



Common Council Chambers – City Hall Room 100
7325 W Forest Home Ave, Greenfield, Wisconsin

COMMON COUNCIL MEETING AGENDA

Tuesday, August 16, 2022 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the July 19, 2022 minutes
- E. Mayor's Report
- F. Aldermanic Reports
- G. Announcements
- H. Citizen Commentary
- I. Public Hearings
 - 1. Public Hearing on a Special Use Permit for DankHouse, a proposed CBD retailer to be located within the multi-tenant commercial building at 3829 S. 108 St., submitted by Xavier Bitseedy, d/b/a DankHouse, LLC. (Tax Key No. 563-9990-002) (PC-7/12/22 Kastner)
 - a. Approve a Resolution for a Special Use Permit for DankHouse, a proposed CBD retailer to be located within the multi-tenant commercial building at 3829 S. 108 St., submitted by Xavier Bitseedy, d/b/a DankHouse, LLC. (Tax Key No. 563-9990-002) (PC-7/12/22 Kastner)
 - b. Approve a Site Plan Review for DankHouse, a proposed CBD retailer to be located within the multi-tenant commercial building at 3829 S. 108 St., submitted by Xavier Bitseedy, d/b/a DankHouse, LLC. (Tax Key No. 563-9990-002) (PC-7/12/22 Kastner)
 - 2. Public Hearing on an Ordinance to amend the official Greenfield Zoning Map by rezoning the property located at 5401 W. Layton Ave. from C-2 Community Commercial District to PUD Planned Unit Development District (PUD #4). (Tax Key No. 619-9997-003) (PC-7/12/22 Kastner)
 - a. Approve an Ordinance to amend the official Greenfield Zoning Map by rezoning the property located at 5401 W. Layton Ave. from C-2 Community Commercial District to PUD Planned Unit Development District (PUD #4). (Tax Key No. 619-9997-003) (PC-7/12/22 Kastner)
 - b. Approve Site, Landscaping and Architectural Plans for Verde Terrace Apartments, a proposed new construction multi-family housing development, to be located at 5401 W. Layton Ave., submitted by Michael A. Testa, d/b/a Ogden & Company, Inc., and Jonathan Ross d/b/a Ogden & Company Investment Partners LLC. (Tax Key No. 619-9997-003) (PC-7/12/22 Kastner)
- J. Old Business
 - 1. Appointments to various committees and commissions:

a. Mayor appointments, confirmed by Council:

- i. One member to the Board of Health for a term to expire 6/1/2022 (formerly Allen Owen)
- ii. One member to the Board of Review for a term to expire 5/1/2026 (formerly James Jaworowicz)
- iii. One alternate member to the Tree Commission for a term to expire 5-1-24 (formerly Chloe Selkirt)
- iv. One member to the Zoning Board of Appeals for a term to expire 5-1-23 (formerly Audrey Ellison)

K. New Business

1. Letter of resignation received from David Schilz for the following: Community Development Authority, Park & Recreation Board, Zoning Board of Appeals. (Goergen)
2. Appointments to various committees and commissions:
 - a. Mayor appointments, confirmed by Council:
 - i. One alternate member to the Community Development Authority for a term to expire 2/19/25 (formerly David Schilz)
 - ii. One member to the Zoning Board of Appeals for a term to expire 5/1/24 (formerly David Schilz)
 - b. Council appointments:
 - i. One member to the Park & Recreation Board for a term to expire 5/31/26 (formerly David Schilz)
3. Approve applications for 2022-2023 operator licenses (Goergen)
4. Approve an application for a Parade License, and request to waive the license fee, received from the Greenfield High School to conduct a parade on September 23, 2022 from 3:30 PM to 6:30 PM. (Assemble at 3:30 PM at South 51st Street (dead end) and west to Edgerton Avenue; with parade to begin at 5:00 PM moving on Edgerton westward to South 60th Street then proceeding north on South 60th Street to Greenfield High School.) (Goergen)
5. Notice of Injury and Claim received from Aman Singh. (Goergen)
6. Resolution appointing additional election inspectors for 2022-2023. (Goergen)
7. Approve a Special Use Review and Site Plan Review for an ownership change of the existing BP gas station and convenience store located at 4715 S. 27 St., submitted by Bilal Amjad, d/b/a Ali's Investments, LLC. (Tax Key No. 622-9999-000) (PC-8/09/22 Kastner)
8. Approve Architectural Plans for proposed exterior modifications to Rosen Nissan of Greenfield, an existing business located at 5505 S. 27 St., submitted by Jim Triatik, d/b/a Sullivan Design Builds. (Tax Key No. 668-9000-012) (PC-8/09/22 Kastner)
9. Approve Site and Landscaping Plans for proposed site modifications to Kingdom Hall of Jehovah's Witnesses, an existing place of worship located at 12165 W. Layton Ave., submitted by Mark Falk d/b/a Falk Property Improvements LLC. (Tax Key No. 611-8989-001) (PC-8/09/22 Kastner)
10. Approve Site and Architectural Plans for proposed site modifications to Ray's Butcher Shoppe, an existing business located at 4640 W. Loomis Rd., submitted by Tim Zellner d/b/a J&J Contractors LLC and Scott Podd d/b/a Ray's Butcher Shoppe. (Tax Key No. 620-6656-002) (PC-8/09/22 Kastner)

11. Approve Architectural Plans for proposed exterior modifications to Gordie Boucher Nissan, an existing business located at 4141 S. 108 St., submitted by Chad Kemnitz d/b/a Professional Consultants, Inc. and Dan Nienhuis d/b/a Boucher Holdings, LLC. (Tax Key No. 566-9960-002) (PC-8/09/22 Kastner)
12. Approve an Outdoor Special Event application for the House of Harley MFD Local #215 Retiree event, to be located at 6221 W. Layton Ave., August 17th, 2022. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" License (beer), and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(a)12.* (Porter)
13. Approve an Outdoor Special Event application for Friends Fest, an event to be located at Friends on Forest Home at 5614 W. Forest Home Ave., September 2-3, 2022. Application includes the following combination of licenses/permits: OSE, extension of premises (beer, live music, car show), food, and commercial building, electrical and plumbing. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(a)12.* (Porter)
14. Approve an Outdoor Special Event application for the House of Harley Hometown Rally event, to be located at 6221 W. Layton Ave., September 1 – September 5, 2022. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" License (beer), Food, and Commercial building, electrical and plumbing. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(a)12.* (Porter)
15. Approve an Outdoor Special Event application for the House of Harley Fisher House Charity Ride event, to be located at 6221 W. Layton Ave., September 10, 2022. Application includes the following combination of licenses/permits: OSE, and Temporary Class "B" License (beer), and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(a)12.* (Porter)
16. Approve an Outdoor Special Event application for the House of Harley Ride for Raymond event, to be located at 6221 W. Layton Ave., September 17, 2022. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" License (beer), and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(a)12.* (Porter)
17. Discussion and decision to approve an agreement with Assessment Technologies of Wisconsin, LLC for a Market Update Revaluation for the 2024 assessment year. (8/10/22 F&HR S. Saryan)
18. Discussion and decision to approve the extension option of the agreement approved in August 2020 with Grota Appraisals, LLC for assessment services through 2025. (8/10/22 F&HR S. Saryan)
19. Discussion and decision to close the Greenfield Crossing Redevelopment Project (GCROSS) and transfer the balance of \$61,077.50 to the General Fund. (8/10/22 F&HR S. Saryan)
20. Discussion and decision to approve Access and Use Agreement between Milwaukee County, CentralSquare Technologies, and Greenfield Fire Dept. (8/10/22 F&HR S. Saryan)
21. Discussion and decision to approve Consent to Assignment of Software License Agreement between Milwaukee County, CentralSquare Technologies, and Greenfield Fire Dept. (8/10/22 F&HR S. Saryan)
22. Approve project to replace the fence and gate along the south side of the trash and recycling drop off center. (8/10/22 F&HR S. Saryan)
23. Approve project to rehabilitate the salt storage dome, and transfer \$65,000 from the salt and sand account 010-1910-530.5900 to a capital account. (8/10/22 F&HR S. Saryan)

- 24. Accept June 2022 financial statements. (8/10/22 F&HR S. Saryan)
- 25. Approval of mileage reimbursements in the amount of \$1,114.73. (8/10/22 F&HR S. Saryan)
- 26. Approval of schedules of disbursements in the amount of \$7,257,248.19 (8/10/22 F&HR S. Saryan)
- 27. Investments and reinvestments for May and June 2022. (8/10/22 F&HR S. Saryan)

L. Items for future agenda

M. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.

RESOLUTION NO. ____

Special Use Permit for DankHouse, a proposed CBD retailer to be located within the multi-tenant commercial building at 3829 S. 108 St., submitted by Xavier Bitseedy, d/b/a DankHouse, LLC. (Tax Key No. 563-9990-002)

WHEREAS, Xavier Bitseedy, d/b/a DankHouse, LLC, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a CBD retailer at 3829 S. 108 St.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on August 16, 2022, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

WHEREAS, the Common Council, having carefully considered the evidence presented at the public hearing and the following pertinent facts noted:

1. The applicant, Xavier Bitseedy, d/b/a DankHouse, LLC, resides at 3621 E. Martin Ave., Cudahy, WI 53110.
2. The property is owned by Robert A. Knackert and Norbert J Knackert Revocable Trust, 9049 S 83rd St., Franklin, WI 53132.
3. DankHouse will occupy approximately 1,500 sq. ft. of the multi-tenant commercial building located at 3829 S. 108 St., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

That part of the Southeast $\frac{1}{4}$ of Section 18, and the Northeast $\frac{1}{4}$ of Section 19, all being a part of Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin, which is bounded and described as follows:

Commencing at the Southeast corner of said Southeast $\frac{1}{4}$ of Section 18; thence North to the centerline of West Beloit Road; thence Southwesterly along said centerline, 318 feet to a point; thence Southeasterly 55 feet to a point; thence Southwesterly 125 feet to a point; thence Southeasterly 467.23 feet to a point; thence Easterly to the East line of said Northeast $\frac{1}{4}$ of Section 19; thence North to the point of beginning. Excepting those parts taken for public street and highway purposes.

Tax Key No. 563-9990-002

Said land being located at 3813-3833 S. 108 St.

4. The applicant is proposing to establish a CBD retailer within the existing multi-tenant commercial building.

5. The aforesaid premise is zoned C-4 Regional Business District under the Zoning Ordinance of the City of Greenfield, which permits All Other Miscellaneous Store Retailers as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.

6. The subject property is part of an area along the S. 108 St. corridor that is developed for mixed uses. Properties to the north and east are developed as commercial and residential. Properties to the south and west are developed as park.

7. The proposed development should not adversely contribute to traffic volumes or traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Xavier Bitseedy, d/b/a DankHouse, LLC, to establish a CBD retailer, to be located at 3829 S. 108 St., be, and is hereby granted on the following grounds:

That the establishment, maintenance and operation of the proposed use, with the imposition of certain conditions hereinafter set forth, reasonably satisfies the standards set forth in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code, so as to permit the issuance of a special use permit as therein provided.

BE IT FURTHER RESOLVED that said Special Use Permit is granted subject to the following conditions:

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions recommended by the Plan Commission on July 12, 2022 and by the Common Council on August 16, 2022. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.

2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.

3. Hours of Operation. The allowable hours of operation for DankHouse will be 9:00am – 9:00pm, seven (7) days/week.

4. Off-Street Parking. The proposed CBD retailer tenant spaces requires eight (8) off-street parking spaces. Remaining tenant spaces require 40 off-street parking spaces for a total of 48 off-street parking stalls. Eighty-three (83) off-street parking stalls are to be provided on site.

5. Signage. Signage shall be in compliance with the City's Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.

6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation

thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

7. Marketing Displays. The use of pennants, special lighting, flags, streamers or other signage typically temporary in nature, hanging, floating or attached to a structure or vehicle shall not be permitted.

8. Outdoor Lighting. All outdoor lighting fixtures shall be shielded in such a manner that no light splay from the property boundaries. Full-cut off fixtures and or house side shields utilized to minimize light splay. Rope/LED trim lighting is not permitted.

9. Litter. Employees shall inspect the area and the immediate vicinity and pick up litter on a daily basis.

10. Refuse Collection. All refuse to be provided by a commercial hauler. All refuse, recyclables and other waste material shall be screened from view by the existing fence/enclosure provided on site.

11. Pest Control. Exterior pest control shall be maintained at all times and pest control problems shall be addressed immediately.

12. Pagers, Intercoms. The use of outdoor pagers, intercoms, or speakers shall not be permitted on site as surrounding land use consists of residential uses.

13. Noxious Odors, Etc. The use shall not emit foul, offensive, noxious or disagreeable odors, gases, or effluvia into the air. Mechanical systems shall be maintained to efficiently remove noxious odors.

14. Pollution. The use shall not cause any noxious or unwholesome liquid or substance or any dirt, mud, sand, gravel, or stone refuse or other materials to be deposited upon any public right of way or flow into any sanitary sewer, storm sewer, or water supply system, or onto adjacent properties.

15. Deliveries and Refuse Pickup. The property will be required to abide by the City of Greenfield health/public nuisance rules per Chapter 12 of the Municipal Code. Because there is a residential neighborhood adjacent to the site, delivery operations and refuse pick up shall only be permitted during daytime hours. These functions shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.

16. Expiration of Special Use Permit. Any special use approved by the Common Council shall lapse and become null and void one (1) year from and after that approval if the use has not commenced, construction is not underway, or the owner has not obtained a valid building permit. An extension of these time limitations may be granted without a public hearing by the Common Council by resolution reauthorizing the special use in accordance with the following criteria:

A. The applicant requesting the extension shall complete a planning application available from the Community Development Division and shall submit a \$350.00 special use permit review/amendment fee.

B. A written explanation for the extension of time shall accompany the planning application along with a timeline/schedule for obtaining necessary permits, zoning, state and municipal approvals and a target date for construction start;

C. The request for extension shall be submitted within sixty (60) days of the expiration of the special use permit;

D. The extension, if granted, shall be valid for a period of six (6) months. If no building permit has been issued and construction has not commenced within six (6) months from and after the extension has been granted, the special use shall become null and void.

17. Miscellaneous.

A. Applicants are advised that the foregoing conditions are reasonably necessary to protect the public interest and to secure compliance with the standards and requirements specified in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code; that the issuance of the special use is expressly subject to compliance with said conditions.

B. The use, as granted herein, is subject to applicants' compliance with all other state and local laws and regulations which may be applicable to the proposed use of the real estate in question.

C. The special use, as granted herein, shall run with the land and benefit and restrict all future owners and occupants of the property, unless the use shall lapse or be terminated and the use will not be altered or extended (including structural alterations and/or additions) without the approval of the Common Council, following public hearing, all as provided in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code.

18. Lapse. If the applicant does not meet all of the terms and conditions set forth in this grant of a special use within one year of the granting thereof, then the Special Use Permit shall lapse and become null and void and the applicant shall forfeit any right to use the property as conferred by the Special Use Permit. The failure of the applicant to meet the terms and conditions of the Special Use Permit shall subject the permit to being declared void by the Common Council after notice to the applicant and a hearing before the Common Council. Upon a finding by the Common Council on the matter, the applicant and/or any interested person may make comments regarding the matter to the Common Council prior to the Common Council's next regular meeting following the hearing recommendation. Upon the Common Council's finding that the Special Use Permit has lapsed and become void, the applicant shall cease all operations at the property.

19. Termination of Special Use. If the person or entity granted the special use violates, allows or suffers the violation of the ordinances of the City of Greenfield, the State of Wisconsin

or the United States on the premises covered by the special use, then the special use may be terminated.

20. Acknowledgement. That the applicants sign an acknowledgment that he/she/they has/have received these terms and conditions and will abide by them.

The undersigned applicant agrees to the terms and conditions and has agreed that the grant of the Special Use Permit is conditioned on meeting the terms and conditions of this resolution.

Xavier Bitseedy, d/b/a DankHouse, LLC

Robert A. Knackert, owner

Provided to applicant on the
_____ day of _____, 2022

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

ORDINANCE NO. _____

ORDINANCE TO AMEND THE OFFICIAL GREENFIELD ZONING MAP BY REZONING
THE PROPERTY LOCATED AT 5401 W. LAYTON AVE. FROM C-2 COMMUNITY
COMMERCIAL DISTRICT TO PUD PLANNED UNIT DEVELOPMENT DISTRICT (PUD #4).
(TAX KEY NO. 619-9997-003)

WHEREAS, a petition for zoning change having been filed to change the zoning on one (1) property from C-2 Community Commercial District, to a Planned Unit Development District, such Parcel being located at 5401 W. Layton Ave., and such land being specifically located as listed in Table 1 in Section 1 below; and,

WHEREAS, the Plan Commission having reviewed the Planned Unit Development District # 4 petition and having found that the proposed Planned Unit Development District conforms to the standards for adoption of a Planned Unit Development District, and having recommended to the Common Council that the creation of Planned Unit Development District # 4 be approved; and,

WHEREAS, a Public Hearing having been held before the Common Council on August 16, 2022, and the Common Council having considered the petition and having concurred with the recommendation of the Plan Commission and having determined that the proposed Planned Unit Development District # 4 is consistent with the Comprehensive Master Plan of the City of Greenfield, Wisconsin, and contains more than five (5) acres; and,

WHEREAS, the Common Council having reviewed the petition and recommendation following the Public Hearing and having determined that the adoption of an ordinance to create Planned Unit Development District # 4 will promote the health, safety and welfare of the Community.

NOW, THEREFORE, the Common Council of the City of Greenfield do ordain as follows:

PART I: Section 21.04.0102 (Zoning District Maps) of the Municipal Code of the City of Greenfield, Wisconsin, is hereby amended to provide that the zoning district designation for the properties described below be changed from C-2 Community Commercial District, to Planned Unit Development District # 4, Planned Unit Development District # 4 being as is created under Part 2 of this Ordinance:

PARCEL 1 OF CERTIFIED SURVEY MAP NO. 4257, BEING A PART OF THE
NORTHWEST ¼ OF SECTION 26, TOWNSHIP 6 NORTH, RANGE 21 EAST, IN THE CITY
OF GREENFIELD, MILWAUKEE COUNTY, WISCONSIN.

Table 1: Planned Unit Development District # 4					
Tax Key Number	Address	Property Owner	Current Zoning	Proposed Zoning	Acreage
619-9997-003	5401 W. Layton Ave.	River Falls Recreation, Inc.	C-2 Community Commercial District	PUD # 4	5.04

PART II: Section 21.04.0452 of the Municipal Code of the City of Greenfield, Wisconsin, is hereby created to read as follows:

Section 21.04.0452 PLANNED UNIT DEVELOPMENT DISTRICT # 4

A. In General.

1. This Planned Unit Development District shall be constructed, operated and maintained as a mixed-residential development and shall be in conformance with Exhibit A attached hereto, and all applicable terms and provisions of the Municipal Code not enumerated herein and not contrary to the terms or provisions of this Ordinance, including, but not limited to such permits as are required under the Municipal Code for building permits, stormwater and erosion control, and the like. Conceptual development plans, certified survey maps, and detailed site, landscaping and architectural plans shall be forthcoming and shall receive separate approval of the Plan Commission and Common Council.

The plans contained in Exhibit A are only of sufficient detail as to satisfy the Plan Commission and the Common Council as to the general character, scope, and appearance of the District. All development within the District is subject to and conditioned upon the submittal and approval of more specific and detailed plans as each stage of development progresses.

2. Intent. In addition to the general intent for planned unit development districts identified in § 21.04.0401, it is the intent of the Planned Unit Development District # 4 to facilitate the development of a high-quality mixed-residential area and:

i. All development within Planned Unit Development District # 4 shall comply with the zoning, construction, stormwater, erosion control and land division standards and requirements of the Municipal Code except as otherwise specifically set forth within this Ordinance.

ii. Accommodate the clustering of buildings on parcels of land under individual or multiple ownership.

iii. Provide for an arrangement of high-density, multi-family residential uses that are compatible in function, form and operation.

iv. Apply high-quality architectural and site design considerations whenever new principal and/or accessory structures are constructed.

v. Provide a safe, interconnected, and pedestrian-friendly network of public streets, private roads, sidewalks and trails throughout the District, and through this network, with the surrounding community.

vi. Provide sufficient off-street parking for all uses and properties which allows and encourages shared parking arrangements through the use of easements and other similar agreements.

vii. Be served by public sanitary sewer and water supply facilities.

viii. A Permitted Use lawfully existing and established with an existing principal building within the area of this Planned Unit Development District # 4 prior to and upon the effective date of this Ordinance shall remain as such Permitted Use and a conforming use; provided, however, that any future addition, expansion and/or enlargement to the use and/or amendment to any site plan for the use, may be permitted and/or granted only upon the consideration of all applicable standards for the review and approval of such permits and site plans, and the Planned Unit Development District Intent and District Standards in this Section.

ix. A Special Use lawfully existing and established within the area of this Planned Unit Development District # 4 prior to and upon the effective date of this Ordinance shall remain as such Special Use and a conforming use; provided, however, that any future amendment to the Special Use Permission, may be granted only upon the consideration of all applicable standards for the review and approval of Special Uses, and the Planned Unit Development District Intent and District Standards in this Section.

B. Uses.

1. Permitted Uses and Special Uses within Planned Unit Development District # 4 shall be as shown in Tables 21.04.0602 and 21.04.060, which shall be amended as shown [NOTE: Uses not shown below shall be left blank indicating that they are not permitted or special uses within PUD # 4):

Permitted Uses	Special Uses
Multi-family residential	

C. It is the intent of Planned Unit Development District # 4 to establish the following:

1. Multi-family residential at a density not to exceed 51 units/acre.

Table 21.04.0452C
DEVELOPMENT STANDARDS

Type of Standard	Standard
Landscape Surface Ratio and Floor Area	
Minimum Open Space Ratio (OSR)	0.40
Lot Dimensional Requirements	
Maximum Gross Density	51 units/ acre
Minimum Front Yard (feet)	25
Minimum Side Yard (feet)	25
Minimum Side Yard on Corner Lot (feet)	25
Minimum Rear Yard (feet)	25
Minimum Distance Between Buildings (feet)	¾ the height of the tallest building or 20 feet (whichever is greater)
In connection with the approval of Site Plans, the Plan Commission may waive the above Open Space Ratio and Floor Area or the Lot Dimensional Requirements or both within Planned Unit Development District # 4. The Plan Commission may consider the applicable standards in making such determinations.	
Maximum Building Height	
Principal Structure (stories/ft.)	4.0/50
Accessory Structure (stories/ft.)	1.0/15

Upon approval of Site Plans, the Plan Commission may waive the maximum height regulations.
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PART III: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

PART IV: All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART V: This ordinance shall take effect and be in force upon its passage and on the day after its publication.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on this ____ day of _____, 2022

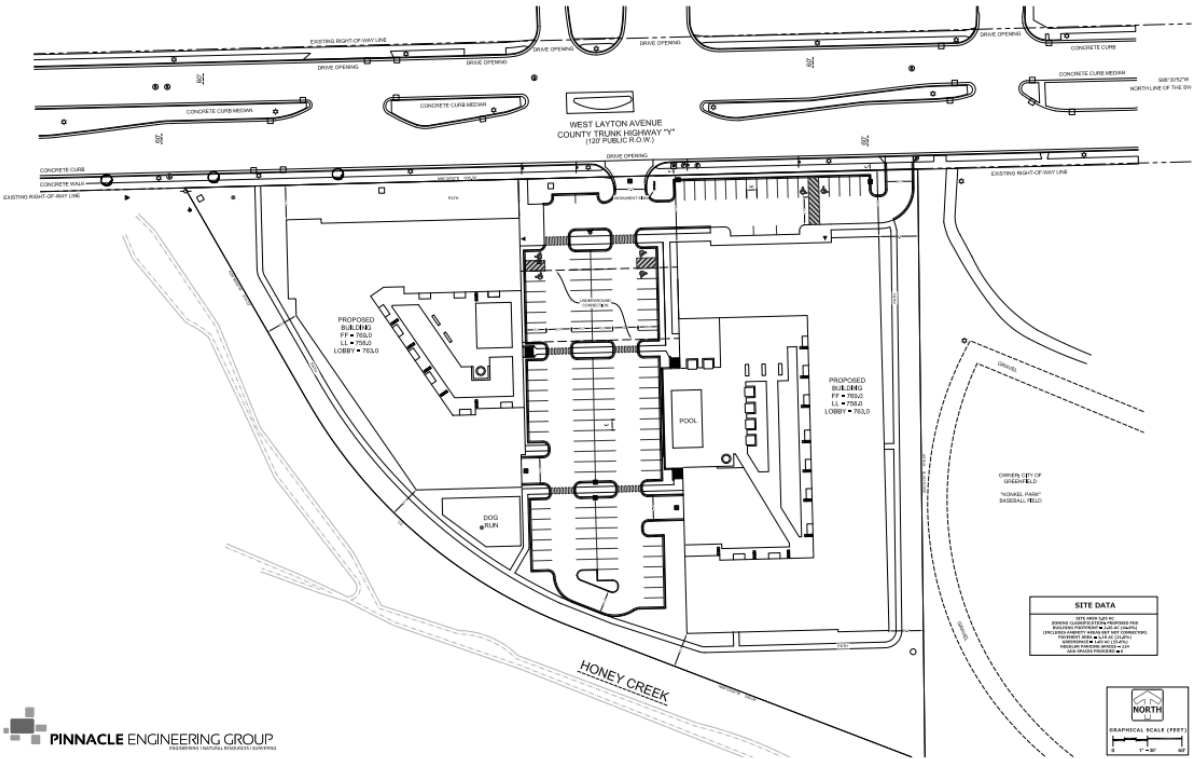
APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

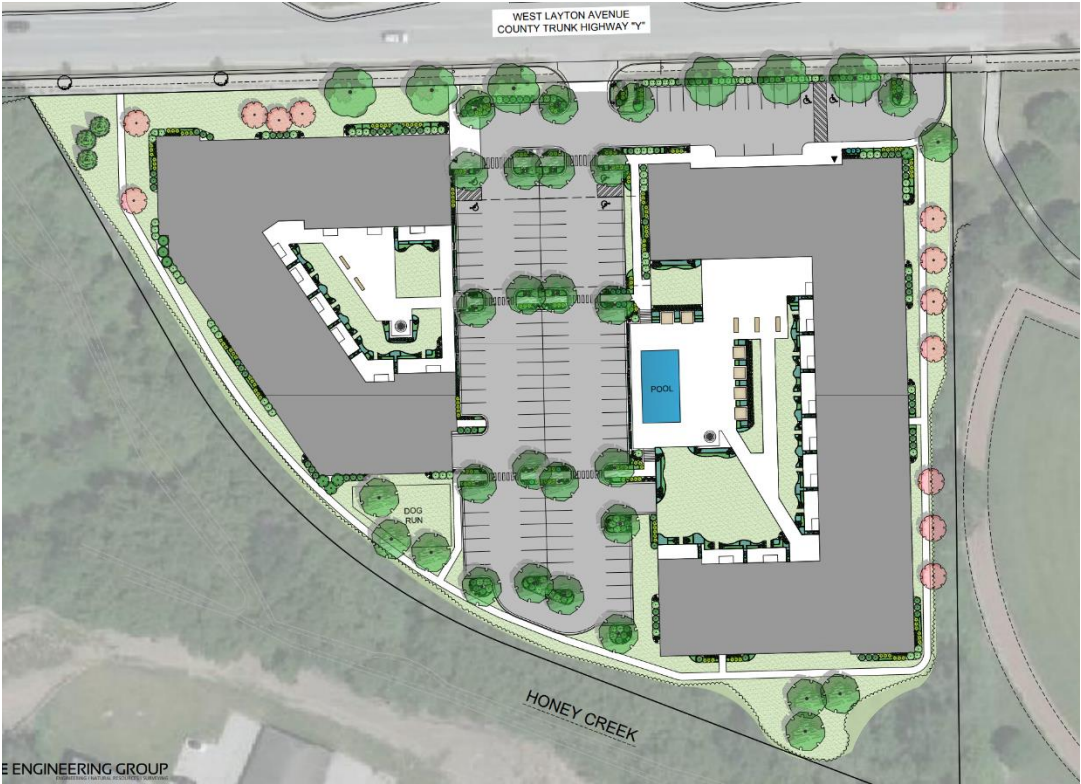
Jennifer Goergen, City Clerk

Exhibit A - PUD # 4 Site Figure




PINNACLE ENGINEERING GROUP
 PREPARED BY: NATURAL RESOURCES CONSULTANTS
 JUNE 8, 2022
 KORB + ASSOCIATES ARCHITECTS

SITE PLAN
 PROJECT VERDE



ENGINEERING GROUP

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

08/12/2022

OPERATOR'S REGULAR

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
Christina Aurelia Sherock	3246 S 92nd ST	Milwaukee, WI 53227
Jacqueline Quin Sommerfelt	5180 S Tuckaway DR	Greenfield, WI 53221
Kenneth Richard Metz	6118 S 31st ST 9	Greenfield, WI 53221
LaSasha Lee Johnson	8623 W Boone AVE	Milwaukee, WI 53227
Maggie Lynn Ewert	2730 W Abbott AVE	Greenfield, WI 53221
Mikayla Rae Baumann	25038 Breezy Point RD	WIND LAKE, WI 53185
Nicole A Peterson	2239 S Aldrich ST	Milwaukee, WI 53207
Sara Beth Sweet	5088 W Colonial CT	Greenfield, WI 53220
Scott Anthony Muehlenberg	521 Brasted PL	Waukesha, WI 53186
Thomas Delgado	8032 W Manitoba ST	West Allis, WI 53219
Tiffany Nichole Rice	20177 W Main ST B	Lannon, WI 53046
Victoria Marie Dominguez	17865 Anthony LN	Brookfield, WI 53045

RESOLUTION NO. ____

RESOLUTION APPOINTING ADDITIONAL ELECTION
INSPECTORS 2022-2023

WHEREAS, Wis. Stats. 7.30(4)(a) requires the governing body to appoint election officials no later than the last regular meeting in December of each odd numbered year for the 2022-2023 election cycle; and

WHEREAS, appointments were made, but in addition to the appointments already made, the Common Council desires to add Marie Custer and Mary Limon to the list of Election Officials;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Greenfield confirms the appointment of: Marie Custer, 4656 S. Woodland Dr., Greenfield, WI 53220 and Mary Limon, 7007 W. Cold Spring Road, Greenfield, WI 53220 and adds them to the list of Election Officials for the 2022-2023 election cycle.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 16th day of August, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Committee: Common Council Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: August 16, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley MFD Local #215 Retiree event, to be located at 6221 W. Layton Ave., August 17th, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class "B" License (beer), and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Wednesday, 8/17	10:00 a.m.	6:00 p.m.	6:00 p.m.

Set-up: Wednesday August 17, 8:00 a.m.

Breakdown: Wednesday August 17, 6:00 p.m.

DJ performance 11:00 a.m. – 5:00 p.m. Alcohol sales 10:00 a.m. – 6:00 p.m. Event held on House of Harley premises.

Recommendation: Approve the Outdoor Special Event application for the House of Harley MFD Local #215 Retiree event, to be located at 6221 W. Layton Ave., August 17, 2022 and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: August 16, 2022

RELATING TO:

Outdoor Special Event application for Friends Fest, an event to be located at Friends on Forest Home at 5614 W. Forest Home Ave., September 2-3, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, extension of premises (beer, live music, car show), Food, and Commercial Building/Electrical.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Friday, 9/2	4:00 p.m.	11:00 p.m.	11:00 p.m.
Saturday, 9/3	1:00 p.m.	11:00 p.m.	11:00 p.m.

Set-up: Wednesday, 9/2, 1pm

Breakdown: Sunday, 9/4, 10am

Live music 9/2, 7pm – 11pm; 9/3 7pm – 11pm. Car show 9/2, 4pm – 9pm.

Request waiver of all fees.

Recommendation: Approve the Outdoor Special Event application for Friends Fest, an event to be located at Friends on Forest Home at 5614 W. Forest Home Ave., September 2-3, 2022, and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: August 16, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Hometown Rally event, to be located at 6221 W. Layton Ave., September 1 – September 5, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class “B” License (beer), Food, and Commercial building, electrical and plumbing.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Thursday, 9/1	9:00 a.m.	8:00 p.m.	9:00 p.m.
Friday, 9/2	9:00 a.m.	8:00 p.m.	9:00 p.m.
Saturday, 9/23	9:00 a.m.	8:00 p.m.	9:00 p.m.
Sunday, 9/4	9:00 a.m.	8:00 p.m.	9:00 p.m.
Monday, 9/5	9:00 a.m.	8:00 p.m.	9:00 p.m.

Street closure: Thursday, September 1, 5:00am – Monday, September 5, 5:00am

Set-up: Thursday, September 1, 8am

Breakdown (parking lot): Monday, September 5

Motorcycle demonstrations daily.

Live music/bands daily, ending at 9:00pm. Event held on House of Harley premises and on W. Layton Ave.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Hometown Rally event, to be located at 6221 W. Layton Ave., September 1 – September 5, 2022 and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: August 16, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Fisher House Charity Ride event, to be located at 6221 W. Layton Ave., September 10, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class "B," License, and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Saturday, 9/10	10:00 a.m.	4:00 p.m.	4:00 p.m.

Set-up: Saturday, September 10, 8am

Breakdown (parking lot): Saturday, September 10, 5:00pm

Live music 11:00am – 4:00pm

Recommendation: Approve the Outdoor Special Event application for the House of Harley Fisher House Charity Ride event, to be located at 6221 W. Layton Ave., September 10, 2022 and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: August 16, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Ride for Raymond event, to be located at 6221 W. Layton Ave., September 17, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class "B" License (beer), and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Saturday, 9/17	10:00 a.m.	4:00 p.m.	4:00 p.m.

Set-up: Saturday, September 17, 8am

Breakdown (parking lot): Saturday, September 17, 5:00pm

Live music 11:00am – 4:00pm

Recommendation: Approve the Outdoor Special Event application for the House of Harley Ride for Raymond event, to be located at 6221 W. Layton Ave., September 17, 2022 and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Finance and Human Resources

Item Number:

Introduced By: P. Schafer

Date Introduced: August 10, 2022

RELATING TO: Discussion and decision to approve an agreement with Assessment Technologies of Wisconsin, LLC for a Market Update Revaluation for the 2024 assessment year.

SUMMARY:

Under state law the city's assessment must be within 10% of the full value at least once every five-year period. In 2019 the city went below 90% which starts the five year count down. The city must come into compliance in 2024 at the latest.

Attached is the proposal describing the company and providing references. There are 2 payment options provided, both cost the same, along with a timeline of when work would be completed. The process would begin around June 2023 and conclude fall of 2024 after the Board of Review is completed.

The city has been putting away funds to cover the cost of the revaluation. Currently there is \$211,000 in the account so an additional \$12,000 will be needed over the next 2 or 3 years, depending up on payment options accepted.

Recommendation: Approve an agreement with Assessment Technologies of Wisconsin, LLC for a Market Update Revaluation for the 2024 assessment year.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER X___

June 6, 2022

Paula Schafer
Greenfield City Finance Director
7325 W. Forest Home Ave.
Greenfield, WI 53220

City Council

We at **Assessment Technologies of Wisconsin** appreciate your interest in our assessment services and look forward to a continued long and prosperous relationship.

We are certain that we can perform at a high level to meet or exceed your expectations for your assessment work. Our quoted costs for performing these services are more than competitive with others performing similar services. Further we can adjust as necessary tailoring the scope of services to provide the best cost to benefit possible.

Assessment Technologies of Wisconsin is technology savvy and regularly uses *Market Drive PC*, assessment software, to develop uniform and equitable assessments. The City will derive all the benefits this program provides as **Assessment Technologies of Wisconsin** is the most knowledgeable user.

Enclosed are two options for revaluation services that will continue a level of service that is experienced today as well as a detailed timeline for project completion.

The first is to provide a Market Update revaluation for the 2024 assessment year. We have confidence in the quality of the property record cards and considering the well-established building permit process that has been in place within the City, a Market Update revaluation would be the most cost effective option to gain the needed 70.05 compliance with the State of Wisconsin Department of Revenue. The cost for that revaluation would be spread over two years, 2023 & 2024. The City currently has an option to renew assessment services for 2024 with Assessment Technologies of Wisconsin.

The second is to provide the same revaluation service for the 2024 assessment year with the cost spread over three years, 2023, 2024 & 2025. Currently the City has an option to renew assessment services for 2024 & 2025 with Assessment Technologies of Wisconsin.

Sincerely,

Les Ahrens
Director of Valuation Services
Assessment Technologies of Wisconsin

City of Greenfield Revaluation Proposal 2024

Legal Business Name

Assessment Technologies of Wisconsin, LLC
N88 W16573 Main St.
Menomonee Falls, WI 53051

Lead Professionals

Michael L. Grota - Direct responsibility for the completion of duties in a timely manner.

Les Ahrens - Direct responsibility for the completion of duties in a timely manner. Revaluation review.

Michael Smigielski - Appraiser for residential properties and office organization

Dwight Frame - Lead Commercial Assessor

Appraiser Experience

Michael L. Grota - Major responsibilities are training and education, problem solving and quality control - A second generation Assessor, Mike has followed his father's career path.

Les Ahrens - oversight of appraisers, revaluation review, contracts, new technologies - Les recently celebrated his 21st anniversary in the assessment field - Les holds a two-year degree in appraisal from the Waukesha County Technical College.

Michael Smigielski - Former residential fee appraiser with several years' assessment experience. Mike lives in Greenfield and will bring his organizational and valuation skills to the city.

Dwight Frame - Lead Commercial Assessor, main responsibility is the management and valuation of Commercial along with revaluation management for several communities - Dwight has nearly 25 years experience in assessment/appraisal

Summary of why the City of Greenfield should engage Assessment Technologies of Wisconsin rather than one of our competitors

Assessment Technologies of Wisconsin has greatest knowledge of the City of Greenfield. **Assessment Technologies of Wisconsin** has talented staff of assessment professionals driven by the challenge of creating equity and uniformity relative to the current market. **Assessment Technologies of Wisconsin** is a pioneer in CAMA development and its use, and we are the most knowledgeable user of *Market Drive PC*. **Assessment Technologies of Wisconsin's** client list speaks for itself, is competitively priced, but our exemplary performance sets us apart from the competition.

Overview

Assessment Technologies of Wisconsin is the best choice for the following reasons:

1. Assessment Technologies of Wisconsin has extensive knowledge of the City of Greenfield.
2. Assessment Technologies of Wisconsin is staffed with talented and driven assessment professionals trained to perform the many necessary tasks required in this difficult business.
3. Assessment Technologies of Wisconsin has a great reputation as evidenced by its list of communities and the long relationships we have with many of them.
4. Assessment Technologies of Wisconsin has the greatest knowledge of the use of technology in assessment practices in the State of Wisconsin. In 1996, Grota Appraisals with our sister company, Assessment Technologies of WI, created *Market Drive PC*, currently the most advanced and widely used Computer Assisted Mass Appraisal (CAMA) system in Wisconsin.
5. Assessment Technologies of Wisconsin is a pioneer in CAMA development and its use, and we are the most knowledgeable user of *Market Drive PC*.
6. Assessment Technologies of Wisconsin's client list speaks for itself, with over 38 years of continued service, performing multiple revaluations throughout the State of Wisconsin.
7. Assessment Technologies of Wisconsin recommends to its communities that they consider a Revaluation Options & Schedule to maintain compliance with Wisconsin's State Statutes 70.05, which governs the required assessment levels for all communities. However, ultimately it is the community, not Assessment Technologies of Wisconsin, which decides how and when to complete a revaluation.
8. Assessment Technologies of Wisconsin is competitively priced, but our exemplary performance sets us apart. Some appraisal firms may charge less, but if the required results of fair and equitable assessments, delivered timely and presented to the taxpayers and municipal representatives professionally are not achieved; this could be a costly error. In a service profession, you do get what you pay for.

References from Assessment Technologies of Wisconsin current client list

City of Mequon - William Jones, City Administrator - 262-236-2941

City of Fond du Lac - Tracia Davi, Director of Administration
920-322-3450
160 S. Macy St. Fond du Lac, WI 54935

City of Sheboygan - Todd Wolf, City Administrator 920-459-3315
828 Center Ave. Sheboygan, WI 53081

Village of Jackson - Jen Keller, Village Administrator - 262-677-9001
PO Box 147 Jackson, WI 53037

City of Lake Mills - Sandra Bell, City Finance Director - 920-648-2344
200-D Water St. Lake Mills, WI 53551

City of Cedarburg - Mikko Hilvo, City Administrator - 262-375-7917
W63 N645 Washington Ave Cedarburg, WI 53012

Expertise, Experience Leading to Probable Success

Assessment Technologies of Wisconsin is a full-service municipal valuation solution company with over 38 years of experience providing a wide variety of services to many nearby municipalities.

With a talented appraisal staff and meticulous support staff we are able to offer full time service at a part time price. We have sufficient staffing and the best available technology to help provide detailed and accurate estimates of value in a professional manner.

A partnership between Grota Appraisals and Assessment Technologies was formed to create assessment software designed to address the specific statutory requirements for Wisconsin and further, to provide a platform for using the "best practices" as outlined in the state's Assessor's Manual. While, Market Drive PC is far and away the most widely used Computer Assisted Mass Appraisal (CAMA) software in the state of Wisconsin, the staff at Assessment Technologies of Wisconsin has the most extensive knowledge of the software's full capabilities.

Assessment Technologies of Wisconsin has staff that is very familiar with the City of Greenfield as we completed similar limited scope revaluations for the City in 2003 and 2012.

Assessment Technologies of Wisconsin already provides similar services for many communities in the area. The City of Greenfield fits well into our service system, both in geographical location and in community size. Both the City of Greenfield and Assessment Technologies of Wisconsin can benefit from the natural economies of scale and synergies developed.

Meeting statutory dates is important in our business as our valuations affect other departments and other taxing jurisdictions. With Board of Review finalizing assessments on a yearly basis, it is important to conclude this meeting well in time for both the equalization and budget process to proceed in a timely fashion with firm or finalized valuations.

The Open Book phase of the assessment cycle will be held for a long enough period to offer property owners ample opportunity to review, compare and discuss the reported assessments for their properties. With multiple Appraisers being available for several weeks, Assessment Technologies of Wisconsin will assure the City that property owners will have adequate opportunity to discuss the new assessment with one of our staff.

Experience with Exempt properties

Assessment Technologies of Wisconsin has a great deal of experience working with exempt properties and those attempting to gain exemption. Our experience over the last 38 years has helped us develop the criteria upon which to base our determination of the exemption status. This experience varies from churches and cemeteries to large institutional facilities, including hospitals and clinics. Several properties are partially assessable and partially exempt, which requires careful review and an in-depth working knowledge of the State Statutes as they apply to that entity and its actual use.

Should an exemption request arise, we have the knowledge and resources to properly investigate and render a decision based on the current State Statutes.

Experience with Medical Facilities

Assessment Technologies of Wisconsin has a great deal of experience with medical clinics, nursing homes, and convalescent centers. These properties range from small doctors offices to large regional centers, like the St. Joseph's Hospital and the newly built clinic in the Town of Polk, Washington County.

Assessment Technologies of Wisconsin has worked with the Town of Summit in Waukesha County and the Village of Jackson in Washington County for several years on proposed projects for Aurora Hospitals/Clinics. At the request of these communities, Assessment Technologies of Wisconsin performed several feasibility studies to evaluate the current and potential future market values of the proposed developments. The feasibility studies were used to provide the communities with projected financial costs versus benefits analysis assuming different combinations of assessable versus exempt operations.

Experience with Retail and Multi-Family Properties

Assessment Technologies of Wisconsin has several qualified individuals specializing in the valuation of Commercial properties. Dwight Frame, with over 25 years experience in commercial property valuation, heads our commercial valuation team.

Several years ago, Appraisers at Assessment Technologies of Wisconsin developed and presented a 3-hour course entitled "Commercial Valuation made easy" – An Introduction to the valuation of all types of commercial property". The course was developed to provide attendees with 3-hours of Continuing Education (CE) credits required by the Wisconsin Department of Regulation and Licensing for Assessor Certification.

In addition to the experience and expertise of our staff, our **Market Drive PC** software allows for easy data collection and analysis of construction costs, market income and expenses and recent sales, which are needed to develop all three approaches to value: (Cost, Income & Sales Comparison).

Within our current client base, Assessment Technologies of Wisconsin maintains assessments for thousands of multi-family units.

Services Above and Beyond the Call of Duty

Town of Kewaskum

Assessment Technologies of Wisconsin insured the Town of Kewaskum would meet statutory compliance under Wisconsin State Statutes 70.05(5)(d), (f) and (g).

After going more than 7 years without a full revaluation, the Town's assessment ratio declined to 75% in 2000, which is significantly below the state's mandate of 10% +/- of full market value. To meet statutory compliance under Wisconsin State Statutes 70.05, the Town commissioned a full revaluation of all properties for 2001. Additionally, the Town scheduled the Board of Review to be held in May, which is comparatively early in the assessment calendar year considering that the community was not in compliance and had not performed a revaluation in seven years. However, in spite of the challenges, Assessment Technologies of Wisconsin successfully completed the revaluation timely and the assessment ratio was adjusted from its low of 75% in 2000 to 101% at the close of the Board of Review in May of 2001.

Unfortunately, in August of 2001, a full three months after the close of the Town's Board of Review, the State's Bureau of Property Tax reported their equalized values for the Town, which included a 45% increase in the commercial class. It should be noted that the Town of Kewaskum has only seven (7) properties classified as commercial.

Because of the State Bureau's reported assessment ratio for these 7 properties, the Town of Kewaskum would have been again listed as being out of compliance under s. 70.05(5)(d) and (f) for the commercial class for 2001. Given that as of 2000, the Town had been out of compliance since 1996, the Town would be a candidate for a State supervised full revaluation. The State's decision to report the commercial class as non-compliant would result in the entire community being reported as non-compliant and therefore subject to a supervised full revaluation.

In spite of concerted efforts, the Town was unable to persuade the State to reconsider their position on the reported assessment ratios for the seven commercial properties.

Since non-compliance in 2001 would require the Town to fall under order of the State for a supervised full revaluation, Assessment Technologies of Wisconsin, at no additional charge, performed a market update for the Town in 2002 for all properties to be at 100% of market value.

Project Cost

Option #1

2024 Market Update Revaluation

Provide all services necessary to adequately perform all statutory Assessor duties as described in the WPAM (Wisconsin Property Assessment Manual), WI State Statutes and professional appraisal practices.

Cost: \$223,000

Payable in 2023 & 2024

\$44,600 per quarter: September 1, 2023 / December 1, 2023 / March 1, 2024 / June 1, 2024 / September 1, 2024

Option #2

2024 Market Update Revaluation

Provide all services necessary to adequately perform all statutory Assessor duties as described in the WPAM (Wisconsin Property Assessment Manual), WI State Statutes and professional appraisal practices.

Cost: \$223,000

Payable in 2023, 2024 & 2025

\$24,777.77 per quarter: September 1, 2023 / December 1, 2023 / March 1, 2024 / June 1, 2024 / September 1, 2024 / December 1, 2024 / March 1, 2025 / June 1, 2025

\$24,777.84 last payment: September 1, 2025

City of Greenfield

Timeline for project completion

- June 2023 - August 2023 begin analysis of sales and start the value trending process and building the new assessment model by which to value all property.
- September 2023 - November 2023, continue analysis of sales, statistically test valuation model to assure the model is sound.
- December 2023 – June 2024, start final review process to assure that individual property values are in line with the current market value as well uniform and equitable with similar and dis-similar properties.
- March 2024, set dates for Open Book and Board of Review (Open Book in August and Board of Review in September).
- April 2024, discuss equalized values versus sales of property with the Department of Revenue to assure the City's equalization is fair and correct.
- Early July 2024 make any final adjustments to assessments.
- Late July 2024, mail notices of assessment to all property owners with a letter of explanation to be enclosed with the new notice of assessment. Post the assessment roll.
- August 2024, hold Open Book sessions, after its completion, mail letters of determination to all taxpayers requesting an assessment review.
- September 2024 hold Board of Review.
- October 2024, after completion of Board of Review, file all required reports.

EQ ADMIN AREA 77 Milwaukee
COUNTY 40 Milwaukee County
CITY 236 Greenfield

Year	Property Class	Municipal Assessed Value	DOR Base Value	% of DOR Base Value	Ratio (%)	Major Class Municipal Compliance Status	Type Of Notice Issued
2021	Residential	1,804,426,800	2,376,485,500	65.10	75.93	NO	
	Commercial	1,124,926,200	1,214,079,200	33.26	92.66	YES	
	Agricultural	0	0	0.00	0.00		
	Sum Of 5, 5M, 6, 7	5,300	20,000	0.00	26.50		
	Personal	49,151,700	59,941,100	1.64	82.00		
	Total	2,978,510,000	3,650,525,800	100.00	81.59	NO	
2020	Residential	1,800,398,600	2,224,796,300	63.14	80.92	NO	
	Commercial	1,103,333,700	1,247,510,900	35.41	88.44	NO	
	Agricultural	0	0	0.00	0.00		
	Sum Of 5, 5M, 6, 7	5,300	20,000	0.00	26.50		
	Personal	50,994,100	50,994,100	1.45	100.00		
	Total	2,954,731,700	3,523,321,300	100.00	83.86	NO	
2019	Residential	1,795,655,800	2,127,923,400	65.17	84.39	NO	
	Commercial	1,053,652,300	1,091,243,300	33.42	96.56	YES	
	Agricultural	0	0	0.00	0.00		
	Sum Of 5, 5M, 6, 7	5,300	20,000	0.00	26.50		
	Personal	45,790,118	45,790,100	1.40	100.00		
	Total	2,895,103,518	3,264,976,800	100.00	88.67	NO	
2018	Residential	1,775,811,200	1,934,119,300	64.81	91.81	YES	
	Commercial	1,020,739,200	999,748,300	33.50	102.10	YES	
	Agricultural	0	0	0.00	0.00		
	Sum Of 5, 5M, 6, 7	5,300	20,000	0.00	26.50		
	Personal	48,167,700	50,437,400	1.69	95.50		
	Total	2,844,723,400	2,984,325,000	100.00	95.32	YES	
2017	Residential	1,742,966,200	1,832,440,200	64.71	95.12	YES	
	Commercial	988,717,700	943,375,500	33.31	104.81	YES	
	Agricultural	0	0	0.00	0.00		
	Sum Of 5, 5M, 6, 7	5,300	20,000	0.00	26.50		
	Personal	54,441,800	56,125,600	1.98	97.00		
	Total	2,786,131,000	2,831,961,300	100.00	98.38	YES	
2016	Residential	1,737,781,100	1,780,534,600	63.71	97.60	YES	
	Commercial	954,176,400	957,525,300	34.26	99.65	YES	
	Agricultural	0	0	0.00	0.00		
	Sum Of 5, 5M, 6, 7	5,300	20,000	0.00	26.50		
	Personal	55,720,474	56,568,900	2.02	98.50		
	Total	2,747,683,274	2,794,648,800	100.00	98.32	YES	
2015	Residential	1,730,622,700	1,733,328,700	63.01	99.84	YES	
	Commercial	949,157,400	958,958,100	34.86	98.98	YES	
	Agricultural	0	0	0.00	0.00		
	Sum Of 5, 5M, 6, 7	5,300	20,000	0.00	26.50		
	Personal	58,144,800	58,732,100	2.13	99.00		
	Total	2,737,930,200	2,751,038,900	100.00	99.52	YES	



Assessment Technologies
of Wisconsin LLC

CONTRACT FOR THE MARKET UPDATE REVALUATION
OF ALL REAL AND PERSONAL PROPERTY
CITY OF GREENFIELD
2024

THIS AGREEMENT: By and between Assessment Technologies of Wisconsin LLC, hereinafter called the "Assessor", and the City of Greenfield, Milwaukee County, Wisconsin, hereinafter called the "City".

ARTICLE I

SCOPE OF WORK: The Assessor, having familiarized himself with the local conditions affecting the cost of work to be done, and the Standard Specifications for the revaluation of all Real and Personal Property in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, hereby agrees to perform everything required to be performed, and to complete in a professional manner everything required to be completed, to revalue all Real and Personal Property in the City in accordance with all applicable Wisconsin State Statutes and the General Agreements as stated in Article Three of this contract.

ARTICLE II

COMPENSATION: The City shall pay to the Assessor for the performance of the contract, the sum of \$223,000 (Two Hundred Twenty-Three Thousand Dollars) for revaluation work. Payments shall be made as follows:

2023

\$24,777.77 per quarter, September 1, 2023 / December 1, 2023

2024

\$24,777.77 per quarter, March 1, 2024 / June 1, 2024 / September 1, 2024 / December 1, 2024

2025

\$24,777.77 per quarter March 1, 2025 / June 1, 2025

\$24,777.84 last payment: September 1, 2025



Assessment Technologies
of Wisconsin LLC

ARTICLE III

GENERAL AGREEMENTS:

- 1) Complete revaluation services for all Real and Personal Property in the City of Greenfield per proposal and approved by the City for the 2024 assessment year.
- 2) Fee includes field review work, supplies, printing, mailing of public information letters, and "Open Book" hearings.
- 3) All provisions stated in proposal adhered to in the best interest of the City, and for taxpayer awareness.

SUBMITTED TO THE CITY OF GREENFIELD THIS 10TH DAY OF
AUGUST, 2022

Les Ahrens
Director of Valuation Services
Assessment Technologies of Wisconsin LLC

ACCEPTANCE BY CITY:

The above contract, terms and agreements are hereby accepted this _____ day of
_____, 2022

BY GOVERNING BODY OF THE CITY OF GREENFIELD

ATTEST:

Official signatures and titles,

Mayor



Assessment Technologies
of Wisconsin LLC

City Attorney

Finance Director

City Clerk



Committee: Finance and Human Resources

Item Number:

Introduced By: P. Schafer

Date Introduced: August 10, 2022

RELATING TO: Discussion and decision to approve the extension option of the agreement approved in August 2020 with Grota Appraisals, LLC for assessment services through 2025.

SUMMARY:

In August 2020 the city approved an agreement with Grota Appraisals, LLC to provide assessment services for the city through July 31, 2023 with options to extend through July 31, 2024 or 2025. With contracting going through to July 31st each year that allows for completing the whole process from board of review through the tax season.

This is being brought up at this time due to the Market Update Revaluation proposal time line going through fall of 2024. The extension to July 31, 2024 needs to have notification by May 1, 2023 and the extension to July 31, 2025 requires notification by May 1, 2024.

The cost of the agreement is shown under item 2.0 on the 12th page. \$151,000 and \$153,000 respectively.

Recommendation: Approve the extension of the agreement with Grota Appraisals, LLC for assessment services for a term through July 31, 2025.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER X___

City of Greenfield

2020-2025 Agreement

- 1.1 **Preparation of record cards.** GROTA shall prepare individual record cards or computer-generated data sheets for each parcel to be valued on forms currently approved by the DOR. If GROTA and/or municipality shall have reason to use forms not currently approved, such use shall be contingent upon DOR approval. Record cards shall be completed for each parcel, labels with the property owners name and address as provided in sec. 70.17, Wis. Stats., and the following information as listed in the assessment roll: legal description of the property, parcel number and size of land parcel when available.
- 1.2 **Hours.** At minimum, a GROTA employee shall maintain regular office hours at the Greenfield City Hall from 8:00 AM to 4:30 PM every Tuesday except on City-designated holidays. There will be additional hours for meetings, Open Book and prior to the Board of Review, as necessary. A remote connection will be maintained so that one or more GROTA employees will monitor e-mail and other correspondence, additionally GROTA staff is available by phone every day from 8:00 AM to 4:30 PM with the project manager being available by cell phone 5-days a week.
- 1.3 **Clerical Duties.** GROTA shall share the responsibility of the related clerical duties for all assessment information requests including:
- Answering routine telephone calls and e-mails – returned daily
 - Fulfill walk-in requests for assessment data – quickly as possible
 - Assist in scheduling assessment-related appointments
 - Providing copies of all assessment-related open records requests – in a timely manner
 - Preparing appointment mailers, stuffing envelopes and mailing all notices - entirely a GROTA responsibility
 - Filing of all assessment property records cards and any other assessment-related records - entirely a GROTA responsibility
 - All assessment data entry – entirely a GROTA responsibility
- 1.3.1 **Office Space.** The City shall furnish adequate space at the Greenfield City Hall at no cost to GROTA. Office space may include desks, tables, chairs, file cabinets, heating, lighting,

telephone, (2) computers, copy/fax machine and janitorial services.

1.4 **Specific Services.**

- (1) Field review and assess all properties that were under partial construction as of January 1st of the previous year.
- (2) Field review and assess new construction as of January 1st of the current year.
- (3) Perform interior inspections on all newly constructed homes, partially constructed homes from the previous year, any interior remodeling including kitchen, bath, basement remodeling and additions.
- (4) Field visit and measure all properties with building permits for exterior remodeling and for detached buildings and decks, air conditioning and other miscellaneous permits as needed.
- (5) Field review as deemed necessary sale properties and properties for which no building permit has been issued.

GROTA will collect the name and address of each personal property contact person, separate from the business name. GROTA shall provide a doomsday listing to the Finance Director prior to open book review.
- (7) Account for all buildings destroyed or demolished.
- (8) Implement use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
- (9) GROTA will be responsible for determining whether an organization or individual meets the requirements for exemption in determining a property's tax exempt status.
- (10) Process parcel subdivisions, lot line adjustments, new subdivision plats, certified survey maps and any other land divisions.
- (11) Take digital photographs of new construction on or about January 1st annually.
- (12) Maintain and annually update property owner lists, with current name and address changes.

- (13) Post assessments to real estate transfer returns and record sale information to property record cards electronically.
- (14) Annually update all property owner record cards with new legal descriptions electronically.

NOTICE OF ASSESSMENT. Mail Notice of Assessment to property owners and others as required by State Statutes.

1.0 BOARD OF REVIEW

GROTA will be responsible for preparing for the annual Board of Review hearing proceedings as required by State Statutes prior to May of each year. GROTA shall work with the City Clerk to arrange for the hearings. GROTA will attend the Board of Review hearings, serve as City staff at the hearings and defend GROTA's valuations and work products. GROTA will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing, incorporating assessment modifications as approved.

- 1.1 GROTA shall update the City's assessment computer records within fourteen (14) days of the final adjournment of the Board of Review.
- 1.2 GROTA will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.
- 1.3 Value all mobile homes and all boathouses as required by law.
- 1.4 Coordinate with the Milwaukee County Real Property Listing office to facilitate the digital and manual transfer of data and values.
- 1.5 Provide a website that will be linked to the City's website to place the computer property assessment records on the web for access to the public.
- 1.6 Perform all other duties incidental to the normal duties of the assessor.

2.0 MEETING REQUIREMENTS

- 2.1 Upon reasonable prior notice, the Project Manager shall upon the request of the Mayor, Finance Director, Department Head, or City Council attend City Council meetings that average two (2) hours per month or other prescribed meetings upon reasonable notice.
- 2.2 GROTA agrees to meet monthly or upon request, with the Mayor, Finance Director and/or the City Council to discuss areas of work such as, but not limited to progress, procedures, valuations, and problems.

If a DOR-ordered assessment or reassessment occurs, GROTA agrees to meet with the DOR upon request.

- 1.0 **APPROACHES TO VALUE.** GROTA shall consider the cost, market, and income approaches in the valuation of all vacant and improved parcels of property by computer assisted means.
 - 1.1 GROTA shall collect and analyze all available sales data for the City of Greenfield in order to become familiar with prevailing market conditions, market activity, and specific transactions which may be utilized in determining the market value of properties throughout the City. Data gathered shall either be noted on the property record cards, or contained within supplements to the records (e.g. copies of real estate transfer returns, leases, computer-generated data sheets, etc.). All data so gathered shall become and remain the property of the City.
 - 1.2 Sales analysis shall include sales identified on an appropriate map (section, subdivision, etc.), analysis and verification for time adjustments, neighborhood boundaries and descriptions and other (agricultural) improvements. It may be necessary, as part of the analysis, to field visit a sale and measure and list the improvements of the properties that have sold using computer-assisted means.
 - 1.3 In valuing income producing properties, where appropriate, GROTA shall collect information from owners, tenants, realtors, financial institutions, and any other necessary sources, for use in the valuation process. Data to be analyzed shall include economic rents for each type of property, typical vacancy rates, and typical operation expense ratios. All data shall be properly documented and adequate records shall be prepared for each parcel showing the determination of value by the income approach.
- 2.0 **IMPROVEMENTS - DATA COLLECTION.** GROTA shall accurately measure to the nearest foot all improvements and prepare a complete outline sketch to scale (top view) of the major buildings showing all additions, porches, and appendages with dimensions and necessary identifications on the property record cards.
 - 2.1 GROTA shall photograph all residences, and all major commercial improvements and all major buildings on agricultural land classified as other while performing onsite inspections.

GROTA shall inspect the interior of a ***minimum*** of 90% of the major buildings of each class of improvements, noting both the interior and exterior features on the proper record card to provide an accurate and complete listing for each improvement. The actual number of improvements to be inspected for each class shall be determined by applying the above percentage to the final improvement count for each respective class.

- 1.0 **IMPROVEMENT VALUATION - COST APPROACH.** GROTA shall value improvements in accordance with *Wisconsin Property Assessment Manual*, using generally acceptable appraisal practices and cost manuals and computer-generated costs.
- 1.1 In using the cost approach for residential improvements, the prescribed form or computer generated data sheet, or its equivalent as approved by the DOR, shall be used in determining replacement costs. The property record card shall be completed as recommended for use with Volume 2 or other cost manual, with proper base costs selected as appropriate for each improvement and adjusted base building costs.
- 1.2 In using the cost approach for other (agricultural) outbuildings, the current replacement costs should be determined for all buildings. Buildings in poor condition having little or no value shall be physically described and listed as having “no value” or given an appropriate sound physical value.
- 1.3 In using the cost approach for commercial improvements, or a computer-generated calculator, proper base costs shall be selected as appropriate and adjusted to adequately reflect variations from base building costs.
- 1.4 Current local modifiers and costs appearing in the approved cost calculator shall be adjusted where necessary and documented by an analysis of local construction costs and market sales data.
- 1.5 All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence, must be accurately documented by the market and deducted from current replacement costs.
- 1.6 All improvements shall be valued at market value as of January 1.
- 1.7 Data collection – land. GROTA shall gather and note on the property record card or computer-generated data sheet for each parcel information including, but not limited to size, area, frontage, width, depth, shape, topography, productivity, site improvements, utilities, access, zoning and location. This information shall include a land sketch.
- (1) GROTA shall collect data concerning sales of land and sales of improved parcels which may indicate the residual value of land. From these and other sources the appraiser shall become familiar with land values throughout the City.
- 2.0 **VALUATION - LAND.** Unit value ranges per acre for each grade of fallow agricultural land, agricultural forest land, undeveloped and productive forest

land shall be determined from an analysis of sales and other available market data. Agricultural forest land and undeveloped land values shall be adjusted to 50% of full market value, per sec. 70.32(4), Wis. Stats. Soil surveys, where available, shall be used in the classification of land. Agricultural land shall be valued according to use, per sec. 70.32, Wis. Stats. In the analysis of sales, work forms shall be prepared for recording data on each sale analyzed and for correlating price data from the sales for the various classes of land and noting if land qualifies for use value or is fallow. Such forms shall be left with the City.

- 2.1 Aerial photographs shall also be used in the evaluation and classification of agricultural, swamp and forest lands. GIS layers, where available, should be provided, showing ownership lines and acreage. The minimum acceptable product under this specification shall be the most recent aerial photographs available from the county, along with soil classification and grading lists and a listing of the unit values used (use value units for class 4 lands, market value units for fallow tillable and idle pasture, class 5, class 6 and class 7 lands). Aerial photographs shall be supplied, where necessary, by the City thru our GIS system, and shall be left with the City, along with classification and unit values documentation.
- 2.2 Basic unit values shall be determined for residential and commercial lands from an analysis of sales, rents, leases, and other available market data. In the analysis of market data, adequate records shall be prepared showing data collected and unit value determinations. Such records shall be left with the City.
- 2.3 Having determined basic unit values GROTA shall apply such to each parcel, making adjustments to account for the particular characteristics of the parcel. Land computations shall be properly shown for each parcel on the property record cards, or computer-generated data sheets.
- 2.4 For residential and commercial lands, maps and schedules shall be prepared indicating unit values used: e.g. by neighborhoods, and locations thereof to be left with the City.
- 2.5 A copy of all charts, schedules and tables, not previously referred to, including depth factor tables used in the valuation of land shall be left with the City.
- 2.6 **VALUATION, ASSESSMENT OF TAXABLE PERSONAL PROPERTY.** Taxable personal property shall be valued and assessed by the statutory assessor in compliance with Chapter 70, Wisconsin Statutes and with recommended procedures in Volume 1 of the *Wisconsin Property Assessment Manual*. The assessor shall compile an updated list of all personal property accounts in Greenfield.

- 2.7 To aid in determining the amount and value of personal property used in the production of income, the assessor shall require such property owners to furnish information on personal property forms as to the value of personal property owned by them or in their possession as provided in sec. 70.35, Wis. Stats. Such forms shall be mailed or delivered to property owners by the assessor. Completed forms received by the assessor shall be verified for accuracy in content and checked for arithmetic and procedural errors. In the absence of a completed form, the assessor shall field check the account, along with any other questionable accounts.
- 2.8 The assessor shall be responsible for collecting all other required information in regard to personal property, determining values on assessable personal property not used for production of income, including the value of exempt computers and completing all necessary forms in relation thereto. GROTA will be diligent in discovering and assessing all personal property. GROTA will field visit all personal property accounts annually to discover new accounts and account for business that may have closed prior to the assessment year. GROTA will cross reference personal property account with the corresponding real property and parcel number.
- 2.9 All forms used in the valuation of personal property shall be approved by DOR and shall be left with the City.

FINAL FIELD REVIEW. Prior to Open Book, GROTA shall make a final field review. Each parcel shall be reviewed at the property location. In the final review process, the indicated value of the structure and the indicated value of the land shall be compared against sales information concerning the same parcel or comparable parcels. For income producing properties where a determination of value has been made via the income approach, this value shall also be reviewed to make the proper correlation of values between the cost, market and income approaches. The review shall cover each parcel so as to eliminate errors in computations that may have occurred, to insure uniformity in record card and form completion by various personnel, to verify building classification and depreciation estimates regarding physical, functional and economic obsolescence, and to be sure that all lands and improvements are properly accounted for. This applies to when a revaluation is performed.

- 1.0 **OPEN BOOK.** Upon completion of the assessment process outlined above, but prior to the completion of the assessment rolls, GROTA shall hold Open Book appointments for the purpose of enabling property owners or their agents to review and compare the assessed values.
- 1.1 The City of Greenfield shall designate the place for Open Book with both the Finance Director and Appraiser mutually agreeing upon the date(s) and hours. Open Book shall include evening hours in the year a

reevaluation is performed.

- 1.2 GROTA shall conduct Open Book in accordance with Wisconsin State Statutes. GROTA shall prepare a written statement regarding Open Book dates, times, and instructions on how to set up an appointment for an Open Book, at least fifteen (15) days prior to the first Open Book. CITY shall notify the local press for publication prior to the Open Book.
 - 1.3 GROTA shall send a notice by first class mail to each property owner at the last known mailing address. The notice form used shall be the same form prescribed by the Department of Revenue for notice required under sec. 70.365, Wis. Stats. GROTA shall also indicate on the notice, or attach to the notice, the time, date, and place the Open Book will be held. Expenses related to the notices, excluding form supply, but including preparation of the forms and postage, shall be paid by GROTA.
 - 1.4 Open Book shall be held within the completion date specified in the Agreement. In the event the City requests that Open Book be held at a date beyond the Agreement completion date, and provided GROTA agrees to such, the Agreement shall be extended commensurate with the lapse of days between the originally Agreement completion date, and the revised date for Open Book. Such extension shall be in writing and signed by both the City and GROTA.
- 2.0 **COMPLETION OF ASSESSMENT ROLL.** GROTA shall be responsible for the proper completion of assessment rolls according to current statutes. GROTA shall where necessary enter into said rolls all newly established assessments, both real and personal, and the names of those to whom personal property is assessable; each roll shall also be totaled to exact balance by GROTA. For computer prepared assessment rolls, it shall be sufficient for GROTA to provide a list of all assessments at market value in the format required for data entry.
- 2.10 Final assessment figures for each property shall be provided by GROTA to Milwaukee County on the County's forms, and the roll shall be totaled to exact balance between the County and GROTA. GROTA shall prepare and submit the Municipal Assessment Report (MAR) and the TID Assessment Reports to the Department of Revenue in a timely manner.
- 3.0 **BOARD OF REVIEW: SUBSEQUENT APPEARANCES.** GROTA and/or responsible member(s) of GROTA's staff shall attend all meetings of the Board of Review to explain and defend the assessed values and be prepared to testify under oath in regard to such values.
- 3.1 In the event of appeal to the DOR or to the courts, it is agreed that the appraiser and/or qualified representative(s) shall be available upon written request from the City to furnish testimony in defense of the values

established by the revaluation in all cases which might arise.

GENERAL AGREEMENTS

- 4.0 **PERSONNEL/EMPLOYMENT.** All personnel providing services shall be currently certified in compliance with secs. 70.055 and 73.09, Wis. Stats. and the administrative rules prescribed by the DOR.
- 4.1 GROTA shall review any complaint relative to the conduct of his employee(s). If Greenfield deems the performance of any of GROTA's employees to be unsatisfactory, GROTA shall, for good cause, remove such employee(s) from work upon written request from the Finance Director, such request stating reasons for removal.
- 4.2 GROTA shall designate a Project Manager qualified and responsible employee to supervise the operation of GROTA's staff for the entire Agreement period. The individual shall be certified at a minimum as an Assessor II. The individual designated as such shall be available to the City for the entire Agreement. Should the Project Manager be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval of the City.

The designated **Project Manager** for the City of Greenfield will be Les Ahrens. The Project Manager shall report to and be accountable to the City's Director of Finance or his/her designee. The Project Manager shall meet with the Director of Finance on a regular (bi-weekly) basis to discuss the progress of the work and to review the data and the reports completed.

- 1.1 **Confidential.** GROTA shall ensure that employees maintain strict confidence regarding all privileged information received by reason of this Agreement.
- 1.2 GROTA shall comply with all the applicable provision of Federal and Wisconsin laws, rules and regulations regarding employment and shall further specifically comply with those sections related to Equal Employment Opportunity.
- 1.3 GROTA is expected to present a positive, professional image in both dress and conduct while interfacing with City staff and the public.
- 1.4 All assessment personnel shall carry proper photo identification to assure the public of their identity and purpose for gaining access to private property.
- 1.5 GROTA will provide and update the City with a listing of all personnel assigned. All personnel shall be approved and copies of each employee's certificate shall be supplied to the Finance Director within 30 days of

assignment to the City.

- 2.0 **INSURANCE.** GROTA shall maintain insurance coverage to protect against claims, demands, actions and causes of action, arising from any act or omission of GROTA, his agents and employees in the execution of work. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to Greenfield. Limits of liability shall not be less than:

Worker's Compensation - Statutory

Bodily Injury:

Per Person \$ 100,000
Per Occurrence \$ 300,000

Comprehensive Auto Liability Including: Non-Ownership Coverage:

Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$1,000,000 per occurrence, combined single limit.

Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$1,000,000 per occurrence, combined single limit.

- 5.0 **INSURANCE - VALUABLE PAPER.** GROTA agrees to carry proper and sufficient insurance to cover loss of municipality's records withdrawn from municipality for appraiser's use as well as appraiser's records in process under this agreement which are in possession of GROTA.
- 6.0 **PUBLIC RELATIONS.** During the course of the revaluation GROTA shall carry on a suitable program of public information in a manner dictated by experience to be the most effective and productive and of such a nature in which to allow Greenfield to actively participate. The City shall aid GROTA with a reasonable promotion of public information concerning the work under this agreement.
- 7.0 **DIRECTOR OF ADMINISTRATION TO BE INFORMED.** Appraiser shall make a reasonable explanation to the Finance Director or his designee throughout the revaluation in the use of procedures, standards, and records used for making property appraisals.
- 8.0 **INFORMATION TO THE DEPARTMENT OF REVENUE.** GROTA shall complete and submit to the Supervisor of Equalization:

- 8.1 The Municipal Assessment Report when the revaluation is completed or upon completion of the assessment roll(s). If work is in progress on the second Monday in May, a tentative report shall be submitted on the status of the real estate and personal property existing as of January 1. The tentative report shall be submitted by the second Monday in June. The report shall provide the following information relating to real estate: increases in valuation due to annexations, new construction, property formerly exempt and now assessed, losses in value due to annexation, demolitions, and property becoming exempt and shifts in class. For personal property the report shall provide information on estimated values of all personal property by class. A completed final Municipal Assessment Report shall be filed at the end of the revaluation in addition to this tentative report. If reports were estimated, the final reports must be submitted to both the City and DOR within seven (7) days after completion of the board of review.
- 8.2 A list showing the value of any buildings on leased land and whether they are assessed as real estate or personal property, as well as the use and occupancy of each. Such list shall be submitted to the City upon completion of the assessment roll(s).
- 9.0 **INDEMNITY.** GROTA shall indemnify, save, and hold harmless the City and all of its officers, agents, and employees, from any and all claims for losses, injuries, damages and liability to persons or property occasioned wholly or in part by the acts or omissions of GROTA, his agents, officers, employees, guests, patrons, or any person or persons admitted to said premises while said premises are used by or under the control of GROTA. Indemnity shall apply to situations or circumstances where current Wisconsin State Statutes may not fully make correction.

GROTA has already started work under this Agreement, GROTA has, or will have obtained all insurance required under this Agreement within 15 days after acceptance of this contract by both parties. A certificate of insurance shall accompany the signed Agreement and shall be filed with the City Clerk as proof of such insurance, which shall not be cancelled without thirty (30) days written notice to the insured and the City. All insurance premiums shall be the obligation of and shall be paid by GROTA.

GROTA shall maintain insurance coverage to protect against claims, demands, actions and causes of action arising from any act, error or omission of GROTA, their agents and employees in the execution of work. Further, GROTA shall be responsible for any and all of their agents while performing acts under the terms of this Agreement. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.

LOSS OF RECORDS. GROTA agrees to carry proper and sufficient insurance to cover loss of the City's records, as well as GROTA's records in process under this Agreement which are in possession of GROTA. GROTA shall not be responsible for loss of records accidentally destroyed by fire, theft, or Act of God while kept in office space supplied by the City.

1.0 ASSESSMENT RECORDS.

25.1 The City shall allow access by GROTA to City records including, but not limited to, prior assessment rolls, sewer and water layouts, building permits, tax records, building plans, records of special assessments, plats or any other maps and property files at no cost.

25.2 The City shall furnish the name and correct address of the owner and block and lot number size or other identifying description of each parcel to be appraised.

25.3 The City shall furnish the name and correct address, if know, to GROTA for notices to be sent for changes in assessed values.

2.0 COMPENSATION. Payments will be made based on work performed. GROTA will invoice the City as work is performed. Payments will be based on work performed and the annual payment schedule shown below:

\$145,000 - August 2020 thru July 2021

\$147,000 - August 2021 thru July 2022

\$149,000 - August 2022 thru July 2023

\$151,000 - August 2023 thru July 2024 (City option - notification by May 1, 2023)

\$153,000 - August 2024 thru July 2025 (City option - notification by May 1, 2024)

2.1 **Compensation upon effort.** The compensation is based upon effort required to complete the work under this agreement in an acceptable manner, and not upon the whole value or any part of the value of Greenfield.

2.2 **Method and terms of payment for this Agreement.** Payment for services rendered under the Agreement shall be on a monthly basis. The monthly statements shall reflect the percentage of work completed less fifteen percent (15%) retainage by the City. The prior year's before January 31 of the following year. (ie. retainage amount equal to 15% of the total annual compensation would be paid by January 31 in the year after work was performed)

2.3 All statements shall be submitted to the Finance Director on the first day of each month for services performed the preceding month. After review and procuring any needed corrections therein, the Finance Director shall endorse his/her approval and promptly pay such statements.

2.4 All compensation paid to GROTA shall be by check mailed to the address indicated in the Agreement.

10.0 **TURN OVER OF RECORDS.** Within 14 days of the final adjournment of the board of review, GROTA shall turn over to Greenfield:

- (a) all records prepared for the revaluation including, but not limited to property record cards, personal property forms, maps and any other schedules or forms; and
- (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 the performance of assessment work for Greenfield under Agreement to include aerial photos, maps, depth factor tables, copies of leases and copies of real estate transfer returns; and
- (d) if your assessment system is computerized, at a minimum, provide that the software be able to create an exportable text file of the data. This text file shall then be left with Greenfield, along with a field definition file to describe the various data fields in the text file.

11.0 **INDEPENDENT CONTRACTOR.** GROTA is not permitted to assign, subcontract or transfer the work without the written permission of the City.

12.0 **CONFLICT OF INTEREST.** GROTA covenants that it has not public or private interest, and will not acquire directly or indirectly any interest that would conflict in any manner with the performance of its services. GROTA warrants that no part of the total Agreement amount proceed herein shall be paid directly or indirectly to any officer or employee of the City as wages, compensation, or gifts in exchange for acting as office, agent, employee, subcontractor, or consultant to GROTA in connection with any work contemplated or performed relative to this Agreement.

IN WITNESS WHEREOF, the said parties have hereunto set their hands and seals this _____ day of _____, _____.

GROTA APPRAISALS, LLC

BY: _____
Michael L. Grota, Member Grota Appraisals, LLC

BY: _____

CITY OF GREENFIELD, WISCONSIN

BY: _____
Paula Schafer,
City Finance Director

ATTEST: _____
Jennifer Goergen,
City Clerk

Drafted by:
Michael L. Grota
Grota Appraisals, LLC

- 13.0 **GOVERNING LAWS.** This Agreement shall be interpreted under the laws of the State of Wisconsin, as it existed and was interpreted on the date of this Agreement.
- 14.0 **ENTIRE AGREEMENT.** This Agreement contains the complete and entire Agreement between the parties and may not be altered or amended except in writing, executed, making specific references to this Agreement, by a duly authorized officer of GROTA and by a duly authorized office of the City.
- 15.0 **SEVERABILITY.** If any provision of this Agreement shall be declared invalid or unenforceable, such invalidity or unenforceability shall not affect the whole Agreement, but the whole Agreement shall be construed as if not contained in the provision, and the rights and obligation of the parties shall be construed and enforced accordingly, provided same is not of a material nature and does not substantially affect the work performed or the cost.
- 16.0 **SOVEREIGN IMMUNITY.** The City of Greenfield is a governmental entity entitled to governmental immunity under law, including Section 893.80, Wis. Stats. Nothing contained herein shall waive the rights and immunities to which each party may be entitled under law, including all of the immunities, limitations

and defenses under Section 893.80, Wis. Stats., or any subsequent amendments thereof, any federal law, common law or other applicable laws.

- 17.0 **NOTICES.** Whenever in the Agreement it shall be required or permitted that notice shall be given, such notices shall be forwarded by certified mail, return receipt requested, and addressed as follows:

To City:

City Clerk
City of Greenfield
7325 W. Forest Home Ave.
Greenfield WI 53220

To GROTA APPRAISALS, LLC:

Grota Appraisals, LLC
N88 W16573 Main Street
Menomonee Falls, WI 53051



Committee: Finance and Human Resources

Item Number:

Introduced By: P. Schafer

Date Introduced: August 10, 2022

RELATING TO: Discussion and decision to close the Greenfield Crossing Redevelopment Project (GCROSS) and transfer the balance of \$61,077.50 to the General Fund.

SUMMARY:

This project was created in 2009, in order to capture the costs related to the purchase of 3 parcels on Loomis Road, near the I-894 Interchange. These purchases were prior to the creation of TID #5 in 2015 and, therefore, not included in the TID's activity. The value of the parcels had been accounted for in a general ledger account called "Land Held for Resale."

In 2021, the 3 parcel were sold to Cobalt Loomis, LLC for future development. After recording the revenue and expenditures associated with the sale of the parcels, there was a remaining balance in the GCROSS project of \$61,077.50.

The Finance Department is recommending the transfer of this balance to the General Fund. In the 2011 Adopted Budget there was a transfer for \$200,000 from the General Fund to this project. This transfer back to the General Fund will help offset the amount that was transferred from the General Fund to TID #5 earlier this year. The transfer had to be made to cover the deficit balance at the time TID #5 was closed.

Recommendation: Approve the closing of the Greenfield Crossing Redevelopment (GCROSS) and the transfer of \$61,077.50 to the General Fund.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Finance and Human Resources Meeting

Item Number:

Introduced By: Public Works (Laskoski)

Date Introduced: August 10, 2022

RELATING TO:

Approve project to replace the fence and gate along the south side of the trash and recycling drop off center.

SUMMARY:

The fence and gate along the south side of the trash and recycling drop off center needs to be replaced.

FINANCIAL:

The lowest quote is for \$21,000. The funds are available in the recycling fund.

RECOMMENDATION:

Approve project to replace the fence and gate along the south side of the trash and recycling drop off center.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



Finance and Human Resources Meeting

Item Number:

Introduced By: Public Works (Laskoski)

Date Introduced: August 10, 2022

RELATING TO:

Approve project to rehabilitate the salt storage dome, and transfer \$65,000 from the salt and sand account 010-1910-530.5900 to a capital account.

SUMMARY:

There is an urgent need to rehabilitate the existing leaking salt storage dome.

Repairing the dome will eliminate leaks and restore its structural integrity.

Painting will seal the masonry surface and improve its appearance.

This work would be part of the other DPW yard improvements now underway, including fuel tank replacement, drainage, paving, equipment storage and fencing.

FINANCIAL:

\$43,000 - Surface preparation, masonry repair and joint sealing

\$22,000 - Dome painting

The project will be bid.

RECOMMENDATION:

Approve project to rehabilitate the salt storage dome, and transfer \$65,000 from the salt and sand account 010-1910-530.5900 to a capital account.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____

ACCOUNT CLASSIFICA AND FUNCTION		2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 ACTIVITY THRU 06/30/22	BALANCE REMAINING
DESCRIPTION					
ESTIMATED REVENUES					
TAXES	TAXES	18,957,501	19,666,022	19,665,326	696.00
INTGOV	INTERGOVERNMENTAL	4,307,865	4,117,782	1,075,468	3,042,314.00
L&P	LICENSES AND PERMITS	1,202,125	1,222,800	684,790	538,010.00
FINES	FINES-FORFEITS-PENALTIES	626,376	803,000	330,244	472,756.00
CHRG	PUBLIC CHARGE FOR SERVICE	1,824,431	1,516,364	892,708	623,656.00
INT CHRG	INTERGOVERNMENTAL CHARGES	1,320,385	1,255,723	579,903	675,820.00
MISC REV	MISCELLANEOUS REVENUE	263,364	347,969	91,897	256,072.00
OTH FIN	OTHER FINANCING SOURCES	6,000	722,250	12,628	709,622.00
TOTAL ESTIMATED REVENUES		28,508,047	29,651,910	23,332,964	6,318,946.00
APPROPRIATIONS					
GENERAL	GENERAL GOVERNMENT	3,505,298	3,873,495	1,888,165	1,985,330.00
PS	PUBLIC SAFETY	19,136,448	19,465,578	8,836,399	10,629,179.00
PW	PUBLIC WORKS	3,817,120	3,873,284	2,123,316	1,749,968.00
HHS	HEALTH AND HUMAN SERVICES	833,092	947,215	438,898	508,317.00
CRE	CULTURE, REC AND EDUCATION	1,072,458	1,246,124	512,672	733,452.00
PD	PLANNING AND DEVELOPMENT	194,869	231,214	98,749	132,465.00
OTHER	OTHER FINANCING SOURCES (USES)	39,000	15,000	76,558	(61,558.00)
TOTAL APPROPRIATIONS		28,598,285	29,651,910	13,974,757	15,677,153.00
NET OF REVENUES/APPROPRIATIONS - FUND 010		(90,238)		9,358,207	9,358,207.00
BEGINNING FUND BALANCE		9,205,459	9,115,224	9,115,224	
ENDING FUND BALANCE		9,115,221	9,115,224	18,473,431	

PACKETS FOR WEDNESDAY, 8 / 10 / 2022 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	7/15/2022	\$	278,431.24
AP CHECKS	7/22/2022	\$	1,351,283.79
AP CHECKS	7/29/2022	\$	682,376.04
AP CHECKS	8/5/2022	\$	537,702.17
AP CHECKS		\$	
AP CHECKS		\$	
WIRE TRANSFERS - JULY 22		\$	4,407,454.95
P-CARDS -		\$	

TOTAL \$ 7,257,248.19

CC: PAULA

CC: FINANCE FOLDER

MAY 2022
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$2,442,033.47	12/31/2001	variable		\$103.71	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,521,999.47	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$1,099,201.15					
Ehlers Investment Partners X- GRD 2021B	\$1,811,633.02	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$1,930,283.02					
Ehlers Investment Partnes X - 2022A	\$4,512,583.29					
Associated Bank Investments	\$6,312,227.20	3/15/2022	variable			
Totals	\$24,629,960.62				\$103.71	

LOCAL GOVERNMENT INVESTMENT POOL

May 2022 Statement

April Ending Balance	\$	12,406,110.88
2 Deposit (s) in May		102,013.57
0 Withdrawal(s) in May		-
May Interest Earnings @ 0.62%		6,559.63
TOTAL	\$	12,514,684.08

JUNE 2022
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$2,442,137.18	12/31/2001	variable		\$100.37	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,495,212.76	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$1,104,285.69					
Ehlers Investment Partners X- GRD 2021B	\$1,809,831.83	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$1,931,499.05					
Ehlers Investment Partnes X - 2022A	\$4,413,575.91					
Associated Bank Investments	\$6,277,532.81	3/15/2022	variable			
Totals	\$24,474,075.23				\$100.37	

LOCAL GOVERNMENT INVESTMENT POOL

June 2022 Statement

May Ending Balance	\$	12,514,684.08
1 Deposit (s) in June		1,947,934.14
0 Withdrawal(s) in June		-
June Interest Earnings @ 0.98%		10,579.37
TOTAL	\$	14,473,197.59