

## OFFICIAL NOTICE AND AGENDA OF A FINANCE COMMITTEE MEETING

Notice is hereby given that a regularly scheduled public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

**Date and Time:** Tuesday, November 21, 2023, at 7:15 pm

**Location:** North Conference Room, 2000 North Calhoun Road, Brookfield WI

**Members:** Alderman Dave Christianson (Chair), Alderman Bob Reddin, Alderman Jason Anderson, Alderman Mike Hallquist, Alderman Scott Berg, Alderman Jerry Mellone, Alderman Kathryn Wilson

(Number of Members needed to meet quorum requirements: 4)

1. Roll Call
2. Announcements
  - a. The next regularly scheduled Finance Committee meeting is Tuesday, December 5, 2023.
3. Approval of Minutes
  - a. Minutes of the November 7, 2023, regular Finance Committee meeting.

Documents:

[Finance Committee Minutes-110723.pdf](#)

4. Unfinished Business
5. New Business
  - a. Vouchers exceeding \$50,000 requiring immediate action.

Documents:

[Finance Committee Agenda Item 5a.pdf](#)

- b. \* Ordinance appropriating the necessary funds and adopting the budgets for the operation of the government and administration of the City of Brookfield for the year 2024.

(\* Indicates Council Non-Consent Agenda Item.)

Documents:

[Finance Committee Agenda Item 5b-5d.pdf](#)

- c. \* Ordinance levying property taxes for the General, Non-Major Special Revenue/Capital Projects and Debt Service Funds of the City of Brookfield for the year 2023 (2024 budgets).  
(\* Indicates Council Non-Consent Agenda Item.)
- d. \* Ordinance approving the authorized positions for departments of the City of Brookfield for the year 2024.  
(\* Indicates Council Non-Consent Agenda Item.)
- e. Resolution approving 2023 budget amendment requested by the Director of Public Works: appropriate \$115,000 to Wastewater Utility biosolids hauling account 40183032-822007, for purposes of funding higher than anticipated biosolids hauling and application costs.

Documents:

[Finance Committee Agenda Item 5e.pdf](#)

- f. Resolution awarding the contract for the demolition of the structure located at 1485 N. Brookfield Road to Blaze Landscape Contracting, Inc. for a cost not to exceed \$81,375.

Documents:

[Finance Committee Agenda Item 5f.pdf](#)

- g. Resolution regarding claim of James Forester, 1405 Capitol Drive, Pewaukee, WI.

Documents:

[Finance Committee Agenda Item 5g.pdf](#)

## 6. Adjournment

Robert W. Scott - Finance Department - Director of Finance and Administration

Under the Americans with Disabilities Act, the City of Brookfield will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Brookfield's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Brookfield, should contact the office of the City Clerk at 262-782-9650 or at 2000 North Calhoun Road as soon as possible but no later than 48 hours before the scheduled event.

**Note:** 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 in this notice.

# MINUTES OF AN OFFICIAL MEETING

**Regular Meeting of:** Finance Committee

**Date and Time:** Tuesday, November 7, 2023, at 7:30 pm

**Location:** North Conference Room, 2000 North Calhoun Road, Brookfield WI

**Members Present:** Alderman Bob Reddin (Chair), Alderman Jason Anderson, Alderman Mike Hallquist, Alderman Scott Berg, Alderman Jerry Mellone, Alderman Kathryn Wilson

**Others Present:** Director of Finance and Administration Robert Scott, Alderman Chris Blackburn

**Members Absent/Excused:** Alderman Dave Christianson

11/7/2023 - Minutes

1. Roll Call

Alderman Bob Reddin noted a quorum was present and called the Finance Committee meeting to order at 7:30 pm.

2. Announcements

- a. The next regularly scheduled Finance Committee meeting is Tuesday, November 21, 2023.

3. Approval of Minutes

- a. Minutes of the October 17, 2023, regular Finance Committee meeting.

**Motion by Alderman Kathryn Wilson, second by Alderman Jerry Mellone to approve the minutes of the October 17, 2023, regular Finance Committee meeting. Motion carried 6-0.**

- b. Minutes of the October 12, 2023, special Finance Committee meeting.

**Motion by Alderman Kathryn Wilson, second by Alderman Jerry Mellone to approve the minutes of the October 12, 2023, special Finance Committee meeting. Motion carried 6-0.**

4. Unfinished Business

5. New Business

- a. Vouchers exceeding \$50,000 requiring immediate action.

**Motion by Alderman Mike Hallquist, second by Alderman Jason Anderson to approve vouchers**

**exceeding \$50,000 requiring immediate action. Motion carried 6-0.**

- b. Resolution approving adjustment to state property tax levy limit for 2024 budget.

**Motion by Alderman Kathryn Wilson, second by Alderman Jason Anderson to approve the resolution approving adjustment to state property tax levy limit for 2024 budget. Motion carried 6-0.**

- c. Resolution approving commitments and assignments of general, special revenue, and capital projects fund balances in accordance with governmental accounting standards.

**Motion by Alderman Jason Anderson, second by Alderman Mike Hallquist to approve the resolution approving commitments and assignments of general, special revenue, and capital projects fund balances in accordance with governmental accounting standards. Motion carried 6-0.**

- 6. Adjournment

**Motion by Alderman Kathryn Wilson, second by Alderman Jerry Mellone to adjourn the meeting at 7:34 pm. Motion carried 6-0.**

Respectfully submitted: Robert W. Scott - Finance Department - Director of Finance and Administration

**VOUCHERS EXCEEDING \$50,000 REQUIRING IMMEDIATE ACTION**  
**November 21, 2023**

<b>REESMAN'S EXCAVATING &amp; GRADING INC</b> 2023 WATER MAIN RELAY	<b>\$ 111,870.67</b>
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<b>JT RAMS LLC</b> DPW GARAGE ROOF REPLACEMENT	<b>161,639.50</b>
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<b>TOTAL VOUCHERS</b>	<b><u>\$ 273,510.17</u></b>
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# Ordinance for the City of Brookfield, Wisconsin

Ordinance Number:

Ordinance Title: Ordinance appropriating the necessary funds and adopting the budgets for the operation of the government and administration of the City of Brookfield for the year 2024

WHEREAS, the City of Brookfield is legally required under Wisconsin statutes to adopt an annual budget; and

WHEREAS the Finance Committee reviewed the proposed 2024 executive budget at its meeting held on October 12, 2023, and recommends approval of the executive budget as amended thereof.

Now therefore, the Common Council of the City of Brookfield do ordain as follows:

PART I. There is hereby appropriated out of the receipts of the City of Brookfield for the year 2024, including monies received from the General Property Tax Levy and other revenues, as monies may be designated to the various accounts and purposes for the operation of the City as summarized below and as published in the Notice of Hearing, and incorporated herein by reference:

## EXPENDITURES

General Government	\$6,119,487
Protection of Person and Property	29,109,738
Public Works	11,836,621
Health and Sanitation	144,000
Education, Parks, and Recreation	6,657,221
Conservation and Development	591,150
Contingency/Transfers	<u>350,000</u>
Subtotal General Fund	\$54,808,217
Capital Improvement Fund	8,145,000
Wastewater Utility (including capital)	24,073,886
Water Utility (including capital)	12,945,494
Special Revenue Funds	4,575,751
Capital Projects Funds (non-major)	1,794,643
Debt Service Funds	6,354,691
Internal Service Funds	<u>10,990,381</u>
TOTAL EXPENDITURES	<u>\$123,688,063</u>

# Ordinance for the City of Brookfield, Wisconsin

PART II. The provisions of this ordinance shall be in full force and effect from and after its passage and publication.

Adopted this 21<sup>st</sup> day of November, 2023.

Approved:

Attested:

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Mayor Steven V. Ponto

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City Clerk Michelle Luedtke

Publication Date: [insert month, day, year]



# Ordinance for the City of Brookfield, Wisconsin

Ordinance Number:

Ordinance Title: Ordinance levying property taxes for the General, Non-Major Special Revenue/Capital Projects and Debt Service Funds of the City of Brookfield for the year 2023 (2024 budgets)

WHEREAS, the City of Brookfield is legally required under Wisconsin statutes to adopt an annual budget and establish a property tax levy to fund City functions; and

WHEREAS, the Finance Committee reviewed the proposed 2024 executive budget at its meeting held on October 12, 2023, and recommended approval of the executive budget as amended, including a total property tax levy to support the 2024 budget of \$42,950,000.

Now therefore, the Common Council of the City of Brookfield do ordain as follows:

PART I. There is hereby levied a tax of \$42,950,000 on all the taxable property within the City of Brookfield as returned by the Assessor for the year 2023, for the uses and purposes set forth in the 2024 budgets as set forth below, and the City Clerk is hereby authorized and directed to spread this tax on the current tax roll of the City of Brookfield.

PART II. The tax levied will fund the following purposes:

General Fund (Operating)	\$37,380,000
Special Revenue	100,000
Capital Projects Funds (non-major)	1,375,000
Debt Service	<u>4,095,000</u>
Total	<u>\$42,950,000</u>

PART III. All ordinances and parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART IV. The provisions of this ordinance shall be in full force and effect from and after its passage and publication.

Adopted this 21<sup>st</sup> day of November, 2023.

Approved:

Attested:

\_\_\_\_\_  
Mayor Steven V. Ponto

\_\_\_\_\_  
City Clerk Michelle Luedtke

Publication Date: [insert month, day, year]

# Ordinance Number \_\_\_\_ for the City of Brookfield, Wisconsin

Ordinance Number:

Ordinance Title: Ordinance approving the authorized positions for departments of the City of Brookfield for the year 2024

WHEREAS, the City of Brookfield has established the authorized level of staffing throughout City departments to carryout City operations; and

WHEREAS, such staffing levels are codified annually via ordinance adopted by the Common Council; and

WHEREAS the Finance and Human Resources/Public Safety Committees have both reviewed the 2024 positions ordinance and recommend approval thereof.

Now therefore, the Common Council of the City of Brookfield do ordain as follows:

PART I. The authorized level of positions for each department of the City of Brookfield for the year 2024 are hereby established and fixed, commencing January 1<sup>st</sup> of said year, unless specifically stated otherwise, and until changed pursuant to law as follows:

DEPARTMENT	POSITIONS	FTE
MAYOR		
	Mayor	1.00
	Administrative Coordinator	0.50
	Communications Specialist	0.20
		1.70
COMMON COUNCIL		
	Aldermen (14 part-time, elected)	7.00
		7.00
CITY ATTORNEY		
	City Attorney	1.00
	Assistant City Attorney	1.30
	Administrative Coordinator	0.50
	Communications Specialist	0.20
	Graduate Intern	0.50
		3.50
CITY CLERK		
	City Clerk	1.00
	Deputy City Clerk	1.00
	Administration and Licensing Clerk	1.00
	Office Services Assistant	1.00
		4.00
FINANCE		
	Director of Finance and Administration	1.00
	Deputy Finance Director	1.00
	Finance Manager	1.00
	Management Accountant	1.00
	Payroll Management Accountant	1.00
	Utility Accountant	1.00
	Accountant	2.00
	Accounting Clerk	1.00
	Office Services Assistant	2.00

Ordinance Number \_\_\_\_ for the City of Brookfield, Wisconsin

DEPARTMENT	POSITIONS	FTE
		11.00
ASSESSOR		
	City Assessor	1.00
	Deputy City Assessor	1.00
	Appraiser II	4.00
	Assessment Technician	1.00
		7.00
INFORMATION TECHNOLOGY		
	Information Technology Director	1.00
	Land Information System Manager	0.50
	IT Security Manager	1.00
	Systems Analyst/Programmer	2.00
	Senior Network Administrator	1.00
	GIS Technician III	0.50
	GIS Technician II	0.50
		6.50
HUMAN RESOURCES		
	Human Resources Director	1.00
	Health and Productivity Manager	1.00
	Compensation, Benefits, and Records Specialist	1.00
	Human Resources Analyst	.60
		3.60
CITY HALL		
	Facilities Supervisor	1.00
	Facilities Maintenance Technician	2.00
	Facilities Maintenance Worker/Lead Custodian	1.00
	General Cleaner II	6.00
	General Cleaner II - - Auxiliary (1.00) <sup>1</sup>	
		10.00
POLICE		
	Police Chief	1.00
	Assistant Chief of Police	1.00
	Police Captain - Operations	1.00
	Police Captain – Support Services	1.00
	Police Lieutenant - Patrol	3.00
	Police Lieutenant – Investigations	1.00
	Police Lieutenant – Training	1.00
	Police Lieutenant – Professional Standards and Special Operations	1.00
	Sergeant - Patrol	6.00
	Sergeant – Investigations	1.00
	Sergeant - Records	1.00
	Detective	9.00
	Police Officer	52.00
	Records Clerk	8.00
	Time and Attendance Clerk	1.00
	Director of Services	1.00
	Administrative Assistant	1.00
	Squad Maintenance Worker (part-time)	1.00
	Intelligence Analyst – Auxiliary (1.00) <sup>1</sup>	-

Ordinance Number \_\_\_\_ for the City of Brookfield, Wisconsin

DEPARTMENT	POSITIONS	FTE
	Patrol Officer – Auxiliary (4.00) <sup>1</sup>	-
		91.00
<b>FIRE</b>		
	Fire Chief	1.00
	Assistant Fire Chief	1.00
	Deputy Fire Chief - Operations	3.00
	Deputy Fire Chief - Training	1.00
	Deputy Fire Chief - Fire Prevention	1.00
	Fire Lieutenant	9.00
	Paramedic/Firefighter/Equipment Operator	51.00
	Community Risk Reduction Officer	1.00
	Administrative Assistant II	1.00
	Paramedic/Firefighter/Equipment Operator - Auxiliary (2.00) <sup>1</sup>	-
		69.00
<b>INSPECTION SERVICES</b>		
	Zoning and Building Administrator	1.00
	District Building Inspector	2.20
	Electrical Inspector	1.10
	Plumbing Inspector	1.10
	Code Enforcement Supervisor	1.00
	Code Enforcement Inspector	.75
	Administrative Assistant	1.00
	Office Services Assistant	1.00
		9.15
<b>MUNICIPAL COURT</b>		
	Municipal Judge (part-time, elected)	.50
	Municipal Court Administrator	1.00
	Court Clerk	1.00
		2.50
<b>DPW ADMINISTRATION/ENGINEERING</b>		
	Director of Public Works	1.00
	City Engineer	1.00
	Engineering Project Manager	1.00
	Project Engineer	3.50
	Engineering Technician II	2.00
	Administrative Assistant	.50
		9.00
<b>HIGHWAY AND STREETS</b>		
	Highway Superintendent	1.00
	Assistant Public Works Superintendent	2.00
	Administrative Assistant I	1.00
	Crew Chief	3.00
	Equipment Operator II	21.00
	Recycle Center Attendant	1.81
	Seasonal Laborer/Operator	1.72
		31.53
<b>LIBRARY</b>		
	Library Director	1.00
	Administrative Assistant I	1.00

Ordinance Number \_\_\_\_ for the City of Brookfield, Wisconsin

DEPARTMENT	POSITIONS	FTE
	Deputy Library Director	1.00
	Circulation Services Supervisor	1.00
	Technical Services Manager	1.00
	Librarian	10.80
	Library Technician	12.60
		28.40
<b>PARKS, RECREATION AND FORESTRY</b>		
	Director of Parks, Recreation & Forestry	1.00
	Parks and Forestry Superintendent	1.00
	Parks Supervisor	1.00
	Recreation Supervisor	3.00
	Administrative and Marketing Supervisor	1.00
	Office Services Assistant	1.00
	Office Assistant	1.00
	Park Facilities/Grounds Arborist	2.00
	Park Facilities/Grounds Horticulturist	2.00
	Park Facilities/Grounds Specialist	3.00
	Park Facilities/Grounds Generalist	4.00
	Seasonal Laborer/Operator	5.30
	Park Ranger	.20
		25.50
<b>COMMUNITY DEVELOPMENT</b>		
	Director of Community Development	1.00
	Planning Administrator	1.00
	Associate Planner	.75
	Administrative Assistant	.50
	Graduate Intern	0.25
		3.50
<b>ECONOMIC DEVELOPMENT</b>		
	Associate Planner	.25
		.25
<b>FLEET SERVICES</b>		
	Fleet Manager	1.00
	Fleet Service Technician	3.00
		4.00
<b>WASTEWATER UTILITY</b>		
	WPCC Manager	1.00
	Assistant WPCC Manager	1.00
	Pretreatment Lab Supervisor	1.00
	Process Control Operations Specialist	1.00
	Chemist II	2.00
	Lead WPCC Operator	2.00
	Lead WPCC Maintenance Specialist	1.00
	WPCC Operator II	6.00
	WPCC Maintenance Specialist II	3.00
	Administrative Assistant I	.75
	Seasonal Laborer/Operator	1.00
		19.75
<b>PUBLIC WORKS INSPECTION/SURVEY</b>		

Ordinance Number \_\_\_\_ for the City of Brookfield, Wisconsin

DEPARTMENT	POSITIONS	FTE
	Land Information System Manager	0.50
	Project Engineer	1.00
	Engineering Technician III	1.00
	Engineering Technician II	4.00
	GIS Technician III	0.50
	GIS Technician II	0.50
	Utility Location Technician	1.00
		8.50
WATER UTILITY		
	Water Utility Superintendent	1.00
	Water Operations Supervisor	1.00
	Administrative Assistant I	1.00
	Water Utility Specialist II	2.00
	Water Utility Specialist I	1.00
	Lead Water Operator	2.00
	Water Utility Operator II	7.00
	Seasonal Laborer/Operator	.92
	Office Assistant – Auxiliary (0.50) <sup>1</sup>	-
		15.92
	<b>TOTAL FULL TIME EQUIVALENT POSITIONS</b>	372.30

<sup>1</sup> Auxiliary positions authorized by the Common Council are included for completeness. However, the positions are not full-time equivalent positions as they are intended to address periods of under-staffing or for special circumstances recognized and authorized by the Common Council.

PART II. The Mayor is authorized to direct the Human Resources Director to not fill vacant positions or to under-fill positions contained in this Ordinance if in his or her judgment, such actions are in the best interest of the City. Decisions to not fill vacant positions shall be reported to both the Human Resources and Public Safety Committee and Finance Committee at the next regularly scheduled meeting.

PART III. For purposes of recruitment, training and succession, and continuity of City services, the Mayor is authorized to direct the Human Resources Director to appoint a successor employee to fill a pending vacancy in an authorized position in any department for a period of up to 60 days, upon Finance department verification of sufficient budgetary funds being available to absorb the additional salary and benefit cost for the period the position is double filled.

Ordinance Number \_\_\_\_ for the City of Brookfield, Wisconsin

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

PART V. The provisions of this ordinance shall be in full force and effect from and after its passage and publication.

Adopted this 21<sup>st</sup> day of November, 2023.

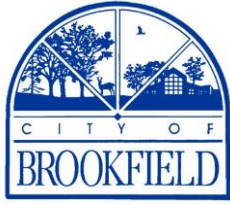
Approved:

Attested:

\_\_\_\_\_  
Mayor Steven V. Ponto

\_\_\_\_\_  
City Clerk Michelle Luedtke

Publication Date: [insert month, day, year]



Memorandum / Staff Report:

To: Finance Committee  
From: Robert Scott, Director of Finance and Administration  
Cc: Mayor and Common Council  
Date: November 15, 2023  
Regarding: 2024 Budget Adoption

At the November 21 Council meeting, we will hold the required public hearing on the 2024 budget, and offer the ordinances needed for budget adoption for the Council's approval. Included in this packet are supporting materials for the public hearing, including the following:

- Public hearing notice
- Summary budget pages covering all City funds
- General fund budget summary
- Tax levy summary

The budget summaries published in the public hearing notice included the executive budget as recommended by the Finance Committee at its budget review session on October 12, including the amendments approved by the Committee (transportation aids and tax levy adjustments, and inclusion of funding in the ARPA fund for mental health education). The recommended budget includes a proposed property tax levy of \$42,950,000 compared to the 2023 budget levy of \$42,275,000.

Tax Levies and Tax Bill impact

The assessed value amounts have been finalized, including state-determined manufacturing values, and such values are noted in the tax levy summary. Final tax levy amounts also have been received from all taxing jurisdictions. We have yet to receive the school levy credit notice from the state; however, based on the information available at this time, we are assuming that the credit will increase by over 20% based on the appropriation in the 2023-25 state budget. The actual credit amount may vary based on the distribution formula. Under the budget recommended by the Finance Committee, the City portion of the tax bill for the average home with an updated assessed value for tax purposes of \$460,000 would be approximately \$88 higher than that included on the December 2022 bills that funded the 2023 budget (if the value of the home increased the average residential change of 27% in the 2023 revaluation). The total tax bill is estimated to decrease approximately \$73 for the average home (prior to any changes in the lottery and first dollar credits



– notices yet to be received from the state), due to a decreased Elmbrook Schools levy and the increased school credit. The decrease in the school levy again resulted from additional state funding being paid to the district, including amounts that were not expected previously.

### Positions Ordinance

Beside the budget and tax levy ordinances, the final item included for adoption is the 2024 positions ordinance. This ordinance codifies in specific legislative action the number of authorized positions for each department as shown in the 2024 budget, including the proposed changes reviewed and affirmed by both the Finance and Human Resources/Public Safety committees. Additions, deletions, or adjustments to authorized positions require Council approval. This ordinance provides what is commonly known as “position control”, which is an element of an appropriate budgetary and internal control framework. The number of positions (full-time equivalents) in the positions ordinance reflects the budgeted funding for such positions in each department, inclusive of position title changes and the effects of any organizational design changes previously reviewed and approved by the HRPS Committee and Council. Please note that certain titles in the positions ordinance may be under-filled – that is, employees holding a title in a lower classification may be filling an authorized position, as contemplated in section 2 of the ordinance. When such instances are known and are not temporary in nature, the budgeted salary for such positions reflects the pay rate of the lower classification. Finally, section 3 of the positions ordinance contemplates temporary over-filling of positions that are becoming vacant due to retirements or resignations, to provide for training and continuity of services, particularly in a very competitive labor market.

Staff requests your approval of the budget-related ordinances (budget adoption, tax levy, and positions). If you have any questions in advance of the meeting, please contact Sarah Kitsemel, Mary Reeves, or me.

NOTICE OF BUDGET PUBLIC HEARING FOR THE CITY OF BROOKFIELD

Notice is hereby given that on **Tuesday, November 21, 2023 at 7:45 p.m.** at the Brookfield City Hall, located at 2000 N. Calhoun Road, a PUBLIC HEARING on the PROPOSED BUDGET of the City of Brookfield will be held. The proposed budget in detail is available for inspection in the Finance offices at City Hall from 8:00 a.m. to 5:00 p.m. on Monday through Friday. The following is a summary of the proposed 2024 budget.

General Fund	2023 AMENDED BUDGET	2024 PROPOSED BUDGET	% CHANGE
<b>REVENUES:</b>			
General Property Taxes	\$ 36,480,000	\$ 37,380,000	2.47%
Other Taxes	1,191,800	1,657,115	
Intergovernmental Revenues	5,695,906	6,925,344	
Regulation & Compliance	2,163,487	1,963,110	
Public Charges for Services	2,388,770	2,386,940	
Commercial Revenues	1,013,492	1,801,448	
Transfer From Other Funds	2,908,986	2,109,260	
<b>Total Revenues</b>	<b>51,842,441</b>	<b>54,223,217</b>	
Appropriation of Surplus	700,890	585,000	
<b>Total Revenues &amp; Appropriation of Surplus</b>	<b>\$ 52,543,331</b>	<b>\$ 54,808,217</b>	<b>4.31%</b>
<b>EXPENDITURES:</b>			
General Government	\$ 5,834,819	\$ 6,119,487	
Protection of Person and Property	28,078,864	29,109,738	
Public Works	11,059,860	11,836,621	
Health (mosquito/deer control)	146,000	144,000	
Education, Parks and Recreation	6,394,429	6,657,221	
Conservation and Development	553,257	591,150	
Contingency (net of amendments)	484,557	350,000	
Transfers Out	-	-	
<b>Total Expenditures</b>	<b>\$ 52,551,786</b>	<b>\$ 54,808,217</b>	<b>4.29%</b>

<u>Projected 2023 Results:</u>	ACTUAL FUND BALANCE 01/01/23	PROJECTED TOTAL REVENUES	PROJECTED TOTAL EXPENSES/ EXPENDITURES	PROJECTED FUND BALANCE 12/31/23	2023 PROPERTY TAX CONTRIBUTION
General Fund	18,709,403	52,577,822	51,963,139	\$ 19,324,086	\$36,480,000
Capital Improvement	-	5,885,000	5,885,000	-	
Wastewater Utility	97,584,441	25,958,889	23,712,333	99,830,997	
Water Utility	67,184,627	13,871,134	11,267,260	69,788,501	
Special Revenue Funds					
Non-Major	12,618,096	3,508,580	4,786,554	11,340,122	350,000
Capital Projects (Non-Major)	2,788,258	2,548,465	2,009,478	3,327,245	1,350,000
Debt Service Funds	2,886,688	6,314,699	6,035,197	3,166,190	4,095,000
Internal Service Funds:					
Risk Management	2,165,876	1,084,271	1,063,230	2,186,917	
Health Insurance	611,587	7,568,747	6,977,117	1,203,217	
Fleet Management	316,838	1,496,403	1,541,940	271,301	
<b>TOTAL</b>	<b>\$204,865,814</b>	<b>\$120,814,010</b>	<b>\$115,241,248</b>	<b>\$210,438,576</b>	<b>\$42,275,000</b>

<u>Projected 2024 Budget:</u>	PROJECTED FUND BALANCE 01/01/24	PROJECTED TOTAL REVENUES	PROJECTED TOTAL EXPENSES/ EXPENDITURES	PROJECTED FUND BALANCE 12/31/24	2024 PROPERTY TAX CONTRIBUTION
General Fund	\$ 19,324,086	\$ 54,223,217	\$ 54,808,217	\$ 18,739,086	\$37,380,000
Capital Improvement	-	8,145,000	8,145,000	-	
Wastewater Utility	99,830,997	22,378,834	24,073,886	98,135,945	
Water Utility	69,788,501	15,890,615	12,945,494	72,733,622	
Special Revenue Funds					
Non-Major	11,340,122	3,982,763	4,575,751	10,747,134	100,000
Capital Projects (Non-Major)	3,327,245	1,530,350	1,794,643	3,062,952	1,375,000
Debt Service Funds	3,166,190	6,138,000	6,354,691	2,949,499	4,095,000
Internal Service Funds:					
Risk Management	2,186,917	1,111,768	1,090,316	2,208,369	
Health Insurance	1,203,217	8,303,138	8,235,574	1,270,781	
Fleet Management	271,301	1,510,982	1,664,491	117,792	
<b>TOTAL</b>	<b>\$210,438,576</b>	<b>\$123,214,667</b>	<b>\$123,688,063</b>	<b>\$209,965,180</b>	<b>\$42,950,000</b>

Dated this 20th day of October, 2023.

Robert Scott, Director of Finance and Administration, on behalf of the Finance Committee, Alderman David Christianson, Chairman

PUBLICATION DATE: October 31, 2023

**CITY OF BROOKFIELD**  
**Operating Budget Summary <sup>1</sup>**  
**Annual Budget Year Beginning January 1, 2024**

	Governmental Fund Types			Enterprise Funds		Combined Totals
	General	Non-Major <sup>2</sup>	Debt Service	Wastewater Utility	Water Utility	
<b>Revenues</b>						
Property Taxes	\$ 37,380,000	\$ 1,475,000	\$ 4,095,000	\$ -	\$ -	\$ 42,950,000
Other Taxes (room and other)	1,657,115	721,000	1,880,000	-	-	4,258,115
Special Assessments	-	17,126	-	-	-	17,126
Intergovernmental	6,925,344	1,690,391	-	\$ -	-	8,615,735
Licenses and Permits	1,567,950	-	-	-	-	1,567,950
Fines and Forfeitures	395,160	-	-	-	-	395,160
Charges for Services	2,386,940	605,611	-	-	-	2,992,551
Utility Charges	-	-	-	\$ 13,685,800	7,969,951	21,655,751
Commercial and Interfund	1,801,448	963,985	13,000	\$ 1,013,034	554,429	4,345,896
Transfers In	2,109,260 <sup>3</sup>	40,000	150,000	-	-	2,299,260
<b>Total Revenues</b>	<b>54,223,217</b>	<b>5,513,113</b>	<b>6,138,000</b>	<b>14,698,834</b>	<b>8,524,380</b>	<b>89,097,544</b>
<b>Expenditures or Expenses</b>						
General Government	6,119,487	277,300	-	-	-	6,396,787
Protection of Persons and Property	29,109,738	498,244	-	-	-	29,607,982
Public Works	11,836,621	59,106	-	-	-	11,895,727
Health (mosquito/deer control)	144,000	-	-	-	-	144,000
Education, Parks & Recreation	6,657,221	695,065	-	-	-	7,352,286
Conservation & Development	591,150	748,336	-	-	-	1,339,486
Contingency	350,000	-	-	-	-	350,000
Capital Outlay - Computers	-	319,000	-	-	-	319,000
Capital Outlay - Vehicles/equipment	-	1,473,143	-	-	-	1,473,143
Debt Service						
Principal Retirement	-	-	4,505,000	-	-	4,505,000
Interest and Fiscal Charges	-	-	1,553,691	\$ 174,181	573,129	2,301,001
Utility Operating Expenses	-	-	-	16,779,705	7,346,130	24,125,835
Transfers Out	-	2,300,200 <sup>4</sup>	296,000	-	-	2,596,200
<b>Total Expenditures or Expenses</b>	<b>54,808,217</b>	<b>6,370,394</b>	<b>6,354,691</b>	<b>16,953,886</b>	<b>7,919,259</b>	<b>92,406,447</b>
<b>Excess of Revenues and Other Sources Over (Under) Expenses/ Expenditures and Other Uses</b>						
	(585,000) <sup>5</sup>	(857,281)	(216,691)	(2,255,052)	605,121	(3,308,903)
Fund Equity - January 1 (Estimate) <sup>6</sup>	19,324,086	14,667,367	3,166,190	\$ 99,830,997	69,788,501	206,777,142
Fund Equity - December 31 <sup>6</sup>	\$ 18,739,086	\$ 13,810,086	\$ 2,949,499	\$ 97,575,945	\$ 70,393,622	\$ 203,468,239

<sup>1</sup> Excludes Internal Service Funds (total expenses of \$10,970,131) as all costs are charged to operating fund budgets.

<sup>2</sup> Includes special revenue and non-major capital projects funds.

<sup>3</sup> Includes \$1,354,060 in Tax Equivalent transfer from Water Utility that is included as an operating expense in the utility.

<sup>4</sup> Includes transfers to Capital Improvement major capital projects fund in the amount of \$689,700. Capital improvement budget summary information is presented on the following schedule. The City adopts annual capital improvement budgets with the assumption that the budgeted amounts will be spent on the indicated projects within the fiscal year or shortly thereafter. Individual capital project budgets do not lapse. As such, there are no Capital Improvement capital projects fund balances available for appropriation nor shown in this schedule.

<sup>5</sup> Budgeted use of general fund balance generally relates to the general fund contingency appropriation, as the City uses its fund balances as funding for unforeseen events and typically does not specifically levy for the contingency appropriation.

<sup>6</sup> Fund equity amounts represent total fund balances for governmental funds and net position for proprietary funds.

**CITY OF BROOKFIELD**  
**2024 Budget Summary - All Funds**

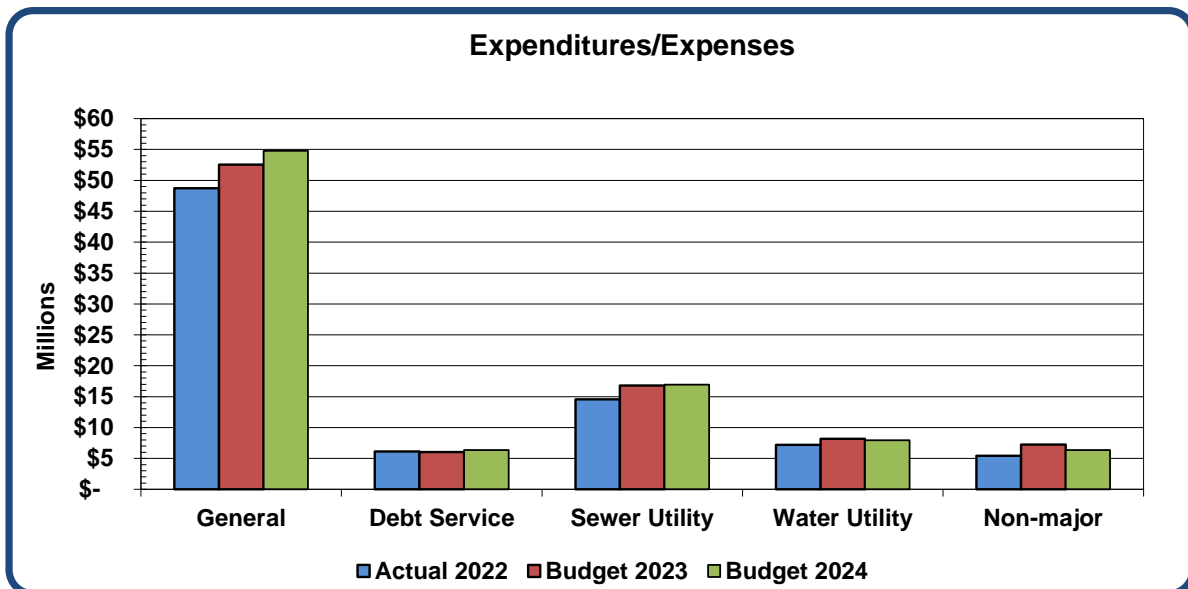
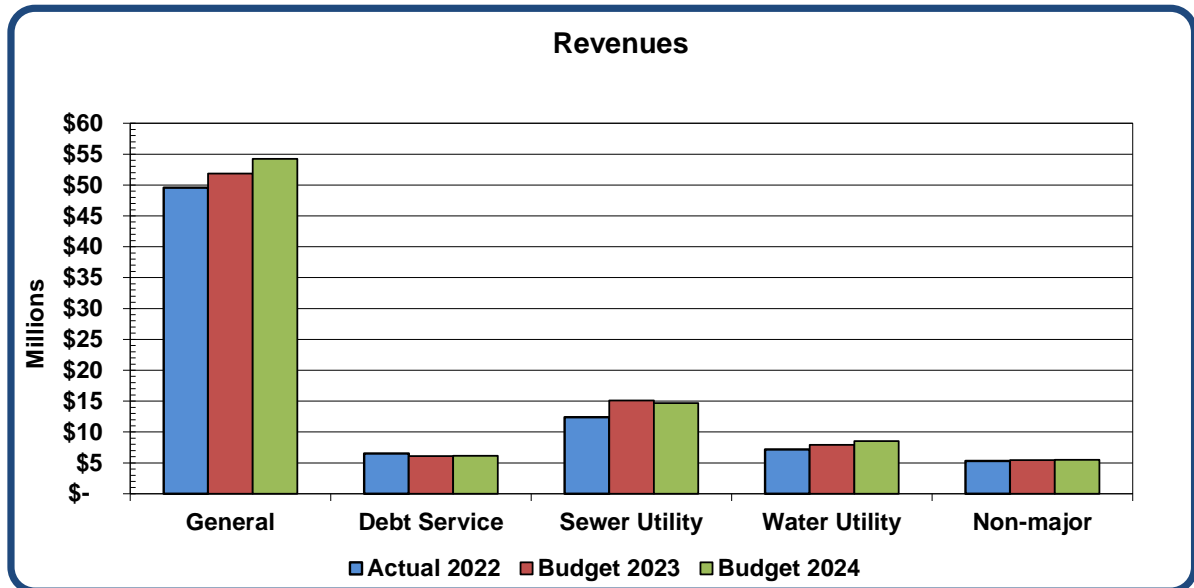
	Actual 2022	Budget 2023	Budget 2024
<b><u>Operating Budgets</u></b>			
<b>Funding Sources</b>			
Taxes	\$ 45,621,072	\$ 45,830,800	\$ 47,208,115
Special Assessments	24,877	18,245	17,126
Intergovernmental	6,713,386	7,236,473	8,615,735
Licenses and Permits	1,622,659	1,779,487	1,567,950
Fines and Forfeitures	360,347	384,000	395,160
Charges for Services	2,696,149	2,939,140	2,992,551
Utility Charges	19,495,673	21,428,794	21,655,751
Proceeds from bonds	75,608	700,000	-
Commercial/Interfund	988,529	3,806,257	4,345,896
Transfers from Other Funds	3,360,290	3,058,986	2,299,260
Total Revenues and Other Funding Sources	80,958,589	87,182,182	89,097,544
<b>Expenditures, Expenses and Other Uses</b>			
General Government	5,468,774	5,835,819	6,396,787
Protection of Persons & Property	26,287,223	28,613,274	29,607,982
Public Works	10,836,827	11,115,743	11,895,727
Health (mosquito/deer control)	106,049	146,000	144,000
Education, Parks & Recreation	6,398,029	6,912,575	7,352,286
Conservation & Development	975,916	1,178,972	1,339,486
Contingency	-	484,557	350,000
Capital Outlay (computers/equipment)	2,709,546	4,182,167	1,792,143
Debt Service	6,545,314	6,525,640	6,806,001
Utility Operating Expenses	21,083,291	24,154,547	24,125,835
Transfers to Other Funds	1,575,000	1,636,000	2,596,200
Total Expenditures or Expenses and Other Uses	81,985,969	90,785,294	92,406,447

	Actual 2022	Amended Budget 2023	Budget 2024
<b><u>Capital Improvement Budgets</u></b>			
<b>Funding Sources</b>			
Bond/Loan Proceeds	\$ 5,985,000	\$ 5,080,000 <sup>1</sup>	\$ 9,655,000
Grants	833,014	3,047,500	1,460,000
Other	72,142	434,000	3,910,000
Utility Reserves	1,985,927	3,951,246	4,286,235
Transfers from Other Funds/prior year debt proceeds	390,000	4,105,000	980,000
Total Revenues	9,266,083	16,617,746	20,291,235
<b>Expenditures</b>			
General City Purposes	1,828,411	5,885,000	8,145,000
Wastewater Utility	1,682,524	6,993,746	7,120,000
Water Utility	4,363,154	3,739,000	5,026,235
Total Expenditures	7,874,089	16,617,746	20,291,235

<sup>1</sup> Includes \$700,000 in general debt proceeds issued to fund horizontal grinder that was purchased in 2022.

## CITY OF BROOKFIELD 2024 Budget Summary - Operating Funds

	Actual 2022	Budget 2023	Budget 2024
<b>Revenues</b>			
General	\$49,590,308	\$51,842,441	\$54,223,217
Debt Service	6,500,319	6,109,200	6,138,000
Sewer Utility	12,400,336	15,123,596	14,698,834
Water Utility	7,160,410	7,938,535	8,524,380
Non-major funds	5,307,215	5,468,410	5,513,113
<b>Total Revenues</b>	<b>80,958,589</b>	<b>86,482,182</b>	<b>89,097,544</b>
<b>Expenditures/Expenses</b>			
General	48,721,023	52,551,786	54,808,217
Debt Service	6,100,726	6,020,784	6,354,691
Sewer Utility	14,576,488	16,796,722	16,953,886
Water Utility	7,186,391	8,158,681	7,919,259
Non-major funds	5,401,330	7,257,321	6,370,394
<b>Total Expenditures/Expenses</b>	<b>81,985,958</b>	<b>90,785,294</b>	<b>92,406,447</b>



**CITY OF BROOKFIELD**  
**2024 General Fund Budget Summary**

FUND 101	2022 ACTUAL	2023 ADOPTED	YTD 09/19/23	2023 ESTIMATED	2024 PROPOSED	PERCENT CHANGE
<b>REVENUES:</b>						
PROPERTY	35,539,997	36,480,000	36,479,993	36,480,000	37,380,000	2.47%
ROOM	1,366,449	1,136,000	953,652	1,599,000	1,599,000	40.76%
OTHER	55,626	55,800	1,173	57,263	58,115	4.15%
<b>TOTAL TAXES</b>	<b>36,962,072</b>	<b>37,671,800</b>	<b>37,434,818</b>	<b>38,136,263</b>	<b>39,037,115</b>	
INTERGOVERNMENTAL	5,424,441	5,695,906	4,129,126	5,850,140	6,925,344	21.58%
LICENSES	535,786	530,077	299,381	514,010	509,950	-3.80%
PERMITS	1,086,873	1,249,410	734,459	1,032,834	1,058,000	-15.32%
FINES AND FORFEITURES	360,347	384,000	336,364	397,205	395,160	2.91%
CHARGES FOR SERVICES	2,262,096	2,388,770	1,790,390	2,291,313	2,386,940	-0.08%
COMMERCIAL	382,135	1,013,492	1,616,331	1,895,057	1,801,448	77.75%
TRANSFER FROM OTHER FUNDS	2,576,560	2,908,986	1,524,994	2,461,000	2,109,260	-27.49%
APPLIED SURPLUS	-	700,890	-	-	585,000	-16.53%
<b>TOTAL REVENUES</b>	<b>49,590,310</b>	<b>52,543,331</b>	<b>47,865,863</b>	<b>52,577,822</b>	<b>54,808,217</b>	<b>4.31%</b>
<b>EXENDITURES:</b>						
MAYOR	270,713	293,293	216,402	296,034	308,457	5.17%
COMMON COUNCIL	152,598	152,811	113,205	152,980	153,879	0.70%
CITY ATTORNEY	542,649	588,913	396,403	589,081	606,978	3.07%
CITY CLERK	405,522	446,032	305,715	447,920	453,837	1.75%
ELECTIONS	127,446	65,667	54,961	61,345	169,087	157.49%
FINANCE	962,878	1,052,773	790,157	1,069,774	1,108,449	5.29%
ASSESSOR	783,597	854,545	578,024	850,449	928,635	8.67%
INFORMATION TECHNOLOGY	988,616	1,186,087	726,061	1,175,245	1,230,532	3.75%
HUMAN RESOURCES	470,449	511,956	356,230	513,938	529,345	3.40%
CITY HALL/FACILITIES MAINTENANCE	706,138	628,250	377,846	571,965	578,013	-8.00%
MISCELLANEOUS GENERAL GOVERNMENT	45,327	54,492	47,335	51,362	52,275	-4.07%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>5,455,933</b>	<b>5,834,819</b>	<b>3,962,339</b>	<b>5,780,093</b>	<b>6,119,487</b>	<b>4.88%</b>
POLICE	12,945,354	13,994,808	9,637,803	13,584,167	14,461,160	3.33%
FIRE	10,438,766	11,420,178	7,963,812	11,492,404	11,881,167	4.04%
INSPECTION SERVICES	1,074,016	1,163,524	845,466	1,154,726	1,179,137	1.34%
MUNICIPAL COURT	287,411	283,516	209,529	284,306	281,013	-0.88%
EMERGENCY GOVERNMENT	8,844	12,143	33,212	36,885	12,158	0.12%
MISCELLANEOUS PUBLIC SAFETY	1,182,876	1,204,695	814,643	1,204,695	1,295,103	7.50%
<b>TOTAL PROTECTION OF PERSONS &amp; PROPERTY</b>	<b>25,937,267</b>	<b>28,078,864</b>	<b>19,504,465</b>	<b>27,757,183</b>	<b>29,109,738</b>	<b>3.67%</b>
HEALTH (MOSQUITO/DEER CONTROL)	106,049	146,000	77,607	146,000	144,000	-1.37%

**CITY OF BROOKFIELD**  
**2024 General Fund Budget Summary**

FUND 101	2022 ACTUAL	2023 ADOPTED	YTD 09/19/23	2023 ESTIMATED	2024 PROPOSED	PERCENT CHANGE
DPW ADMINISTRATION/ENGINEERING	988,036	972,312	701,766	986,935	1,105,560	13.70%
HIGHWAY AND STREETS	6,970,259	7,086,322	4,585,442	7,506,418	7,725,937	9.03%
SOLID WASTE DISPOSAL	2,094,548	2,243,027	1,461,265	2,238,934	2,204,369	-1.72%
RECYCLING PROGRAM	712,735	758,199	501,146	752,382	800,755	5.61%
<b>TOTAL PUBLIC WORKS</b>	<b>10,765,578</b>	<b>11,059,860</b>	<b>7,249,619</b>	<b>11,484,669</b>	<b>11,836,621</b>	<b>7.02%</b>
LIBRARY	3,040,970	3,175,496	2,152,575	3,144,234	3,303,091	4.02%
PARKS AND RECREATION	2,954,907	3,218,933	2,343,722	3,273,831	3,354,130	4.20%
<b>TOTAL EDUCATION, PARKS &amp; RECREATION</b>	<b>5,995,877</b>	<b>6,394,429</b>	<b>4,496,297</b>	<b>6,418,065</b>	<b>6,657,221</b>	<b>4.11%</b>
COMMUNITY DEVELOPMENT	460,319	553,257	370,634	551,469	591,150	6.85%
<b>TOTAL CONSERVATION &amp; DEVELOPMENT</b>	<b>460,319</b>	<b>553,257</b>	<b>370,634</b>	<b>551,469</b>	<b>591,150</b>	<b>6.85%</b>
CONTINGENCY APPROPRIATION <sup>1</sup>	-	484,557	-	-	350,000	-27.77%
TRANSFERS TO OTHER FUNDS	-	-	-	-	-	N/A
<b>TOTAL CONTINGENCY &amp; TRANSFERS</b>	<b>-</b>	<b>484,557</b>	<b>-</b>	<b>-</b>	<b>350,000</b>	<b>-27.77%</b>
<b>TOTAL EXPENDITURES</b>	<b>48,721,023</b>	<b>52,551,786</b>	<b><u>35,660,961</u></b>	<b>52,137,479</b>	<b>54,808,217</b>	<b>4.29%</b>
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES	869,287	(709,345)		440,343	(585,000)	
<b>FUND BALANCE, JANUARY 1</b>	<b><u>17,735,915</u></b>	<b><u>18,709,403</u></b>		<b><u>18,709,403</u></b>	<b><u>19,324,086</u></b>	
<b>FUND BALANCE, DECEMBER 31 - BUDGETARY BASIS</b>	<b>18,605,202</b>	<b>18,000,058</b>		<b>19,149,746</b>	<b>18,739,086</b>	
ADJUSTMENT FOR ENCUMBRANCES <sup>2</sup>	104,201	-		(174,340)	-	
<b>FUND BALANCE, DECEMBER 31 - GAAP BASIS</b>	<b><u>18,709,403</u></b>	<b><u>18,000,058</u></b>		<b><u>19,324,086</u></b>	<b><u>18,739,086</u></b>	

<sup>1</sup> The Contingency appropriation is spent via transfers to operating budgets as approved by the Common Council; for budgetary comparison purposes, only transfers that have recurring effects on department budgets are reflected in this schedule; to date for 2023, the only transfer of this type occurred was for adjustments to department salary and benefit accounts primarily related to implementing 2023 salary and benefit adjustments (net impact was an reduction in department budgets, with the offset increasing contingency).

<sup>2</sup> The General Fund budget is adopted on a GAAP basis, with the exception of encumbrances for purchase orders and commitments outstanding being charged as expenditures in the year in which budgeted. This adjustment is shown to reconcile the budgetary basis fund balance to actual and projected on a GAAP basis.

**CITY OF BROOKFIELD**  
**Tax Levies and Rates <sup>(1)</sup>**  
**Annual Budget Year Beginning January 1, 2024**

	2022/2023 <u>Final</u>	Change from <u>Prior Year</u>	2023/2024 <u>Proposed</u>	Change from <u>Prior Year</u>
<b>CITY TAX LEVIES</b>				
General Fund (operating)	\$ 36,480,000		\$ 37,380,000	
Special Revenue/Equipment Replacement	1,700,000		1,475,000	
Debt Service	<u>4,095,000</u>		<u>4,095,000</u>	
 Total City Levy	 <u>42,275,000</u>	 0.81%	 <u>42,950,000</u>	 1.60%
 <b>TIF DISTRICTS <sup>(2)</sup></b>				
City	1,290,554		1,139,463	
Elmbrook Schools	1,998,597		1,850,156	
Waukesha County	408,848		357,299	
WCTC	<u>71,583</u>		<u>64,366</u>	
Total	<u>3,769,582</u>	2.94%	<u>3,411,284</u>	-9.50%
 <b>OTHER TAXING BODIES</b>				
Elmbrook Schools	64,512,232	-8.66%	62,147,350	-3.67%
Waukesha Schools	764,181	-12.15%	714,937	-6.44%
Waukesha County	13,392,730	-0.21%	13,467,947	0.56%
WCTC	<u>2,344,888</u>	-2.60%	<u>2,426,120</u>	3.46%
 Total tax levy (gross)	 127,058,615	 -4.41%	 125,117,639	 -1.53%
State school levy credit - estimated	<u>(12,792,871)</u>		<u>(15,735,232)</u>	
 Total tax levy (net)	 <u>\$ 114,265,743</u>	 -4.75%	 <u>\$ 109,382,407</u>	 -4.27%
 <b>EQUALIZED VALUATION</b>				
City equalized tax rate	9,027,968,300		9,943,967,300	
Total equalized tax rate	4.8256	-8.32%	4.4338	-8.12%
	12.6569	-13.57%	10.9999	-13.09%
 <b>ASSESSED VALUATION</b>				
Elmbrook Schools	7,537,976,300		9,215,468,100	
Waukesha Schools	97,260,300		126,176,900	
Total	7,635,236,600	1.12%	9,341,645,000	22.35%
 Assessment ratio	 84.573%		 93.943%	
 <b>TAX RATES (per \$1,000 assessed value)</b>				
City of Brookfield	\$ 5.7059	-0.09%	\$ 4.7197	-17.28%
Elmbrook Schools	8.8234	-9.60%	6.9446	-21.29%
Waukesha Schools	7.8571	-3.39%	5.6661	-27.89%
Waukesha County	1.8076	-1.10%	1.4800	-18.12%
WCTC	<u>0.3165</u>	-3.48%	<u>0.2666</u>	-15.77%
 Gross tax rate - Elmbrook Schools	 16.6534	 -5.52%	 13.4109	 -19.47%
Gross tax rate - Waukesha Schools	15.6871	-1.95%	12.1324	-22.66%
 State credit	 <u>(1.6755)</u>		 <u>(1.6844)</u>	
 Net tax rate - Elmbrook Schools	 <u>\$ 14.9779</u>	 -5.86%	 <u>\$ 11.7265</u>	 -21.71%
Net tax rate - Waukesha Schools	<u>\$ 14.0116</u>	-1.90%	<u>\$ 10.4480</u>	-25.43%

(1) December tax bills to fund subsequent year's budget

(2) TIF tax increment calculated using taxing jurisdiction tax rates (w/o TIF value) applied to TIF value for TID Nos. 4, 5, 6, 7, and 8



# Resolution for the City of Brookfield, Wisconsin

Resolution Number:

Resolution Title: Resolution approving 2023 budget amendment requested by the Director of Public Works: appropriate \$115,000 to Wastewater Utility biosolids hauling account 40183032-822007, for purposes of funding higher than anticipated biosolids hauling and application costs

WHEREAS, the Common Council previously provided budgetary appropriations in 2023 for the cost of hauling and application of biosolids that result from the wastewater treatment process at the Fox River Water Pollution Control Center; and

WHEREAS, as reported by the Director of Public Works, the volume of biosolids produced in 2023 and the cost to haul and apply such materials to farm fields is higher than anticipated for several reasons, including the necessity to transport the biosolids for longer distances; and

WHEREAS, proper operation of the treatment plant requires that the biosolids be disposed of in a timely fashion, and the 2023 budget allocation is insufficient to handle the cost of the volume ultimately in need of disposal; and

WHEREAS, the Finance Committee considered the request of the Director of Public Works to allocate additional monies from the Wastewater Utility fund balance at its meeting held on November 21, 2023 and recommends approval thereof.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Brookfield that the following budget amendment for 2023, to provide funding from the Wastewater Utility Fund for purposes of funding additional cost of hauling applying biosolids, is hereby approved.

Increase expenditures:

Biosolids hauling	40183032-822007	\$115,000
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BE IT FURTHER RESOLVED that this resolution be published on the City website within 15 days of adoption as prescribed under Wis. Statutes section 65.90(5)(a).

Adopted this 21<sup>st</sup> day of November, 2023.

Approved:

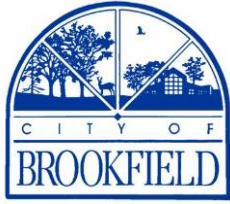
Attested:

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Mayor Steven V. Ponto

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City Clerk Michelle Luedtke



Memorandum:

To: Finance Committee  
From: Tom Grisa  
Date: November 13, 2023  
Topic: Biosolids hauling budget – request for increase

The wastewater treatment plant has generated a larger volume of biosolids than normal and costs have increased for disposal thereof. Accordingly, staff is requesting an additional \$115,000 from wastewater reserves to dispose of these biosolids with our hauler who places these on farm fields.

There are number of reasons for the increase in volume of biosolids this year including removal of additional digester solids for the digester mixing project and pumping biosolids with a higher water content to storage.

Thickened sludge is typically between 6% and 8% solids and is pumped at very high pressures. These higher pressures have caused problems for the sludge pumps. This year staff tried a try and buy alternative pump arrangement, but found this did not work well either and to compensate, a thinner sludge was pumped to storage, thus increasing volume. Staff is trying another try and buy pump arrangement in early 2024, which we are hopeful will be able to pump the thicker sludge to storage without failure. This should reduce the volume needed to be hauled to farm fields.

In addition, costs for hauling has increased since farm fields that are available tend to be further away and our disposal costs are based on hauling distance.

Staff respectfully requests these funds from wastewater reserves to fund the disposal of biosolids.

# Resolution Number \_\_\_\_\_ for the City of Brookfield, Wisconsin

Resolution Number:

Resolution Title: Resolution awarding the contract for the demolition of the structure located at 1485 N. Brookfield Road to Blaze Landscape Contracting, Inc. for a cost not to exceed \$81,375

WHEREAS, the property located at 1485 N. Brookfield Road, Brookfield, WI has been the subject of numerous property maintenance and condition complaints for several years, and enforcement actions by the City have not been successful in attaining compliance by the owner; and

WHEREAS, the City declared the property a nuisance under City code section 8.32.050 and filed a summons and complaint in Waukesha County Circuit Court against the owner, Meadowview Center, Ltd.; and

WHEREAS, on October 23, 2023 the Waukesha County Circuit Court granted a default judgment in favor of the City and ordered that the City be allowed to enter the property, raze the current structure, and return to the property to an appropriate condition, and charge the costs of such demolition and restoration to the property owner, including placement on the real estate tax bill as a special charge if necessary; and

WHEREAS, City staff has solicited proposals from qualified contractors for the demolition and restoration work, and the lowest proposal for such work was submitted by Blaze Landscape Contracting, Inc., for a cost not to exceed \$81,375.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Brookfield that a contract for the demolition of the structure and restoration of the property located at 1485 N. Brookfield Road be awarded to Blaze Landscaping Contracting, Inc., for a total not to exceed \$81,375, with the cost to be charged to the property owner as directed by Circuit Court.

BE IT FURTHER RESOLVED that the proper city official(s) be hereby authorized and directed to carry out the Council's action, including, but not limited to signing documents, implementing technical revisions to documents to effectuate the best interest of the City, and correcting scrivener's errors.

Adopted this 21<sup>st</sup> day of November, 2023.

Approved:

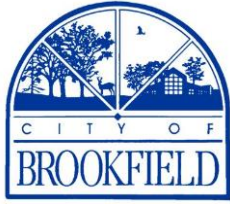
Attested:

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Mayor Steven V. Ponto

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City Clerk Michelle Luedtke



Memorandum / Staff Report:

To: Finance Committee  
From: Justin Drew, Zoning and Building Administrator  
Cc: Mayor and Common Council  
Date: November 15, 2023  
Regarding: Approval of a proposal to demolish structure at 1485 N Brookfield Road

Background: Inspection Services has been working to resolve numerous property maintenance and condition complaints with the owner of 1485 N Brookfield Road (the former Meadowview Chapel) since 2019. The church property has been vacant for at least 10 years. Issues include broken windows, multiple trespass and break-ins, extensive vandalism, and a fire set in the basement. The City has incurred substantial costs to have the building repeatedly boarded up and inspected by the Inspection Services, the Police Department, and the Fire Department.

Working with the City Attorney, the City declared the property a nuisance under City code section 8.32.050 and filed a summons and complaint against the owner, Meadowview Center, Ltd. On October 23, 2023, Waukesha County Circuit Court granted a default judgment, “That the property at 1485 North Brookfield Road is a public nuisance and the City of Brookfield shall be allowed to enter the premises, raze the building, secure the site, remove any personal property pursuant to Wis. Stat. § 66.0413(1)(i), perform such environmental remediation as is required to accomplish the demolition, restore the site to a dust-free and erosion-free condition, and the costs thereof be charged to the Defendant and against the real estate herein as a special charge pursuant to Wis. Stat. §66.0413(1)(f).”

Inspections staff subsequently requested proposals from three companies to complete demolition of the building and removal of the foundation and footings, remove all parking and driveway areas, and then return the property to a green state. Staff received two responses to the request for proposals by the deadline of 11/13/23. Blaze Landscaping Contracting, Inc submitted the lowest proposal. The cost of the proposal is \$76,875 (plus a lump sum cost of \$4,500 to properly abandon all well and septic fields if any are found on the property).

Staff’s recommendation: Staff recommends approval of the demolition proposal for 1485 North Brookfield Road from Blaze Landscape Contracting, Inc., at a cost not to exceed \$81,375, and requests authorization for the appropriate City officials to enter into a contract with Blaze Landscape Contracting, Inc. Please contact me or Robert Scott with any questions.

# Resolution for the City of Brookfield, Wisconsin

Resolution Number:

Resolution Title: Resolution regarding claim of James Forester, 1405 Capitol Drive, Pewaukee, WI

WHEREAS, James Forester, 1405 Capitol Drive, Pewaukee, Wisconsin, has filed a claim against the City under Wis. Stats. 893.80, alleging certain damages from an incident on October 15, 2023, involving damage to a vehicle owned by Mr. Forester from flying debris while driving on Interstate 94 near Moorland Road in Brookfield, and following investigation of the circumstances, staff has provided a report with a recommendation regarding disposition of the claim; and

WHEREAS, the Finance Committee has considered the claim and the staff recommendation and recommends denial of the claim thereof; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Brookfield that that the claim of James Forester be denied.

BE IT FURTHER RESOLVED that the notice of the claim denial be provided to the claimant as called for in Wis. Stats. 893.80.

Adopted this 21<sup>st</sup> day of November, 2023.

Approved:

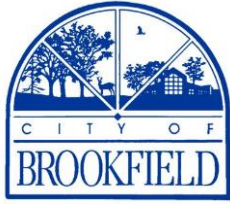
Attested:

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Mayor Steven V. Ponto

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City Clerk Michelle Luedtke



Memorandum / Staff Report:

To: Finance Committee  
From: Robert Scott, Director of Finance and Administration  
Cc: Mayor and Common Council  
Date: November 16, 2023  
Regarding: Claim of James Forester, 1405 Capitol Drive, Pewaukee, Wisconsin

As noted in the attached materials, Mr. Forester has filed a claim for damages against the City related to an incident on October 15, 2023, whereby a vehicle owned by Mr. Forester and being driven by his stepdaughter on Interstate 94 sustained damage from a construction sign that was dislodged by another vehicle and struck Mr. Forester's vehicle.

As you are aware, Interstate 94 is a federal highway, with maintenance and construction activity being the responsibility of the state of Wisconsin Department of Transportation. The City of Brookfield has no responsibility for oversight of any construction activity on the interstate. Further, if the damage was caused by an errant sign, the responsibility for that signage would be that of the contractor on the state's construction project.

Although the property damage sustained by Mr. Forester is unfortunate, there was no negligence or failure to act on the part of the City that would appear to have caused the incident, which is the standard that must be applied.

Staff's recommendation is to deny the claim. Staff respectfully requests the Committee's action and recommendation to the Council accordingly.