



AGENDA
Finance Committee
Monday, September 14, 2020 - 6:30 PM
Village Hall
300 W. Spring St. Rochester, WI

A meeting of the Finance Committee will be held Monday, September 14, 2020 in the Village Hall commencing at **6:30 PM**.

	Page
1. Roll Call by Chairperson: Chris Bennett Committee Members: Chris Bennett, Ed Chart, Chris Johnson, Leslie Kinsey Staff Members: Betty Novy, Village Administrator; Sandra J. Swan, Village Clerk	
2. Submitted for Review and Approval	
2.1. August 13, 2020 Minutes 20200813 Finance Committee Minutes	3 - 5
3. Review and Approval of Accounts Payable	
3.1. Council Approval Report 20200914 Council Approval Report - Preliminary	6 - 9
4. Review Balance Sheet and Investments	
4.1. 20200831 Fund Balance Calculations	10 - 11
4.2. 8.14.2020 - 9.11.2020 Cash Receipts	12
5. Agenda Items:	
5.1. Review and Provide Recommendation: Contract Proposal to Provide Floodplain, Shoreland, Wetland, Land Use, and Zoning Administration Services (Racine County Public Works and Development) Agenda Item Report - AIR-20-120 - Pdf	13 - 34
5.2. Review and Provide Recommendation: Purchase of Additional Meeting Tables and Video Conferencing Systems through Roads to Recovery Grant Agenda Item Report - AIR-20-119 - Pdf	35 - 63

6. Adjourn

Betty Novy, Village Administrator
Posted: September 11, 2020

It is possible that members 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.

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Hall at 262-534-1180.

Next Meeting: October 12, 2020

Meeting was called to order at 6:30 p.m. with Chris Bennett, Chris Johnson, Ed Chart and Leslie Kinsey present. Betty Novy, Administrator-Treasurer and Sandi Swan, Village Clerk were also present.

Minutes.

Chart moved, 2nd by Kinsey to approve the minutes from the July 9, 2020 and July 13, 2020 meetings. Motion carried.

July Disbursements

Johnson moved, 2nd by Kinsey to approve the following check detail dated July 14, 2020 to August 13, 2020. Motion carried.

Date	Check#	Vendor	Amount
General Fund			
07/24/20	EFT	Payroll Run 225: 7/4/2020 - 7/17/2020	6,818.91
07/24/20	EFT	Electronic Federal Tax Payment System	2,333.32
07/24/20	EFT	North Shore Bank Deferred Compensation	55.00
07/24/20	EFT	Wisconsin Deferred Compensation	50.00
07/28/20	19538	TDS	216.60
08/07/20	EFT	Payroll Run 226: 7/18/2020 - 7/31/2020	8,881.28
08/07/20	EFT	Electronic Federal Tax Payment System	2,736.31
08/07/20	EFT	ETF- Insurance Payment	1,298.72
08/07/20	EFT	ETF- Wisconsin Retirement Payments	1,778.06
08/07/20	EFT	North Shore Bank Deferred Compensation	55.00
08/07/20	EFT	Wisconsin Deferred Compensation	50.00
08/07/20	EFT	Wisconsin DOR- Withholding Tax	648.67
08/13/20	EFT	BMO Financial Group	592.77
08/13/20	EFT	Great America Financial Services	68.11
08/13/20	19540	ASDA Enterprises, Inc.	22,315.95
08/13/20	19543	Baxter & Woodman	1,838.63
08/13/20	19544	Catherine Birkett	125.00
08/13/20	19545	Central Racine County Health Department	14,222.00
08/13/20	19546	Complete Office of Wisconsin	309.06
08/13/20	19547	Conway Shield	2,133.40
08/13/20	19548	Corrine Martin	85.00
08/13/20	19551	Dolores Prince	35.00
08/13/20	19552	Ehlers	750.00
08/13/20	19553	Forrest E George, Jr.	235.00
08/13/20	19554	Fox Services, LLC	1,125.00
08/13/20	19555	Richard Gay	85.00
08/13/20	19557	Jane Serdynski	55.00
08/13/20	19559	Karen Alexander	70.00
08/13/20	19560	Kay Rowntree	92.50
08/13/20	19561	William Klug	35.00
08/13/20	19562	L&M Inspections Inc	4,425.30
08/13/20	19563	Lange Enterprises, Inc.	68.84
08/13/20	19564	Mebulbs	474.33

FINANCE COMMITTEE

08/13/20	19565	Michelau Tree Service, LLC	1,500.00
08/13/20	19567	Municipal Law & Litigation Group, S.C.	1,156.30
08/13/20	19568	Office Copying Equipment Ltd.	125.65
08/13/20	19569	Pats Services, Inc.	260.00
08/13/20	19570	Rachel Bennett	50.00
08/13/20	19571	Racine County Clerk	2,447.41
08/13/20	19572	Racine County Sheriff's Office	9,475.41
08/13/20	19573	Rochester Volunteer Fire Department	59,648.55
08/13/20	19574	Rose Amborn	70.00
08/13/20	19575	Sandra Swan	35.16
08/13/20	19576	Pam Schweitzer	137.50
08/13/20	19577	Securian Financial Group, Inc.	69.00
08/13/20	19578	Sharon Jardas	70.00
08/13/20	19579	TDS	217.64
08/13/20	19580	Tony Ceretto	70.00
08/13/20	19581	Tractor Supply Credit Plan	18.95
08/13/20	19582	U.S. Cellular	31.89
08/13/20	19585	Waterford Oil Co.	59.50
08/13/20	19586	William Fadrowski	35.00
08/13/20	19587	Wisconsin Humane Society	100.00
08/17/20	19588	Bryan Britnall	87.27
08/17/20	19589	Christopher Bennett	11.67
08/17/20	19590	Daryl Garcia	81.38
08/17/20	19591	Heather Brown	55.29
08/17/20	19592	Karen Braund	76.09
08/17/20	19593	Landmark Services Cooperative	3.30
08/17/20	19594	Thomas Brausch & Vicki Cooney	28.37
08/17/20	19595	WE Energies	1,651.49
08/21/20	EFT	Payroll Run 228: 8/1/2020 - 8/14/2020	7,134.61
08/21/20	EFT	Electronic Federal Tax Payment System	2,393.66
08/21/20	EFT	North Shore Bank Deferred Compensation	55.00
08/21/20	EFT	Wisconsin Deferred Compensation	50.00
			\$ 161,268.85

Stormwater Utility Fund

08/13/20	19543	Baxter & Woodman	275.70
08/13/20	19549	D & K Services, Utility Contractors, LLC	600.00
			\$ 875.70

Library Fund

07/24/20	EFT	Payroll Run 225: 7/4/2020 - 7/17/2020	3,411.51
07/24/20	EFT	Electronic Federal Tax Payment System	930.68
07/28/20	19536	Baker & Taylor	1,277.76
07/28/20	19537	Rochester Library - Petty Cash	7.20

07/28/20	19538	TDS	143.72
07/10/20	EFT	Wisconsin DOR- Withholding Tax	224.17
08/07/20	EFT	Payroll Run 226: 7/18/2020 - 7/31/2020	3,187.93
08/07/20	EFT	Electronic Federal Tax Payment System	855.68
08/07/20	EFT	ETF- Wisconsin Retirement Payments	795.42
08/07/20	EFT	Wisconsin DOR- Withholding Tax	225.51
08/13/20	19539	Alsco	22.82
08/13/20	19541	Baker & Taylor	296.48
08/13/20	19542	Baker & Taylor	747.28
08/13/20	19546	Complete Office of Wisconsin	89.00
08/13/20	19556	Great America Financial Services	79.61
08/13/20	19558	Jessie VyVyan	41.25
08/13/20	19566	Midamerica Books	176.55
08/13/20	19568	Office Copying Equipment Ltd.	30.01
08/13/20	19577	Securian Financial Group, Inc.	8.87
08/13/20	19579	TDS	143.72
08/13/20	19584	VISA	626.18
08/17/20	19595	WE Energies	449.00
08/21/20	EFT	Payroll Run 228: 8/1/2020 - 8/14/2020	3,150.45
08/21/20	EFT	Electronic Federal Tax Payment System	860.74
			\$ 17,781.54

Honey Lake Streets & Lights

08/17/20	19595	WE Energies	642.96
			\$ 642.96

Capital Projects Fund

08/13/20	19563	Lange Enterprises, Inc.	\$ 8,216.95
			\$ 8,216.95

Sewer Utility Fund

07/24/20	EFT	Payroll Run 225: 7/4/2020 - 7/17/2020	403.44
07/24/20	EFT	Electronic Federal Tax Payment System	134.49
07/28/20	19538	TDS	301.58
07/10/20	EFT	Wisconsin DOR- Withholding Tax	44.56
08/07/20	EFT	Payroll Run 226: 7/18/2020 - 7/31/2020	403.43
08/07/20	EFT	Electronic Federal Tax Payment System	134.49
08/07/20	EFT	ETF- Insurance Payment	168.76
08/07/20	EFT	ETF- Wisconsin Retirement Payments	142.08
08/07/20	EFT	Wisconsin DOR- Withholding Tax	45.32
08/13/20	EFT	BMO Financial Group	11.92
08/13/20	EFT	Great America Financial Services	68.11
08/13/20	19546	Complete Office of Wisconsin	46.22
08/13/20	19550	Digger's Hotline Inc.	481.60
08/13/20	19564	Mebulbs	474.32

**VILLAGE OF ROCHESTER
Council Approval Report
(Council Approval Report)**

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
12	ASDA Enterprises, Inc., P.O. Box 178, Burlington, WI, 53105									
65392		09/14/20	65392	09/14/20	\$13,846.20	\$13,846.20	100-60-200-53620	Garbage Collection	\$166,042.00	\$55,272.40
65392		09/14/20	65392	09/14/20	\$8,469.75	\$8,469.75	100-60-200-53635	Recycling Collection	\$101,568.00	\$33,810.00
						\$22,315.95				
4	Baxter & Woodman, P O Box 6192, Carol Stream, IL, 60197-6192									
215740, 215741		09/14/20	215740	09/14/20	\$127.50	\$127.50	100-50-255-53311	Engineering Fees	\$2,000.00	\$1,660.00
215887		09/14/20	215887	09/14/20	\$175.00	\$175.00	100-90-255-56900	Planning & Development-	\$500.00	\$287.50
215740, 215741		09/14/20	21740, 215741	09/14/20	\$522.50	\$522.50	400-50-803-57331	Street Construction Outlay	\$0.00	\$0.00
						\$825.00				
106	Bear Graphics, Inc., P O Box 3290, Sioux City, IA, 51102									
0853914		09/14/20	0853914	09/14/20	\$56.93	\$56.93	100-12-307-51442	Election Expense	\$6,000.00	\$1,554.49
						\$56.93				
87	Bond Trust Services, 3060 Centre Pointe Dr, suite 110, Roseville, MN, 55113-1105									
328917		09/14/20	Statement#59266	09/14/20	\$3,161.67	\$3,161.67	300-30-600-58204	Debt Pmt: Village Hall	\$8,105.00	\$3,161.67
328917		09/14/20	Statement#59266	09/14/20	\$3,716.77	\$3,716.77	300-41-600-58201	Debt Pmt: Fire Dept	\$8,053.61	\$3,716.77
328917		09/14/20	Statement#59266	09/14/20	\$12,115.31	\$12,115.31	300-50-600-58203	Debt Pmt: Street	\$50,608.75	\$25,602.81
37545		09/14/20	Statement #59265	09/14/20	\$13,487.50	\$13,487.50	300-50-600-58203	Debt Pmt: Street	\$50,608.75	\$25,602.81
						\$32,481.25				
5	Catherine Birkett, 28122 Rowntree RD, Burlington, WI, 53105									
09.2020		09/14/20	09.2020	09/14/20	\$62.50	\$62.50	100-30-208-53300	Rental Fees- Equipment	\$750.00	\$250.00
09.2020		09/14/20	09.2020	09/14/20	\$62.50	\$62.50	100-71-301-54150	Animal Control Costs	\$2,000.00	\$800.00
						\$125.00				
6	Complete Office of Wisconsin, N115 W18500 Edison Dr., P.O. Box 640, Germantown, WI, 53022									
746042		09/14/20	746042	09/14/20	\$10.98	\$10.98	100-11-301-51410	Office Supplies/ Repairs	\$2,200.00	\$729.39
752085		09/14/20	752085	09/14/20	\$38.73	\$38.73	100-11-301-51410	Office Supplies/ Repairs	\$2,200.00	\$729.39
750991		09/14/20	750991	09/14/20	\$127.36	\$127.36	100-12-700-52501	Election Expenses- COVID	\$0.00	(\$195.00)
752085		09/14/20	752085	09/14/20	\$18.41	\$18.41	100-12-700-52501	Election Expenses- COVID	\$0.00	(\$195.00)
733407		08/17/20	733407	08/17/20	\$3.17	\$3.17	100-30-206-51607	Village Hall Building Supplies	\$600.00	\$388.03
733407		08/17/20	733407	08/17/20	\$3.17	\$3.17	600-51-206-53609	Village Hall Building	\$600.00	\$388.04
						\$201.82				
137	Forrest E George, Jr., 211 Nevada Ave., Burlington, WI, 53105									
76455		09/14/20	76455	09/14/20	\$75.00	\$75.00	100-50-200-53322	Mowing of Private Lots	\$400.00	\$185.00
76458		09/14/20	333 Ridge LN	09/14/20	\$80.00	\$80.00	100-50-301-53310	Street Expense- General	\$5,000.00	\$4,409.43
						\$155.00				
41	Fox Services, LLC, P. O. Box 305, Union Grove, WI, 53182-0305									
7081,7082, 7083		09/14/20	7081, 7082, 7083	09/04/20	\$900.00	\$900.00	100-85-200-55201	Park Mowing (Contracted)	\$6,000.00	\$2,580.00
						\$900.00				

**VILLAGE OF ROCHESTER
Council Approval Report
(Council Approval Report)**

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
155 Harpe Development, 8501 75th St Suite H, Kenosha, WI, 53142	222-224 Oak Hill	09/14/20	Occupany Permit	09/14/20	\$500.00	\$500.00	100-00-000-23170	Occupancy Bond Deposits	\$0.00	(\$5,500.00)
						\$500.00				
194 Henning Landscape Management LLC, P O BOX 569, Burlington, WI, 53105	9202	09/14/20	9202	09/14/20	\$190.00	\$190.00	100-30-207-51608	Village Hall Building	\$1,800.00	\$772.81
	9431	09/14/20	9431	09/14/20	\$60.00	\$60.00	100-30-207-51608	Village Hall Building	\$1,800.00	\$772.81
	9186	09/14/20	9186	09/14/20	\$595.00	\$595.00	100-85-301-55200	Park Maintenance	\$6,000.00	\$3,696.18
	9202	09/14/20	9202	09/14/20	\$190.00	\$190.00	600-51-207-53610	Village Hall Building	\$1,300.00	\$272.84
	9431	09/14/20	9431	09/14/20	\$60.00	\$60.00	600-51-207-53610	Village Hall Building	\$1,300.00	\$272.84
						\$1,095.00				
24 HONEY LAKE PROT & REHABILITATION DIST, P.O. BOX 565, BURLINGTON, WI, 53105	09.01.2020	09/14/20	09.01.2020	09/14/20	\$12,362.66	\$12,362.66	210-54-000-53335	Honey Lake District Street	\$0.00	(\$3,580.54)
						\$12,362.66				
19 L&M Inspections Inc, 34035 Spring Prairie Rd, Burlington, WI, 53105	08.2020	09/14/20	08.2020	09/14/20	\$4,858.01	\$4,858.01	100-42-200-52400	Building Inspection Contract	\$27,500.00	\$2,279.75
						\$4,858.01				
10 Lange Enterprises, Inc., 1131 W. 2nd St., P. O. Box 4, Oconomowoc, WI, 53066	73441	09/14/20	73441	09/14/20	\$70.33	\$70.33	100-50-301-53332	Street & Traffic Signs	\$3,000.00	\$843.33
	73667	09/14/20	73667	09/14/20	\$168.90	\$168.90	100-50-301-53340	House Numbers	\$500.00	\$300.36
						\$239.23				
289 Minuteman Press of Burlington, 1201 Milwaukee Ave. Ste A, Burlington, WI, 53105	43490	09/14/20	43490	09/14/20	\$249.75	\$249.75	100-12-700-52501	Election Expenses- COVID	\$0.00	(\$195.00)
						\$249.75				
20 Office Copying Equipment Ltd., 1540 S 113th St, Milwaukee, WI, 53214	AR 120179	09/14/20	AR120179	09/14/20	\$240.54	\$240.54	100-11-303-51412	Copier Expenses	\$2,000.00	\$622.63
	AR115928	09/14/20	AR115928	09/14/20	\$140.32	\$140.32	100-11-303-51412	Copier Expenses	\$2,000.00	\$622.63
	AR 120179	09/14/20	AR120179	09/14/20	\$240.53	\$240.53	600-51-303-53644	Copier Expenses- Sewer	\$2,000.00	\$497.03
	AR115928	09/14/20	AR115928	09/14/20	\$140.32	\$140.32	600-51-303-53644	Copier Expenses- Sewer	\$2,000.00	\$497.03
						\$761.71				
99 Pam Schweitzer, 33300 Washington Ave, Burlington, WI, 53105	EXTRA HELP -	09/14/20	10 Hours 08/25/2020 to 09/11/2020	09/14/20	\$100.00	\$100.00	100-12-700-52501	Election Expenses- COVID	\$0.00	(\$195.00)
						\$100.00				
140 Pats Services, Inc., 38331 60th ST, Burlington, WI, 53105	A-201564	09/14/20	A-201564	09/14/20	\$130.00	\$130.00	100-85-301-55200	Park Maintenance	\$6,000.00	\$3,696.18
	A-201565	09/14/20	A-201565	09/14/20	\$130.00	\$130.00	100-85-301-55200	Park Maintenance	\$6,000.00	\$3,696.18
						\$260.00				

**VILLAGE OF ROCHESTER
Council Approval Report
(Council Approval Report)**

InvoiceNumber	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
176	Postmaster, 208 W. Main St, P O Box 9998, Rochester, WI, 53167-9998	2020 Annual	2020 Annual	09/14/20	\$240.00	\$240.00	100-11-305-51415	Newsletter Expenses	\$1,000.00	\$400.00
						\$240.00				
56	Racine County Clerk, 730 W. Wisconsin Ave., Racine, WI, 53403	08.11.2020	08.11.2020 Election	09/14/20	\$1,050.67	\$1,050.67	100-12-307-51442	Election Expense	\$6,000.00	\$1,554.49
						\$1,050.67				
141	Racine County Finance Department, 730 Wisconsin Ave, Racine, WI,	20-VOR-3	20-VOR-3	09/14/20	\$213.00	\$213.00	400-50-803-53340	House Numbers	\$9,500.00	\$4,983.05
		20-VOR-4	20-VOR-4	09/14/20	\$334.32	\$334.32	600-51-307-53645	Administrative Expense-	\$5,000.00	\$1,231.96
						\$547.32				
2	Racine County Public Works, 14200 Washington Avenue, Sturtevant, WI, 53177-1253	3035	3035	09/14/20	\$508.58	\$508.58	100-50-200-53312	Contracted Street	\$42,000.00	\$29,644.00
		3049	3049	09/14/20	\$1,342.95	\$1,342.95	100-50-200-53312	Contracted Street	\$42,000.00	\$29,644.00
						\$1,851.53				
33	Racine County Sheriff's Office, 730 Wisconsin Ave, Racine, WI, 53403	2063	2063	09/14/20	\$9,475.41	\$9,475.41	100-40-200-52100	Law Enforcement Contract	\$113,705.00	\$66,327.95
						\$9,475.41				
89	Sam's Club/Synchrony Bank, P O box 530981, Atlanta, GA, 30353 - 09	08.2020	09/14/20 6046002019253292	09/14/20	\$78.79	\$78.79	100-12-800-51443	Election Equipment Outlay	\$0.00	\$0.00
						\$78.79				
71	Securian Financial Group, Inc., P O Box 259708, Madison, WI, 53725-9708	10.2020	09/14/20 10.2020	09/14/20	\$37.88	\$37.88	100-11-110-51404	Life Insurance Benefit	\$410.00	\$87.51
		10.2020	09/14/20 10.2020	09/14/20	\$31.12	\$31.12	100-50-110-53304	Life Insurance Benefit	\$367.00	\$89.62
		10.2020	09/14/20 10.2020	09/14/20	\$8.87	\$8.87	200-80-110-55156	Life Insurance Benefit	\$450.00	\$372.34
						\$77.87				
39	Southern Lakes Newspapers LLC, 1102 Ann St, Delavan, WI, 53115-1938	378860	09/14/20 378860	09/14/20	\$58.38	\$58.38	100-11-305-51416	Notice Publishing	\$2,000.00	\$1,440.91
						\$58.38				
23	TDS, P.O. Box 94510, Palatine, IL, 60094-4510	09.04.2020	09/14/20 262.534.2431	09/14/20	\$217.02	\$217.02	100-30-203-51604	Village Hall Phone- Internet	\$2,700.00	\$958.70
		09.04.2020	09/14/20 262.534.2431	09/14/20	\$143.72	\$143.72	200-80-203-55122	Library Building- Phone	\$1,716.00	\$572.40
		09.04.2020	09/14/20 262.534.2431	09/14/20	\$217.01	\$217.01	600-51-203-53606	Village Hall Phone- Internet	\$2,700.00	\$958.73
		09.04.2020	09/14/20 262.534.7832	09/14/20	\$41.03	\$41.03	600-51-203-53657	Phone- E. Main Lift Station	\$500.00	\$176.91
		262.514.2821	09/14/20 262.514.2821	09/14/20	\$43.96	\$43.96	600-51-203-53661	Phone- FRP Lift Station	\$550.00	\$203.47
						\$662.74				
109	Tractor Supply Credit Plan, Dept.- 1202731715, P O Box 78004, Phoenix, AZ, 85062-8004									

VILLAGE OF ROCHESTER
Council Approval Report
 (Council Approval Report)

Vendor	InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	08.30.2020	09/14/20	6035 3012 0273 1715	09/14/20	\$16.45	\$16.45	100-85-301-55200	Park Maintenance	\$6,000.00	\$3,696.18
						\$16.45				
180	U.S. Cellular, Dept. 0205, Palatine, IL, 60055-0205									
	0389496292	09/14/20	0389496292	09/14/20	\$30.75	\$30.75	100-50-225-53306	Cellular Phone	\$400.00	\$186.52
	0389496292	09/14/20	0389496292	09/14/20	\$30.74	\$30.74	600-51-225-53654	Cell Phone Charges	\$400.00	\$186.53
						\$61.49				
121	Waterford Oil Co., 411 S Second St., Waterford, WI, 53185									
	08.31.20	09/14/20	VILLR1	09/14/20	\$38.27	\$38.27	100-50-380-53351	DPW Truck Fuel	\$1,500.00	\$859.29
	08.31.20	09/14/20	VILLR1	09/14/20	\$6.75	\$6.75	600-51-380-53665	DPW Truck Expenses	\$200.00	\$80.79
						\$45.02				
423	Wisconsin Humane Society, 4500 W Wisconsin ave, Milwaukee, WI, 53208-3156									
	1813	09/09/20	1813	09/09/20	\$100.00	\$100.00	100-71-301-54150	Animal Control Costs	\$2,000.00	\$800.00
						\$100.00				
120	Witte Supply Company, 32409 High Dr., Burlington, WI, 53105									
	99423	09/14/20	99423	09/14/20	\$19.50	\$19.50	100-50-301-53310	Street Expense- General	\$5,000.00	\$4,409.43
	98846	09/14/20	98846	09/14/20	\$14.00	\$14.00	100-85-301-55200	Park Maintenance	\$6,000.00	\$3,696.18
	98991	09/14/20	98991	09/14/20	\$14.00	\$14.00	100-85-301-55200	Park Maintenance	\$6,000.00	\$3,696.18
						\$47.50				
Total Bills To Pay:						\$91,800.48				

	Debit	Credit
ASSETS		
Accounts Receivable Balances:		
Delinquent Personal Property Taxes	99.49	
Development Accounts Receivable Balance		
Sewer Utility Accounts Receivable Balance	31,033.91	
N. River Road Lateral Assessments	62,055.77	
Cash Balances:		
BMO Money Market & Checking (Comingled)	1,482,719.58	INTEREST RATE: 0.30%
Total:	1,482,719.58	(Note: July LGIP Rate was at .14%)
Due to others:		
Development Deposits		292.40
Driveway & Occupancy Bond Deposits*		45,000.00
Totals:	1,575,908.75	45,292.40
	Asset Balance:	1,530,616.35
	YE 2019 Fund Balances	Updated through 8.31.2020
Sewer Utility Fund Balance	358,173.77	394,010.05
Sewer Replacement Fund Balance	73,919.82	78,678.24
Stormwater Utility Fund Balance	132,804.29	224,942.72
Public Site Fund Balance	15,397.92	19,876.43
Honey Lake Road Fund Balance	27,798.87	51,531.86
Library Fund Balance	1,979.86	39,448.47
Debt Service Fund Balance	0.50	32,481.75
Capital Projects Fund: Public Works	56,451.73	56,451.73
Capital Projects Fund: House Numbers	5,852.34	1,335.39
Totals:	672,379.10	898,756.64
Remaining (General Fund Balance):		
Village General Fund	301,155.49	631,859.71

VILLAGE OF ROCHESTER
Cash Receipts Control Report
From 8/14/2020 And To 9/11/2020
Sub-Total by Receipt Type

Receipt #	Date	Status	Payee	Type	Reference #	Total	Sub-System	Account	Item Amount
1842	8/25/2020	V	Fidelity Title Inc			VOID			\$0.00
Total:									\$0.00
1843	8/25/2020	A	Fidelity Title	<u>Check</u>	2138	50	CR	Assessment Letters	\$50.00
1844	8/25/2020				2153	50	CR	Assessment Letters	\$50.00
1845	8/25/2020		Joseph Kojis		5134	240	CR	Engineering Fees P	\$240.00
1846	8/25/2020				5134	225	CR	Land Division Fees	\$225.00
1847	8/25/2020		Dan Wright		108	345	CR	Zoning Permit Fees	\$345.00
1848	8/25/2020		Christopher Birkett		2175	150	CR	Zoning Permit Fees	\$150.00
1849	8/25/2020		Dan Wright		107	550	CR	Public Site Fees	\$550.00
1850	8/25/2020				106	500	CR	Occupany Bond De	\$500.00
1851	8/25/2020		Lake Shores Library Syste		10658	21593	CR	Lakeshores Library	\$21,593.00
1852	8/25/2020		Dan Wright		188	5000	CR	Driveway Bond	\$5,000.00
1853	8/25/2020		August Building Permits		1111	8822.75	CR	Building Permit	\$8,822.75
1854	8/25/2020		Jessica Herr		10088	850	CR	Rezoning Fees	\$850.00
1855	8/25/2020		Cloud 1		15606	3000	CR	Conditional Use	\$3,000.00
1856	9/2/2020		Brennan Renner		2519	70	CR	Zoning Permit Fees	\$70.00
1857	9/2/2020		Fidelity Title		2161	50	CR	Assessment Letters	\$50.00
1858	9/2/2020		Fidelity Title		2178	50	CR	Assessment Letters	\$50.00
1859	9/2/2020		Chicago Title Insurance C		16839302	50	CR	Assessment Letters	\$50.00

Check Total: \$41,595.75

Total Receipts: **\$41,595.75** **\$41,595.75**

Receipt Totals By Sub-System

Cash Receipts **\$41,595.75**

Village of Rochester
Agenda Report
Finance Committee - Sep 14 2020



Prepared For:

Finance Committee

Staff Contact:

Betty Novy, Administrator-Treasurer

Agenda Item:

Review and Provide Recommendation: Contract Proposal to Provide Floodplain, Shoreland, Wetland, Land Use, and Zoning Administration Services (Racine County Public Works and Development)

Recommended Action:

to recommend approval of the professional services agreement with Racine County Public Works and Development Services to provide Floodplain, Shoreland, Wetland, Land Use, and Zoning Administration Services at the base cost of \$2,500 per month, for a six-month trial period, with the fees collected during that time to be retained by Racine County.

Background/Summary:

On July 22, 2020, Jonathan Schattner submitted his resignation as zoning administrator to be effective October 1, 2020. A special meeting of the Finance Committee was held on Monday August 10, 2020 to review the functions served by the Zoning Administrator, to review service delivery options; and to develop a recommendation for his replacement.

The minutes from that meeting are provided. In summary, service delivery methods and cost information provided by other Racine County municipalities was reviewed. The service delivery methods reviewed included zoning administration by a staff member: by the building inspector: by a planning consultant; or by Racine County Public Works and Development Services. Specific proposals by SEH planning consultants and Racine County Public Works and Development services were also reviewed.

The Finance Committee recommended pursuing a six-month trial contract with Racine County Public Works and Development Services and, regardless of outcome, to provide further consideration to SEH's project-based services once the zoning administrator position is filled.

The six-month contract proposal by Racine County Public Works and Development Services has been finalized and is presented for review and possible action.

Legal Implications/Legislative Requirements:

Julie Anderson, Director of Racine County Public Works and Development Services, provided a model agreement which was customized to Rochester's needs. The version being presented to the Finance Committee and Village Board has been reviewed and approved by the Village Attorney.

Financial Impact/Analysis:

The proposed contract requires monthly payments of \$2,500. This equates to an annual cost of \$30,000. In addition to the base fee, all permit revenue is retained by Racine County. Last years zoning fee revenues totaled \$11,622; and this year's fee revenue was estimated at \$17,075. We have collected \$15,520 to date.

Historical zoning administrator costs incurred by the Village have been: (2017) \$42,970 (2018) \$47,586; (2019) \$47,804; (2020 YTD) \$20,231.43

Under the proposal, net costs to the village will slightly less than historical costs (Costs - Revenues).

Racine County agrees to use the Village's adopted fee schedule. The village's fee schedule has not been updated for quite a few years and there are a few discrepancies which will likely need revisiting at some point in the future.

Attachments:

[2020-21 Zoning Services Agreement 8.31.20 versClean](#)
[20200810 Finance Committee Minutes](#)
[2020 Village of Rochester Fee Schedule-Adopted 3.9.20](#)
[2020DevelopmentServicesFee- RACINE COUNTY](#)

EXHIBIT "A"

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement, entered as of this 1st day of October, 2020, by and between Racine County (referred to as "County") and the Village of Rochester, a municipal corporation located within Racine County (hereinafter referred to as "Village");

WITNESSETH:

WHEREAS, the County agrees to administer the Village's zoning and shoreland-floodplain zoning ordinance under certain terms and conditions;

NOW THEREFORE, with mutual consideration, the parties agree as follows:

1. The County agrees to furnish floodplain, shoreland, wetland, land use and zoning professional services, to the Village as described in Appendix 1, attached hereto. The term of this Agreement shall be effective from October 1, 2020 until April 1, 2021, however, no interruption in service will occur by the County if there is a gap in the timing of a new or extended agreement, as long as there is a good faith effort to maintain this arrangement for the sake of continuous customer service for the Village. It is the intention of the parties that beginning on or about March 1, 2021, the parties will engage in good faith negotiations to agree on and approve an agreement for the continued provision of the services described in this Agreement through December 31, 2021. In the event such replacement agreement is not executed on or before April 1, 2021, this Agreement shall automatically renew on a month to month basis to facilitate continued negotiations between the parties. After December 31, 2021, this Agreement shall be terminable by either party by providing not less than sixty (60) days written notice to the other party hereto.
2. The Racine County Public Works and Development Services Director shall have supervisory control over the personnel providing these services. The Director shall consider any requests or suggestions made by the Village, but the Director shall retain final authority to make the final decision as to the manner in which such services shall be rendered.
3. The County shall have the authority to enforce the Village zoning codes, including but not limited to, notices of zoning violation. In the event County staff deems it necessary to refer an enforcement action for citation, it will be referred to the Village. The County is not responsible for issuance of citations or prosecutions thereof. County staff shall cooperate with Village personnel in prosecuting zoning related violations including providing testimony in Municipal or Circuit Court as deemed necessary by the Village Prosecutor without payment of witness fees or other costs.

Vers. EJM edits 8.31.20; submitted to Racine County 9.2.2020

4. The County shall continue to collect fees for review of any Village zoning permit applications, including fees for written responses to zoning or planning inquiries as structured under the County/Village zoning relationship in accordance with the adopted Schedule of Permit Fees, attached hereto as Appendix 2.
5. The total cost of services under this agreement will be a flat fee of \$2,500.00 per month, to cover the cost of County professional and administrative staff services. Fees for zoning permits shall be retained by the County based on the schedule of permit fees attached hereto as Appendix 2 to offset the additional costs associated with providing the professional services.
6. The County will retain 100% of all zoning permit revenues collected.
7. As described in Section 5, the Village agrees to pay the County a flat fee of \$2,500.00 per month. This flat fee will cover all professional and administrative staff services, including mileage, copies, mailings, file preparation, legal notice costs and other associated administrative costs. An invoice will be sent to the Village at the end of each month and payable no later than the 15th of the following month.
8. This agreement does not include use of Racine County staff for updates of the Village Comprehensive Land Use Plan or comprehensive updates of the Village Zoning Ordinances (that are initiated by the Village).
9. This Professional Services Agreement constitutes the complete understanding of the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter hereof. No other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein will be valid or binding. No amendment to this Agreement will be effective unless in writing and signed by both parties.
10. The Village and County each represents to the other that it has taken all necessary corporate action to authorize the execution and delivery of this Agreement.
11. If any part of this Agreement should be held to be void or unenforceable, such part will be treated as severable, leaving valid the remainder of this Agreement notwithstanding the part or parts found void or unenforceable.
12. The validity of this Agreement, the interpretation of the rights and duties of the parties hereunder and the construction of the terms hereof will be governed in accordance with the laws of the State of Wisconsin.
13. Upon termination of this Agreement for any reason other than the execution of a replacement agreement as set forth in Section 1, above, the parties

Vers. EJM edits 8.31.20; submitted to Racine County 9.2.2020

agree to cooperate in good faith and facilitate the transfer of information, files and revenues, as applicable, so as not to disrupt the provision of zoning related services to the public.

IN WITNESS WHEREOF, the County and the Village have executed this Professional Services Agreement as of the date first above written.

VILLAGE OF ROCHESTER

RACINE COUNTY

Edward J. Chart
Village President

Jonathan Delagrave
County Executive

Sandra J. Swan
Village Clerk

Thomas Roanhouse
County Board Chairman

Wendy Christensen
County Clerk

APPENDIX 1

Professional Services to be provided:

- County staff will have limited office hours at Village hall for the convenience of the public, if it is safe to do so for the duration of the pandemic. Otherwise, all business will be conducted from County's Ives Grove offices via telephone and computer to the extent practicable;
- County staff will prepare written reports for the Planning Commission as needed. County staff will serve as planning liaison at various meetings, including Planning Commission and Board of Appeals (BOA) meetings on an as-needed basis;
- Issuance of zoning permits for code compliant structures and issuance of occupancy and home occupation permits for code compliant uses and maintenance of all files thereto;
- Conditional Use and Rezoning petitions, requests to amend the Village comprehensive plan as it relates to petitions filed, newspaper publication for all petitions as public hearing items, proposed conditions of approval for conditional use petitions and ordinances for rezoning approvals, transmittal of final approval letters with any conditions of approval or denial letters, as applicable;
- Site Plan reviews, conditions of approval and all files attendant thereto;
- County staff shall be responsible for preparing all forms and applications for any zoning related matter and shall provide a supply of such forms to the Village Clerk.
- Village of Rochester Zoning Board of Appeals newspaper publication, hearings, and all files attendant thereto;
- Zoning Violations investigations and written orders;
- Private On-site Wastewater Treatment Systems (POWTS);
- Non-Metallic Mining & Reclamation permits;
- Shoreland and Floodplain Administration, floodplain determination letters, FEMA community acknowledgement forms for floodplain issues, insurance companies, sellers/buyers of real estate;
- Consultations on a daily basis during regular business hours for various development proposals and land use issues, including researching previous permits for code compliance issues;
- Subdivision Plat reviews (in compliance with State Statute Chapter 236) and other minor land divisions in the Village.
- Land conservation soil erosion prevention programs and reviews for various projects.
- County staff shall provide predevelopment agreement forms prepared by the Village when directed by the Village.
- Other zoning related services as jointly agreed upon between the Village and the Director as falling within the normal responsibilities of a Zoning Administrator
- Applications made to Racine County shall be received within the normal County business hours Monday – Friday, 8:00 am -12:00 pm, & 12:30 pm – 4:30 pm, excluding holidays.
- County staff shall not represent the Village in terms of media requests for information
- County staff shall prepare monthly reports showing permits issued and other

Vers. EJL edits 8.31.20; submitted to Racine County 9.2.2020

reviews completed, revenues collected, staff time utilized for projects for the Village, staff time utilized for zoning violation activities, including tasks identified and time expended. Such reports shall be provided to the Village for review within seven (7) days of the month end date. The report will be in a form mutually agreed upon by the parties.

- Electronic records of all permits and zoning violation notices on behalf of the Village of Rochester shall be transmitted to the Village Administrator and Village Clerk for record keeping upon issuance.
- Whenever possible, County staff shall utilize the Village's electronic meeting management software for the production of Plan Commission meeting agenda items and submittal of meeting materials. The Village shall provide Racine County staff with a user ID and password, and provide the necessary training for planning staff members, to utilize its electronic meeting management software for the purpose of creating and/or uploading planning reports, meeting packet documents, and Plan Commission agenda items.



MINUTES

Finance Committee Meeting

7:00 PM - Monday, August 10, 2020

Village Hall

The Finance Committee of the the Village of Rochester was called to order on Monday, August 10, 2020, at 7:00 PM, in the Village Hall, with the following members present:

PRESENT: Chris Bennett, Chris Johnson, Edward Chart, and Leslie Kinsey

ABSENT: None.

STAFF PRESENT: Betty Novy, Administrator-Treasurer

DISCUSS AND POSSIBLY DEVELOPMENT RECOMMENDATION FOR REPLACEMENT OF ZONING ADMINISTRATOR POSITION. Finance Committee members reviewed the following information Novy had compiled from numerous sources to facilitate the discussion.

1. A 2019 and 2020 year to date time and work study noting the time spent on different types of work categories (as follows):

Type of Work	2019 Annual Hours	2019 % of Total	Thru 6.30.2020 Hours	Thru 6.30.2020 %
Legislation/ Ordinances/ Land Use Plan	82.82	12.14%	21.9	7.58%
Committee/ Board Meetings	60.18	8.82%	19.08	6.60%
Office Hours/ Permits, Inquiries, etc.	441.28	64.66%	202.58	70.09%
Violations/ Complaints	20.88	3.06%	1.33	0.46%
Conditional Use/ Site Plan/ Temp Use	34.98	5.13%	33.31	11.53%
Variance/ Rezoning	15.98	2.34%	3.58	1.24%
Land Division	24.31	3.56%	6.91	2.39%
Shoreland Contracts	1.99	0.29%	0.33	0.11%
	682.42	100.00%	289.02	100.00%
Total Costs (\$70/ hour):	\$47,769.40		\$20,231.40	

Novy noted the category "Office Hours" encompasses much work that was not categorized so the "type of work" breakdown is not 100% accurate but, overall, the work study provides the necessary analysis for anyone interested in the position. She reported on her review of zoning administrator charges over the past year and a half noting at least half of the position's time is spent fielding inquiries as to what options are available for building projects or the development of land. It was also noted not all of this time actually yields development, but the position serves as a necessary resource for residents and potential developers in interpreting how the zoning code applies to their project or piece of property. Many times the code does not

allow builders and/or developers to do what they want to do. As such, the work performed is not always tied to the number of permits that are issued.

Novy continued that the work is very analytical in nature and requires a detail-oriented person who is disciplined enough to always refer back to the code before providing answers to the many inquiries received. Land use is the number one reason municipalities are litigated, so the ability of the person to perform this work objectively and accurately is crucial.

2. An ongoing and upcoming project list (as follows):

- Complete Zoning Amendment Recommendations in 2050 Land Use Plan
- Pointe West Subdivision Proposal - Heritage Road and Washington Avenue (Pending outcome of drainage study)
- Development of Payne & Dolan and Franciscan Missions Land adjacent to Hunters Trail
- Development of Lots 2 and 3 adjacent to "The Settlement" condominiums
- Amendment of Lynch Truck Center CUP to relocate driveway and associated street vacation of Beck Drive (service road)
- Rezoning and Minor Land Division of Schwabe Parcel off of STH 36 and CTH J
- Rezoning and Minor Land Division of S. Maple Lane parcel adjacent to Long Lake
- Hwy. 36 Sewer Expansion Plan and Associated Development of the "Triangle"
- 2617 Beck Drive - Request for rezoning for sports complex

3. Zoning administration service delivery and cost information provided by other Racine County municipalities was then reviewed (as follows):

Village of Union Grove: The Building Inspector handles everyday permits and collects 70% of permit fees. A planning consultant is utilized for more complicated work at \$150/hour.

Village of Raymond: The Building Inspector handles everyday permits; and a planning consultant is utilized for more complicated work reported as \$4,500 - \$5,000 per month which is passed on to the land use applicants.

Village of Yorkville: Separate zoning and building permits. Racine County Planning and Development Services charges Yorkville \$50,000 a year for zoning administration services, but they are in the process of re-negotiating as they anticipate a permit slowdown in 2021

City of Burlington: Staff - Asst. City Administrator/ Zoning Administrator Position- \$39.68/ hr. Building Inspector handles every day permits, but consults Zoning Administrator when a code interpretation decision is needed.

Village of Mt. Pleasant: Staff - Planner I/II- \$71,600 Annual Salary. Building Inspection is a separate department, Planner I/II reviews building permit applications and subdivision applications for conformance with regulation and ordinances.

Town of Norway: Separate zoning and building permits. Racine County Planning and Development Services. Counties are mandated by state law to provide zoning administration services to unincorporated areas free of charge. For development proposals that require Town review, the Town utilizes an engineering firm with fees varying from \$109 to \$198/ hour depending on the grade of engineer.

4. **Building Inspector options.** It was noted that in some instances the building inspector issues the straight forward permits; and refers more complicated zoning issues to the zoning administrator. As such, a staged approach to the service, based on project and size, could be considered.

5. **Review of Contract; Staff; and/or Racine County Planning and Development service delivery options (as follows):**

Contract (Current Method): The current contract has been in place since 2009 at the rate of \$70/ hour. Novy noted the position description has not changed much over the years and that the zoning administrator has been a great resource for staff, board members, and the community at large as we transitioned from a Town to the (consolidated) Village in 2009.

Contract Proposal - (SEH - Short, Elliott, Hendrickson, Inc.): A proposal submitted by SEH, the firm that was retained to assist the village with its recent land use plan update, was reviewed for the provision of same level Zoning Administration services. The proposed lead, Amy Barrows, appears very well qualified and her work examples were very thorough, thought out, and formatted in a clear and concise fashion. The proposed annual cost of \$60,000 included four office hours and four dedicated phone hours per week; along with attendance at one Plan Commission meeting per month. Additional charges would be incurred if these quantities were exceeded at varying billable rates from \$92 to \$150/hour depending on what level of staff person performed the work. Amy's specific hourly rate is \$150/hour.

Project Based Services are also available through the firm. For specific project work, a separate budget and scope is defined and those costs can be passed through to the applicant via the village's current Reimbursable Expense Agreement. The firm employs GIS (geographic information systems), engineering, and planning specialists of many disciplines. A billable rate chart was included detailing staff types and classifications.

Staff: Job descriptions, salaries, and qualification information was reviewed from City of Burlington and Village of Mt. Pleasant staff positions. Novy noted an opportunity might exist within the next couple of years to incorporate this position into some succession planning as she plans to retire in about 5 years; and the Administrative Assistant plans to retire in about 3 years. She suggested consideration be given in 2022 or 2023 to transfer the pay associated with the Zoning Administrator and Administrative Assistant positions towards hiring a full-time Assistant Administrator/ Zoning Administrator with the idea that this position would transition to Village Administrator after being given some time to get familiar with the Village and its operations. Finance Committee members agreed that would be a good plan if finances allow.

Racine County Public Works and Development Services: Novy reported on communications with Julie Anderson, Director of Racine County Development Services, and summarized their discussion as follows:

- Racine County planning staff is well-qualified and available 5 days a week for the processing of inquiries and permits (current delivery method is online and by phone due to COVID crisis)
- Their planning professionals are flexible enough to work with different municipal codes, land use plans, and fee schedules
- They are open to numerous service scenarios depending on need- whether it be full service and/or modified service levels
- They are open to a six-month trial period and to hourly or flat fee service arrangements.

Novy noted the cost proposal is yet to be finalized as they did not want to put too much work into it unless they knew the Village was actually interested in retaining their services, however the first number thrown out

was \$45,000. After reviewing the time and work summary, she thought that might be brought down a bit. All permit fees collected would go against the contract amount. A point of concern for their department is that there may be some retirements of planning staff in the next year and they are not sure how positions will be filled due to budgetary constraints. As such, they prefer the six-month trial period as this would allow a better grasp on that situation by then.

6. Committee members discussed the options noting that just about any structure that is built needs to either obtain a sanitary permit from Racine County; or needs the septic system located on the property to make sure certain setbacks are observed. As such, they are already a part of most every permitting process. Consensus of the Committee was to pursue a formal six-month trial contract proposal from Racine County Public Works and Development Services and, regardless of outcome, to provide further consideration to SEH's project-based services once a decision on the zoning administrator position is finalized.

ADJOURN

Edward Chart made a motion to adjourn at 8:05 P.M. Chris Johnson seconded the motion. Carried unanimously.

Betty J. Novy, Village Administrator

Code Reference		FEE
	Ch. 30 Land Division	
30-16.	<i>Land Divisions</i>	
	*Preliminary Plat review	\$ 500.00
	*Reapplication Fee for Prelim. Plat previously reviewed	\$ 100.00
	*Final Plat review	\$ 400.00
	*Reapplication Fee for Final Plat previously reviewed	\$ 50.00
	*Extraterritorial Certified Survey Map	\$ 100.00
	*Extraterritorial Preliminary Plat	\$ 200.00
	*Extraterritorial Final Plat	\$ 100.00
	*Certified Survey Map review	\$ 225.00
	<i>*In addition to listed fee, the costs of engineering and legal review will be added, and an additional zoning fee will be charged if the cost of the zoning review exceeds the fee listed</i>	
30-112.D.	Public Site Fee (park fee, see Wis. Stat. s. 236.45(6))	\$ 550.00
	Ch. 31 Construction Site Erosion Control	
31-8	Land Disturbance Permit	\$50.00
	Ch. 32 Post-construction Stormwater and Pond Regulations	
32-8	Permit administration fee (for stormwater management plan and maintenance agreement review, including ponds)	\$ 25.00
	Ch. 35 Planning and Zoning	
35-6.A.	Zoning Permits	
<i>Residential</i>	Single family, including manufactured and modular homes	\$ 345.00
	Two-family	\$ 460.00
	Multi-family	\$ 600.00
	Additions, Alterations or Conversions less than 500 sq. ft.	\$ 110.00
	Additions, Alterations or Conversions 500 sq. ft. and up	\$ 135.00
<i>Commercial and Industrial</i>	Up to 5,000 sq. ft. gross floor area (GFA)	\$ 535.00
	5,000 sq. ft. up to 10,000 sq. ft. GFA	\$ 750.00
	10,000 sq. ft. up to 15,000 sq. ft. GFA	\$ 1,025.00
	15,000 sq. ft. GFA and up	\$ 1,250.00
	Additions, Alterations, Conversions to principal structures	Based on sq.
<i>Recreational and Institutional</i>	Principal Structures	\$ 415.00
	Additions, Alterations or Conversions up to 500 sq. ft.	\$ 110.00
	Additions, Alterations or Conversions 500 sq. ft. and up	\$ 135.00
<i>Accessory Structure/ Use</i>	Up to 1,000 sq. ft.	\$ 70.00
	1,000 sq. ft. up to 2,500 sq. ft.	\$ 105.00
	2,500 sq. ft. up to 5,000 sq. ft.	\$ 150.00
	5,000 sq. ft. up to 10,000 sq. ft.	\$ 225.00
	10,000 sq. ft. and up	\$ 300.00
	Additions, Alterations, Conversions	Based on sq.

Code Reference		FEE
<i>Decks</i>	Attached/ Detached Uncovered Deck, including stairs and railings	\$ 105.00
	Pergola / Trellis / Arbor Openwork Covering, including Attached / Detached Deck, Stairs and Railing	\$ 105.00
	Additions, Alterations and Conversions	\$ 105.00
<i>Antenna</i>	Class 2 co-location	\$ 325.00
<i>Misc.</i>	Swimming pool, spa, outdoor hot tub or jacuzzi to be on lot more than 120 days	\$ 70.00
	Certificate of Compliance issued at applicant's request	\$ 125.00
	Non-residential security fence	\$ 50.00
	Extension, amendment, reconsideration and layover requests for Zoning Permits	\$ 50.00
35-6.B.	Amendments and Changes	
	Rezoning, Map or Text Amendment	\$ 850.00
	Rezoning, Map or Text Amendment with Comprehensive Plan Amendment	\$ 1,000.00
35-81	Planned Unit Development (includes development review)	\$ 850.00
35-6.C.	Site and Operational Plans	
	Site and Operational Plan review (Permanent Use)	\$ 400.00
	Site and Operational Plan review (Temporary Use)	\$ 150.00
35-6.D.	Conditional Use Applications	
35-100.A.	Conditional Use (general)	\$ 600.00
	Campgrounds in the C-2 District	\$ 150.00
35-100.D.1.	Cluster Developments	
35-100.D.2.	Manufactured Home Communities	\$ 150.00
35-100.F.3.	M-4 Quarrying District CUP	\$ 2,000.00
	...Renewal of permit without change	\$ 2,000.00
	...Change of ownership or reinstatement of lapsed permit	\$ 2,000.00
35-100.G.	Adult Oriented Entertainment Business	\$ 875.00
	Extension, amendment, reconsideration and layover requests for Conditional Use Permits	\$ 50.00
35-140.	Wind Energy System Applications	
	Single wind turbine, including blades 160 feet in diameter or less	\$ 500.00
	Single wind turbine, including blades greater than 160 feet in diameter	\$ 1,000.00
	More than two wind turbines to be erected as part of a multi-unit system	Actual cost
35-150.	Towers	
	New Mobile Service Support Structure or Radio Broadcast Service Facility	\$ 20.00
	Class 1 Collocation	\$ 20.00
35-6.E.	Sign Permits	

Code Reference		FEE
35-170. et seq.	Sign, standard, (each face) up to 100 sq. ft.	\$ 100.00
	Sign, standard (each face) 100 sq. ft. and up	\$ 200.00
	Standard sign addition, alteration or conversion	\$ 100.00
	Temporary sign, including banner	\$ 70.00
	Digital sign (each face) up to 100 sq. ft., including conversion of standard sign to digital	\$ 200.00
	Digital sign (each face) 100 sq. ft. and up, including conversion of standard sign to digital	\$ 400.00
	Permanent Advertising or Institutional (per sign) up to 100 sq. ft.	\$ 100.00
	Permanent Advertising or Institutional (per sign) 100 sq. ft. and up	\$ 150.00
	Additions, alterations or conversions to Permanent Advertising or Institutional up to 100 sq. ft.	\$ 50.00
	Additions, alterations or conversions to Permanent Advertising or Institutional 100 sq. ft. and up	\$ 75.00
35-6.F.	Home Occupation	
35-21.J.	Home Occupation Permit	\$ 125.00
35-6.G.	Variance or Appeal Petitions	
35-210. et seq.	Variance or Appeal to Zoning Board of Appeals (ZBA)	\$ 850.00
	Variance or Appeal to ZBA with Conditional Use	\$ 1,000.00
	Variance or Appeal to ZBA with Shoreland-Wetland or Shoreland Conditional Use (see Ch. 36)	\$ 1,000.00
	Application for variance extension, first request	\$ 350.00
	Application for variance extension, subsequent requests	\$ 500.00
	Republishing / renoticing due to Applicant Changes for Variance or Appeal to ZBA	\$ 150.00
35-6.H.	Annexation Petition (by Applicant)	\$ 125.00
35-6.N.	Historic Preservation Certificate of Appropriateness	\$ 25.00
35-6.O.	Temporary Use Permit	
35-21.G.	Temporary structure or temporary use	\$ 60.00
	Temporary structure or use addition, alteration or conversion	\$ 60.00
35-500.A.1.	Enforcement and Penalties: Double Fee	
	A double fee shall be charged by the Zoning Administrator if work is started before a permit is applied for and issued.	
	All other Uses and Zoning Permits	\$ 125.00
	Ch. 36 Shoreland-Wetland and Shoreland Zoning	
	Shoreland-Wetland Zoning Permit - see Chapter 35	
36-23.B.	Shoreland-Wetland Conditional Use Permit	\$ 600.00
	Shoreland Zoning Permit - see Chapter 35	
36-36.	Shoreland Conditional Use Permit	\$ 600.00
	Shoreland Conditional Use Contract	\$ 225.00

Code Reference		FEE
36-52.	Certificate of Compliance, if issued as part of a Zoning or Conditional Use Permit	N/C
	Certificate of Compliance, if applied for and issued without a Zoning or Conditional Use Permit	\$ 75.00
36-57.	Shoreland-Wetland or Shoreland Variance or Appeal to ZBA - see Chapter 35	
36-58.	Amending regulations - see Chapter 35	
	All other Fees, see Chapter 35	
	Ch. 37 Floodplain Zoning	
	<i>Fees are in addition to zoning fees</i>	
37-7.A.2.	Floodplain Land Use Permit, Residential	\$ 125.00
	Floodplain Land Use Permit, Commercial	\$ 200.00
37-7.A.3.	Certificate of Compliance, if issued as part of Land Use Permit	N/C
	Certificate of Compliance, if applied for and issued without Floodplain Land Use Permit	\$ 75.00
37-7.C.	Zoning Board of Appeals Review	\$ 200.00
37-8	Amendments	\$ 150.00
	Zoning Permits not listed -see Chapter 35	
	Other Reviews required under Chapter 37	Actual cost

2020 RACINE COUNTY DEVELOPMENT SERVICES DEPARTMENT FEE SCHEDULE

All Fees are Non-Refundable and All Checks, Money Orders, etc., Returned for Nonsufficient Funds, Account Closed, Refer to Maker, etc., Will be Charged a Fee of \$25.00

Sales Tax is Applied to Sale Items

Public Hearings (includes Publication Fees*)

Rezoning/Map, Land Use Plan or Text Amendment	\$ 600.00
Conditional Use	\$ 475.00
Shoreland Conditional Use (includes Shoreland Erosion Review Fee)	\$ 520.00
Variance/Appeal to Zoning Board of Adjustment (BOA)	\$ 450.00
Variance/Appeal to BOA with Conditional Use	\$ 600.00
Variance/Appeal to BOA w/ Shoreland Conditional Use (includes Shoreland Erosion Review Fee)	\$ 600.00
Republishing/Renoticing Due to Applicant Changes for Variance/Appeal to BOA	\$ 150.00
Street Vacation	\$ 500.00
Planned Unit Development (includes Development Review)	\$ 600.00

*Publ. fees: \$175-Street vacation, rezoning & PUD; \$50-Conditional use, shoreland conditional use & variance

Plan Review Fees

Site Plan Review	\$ 200.00
Permit Review for Adult Establishment	\$ 900.00
Livestock Facility Siting (in addition to any conditional use public hearing fee or zoning permit fee)	\$1,000.00
Pond Review for Ponds ≥ 5,000 sq. ft.	\$ 150.00
Zoning District Line Adjustment	\$ 100.00

Shoreland Conditional Use Contract

Shoreland Conditional Use Contract (includes Shoreland Erosion Review Fee)	\$ 250.00
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Non-Metallic Mining Fees (Including WI DNR's Share)

Total Annual Fee (Mine size in unreclaimed acres, rounded to the nearest whole acre):

1 to 5 acres (does not include mines < 1 acre)	\$ 175.00
6 to 10 acres	\$ 350.00
11 to 15 acres	\$ 525.00
16 to 25 acres	\$ 700.00
26 to 50 acres	\$ 810.00
51 acres or larger	\$ 870.00

Limits on Total Annual Fees for Automatically Permitted Local Transportation Project - Related Mines (Mine size in unreclaimed acres, rounded to the nearest whole acre) - Annual Fee:

1 to 5 acres (does not include mines < 1 acre)	\$ 175.00
6 to 10 acres	\$ 350.00
11 to 15 acres	\$ 525.00
16 to 25 acres	\$ 700.00
26 to 50 acres	\$ 810.00
51 acres or larger	\$ 870.00

One-Time Plan Review Fee and Expedited Fee (Proposed mine site size, rounded to the nearest whole acre):

1 to 25 acres	\$1,045.00
26 to 50 acres	\$1,400.00
51 acres or larger	\$1,750.00
Expedited Review Fee	\$500.00 in addition

2020 Racine County Development Services Department Fee Schedule

Zoning Permits

DOUBLE PERMIT FEE is charged if work is started before obtaining a zoning permit.

QUADRUPLE PERMIT FEE is charged if work is started before obtaining a zoning permit and variance/conditional use approval was required and obtained after-the-fact.

Residential

Single-Family, Including Mobile Homes	\$ 500.00
Two-Family	\$ 600.00
Multi-Family (per building)	\$ 650.00
Additions, Alterations or Conversions < 500 sq. ft.	\$ 150.00
Additions, Alterations or Conversions ≥ 500 sq. ft.	\$ 200.00

Commercial

Up to 5,000 sq. ft. gross floor area (GFA)	\$ 600.00
>5,000 sq. ft. to 10,000 sq. ft. GFA	\$ 850.00
>10,000 sq. ft. to 15,000 sq. ft. GFA	\$1,100.00
>15,000 sq. ft. GFA	\$2,000.00
Additions, Alterations or Conversions to the Principal Structures	based on sq. ft. as noted above

Recreational & Institutional

Principal Structures	\$ 600.00
Additions, Alterations or Conversions < 500 sq. ft.	\$ 150.00
Additions, Alterations or Conversions ≥ 500 sq. ft.	\$ 200.00

Industrial

General	based on sq. ft. as noted above in commercial
Mineral Extraction – New	\$1,500.00 + \$10.00/acre
Mineral Extraction - 2 year extension	\$ 750.00 + \$10.00/acre
Sanitary Landfill	\$ 300.00 + \$10.00/acre
Additions, Alterations or Conversions to the Principal Structures - based on sq. ft. as noted above in commercial	

Miscellaneous Permits

Accessory Structure/Use

- Up to 120 sq. ft.	\$ 60.00
- > 120 sq. ft. to 1,000 sq. ft.	\$ 85.00
- > 1,000 sq. ft. to 2,500 sq. ft.	\$ 125.00
- > 2,500 sq. ft. to 5,000 sq. ft.	\$ 175.00
- > 5,000 sq. ft. to 10,000 sq. ft.	\$ 250.00
- > 10,000 sq. ft.	\$ 350.00
- Additions, Alterations or Conversions	based on sq. ft. as noted above

Attached/Detached Uncovered Deck, including Stairs & Railings

- Up to 240 sq. ft.	\$ 60.00
- ≥ 240 sq. ft.	\$ 75.00
- Additions, Alterations or Conversions	based on sq. ft. as noted above

Pergola/Trellis/Arbor Openwork Covering, including Attached/Detached Deck, Stairs & Railings

- Up to 240 sq. ft.	\$ 60.00
- > 240 sq. ft.	\$ 75.00
- Additions, Alterations or Conversions	based on sq. ft. as noted above

2020 Racine County Development Services Department Fee Schedule

Miscellaneous Permits (cont.)

Swimming Pool, Spa, Outdoor Hot Tub, or Jacuzzi \geq 36 sq. ft. to be on lot $>$ 120 consecutive days	\$ 70.00
Deck & Swimming Pool, Spa, Outdoor Hot Tub, or Jacuzzi \geq 36 sq. ft. to be on lot $>$ 120 consec. days	\$ 85.00
Temporary Structure or Temporary Use	\$ 100.00
Temporary Structure or Use Additions, Alterations or Conversions	\$ 85.00
Home Occupation	\$ 150.00
Non-Residential Security Fence	\$ 75.00
Mobile Home & Campground Developments	\$150.00 + \$10.00/lot
Pond Permit Fee for a 5,000 sq. ft. to 10,000 sq. ft. Pond	\$ 100.00
Pond Permit Fee for a $>$ 10,000 sq. ft. Pond	\$ 150.00
Certificate of Compliance (issued at applicant's request)	\$ 150.00

Mobile Service Facility

- Mobile Service Support Structures	\$20.00/ft. \leq \$3,000.00
- Class 1 & Class 2 co-location antennas on existing support structures	\$500.00/co-locator

Wind Energy Facilities

- Windmill, including Blades \leq 160 ft. in Diameter	\$ 250.00
- Windmill, including Blades $>$ 160 ft. in Diameter	\$250.00 + \$15.00/ft. $>$ 160 ft. in Diameter

Signs

- Billboards (each face) up to 100 sq. ft.	\$ 150.00
- Billboards (each face) $>$ 100 sq. ft.	\$ 250.00
- Billboards Additions, Alterations or Conversions	\$ 125.00
- Temporary (including banners)	\$ 100.00
- Digital Signs/Billbrds (ea. face) \leq 100 sq. ft., incl. conv. of std. signs/billbrds to a digital format	\$ 250.00
- Digital Signs/Billbrds (ea. face) $>$ 100 sq. ft., incl. conv. of std. signs/billbrds to a digital format	\$ 450.00
- Permanent Advertising or Institutional (per sign) up to 100 sq. ft.	\$ 125.00
- Permanent Advertising or Institutional (per sign) $>$ 100 sq. ft.	\$ 175.00
- Additions, Alterations or Conversions to Permanent Adv. or Inst. up to 100 sq. ft.	\$ 100.00
- Additions, Alterations or Conversions to Permanent Adv. or Inst. $>$ 100 sq. ft.	\$ 150.00

All Other Uses & Zoning Permits	\$ 150.00
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Extensions, Amendments, Reconsideration & Layover Requests

Variance

- Extension Request (up to 6 months)	\$ 75.00
- Minor Amendment Request	\$ 75.00
- Decision Reconsideration Request	\$ 100.00
- Layover Request (beyond first one granted)	\$ 75.00

Conditional Use

- Extension Request	\$ 75.00
- Minor Amendment Request	\$ 75.00
- Decision Reconsideration Request	\$ 100.00
- Changes with Amendment to Site Plan	\$ 150.00

Zoning Permit

- Extension without Changes	\$ 50.00
- Extension with Minor Revision	\$ 65.00
- Principal Structure, Minor Revision	\$ 60.00
- Accessory Structure, Minor Revision	\$ 30.00

2020 Racine County Development Services Department Fee Schedule

Plat/CSM Review – (lot = a build lot/unit, an outlot, or any other parcel within the development)

Preliminary Plat	\$1000.00 + \$100.00/lot
Reapplication fee	\$ 200.00
Final Plat or Condominium Plat	\$850.00 + \$1000.00/lot
Reapplication fee	\$ 200.00
Extra Territorial Preliminary Plat	\$200.00 + \$25.00/lot
Extra Territorial Final Plat	\$100.00 + \$25.00/lot
CSM Reviews	\$ 300.00

Miscellaneous Fees

Maps

1" = 200' topographic maps (1 section)	\$ 40.00
Additional copy within 10 working days	\$ 10.00
1" = 400' aerials (per sheet)	\$ 10.00
1" = 1000' base maps	\$ 15.00
1" = 2000' base maps	\$ 10.00
1" = 4000' base maps	\$ 10.00
Zoning Maps 1" = 400' aerials	\$ 15.00
Zoning Maps 1" = 1000'	\$ 15.00
Zoning Maps 1" = 2000'	\$ 15.00
Street Numbering	\$ 10.00
Political Districts	\$ 10.00
All other maps not listed	\$5.00 + \$0.25/sq. ft.

Custom Maps Printed on the Plotter

B Size (17" x 17")	\$ 10.00
C Size (17" x 22")	\$ 10.00
D Size (22" x 34")	\$ 15.00
E Size (34" x 44")	\$ 20.00
Smaller than B Size	\$ 10.00

Documents

Zoning Ordinance	\$ 50.00
Subdivision Ordinance	\$ 30.00
Utilities Ordinance	\$ 30.00
Planning Studies/Reports (established by Economic Development & Land Use Planning Committee) variable - (Note: Digital Map Data Requests are charged at \$75/hour processing plus materials & tax)	
Floodplain determination	\$ 50.00
FEMA Community Acknowledgement	\$ 50.00
Transcripts (per page, double spaced, 1" margins)	\$ 20.00
Audio Recordings (per cassette or CD)	\$ 20.00
Photocopies up to 8.5" x 14" (per page)	\$ 0.35
Facsimile	\$ 1.00
Special Reports (includes up to five pages)	\$35.00 + \$ 0.35/pg
Print Screen	\$ 1.00
Single-Family Residential Construction Report	\$ 10.00
Mailing Charge (Plus Additional Postage if > 2 oz.)	\$ 3.50

Racine County Land Conservation Division Fees

Shoreland Erosion Review Fee (Note: Fee has been included in three of the listings on Page 1)	\$ 100.00
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2020 Racine County Development Services Department Fee Schedule

Sanitary Fee Schedule

(a) *Sanitation fee.* The fee for a sanitary permit shall not be less than that required by § 145.19(2) Wis. Stats. All fees listed in the Sanitary Fee Schedule are non-refundable.

(b) *Base fee.* The base fee for a sanitary permit for a private sewage system (a.k.a. Private Onsite Wastewater Treatment System or POWTS) listed below with a design wastewater flow less than or equal to seven hundred fifty (750) gallons per day shall be as follows (including \$25.00 groundwater surcharge):

Septic Tank, Lift Chamber or Combination Tank Installation Permit (only one tank)	\$ 300.00
Septic Tank(s), Lift Chamber(s) or Combination Tank(s) Installation Permit (total of two tanks)	\$ 350.00
Conventional In-Ground Soil Absorption, including ≤ 2 Septic Tanks-Gravity Flow	\$ 500.00
Conventional In-Ground Soil Absorption, including ≤ 2 Septic Tanks & one Lift Chamber	\$ 550.00
In-Ground Pressure, including ≤ 2 Septic Tanks and one Lift Chamber	\$ 600.00
System in Fill, including ≤ 2 Septic Tanks	\$ 475.00
Mound System (including A+4"), including ≤ 2 Septic Tanks & one Lift Chamber	\$ 800.00
Mound/At-Grade/Pressure Distribution Absorption Area Reconstruction	\$ 500.00
Holding Tank Conversion to Mound Type System Using Existing Tanks	\$ 500.00
At-Grade System, including ≤ 2 Septic Tanks and one Lift Chamber	\$ 775.00
Experimental System, including ≤ 2 Septic Tanks and one Lift Chamber	\$ 1000.00
Drip Irrigation/Drip-Line Effluent Dispersal, including ≤ 2 Septic Tanks and one Lift Chamber	\$ 850.00
Minor System Repair	\$ 300.00

For all Individual Site Designs there shall be an additional fifty-five-dollar (\$55.00) cost added to the base fee listed in the fee schedule.

For all systems sized with a design wastewater flow of greater than seven hundred fifty (750) gallons per day, a **twenty-five-dollar (\$25.00)** fee per each additional one hundred (100) gallons per day of design wastewater flow, rounded to the nearest one hundred (100) gallons, shall be added to the base fee listed above.

The fee for the installation of an additional septic tank, combination tank or lift chamber beyond what is included in the base fee shall be an additional **fifty-dollar (\$50.00)** cost added to the base fee listed above for each additional tank added.

2020 Racine County Development Services Department Fee Schedule

Sanitary Fee Schedule (cont.)

The fee for the installation of a pretreatment or secondary treatment component, such as a sand, gravel or peat filter (single pass or recirculating), aerobic treatment unit, disinfection unit, or sedimentation tank, shall be an additional **two hundred dollar (\$200.00)** cost added to the base sanitary permit fee for each additional unit added.

- (c) The fee for a sanitary permit for a holding tank or tanks in series with a total capacity of less than or equal to five thousand (5,000) gallons shall be as follows (including \$25.00 groundwater surcharge):

Holding Tank - Gravity Flow \$ **800.00**

Holding Tank - Including one Lift Chamber \$ **850.00**

For a holding tank or tanks in series sized greater than five thousand (5,000) gallons in total capacity, a **ten dollar (\$10.00)** fee per each additional one thousand (1,000) gallons capacity, rounded to the nearest one thousand (1,000) gallons, shall be added to the base fee listed above.

- (d) *Reconnect fee.* The fee for a sanitary permit to reconnect an existing private sewage system to a structure shall be **two hundred fifty dollars (\$250.00)**.
- (e) *Transfer/change of plumber/renewal fee.* The fee for the transfer of owner, change of plumber or renewal of a sanitary permit shall be **one hundred twenty-five dollars (\$125.00)**.
- (f) *Return inspection fee.* After five (5) inspections, a **one hundred-dollar (\$100.00)** inspection fee shall be charged for each additional inspection. One extra inspection will be allowed without this fee for each additional Septic Tank, Lift Chamber or Combination Tank that was already accounted for with the additional \$50.00/tank fee that is added to the base permit fee.
- (g) *Real estate/refinance transaction inspection fee.* The fee for conducting a real estate or refinance transaction private sewage system inspection shall be **two hundred dollars (\$200.00)**.
- (h) *Reissuance fee.* The fee for reissuing a sanitary permit for the same system type when a valid permit was rescinded shall be the minimum fee required by § 145.19(2), Wis. Stats.
- (i) *Revision fee.* The fee for the county to review and approve a minor private sewage system plan revision shall be **fifty dollars (\$50.00)**. A minor plan revision is defined as any revision that the State of Wisconsin allows a county to authorize without the applicant paying the state revision fees. In addition, the fee for a revision to a permit that will involve a change in number of components or system type shall be **thirty dollars (\$30.00)** plus any difference in the sanitary permit fee if the change increases the fee.
- (j) *Groundwater surcharge.* Pursuant to the 1983 Wisconsin Act 410 (Groundwater Protection Law), every sanitary permit for a private sewage system shall be assessed a **seventy-five-dollar (\$75.00)** surcharge fee.

2020 Racine County Development Services Department Fee Schedule

Sanitary Fee Schedule (cont.)

- (k) *Soil evaluation on-site fee.* The fee charged for County on-site verification of up to three soil pit/boring profile evaluations per lot shall be **seventy dollars (\$70.00)** plus **fifteen dollars (\$15.00)** for each additional profile conducted on the same lot. This fee is due at the time that the soil on-site is conducted. The fee will not apply to subdivision/condominium plat sites that will be assessed a separate fee in (q) below when the County chooses the sites to look at. The fee will also not apply to other County requested on-sites or County determinations of failing POWTS.
- (l) *Double permit fee.* A double sanitary permit fee shall be charged if any construction requiring a sanitary permit begins on a private sewage system or non-plumbing sanitation system prior to the issuance of a County sanitary permit. Such double fee shall not release the applicant from full compliance with nor prosecution from a violation of Chapter 19, Racine County Code of Ordinances.
- (m) *Groundwater/soil saturation monitoring on-site fee.* The fee for the County to conduct an on-site observation verification for groundwater/soil saturation monitoring is **twenty dollars (\$20.00)** per monitoring well and is due prior to the start of the monitoring season.
- (n) *Appeal request fee.* The fee for a County Sanitary Board of Appeals request shall be **four hundred dollars (\$400.00)**.
- (o) *Non-plumbing sanitation system fee.* The fee for a non-plumbing sanitation system permit required by the County code for installation is **four hundred dollars (\$400.00)**.
- (p) *Maintenance fee.* The fee that must accompany the code required holding tank maintenance submittal to the County (including inspection, maintenance or servicing event) is **ten dollars (\$10.00)** per year for each holding tank POWTS. The fee that must accompany the code required submittal to the County of any non-holding tank POWTS component inspection, maintenance or servicing event is **ten dollars (\$10.00)** for each required submittal. The above listed fees will double to **twenty dollars (\$20.00)** if the proof of maintenance/fee is overdue to the County and a 2nd notice is sent out. The above listed fees will triple to **thirty dollars (\$30.00)** if proof of maintenance/fee is overdue from the County's 2nd notice due date and a 3rd notice is sent out.
- (q) *Subdivision/Condominium plat review fee.* The County fee to on-site soils and/or review Soil and Site Evaluation Reports and give recommendations to the developer/County on a proposed subdivision plat or condominium plat shall be as follows:
- | | |
|---|---|
| 1. Preliminary Subdivision Plat or Condominium Plat | \$400.00 plus \$30.00 per lot/building pad |
| 2. Resubmitted Plat/Final Subdivision Plat | \$200.00 plus \$15.00 per lot/building pad |
- (r) *Wisconsin Fund application fee.* The application fee for participation in the Wisconsin Fund Program shall be **two hundred dollars (\$200.00)**. In the event that the State or County denies the application, the fee shall be reduced to **one hundred dollars (\$100.00)**.
- (s) *Holding Tank Plan Review Fee.* The fee for having the County conduct a plan review for an approved holding component, based on < 3,000 gallons/day estimated flow, shall be **ninety dollars (\$90.00)**.

Village of Rochester
Agenda Report
Village Board - Sep 14 2020



Prepared For:

Finance Committee

Staff Contact:

Betty Novy, Administrator-Treasurer

Agenda Item:

Review and Provide Recommendation: Purchase of Additional Meeting Tables and Video Conferencing Systems through Roads to Recovery Grant

Recommended Action:

to authorize the purchase of four additional council member tables at \$2,228; and to authorize a project budget of \$12,000 to outfit both small and large meeting rooms with video conferencing systems and for both purchases to be submitted for Roads to Recovery grant program reimbursement.

Purpose/Nature of the Proposal:

The Village qualifies for a "Roads to Recovery" grant for up to \$62,000 for COVID related expenses. To date, \$5,900 has been reimbursed as detailed in the attached spreadsheet. There are two larger COVID related expenses I would like the Village to consider that qualify under allowable reimbursement categories.

1. To purchase four more council member tables to match the existing ones. This is to provide appropriate social distancing of Board and Committee members during meetings. The cost to purchase four additional tables is \$2,228.
2. To purchase video conferencing systems for both small and large meeting rooms to allow individuals who are under quarantine or immune compromised to participate in our meetings. A spreadsheet is provided detailing estimated project costs of \$12,000.

Background/Summary:

Nick provided some information on sound systems a while back to assist with the amplification of sound at our Board meetings. One of the systems he provided information on was the Nureva audio conferencing system. A product sheet is provided.

This system utilizes technology to pick up sound from up to a 30' x 50' space by filling the space with thousands of "virtual" microphones. It's primary use is to facilitate virtual participation in meetings like Zoom, but it has amplification benefits for the room as well. It allows you to adjust the pickup zone in a room to give preference to the voice of a presenter or lecturer while reducing sounds from the rest of the room. The size of our large meeting room is 40' x 44'. We could position this system in such a way that it would work well for the space.

I attended a virtual demonstration and it appeared to work well. The presenter walked all around a large conference room and the system was utilized as his microphone for the demonstration. He talked from many different areas and directions, once while typing on a typewriter to demonstrate how the system muffles repetitive sounds (like HVAC systems). A system like this, along with web cameras, would go a long way towards remote participation or, one day, streaming of village board meetings. This would allow residents (and Board or Committee members) to attend meetings without physically being there. Several individuals who attended our virtual meetings really liked that option and, of course, if someone is under quarantine or immune compromised and needs to participate it accommodates those situations as well. We have had four or five instances of those situations to date.

A proposal to purchase the Nureva system is provided with a cost of \$5,649. There is a 14-day money back guarantee so we could set it up and give it a try to see if it meets our needs. It is a plug and play system that hooks up to a computer. Additionally, we would want to purchase an additional laptop dedicated to that purpose; an AV cart, an upgraded projector system, and a web cam to complete a video conferencing system for the large meeting room. The small conference room could be equipped with an LED display and smaller teleconferencing system. Between both meeting rooms, a project budget of \$12,000 should accommodate the necessary equipment and setup.

Financial Impact/Analysis:

Two submittal periods are left for the Roads to Recovery grant: one ending on September 15th (Tuesday); and the last on November 18th.

Expenses must be paid by the Village and cannot be expenses that were provided for in our budget to qualify for the grant. The fire company reported about \$3,000 in extra expenses. I informed them that in order to be reimbursed through this program, they have to invoice the Village. They may be able to apply for reimbursement under other grants as well. So far, they have chosen not to submit an invoice.

The library has some additional expenses they will be submitting - \$485 for this grant period and approximately \$500 in the next to purchase an electrostatic sprayer. Regardless, there is capacity within the current grant to finance video conferencing system components.

Attachments:

[Roads to Recovery - ExpenseReporterInstructions](#)

[Road to Recovery Claim Submitted 7-7-2020](#)

[Huddle table quote](#)

[Video Conferencing System Project Budget](#)

[Nureva-audio-conferencing-system-product-sheet](#)

[Nureva Quote](#)


[Conference and Webcameras](#)

[Best Monitor for Video Conferencing \[+7 Things to Consider\]](#)

ROUTES TO RECOVERY

Instructions for Online Expense Reporter

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	IS MY EXPENSE ELIGIBLE FOR REIMBURSEMENT?	3
	GATHER MATERIALS NEEDED TO SUBMIT CLAIMS	3
<input type="checkbox"/>	LOGIN	
	LOGGING IN TO THE EXPENSE REPORTER	4
	https://covidgovgrant.wi.gov	
<input type="checkbox"/>	ENTER CLAIMS	
	ADDING CLAIMS USING “UPLOAD CLAIMS” FUNCTION	5
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<input type="checkbox"/>	SUBMIT CLAIMS	
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	RETURN TO TABLE OF CONTENTS	Click 

ABOUT THE PROGRAM

The “Routes to Recovery: Local Government Aid Grants” program is aimed at helping local governments cover the unanticipated expenses they have incurred to meet COVID-19 recovery needs in their communities. Administered by the Department of Administration (DOA), this program allocates \$200 million in funds the State received under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act to every Wisconsin county, city, village, town, and federally recognized tribe. For more information regarding the Routes to Recovery program, visit the webpage, <https://doa.wi.gov/Pages/LocalGovtsGrants/COVID-Grants.aspx>.

Allocation amounts for each local government entity are available on the Program webpage.

The following Instructions explain how to submit expenditure claims for reimbursement via the online “**Expense Reporter**” application at the following website: <https://covidgovgrant.wi.gov>.

More comprehensive guidance, including questions and answers about cost reimbursement eligibility are included in the document [Program Guidance for Local Governments](#), as well as other correspondence you may have received. The Program Guidance document must be carefully read before using the Expense Reporter app as it describes requirements for expenditure claim eligibility.

Reporting Periods and Timeline

There will be three reporting periods during which a local government may submit expenditures for reimbursement using the Expense Reporter (July 1-15, September 1-15, and November 7-18). The Program is making these funds available for eligible expenditures incurred from March 1 through November 6, 2020. **There is only one submission allowed per government entity per reporting period.**

Reporting Periods		
	Reporting Period	Eligible Expenditures (Dates Incurred)
Reporting Period 1	July 1-15	March 1-July 15
Reporting Period 2	September 1-15	March 1-September 15
Reporting Period 3	November 7-18	March 1-November 6

A local government’s final submission for each reporting period may be submitted at any time during the reporting period. Each period, payments will be issued after submissions are received and processed.

IS MY EXPENSE ELIGIBLE FOR REIMBURSEMENT?

For eligibility criteria, see the Program Guidance section titled [EXPENSES: GENERAL ELIGIBILITY REQUIREMENTS](#). To reiterate here, these funds may be used to reimburse:

- (1) government expenditures that were
- (2) unbudgeted,
- (3) necessary to respond to the COVID-19 public health emergency, and
- (4) incurred on or after March 1, 2020 and through November 6, 2020.

These four criteria can help a local government decide whether to submit a claim via the Expense Reporter app.

GATHER MATERIALS NEEDED TO SUBMIT CLAIMS

- Read the [Program Guidance for Local Governments](#) for a description of the program, eligible expenses, and records required to be maintained. Also review the Program's [Terms & Conditions](#) document.
- Gather materials necessary for entering claims for expense reimbursement and for documentation of expenses to be kept on file at the local government level.
 - You will need to identify and report the following:
 - ▶ Paying Agency
 - ▶ Cost Category
 - ▶ Vendor Name
 - ▶ Date Paid
 - ▶ Nature of COVID-19 Related Goods/Services Provided
 - ▶ Amount Paid
- You will see these fields on the "Edit Claims" page. They are defined as follows.
 - **Paying Agency:** List the local agency that paid the expenditure. This may be the central office of the local government or a department within the local government, depending on which entity paid the expense. For example, the paying agency could be "City of Badger" or "City of Badger Police Department."
 - **Cost Category:** Enter the category of eligible costs from the drop-down menu. Category descriptions are provided in the Program Guidance; choose the category that best describes the general nature of the expense. **Note:** if you are planning to seek FEMA public assistance to cover a portion of an eligible expense, you must choose the FEMA category when entering it in the Expense Reporter. This ensures that only the "local match" portion of the expense is reimbursed.
 - **Vendor Name:** Enter the name of the vendor that was paid by the local agency. Enter N/A for eligible sick/FMLA leave or payroll expenses.
 - **Date Paid:** List the date the expenditure was paid. The date must fall within the range of March 1, 2020 through November 6, 2020. For service or supply contracts, list the date of each payment for which the local government seeks reimbursement. Only one date can be entered per claim, so a new claim entry needs to be made for each separate payment on the contract.
 - **Nature of COVID-19 Related Goods/Services Provided:** Describe the goods or services provided and their COVID-19-related purpose. Entries can be brief where the COVID-19-related purposes are largely self-explanatory (e.g., "N95 respirators and related PPE for EMS calls"); others may require more explanation. In all cases, entries should provide enough description for outside reviewers to understand how the expense was necessitated by the public health emergency. In addition, certain payroll expenses require additional detail; see section 3.4 of the Program Guidance.
 - **Amount Paid:** List the total amount of the expenditure attributable to the COVID-19 public health emergency. For example, if the local government added services to an

existing contract with a cleaning vendor to implement COVID-19 public health precautions, then the local government should only include the amount of the additional services. Expenses for sick/FMLA leave and eligible payroll expenses can be entered as lump totals for each pay period for each local government agency with eligible expenses. For example, a local government seeking reimbursement for the payroll expenses of fire department personnel in a given month would make lump sum entries for the fire department for eligible payroll expenses for each payroll date that month.

LOGGING IN TO THE EXPENSE REPORTER

<https://covidgovgrant.wi.gov>

- To start the reporting process, go to the Sign In page for the online Expense Reporter application located at <https://covidgovgrant.wi.gov>.
- You will need to have your local government's "**DOA code**" on hand. An email containing this code will be sent to the clerk—specifically to the local government **clerk's email address currently on file with the Department of Administration** for the Municipal Data System and Demographic Services.
- The first time you login, you'll need to **request a verification code**.
 - On the initial landing page, click the "If you need to request a verification code, you may do so [here](#)" link located below the Verification Code box.
- Enter your local government's DOA Code and the Captcha Code, then click the Submit button.
- The local government clerk will then receive a "Verification Code" via email.
 - The email will go to the local government clerk's email address currently **on file with the Department of Administration** for the Municipal Data System and Demographic Services.
 - Those others who added their email to the listserv by emailing subscribe-covidgovgrant@lists.wi.gov will receive an email notifying them of the availability of the Expense Reporter app, but they **will need to coordinate with their local clerk** to obtain the email with the Verification Code from the clerk whose email address is officially on file with DOA.
 - If someone other than the official clerk will be submitting the claims on behalf of the government entity, the clerk should forward these Instructions and the Expense Reporter application access information/code to their designated associate(s).
 - The Verification Code email will be sent from the email address donotreply@wisconsin.gov ("Wisconsin Routes To Recovery Grant Program"). If you do not see it within a minute or two, check your spam folder.
- Enter the Verification Code in the Verification Code box in the Sign In page and click the "Submit" button.
- You will land on the main page for entering and reviewing claims. In the top portion of the screen below the header, there is a summary of the entity's allocation amounts and status of the reimbursement application for the current Reporting Period.
- On this page you will have two options for entering new expenditure claims:
 - 1) **Upload of claims in a .csv file.** Clicking on the "Upload Claims" button will allow you to programmatically upload a list of claims from a ".csv" file that conforms to the specified .csv template formatting. These claim entry options can be used exclusively or in combination during each Reporting Period. There is also the final action sequence button to "Submit All Claims" that will be described in more detail later in these Instructions.
 - 2) **Manual claim entry in the Expense Reporter.** Clicking the "Add New Claim" button will allow you to manually add claims one by one.

ADDING CLAIMS USING “UPLOAD CLAIMS” FUNCTION

- With the “Upload Claims” option, you can gather and organize your data for an upload entry using a Microsoft Excel file spreadsheet that conforms to the “.csv” template available through the link below.
 - There are 6 columns in the .csv template.
 - **Only “.csv” files are accepted.**
- You may download the uploader template file from: [ClaimUploadTemplate.csv](#).
- There is no limit to how many files you can upload. We recommend breaking large numbers of claims into multiple files. The uploader functions best if you break down your files into batches of approximately 200 claims.
- **Columns must be in the exact order as listed in the template’s column headers, and their associated cell format definitions are as follows:**
 - **PayingAgency:** Text (512 character max)
 - **VendorName:** Text (512 character max)
 - **PaidOn:** YYYY-MM-DD (date, formatted as YYYY-MM-DD; with manually typed dashes)
 - **AmountPaid:** Decimal (e.g., 999999.99 – no commas allowed, two decimal places after a manually typed period are allowed)
 - **Description:** Text
 - **CostCategory:** Integer (a digit 1, 2, 3, 4, 5, 6, 7, 8, or 9), choose from options below

CostCategory. Below are the CostCategory codes. When filling out the .csv file, **you must use the integer value**—and the integer value only for CostCategory—not the text:

- 1** Emergency operation activities, including those related to public health, emergency services, and public safety response
 - 2** Medical and protective services and equipment, including PPE
 - 3** Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities, including those related to elections administration
 - 4** Temporary isolation housing for infected or at-risk individuals
 - 5** Testing and contact tracing costs above those covered by existing State programs
 - 6** Paid leave for public health and safety employees to take COVID-19 precautions
 - 7** Meeting local match requirements for expenses submitted for reimbursement by FEMA, to the full extent permitted by federal law
 - 8** Increased workers compensation costs due to COVID-19
 - 9** Purchases of services or equipment to facilitate telework by public employees
- To upload any or all of your claims from a .csv file, click on the “**Upload Claims**” button on the main page for entering and reviewing claims.
 - On the Upload Claims page, review the .csv file format requirements to ensure that your .csv file is compatible.
 - Note that a .csv file is not the same thing as an Excel spreadsheet or .xls file—although you can use Microsoft Excel as the software for opening and editing .csv files.
 - You can adjust the column width for the six required fields as desired, but make sure that the file format remains .csv.
 - You cannot apply formatting to cells when using Excel to edit a .csv file. Simply enter the data by typing the characters as shown above. For example, in the “PaidOn”

date column, you might type “2020-03-31”—where the dashes are inserted by pressing the dash key on your keyboard.

- Then scroll down to the bottom of the page to begin the Upload File process. Select your file for upload using the “**Browse...**” box.
- When ready, click on the blue “**Upload File & Preview Results**” button.
- On the subsequent “Preview” page, you will see the pending claim’s line items.
 - If they are listed as expected, click on the blue “**Create Claims**” button.
 - If they do not display as expected or if not all items uploaded, click on the grey “**Back to Upload Form**” button to return to the previous screen to review your file’s characteristics that may have caused the upload error.
- If you clicked on the “**Create Claims**” button in the prior instruction step, you will be returned to the main page for entering and reviewing claims. From here review all listed claims for accuracy. You may review and edit any claims on the list by clicking on its “**Edit**” button or you may delete the claim by clicking on its “**X Delete**” button.
 - If there are any blank lines in your claims list, make sure to delete them *before* moving on to the final Submit All Claims process.

ADDING CLAIMS MANUALLY WITH “ADD NEW CLAIMS” FUNCTION

- If you choose to add expenditure claims manually, click the “**Add New Claims**” button.
- On the subsequent “Add Claim” page, enter the required data for each fillable box as explained in the “Gather Materials” section of this document.
- When you are done manually entering a single expense, click on the blue “**Save Details**” button.
- The screen will refresh so that it displays the “**Last Updated**” (saved) date/time in the lower righthand corner of the screen. The grey “Estimated Reimbursement” box near the bottom of the form will also change to reflect the addition of the new expense.
- Click on the “**Back to Claims**” button when you are satisfied that your entry is accurate and provides a description in the “Nature of COVID-19 Related Goods/Services Provided” box for outside reviewers to understand the nature of the expenditure and how it was necessitated by the public health emergency.
- Clicking the “**Back to Claims**” button will take you back to the main page for entering and reviewing claims. If the details were saved successfully, you’ll see a new row of data for the claim that you just entered.
- Click on the “**Add New Claim**” button again and follow the same Add Claim procedure noted above as many times as needed to enter all additional expenses for that reporting period.
- **Special Processing Note:** The Expense Reporter app has a time-out feature. If you step away from an ongoing task to add a new expense claim or set of claims via the “Add New Claim” or “Upload Claims” functions for 20 minutes or more and fail to click “Save Claim” or “Create Claims” button, the Expense Reporter app will time out and log you off the system. When you login again, you will see that the claim or claims that you were working on, but didn’t save, are not in your list of saved claims on the main page for entering and reviewing claims. Simply restart the “Add New Claim” or “Upload Claims” processes to add that claim or claim file and any others to move forward.

SUBMIT CLAIMS

- Once you are done entering all claims for the current reporting period, you are ready to submit them to DOA for review.
- First, export a list of your saved claims in an Excel file that you can save for your records.
 - To do so, click the “**Export to Excel**” button in the upper left corner of the claims summary box and follow the typical save file instructions.
- Ensure you are ready to click the “**Submit All Claims**” button.
 - Clicking on the “**Submit All Claims**” button initiates the final steps in the submission process. **You cannot submit any more claims for this Reporting Period after you complete this final “Submit All Claims” procedure.** Make sure you have entered all eligible claims before that final step.
- A popup “Submit Claims” window will appear in which you should review the information therein before proceeding.
 - If the app detects any errors in your submittal, there will be an error message that briefly describes the nature of the errors and a red “**Close This Window**” button to use to go back one step to make the needed corrections on the prior main page for entering and reviewing claims.
 - This page includes the initial statement that:
You are about to submit all claims for this reporting period. After submitting this form you will no longer be able to add, edit, or delete any claims or attached documentation for this reporting period.

Allocation Balance Transfers

- This program allows one local government to share its remaining allocation (after all eligible expenditures have been submitted for reimbursement) with one or more other local governments.
- If you would like to allow another entity or entities to use funds from your remaining balance, then change the “**No**” button to “**Yes**.”
 - Note: If you do not want to allocate your entire balance, or want to transfer different amounts to multiple local governments, please email your different allocation instructions to covidgovgrants@wisconsin.gov. These customized transfers can be accommodated, but they cannot be entered by the local government in the Expense Reporter and must be applied by the Department of Administration.
- Then choose the local government entity or entities that you wish to share them with.
 - The “County” and “Entity” boxes to fill in appear when you click on “Yes” and disappear again if you click back on “No.”
 - Note that only those local governments that have not submitted their final claims are able to receive your shared balance. If the local government is not on the list, it is because they have already made their final claims submission.
- If you choose one entity, your Estimated Remaining Balance at that time will be transferred to that entity. If you choose two or more entities to share with, then your Estimated Remaining Balance will be evenly distributed amongst the designated recipients with immediate effect.
- **No further changes or corrections to your account are allowed if the “Yes” share remaining balance was chosen and submitted**, even if DOA has not completed the review of your submittal.
- Any remaining funds from the total program allocation not used or transferred by local governments will be redeployed by the state to cover other eligible costs within the state before the federal deadline to use them.
- After you have re-read the Terms and Conditions document, signify your agreement with them by marking the checkbox for the statement, “Yes, I agree to all terms and conditions linked above and on this website.”

- The terms and conditions require a certification that:
 - The person submitting these terms and conditions has the intent and legal authorization to agree to these terms and conditions on the entity's behalf.*
- Enter your first and last name and email address in the boxes provided. An accurate email address entry for the submitter is especially important if someone other than the clerk on file with DOA is submitting the claims, so that the pending DOA review's "Review Complete" confirmation email gets sent back to the submitter.
- If you are sure that the listed claims are accurate and in good order, click on the green "**Submit All Claims**" button to finalize your submittal for that reporting period.
 - Again, please note that clicking that last "Submit All Claims" button on this popup window is final. You cannot submit any more claims for this reporting period after you click the green "Submit All Claims" button.
- A new window will appear with the message: "Your claims have been submitted for this reporting period." along with a short summary of your submittal.
- Click on the red "Close this Window" button to return to your government entity's "expenditure claims" home page. You will note that the listed claims are no longer editable, but may still be viewed by clicking on the "View" button.
- To exit the application, click on the word "Logoff" within the blue banner in the upper righthand corner.
- Note that **clicking "Submit All Claims" when "Yes [transfer allocation]" is selected is irreversible** within the app.
 - If you discover an egregious error in your claims soon after finalizing your submittal, we *may* be able to help you make the needed correction. Email covidgovgrant@wisconsin.gov immediately with your local government name and request that we "Unsubmit" your submittal with a specified reason for your request. If we haven't completed our DOA review yet, we may be able to send the entire submittal back to you in the Expense Reporter app for you to make the needed correction(s).

AFTER SUBMITTING CLAIMS: WHAT'S NEXT

- The person who submits the claims will receive an automated email to confirm DOA's receipt of the submittal.
 - Note that **the email will go to the person who submitted claims** and entered their email address in the final step of submission.
- DOA will begin processing completed submittals once they are received. DOA staff will perform a general administrative review of all reported claims to identify those that appear to be ineligible for reimbursement.
- When DOA review is completed, the Expense Reporter app will generate an automatic email to the submitter notifying them that the review is complete and that the results can be reviewed within the Expense Reporter app using the same Verification Code used earlier to gain access to the app.
- By logging back into the app, the submitter can review any claimed expenditures that were rejected and the reason(s) why.
- **For rejected claims**, if you feel the rejection was in error and have the necessary documentation to support your claim, you will have a chance to re-submit the claim *in the next reporting period* with sufficient information/explanation to address the reason for the rejection.
- If you did not report an eligible expenditure from the current Reporting Period, you may enter it as a new claim in the next Reporting Period.

- New claims for the next Reporting Period can be added once again after the window for the current Reporting Period ends and the new Reporting Period begins (July 16 and September 16). In other words, although the reporting period effectively closes for you when you click the “Submit All Claims” button but you will have another chance to add more eligible claims in subsequent Reporting Periods.

CHECK CLAIM STATUS

- To check on the status of a submitted claim, log back into the Expense Reporter app and check out the Status column entries or click on the “View” button for any line item claim.
- To check whether your local government has received payment yet, you will need to coordinate with your local government’s treasurer.
 - Note that payments will go to the same place at the county, city, village, or town that the Department of Revenue makes shared revenue payments to. You may need to coordinate with your Treasurer to confirm receipt of payment and, if necessary, to ensure that payment gets distributed to the correct internal department or account as you deemed appropriate. (You can use the “Paying Agency” field to help you keep a record of how your payment amount should be handled once it is received.)

Questions?

The associations representing local governments are some of the best resources for how to review your expenditures as to whether they appear to qualify as eligible expenditures for the Routes to Recovery: Local Government Aid Grants Program. The Wisconsin Counties Association, the League of Municipalities, and the Wisconsin Towns Association have coordinated with DOA on this Program and may be able to answer your questions if you contact them.

The [Program website](#) is the home for official Program materials and the Expense Reporter app. Questions can be emailed to covidgovgrant@wisconsin.gov.

If you email with questions, please include the name of your local government in the subject line (e.g., **Town of Adams - Adams County - FEMA cost category question**).



Paying Agency	Date Paid	Vendor Name	Cost Category	Nature of COVID-19-Related Goods/Services Provided	Amount Paid
Village of Rochester	6/8/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Hand Sanitizer	139.98
Village of Rochester	6/8/2020	Municipal Law & Litigation	9 - TELEWRK	Legal Counsel on Virtual Meetings	159.70
Village of Rochester	6/8/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Germicide	26.50
Village of Rochester	6/8/2020	Service Sanitation	3 - SUPP & SVC	Portable Wash Station Rental for April election	624.15
Village of Rochester	6/8/2020	Complete Office of Wisconsin	2 - PPE	Face masks	32.50
Village of Rochester	5/19/2020	US Postal Service	3 - SUPP & SVC	Postage for Absentee Ballots	195.00
Village of Rochester	5/19/2020	US Postal Service	3 - SUPP & SVC	Postage for Absentee Ballots	165.00
Village of Rochester	5/11/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Disinfecting Wipes	16.98
Village of Rochester	5/11/2020	Complete Office of Wisconsin	2 - PPE	Face masks	32.50
Village of Rochester	4/18/2020	US Postal Service	3 - SUPP & SVC	Postage for Absentee Ballots	250.00
Village of Rochester	4/18/2020	US Postal Service	3 - SUPP & SVC	Postage for Absentee Ballots	30.00
Village of Rochester	4/18/2020	US Postal Service	3 - SUPP & SVC	Postage for Absentee Ballots	155.00
Village of Rochester	4/18/2020	US Postal Service	3 - SUPP & SVC	Postage for Absentee Ballots	110.00
Village of Rochester	4/15/2020	Municipal Law & Litigation Group, S.C.	9 - TELEWRK	Legal Counsel on COVID-19 response, continuation of local government services, and remote meeting processes to remain compliant with open meeting laws	797.00
Village of Rochester	4/13/2020	Additional Election Worker Pay	3 - SUPP & SVC	Costs for additional election workers on election day to perform sanitation measures; process absentee ballots; and provide curbside voting options to election day voters	1,221.41
Village of Rochester	4/13/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Mailing Labels for Absentee Ballots	145.56
Village of Rochester	4/13/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Hand Sanitizer for Election	16.98
Village of Rochester	4/13/2020	Minuteman Press	3 - SUPP & SVC	2,500 Absentee Ballot Mailers and Return Envelopes	1,087.34
Village of Rochester	4/13/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Absentee Envelopes	130.31
Village of Rochester	4/13/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Absentee Envelopes	136.07
Village of Rochester	4/13/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Letter Openers for Absentee Ballots	48.84
Village of Rochester	4/13/2020	Complete Office of Wisconsin	3 - SUPP & SVC	Red Pens for Election Workers	42.24
Village of Rochester	4/3/2020	Reinemans True Value	2 - PPE	Plexiglass Sheeting and Wood Framing to Construct Shields	332.07
Total Paid: \$5,895.13					



QUOTATION

N115 W18500 Edison Drive
Germantown WI 53022
Ph: 262-255-5500
FX: 262-255-4695

Date: 09/10/20

For: Village of Rochester
 203 W. Main St. P.O. Box 65
 Rochester, WI 53167

Attn: Sandi Swan

Quote good through

10/30/2020

Quote Submitted By

Dave Podd

Estimated Delivery

2-3 weeks

Quantity	Unit	Description	List price	Net Price	Total Amount
4	ea	HMBFLIP24L.C.S	\$ 613.00	\$ 269.72	\$ 1,078.88
		HUDDLE FLIP TOP BASE FOR 24X60 AND 24X72 TOPS			
4	ea	HMT2460E.G.K9.S	\$ 411.00	\$ 180.81	\$ 723.24
		HUDDLE 24X60 TABLE TOP W/T-MOLD			\$ -
4	ea	HMTUMOD50.S	\$ 242.00	\$ 106.48	\$ 425.92
		UNIVERSAL MOD PANEL FOR 60IN MOTIVATE TABLES			\$ -
		Set up and delivery are included in the price.			

"SPECIAL NOTES"

Laminate:
 Wood:
 Paint:
 Fabric:

Total Amount	\$	2,228.04
Freight	\$	-
Total Estimate	\$	2,228.04

"Add State and Local Taxes to all Quotes"

SPECIAL ORDER ITEMS ARE NOT RETURNABLE

Quotation Accepted By:

Date:

Recommended Video Conference System Purchases for Small and Large Conference Rooms:

Small Conference Room:

55" 4K Monitor	1,500.00
Wide Angle Web-Cam	500.00
	<hr/>
	2,000.00

Large Conference Room

Nureva Audio Conferencing System	5,700.00
Pan Tilt Zoom Camera	1,200.00
Projector Upgrade	500.00
	<hr/>
	7,400.00

Incidentals:

Mounting Hardware; Cabling; AV Carts	1,000.00
Dedicated Laptop Computer	600.00
	<hr/>
	1,600.00

Installation Budget 1,000.00

Video Conferencing Project Estimate 12,000.00

Nureva™ Dual HDL300 audio conferencing system

Ideal for large spaces

Trust the Dual HDL300 system to deliver the best in audio performance for your large spaces. Seated, standing or walking around – no restrictions mean that your teams work the way that best suits them and their tasks. It installs on the wall in less than 2 hours for a clean, uncluttered aesthetic. And its plug-and-play connectivity and autocalibration mean that setup is simple.

Thousands of virtual microphones

At the heart of the Dual HDL300 audio conferencing system is Nureva's revolutionary Microphone Mist™ technology. Surpassing traditional audio conferencing technologies, the Dual HDL300 system's two microphone and speaker bars fill a space with thousands of virtual microphones to provide true full-room pickup. For the first time, meeting participants in large rooms can be heard no matter where they move in the room or which direction they face.

One simple solution

The Dual HDL300 may be the simplest audio conferencing system ever for large rooms. You can install the two microphone and speaker bars yourself in less than 2 hours. The Dual HDL300 system also autocalibrates and has plug-and-play connectivity to all UC&C platforms – there are no drivers to install. And the Dual HDL300 units hang on the wall, so tabletops are free of clutter for a more inviting and productive meeting space.

Active Zone Control – a presentation audio breakthrough

Active Zone Control lets you easily adjust the pickup zone in a room to give preference to the voice of a presenter or lecturer while reducing pickup of the sounds from the rest of the room. It makes the hassles of headsets and fixed and lapel microphones a thing of the past and is ideal for lesson capture and meetings in open-space offices.

Intelligent sound targeting – eliminating unwanted sounds

HVAC and other unwanted sounds can seriously affect conference call audio. Using adaptive learning algorithms, intelligent sound targeting identifies unwanted sounds and simply stops picking them up.

“We were so impressed with the sound quality, ease of install and ease of use of the HDL300 system, it was a no brainer for us to adopt it.”

– **Jimmy Yan**, principal collaboration engineer, HubSpot



Designed for large spaces

Up to 30' by 50' (9.1 x 15.2 m)

16,384 virtual microphones

They fill the space providing full-room coverage

Advanced system processing

Running at 25,000+ MIPS, the system simultaneously processes all 16,384 microphones.

Compatible with UC&C platforms

Zoom, Microsoft® Teams, Skype® for Business, GoToMeeting®, Cisco WebEx™, StarLeaf and more

Continuous autocalibration

Adapts to room configurations dynamically

Plug and play

Recognized as a standard USB device.
No drivers needed.

Advanced audio

Acoustic echo cancellation, position-based gain control

Wall-mount installation

A simple install. No tabletop clutter or noise.

Nureva Console

Manage products from anywhere. Automatic firmware updates. Additional year of warranty upon enrollment.

Budget friendly

The Dual HDL300 costs far less than installed, multicomponent systems for large rooms

GENERAL

Powerful system processors capable of executing 25,000+ MIPS
 Continuous autocalibration
 Acoustic echo cancellation
 Built-in sound masking
 Position-based gain control
 Plug and play, no software or drivers required
 Integrated, multicolor status LED
 Compatible with leading UC&C platforms
 Single cable, power over Ethernet (to each microphone and speaker bar)
 Primary audio source for video playback

MICROPHONES

Number	24 (12 per integrated microphone and speaker bar)
Type	Low-noise omnidirectional MEMS
Frequency response	100Hz to 5 kHz
Total harmonic distortion (THD)	0.25% (typical)
Transmission	Full duplex

SPEAKERS

Number	20W x4 (2 per integrated microphone and speaker bar)
Type	4" aluminum cone
Acoustic output (hardware capable)	91 dB-SPL @ 1 m
Total harmonic distortion (THD)	<3%
Frequency response	50Hz to 16 kHz
Amplifier class	D

CONNECT MODULE

Interface to computer	USB type B 2.0 x1
Auxiliary out	3.5 mm single-ended stereo jack x1
Auxiliary in	3.5 mm single-ended stereo jack x1
Connection to speaker and microphone bar	RJ-45 x2

OPERATING

Room size	Up to 30' x 50' (9.1 x 15.2 m)
Operating systems	Windows® 7, Windows 8, Windows 10, Mac® OS X®
System setup	Plug and play

PART NUMBERS

Dual-HDL300-B, Dual HDL300 audio conferencing system, black bar
 Dual-HDL300-W, Dual HDL300 audio conferencing system, white bar

SYSTEM INCLUDES

Integrated microphone and speaker bar x2
 Connect module, white
 Connect module mounting bracket
 Country specific, power cable 6' (2 m), black
 Ethernet cable, CAT6 SSTP, 50' (15 m), Class 3 rated, black x2
 USB Type A-B cable, 6' (2 m), VW-1 rated, black
 Infrared remote
 AAA batteries x2
 Documentation kit

POWER

Power rating	Universal switching 100-240V AC, 50-60Hz
Power consumption	Standby <2.5W Operational <50W

ENVIRONMENTAL

System temperature	0° C to 40° C (32° F to 104° F) operating temperature, -20° C to 70° C (-4° F to 158° F) storage temperature, humidity 5–90% (noncondensing)
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WEIGHTS

Integrated microphone and speaker bar (each)	18.0 lb. (8.2 kg)
Connect module	1.5 lb. (0.7 kg)
Shipping	51.0 lb. (23.1 kg)

DIMENSIONS

Integrated microphone and speaker bar (each)	Width: 60.0" (152.4 cm) Height: 5.91" (14.9 cm) Depth: 3.5" (9.0 cm)
Connect module	Width: 6.5" (16.5 cm) Height: 1.41" (3.6 cm) Depth: 4.31" (10.9 cm)
Shipping	Width: 64.75" (164.4 cm) Height: 10.63" (27.0 cm) Depth: 9.5" (24.1 cm)

CERTIFICATIONS

Electromagnetic compatibility	FCC Part 15, Class A ICES-003, Class A, CISPR 32 (EN55032), Class A CISPR 24 (EN55024)
Safety	UL 60950, CAN/CSA-C22.2 NO. 60950, IEC/EN60950, AS/NZS 60950
Environmental	RoHS, WEEE, REACH

WARRANTY

Integrated microphone and speaker bar and connect module – Standard 2-year limited hardware (3 years with enrollment)
 Accessories and cables – 30 days

For more information

Nureva Inc.
 Tel. 403.699.9781
 sales@nureva.com
 enquiries@nureva.com

Betty Novy

From: Orders <orders@nureva.com>
Sent: Friday, August 28, 2020 2:26 PM
To: Brayden McBean
Subject: [EXTERNAL] Invoice Wisconsin Municipal Clerk Association - Village of Rochester

Nureva


INVOICE #D328

Complete your purchase

[Complete your purchase](#)

or [Visit our store](#)

Order summary

 Nureva™ Dual HDL300 audio conferencing system - Black × 1	US\$5,499.00
Subtotal	US\$5,499.00
Shipping	US\$150.00
Taxes	US\$0.00
Total	US\$5,649.00 USD

Customer information

[Filters](#)

Conference and Webcameras

Sort by: Name A - Z

[Price Low - High](#)

[Price High - Low](#)

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[Atlona AT-HDVS-CAM PTZ Camera for HDVS-300 Soft Codec Conferencing System](#)

The Atlona AT-HDVS-CAM is an enterprise-grade PTZ camera designed for use with the AT-UHD-HDVS-300-KIT in soft codec conferencing applications. It features a USB interface for video and camera control.

SKU: AT-HDVS-CAM

Brand: Atlona

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The Atlona AT-HDVS-CAM-HDBT is an enterprise-grade PTZ camera designed for use in video conferencing and other applications such as lecture capture and distance education.

SKU: AT-HDVS-CAM-HDBT-WH

Brand: Atlona

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The Atlona AT-HDVS-CAM-HDMI is an enterprise-grade PTZ camera designed for use in video conferencing and other applications such as lecture capture and distance education.

SKU: AT-HDVS-CAM-HDMI-BK

Brand: Atlona

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[Atlona AT-HDVS-CAM-W PTZ Camera for HDVS-300 Soft Codec Conferencing System/White](#)

The AT-HDVS-CAM top-grade PTZ camera is a high-performance unit which is typical for use together with the AT-UHD-HDVS-300-KIT system in applications involving soft codec conferencing.

SKU: AT-HDVS-CAM-W

Brand: Atlona

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[BZBGEAR BG-BPTZ-10XU PTZ 10X Zoom Full HD USB 2.0/RS232 Huddle Room Camera](#)

BZBGEAR BG-BPTZ camera combines a high-quality lens with an advanced ISP processing algorithm to provide high-quality video and smooth motion.

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Brand: BZBGEAR

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[BZBGEAR BG-BPTZ-3XU PTZ 3X Zoom Full HD USB 2.0/RS232 Huddle Room Camera](#)

BZBGEAR BG-BPTZ camera combines a high-quality lens with an advanced ISP processing algorithm to provide high-quality video and smooth motion.

SKU: BG-BPTZ-3XU

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This series camera offers perfect functions and superior performance. The features include advanced ISP processing algorithms to provide vivid images with a strong sense of depth, high resolution, and fantastic color rendition.

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[BZBGEAR BG-CAM-PAIO Full HD Portable USB Conference Camera with Speakerphone/Microphone](#)

In need of a quality web conference solution but a bit short on desk space? Look no further than the BG-CAM-PAIO!

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[BZBGEAR BG-CAM-USB20X PTZ USB 20X Zoom Full HD 1080P Camera](#)

PTZ USB 20X Zoom Full HD 1080P Camera

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[BZBGEAR BG-CAM-USBF PTZ USB Fixed Zoom Full HD 1080P Camera](#)

PTZ USB Fixed Zoom Full HD 1080P Camera

SKU: BG-CAM-USBF

Brand: BZBGEAR

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[BZBGEAR BG-CAM-USBFFE PTZ USB Fixed Zoom Eagle Eye Full HD 1080P Camera](#)

PTZ USB Fixed Zoom Eagle Eye Full HD 1080P Camera

SKU: BG-CAM-USBFFE

Brand: BZBGEAR

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[BZBGEAR BG-CAM-USBHDMI20X 20X Optical USB 3.0 Zoom Video Conference PTZ Camera](#)

[♥ Add to wishlist](#)**[BZBGEAR BG-EPTZ-UH4K 4K ePTZ USB and HDMI Conference/Education Camera](#)**

Easy to use, High Quality, and Compact. These are the goals we set when designing the BG-EPTZ-UH4K and the results speak for themselves! With the new emphasis placed on remote learning and working from home, we saw the need for a camera that anyone can utilize to deliver razor sharp 4K images and crystal clear audio for their presentations.

SKU: BG-EPTZ-UH4K**Brand:** BZBGEAR

\$499.00

[Add to cart](#)[♥ Add to wishlist](#)**[BZBGEAR BG-PT12X-IPHUS PTZ 12X Zoom FULL HD USB/IP Video Conference Camera](#)**

BG-PT12X-IPHUS is a new HD USB3.0 video conferencing IP camera which designed for video conferencing business, 12X optical zoom, Wide Angle 60.9~ 84.5 degree, 3.10MP, high resolution 1080p30/25, offer ultra-high quality image.

SKU: BG-PT12X-IPHUS**Brand:** BZBGEAR

\$999.00

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How to Choose the Right Monitor for Video Conferencing in 2020

Jan 19, 2019 by [Dustin Smith](#) in [Best Practices](#), [Meeting Room](#)

The ease and availability of high-speed Wi-Fi along with a dramatic drop in the price of flat screen TVs has changed the way companies meet -- whether from a home office, or bigger conference spaces. Expensive business trips don't even have to enter the equation to meet [face to face](#). Now, all it takes is a video system and a display to turn any meeting space into a video meeting space.



Whether you're brainstorming concepts for the product roadmap or analyzing data in a sales report, the availability of a display to connect people over video and screen share is critical for your conference room ([learn how to screen share with Lifesize](#)). There are a number of factors to consider when choosing a monitor for video conferencing. The size of your conference room, the [quality of the lighting](#) and your budget all play an important role in

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screen selection. **The general rule of thumb is: the bigger the room, the bigger the display.**

7 factors to consider when choosing the best monitor for video conferencing

1. Room Size

Conference rooms can vary dramatically in size from the small team [huddle room](#) to the huge all-hands auditorium or lecture hall. Think about the viewing angles in the room. You want everyone in the room to be able to see both the faces on a [video conference call](#) and the data shared in the online meeting, so select a size accordingly:

- Small Huddle Room – (1) 42”–50” screen
- Conference/Boardroom – (2) 42”–60” screens in side-by-side configuration
- Auditorium – HD projector rated for 2500 to 4500 lumens for a lit room

2. Dual Displays

One way to ensure the visibility of the participants on the video call and the data shared in a web conference is to organize your video conferencing system for dual displays. Lifesize® Icon™ video conferencing systems can be configured for dual displays in Preferences > Appearance > Physical Display Arrangements. Options for dual displays include the ability to separate callers from an in-call presentation and mirroring the display on another computer monitor or screen when a presentation is not in use.

3. Mounting Height

To achieve the closest eye-to-eye feel over a video call, the display should be mounted at or around eye level. This will help with ergonomics and won't require attendees to have to strain their neck to view the screen. Placing the camera just above or just below the display will ensure that as you're looking at your colleague on the screen, you're also looking at the camera lens. It would also be helpful to have an adjustable stand that also swivels and allows attendees to move the screen up and down. In our tests, we have found that a screen mounted at seated eye level, produces the best results.

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4. Sound

Quality sound will help enhance the experience of your video calls. Be sure to select a display with built-in speakers or have a separate sound system for the room. This is especially important for large rooms set up with an HD projector.

5. Display Type

Once you've established the display size needed, you'll need to figure out which type to get. It is important to note that not all displays are created equal. There are three major [types of video conferencing](#) displays, each with its own advantages and disadvantages:

- **Liquid Crystal Display (LCD).** LCD televisions have a number of advantages. They're light, thin and have a long life span (50,000 hours or more). They offer great picture quality and are available in mammoth sizes of 60" and larger. Additionally, burn-in (in which an image is static on the screen for so long that it becomes permanently etched into it) is uncommon.
- **Light Emitting Diode (LED).** LED televisions come in a variety of forms, including direct LED, OLED (organic LED) and edge LED. Unless you are a tech enthusiast, it may be difficult to understand all of the variations of LED, but in general, LED TVs are more power efficient, and typically have higher energy star, and are capable of a wider color spectrum and higher contrast than other models. We use LED TVs almost exclusively in our office.
- **Front Projection.** The main benefit of front projection is size. Most moderately priced projectors will be capable of displaying life-sized and larger-than-life projection onto a 12-foot or larger screen. The trade-offs, in most cases, are that the quality of the picture will suffer as the projection size increases and most projectors do not include an audio tuner—so you'll need to source sound separately. Front projections also have higher power consumption and will require you to hook it up to a computer with an HDMI cable and DisplayPort in some cases. (Note: this depends on the monitor type; Dell, Mac, Samsung, Acer, etc).

6. 4K Resolution

People no longer buy 720p or even 1080p TVs for their homes. They are buying 4K TVs because they're the best, they're future-proof. Similarly, 4K displays give you a future-proof

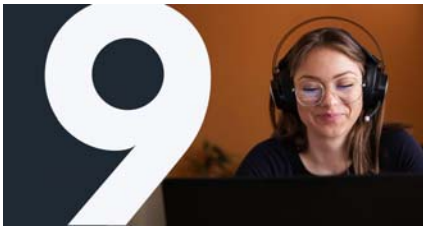
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are perfect for anyone who wants the absolute best quality communication for years to come.

7. Company-wide Integration

Every person and every meeting room in your organization can be video-enabled with the best communication tool available. The Lifesize shared directory makes one-click video calling quick, easy, and with faster response times for meeting attendees. People and rooms can be searched, filtered, favorited and instantly added to an active call. For a full breakdown of the best video conferencing systems for the different sized conference rooms around your office, check out the [Lifesize video conferencing solutions](#) page.

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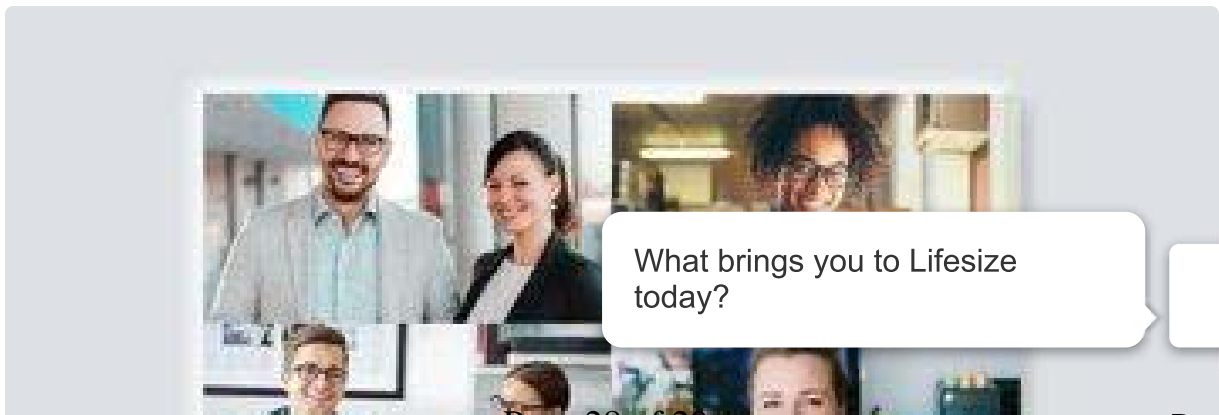


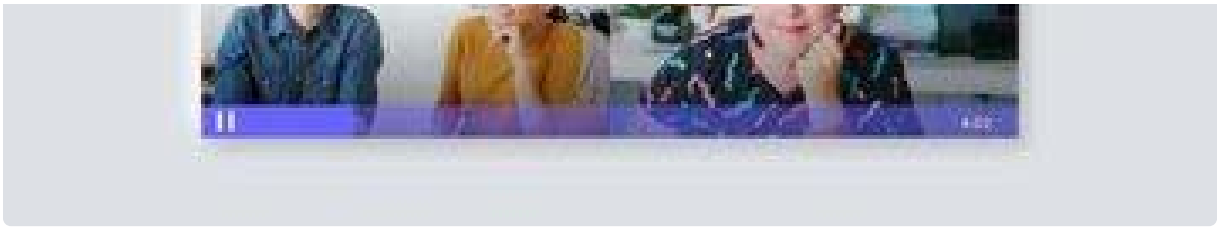
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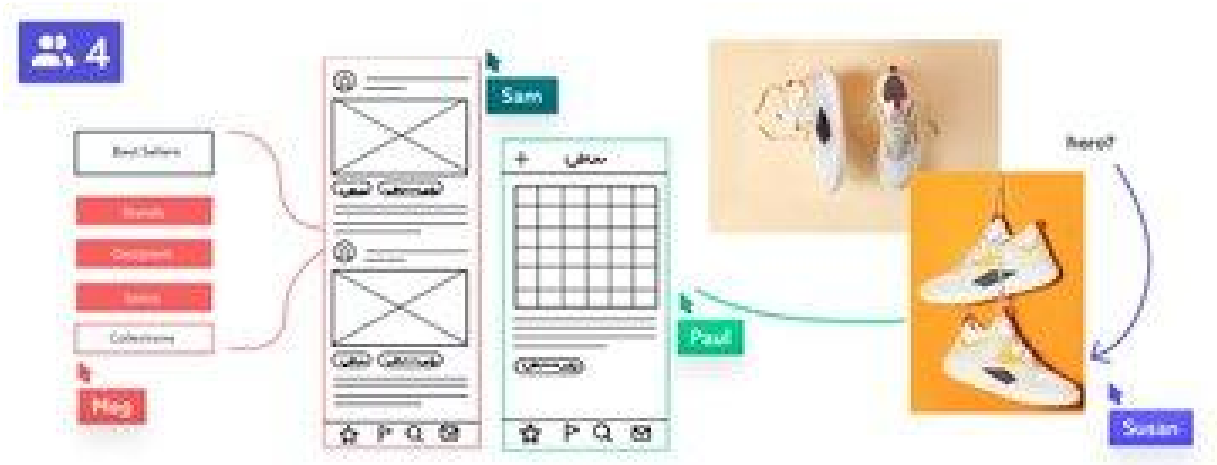
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