



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the 32<sup>nd</sup> Common Council of the City of Brookfield, Wisconsin will hold a regular meeting on the date, time and location shown below.

Notice posted: 3/2/2018 @ 2:00 pm.

<b>Regular Meeting of the:</b>	<b>COMMON COUNCIL OF THE CITY OF BROOKFIELD</b>
<b>Date/Time:</b>	<b>Tuesday, March 6, 2018 @ 7:45 pm</b>
<b>Meeting Location:</b>	<b>City Hall, 2000 N. Calhoun Road, Brookfield WI 53005, Council Chambers</b>
<b>Council Members:</b>	Daniel Sutton, Bill Carnell, Bob Reddin, Rick Owen, Ron Balzer, Jeff McCarthy, Buck Jurken, Mark Nelson, Gary Mahkorn, Scott Berg, Christopher Blackburn, Jerry Mellone, Renee Lowerr, Lisa Mellone

### CALL TO ORDER / PRESENTATION

<b>Public Comment:</b>	<u>Attention Citizens:</u> There will be a 15 minute segment in which the public will be allowed to address the Council, other than any public hearing listed below. In order to address the Council, pick up a "Sign Up" form and submit to the City Clerk <u>prior</u> to the meeting. Comments can be made from the floor for public hearings once recognized by the Chair.
<b>Announcement:</b>	The next regularly scheduled Common Council meeting is to be held on March 20, 2018, at 7:45 p.m.
<b>Roll Call / Pledge:</b>	The Pledge of Allegiance led by Alderman Rick Owen will follow calling of the roll.

### COMMITTEE # CONSENT AGENDA

*Note: Prior to voting on the Consent Agenda, items may be removed at the request of any Aldermen and placed immediately following action on the Consent Agenda. The procedures to follow the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.*

	1)	Minutes of the Regular Common Council meeting of February 20, 2018.
<b>Finance</b>	2)	Vouchers exceeding \$50,000 requiring immediate action.
<b>Finance</b>	3)	<b>Resolution</b> approving 2017 General fund budget amendment requested by the Director of Finance: transfer \$20,000 from Contingency appropriation account 07001700-590000 and \$315,000 from various departmental accounts to Police salary account 03016101-501000 and Fire salary account 03020001-501000, for purposes of <b>funding salary account overages</b> resulting from terminal leave payments and overtime costs.
<b>Finance</b>	4)	<b>Resolution</b> approving 2017 General fund budget amendment requested by the Director of Finance: transfer \$200,000 from various departmental accounts to Transfers to Other Funds account 07001701-591000, for purposes of effecting an <b>interfund transfer to the Health Insurance fund</b> .
<b>Finance</b>	5)	Request of the <b>Fleet Services Division to purchase replacement vehicles</b> from Badger Ford: a. Wastewater Utility – <b>¾ ton pickup truck</b> - \$25,073 b. Water Utility – <b>1 ton pickup truck</b> - \$27,973 c. Highway Division – <b>one ton dump truck with plow</b> - \$63,630 d. Highway Division – <b>one ton dump truck</b> - \$41,898 e. Highway Division – <b>pickup truck</b> - \$27,254
<b>Legislative &amp; Licensing</b>	6)	Original Bartender's Licenses. (See applicants listed in agenda)

- Legislative & Licensing** 7) Temporary Class B Beer license: St. Dominic Catholic Church for their Fish Fry, 18255 W. Capitol Dr., on March 16<sup>th</sup> from 4:30-7:00 pm. in the parish activity center.
- Parks & Recreation** 8) **Resolution** approving the award of contract for the Hidden Lake Park Development Project #PR-01-18 to **All-Ways Contractors, Inc.** in the amount of \$356,701.50.
- Council as a Whole** 9) **Mayor's Appointment** to the Park & Recreation Commission – **Liza LeClaire**, appoint to fulfill the 5-year term of Jeff Herschberger expiring December 31, 2021.

COMMITTEE	#	NON-CONSENT
-----------	---	-------------

- |                           |     |  |
|---------------------------|-----|--|
|                           | 10) | Act on items removed from the consent agenda as necessary.   |
| <b>Council as a Whole</b> | 11) | <b>Schedule a public hearing to amend the Tax Increment District Number 3</b> (three) Project Plan to include Project Costs to be used as economic development grants for the construction of certain infrastructure and the rehabilitation of properties located within the District equal to approximately \$10,750,000. |
| <b>Council as a Whole</b> | 12) | Mayor's assignment of legislative referrals and requests for services.   |
| <b>Council as a Whole</b> |     | Adjournment.   |

Steven V. Ponto, Mayor  
 Kelly Michaels, City Clerk

*Please note that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meetings or materials be in an accessible location or format, contact the City Clerk at (262) 782-9650 or in writing to 2000 North Calhoun Road, for accommodations. Requests for accommodations should be made at least 3 business days prior to the meeting. Every effort will be made to arrange accommodations for all meetings. Advance notice is appreciated.*

**RESOLUTION NO. \_\_\_\_\_**  
by the Finance Committee

BE IT RESOLVED that the following budget amendment for 2017 requested by the Director of Finance, to transfer funds from various General fund departmental accounts and the General fund contingency account to Police and Fire department salary accounts, for purposes of funding salary account overages resulting from terminal leave payments and higher than projected overtime costs, is hereby approved.

<b>Expenditures:</b>		<b><u>Increase/(Decrease)</u></b>
Police command staff salaries	03016001-501000	18,000
Police operations salaries	03016101-501000	92,000
Police operations overtime	03016101-501100	15,000
Fire salaries	03020009-501000	210,000
Highway	04070109-591000	(230,000)
Public Works Outlay	04500009-591000	(85,000)
Contingency	07001700-590000	(20,000)

BE IT FURTHER RESOLVED that this resolution be published as a Class 1 notice within 10 days of adoption.

ADOPTED AND APPROVED ON \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kelly Michaels, City Clerk

\_\_\_\_\_  
Steven V. Ponto, Mayor

**RESOLUTION NO. \_\_\_\_\_**  
by the Finance Committee

BE IT RESOLVED that the following budget amendment for 2017 requested by the Director of Finance, to transfer appropriations from various General fund departmental accounts, for purposes of effecting an interfund transfer to the Health Insurance fund, is hereby approved.

<b>Expenditures:</b>		<b><u>Increase/(Decrease)</u></b>
Assessor	02100009-591000	(15,000)
Engineering	04010009-591000	(20,000)
Solid Waste Collection	04110009-591000	(15,000)
Library	05010009-591000	(50,000)
Parks and Recreation	05032009-591000	(100,000)
Transfers to other funds	07001701-591000	200,000
 Health Insurance fund – transfer from general fund	 106453-475100	 200,000

BE IT FURTHER RESOLVED that this resolution be published as a Class 1 notice within 10 days of adoption.

ADOPTED AND APPROVED ON \_\_\_\_\_, 2017.

\_\_\_\_\_  
Kelly Michaels, City Clerk

\_\_\_\_\_  
Steven V. Ponto, Mayor

# Memo

To: Finance Committee  
From: Robert W. Scott, Director of Finance  
cc: Mayor and Common Council  
Date: February 27, 2018  
Re: 2017 year end general fund budget amendments

---

On your March 6 agenda are two budget amendments related to closing out the books for 2017. Passage of these items at this meeting is desired to include the adjusted amounts in the financial information being audited by Baker Tilly the weeks of March 5 and 12.

As was discussed with the Committee at the February 20 meeting, the projected surplus of revenues over expenditures for the general fund is approximately \$250,000, somewhat lower than in earlier years. Among the reasons for the lower surplus were two cost factors for both the Police and Fire departments. Both departments experienced higher than expected overtime costs resulting from the need to maintain staffing levels (related to position vacancies following retirements, injuries, and family medical leaves). In addition, with more retirements occurring as workforce demographic changes affect the City, there were significant terminal leave payments (accumulated sick leave) for retired officers or firefighters per union contract or City policy. As a result, the Public Safety function (the legal level of control for the budget per state law) would be over budget, absent transfers from other departments with expenditures under budget. The first resolution on your agenda accomplishes such a transfer.

The second resolution on the agenda carries out the direction of the Committee from the February 20 meeting to effect a transfer of general fund surplus to the Health Insurance fund to offset higher than expected claims costs incurred in 2017. This is accomplished on a budgetary basis by moving budget funds from other departments with positive variance vs. budget to the Transfers to Other funds account.

Staff respectfully requests the Committee's approval of the two budget amendments and recommendation to the Council. Please contact me with any questions.

# Memo

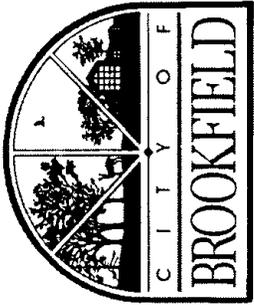
To: Finance Committee  
From: Robert W. Scott, Director of Finance  
cc: Mayor and Common Council  
Date: February 28, 2018  
Re: Pickup and one-ton dump truck purchases from Badger Ford

---

Attached are procurement requests for five replacement vehicles for various Public Works divisions. All of the vehicles were approved for purchase in the 2018 budget and although most of the individual vehicle purchases would not require specific Committee and Council approval under the City procurement policy, as the total cost of the vehicles being purchased from a single vendor (Badger Ford) exceeds \$50,000, approval is being requested at this time.

Overall costs of the vehicles are within the allocated budgets. The one-ton dump (without plow) is over the budget estimate due to difficulty in obtaining preliminary quotes for budgetary purposes from the vendors at the time of budget preparation in the fall. Other equipment purchased (mini-excavator and skid steer) for the Highway division were well under budget and those funds will cover the overage on this vehicle.

Staff respectfully requests the Committee's approval of these purchases and recommendation to the Council.



**PROCUREMENT REQUEST**  
( Purchases Over \$10,000 )

Date Requested: \_\_\_\_\_ 2/21/2018

Requesting Dept: Fleet Maintenance Requested By: Paul Derler

Item(s) Requested: 3/4 Ton 2x4 Pickup Truck - Wastewater Utility

Reason Needed: Replacement for 00059

Budget Account No: 40186009-601000-1841

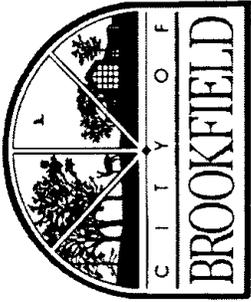
Budgeted Amount: \$27,500.00 Actual Price: \$25,073.00

Requested Vendor: Badger Ford

Bid/Quote Type: \_\_\_\_\_ City \_\_\_\_\_ Value \_\_\_\_\_ X State \_\_\_\_\_ Other \_\_\_\_\_

**BID SUMMARY**

	<b>Boucher</b>	<b>Badger Ford</b>
Vendor/Bidder:	2500 Regular Cab 2x4 Pick-up	F250 Regular Cab 2x4 Pick-up
Base Price (Ea.)	<b>\$29,425.50</b>	\$24,988.00
Backup Alarm		<b>\$85.00</b>
<b>Total Bid Price:</b>	<b>\$29,425.50</b>	<b>\$25,073.00</b>



**PROCUREMENT REQUEST**  
( Purchases Over \$10,000 )

Date Requested: \_\_\_\_\_ 2/21/2018 \_\_\_\_\_  
 Requesting Dept: Fleet Maintenance Requested By: Paul Derler

Item(s) Requested: 1 Ton 2x4 Pickup Truck - Water Utility

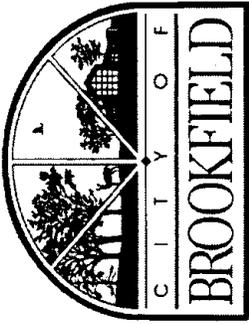
Reason Needed: Replacement for 70222

Budget Account No: 50198009-601000-1811 Budgeted Amount: \$27,500.00 Actual Price: \$27,973.00

Requested Vendor: Badger Ford

Bid/Quote Type: \_\_\_\_\_ City \_\_\_\_\_ Value \_\_\_\_\_ X State \_\_\_\_\_ Other \_\_\_\_\_

BID SUMMARY			
	Boucher	Badger Ford	
Vendor/Bidder:	3500 Regular Cab 2x4 Pick-up	F-350 Regular Cab 2x4 Pick-up	
Base Price (Ea.)	\$30,200.00	\$27,888.00	
Options			
Backup Alarm		\$85.00	
Total Bid Price:	\$30,200.00	\$27,973.00	



**PROCUREMENT REQUEST**  
( Purchases Over \$10,000 )

Date Requested: 12/20/2017  
 Requesting Dept: Fleet Maintenance Requested By: Paul Derler

Item(s) Requested: REPLACEMENT 1 TON DUMP CHASSIS WITH V PLOW AND SPREADER - Highway

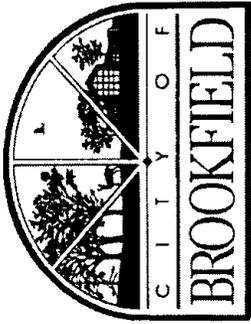
Reason Needed: Replacement for 40336

Budget Account No: 25011561 603000 Budgeted Amount: \$63,158.00 Actual Price: \$63,630.00

Requested Vendor: Badger Ford

Bid/Quote Type: \_\_\_\_\_ City \_\_\_\_\_ Value \_\_\_\_\_ x State \_\_\_\_\_ Other \_\_\_\_\_

BID SUMMARY			
	Badger Ford	Boucher	
Vendor/Bidder:	Ford F-350 4X4 with Spreader & V-Plow	Chevrolet 3500 4X4 with Spreader & V-Plow	
Description:			
Base Price (Ea.)	<b>\$30,425.00</b>	<b>\$29,812.50</b>	
Upfit	<b>\$32,615.00</b>	<b>\$36,813.00</b>	
SS Dump Box and spreader	<b>\$590.00</b>		
	<b>\$63,630.00</b>	<b>\$66,625.50</b>	



**PROCUREMENT REQUEST**  
( Purchases Over \$10,000 )

Date Requested: \_\_\_\_\_ 2/20/2018 \_\_\_\_\_  
 Requesting Dept: Fleet Maintenance Requested By: Paul Derler

Item(s) Requested: REPLACEMENT 1 TON CHASSIS AND DUMP UPFIT - Highway

Reason Needed: Replacement for 40239

Budget Account No: 25011561 603000 Budgeted Amount: \$32,000.00 Actual Price: \$41,898.00

Requested Vendor: Badger Ford

Bid/Quote Type: X City \_\_\_\_\_ Value \_\_\_\_\_ State \_\_\_\_\_ Other \_\_\_\_\_

BID SUMMARY			
	Badger Ford	Boucher	
Vendor/Bidder:	Ford F-350 2X4 with Dump Box	Chevrolet 3500 2X4 with Dump Box	
Description:			
Base Price (Ea.)	<b>\$26,578.00</b>	<b>\$29,887.00</b>	
Trade in allowance			
Options			
Upfit	<b>\$15,320.00</b>	<b>\$15,999.00</b>	
SS Dump Box	<b>\$1,270.00</b>	<b>\$1,128.00</b>	
	<b>\$41,898.00</b>	<b>\$47,014.00</b>	





**City of Brookfield  
Hidden Lake Park - Project #PR-01-18  
February 28, 2018  
10:00 am**

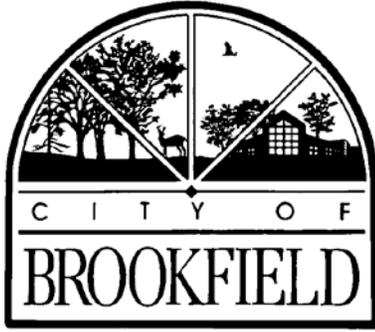
**EXHIBIT A**

Bidder	Base Bid Amount	Alternate A (Add)	Alternate B (Add)	TOTAL (with Alternate A)
*All-Ways Contractors, Inc.	\$327,941.50	\$28,760.00	\$4,580.00	\$356,701.50
Blaze Landscape Contracting, Inc.	\$351,023.95	\$26,000.00	\$5,000.00	\$377,023.95
Highway Landscapers, Inc.	\$432,557.00	\$32,100.00	\$5,600.00	\$464,657.00
Janke General Contractors, Inc.	\$565,524.00	\$36,885.00	\$14,390.00	\$602,409.00

ALTERNATE A- Furnish and install 12' x 12' shelter with metal roof including concrete pad with base, footings, carpentry and staining

ALTERNATE B- Furnish and install boardwalk/bridge railings (with deduct for replacing curbing)

\* APPARENT LOW BIDDER



## **MAYOR**

*Steven V. Ponto*

2000 North Calhoun Road  
Brookfield, Wisconsin 53005-0595  
(262) 787-3525 - Fax (262) 796-6671  
ponto@ci.brookfield.wi.us

## **MEMORANDUM**

**TO:** Aldermen  
**FROM:** Mayor Steven V. Ponto  
**DATE:** March 1, 2018  
**RE:** Committee Appointments

I would like to make the following appointment at the March 6, 2018 Common Council meeting. The resume is attached for your review. Council confirmation would be appreciated.

### PARK & RECREATION COMMISSION

Liza LeClaire – appoint to fulfill the 5-year term of Jeff Herschberger expiring December 31, 2021

SVP/pas



## Liza LeClaire

2405 Rockway Ln West, Brookfield 53005  
262-510-6066 (evenings are best)

MBA - CEO (& C-Suite) Advisory Group  
Chairman - Chief Executive Program,  
Coaching CEOs & Executives - Vistage  
Worldwide, Inc. | LinkedIn

### **WHO I AM**

25+ yrs running most business aspects of an organization including:

- Sales & Marketing • Human Resources • Finance & Accounting
- Customer Service • Event Planning • Inventory Management
- Market Expansions • Process Improvements and More.

Expertly trained in issue processing using the TEC Vistage 60-year proven methodology that results in CEO's having 3 times growth & more work/life balance. I question the answer, rather than answering the question.

### **Experience**

#### **VISTAGE - CEO Advisory Group Chairman - Chief Executive Program, Coaching CEOs & Executives**

Company Name: Vistage Worldwide, Inc.

Dates Employed: 2016 – Present

Employment Duration: 2 yrs

Location Metro Milwaukee, WI

Delivering the vital perspective that executives needed to see the big picture, test ideas, overcome obstacles & seize opportunities. Members grow 2 times faster than non-members.

#### **CEO Advisory Group Chairman (CEO Coach / Executive Mentor)**

Company Name: TEC - The Executive Committee

Dates Employed: 2016 – Present

Employment Duration: 2 yrs

Location Metro-Milwaukee, WI

Vistage was founded in Milwaukee as TEC in 1957 and is now known as Vistage and is the world's leading peer business advisory membership organization (with over 21,000 members worldwide). It will change how you approach issues and opportunities.

## **MBA Adjunct Professor**

Company Name: Mount Mary University

Dates Employed: 2017 – Present

Employment Duration: 1 yr

Location Greater Milwaukee Area

Bringing real life experiences to the classroom.

## **Business Executive Coach**

Company Name: LeClaire Business Consulting, LLC

Dates Employed: Sep 2015 – Present

Employment Duration: 2 yrs 7 mos

Location Brookfield, WI

Extensive leadership in growing and strengthening businesses. I have the hands-on experience and understand the complexities needed to be a successful business operation in today's environment.

LizaLeClaireBusinessConsulting@Gmail.com

## **Chief Operating Officer**

Company Name: Wheel & Sprocket

Dates Employed: 2005 – 2015

Employment Duration: 10 yrs

Location Wisconsin & Northern Illinois

## **Education**

### **Marquette University**

Degree Name: MBA

Field Of Study Emphasis: Business Operations

Dates attended or expected graduation 1995 – 1998

Final graduate project: the development and production of a mechanic's certification training program & video that Wheel & Sprocket implemented to deliver consistent services throughout the various locations. Result: Utilized for eight years as part of the New Hire Orientation program.

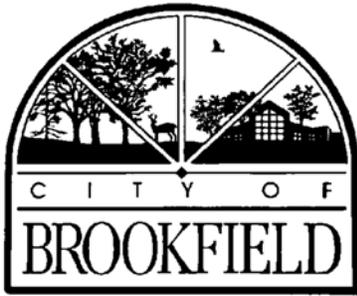
### **Ripon College**

Degree Name: BA

Field Of Study Double Major: Business Management & Economics

Dates attended or expected graduation 1986 – 1990

Activities and Societies: Distinguished Honors Scholarship (4 year) recipient



## DEPARTMENT OF COMMUNITY DEVELOPMENT

*Daniel F. Ertl, A.I.C.P., Director*  
2000 North Calhoun Road  
Brookfield, Wisconsin 53005-5095  
262-796-6695 FAX 262-796-6702

### MEMORANDUM

**TO:** Common Council

**FROM:** Daniel F. Ertl, A.I.C.P.  
Director of Community Development

**DATE:** March 2, 2018

**SUBJECT:** Rescheduled TID No. 3 Amendment Public Hearing

---

On February 6, 2018, the Council authorized a public hearing to amend the boundaries of TID No. 3 and identify that the Project Costs will include costs for the purchase of lands for the Brookfield Conference Center. This hearing was scheduled to occur in front of the Plan Commission on March 12, 2018, with the likelihood of the action being in front of the Council on March 20. Such action was going to be followed by a recommendation from the City Administration to have the Council adopt a resolution closing TID No. 3 at the April 3 Council meeting. This sequencing allows the Project Costs to be made before the end of the year.

For a variety of reasons, as outlined below, the City Administration has requested that we re-schedule the public hearing to amend TID No. 3 to a Special Meeting of the Plan Commission to be held on March 14 at 5:00 P.M. An item on the non-consent agenda for the March 6 meeting would affirm the scheduling of this hearing. See attached notice.

The nature and purpose of the TID No. 3 Amendment has changed due to the initial feedback City staff received from the TID No. 3 Joint Review Board (JRB) as they were briefed by City staff on February 28 at their required organizational meeting. Rather than amending the District for purposes of using Project Costs to purchase lands for the Conference Center and expanding the boundaries associated with that purchase, the JRB encouraged the City to explore other options to finance the land purchase. City staff is exploring other options but as of this writing we are not prepared to identify a preferred option to present to the Council.

Due to the reluctance on the part of some members of the JRB to allow the City to use current TID No. 3 accumulated funds for the land purchase for the Conference Center, the City Administration has removed such request from the Draft TID No. 3 Amendment Project Plan, including the boundary adjustment.

In addition, at the February 28 meeting, the JRB encouraged the City staff to edit the Draft TID No. 3 Amendment Project Plan to identify the Project Costs that the City has previously committed to the Wimmer Communities apartment project- The Artisan- and to CBL & Associates for the Sears redevelopment. Those commitments were made by the City in the form of signed and executed Development Agreements and are a current obligation of the City.

City staff believes that the intent of the JRB suggestion to include the above commitments as Project Costs in the TID No. 3 Project Plan Amendment are for purposes of precedent and documentation.

The City Administration will be analyzing various options emanating from the JRB meeting and will present a preferred, recommended option soon, including potentially closing TID No. 3.

Robert Scott will not be at the Council meeting March 6, so please contact him by e-mail if you have any questions before the meeting. Karen Flaherty, myself and Mayor Ponto will be available to answer questions at the March 6 meeting.

Enclosure: March 14 notice

## NOTICE OF PUBLIC HEARING

### **Regarding the Proposed Amendments to Tax Increment District No. 3 by the City of Brookfield, Wisconsin**

Notice is hereby given that on March 14, 2018 at 5:00 p.m. in the Common Council Chambers of the City of Brookfield at Brookfield City Hall at 2000 North Calhoun Road, Brookfield, Wisconsin, a public hearing will be held by the Plan Commission of the City of Brookfield regarding the proposed amendment(s) to Tax Increment District No. 3 (“District”), located in the City of Brookfield, WI.

The proposed amendment(s) to the District Project Plan is available for review at the Brookfield City Hall in the office of the Department of Community Development or the City Clerk during normal business hours. A paper copy of the proposed amendments to the Project Plan will be provided at cost upon request of the City Clerk.

The amendments to the Project Plan identifies that Project Costs will be used to provide economic development grants equal to approximately \$10,750,000 for construction and rehabilitation of properties within the District. At the Public Hearing, all interested parties will be afforded a reasonable opportunity to express their views on the proposed amendments to the District Project Plan.

This Notice is given pursuant to section 66.1105(4) (a) of the Wisconsin Statutes. The Plan Commission will consider adoption of the amendments to the Project Plan under section 66.1105 of the Wisconsin Statutes.

Dated this 7<sup>th</sup> day of March 2018.

By The Plan Commission of the City of Brookfield

**Publish notice March 7, 2018 and secure affidavit of publication**