

**Special Town Board Meeting  
Town of East Troy  
Walworth County, Wisconsin  
Monday, March 13, 2023 at 6:00 P.M.  
East Troy Town Hall  
N9330 Stewart School Rd., East Troy, Wisconsin 53120**

**Agenda**

- 1) Call to Order/Roll Call
- 2) Certification of Compliance of Open Meeting Law
- 3) Motion to move to Closed Session pursuant to WI Statutes 19.85(1)(g) for the purpose of conferring with legal counsel regarding former Chief Jensen's notice of claim against the Town of East Troy and 19.85(1)(c) to discuss Police Department Personnel Report filling vacant positions
- 4) Roll Call Vote
- 5) Adjourn to Closed Session
- 6) Discuss pending notice of claim and Police Department staffing
- 7) Motion to adjourn Closed Session to reconvene in Open Session
- 8) Roll Call vote
- 9) Reconvene in Open Session for possible action on items reviewed in Closed Session
- 10) Adjournment

Dated this 9<sup>th</sup> day of March 2023  
Kim M. Buchanan, WCMC  
Clerk/Treasurer



**Town of East Troy**  
**N9330 Stewart School Road • P.O. Box 872**  
**East Troy, Wisconsin 53120**  
**Telephone (262) 642-5386**  
**Fax (262) 642-9701**  
**Website: TownofEastTroy.com**

**TOWN OF EAST TROY, WALWORTH COUNTY WI**  
**REGULAR TOWN BOARD MEETING**  
**March 13, 2023 at 6:30 P.M.**  
**N9330 Stewart School Rd., East Troy WI 53120**

**\*\*\*MASKS ARE REQUESTED FOR IN-PERSON ATTENDANCE, IF YOU ARE NOT FULLY VACCINATED\*\*\***

**AGENDA**

**ALL ITEMS LISTED ARE UP FOR DISCUSSION, CONSIDERATION, DELIBERATION AND POSSIBLE FORMAL ACTION**

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Certification of Compliance of Open Meeting Law
4. Approval of Meeting Agenda
5. Minutes of Previous Session, Special Meetings, Planning Commission and Communication Committee
6. Clerk/Treasurer's Report – Clerk/Treasurer Buchanan
7. Reports of Committees
  - A. Chairperson and/or Supervisor Reports
    1. Chairman's Meeting Report – Chairman Klarkowski
  - B. Department of Public Works – DPW Superintendent Scheel
    1. Road Work, Seal Coating and Town Hall and Shop parking lot projects were put out for bid
    2. Shorewood Drive paving timeline
    3. Quote for court offices expansion - \$2324
  - C. Police Report – Chief Gorecki
    1. Adoption of all State Statutes – Authorize Atty. Mills to meet with Chief to discuss
    2. Russell Pier Permit
    3. Gnas Pier Permit
  - D. ETAESD Report – Supervisor Church
  - E. Park Committee Report – Supervisor Reyes
  - F. Booth Lake Memorial Park Report – Supervisor Wales
  - G. Lake Beulah Management District Report – Rep. Greg Thomas
  - H. Recycling Committee Report – Rep. John Murphy
  - I. Library Report – Rep. John Murphy for Kristina Murphy
  - J. Communications Committee Report – Supervisor Reyes
    1. YouTube vs. Facebook for video streaming and storage
    2. Discussion on updating the Town policy to include electronic posting of all notices
  - K. Planning Commission Report – Supervisor Wucherer
8. Public Comments

9. Unfinished Business

- A. Approve Emergency Response Plan – Supervisor Wales
- B. Approve RFP for Police Garage - Chairman Klarkowski
- C. Agreements with the WI DOT and Village of East Troy for State Rd 20 project – Atty. Mills
- D. Update on ETRR Museum Bridge – authorize Atty. Mills to review

10. New Business

- A. Discussion regarding amending records retention in regards to video recording and authorize Atty. Mills to amend if needed
- B. Agenda Items for Annual Meeting
- C. Approve Contract for Maintenance Assessment Services with Associated Appraisal Consultants

11. Attorney's Report – Attorney Mills

- A. Discussion on Transferring Liquor License to the Village of Mukwonago

12. Public Comments

13. Licenses and Special Event Permits – Clerk/Treasurer Buchanan

14. Special and Pending Meetings – Clerk/Treasurer Buchanan

15. Review Bills for Payment

16. Adjourn

**Persons with Disabilities who need accommodations to attend the meeting should contact the Town Clerk at this address as soon as possible: N9330 Stewart School Rd., East Troy WI 53120 or call 262-642-5386.**

**Official Town of East Troy Town Board Minutes**  
**Regular Meeting**  
**Monday, February 13, 2023**

The meeting was called to order at 6:30 pm by Chairman Klarkowski. Supervisors Church, Reyes and Wucherer were in attendance. Clerk/Treasurer Buchanan, Deputy Clerk/Treasurer Loth, Attorney Mills, Chief Gorecki and DPW Superintendent Scheel were present and approximately 12 residents/guests were present. Supervisor Wales was excused.

The Pledge of Allegiance was recited. There was a moment of silence for a fallen Milwaukee Police Officer.

Clerk/Treasurer Buchanan affirmed that the meeting was posted in compliance with Open Meeting Law.

Motion by Supervisor Wucherer, seconded by Supervisor Church, to accept the agenda as written. Motion passed unanimously.

**Meeting Minute Approval**

- Motion by Supervisor Wucherer, seconded by Supervisor Church, to approve the minutes of the January 4, 2023 Planning Commission meeting as written. Motion passed unanimously.
- Motion by Supervisor Wucherer, seconded by Supervisor Church, to approve the minutes of the January 9, 2023 Regular Town Board meeting as amended. Motion passed unanimously.
- Motion by Supervisor Reyes, seconded by Supervisor Church, to approve the minutes of the January 16, 2022 Communication Committee meeting as amended. Motion passed unanimously.
- Motion by Supervisor Wucherer, seconded by Supervisor Reyes, to approve the minutes of the January 26 and 30, 2023 Special Town Board meetings as written. Motion passed unanimously.

**Treasurer's Report – Clerk/Treasurer Buchanan**

- Motion by Supervisor Church, seconded by Supervisor Reyes, to approve the January Treasurer's report and January Clerk/Treasurer's report as presented. Motion passed unanimously.

**Committee/Department Reports**

**Chairperson's Report - Chairman Klarkowski**

- Participated and attended various meetings.
- A meeting with the East Troy Electric Railroad, DOT and the Town Board has been scheduled for March 4, 2023 at 10 am to discuss the Beach Road bridge.
- At the January Tri-Troy meeting, the discussion about the recreational trail between East Troy and Mukwonago is being resumed as well as discussion about the school referendum.
- There will be training available to board members in February by the WTA in Whitewater.
- Chairman Klarkowski, Supervisor Wales, DPW Superintendent Scheel toured the new Village of Eagle Police Administration Building and met with the contractors (Tanis Construction) that built the building for them.

## **Department of Public Works – Superintendent Scheel**

- Monthly report provided –

1 We plowed and salted 12 times this month

2 Brined 3 times, Walworth County delivered 5000 gal. of brine

3 151 tons of salt delivered

4 Had the other furnace replaced in the shop due to the age of it

5 Our new part time employee Ben started on the 11<sup>th</sup>

6 We tore out old bathroom in the Court room and remodeled it for more Police Department storage

7 Organized files from Building Inspector and old Town hall projects in the court room to put into the basement

8 Spent countless hours looking up road right of ways, no parking issues, plowing of private roads, when some town roads were dedicated

9 Had people complain about pretreating roads on the Friday the 20<sup>th</sup> due to snow coming in late Saturday night and early Sunday morning. We went out because there were also some icy and snowy parts from some precipitation on Thursday night

10 We are looking into purchasing a used crack filling machine with the Town of Troy and the Village of East Troy for a price of \$26,500.00, This way we are not limited to time frame to get our crack filling done and maybe do more of it

- Public Works Superintendent Scheel brought forward information proposing additional parking at the Boat Launch Parking lot to accommodate guests and kayakers without trailers. This would be a tremendous service to users of the lake. Chairman Klarkowski will reach out to the DNR to see if they have any guidance on a fee structure.
- There was discussion regarding an Ordinance change for trailers left at launch with no vehicle attached. No action taken was at this time.
- Public Works Superintendent Scheel presented a bid from Fahrner Asphalt Sealers for crack filling at the Boat Launch Parking lot. This was tabled until the Special Meeting of the Town Board on March 4, 2023 at 9:30 am.
- Motion by Supervisor Reyes, seconded by Supervisor Wucherer, to purchase a used crack filling machine with Village of East Troy and Town of Troy for a total cost of \$26,500, \$8,833.34 for Town of East Troy portion. Motion passed unanimously.

## **Police Report – Chief Gorecki**

- With regard to the parking at the Boat Launch Parking Lot, Chief Gorecki advised to have kayak and visitor car parking the same price.
- Chief Gorecki reported that for the month of January, there were 626 calls for service, 178 extra patrols, 142 house checks, and 123 traffic stops.
- Motion by Supervisor Wucherer, seconded by Supervisor Church, to deny the Russell Pier Permit Request. Motion Passed unanimously. Chairman Klarkowski stated that the Russells would need to request a variance from the Town Board to have a third mooring due to the lake frontage that they have available to them.

## **ETAESD Report – Supervisor Church**

- The ETAESD's Fire Department responded to 10 fire calls in the month of January, 2023. Two of those calls were in the Township. The District's Rescue Department responded to 90 EMS calls in the month of January, 2023 and 18 of those calls were in the Town.

- The ETAESD Board has met three times with the Town of Troy and the Town of LaFayette to further discuss the municipality's Rescue and Fire/Rescue contracts respectively. Currently, the District's Attorney and the municipal lawyers from Troy and LaFayette are working on finalizing new contract language.
- Chief DeGaro placed an order for a new ladder truck with E1 Fire Service from St. John, Indiana for \$1,572,634.00. The District will not take possession of the vehicle before May 2025.
- The Village of East Troy's Planning Commission approved the placement of Walworth County's proposed new radio tower. The issue must be approved next by the Village of East Troy's Board and was approved on January 16, 2023 to be placed on State Highway 120.
- Administrative Assistant Sue Schweitzer was commended for going above & beyond her job by assisting a resident who thought he had been billed incorrectly by the District. Schweitzer determined the bill came from another provider and was meant for a Milwaukee client with the same name.

**Park Committee Report** – Supervisor Reyes – no report

**Booth Lake Memorial Park** –Clerk/Treasurer Buchanan

- The lottery for use of the Pavilions at the park will be held on February 15, 2023 at 6:00 pm at the Town of Troy Town Hall.

**Lake Beulah Management District** – Greg Thomas – no report.

**Recycling Committee Report** – John Murphy – no report.

**Library Report** – John Murphy for Krystina Murphy – no report

**Communications Committee Report** – Supervisor Reyes

- There was a discussion regarding the use of FaceBook vs. YouTube for streaming Town meetings for the public.
- Clarification was made regarding the "communication" process between the Communications Committee and the Web Administrator and web masters (Web Administrator Jennifer Olson, Clerk/Treasurer Buchanan and Deputy Clerk/Treasurer Loth). Communication should come from the Chairperson of the committee, Supervisor Reyes, to a web master.

**Planning Commission Report** – Supervisor Wucherer

- Motion by Supervisor Wucherer, seconded by Supervisor Church, to approve the request to vacate CSM 5049 and adopt a new CSM as written for PA504900001, PA504900002 & PA504900003 on Swoboda Rd due an error in the monumentation on CSM 5049. This was noted as a clerical error by the surveying company. Motion passed unanimously.

**Public Comments**

- Jon Jagielski, W2539 Troy Hill Lane. Gave a shout out to Web Administrator Jennifer Olson for what a great job she has done to keep the Town's website and FaceBook page updated and relevant.
- Joe Jones, N9033 East Miramar Road. Stated his discouragement that the letter to the board, by the Web Administrator, regarding the Communication Committee, was made public and should have been handled in closed session and not been provided in the meeting packet.

- John Stoss, N8831 Stringers Bridge Road. Had four items to address. 1. Stated that he was pleased that the Fire Department was able to use some shoreline and open water on Lake Beulah to do some training. He said the feedback was positive and a successful training happened. 2. He stated that he talked with Web Administrator Olson regarding the timeline for record retention as it relates to the meeting videos. 3. Noted that it was his understanding that during an annual meeting two years ago it was suggested to have all committees that use the Town Hall and that are supported by local tax dollars have their meetings recorded and available for view. 4. Finally, he wondered how does a resident go about requesting the Police Department to do a "house check".

#### **Unfinished Business –**

- The Municipal Emergency Response Plan was addressed by Chairman Klarkowski. Updates and changes were noted for updating the plan. A final copy will be prepared with the changes and formatting issues addressed for approval at the Regular meeting of the Town Board in March.
- The next steps in Police Garage Project were discussed and potential for moving forward with a Design Build Contractor/firm vs an Architect/Engineering Firm. The board requested "Authorization for Attorney Mills to review the RFP for this change" be put on the Special Town Board Meeting agenda for the March 4, 2023.
- The board set a date for a Special Town Board Meeting with the DOT and East Troy Railroad Museum Board for March 4, 2023 at 10:00 am.

#### **New Business**

- The WI DOT has presented an agreement for the Town of East Troy and the Village of East Troy to approve along with an intergovernmental agreement between the Village and the Town. There are issues with the agreements because the DOT wants to include sidewalks along the proposed improvement area. A primary concern noted was the responsibility for short- and long-term maintenance of the sidewalk. The board requested that "Authorization for Attorney Mills to review the agreement" be put on the Special Town Board Meeting agenda for the March 4, 2023.
- There were two proposals for Culvert Inspections on the Stringers Bridge culvert over Pickeral Creek and the Beulah Heights culvert. One was with Core Engineering for \$1300 and Collins Engineering for \$4600. Motion by Supervisor Wucherer, seconded by Supervisor Reyes, to approve the contract with Core Engineering to inspect Stringers Bridge culvert over Pickeral Creek and the Beulah Heights culvert for \$1300. Motion passed unanimously.
- A request by Judge Heidelmeier to expand the Court Clerk's Office to incorporate a Judge's Chambers that will facilitate security and efficient use of space for the Judge and Court Clerk. Motion by Supervisor Church, seconded by Supervisor Reyes, for Public Works Superintendent Scheel to put together cost estimates and sketches for the remodel of the current Judge's Chambers and Court Clerk's Office. Motion passed unanimously.
- Motion By Supervisor Reyes, seconded by Supervisor Church, to authorize Atty. Mills to investigate issues with surrendering a liquor license to the Village of Mukwonago. We currently have 5 active licenses and 3 vacant ones for a total of 8. Motion passed unanimously.
- Supervisor Wucherer presented a written proposal regarding the town moving forward with a Vision, Mission and Strategic Plan Initiative. Motion by Supervisor Wucherer, seconded by Supervisor Church, to authorize the board to move forward with option 2 of the proposal, *"The board may select to create a vision, mission and strategic plan as well as seek assistance from a qualified consultant."* Motion passed unanimously.

- Motion by Supervisor Reyes, seconded by Supervisor Church, to table scheduling a special meeting to further discuss the Vision, Mission and Strategic Plan. Motion passed unanimously.

#### **Attorney's Report – Attorney Mills**

- There was discussion regarding the approval to draft a Snow Plowing agreement. After the discussion, this was tabled until the March Town Board Meeting.

#### **Public Comments**

- John Stoss, N8831 Stringers Bridge Road. Had questions about the trail between the Village of East Troy and Village of Mukwonago, which would go through the Town, with regard to maintenance of the trail, timeline for use, cost and could it be opened for snowmobiles in the winter. Thinks it is a terrible idea for the town to give up a liquor license.
- Joe Jones, N9033 E Miramar Road. Wondering about liability insurance for the snow plowing. He believes that a mission, vision statement is good to have.

#### **Licenses and Special Event Permits –**

- Motion by Supervisor Reyes, seconded by Supervisor Wucherer to approve the request by Paul Novak to have a Fishing Jamboree on Lake Beulah on 8/2/2023 5:00 PM to 9:30 PM. Motion passed unanimously.

#### **Special and Pending Meetings**

- |                        |             |                                     |
|------------------------|-------------|-------------------------------------|
| • February 13-15, 2023 | 8 am – 4 pm | In Person Absentee Voting           |
| • February 16-17, 2023 | 8 am – 5 pm | In Person Absentee Voting           |
| • February 14, 2023    | 9 am        | Public Test of the Voting Equipment |
| • February 15, 2023    | 6:30 pm     | Planning Commission Meeting         |
| • February 21, 2023    | 7 am – 8 pm | Spring Primary Election             |
| • March 1 & 15, 2023   | 6:30 pm     | Planning Commission Meeting         |
| • March 4, 2023        | 9:30 am     | Special Town Board Meeting          |
| • March 6 & 20         | 6:30 pm     | Communication Committee Meeting     |
| • March 13, 2023       | 6:30 pm     | Regular Town Board Meeting          |
| • March 21-24, 2023    | 8 am – 4 pm | In Person Absentee Voting           |
| • March 27-29, 2023    | 8 am – 4 pm | In Person Absentee Voting           |
| • March 28             | 9 am        | Public Test of the Voting Equipment |
| • March 30-31, 2023    | 8 am – 5 pm | In Person Absentee Voting           |
| • April 4, 2023        | 7 am – 8 pm | Spring Election                     |

#### **Review Bills for Payment**

Motion by Supervisor Church, seconded by Supervisor Reyes, to adjourn at 9:52 pm. Motion passed unanimously.

Respectfully Submitted by  
Jean Loth  
Deputy Clerk/Treasurer

**Town of East Troy Communications Committee Minutes**  
**Monday, Feb 27, 2023 6:30 p.m.**

The meeting was called to order at 6:30 p.m. by Committee Chair Michele Reyes. Committee members Barb Church, Leah Bitar, MaryJo Jones and Joe Jones were all in attendance as well as Town Web administrator Jennifer Olson. Three residents/guests were present.

**Meeting video discussion**

- Web administrator Jennifer Olson shared a document detailing differences of Facebook (FB) vs YouTube (YT) for Live Feed. The key factor shared from Jen's research in August 2022 was that Town Web informed her YouTube requires 1,000 subscribers and a YouTube page established for 1 year in order to utilize the YouTube Live feature. She also shared her success in walking Town residents through the process to watch the current FB Live streaming of the Town meetings and positive feedback regarding their ability to access the meeting videos. Jen shared that her current challenges with the video streaming were equipment related. She would like to see better video clarity and improved sound. She indicated the IT consultant Tait had recommended the Huddle cam and is not currently using the microphone audio which Jen had been expecting. The microphone has been moved to a new location multiple times but the sound still requires improvement. All equipment provided by Tait has been refurbished equipment, not new equipment. Jen indicated she would be open to returning the current equipment and starting fresh to not only improve quality but also ensure easy setup and simple operation of the system for recording various meetings held in the Board room (i.e. Planning Commission, Special Board Meetings, Communications Committee, etc.) by various individuals in addition to herself.
- Joe Jones shared a memo with the committee outlining his research of the video streaming services utilized by neighboring municipalities. Granicus and Mediasite were identified as additional video streaming options at a cost.
- With the YouTube limitations shared by Jen, the committee talked about ways to guide or document when and how to access the videos on the web page for live viewing and viewing meetings after the completion of the meeting. For example, posting a tutorial on accessing historical meetings by clicking the Facebook icon in the upper right corner of the web page. Adding a note on the "Check back to see us live!" icon to indicate either when the next meeting will be occurring or leading users to the calendar of events as those are the only times the icon is active. These tips could also be shared as a post on FB.
- Jen expressed some frustration having to deal with Town Web international employees when she has questions. Jen talks to Francine in the Philippines after 4P.M. typically and a 2<sup>nd</sup> person Jericca. This causes a minimum 24 hour turnaround on any questions which is challenging.

- Motion by Committee Chair Reyes, seconded by Joe Jones to table the storage requirements vs suggested policy to the next meeting. Motion passed unanimously.
- Motion by Committee Chair Reyes, seconded by Joe Jones to recommend to the Board documenting a policy to video record all Town committee meetings as a first step and provide recommendations for other meetings held in the Town Hall. After committee discussion regarding the current resources required to video record meetings the motion failed, 5-0.
- Committee discussed partnering with the school district computer teams for potential technical workshops. Barb Church to ask teachers at the High School about ideas.
- There was discussion with Jen about establishing a naming convention to create consistent file names for meeting videos in order to easier search the various meetings and keep the files in chronological order. This can be revisited in future meetings.

### **Social Media Plan**

- Motion by Joe Jones, seconded by Leah Bitar for Jen to give admin rights for the shared folder to Committee Chair Reyes. If the Committee has suggestions/ideas for a FB post, Committee Chair Reyes will email them to Web Administrator Jen Olson. Motion approved unanimously.
- Jen is currently using a Word document with the details from the social media plan and folders by month with the posts and graphics used. At this point, Jen has taken ownership of the Facebook posts and we no longer need the social media document on Google Docs. Any committee suggestions will go by email from Michele to Jen going forward.
- Per the Feb Town Board meeting, all communication from the committee to Jen goes through Committee Chair Reyes.

### **Mission/Vision Logo feedback from Feb board meeting**

- Motion by Barb Church, seconded by Leah Bitar to table this topic until the March 6 committee meeting. Motion passed unanimously.

### **May Newsletter ideas/assignments**

- Discussion that a clean draft of the newsletter will need to be presented to the Board for review/edit at the April 10 Town Board meeting. The committee intends to use the same printer, Minuteman Press in Burlington but the mailing list needs to be reviewed and cleaned up to eliminate duplicate mailings.
- MaryJo Jones presented a list of ideas for the May newsletter. The list will be reviewed/edited at the Mar 6 committee meeting along with committee members volunteering for the topics to be covered.

Motion by Barb Church, seconded by MaryJo Jones to adjourn at 8:24 p.m. Motion passed unanimously.

Next Communications Committee meeting is March 6, 2023 6:30 p.m. at the Town Hall.

Respectfully submitted,

Michele Reyes

Communications Committee Chair

**Clerk/Treasurer Report**  
**Kim Buchanan, WCMC**  
**February 2023**

- 1) Tax Collection thru grace period
- 2) PILT payment Distribution:      Walworth County - \$20,552.11  
   ET Area Community School District - \$53,998.44  
   Gateway Technical College - \$4,724.46  
   Town of East Troy - \$13,589.71
- 3) Badger Book training on February 2<sup>nd</sup>
- 4) Issue Absentee Ballots by mail as requests received
- 5) January Property Tax Refund Checks written and mailed after Town Board approval on 02/13/2023
- 6) Meeting in February – Agenda, postings, prep and Board info received and provided
- 7) Prepare Test Deck for testing ICE Voting Equipment
- 8) January Month end accounting and Treasurer's report
- 9) In-person Absentee – starting February 7, 2023 – February 17, 2023
- 10) February 14, 2023 – Public Test of ICE
- 11) Call and schedule Election Inspectors for February 21 Spring Primary
- 12) Prepare Municipal Court Checks to distribute January 2023 court payments
- 13) February Settlement – Taxes Collected in January 2023 - \$5,019,869.65  
    Disbursements as follows:      Walworth County - \$1,109,511.83  
   Failed Lottery Credit - \$516.84  
   TET Sanitary District # 2 - \$31,633.91  
   TET Sanitary District # 2 – Delinquent Sewer - \$18,414.09  
   Potter's Lake P/R District - \$3,971.81  
   Potter's Lake P/R District – Weed Cutting - \$20,302.85  
   Lake Beulah Management District - \$72,055.00  
   Burlington Area School district - \$11,627.78  
   East Troy Community School District - \$2,636,471.54  
   Mukwonago Area School District - \$1,054.82  
   Gateway Technical College - \$231,734.54  
   Town of East Troy - \$882,574.65 – includes Taxes, MFL, Garbage, Mowing and  
   Snow Plowing charges
- 14) Print ineligible voter list for late registration period
- 15) Print and prepare Poll Books for Spring Primary
- 16) Set up for and prepare for election
- 17) Spring Primary – 988 Voters, 237 Absentee and 5 EDR's ( Election Day Registrations)  
    Total Walworth County Turnout 16,287 – TET approximately 6% of total Walco turnout
- 18) Deliver Election documents to Walworth County and to the ET School District
- 19) Ordered additional ballots for April 4 Spring Election after Spring Primary turnout
- 20) File Injury & Illness Report with DSPS
- 21) Received Badger Books and set up to test equipment hardware – did not receive in time to train election staff  
    for use at the Spring Primary
- 22) Received "Statements of Economic Interest" from Klarkowski, Church and Wucherer – need Reyes and Wales
- 23) Was asked to mentor a Clerk in Dane County
- 24) Regular Stuff ☺

## February 2023 DPW Report

- 1 We plowed 9 times using around 220 tons of salt
- 2 We brined the roads 3 times using 7950 gallons on brine
- 3 Walworth county refilled us on 2/23 with 5000 gallons
- 4 Had 303 tons of salt brought in on 2/7 to fill us up
- 5 Had to replace front plow cutting edge and order a replacement at a cost of \$2034.00
- 6 Replaced the 2 front tires on the 550 truck cost of \$1200.00
- 7 Took in a load of old tires from along road side cost of \$359.00
- 8 Replaced front hallway light with a new LED one
- 9 Put together estimate for judges/clerks office remodel aprox cost \$2334.00
- 10 Help with floor plans for new police garage along side with the Chief and LT.
- 11 Feb 22/23 rough days plowing due to the timing and amount and weight of the sleet/freezing rain
- 12 We had to plow 3 times on the 22 and 2 times on the 23
- 13 We had a main hydraulic line blow out in the middle of it all on Jeff's truck lost all of the fluid took 30 gallons to refill it and new 16 foot hose

## 2023 Road Work

### New Road Work

Carver School Road Pulverize in place for 1.89 miles, fine grade & compact. Pave hot mix asphalt binder course at 2.25 inches and surface pave 1.75 inches hot mix asphalt for a width of 22 feet.  
Shoulder width of 2 feet on each side with recycled concrete or recycled asphalt.  
Mill at each end and driveways as needed

Stewart School Road Mill butt joints at each end and driveways as needed.

Base patch what is needed for the project

Overlay 2 inches hot mix surface asphalt for .18 miles for a width of 20 feet plus parking stalls

Beach Lane or also maybe called 1<sup>st</sup> and 2<sup>nd</sup> ave. Base patch as needed overlay pave surface 2 inches hot mix asphalt for .09 miles for a width of 18 feet

New Deal Ave mill 2 butt joints overlay 2 inches hot mix surface asphalt for 450 feet road is deteriorated for a width of 18 feet roll edges to driveways

Town Hall and Shop parking lot and driveway, mill and dig out as needed for repairs to the lot regrade for storm water flow

Pave hot mix asphalt for 3 inches and surface pave 2 inches

Must meet with Superintendent Todd Scheel prior to bidding

### Old Road Work Slag or Chip seal

GreyStone Circle .29 miles width of 24 feet

Greenwald Court .18 miles width of 22 feet

It's A Little Road .29 miles width of 24 feet

Rhonda Circle .04 miles width of 22 feet

New Deal Ave .38 miles width of 18 feet

### Judge and Clerks Office Remodel

- 1 Remove wall and duct work
- 2 Remove existing closet
- 3 Remove shelving
- 4 Remove 1 door
- 5 Stud out for new pay window cost for new window \$1299.00
- 6 Add some new ceiling tiles and grid pieces cost \$75.00
- 7 Fix drywall where needed cost \$150.00
- 8 Add new electrical outlets cost \$75.00
- 9 Replace carpeting \$500.00 size 12ft x 20ft
- 10 Add some new base trim \$100.00
- 11 Paint all walls \$125.00

Approximately at a cost of \$2324.00

2/17/23

**To:** The Town of East Troy  
**From:** John & Carol Russell  
N9150 Humphrey Lane

**VARIANCE REQUEST**

Chapter 16.10 of the East Troy Municipal code allows a riparian owner applicant to have two (2) boat slips for the first fifty (50) feet of their shoreline and one (1) additional mooring for each additional fifty (50) feet of shoreline owned by the applicant.

We have three (3) boats and would like to moor them at our pier however, our shoreline is approximately 96 feet, so we are approximately four (4) feet short of what the regulations require.

We respectfully request an exception to the regulations to allow us to moor our three (3) boats at our pier.

Additional facts to support our request:

- We submitted our layout to the Wisconsin DNR and received approval from Allison Masek on 11/28/22 (see documentation previously provided to Town).
- We are at least twelve (12) feet from both of our riparian lines. See previously submitted Pier Registration Form.

Please let us know if any additional information is necessary.

Regards,

John & Carol Russell

jrussell59@gmail.com  
(312) 907-9266

**To:** Town of East Troy Board

**From:** Barbara Church, Town Supervisor

**Date:** March 13, 2023

**Re:** ETAESD January Town Board report

- The ETAESD's Fire & Rescue Department call totals were tabled due early meeting date of February 7<sup>th</sup>, 2023.
- The ETAESD Board President and Chief DeGaro has met with the Town of LaFayette at the regular Board Meeting on February 15, 2023 to further discuss the municipality's Rescue and Fire/Rescue contracts. Currently, the District's Attorney and the municipal lawyers from Troy and LaFayette are working on finalizing new contract language.
- Chief DeGaro notified the ETAESD Board that he would be obtaining quotes for updating the Fire House's locking system and the purchase of security video equipment in order to be DEA compliant when the East Troy Fire & Rescue begins carrying paramedic drugs.
- The next ETAESD meeting has been scheduled for March 21, 2023 at 5 P.M. at the Fire House.

Respectfully submitted Supervisor Church

## COMMUNICATIONS COMMITTEE REPORT MARCH 2023

### Current status/progress of the Ad Hoc communications committee recommendations:

1. **Branding-Mission/Vision/Logo:** Committee presented at Feb Board meeting suggestions to start with a SWOT analysis to understand "what the Town wants to be" which could start with Special Town Board meetings. Further research is pending budget and direction from the Board. Noted that ad hoc committee also recommended a new committee be developed comprised of a wide demographic of residents working with the Board members and a professional facilitator.
2. **Website content/design:** updates complete and continually evolving.
3. **Meeting Accessibility and Technology/Equipment:** electronic agendas and packets have been added to the website for Board meetings, video streaming live started, however more work to be done related to technology/equipment as short term next steps.
4. **Newsletter, Digital & Physical:** first edition published in Dec 2022, annual schedule established (May, Sept, Dec), follow-up on posting digital version with May release.
5. **Social Media presence:** Facebook active and linked to Town website, next step YouTube page.
6. **Staffing:** Communications added to Jen Olson's job description. Ad hoc committee estimated range of 0.2 FTE--0.33 FTE (~8-14 hours/week). Follow-up to better understand current distribution of these hours to communications activities and an updated estimate of what is currently needed.

### Video streaming platform research:

#### Ad-Hoc Communications Committee Municipalities Research

The ad-hoc committee performed initial research on six municipalities in addition to the Town of East Troy. Each of these municipalities are summarized below:

- Village of Bayside; <https://www.baysidewi.gov/>; Population was, 4,482 (2020 census). None. YouTube used for instructional purposes under Residents Tab on Website.
- City of Delavan; <https://ci.delavan.wi.us/>; Population was 8,505 (2020 census). YouTube. Live-stream Zoom.
- Town of East Troy; <https://townofeasttroy.com/>; Population was 3,392 (2020 census). None.
- City of Franklin; <https://www.franklinwi.gov/>; Population was 36,816 (2020 census). YouTube. Live-stream Zoom.
- Village of Kronenwetter; <https://www.kronenwetter.org/>; Population was 8,455 (2021). Soundcloud.com Audio Only. They told the Ad-Hoc Committee YouTube & Live-stream Zoom during pandemic but we couldn't verify this on-line.
- Village of Merton; <https://www.villageofmerton.com/>; Population was 3,441 (2020 census). None. Live-stream Zoom during pandemic.
- Village/Town of Somers; <https://www.somers.org/>; Population was 8,402 (2020 census). None.

### Additional Communications Committee Municipalities Research

However, since the Town is launched on Facebook, it was important to perform a re-evaluation of the options. We began our analysis of video platforms by researching eight municipalities/public organizations geographically located around the Town of East Troy. Our main focus was to analyze these organization to see if they are providing a meeting video solution and, if so, identify the platform they are using to provide their video content. The organizations reviewed follows:

- City of Elkhorn <https://www.cityofelkhorn.org/meetings>; Population was 10,247 (2020 census). YouTube.
- Town of Waterford <https://www.tn.waterford.wi.gov/meetings>; Population was 6,514 (2020 census). None.
- Village of Waterford <https://www.waterfordwi.gov/171/Village-Board-of-Trustees>; Population was 5,542 (2020 census). None.
- Town of Mukwonago <https://www.townofmukwonago.us/2022>; Population was 7,781 (2020 census). None.
- Village of Mukwonago <https://www.villageofmukwonago.gov/>; Population was 8,262 (2020 census). Granicus.
- Village of East Troy <https://easttroywi.gov/>; Population was 5,673 (2020 census). YouTube.
- East Troy Public School <https://www.easttroy.k12.wi.us/district/board-of-education.cfm>; YouTube.
- County of Walworth <https://www.co.walworth.wi.us/534/Board-of-Supervisors>; Population was 106,478 (2020 census). Mediasite.
- Town of East Troy <https://townofeasttroy.com/>; Population was 3,392 (2020 census). Facebook.

In August when Jen and the committee were working to launch videos, Town Web said YouTube Live streaming was only available for YouTube pages established 1 year or more with 1,000+ subscribers to the page. Since then we have learned that there is an exception, YouTube (YT) does not require 1,000 subscribers or an established YT page for 1 year for government pages. This allows the Town to live stream via YT without using Zoom or Teams in a relatively short timeframe (confirmed by the Village of East Troy who is using YT live streaming).

The first step is to establish a Google Brand Account for the town. These Brand Accounts are only used with YouTube and once the YouTube Channel is established, the Town of East Troy will be able to immediately provide live-streaming of meetings as well as video retention via YouTube. By moving to the YouTube platform, the town will be able to locate links to each of the meetings recorded directly in the video column of the current Agenda & Minutes tab of our website.

Based on Jen's feedback regarding challenges with the current equipment when meeting with the committee on Feb 27, a committee member analyzed the existing Town videos on Facebook (FB) finding the better image quality Town videos were 720 pixels, but several were 360 pixels, with poor image quality. Committee will reach out to Olson to see if she knows what might be impacting the variation between 360 pixels and 720 pixels on the town recorded videos. Is it a setup issue? Is FB overriding the town's settings? Etc.

Additional research was completed to understand the differences between FaceBook live and YT.

**References used for Chart:** Facebook - <https://www.websiteplanet.com/blog/best-facebook-video-specs/>

YouTube -

<https://support.google.com/youtube/answer/6375112?hl=en&co=GENIE.Platform%3DDesktop>

Facebook	YouTube	Commentary
Recommended Video Resolution 720 pixels (HD): 1280 x 720 pixels	Recommended Video Resolution 1080 pixels (HD): 1920 x 1080 pixels	YouTube supports a higher resolution video image.
<ul style="list-style-type: none"> <li>- 1280 x 720 pixels is the generally recommended resolution to make sure your video will look great on all screen sizes; <b>NOTE:</b> anything higher will be automatically downsized by Facebook.</li> <li>- Minimum width is 600 pixels, with the length depending on the aspect ratio</li> </ul>	Default 16:9 aspect ratio supports 8 different resolution formats: <ul style="list-style-type: none"> <li>- 4320p (8k): 7680x4320</li> <li>- 2160p (4K): 3840x2160</li> <li>- 1440p (2k): 2560x1440</li> <li>- 1080p (HD): 1920x1080</li> <li>- 720p (HD): 1280x720</li> <li>- 480p (SD): 854x480</li> <li>- 360p (SD): 640x360</li> <li>- 240p (SD): 426x240</li> </ul>	Higher resolution formats supported by YouTube.
<b>2</b> Video Formats supported: .MOV & .MP4	<b>16</b> Video Formats supported: .MOV, .MPEG-1, .MPEG-2, .MPEG4, .MP4, .MPG, .AVI, .WMV, .MPEGPS, .FLV, 3GPP, WebM, DNxHR, ProRes, CineForm & HEVC (h265)	YouTube is much more versatile and provides many more options for file formats.
Video Lengths Supported: 1 second to <u>240 minutes</u> (4 hours)	Video Lengths Supported: The maximum file size you can upload is 256 GB or <u>12 hours</u> . For longer files compressing your video file size will maintain the video quality. One common way to compress a video for YouTube is to encode it using the H.264 codec.	Our meetings have come close to hitting the 4 hours limit of Facebook. However, we should never get close to YouTube's 12 hours limit.
Supported Aspect Ratios: <ul style="list-style-type: none"> <li>- 16:9 landscape; 9:16 portrait (Recommended for Facebook feed)</li> <li>- 2:3 or 4:5 vertical</li> <li>- 1:1 square</li> </ul>	The standard aspect ratio for YouTube on a computer is 16:9. If your video has a different aspect ratio, the player will automatically change to the ideal size to match your video and the	YouTube <u>automatically</u> adjusts the aspect ratio to optimize the image quality.

	viewer's device.	
Max frame rate is 30 FPS (frames per second)	Content should be encoded and uploaded in the same frame rate it was recorded. Common frame rates include: 24, 25, 30, 48, 50, 60 frames per second (other frame rates are also acceptable).	YouTube will support many more frame rates.

Based on this research, the committee is recommending that the Town methodically transition in a controlled fashion over time to YouTube for video streaming. Specifically, the committee ask that the Town authorize establishing a YouTube page at this time with the intent to migrate the video streaming and storage from FB live to YouTube. There would be an orderly transition from the current FB live platform to YouTube. Equipment may also be considered additionally with the transition plan but does not impact setting up the YouTube page.

## **Action item 2: Retention of video recordings**

A committee member identified the following documentation regarding existing recordings (however videos are new files not yet considered by the Town):

- Chapter 2.105.070 (4) Destruction of records.
  - 4. Taped Records of Meetings. The Town Board of the Town of East Troy, any committee, commission, agency, authority, or any other special governmental units of the Town of East Troy and their officers, their employees and their agents of the same, may destroy any taped records of any public meeting of the aforesaid no sooner than 90 days after the public meeting minutes have been approved by the appropriate governmental unit if the purpose of the tape recording was to make and maintain minutes of the public meeting.
- The new video files are NOT used to make or maintain minutes of the public meeting.
- The citizens asked for meeting video records at the 2021 Annual Meeting of the Electors.
- There is no cost, workload or capacity restraint to maintain the video recordings on YouTube. In fact, it takes work to remove videos since YT has no storage limit.
- Based on the limited effort and no cost to the Town, the Committee recommend video storage of seven (7) years, in line with other Town records. We ask that the Town Board review and consideration this recommendation and consider documenting this policy for clarity via ordinance.

**Action item 3: Electronic posting (accessibility identified by Ad Hoc Committee)**

- Current Town postings (meeting agendas, potential quorum, etc.) are physically posted in 3 places; at the boat launch, ETAESD station, and the Town Hall vestibule. Electronic posting on Website is also occurring the majority of the time. It is the committee's understanding that the intent of posting is to make information readily available in convenient locations where residents would likely look for important information. In today's electronic world, electronic searches are more common than physical searches for data/information. Electronic postings also increase accessibility for Town residents.

The committee recommends the Board review and consider including an electronic posting for all notices and documenting this change via ordinance.

Thank you.

TOWN OF EAST TROY, WISCONSIN

**Request for Proposal (RFP)**

Open up to Design/Build Services for Design Build

Police Garage Building  
Post Frame Construction

N9330 Stewart School Road  
PO Box 872  
East Troy, WI 53120-0872

Responses shall be returned on or before 12:00 PM April 10, 2023

## **Section 1: Introduction and Instructions**

### **1.01 Introduction**

This Request for Proposal (RFP) is issued by the Town of East Troy (the "Town"). The purpose of this RFP is to establish a contract with a qualified contractor to provide professional design/build services for a Police Garage Building for the Town (the "Project").

### **1.02 Contact Information**

All questions regarding this RFP and submission of proposals are required to be submitted in writing to Joe Klarkowski ([ijklarkowski@townofeasttroy.com](mailto:ijklarkowski@townofeasttroy.com)) and should be submitted no later than the date specified in the time schedule below. Answers to all submitted questions will be emailed to all participating Contractors. Information provided verbally or by any other Town personnel will be considered non-binding. All respondents should use this written document and its attachments as the sole basis for proposal at this time. If deemed necessary addenda to the RFP will be issued via email. No addenda will be issued after March 14, 2023. Potential contractors who intend to submit a proposal will be included in question response and addenda. Contractors shall acknowledge receipt of any addendum in their RFP.

The Town prohibits communication initiated by the respondent to any Town official, representative for another entity, or employee evaluating or considering the proposals prior to the time a decision has been made.

### **1.03 RFP Schedule of Events**

This schedule of events represents the Town's best estimate of the schedule being followed for this RFP.

	<b>Date</b>	<b>Time</b>
RFP issued:	March 13, 2023	
Deadline for Questions:	March 31, 2023	
Q&A emailed: Participant/Participants	April 7, 2023	
Proposals Due:	April 10, 2023	12:00 pm (noon)
Review of proposals:	April 10, 2023	6:30 pm
Review Finalists with Town Board:	April 10, 2023	TBD
Intent to Award Contract:	April 11, 2023	TBD

### **1.04 Return Mailing Address and Deadline for Receipt of Proposals**

Interested Contractors/Participants must submit two (2) bound originals and one (1) electronic (USB flash drive) submission of the proposal in a sealed envelope or package to the Town of East Troy Town Hall no later than 12:00 pm April 10, 2023

Envelopes or packages containing proposals must be clearly marked:

**Town of East Troy  
Attn: Kim Buchanan  
Re: RFP for Design/Build Services for Police Garage Building  
N9330 Stewart School Road  
PO Box 872  
East Troy, WI 53120-0872**

Contractors assume the risk of the method of dispatch chosen. The Town assumes no responsibility for delays caused by any delivery service. Postmarking by the due date WILL NOT substitute for actual proposal receipt by the Town. Contractors/participants failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

## **Section 2: Scope of Work**

### **2.01 Introduction and Background Information**

This Project consists of a one-story building of approximately 2700 square feet with the possibility of upstairs storage above the garage portion, to be constructed to the southeast of the existing Town Hall. Preliminary sketches have been developed and are attached hereto.

### **2.02 Scope of Work**

For the purposes of this RFP, the selected contractor will be required to work directly with the Town to accomplish the following design/build requirements.

1. Attend one (1) pre-design meeting with the Town staff and the Police Chief.  
Contractor must maintain fiduciary responsibility in keeping the Project at or below design and construction budget, \$500,000.
2. Attend one (1) pre-design Public Meeting.
3. Design Services:
  - a. Develop and present a site concept for review by the Town Board.
  - b. Revise and refine preliminary concepts as needed.
  - c. Produce final design, including necessary construction documents which includes all architectural work and structural engineering. Submission to the

State of Wisconsin to seek and obtain State letters of approval for Project if required.

- d. Successful General Contractor is to be responsible for engineering, all project superintendence and approval for: wood roof trusses; plumbing; heating, ventilating and air conditioning; and electrical work. All work must be done to the applicable to State Codes.

4. Construction Administration

- a. Site observation
- b. Review Contractor's and Subcontractors' work
- c. Prepare change orders and construction change directives
- d. Review Contractor shop drawings
- e. Review Contractor prepared mechanical (plumbing, HVAC, and electrical) plans

5. Review and certify Contractor AIA Payment Applications

6. Advise the Town of nonconforming work installed by Contractor(s) that should be corrected or rejected

7. Contractor shall work with the Town to maintain access to the Project site at all times

8. Determine substantial completion date and process Contractor's final payment application when all work is complete.

## 2.03 Insurance Requirements

Contractor shall, with proposal, submit proof of insurance for the following types and amounts.

1. Commercial General Liability

- a. Coverage to include Broad for Property Damage, contractual and personal injury.
- b. Limits:
  - i. General Aggregate \$2,000,000.00
  - ii. Each Occurrence \$1,000,000.00
  - iii. Personal Injury \$1,000,000.00

2. Professional Liability

- a. Per claim/aggregate \$2,000,000.00
- b. Coverage for all claims arising out of the Contractors or premises, anyone directly or indirectly employed by the Contractor, and the Contractors

obligations under the indemnification provisions of the agreement between the Town and the Contractor that is awarded the Project.

**3. Workers' Compensation**

Workers' Compensation insurance shall be in accordance with the provisions of the law of the State of Wisconsin, including occupational disease provisions, for all employees who perform work pursuant to the agreement, and in case consultants are used, the Contractor shall require each consultant similarly to provide Workers' Compensation Insurance.

**4. Comprehensive Automobile Liability**

Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury, and property damage.

a. Limits:

i. Combined Single Limit                      \$1,000,000.00

**5. Umbrella**

a. Limits:

i. Each Occurrence/Aggregate              \$2,000,000.00

The Contractor will provide the Town with at least thirty (30) days' written notice of an insurer's intent to cancel or not renew any insurance coverage.

**2.04 Confidentiality**

Excluding proprietary information, the successful Contractor's proposal and contract are deemed public records and shall be available to the public upon request.

**2.05 Contract Award**

It is the Town's intent to enter into a contract with a Contractor who best demonstrates the ability to provide design/build services as described. After review of the proposals, if the Town decides it is not in the best interest to enter into a contract, the Town will notify Contractors.

The Town intends to award a modified AIA contract.

**Section 3: Proposal Format and Content**

**3.01 Submittal Requirements**

1. Cover Letter. Provide name and address of the company and Project contact person with address, telephone number and email address. Summarize your understanding

of the Project based on the scope of the work, including tasks performed by the Town, etc. Provide a statement indicating your ability to provide timely services and meet the requirements of the proposed schedule and commitment to maintain resources available to perform work during the duration of the Project. Indicate your acceptance of the requirements of this RFP. Provide a summary of the benefits you believe the Town would receive from selecting you as the Contractor.

2. Project Approach. Describe your proposed design approach. The submitting team is to develop a proposed design approach specific to the Project and illustrate how your proposed approach and process will deliver a successful design for the Project.

Relate your design approach to the team's experience. Provide examples of the team's past work and describe how it translates to the Project. Develop a preliminary Project schedule to meet the milestones outlined in the Scope of Work.

3. References. Provide past performances on similar contracts in terms of cost control, quality of work, and compliance with performance schedules. Submit a detailed description (including photographs, if possible) of three (3) recent projects either completed or under construction.
4. Fee Proposal. The Contractor shall include an estimated fee for services to be used by the Town for budgetary purposes. The Town may request additional information, clarification, confirmation, or modification of any or all respondents, including proposals that are incomplete or non-conforming as submitted. Except at the request of staff, or by the consent of the Town, Contractor will not be entitled to change their proposals once submitted.
5. AIA Contract Draft. Submittal should include a draft AIA (American Institute of Architects) contract with scope of work and compensation details edited based on terms outlined in this scope of work contract. Contractor and Town Staff will negotiate to obtain final contract language for approval by the Town Board.

## **Section 4: Review and Selection of Finalists**

### **4.01 Selection Criteria**

Upon receipt of the proposals, an evaluation team will evaluate proposals to qualify respondents as responsive and responsible. The Town will only consider proposals from responsive and responsible firms.

The Town may request the right to not select a Contractor as part of this process if an agreement cannot be reached.

## **Section 5: Standard Proposal Information**

### **5.01 Preparation Costs**

The Town will not pay any costs associated with the preparation, submittal, presentation, or evaluation of any proposal.

### **5.02 Authorized Signature**

An individual authorized to bind the Contractor to the provisions of the RFP must sign all proposals.

### **5.03 Contact Policy**

Please direct all contact to \_\_\_\_\_.  
Contractor contact person and info

### **5.04 Contractor Certification**

By signature of the proposal, the Contractor certifies that it complies with:

1. The laws of the State of Wisconsin.
2. All applicable local, state, and federal laws, codes, and regulations.
3. All terms, conditions, and requirements set forth in this RFP.
4. A condition that the proposal submitted was independently arrived at without collusion.
5. A condition the offer will remain open and valid for the period indicated in the solicitation; and any condition the Contractor and/or individuals working on the contract do not have a possible conflict of interest (e.g., employed by the Town of East Troy).

If any Contractor fails to comply with the provisions stated in this paragraph, the Town reserves the right to reject the proposal, terminate the contract, or consider the Contractor in default.

### **5.05 Special Conditions**

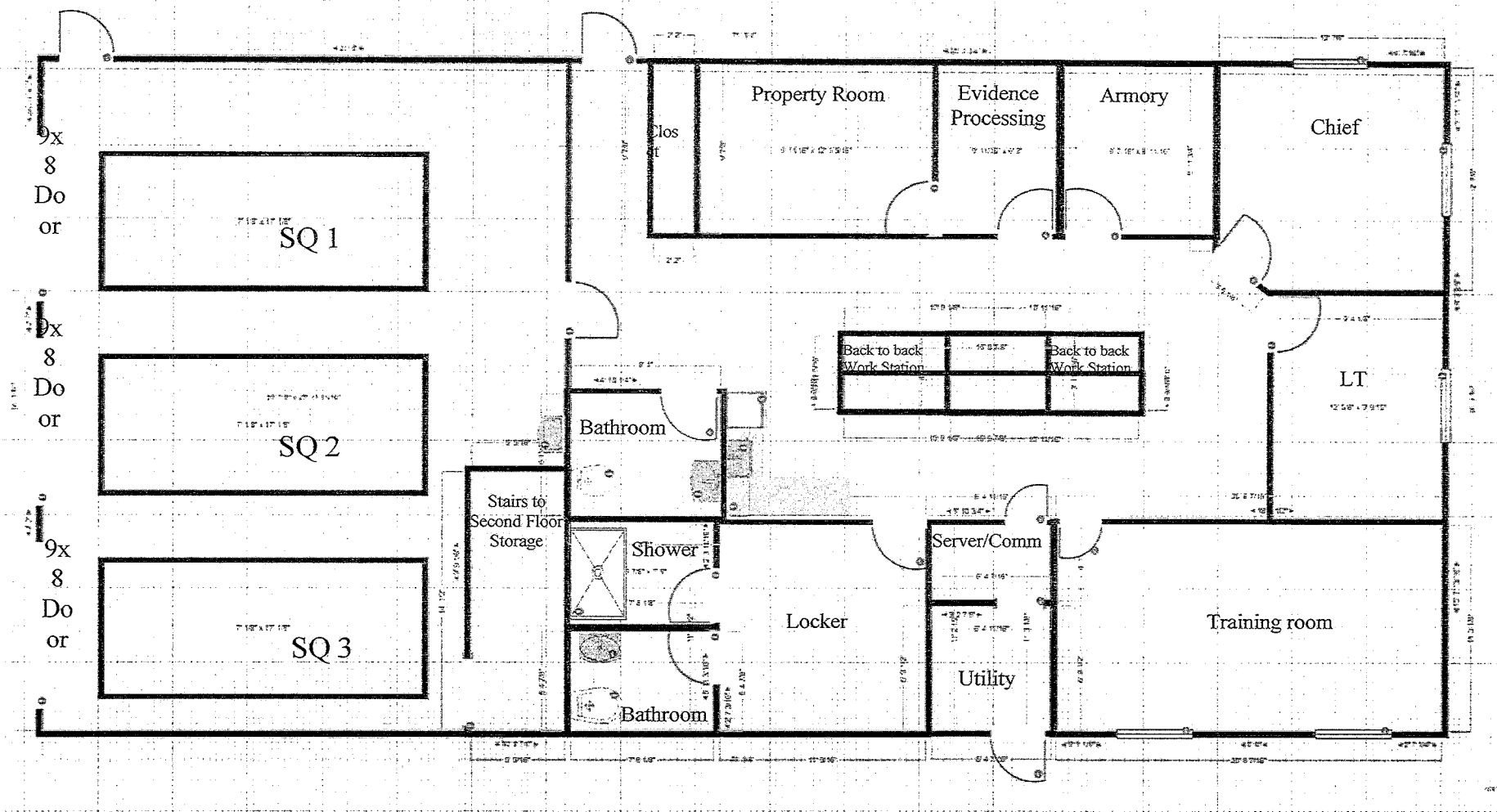
The Town of East Troy reserves the right to reject any and all proposals, to waive formalities, and to select the proposal that, in the Town's sole discretion, are in the best interest of the Town of East Troy.

The Town reserves the right to:

1. Amend, modify, or withdraw this RFP.

2. Revise any requirements under this RFP.
3. Require supplemental statements of information from any responding party.
4. Extend the deadline for submission of responses hereto.
5. Negotiate or hold discussions with any Contractor to correct insufficient responses that do not completely conform to the instructions contained herein.
6. Waive any nonconformity with this RFP.
7. Cancel, in whole or in part, this RFP if the Town deems it is in the best interest to do so.
8. Request additional information or clarification of information provided in the response without changing the terms of the RFP.
9. Waive any portion for the selection process in order to accelerate in the selection and negotiation with the top-ranked Contractor.

The Town may exercise the above rights at any time without notice and without liability to any Contractor or any other party, for expenses incurred in the preparation of responses hereto or otherwise.



Not to Scale  
 Sizes subject to change

## Police Garage Building Requirements

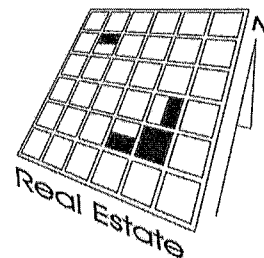
- 1) Concrete for building all approximate sizes – 42' x 81', thickened edge formed, building is 36' x 75', length of building may end up slightly longer or slightly shorter
- 2) Darker Brown roof and gutters, lighter wall, wainscoting lower same color as roof
- 3) Garage doors insulated 9' wide x 8' tall with openers with 9' or 10' interior walls
- 4) Automatic lights on in the garage when doors open
- 5) CO2 automatic venting in garage
- 6) Overhang on both access doors
- 7) Steel doors on Evidence room, Armory and Entry doors, solid core doors on all other interior doors
- 8) Higher windows in Chief's office, Lt.'s office and Training room
- 9) Direct wall vent in Evidence room with separated switch
- 10) Higher outlets along counter area
- 11) Hard wired for computers in Chief's office, Lt.'s office, Training room, Evidence room and squad room
- 12) Some kind of electrical and computer chase from the ceiling in the Squad room
- 13) Room in attic trusses for stargaze above the garage steps to get up there if possible and cost
- 14) Walk off carpet in Chief's office, Lt's office, Squad room and Training room
- 15) Wood look flooring in the rest of the rooms
- 16) Steel walls and ceiling in garage
- 17) Finished electrical with fixtures
- 18) Finished Plumbing with fixtures, hooked up to septic and water floor drains where needed
- 19) Finished drywall, paint and trim
- 20) Heating/AC included for interior spaces and plumbed for hanging furnace in the garage
- 21) Fully insulated

# **CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES**

Prepared for the  
**Town of East Troy**  
Walworth County

By

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



Appleton Office  
W6237 Neubert Rd. | P.O. Box 291  
Greenville, WI 54942-0291  
Phone (920) 749-1995/Fax (920) 731-4158

Lake Geneva Office  
Walworth County  
Lake Geneva, WI 53147

Ironwood, Michigan Office  
Ironwood, MI 49938

Hurley Office  
Iron County  
Hurley, WI 54534

## CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **Town of East Troy, Walworth County, State of Wisconsin**, a body corporate and politic (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

*IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree 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* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. This Contract is being provided under the assumption all property records are in digital format. Digital property records include digital photographs, sketches and property record data compliant with the Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be additional costs charged to the Municipality for collection and or conversion as agreed upon by both parties. Additional scope of services performed by the Assessor are further described in Appendix A that is attached hereto and incorporated herein by reference.

**A. 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 the term of the contract 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 an accurate and 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.

**B. 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 investigate and correct the record.

**C. 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.

**D. 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 pictures 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* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. 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.

**E. 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 as needed. The assessor shall be present at the open book conference for a time sufficient to meet with 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.

**F. 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 all reports required of the Assessor by the Wisconsin Department of Revenue; postage and mailing services are at the Assessor's expense.

**G. BOARD OF REVIEW ATTENDANCE.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). If deemed necessary by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

**H. PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Assessor's expense. 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.

**I. 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 Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.

**J. AVAILABILITY.** The Assessor shall maintain 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 and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business 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. Assessor shall be available to attend Town meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

**K. 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.

**L. MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

## **II. GENERAL REQUIREMENTS**

A. **OATH OF OFFICE.** As 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 Town Assessor as per Wisconsin Statutes secs. 60.307 and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

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, such request stating reasons for removal.

C. **INSURANCE.** 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	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 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 but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

### **III. TERM AND TERMINATION**

**A. TERM.** The term of this Contract is for the **2023, 2024, 2025, 2026, and 2027** assessment year(s). The Assessor shall have completed all work under this agreement on or before the fourth Monday in April or 45 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. If termination occurs during the course of ongoing assessment work, the Assessor shall be paid for work completed as of the date of termination on a percentage basis in light of all work to be performed during the year of termination.

**C. AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

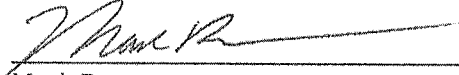
### **IV. COMPENSATION**

- A.** The Municipality shall pay the Assessor **Twenty-Five Thousand Five Hundred Dollars (\$25,500.00)** for 2023, **Twenty-Five Thousand Seven Hundred Fifty Dollars (\$25,750.00)** for 2024, **Twenty-Six Thousand Dollars (\$26,000.00)** for 2025, **Twenty-Six Thousand Two Hundred Fifty Dollars (\$26,250.00)** for 2026,

and **Twenty-Six Thousand Five Hundred Dollars (\$26,500.00)** for the 2027 assessment year(s) for maintenance assessment services.

- B. The compensation due the Assessor shall be paid in monthly or quarterly installments throughout the 2023, 2024, 2025, 2026 and 2027 assessment year(s).
- C. The Municipality shall not be billed for postage and mailing services, mileage or supplies unless otherwise specified in this Contract and/or addenda.
- D. **Renewal Adjustments:** A cost of living adjustment of not more than five percent (5.0%) may be applied on an annual basis for each year of automatic renewal after 2027.
- E. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- F. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and a half per parcel per month ( $\$.015 * 2,573 = \$38.60$ ) 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.

\_\_\_\_\_  
11/16/2022  
Date

\_\_\_\_\_  
Authorized Signature  
Town of East Troy

\_\_\_\_\_  
Date

**APPENDIX A  
ADDITIONAL SCOPE OF SERVICES**

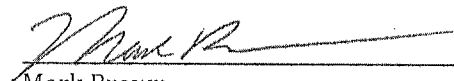
This Appendix A is now attached to and incorporated into the 2023-2027 Contract for Maintenance Assessment Services made by and between the **Town of East Troy, Walworth County, State of Wisconsin**, a body corporate and politic (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

*IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:*

**INTERIM MARKET UPDATE REVALUATION**

- I. **SCOPE OF SERVICES.** Assessor shall perform one interim market update revaluation for the **2023** assessment year of all taxable real estate and personal property during this additional scope of services agreement.
- II. **DURATION.** Assessor shall complete all work on or before October 30<sup>th</sup> of the assessment year in which the interim market update revaluation services are conducted. If unforeseen circumstances delay the completion of work, the parties agree to cooperate in good faith to reach an agreement on an extension of time.
- III. **COST OF SERVICES**  
This additional scope of services agreement runs simultaneously with the 2023-2027 Contract for Maintenance Assessment Services. The Municipality shall pay the Assessor an additional Fifteen Thousand Dollars (\$15,000.00) for the interim market update revaluation assessment year requested by the Municipality. Municipality shall be responsible for all costs associated with postage and mailing services during the revaluation assessment year.
  - A. 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 during the revaluation year.

**SIGNATURES**

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

\_\_\_\_\_  
11/16/2022  
Date

\_\_\_\_\_  
Authorized Signature  
Town of East Troy

\_\_\_\_\_  
Date

## TOWN BOARD MEETING SCHEDULE

DATE	TIME	MEETING
March 13, 2023	6:00 PM	Special Town Board Meeting
March 13, 2023	6:30 PM	Town Board Meeting
March 15, 2023	6:30 PM	Booth Lake Memorial Park Board
March 15, 2023	6:30 PM	Planning Commission
March 16, 2023	5:30 PM	WTA Walworth County Unit Meeting
March 20, 2023	6:30 PM	Communications Committee
March 21, 2023	5:00 PM	ETAESD Meeting
Starting March 21, 2023	All Day	In-person Absentee Voting
Last day for In-person Absentee Voting for Spring Election - 3/31/2023		
March 28, 2023	9:00 AM	Public Test of Voting Equipment
March 28, 2023	???	School Referendum Forum at East Troy Town Hall
April 3, 2023	6:30 PM	Communication Committee in hallway ???
April 4, 2023	All Day	Spring Election
April 5 & 19, 2023	6:30 PM	Planning Commission
April 10, 2023	6:30 PM	Town Board Meeting
April 18, 2023	6:30 PM	Annual Meeting at the East Troy Fire Department
April 19, 2023	6:30 PM	Booth Lake Memorial Park Board
April 24, 2023	6:30 PM	Communication Committee