



**TOWN OF LISBON**  
W234 N8676 Woodside Rd.  
Lisbon, WI 53089

**Agenda**  
**Town Board Meeting**  
**Town of Lisbon, Town Hall**  
**Thursday, August 16, 2018**  
**6:30 p.m.**

1. **Roll Call.**
2. **Pledge of Allegiance.**
3. **Comments from citizens present.** Citizens are invited to share their questions, comments, or concerns with the Town Board. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. Where possible, the Board will answer factual questions immediately. If a response would involve discussion of Board policy or decisions, which might be of interest to citizens, not present at the meeting, the Board may place the item on a future meeting agenda.
4. **Consent Agenda.** Items listed under the Consent Agenda are considered in one motion unless a Town Board member requests that an item be removed from the Consent Agenda.
  - Operator's Licenses
  - Arrowhead Meadows Letter of Credit Release
5. **Approval of Bills.**
6. **Announcements/Correspondence.**
  - Meeting Schedule
  - Various Correspondence Items
7. **Department Reports - Presentation of activity statistics and recently attended meetings.**
  - Fire Department
  - Park Department
  - Public Works Department
  - Town Administrator
8. **Supervisor's Reports** - This is an opportunity for Supervisors to report on respective Committees, Commissions, and Boards of which they serve as a member. Matters require no action or approval.

**9. Unfinished Business.**

- A. Discussion and necessary action on selling Town owned lands, 65 acres at the southwest corner of Lake Five and Hickory Roads, a.k.a. Pauline Haass land.

**10. New Business.**

- A. Discussion and necessary action on the Town's accounting software upgrade proposal.
- B. Discussion and necessary action on Ordinance 09-18, An Ordinance Creating Section 2.09 of the Town of Lisbon Code Relating to Alternative Claims Payment Procedures.
- C. Discussion and necessary action to approve payments via ACH pursuant to Wisconsin State Statute 66.0607(3m).
- D. Discussion and necessary action on 2018 Budget Amendment for Debt Services.
- E. Discussion and necessary action on request from Herb Gross to donate outlot 2 of seven stones subdivision to the Town of Lisbon.
- F. Discussion and necessary action on the Department of Public Works holding tank for shop drains.

**11. Motion to convene into Closed Session for the following items:**

- A. Pursuant to Wisconsin Statute 19.85(1)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to review the Interim Administrator's performance, discuss **filling** the Town Administrator and Town Clerk positions.

**12. Motion to re-convene into Open Session to take possible action, if necessary, on items discussed in Closed Session deliberations.**

**13. Adjournment.**

Joseph Osterman  
Town Chairman

Gina Gresch  
Interim Administrator

**NOTE:** Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.

**NOTE:** Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

**NOTICE:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Consent Agenda Items
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator
<b>REPORT DATE:</b> Monday, August 13, 2018
<b>RECOMMENDATION:</b>  Approval of the Consent Agenda items.
<b>EXPLANATION:</b>  A. Operator's License(s) for: <ul style="list-style-type: none"><li>• Christy Irvine-Bachmann - Fairways of Woodside</li></ul> B. Release Arrowhead Meadows Letter of Credit. <ul style="list-style-type: none"><li>• Per Engineer Stigler's letter on the next page, the LOC can be released, as all work has been completed. The LOC will be physically released to the bank after Town Board approval.</li></ul> I recommend approval of all Consent Agenda items.



July 23, 2018

**RECEIVED**

*By Gina Gresch at 6:51 pm, Jul 24, 2018*

Town of Lisbon  
Attn: Ms. Gina Gresch, Interim Clerk/Admin  
W234N8676 Woodside Rd  
Lisbon, WI 53089-1545

RE: Arrowhead Meadows

Dear Gina:

As Town Engineer, our office has reviewed the request of Mr. William Behm of the Equitable Bank for Surety Reduction relative to the Arrowhead Meadows an eight (8) lot residential subdivision. At this time we find the Surety Reduction appropriate in the full outstanding balance.

If you have any questions please contact our staff.

Respectfully,

Jahnke & Jahnke Associates Inc.  
Town of Lisbon Engineer

John R. Stigler, President

JRS/amf

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Town of Lisbon  
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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
63876	1STAYD00	1ST AYD CORPORATION					
	PSI204607		07/06/18	01	1 CASE JUMBO TOILET PAPER ECT	10-552-530-5200	134.32
					INVOICE TOTAL:		134.32 *
					CHECK TOTAL:		134.32
63877	ACEHA001	SUSSEX ACE HARDWARE					
	180239		07/23/18	01	1-PULL HANDLE	10-552-530-5410	3.14
					INVOICE TOTAL:		3.14 *
	180265		07/24/18	01	TRU-FUEL FOR 2 SAWS	10-522-530-3700	14.38
					INVOICE TOTAL:		14.38 *
	180378		07/28/18	01	MISC EQUIP FOR REPAIRS	10-522-530-5410	28.22
					INVOICE TOTAL:		28.22 *
					CHECK TOTAL:		45.74
63878	ADVAN001	ADVANCED DISPOSAL SERVICES					
	JULY 2018		08/07/18	01	ACCOUNT #C1057089	10-546-530-4810	66,314.47
					INVOICE TOTAL:		66,314.47 *
					CHECK TOTAL:		66,314.47
63879	BAKER001	BAKER & HOSTETTLER LLP					
	50523997		07/20/18	01	RANSOMEWARE	10-518-530-7350	4,830.00
					INVOICE TOTAL:		4,830.00 *
					CHECK TOTAL:		4,830.00
63880	BATTE002	BATTERY PRODUCTS INC					
	57240		07/24/18	01	BATTERIES FOR SCBA MASKS	10-522-530-5410	87.70
					INVOICE TOTAL:		87.70 *
					CHECK TOTAL:		87.70

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63881	BONAF001	BONAFIDE SAFE & LOCK, INC.					
	252547-00		08/08/18	01	NEW ALARM TOWN HALL	10-516-530-5210	2,220.00
					INVOICE TOTAL:		2,220.00 *
	253119		08/08/18	01	1 YR ALARM MONITORING	10-516-530-4400	652.67
					INVOICE TOTAL:		652.67 *
					CHECK TOTAL:		2,872.67
63882	BUCKM001	AMY BUCHMAN					
	RIEM TI		07/20/18	01	TREASURES INSTITUTE	10-514-530-7700	557.36
				02	MILAGE	10-514-530-3700	138.44
					INVOICE TOTAL:		695.80 *
					CHECK TOTAL:		695.80
63883	BUELO001	BUELOW VETTER BUIKEMA OLSON &					
	93		08/03/18	01		10-518-530-4130	1,284.00
					INVOICE TOTAL:		1,284.00 *
					CHECK TOTAL:		1,284.00
63884	BURKE001	BURKE TRUCK & EQUIPMENT INC.					
	23529		08/02/18	01	2"HOSEWRAP	10-533-530-5500	36.00
				02	2-4"LED LIGHTS	10-533-530-5500	81.00
					INVOICE TOTAL:		117.00 *
					CHECK TOTAL:		117.00
63885	CANON001	CANON FINANCIAL SERVICES INC					
	18865860		07/13/18	01		10-518-530-3500	288.90
					INVOICE TOTAL:		288.90 *
					CHECK TOTAL:		288.90

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63886	COMMU002				COMMUNITY MEMORIAL HOSPITAL		
	0720		07/20/18	01	EPI, SALINE, LIDOCAINE	10-523-530-3860	268.14
					INVOICE TOTAL:		268.14 *
					CHECK TOTAL:		268.14
63887	CONLE001				CONLEY MEDIA, LLC		
	6394390718		07/28/18	01		10-518-530-3600	22.06
					INVOICE TOTAL:		22.06 *
					CHECK TOTAL:		22.06
63888	CRAME001				CRAMER, MULTHAUF & HAMMES, LLP		
	239		06/30/18	01	REIMB	10-563-530-4120	2,885.50
				02	NON-REIMB	10-563-530-4110	2,623.25
					INVOICE TOTAL:		5,508.75 *
					CHECK TOTAL:		22.06
					INVOICE TOTAL:		3,917.00 *
					CHECK TOTAL:		9,425.75
63889	CULLI001				CULLIGAN OF WAUKESHA		
	501X06688109		07/31/18	01	LISBON FIRE	10-522-530-3100	99.45
					INVOICE TOTAL:		99.45 *
					CHECK TOTAL:		99.45
63890	CURTI001				CURTIS 1000 INC		
	5273003		07/19/18	01	A/P & PAYROLL ENVELOPES	10-518-530-3100	344.41
					INVOICE TOTAL:		344.41 *
					CHECK TOTAL:		344.41

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63891	EHWOL001	EH WOLF & SONS					
	614984		07/24/18	01	DIESEL	10-533-530-3700	1,632.33
					INVOICE TOTAL:		1,632.33 *
	614985		07/24/18	01	GAS	10-533-530-3700	359.24
					INVOICE TOTAL:		359.24 *
					CHECK TOTAL:		1,991.57
63892	ELLIO001	ELLIOT'S ACE HARDWARE					
	809505		07/30/18	01	2-5GAL WATERBOTTLE EXCHA	10-552-530-3140	13.98
					INVOICE TOTAL:		13.98 *
					CHECK TOTAL:		13.98
63893	EMBEL001	EMBELLISHMENTS LLC					
	1096		06/11/18	01	EMBROIDERY CHARGES	10-552-530-3140	480.64
					INVOICE TOTAL:		480.64 *
					CHECK TOTAL:		480.64
63894	EPIQE001	EPIQ eDISCOVERY SOLUTIONS					
	90250293		07/08/18	01	SOFTWARE BREACH	10-518-530-7350	468.00
					INVOICE TOTAL:		468.00 *
					CHECK TOTAL:		468.00
63895	EWALD001	EWALD CHEVROLET BUICK, LLC					
	45508		07/20/18	01	FUEL CAP FOR TRUCK #6	10-533-530-5500	21.62
					INVOICE TOTAL:		21.62 *
					CHECK TOTAL:		21.62

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63896	FALLS001	FALLS AUTO PARTS & SUPPLIES					
	567800		07/23/18	01	IMPACT SOCKET SET	10-533-530-3150	134.00
					INVOICE TOTAL:		134.00 *
	567808		07/23/18	01	OIL & AIR FILTERS	10-523-530-5500	42.02
					INVOICE TOTAL:		42.02 *
	568021		07/26/18	01	TRAILER PLUG	10-533-530-5500	4.95
					INVOICE TOTAL:		4.95 *
					CHECK TOTAL:		180.97
63897	FOXWE001	AIRGAS USA, LLC					
	9954802280		08/07/18	01	OXYGEN	10-533-530-4400	7.75
					INVOICE TOTAL:		7.75 *
					CHECK TOTAL:		7.75
63898	GEO-L001	KUNKEL ENGINEERING GROUP					
	0230018		07/18/18	01	2018 RESURFACE JUNE	70-516-570-8100	17,337.50
					INVOICE TOTAL:		17,337.50 *
	0230023		07/18/18	01	MISC STORMWATER	10-518-530-5600	3,741.13
					INVOICE TOTAL:		3,741.13 *
	0230150		07/18/18	01	TID#1 LIEDS	10-518-530-5700	14,799.50
					INVOICE TOTAL:		14,799.50 *
					CHECK TOTAL:		35,878.13
63899	GEOSY001	GEO-SYNTHETICS SYSTEMS, LLC					
	IV-41913		07/27/18	01	25 ROLLS STRAW STORM WATER	90-533-530-3100	650.00
					INVOICE TOTAL:		650.00 *
					CHECK TOTAL:		650.00

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63900	GILLW001	76106096	06/22/18	01	BREACH INVESTIGATION	10-518-530-7350 INVOICE TOTAL:	10,000.00 10,000.00 *
					CHECK TOTAL:		10,000.00
63901	GROTA001	JULY 2018	07/30/18	01	ASSESSMENT WORK	10-515-530-4400 INVOICE TOTAL:	2,675.00 2,675.00 *
					CHECK TOTAL:		2,675.00
63902	HAMIL001	JULY 2018	07/31/18	01	HAMILTON SCHOOL DISTRICT	10-200-250-4620 10-200-250-4620 INVOICE TOTAL:	4,212.42 10,131.62 14,344.04 *
					CHECK TOTAL:		14,344.04
63903	HINCK001	2678865072818	07/28/18	01	HINCKLEY SPRINGS	10-533-530-3100 INVOICE TOTAL:	20.97 20.97 *
					CHECK TOTAL:		20.97
63904	ITUIN001	7049590	07/23/18	01	ITU ABSORB TECH, INC.	10-516-530-4400 INVOICE TOTAL:	72.36 72.36 *
					CHECK TOTAL:		72.36

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63905	JAHNK001	JAHNKE & JAHNKE ASSOCIATES INC					
	88149		07/11/18	01 REIMB		10-563-530-4200	1,598.24
				02 NON REIMB		10-563-530-4300	559.80
						INVOICE TOTAL:	2,158.04 *
						CHECK TOTAL:	2,158.04
63906	JERRY002	JERRY'S TRANSMISSION SERVICE					
	0031193		07/24/18	01	DOOR HANDLE PARTS #2653	10-523-530-5500	159.98
						INVOICE TOTAL:	159.98 *
						CHECK TOTAL:	159.98
63907	JOHND002	JOHN DEERE FINANCIAL					
	F88337		08/07/18	01	PARTS LABOR FOR MOWER	10-552-530-5410	972.41
						INVOICE TOTAL:	972.41 *
						CHECK TOTAL:	972.41
63908	JOHNS001	JOHNSON BLOCK & COMPANY INC					
	453572		07/13/18	01	2017 FINAL BILL	10-514-530-4200	700.00
						INVOICE TOTAL:	700.00 *
						CHECK TOTAL:	700.00
63909	JOURN001	JOURNAL COMMUNITY PUBLISHING					
	5TOWNLL-5-7-18		08/06/18	01	ACCOUNT NO: 5TOWNLL-5	10-518-530-3600	216.94
						INVOICE TOTAL:	216.94 *
						CHECK TOTAL:	216.94
63910	KERSH001	KERSHEK LAW OFFICES					

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63910	KERSH001	KERSHEK LAW OFFICES	07/24/18	01	JUNE 2018 TIME	10-518-530-4120	750.00
	19686					INVOICE TOTAL:	750.00 *
	19687		07/24/18	01	TIMOTHY OBST JURY TRIAL	10-518-530-4120	304.50
						INVOICE TOTAL:	304.50 *
						CHECK TOTAL:	1,054.50
63911	KUMIT001	MARLENE KUMITSCH	08/02/18	01	REIM HERITAGE WEEKEND	20-552-530-3881	300.00
						INVOICE TOTAL:	300.00 *
						CHECK TOTAL:	300.00
63912	LANNO001	LANNON STONE PRODUCTS, INC.	06/18/18	01	STONE TRAINING SITE	70-522-570-8000	146.80
	20203524					INVOICE TOTAL:	146.80 *
	20205369		06/28/18	01	STONE FOR TRAINING SITE	70-522-570-8000	83.73
						INVOICE TOTAL:	83.73 *
	20205465		06/18/18	01	STONE FOR TRAINING SITE	70-522-570-8000	145.40
						INVOICE TOTAL:	145.40 *
						CHECK TOTAL:	375.93
63913	LFGE0001	LF GEORGE INC	07/26/18	01	MINI EXCAVATOR RENTAL	90-533-530-5420	250.00
	LC07804					INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00

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63914	LISB0001	LISBON SANITARY DISTRICT #1						
	JUNE 2018		07/12/18	01	JUNE 2018	10-522-530-7250		49.78
				02	JUNE 2018	10-522-530-7260		751.04
						INVOICE TOTAL:		800.82 *
						CHECK TOTAL:		800.82
63915	MENAR001	MENARDS -- PEWAUKEE						
	28476		07/17/18	01	GUTTER SCREWS HOSE BIBS ECT	10-552-530-3140		51.05
						INVOICE TOTAL:		51.05 *
	28477		07/17/18	01	12 CANS WASP&BEE SPRAY	10-552-530-3140		33.24
						INVOICE TOTAL:		33.24 *
	28682		07/20/18	01	SUPPLIES	10-552-530-3140		42.15
						INVOICE TOTAL:		42.15 *
	28975		07/25/18	01	MISC SUPPLIES	10-533-530-3100		43.65
				02	SUPPLIES PROJECT HILLSIDE MEDO	90-533-530-3100		53.84
						INVOICE TOTAL:		97.49 *
	28976		07/25/18	01	TOWNHALL LIGHTBULBS	10-516-530-3100		15.92
						INVOICE TOTAL:		15.92 *
	29357		07/31/18	01	CABINETS,TOTE,LIGHTS,BRACKETS	10-533-530-5200		414.99
						INVOICE TOTAL:		414.99 *
						CHECK TOTAL:		654.84
63916	MERRI001	MERRY MAIDS						
	JULY 2018		08/01/18	01		10-516-530-4400		218.00
						INVOICE TOTAL:		218.00 *
						CHECK TOTAL:		218.00

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63917	MIDST001	MID-STATE EQUIPMENT					
	05610210-1		08/07/18	01	GRADER BLADE FOR KUBOTA MOWER	70-533-570-8100	3,432.55
					INVOICE TOTAL:		3,432.55 *
					CHECK TOTAL:		3,432.55
63918	MONTA001	MONTAGE ENTERPRISES INC.					
	64457		07/20/18	01	KNIVES AN HARDWARE FOR KUBOTA	10-533-530-5410	235.00
					INVOICE TOTAL:		235.00 *
	64718		07/27/18	01	2SEALS2BEARINGS-KUBOTA	10-533-530-5410	284.62
					INVOICE TOTAL:		284.62 *
					CHECK TOTAL:		519.62
63919	OFFIC002	OFFICE COPYING EQUIPMENT LTD					
	AR61993		07/31/18	01	RICHMOND ST FIRE	10-522-530-4400	83.44
					INVOICE TOTAL:		83.44 *
	AR61994		07/31/18	01	GOODHOPE FIRE	10-522-530-4400	2.90
					INVOICE TOTAL:		2.90 *
					CHECK TOTAL:		86.34
63920	ONECL001	ONE CLICK COMPUTERS					
	92503		07/16/18	01	TOWN HALL IMPROVMENTS	70-300-341-4000	629.97
					INVOICE TOTAL:		629.97 *
					CHECK TOTAL:		629.97
63921	PAYNE001	PAYNE & DOLAN, INC.					
	204661-05		01/19/18	01	2017 CULVERTS INSTALLATION	10-518-530-5600	10,196.60
					INVOICE TOTAL:		10,196.60 *
					CHECK TOTAL:		10,196.60

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63922	PORTA001	PORT-A-JOHN					
	1289075/80		08/02/18	01		10-552-530-4400	520.00
				02		35-561-530-4400	68.00
						INVOICE TOTAL:	588.00 *
						CHECK TOTAL:	588.00
63923	PREMI001	PREMIER BLDG INSPECTIONS LLC					
	JULY 2018		07/31/18	01	JULY INSPECTION/PERMITS	10-524-530-4400	15,412.39
						INVOICE TOTAL:	15,412.39 *
						CHECK TOTAL:	15,412.39
63924	RITTE001	RITTER TECHNOLOGY LLC					
	V97849.001		07/26/18	01	HOSE PROTECTOR #6	10-533-530-5500	16.74
						INVOICE TOTAL:	16.74 *
						CHECK TOTAL:	16.74
63925	SERWE001	SERWE IMPLEMENT MUNICIPAL SALE					
	5297		07/20/18	01	30 KNIVES JOHN DEERE ARM MOWER	10-533-530-5410	453.90
						INVOICE TOTAL:	453.90 *
						CHECK TOTAL:	453.90
63926	SHAWN001	SHAWN'S DEER PICK UP					
	JULY 2018		07/01/18	01	RIP FERDINAND,GULLIVER&HERB	10-533-530-4400	156.00
						INVOICE TOTAL:	156.00 *
	july2018		07/01/18	01	DONG WONG & FRIENDS	10-533-530-4400	208.00
						INVOICE TOTAL:	208.00 *
						CHECK TOTAL:	364.00

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63927	SHORT002	SHORT ELLIOTT HENDRICKSON, INC					
	352321	07/09/18	01	water/sewer	10-563-530-4375	1,496.91	
					INVOICE TOTAL:	1,496.91 *	
					CHECK TOTAL:	1,496.91	
63928	SPRUN001	SPRUNG HEATING, SHEET METAL &					
	1412	07/19/18	01	WELL WATER PUMP OUTAGED	70-522-570-8100	4,125.00	
					INVOICE TOTAL:	4,125.00 *	
					CHECK TOTAL:	4,125.00	
63929	STAPL001	STAPLES ADVANTAGE					
	3385120249	07/28/18	01	105165303100	10-516-530-3100	21.98	
					INVOICE TOTAL:	21.98 *	
					CHECK TOTAL:	21.98	
63930	STARK001	STARK ASPHALT					
	43642	07/15/18	01	2.02 TONS ASPHALT	10-533-530-3570	98.48	
					INVOICE TOTAL:	98.48 *	
					CHECK TOTAL:	98.48	
63931	T0000003	ASPEN HOMES, INC.					
	CALEWART BOND	07/18/18	01	BOND S6791729 REFUND	10-200-230-1000	2,500.00	
					INVOICE TOTAL:	2,500.00 *	
					CHECK TOTAL:	2,500.00	
63932	T0000013	DEMLANG BUILDERS					

DATE: 08/13/18  
 TIME: 14:36:18  
 PRG ID: AP215000.WOW

Town of Lisbon  
 CHECK REGISTER

CHECK DATE: 08/13/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
63932	T0000013	DEMLANG BUILDERS					
	KRONBERG/CARPENTER	07/08/18	01	BOND S761-17-32	REFUND	10-200-230-1000	2,500.00
						INVOICE TOTAL:	2,500.00 *
						CHECK TOTAL:	2,500.00
63933	T0000754	HALEN HOMES, LLC					
	MIKULECKY BOND	01/25/18	01	BOND S46-18-3		10-200-230-1000	2,500.00
						INVOICE TOTAL:	2,500.00 *
						CHECK TOTAL:	2,500.00
63934	T0000922	TIMOTHY J HOGAN					
	2017 PROP TAX RFND	08/13/18	01	LSBT0223010		10-200-260-2030	29.61
						INVOICE TOTAL:	29.61 *
						CHECK TOTAL:	29.61
63935	T0001352	BILLCRIS PROPERTIES, LLC					
	bruch/warden refund	07/27/18	01	BOND C338-17	REFUND	10-200-230-1000	3,000.00
						INVOICE TOTAL:	3,000.00 *
						CHECK TOTAL:	3,000.00
63936	T0001353	HONEY CREEK HOMES					
	MCHUGH BOND	07/05/18	01	BOND S289-17-13		10-200-230-1000	2,400.00
						INVOICE TOTAL:	2,400.00 *
						CHECK TOTAL:	2,400.00
63937	T0001354	MOHNS INC					

CHECK DATE: 08/13/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
63937	T0001354	MOHNS INC					
	TOMASINI BOND		01/01/18	01	BOND C1-01-18	10-200-230-1000	1,900.00
					INVOICE TOTAL:		1,900.00 *
					CHECK TOTAL:		1,900.00
63938	T0001355	MICHAEL BRUCKNER					
	BRUCKNER BOND		07/13/18	01	BOND S730-17-30	10-200-230-1000	2,500.00
					INVOICE TOTAL:		2,500.00 *
					CHECK TOTAL:		2,500.00
63939	T0001356	BINDER BUILDERS LLC					
	BINDER BOND		07/13/18	01	BOND S359-17-17	10-200-230-1000	2,500.00
					INVOICE TOTAL:		2,500.00 *
					CHECK TOTAL:		2,500.00
63940	T0001115	DANIEL & KELLY DASSOW					
	DASSOW BOND		07/30/18	01	BOND 615-17 REFUND	10-200-230-1000	1,000.00
					INVOICE TOTAL:		1,000.00 *
					CHECK TOTAL:		1,000.00
63941	UNIFI001	UNIFIRST CORPORATION					
	026718		07/30/18	01		10-533-530-3630	65.20
					INVOICE TOTAL:		65.20 *
	1025669		07/23/18	01	CUST #1063135	10-533-530-3630	65.20
					INVOICE TOTAL:		65.20 *
	1027793		08/06/18	01	CUST #1063135	10-533-530-3630	65.20
					INVOICE TOTAL:		65.20 *
					CHECK TOTAL:		195.60

DATE: 08/13/18  
 TIME: 14:36:18  
 PRG ID: AP215000.WOW

Town of Lisbon  
 CHECK REGISTER  
 CHECK DATE: 08/13/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
63942	VERIZ001	VERIZON WIRELESS					
	9810687657		07/10/18	01	DATA CONNECT	10-522-530-4600	209.32
						INVOICE TOTAL:	209.32 *
	9811542720		08/01/18	01	DATA CONNECT	10-523-530-4600	247.57
						INVOICE TOTAL:	247.57 *
						CHECK TOTAL:	456.89
63943	VIERB001	VEIRBICHER ASSOCIATES, INC					
	00006		07/17/18	01	REIM	10-563-530-4200	3,520.00
				02	NON-REIM	10-563-530-4300	4,241.25
						INVOICE TOTAL:	7,761.25 *
						CHECK TOTAL:	7,761.25
63944	WAUKE001	WAUKESHA COUNTY					
	2018-00000009	SHF6	07/13/18	01	2ND QTR 2018 FACESHEET	10-521-530-4400	2,641.68
						INVOICE TOTAL:	2,641.68 *
						CHECK TOTAL:	2,641.68
63945	WAUKE011	WAUKEE MILLS					
	25375		07/31/18	01	FIRE DEPT WATER FODTENER SALT	10-522-530-3100	651.05
				02	DPW WATER SOFTENER SALT	10-533-530-5200	211.05
						INVOICE TOTAL:	862.10 *
						CHECK TOTAL:	862.10
63946	WAUKE016	WAUKESHA COUNTY					
	4342157		07/02/18	01	CONDITIONAL USE	10-563-530-3100	30.00
						INVOICE TOTAL:	30.00 *
						CHECK TOTAL:	30.00

DATE: 08/13/18  
 TIME: 14:36:18  
 PRG ID: AP215000.WOW

Town of Lisbon  
 CHECK REGISTER  
 CHECK DATE: 08/13/18

CHECK #	VENDOR #	WCTC	INVOICE NUMBER	INVOICE DATE	INVOICE #	DESCRIPTION	ACCOUNT #	ITEM AMT
63947		WCTC_002						
	S0671732			07/26/18	01	TEST FEES & COURSE TUITOINS	10-522-530-7700	1,720.00
							INVOICE TOTAL:	1,720.00 *
							CHECK TOTAL:	1,720.00
63948		WESTE001						
	56007			07/16/18	01	CULVERT	90-533-530-6600	391.30
							INVOICE TOTAL:	391.30 *
	56008			07/16/18	01	STORM GRATE	90-533-530-3100	87.00
							INVOICE TOTAL:	87.00 *
							CHECK TOTAL:	478.30
63949		WIDEP001						
	JULY2018			07/31/18	01	BACKGROUND CHECKS	10-519-530-5000	14.00
							INVOICE TOTAL:	14.00 *
							CHECK TOTAL:	14.00
							TOTAL AMOUNT PAID:	233,928.81



**TOWN OF LISBON**  
W234 N8676 Woodside Rd.  
Lisbon, WI 53089

**Wednesday, August 08, 2018**

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **August 17, 2018 through September 15, 2018** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Monday, August 20	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
Monday, August 27	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
<b>Monday, September 03</b>	<b>LABOR DAY - CLOSED</b>
Thursday, September 13	Plan Commission at 6:30 P.M.
Monday, September 10	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.

Sincerely,

Gina C. Gresch, MMC/WCPC  
Town of Lisbon Interim Administrator

**NOTICE:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meetings to gather information: no action will be taken by any governmental body at the above-stated meetings other than the governmental body specifically referred to above in this notice. (All meetings are subject to change or cancellation)

**RECEIVED**

*By Gina Gresch at 2:41 pm, Aug 08, 2018*



**LAKE COUNTRY MUNICIPAL COURT**

**174 E. Wisconsin Avenue**

**Oconomowoc, WI 53066**

**262-569-0920 - T**

*www.lcmunict.com*

*Clerk Pamela Strunk*

*clerk@Jcmunict.com*

*Deputy Clerk Theresa Berlin*

*deputyclerk@Jcmunict.com*

*Honorable Timothy T. Kay*

August 8, 2018

Chairman Joseph Osterman  
Town of Lisbon  
N51 W24181 Lisbon Road  
Pewaukee, WI53072

[Click here to view the report online](#)

Re: Lake Country Municipal Court  
Your Choice to Live, Inc. Annual Report  
School Year August 2017 to June 2018

Dear Chairman Osterman:

As your Lake Country Municipal Court Judge I have been making numerous referrals for those young individuals who are having difficulties with alcohol and drugs. I refer many of these individuals to the Your Choice to Live, Inc. Program, and recommend that they complete that program and return to court with a certificate to verify completion of that program along with their parents.

After they complete the program, I then impose a sentence that takes into consideration their education on these topics.

Attached is a copy of the 2017-2018 School Year Annual Report. Please review and I ask that you please consider electronically distributing this report to your supervisors.

Thank you for taking the time to acquaint yourself with this excellent program.

August 8, 2018  
Page 2

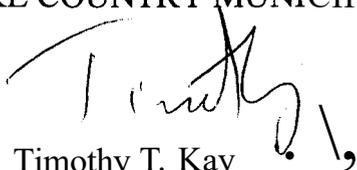
**LAKE COUNTRY MUNICIPAL COURT**  
174 E. Wisconsin Avenue  
Oconomowoc, WI 53066

If you have any questions, please feel free to contact me or the Executive Director of this program at:

Ashleigh Nowakowski, Executive Director  
Your Choice to Live, Inc.  
Cell: 262-224-6586  
Office: 262-367-9901  
[www.yourchoice-live.org](http://www.yourchoice-live.org)

Very truly yours,

**LAKE COUNTRY MUNICIPALCOURT**



Hon. Timothy T. Kay  
Municipal Judge

TTK/kfa

pc Clerk Pamela Strunk (email)  
Clerks of All Municipalities (email)

# ELECTRONICS & APPLIANCE RECYCLING EVENT

HOSTED BY

The Town of Merton

Located at: N78 W32101 Petersen Road

Open to  
all Waukesha  
County  
residents!

Saturday, August 11 • 9 am-Noon

## Electronics (Legacy Recycling LLC)

### *Items collected for a fee (cash only):*

- Television Sets (\$25 each)
- CRT Computer Monitor (\$10 each)

### *Items collected at no fee:*

- Other Computer Monitors & LCDs
- Computers
- Keyboards
- Laptops
- Printers
- Scanners
- Cell Phones
- Telephones
- DVD Players, VCRs, & Stereos

## Appliances (Refrigerant Depot)

### *Items collected at no fee:*

- Air Conditioners
- Dehumidifiers
- Refrigerators
- Microwaves
- Water Coolers
- Freezers
- Water Heaters
- Washer/Dryers
- Stoves
- Oven/Ranges
- Dishwashers



## Upcoming Events Hosted By

City of Muskego

on Sat. Sept. 8 (9am-Noon)

Village of Hartland

on Sat. Oct. 13 (9am-Noon)

# TOP TIPS TO HELP WAUKESHA COUNTY RECYCLE RIGHT!



LIQUIDS  
OUT,  
CAPS ON



WaukeshaCounty.gov/Recycling



RINSE  
OUT  
THE ICK



KEEP  
ITEMS  
LOOSE



'WAUKESHA COUNTY RECYCLES'



DOWNLOAD OUR FREE APP



FLATTEN  
CARDBOARD



NO  
PLASTIC  
BAGS



NO SCRAP METAL



NO  
TANGLERS



NO  
PROPANE  
TANKS



NO SHARPS



NO  
PLASTIC  
PLANTERS



@WAUKESHA COUNTY RECYCLES



@WAUKCORECYCLES

## July 2018 Fire Chiefs Report Continued

Notes on special activities and events:

1. July 15<sup>th</sup>, Lisbon Fire Participated in Lions Daze Parade with the Color guard and an Engine
2. July 18<sup>th</sup>, Lisbon Officer written test
3. July 21<sup>st</sup>, Auxiliary held a brat fry at Pick N Save
4. July 21<sup>st</sup> and 28<sup>th</sup> Lisbon Officer practical testing

Meetings attended by the Chief:

1. July 19<sup>th</sup>, Meeting with Merton Fire Chief
2. July 23<sup>rd</sup>, Waukesha County Cooperation Council Meeting
3. July 24<sup>th</sup>, Department Head meeting
4. July 27<sup>th</sup>, Part of review panel for Merton's Officer Interviews.
5. July 30<sup>th</sup>, Pewaukee FD meeting

Respectfully Submitted;

A handwritten signature in dark ink, appearing to read "Douglas J. Brahm". The signature is fluid and cursive, with a long horizontal stroke at the end.

Douglas J. Brahm  
Lisbon Fire Chief







## 2018 PARKS JULY/AUGUST REPORT

### **TOWN BOARD & PARK COMMITTEE**

#### **Park Staff are working on:**

- ☺ Set-up Soccer Field in Lisbon Oaks Park for the 2018 fall season.
- ☺ Seasonal mowing practices are being performed on all park open green space areas, DPW, Town Hall, Richmond Cemetery and both Fire Stations on a weekly basis
- ☺ Performing equipment & fleet maintenance as needed.
- ☺ prepared the Community Parks grounds for the Heritage Weekend Living History Event and all park staff work the weekend's event as needed.
- ☺ clearing out the weeds from several planting beds throughout the community park system.
- ☺ cleaning up shelters after each weekend rentals.
- ☺ Removal of dead trees or low hanging branches that posed a safety risk to the public in several parks.
- ☺ sprayed gravel pathways with weed control in Halquist and Community Parks.

Note: I will loss two of my summer staff employees the week of August 13 and my third seasonal employee the week of August 27 for the 2018 season.

#### **Park Superintendent has being working on:**

- Heritage Weekend August 11 & 12, 2018 held at Lisbon Community Park
- John is working on the 2019 Park departments operational and capital budgets
- Helped out with National Night Out Event August 8, 2018 6-8pm
- Finished building a retaining wall at the Richard Jung Fire Station
- Attending department head and park board meetings
- Meet with several residents working with them on park matters or answering questions pertaining to their plant /disease issues with their yards/trees.
- Prepared employee payroll, monthly park reports, answering emails/phone calls or any walk-ins and all other paper work pertaining to the park department
- I continue to work with park staff in the field on park duties/projects as time allows.

Submitted by:  
John Greiten  
Lisbon Park Superintendent

# JULY 2018 DPW MONTHLY REPORT



## TOWN BOARD & ADMINISTRATOR,

- Staff completed the second round of roadside mowing.
  - Staff replaced 3 driveway culverts.
  - Staff performed ditching work on Duplainville Road and Mary Hill Road.
  - Staff performed soil restoration on culverts that were replaced and the ditching projects that were done.
  - Staff spent time watering ditching and culvert projects.
  - Staff shouldered Partridge Hills and Watersedge Subdivisions.
  - Staff cleaned catch basins and culvert ends prior to rain events.
  - Staff filled pot holes as needed.
  - Staff finished up the retaining wall project at the Richmond FD.
  - Staff prepped our old 1 ton to sell and put our new one ton into service.
  - Staff continued preventative maintenance on vehicles and equipment when due and when time permitted.
- 
- I attended the monthly WCPWA luncheon.
  - I attended our monthly department head meeting.
  - I performed weed commissioner duties by checking on complaints and working with staff to get lots mowed.
  - I met with contractors to round up quotes on our projects ahead of the parking lot paving.
  - I met with Mitch from Kunkel on-site to go over Sweetbriar storm water project.
  - I attended a meeting with the V. of Sussex to go over sanitary sewer responsibilities in the sanitary district of Lisbon.
  - I began to work on the 2019 Budget.
  - I continued to work out in the field with staff on various projects such as ditching, equipment & vehicle maintenance, and culvert installations, amongst other things.

**REGARDS,  
JOE DE STEFANO JR.  
DPW DIRECTOR**



# ADMINISTRATOR REPORT

**PREPARED BY:** Gina C. Gresch, Interim Administrator

**REPORT DATE:** Monday, August 13, 2018

## LAKE COUNTRY MUNICIPAL COURT MOVING & RENT

On August 2, I attended a Lake Country Municipal Court partner meeting about the Court and Police Department moving into the old Sentry building on Wisconsin Avenue, and how that will affect each municipality. Due to renovation costs, all municipalities will have an increase in rent. Current practice is the LCMC is self-sustaining, in that \$33 from each ticket goes to the court, and the court uses that money to pay the City rent.

The municipality's rent increase is based on their percentage of court use and tickets issued, which you will see the breakdown on the following page. Overall, rent will be increasing about \$32,000; Lisbon's worst-case scenario is paying the court an additional \$2,432. There are other municipalities looking to join the court so that would lessen everyone's share.

Alternative sites were considered, but rent wouldn't be any less expensive than staying with the City of Oconomowoc and the old Sentry building meets all of the Courts needs; security and space being the most important. It is recommended moving into the renovated Police Department building, paying the increased rent, which would be a 20-year agreement with a fixed price. The group agreed that we would take this information back to our respective boards and meet again with hopes to approve the 20-year agreement.

## COMPOST SITE TOTALS

COMPOST SITE USAGE				
2018				
MONTH	LISBON	T/MERTON	V/MERTON	TOTAL
April	467	217	105	789
May	1,060	394	196	1,650
June	1,574	532	269	2,375
July	1,365	387	209	1,961
August				-
September				-
October				-
November				-
<b>TOTAL VEHICLES</b>	<b>4,466</b>	<b>1,530</b>	<b>779</b>	<b>6,775</b>
Average Per Month				
% of Usage	166%	123%	111%	847
Vehicles Per Hour	18			
Vehicles Per Week	199.26			
Weeks Open	34			
Hours Per Week	11			
Total Hours	374			

## WORKING ON THE 2019 BUDGET

2019 Budget work is coming along. I am waiting for quotes on health and dental insurance, as well as the net new construction, which me might not have until October. I will send out a draft for the Town Board to review as soon as it is ready.

PROPOSED 2019 BUDGET TIMELINE	
TASK	MTG DATE / DUE BY
Administrator to send six-month actual reports to Department Heads	Friday, July 20, 2018
Department Heads to submit 2019 proposed budget numbers to Administrator	Friday, August 10, 2018
<b>Administrator prepare preliminary budget for Town Board review prior to 1st Workshop</b>	<b>Friday, August 31, 2018</b>
<b>Capital Budgets due to Administrator</b>	<b>Tuesday, September 4, 2018</b>
1st Workshop - Town Board through General Fund (Admin)	Monday, September 10, 2018
Changes to be completed by	Thursday, September 13, 2018
2nd Workshop - Highway & Park	Monday, September 17, 2018
Changes to be completed by	Thursday, September 20, 2018
3rd Workshop - Police & Fire	Monday, October 1, 2018
Changes to be completed by	Thursday, October 4, 2018
4th Workshop - If necessary	Monday, October 8, 2018
Changes to be completed by	Thursday, October 11, 2018
5th Workshop to finalize for BPHSTM (if needed)	Monday, October 15, 2018
Budget Summary Publication finalized and sent to paper on	Wednesday, October 24, 2018
Budget Summary Publication legal notification published dates	Wednesdays, October 31 and November 7, 2018
BPHSTM	Wednesday, November 14, 2018
Changes to be completed by	Wednesday, November 21, 2018
Final Budget to be adopted by the Town Board	Monday, November 26, 2018

## 2013 SIEPMANN ANNEXATION PROPERTY TAX PAYMENT

While going through files, I found annexation paperwork from 2013 for the Siepman Property to the City of Pewaukee, which is now the CELA school. The ordinance indicates that the City shall pay the Town 5-years' worth of the Town's levied taxes to the Town. I emailed the City Clerk asking if this was ever paid and it turns out it wasn't. She is working on getting authorizing to cut a check immediately for \$1,158.50 (\$231.70\*5 years).



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Selling of Town Owned Lands
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator
<b>REPORT DATE:</b> Thursday, August 9, 2018
<b>RECOMMENDATION:</b> List land on LoopNet/CoStar or put on our website, fb page and an article in the paper
<b>EXPLANATION:</b> <p>A couple of weeks ago someone from LoopNet/CoStar called me and asked me if the Town wanted to continue to list our land for sale on their website. I wasn't aware of what this was, and after a couple of phone calls with our Listing Manager, she explained that LoopNet/CoStar is an online real estate listing, which can be used for free or can be paid for. Below is information from the website:</p> <p><b>To List on CoStar</b></p> <ul style="list-style-type: none"><li>• Listing on CoStar is and always will be free. You do not need a CoStar or LoopNet subscription to add a listing on CoStar.</li><li>• When you list with CoStar, your listing is accessible to more than 110,000 commercial real estate professionals. This is a highly influential audience that represents 95% of the top 1,000 commercial real estate firms and leases and buys over \$1.5 trillion of commercial real estate each year.</li><li>• You can add listings on CoStar via your local research team, or through the new online form available at <a href="http://listingmanager.costar.com">listingmanager.costar.com</a>.</li></ul> <p><b>To List on LoopNet</b></p> <ul style="list-style-type: none"><li>• As the number one commercial real estate marketplace with five million unique monthly visitors and massive tenant investor audience reach, LoopNet will now display listings from paying advertisers only. This will allow LoopNet to invest on what it does best – providing exceptional advertising that reaches motivated buyers.</li><li>• To list on LoopNet, you will need a premium advertisement. This can be a Diamond, Platinum, Gold or Premium listing.</li><li>• Your advertised listings will be accessible to all 5 Million+ monthly unique visitors on LoopNet, Cityfeet, Showcase and 200+ newspaper partners.</li></ul> <p>A LoopNet Premium Listing for one-year costs \$69 per month (\$828 total); or a quarterly listing costs \$104 per month (\$312). This could be one way to advertise our lands for sale. Another suggestion is to advertise land for sale on the Town's website and Facebook page and set a deadline to accept offers.</p>





# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b>	Town Board
<b>ITEM DESCRIPTION:</b>	<b>Accounting Software Proposal &amp; Request</b>
<b>PREPARED BY:</b>	Gina Gresch, Interim Administrator, Amy Buchman, Treasurer and Kelley Sharon, Deputy Treasurer
<b>REPORT DATE:</b>	Wednesday, July 18, 2018
<b>RECOMMENDATION:</b>	Direct staff to purchase new software to be implemented as soon as possible.
<b>EXPLANATION:</b>	<p>After the Town Board wrapped up on 2018 budget, staff was given direction to make the budget a better document; one that is easy to read, has better account descriptions, and is more user friendly. I suggested researching new accounting software because what we are using now, is not working well for our needs. Our current software is unreliable and has limitations which cause us to make duplicate steps on many things to accomplish a transaction. It also lacks the capability to import/export to Microsoft Excel, which would be incredibly helpful.</p> <p>The three of us met with vendors whom I received information from at the last Clerk's Conference. Those vendors included: Centerpoint (Redwing), BS&amp;A and Civic Systems (Connect). We invited each to make a presentation to us and then to send a quote. We did receive quotes from all three, however, Centerpoint's Redwing was so inexpensive, it reflected on the system and that it wouldn't meet our needs for a growing municipality. It was equivalent to a step above Quickbooks and our historical data could not be imported.</p> <p>The functions the Town requires and requested quotes for are the following: General Ledger, Accounts Payable, Accounts Receivable, Cash Receipting, Payroll, Asset Management and Project Management. BS&amp;A could provide all except Asset Management and Project Management for \$74,505. Civic Systems can provide all of those items and Cash Receipting includes Dog Licensing, which is a better system than our current one, for \$53,678. We currently pay MSI Harris \$5,462 for the annual support fee; Civic Systems' is \$6,616, but after subtracting the \$250 we currently pay for dog licensing software, the net annual support is \$6,366.</p> <p>We feel that Civic Systems' Connect will work the best for the Town's needs and has the best value and those details are on the following pages. The software is web-based and backed up nightly to their server. The software will always be automatically updated and can grow as the Town does. They also offer Utility Billing if that is never needed. Civic Systems is located in Madison and have their own training center, which we can go to and be trained on our own data, which we would prefer, so we would have uninterrupted training time.</p> <p>Civic Systems is very flexible with budgets and payments, however, staff and I request the Town Board please approve a budget amendment to use Fund Balance so we can have the data converted and the software up and running in time to be used for budget, every day transactions and processes which will in turn make the 2018 Audit a much smoother process. There are other payment options, however, we still request a budget amendment for at least 25% of the total so we can get the process started, and levy in 2019 and/or 2020, 2021.</p>

\*\*Without miPay

**RECEIVED**

*By Gina Gresch at 1:42 pm, Jun 22, 2018*

**Computer Software and  
Conversion Services Proposal  
Town of Lisbon  
Prepared by Civic Systems, LLC**



A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

Civic Systems, LLC  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398  
Phone: 888.241.1517  
Fax: 608.249.1050  
mlaesch@civicsystems.com  
www.civicsystems.com

June 19, 2018

**TRANSMITTAL LETTER**

**COMPONENTS OF SUCCESS ..... 1**

- Software.....2
- Conversion..... 3-4
- Education.....5
- On-Site Assistance.....6
- Support .....7

**PRODUCTS SELECTED ..... 8-9**

**INVESTMENT SUMMARY.....10**

- License Fees, Training, Conversion and Support Detail .....11
- Optional Modules .....12

**HARDWARE REQUIREMENTS.....13**



A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

## TRANSMITTAL LETTER

June 19, 2018

Town of Lisbon  
W234N8676 Woodside Road  
Lisbon, WI 53089

Dear Gina:

It has been great speaking with you about the possible future software needs of the Town of Lisbon. We are pleased to have this opportunity to submit our software solutions to you. Our proposal is based on your request for information and our prior experience in providing these services to clients with similar needs.

Civic Systems, LLC (Civic) has the experience and resources necessary to meet your needs and assist you with this very important project. We would like to highlight several factors that distinguish Civic from other firms.

### **Full Service Firm**

Civic provides a full range of software services specifically developed for cities and municipal utilities to over fifty new clients every year. These services include total turnkey software solutions. We are committed to enabling our clients to print utility bills, accounts payable checks, payroll checks, and monthly reports immediately after leaving our training facility. This process eliminates or minimizes the need to run parallel systems.

### **Experience**

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with over 250 municipalities and 300 utilities throughout the Midwest. Our team includes CPAs, trainers with over twenty years of training experience, and quality help desk analysts ready and waiting to answer your every question. Civic is a subsidiary of Baker Tilly Virchow Krause, LLP (Baker Tilly). Baker Tilly is the 16th largest accounting firm in the United States and prides itself on its public sector practice that includes over 150 full time, fully dedicated public sector practitioners. This unique and strong Civic/Baker Tilly relationship allows us to provide unmatched public sector expertise.

### **Depth of Resources**

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your customers.

Town of Lisbon

June 19, 2018

Page 2

**Commitment**

Civic has a long-standing tradition and solid reputation of providing high quality services to municipal government. To illustrate that commitment, we have a separate practice group devoted entirely to serving municipalities and their utilities.

**Timely Service**

Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

We appreciate the opportunity to submit this proposal and welcome the opportunity to discuss specific aspects of it with you. The information included in this packet is valid for 90 days. If you have any questions or need additional information, please contact me at 888.241.1517. We look forward to working with you on this important project.

Sincerely,

CIVIC SYSTEMS, LLC

A handwritten signature in cursive script, appearing to read "M Laesch".

Michael Laesch, Vice President – Business Development and Client Relations

ML

Enclosures

## COMPONENTS OF SUCCESS

A successful software investment involves two critical components: the software itself and the conversion, education, on-site assistance and support services provided with the software.

Caselle's software suite, coupled with the strength and stability provided by Baker Tilly and Civic's years of experience and depth of knowledge, ensures that your software investment will retain its value through the years. Our role as your trusted advisors gives you the peace of mind of knowing that professional, 100% public sector focused CPAs and consultants will guide you along the path toward a successful software investment.

Each critical component of a successful software investment is briefly discussed on the following pages.



## SOFTWARE

Over 14 years ago, Civic Systems entered into an agreement with Caselle, Inc. to represent their software throughout the Midwest. Caselle's software is the result of a long evolution that began in the 1950's as a part of a small CPA firm. Today, Caselle, Inc. provides fully integrated, true Windows-based financial and utility billing software to over 1,100 clients throughout the United States.

All conversion, education, on-site assistance and support services are provided out of Civic's Madison, Wisconsin headquarters.

Caselle's software, coupled with the public sector expertise of Civic and Baker Tilly, provide an unbeatable team to ensure a successful and long-lasting software investment.



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## CONVERSION

The success of any project usually depends on adequate up front planning. Software conversion is no different. From the first meeting until the last total is tested, an in-depth timeline and action plan will guide our progress.

### *Planning and Administration*

Since planning is such a key element in the success of your conversion, an in-depth, pre-conversion working session will be held at your site to identify key individuals, discuss current processes and procedures, evaluate potential challenges and establish a project timeline. The timeline established will document our process, assist with staff availability planning, minimize your staff's duplication of effort and create a clean data cutoff for the conversion team.

### *Data Extraction*

No one enjoys working overtime or weekends keying in data to new software. Let your staff completely avoid this time-consuming task by having Civic's conversion specialists quickly and accurately convert your data. Control "hooks" created from your current software allow us to map your data to the new software. In this way, existing data can be extracted, converted, tested, adjusted and finalized prior to your arrival for training. This process minimizes data clean up necessary to "go live". All you have to think about is learning the software while utilizing your own data.

Our proposed conversion services are listed on the following page.



The following outlines the conversion services to be provided for the core modules. Depending on the data integrity in the legacy system, below is our typical data conversion when converting from a legacy system.

## **Accounts Payable**

- > Vendor Information
- > Up to 10 years of invoice and check history
- > Report preparation
- > AP check formatting

## **Cash Receipting**

- > Setup receipt categories and corresponding GL accounts
- > Report preparation

## **General Ledger**

- > Chart of Accounts
- > Financial statements
- > Report preparation
- > Up to 10 years detail information
- > Up to 10 years of budget information

## **Payroll**

- > Employee information
- > Pay code setup
- > Current Year to Date Totals
- > Recalculate payroll to ensure data accuracy
- > Report preparation
- > Leave time balances
- > Paycheck formatting
- > Up to 10 Year Check History



## EDUCATION

Civic's Educational Services include individualized, hands-on instruction at our Madison, Wisconsin training facility. Our thorough, patient instructors guide you through all the software features necessary for effective use. At completion, you will immediately be able to begin using the software.

### *Classroom Training*

Civic's four high-tech training classrooms in Madison, Wisconsin allow an excellent learning experience. Hands-on instruction along with in-depth training ensures maximum product comprehension. Product overviews and fun classroom games ensure that key objectives are learned.

### *Professional, Experienced Trainers*

Our trainers have extensive software and industry knowledge and will help you apply it to your community. Our senior trainers have over twenty years of municipal software training experience. Their knowledge of municipal issues provides a strong foundation to help you with budgeting, utility billing and other community operations.

### *Structured, Yet Individual, Training*

Our structured training curriculum clearly outlines course objectives and goals to help you maximize your learning experience. Your trainer will guide you through this well-planned process. Group sessions and one-on-one instruction aid in the learning experience.

### *Customized Learning Using Your Own Data*

Custom reports and screens can be designed using your data. You will be able to immediately begin using the software at training completion.

### *Post Training Assistance*

During the first 90 days following training, you are welcome to contact your classroom trainer for software support. This helps create a smooth transition, since your trainer will be aware of any unique issues discussed during training. After 90 days, our experienced customer support representatives will be able to effectively handle any support issues.



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## ON-SITE ASSISTANCE

During the initial use of your new software, it can be reassuring to have an expert at your side. Civic's on site service provides you with the comforting reassurance of an expert on site to answer questions, correct any mistakes, offer helpful suggestions and monitor the overall progress of your software transition.



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## SUPPORT

### *Support Center*

The Civic Systems Support Center prides itself on timely and accurate support. Friendly, helpful representatives facilitate prompt issue resolution so your operations are not interrupted. All support calls are tracked and prioritized based on timing and urgency.

### *Support Center Objectives*

Civic Systems Support Center's number one objective is responsive issue resolution. Every call is tracked and prioritized, based on urgency through our Customer Support Portal, which is accessible via the Internet, customers can view the status of a ticket at anytime, 7 days a week.

### *Methods for Requesting Service*

You may contact the Civic Support Center by phone, fax or e-mail. Customers also have the option of submitting, canceling or adding more information to existing service tickets online through CIVIC's Customer Support Portal, which is accessible through the Internet. If the issue requires a more in depth look, we will access your data using PC Anywhere software.

### *Civic Systems Support Center Hours*

Monday through Friday 7:00 AM – 5:00 PM Central Standard Time.  
Saturday/Sunday – Please leave a message on the voice mail system for processing on Monday morning.

### *Annual Support Fees include:*

- Unlimited, toll free telephone support for purchased CIVIC software applications.
- All software enhancements and updates.

### *Updates and Enhancements*

Yearly updates are included in your annual support fee.



## PRODUCTS SELECTED

The software products available for selection include:

### ***Accounts Payable***

Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

### ***Accounts Receivable***

Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

### ***Animal License***

Allows easy tracking and maintenance of records such as owners, animals and license status. Interfaces with Cash Receipting.

### ***Business License (Optional)***

Provides an easy way to track the active license status of businesses. Interfaces with Cash Receipting.

### ***Building Permits (Optional)***

Provides an easy way to generate and track the active license status of individuals. Interfaces with Cash Receipting and Business Licenses.

### ***Cash Receipting***

From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

#### ***Cash Receipting Import***

Civic will establish an import file from your cash receipting to input customer payments.

### ***General Ledger***

Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

#### ***miExcel GL***

This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

### ***miViewPoint Dashboard Reporting Tool***

Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

#### ***miAP workflow (Optional)***

It doesn't matter if your AP process starts at a central location, within each department or both you will find our workflow system can handle your needs. Items are scanned and can be attached to multiple predefined customized workflow processes based on the department it is for, the dollar amount or a combination of both. Invoices can be coded at any step of the way through the final approval and once the final approval is made the images get attached into Account Payment and into miViewPoint for easy look up.



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### ***Payroll***

Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

### ***Direct Deposit***

Electronically transfer employee earnings to banking accounts.

### ***Electronic Submittals***

Create electronic submittals for W2's and 1099's.

### ***miPay***

Allow employees to go paperless with their paystubs and W-2's. Employees can log in with user name and password from any computer with internet access to view their current and past paystubs and W-2's. Employees also have self service capabilities like filling out forms for a change of address or W-4 withholdings. Employees can also input time off requests which notifies their manager for approval or denial.

### ***miTime (Optional)***

Allow employees to enter payroll hours over the web. Submitted time then goes through a predefined approval process to ensure accuracy. This module can eliminate the paper headache of the payroll process.

# Investment Summary

**Civic Systems, LLC**  
**Ten Terrace Court**  
**P.O. Box 7398**  
**Madison, WI 53707-7398**

**Town of Lisbon**  
**W234N8676 Woodside Road**  
**Lisbon, WI 53089**

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An initial 50% down payment is due with this contract. The remainder is due at training.** \*Additional payment terms can be provided such as spreading the payments over 2 or 3 years at 0% interest. The information provided in this proposal is valid for 90 days after the date of issue.

## INVESTMENT SUMMARY

License Fees (4 Concurrent)	\$ 41,350	
Less: Discount	(8,270)	
Training	7,800	
Conversion	10,200	
On-Site Assistance	1,800	\$52,880
		<u>\$ 798</u>
<b>TOTAL INVESTMENT</b>	<b><u>\$ 52,880</u></b>	<b>\$53,678 TOTAL</b>
<b>ANNUAL SUPPORT (Software For Life**)</b>	<b><u>\$ 6,616</u></b>	

## TRAVEL COSTS

Travel costs are a not-to-exceed and based on nine (9) round trips and 0 overnights.

Mileage(nine 142 mile round trips @ \$0.54/mile)	\$ 690
Meals (9 days at \$12/day)	<u>108</u>
<b>TOTAL INVESTMENT</b>	<b><u>\$ 798</u></b>

**\*A formal contract will need to be entered before any software is installed.**

**\*\*Software For Life provides you the assurance that you will never have to purchase another upgrade from us in the future. The Client will always be on the latest version of the purchased modules as long as they are current with annual support payments.**



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# License Fees, Training, Conversion and Support Detail

Selected Product Descriptions	License Fee Purchase Price	One-Time conversion / setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
<b>4 Concurrent User Licenses</b>	\$ 2,000	\$ 0	\$ 0	\$ 2,000	\$ 400
<b>Accounts Payable</b>	5,500	1,200	600	7,300	1,100
<b>Accounts Receivable</b>	5,000	600	1,200	6,800	1,000
<b>Animal Licenses</b>	1,650	600	600	2,850	330
<b>Cash Receipting</b>	4,500	600	600	5,700	900
Payment Import	Included	Included	Included	Included	Included
<b>General Ledger</b>	7,000	2,400	2,400	11,800	1,400
Activity Reporting	Included	Included	Included	Included	Included
Bank Rec	Included	Included	Included	Included	Included
Budgeting	Included	Included	Included	Included	Included
miExcel GL	Included	Included	Included	Included	Included
<b>miViewPoint (Department Head Dashboard)</b>	5,500	600	1,200	7,300	1,100
<b>Payroll</b>	10,200	3,600	3,600	17,400	2,040
Direct Deposit	Included	Included	Included	Included	Included
Electronic Submittals	Included	Included	Included	Included	Included
miPay Online	Included	Included	Included	Included	Included
<b>Less: Discount</b>	<b>(8,270)</b>	<b>--</b>	<b>--</b>	<b>(8,270)</b>	<b>(1,654)</b>
<b>TOTALS COSTS</b>	<b><u>33,080</u></b>	<b><u>9,600</u></b>	<b><u>10,200</u></b>	<b><u>52,880</u></b>	<b><u>6,616</u></b>

\*Optional item pricing is provided on the following page.

\*If online Bill Presentment is chosen the Town of Lisbon is responsible for any monthly hosting, setup and transactional fees charged by the preferred online bill pay company.



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## Optional Module Detailed Cost

OPTIONAL MODULES (Not Included in the agreement)

Optional Product Descriptions (Not Selected)	License Fee Purchase Price (4 Concurrent Users)	One-Time conversion / setup	Training Cost @ \$1,200/Day	Year one Total w/o Support	Annual Fees
<b>Additional Concurrent Users above 4 (each)</b>	2,000	--	--	<b>2,000</b>	400
<b>Business Licenses</b>	1,650	600	600	<b>2,850</b>	330
<b>Building Permits</b>	7,000	1,800	1,800	<b>10,600</b>	1,400
<b>miViewPoint Add Ons</b>					
miAP Workflow	4,000	600	600	<b>5,200</b>	800
<b>Payroll Add Ons</b>					
miTime (Remote Time Entry)	4,000	600	600	<b>5,200</b>	800
miExcel PR	1,500	300	300	<b>2,100</b>	300



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# Hardware Requirements

## HARDWARE REQUIREMENTS

### Network System Requirements – Caselle® Connect – Network

Important! Using servers, workstations, or servers and workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

Network Server Operating System	Microsoft® Windows 2008 R2, 2012, 2012 R2 or 2016 Server (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher   Minimum 16 GB of available RAM   30 GB available disk space for Caselle Connect applications (180 MB) and data   Separate physical hard drive for SQL log file 8-15 K SAS HDD preferred   Color SVGA .28 Monitor   1 GB Ethernet Network Card   1 GB Ethernet Switch   DVDRW Drive <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Database Server Equipment and Operating System	<ul style="list-style-type: none"> <li>Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server).</li> <li>Networks with more than ten workstations may require faster processors and/or more memory than the recommended.</li> </ul>
Database Software	Microsoft® SQL Server 2012 (64-bit), 2014 (64-bit) or 2016 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel Core 2 Duo, i5, or i7 (3 GHz or higher)   8 GB of available RAM   30 GB available disk space for Caselle Connect applications (180 MB) and data   LCD Monitor <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Workstation Operating System	Windows 7™, 8™ or 10™ Professional (32-bit or 64-bit).
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca Series (Impact) 150 and 280 Printers, Ithaca Series (Thermal) 280, Ithaca 9000 Series and 1500 Series Printers
Internet Access	DSL, ISDN, or T1  Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint	IIS 7 or later   30 GB of available disk space for miViewPoint on the IIS and SQL Servers   Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.



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<b>PAYMENT PLAN OPTION #1</b>		
Do Budget Amendment for 100%	\$	53,678

<b>PAYMENT PLAN OPTION #2</b>		
Do Budget Amendment for 50%	\$	26,839
Levy in 2019 for the balance	\$	26,839
<b>TOTAL</b>	<b>\$</b>	<b>53,678</b>

<b>PAYMENT PLAN OPTION #3</b>		
Do Budget Amendment for min 25% down pmt	\$	13,420
Levy in 2019 for 50% of the balance	\$	20,129
Levy in 2020 for 50% of the balance	\$	20,129
<b>TOTAL</b>	<b>\$</b>	<b>53,678</b>

<b>PAYMENT PLAN OPTION #4</b>		
Do Budget Amendment for min 25% down pmt	\$	13,420
<b>BALANCE</b>	<b>\$</b>	<b>40,259</b>
Levy in 2019 for 50% of the balance	\$	20,129
<b>BALANCE</b>	<b>\$</b>	<b>20,129</b>
Levy in 2020 for the balance	\$	20,129
<b>TOTAL</b>	<b>\$</b>	<b>53,678</b>

<b>PAYMENT PLAN OPTION #5</b>		
Do Budget Amendment for min 25% down pmt	\$	13,420
<b>BALANCE</b>	<b>\$</b>	<b>40,259</b>
Levy in 2019 for 1/3 of the balance	\$	13,420
<b>BALANCE</b>	<b>\$</b>	<b>26,839</b>
Levy in 2020 for 1/3 of the balance	\$	13,420
<b>BALANCE</b>	<b>\$</b>	<b>13,420</b>
Levy in 2021 for 1/3 of the balance	\$	13,420
<b>TOTAL</b>	<b>\$</b>	<b>53,678</b>

**Below are the highlights to each of the software's functions and how the Town can benefit from it.**

### **OVERALL USER FEATURES**

**MiViewPoint Dashboard** – this is a web portal that users can check at any time. Users who would benefit from this are the Town Board members and Department Heads. You can log into the system and see real time reports for any account. This is a read-only function and the numbers of users for this function is unlimited. You don't need to know account numbers as there are many ways to search for an account, and be able to drill down to details which could be the actual accounts payable invoice. This will also be very helpful with audit preparation. The auditors would also be able to log into the Dashboard and run whatever reports they need to. When audit journal entries need to be made, the auditors already send it in a spreadsheet, but that can be imported into the system and eliminates the need to re-key the data and eliminates the changes for errors.

**miExcel** – this is a dynamic version of excel which is linked directly to the system. For example, journal entries can be made without having to be in the software and the entries post to the general ledger in once click. Also, payroll timesheets can be imported without have to data enter account numbers and amounts. This will help immensely with the time it takes to enter payroll, especially the monthly entries.

### **GENERAL LEDGER**

There are many features in the GL which will help improve our processes. While preparing the budget, the software tracks every change made, with the date, time and user. Versions of the budget will be easily trackable.

During the AP and PR process, the system can talk to bank by uploading a file to them which has the range of check numbers used in each check run. This allows the bank to know exactly what checks are being generated through the system, so when they clear, the bank sends back a spreadsheet which imports and automatically clears those checks in the system that were cashed.

### **ACCOUNTS PAYABLE**

AP has a workflow function where we can scan in the invoices and send them to the department heads which would save them time and gas from coming to Town Hall just to pick up and drop off invoices. This option is available but wasn't quoted as this would be something we would like to add, but at a later date.

This system will also allow us to create property tax refunds more efficiently. Instead of entering each tax payer as a new vendor, a spreadsheet is set up with the name, address, tax key, amount due, paid and refund. That information is imported and it can print checks without having to go through the accounts payable process. Tax payers will receive their refund checks faster. The Town Board would still receive a report of those checks, but wouldn't need to approve them every two weeks. The last tax season had a very high number of refunds, which took much longer than anticipated to get through the approval process. With this process, refunds could be done daily instead of twice a month.

## **PAYROLL**

**miPay** – this is the employee portal which all employees would have a username and password to. In this portal, employees can change their own tax deductions, update direct deposit information and even download copies of their check stubs and W-2's.

## **CASH RECEIPTING**

The Cash Receipting feature will allow us to enter more detailed information when receipting payments. Also, the software includes dog licensing, which also talks to cash receipting. When a dog license is entered, the payment automatically posts to the AR and GL accounts automatically. Currently, we have to enter the license into the software, then re-enter the same information into the CR system, which then takes another couple of steps to post to the GL. With this software, it's done with one entry and posts automatically. Also, the late dog license mailing we did, and the renewal mailing we are going to do can be done automatically from the system, creates a bar code on the letter/invoice. The person could pay online with a credit card, which with the company we chose, will also automatically post the GL.

## **PROJECT MANAGEMENT**

This part of the software will allow us to track monies spent on regular and capital projects. This will help us easily manage costs, provide reports when we need to submit for reimbursement and helps us track costs so we can easily pull that information at budget time. For example, when the highway department is doing spring bush pickup, they would enter their time and item worked on into their importable timecard spreadsheet, which then talks to payroll and then talks to project management, and it will automatically track how much time (hours and/or wages) is being used. Accounts Payable also talks to this so all expenses can be tracked without having to re-enter the information to another system or spreadsheet. Right now we are making several account numbers for one project. This way we have one acct number with sub accounts to break things down, rather than pulling AP folders and looking for invoices to update spreadsheets when we think of it or have time.

## **ASSET MANAGEMENT**

Asset Management functions very much like Project Management, but manages our physical assets and calculates depreciation. The auditors will be able to access this information come audit time via the MiViewPoint Dashboard.



Civic Systems' latest version of its financial and utility billing software suite, entitled Connect, provides enhanced internal controls allowing the Administrators to keep a watchful eye on every financial transaction. One of the major reasons for the enhanced security is to accommodate the new Risk Assessment Standards. Connect takes full advantage of the Microsoft SQL (SQL) database engine. The SQL engine provides enhanced security features to ensure that the raw data is secure and difficult to access providing better security and tracking capabilities to detect fraudulent activities in the financial system. The Town's current system may lack these security features and, as a result, the raw data is susceptible to manipulation. Many legacy software packages that municipalities use lack security features that, if operated improperly, would not allow for the identification of changes made to the financial data and who made those changes.

In addition to providing better security to data, Connect gives the system Administrator the ability to enforce login password rules. These password rules include such things as setting a minimum length password, requiring both alpha and numeric characters; establish the number of failed login attempts before the user is locked out, and mandating that passwords be changed regularly without the capability to reuse old passwords.

Connect also provides better tracking of data changes within the software. Connect users have the ability to track changes or deletions on any field. The system will time and date stamp the user that made the modification. This log will provide you with what the change was, who changed it, when it was changed along with tracking the field's new and old values. The system can easily provide reports on the instances where changes occurred. Additionally, Connect has the ability to generate an email when changes are made on specific fields so that appropriate people are notified of the change. The following is an example of field level security tracking by Vendor name with Connect:

### **Internal Controls**

Civic Systems, is a wholly owned Subsidiary of Baker Tilly, LLC with over 100 employees dedicated to public sector audits. We have worked with several communities on establishing Internal Control Committees and providing specific plans to maintain proper checks and balances.

Connect also enables you to keep confidential information from being manipulated by allowing you to restrict access to certain fields within the application. The software will also allow you to establish triggers within the system to alert administration of specific field changes and deletions.

### **Reporting**

The report writer is one of the biggest differentiating features of the Connect suite of software. Users truly have access to all data contained in the system. The system has numerous "canned reports" contained within each module. These reports can all be altered by the user by simply adding or selecting selection criteria and report order of fields within the database (including user-defined fields). If there is an instance where the user needs a report that is not already available, they have the ability to create one through the report writer. The report writer gives access to every table and its subsequent data within the system. All reports can be printed to file, Excel, network printer, PDF, etc.



Best of all the reporting does not have to come only at month end but it can be viewed by department heads real time through the miViewPoint Dashboard. Each user will have real-time access only to the departments and employees that they are responsible for. This access gives them real time budget to actual, employee vacation balances and vendor payment history.

### **Paperless**

Civic Systems' provides many possibilities to go paperless by eliminating paper through the heavy paper driven processes like the Accounts Payable and Payroll. Through our applications miAP Workflow, miPay Online and miTime many offices have cut down on their uses of paper and streamlined their process along the way through electronic approvals. These modules have proven in eliminating bottle necks through transparency and providing electronic reminders to those within the approval processes.

### **Advantages**

Below are some other areas that Connect provides advantages:

- 1) Program Language and Database – The Connect version is written in Microsoft's latest programming language, VB.Net, and will allow for SQL database to be utilized, thus eliminating and software related concerns on database sizes or potential data corruption.
- 2) Electronic Steps checklist – Electronic Workflow manager is hyperlinked for user processes and to aid in cross training.
- 3) User Customization – Every search screen, inquiry screen and favorites menu are able to be customized by user preference. This profile will follow the user's sign-in no matter which PC they are at.
- 4) User Defined Fields – The Connect version allows for an unlimited number and type of user-defined fields by table. This could assist in tracking and scheduling meter testing and PSC reporting.
- 5) Reports – Ability to drill down and change columns within each report and export each report to PDF, Excel, Word, Rich text or delimited file format.
- 6) Attachments - Ability to attach image or content files to customers account for viewing in Inquiry or Edit screens.
- 7) Workflow Approvals - Electronically submit and approve AP invoices and timecards while electronically tracking those individuals that have approved and tracking those items that are awaiting approval.
- 8) Software For Life - This assures you that you will never be on an old version of our software. All software updates and upgrades will be provided for the modules that have been purchased as part of that annual support.
- 9) miViewPoint – Provides read only departmental lookup of financial information that is password protected. The person signing in will only have access to view the range off accounts and information they have been given rights to.

## **PRODUCTS AVAILABLE**

The software products available for selection include:

### ***Accounts Payable***

Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

#### **miExcel AP**

Allows for easy import of P Card information from the bank without reentering it manually.

### ***Purchase Orders***

Enter requisitions by department and employee for approval. Purchase orders are integrated with the accounts payable module for invoice payment.

### ***Check on Demand***

Quickly process a payment without setting up vendor information or writing a manual check.

### ***Accounts Receivable***

Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

### ***Animal License***

Allows easy tracking and maintenance of records such as owners, animals and license status. Interfaces with Cash Receipting.

### ***Business License***

Provides an easy way to track the active license status of businesses. Interfaces with Cash Receipting.

### ***Building Permits***

Provides an easy way to generate and track the active license status of individuals. Interfaces with Cash Receipting and Business Licenses.

### ***Code Enforcements***

Easily create inspections schedules and checklists and provides the capability to charge fees, issue notices, schedule inspections for violation and escalate tracked complaints to violations.

### ***Planning and Zoning***

Record and track information based on each project type, customize data-entry routines for each stage of a project, organize parcels into units with designated units and contracts related to specific projects and import/update property information from electronic files.

### ***Cash Receipting***

From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

### ***Cash Receipting Import***

Civic will establish an import file from your cash receipting to input customer payments.

### ***Check Validation***

Generates a search from the point-of-sale terminal to verify the customer's check is valid.

### ***Cemetery Management***

Organizes and maintains records such as lot owners and vacant locations.

### ***General Ledger***

Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

#### ***miExcel GL***

This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

### ***Health and Human Services***

Includes CARS reporting and eWiSACWIS.

### ***Human Resources***

Provides you the ability to track and manage your employees or potential employees from recruitment to retirement. This application is designed for organizations of all sizes that have a separate HR director and that want a reliable way to keep track of sensitive employee information in an electronic format.

#### ***Improvement Districts (Special Assessments)***

Track and bill property assessments and payments for your community with ease and efficiency. Program will maintain property and assessment information, assessment balances with user-definable date payoff option, billable interest, payment allocations and special fee information such as prepayment, late or delinquent fees. In addition, the user can track all bond information related to the assessment.

#### ***miViewPoint Dashboard Reporting Tool***

Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

#### ***miAP/ Req and PO workflow***

It doesn't matter if your AP process starts at a central location, within each department or both you will find our workflow system can handle your needs. Items are scanned and can be attached to multiple predefined customized workflow processes based on the department it is for, the dollar amount or a combination of both. Invoices can be coded at any step of the way through the final approval and once the final approval is made the images get attached into Account Payment and into miViewPoint for easy look up. If you are using Requisitions and Purchase Orders they can be handled within the workflow process also.

#### ***miUtility Inquiry Portal***

Access real-time resident information from any utility service address, including interface to GoogleMaps.

### ***Payroll***

Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

#### ***ACA Reporting***

The ACA module will produce the following items:

- 1094-B (Transmittal of Health Coverage Information Returns)
- 1095-B (Health Coverage)
- 1094-C (Transmittal of Employer Provided Health Insurance Offer)
- 1095-C (Employer-Provided Health Insurance Offer and Coverage)
- Data grid to complete information for dependents and health plans
- Hourly look back reports to show average hours worked
- XML file to electronically submit information

#### ***Direct Deposit***

Electronically transfer employee earnings to banking accounts.

#### ***Electronic Submittals***

Create electronic submittals for your W2's and 1099's.

#### ***miPay***

Allow employees to go paperless with their paystubs and W-2's. Employees can log in with user name and password from any computer with internet access to view their current and past paystubs and W-2's. Employees also have self service capabilities like filling out forms for a change of address or W-4 withholdings. Employees can also input time off requests which notifies their manager for approval or denial.

#### ***miTime***

Allow employees to enter payroll hours over the web or through an app. Submitted time then goes through a predefined approval process to ensure accuracy. This module can eliminate the paper headache of the payroll process.

#### ***miExcel PR***

Allows individuals or departments to fill out excel based time sheets electronically to import seamlessly into timekeeping or directly into payroll along with providing the ability to import files from a time clock system. This module eliminates re-keying hours and provides additional functionality such as importing of steps and grades from Excel, easily update pay schedules from Excel, along with providing export capabilities for Rates, Pay Codes, GL by pay periods and benefit info.

#### ***Timekeeping***

Interfaces with Payroll and Project Management. Employee time, plus equipment and overhead, can be charged to a specific project.

#### ***Project Management***

Designed specifically for municipalities and utilities, helps manage large projects by assembling cost centers such as equipment, labor, materials and direct charges. Interfaces with Timekeeping, Payroll, Materials Management, Cash Receipting, Accounts Payable, Accounts Receivable, General Ledger and Asset Management.

#### ***Asset Management***

Developed with GASB No. 34 compliance in mind; maintains fixed assets, continuing property records and depreciation records. It interfaces with Accounts Payable and General Ledger.

#### ***Materials Management***

Provides a complete inventory management system, creating a fully integrated job costing and management reporting system. Interfaces with Purchase Orders, Accounts Receivable, General Ledger, Asset Management and Project Management.

### ***Utility Billing***

A comprehensive customer information system designed to address the unique challenges faced by municipal utilities. Features such as rate calculation computation, multiple project meter database, and consolidated master meters allow your utility to customize the product based on your needs.

### ***ACH Direct Pay***

Customers automatically pay their utility bills from their checking or savings account.

### ***Backflow Management***

Designed for the backflow technician or the administrative assistant in your organization's public works department who needs to track assemblies and testing results in addition to sending reminder notices.

### ***Electronic Read Interface***

Importing meter files is easy and hassle-free with the Electronic Read Interface. We are able to integrate all major hand held meter reading devices.

### ***Energy Assistance***

Energy Assistance allows you to simplify the billing process when accepting assistance payments. Display applied assistance amounts and any remaining balance on customer notices, and separates the assistance balance from the customer's overall balance due. This module also enables you to exclude customers from shutoff and penalties when you receive notice that they have been approved for assistance. Balance your assistance liability and provide the necessary reports to any controlling agencies with this module.

### ***miExcel UB***

Provides built in functions to easily update rates and services, change meters, export meter data and customer usage and provides revenue analysis functions.

### ***Service Orders***

Create service orders to assign specific, user defined tasks including final reads and meter replacements.

### ***Mobile Service Orders***

This module is an add on to service orders which allows service orders to be assigned and then completed in the field using your mobile device. The mobile device will receive notification if a service order is added and a map of where that service order is located will be present. Once items are completed it is updated to the service order application in the Caselle system. If you are using miViewPoint there will be a screen that shows you outstanding service orders along with a pin map of where those service orders are located.

### ***Splitter***

When utility bills are run a PDF of each customer's bill will be attached to each customer for easy viewing and printing at a later date. No more recalculating old bills when rates there are rate changes or Power Cost Adjustments.

### ***Tax Certification***

Easily produce tax certification notices for your delinquent customers and create a file to electronically send information to the appropriate agency.

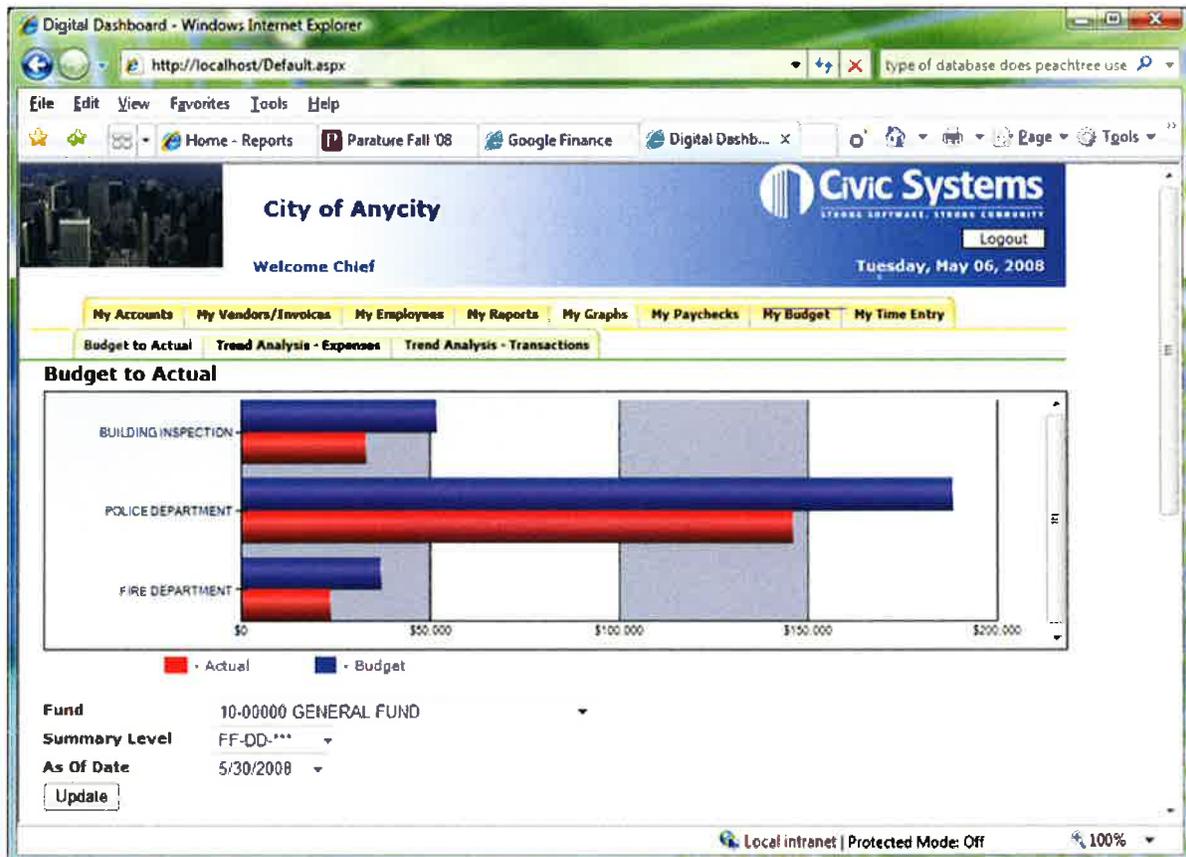
### ***Online Bill Pay and Bill Presentment***

Provides customers with a direct bill payment option through a secure, robust Internet application. Ability for customers to opt out of paper billings, Utility bill payment, account review, inquiry features and service requests are all available. Interfaces with Cash Receipting for seamless bill payment option.

# DASHBOARD



The Dashboard is an intuitive web-based application that provides administrators, department managers, board members, and others access to the information they need to make informed decisions. Easily view your financial status at a glance and modify your strategies based on current information.



## Capable

- Drill-down to the source document
- Use comprehensive security with role-based privileges
- Monitor account balances, budgets, employee leave time, overtime, cost per employee, invoices, etc.

## Efficient

- Intuitive and easy to learn
- Capable of downloading reports to Excel or PDF
- Real-time access to "live" data

## Flexible

- Allow unlimited users
- Restrict access to account numbers, invoices, and employees
- Save a rich collection of data visuals (charts, graphs, etc.)

## Powerful

- Use Intranet and virtual private network support
- Create budget-to-actual graphs and reports
- Compare projected balances to budget
- Forecast account balances at year-end
- Simplify data to monitor key financial events

## Interfaces With

Accounts Payable

Cash Receipting

General Ledger

Payroll

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

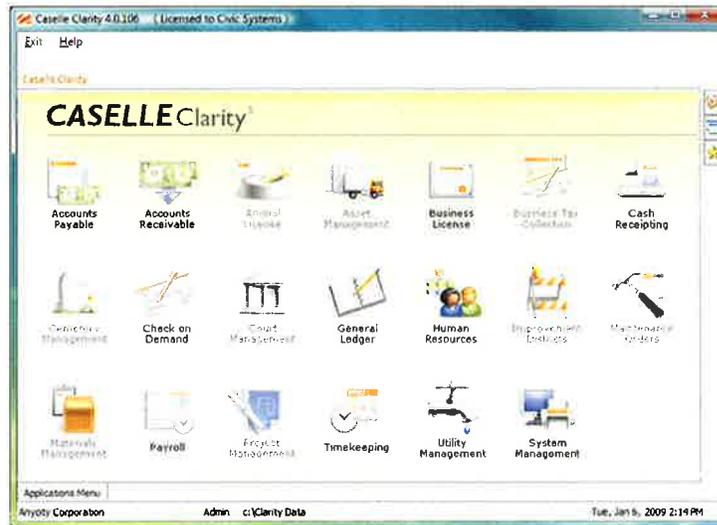
## HOSTED SOLUTION



The Hosted Solution offered by Civic Systems is the easiest, most reliable and cost-effective solution to accomplish more with fewer resources. Our solutions evolve and adapt to keep ahead of changing business technology and security requirements.

	<b>Features</b>	<b>Benefits</b>
<b>Affordable Cost</b>	<ul style="list-style-type: none"><li>• Customized application platform – All hardware and software to run your application(s) is provided</li><li>• Technical team administers and maintains your software</li></ul>	<ul style="list-style-type: none"><li>• Budget-friendly, fixed cost includes everything to ensure your application is in a secure cloud</li></ul>
<b>Highest Performance</b>	<ul style="list-style-type: none"><li>• Dedicated server farms</li><li>• Multiple Tier III data centers</li><li>• Universal compatibility</li><li>• Capacity on demand</li></ul>	<ul style="list-style-type: none"><li>• Optimized performance</li></ul>
<b>Unsurpassed Reliability</b>	<ul style="list-style-type: none"><li>• Redundant servers</li><li>• Multiple internet connections</li><li>• Secure facilities</li><li>• Backup generators</li><li>• 24/7 monitoring</li><li>• Redundant fiber-optic network</li></ul>	<ul style="list-style-type: none"><li>• 99.95% uptime guarantee – your cloud is running when you need it</li></ul>
<b>Universal Access</b>	<ul style="list-style-type: none"><li>• Data encryption</li><li>• Internet access with dark fiber to major peering points</li></ul>	<ul style="list-style-type: none"><li>• The software is available anywhere at anytime</li></ul>
<b>Total Security</b>	<ul style="list-style-type: none"><li>• Multiple firewalls</li><li>• Intrusion detection</li><li>• Regular vulnerability assessments</li><li>• Biometric access controls</li><li>• Virus scanning and protection</li><li>• Hardened computer systems</li><li>• SSAE-16 Type II Certified</li><li>• CISSP's on staff</li><li>• Log monitoring/archiving</li><li>• Services located in USA</li></ul>	<ul style="list-style-type: none"><li>• The software runs in a secure environment utilizing the industry's latest "security best practices"</li></ul>
<b>Priority Support</b>	<ul style="list-style-type: none"><li>• 24/7 help desk</li><li>• 24/7 monitoring</li><li>• Rapid response to customer issues</li><li>• Access to system administrators and DBAs</li></ul>	<ul style="list-style-type: none"><li>• Our extended service hours and dedicated technical experts keep your software operating smoothly</li></ul>
<b>Fail-Safe Backup</b>	<ul style="list-style-type: none"><li>• Daily backups</li><li>• Daily tape backups are sent to secure off-site facility</li><li>• Optional DR services available</li><li>• Active-Active geographically diverse data centers</li></ul>	<ul style="list-style-type: none"><li>• Your data is protected and can be rolled back in the event of a problem</li></ul>
<b>Trustworthy Team</b>	<ul style="list-style-type: none"><li>• Dedicated experienced team</li></ul>	<ul style="list-style-type: none"><li>• Our team will work with you to achieve your technical and customer experience objectives</li></ul>

Civic Systems provides technology solutions that make your job easier, but we're so much more than just a software company.



### Public Sector Focus

Our professionals specialize in the public sector and take the time to understand your operations. Civic Systems is backed by the in-depth knowledge and resources of Baker Tilly Virchow Krause, LLP, a nationally-known accounting and consulting firm serving more than 2,000 public sector clients.

### Stable Corporate History

Unlike many fly-by-night technology companies, Civic Systems has been serving municipal clients since 1984. Our client and employee retention rates are an amazing 99%, a clear demonstration of our commitment to employ the best people to meet our communities' long-term needs.

### Fully-Integrated Solutions

Our solutions are designed to work together to increase efficiency and accuracy. Data and information is shared seamlessly between programs, eliminating repetition and duplication of effort.

### Professional Courtesy and Responsiveness

Our team will take time upfront to understand your unique situation. We will ask intelligent questions, and only after listening to your needs will we respond with appropriate recommendations. We will work hand-in-hand with your staff to see that the correct solutions are implemented.

### Turnkey Conversion

Our team handles all phases of conversion to ensure you "go live" with our solutions immediately after training. During integration, we provide timelines and status reports to keep you informed every step of the way.

### Hands-On Training

Our proven, focused approach allows you to quickly understand our solutions' many powerful features. When you arrive back at your office, you'll be able to "hit the ground running."

### Ongoing Technical Support

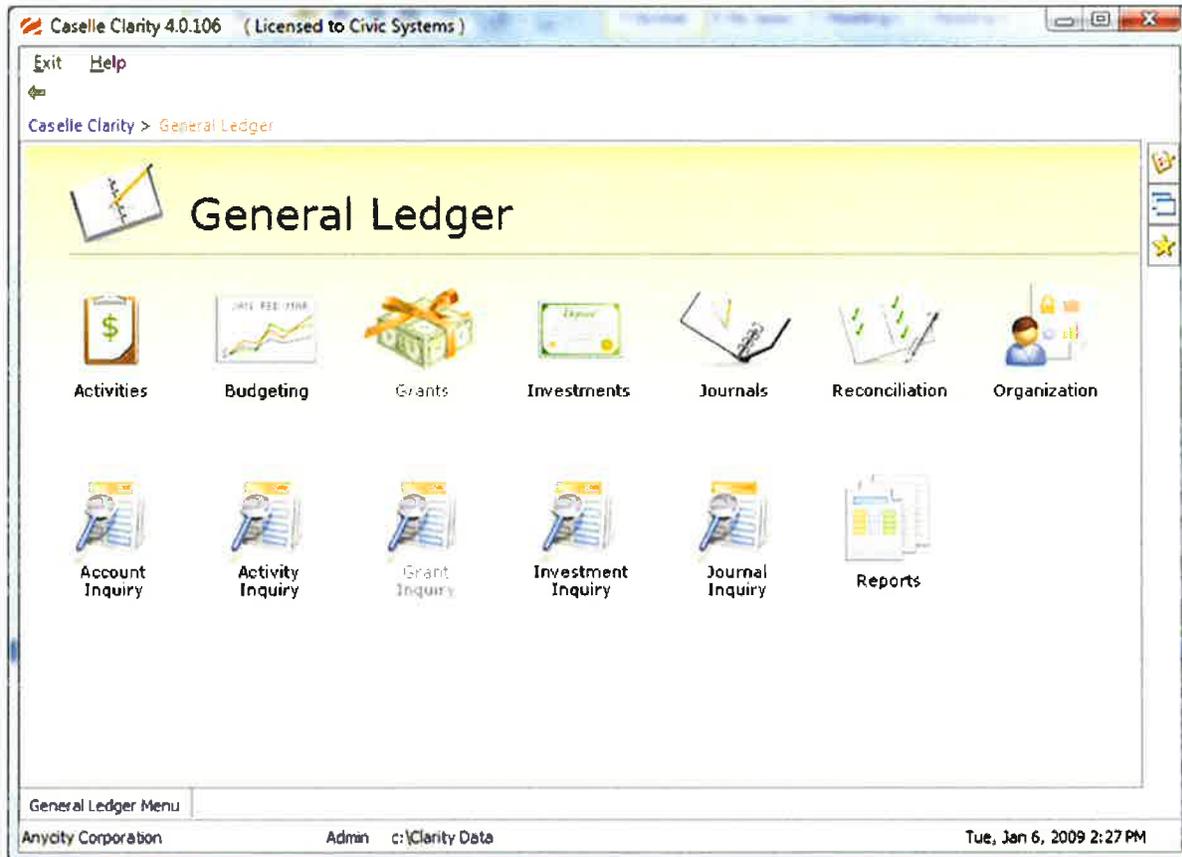
Our friendly and knowledgeable support analysts will help you resolve issues promptly. Our online Customer Support Portal is available 24 hours-a-day.

**For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)**

# GENERAL LEDGER



Feel confident in balancing your financials with our user-friendly, flexible software. Seamless interface from various subsystems make reporting and reconciling a breeze.



## Capable

- Track and report activity costs
- Utilize grant reporting capabilities
- Complete budget tools for preparation and reporting

## Efficient

- Subsystem interface creates journal entries
- Simplified bank reconciliation
- Account inquiry with transaction detail

## Flexible

- Customizable financial statements
- Year-end closing routine with easy prior year access
- Broad import and export functionality

## Powerful

- Powerful search options
- Print, save, and export all reports
- Accommodates GASB reporting regulations

## Interfaces With

Accounts Payable

Accounts Receivable

Asset Management

Cash Receipting

Check on Demand

General Ledger Interest Allocation

General Ledger Investments

Improvement Districts

Materials Management

Payroll

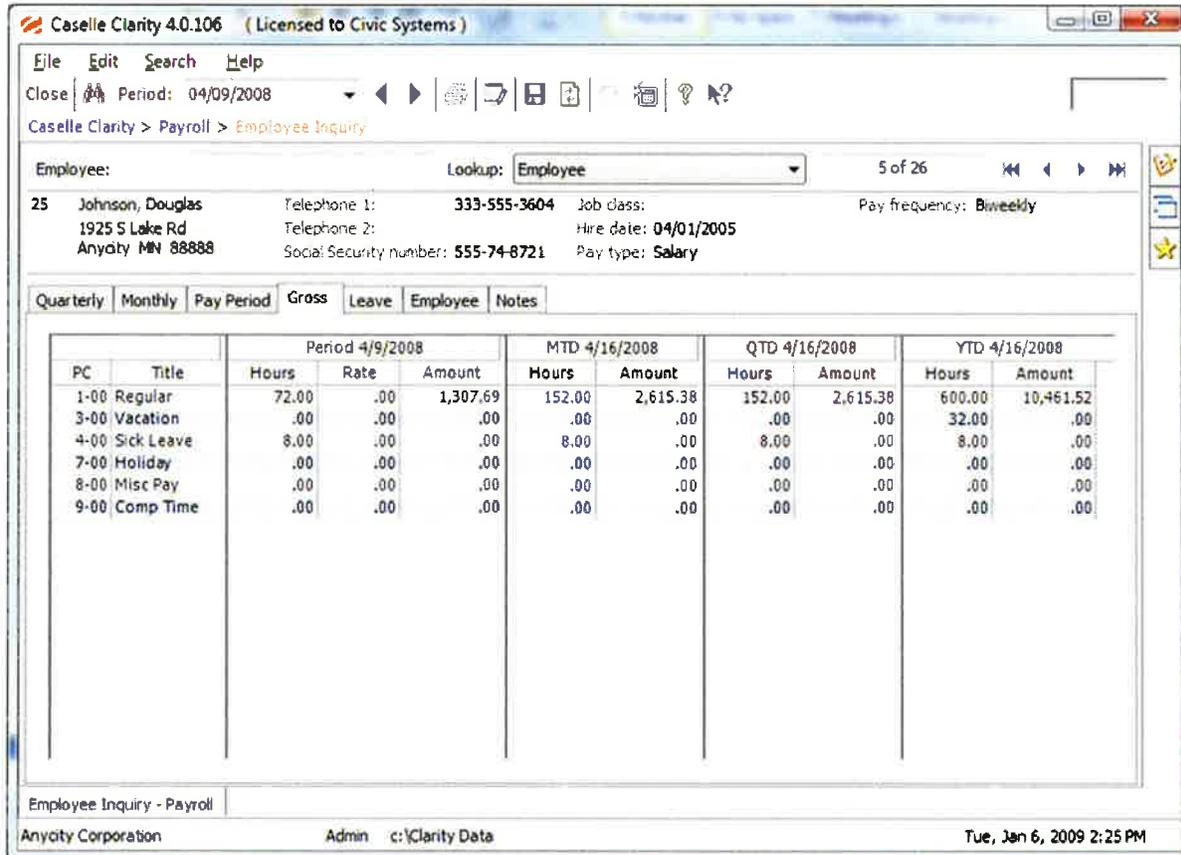
Project Management

Requisitions/Purchase Orders

Utility Management

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Payroll is about more than just processing employee checks. It's about automating your entire payroll process from start to finish. Discover what stress-free payroll processing really feels like.



## Capable

- Federal, state, and local government reporting requirements are met
- State retirement and employee W2 reporting
- Employee information tracking

## Efficient

- Issue vendor checks and invoices from payroll
- Compute all employer benefit costs for each employee
- Print single check and payout check capabilities
- Electronic reporting module available to report year-end information to IRS

## Flexible

- Supports complex pay code calculations
- Adjustable leave time accrual rates
- User-defined paycheck and voucher formats

## Powerful

- Powerful search options
- Print, save, and export all reports
- Electronic document and image attachments

## Interfaces With

Check on Demand

General Ledger

Human Resources

Magnetic Media Reporting

Payroll Direct Deposit

Project Management

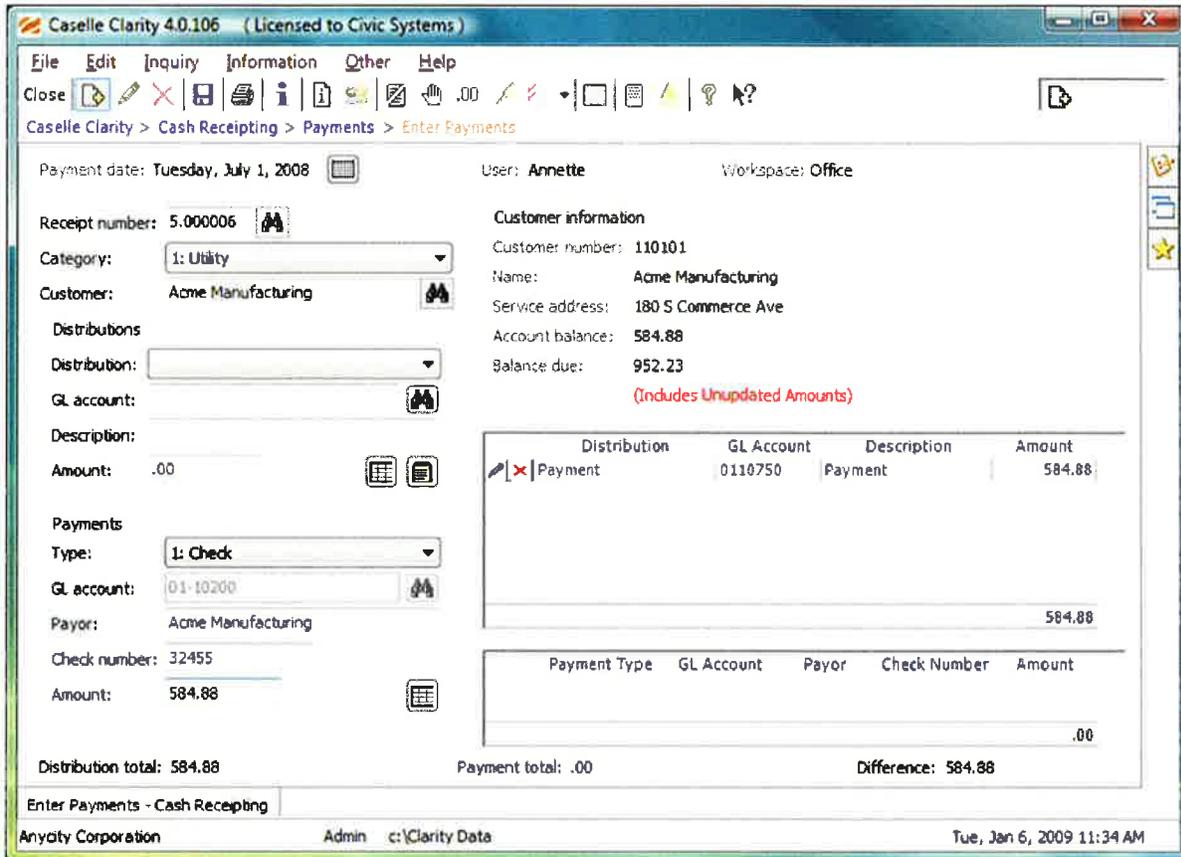
Timekeeping

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

# CASH RECEIPTING



Cash Receipting is a time-saving must. Simply record all payments into one program, print, and balance your deposit then push a button, sit back, and watch your payment information update to the General Ledger and to all of our billing programs.



## Capable

- Automated Internet and credit card payments
- Comprehensive balancing registers
- User-defined payment categories

## Efficient

- Laborsaving entry corrections and voiding procedures
- Quick receipt entry setup and redisplay options
- Prompt customer information inquiry

## Flexible

- Handles electronic cash drawers and check validation automatically
- Creates deposit for multiple bank accounts
- Auto-generates deposit slip

## Powerful

- Interactive task list
- Electronic document and image attachments
- Print, save, and export all reports

## Interfaces With

- Accounts Receivable
- Animal License
- Business License
- Cemetery Management
- Court Management
- General Ledger
- Improvement Districts
- Online Payment/  
Credit Card Interface
- Utility Management

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

# ACCOUNTS PAYABLE



With the Accounts Payable module, issuing checks and managing vendor information is a snap. Combine this module with the Requisitions/Purchase Orders and General Ledger modules to enable full encumbrance accounting.

Invoice: 3456 Vendor: 100 Ace Hardware & Lumber, Inc Batch: Input date: 1/6/2009

Inventory number: Quantity: 2.0000  
Received date: 01/06/2009 Unit price: 8.9500  
Part number: Extended price: 17.90  
Job number: Freight: .00  
GL activity: 1000108 Main Street Reconstruction Subtotal: 17.90  
Description: PIPE SAW Tax rate: Sales tax: .00  
GL account: 51-81-250 1099 type: None FWT: .00  
GL period: 01/09 (01/31/2009) Separate check sequence: 1 Discount amount: .00  
Bank: CHECKING - 1ST STATE BANK (COMBINED CHECKING) Total: 17.90

Invoice Date	Invoice Number	Sequence	Vendor Number	Description	GL Account	Amount	1099 Type	Discount Amount
05/05/2008	3456	1	100	LAWN MOWER	79-40-741	768.42	None	.00

Vendor total: 100 Amount total: 768.42 Invoice total: 768.42

## Capable

- Track checks, purchase orders, and invoices for each vendor
- Set budget warnings for invoice entry to indicate when account budget is exceeded
- Manage both discounts earned and discounts not taken

## Efficient

- Set default descriptions and GL account number for each vendor to speed invoice entry process
- Enter invoices with costs allocated by percentage or amount to multiple accounts
- Generate 1099s effortlessly

## Flexible

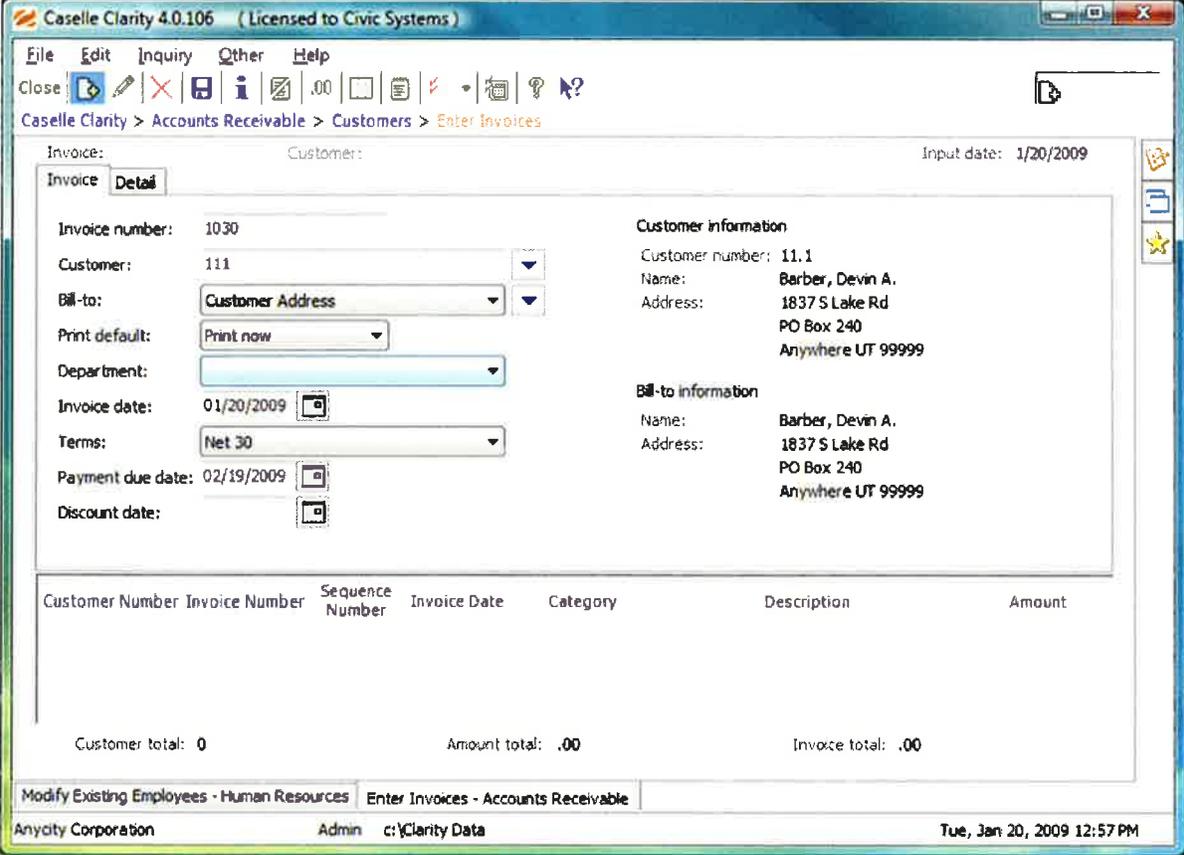
- Utilize cash or accrual accounting method
- Set multiple, user-defined approval limits for invoice approval process
- Create customized checks, letters, and any other forms with built-in forms designer

## Powerful

- Powerful search options
- Print, save, and export reports
- Comprehensive inquiry and lookup

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

Track, maintain, and manage all of your Accounts Receivable billings. Use detailed invoices or combined statements to assist your collection and information tracking process. Manual or recurring invoice entry makes this chore a breeze.



## Capable

- Complete customer information inquiry and reporting
- Generate user-designed invoices, statements, letters, and delinquent notices
- Automatic penalty and sales tax calculation

## Efficient

- Complete interface to General Ledger to create journal entries automatically
- Save time by using recurring invoice setup to eliminate repetitive injury

## Flexible

- User-defined defaults for quick and accurate data entry
- Flexible billing rate calculation by quantity or flat amounts
- Optional customer deposit tracking

## Powerful

- Powerful search options
- Print, save, and export reports
- Comprehensive inquiry and lookup

## Interfaces With

Cash Receipting

Check on Demand

General Ledger

Materials Management

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# Asset Management



With this software, you can track the capitalization or depreciation of an organization's assets in an effective way that makes the year-end financial report simple and stress-free. Track assets by department and classification, and easily update information to General Ledger for seamless reporting. The Asset Management application also supports multiple depreciation methods, allowing you to tailor the software to your organization's unique needs. Give your company the power to grow through an increased ability to monitor the strength of your assets.



## Capable

- Create capitalized and non-capitalized fixed assets
- Create and maintain proper accounting values associated with assets, including allocations to departments with appropriate General Ledger accounts
- Produce end-of-year reports and reports for the reconciliation of assets
- Track non-depreciable assets

## Efficient

- Allocate assets to multiple departments
- Organize, classify, and link assets
- Distribute capitalization and depreciation to the appropriate accounts in General Ledger

## Flexible

- Customizable depreciation methods and schedules
- Easy transaction entry to update work-in-progress assets
- Unlimited depreciation history
- User-defined fields

## Powerful

- Custom reporting
- Powerful search options
- Interactive task list
- Electronic document attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking

## Interfaces With

Accounts Payable

General Ledger

Payroll

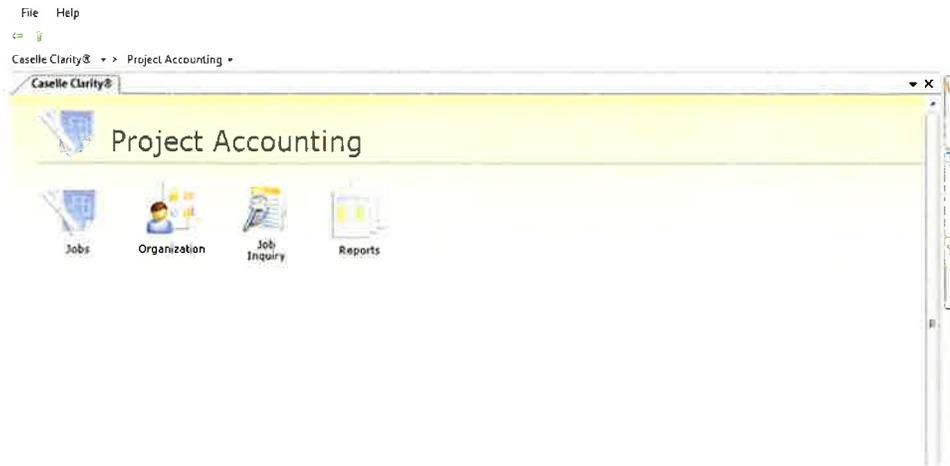
Project Accounting

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

# Project Management



This application is a comprehensive solution for tracking all aspects of a job from start to finish. Seamless integration with other Clarity applications allows you to accumulate all your project costs. With this software, you can not only track where all your money is going, but you can use that information to create a realistic budget and estimate the total cost of the project at hand. Project Accounting also allows for projects to cross fiscal years, keeping it easy to manage year-end information even with ongoing projects.



### Capable

- Accumulate costs for labor, equipment, and materials
- Create fixed assets for mass units based on actual job costs

### Efficient

- Access direct labor, equipment, and material costs
- Estimate projects
- View the transactions that make up the amounts or balances you view

### Flexible

- Long-range capital planning
- Variance reporting
- Materials reserve
- User-defined fields

### Powerful

- Custom reporting
- Powerful search options
- Interactive task list
- Application, task, and field level security
- Print, save, and export all reports
- Electronic document and image attachments
- History and management tracking

### Interfaces With

Accounts Payable

Accounts Receivable

General Ledger

Materials Management

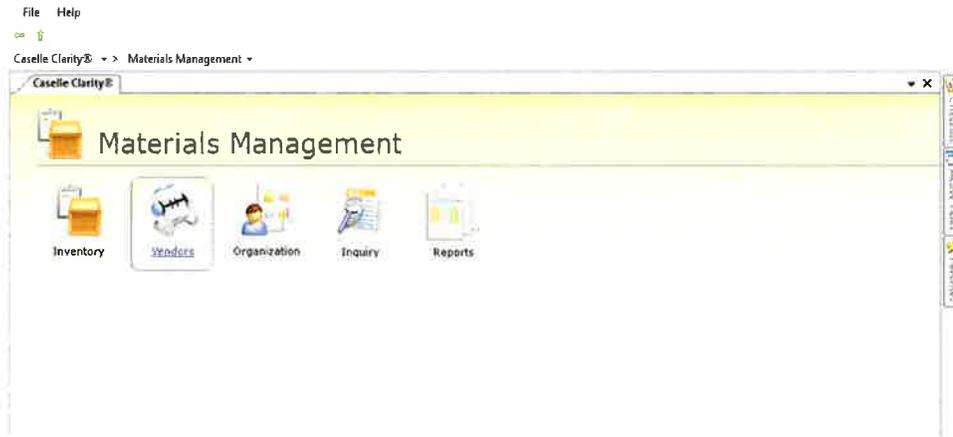
Payroll

Timekeeping

# Materials Management



This software facilitates necessary tracking, costing, and accountability involved in all aspects of managing inventory. Track your current inventory, newly received items, and the vendors associated with each. Materials Management also allows you to generate purchase requisitions when inventory needs to be reordered. Feel confident and stay on top of your inventory so your organization can function smoothly and keep its customers happy.



## Capable

- Vendor tracking including vendor part information
- Forms that list materials sold, issued, returned, or salvaged

## Efficient

- Create invoices in Accounts Receivable from sold inventory transactions
- Easily update quantities based on physical inventory counts
- Create requisitions based on reorder points
- Define assemblies to quickly issue inventory items that are used together

## Flexible

- Inventory sorted by department, description, location, or category
- Inventory value based on average cost, FIFO, or LIFO
- Bar code enabled
- User-defined fields

## Powerful

- Custom reporting
- Powerful search options
- Interactive task list
- Application, task, and field level security
- Print, save, and export all reports
- Electronic document and image attachments
- History and management tracking

## Interfaces With

Accounts Payable

Accounts Receivable

General Ledger

Project Accounting

Purchases & Requisitions

# Human Services Case and Financial Management System



This application is a solution for human service organizations to track time and costs that case workers and external agencies spend with clients. With this software, you can create client case records, enter time and case notes, and seamlessly integrate charges from external service providers with your case records and the Clarity accounts payable package.



## Capable

- Record and track all activity related to a case
- Establish contract records with external service providers
- Set up authorizations to monitor charges billed for client services

## Efficient

- Easy to use entry screens for recording case information
- Invoiced costs can be entered into one system without duplicate entry in accounts payable
- Complete service history of all interactions with a client on one screen
- Interfaces with eWiSACWIS for import of invoices and export of payment information

## Flexible

- User-definable CARS numbers, target groups, program clusters and service codes
- Case workers can bill out at different charge rates
- Clients can be tied to multiple target groups for reporting purposes

## Interfaces With

Accounts Payable

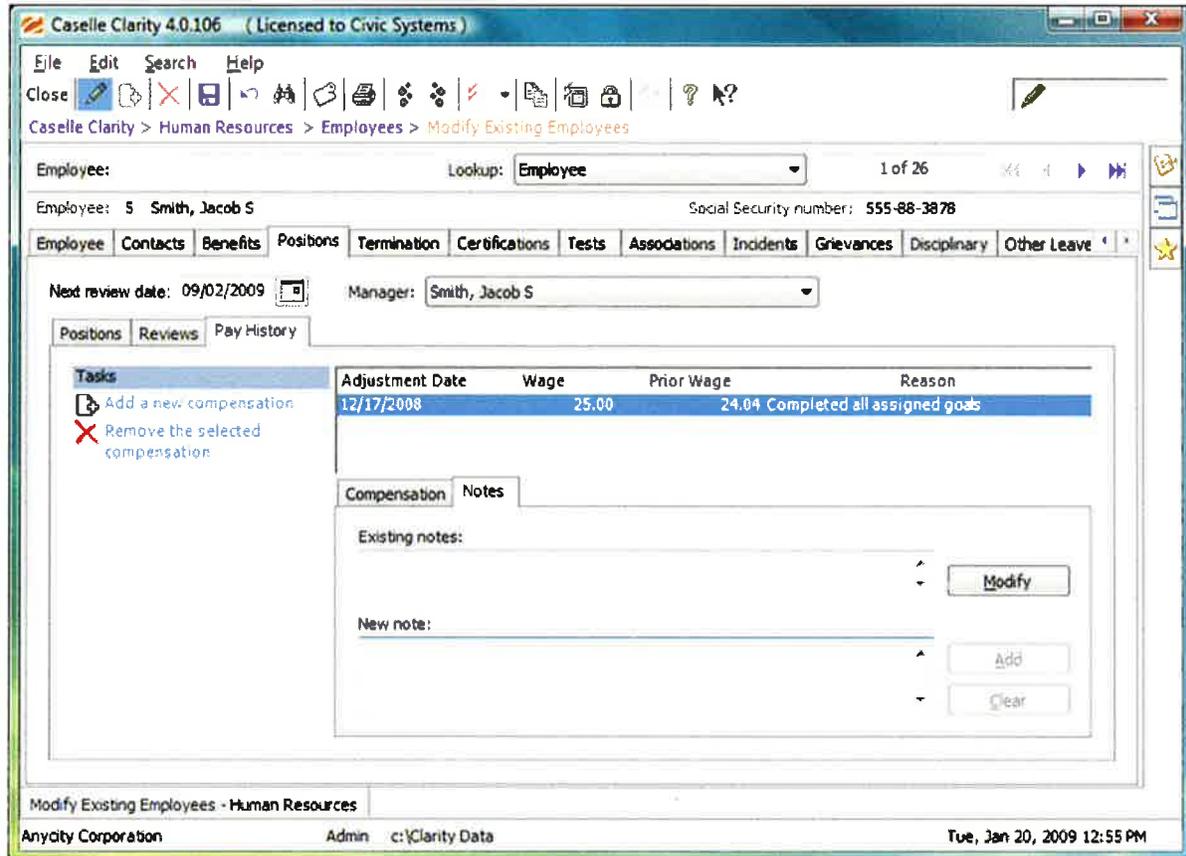
General Ledger

## Powerful

- Standard reports provide key information for managing client interactions
- All record definitions are customizable with the included report designer
- Powerful search options
- Print, save, and export all reports

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

With Human Resources, you have the ability to track and manage your most valuable resources from recruitment to retirement. Take the Human Resource function to the next level by reducing the cost of hiring, increasing productivity, and generating on demand reports and cost scenarios.



## Capable

- Benefits tracking
- FMLA tracking
- FTE tracking

## Efficient

- Job posting
- Applicant tracking
- Employee grievance, incident, and performance evaluation tracking

## Flexible

- Future budget reporting
- Information flows through each state of the employment process
- Special tests and deadline tracking

## Powerful

- Powerful search options
- Print, save, and export reports
- History and management tracking

## Interfaces With

Payroll

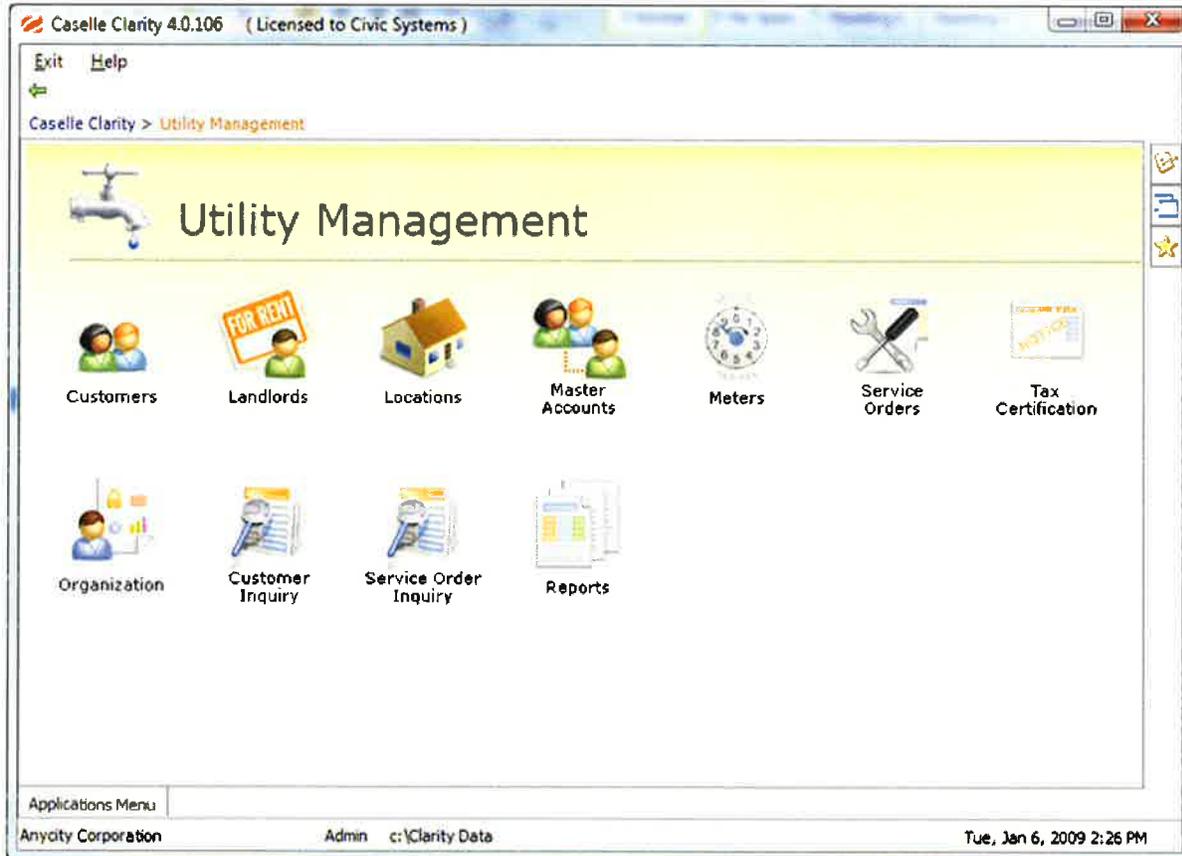
Timekeeping

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

# UTILITY MANAGEMENT/ SERVICE ORDERS



More than just a billing program, Utility Management offers a unique solution for all your specialized billing needs for tracking customers, billings, services, meters, locations, and deposits. The Service Order module interfaces directly to the Utility Management System. This application gives you all the tools you need for tracking your service orders from beginning to end.



## Capable

- View customer transaction history easily
- Setup and track contract payment arrangements with customers
- Track security deposits with optional interest calculation

## Efficient

- Effortless statement preparation for customers, landlords, and tenants
- Seamless interface to electronic meter reading devices
- Automated workflow of tasks throughout the service order process

## Flexible

- Supports multiple and seasonal billing
- Delinquent and shutoff notices are generated easily
- Duplicate statements can be sent to alternate addresses

## Powerful

- Electronic document and image attachments
- Print, save, and export all reports
- GIS integration

## Interfaces With

Cash Receipting

Check on Demand

General Ledger

Service Orders

Supplemental Billing

Utility Direct Pay

Utility Electronic Meter Reading

Utility Tax Certification

Utility Water Conservation

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Ordinance 09-18, Creating Section 2.09 of the Town Code Relating to Alternative Claims Payment Procedures & approve payments via ACH pursuant to Wisconsin State Statute 66.0607(3m)
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator
<b>REPORT DATE:</b> Wednesday, August 1, 2018
<b>RECOMMENDATION:</b> Adopt Ordinance 09-18 and approve payments via ACH.
<b>EXPLANATION:</b> <p>Since being appointed Interim Administrator, I've been meeting with employees and asking them if there is anything I can do to help them be successful in their position with the Town. Deputy Treasurer Kelley Sharon expressed concern about the accounts payable invoice entry process and that the Town has many invoices that we process routinely which are time consuming to enter month after month for payment. For example, WE Energies has ABC# of accounts that have to be entered separately in the AP system. The same goes for other utilities and routine payments for payroll deductions. I suggested we look at paying these types of invoices by ACH or online auto-pay, especially if the Town Board approves upgrading our accounting software because our current software does not have the capability to import data.</p> <p>Deputy Treasurer Sharon informed me that there are many reasons this process would be beneficial. Many of our vendors do not have net 30 day payment terms. Payment terms vary from 10 to 20 days and many times we aren't able to have the payment received by them in that amount of time, depending on when the invoice was received and when the Town Board approved it. Using auto pay or ACH will save time from data entering the same information each month, it will also reduce the number of checks, envelopes and postage used. Some of the bills we pay have so many entries, it takes two checks to print the information which automatically voids the second check. This too will save on un-usable checks.</p> <p><b>UPDATED 2018-08-01:</b> Per the proposed ordinance (new verbiage highlighted in yellow), the Town Board will be provided with a report monthly of the bills which were paid with auto pay or ACH and will be in the packet just like we do currently with the check register. The payments will also be kept track of on a spreadsheet which will be used to make Journal Entries so the payments are easily recorded in the General Ledger, which will be especially beneficial if the Town Board approves the purchase of new accounting software. Also, included is "Attachment A" with a list of vendors being paid with auto pay or ACH for your review and approval. Attorney Gutenkunst has reviewed and approved the ordinance.</p> <p>I recommend adopting the ordinance and attachment thereto. Thank you for your consideration.</p>

## Ord. 09-18

**AN ORDINANCE CREATING SECTION 2.09 OF THE TOWN OF LISBON CODE  
RELATING TO ALTERNATIVE CLAIMS PAYMENT PROCEDURES**

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The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, does ordain as follows:

**SECTION 1:** Section 2.09 of the Town of Lisbon Code is hereby created as follows:

**2.09 ALTERNATIVE CLAIMS PAYMENT PROCEDURES**

(a) Purpose.

This ordinance is entitled the Town of Lisbon Alternative Claims Payment Procedure Ordinance. The purpose of this ordinance is to authorize an alternative procedure for approving financial claims against the Town that are in the nature of bills and vouchers.

(b) Authority.

The Town Board of the Town of Lisbon, Waukesha County, Wisconsin has specific authority pursuant to section 60.44(2), Wis. Stats., to adopt an ordinance to authorize an alternative procedure for approving financial claims against the Town that are in the nature of bills and vouchers.

(c) Applicability.

Payments of claims against the Town may be made from the Town treasury under the procedure established in this ordinance for bills or vouchers that are of a routine nature, namely: utilities, health/dental insurance premiums and payroll taxes.

(d) Procedure.

i. Subject to the restrictions under Section 2.09(c), the payment of a claim against the Town may be made from the Town treasury if the Town Clerk approves in writing the claim as a proper charge against the Town treasury. A claim against the Town is a proper charge against the Town treasury if the Clerk determines that all of the following conditions have been met:

- a. Funds are available under the Town budget to pay the bill or voucher.
- b. The item or service covered by the bill or voucher has been authorized by the Town Board or an authorized Town official, agent, or employee.

- c. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
  - d. The claim appears to be a valid claim against the Town.
- ii. The Town Clerk may require submission of proof to determine compliance with the conditions under Section 2.09(d) prior to approval. (For example, the Clerk may require verification of quantity, quality, etc., by another Town official or employee.)
  - iii. After determining that the conditions under Section 2.09(d) have been met, the Town Clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the Town Clerk shall prepare and sign a check and have it countersigned by the Town Treasurer and the Town Chairperson, pursuant to s. 66.0607, Wis. stats. The Treasurer shall then mail or deliver the completed checks to the appropriate parties.
  - iv. At least monthly, the Town Clerk shall file with the Town board a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose, and amount.
  - v. Quarterly in January, April, June and September, and upon the request of the Town Board, the Town Clerk shall provide a list of vendors to be paid via ACH or Auto-Pay to be approved by the same.

**SECTION 2:** If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

**SECTION 3:** All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

**SECTION 4:** This ordinance shall take effect upon passage and posting as provided by law.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 16<sup>th</sup> day of August, 2018.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Gina C. Gresch, MMC/WCPC  
Interim Administrator & Town Clerk



**ATTACHMENT A**  
**APPROVED LIST OF VENDORS FOR ACH / AUTO-PAYMENT**

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Payments may be made from the Town treasury pursuant to this resolution for bills or vouchers that are of a routine nature via ACH and/or monthly auto-pay, including, but not limited to, to be updated from time to time by the Town Board, upon recommendation by the Town Clerk:

- WE Energies
- AT&T
- Verizon
- Spectrum
- CenturyLink
- Pitney Bowes Machine Rental
- Aflac
- Anthem
- Delta Dental
- United Health Care
- Wisconsin Department of Revenue
- Internal Revenue Service
- Wisconsin Retirement System
- Wisconsin Deferred Compensation
- OneClick
- Culligan



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** 2018 Budget Amendment for Debt Service

**PREPARED BY:** Amy Buchman, Treasurer

**REPORT DATE:** Wednesday, July 25, 2018

**RECOMMENDATION:** Approve the Budget Amendment.

**EXPLANATION:**

In the Budget Public Hearing & Special Town Meeting of the Electors held on November 15, 2017, the Town of Lisbon proposed we use \$300,000 of our Debt Service Fund to go towards the 2018 loan payments (principal & interest). A motion was made to use an additional \$150,000 of the debt service fund (totaling \$450,000 total) to lower the tax levy and the Town Board approved. The 12/31/16 Debt Service Fund balance was \$554,635 with no indication that any of the funds were restricted.

However, when reconciling accounts and preparing for the 2017 audit, I discovered spreadsheets and paperwork stating that there was a \$233,404.52 debt issuance premium from the \$8M loan we took out in 2016. This premium was restricted for paying principal and interest starting in 2017 until it is used up (which was used up after the first 2018 loan payment). None of the 2017 loan payments were correctly applied to this account when we were looking at this account during budget prep. This would reduce the available fund balance to \$321,230. Therefore, only the original \$300,000 can be used from the debt service fund in 2018 to go towards loan payments. I am suggesting that we make a budget amendment to take the additional \$150,000 the Town Board approved from the General Fund. The General Fund balance was \$2,490,598 as of 12/31/16 and \$2,545,946 as of 12/31/17.

Thank you for your consideration.

***Administrator Note:***

A budget amendment is done simply by a motion with a two-thirds vote (4 members) of the Town Board. No other notice other than having it on the agenda is required.



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Donation of Seven Stone's Outlot 2 to the Town of Lisbon
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator
<b>REPORT DATE:</b> Wednesday, August 8, 2018
<b>RECOMMENDATION:</b> None.
<b>EXPLANATION:</b>  <p>Herb Gross is inquiring if the Town of Lisbon or the Village of Sussex are interested in receiving Outlot 2 of Seven Stones Subdivision as a donation. I spoke with the Village's Administrator and they are not interested in the outlot.</p> <p>Attached is Mr. Gross's request letter, a GIS map and assessment information for your review. The outlot is 1.861 acres and assessed at \$5,700. The outlot is very wooded so there wouldn't be much use of it.</p> <p>Attorney Gutenkunst does not recommend accepting the land donation simply for liability reasons. I suggested to Mr. Gross that he complete a Quit Claim Deed with the rest of the property owners and give them all a fractional ownership in the outlot, which they did not want to do.</p>



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Discussion and necessary action on the DPW holding tank for shop drains.
<b>PREPARED BY:</b> Joe DeStefano Jr.
<b>REPORT DATE:</b> 8/3/2018
<b>RECOMMENDATION:</b> Award Lietzau the project with the single holding tank.
<b>EXPLANATION:</b> <p>As everyone knows we are having the DPW/FD parking lot at Good Hope repaved. And ahead of that we need to have some improvements done. We have already had the septic line replaced and now are onto the holding tank for the shop drains in the DPW. There were 2 different options. One way was to have 2 tanks, 1 for solids and 1 for liquids. And the other way was just one large tank and have everything empty into it. There was a thought that we may be able to pump the liquids out to the ditch and only have the solids pumped out by a truck and hauled away. But after further review, we will not be able to discharge into the ditch and will have to have the drain water hauled away to a plant. So it will be more cost effective to just go with a single tank with an alarm that will alert us when the tank is nearing full and we will have it pumped out. I was able to get numbers from 3 contractors, Lietzau, Voss, &amp; Herr. Lietzau priced out both options, Voss went with 2 tanks and Herr went with the single tank. The pricing is as follows:</p> <p><u><a href="#">Lietzau Inc.</a></u> Single Tank Option.....\$14,680.00 Dual Tank Option.....\$16,870.00</p> <p><u><a href="#">Voss Trenching</a></u> Dual Tank Option.....\$17,580.00</p> <p><u><a href="#">Herr Corporations</a></u> Single Tank Option.....\$24,800.00</p> <p>*Proposals attached</p> <p>My recommendation would be to go with the single tank option through Lietzau, we just had the septic replaced by them and I was very happy with how things turned out. And they also are the low proposal. The funding for all these projects is coming from carryover money that the board approved to use in an earlier meeting. We carried over \$28,000.00 for these projects, we used \$2,307.50 for cleaning the drains and having the camera put down them and \$4,870.00 for the septic work. Leaving us with \$20,822.50 to complete the remaining projects.</p> <p>Respectfully Submitted, Joe DeStefano Jr.</p>

# LIETZAU

INC.  
SEPTIC & MOUND SYSTEMS

PO Box 121, Colgate WI, 53017  
(262)-993-0152 or (262)-628-4550

## Proposal

Proposal submitted to: TOWN OF LISBON	PHONE JOE 414-531-3422	Date 7-1-18
Street N72 W24958 GOOD HOPE ROAD	SAME	
City, State and Zip Code SUSSEX, WISC 53089	Job Location TOWN OF LISBON	

### CATCH BASIN DRAIN AND TANK FOR TOWN DPW BUILDING

CONNECT BUILDING CATCH BASINS ( 2 EXIT LOCATIONS )

INSTALL A 1200 GAL 2 COMPLARTMENT SEPTIC TANK WITH  
EXTRA HEAVY TANK COVER AND CAST IRION LID

1- ORENCO EXIT FILTER OR EQUAL

INSTALL NEW 4 INCH SCH 40 PIPE ( INSULATED )

INSTALL A 4000 GAL HOLDING TANK WITH RISERS TO GRADE

GRAVEL BACKFILL THE NEW PIPING

WIRING TO HOLDING TANK IF NEEDED ANY INSIDE WIRING NEEDED BY OWNER

THIS PROPOSAL INCLUDES ALL MATERIALS AND LABOR

TOTAL \$ 16,,870.00

### NOTES

THE ABOVE PRICE DOES NOT INCLUDE ANY ASPHALT CUTTING OR REPAIR

THE NEW SCH 40 PIPE WILL BE BRAND NAME INUSEAL WHICH IS A 4 INCH PIPE  
SURROUNDED BY INSULATION TO HELP PREVENT FREEZING

ANY PRIVATE LINES IN DRIVE TO BE MARKED BY THE TOWN PRIOR TO INSTALL

**Acceptance of Proposal** – the above prices,  
specifications and conditions are satisfactory and are hereby  
accepted. You are authorized to do the work as specified.  
Payment will be made as outlined above.

Signature: \_\_\_\_\_

# LIETZAU

SEPTIC & MOUND SYSTEMS

PO Box 121, Colgate WI, 53017  
(262)-993-0152 or (262)-628-4550

## Proposal

Proposal submitted to: TOWN OF LISBON	PHONE JOE 414-531-3422	Date 7-30 -18
Street N72 W24958 GOOD HOPE ROAD	SAME	
City, State and Zip Code SUSSEX, WISC 53089	Job Location TOWN OF LISBON	REVISED 7-30 -18

4000 GAL HOLDING TANK FOR TOWN DPW BUILDING

INSTALL NEW 4 INCH SCH 40 PIPE (INSULATED )

INSTALL A 4000 GAL HOLDING TANK WITH RISERS TO GRADE

GRAVEL BACKFILL THE NEW PIPING

WIRING TO HOLDING TANK IF NEEDED ANY INSIDE WIRING NEEDED BY OWNER

THIS PROPOSAL INCLUDES ALL MATERIALS AND LABOR

TOTAL \$ 14,680.00

### NOTES

THE ABOVE PRICE DOES NOT INCLUDE ANY ASPHALT CUTTING OR REPAIR

THE NEW SCH 40 PIPE WILL BE BRAND NAME INUSEAL WHICH IS A 4 INCH PIPE SURROUNDED BY INSULATION TO HELP PREVENT FREEZING

ANY PRIVATE LINES IN DRIVE TO BE MARKED BY THE TOWN PRIOR TO INSTALL

ALL SPOILS TO REMAIN ON SITE

**Acceptance of Proposal** – the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature:

Signature

Date of acceptance:

# VOSS TRENCHING

3036 Willow Creek Road  
 Colgate, WI 53017  
 (262) 628-2034

# PROPOSAL

DATE: 7-18-18

SUBMITTED TO: Joe

<b>PROPOSAL SUBMITTED TO</b>	<b>BUSINESS PHONE</b>	<b>HOME PHONE</b>	<b>CELL PHONE</b>
Town of Lisbon	414-531-3422		
<b>STREET ADDRESS</b>	<b>FAX #</b>	<b>PROJECT PHONE</b>	
N72 W24958 Good Hope Rd			
<b>CITY, STATE, ZIP CODE</b>	<b>PROJECT NAME</b>		
Sussex WI 53089	Catch Basin pipeline and Holding Tank		
<b>ENGINEER / DESIGNER</b>	<b>PROJECT LOCATION</b>		
	At same		

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:**

- Install drain lines from 2 locations on building
- Install one 1200 gallon 2 chamber septic tank with extra heavy cover & cast iron manhole cover  
 Tank includes one polylok filter
- Install new 4" pvc insulated pipe ( sch 40 )
- Install one 4000 gallon holding tank with manhole riser including wire, alarm float switch in tank  
 Inside wiring by owner
- All sewer pipe and tank bedded with gravel
- Sewer trench filled with gravel
- Asphalt cutting and repair by others

**WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR – COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:**

**TOTAL AMOUNT: Seventeen Thousand Five Hundred Eighty and 00/100 dollars (\$ 17,580.00)**

**PAYMENT TO BE MADE AS FOLLOWS:**

**Down Payment: \$**

**Interest will be charged at 1.5% monthly after 30 days of date of invoice**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
 Signature: \_\_\_\_\_ Partner

Note: This proposal may be  
 withdrawn by us if not accepted within **30** days.

**Acceptance of Proposal –**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



**PROPOSAL AND CONTRACT  
HERR CONSTRUCTION, INC.**

S15 W33670 Wolf Road  
Oconomowoc, WI 53066  
Office: (262) 968-2550  
Fax: (262) 968-5354  
MPRS # 224980

Soil testing ('pere tests')  
Septic system design and installation  
Septic system maintenance & repairs  
Excavation & Site grading  
Storm sewer installation  
Sewer & Water laterals  
Driveways & Trucking

[www.herrcorp.com](http://www.herrcorp.com)

*Now in our fourth generation in the plumbing industry Specializing in the design, installation, and management of every type of on-site wastewater treatment system.*

August 2, 2018

Town of Lisbon attn: Joe DeStefano  
N72 W24958 Good Hope Rd  
Sussex WI 53089

PH: 262-246-3416  
EMAIL: [jdestafano@townoflisbonwi.com](mailto:jdestafano@townoflisbonwi.com)

**RE: HOLDING TANK for trench and floor drains @ above address**

**Herr Construction proposes to provide machines, labor and materials to perform the following Work:**

**Connect to existing sewer lines and install:**

**(1) 5000 gallon concrete holding tank**

**Manhole covers. Risers as necessary (up to 4')**

**Insulate approximately 100' of pipe to be paved over and used as parking lot**

**High water alarm and controls**

**Backfill and rough grade with site spoils**

**\$24,800.00**

**All spoils remain onsite.**

**Electrical wiring or sewer to building under asphalt ( hookup to existing)**

**Formal or excessive dewatering NOT INCLUDED**

**Frost breaking or bedrock removal NOT INCLUDED**

**Notice of Contractors Lien rights:** As required by WI construction lien law, Herr hereby notifies the owner that persons or companies furnishing labor or materials for construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights in addition to Herr, are those who contract directly with the owner or those who give the owner notice within 60 days of furnishing labor or materials for construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for construction, and should give a copy of each notice received to the mortgage lender, if any. Herr agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

**PAYMENT TERMS: 18% interest charged on past due accounts.**

**HERR CORPORATIONS, INC.**

**CUSTOMER**

**BY:**

**BY:**

**date:**

Michael Herr, Vice-Pres.  
[michaelherr@live.com](mailto:michaelherr@live.com)

Please print name and title below signature

## TERMS AND CONDITIONS

**HERR CORPORATIONS, representing Herr Construction, Inc. Herr Trucking, Inc. and Herr Environmental, Inc. will be referred to as HERR**

**WARRANTY:** All work performed by HERR Corporations will be performed in a neat and workmanlike manner. HERR hereby warrants to the customer its workmanship for a period of two (2) years from the date of completion of this Contract. The Customer's sole remedy against Herr Corporations shall be limited to correction of any defects due to imperfect workmanship arising within said time period. THIS WARRANTY, AND THE WARRANTIES, IF ANY, PROVIDED BY THE RESPECTIVE MANUFACTURERS OF MATERIALS, PIPES, FITTINGS AND FIXTURES UTILIZED, ARE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR USE OR ANY PARTICULAR PURPOSE, HERR SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE TO PERSONS OR PROPERTY, INCLUDING LOST PROFITS, FOR ANY WORK PERFORMED OR MATERIALS UTILIZED.

**GENERAL SITE CONDITIONS:** HERR shall not be responsible for damage to or replacement of any landscaping or vegetation (i.e. grass, trees, shrubs, etc.) nor any asphalt or concrete walks, drives, roads, or culverts due to the size and weight of the trucks and machines used on site for above work. HERR shall use its best efforts to minimize any damage to the same. HERR shall not be responsible for damage to or replacement of any underground utilities (pipes, wires, etc.) that are not marked by "Digger's Hotline". All areas excavated by HERR shall be rough backfilled only and smoothed over to the best of the ability of the machines used on site. Site restoration (in any capacity) is not part of this contract and shall not be the responsibility of HERR. Any settling that occurs shall not be the responsibility of HERR.

**CHANGE ORDERS AND EXTRAS:** Any and all additional labor or materials shall be treated as change orders or extras, as the case may be and shall only be executed upon written change orders for same. Customer agrees that any change order or extra which increases the Contract price, plus a markup of such increase for profit and for attributable overhead, shall be added to the Contract amount and paid pursuant to the terms and conditions herein.

**ACCEPTANCE OF WORK/PAYMENTS** HERR's final bill (invoice) to customer for work performed shall constitute notice of completion of the Contract and the same shall be deemed acceptance of the work performed unless Customer's written protest is received by HERR within thirty days from the date of said final bill (invoice).: Payments required by the Contract shall be made as set forth on reverse side. A one and one-half percent ( 1.5%) per month late charge will be added for any payment not received by HERR within thirty (30) days of the due date. Failure to make payment as specified will be considered a breach of contract, and Herr Construction may, at its option, cease performance of the work specified herein. IN THE EVENT HERR CORPORATIONS COMMENCES ACTION TO COLLECT ANY AMOUNTS DUE HEREUNDER, CUSTOMER SHALL PAY ALL COSTS AND EXPENSES OF COLLECTION, INCLUDING WITHOUT LIMITATION REASONABLE ATTORNEYS FEES INCURRED BY HERR. TO THE EXTENT NOT PROHIBITED BY LAW.

**INSURANCE:** HERR will furnish Certificates of Insurance for liability and workers compensation on Customer's request. Customer, shall carry property, casualty and liability insurance with extended coverage against fire, lightning, vandalism, windstorm and theft of installed material for protection of company during performance of the work as specified above.

**SPECIFIC EXCLUSIONS:** This bid does not include labor or materials to pump water from any excavations, or for frost breaking when required. This bid also does not include erosion control (i.e. silt fence, hay bales, etc.) , or tree removal when required.

**UNDERGROUND WORK:** If there are any changes in the length of the sanitary sewer or the water service or both, as specified above, and the depth of either or both is in excess of eight feet, the contract price shall be adjusted for whatever additional costs (materials and / or labor) are incurred. Trucking / hauling of any ground away from excavations is not included in quotation unless specified. Unless otherwise specified, in writing as part of this contract, any excess soil (ground) shall remain at the site.

**UNUSUAL CONDITIONS OF THE EARTH:** If any of the following conditions exist: (1) underground water, quicksand, etc.; (2) rock formation and / or hardpan, bedrock, etc.; (3) dump and refuse, the contract price shall be adjusted to reflect the amount of any additional costs for materials, services and / or labor incurred by such unusual conditions. **FORCE MAJEURE:** HERR shall not be responsible for any delays caused by strikes, accidents, fires, weather conditions, or any causes unavoidable or beyond its control.

**COMPLETE AGREEMENT:** This contract contains the entire agreement between the parties. Verbal understanding and agreements with representatives shall not bind Company unless set forth herein.

### SEPTIC SYSTEM PROVISIONS

**CUSTOMER PLAN APPROVAL:** By accepting this Contract Customer agrees to review, and once accepted, sign a copy of the system plan approving layout (including sewer pipe, septic tank, and soil absorption system locations) as well as sewer elevation prior to application for Sanitary permit. Any costs incurred due to any changes from the accepted and signed plan, which are not due to HERR shall be paid by Customer. Customer agrees that such additional amounts, plus a markup of such increase for profit and attributable overhead, shall be added to the Contract amount and paid pursuant to the terms and conditions herein.

**PAYMENT FOR PERMITS:** Checks for DCOMM (state) plan reviews, variances, and county Sanitary Permits will be paid directly by the Customer. Should the Customer request HERR pay for the state plan review, variances, or sanitary permit, this cost will be invoiced as an extra to this Contract. A 20% invoicing fee will be added to the cost of the permits and review fees.

**ELECTRICAL WIRING:** Electrical wiring is not included as part of this contract, and HERR does not warrant any portion of the electrical including but not limited to the effluent pump, alarm, float switches, etc. unless all electrical connections are performed by an electrical contractor listed on "Septic and Mound Electrical Contractors List IA" available through Herr Corporations. The reason for this is that 99.9% of all mound or pressure system callbacks are directly associated to improper wiring. **POST CONTRACT LABOR CHARGES:** Any labor which is furnished after the completion date specified in the Contract, through no fault or delay on the part of HERR shall be paid by Customer. Customer agrees that such additional amounts, plus a markup of such increase for profit and for attributable overhead, shall be added to the Contract amount and paid pursuant to the terms and conditions herein.

**CODE CHANGES:** Any changes in local or state codes, effective after the date of this Proposal / Contract, which cause additional labor or materials to be provided, shall be charged as an extra to the contract price.

**DAMAGE CAUSED BY UTILITIES:** Owner and / or builder shall coordinate with Utilities ( i.e. gas, electric, etc.) to prevent damage to septic system during installation of utilities. Herr Corporations shall not be responsible for damage caused to septic system by installation of utilities. Any damage to septic system caused by installation of utilities (i.e. gas, electric, etc.) , if repaired by HERR, shall be invoiced to owner on a "time-and-materials" basis as an extra to this contract. **PROPERTY TRANSFERS:** In the event the real estate on which the above work is performed or materials are furnished is not owned by the Customer, or is sold or conveyed, Customer agrees to immediately notify HERR of the owner's name and address. If Customer fails to give such notification to HERR, any unpaid balance shall immediately become due and payable, and this contract may be declared null and void at HERR's option. At closing Herr Corporations contract must be signed by buyer to accept all conditions or contract shall become void.