

**FINANCE COMMITTEE MEETING**  
Tuesday, August 8, 2017 – 5:00 P.M.  
**MUNICIPAL BUILDING COUNCIL CHAMBERS**  
**AGENDA**

1. Call to Order and Roll Call
2. Public Comments and/or Communications
3. Approval of Minutes – July 11, 2017
4. Administrator’s Report
5. Finance Director’s Report
6. Review of:
  - a. Treasurer’s Report (City Investments) for July, 2017
  - b. Bank Reconciliation
  - c. Financial Statements for July, 2017
  - d. Warrant 17-07
  - e. Professional Services over \$5,000 not previously approved under contract
7. Consider Refinancing of the 2007 Water Revenue Bonds with General Obligation Bonds
8. Consider award of the Sanitary Sewer Rehabilitation Project to McCann’s Underground of Oregon, WI for the ten sanitary sewer pipe liners and the two sanitary sewer point repairs for a total amount not to exceed \$98,077.
9. Consider confirmation of purchase of four Toughbooks from Rugged Depot, Magnolia, TX at a cost of \$5,658.77.
10. Future Agenda Items
11. Adjourn

Posted \_\_\_\_\_ By: Susan Kitzman, City Clerk

**\*\*Note: A quorum of the members of the City Common Council who are not also Committee members may be in attendance to gather information and participate in discussion about an issue over which they have decision making ability. This may constitute a meeting of the Common Council pursuant to State ex rel. Badke vs. Greenfield Village Board, 173 Wis. 2d 553, even though the Common Council will take no formal action at this meeting. This meeting must be noticed appropriately and is intended to comply with the requirements of Badke and the Wisconsin Open Meetings Law.**

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk’s office at 262-728-5585 with as much advance notice as possible.

**FINANCE COMMITTEE**  
July 11, 2017

**Call to Order:** Chairman DeWitt called the regular meeting of the Finance Committee to order at 5:00 pm in the Municipal Building Council Chambers.

**Roll Call:** Chairman DeWitt, Aldermen Stebnitz and Schroeder. Also Present: City Administrator Pieroni, Finance Director Hayden, Director of Public Works Wendorf and City Clerk Kitzman.

**Public Comments and/or Communications:** None.

**Approval of Minutes:** Alderman Stebnitz moved to approve the minutes of June 8, 2017, seconded by Alderman Schroeder and unanimously carried.

**Administrator’s Report:** Ms. Pieroni briefly reviewed a bill for emergency repairs to Well #4 that will be presented, unless there was an objection from the Committee, for Common Council consideration at the next meet.

**Finance Director’s Report:** Ms. Hayden updated the Committee on Beatriz Perez who had appeared before the Committee previously regarding her concerns relative to the penalties that were being added to the invoice from the City for damage to City property that were incurred as a result of her traffic accident. Ms. Hayden report that, to date, she has not signed an agreement or made any payments on the outstanding bill.

**Andes Candies – Request for 4<sup>th</sup> Quarter 2016 Adjustment to Surcharge Billing:** Greg Cloninger, Andes Plan Manager and Lee Miller, Engineering Manager, were present to meet with the Committee. Alderman Stebnitz asked if there is an agreement for the revised surcharge billing. Mr. Cloninger indicated they are close to an agreement with the City. Ms. Hayden noted these negotiations have gone back to 2015. The City has spent \$16,000-17,000 for Larry Thomas to be involved in this process. The history of the high strength billing was reviewed.

Alderman Stebnitz updated the Committee on the discussion and action taken at the Water & Sewer Commission meeting relative to the concerns raised by Andes on their 4<sup>th</sup> quarter surcharge billing. Alderman Stebnitz and Ms. Pieroni reviewed with the Committee the credit amount that was being recommended by the commission, noting that they looked at Andes’ highest 4<sup>th</sup> quarter billing versus the actual 2016 4<sup>th</sup> quarter billing, which when rounded down to the nearest thousand, resulted in a recommended refund amount of \$22,000. The Committee was in agreement to refunding the \$22,000. There was a gentlemen’s agreement to get the billing methodology changes completed by the end of the year.

Alderman Stebnitz moved to recommend to the Common Council the approval of a \$22,000 refund to Andes Candies for their fourth quarter of 2016 surcharge billing. The motion was seconded by Alderman Schroeder. After further discussion, the motion carried unanimously.

**Consider Refinancing of the 2007 Water Revenue Bonds with General Obligation Bonds:** Alderman DeWitt reviewed the two options for refinancing the 2007 borrowing. The second option would allow for the use of the existing \$218,932 in the debt service restricted reserve fund to be used for future projects. When asked, Ms. Pieroni indicated the funds could be used for the looping project and the maintenance building project. Alderman Stebnitz moved to recommend the refinance

of the 2007 Waterworks System Mortgage Revenue Bonds and retain the \$218,932 as proposed in Option #2. The motion was seconded by Alderman Schroeder and carried unanimously.

**Consider the purchase of 11 replacement LED Street Light Fixtures for Geneva Street from Seventh Street to Park Avenue at a cost of \$988.89 per fixture from Enterprise Lighting Ltd out of Waukesha WI for a total amount of \$10,877.79:** Mr. Wendorf indicated this is for the west end of the Highway 50 project. Alderman Stebnitz moved to recommend to the Common Council the purchase of eleven replacement LED Street Light Fixtures for Geneva Street from Seventh Street to Park Avenue at a cost of \$988.89 per fixture from Enterprise Lighting LTD of Waukesha, WI for a total amount of \$10,877.79. The motion was seconded by Alderman Schroeder and unanimously carried.

**Consider a motion to recommend to the Common Council the razing of the houses at 215 N. Fourth Street and 329 S. Fourth Street, with our total City expenses to be charged back against each of the owners of these properties as a Special Charge per State Statutes 66.0413:** Mr. Wendorf reviewed the projects, noting that he was estimating the demolition costs to be in the range of \$25,000. Both properties are behind in paying property taxes by 3-4 years. Alderman Stebnitz moved to recommend to the Common Council the approval of a contract, assuming the bids were in line with the estimate, to raze the structures at 215 N Fourth Street and 329 S Fourth Street. The motion was seconded by Alderman Schroeder and unanimously carried.

**Consider final payment request for Recreation Center Restrooms Renovation Contract in the amount of \$6,384.50 to Glen Fern Construction:** Alderman Stebnitz moved to authorize release of the final payment to Glen Fern Construction in the amount of \$6,384.50 for the Mill Pond Restrooms Renovation Contract. The motion was seconded by Alderman Schroeder and unanimously carried.

**Review of Treasurer's Report (City Investments) and Bank Reconciliation for June, 2017:** After review, Alderman Schroeder moved to recommend to the Common Council the approval of the Treasurer's Report and Bank Reconciliation for June, 2017. The motion was seconded by Alderman Stebnitz and unanimously carried.

**Review of Financial Statements for June, 2017:** No questions.

**Review of Warrant 17-06 and Professional Services over \$5,000 not previously approved under contract:** After review, Alderman Schroeder moved to recommend to the Common Council the approval of Warrant 17-06 and the Professional Services in excess of \$5,000. The motion was seconded by Alderman Stebnitz and unanimously carried.

**Future Agenda Items:** None.

**Adjourn:** There being no further business to come before the Finance Committee, the meeting adjourned at 5:40 p.m. upon a motion by Alderman Stebnitz, seconded by Alderman Schroeder and unanimously carried.

Susan Kitzman  
City Clerk

These are not official minutes until approved by the Finance Committee.



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## Memorandum

**To:** Members of the Finance Committee  
**From:** Denise Pieroni  
City Administrator  
**Date:** August 3, 2017  
**Subject:** Finance Committee – Administrator’s Report

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Included below is summary information on certain agenda and other items falling under the purview of the Finance Committee.

**TID #5 Base Reset:** We had hoped that we the reset of the TID #5 base, that we would actually commence receiving increment in 2018. In that the adjustment to the base was approved after October 1, 2016, the adjusted base number which is the 2017 equalized value will not be used to determine the impact until the 2018 assessment process and as such this adjustment will have the potential to generate increment for the District until 2019. For your information, I have attached the email in which this was confirmed.

**Assessor Presentation:** Luke Mack, Project Associate with Associated Appraisal Consultants will be preparing a report for presentation at the September Finance Committee meeting relative to undertaking a reassessment. I have discussed with Luke the possible consideration of the authorization for the reassessment in 2018 with an effective date of January 1, 2019. This will allow them to effectively plan for the process so that the impact of the reassessment process on the finalization of the assessment roll can be minimized. I have attached for your review the current contract. If this is the direction taken, I would strongly suggest that the pricing for the revaluation be negotiated in conjunction with our right to extend their contract for an additional three-year period. I understand that Luke has some equity issue concerns. However, we are currently seeing a change in the market and I personally feel we would be better served to allow this to stabilize a bit before moving forward. This will also allow another year of potential sales at Lake Lawn which may also be beneficial in terms of TID #4.

**Paperless Agenda:** Sue and I have reviewed a number of software options are down to two vendors. Sue has scheduled on line presentations by both these vendors to key staff who ultimately will also be using the system. We are hoping to complete these final phases of the process in August and present a recommendation to the Finance Committee in September.

## Paula Czaplewski

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**From:** Todd Taves  
**Sent:** Thursday, December 15, 2016 9:58 AM  
**To:** 'Filipiak, Kristin H - DOR'  
**Cc:** Sue Kitzman; Terri Hackett; Mark Wendorf; 'Denise Pieroni'; Paula Czaplewski  
**Subject:** RE: Delavan, City of - TID 5 Base Value Re-Set (2017)

Thanks for confirming Kristin. For the City's benefit, I am laying out below that sequence in a timeline format -

- August 15, 2017 – EV's as of January 1, 2017 certified by DOR. The base value of TID 5 will not be changed in this cycle since DOR will not have reviewed the amendment yet.
- August 2017 through Early 2018 – DOR reviews amendment and re-determines base value which will be set at the TID's January 1, 2016 value. (As certified on August 15, 2016).
- August 15, 2018 – EV's as of January 1, 2018 certified by DOR. The re-determined base of TID No. 5 will be included in this valuation cycle.
- December 2018 – Tax Increment Collection Worksheet completed using re-determined base value. Any increase in value resulting from new construction or economic change in both calendar 2016 or 2017 would be captured as increment at that time. **So there is effectively a one year delay in gaining the benefit of new construction/economic change that may have occurred in 2016 unless it was significant enough to exceed the original base value.**
- Budget Year 2019 – First year for collection of incremental taxes using re-determined base value.

If you disagree with any of the above, please let us know.

Thanks again,  
Todd

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**From:** Filipiak, Kristin H - DOR [mailto:Kristin.Filipiak@wisconsin.gov]  
**Sent:** Thursday, December 15, 2016 9:28 AM  
**To:** Todd Taves <TTaves@ehlers-inc.com>  
**Cc:** Sue Kitzman <clerk@ci.delavan.wi.us>; Terri Hackett <delpwsec@ci.delavan.wi.us>; Mark Wendorf <delavandpw@ci.delavan.wi.us>; 'Denise Pieroni' <cityadmin@ci.delavan.wi.us>; Paula Czaplewski <PCzaplewski@ehlers-inc.com>  
**Subject:** RE: Delavan, City of - TID 5 Base Value Re-Set (2017)

The redetermined base will use the August 15, 2016 final equalized value.

However, because the amendment was not adopted until after October 1, 2016 the amendment is considered a 2017 amendment.

We will review in 2017 and provide certification of the updated base value in early 2018. The increment received in 2019 will reflect the new value.

In my original email I was trying to explain the review cycle so everyone knows that we will not send the certification for this amendment until January 2018 (rather than January 2017).

I'm sorry for any confusion. Please let me know if you have further questions. Thank you.

**Kristin Filipiak**  
Tax Incremental Financing (TIF)  
State and Local Finance Division  
Wisconsin Department of Revenue  
(608) 266-5708  
[Kristin.Filipiak@wisconsin.gov](mailto:Kristin.Filipiak@wisconsin.gov)

**From:** Todd Taves [<mailto:TTaves@ehlers-inc.com>]  
**Sent:** Thursday, December 15, 2016 8:37 AM  
**To:** Filipiak, Kristin H - DOR <[Kristin.Filipiak@wisconsin.gov](mailto:Kristin.Filipiak@wisconsin.gov)>  
**Cc:** Sue Kitzman <[clerk@ci.delavan.wi.us](mailto:clerk@ci.delavan.wi.us)>; Terri Hackett <[delpwsec@ci.delavan.wi.us](mailto:delpwsec@ci.delavan.wi.us)>; Mark Wendorf <[delavandpw@ci.delavan.wi.us](mailto:delavandpw@ci.delavan.wi.us)>; 'Denise Pieroni' <[cityadmin@ci.delavan.wi.us](mailto:cityadmin@ci.delavan.wi.us)>; Paula Czaplewski <[PCzaplewski@ehlers-inc.com](mailto:PCzaplewski@ehlers-inc.com)>  
**Subject:** RE: Delavan, City of - TID 5 Base Value Re-Set (2017)

Good Morning Kristen:


I wanted to confirm for the City that based on the November 15, 2016 Council approval date of this base reset amendment, that TID No. 5's re-determined base will be its value as of January 1, 2016. That would be consistent with our prior conversations with your office as well this FAQ on your site.

5. **When the base value is redetermined, is the new redetermined base value (the new base value) the current equalized value or the lowest historic TID value?**

The redetermined base value (the new base value) is set at the current equalized value. The current equalized value refers to the equalized value as of the date of the local legislative body's resolution.

Please let us know if this is correct.

Thank you,  
Todd

**Todd Taves**, CIPMA | Senior Municipal Advisor/Principal  
D: (262) 796-6173 | C: (414) 416-0962 | [ehlers-inc.com](http://ehlers-inc.com) | 



**From:** Denise Pieroni [<mailto:cityadmin@ci.delavan.wi.us>]  
**Sent:** Wednesday, December 14, 2016 5:47 PM  
**To:** Todd Taves <[TTaves@ehlers-inc.com](mailto:TTaves@ehlers-inc.com)>  
**Cc:** Sue Kitzman <[clerk@ci.delavan.wi.us](mailto:clerk@ci.delavan.wi.us)>; Terri Hackett <[delpwsec@ci.delavan.wi.us](mailto:delpwsec@ci.delavan.wi.us)>; Mark Wendorf <[delavandpw@ci.delavan.wi.us](mailto:delavandpw@ci.delavan.wi.us)>  
**Subject:** FW: Delavan, City of - TID 5 Base Value Re-Set (2017)

Todd,

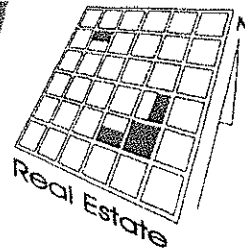
# AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

Prepared for the  
**CITY OF DELAVAN**  
Walworth County

By

***Associated Appraisal  
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



1314 W. College Avenue | P.O. Box 2111  
Appleton, WI 54912-2111  
Phone (920) 749-1995/Fax (920) 731-4158

Lake Geneva Office  
Walworth County  
P.O. Box 1114  
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office  
N10257 Lake Road  
Ironwood, MI 49938

Hurley Office  
Iron County  
P.O. Box 342  
Hurley, WI 54534-0342

# AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

This Agreement is by and between the **City of Delavan, Walworth County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and **ASSOCIATED APPRAISAL CONSULTANTS, INC.**, with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

**I. SCOPE OF SERVICES.** All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual*, all decisions and rulings of the Wisconsin Court of Appeals and the Wisconsin Supreme Court, and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement. That being said, this agreement is being provided under the assumption all property records are in a digital format. Digital property records include digital photographs, sketches and property record data compliant with Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion.

**INSPECTIONS.** The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over a period of years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

**A. PARCEL IDENTIFICATION.** The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall do all things necessary to investigate and correct the record.

**B. PREPARATION OF RECORDS.** Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.



**C. APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

**D. OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference. The assessor shall be present at the open book conference for a time sufficient to meet with any and all of the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

**E. COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit any and all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), The Annual Assessment Report (AAR) and the Exempt Computer Report (ECR).

Assessor shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; with any and all postage being at the Assessor's expense.

**F. BOARD OF REVIEW ATTENDANCE.** The Assessor or his/her authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. All Board of Review appeals must be made in a formal manner, which complies with the State Statutes governing the assessment process. This includes filing with the Clerk, prior to the Board of Review, a properly completed objection form.

**G. PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; with any and all postage being at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

**H. PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

**I. AVAILABILITY.** The Assessor shall maintain a local or toll free telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor.

**J. MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the municipality at no cost.

## **II. GENERAL REQUIREMENTS**

**A. OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of city assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

**B. QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

**C. ASSESSOR PROVIDED INSURANCE AND INDEMNITY.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 200,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit \$ 1,000,000

- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

**D. OWNERSHIP OF RECORD.** All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the municipality requires a conversion of the electronic assessment records to a neutral file format, such as a text file format or a tab delimited format, the municipality agrees to pay the actual cost of such conversion.

### III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the 2016, 2017, and 2018 assessment years with the municipality having the sole and exclusive option to extend the Contract to the 2019, 2020, and 2021 assessment years. The assessor shall have completed all work under this agreement on or before the second Monday of May or 30 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

### IV. COMPENSATION

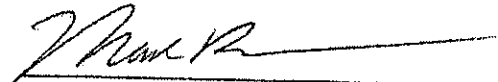
- A. The Municipality shall pay the Assessor **Thirteen Thousand, Nine Hundred Dollars (\$13,900.00) per year for 2016, 2017, and 2018** assessment years for maintenance services.
- B. The compensation due the Assessor shall be paid in monthly installments throughout the 2016, 2017, and 2018 assessment years, and the extension option, if exercised by the municipality, for the of 2019, 2020, and 2021 assessment years.
- C. The Municipality shall not be billed for postage, mileage, or supplies.
- D. **Optional Full Revaluation Contract:** The Municipality shall have the sole and exclusive option for a **Full Revaluation** for the assessment year of **2017 or 2018**. The Municipality shall pay the Assessor **One Hundred, Eleven Thousand, Nine Hundred Dollars (\$111,900.00)**. Payment shall be made on a monthly basis for services and expenses incurred during the previous month. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. Maintenance shall not be charged during the Revaluation year.

E. **Optional Exterior Revaluation Contract:** The Municipality shall have the sole and exclusive option for an **Exterior Only Revaluation** for the assessment year of **2017 or 2018**. The Municipality shall pay the Assessor **Ninety-Eight Thousand, Nine Hundred Dollars (\$98,900.00)**. Payment shall be made on a monthly basis for services and expenses incurred during the previous month. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. Maintenance shall not be charged during the Revaluation year.


F. **Optional Website Posting:** The Municipality shall have the option to post their assessment data on our website for an additional cost of a penny and a half per parcel per month ( $\$.015 * 3217 = \$48.26$ ) payable to a third party vendor. Should the parcel count change, this cost would decrease or increase at the rate of  $\$.015$  per parcel.  
\*\*\* Please initial yes or no to post data to the website. \*\*\*

Yes ✓ No       

V. SIGNATURES

  
\_\_\_\_\_  
Mark Brown  
President  
Associated Appraisal Consultants, Inc.

12/29/2015  
Date

  
\_\_\_\_\_  
Authorized Signature  
City of Delavan, Walworth County

1/4/2016  
Date



7.

## Memorandum

**To:** Members of the Finance Committee

**From:** Denise Pieroni  
City Administrator

**Date:** August 3, 2017

**Subject:** Refinancing of the 2007 Water Revenue Bonds with General Obligation Bonds

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**Executive Summary:** At the July Finance Committee meeting, the Committee authorized staff to proceed with the process to refinance the 2007 Water Revenue Bonds with General Obligation Bonds under the option whereby the original debt service reserve associated with the 2007 Bonds would become unrestricted and available for pay the costs of water system projects following the refunding. Attached for your review at this time is the Pre-Sale Report for this proposed \$1,730,000 General Obligation Refunding Bonds Series 20017A. Also attached is the related draft resolution which, subject to Finance Committee recommendation, will be present to the Common Council for consideration at their August 15 meeting.

**Key Issues:** Per the proposed debt service schedule included in the Pre-Sale Report, Council award of the sale of the bonds is September 19, 2017 with a closing date for the bonds of October 12, 2017. If the projected savings is not realized, the City is not obligated to move forward with the sale. The one expense that would still be incurred even if the City did not proceed with the sale is the cost for the Bond Rating. As such, Ehlers has scheduled this for a close to the sale date as possible so that if there is a change in the market the decision can be made to not more forward before this expense is incurred.

**Budget Impact:** Neutral debt payments in 2017 and reduced debt payments in 2018 - 2027.

**Recommendation:** Review the Pre-Sale Report and the draft resolution.

**Recommended Action:** Motion recommending to the Common Council the approval of the Resolution relating this proposed \$1,730,000 General Obligation Refunding Bonds Series 20017A.

Resolution No. \_\_\_\_\_

RESOLUTION PROVIDING FOR THE SALE OF  
\$1,730,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2017A

WHEREAS, the City of Delavan, Walworth County, Wisconsin (the "City") is presently in need of \$1,730,000 for the public purpose of refunding the Waterworks System Mortgage Revenue Bonds, dated May 1, 2007; and

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to borrow said funds through the issuance of general obligation refunding bonds pursuant to Section 67.04, Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Issuance of the Bonds. The City shall issue General Obligation Refunding Bonds, Series 2017A (the "Bonds") in an approximate amount of \$1,730,000 for the purpose above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Adopted, approved and recorded August 15, 2017.

\_\_\_\_\_  
Mel Nieuwenhuis  
Mayor

ATTEST:

\_\_\_\_\_  
Susan Kitzman  
City Clerk

(SEAL)



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## Memorandum

**To:** Members of the Finance Committee  
**From:** Jim Piester, Public Works Superintendent  
**Thru:** Denise Pieroni, City Administrator  
**Date:** August 8, 2017  
**Subject:** Sanitary Sewer Rehabilitation Project

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**Executive Summary:** The staff has solicited bids on the 2017 Sanitary Sewer Rehabilitation Project. The base bid included ten sanitary sewer pipe liners, with an alternate bid for two sanitary sewer point repairs.

**Key Issues:** Subsequent to our two publications of a Notice to Bidders, we received four bids for the work. The sealed bid results were:

Contractor	Base Bid	Alternate	Total
• McCann's Underground, Oregon, WI	\$62,577	\$35,500	\$98,077
• Visu Sewer, Pewaukee, WI	\$62,160	\$36,000	\$98,160
• Michels Corp, Brownsville, WI	\$69,920	\$38,340	\$108,260
• Terra Engineering, Oregon, WI	\$67,279	\$42,000	\$109,279

**Budget Impact:** The total amount budgeted in the 2017 Utility Capital Sewer Budget for this work is \$130,000. The bid amounts for all work falls well within the amount budgeted. Assuming the City moves forward with both the pipe liners and the sanitary sewer point repairs, the total cost, based on the bid submitted by McCann's Underground will be \$98,077 which is 31,923 under budget.

**Recommendation:** Staff and Baxter & Woodman have determined that McCann's Underground is a responsible and responsive bidder for this project and therefore we are recommending the award of this contract to this company. The Water and Sewer Commission will be reviewing this matter at their August 8, 2017 meeting.

**Recommended Action:** Subject to a consistent recommendation to the Common Council from the Water and Sewerage Commission, Finance Committee motion to recommend to the Common Council the award of the contract for the ten sanitary sewer pipe liners and the two sanitary sewer point repairs to McCann's Underground for a total not-to-exceed amount of \$98,077.





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## Memorandum

**To:** Finance Committee, City Administrator  
**From:** Chief Timothy S. O'Neill  
Prepared by: AC James M. Hansen  
**Thru:** City Administrator  
**Date:** 20 JUL 17  
**Subject:** Laptop Purchase for Pro Phoenix

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**Executive Summary:** Part of the transitioning from Tipps to Pro Phoenix is upgrading our laptop computers in the squads. The approved 2017 Police Operations Budget included \$8,000 for the purchase of two new Toughbook Units under the Miscellaneous Capital account (Account #100-52100-8000).

**Supporting Data:** Lt. Bilskey was assigned to determine the needs, suppliers, and costs of the project. We looked over the equipment needs and determined the following recommendation:

Windows 7 Intel Core i5-520M 40GHz vPro 1301" XGA Touch 256GB SSD 8G, Backlit keyboard Intel WiFi a/b/g/n TPM Bluetooth Dual Pass (Upper: WWAN/Lower: WLAN) No Drive 3 Year Rugged Depot Warranty Covers parts, and labor for manufacture defects only.

**Key issues:** With the switchover to Pro Phoenix, it was determined that it would be beneficial to purchase additional Toughbook Units. The Department was successful in identifying a source (Rugged Depot, Magnolia, Texas) offering refurbished units that met the Department's specifications and would allow for the purchase of 4 units for under \$6,000. The approval process was initiated but never fully completed. Due to some communications mishaps, staff proceeded with the purchase a month or two after the initial paperwork was processed. As such, this purchase which was over the \$5000 threshold was completed without Finance Committee approval. Recent changes in our process should reduce the chance of this occurring in the future. Finance Committee confirmation of this purchase is being requested at this time.

**Budget impact:** \$8,000 was budgeted for this purchase with four (4) units being secured for \$5,658.72 which is a little over \$2,300 under budget.

**Recommendation:** Review the purchase of the 4 Toughbooks and the anticipated protocol to avoid this issue in the future and consider the confirmation of this purchase.

**Recommended Action:** Finance Committee confirmation of the purchase of the 4 Toughbooks from Rugged Depot, Magnolia, Texas at a cost of \$5,658.77.