

ATTENTION CITIZENS: 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 it to the City Clerk prior to the meeting. Comments can be made from the floor for public hearings once recognized by the Chair.

Announcement:

*The next Common Council meeting will be September 21, 2010

A G E N D A

- Roll Call.
- Pledge of Allegiance (Ald. Bill Carnell)

CONSENT AGENDA - Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and placed immediately following action on the Consent Agenda. The procedures to follow for 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 August 17, 2010.

As recommended by the Finance Committee

2. **Vouchers** exceeding \$50,000 requiring immediate action.
3. **Resolution** approving revised City financial **policy** regarding **general fund balance**.
4. **Resolution** approving **General Fund budget amendments** requested by the Director of Finance to implement the provisions of the 2010 salary ordinance relative to non-represented staff merit adjustments.
5. **Resolution** approving 2010 General Fund **budget amendment** requested by the Director of Finance: transfer \$15,000 from contingency a/c 07001700-590000 to Elections capital outlay account 02080009-601000 for purposes of purchasing replacement election equipment as requested by the City Clerk.

As recommended by the Human Resources and Public Safety Committee

6. **Resolution** approving the 2010-2012 Labor **Agreement** between the City of Brookfield and Local 20, District Council 40, AFSCME, AFL-CIO, Library Employees.
7. **Resolution** approving the 2013-2014 Labor **Agreement** between the City of Brookfield and Local 20, District Council 40, AFSCME, AFL-CIO, Library Employees.

As recommended by the Legislative & Licensing Committee
subject to further administrative approval

8. Approval of Original Bartender Licenses (see agenda for applicants).
9. Change of Corporate Name from Bravo Development, Inc. to Bravo Brio Restaurant Group, Inc.; d/b/a Bravo Cucina Italiana; 95 N. Moorland Rd., A147, Brookfield Square.

Council As A Whole

10. **Mayor's Appointment:** **Cathy Wolfla** to the Police & Fire Commission, term expiring 5/1/13.
11. **Mayor's Appointment:** **Dean Marquardt** to the Plan Commission, term expiring 5/1/13.

12. **Resolution** recognizing May __, 2011, as International Migratory **Bird Day** (*day to be determined*).

(End of consent agenda.)

13. Items removed from the Consent Agenda (*if necessary*).

Council As A Whole

14. **Resolution** approving the **contract** for the **Greenway Trail Construction** – Phase VI-A Project (PR-04-10) to Grade Tech Pavers, Inc. for \$61,108.75 for the base **bid**.
15. Mayor's Assignment of Legislative Referrals and Request for Services.
16. Adjourn.

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 matter.

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 2000 N. Calhoun Road, for accommodations. Request for accommodations for meetings should be made at least 3 business days prior to the meeting. Every effort will be made to arrange accommodations for all meetings, so please give the City Clerk as much advance notice as possible.

**VOUCHERS EXCEEDING \$50,000 REQUIRING IMMEDIATE ACTION
SEPTEMBER 7, 2010**

VENTURE ELECTRICAL CONTRACTORS, INC.
INSTALL SOLAR ARRAY @
BROOKFIELD SAFETY BUILDING

\$66,708.00

RESOLUTION NO. _____
by the Finance Committee

WHEREAS, the City of Brookfield has adopted certain financial policies via resolution of the Common Council to direct the financial operations of the City; and

WHEREAS, such policies are periodically reviewed to ensure that they are up to date and include relevant guidance for financial operations; and

WHEREAS, City staff has revised the general fund budget policy, and such revisions have been reviewed by the Finance Committee;

NOW THEREFORE, BE IT RESOLVED that the revised City financial policy* addressing the topic of general fund balance, be adopted as financial policy guidance for the City of Brookfield, and that such policy be subject to periodic review by the Finance Committee and/or Common Council according to the time schedules contained therein.

ADOPTED AND APPROVED ON _____, 2010.

Kristine A. Schmidt, City Clerk

Steven V. Ponto, Mayor

* Can be viewed in the City Clerk's Office.

Memo

To: Finance Committee
From: Robert W. Scott, Director of Finance
CC: Mayor and Common Council
Date: 9/1/2010
Re: Revisions to general fund balance financial policy

As part of the review cycle for financial policies, the City's general fund balance policy, last reviewed in 2007, is due for review in 2010. The Finance Committee reviewed the policy at its August 17 meeting and confirmed the changes suggested by staff.

Attached to this memo are the revised policy and a copy of the staff report regarding the policy review previously provided to the Committee. The memo includes a summary of the changes that resulted from the internal review of the policy, which are shown in shaded text (additions in bold, deletions in strikeouts) in the attached draft of the policy.

A resolution approving the revised financial policy is included for your consideration, and staff respectfully requests approval and recommendation to the Common Council.

CITY OF BROOKFIELD
FINANCIAL POLICY/PROCEDURE MANUAL

SUBJECT: GENERAL FUND BALANCE

General: The objectives of this policy are to preserve the credit worthiness of the City for borrowing monies at favorable interest rates; provide working capital for the City to meet cash flow needs during the year and a comfortable margin of safety to address emergencies and unexpected declines in revenue; and stabilize fluctuations from year to year in property taxes paid by the City's taxpayers.

Procedures: In order to achieve the objectives of this policy, the following guidelines shall be adhered to by the Common Council:

1. An **unassigned undesignated** general fund balance shall be maintained as of December 31 of each year equal to a minimum of two months of the ensuing year's budgeted general fund expenditures, with a targeted maximum of four months of the ensuing year's budgeted expenditures.
2. The City will maintain appropriate **commitments or assignments designations** of general fund balance for specified purposes, including but not limited to contingencies, compensated absences, or similar items.
Commitments and/or assignments of general fund balance shall be made pursuant to appropriate legislation (ordinance or resolution) adopted by the Common Council.
3. As part of the annual budget process, the Director of Finance will estimate the surplus or deficit for the current year and prepare a projection of the year-end **unassigned undesignated** general fund balance. Such projection will include an analysis of trends in fund balance levels on an historical and future projection basis. Any anticipated balance in excess of the minimum **unassigned undesignated** general fund balance may be budgeted to reduce the ensuing year's property tax levy.
4. Funds in excess of the upper range of the **unassigned undesignated** fund balance target may be considered to supplement "pay as you go" capital outlay expenditures (including reduction of anticipated debt issues) or to prepay existing debt via cash defeasance as allowable. **Unassigned Undesignated** fund balance shall not be used to support recurring operating expenditures.
5. Withdrawal of any amount of **unassigned undesignated** general fund balance in excess of the targeted minimum of the amount budgeted under (3) above, for the sole purpose of reducing the ensuing year's property tax levy, may be made only upon a 2/3 majority vote of the Common Council.

6. The Common Council, by a two-thirds vote, can declare a fiscal emergency and withdraw any amount of general fund balances for purposes of addressing the fiscal emergency. Any such action must also provide for necessary appropriations to restore the ~~unassigned undesignated~~ general fund balance to the minimum balance within a three-year period.
7. This policy will be reviewed by the Finance Committee every three years following adoption or sooner at the direction of the Common Council.

fund balance policy
Developed and adopted: 3/2000
Reviewed (no changes): 2/ 2004
Revised: 8/2007
Revised: __/2010

Memo

To: Finance Committee

From: Robert W. Scott, Director of Finance

CC: Mayor Ponto

Date: 8/11/2010

Re: Fund Balance Policy Review

Governmental accounting is organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self balancing set of accounts recording financial resources, together with all related liabilities and balances, which are segregated for the purpose of carrying on specific activities or attaining certain objectives. These funds not only include the general, or primary operating fund of the City, but also a number of special revenue and enterprise funds (referred to below as "special purpose" funds).

Some special purpose funds act as a passthrough type arrangement, whereby the revenues and expenses of the fund are roughly equivalent and fund balances are relatively insignificant. An example of this is the Economic Development fund.

For other special purpose funds, the fund balance may be more substantial and can fluctuate from year to year. For example, the Vehicle/Equipment Replacement and Computer Outlay funds are used to accumulate resources to be used to fund capital expenditures or replacement per the adopted capital improvement program and City policy. In any given year, the fund balance of such funds will fluctuate depending on the assets being purchased. In a year where the funding provided is higher than the expenditures for equipment, the fund balance will increase. In another year, when larger dollar replacements occur, the fund balances will decline. Therefore, the issue of the level of special purpose fund balances is one that is controlled via specific policy decisions and the annual budget process.

For the general fund, the year-end level of the general fund balance is guided by the City's general fund balance policy first adopted in 2000 and due for review this year. That policy guidance, which was reviewed and affirmed in 2004 and 2007, has provided for a minimum undesignated general fund balance of two months, or approximately 16%, of the subsequent year's budget. This level was established by

reference to the City's historical practices; policies from other communities; and guidance from Government Finance Officers Association (GFOA) best practices, credit rating agencies, and other sources. The policy also contains a maximum level of undesignated fund balance of 4 months, or 33%, of the subsequent budget. As of December 31, 2009, the undesignated general fund balance was approximately 27% of the subsequent budget, or slightly above the midpoint of the policy targets, which is consistent with recent years. Total general fund balance at December 31, 2009 was 34% of the ensuing budget.

As discussed with the Committee at the July 20 meeting (as well as part of the related, separate agenda item for the August 17 meeting), upcoming changes in generally accepted accounting principles (GASB 54) will change the terminology and definitions for the components of fund balance. In that regard, the focus for future years will shift to unrestricted fund balance – that is, the portion of fund balance that is not restricted by external factors or parties. Furthermore, there may be portions of general fund balance that may be committed or assigned for specified purposes by the Council (see further discussion below). The remaining portion of general fund balance is termed “unassigned”, which is somewhat equivalent to the former “undesignated” portion of fund balance.

I have attached for your reference the latest version of the GFOA best practice statement regarding general fund balance. GFOA recommends that governments establish a formal policy (as the City has done), and that at a minimum the unrestricted general fund balance should be no less than two months of general fund revenues or expenditures. The best practice further notes that a government's particular situation may require a level of unrestricted fund balance significantly higher than the recommended minimum level. This is consistent with the guidance provided by GFOA in its publication, *Financial Policies: Design and Implementation* that indicates that smaller municipalities generally should set the fund balance level at the higher end of the range, both for working capital needs and to provide additional reserves for emergencies and other contingencies due to higher susceptibility to economic changes. GFOA also suggests that governments benchmark their fund balance amounts.

To that end, staff has assembled the following comparables of fund balance levels (percentage of budget) for the Committee's reference from Moody's Investor's Service medians for 2009 provided by our financial advisor:

<u>Category</u>	<u>Total fund balance</u>	<u>Undesignated fund balance</u>
Aaa rated Wisconsin cities	34%	14%
Aa1 rated Wisconsin cities	47%	11%
Aa2 rated Wisconsin cities	24%	12%
Aaa rated national cities	32%	16%
Aa1 rated national cities	36%	20%
Aa2 rated national cities	31%	19%

The above data shows that the City's general fund balance is consistent with other highly rated cities, in both Wisconsin and nationally. As noted on numerous occasions by Carol Wirth, the City's financial advisor, it is the expectation of Moody's that the City would maintain these levels of fund balances as an Aaa rated credit. This is particularly important given ongoing state tax levy limits. If a significant portion of fund balance is used to reduce the levy in any given year, levy limits make it more difficult to restore fund balances or add additional taxes in a future budget year to replace the use of fund balance as a revenue source. In short, Moody's has greater concerns about using fund balance in situations where external revenue raising limitations are imposed.

In addition, as previously communicated to the Committee, the general fund balance is also the ultimate source of funding for the City's accrued vacation and sick leave liabilities relative to all employees except those in the sewer and water utilities. Although current accounting principles do not allow this \$3.3 million obligation to be recorded as a liability in the general fund, over time the City will have to pay these contractually obligated amounts as employees leave employment with the City. The liabilities will only grow over time with wage inflation, as payouts are made at current salary rates, and payments will accelerate in the near future as the City's work force ages. The general fund balance also may be considered as part of strategies for funding the City's post-employment benefit liability. Staff suggests that the Committee and Council specifically commit or assign (as defined in GASB 54) portions of the general fund balance as earmarked for these long-term liabilities.

As the City's revenue sources are collected throughout the year (e.g., even though the tax bills mailed in December fund the next year's budget, not all the funds are collected at once), the general fund balance is used for working capital purposes to fund operating expenditures from time to time. Further, the timing of expenditures from capital projects and other special purpose funds are such that the cash and investments accounted for in the general fund often are used to pre-fund costs from other funds pending receipt of grant revenues, debt proceeds, and other sources. Finally, in a more typical economic and interest rate environment than has been experienced in recent times, the investment earnings on the general fund balance provide a subsidy to the operating budget, therefore reducing the property tax levy.

In addition to the above working capital needs, the City has historically designated a portion of general fund balance for contingencies. Under GASB 54, such an allocation would be termed a stabilization arrangement, and to commit such funds for contingency purposes would also require specific legislative action by the Council which would include identification of the specific circumstances under which a need for stabilization arises, and such circumstances would not be expected to occur routinely. Staff requests the Committee's input as to whether the City should consider such a commitment of general fund balance.

Based on the above information, staff is not recommending any substantial changes with regard to the policy considerations of the fund balance policy. However, language changes that address the revised terminology under the new accounting

standards are included in the policy, along with a statement that clarifies the need for the Council to adopt via formal legislation commitments or assignments of fund balance as required by GASB 54. At a future date during 2011 (the City will be adopting this standard for the 2011 financial statements), legislation will be presented to the Committee and Council for commitments or assignments of fund balance as deemed appropriate.

Staff requests that the Finance Committee review the attached draft of the policy, including suggested changes, and provide feedback. Once the Committee has completed its review of the policy, a resolution adopting the revised policy will be placed on a future Committee agenda for recommendation to the Common Council. Please contact me with any questions.



BEST PRACTICE

Appropriate Level of Unrestricted Fund Balance in the General Fund (2002 and 2009) (BUDGET and CAAFR)

Background. Accountants employ the term *fund balance* to describe the net assets of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net assets of governmental funds calculated on a government's budgetary basis.¹ In both cases, fund balance is intended to serve as a measure of the financial resources available in a governmental fund.

Accountants distinguish up to five separate categories of fund balance, based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts can be spent: *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.² The total of the last three categories, which include only resources without a constraint on spending or for which the constraint on spending is imposed by the government itself, is termed *unrestricted fund balance*.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning.

In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance (i.e., the total of the amounts reported as committed, assigned, and unassigned fund balance) in the general fund.

Credit rating agencies monitor levels of fund balance and unrestricted fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive."

Recommendation. The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund.³ Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and

¹ For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.

² These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which must be implemented for financial statements for periods ended June 30, 2011 and later.

³ Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.

specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.⁴

The adequacy of unrestricted fund balance in the general fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.⁵ The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.⁶ Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.

In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

- The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
- Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
- The potential drain upon general fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund);⁷
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained); and
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose).

Furthermore, governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Naturally, any policy addressing desirable levels of unrestricted fund balance in the general fund should be in conformity with all applicable legal and regulatory constraints. In this case in particular, it is essential that differences between GAAP fund balance and budgetary fund balance be fully appreciated by all interested parties.

Approved by the GFOA's Executive Board, October, 2009.

⁴ See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).

⁵ In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.

⁶ In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues or expenditures, that decision should be followed consistently from period to period.

⁷ However, except as discussed in footnote 4, not to a level below the recommended minimum.

RESOLUTION NO. _____
by the Finance Committee

BE IT RESOLVED that the following fund transfers, requested by the Director of Finance, to implement the provisions of the 2010 salary ordinance as it relates to merit adjustments for non-represented staff and the changes in organizational design approved by the Council in June 2010, are hereby approved. This will result in a 2010 budget amendment.

			Adjustment Amount
MAYOR -			
SALARIES	02010001	501000	\$ 198
FICA TAX	02010001	502000	15
PENSION	02010001	502100	<u>22</u>
			235
CITY ATTORNEY -			
SALARIES	02040001	501000	1,593
FICA TAX	02040001	502000	122
PENSION	02040001	502100	<u>175</u>
			1,890
ADMINISTRATION			
SALARIES	02030001	501000	(20,851)
FICA TAX	02030001	502000	(1,595)
PENSION	02030001	502100	<u>(2,294)</u>
			(24,740)
FINANCE -			
SALARIES	02090001	501000	10,282
FICA TAX	02090001	502000	787
PENSION	02090001	502100	<u>1,131</u>
			12,200
INFORMATION SERVICES -			
SALARIES	02120001	501000	2,535
FICA TAX	02120001	502000	194
PENSION	02120001	502100	<u>279</u>
			3,008
ASSESSOR -			
SALARIES	02100001	501000	2,777
FICA TAX	02100001	502000	212
PENSION	02100001	502100	<u>305</u>
			3,294
CITY CLERK -			
SALARIES	02070001	501000	1,248
FICA TAX	02070001	502000	95
PENSION	02070001	502100	<u>137</u>
			1,480

			Adjustment Amount
HUMAN RESOURCES -			
SALARIES	02130001	501000	3,164
FICA TAX	02130001	502000	242
PENSION	02130001	502100	<u>348</u>
			3,754
 CITY HALL -			
SALARIES	02150001	501600	655
FICA TAX	02150001	502000	50
PENSION	02150001	502100	<u>72</u>
			777
 INSPECTION SERVICES - ADMINISTRATION -			
SALARIES	03047001	501000	2,932
FICA TAX	03047001	502000	224
PENSION	03047001	502100	<u>323</u>
			3,479
 INSPECTION SERVICES - BUILDING INSPECTION -			
SALARIES	03047101	501000	1,228
FICA TAX	03047101	502000	94
PENSION	03047101	502100	<u>135</u>
			1,457
 INSPECTION SERVICES - ELECTRICAL INSPECTION -			
SALARIES	03047201	501000	302
FICA TAX	03047201	502000	23
PENSION	03047201	502100	<u>33</u>
			358
 INSPECTION SERVICES - PLUMBING INSPECTION -			
SALARIES	03047301	501000	302
FICA TAX	03047301	502000	23
PENSION	03047301	502100	<u>33</u>
			358
 INSPECTION SERVICES - CODE ENFORCEMENT -			
SALARIES	03047401	501000	671
FICA TAX	03047401	502000	51
PENSION	03047401	502100	<u>74</u>
			796
 POLICE DEPARTMENT - ADMINISTRATION			
SALARIES	03010001	501000	915
FICA TAX	03010001	502000	70
PENSION	03010001	502100	<u>101</u>
			1,086

			Adjustment Amount
POLICE DEPARTMENT -			
COMMAND STAFF -			
SALARIES	03016001	501000	1,175
FICA TAX	03016001	502000	90
PENSION	03016001	502100	<u>129</u>
			1,394
 FIRE DEPARTMENT -			
SALARIES	03020001	501000	1,841
FICA TAX	03020001	502000	141
PENSION	03020001	502100	<u>203</u>
			2,185
 DPW ADMINISTRATION/ENGINEERING -			
SALARIES	04010001	501000	3,157
FICA TAX	04010001	502000	242
PENSION	04010001	502100	<u>347</u>
			3,746
 HIGHWAYS AND STREETS -			
HIGHWAY ADMINISTRATION -			
SALARIES	04070101	501000	1,914
FICA TAX	04070101	502000	146
PENSION	04070101	502100	<u>211</u>
			2,271
 LIBRARY -			
SALARIES	05010001	501000	3,390
FICA TAX	05010001	502000	259
PENSION	05010001	502100	<u>373</u>
			4,022
 PARKS AND RECREATION -			
ADMINISTRATION -			
SALARIES	05032001	501000	3,806
FICA TAX	05032001	502000	291
PENSION	05032001	502100	<u>419</u>
			4,516
 COMMUNITY DEVELOPMENT -			
ADMINISTRATION -			
SALARIES	06018001	501000	489
FICA TAX	06018001	502000	37
PENSION	06018001	502100	<u>54</u>
			580
 COMMUNITY DEVELOPMENT -			
PLANNING -			
SALARIES	06018101	501000	884
FICA TAX	06018101	502000	68
PENSION	06018101	502100	<u>97</u>
			1,049
 CONTINGENCY FUND			
	GRAND	TOTAL	
	07001700	590000	<u>29,195</u>

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

ADOPTED AND APPROVED ON _____, 2010.

Kristine A. Schmidt, City Clerk

Steven V. Ponto, Mayor

Memo

To: Finance Committee
From: Robert W. Scott, Director of Finance
CC: Mayor and Common Council
Date: 9/1/2010
Re: Resolution effecting budget adjustments for the 2010 salary ordinance related to non-represented staff merit adjustments

As you may recall, the City uses the following procedure to budget non-represented staff salaries:

- 1) Salaries are budgeted at the assumed across-the-board increase level (for 2010, no such adjustment was paid as further discussed below).
- 2) Salaries for non-represented staff in their probation period or with similar circumstances are budgeted using an estimate of their annual salary, including the effect of expected increases (if any) upon completion of probation.
- 3) Salary adjustments for staff beyond the amounts budgeted in (1) or (2) above (for example, merit adjustments) are funded via subsequent transfers from the contingency account (or fund balance for non-general fund departments).

In spring 2009, the Council adopted amendments to the salary ordinance for non-represented staff for 2010 which eliminated the previously approved across the board adjustment and changed the timing of merit adjustments to July 1, 2010.

The merit adjustments have been finalized, and a resolution to amend department budgets to implement that provision of the salary program via a transfer from contingency is therefore necessary. The attached resolution only adjusts the general fund departments. There is no merit adjustment applicable for the Economic Development fund for 2010 due to staffing changes. In addition, no budget amendment is proposed for the Fleet Services, Wastewater Utility, and Water Utility funds as the amounts are not significant to the total budgets for those funds and the budgetary level of control for those programs is at the fund level.

In addition to merit adjustments, there were also certain salary adjustments contemplated for positions affected by the organizational design changes approved by the Council in June 2010 following the retirement of the Director of Administration. The 2010 budget impact of those adjustments to the affected departments/divisions (Attorney, Finance, Human Resources, and Inspection Services) is included in the individual department amounts in the attached resolution, with an offsetting reduction the Administration budget

In fall 2009 the health and dental insurance program providers for employees were approved by the Council. Although there were some changes in employee program selection or family status, on an overall basis total health insurance budgets did not change significantly for the general fund or for the utilities. As such, no legislative action is being proposed to change department health insurance benefit budgets. If the 2011 budget for a particular department is affected to a material extent by employee health insurance elections that occurred in 2010, we will note as such in the 2011 budget presentation.

Staff respectfully requests approval of the resolution relative to the merit adjustments and recommendation to the Common Council.

RESOLUTION NO. _____
by the Finance Committee

BE IT RESOLVED that the following general fund budget amendment for 2010 requested by the Director of Finance, to transfer funds from the Contingency appropriation for purchase of replacement election equipment as requested by the City Clerk, is hereby approved.

<u>Expenditures:</u>		<u>Increase/ (Decrease):</u>
02080009-601000	Elections - capital outlay	\$15,000
07001700-590000	Contingency appropriation	(15,000)

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

ADOPTED AND APPROVED ON _____, 2010.

Kristine A. Schmidt, City Clerk

Steven V. Ponto, Mayor

Memo

To: Finance Committee
From: Robert W. Scott, Director of Finance
CC: Mayor and Common Council
Date: 9/2/2010
Re: Transfer from contingency for replacement election equipment

As further outlined in the attached memo from the City Clerk, the City has an opportunity to purchase slightly used election equipment via Waukesha County that would allow standardization of the equipment used for elections.

The Finance Committee approved this request at the August 17, 2010 meeting and directed staff to prepare the necessary resolution for Council action to transfer funds from contingency for this purchase. The total transfer would fund the cost of three machines plus shipping. The funds transfer resolution accompanies this memo and staff respectfully requests the Committee's approval and recommendation to the Council.

RESOLUTION NO. _____

By the Human Resources and Public Safety Committee

RESOLUTION APPROVING THE 2010 - 2012 LABOR AGREEMENT BETWEEN THE CITY OF BROOKFIELD AND LOCAL 20, DISTRICT COUNCIL 40, AFSCME, AFL-CIO, LIBRARY EMPLOYEES.

WHEREAS, negotiations between the City of Brookfield and Local 20, AFSCME, AFL-CIO, Library Employees, have resulted in a tentative agreement (copy of which is on file in the Human Resources Department) on a successor labor contract, effective January 1, 2010 through December 31, 2012, and;

WHEREAS, the Human Resources and Public Safety Committee has reviewed this agreement and recommends its passage;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Brookfield does hereby approve said agreement.

BE IT FURTHER RESOLVED that the Common Council of the City of Brookfield does hereby authorize and direct the appropriate City officials to execute a contract and implement the provisions therein.

ADOPTED AND APPROVED ON _____, 2010

Kristine A. Schmidt, City Clerk

Steven V. Ponto, Mayor

RESOLUTION NO. _____

By the Human Resources and Public Safety Committee

RESOLUTION APPROVING THE 2013 - 2014 LABOR AGREEMENT BETWEEN THE CITY OF BROOKFIELD AND LOCAL 20, DISTRICT COUNCIL 40, AFSCME, AFL-CIO, LIBRARY EMPLOYEES.

WHEREAS, negotiations between the City of Brookfield and Local 20, AFSCME, AFL-CIO, Library Employees have resulted in a tentative agreement (copy of which is on file in the Human Resources Department) on a successor labor contract, effective January 1, 2013 through December 31, 2014, and;

WHEREAS, the Human Resources and Public Safety Committee has reviewed this agreement and recommends its passage;

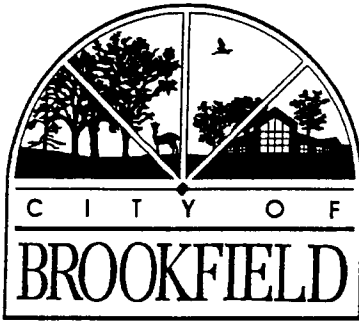
NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Brookfield does hereby approve said agreement.

BE IT FURTHER RESOLVED that the Common Council of the City of Brookfield does hereby authorize and direct the appropriate City officials to execute a contract and implement the provisions therein.

ADOPTED AND APPROVED ON _____, 2010

Kristine A. Schmidt, City Clerk

Steven V. Ponto, Mayor



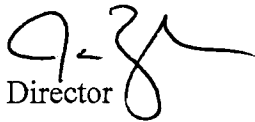
HUMAN RESOURCES DEPARTMENT

James Zwerlein, Director

2000 North Calhoun Road
Brookfield, Wisconsin 53005-5095
(262) 796-6642 Fax (262) 796-6682
email: zwerlein@ci.brookfield.wi.us

MEMORANDUM

TO: Human Resources and Public Safety Committee

FROM: James Zwerlein 
Human Resources Director

RE: Resolutions approving labor agreements between the City of Brookfield and District Council 40, AFSCME, Local 20, AFL-CIO – Library employees unit covering calendar years 2010 through 2014.

DATE: August 6, 2010

The City negotiation team has reached a tentative agreement with District Council 40, AFSCME, Local 20, AFL-CIO – Library employees regarding the terms and conditions of successor labor contracts covering calendar years 2010 through 2014. The Union has ratified this tentative agreement.

The Agreement is consistent with our internal settlement pattern which was initiated with the firefighters' union, late last year, and also reached with our other three (3) unions earlier this year.

Highlights of the Tentative Agreement include the following:

WAGES: General wage adjustments amounting to .08% in 2010; 1.5% in 2011; 1.875% in 2012; 1.875% in 2013; and, 1.875% in 2014, with an average annual lift of 2.3%.

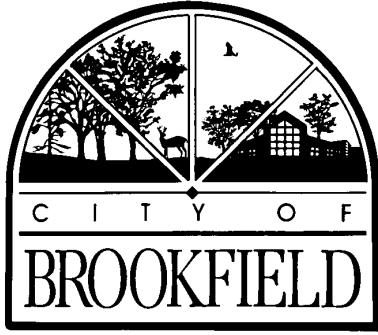
HEALTH INSURANCE: An increase in health insurance employee premium share to 15% (up from 10%) in 2011, with continued flexibility to incentivize wellness program participation. An increase in the health insurance life-time maximum cap to \$2 million in 2010, up from a combined total of \$1.5 million, consistent with our approach that began in 2009 for firefighters. The development of a "plus-one" health insurance premium option effective in 2011.

Please refer to the attached Tentative Agreement for specific details. We are very pleased to have reached consensus with the Union on some very difficult issues in a manner consistent with the financial parameters set by the Human Resources and Public

Safety Committee. The cost of the settlement is within budget for 2010 and should have minimal added financial impact in years 2011 through 2014.

Should you have any questions regarding these items prior to Wednesday's meeting, please contact me. Thanks.

Attachments



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: August 30, 2010
RE: Committee Appointment

I would like to make the following appointment at the September 7, 2010 Council meeting. Her resume is attached for your review. Council confirmation would be appreciated.

POLICE & FIRE COMMISSION

Cathy J. Wolfla to fulfill the term of Buck Jurken expiring May 1, 2013.

SVP/lo's

Cathy J. Wolfla

18960 Alta Vista Drive
Brookfield, WI 53045
262-796-8697- home
262-565-7494- cell phone
cwolfla@wi.rr.com

Community Experience

- ✓ **Brookfield Elementary School PTO**
 - President 2009-2010, D.A.R.E. graduation chairman (2010), 5th grade farewell committee (2010), Battle of the Books Committee (2010), Bobcat Carnivale Committee (2010)
 - As the PTO President, worked closely with the Committee and the Administration to develop the outdoor classroom at Brookfield Elementary School (2010)
 - Vice President 2008-2009, Spring Fling Co-chair (2008 and 2009)
 - Director of Ways and Means (2006 and 2007)
- ✓ **Sharon Lynne Wilson Center for the Arts**
 - Fashion Show Chairman (2007)
 - Fashion Show Committee (2006, 2007, 2008, 2009)
- ✓ **Marquette University High School**
 - Mother's Mass Chairman (2009)
 - Mother's Guild Member (2008, 2009, 2010)
- ✓ **Wisconsin Hills Middle School PTO**
 - Board of Directors
 - Director of Hospitality (2005, 2006, 2007)
- ✓ **Congress of Neurological Surgeons Auxiliary Executive Committee**
 - Vice President (2009)
 - Secretary (2007 and 2008)
- ✓ **Ronald McDonald House**
 - Provide and Serve Meals to the Home (2008, 2009, 2010)
- ✓ **Junior League of Oklahoma City**
 - Executive Board (2002, 2003, 2004)
 - Ran business meetings using Robert's Rules of Order
 - Member (2000-2005)

Professional Experience

- ✓ **W.R. Clouse and Associates**
Indianapolis, Indiana
Mortgage Broker: 1993-1999
 - Top Mortgage Sales Producer
 - Sales Team Leader

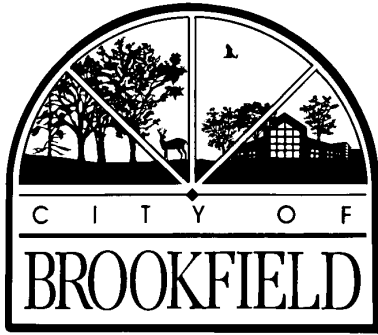
- ✓ **Service Mortgage Company**
Indianapolis, Indiana
Mortgage Broker: 1987-1993
 - Established partnership with F. C. Tucker Company to have mortgage banking branches in each real estate office.
 - District Manager
 - Developed Mortgage Banking Training Program

Education

- ✓ **Indiana University, Bloomington, IN**
 - B.A. in Economics, May 1987

Personal

- ✓ **Family**
 - Married to my husband, Chris, for 21 years.
 - Two children. Andrew (17) and Julie (11)
 - Moved to Brookfield, Wisconsin in February of 2005



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: September 2, 2010
RE: Committee Appointment

I would like to make the following appointment at the September 7, 2010 Council meeting. His resume is attached for your review. Council confirmation would be appreciated.

PLAN COMMISSION

Dean R. Marquardt to fulfill the term of Jennifer Donze expiring May 1, 2013.

SVP/lo's

Dean R. Marquardt
19370 North Hills Drive
Brookfield, WI 53045
262-796-1118

Profile

Over twenty years experience in local government at the upper management level with increasing responsibility in program and project management supporting the strategic plan of the elected officials.

Education

BS, Business Administration, Stritch University, 1995
BS, Mechanical Engineering, MSOE,

Additional Training

Harvard University, Kennedy School of Government
Senior Executive Program, 2000
National Fire Academy, Executive Leadership Program, 1996
National Incident Management training through level 800, 2007

Relevant Experience

Project management, relocation and construction of City of Brookfield fire stations 2 and 3, project cost \$7 million

Project management, renovation in several phases, City of Brookfield City Hall

Project management, construction and renovation, City of Brookfield Public Works Facility, project cost \$10 million

Project management, joint with Parks and Recreation Director, Civic Center Memorial Plaza

Primary staff, Shire Landfill Moratorium Task Force

Primary staff, City-wide Flood Task Force

Personal

Married, Wife – Connie, Daughters – Melissa and Monica
Life-long resident, City of Brookfield
Ancestors established in Brookfield, 1858

References

Furnished upon request

RESOLUTION NO. _____

by the Council as a Whole

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

WHEREAS, hundreds of thousands of people will observe IMBD, gathering in town squares, community centers, schools, parks, nature centers and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun; and

WHEREAS, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW THEREFORE, the Common Council recognizes

International Migratory Bird Day

in the City of Brookfield and urges all citizens to celebrate this observance May __, 2011, (*day to be determined*) and support efforts to protect and conserve migratory birds in our community and the world at large.

ADOPTED AND APPROVED ON _____, 2010.

Kristine A. Schmidt, City Clerk

Steven V. Ponto, Mayor

BIRD CITY WISCONSIN

The City of Brookfield has applied to become a Bird City Wisconsin. As a city that practices progressive open space and wetland preservation for the multiple benefits they provide, it is natural for us to achieve this designation.

There are many reasons to pursue this honor:

- Community pride
- Promotion of conservation activities throughout the community
- Birds provide “free ecological services” by eating insects and weed plants and rodents
- Bird watching is a growing hobby statewide; the DNR estimates approximately \$1.3 billion was spent on wildlife watching in 2001
- Educational opportunities
- Improve the local environment aesthetically, socially, economically and environmentally

There are a number of excellent resources on the internet regarding birds and their habitats. The Audubon Society (www.audubon.org/bird/at_home/), the National Wildlife Federation (www.nwf.org), the University of Wisconsin Extension (www.uwex.edu/) and the Wisconsin Society for Ornithology (www.wsobirds.org) are great places to start.

Watch for information about Bird City Wisconsin and our progress in this application. If selected, we plan to hold a celebration marking International Migratory Bird Day in May of 2011. If you have questions or would like to become involved, contact Laurie O’Shea in the Mayor’s Office, 262/787-3500.

Resolution No. _____

By the Council as a Whole

WHEREAS, the Parks, Recreation and Forestry Department on September 1, 2010, received bids for the Greenway Trail Construction - Phase VI-A Project (PR-04-10) which are shown on the summary of bids sheet hereto attached and incorporated by reference and marked Exhibit "A"; and

WHEREAS the lowest responsible bidder was as follows

Grade Tech Pavers, Inc.
W1324 Cedar Drive
Ixonia, WI

in the amount of \$61,108.75 for the Base Bid; and

WHEREAS, funding for the project has been approved in the 2009 Capital Improvement Budget.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Brookfield that the said contract is hereby awarded to Grade Tech Pavers, Inc. in the amount of \$61,108.75 for the Base Bid and that proper City officials are hereby authorized and directed to execute said contract on behalf of the City.

ADOPTED AND APPROVED _____, 2010.

Kristine A. Schmidt, City Clerk

Steven V. Ponto, Mayor

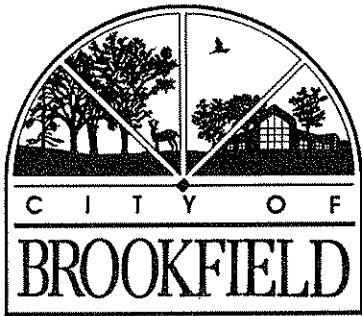
**City of Brookfield
Parks, Recreation and Forestry Department**

SUMMARY OF BIDS

PROJECT: GREENWAY TRAIL CONSTRUCTION – PHASE VI-A (PR- 04-10)

BID OPENING: Wednesday, September 1, 2010, 10:00 a.m.

No.	Bidder's Name	Base Bid Amount
1	Grade Tech Pavers, Inc.	61,108.75
2	All-Ways Contractors, Inc.	67,950.50
3	Don Praeger and Sons, Inc.	79,187.74
4	Payne & Dolan, Inc.	79,310.00
5	Colt Construction Services, LLC	92,157.25
6	Terry's Excavating, Inc.	98,030.42



DEPARTMENT OF PARKS, RECREATION & FORESTRY

2000 North Calhoun Road
Brookfield, Wisconsin 53005-5095
(262) 796-6675 FAX (262) 796-6671

DATE: September 1, 2010
TO: Common Council
FROM: Bill Kolstad, Director of Parks, Recreation and Forestry
RE: Greenway Trail Construction – Phase VI-A Project

Following their normal public process, the Greenway Corridor Committee and the Parks and Recreation Commission approved a plan and authorized staff to advertise for bids for the Phase VI-A development of the Greenway Trail System (see June 7, 2010 meeting minutes and trail plan attached).

Bids were received on September 1st with the low responsible bidder determined to be Grade Tech Pavers, Inc. in the amount of \$61,108.75 for the base bid. This amount is less than the engineer's cost estimate and within the budget for the project. Staff is requesting Council award of the contract accordingly.

Please feel free to contact me with any questions or for further discussion prior to the September 7th meeting. Thank you for your consideration.

Confirming Signature

Att: (2)

S:\Bid\Greenway\Trail 10 Phase VI-A \Common Council ltr



park. The Commission discussed the proposed stormwater facilities on both sides of the park with Mr. Burch and indicated their preference for a lower maintenance facility (i.e. dry pond) similar to what was constructed at Fairview Park. In referring to the tennis courts, Mr. Burch stated that a lighting plan will also be developed and Mr. Kolstad stated that the contract documents will include bid alternates to provide 1.) electrical service to the tennis courts, and 2.) install poles and fixtures which could be implemented at a later date if funds are available.

Mr. Kolstad proceeded to review the Planning/Approvals Construction Timetable* which indicated that the project would be advertised for bids on July 15 and 22nd with the bid opening scheduled for August 10 and Common Council award of the contract on Tuesday August 17th. He stated that construction would be initiated as soon as possible with substantial completion anticipated by the end of October and final completion and acceptance by June 1, 2011 of the Phase I work. He further stated that Phase II improvements would be bid and implemented in early 2011 with final completion in the summer of 2011.

Ms. Markey moved, seconded by Ald. Mellone, approval of Phase I construction plans and authorization to prepare final contract documents, plans, and specifications and proceed with advertising for bids. The motion carried unanimously.

*** 5. APPROVAL OF CONSTRUCTION PLANS FOR THE PHASE VI DEVELOPMENT OF THE GREENWAY TRAIL SYSTEM AS INDICATED BELOW AND AUTHORIZATION TO PREPARE FINAL CONTRACT DOCUMENTS, PLANS, AND SPECIFICATIONS AND PROCEED WITH ADVERTISING FOR BIDS.**

- **PHASE VI-A: DEER CREEK TRAIL – SEGMENTS AA-AB-AC**
- **PHASE VI-B: ROLLING MEADOWS TRAIL – SEGMENT A-B**

Mr. Kolstad summarized background related to the two segments and indicated that both projects were recommended by the Greenway Corridor Committee and approved by the Parks and Recreation Commission to be included in the 2010 Capital Improvement program for construction. He stated that the projects were also included as Department of Natural Resources Stewardship Program grant applications as previously approved by the Commission and the Common Council.

He introduced Mr. David Burch, Project Manager from Bonestroo Inc., who proceeded to review the trail alignment plans and construction details for the Deer Creek Trail project (Phase VI – A) and indicated that this trail segment was proposed to be an off road trail from the Krueger Park trailhead traveling west then north through the park and continuing to Bluemound Road within Columbia Boulevard right-of-way. Mr. Burch stated the trail consisted of 3,000 lf of 8' wide asphalt path and that the construction of the pathway was fairly straight forward and that the primary issues would be with coordination of utilities, grade/slope issues in the right-of-way on Columbia Boulevard, and the connection to Bluemound Road adjacent to the west side of the Bluemound Bowl property. Ms. Clappier asked how far the trail would be off the road and Mr. Burch responded that the trail would be constructed completely within the right- of- way and may range from 10' to 20' off the side of the road.

Mr. Burch summarized the Rolling Meadows Trail project (Phase VI-B) and indicated that this trail segment was proposed to be an off road trail of approximately 950' of 8' wide boardwalk/asphalt on the east side of Brookfield Road connecting Capone Court to Rolling Meadows Park. He indicated that the project would have a significant wetland impact requiring primarily boardwalk construction and would also involve coordination with a WE Energies easement. Mr. Burch discussed the different methods of boardwalk construction being considered for the trail segment which could include either at grade or raised with posts which will be determined in the permit process with the DNR. Mr. Kolstad stated that the boardwalk would be designed with a load rating that could

accommodate smaller equipment in situations where snow removal would be required but that staff was not anticipating that this portion of the trail would be plowed on a regular basis during winter months and it may ultimately be posted as closed when snow is present.

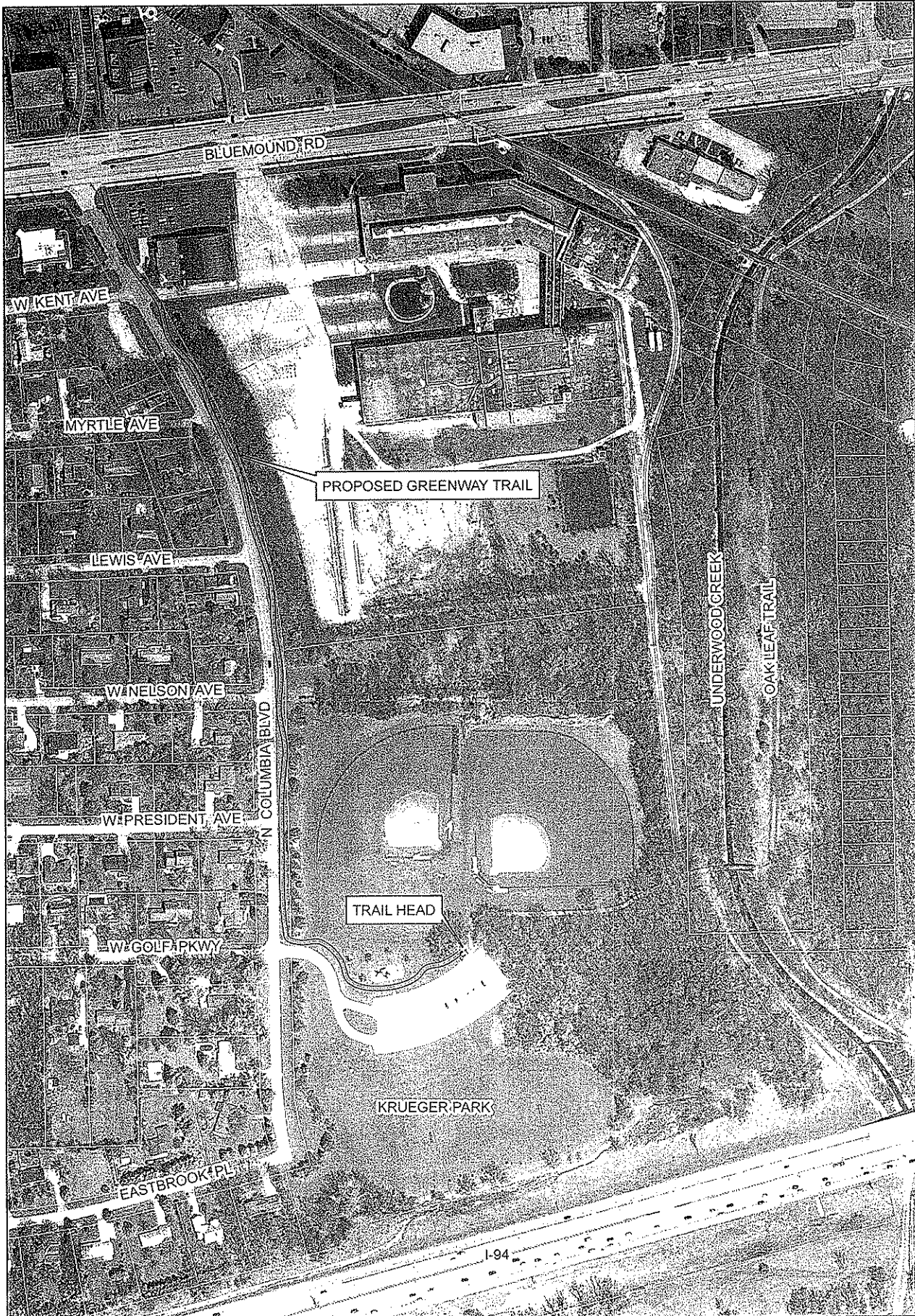
Mr. Kolstad proceeded to review the proposed timetable for construction which included advertising for bids on July 15 and 22 and Common Council award of contract anticipated on August 17th with substantial completion of the projects by the end of October 2010. Following additional discussion, Ms. Clappier moved, seconded by Ms. Markey, approval of the plans and authorization to prepare final contract documents, plans, and specifications and proceed with advertisement for bids. The motion carried unanimously.

6. CONSIDERATION OF A REQUEST FROM THE DIRECTOR OF PUBLIC WORKS REGARDING THE USE OF GREEN ROOF TECHNOLOGY AS PART OF THE ROOF REPLACEMENT PROJECT AT THE WIRTH AQUATIC CENTER WITH FUNDING TO BE PROVIDED THROUGH A MILWAUKEE METROPOLITAN SEWERAGE DISTRICT GRANT PROGRAM.

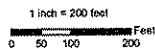
Mr. Kolstad referred the Commission to the memo* from Tom Grisa, Director of Public Works, that summarized background related to the request. He indicated that the roof of the Wirth Aquatic Center building constructed in 1964 and replaced in 1985 is in need of replacement. He stated that the City, through the Department of Public Works, applied for a grant from the Milwaukee Metropolitan Sewerage District (MMSD) to fund the installation of a green roof for the building when the roof is replaced. He further stated that the estimated cost of replacing the roof (\$150,000) is included in the City's budget and that the additional cost (\$200,000) to include a green roof would be covered by the MMSD grant. He indicated that providing a green roof in this location would provide a small reduction in stormwater runoff and may also extend the life of the roof since the plant material protects the roof from harmful UV radiation. He stated that the primary advantage to the City would be that the installation would display how green roofs can be incorporated into buildings and would be used for public education and information regarding stormwater quality which is a required component of the City's stormwater permit issued by the Department of Natural Resource. He further stated that the City recently conducted a roof and structural analysis of the building and determined that a green roof can be constructed on 77% of the original building roof without structural enhancements but that the building addition constructed in 2000 would not be suitable for a green roof installation.

The Commission began to discuss the request and Ms. Clappier asked whether the grant money could be used for any other type of stormwater permit compliance. Mr. Kolstad responded that the grant from MMSD is to be used exclusively for green roof technology only. Ms. Markey asked what the actual green roof looked like. Mr. Kolstad referred Ms. Markey to the additional background material* that was included in the packet and Mr. Davis stated that the green roof system is a collection of trays with plants already in place with the concept that the plant roots and the soil would collect and retain water minimizing run off. Ms. Clappier asked whether there would be substantial maintenance required of the green roof. Mr. Kolstad responded that there will likely be some minimal maintenance required for weed control but that he was not anticipating anything overlay burdensome. Ms. Clappier stated that she would be concerned that the green roof may attract birds and the potential nuisance impact. Mr. Kolstad responded that this would have to be monitored and addressed as applicable.

Following additional discussion, Ald. Mellone moved, seconded by Ms. Clappier, approval of the request to install green roof technology as part of the roof replacement project at the Wirth Aquatic Center. The motion carried unanimously.



Krueger Park
Deer Creek Trail AA - AB - AC





September 2, 2010

Bill Kolstad, Director
City of Brookfield, Parks, Recreation & Forestry Department
2000 N. Calhoun Road
Brookfield, WI 53005

Re: Greenway Trail Construction Phase VI-A (Deer Creek Trail - Krueger Park)
Client Name: City of Brookfield
Client Project No.: PR-04-10
Bonestroo Project No.: 000828-10132-0

Dear Bill:

On August 5, 2009, the City of Brookfield received six bids from contractors for this project. We have reviewed the Bid Forms, and have tabulated the Base Bids and Unit Price Bids. Based upon our review, Bonestroo is making recommendation to the City of Brookfield to award this project to Grade Tech Pavers, Inc. W1324 Cedar Drive, Ixonia, Wisconsin 53036. Grade Tech Pavers, Inc. has the lowest responsible Base Bid with an amount of \$61,108.75 and has met all bidding requirements for the City of Brookfield Greenway Trail Construction Phase IV-A Project.

Bonestroo looks forward to working with you, City staff and Grade Tech Pavers, Inc. on this project. Please contact me should you have any questions about this recommendation at (262) 643-9062.

Sincerely,

BONESTROO

A handwritten signature in cursive script that reads "Amy L. Plato".

Amy L. Plato, PE
Project Manager

Copy: David Schmied, Grade Tech Pavers, Inc.