
Craig – Solar Panel Array
501 Scenic Road

Paul Craig, Property Owner

Marilyn Craig, Property Owner

STATE OF WISCONSIN )
COUNTY OF ____________ )

Personally came before me this ______ day of __________________ 2018, the above named person, Paul and Marilyn Craig, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My Commission Expires:
Exhibit A

(Site Plan)
Exhibit B

(Conditional Use Permit Submittal Documents)
**POWERWALL**

Tesla Powerwall 2 is a fully-integrated AC battery system for residential or light commercial use. Its rechargeable lithium-ion battery pack provides energy storage for solar self-consumption, load shifting, backup, and off-grid use.

Powerwall’s electrical interface provides a simple connection to any home or building. Its revolutionary compact design achieves market-leading energy density and is easy to install, enabling owners to quickly realize the benefits of reliable, clean power.

**PERFORMANCE SPECIFICATIONS**

<table>
<thead>
<tr>
<th>AC Voltage (Nominal)</th>
<th>208 V, 220 V, 230 V, 100/200 V, 120/240 V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feed-In Type</td>
<td>Single &amp; Split Phase</td>
</tr>
<tr>
<td>Grid Frequency</td>
<td>60 and 60 Hz</td>
</tr>
<tr>
<td>Total Energy</td>
<td>14 kWh</td>
</tr>
<tr>
<td>Usable Energy</td>
<td>13.5 kWh</td>
</tr>
<tr>
<td>Real Power, max continuous</td>
<td>5 kW (charge and discharge)</td>
</tr>
<tr>
<td>Real Power, peak (10 s)</td>
<td>7 kW (discharge only)</td>
</tr>
<tr>
<td>Apparent Power, max continuous</td>
<td>6.8 kVA (charge and discharge)</td>
</tr>
<tr>
<td>Apparent Power, peak (10 s)</td>
<td>7.2 kVA (discharge only)</td>
</tr>
<tr>
<td>Imbalance for Single-Phase Loads</td>
<td>100%</td>
</tr>
<tr>
<td>Power Factor Output Range</td>
<td>+/- 1.0 adjustable</td>
</tr>
<tr>
<td>Power Factor (full-rated power)</td>
<td>+/- 0.85</td>
</tr>
<tr>
<td>Depth of Discharge</td>
<td>100%</td>
</tr>
<tr>
<td>Internal Battery DC Voltage</td>
<td>50 V</td>
</tr>
<tr>
<td>Round Trip Efficiency</td>
<td>&gt; 80%</td>
</tr>
<tr>
<td>Warranty</td>
<td>10 years</td>
</tr>
</tbody>
</table>

**MECHANICAL SPECIFICATIONS**

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>1150 mm x 755 mm x 155 mm (45.3 in x 29.7 in x 6.1 in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>125 kg (276 lbs)</td>
</tr>
<tr>
<td>Mounting options</td>
<td>Floor or wall mount</td>
</tr>
</tbody>
</table>

**ENVIRONMENTAL SPECIFICATIONS**

<table>
<thead>
<tr>
<th>Operating Temperature</th>
<th>-20°C to 50°C (-4°F to 122°F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Humidity (RH)</td>
<td>Up to 100%, condensing</td>
</tr>
<tr>
<td>Maximum Altitude</td>
<td>3000 m (9843 ft)</td>
</tr>
<tr>
<td>Environment</td>
<td>Indoor and outdoor rated</td>
</tr>
<tr>
<td>Enclosure Type</td>
<td>NEMA 3R</td>
</tr>
<tr>
<td>Ingress Rating</td>
<td>IP67 (Battery &amp; Power Electronics) IP56 (Wiring Compartment)</td>
</tr>
<tr>
<td>Noise Level @ 1 m</td>
<td>&lt; 40 dBA at 30°C (86°F)</td>
</tr>
</tbody>
</table>

**BACKUP GATEWAY SPECIFICATIONS**

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>691 mm x 378 mm x 129 mm (27.2 in x 14.9 in x 5.1 in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>16.4 kg (36 lbs)</td>
</tr>
<tr>
<td>Disconnect Current</td>
<td>200 A</td>
</tr>
<tr>
<td>Enclosure Type</td>
<td>NEMA 3R</td>
</tr>
<tr>
<td>Ingress Rating</td>
<td>IP44</td>
</tr>
<tr>
<td>Overcurrent Protection Breaker</td>
<td>100–200 A</td>
</tr>
<tr>
<td>User Interface</td>
<td>Tesla App</td>
</tr>
<tr>
<td>Connectivity</td>
<td>Wi-Fi, Ethernet, 3G</td>
</tr>
<tr>
<td>AC Meter</td>
<td>Revenue grade</td>
</tr>
<tr>
<td>Operating Modes</td>
<td>Support for solar self-consumption, load shifting, backup, and off-grid use</td>
</tr>
<tr>
<td>Backup Operation</td>
<td>Automatic disconnect for seamless backup transition</td>
</tr>
<tr>
<td>Modularity</td>
<td>Supports up to 10 AC-coupled Powerwalls</td>
</tr>
</tbody>
</table>

**COMPLIANCE INFORMATION**

<table>
<thead>
<tr>
<th>Safety</th>
<th>UL 1642, UL 1741, UL 1973, UL 9540, UN 38.3, IEC 62109-1, IEC 62619, CSA C22.2:107.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grid Standards</td>
<td>Worldwide Compatibility</td>
</tr>
<tr>
<td>Emissions</td>
<td>FCC Part 15 Class B, IEC60009, EN 81003 Class B</td>
</tr>
<tr>
<td>Seismic</td>
<td>AC15B, IEEE 693-2005 (high)</td>
</tr>
</tbody>
</table>

**Additional Information**

*Values provided for 25°C (77°F), 2.5 kW charge/discharge power.
*Values region-dependent.
*AC to battery to AC, at beginning of life.

TSL.COM/ENERGY

82
ELECTRICAL PARAMETERS AT NOCT

SPECIFICATIONS

- Type: High Silicon, 72 Cells per Module
- Weight: 34.5 kg
- Dimensions: 485 x 780 x 40 mm
- Module Efficiency: 15.6%
- Module Temperature Coefficient: -0.475% per °C
- Module Operating Temperature: -15°C to 40°C
- Module Backsheet: Black polyethylene
- Module Frame: Black anodized aluminum
- Module Connectors: MC4 connectors
- Module Cables: Black polyethylene

OPERATING CONDITIONS

- Module System Voltage: 480V DC
- Operating Temperature: -40°C to 85°C
- Module Backsheet: Black polyethylene
- Module Frame: Black anodized aluminum
- Module Connectors: MC4 connectors
- Module Cables: Black polyethylene

25001 Model: 340-360 1500V Series

360W Mono Si 72 Cells

Harvest the Sunshine
Premium Cells, Premium Modules

www.jasolar.com

PERCUM
NOTES:
1. JA SOLAR 350W MODULES = 8.045W
2. MOUNTING TYPE: GROUND MOUNT
3. ENPHASE I/O PLUS-72 (12 INVERTERS)
4. ARRAY 1:
   - 35° TILT, 180° AZIMUTH
SYSTEM DETAILS

NOTES:
1. (24) ENP HASE 107 PLLIS.72-2.
2. US INVERTER1S) = TOWN AC
3. ARRAY I:
   190° AZIMTH, 35 1 11LT
   (24) TAN SOLAR TAW 0.6410/4

REVISIONS
LAST: 05/28/11 B

PROPERTY MAP
PAGE NUMBER: A1
NORTH ELEVATION

WEST ELEVATION

NOTES:
1. ELEVATIONS MAY VARY DEPENDING ON GROUND ELEVATION BUT ARE DRAWN TO THE BEST OF OUR ABILITY.
WILLOW CREEK RD ≈ 650'

CALL-OUTS:
1. SOLAR PANELS
2. MICRO INVERTERS
3. PV COMBINER
4. GENERATION PANEL
5. POWERWALL
6. UTILITY AC DISCONNECT
7. AUTOMATIC TRANSFER SWITCH
8. MAIN SERVICE PANEL
9. HEAVY LOAD PANEL
10. CUTOUT METER
11. INCOMING METER

LABELS LOCATED ON PV PRODUCTION METER, BIDIRECTIONAL METER, AC DISCONNECT, INVERTERS, AND APPROPRIATE LABELS ON MAIN ELECTRIC SERVICE. ALL LABELS ARE PERMANENT, WEATHERPROOF, AND DURABLE.

NOTES:
1. LOCATION OF SERVICE PANEL AND ELECTRICAL EQUIPMENT ARE SHOWN. FINAL LOCATION MAY CHANGE.
2. LOCATION OF SERVICE PANEL AND ADDITIONAL ELECTRICAL EQUIPMENT NOT DRAWN TO SCALE.
3. AC DISCONNECT AND PRODUCTION METER WITHIN 10' OF MAIN SERVICE METER/BIDIRECTIONAL METER. 3RD UNAUTHORIZED KEYS ACCESS TO BE PROVIDED FOR UTILITY AC DISCONNECT & BIDIRECTIONAL METER.
4. PV EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH NEC 690 AND POSTED WITH APPLICABLE WARNINGS, SIGNAGE, AND PLAQUES PER NEC 705-10, 690-17, & 690-64 (B)(5).

ACCOUNT: 1219.427-436
METER: 82784039

AZIMUTH

NOTES:
1. (ENPHASE ENPOWER 72-7-24 INVERTERS) + 7.68kW AC
2. ARRAY 1: 165.4W JA SOLAR (16) 16415W

SYSTEM DETAILS

ACCOUNT: 1219-427-436
METER: 82784039

PROJECT-PAGE TITLE

SITE MAP

PAGE NUMBER A3
SYSTEM DETAILS

SNAP-N-RACK MOUNTING HARDWARE:
1. (24) END CAPS
2. (24) BONDING PIPE CLAMP ASSEMBLIES
3. CLAMPS
4. (24) BATTERY TUBE CLAMPS
5. (1) GROUND LUG ASSEMBLY

STRINGING TO BE DETERMINED ON SITE

AZIMUTH

REVISIONS

PROJECT-PAGE TITLE

RAIL AND STRINGING DIAGRAM

PAGE NUMBER
A4
PLEASE TAKE NOTICE:

Notice is hereby given, pursuant to Section 19.84, Wis. Stats., and provisions of the Village of Richfield Code of Ordinances, that the Village of Richfield Plan Commission will conduct one (1) public hearing on Thursday, November 1, 2018 at 7:00 p.m. at the Village Hall, located at 4128 Hubertus Road, Hubertus, WI 53033 to consider the following:

1) Conditional Use Permit Application by Mr. and Mrs. Paul Craig for a ground-mounted solar panel array, pursuant to Section 70.241(E)(2) of the Zoning Code, on property located at 501 Scenic Road (Tax Key: V10_1164-00B), which is located in the Rs-1, Country Estates District.

For information regarding this petition, please contact Jim Healy, Village Administrator at (262)-628-2260. This application is available during normal business hours. All interested parties will be heard. 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 (262)-628-2260 with as much advanced notice as possible.

Dated this October 18, 2018

Publication Dates:  
October 20, 2018  
October 25, 2018

Jim Healy  
Village Administrator  
Village of Richfield  
4128 Hubertus Road  
Hubertus, WI 53033  
(262)-628-2260
7c
Policy Question: Does the Village Board wish to accept the recommendation of the Plan Commission to approve the proposed rezoning petition?

Issue Summary:

For the last several months, Village Staff and the Village’s professional consultants have been reviewing conceptual designs for a proposed land division by Steven Schmidt for his property identified by Tax Key: V10_008800D as a part of his proposed rezoning petition. Mr. Schmidt is proposing to rezone the property from A-1, Exclusive Agricultural District and F-1, Floodplain District to Rs-1, Country Estates District and F-1, Floodplain District. The very first thing that Staff must look at when they are petitioned for rezoning is if the proposal is consistent with the Village’s adopted Future Land Use Plan. In this instance, the proposed rezoning category of ‘single family’ is consistent with the current Future Land Use Plan for the Village. The surveyor for the applicant has provided a Rezoning Map and legal description of the area to be rezoned.

On October 4th, the Plan Commission made the following motion:

Motion by Commissioner Bartel to recommend Village Board approval of Ordinance 02018-05-01, an Ordinance to rezone property identified by Tax Key: V10_008800D, as described in the attachment subject to the following Specific Conditions of Approval:

1) The applicant receive approval from the Village Board for the proposed CSM.
2) The applicant must provide a letter from the Wisconsin DOT regarding the grant of access for the two (2) properties created.
3) The applicant shall pay all professional fees related to the application.

Seconded by Trustee Collins; Motion passed without objection.

Later during the month of October, it was revealed that contrary to the applicant’s representations, the Wisconsin DOT was not going to allow a secondary access point on STH 164. The Village received documentation regarding the same. At the regular Village Board meeting in October, the matter was tabled pending a positive recommendation from the Village’s Plan Commission for the proposed Certified Survey Map which is before the Board tonight.

Fiscal Impact:

Initial Project Costs: None
Future Ongoing Costs: None
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: Maintenance

Reviewed by: [Signature]
Village Deputy Treasurer
VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Rezoning Petition – Steven Schmidt, Tax Key: V10_008800D A-1/F-1 to Rs-1/F-1

DATE SUBMITTED: November 9, 2018

SUBMITTED BY: Jim Healy, Village Administrator

ATTACHMENTS:
1. Rezoning Map by Accurate Surveying & Engineering LLP
2. Ordinance O2018-05-01, an Ordinance Rezoning Tax Key: V10_008800D
3. Class II Public Hearing Notice published in the Daily News
4. Letter dated June 25, 2018 from Village Engineer Ron Dalton
5. Washington County GIS of Subject Property

STAFF RECOMMENDATION:

Motion to approve Ordinance O2018-05-01, an Ordinance to rezone property identified by Tax Key: V10_008800D, as described in the attachment subject to the following Specific Conditions of Approval:

1) The applicant receive approval from the Village Board regarding the proposed land division for the rezoning ordinance to be ratified.
2) The applicant shall satisfy all the concerns of the Consultant Planner and Consultant Engineer related to Specific Condition of Approval No.1.
3) The applicant shall pay all professional fees related to the application.

APPROVED FOR SUBMITTAL BY:
Village Staff Member

Village Administrator
September 14, 2018

RE: Legal description of area to be rezoned to Rs-1 (Lots 1-3 and Outlot 1)

Part of Lot 1 and part of Lot 2 of Certified Survey Map No. 5572 as recorded in Volume 40 of Certified Survey Maps on pages 95-97, as Document No. 968308, all of Parcel 136, and part of Parcel 137 of Transportation Project Plat 2703-03-20 - 4.17, recorded as Document 1383167, being part of the NE Fractional 1/4 of the NE 1/4, part of the SE 1/4 of the NE 1/4 of Section 5, Township 9 North, Range 19 East, Town of Richfield, Washington County, Wisconsin, which is bounded and described as follows:

Beginning at the East Quarter corner of said Section 5; thence S 88°18'15" W, along the south line of said NE 1/4, 1316.22 feet, to the southwest corner of said Lot 2; thence N 00°10'59" W, along the west line of the E 1/2 of the NE 1/4, 1888.35 feet, to a point of intersection of the north right-of-way line of Whitetail Run; thence N 89°49'01" E, along the easterly extension of said north right-of-way line, 70.00 feet; thence S 00°10'59" E, at right angles, 66.00 feet; thence S 48°25'38" E, 481.24 feet; thence N 89°49'01" E, 888.22 feet, to a point in the east line of said NE 1/4; thence S 00°07'34" E, along said east line of the NE 1/4, 1467.12 feet, to the point of beginning. EXCEPTING THEREFROM all lands within the 100 year Flood Plain.

Containing 46.806 acres (2,038,891 square feet) more or less.
AN ORDINANCE TO REZONE A PORTION OF TAX PARCEL V10-008800D VILLAGE OF RICHFIELD AND TO AMEND THE ZONING MAP OF THE VILLAGE OF RICHFIELD PURSUANT TO SECTION 70.163 OF THE MUNICIPAL CODE

WHEREAS, the property owner is acting as the petitioner to rezone a portion of the following parcel of land: Tax Key: V10-008800D in the Village of Richfield; and

WHEREAS, the subject property contains approximately 44.74 acres; and

WHEREAS, the property owner is requesting to change the zoning of the property, consistent with the proposed Rezoning Map attached hereto and incorporated herein; and

WHEREAS, only those areas zoned A-1, Exclusive Agricultural District are proposed to be rezoned to Rs-1, Country Estates District; and

WHEREAS, the areas zoned F-1, Floodplain District as defined and outlined by FEMA and the Wisconsin DNR shall remain in-tact; and

WHEREAS, when the subject property was developed by CSM No. 5572, the property was zoned A-1; and

WHEREAS, the rezoning petition has been submitted to the Village of Richfield Plan Commission for report and recommendation; and

WHEREAS, the required public notice of the public hearing has been provided consistent with Section 62.23 of the Wisconsin Statutes and the Village’s zoning regulations; and

WHEREAS, the Plan Commission conducted a public hearing on October 4, 2018; and

WHEREAS, the Plan Commission has recommended to the Village Board that the rezoning change be made; and of the recommendation of the Plan Commission, having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, having determined that the rezoning is consistent with the Village’s Comprehensive Plan, and having based its determination on the effect of granting of said rezoning on the health, safety, and welfare for the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved, as well as the impact on the surrounding properties as to the noise, dust, smoke, odor and others, has hereby determined that the rezoning will not violate the spirit or intent the zoning ordinance for the Village of Richfield, will not be hazardous, harmful, noxious, offensive or a nuisance by reason of noise, dust, smoke odor or other similar factors and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the development is conducted pursuant to the following conditions and is in strict compliance with the same.
NOW, THEREFORE, the Village of Richfield Village Board, Washington County, Wisconsin ordains as follows:

Section 1. Zoning Map Change
The subject property is hereby rezoned as described above and depicted in Exhibit 1, attached hereto, and the zoning map of the Village of Richfield is hereby amended to incorporate the zoning of the subject properties.

Section 2. Effective Date
This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Adopted this _____ day of ________, 2018

John Jeffords, Village President

Attest: Jim Healy, Village Administrator/Clerk
NOTICE OF PUBLIC HEARING
VILLAGE OF RICHFIELD
Thursday, June 7, 2018

PLEASE TAKE NOTICE:

Notice is hereby given, pursuant to Section 19.84, Wis. Stats., and provisions of the Village of Richfield Code of Ordinances, that the Village of Richfield Plan Commission will conduct one (1) public hearing on Thursday, June 7, 2018 at 7:00 p.m. at the Village Hall, located at 4128 Hubertus Road, Hubertus, WI 53033 to consider the following:

1) To rezone a portion of property identified by Tax Key: V10_008800D from A-1, Exclusive Agricultural District and F-1, Floodplain District to Rs-1, Country Estates District and F-1, Floodplain District.

For information and maps depicting this rezoning petition, please contact Jim Healy, Village Administrator at (262)-628-2260. This map is available during normal business hours. All interested parties will be heard. 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 (262)-628-2260 with as much advanced notice as possible.

Dated this May 23, 2018.

Publication Dates:
May 26, 2018
May 31, 2018

Jim Healy
Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033
(262)-628-2260
June 25, 2018

Mr. James Healy, Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, Wisconsin 53033

RE: 2nd Revision Preliminary Certified Survey Map (CSM) Review, Steven Schmitt
Property North of Steeple View Estates

Dear Mr. Healy,

We have completed our review of the above referenced 2nd revision to a preliminary CSM received on June 20, 2018. The preliminary CSM was prepared by Accurate Surveying & Engineering LLP, Donald J. Thoma, R.L.S. We have the following comments and recommendations:

- Section 330-42 of the Village Code suggests that lots with more than 5 sides should be avoided. Lot 1 has more than 5 sides.
- Consider the extension of Whitetail Run through to Pioneer Road or STH '164, or terminate Whitetail Run in a cul-de-sac.

If the Village is in agreement with the proposed land division we will need additional information to evaluate the proposed CSM such as:
- Topographic information to determine the amount of area above the 100 Year Flood Elevation.
- A wetland delineation.

Please contact me at our Cedarburg office (phone 262-204-2341) if you require any additional information or if you have any questions.

Sincerely,

CEDAR CORPORATION

Ron Dalton, P.E.
Director/Office Manager

cc: Donald J. Thoma, R.L.S., Accurate Surveying & Engineering LLP, via email
7d

& 7e
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

| SUBJECT: | Two-Lot and One Out-Lot CSM for Steven Schmidt (Tax Key: V10_008800D) and One-Lot CSM for Kenneth Schmidt (Tax Key: V10_008800C) |
| DATE SUBMITTED: | November 9, 2018 |
| SUBMITTED BY: | Jim Healy, Village Administrator |

**POLICY QUESTION:** DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION TO APPROVE THE PROPOSED CERTIFIED SURVEY MAPS (CSMS) FOR BOTH STEVEN SCHMIDT AND KENNETH SCHMIDT?

**ISSUE SUMMARY:**

Since the Village has been working with Mr. Steven Schmidt for close to a year on his proposed land division and rezoning, I will not summarize the series of past events regarding concept reviews, recommended rezoning petitions, and discussions this Body has had regarding proposed layouts and designs. What I will discuss is what has happened since the last action by the Plan Commission at their meeting in October:

- The Village received correspondence from the Wisconsin DOT, pursuant to the request from the Plan Commission, that they have denied several times a request for a second access off of STH 164.
- Village Staff contacted Mr. Schmidt regarding the misinformation he has provided the Village regarding the access to the properties on STH 164.
- Mr. Schmidt proposed a shared driveway to the Village Staff and he was informed the Village generally is not in favor of shared driveways, particularly when they are only for the purpose of economic gain.
- Mr. Schmidt was advised to yet again change his survey to reflect the recent communication from the Wisconsin DOT. Meaning, instead of two (2) properties off of STH 164, he has combined them in favor of a single parcel.
- The Village Board was advised of the situation and at their October meeting voted to table the proposed rezoning until a proposed CSM was submitted that was consistent with the recommendation of Staff and the Wisconsin DOT.
- The right-of-way dedication for a temporary T-turnaround on Whitetail Run is consistent with our Village Code. There is no need for any easement outside

**Steven Schmidt CSM**

Consultant Planner Tim Schwecke’s Comments:

- A revision date must be included on all of the sheets (missing on Sheet 3) and must be consistent on all of the sheets (i.e.: 9-24-2018 on Sheet 2 and October 18, 2018 on Sheet 1).
- A building envelope should be shown on Lot 1 that would be located on the north side of the 100-year FEMA Floodplain.
- Along those same lines, I would recommend as single building envelope on Lot 2.
- There should be a notation related to Out-Lot 1, generally as follows: “Out Lot 1 was created for the purpose of conformity the Village’s Lot Design regulations and may not be further subdivided or developed in any manner. Out Lot 1 shall be considered a part of Lot 1 for the purposes of ownership and neither parcel shall be sold independently of one another.
- Soil boring and testing date for both lots shall be provided to verify that there is a location suitable for a septic system.
- The surveyor should include all notations as required by TRANS 233, Wis. Stats.
VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Two-Lot and One Out-Lot CSM for Steven Schmidt (Tax Key: V10_008800D) and One-Lot CSM for Kenneth Schmidt (Tax Key: V10_008800C)

DATE SUBMITTED: November 9, 2018
SUBMITTED BY: Jim Healy, Village Administrator

Village Engineer Ron Dalton's Comments:

I am in agreement with Tim's comments. My understanding is that a lot line adjustment is taking place for the common lot line between Kenneth and Steven Schmidt. If the Village approves the CSM, it should be contingent on receiving the recorded lot line adjustment. — dated October 24, 2018

Kenneth Schmidt CSM

- The proposed parcel is 38,997 acres. The subject property is zoned A-1, Exclusive Agricultural District. Minimum acreage in this District is 35 acres.
- This parcel does not have access to STH 164 per the Wisconsin DOT. Its only access is from Pioneer Road.
- All necessary right-of-way dedications have been made.

Our Village Engineer, Ron Dalton has reviewed the CSM and his only comment is as follows:

"We have reviewed the One-Lot CSM for the Kenneth Schmidt property. Our only comments are references to the proposed lots to the south should be revised to reflect the most current version that was prepared after communication from WisDOT regarding access restrictions and the Village approval should be contingent upon completion of the lot line adjustment of the common line between Steven and Kenneth Schmidt's parcels." — dated October 24, 2018

At the Plan Commission meeting on November 1, 2018, the Plan Commission recommended approval on both CSMs with the motion prepared below. You will see on the attached redlined CSMs prepared by Village Engineer Ron Dalton that there are several administrative changes being requested. These changes are also incorporated into the motion prepared for your consideration tonight. Based on the comments from the Village's professional consultants and the Plan Commission, Staff believes the Village Board is in a position to approve of each of the proposed CSMs.

FISCAL IMPACT:

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): Creation of Lots and Out Lot
Residual or Support/Overhead/Fringe Costs: Administrative

ATTACHMENTS:
1. Email dated October 17, 2018 from Wisconsin DOT Access Management Coordinator Sue Voight
2. Letter dated September 19, 2018 from Village Engineer Ron Dalton
3. Village Engineer comments with Redline on Steven Schmidt CSM
4. Village Engineer comments with Redline on Kenneth Schmidt CSM

REVIEWED BY: Village Deputy Treasurer
STAFF RECOMMENDATION:

Steven Schmidt CSM:

Motion to approve the Two-Lot and One Out-Lot Certified Survey Map (CSM) for the property indicated by Tax Key: V10_008800D 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.

Kenneth Schmidt CSM:

Motion to approve the One-Lot Certified Survey Map (CSM) for the property indicated by Tax Key: V10_008800C 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.
Steve,

As a follow-up to our phone conversation:

Certified Survey Map (CSM) 5572, (attached), which was approved and recorded in 2002, allows 1 access point to Lot 2 of said map, no other access is allowed to STH 164 from the lots of this CSM.

In January of 2018 Accurate Surveying proposed a CSM to re-divide the property, requesting a driveway permit for 1 shared driveway to STH 164. WisDOT’s response was: 1 shared access point would be allowed.

In April of 2018 Don Thoma (Accurate Surveying) requests additional access to allow a driveway to lot #4 of Concept Plan (attached).

WisDOT’s response was: There is 1 access point allowed to the frontage of CSM 5572, all lots of any proposed land division of CSM 5572 would need to gain access via the one available AP (access point).

WisDOT works with the Village of Richfield in regard to development along our highways. WisDOT does not have jurisdiction on the number of lots or residents that would be allowed on a residents driveway, that falls to the Village of Richfield, we do however have jurisdiction as to how many driveways will be allowed on the State Trunk Highway and at what location.

The Village of Richfield will follow their rules and regulations as to the approval of a new CSM but, it is my understanding that a lot without legal access rights cannot be created.

In May of 2018 Kevin Koehnke (WisDOT permit coordinator) sends driveway application form to Linda Schmidt. No form has been submitted to WisDOT, as of this writing.

As I have explained, creating a new CSM does not release the restriction that were placed on the previous CSM, §236.293 as such the access restrictions must be shown on the proposed CSM. The notes placed on the latest proposed CSM (attached) “1 access point 500’ apart per DOT approval” must be removed from the proposed CSM.

WisDOT will allow 1 driveway to STH 164 from CSM 5572 lot 2, when the revised CSM is approved by the Village and recorded you can send your driveway application to:

Sue King  
WisDOT Permit Coordinator  262 548-6713  
Susan.king@dot.wi.gov

Please let me know if there is anything else you need prior to the permit.
Susan Voight
SE Region Access Management Coordinator

susan.voight@dot.wi.gov
262 548-8788
September 19, 2018

Mr. James Healy, Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, Wisconsin 53033

RE: 2 Certified Survey Maps (CSMs) and a Rezoning Map, At Steven Schmidt and Kenneth Schmidt Properties

Dear Mr. Healy,

We have completed our review of the two Certified Survey Maps and a Rezoning Map received on September 17, 2018. The CSMs and Rezoning Map were prepared by Accurate Surveying & Engineering LLP, Donald J. Thoma, R.L.S. We have the following comments and recommendations:

Certified Survey Map which amends the common line between Lot 1 & 2 of CSM No. 5572:

- Amend the title to reference a re-division of CSM No. 5572.
- Will this CSM need to be recorded prior to the division of the new Lot 2?
- Should Steven Schmidt be included as an Owner/Subdivider?
- Is a Content of Corporate Mortgage required for this re-division?
- Show the overall acreage and square ft. for Lot 2.

Certified Survey Map which will divide Lot 2:

- This CSM will need to make reference to the new CSM which amends the common lot line of CSM No. 5572.
- Verify that more than 25,000 S.F. of area is at least 2 feet above the 100 Year Flood Elevation.

Please see the enclosure for illustration of the above comments.

Submitted data has been reviewed for conformance with generally accepted surveying practices and Village policies. Although this data has been reviewed, the surveyor is responsible for the thoroughness and accuracy of survey and supplemental data and for compliance with all state and local codes, ordinances, and procedures. Modification to the survey, etc. may be required should errors or changed conditions be found at a future date.

Cedarburg  |  Green Bay  |  Madison  |  Menomonie
Please contact me at our Cedarburg office (phone 262-204-2341) if you require any additional information or if you have any questions.

Sincerely,

CEDAR CORPORATION

Ron Dalton, P.E.
Director/Office Manager

RD/cv

Enclosure(s): As Noted

cc: Donald J. Thoma, R.L.S., Accurate Surveying & Engineering LLP, w/encl., via email
Washington County Certified Survey Map
Part of Lot One (1) and part of Lot Two (2) of Certified Survey Map No. 6672, as recorded in Volume 49 of Certified Survey Maps on pages 86-91, as Document No. 559989, being part of the NE Fractional 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4 all in Section 5, Township 9 North, Range 19 East, Town of Richfield, Washington County, Wisconsin.

North Quarter corner Sec. 5-9-19 conc.mon./brass cap found

South Quarter corner Sec. 5-9-19 conc.mon./brass cap found

Surveyor
Donald J. Thoma
Accurate Surveying & Engineering LLP.
2911 Wildlife Lane
Richfield, WI 53076

Beadings are referenced to the Wisconsin Coordinate Grid System, South Zone. The south line of the SE 1/4 of Sec. 32-10-19 is 8593.07' W.

The flood plain boundary was traced from FIRM Map No. 3513100446, dated 11-11-2019.

(r.a.) means "recorded as"
P.O.B. - Point of Beginning
- indicates a 1.3" od x 18" iron pipe weighing 1.65 lbs/ft.
- indicates a 1.3" od iron pipe found unless noted.
- indicates no access.
- indicates soil boring.

4.3-4.6 - 3" iron sprinkler cap found

Lot 1 CSM No. 6672
10.744 Acres
467,988 Sq. Ft.

Lot 2 CSM No. 6673
10.829 Acres
471,711 Sq. Ft.

Lot 3 CSM No. 6674
17.243 Acres
751,092 Sq. Ft.

Outlot 1
5.827 Acres
253,833 Sq. Ft.

Lot 1
10.744 Acres
467,988 Sq. Ft.

Lot 2
10.829 Acres
471,711 Sq. Ft.

Lot 3
17.243 Acres
751,092 Sq. Ft.

Lot 1 CSM No. 4446

Lot 2 CSM No. 6672

Lot 3 CSM No. 6673

Outlot 1 CSM No. 6674

Lot 1
10.744 Acres
467,988 Sq. Ft.

Lot 2
10.829 Acres
471,711 Sq. Ft.

Lot 3
17.243 Acres
751,092 Sq. Ft.

Outlot 1
5.827 Acres
253,833 Sq. Ft.

Lot 1
10.744 Acres
467,988 Sq. Ft.

Lot 2
10.829 Acres
471,711 Sq. Ft.

Lot 3
17.243 Acres
751,092 Sq. Ft.

Outlot 1
5.827 Acres
253,833 Sq. Ft.

Lot 1
10.744 Acres
467,988 Sq. Ft.

Lot 2
10.829 Acres
471,711 Sq. Ft.

Lot 3
17.243 Acres
751,092 Sq. Ft.

Outlot 1
5.827 Acres
253,833 Sq. Ft.
Temporary Turn-a-round Detail:

This 33'x51' easement is for the construction of an asphalt roadway that is temporary turn-a-round for vehicles and will automatically terminate when Whitetail Run is extended and approved by the Village of Richfield.

Lot 1

Surveyor’s Certificate:

I, Donald J. Thoma, Professional Land Surveyor, hereby certify that by the direction of Steven K. Schmidt, I have surveyed, divided, and mapped the land shown and described herein, pursuant to Lot One (1) and part of Lot Two (2) of Certified Survey Map No. 5692 as recorded in Volume 40 of Certified Survey Maps on pages 99-106, as Document No. 990806, being part of the NE Fractional 1/4 of the NE 1/4 and part of the NE Fractional 1/4 of the NE 1/4 of Section 6, Township 9 North, Range 19 East, Town of Richfield, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the East quarter corner of said Section 9; thence S 88°16'15" W, along the south line of said NE 1/4, 46.01 feet, to a point in the westerly right-of-way line of S.T.H. “164” being the point of beginning of lands herein described; thence continuing S 88°16'15" W, along said south line of the NE 1/4, 127.21 feet, to the southwest corner of said Lot 2 of Certified Survey Map No. 5692; thence N 00°00'29" W, along the west line of the E 1/2 of said NE 1/4, 1083.16 feet, to a point in the north right-of-way line of Whitetail Run; thence N 89°49'01" E, along the easterly extension of said north right-of-way line of Whitetail Run, 70.00 feet; thence N 00°10'59" W, at right angles, 65.00 feet; thence S 88°25'28" E, 461.24 feet; thence N 89°49'01" E, 628.22 feet, to a point in said westerly right-of-way line of S.T.H. “164”; thence S 00°07'34" E, along said westerly right-of-way line, 980.47 feet; thence S 01°18'22" W, continuing along said westerly right-of-way line, 200.00 feet; thence S 27°59'40" E, continuing along said westerly right-of-way line, 42.70 feet, to the point of beginning.

Containing 44.749 acres (1,949,254 square feet) more or less.

I further certify that I have fully complied with the provisions of sec. 230.34 of Wisconsin Statutes and the Village of Richfield 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 15th day of September, 2018.

Donald J. Thoma, S-2470

DONALD J. THOMA
S-2470
RICHFIELD, WI
Washington County Certified Survey Map

Owner's Certificate:
As owners, we hereby certify that we caused the land shown and described 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:

Village of Richfield Village Board

STATE OF WISCONSIN)
WASHINGTON COUNTY)

Personally came before me this day of ___________, 20__, 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 ____________

Village of Richfield Village Board Approval:
This land division is hereby approved and hereby accepted by the Village of Richfield Village Board this day of ___________, 20__.

John Jeffords - Village President
Jim Healy - Village Administrator/Clerk

Consent of Corporate Mortgagee:

IN WITNESS WHEREOF, the said ______________________, has caused these presents to be signed by ______________________, its Senior Vice President, and countersigned by ______________________, its Assistant(cashier), at ________________ Wisconsin.

In the presence of:

Corporate Name

Senior Vice President ____________ 
Assistant or Cashier ____________ Date ____________

STATE OF WISCONSIN)
WASHINGTON COUNTY)

Personally came before me this day of ___________, 20__, the above named corporate, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of Steven K. Schmidt and Linda M. Schmidt, owners.

My commission expires ____________

Dated this __________ day of __________, 20__.

Donald J. Thoma, S-2470
Richfield, WI
Washington County Certified Survey Map

Part of Lot One (1) and part of Lot Two (2) of Certified Survey Map No. 5572 as recorded in Volume 40 of Certified Survey Maps on pages 95-97, as Document No. 554309, being part of the NE Fractional 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4 all in Section 5, Township 5 North, Range 10 East, Town of Richfield, Washington County, Wisconsin.

Lot 1 
38.997 Acres 
1,698,709 Sq. Ft.

Lot 2 
28.072 Acres 
1,222,609 Sq. Ft.

Outlot 1 
5.827 Acres 
253,833 Sq. Ft.

This Instrument was drafted by Donald J. Thoma, S-2470, Surveyor.

S. H. "164"
Washington County Certified Survey Map

Part of Lot One (1) and part of Lot Two (2) of Certified Survey Map No. 5572 as recorded in Volume 40 of Certified Survey Maps on pages 95-97, as Document No. 968308, being part of the NE Fractional 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4 all in Section 5, Township 9 North, Range 19 East, Town of Richfield, Washington County, Wisconsin.

Location Sketch

Surveyor's Certificate:

I, Donald J. Thoms, Professional Land Surveyor, hereby certify that by the direction of Steven K. Schmidt, I have surveyed, divided, and mapped the land shown and described herein, Part of Lot One (1) and part of Lot Two (2) of Certified Survey Map No. 5572 as recorded in Volume 40 of Certified Survey Maps on pages 95-97, as Document No. 968308, being part of the NE Fractional 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4 all in Section 5, Township 9 North, Range 19 East, Town of Richfield, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the East quarter corner of said Section 5; thence S 86°18'15" W, along the south line of said NE 1/4, 1271.21 feet, to the southwest corner of said Lot 2 of Certified Survey Map No. 5572; thence N 0°10'56" W, along the west line of the E 1/2 of said NE 1/4, 1989.23 feet, to a point in the north right-of-way line of Whitetail Run; thence N 89°49'01" E, along the easterly extension of said north right-of-way line of Whitetail Run, 71.00 feet; thence S 0°10'59" E, at right angles, 90.00 feet; thence S 48°25'38" E, 451.24 feet; thence N 89°49'01" E, 823.22 feet, to a point in said westerly right-of-way line of S.T.H. *64*; thence N 0°07'34" E, along said westerly right-of-way line, 595.47 feet; thence S 01°18'22" W, continuing along said westerly right-of-way line, 200.06 feet; thence S 0°07'34" E, continuing along said westerly right-of-way line, 71.00 feet; thence S 27°09'40" E, continuing along said westerly right-of-way line, 42.79 feet, to the point of beginning.

Containing 44,749 acres (1,949,254 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 Village of Richfield 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 24th day of December, 2018.

[Signature]

Donald J. Thoms, P.L.S.

RICHFIELD, WI
Sheet 3 of 3

Washington County Certified Survey Map

Part of Lot One (1) and part of Lot Two (2) of Certified Survey Map No. 5572 as recorded in Volume 40 of Certified Survey Maps on pages 95-97, as Document No. 968308, being part of the NE Fractional 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4 all in Section 5, Township 9 North, Range 19 East, Town of Richfield, Washington County, Wisconsin.

Owner's Certificate:

As owners, we hereby certify that we caused the land shown and described 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:

Village of Richfield Village Board

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ___ day of ___, 20___, 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 _______________________.

Village of Richfield Village Board Approval:

This land division is hereby approved and hereby accepted by the Village of Richfield Village Board this ___ day of ___, 20____.

John Jeffords - Village President
Jim Healy - Village Administrator/Clerk

Consent of Corporate Mortgagee:

________________________, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of Steven K. Schmidt and Linda M. Schmidt, owners.

IN WITNESS WHEREOF, the said ________________________, Senior Vice President, and ______________________, Assistant or Cashier, at ______________________, Wisconsin.

In the presence of: ______________________

Corporate Name

Senior Vice President
Assistant or Cashier
Date

STATE OF WISCONSIN)
WASHINGTON COUNTY)s.s.

Personally came before me this ___ day of ___, 20___.

________________________, Senior Vice President, and ______________________, Assistant or 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 Senior Vice President and Assistant or 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 _______________________.

Dated this ___ day of ___, 20____.
We are making the assumption this will be a re-division of CSM 5572, and will be recorded prior to the division of Lot 2.
Temporary Turn-a-round Detail:

This 33'51" easement is for the construction of an asphalt roadway that is temporary turn-a-round for vehicles and will automatically terminate when Whitetail Run is extended and approved by the Village of Richfield.

Lot 1

Surveyor's Certificate:

I, Donald J. Thoma, Professional Land Surveyor, hereby certify that by the direction of Kenneth Schmidt, I have surveyed, divided, and mapped the land shown and described herein, Part of Lot One (1) and part of Lot Two (2) of Certified Survey Map No. 5572 as recorded in Volume 40 of Certified Survey Maps on pages 95-97, as Document No. 983908, being part of the NE Fractional 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4 all in Section 5, Township 9 North, Range 19 East, Town of Richfield, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the East quarter corner of said Section 5; thence N 00°07'34" W. along the east line of said NE 1/4, 2927.65 feet, to a concrete monument with a brass cap marking the Northeast corner of said Section 5; thence S 89°12'18" W, along the north line of said Section 5, 89.74 feet; thence S 01°10'44" E, 40.00 feet, to a 1.3 inch od iron pipe found marking the northeast corner of said Lot 1 of Certified Survey Map No. 5572 and a point in the west line right-of-way line of S.T.H. "164" being the point of beginning of lands herein described; thence S 34°23"39" E, along said westerly right-of-way line of S.T.H. "164", 87.27 feet; thence S 02°09'05" W, continuing along said westerly right-of-way line, 397.01 feet; thence S 00°45'21" W, continuing along said westerly right-of-way line, 325.01 feet; thence S 00°07'34" W, continuing along said westerly right-of-way line, 828.19 feet; thence S 89°12'18" W, 828.22 feet; thence N 45°23'38" W, 431.26 feet, to a point in the westerly extension of the south right-of-way line of Whitetail Run; thence N 00°12'03" W, parallel with the west line of the E 1/2 of said NE 1/4, 66.00 feet, to a point in the westerly extension of the north right-of-way line of said Whitetail Run; thence S 89°12'18" W, at right angles and along said westerly extension, 70.00 feet, to a point in said east line of the E 1/2 of the NE 1/4; thence N 00°12'03" W, along said west line of the E 1/2 of the NE 1/4, 1019.97 feet, to the northwest corner of said Lot 1, and a point in the north right-of-way line of Pioneer Road, 1229.71 feet, to the point of beginning.

Containing 38.997 acres (1,646,039 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 Village of Richfield 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 18th day of September, 2018.

Donald J. Thoma, RPLS

Washington County Certified Survey Map

Sheet 2 of 3
Washington County Certified Survey Map

Part of Lot 541 and part of Lot 542 of Certified Survey Map No. 5972 as recorded in Volume 40 of Certified Survey Maps on pages 88-89, as Document No. 968308, being part of the NE Fractional 1/4 of the NE 1/4 and part of the SE 1/4 of the SE 1/4 all in Section 5, Township 9 North, Range 19 East, Town of Richfield, Washington County, Wisconsin.

Owner's Certificate:

As owners, we hereby certify that we caused the land shown and described 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:

Village of Richfield Village Board

Kenneth Schmidt - Owner
Elaine Schmidt - Owner

STATE OF WISCONSIN
WASHINGTON COUNTY

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

Village of Richfield Village Board Approval:

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

Village Board this day of , 201.

John Jeffords - Village President
Jim Healy - Village Administrator/Clerk

This Instrument was drafted by Donald J. Thoms, S-2470

Dated this day of , 2018.
VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Three-Lot CSM for the Germantown School District (Tax Keys: V10_0914 and V10_138600A) and Ralmar Properties, LLC (Tax Key: V10_138600Z)

DATE SUBMITTED: November 9, 2018
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION FOR THE PROPOSED CERTIFIED SURVEY MAP?

ISSUE SUMMARY:

The purpose of the proposed CSM was to create a parcel on the south side of Willow Creek Road for the purposes of installing a septic system. Septic systems are permitted and approved by the Washington County Sanitarian without review from the Village of Richfield’s Building Inspection Department. From speaking with the Washington County Sanitarian, there would have been nothing prohibiting the Germantown School District from installing the septic system on their property on the north side of Willow Creek Road. However, a policy decision was made that it was not in the best interests of the District to do so. The properties on the southside of Willow Creek Road are zoned Rs-2, Single Family Residential District. Lot 1 is zoned I-1, Institutional District. Lot 1 is the site of Amy Belle School.

As a part of this process, the depicted Lot 2 was created without authorization of the Village Board. Its legal description was filed at the Washington County Register of Deeds via a quit claim deed. Ergo, the reason the CSM the Village Board is considering tonight is three (3) tax keys. Ordinarily, a newly created parcel would not have a tax key assigned to it at this stage in the process. Working with the Germantown School District, it was learned the parcel was created because the District and Ralmar Properties each owned to the centerline of Willow Creek Road. However, the Village takes the position that Wisconsin State Statutes state new lots cannot be created without a Certified Survey Map which has been reviewed and approved by the governing municipality.

Immediately upon the Village giving notice to the Germantown School District of the potential misinterpretation of Wisconsin State Statutes, a survey was prepared. The prepared Three-Lot Certified Survey Map (CSM) prepared by Deborah Fenney of TRIO Engineering, LLC with a revision date of September 20, 2018 is being submitted tonight for your review. The CSM was previously submitted to our Village Engineer on August 17, 2018. The contents of the August 23, 2018 letter have been addressed to the satisfaction of Village Staff.

Of interest are the following facts regarding the CSM:

- The Village does not allow “new” parcels to be zoned Rs-2, Single Family District. However, because this property presently exists a subdivision of the land was permissible.
- On Colgate Road on the western boundary of Lot 1, there is a 24.75’ right-of-way which was historically exists and still exists today. It was the determination of the Village’s Public Works Supervisor that the Village would not need the full 33’ right-of-way dedication in this instance as all of the appropriate drainage occurs within our existing right-of-way.
- The full 33’ was dedicated to the Village on Willow Creek Road for the parcels involved in the CSM.
- The utilities have been appropriately capped.
- The Three-Lot CSM creates lots which exceed minimum standards for net acreage and the building on Lot 1 complies with the Village’s setback regulations.

In sum, the Three-Lot CSM creates two (2) parcels for the benefit of the Germantown School District and re-surveys the resultant Lot 3 for the benefit of Ralmar Properties, LLC. While not a part of the petition tonight, if the Germantown
VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Three-Lot CSM for the Germantown School District (Tax Keys: V10_0914 and V10_138600A) and Ralmar Properties, LLC (Tax Key: V10_138600Z)

DATE SUBMITTED: November 9, 2018
SUBMITTED BY: Jim Healy, Village Administrator

School District desires to install an open-air pavilion on Lot 2 of the proposed CSM for the purposes of an outdoor classroom, the property will need to be appropriately rezoned.

The Plan Commission at their meeting on November 1st had considerable discussion regarding the working relationships between our governmental entities, the County, School District and the Village. At the end of the discussion, a motion was made recommending approval to the Village Board.

FISCAL IMPACT:

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

ATTACHMENTS:
1. Letter dated August 23, 2018 from Village Engineer Ron Dalton
2. Revised CSM prepared by Deborah Fenney dated September 20, 2018

STAFF RECOMMENDATION:

Motion to approve the Three-Lot Certified Survey Map (CSM) for the properties indicated by Tax Key: V10_0914, V10_138600A and V10_138600Z 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 CLERK USE ONLY
BOARD ACTION TAKEN

120
VILLAGE OF RICHFIELD
VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Three-Lot CSM for the Germantown School District (Tax Keys: V10_0914 and V10_138600A) and Ralmar Properties, LLC (Tax Key: V10_138600Z)

DATE SUBMITTED: November 9, 2018
SUBMITTED BY: Jim Healy, Village Administrator

<table>
<thead>
<tr>
<th>Resolution No.</th>
<th>Ordinance No.</th>
<th>Approved</th>
<th>Other</th>
<th>Continued To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referred To:</th>
<th>Denied</th>
<th>File No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
August 23, 2018

Mr. James Healy, Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, Wisconsin 53033

RE: Amy Belle Elementary School Certified Survey Map (CSM) Review

Dear Mr. Healy,

We have completed our review of the above referenced Certified Survey Map (CSM) received on August 17, 2018. The CSM was prepared by Deborah L. Fenney, P.L.S., with Trio Engineering, LLC.

We have the following comments and recommendations:

Sheets 1 and 2:
- Provide minimum setback lines.

Sheet 2:
- Provide a measurement between the proposed lot lines and the out building.

Sheet 6:
- Remove “Village of Richfield Plan Commission” from Owner’s Certificates; the Plan Commission is advisory only.

General Comments:
- The existing school building encroaches upon the 40-foot setback line for Colgate Road.
- An existing small out building straddles the south line of Lot 2.
- An existing out building approximately 25’ x 50’ encroaches upon the rear and side yard setbacks of Lot 2.
- Will the well on Lot 2 be abandoned?

Please see the enclosure for illustration of the above comments.

Submitted data has been reviewed for conformance with generally accepted surveying practices and Village policies. Although this data has been reviewed, the surveyor is responsible for the thoroughness and accuracy of survey and supplemental data and for compliance with all state and local codes, ordinances, and procedures. Modification to the survey, etc. may be required should errors or changed conditions be found at a future date.
Please contact me at our Cedarburg office (phone 262-204-2341) if you require any additional information or if you have any questions.

Sincerely,

CEDAR CORPORATION

Ron Dalton, P.E.
Director/Office Manager

RD/cp

Enclosure(s): As Noted

cc: Deborah L. Fenney, P.L.S., with Trio Engineering, LLC (via email)
CERTIFIED SURVEY MAP NO.


OVERALL DETAIL SHEET

NOTES:

- ALL BEARINGS ARE REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORD. SYSTEM, SOUTH ZONE (NAD-27), IN WHICH THE SOUTH LINE OF THE S.W. 1/4 OF SECTION 23, TOWN 9 NORTH, RANGE 19 EAST, BEARS
  N89°54'51"E.
- ALL TELEPHONE LINES, ELECTRIC LINES, CABLE TELEVISION LINES, TELECOMMUNICATIONS LINES, AND OTHER SIMILAR UTILITY SERVICES SHALL BE PLACED UNDERGROUND UNLESS THE APPLICANT OR UTILITY CAN DEMONSTRATE THAT UNDERGROUNDING IS NOT FEASIBLE.

OWNER (LOT 1 & 2):
GERMANTOWN SCHOOL DISTRICT
N104 W13840 DONOS DAYE ROAD
GERMANTOWN, WI 53022

OWNER (LOT 3):
RALPH PROPERTIES, LLC
415 COLGATE ROAD
COLGATE, WI 53017

PREPARED BY:
TRIO ENGINEERING, LLC
12660 W. NORTH AVE.,
BLDG. "D"
BROOKFIELD, WI 53005
PHONE: 262-790-1460

LEGEND:

- INDICATES Section Corner (See Plan for Details)
- INDICATES "Set" 0.750" O.D. X 18" long reinforcing bar weighing 1.502 lbs. per linear foot.
- INDICATES "Found" 1" iron pipe, unless noted otherwise.

Village ordinance requires that minimum setback lines be shown on the CSM.
Village ordinance requires that minimum setback lines be shown on the CSM.

CERTIFIED SURVEY MAP NO.

UNFIATTED LANDS UPTPLAITEC 54535 F, S 1.0 33.00 NBT54 .51 - E S89•54'51'W 	 1 641.80 (574.80) S 1.1NE S.W. 1/4. SEC 25-9-79. N89'54 .51`E 	 1209.98 (2645.95) 648.18 669.98.

LOT 1
331,766 S.F.
7.6163 A. N.
EXISTING BRICK BUILDING
(AMP BELLE ELEMENTARY SCHOOL)
CONC COVER

LOT 2
149,981 S.F.
3.4431 A. N.
COLGATE ROAD & WILLOW CREEK ROAD
DEDICATED TO THE PUBLIC FOR STREET PURPOSES 1/8.441 S.F. (2.8731 AC.)
CONC COVER & VENT
SEPTIC TANK COVER

LOT 3
1,436,486 S.F.
32.9772 A. N.
BARN FOUNDATION REMNANTS
CONC COVER & WATER PUMP

NORTH SCALE:1"=120'

DRAFTED THIS 17TH DAY OF AUGUST, 2018 JOB NO. 18-014-986-01
THIS INSTRUMENT WAS DRAFTED BY DEBORAH L FENNEY, S-2132
SHEET 2 OF 6
CERTIFIED SURVEY MAP NO.


SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN

COUNTY OF WASHINGTON

I, Deborah L. Fenney, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped a part of the Southwest 1/4 of the Southwest 1/4 of Section 25 and part of the West half of the Northwest 1/4 of Section 36, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the Southwest corner of said Section 25; said point being the place of beginning of lands hereinafter described;

Thence North 00°58'45" West and along the West line of the said Southwest 1/4 Section and the Centerline of "Colgate Road", 550.00 feet to a point; Thence North 89°54'11" East and parallel to the South line of the said Southwest 1/4 Section, 674.80 feet to a point; Thence South 00°68'45" East and parallel to the said West line of the said Southwest 1/4 Section, 550.00 feet to a point on the said South line of the said Southwest 1/4 Section and the Centerline of "Willow Creek Road"; Thence North 89°54'11" East and along the said South line of the said Southwest 1/4 Section and said Centerline, 648.18 feet to a point; Thence South 01°00'34" East and along the West line of Lot 1 of Certified Survey Map No. 3163 and then the West line of "Willowgate Addition No. 1" (A Subdivision Plat of Record), 1454.07 feet to a point; Thence North 77°59'00" West and along the North line of Lot 2 of Certified Survey Map No. 2506, 417.31 feet to a point; Thence North 64°54'00" West and along the North line of Lot 1 of said Certified Survey Map No. 2506, 495.46 feet to a point; Thence South 63°03'55" West and along the said South line of said Lot 1, 157.40 feet to a point on the Northeast Right-of-Way line of "Crosswind Court"; Thence Northnorthwesterly 369.00 feet along the said Northeast Right-of-Way line and the arc of a curve, whose center lies to the Southwest, whose radius is 330.00 feet, whose central angle is 64°04'00", and whose chord bears North 58°59'05" West, 350.07 feet to a point of tangency; Thence South 88°59'55" West, 35.00 feet to a point on the West line of the said Northwest 1/4 Section and the Centerline of said "Colgate Road"; Thence North 01°00'05" West and along the said West line of the said Northwest 1/4 Section and said Centerline, 1047.03 feet to the point of beginning of this description.

The Gross area of said Parcel contains 2,034,674 Square Feet (or 46.7097 Acres) of land, more or less. The Net area of said Parcel after the road dedications of "Colgate Road" and "Willow Creek Road" contains 1,918,233 Square Feet (or 44.0366 Acres) of land, more or less.

That I have surveyed, land consolidation and map by the direction of GERMANTOWN SCHOOL DISTRICT (Lots 1 and 2) and RALMAR PROPERTIES (Lot 3), owners of said lands.

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

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Richfield in surveying, dividing and mapping the same.

Dated this __________ day of ______________, 20__.

Deborah L. Fenney, P.L.S.
Professional Land Surveyor, S-2132
TRIO ENGINEERING, LLC
12650 West North Ave. Bldg. D
Brookfield, WI 53005
Phone: (262)790-1480 Fax: (262)790-1481

Drafted this 17th Day of AUGUST, 2018

THIS INSTRUMENT WAS DRAFTED BY DEBORAH L. FENNEY, S-2132
Job. No. 18-014-986-01
Sheet 3 of 6
CERTIFIED SURVEY MAP NO.
WEST HALF OF THE NORTHWEST 1/4 OF SECTION 36, TOWN 9 NORTH, RANGE 19 EAST, IN THE
VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE OF DEDICATION:

GERMANTOWN SCHOOL DISTRICT, a Quasi-Municipal Corporation, duly organized and existing under and by
virtue of the laws of the State of Wisconsin, as owner of Lots 1 and 2, 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 in
accordance with the provisions of Chapter 236 of the Wisconsin Statutes and the ordinances of the Village of
Richfield, this ____ day of __________, 20____.

GERMANTOWN SCHOOL DISTRICT

Bob Soderberg, School Board President

STATE OF WISCONSIN )
COUNTY OF WASHINGTON )

Personally came before me this ___ day of __________, 20____, Bob Soderberg, School Board President
of the above named Corporation, to me known to be the person who executed the foregoing instrument, and to me
known to be the School Board President of said Corporation, and acknowledged that he executed the foregoing
instrument as such officer as the deed of said Corporation, by its authority.

Print Name: ____________________________  Notary Public, County, WI
My commission expires: ____________________

Drafted this 17th Day of AUGUST, 2018  Job. No. 18-014-986-01
THIS INSTRUMENT WAS DRAFTED BY DEBORAH L. FENNEY, S-2132  SHEET 4 OF 6
CERTIFIED SURVEY MAP NO.
WEST HALF OF THE NORTHWEST 1/4 OF SECTION 36, TOWN 9 NORTH, RANGE 19 EAST, IN THE
VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE OF DEDICATION:
RALMAR PROPERTIES, LLC, a Limited Liability Company duly organized and existing under and by virtue of the laws
of the State of Wisconsin, as owner of Lot 3, does hereby certify that said Limited Liability Company has caused the land
described on this map to be surveyed, divided, mapped and dedicated as represented on this map in accordance with the
provisions of Chapter 236 of the Wisconsin Statutes and the Subdivision Regulations of the Village of Richfield,
this __ day of __, 20__.

RALMAR PROPERTIES, LLC

STATE OF WISCONSIN
COUNTY OF

Personally came before me this __ day of __, 20__, of the above named Limited Liability Company, to me known to be the person who executed the foregoing instrument, and to me known to be the __ of said Limited Liability Company, and acknowledged that he executed the foregoing instrument as such officer as the deed of said Corporation, by its authority.

Print Name:
Notary Public, County, WI
My commission expires:

CONSENT OF CORPORATE MORTGAGEE:
____________________, a Corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin,
mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedicating of the land
described on this Certified Survey Map, and does hereby consent to the above certificate of __ owner,
this __ day of __, 20__.

____________________

STATE OF WISCONSIN
COUNTY OF

Personally came before me this __ day of __, 20__, of the above named Corporation, to me known to be the person who executed the foregoing instrument, and to me known to be the __ of said Corporation, and acknowledged that she executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

Print Name:
Notary Public, County, WI
My commission expires:

Drafted this 17th Day of AUGUST, 2018
Job No. 18-014-986-01
This instrument was drafted by Deborah L. Fenney, S-2132
Sheet 5 of 6
CERTIFIED SURVEY MAP NO.


VILLAGE OF RICHFIELD PLANNING COMMISSION APPROVAL:

This Certified Survey Map is hereby approved by the Planning Commission of the Village of Richfield on this ___ day of __________, 20___.

James Otto, Chairman

Date:

Donna Cox, Secretary

Date:

VILLAGE OF RICHFIELD BOARD APPROVAL:

This Certified Survey Map is hereby approved by the Village Board of the Village of Richfield on this ___ day of __________, 20___.

John Jeffords, Village President

Date:

Donna Cox, Deputy Clerk

Date:

Drafted this 17th Day of AUGUST, 2018

THIS INSTRUMENT WAS DRAFTED BY DEBORAH L. FENNEY, S-2132

Job. No. 18-014-986-01

SHEET 6 OF 6
CERTIFIED SURVEY MAP NO.


NOTES:
* (S89'05'E) DENOTES "RECORDED AS"

LOT 1
NET: 341,364 S.F.
7.8373 Ac.

LOT 2
NET: 148,961 S.F.
3.4431 Ac.

LOT 3
NET: 1,436,486 S.F.
32.9772 Ac.

SCALE: 1" = 120'

LEGEND:
- INDICATES Section Corner (See Plan for Details)
- INDICATES "Set" 0.750" O.D. X 18" long reinforcing bar weighing 1.502 lbs. per lined foot.
- INDICATES "Found" 1" iron pipe, unless noted otherwise.

DRAFTED THIS 17TH DAY OF AUGUST, 2018
THIS INSTRUMENT WAS DRAFTED BY DEBORAH L. FENNEY, S-2132

REVISED: SEPTEMBER 20, 2018
JOB NO. 18-014-986-01
SHEET 2 OF 6
CERTIFIED SURVEY MAP NO.

SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN )
) ss
COUNTY OF WASHINGTON )

I, Deborah L. Fenney, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped a part of the Southwest 1/4 of the Southwest 1/4 of Section 25 and part of the West half of the Northwest 1/4 of Section 36, Town 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the Southwest corner of said Section 25; said point being the place of beginning of lands hereinafter described;

Thence North 00° 58' 45" West and along the West line of the said Southwest 1/4 Section and the Centerline of "Colgate Road", 550.00 feet to a point; Thence North 89° 54' 51" East and parallel to the South line of the said Southwest 1/4 Section, 674.80 feet to a point; Thence South 00° 58' 45" East and parallel to the said West line of the said Southwest 1/4 Section, 550.00 feet to a point on the said South line of the said Southwest 1/4 Section and the Centerline of "Willow Creek Road"; Thence North 89° 54' 51" East and along the said South line of the said Southwest 1/4 Section and said Centerline, 648.18 feet to a point; Thence South 01° 00' 54" East and along the West line of Lot 1 of Certified Survey Map No. 3163 and then the West line of "Willowgate Addition No. 1" (A Subdivision Plat of Record), 1454.07 feet to a point; Thence North 77° 59' 00" West and along the North line of Lot 2 of Certified Survey Map No. 2506, 417.31 feet to a point; Thence North 64° 59' 00" West and along the North line of Lot 1 of said Certified Survey Map No. 2506, 495.46 feet to a point; Thence South 63° 03' 55" West and along the North line of said Lot 1, 157.40 feet to a point on the Northeast Right-of-Way line of "Crosswind Court"; Thence Northwesterly 369.00 feet along the said Northeast Right-of-Way line and the arc of a curve, whose center lies to the Southwest, whose radius is 330.00 feet, whose central angle is 64° 04' 00", and whose chord bears North 58° 58' 05" West, 350.07 feet to a point of tangency; Thence South 88° 59' 55" West, 33.00 feet to a point on the West line of the said Northwest 1/4 Section and the Centerline of said "Colgate Road"; Thence North 01° 00' 05" West and along the said West line of the said Northwest 1/4 Section and said Centerline, 1047.03 feet to the point of beginning of this description.

The Gross area of said Parcel contains 2,034,674 Square Feet (or 46.7097 Acres) of land, more or less. The Net area of said Parcel after road dedications of "Colgate Road" and "Willow Creek Road" contains 1,927,861 Square Feet (or 44.2576 Acres) of land, more or less.

That I have made such survey, land consolidation and map by the direction of GERMANTOWN SCHOOL DISTRICT (Lots 1 and 2) and RALMAR PROPERTIES (Lot 3), owners of said lands.

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

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Richfield in surveying, dividing and mapping the same.

Dated this 20th day of September, 2011

Deborah L. Fenney, P.L.S.
Professional Land Surveyor, S-2132
TRIO ENGINEERING, LLC
12660 West North Ave., Bldg. D
Brookfield, WI 53005
Phone: (262)790-1480 Fax: (262)790-1481

Drafted this 17th Day of AUGUST, 2018 (REVISED 9/20/18) THIS INSTRUMENT WAS DRAFTED BY DEBORAH L. FENNEY, S-2132 Job. No. 18-014-986-01 SHEET 3 OF 6
CERTIFIED SURVEY MAP NO.


CORPORATE OWNER'S CERTIFICATE OF DEDICATION:

GERMANTOWN SCHOOL DISTRICT, a Quasi-Municipal Corporation, duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner of Lots 1 and 2, 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 in accordance with the provisions of Chapter 236 of the Wisconsin Statutes and the ordinances of the Village of Richfield, this 1ST day of OCTOBER, 2018.

GERMANTOWN SCHOOL DISTRICT

Bob Soderberg, School Board President

STATE OF WISCONSIN

COUNTY OF WASHINGTON

Personally came before me this 1ST day of OCTOBER, 2018, Bob Soderberg, School Board President of the above named Corporation, to me known to be the person who executed the foregoing instrument, and to me known to be the School Board President of said Corporation, and acknowledged that he executed the foregoing instrument as such officer as the deed of said Corporation, by its authority.

Print Name: JAYNE BORST
Notary Public, WASHINGTON County, WI
My commission expires: 09-9-2021

JAYNE BORST
Notary Public
State of Wisconsin

Drafted this 17th Day of AUGUST, 2018 (REVISED 9/20/18) Job. No. 18-014-986-01
THIS INSTRUMENT WAS DRAFTED BY DEBORAH L. FENNEY, S-2132 SHEET 4 OF 6

133
CERTIFIED SURVEY MAP NO.


CORPORATE OWNER'S CERTIFICATE OF DEDICATION:

RALMAR PROPERTIES, LLC, a Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner of Lot 3, does hereby certify that said Limited Liability Company has caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on this map in accordance with the provisions of Chapter 23A of the Wisconsin Statutes and the Subdivision Regulations of the Village of Richfield, this 2 day of October, 2018.

RALMAR PROPERTIES, LLC

STATE OF WISCONSIN

COUNTY OF

Personally came before me this 2nd day of October, 2018, JAYNE BORST, Notary Public for the above named Limited Liability Company, to me known to be the person who executed the foregoing instrument, and to me known to be the Owner of said Limited Liability Company, and acknowledged that he executed the foregoing instrument as such officer as the deed of said Corporation, by its authority.

JAYNE BORST
Notary Public
State of Wisconsin

CONSENT OF CORPORATE MORTGAGEE:

a Corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedicating of the land described on this Certified Survey Map, and does hereby consent to the above certificate of owner, this 2 day of , 20

STATE OF WISCONSIN

COUNTY OF

Personally came before me this _______ day of ______, 20____, of the above named Corporation, to me known to be the person who executed the foregoing instrument, and to me known to be such ______, of said Corporation, and acknowledged that she executed the foregoing instrument as such officer as the deed of said Corporation, by its authority.

Print Name: __________________________ County, WI
Notary Public, ________________________
My commission expires: ______________________

Drafted this 7th day of AUGUST, 2018 (REVISED 9/20/18) Job. No. 18-014-986-01
THIS INSTRUMENT WAS DRAFTED BY DEBORAH L. PENNEY, S-2132 SHEET 5 OF 6
CERTIFIED SURVEY MAP NO.

VILLAGE OF RICHFIELD BOARD APPROVAL:
This Certified Survey Map is hereby approved by the Village Board of the Village of Richfield on this ______ day of _____________, 20 ______.

________________________________________________________________________
John Jeffords, Village President 
Date:____________________

________________________________________________________________________
Donna Cox, Deputy Clerk 
Date:____________________

Drafted this 17th Day of AUGUST, 2018 (REVISED 9/20/18) 
Job. No. 18-014-986-01
THIS INSTRUMENT WAS DRAFTED BY DEBORAH L. FENNEY, S-2132 
SHEET 6 OF 6
VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: November 15, 2018

SUBJECT: Content Management System Upgrade with CivicPlus

DATE SUBMITTED: November 9, 2018

SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTION: DOES THE BOARD WISH TO DIRECT STAFF TO ENTER INTO AN AGREEMENT WITH CIVIC PLUS FOR THE PURPOSE OF UPDATING ITS CONTENT MANAGEMENT SYSTEM (CMS)?

ISSUE SUMMARY:

CivicPlus has been the Village’s website servicer since 2012 when it won a free website re-design. Since that time, Civic Plus has hosted the Village’s webpage utilizing the “Version 4” web support and design for maintenance of the 200+ pages on our site over the last six (6) years.

Staff was notified during the summer that Civic Plus has decided to no longer service the Village’s current Version 4 content management system. All users still using the Version 4 system will need to migrate its data over to “Version 5” if they wish to continue receiving security and system support. Although Version 5 has been in existence for approximately two (2) years, Staff has deferred this upgrade because of the costs associated with such a change. However, due to the number of customers Civic Plus is migrating over to this new content management system, the cost of the upgrade was presented as negotiable.

Last night, the Board was asked to consider an agreement in the amount of $6,875 for a 2019 website redesign and upgrade to “Version 5”. This cost is approximately a 50% reduction in cost from the initial $14,000 figure. Staff was previously presented when discussing a website upgrade approximately one (1) year ago. Additionally, Administrative Services Coordinator Jen Keller also re-negotiated a lower annual maintenance cost than what was presented last month, which was $4,400. The new amount for our website hosting is $4,000 annually.

At the request of Trustee Wolff, the Village Staff also sought proposals from several other companies. In total, Staff reached out to four (4) companies. Two (2) additional companies provided proposals. They are GovOffice, and MuniCode. Their proposals are included for your convenience. Here is a breakdown of their costs:

GovOffice:
Year 1: $11,460
Year 2: $3,820
Year 3: $3,820

MuniCode:
Year 1: $12,000
Year 2: $4,100 ($2,700/year + Additional Website Options)
Year 3: $4,100
Year 4: $4,100
In order to begin work in 2018, a deposit of $1,000 would be required as initial payment to Civic Plus this year. The Village is still negotiating with Civic Plus because they’ve requested the remaining dollars on January 1, 2019, but Staff proposed to them that the Village provide 50% of the remaining balance of the project cost at the new year and the remaining balance of approximately $2,935 would be paid upon the completion of the project.

**FISCAL IMPACT:**

Initial Project Costs: $6,875
Future Ongoing Costs: $4,000/yr (reduced from $5,500)
Physical Impact (on people/space): None
Residual or Support/Overhead/Fringe Costs: Annual Maintenance Costs

**ATTACHMENTS:**

1. Civic Plus Redesign Service Agreement
2. GovOffice Website Design Proposal
3. MuniCode Website Design Proposal

**STAFF RECOMMENDATION:**

Motion to allow the Village Administrator to negotiate the billing process with Civic Plus and enter into an agreement with their organization for the required content management system upgrade in the amount of $6,875.
HELPING GOVERNMENT WORK BETTER

Richfield, Wi
Website Redesign

CIVICPLUS

Presented By:
Scott Gartner
Account Manager

CivicPlus
302 S. 4th St. Suite 500
Manhattan, Kansas 66502
Recommended Approach

Richfield, WI vision to update your user-friendly, self-service web environment for its community and employees is commendable. You should have complete confidence that the firm you choose to achieve your vision and create your website is the right choice. Remaining your strategic, trusted partner is paramount to the professionals at CivicPlus.

It's time for a new, updated look. CivicPlus will help you re-envision, renew and re-invigorate your website. Working closely with you, we will assist in designing a new look, updated usability, accessibility and quality for the delivery and exchange of information for your audience.
Website Redesign Option

- New design presented on latest platform
- Design setup – wireframe
- Sitemap
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing & Review
- Content
  - Includes migrating of all existing content and retouching of published pages to ensure new site styles are applied and modules are related to feature columns.
  - Contact information will be moved to a feature column area if previously formatted in a right contact layout.
  - Ensure modules are related to feature columns
  - We will move text and images out of editor tables and put them into the corresponding widgets to align with updated technology and enable responsiveness

Note: Content will not be rewritten, reformatted or broken up. Additionally, new pages will not be created.

- Spelling and broken links will be checked and updated by our team where possible. Additional report will be provided to client
- A total of 2, 4-hour webinar based consulting sessions.
- A total of 2, 4-hour webinar trainings that will be scheduled during the project with a trainer.

Website Redesign Initial Investment $6,875
No Increase to Annual Hosting, Maintenance and Support Fee

- CivicPlus Recurring Redesign Option - Included

With our recurring redesign option, you are eligible to receive a basic website redesign with no further out-of-pocket expense at the end of every fourth year of continuous service.
Village of Richfield, WI
Responsive Website Proposal

October 22, 2018

Key Contact:
Ross Heupel
Local Government Outreach Director
651-270-0442
ross@govoffice.com
www.govoffice.com
# Table of Contents

 GovOffice Introduction ................................................................. 3  
 Professional Designs ................................................................. 4  
 Technical Approach - Content Management .................................. 6  
 Technology, Hosting & Security ..................................................... 7  
 Training and Technical Support Services ..................................... 9  
 Content Management Solution .................................................... 10  
 Content Management Features .................................................. 11  
 ePayments .................................................................................. 12  
 Multi Year Agreement Rates ....................................................... 13  
 Responsive Design Elements ..................................................... 14  
 Key Design Features ................................................................... 15  
 Design Process ........................................................................... 16  
 Client Testimonies ...................................................................... 17  

About Us

GovOffice Web Solutions is a national leader in delivering state-of-the-art Web solutions for
government, education, nonprofit, advocacy and campaign sectors. GovOffice was founded in
1999 and began serving local governments in 2001 through its partnership with the
International City/County Management Association (ICMA) and 12 state municipal leagues. The
company is based in Minneapolis, Minnesota and has 12 full-time employees. GovOffice is a
leading national provider of web sites and content management systems to local governments,
serving over 1,500 cities and counties in 42 states and Canada.

The GovOffice Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of
local government. With GovOffice, you don’t pay for a bunch of pricy features you don’t want
or need. Our solution provides all the core features used by most local governments, and
enables you to add more specialized features as needed. In short, we’re easier to use, more
affordable, and offer the features you and your constituents need, designed to fit a government
budget. And as governments try to do more with less now more than ever, that’s the perfect
win-win for you and your constituents!
Over 1,500 Local Government Clients in 42 States

City of Twentynine Palms, CA - www.ci.twentynine-palms.ca.us

Hillsdale, NJ - https://www.hillsdalenj.org
Over 1,500 Local Government Clients in 42 States

Luverne, MN - www.cityofluverne.org

Wahpeton, ND - www.wahpeton.com
Technical Approach - GovOffice Content Management System

Every day GovOffice users efficiently manage their Websites from their office and at home--on any computer that is connected to the Internet through a Mozilla Firefox 2.0 or Internet Explorer 6.0 (or higher) browser--and they enjoy the many features that GovOffice offers:

- **License of GovOffice 3.3 Content Management System (CMS) Includes:**
  - Ability to limit access and administrative permissions to each user on the system
  - Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
  - Live Site feature allows users to switch between the live and administrative Websites
  - Data storage tracker to help manage your load of Web content
  - Audit log that shows editing activity of all administrative users
  - Flexibility to name and order all navigation menu buttons
  - Import, type, and format text
  - Create unlimited friendly page titles/URLs
  - Create unlimited number of links to internal pages and external Web sites
  - Upload, resize, position, and caption photos
  - Online forms for questions, comments, and requests to be contacted by staff
  - Post audio and video files
  - Upload and name documents, such as Agendas & Minutes and newsletters
  - Schedule of events, including recurring events, within a true calendar display
  - Online opinion polls with controlled responses and option to display the results
  - Image gallery to create a Community Photo Album; includes slideshow capability
  - Ability to add, turn on & off, and remove sidebars from all pages
  - Directory, including contact information and photos, of Elected Officials and staff
  - Post news stories with a pre-set release date for automatic display on the live Web site
  - Display job listings with post & deadline dates and post the employment application
  - List Frequently Asked Questions by department or the entire organization
  - Related links to associated Web sites without posting long URLs
  - Directory of local attractions and links to an online map
  - Site Map for added ease by site visitors in locating a desired section of the Web site
  - Last Edit stamp that shows the date on which any Web page was last updated
  - Printer-Friendly option and some flexibility in the placement of the prompt
  - Search engine that also searches keywords within uploaded documents
  - Option for advanced users to switch to HTML mode for editing
  - Intranet capability for staff only areas of the Web site; accessed only by username and password
  - Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office
GovOffice Technology, Hosting & Security

GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load balanced web farm that can easily be expended as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to our entire infrastructure.

GovOffice “Worry-Free” Hosting & Security

- All GovOffice websites include our worry-free hosting and support which includes the following services:
- Web Monitoring
- Data center engineers monitor all of our servers and infrastructure, 24/7/365
- Up-time and Disaster Recovery
- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity. The data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods. This has brought the utmost value especially to our clients in regions of the country that experience severe weather capable of knocking out telecommunications and utilities.
Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2® attested, and SOC 3® certified

- We observe industry best-practice standards including, but not limited to:
  - Hand biometric and RFID card controlled access to data center
  - Cage door sensors
  - Motion activated surveillance cameras
  - 24 x 7 Monitoring
  - 24 x 7, on-premise security guards

DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice websites are protected through a system-wide DDoS solution designed to combat this growing threat. The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.
Table: Technical Support Included

<table>
<thead>
<tr>
<th>Technical Support Included</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live 2-hour training session (webinar) provided to all new clients and new site administrators</td>
<td>✔️</td>
</tr>
<tr>
<td>No fees for future training sessions</td>
<td>✔️</td>
</tr>
<tr>
<td>Live technical support</td>
<td>✔️</td>
</tr>
<tr>
<td>Online Help Guide with Training Videos</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Training Experience**

Most training sessions only take two-hours, if you have a basic understanding of Word or PowerPoint, then you'll easily pick-up our Content Management System. We'll schedule a training session that fits your schedule, sessions are conducted over the Internet and phone, no expensive on-site meetings are necessary. No charge for future training sessions with new staff.

**Customer Service**

The Customer Service Center is open Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM (Central Standard Time), and it provides assistance to customers in the areas of initial online training of the GovOffice tool, additional training (if needed), technical support of Websites, and more.

**GovOffice Help Website**

Help is just a call or click away!
We are committed to your success. Unlimited support is available for all GovOffice clients.
### Administrative Website Management

<table>
<thead>
<tr>
<th>Feature</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Web-Based Content Management</td>
<td>✔️</td>
</tr>
<tr>
<td>Unlimited Number of Editors</td>
<td>✔️</td>
</tr>
<tr>
<td>Permission Level Management</td>
<td>✔️</td>
</tr>
<tr>
<td>Edit Preview Feature</td>
<td>✔️</td>
</tr>
<tr>
<td>Data Storage Tracker</td>
<td>✔️</td>
</tr>
<tr>
<td>Audit Log – reports editing activity of each page</td>
<td>✔️</td>
</tr>
<tr>
<td>Site Statistics and Google Analytics</td>
<td>✔️</td>
</tr>
<tr>
<td>ADA Compliant</td>
<td>✔️</td>
</tr>
<tr>
<td>HTML Editor Option</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### GovOffice SuperForms - Interactive Online Forms

GovOffice SuperForms provides a robust, interactive system for engaging citizens. Automate procedures, reduce costs for printing and mailing, and provide 24/7 services to citizens. And best of all, you can deploy our citizen engagement forms easily and rapidly, with no technical programming required.

SuperForms dramatically extends the power of online forms. Any combination of entry fields, pull-down menus, radio buttons, checkboxes, images or formatted text can be configured within your form, allowing your site to gather more focused responses from your visitors.

This robust module enables you to deploy online forms for:

- Public Works Complaints/Services (street light out, pothole, graffiti, etc.)
- Contact Us
- Public Records/Information Request
- Email Subscriptions
- Satisfaction Survey (for entire website, one department, etc.)
<table>
<thead>
<tr>
<th>GovOffice Key Features</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy-to-Use Editor - Non-Technical Staff</td>
<td>✔️</td>
</tr>
<tr>
<td>Import, Type, Spell-Check Text</td>
<td>✔️</td>
</tr>
<tr>
<td>Load Documents – Agendas and Minutes</td>
<td>✔️</td>
</tr>
<tr>
<td>Upload Photos</td>
<td>✔️</td>
</tr>
<tr>
<td>Events Calendar</td>
<td>✔️</td>
</tr>
<tr>
<td>Newsletter Registrations</td>
<td>✔️</td>
</tr>
<tr>
<td>Display Job Postings</td>
<td>✔️</td>
</tr>
<tr>
<td>Apply Sidebars</td>
<td>✔️</td>
</tr>
<tr>
<td>Cross Promote Section Headlines - Promotions</td>
<td>✔️</td>
</tr>
<tr>
<td>Directories</td>
<td>✔️</td>
</tr>
<tr>
<td>Post Announcements</td>
<td>✔️</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>✔️</td>
</tr>
<tr>
<td>Printer Friendly Option</td>
<td>✔️</td>
</tr>
<tr>
<td>Site Map</td>
<td>✔️</td>
</tr>
<tr>
<td>Search Engine – entire site or per section</td>
<td>✔️</td>
</tr>
<tr>
<td>Image Gallery Slideshow</td>
<td>✔️</td>
</tr>
<tr>
<td>Password Protected Sections</td>
<td>✔️</td>
</tr>
</tbody>
</table>
ePayments

GovOffice ePayment - *powered by Value Payment Systems (VPS)* - provides a secure mobile, desktop and over-the-counter payment solution with cost-free implementation. With GovOffice ePayments, local governments can improve the collection of revenue, enhance cash flow, and exceed constituents’ expectation with greater payment flexibility. There are no hidden fees - all transaction cost is paid through a fully disclosed convenience fee.

There is no need for time-consuming back-office integration, and GovOffice ePayment can be set up and implemented in four weeks or less.

Web and mobile capability provide easy around the clock access, which makes the solution suitable for citizens who need flexibility and want to pay on time.

GovOffice ePayment helps to make your payment services program simple, secure, and convenient – boosting better civic engagement and citizens’ satisfaction.
Multi-Year Agreement Rates – Village of Richfield, WI
Year One - $11,460
Year Two - $3,820
Year Three - $3,820
Year Four – Renew the agreement and you’ll receive a new design!
Client has the option of just paying annual hosting fee

<table>
<thead>
<tr>
<th>Hosting (4 GB)</th>
<th>Content Transfer/Migration Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Responsive Design Package</td>
<td>Unlimited Customer Support</td>
</tr>
</tbody>
</table>

Multi Year Rates based on the following services:
Hosting $2,550
Additional site storage $250
Content Transfer $2,000
Premium $8,700
Total - $13,500

Premium Responsive Design Package Includes:

- 2 drafts, 2 revisions
- Image Slider up to 5 images on any section or subsection
- Horizontal navigation on left, right or center
- Local weather integration, date and time
- Standard Filmstrip with up to 10 icons
- Advanced Notifications
- 4 Standard boxes
- Advanced Footer
- Standard Carousel
- Social Media icons for Facebook, Twitter, Instagram, Pinterest and YouTube
- Mobile Touch Icon
- Navigation Analysis & Restructure (to 200 pages)
- Homepage Setup Package
Responsive Web Design Elements

All creative and programming customizations for the Client will be based on the GovOffice Responsive framework and may include:

- Official logo and a unique color scheme that fully matches the Client’s branding
- Custom font treatment (may be Google Fonts) for section, promotion, and sidebar titles throughout the website
- Custom font treatment for title graphic and slogan, if necessary
- Full set of social media icons (Facebook, Google+, Twitter, Pinterest, LinkedIn, YouTube, Blogger, Flickr)
- Favicon (favorites icon), only if requested and if possible

Auto Image Slider – 5 boxes
The Auto Image Slider will be programmed to appear on the homepage of the Responsive design only. The Auto Image Slider will support up to 5 images uploaded by the Client on its administrative website, and any of these images may be swapped for another image by the Client at any time.

Enhanced Film Strip – 10 buttons
The Enhanced Film Strip will be graphically styled for color and programmed to appear on the homepage of the Responsive design only. It includes development of up to 10 Quick Links Icons. Each Icon may be linked to any interior page of the website or to any external Web page and may be activated/de-activated by the Client via the Site Administration at any time. The number of Icons within the Film Strip that will appear at one time (without arrowing backward or forward) will depend on the width capacity and the professional judgment of the graphic designer.

Carousel
Six large boxes on the homepage that rotate, clients use the Carousel to promote new services.

Notifications Banner – Homepage
Post up to 3 notices that will appear above your banner, turn off the notifications banner when not needed. Notifications can also be displayed within interior pages/sections.
Responsive Web Design – Menu Setup

Content Services Included - Homepage Makeover
The Homepage Makeover is performed by a Content Specialist and includes the following:
- Upload and linking of Quick Links Icons to the Enhanced Film Strip
- Incorporation of up to 5 images to the Auto Image Slider
- Adding Promotions to display news, events, calendars, etc. in a visually appealing way
- Adding Sidebars to display related links, text, and images

Navigation Analysis & Restructure
A Content Specialist will analyze the entire site navigation menu and then organize and label up to 200 pages according to best practices of information architecture, Web design and usability.

The average custom design project is completed within 3-5 months.
<table>
<thead>
<tr>
<th>City</th>
<th>Testimonial</th>
<th>Name</th>
<th>Position</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montevideo, Minnesota</td>
<td>&quot;I highly recommend GovOffice and their team of outstanding professionals. We continue to work with them on website redesigns every 3-4 years and they keep outdoing themselves every time!&quot;</td>
<td>Angie Steinbach</td>
<td>Assistant City Manager</td>
<td>Montevideo, Minnesota</td>
</tr>
<tr>
<td>South Elgin, Illinois</td>
<td>&quot;The GovOffice team made our redesign project simple, even for a non-technical government professional, like myself. Everyone loves the updated photographs of the community and the cleaner navigation design. I have heard nothing but high praise for our new website!&quot;</td>
<td>Mary Vandenboom</td>
<td>Assistant to the Village Administrator</td>
<td>South Elgin, Illinois</td>
</tr>
<tr>
<td>Twentynine Palms, California</td>
<td>My experience with GovOffice was very positive and I feel you would be selling your City short if you didn’t go to their web site, Govoffice.com, and check out some of the responsive sites they have created. GovOffice allowed us to personalize our web site and with the new features they offered our site has the ability to remain fresh and innovative looking for a few years.</td>
<td>Larry Bowden</td>
<td>Assistant City Manager</td>
<td>City of Twentynine Palms</td>
</tr>
</tbody>
</table>
municode
CONNECTING YOU & YOUR COMMUNITY

WEBSITE REDESIGN, HOSTING, AND SUPPORT
Quote for Richfield, Wisconsin

Gregg Huggins
PO Box 2235 Tallahassee, FL 32316
850-692-7068 ghuggins@municode.com
LETTER OF INTEREST

October 23, 2018

Village of Richfield
4128 Hubertus Rd.
Hubertus, WI 53033

Dear Website Selection Team:

Thank you for the opportunity to present Richfield with our quote for website redesign, hosting, and support services. It is our goal to deliver a mobile-friendly website that is professional, easy-to-use, and easy-to-maintain.

Our team has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to posting content on the web, our solution is simple and straight-forward.

Our websites make it easier for your community to find content by providing multiple navigation paths to each page. Our designs reinforce self-service to enable 24x7 online access to your organization’s services.

We create your website using Drupal, an industry-leading content management system. Since Drupal is open-source, your website is truly yours unlike those of many other government redesign companies that use their own proprietary software.

We are thrilled at the opportunity to partner with Richfield on such an important initiative.

Sincerely,

Brian Gilday
President, Website Division
CONTENTS

Letter of Interest .................................................................................................................. 2
Contents ................................................................................................................................. 3
Company Profile ................................................................................................................... 4
References and Design Examples .......................................................................................... 6
Website Content Management System (CMS) Features ....................................................... 9
Meeting and Agenda Management (Optional) ..................................................................... 10
Project Timeline and Approach .......................................................................................... 11
Hosting, Maintenance, and Customer Support .................................................................... 14
Project Costs ........................................................................................................................ 16
Payment Schedule ............................................................................................................... 16
Services Agreement .............................................................................................................. 17
COMPANY PROFILE

History, Mission, and Team
With over 65 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, online payment portals, the legal codification process, and our robust suite of online legislative search tools.

Municode has been in business for over sixty-five years and partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.

Municode is home to over 230 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is located just south of Portland in Lake Oswego, Oregon. We also have individual team members working in several states across the country.

Our Vision: Simple, Seamless Integration
Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio
Project Team

We have a highly-skilled team with a customer service focus.

Brian - Project Sponsor
Brian is an information technology expert, former U.S. Naval Officer, and former Big 5 consultant with Deloitte Consulting. He holds a BS in Computer Science with distinction from the United States Naval Academy (Annapolis, MD) and an MS in CIS from Boston University. Brian has also served as an Associate Professor at MIT and Boston University.

Dave - Project Management / User Experience
Dave has a Bachelor of Arts degree in Communications from California State University. In addition to project and design leadership, Dave will participate in various analytical, site configuration, content migration, and training activities.

Mary Joy – Project Management / User Experience
Mary Joy has that unique ability to put technical concepts into easy-to-understand terms with clients such as Dunkin Donuts, Gillette, Fidelity, and Osram Sylvania. A Bentley graduate with a Bachelor of Science in CIS, Mary Joy leads our customer support efforts and content migration.

Paul – Development / Systems Architecture / QA
Paul has been working on software systems for years and is a strong member of our team. We will turn to Paul for any custom development work that might be required. In addition, Paul has many years of experience in quality assurance testing, so he will be acting as Municode’s lead tester for the engagement.

Drago - Graphic Design
Drago’s work speaks for itself. He has the unique ability to capture the essence of your branding and communication requirements and transform them to stunning web designs.
REFERENCES AND DESIGN EXAMPLES

Custom Designs
There is a reason why we have loyal customers! It is because we have a great solution, we take care of our customers, and we are committed to working with you for the long haul. When you pick up the phone and call us, we answer! When you email, we respond quickly – usually within 30 minutes. When you need us, we will be there for you. But don’t take our word for it, ask our clients.

Elkhorn Wisconsin
http://www.cityofelkhorn.org
Population: 10,084
Cairie Virrueta, City Clerk
262-723-2219
cvirrueta@cityofelkhorn.org

Platteville Wisconsin
http://www.platteville.org
Population: 11,224
Jodie Richards,
608-348-9741 x2257
richardsjo@platteville.org

Naples Florida
https://www.naplesgov.com
Population: 20,115
Launch: 2017
David Frielick, Communications Manager
239-213-1054
dfrielick@naplesgov.com

Greenacres Florida
http://greenacresfl.gov
Population: 37,573
Launch: 2017
Monica Powery, Purchasing Administrator
561-642-2039
MPowery@greenacresfl.gov
Sauk County Wisconsin
https://www.co.sauk.wi.us
Population: 61,976
Steve Pate, IT Director
608-355-3542
steve.pate@saukcountywi.gov

Lafayette County Wisconsin
https://www.lafayettecountywi.org
Population: 16,836
Abby Haas, Economic Dev. Coordinator
608-776-4860
abby.haas@lafayettecountywi.org

Holland Michigan
http://www.cityofholland.com
Population: 33,051
Matt VanDyken, Technology Coordinator
616-355-1395
m.vandyken@cityofholland.com

White Bear Lake Minnesota
http://www.whitebearlake.org
Population: 23,759
Kara Country, City Clerk
651-429-8508
kcountry@whitebearlake.org

Corvallis Oregon
https://www.corvallisoregon.gov
Population: 55,298
Patrick Rollens, Public Information Officer
541-766-6368
patrick.rollens@corvallisoregon.gov
Specialty Sub-Site Graphic Designs

We also offer the option of having graphic designs for sub-sites that require specialized branding. We call these 'specialty sub-sites'. We leverage your main CMS and database, which allows us to offer these sub-sites with the same functionality as your main site yet with a completely different look and feel.

Economic Development
www.choosewoodstock.com
https://www.flovannecounty.org/ced

Parks & Recreation
www.cprdnewberg.org
www.cityofvancouver.us/parksrec

Festivals
www.wintermusicfestival.org

Libraries
www.woodstockpubliclibrary.org

Police and Fire
www.mvdpd.org
www.quincypd.org
www.co.benton.or.us/sheriff

Event Centers / Cultural Centers
www.eventcenter.org
www.woodstockoperahouse.com
www.sherwoodcenterforthearts.org

Golf Courses
www.meadowlakesgc.com

Tourism
www.gofruit.com
WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) FEATURES

Municode Web was designed for local governments by experts in local government. It utilizes Drupal, an open source platform, that powers millions of websites and is supported by an active, diverse, and global community. We are the Drupal experts for local government!

Key Project Deliverables
- DESIGN
- CONTENT MIGRATION
- TRAINING
- HOSTING
- SUPPORT

Standard Features
- Responsive Mobile Friendly Design
- Simple Page Editor
- Best-in-Class Search Engine
- ADA/Section 508 Compliance
- Social Media Integration
- Web Page Categories - create a page once, have it show up in multiple places
- Department Micro-sites (sites-within-a-site)
- Rotating Banners and Headline Articles
- Online Job Postings
- Online Bid/RFP Postings
- Photo Album Slideshows
- Google Maps Integration
- Resource/Document Center
- Image auto-scaling and resizing
- Site Metrics (Google Analytics)
- Scheduled Publish On/Off Dates
- Unlimited User logins
- Unlimited Content
- Word-like WYSIWYG Editor
- Private Pages – staff view only
- Unlimited Online Fillable Forms
- Emergency Alerts
- Meeting Agendas/Minutes/Videos
- Event Calendar
- Page Versioning / Audit Trail
- Latest News / Press Releases
- Anti-spam controls
- Email Harvesting Protection
- Broken Link Finder
- Dynamic Sitemap
- Support for Windows, Mac, Linux
- Video integration (YouTube, Vimeo, etc.)
- Client owns rights to all data
- Organization/Staff Directory
- Frequently Asked Questions (FAQs)
- Ordinances and Resolutions
- Google Translate
- Share This Button (Facebook/Twitter)
- Secure Pages / SSL
- Printer Friendly Pages
- RSS Feeds Inbound/Outbound

Optional Features/Services
- Email Subscriptions / Notifications
- Projects Directory
- Parks and Trails Directory
- Property Directory (Commercial/Industrial)
- Facility Reservations
- Board Management
- Bid Management System
- Stand-alone Intranet
- LDAP Integration
- Specialty Sub-site Graphic Designs
- Custom Development
MEETING AND AGENDA MANAGEMENT (OPTIONAL)

Muncode Web includes a standard feature to post meeting agendas and minutes. Many organizations seek the additional features of an agenda management solution such as agenda item approval workflow, auto-generated PDF/Word agendas, live council voting/roll call, and audio/video integration.

Muncode Meetings is the easiest-to-use and most modern agenda management system in the industry. It is a 100% cloud-based offering that will greatly reduce the staff time and effort required to create and publish online agendas and minutes.

Key Project Deliverables

- BOARD/COMMITTEE SETUP - configure as many boards as you need - no limit
- MEETING TEMPLATE DESIGN - design one or more meeting templates to your custom specifications
- TRAINING
- WORKFLOW - setup custom agenda item approval workflows
- USERS/ROLES/PERMISSIONS - create and configure unlimited user accounts
- ANNUAL SERVICE - 99.95% up-time guarantee, data backups, disaster recovery
- SUPPORT - 8AM to 8PM Eastern phone and email support; 24x7x365 emergency support

Standard Features

- Unlimited Meetings and Agenda Templates
- Unlimited Meeting Agenda Templates
- Unlimited Users
- Create Meetings
- Submit/Add Agenda Items
- Attach agenda item files
- Create Agendas
- Create Agenda Packets
- Create Meeting Minutes
- Approve Items with Approval Workflow
- Auto Publishing Agenda, Agenda Packet, Minutes to the web
- Self-service YouTube video time stamping
- Integration with Swagit Video (coming soon)
- Voting/Roll Call
- Integration with Muncode Web calendar

Service and Support

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.
PROJECT TIMELINE AND APPROACH

The typical project takes from 3 to 6 months. The high-level timeline below is an approximation. We will finalize the schedule once we meet with you:

Project Timeline Sample

Client Responsibilities
The client’s responsibility and the key to a smooth on-time deployment is providing the initial information and approving proofs quickly.

- The Client will make available to Municode relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort. The Client will create new content copy as needed.

- The Client will assign a single point of contact for Municode to interact with that will be responsible for coordinating the schedules of other project stakeholders.

- The Client will review any deliverables requiring formal approval within 5 business days and return all comments/issues at or before those 5 days have elapsed.

- The Client will assign one person who will act as the "ultimate decision maker" in the case where consensus among the team cannot be reached.

- The Client must agree to applicable terms of services for Google related services such as Google Analytics and Google Maps to access those features. Municode is not responsible for Google’s decisions related to discontinuing services or changing current APIs.
Project Phase Descriptions

**Phase 1: Analyze and Confirm Requirements**

**Website Assessment:**
Municode will complete an analysis of your current website(s) to assess the existing navigation, features/functions, and quality of content.

**Organizational Overview Inventory/Survey:**
Municode will provide an organizational overview document for you to complete as part of this assessment.

**Website Design Meeting:**
Municode will conduct a design meeting with a client-defined web advisory team. We recommend the advisory team be limited to a maximum of 6 members. This design meeting will allow the website advisory team to provide input regarding the overall design of the new website, including the site branding as well as high-level site navigation. This team will act as the initial review team for website design concepts. In addition, this team will act as the final review team for the website before it is approved for go-live.

**Phase 2: Design and Build phase**

**Design Concept Creation and Approval (Custom Designs):**
Municode will complete home page design concepts for the Home Page and inner pages. These design concepts will incorporate all the graphical elements as well as the high-level sitemap. You will select a winning concept after going through a series of iterative design revision meetings. We allow for a total of 6 revisions.

**Website Setup, Configure, and Customization:**
Municode will create a fully functional website that includes the functional elements described in this proposal. As part of the website setup, Municode will finalize any remaining elements to the approved design and navigation.

**Deliverables**

- Summary assessment sheet
- Organization Survey
- Website design specification sheet (graphic design and information / navigation design)

**Deliverables**

- Design concepts
- Finalized design (Photoshop PSD)
- Functional beta website with approved design
- Content migration
Phase 3: Migrate Content

Content Finalization and Departmental Acceptance
Municode migrates initial content and your trained staff finalizes prior to go-live. See pricing section for specific number of included pages.

Meeting Agendas and Minutes: Client completes an excel template with information regarding each meeting plus corresponding files. Municode will then auto-import that content. Files must be provided with a standard naming convention to allow for auto parsing of date. (i.e. minutes_061516.pdf, etc.)

Standard Web Pages: A standard web page is defined as a page that contains a title, body text, and up to a total of 5 links, file attachments, or images. If you require migration of more complex pages, we can provide a custom quote.

Directory pages (Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions): Client completes manually or may request a custom quote. For custom quotes, client completes an excel template with directory data and Municode auto-imports directory content.

Phase 4: Staff Training

Staff Training
Throughout the development and after launch, our customers have access to training, resources and educational opportunities that help them thrive. Our initial training is offered to administrators and content contributors.

Phase 5: Testing

Municode Functional Testing
Municode will perform a series of tests across multiple browser and operating system versions to confirm site functionality. Test will confirm proper functionality of all features documented in this proposal.

Acceptance Testing
Staff will review the website for completeness. Municode will have completed functional testing and cross-browser compatibility testing.

Go Live

Go-Live
We will work with you to make the appropriate ‘A’ Record DNS entry changes to begin the process of propagating the new production web server IP address.
HOSTING, MAINTENANCE, AND CUSTOMER SUPPORT

Hosting
We provide first-class hosting services in a high-availability, secure data center. Our solution is quite secure, and we take cyber security seriously. Your website will be secure from multiple perspectives:

- **Data Center**
  We host your website in a secure data center with a high-availability network architecture. The data center is manned 24x7x365. Your website is maintained using firewalls, load balancers, multiple web application servers, and a database server. We apply security updates to the entire web server stack on a regular basis.

- **Data Transmission**
  We guarantee up to 1 Terabyte of data transfer per month.

- **Redundant high-availability failover (optional):**
  We have the capability of providing premium hosting service levels by offering a mirrored copy of your site on a separate infrastructure and geographic location. We would need to talk through the required service levels and bandwidth to provide pricing for this item.

- **Web CMS software security**
  We apply security updates to your Drupal-based CMS whenever updates are posted. Your website is built on Drupal software that has the confidence of millions of websites in both the private sector and public sector, including whitehouse.gov, the City of Boston and the City of Los Angeles. Several built-in security mechanisms are in place to prevent cross-site scripting attacks.

- **Web transmission security**
  Your website is secured with SSL to encrypt transmission of data. We SSL-enable every page on your website for maximum security.

- **User authentication security**
  Our solution is configured with granular role-based permissions, and each user is required to login with a unique user id and password. We also offer a two-factor authentication option using Google Authenticate if that should be something you are interested in pursuing.

- **Data Backup**
  We back up your data in multiple geographic locations. We backup daily, weekly, monthly, and up to 7 years of annual data backups.

- **Guaranteed Uptime**
  Municode guarantee web server uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month’s service
Maintenance and Customer Support

- 24x7 Customer support:
  We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine website operation questions from staff.

- Security upgrades:
  Municode will apply security upgrades to your solution's core and contributed modules ensuring that your website stays secure. Municode will perform security upgrades and other web server and website optimizations during off-hours, typically between the hours of 9PM-3AM Pacific, if such work requires taking the website off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

- Site Monitoring and Site Recovery:
  Municode will install auto-monitoring software routines that continually monitor website performance and alert us when problems occur. We will act as soon as possible and no later than two hours after problems are detected.

- Free feature upgrades:
  As we update our base Municode features, you receive those upgrades for FREE.
PROJECT COSTS

Design, Development, and Implementation Phase $12,000
- Fully functional Municode CMS with all base features
- Responsive mobile-friendly website with custom design
- Content migration; up to 500 pages and 5 years meeting minutes
- Training: web teleconference, video, user guides

Annual Hosting, Maintenance, and Customer Support $2,700/ year
- 80GB disk space and up to 1 terabyte data transfer per month
- 99.9% up-time guarantee, telephone support 8AM-8PM Eastern
- Email support with one-hour response time during working hours
- Emergency 24x7 support
- Up to 3 hours’ webinar refresher trainings per year

Additional Website Options
- Email Subscriptions / Notifications $600 per year
- Parks and Trails Directory $200 per year
- Projects Directory $200 per year
- Property Listings (Commercial/Industrial) $200 per year
- Business Directory $200 per year
- Meeting and Agenda Management (Municode Meetings) $4,600 per year
- Specialty sub-site graphic designs $3500 + $600 per year (per design)
- Site graphic redesign every 4th year $600 per year (per design)
- Additional on-site visits (training, consultation, etc.) $1500 day 1, $1000 per day (days 2+)
- Custom Feature Development $125 per hour or fixed bid quote

PAYMENT SCHEDULE

Traditional Payment Schedule
- Year 1
  - Sign contract – 50% of project costs $6,000
  - Implement design and features – 50% project costs $6,000
  - Conduct training (site moved to production / annual support begins) $2,700
  - Total $14,700
- Years 2-4
  - $2,700 per year
- Annual hosting and support increases in year 5 by five percent. It increases in subsequent years according to the prevailing consumer price index (CPI)
- Payment schedule will be adjusted accordingly based on selected optional features

Interest Free Payment Schedule
- 2, 3, or 4-year interest-free payment plan available upon request
SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between the Village of Richfield, Wisconsin ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality. (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT; or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.
(b) Obligation of Confidentiality. During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment. Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of Wisconsin without resort to any jurisdiction’s conflicts of law, rules or doctrines.

Submitted by:
Municipal Code Corporation
By: [Signature]
Title: President, Website Division

Accepted by:
By: [Signature]
Title: [Signature]
Date: [Signature]