

**Village of Somers  
7511 12th Street  
Somers, WI 53171**

**Village Work Session Meeting  
Agenda  
Tuesday, January 7<sup>th</sup>, 2025  
5:30 p.m.**

<b>Village Board Work Session Meeting:</b>	
<b>Item #</b>	
1	Call to Order
2	Administrator's Report with Discussion on Development Pipeline
3	Engineer's Report
4	President & Trustee Reports
5	Correspondence: Mount Pleasant Public Hearing Notice of Multi-Jurisdictional Comprehensive Plan for Racine County: 2035
6	Presentation by Kenosha Unified School District about proposed referendum
7	Discuss proposed Resolution 2025-001, a resolution to update the Building Permit Schedule referred to in Chap. 14.2 of the Somers code of Ordinances.
8	Discuss proposal by Clear Gov for services to create budget booklet
9	Review quotes for Outsourcing Payroll
10	Discuss addition of Martin Luther King, Jr. as a paid holiday for Village and Town employees
11	Discuss and Review Pay Requests #9 and #10 and Change Order #1 from August Winters & Sons, Inc. for work on the 45th Avenue and 63rd Avenue Lift Stations Replacement Project.
12	Discuss proposal to update Chapter 5 of the Village Ordinances to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing.
13	Review tentative agenda for Village Board meeting on January 14 <sup>th</sup> , 2025
14	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the January 7<sup>th</sup>, 2025 Village Work Session & Agenda in 1 public place & on the Village website.

Dated this 3<sup>rd</sup> day of January 2025.

Wendy Burnette, Clerk-Treasurer

Requests from person with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at 262-859-2822 with as much notice as possible. **Notice is hereby given that members of the Village Board may participate telephonically.**

**Notice is hereby given that members of the Town Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken.**

**VILLAGE OF SOMERS  
VILLAGE BOARD  
WORK SESSION ITEM MEMORANDUM**

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**WORK SESSION:** January 7<sup>th</sup>, 2025

**TO:** Village President Stoner and Village Trustees

**FROM:** Jason J. Peters, Administrator

**AGENDA ITEM:** #2 Administrator's Report

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Below please find a bulleted summary of major issues that Administration has worked on since our December 3<sup>rd</sup>, 2024 Work Session:

Development

- There was no Planning Commission meeting in December.
- As of the date of this memo, there are no matters to be heard for the January Plan Commission.
- On December 5<sup>th</sup>, Planning Staff, Administration, President Stoner and Trustee Nelson held our regularly scheduled developer's meeting. We met with a developer interested in a parcel along the east frontage road. The parcel has a lot of floodplain issues, and the developer had questions regarding the viability of building on the parcel. We also met with a developer interested in bringing a multifamily and single-family housing project to a parcel near Fire Station #2. The multi-family portion would be done by a developer from the Twin Cities area. They may be bringing a concept to the Plan Commission in the First Quarter of 2025. Administrator Peters is familiar with the projects they have done in the past.
- On December 6<sup>th</sup>, Administration and President Stoner met with our engineers to review the utility plans for Golden Oil's Project on the frontage road.
- On December 11<sup>th</sup>, Administrator Peters attended the Kenosha County Planning Directors Meeting. This is a quarterly meeting to discuss planning issues in the County and give each other updates on our communities.
- Tropical Smoothie Café is getting closer to having their final plans approved by Engineering. Once this is completed the Development Agreement will be executed, and they can pull their building permits.

- Over the past month, Administrator Peters has had several conversations with developers that are interested in creating some new commercial retail lots. This would be a nice addition as Somers Market Center is almost completely built out.

## Administration

- The Wisconsin Elections Commission randomly selected Wards 1-4 in the Town of Somers to conduct an audit of the Nov. 5, 2024, election. Clerk Treasurer Wendy Burnette and election workers completed the audit of voting equipment on Nov., 26 and no discrepancies was found. Residents can be confident that votes were counted accurately in the November General Election.
- As you are aware, the Boards passed out 2025 Budget in November. The Budget allows for the hire of several positions. Over the past month, Administration has posted the Deputy Clerk/Treasurer, the Utilities Manager, and the Public Works I positions. Interviews for the Deputy Clerk/Treasurer were held the week of December 9<sup>th</sup>. An offer has been extended to a candidate. Interviews for the Utilities Manager and Public Works I position will be held in January.
- As you are also aware, Josh Sullivan was promoted to Public Works Superintendent at our December 10<sup>th</sup> Board Meeting. This opened the Public Works Foreman position. Several internal candidates were interviewed. The position was offered to and accepted by James Klinefelter. Mr. Klinefelter worked for the Village/Town for almost two years and was formerly with the City of Zion. Mr. Klinefelter is also a Somers resident.
- The Firefighter/EMT positions that are available will undergo testing in January and the Fire Commission will review those that qualify. The goal is to have them hired on by February.
- On December 10<sup>th</sup>, Administrator Peters attended a roundtable put on by the League of Municipalities regarding the recent Dane County Circuit Court decision on Act 10.
- Tax bills were mailed by the County on December 13<sup>th</sup>. The front counter has been a busy place over the past week with residents paying their taxes. This is the first year with the County's new collection software and so far, it seems to be working smoothly.
- The Somers Fire & Rescue Association held its Breakfast with Santa on Saturday December 14<sup>th</sup>. It was well attended. Thank you to all those that attended and to Festival Foods of Somers, Kwik Trip Store #107, Gordon Food Service, and Walmart for their donations.



- On December 18<sup>th</sup>, we held our annual staff and consultant luncheon. Several of our local elected officials were also able to attend. Thank you to the Board for providing the main courses and all those that brought something to share. This has been a tradition for some time and it is a very nice way to end the year!



- The Fire Department took delivery of its Special Operations Trailer. The purchase was approved in the 2024 CIP for \$35,000. It includes a generator to run heat and/or air conditioning. This will help protect first responders from exposure injuries during long-duration calls. The finishing touches to the interior of the trailer will be done in-house by the Fire Department. It will include adding benches, storage areas and a command area with a communication system. The trailer will also be used to transport one of the Utility Terrain Vehicles.



- On Dec. 11, Assistant to the Administrator Kevin Poirier attended the Live2Lead event that was put together by Kenosha County. The leadership development workshop included recorded speakers by bestselling authors John Maxwell, Malcolm Gladwell and Jon Gordan as well as group activities. Four-time Olympian Chaunte Lowe and Executive Coach Valorie Burton also made presentations.



- On December 11<sup>th</sup>, our ZIP Code Bill (H.R. 8753) was unanimously passed in the U.S. House of Representatives. The next step for the Bill was the Senate which was in session December 16<sup>th</sup> through the 19<sup>th</sup>. Administrator Peters and Assistant to the Administrator

Poirier, with the help of our ZIP Code Advocacy group, spent significant time lobbying the Senate to try to get this Bill to the floor before the 118<sup>th</sup> Congress convenes. This included reaching out to Representative Steil, Senator Johnson, and Senator Baldwin. We also reached out Senator Peters (Michigan) who is the Chairman of the Homeland Security and Governmental Affairs Committee. County Executed Kerkman also sent a very nice letter to Senator Peters in support of our efforts. As a part of our lobbying efforts, we reached out to several media outlets. Kenosha News ran a story on our ZIP Code effort on December 18<sup>th</sup>. The Milwaukee Journal/Sentential ran a story on December 19<sup>th</sup>. Administrator Peters and Assistant to the Administrator Poirier were also interviewed by Wisconsin Public Radio for a story they plan to run on Jan. 1, 2025.

[https://kenoshanews.com/news/local/somers-among-communities-to-possibly-get-zip-code-bill-in-senate/article\\_ace444f0-bca4-11ef-80a8-13328c469e13.html](https://kenoshanews.com/news/local/somers-among-communities-to-possibly-get-zip-code-bill-in-senate/article_ace444f0-bca4-11ef-80a8-13328c469e13.html)

<https://www.jsonline.com/story/communities/south/2024/12/19/house-passes-bill-that-would-give-greenfield-franklin-own-zip-codes/77037809007/>

<https://www.wpr.org/news/some-wisconsin-communities-say-they-have-too-many-zip-codes-congress-might-step-in>

H.R. 8753 never came to the Senate floor for a vote. Administration will continue to push forward for a new bill to be passed by the 119<sup>th</sup> Congress. Additional communities were added throughout the process, bringing the full number to 51. Our friends in congress have told us they will support our efforts in 2025.

A petition is available on our website, feel free to share it.

<https://www.somers.org/wp-content/uploads/2024/12/ZIP-Code-Petition-FILL.pdf>

# Development Pipeline

Last updated: 12/27/2024

Name of Developer	Type of Development (Residential, Commercial, Industrial, Mixed Use)	Location	Date Engaged	Pre-Deve. Agree.	Current Zoning	Requested Zoning	Current Comp Plan	Comp Plan Requested	Neighbor. Plan	CSM or Plat	Public Improv. Needed	Est. Improv. Costs	Acres	Current Value	Est. Value	Build Out Year	Year Full Assessed on Tax Roll	TIF Dist.	Requested Assistance	Proposed Assistance	Assistance Committed	Plan Comm. Date	Board Final Approval	Devel. Agree. Date	Comp Plan Ord	NOTES
Akil Ajmeri 3308 Green Bay Road	Multi-Tenant Commercial Building w/ Ayra Liquor Store as anchor	Somers Market north of Jiffy Lube	1/7/2021	No	A-1	B-3	Commercial	Commercial	Southeast	No	No		0.95	\$375,000		2021	2022	2	N/A	N/A	N/A	3/8/2021 Concept				03/21 Plan Commission Meeting heard concept 02/22 Met w/ Developer, moving forward pending easement with RCG 08/23 Received call regarding possible new development
Bear Development Willow Creek	Multi-Family Townhouse Single Family	Hwy E by lift station	8/23/2018	Yes	R-9 A-2 C-1	R-9 R-5 C-1 PUD	High Density Residential Secondary Environmental Other Conservancy Land Non-farmed Wetland Street & Highway ROW	Medium-Density Residential,	Somers Center East	Plat	Road Water Sewer		40.54	\$11,500	\$40,000,000			4	Yes			Concept 7/8/2024 Rezone & Comp 10/14/2024				10/8/2018 Conceptual Presented to Plan Commission 01/2019 Bear updating plan, will come back to Plan Commission 04/2019 Bear has new plan & working with administration to bring to Plan Commission 05/2019 Met with Bear & Root Pike Win, TID 4 amendments to be made so 35% rule is followed 6/2019 TID 4 amends will go to JRB, Plan Commission & Board in July 19 8/13 TID Amendments Finalized, Developer hoping to Bring Plans in Fall 4/20 Spoke to Developer, bringing in new concept plan 11/20 Met w/ Developer, concept with single family & owner occupied duplexes 03/24 Spoke with developer regarding bringing this project back 04/24 New concept submitted 07/24 Concept reviewed by PC 8/24 Met w/ Developer to discuss TID incentives 10/24 Site plan will be modified as they have obtained fill that will allow for basements 11/24 Fill being brought in, new concept will have approximately 70 single family lots
Becknell	Industrial/Warehouse	East Frontage	Spring 21	Yes	A-1	BP-1	Business/Industrial Secondary Environmental Other Conservancy	No	Kilborn	Yes	Road Water Sewer		132.1	\$294,600	\$60,000,000	Phase I 2022	Phase I 2023	6 3	Yes, offsite water main	\$460,000	\$460,000	9/13/201	09/28/2021 Comp. Zoning, Site 11/09/2021 DA	10/8/2021	N/A	4/21 Introductory meeting 7/21 Submitted materials 8/21 Weekly meetings regarding possible development agreement 09/13 Plan Commission Approved 9/28 Board Approved 10/05 Board will review DA 11/21 DA Approved 12/21 DA Executed by Village being recorded 06/22 Watermain should be completed in June 9/22 Building is completely vertical 03/23 Occupancy Granted, staff met with developer for Phase II
Flint Development	Industrial 1.8 M sq ft 3 buildings	Somers Expansion Area (West of 94)	6/14/2021	Yes	A-1 Paris	BP-1	Commercial	Business/Industrial	N/A IGA	Yes	Sewer Water	\$4,000,000	128.31	\$179,500	\$75,000,000	2022	2023	N/A	N/A	N/A	N/A	IGA 8/11/2021 Concept 11/17/2021 Approve 12/13/2021 Comp & Rezone subject to DA	02/08/2022 approved	7/26/2022	N/A	7/21 1st intro meeting. Submitted letter requesting review by IGA 8/11 IGA Committee heard concept., 9/28 Developer planning on October submission for Dec Plan Commission 10/29 Submitted plans for Plan Commission & IGA 11/21 IGA approved use 3/22 Developer still reviewing offsite utilities 4/22 Developer working on DA 6/22 DA almost complete 6/22 Grading permit granted, DA will be signed once final Exhibits Oked 7/22 Grading began , DA executed & recorded 9/22 Public Improvements went out to Bid 3/23 Offsite utilities substantially complete 5/23 Building III walls are vertical 02/24 Final Punchlist items for final Occupancy2024
Golden Oil	Convenience Store, Fast food, outlet for hotel	East Frontage	Late 2022	No	A-1	B-3	Business/Industrial	N/A	Kilborn Somers West	Yes	Sewer Water	\$40,000,000	62.02	\$17,300		2024	2025	8	Yes Incentives for Hotel		Concept 03.13.2023 CSM to Divide land & Rezone to A4 4/10/2023 07/08/2024	06/25/2024 CSM Approved 07/23/2024 Approved		N/A	4/23 Developer meet w/ staff for revised concept w/ less diesel pumps & status of hotel 6/23 Golden Oil closed on land, updated meeting on hotel 7/23 Meeting regarding utilities, meeting with potential hotel 02/24 Developer still moving forward 04/24 Filed for Plan Commission in June 8/24 Working with Developer on DOT CMS Requirements 11/24 Preliminary Grading started	



Stream Realty	Industrial 3 Buildings up to 950K sq ft	Groh Farm CTH S/142	11/1/2021	Yes	A-1, A-2, R- 2, R-3	BP-1 w/PUD	Business/Industrial Other Conservancy Secondary Enviro	N/A	Kilbourn South	No	Sewer Water	90	\$775,000	\$50,000,000	2023	2024	3	N/A	N/A	N/A	7/11/2022	10/11/2022	02/13/2023	02/14/2023	4/14/2023	N/A	7/22 Developer will be working on access issue with County, will be brought to Board after issue worked out 10/22 Conditionally approved, need to finalize DA 12/22 Developer working w/ County on Memo of Understanding 02/23 CSM to combine parcels goes to PC & Board. DA can then be executed 3/23 DA Sent to Developer for execution 4/23 DA executed & recorded 6/23 temporary grading easements obtained by developer for roadsection 02/24 Hopes to pull permits in Spring/Summer 9/24 1st Amendmen to DA ezeuted 16 month extension
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**VILLAGE OF SOMERS**  
**Engineer's Report**  
**December 27, 2024**

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**Somers Trade Center (Groh's Development) - Project No. 220818**

- The developer is Stream Industrial Development Services. Pinnacle is the developer's engineer.
- A public roadway is proposed to extend along the east edge of the development. There is no public bidding planned with this development.
- We are waiting for revised plans, permits, and recorded CSM from the developer. Supposedly they have the temporary grading easements needed to position the roadway within the right-of-way shown on the proposed CSM.

**Golden Oil Sanitary Sewer Connection - Project No. 212153**

- The Developer is Golden Oil; the developer's design engineer is Excel Engineering. The Contractor is Globe Construction.
- The public sanitary sewer is complete and tested. The sewer needs to be televised.
- Golden Oil will not connect their water service at this time but will be required to install a water meter on their well.

**Golden Oil Somers Gateway Development - Project No's. 2325743 and 24000875**

- The Design Engineer is Excel Engineering
- This development includes a convenience store and a Candlewood Suites Hotel.
- The contractor began site grading in November outside of floodplain and wetland areas.
- The Village has requested that the WDNR review the floodplain calculations.
- The water main and sanitary sewer crossing CTH E will be publicly bid when the developer's agreement is completed.

**Savanah at Pike Creek- Project No. 201664**

- This project is an approximately 65-acre townhouse development at the northwest corner of the intersection of CTH L (18th Street) and STH 31 (Green Bay Road). It also includes two outlots for future commercial development. The development will consist of both public and private infrastructure. The developer is the Stoneleigh Company. Developer's design and construction engineer is Kimley-Horn and their contractor is Horizon/Naperville Construction.
- All public utilities have been tested.
- The developer has requested that their Phase 1 public infrastructure be accepted by the Village. We are reviewing their information prior to recommending Village acceptance.

**VILLAGE OF SOMERS**  
**Engineer's Report**  
**December 27, 2024**

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**Becknell Development Phase II – Project No. 211386**

- This project is a 1-million square feet industrial spec building on a planned unit development with access to the East Frontage Road. The developer's design and construction engineer is Pinnacle Engineering.
- There has been no response from Becknell on the status of the second building. The Phase II property may revert back to the previous owner.

**Flint 94 Development— Project No. 211728**

- This is the planned 3-building development west of I-94 and south of 12<sup>th</sup> St; The Developer is Flint 94 Commerce Center, LLC; their engineer is Pinnacle Engineering.
- On January 29, 2024, we issued a list of items to be completed before recommending acceptance of utilities; painting the public fire hydrants red is the remaining item.

**Water Tower Authority to Construct – Project No. 161104**

- We formally requested the Authority to Construct from the Public Service Commission of Wisconsin; the water tower is planned on 100<sup>th</sup> Avenue, north of 12<sup>th</sup> Street.
- The WPSC is no longer requesting a joint meeting of regulators; we will upload the responses to the WPSC request for information in December.

**2024 Roadway Improvements – Project No. 2400374**

- The project includes 13<sup>th</sup> Avenue, 16<sup>th</sup> Place.
- Payne & Dolan, Inc is the contractor.
- Both roads are paved and a punch list created.
- We are working with Payne & Dolan on their pay request.

**4<sup>th</sup> Street, 13<sup>th</sup> Avenue Culverts – Project No. 2326136**

- This project will replace an existing culvert crossing under 4<sup>th</sup> Street at 3424 4<sup>th</sup> Street and extend the existing large dual culverts crossing under 13<sup>th</sup> Avenue to provide a flatter slope from the road shoulder.
- The WDNR permit application has been submitted for the 4<sup>th</sup> Street culvert. The 13<sup>th</sup> Avenue permit application will be submitted this month.
- We plan to bid the project in 2025 depending on WDNR permitting timing.

**GIS Implementation – Project No. 2401442**

- We are collecting GIS data from Kenosha County and the Village sanitary sewer card system.
- The goal is to make this data usable to the Village.

**30<sup>th</sup> Avenue Sanitary Sewer – Project No. 2401761**

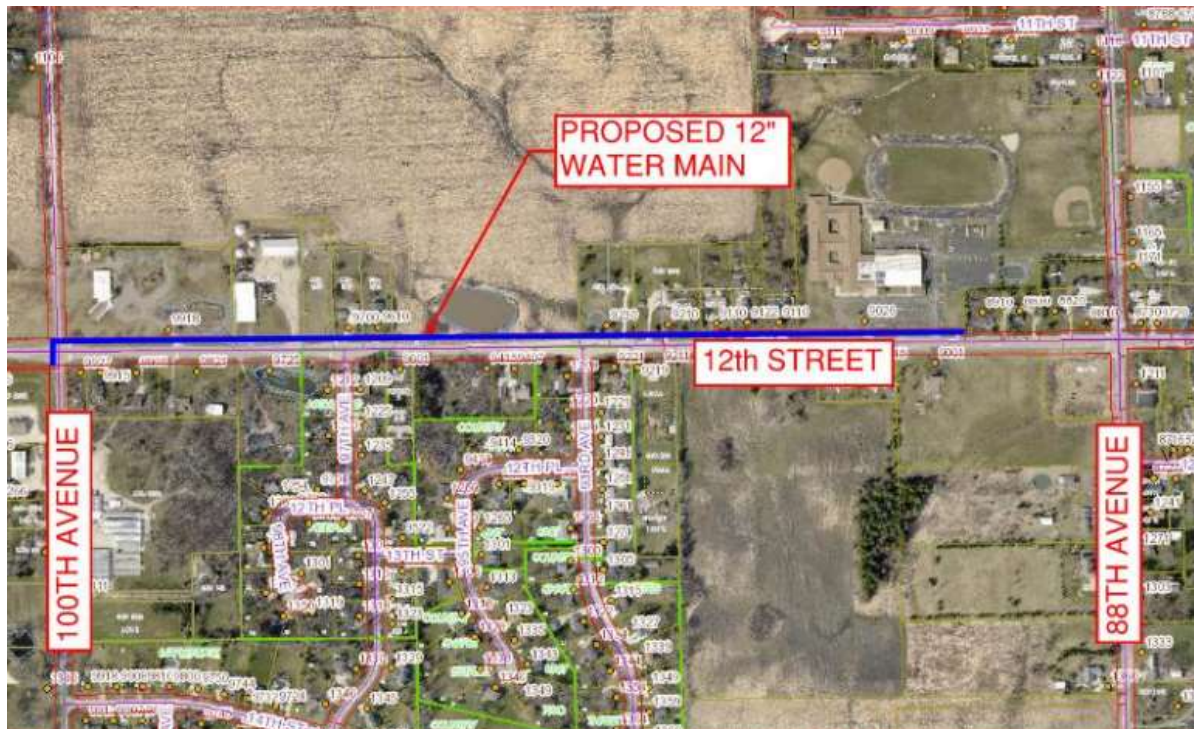
- The Developer is the Wisconsin Apartment Investment Group, and the Engineer is Nielsen, Madsen & Barber.
- Parkside wants Orchard Court Apartments off their system.
- We provided review comments dated November 19, 2024.

**VILLAGE OF SOMERS**  
**Engineer's Report**  
**December 27, 2024**

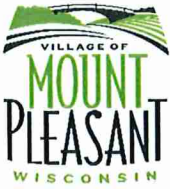
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**Shoreland Lutheran High School – Project No. 221315**

- The design engineer is Excel Engineering.
- Our latest review was October 8, 2024; we recently received separate submittals for the school and parking lot expansion. We are waiting for a single submittal that may include intersection improvements at CTH E and H.
- There are ongoing discussions regarding a water main extension to serve the school; see the snip below for the concept; this is no longer associated with the site plan, other than the easement associated with the future installation.



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## PUBLIC HEARING NOTICE

January 13, 2025

Village Hall, Ebe Auditorium

8811 Campus Drive, Mount Pleasant, WI 53406

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The Village of Mount Pleasant gives notices that the Village Board will hold a public hearing on **Monday, January 13, 2025**, during the Village Board Meeting which starts at the end of a meeting of the Committee of the Whole, but not before 6:00 PM. The hearing's purpose is to consider a proposed amendment to transportation element of the **Multi-Jurisdictional Comprehensive Plan for Racine County: 2035** pursuant to **SECTION 66.1001 OF THE WISCONSIN STATUTES**.

### **8626 Gittings Road Comprehensive Plan Amendment; CPA-24-2**

*Tax Parcels #151032203046000, 151032203040000, 151032203005000, 151032203005009, 151032203005950, 151032203005960, 151032203005970, 151032203004099, 151032203004098, 151032203005830, 151032203004107, 151032203005820, 151032203005810, 151032203005800, 151032203005790, 151032203004103, 151032203005780, 151032203005720, 151032203005730, 151032203005740, 151032203005008, 151032203054003*

The applicant applied to amend the village's part of the Transportation Element of the **Multi-Jurisdictional Comprehensive Plan for Racine County: 2035** (*the Plan*). The applicant wishes to reconfigure the roadways to match the Settlement at Hoods Creek Preliminary Plat; PSP-24-2. The village staff added additional, neighboring amendments to this application to remove some of the neighboring proposed roadways to reflect their final location.

The public may view the public hearing items by request or at the Village Hall. Those with disabilities who need assistance to participate in this meeting should make requests to the Clerk at (262) 664-7800 with as much notice as possible.

Community Development Department | (262) 664-7800 | [planning@mtpleasantwi.gov](mailto:planning@mtpleasantwi.gov)

Sign up for village notifications | <https://www.mtpleasantwi.gov/list.aspx>

Post: December 10, 2024



**VILLAGE OF SOMERS  
VILLAGE BOARD  
WORK SESSION ITEM MEMORANDUM**

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**WORK SESSION:** January 7<sup>th</sup>, 2025

**TO:** Village President Stoner and Board of Trustees

**FROM:** Assistant to the Administrator Kevin Poirier

**AGENDA ITEM:** #7 Discussion on proposed Resolution 2025-001, a resolution to update the Building Permit Schedule referred to in Chap. 14.2 of the Somers code of Ordinances.

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**BACKGROUND:**

Building Inspector Scott Seymour updated the Building Permit Fee Structure in July. At that time, Schedule A, which list the fees, was updated. In the update, a few items were overlooked. This new document updates the fee schedule.

**UPDATE:**

Building Inspector Scott Seymour and Assistant to the Administrator Kevin Poirier drafted a new fee schedule to reflect current cost of doing business and to make the process easier for applicants.  
Attorney Davison drafted a resolution to update the fees.

**COMMENTS:**

Staff recommends this Resolution be placed on the January 14<sup>th</sup> Board Meeting for action.

**ATTACHMENTS:**

Resolution 2025-001

Building Permit Fee - Schedule A

RESOLUTION 2025 - 001

A RESOLUTION UPDATING AND ADOPTING  
SCHEDULE A OF CHAPTER 14 OF THE CODE OF  
ORDINANCES OF THE VILLAGE OF SOMERS  
ENTITLED "BUILDING CODE" RELATING TO BUILDING PERMIT FEES

The Village Board of Trustees of the Village of Somers, Kenosha County, Wisconsin, hereby resolves as follows:

WHEREAS, Chapter 14 of the Code of Ordinances of the Village of Somers provides that the administration may, from time to time, recommend the approval of modifications to the Schedule accompanying Chapter 14 for building permit fees to be imposed; and

WHEREAS, such a recommendation has been made by the administration of the Village to the Village Board, a true and correct copy of which is attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED, that the attached Schedule A, shall be adopted and shall supersede all prior schedules for the imposition of building permit fees pursuant to Chapter 14 of the Code of Ordinances and that such fees shall become effective upon passage of this Resolution.

Dated at Somers, Wisconsin, this \_\_\_\_ day of \_\_\_\_\_, 2025.

VILLAGE OF SOMERS

By: \_\_\_\_\_  
George Stoner, President

Attest: \_\_\_\_\_  
Wendy Burnette, Clerk/Treasurer

**SCHEDULE "A"**

The following schedule of fees shall be collected by the Inspector before the required permit shall be issued. NOTE that there is a minimum fee of \$65.00 for all residential permits and a minimum fee of \$100.00 for all commercial permits.

- (A) Residence – one- and two-family, and attached garage – \$.45 per sq. ft.
- (B) Residences and apartments, three family and over, row housing, multiple family dwellings, institutional – \$.45 per sq. ft.
- (C) Residences – additions – \$.45 per sq. ft.
- (D) Local business, commercial, retail, office buildings or additions thereto – \$.40 per sq. ft.
- (E) Manufacturing or industrial (office areas to be included under E) – \$.40/sq. ft. or fraction thereof
- (F) Permit to start construction of footings and foundations
  - (1) \$300.00 multi-family and industrial/commercial
  - (2) \$225.00 one- and two-families
- (G) Agricultural buildings, garages and accessory buildings – \$.30 per sq. ft.
- (H) All other buildings, structures, alterations, residing, reroofing, repairs where square footage cannot be calculated – \$15.00 per \$1,000.00 valuation
- (I) Heating, incinerator units and wood burning appliances – \$65.00 per unit
- (J) Commercial/industrial exhaust hoods & exhaust systems – \$65.00 per unit
- (K) HVAC
  - (1) New single-family residential – \$200.00 flat fee

- (2) All buildings, additions or remodels other than new single-family residential
  - (a) Heating & air conditioning distribution systems – \$2.50 per 100 sq. ft. with a \$65.00 minimum.
  - (b) Air conditioning – \$65.00 per unit up to 3 tons or 36,000 BTU's. Additional fee of \$4.00 per each ton or 12,000 BTU's or fraction thereof.
  
- (L) Wrecking or razing – Building Inspector may waive fee if structure is condemned – \$85.00 minimum plus \$.14 per sq. ft. with \$925.00 maximum fee for building
  
- (M) Moving buildings over public ways – \$180.00 plus \$.50 per sq. ft. for principal buildings. \$100.00 plus \$.50/sq. ft. for accessory buildings.
  
- (N) Re-inspections – \$70.00 per inspection
  
- (O) Plan Examination (NOTE: if HVAC Plans are separately submitted, there shall be an additional \$30.00 fee)
  - (1) One- and two-family residence – \$225.00
  - (2) Apartment, three family residence, row housing, multiple family building – \$225.00 plus \$25.00 per unit
  - (3) Commercial - Industrial alterations & additions – \$250.00
  - (4) Additions, alterations to one- and two-family residential – \$100.00
  - (5) Accessory building 150 sq. ft. or more – \$75.00
  - (6) Decks and swimming pools – \$60.00

An additional fee for plan review may be assessed at the time of application for renewal of a permit.
  
- (P) Special inspections & reports – \$175.00

- (Q) Wisconsin uniform building permit seal – \$50.00
- (R) Occupancy permit -
  - (1) Residential – \$70.00 per unit, addition, alteration or accessory use.
  - (2) Office, commercial and industrial – \$200.00 per unit
- (S) Pools - Inground/above ground/spas – \$15.00 per \$1,000 of valuation with a \$65.00 minimum
- (T) Decks – \$65.00
- (U) Erosion control fees – improved lots:
  - (1) One- and two-family lots – \$200.00 per lot
  - (2) Multi-family units, commercial lots, industrial lots and institutional lot – \$275.00 per building plus \$7.00 per 1,000 sq. ft. of disturbed lot area
- (V) Other
  - (1) Signs (based upon area)
    - (a) Up to 32 sq. ft. – \$65.00
    - (b) 33 sq. ft. to 100 sq. ft. – \$85.00
    - (c) 100 sq. ft. to 200 sq. ft. – \$120.00
    - (d) over 200 sq. ft. – \$150.00
  - (2) Culvert and/or driveway – \$65.00
  - (3) Fence – \$65.00
  - (4) Roof – \$65.00
  - (5) Siding – \$65.00

(6) Permanent and temporary dumpster and temporary Portable Storage Containers (excluding Shipping Containers) – \$25.00

(W) Plumbing permits

(1) Fixtures (each one) – \$10.00

(2) Street or ditch fee, each cut, outside sewer

(a) First one hundred (100') feet or part thereof – \$65.00

(b) Additional footage (per foot) – \$.50

(3) Storm sewer

(a) First one hundred (100') feet or part thereof – \$65.00

(b) Additional footage (per foot) – \$.50

(4) Building drain

(a) First one hundred (100') feet or part thereof – \$65.00

(b) Additional footage (per foot) – \$.50

(5) New water main connection

(a) First one hundred (100') feet or part thereof \$65.00

(b) Additional footage (per foot) – \$.50

(6) Seal water or sewer lateral – \$15.00

(7) Holding tank – \$50.00

(8) Fire Sprinkler connection – \$15.00

(9) Boiler Feed Pump – \$15.00

(10) Certified plumbing inspection – \$65.00

(11) Re-Inspection fee – \$75.00

(12) Minimum fee – \$65.00

(Y) Electrical permits

Residential:

(1) New one- and two-family residence – \$175.00

(2) Repair. Remodel, misc. – \$65.00 each. Includes outlets, switches, fixtures, HVAC, appliances and similar items.

(3) Service upgrade – \$115.00

(4) Wiring extension (additions, basement. Garage) – \$65.00

(5) Solar power and generator system – \$65.00 plus \$5.00 per KW

(6) Re-inspection fee – \$75.00

Commercial:

(1) New multi-family residence – \$175.00 per unit

(2) New commercial and industrial work costing up to \$1,850.00 – \$100.00

(3) New commercial and industrial work costing between \$1,850.00 and \$10,000.00 – \$2.25 per \$100.00 of the total cost or fraction thereof plus \$100.00

(4) New commercial and industrial work costing over \$10,000.00 – \$1.25 per \$100.00 of the total cost or fraction thereof plus \$325.00

(5) Repairs, remodels, misc. – \$100.00 (includes outlets, switches, fixtures, HVAC, appliances and similar items)

(6) Service upgrade – \$150.00

- (7) Wiring extension (welder, x-ray machine, elevator and similar) – \$100.00
- (8) Solar power and generator system – \$100.00 plus \$5.00 per KW
- (9) Temporary service – \$100.00
- (10) Re-inspection fee – \$150.00
- (Z) Upon failure to obtain a permit before work on a building has been started, except in emergency cases, will be five (5) times permit fees.



**VILLAGE OF SOMERS  
VILLAGE BOARD  
WORK SESSION ITEM MEMORANDUM**

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**WORK SESSION:** Jan. 7, 2025

**TO:** Village President Stoner and Board of Trustees

**PREPARED BY:** Kevin Poirier, Assistant to the Administrator

**AGENDA ITEM:** #8 Discuss proposal by Clear Gov for services to create budget booklet.

---

**BACKGROUND:**

Administration has been contacted by Clear Gov (<https://cleargov.com/>). They provide municipalities with cloud-based budget and performance management tools.

They create the digital budget book for the Villages of Mukwonago, Bayside and Pleasant Prairie.

Administration met with representatives on Oct. 23 and Dec. 18 to go over their services and to get a quote.

Among all the Clear Gov products, we felt that the Budget Book would be most beneficial to the Village as it would speed up the creation of the budget presentation. This tool would also allow the budget to be displayed in a more readable fashion on our website and would move us closer to the Government Finance Officers Association budget presentation standards.

**UPDATE:**

On Dec. 18, a Clear Gov representative sent a quote. A micro demonstration of the service is available online at: <https://cleargov.com/resources/videos/digital-budget-book-micro-demo>

In order to get our finances to feed into their budget software, Clear Gov would need to sink their software with our chart of accounts and accounting software. That work would be done for a one-time setup fee of \$1,800.

The annual fee for the Budget Book would be \$5,500 annually. This cost would be prorated if we started mid-year.

Assistant Administrator Poirier contacted our CPA at A&O for feedback. They directed us to Kenosha County as they reviewed budgeting software recently. They said:

*“We generally found that Clear Gov and Open Gov were the two that seemed to be the most user friendly and helpful to “build” a Budget Book for local governments. We both felt like Clear Gov required a little adjustment of budget data collection and approval procedures that might hinder its implementation if the entity is not able to adjust procedures of the budget preparation process. The spreadsheet has area municipality Budget Book examples using the software as well. Pleasant Prairie uses Clear Gov and would be a great reference if Somers needs someone that uses it for direct questions about the software and its implementation.”*

Attached is a spreadsheet of their review.

#### COMMENTS:

Administration would like to know if this is a service the Board would be interested in. This is not a cost that was budgeted for in 2025.

#### ATTACHMENTS:

Clear Gov packet

Clear Gov quote

Clear Gov review by Kenosha County

**We make the  
tools. You make  
the difference.**

Say hello to affordable, user-friendly  
software built just for the public sector.

# Product Briefs

# Break up with spreadsheets. Fall in love with modern budgeting.



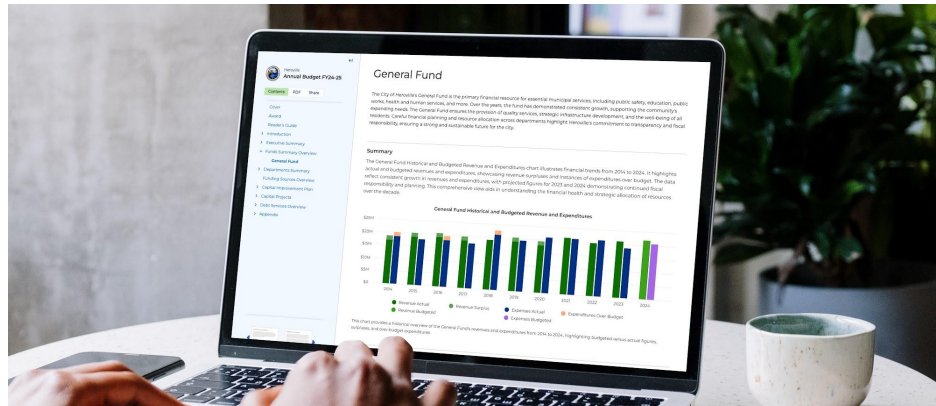
## Budget Cycle Management

Discover the next-generation of cloud-based budgeting and performance management tools, engineered to empower our public servants.

### Digital Budget Book

Produce an award-winning budget book in a fraction of the time.

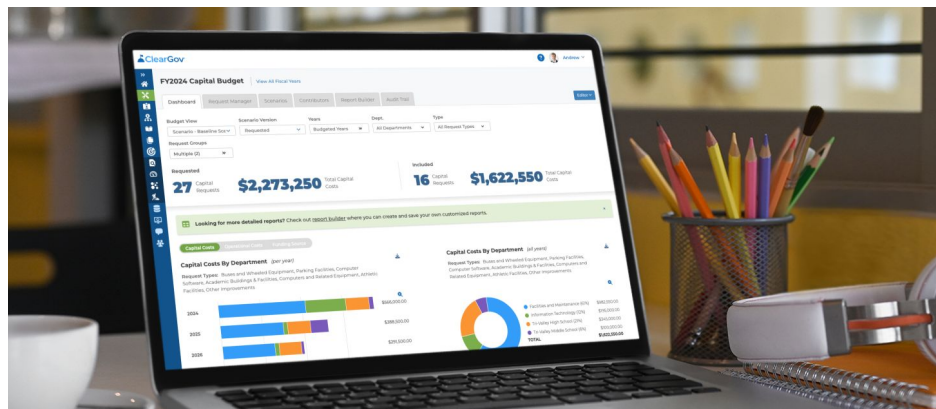
- Present your budget book as a website or a PDF to exceed viewing expectations.
- Automate the creation of fund summary pages, charts, tables and more.
- Meet and exceed GFOA award criteria with a built-in checklist and auto-generated content.



### Capital Budgeting

Automate the way you prioritize capital requests to streamline your CIP process.

- Manage budget requests efficiently with ClearGov's web-based forms.
- Build different scenarios to determine the optimal combination of capital requests.
- Turn capital request data into detailed project pages instantly for sharing.



### Personnel Budgeting

Build your personnel budget with powerful tools that ensure you've calculated every layer of cost.

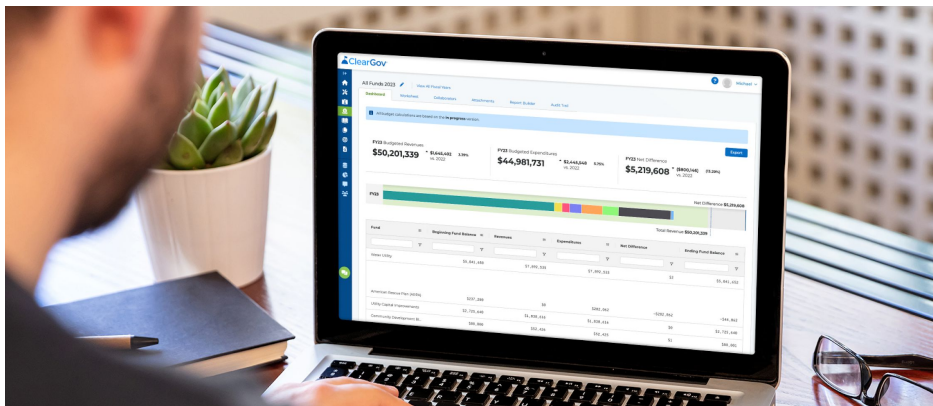
- Easily manage salaries, benefits, and vacancies, and inform union negotiations.
- Plan future scenarios and analyze how each impacts your budget at multiple levels.
- Streamline position requests from department heads.



## Operational Budgeting

Eliminate spreadsheet errors and version control issues with cloud-native budgeting.

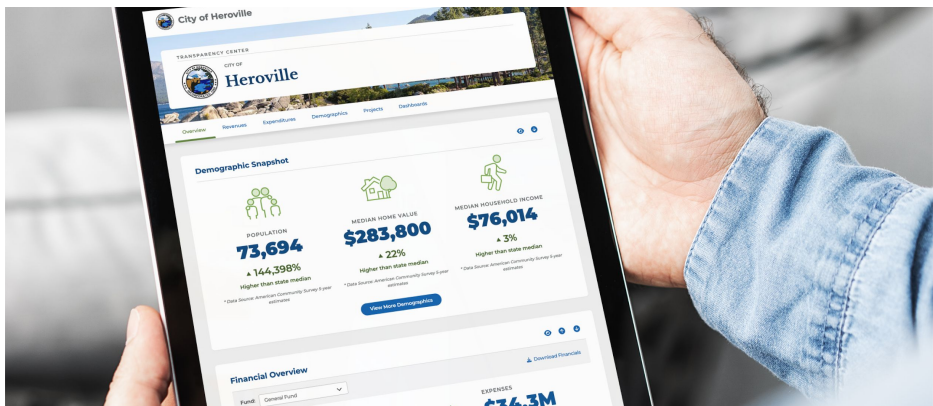
- Invite team members to collaborate and edit portions of the budget in real-time.
- Gain a complete view of all your funds and effectively track your budget versions.
- Experience an interactive dashboard that updates in real-time as changes are made.



## Transparency

Tell your financial story in a way everyone can understand to drive community support.

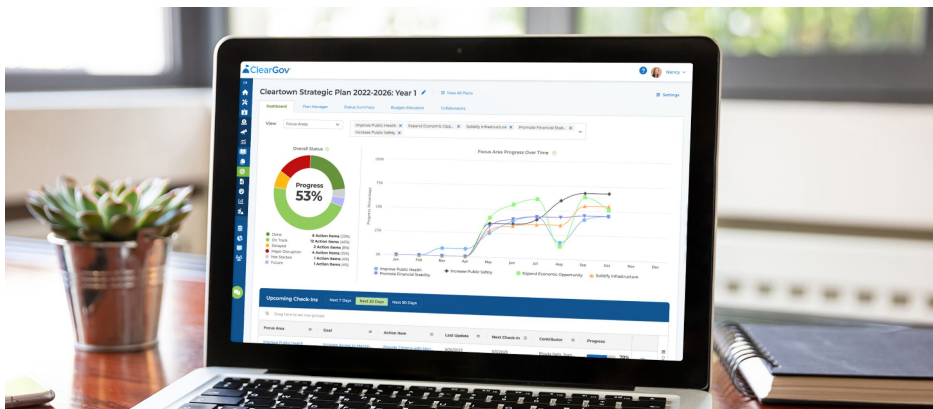
- Display complex data with powerful visuals and infographics on a polished website.
- Customize your profile with charts, dashboards, projects pages and more.
- Easily add narrative to the numbers to provide context for stakeholders.



## ClearPlans

Drive collaborative progress, real-time insights and budget impact for your strategic plans.

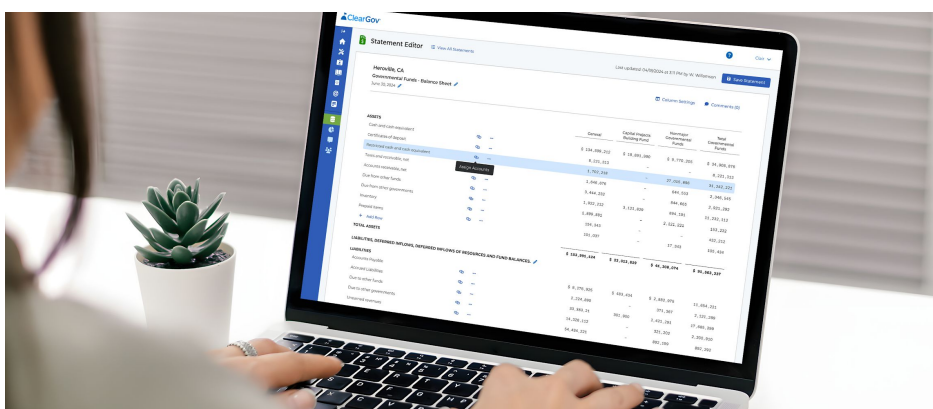
- Plan, execute and track your plan with seamless collaboration across departments.
- Assign ownership, set KPIs, allocate budget and communicate the progress in real-time.
- Present your plans online as a polished website or turn them into a shareable PDF.



## COMING SOON Digital Financial Reporting

Our purpose-built solution helps you build interactive financial reports in record time.

- Build pages quickly with pre-built templates and easily customize each section.
- Centralize communication between teams and auditors to accelerate approvals.
- Present your document in website, mobile, and PDF formats for optimal viewing.



# Build an award-winning budget book in a fraction of the time.



## Digital Budget Book

ClearGov's Digital Budget Book solution instantly generates your budget book framework — including pages, charts, tables, and more.

- ✓ Save time and elevate your public presentation
- ✓ Present online and PDF versions effortlessly
- ✓ Strengthen collaboration across departments
- ✓ Improve data accuracy and reduce the risk of errors
- ✓ Ensure ADA compliance with an online budget book

The screenshot shows the ClearGov interface for the 'Annual Budget FY24-25'. The left sidebar contains a navigation menu with options like 'Home', 'Add Page', 'Cover', 'Award', 'Reader's Guide', 'Introduction', 'Executive Summary', 'Funds Summary Overview', 'General Fund', 'Capital Projects', 'Special Revenue', 'Debt Service', 'Enterprise Fund', 'Departments Services', 'Funding Sources', 'Capital Improvement Plan', 'Capital Projects', 'Debt Services Overview', and 'Appendix'. The main content area displays the 'General Fund' page, which includes a 'Summary' section and a bar chart titled 'General Fund Historical and Budgeted Revenue and Expenditures' from 2014 to 2024. The chart shows revenue (green bars) and expenditures (blue bars) in millions of dollars, with a projected 2024 expenditure (purple bar). The summary text states: 'The City of Heroville's General Fund is the primary financial resource for essential municipal services, including public safety, education, public works, health and human services, and more. Over the years, the fund has demonstrated consistent growth, supporting the community's expanding needs. The General Fund ensures the provision of quality services, strategic infrastructure development, and the well-being of all residents. Careful financial planning and resource allocation across departments highlight Heroville's commitment to transparency and fiscal responsibility, ensuring a strong and sustainable future for the city.'

## Modernize your budget book process for citizens and staff.

### Produce web, mobile, and PDF versions

Create a polished budget book that can be presented in multiple formats effortlessly to exceed public expectations for optimal viewing.

### Customize content and pages

Build a beautiful book with flexible pages that are easy to use, ADA compliant, and fully customizable — no designer needed.

### Follow a GFOA Budget Award checklist

Meet and exceed the criteria for the GFOA Distinguished Budget Presentation Award with an interactive checklist to follow.

### Save time with auto-generated content

Key content is generated automatically — creating a customizable framework that enhances data comprehension for users.

### Strengthen departmental collaboration

Invite team members to easily add content to their assigned sections to streamline collaboration and improve efficiency.

### Leverage automatic data updates

Revenue and expense data are updated automatically as your budget changes, so you don't have to manually.



*The ClearGov Digital Budget Book software enabled the City staff of Monte Sereno to turn an ordinary, plain text budget document into a dynamic 3-dimensional annual report. Our City Council was extremely pleased and complimentary of the presentation. The staff at ClearGov were outstanding in their efforts to help us deliver the budget on time and in great form.*

- Steve Leonardis, City Manager, Monte Sereno, CA

## Resources

Unlock the value of Digital Budget Book with the resources below. Explore a video demo and hear success stories to discover how ClearGov modernizes the budget book process.



### Micro-Demo: Digital Budget Book in Under 3 Minutes

Watch a short video offering an overview of Digital Budget Book features, showcasing the product's user interface and workflows.

[▶ Watch the Digital Budget Book Micro-Demo](#)



### Client Testimonial: Success Stories in Their Own Words

Hear directly from Malden, MA as they share their experience using ClearGov and the success they've had with the platform.

[▶ Watch the Video - Malden, MA](#)



### Case Study: Real-World Achievements

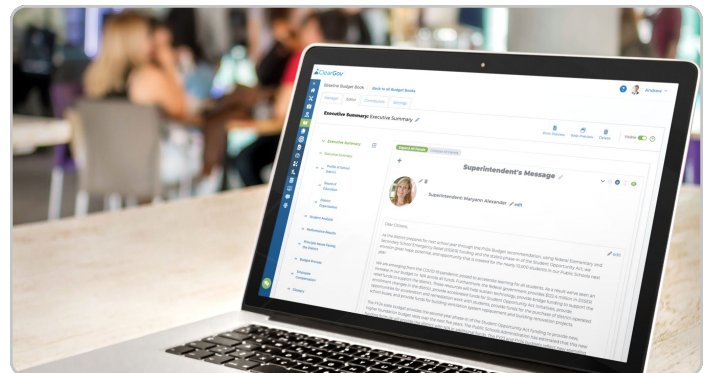
Learn how Cocoa, FL uses Digital Budget Book to create an engaging, ADA compliant budget book with ease.

[📖 Read the Case Study - Cocoa, FL](#)



*The manual process of putting together the budget, the back-and-forth with department heads, and consolidation of spreadsheets and word documents was honestly a nightmare. It was time to modernize, and with ClearGov we were able to fulfill our commitment to process improvement, transparency, and better community engagement.*



- Tony Struck, Budget Director, Yuma County, AZ



# Training & Support

# Training & Support

ClearGov solutions are designed to be intuitive and easy-to-use. With that said, ClearGov's training materials and support channels are designed to ensure that you and your team can successfully launch, adopt and optimize the value you receive from the ClearGov platform. We will share how to accomplish tasks, key insights and best practices.

<b>98%</b>	<b>Customer satisfaction with onboarding</b>	
<b>96%</b>	<b>Customer satisfaction with training</b>	
<b>75%</b>	<b>Data Onboarding Consultants have local government finance experience</b>	

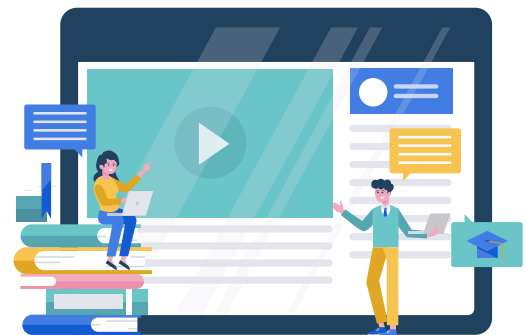
## Training

For starters, we have developed comprehensive courses that provide you with step-by-step instructions on how to configure and use ClearGov. Your Implementation Manager (IM) will recommend and enroll you and your team in ClearGov Academy courses to help meet your goals. Courses are broken down into a variety of product-specific educational elements (e.g. videos, articles, quizzes) for easy consumption.

### ClearGov Workshops

In addition, instructor led training is available in workshop format. ClearGov Workshops are designed to answer your specific questions about how to use ClearGov's solutions to meet your specific needs. Therefore, it is highly recommended that Workshop Attendees complete the ClearGov Academy courses prior to attending a ClearGov Workshop.

- ClearGov will provide a remotely-delivered Workshop for each product in your subscription.
- ClearGov Workshops may be attended by both Administrators/ Editors and Department Heads/Contributors.
- All Workshops are recorded for future reference and to train new hires.



## Support Center

All ClearGov users have access to a frequently updated online Support Center filled with hundreds of how-to articles, video tutorials and information sheets. The ClearGov Support Center is easy to navigate and has a robust search engine to quickly find help on a specific topic.

# Training & Support

## Client Success Manager

When the onboarding process is complete, the IM will introduce you to your Client Success Manager (CSM). Your CSM is available by phone and email and will work with you to get the most out of ClearGov's platform. CSMs are generally available 9:00AM to 5:00PM, Monday through Friday (excluding holidays). Your CSM will inform you of their specific availability. Our CSMs are committed to responding to all inquiries within one business day, and in most cases, you will receive a same-day response.



***"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."***

***- Jodi Cuneo, CGA, Town Accountant, Walpole, MA***

## ClearGov Support & Data Team

For questions on how to use ClearGov or to report a technical issue, you will be able to reach a Support Specialist via [support@cleargov.com](mailto:support@cleargov.com) during business hours (Monday through Friday, 8:00AM to 8:00PM Eastern). Our Support Team is committed to responding to all inquiries within one business day, and in most cases, you will receive a same-day response.

For data updates, you can update your own statistics through our financials application or you can submit a request to our data team via this [request form](#). Our standard lead time to complete an update is five business days. However, if you need an update completed sooner to meet a deadline, just let us know. Straightforward uploads or changes often are completed within one or two business days.

## Product Enhancement Requests

We absolutely love hearing from our Customers - especially when they have ideas that would make our products better. In fact, we meet weekly to go over all the feedback we've received to provide key input to our product roadmap. Many of the applications and features in ClearGov's solution are the direct result of client feedback.

When you have a request for a product enhancement, please submit your idea(s) to [support@cleargov.com](mailto:support@cleargov.com) or inform your CSM and they will bring it up at our weekly meeting. We prioritize product enhancements primarily based on the number of clients who are requesting similar functionality, so we can't guarantee that your ideas will go to the top of the list, but we promise that we'll always listen, and we work hard to make 100% of our customers happy.



***"Working with ClearGov, I'm most happy with the end result – the product that we're able to show, and the fact that ClearGov continues to take enhancement requests and continues to evolve the program. We want to be a leader in that with ClearGov. We have a lot of good ideas!"***

***- Jan Neufeld, CFO, Altus, OK***

# Technical & Security Overview

# Technical & Security Overview

## ClearGov Hosting Platform

The ClearGov platform is hosted by Amazon Web Services (AWS), the world leader in cloud computing as a service. Used by the Departments of Justice, Defense, and Homeland Security, AWS is one of only three vendors that have been granted government authorization to store highly sensitive federal data on its cloud-computing servers.

AWS handles systems, network architecture, and security, enabling ClearGov to focus on what it does best — developing world-class solutions for the public sector. With ISO 27001 and FISMA-certified data centers, AWS has made platform security its highest priority in order to protect customers' critical information and applications.

Another key advantage of hosting on the AWS cloud is that it allows ClearGov to easily scale and innovate while maintaining all security protections across the entire infrastructure.

### How secure is ClearGov?

Hosting with AWS ensures that ClearGov maintains the highest security standards in the world:

- Web application firewalls control access to the underlying code
- AWS has built technologies to protect against distributed denial of service (DDoS) attacks to ensure network availability and application uptime.
- AWS's SQL Server RDS uses server-side encryption to protect sensitive data.

In addition to AWS's secure hosting environment, ClearGov has implemented a number of extra software security features:

- **Secure Socket Layer (SSL):** SSL establishes an encrypted link between AWS servers and the web browser to ensure that all data transfers remain private and integral.
- **SQL Injection Protection:** ClearGov has built protection against SQL injection attacks where hackers attempt to insert nefarious server requests into web forms.
- **Access Rights:** ClearGov has implemented strict permission settings based on roles, which limit access to specific data and application functions. This ensures that internal users are restricted from accessing sensitive data based on privileges assigned by your administrator.
- **Password Authentication:** ClearGov does not store passwords explicitly, but rather “hashes” (encrypts) them so they are not compromised.
- **Single Sign On (SSO):** ClearGov offers Single Sign On capabilities as an optional authentication method. The system is integrated with a leading authentication aggregator which provides integration with the majority of authentication providers.
- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

### Where are ClearGov data centers located?

AWS replicates the ClearGov application and data across multiple geographically dispersed data centers to ensure redundancy and availability.

### What sort of disaster recovery plan is in place?

One of the reasons we selected AWS is because they provide state-of-the-art disaster recovery. ClearGov databases are duplicated in real-time across multiple AWS servers, and the entire ClearGov platform is backed up daily across the AWS network. So, even in the event of a catastrophic system failure, 24 hours of data loss would be the maximum impact.

### Is the ClearGov platform designed to scale to meet demand bursts?

Yes. One of the key factors behind selecting AWS as our hosting provider is their ability to scale rapidly. AWS has automated solutions in place that automatically scale ClearGov's platform for normal peaks and valleys in demand, and can be rapidly (and remotely) scaled to meet sustained demand increases.

# Technical & Security Overview

## Does ClearGov leverage AWS Virtual Private Cloud features?

Yes. ClearGov utilizes the AWS Virtual Private Cloud functionality so that our platform is hosted on a logically isolated section of the AWS Cloud and not commingled with any third-party applications.

## How do I learn more about ClearGov's hosting solution?

You can learn more about AWS data centers and security measures via the following link:

- <https://aws.amazon.com/security/?hp=tile>

## Security FAQs

### How is client data stored within the ClearGov platform?

All client data is stored in a single data repository with proper authentication and access control built into the system to ensure that users may only access the data applicable to their organization.

### Is the ClearGov platform SOC 2 compliant?

Our hosting provider, AWS, is fully compliant with SOC 2 requirements, and ClearGov can provide a copy of the most recent AWS SOC 2 compliance/audit report upon request.

### How often is the ClearGov platform reviewed for adherence to security standards?

ClearGov performs quarterly security reviews to ensure that processes are being followed and standards are being met.

### How frequently is the ClearGov platform monitored?

The ClearGov platform is monitored continuously - 24 x 7 - for performance, security and auditing.

### Does ClearGov Support SSO?

ClearGov is integrated with a leading authentication aggregator which provides integration with the majority of authentication providers such as OpenID Connect and SAM. Examples of SSO providers using these protocols include Microsoft Azure, OneLogin, and Okta.

## Service Level FAQs

### What level of service availability does ClearGov support?

All ClearGov solutions are available on a 24/7 basis, and ClearGov is committed to 99.9% uptime. Given that we are a cloud-based solution product patches and upgrades are completed in real-time, without impact to system performance. On occasion, as necessary, larger upgrades that may require planned system downtime are announced in advance and completed over the weekend and/or after working hours.

### What is your standard practice for security patch management?

ClearGov conducts ongoing audits of third-party packages for vulnerabilities. Patches for critical vulnerabilities are released as soon as possible, otherwise, patches are released as part of regular bi-weekly software releases.

### How often does ClearGov schedule planned outages for system upgrades?

The ClearGov platform and applications are architected so that the system does not require downtime during regular maintenance, product upgrades, or emergency patches. On occasion, as necessary, larger upgrades that may require planned system downtime are announced in advance and completed over the weekend and/or after working hours.



<b>Created by</b>	Michael Lepore
<b>Contact Phone</b>	781-254-5044
<b>Contact Email</b>	mlepore@cleargov.com

<b>Order Date</b>	Dec 18, 2024
<b>Order valid if signed by</b>	<b>Mar 1, 2025</b>

Customer Information					
<b>Customer</b>	Somers Village	<b>Contact</b>	Jason Peters	<b>Billing Contact</b>	Kevin Poirier
<b>Address</b>	7511 – 12th Street	<b>Title</b>	Village Administrator	<b>Title</b>	Assistant to Administrator
<b>City, St, Zip</b>	Kenosha, WI 53144	<b>Email</b>	jpeters@somers.org	<b>Email</b>	kpoirier@somers.org
<b>Phone</b>	tel:292-859-2822			<b>PO # (If any)</b>	

The Services you will receive and the Fees for those Services are...			
<b>Set up Services</b>		<b>Tier/Rate</b>	<b>Service Fees</b>
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions		Tier 1	\$ 1,800.00
<b>Total ClearGov Setup Service Fee - Billed ONE-TIME</b>			<b>\$ 1,800.00</b>
<b>Subscription Services</b>		<b>Tier</b>	<b>Service Fees</b>
ClearGov BCM Digital Budget Book - Civic Edition		Tier 1	\$ 5,500.00
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>			<b>\$ 5,500.00</b>

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
<b>Setup</b>	Apr 1, 2025	Apr 1, 2025	ClearGov Setup Services
<b>Pro-Rata</b>	Apr 1, 2025	Dec 31, 2025	ClearGov Subscription Services
<b>Initial</b>	Jan 1, 2026	Dec 31, 2028	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Apr 1, 2025	\$ 1,800.00	One Time Setup Fee
Apr 1, 2025	\$ 4,125.00	9 Month Pro-Rata Subscription Fee
Jan 1, 2026	\$ 5,500.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		
Billing Terms and Conditions		
<b>Valid Until</b>	<b>Mar 1, 2025</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All invoices are due Net 30 days from the date of invoice.
<b>Initial Period Rate Increase</b>	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
<b>Rate Increase</b>	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions	
<b>Customer Satisfaction Guarantee</b>	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.

<b>Statement of Work</b>	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an <b>"Annual Term"</b> ), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
<b>Agreement</b>	The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

<b>Customer</b>	
<b>Signature</b>	
<b>Name</b>	Jason Peters
<b>Title</b>	Village Administrator

<b>ClearGov, Inc.</b>	
<b>Signature</b>	
<b>Name</b>	Bryan A. Burdick
<b>Title</b>	President

**Please e-mail signed Service Order to [Orders@ClearGov.com](mailto:Orders@ClearGov.com) or Fax to (774) 759-3045**

<b>Customer Upgrades (ClearGov internal use only)</b>			
<b>This Service Order is a Customer Upgrade</b>	No	<b>If Yes: Original Service Order Date</b>	

# Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

## ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
  - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
  - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
  - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
  - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

## Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
  - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
  - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.

2024 Budget Software Review

Category	Topic	ClearGov
<b>County Goals</b>		
Kenosha Budget Priorities	Access - Crystal Reports - Document Accumulation – Printing	Yes
Kenosha Budget Priorities	Summary Charts – Graphs	Yes
Kenosha Budget Priorities	Budget Development - Data Download - Accumulation - Attachments - Yes working documents	
Kenosha Budget Priorities	Online budget book	Yes, with tabs across the top
<b>Summary Points</b>		
Summary Points	Number of Clients	Leading provider, over 7000 users across all states
<b>Questions by Category</b>		
Budget Book Builder	Physical Budget Books	Yes, it allows printing of the budget book.
Budget Book Builder	Table of Contents	Yes, it has a table of contents with links.
Budget Book Builder	Physical Budget Books formatted corrected	Yes, it prints with breaks based on the tab construction
Budget Book Builder	Environment	Web based, can create versions of books
Budget Book Builder	Division Profiles	Profiles included and are added into the budget book builder directly (includes AI)
Budget Book Builder	How does system assemble other pages of a typical budget book?	It can house statistical data and create visuals
Budget Book Builder	Organizational charts	Existing org chart templates and the ability to create charts
Budget Book Builder	How does the system handle pages that have a combination of narrative and data that change each year?	Yes, pages can have a combination of text and visuals. Each page has panels and templates that can be used.
Budget Book Builder	Updating text	Previous years can be cloned. Also, utilizes AI to generate first draft of narratives based on the data present.
Budget Rollover	How does the rollover process work?	Previous year budgets can be cloned and tweaked.
Budget Rollover	Do all the page column headings need to be reconfigured?	Yes, but it's using check boxes to select various column headings.
Budget Rollover	Starting point for current budget	Rollover budget, zero based budget, or a hybrid
Budget Rollover	Forecasting. Do forecasted columns carry forward?	Hard coded
Budget Rollover	Does flipping over to next year allow for option to remove one time adjustments?	
Setup, Integration and Data Migration	Does system integrate with existing financial systems used by our municipality?	No integration - export/import process - keeps the cost lower
Setup, Integration and Data Migration	Data history required	4 years of historical data
Setup, Integration and Data Migration	Does the County need Microsoft Azure for integration?	
Setup, Integration and Data Migration	Does it integrate with more than one system?	
Setup, Integration and Data Migration	How seamless is the integration process, and are there any potential challenges?	Data is not updated automatically - no API integration - only through import/export process - 3-5 business days for turnaround
Setup, Integration and Data Migration	Turnaround time for data refresh	TBD - ask other municipalities for their experience
Setup, Integration and Data Migration	Does system allow for attachments and other working documents?	Yes, it allows for attachments at the line-item level
Setup, Integration and Data Migration	What support is provided during the data migration process?	Cleargov imports the data for the client
Setup, Integration and Data Migration	What is the implementation timeline? How many county employees on average are involved? What's the time commitment per week?	60-90 days implementation period - implementation can run parallel to county process
User Training and Support	What training resources are provided for our staff during the onboarding process?	Training modules 5-10 hours - can follow after implementation and testing has occurred
User Training and Support	Is there ongoing support available, and what is the mechanism for addressing technical issues?	
User Roles	Favorites or Bookmarks	
User Roles	Can the software accommodate multiple users with different permission levels?	Collaborators - you can designate by account string, or other parameters(filters) and determine what actions that user can take'
Collaboration and Workflow	Budget Calendar and Communication	Can set budget deadlines with reminder frequencies
Collaboration and Workflow	Audit Trail	Tracks all changes and - Budget team approves of every change
Collaboration and Workflow	How does system facilitate collaboration among different departments during the budgeting cycle?	Collaborators - you can designate by account and action
Collaboration and Workflow	Budget Stages	Version (stages) instead taking a snapshot of the column and saving it as such
Collaboration and Workflow	Approvals	Finance team approves all adjustments to the budgets
Collaboration and Workflow	Chat functionality	included
Collaboration and Workflow	Can line-item comments be printed?	
Collaboration and Workflow	Can users print reports and other budget items at different stages for presentation?	
Data Security and Privacy	What measures does system have in place to ensure the security and privacy of our budgetary data?	
Data Security and Privacy	How is sensitive information protected, and what encryption methods are employed?	
Configuration	Are there options for creating custom reports and dashboards?	
Configuration	Dashboards	Dashboards are permissions-based.
Configuration	Custom Visuals	Visualizations don't necessarily need to be budget data-related.
Configuration	Calculated Columns	
Configuration	Views	Line item budgets can be customized
Scalability	How well does system scale as our municipality grows or as budget complexity increases?	
Scalability	Are there additional modules or features that can be added as needed?	
Scalability	GFOA Award	Built-in checklist for GFOA Distinguished budget award
Mobile Accessibility	Can users access and work on the budgeting platform from mobile devices?	Yes, it works on mobile - not as great to use
Mobile Accessibility	How does the software ensure a consistent user experience across different devices?	Works best on computer or tablet

<b>Budget Analysis and Reporting</b>	What types of budget analysis and reporting capabilities does system offer?	No reporting capabilities other than information that is imported and entered
<b>Budget Analysis and Reporting</b>	Can the software generate standard financial reports required for regulatory compliance?	
<b>Budget Analysis and Reporting</b>	Forecasting	Does allow for some modeling
<b>Budget Analysis and Reporting</b>	Budget amendments	Doesn't integrate directly with D365
<b>Cost, Licensing, Contract Terms</b>	What is the pricing structure for system, and are there any additional fees or hidden costs? How does the licensing model work, and are there options for different user levels?	No hidden fees, priced for local governments. No limit on the number of users as collaborators in modules. Each module has it's own licenses.
<b>Cost, Licensing, Contract Terms</b>	What are the terms of the contract, including the length and conditions for renewal?	Automatic renewal for successive annual periods
<b>Cost, Licensing, Contract Terms</b>	Are there any exit clauses or penalties for terminating the contract early?	30 day initial refund - cancellations of annual contract require 60 day written notice
<b>Cost, Licensing, Contract Terms</b>	Package discounts	Package discount
<b>Cost, Licensing, Contract Terms</b>	Projected annual cost	\$50,375: includes operating, personnel, capital, budget book and discount
<b>Cost, Licensing, Contract Terms</b>	Projected implementation cost	\$11,700
<b>Cost, Licensing, Contract Terms</b>	Total First Year	\$62,075
<b>Cost, Licensing, Contract Terms</b>	Annual increase	5% annual increase
<b>Updates and Maintenance</b>	How often is system updated, and how are updates managed?	
<b>Updates and Maintenance</b>	What is the process for maintenance, and how are potential disruptions addressed?	Not integrated so updates should cause minimal to no disruptions to our process, unless their servers come offline
<b>Updates and Maintenance</b>	Data recovery	
<b>References</b>	Examples	<a href="#">Honors and Awards   Village of Bayside 2024 (cleargov.com)</a>
<b>References</b>	Examples	<a href="#">2023_dbb_village_of_pleasant_prairie_1704834769863.pdf (cleargov-prod.s3.amazonaws.com)</a>
<b>References</b>	Examples	<a href="#">Oconto County - Digital Budget Book</a>
<b>References</b>	Examples	<a href="#">Oconto County - PDF Version</a>
<b>References</b>	Examples	<a href="#">Village of Pleasant Prairie - Digital Budget Book</a>
<b>References</b>	Are municipalities using system to replace the budget book or to supplement it?	Using Cleargov to replace the budget book and process.
<b>Modules</b>		
<b>Overview</b>	Demo	
<b>Operating Module</b>	Demo	<a href="#">Operational Budgeting Micro Demo   ClearGov</a>
<b>Operating Module</b>	Line-item budget entry	Can change by dollar or percentage
<b>Operating Module</b>	Collaboration	
<b>Operating Module</b>	Columns	
<b>Operating Module</b>	Future years	
<b>Operating Module</b>	Reviewing prior years	Budgets are listed individually in the system
<b>Personnel Module</b>	Demo	
<b>Personnel Module</b>	How does the individual data transfer to the operational budget?	Can roll up personnel module budgets at the high level
<b>Personnel Module</b>	Position funding	
<b>Personnel Module</b>	Calculating increases	Increases are based on steps and adjustments
<b>Personnel Module</b>	Calculating increases	
<b>Personnel Module</b>	Calculating increases	
<b>Personnel Module</b>	Requests	Is there a request form?
<b>Personnel Module</b>	Personnel Hours	Appears to be part of upload
<b>Personnel Module</b>	Refreshing data	Upload template repopulates all information
<b>Personnel Module</b>	User count	
<b>Capital Module</b>	Demo	<a href="https://cleargov.com/resources/videos/personnel-budgeting-micro-demo">https://cleargov.com/resources/videos/personnel-budgeting-micro-demo</a>
<b>Capital Module</b>	Dashboard	Included
<b>Capital Module</b>	Request Form	<ul style="list-style-type: none"> <li>•Included - has a status column</li> <li>•Form fields can be toggled as mandatory</li> <li>•Can tag CIP on a visual map</li> <li>•Can create templates for different capital requests and be grouped</li> </ul>
<b>Capital Module</b>	Prioritization	<ul style="list-style-type: none"> <li>•Allows ranking, project categories</li> <li>•Scorecard - criteria customizable</li> <li>•Divisions can rank their own projects - drag and drop</li> </ul>
<b>Capital Module</b>	Timelines	Project timeline that allows status update
<b>Capital Module</b>	Project type	
<b>Capital Module</b>	Budgeting	<ul style="list-style-type: none"> <li>•To Date column for costs</li> <li>•Number of Years can be customized</li> <li>•Scenario manager allows for quick revisions to capital projects/funding</li> </ul>
<b>Capital Module</b>	Other features	Dedicated CIP budget book - rolling out soon - is a template
<b>Change Requests</b>	Demo	
<b>Change Requests</b>	Tracking	
<b>Change Requests</b>	Change Requests	Request manager for all types
<b>Transparency</b>	Demo	
<b>Transparency</b>	Web Interface	
<b>Transparency</b>	Features	
<b>Transparency</b>	Transparency	<a href="#">Digital Budget Book Micro-Demo   ClearGov</a>
<b>Digital Budget Book</b>	Demo	
<b>Digital Budget Book</b>	Demo	
<b>Digital Budget Book</b>	Table of Contents	
<b>Digital Budget Book</b>	User-friendly	
<b>Digital Budget Book</b>	Printing	
<b>Reporting</b>	Demo	
<b>Reporting</b>	Canned Reports	
<b>Reporting</b>		



**VILLAGE OF SOMERS  
VILLAGE BOARD  
WORK SESSION ITEM MEMORANDUM**

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**WORK SESSION:** January 7th, 2025.

**TO:** Village President Stoner and Village Trustees

**FROM:** Tanya Ealy, Accounting Manager/Deputy Clerk-Treasurer

**AGENDA ITEM:** #9 Review quotes for Outsourcing Payroll

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**COMMENTS:**

The Village Board wanted the staff to look into outsourcing the payroll duties. Managing payroll is a critical function for any business, but it often requires significant time, effort, and resources. Outsourcing payroll to a trusted third-party provider helps ensure compliance assurance and time efficiency. Below are the key reasons why outsourcing payroll is a strategic decision that can benefit our organization.

**1. Time Savings and Increased Efficiency**

- Managing payroll in-house is a time-consuming process. It involves calculating hours worked, tax withholdings, deductions, and ensuring accuracy in all paychecks. By outsourcing payroll, we can free up valuable time for our accounting team to focus on other strategic tasks, such as employee development, compliance, and overall business growth.

**2. Expertise and Compliance Assurance**

- Payroll is subject to complex and ever-changing federal, state, and local regulations, including tax laws, employee benefits, and labor laws. Outsourcing payroll to a specialized provider ensures that our organization remains compliant with all applicable regulations, reducing the risk of costly penalties and audits. These providers stay up to date on tax changes and compliance requirements,

ensuring that our payroll processes are always accurate and legally sound.

### **3. Risk Mitigation**

- With payroll, even small mistakes can lead to serious consequences, such as incorrect tax filings, missed deadlines, or employee dissatisfaction. Outsourcing payroll minimizes the risk of errors, as third-party providers typically use automated systems with built-in checks and expert review processes. This level of accuracy reduces the likelihood of costly mistakes and potential legal disputes.

### **4. Data Security**

- Payroll data is sensitive and protecting it from data breaches is a top priority. Outsourcing payroll to a reputable provider ensures that sensitive information, such as employee Social Security numbers, salaries, and bank details, is stored securely. Established providers adhere to strict security protocols and invest in advanced technology to safeguard data, which may be more robust than what we can implement in-house.

### **5. Scalability**

- As our organization grows, so do the complexities of payroll management. Outsourcing payroll allows us to scale our processes quickly without the need to hire additional payroll staff or invest in more advanced software. A third-party provider can handle an increasing number of employees and changing payroll needs, ensuring a seamless transition as the company expands.

### **6. Improved Employee Experience**

- Timely and accurate payroll processing is essential for employee satisfaction. Outsourcing payroll to a professional provider can ensure that employees are paid correctly and on time, every time. Furthermore, some payroll providers offer additional services, such as direct deposit, pay stub access, and tax filing assistance, which can enhance overall employee experience.

We met with ADP and Paylocity on November 20<sup>th</sup>, 2024, for a demonstration on how they can assist us with our payroll duties. Attached are the quotes they have provided to the Village.

ADP

- \$18,055.56 annually
- \$4,092.36 in annual savings during the promotional period.
- \$7,700 for implementation cost is being waived.

The annual cost to the Village is **\$13,963.20**

Paylocity

- \$1,995.00 monthly totaling \$24,940.00 annually.
- \$1,000 annual fee for W2/1099 and 1095 forms.
- \$4,536.90 for implementation cost.

The annual cost to the Village is **\$25,940.00**

ATTACHMENTS:

- 9a ADP Quote
- 9b Paylocity Quote

# Investment Summary

Quote Number 02-2024-711617 1



## Company Information

Town of Somers  
7511 12th ST PO Box 197  
Somers, WI 53171-0197  
United States

## Executive Contact

Tanya Ealy  
Primary  
[tealy@somers.org](mailto:tealy@somers.org)  
262-859-2822



92

Total  
Employees



\$0.00

Implementation  
Costs



\$18,055.56

Total Annual  
Investment



(\$4,092.36)

Total Annual Savings during  
promotional period; See Terms

Expiration  
12/23/2024

## ADP Sales Associate

Rob Schnelzer  
DS MAS IB Core Prospect  
[robert.schnelzer@adp.com](mailto:robert.schnelzer@adp.com)  
(470) 403-2357

\*\* The Implementation Costs and Total Annual Investment listed out on this Investment Summary are estimates based on the services, frequencies, recurring rates and pay counts outlined on the sales order and are shown for illustrative purposes only. These numbers are not binding amounts and shall not become incorporated into or made a part of any sales order or services agreement governing the services contemplated therein.

# Sales Order

Quote Number 02-2024-711617 1



## Company Information

Town of Somers  
7511 12th ST PO Box 197  
Somers, WI 53171-0197  
United States

## Executive Contact

Tanya Ealy  
Primary  
[tealy@somers.org](mailto:tealy@somers.org)  
262-859-2822

## Recurring Fees and Considerations

Number of Employees: 90 on Town of Somers - BW

Per Processing	Count	Min	Base	Rate	Bi-Weekly	Annual
Workforce Now Payroll Solutions	90	-	\$55.00	\$6.79	\$666.10	\$17,318.60
<ul style="list-style-type: none"> <li>• Essential Plus Payroll</li> <li>• Enhanced HR</li> <li>• Benefits Administration</li> <li>• Essential Time</li> </ul>						
Employment and Income Verification	92	-	-	-	\$0.00	\$0.00
Additional Jurisdiction (if applicable)		2+		\$11.00/month		
International Employees Rate (if applicable)				\$3.10/month		
Courier Delivery (if applicable)				\$20.00 per delivery		

Annual Processing	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	90	-	-	\$3.50	\$315.00

Total Annual Investment	Total Annual
Workforce Now Services	\$17,633.60
Estimated Value of Total Annual Concession; Already applied to values above:	\$11,987.10

Other Considerations	Total
Implementation	

Total Other Considerations	Total Setup
Implementation and One-Time Fees	\$7,700.00
Discount Value	(\$7,700.00)
Total Net Implementation and One-Time Fees	\$0.00

# Sales Order

Quote Number 02-2024-711617 1



## Company Information

Town of Somers  
7511 12th ST PO Box 197  
Somers, WI 53171-0197  
United States

## Executive Contact

Tanya Ealy  
Primary  
[tealy@somers.org](mailto:tealy@somers.org)  
262-859-2822

## Recurring Fees and Considerations

Number of Employees: 1 on Town of Somers - Weekly



### Per Processing

	Count	Min	Base	Rate	Weekly	Annual
Workforce Now Payroll Solutions	1	-	-	\$3.99	\$3.99	\$207.48
• Essential Plus Payroll						
• Enhanced HR						
• Benefits Administration						
• Essential Time						

Additional Jurisdiction (if applicable)

2+

\$11.00/month



### Annual Processing

	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	1	-	-	\$3.50	\$3.50



### Total Annual Investment

### Total Annual

Workforce Now Services

\$210.98

Estimated Value of Total Annual Concession; Already applied to values above:

\$140.21

# Sales Order

Quote Number 02-2024-711617 1



## Company Information

Town of Somers  
7511 12th ST PO Box 197  
Somers, WI 53171-0197  
United States

## Executive Contact

Tanya Ealy  
Primary  
[tealy@somers.org](mailto:tealy@somers.org)  
262-859-2822

## Recurring Fees and Considerations

Number of Employees: 1 on Town of Somers - 1099s



### Per Processing

	Count	Min	Base	Rate	Weekly	Annual
Workforce Now Payroll Solutions	1	-	-	\$3.99	\$3.99	\$207.48
• Essential Plus Payroll						
• Enhanced HR						
• Benefits Administration						
• Essential Time						

Additional Jurisdiction (if applicable)

2+

\$11.00/month



### Annual Processing

	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	1	-	-	\$3.50	\$3.50



### Total Annual Investment

### Total Annual

Workforce Now Services

\$210.98

Estimated Value of Total Annual Concession; Already applied to values above:

\$140.21



### Important Project and Billing Information

Billing for Payroll Processing Services, HCM and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client's first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

ADP will assign to Client an ADP Account Manager. The Account Manager's role is to promote client satisfaction by (i) being Client's point of contact to assist with any of their service needs, (ii) determining the appropriate course of action to resolve Client requests, and (iii) escalating Client requests within ADP to the appropriate subject matter expert, if needed. Notwithstanding the foregoing, ADP reserves the right (in its sole discretion) to discontinue, modify or otherwise amend its Account Manager Model service program at any time without notice. The ADP Account Manager shall not engage with more than two named client contacts.

Unemployment Claims in excess of the 10% claims cap will be billed at \$36.00 per claim. The fee for optional hearing representation is \$155.00 per appearance. Attorney representation required in certain states and is subject to change (currently: AZ, DE, KY, MO, NC, SC, SD, and WV). Representation fee not to exceed actual attorney fees. Optional service available through non-ADP affiliated attorneys. Attorneys will be retained on behalf of client for limited purpose of representing Client at the hearing. No referral fee applies. No attorney-client relationship exists or will be formed between ADP and Client.

Client intends to use Direct Deposit and Paycard and be fully paperless for Employee Pay Statements using ADP Self Service and/or ADP Mobile App to view all Pay and W2 information. By doing so, ADP will not charge a delivery fee unless something is in fact delivered.

#### Promotion

Client will receive 6 months free spread over 2 years, applying to months 7-9 and 19-21 from each product/controls billing start date (also referred to as the Promotional Period). Items specifically excluded: implementation, tax and banking (including reverse wire), jurisdiction, year-end, maintenance and professional Services fees. Actual promotional value may vary based on a number of reasons, including but not limited to: start date, number of processings and employees paid during the promotional month(s). Services added after the date hereof are not eligible for the Promo.

#### Other

ADP's Fees for Service will be debited directly out of client's bank account of their choosing seven (7) days from invoice date. ADP will send invoices to tealy@somers.org

Expiration Date: 12/23/2024

Summary			
Estimated Annual Net Investment:	<u>\$18,055.56</u>	Total Net Implementation:	<u>\$0.00</u>
Estimated Annual Net Investment during promotional period:	<u>\$13,963.20</u>		
Estimated Annual Concession (already applied): \$12,267.52			

The ADP Services listed on this Sales Order and the fees for such services set forth above are not final and remain subject to approval by ADP Finance in all respects. Once final, Client will receive a revised final, executable sales order to be signed by both ADP and Client.



## Workforce Now Included Services

### Essential Plus Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- Group Term Life Auto Calculation
- Intelligent Insights for Employee Issue Resolution
- Online Reports and Pay Statements
- Employee and Manager Self Service
- Access to Mobile Apps
- Employee Discount Program
- New Hire Reporting
- General Ledger Solution
- Conversational Virtual Assistant

### Enhanced HR

- Employee Development Tracking
- Paid Time Off Accruals Engine
- Multiple Languages & Currencies
- Country Specific Workflows & Processes
- Country Specific Formatting & Custom Fields
- Secure Online Document Storage with Role Based Security, Search & Audit Functionality
- Communication Broadcasts
- Automated Employee Experience Workflows
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement
- Total Rewards Statements
- Employee Feedback and Sentiment Surveys

### Benefits Administration

- Multiple Benefit Plan Types
- Flexible Rate Structures (Age Banded & Salary Tiers)
- ACA Measurement Dashboard
- Evidence of Benefit Offering Screens
- Annual 1094-C Filing
- Dependent & Beneficiary Tracking
- Notifications & Approvals
- Invoice Auditing
- Annual 1095-C Forms
- Employee Open Enrollment with Personalized Decision Support

### Essential Time

- Time Collection
- PTO Management & Reporting
- Request & Approval Workflows
- ADP Portal with Customized Content
- Rule Based Calculations
- Scheduling
- Mobile Access
- Paid Time Off Accruals

### Employment and Income Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications
- Client access to Electronic Reports and Tools
- Immigration Verifications

Thank you for your consideration

# Investment Summary

November 20, 2024 | Quote # Q-231911 | Version # 5 | Quote valid for 30 days

## Client Company

### Village and Town of Somers

7511 12th St  
Kenosha, WI 53144  
(262) 859-0300

## Client Contact

### Tanya Ealy

53144  
262-859-2822



Total Employee Count

**100**



Monthly Fee

**\$1,995.00**



One-Time Fees

**\$4,536.90**



Total Annual Investment

**\$24,940.00**

*\*Total Annual Investment includes estimated annual fees  
\*Annualized fees do not include usage based fees  
\*Monthly fees based on # of Active Employees as defined in the Service Agreement  
\*\*Plus sales tax if applicable*

See following pages for line item breakdown of services

This Investment Summary ("Investment Summary" or "Order") is governed by the Paylocity Subscription Agreement found [here](#) together with any additional terms specified below. Any terms and conditions referenced on a Client purchase order shall not apply to this Investment Summary.

By signing below, Client agrees to the terms and conditions of this Investment Summary and the SA which shall be effective as of the date of Client's signature below ("Order Effective Date").

Paylocity Account Executive	Date
Signature	

Nathan Krieg

Client Authorization	Date
----------------------	------

Signature

Name (Print)

## National Awards & Recognition



# Investment Summary

November 20, 2024 | Quote # Q-231911 | Version # 5 | Quote valid for 30 days



One-Time Fees	Qty	Rate	Price
<b>HCM Bundle</b>			<b>\$4,536.90</b>
Payroll Implementation	-	-	Included
Time & Labor Implementation	-	-	Included
Benefits Administration Implementation	-	-	Included
Carrier Benefits EDI/API Implementation	2	\$1,500.00	\$0.00
Human Resources Implementation	-	-	Included
Self-Service Portal Implementation	-	-	Included
Time Off Implementation	-	-	Included
<b>One-Time Total</b>			<b>\$4,536.90</b>

*\*First 4 Carrier Benefit EDIs/APIs free at the time of Benefits Administration implementation. Price reflects number of carriers over 4. Be advised that each carrier counts towards the four free. Additional carriers will incur a fee.\**

Monthly Fees	Base	Qty	Rate	Monthly
<b>HCM Bundle</b>	\$145.00	100	\$18.50	\$1,995.00
<b>Payroll</b>				
• Payroll Processing	-	-	-	Included
• Unlimited Payroll Runs	-	-	-	Included
• Prorated & Retro Pay	-	-	-	Included
• New Hire Reporting	-	-	-	Included
• Direct Deposit	-	-	-	Included
• On Demand Payment	-	-	-	Included
• Check Printing Service	-	-	-	Included
• Tax Filing & Payments	-	-	-	Included
<b>Time &amp; Labor</b>				
• Time & Attendance	-	-	-	Included
• Time Collection	-	-	-	Included
<b>Benefits</b>				
• Benefits Administration	-	-	-	Included
• Carrier Benefits EDI/API	-	2	-	Included
• Benefits Decision Support	-	-	-	Included
<b>Human Resources</b>				
• Human Resources Management	-	-	-	Included
• Workflows Process Automation	-	-	-	Included
• Centralized Document Library	-	-	-	Included
• Unlimited Custom Fields	-	-	-	Included
• Fillable Employee Forms	-	-	-	Included
• Time Off Management	-	-	-	Included
• Employee Self-Service	-	-	-	Included
• Position Management	-	-	-	Included
• Org Chart & Directory	-	-	-	Included
• Skills & Certifications Management	-	-	-	Included
• ACA Tracking & Reporting	-	-	-	Included
• Compliance Management	-	-	-	Included
• Employment Verification	-	-	-	Included
<b>Talent</b>				
• Onboarding	-	-	-	Included

# Investment Summary

November 20, 2024 | Quote # Q-231911 | Version # 5 | Quote valid for 30 days



Employee Experience				
• AI Assist	-	-	-	Included
• Community	-	-	-	Included
• Recognition	-	-	-	Included
• Mobile App	-	-	-	Included
Insights & Reporting				
• Data Insights	-	-	-	Included
• Dynamic Reporting	-	-	-	Included
• Modern Workforce Index	-	-	-	Included
Customer Service				
• Dedicated Account Management	-	-	-	Included
• On Demand Training (PEAK)	-	-	-	Included
• Unlimited Product Training	-	-	-	Included
			<b>Monthly Total</b>	<b>\$1,995.00</b>

There is no fee to the company for On Demand Payment; however, employees will be charged \$1.25 per transaction.

Annual Fees	Base	Qty	Rate	Annual
W2 / 1099	\$50.00	100	\$7.00	\$750.00
Annual SSN Verification	\$25.00	100	\$0.50	\$75.00
1095 Forms	\$25.00	100	\$1.50	\$175.00
			<b>Annual Total</b>	<b>\$1,000.00</b>

Usage-Based Fees	Base	Rate
Electronic Garnishments		\$1.85
Direct Agency Pay		\$2.95
Delivery Next Day (UPS)		\$20.00
Split Pack		\$6.00

The fees listed above are invoiced as incurred on per usage basis in accordance with the terms and conditions. Please note these fees are in addition to the ongoing fees stated in the Investment Summary section of the quote.

## Additional Terms

The following additional terms and conditions apply to the Services described herein. Capitalized terms used herein and not otherwise defined have the meaning ascribed to such terms in the Paylocity Subscription Agreement.

### 1. Subscription Term

a) **Initial Subscription Term:** The Initial Subscription Term commences on Service Start Date and continues for a period of one month. "Service Start Date" means (i) to the extent the Order does not cover any payroll services, the Order Effective Date or (ii) in the case of an Order that contains payroll services, on the date of First Payroll Processing. "First Payroll Processing" means any use of Paylocity's Services by or on behalf of Client to administer payroll.

(b) **Renewal Term:** Upon conclusion of the Initial Subscription Term, the Services automatically renew for a period of one month at a time.

### 2. Additional Pricing and Payment Terms

(a) Implementation Fees are non-cancellable and non-refundable as of the Order Effective Date.

(b) Implementation Fees are due by Client upon the Order Effective Date.

(c) Paylocity reserves the right to update the price for the Services at any time commencing one year after the Order Effective Date, ("Initial Pricing Term").

(d) Client agrees to allow Paylocity to debit from its account(s) on due date any and all fees due to Paylocity under this Agreement and in the same manner that payroll and tax funds are collected.

(e) **Termination Fee:** If Client terminates the Agreement with any less than 30 days prior written notice, Client shall pay a termination fee equal to the average monthly amount billed for the Services over the prior 12 month period immediately preceding the termination (or if less than twelve (12) months has elapsed, the monthly average amount billed to Client over the months the Agreement was in effect prior to the termination date.)

DRAFT



**VILLAGE OF SOMERS  
VILLAGE BOARD  
WORK SESSION ITEM MEMORANDUM**

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**WORK SESSION:** January 7<sup>th</sup>, 2025

**TO:** Village President Stoner and Board of Trustees

**PREPARED BY:** Kevin Poirier, Assistant to the Administrator

**AGENDA ITEM:** #10 Discuss addition of Martin Luther King Jr. as a paid holiday for Village and Town employees

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**BACKGROUND:**

Section 27 of the Employee Manual states:

*“All regular full-time employees, but excluding all full-time firefighter/EMT personnel, receive ten (10) paid holidays listed as follows: New Years Eve, New Years Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve and Christmas Day.”*

President Ronald Reagan made Martin Luther King, Jr. Day a federal holiday on November 2, 1983. The first observance of the holiday was on January 20<sup>th</sup>, 1986. Today the holiday is recognized by Kenosha County, The City of Kenosha, and other governmental agencies in the area.

**UPDATE:**

In light of the growing diversity in the Village and Town of Somers as well as that of our staff, Trustee Ostby requested that Martin Luther King Jr. Day be added as the 11<sup>th</sup> paid holiday for the Village and Town employees.

The Holiday is celebrated the third Monday in January, which would fall on Monday January 20<sup>th</sup> this year.

**COMMENTS:**

If the Board agrees, this proposal and an amendment to the Employee Handbook will be placed on the January 14<sup>th</sup> Board Meeting for action.

**ATTACHMENTS:**

None

December 18, 2024

Ms. Wendy Burnette, Clerk  
Village of Somers  
7511 12<sup>th</sup> Street  
Somers, WI 53171  
Delivered Via Email: [Wburnette@somers.org](mailto:Wburnette@somers.org)

**Subject: 45<sup>th</sup> Avenue and 63<sup>rd</sup> Avenue Lift Station Replacements-- Payment Recommendation**

Dear Ms. Burnette,

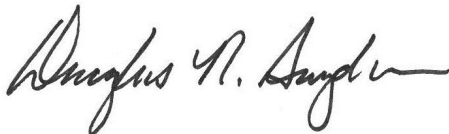
Enclosed are 2 applications for payment (9 through 10) including sworn statement, and partial lien waiver from August Winters & Sons, Inc., Contractor, for work performed for the 45<sup>th</sup> Avenue and 63<sup>rd</sup> Avenue Lift Station Replacement Project. The following is our opinion of the amount due and payable to the Contractor:

Contract Price after CO 1	\$1,632,700.00
Work Completed to Date	\$1,632,700.00
Less Amount Retained	<u>(\$ 41,242.50)</u>
Subtotal	\$1,591,457.50
Less Previous Payments	<u>( \$1,521,157.50)</u>
Total Amount Due for Partial Payment 5	\$70,300.00

**We recommend payment to August Winters & Sons, Inc. for \$70,300.00.**

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Douglas R. Snyder, P.E.

DRS/drs

Encs.

C/encs.: Jason Peters, Administrator (email)  
Derek Lewin, August Winters & Sons, Inc. (email)

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 60871

To Owner: Village of Somers  
PO Box 197

Project: 68123- Somers 45th & 63rd Lift Stations

Application No.: 9

Distribution to:  
 Owner  
 Architect  
 Contractor

Kenosha, WI 53144

Period To: 8/31/2024

From Contractor: August Winter & Sons, Inc.  
2323 N. Roemer Road  
Appleton, WI 54912

Via Architect:

Project Nos: 201061.40

Contract For: Somers 45th Ave Lift Station

Contract Date: 3/29/2023

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. Original Contract Sum .....	\$1,649,700.00
2. Net Change By Change Order .....	\$0.00
3. Contract Sum To Date .....	\$1,649,700.00
4. Total Completed and Stored To Date .....	\$1,621,900.00
5. Retainage:	
a. 2.54% of Completed Work	\$41,242.50
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$41,242.50
6. Total Earned Less Retainage .....	\$1,580,657.50
7. Less Previous Certificates For Payments .....	\$1,521,157.50
8. Current Payment Due .....	\$59,500.00
9. Balance To Finish, Plus Retainage .....	\$69,042.50

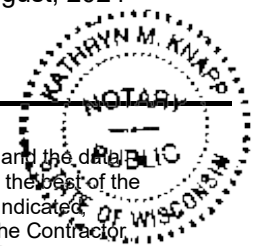
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: August Winter & Sons, Inc.

By: *David Lewin* Date: 8/22/2024

State of: Wisconsin  
 Subscribed and sworn to before me this 22nd  
 Notary Public: *Kathryn M. Knapp*  
 My Commission expires: 5/13/2025

County of: Outagamie  
 day of August, 2024



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 59,500.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *Augustus N. Anglin* Date: 12-18-24

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 9

Application Date : 08/22/24

To: 08/31/24

Architect's Project No.: 201061.40

Invoice # : 60871

Contract : 68123- Somers 45th & 63rd Lift Stations

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
			001	Bonds					
002	Mobilization	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00%	0.00	3,250.00
003	Gas/Electric Allowance	10,000.00	0.00	0.00	0.00	0.00	0.00%	10,000.00	0.00
004	Control System Allowance	108,000.00	97,200.00	0.00	0.00	97,200.00	90.00%	10,800.00	0.00
005	SCADA Panel Inseption Allowance	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
006	Sewer Televising Allowance	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
007		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
008	45TH AVE LS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
009	Demo/Removals	37,000.00	37,000.00	0.00	0.00	37,000.00	100.00%	0.00	925.00
010	Dog House MH	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00%	0.00	2,600.00
011	Directional Drilling	25,700.00	25,700.00	0.00	0.00	25,700.00	100.00%	0.00	1,285.00
012	Site Piping	95,000.00	95,000.00	0.00	0.00	95,000.00	100.00%	0.00	2,375.00
013	Wet Well Install	190,000.00	190,000.00	0.00	0.00	190,000.00	100.00%	0.00	8,550.00
014	Meter/Valve Vault install	95,000.00	95,000.00	0.00	0.00	95,000.00	100.00%	0.00	4,275.00
015	Pumps Installed	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00%	0.00	2,025.00
016	Interior Piping	90,000.00	90,000.00	0.00	0.00	90,000.00	100.00%	0.00	4,050.00
017	Precast Building Foundation	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00	1,500.00
018	Precast Building	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00%	0.00	0.00
019	Electrical	125,000.00	125,000.00	0.00	0.00	125,000.00	100.00%	0.00	3,125.00
020	Pavement	20,000.00	0.00	20,000.00	0.00	20,000.00	100.00%	0.00	0.00
021	Site Restoration	5,000.00	0.00	5,000.00	0.00	5,000.00	100.00%	0.00	0.00
022	Fencing	5,000.00	2,500.00	2,500.00	0.00	5,000.00	100.00%	0.00	0.00
023	Bypass Pumping	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	800.00
024		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
027	63RD AVE LS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
028	Demo/Removals	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%	0.00	1,100.00
029	Wet Well Modifications	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	375.00
030	Meter/Valve Vault Install	95,000.00	95,000.00	0.00	0.00	95,000.00	100.00%	0.00	392.52
031	Pumps Installed	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00%	0.00	1,539.98
032	Interior Piping	90,000.00	90,000.00	0.00	0.00	90,000.00	100.00%	0.00	1,575.00
033	Precast Building Foundation	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00	0.00
034	Precast Building	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00%	0.00	0.00

# CONTINUATION SHEET

**Application and Certification for Payment**, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

**Application No. :** 9  
**Application Date :** 08/22/24  
**To:** 08/31/24  
**Architect's Project No.:** 201061.40

**Invoice # :** 60871                      **Contract :** 68123- Somers 45th & 63rd Lift Stations

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
035	Electrical	110,000.00	99,000.00	11,000.00	0.00	110,000.00	100.00%	0.00	0.00
036	Pavement	15,000.00	0.00	15,000.00	0.00	15,000.00	100.00%	0.00	0.00
037	Site Restoration	5,000.00	0.00	5,000.00	0.00	5,000.00	100.00%	0.00	0.00
038	Bypass Pumping	20,000.00	19,000.00	1,000.00	0.00	20,000.00	100.00%	0.00	250.00
<b>Grand Totals</b>		<b>1,649,700.00</b>	<b>1,562,400.00</b>	<b>59,500.00</b>	<b>0.00</b>	<b>1,621,900.00</b>	<b>98.31%</b>	<b>27,800.00</b>	<b>41,242.50</b>

01/84

**August Winter & Sons, Inc.**  
**Sworn Statement - Somers 45th Avenue & 63rd Avenue Lift Station**  
**Jul-24**

State of: Wisconsin  
 County of: Outagamie

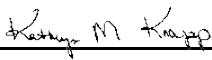
Subcontractor/ Supplier Name	Kind of Work	Contract Value	Total Billed Includes this app	Net Previously Paid	Net Amount of this payment
Century Fence/ PO Box 727 Pewaukee WI 53072	Fence	\$ 11,598.00	\$ 6,598.00	\$ 6,598.00	\$ -
Chcchini Asphalt/4700 52nd Avenue Kenosha WI 53144	Asphalt	\$ 27,563.00	\$ -	\$ -	\$ -
Core & Main / 1830 Craig Park Court, St Louis MO 63146	Pipe and Fittings	\$ 25,169.24	\$ 24,700.88	\$ 24,481.88	\$ 219.00
Crest Precast / 609 Kistier Drive LaCrescent MN 55947	Manholes & Vaults	\$ 90,900.00	\$ 63,600.00	\$ 63,600.00	\$ -
Dale Nehls/714 43rd St. Kenosha WI 53140	Painting	\$ 28,650.00	\$ 22,920.00	\$ 22,920.00	\$ -
Dorner Company/PO Box189 Sussex, WI 53089	Valves	\$ 57,764.00	\$ 57,764.00	\$ 57,764.00	\$ -
Ferguson Waterworks/ 2300 N Sandra St Appleton, WI 54911	Pipe & Fittings	\$ 46,320.57	\$ 45,568.58	\$ 46,320.57	\$ (751.99)
JH Hassinger / N60 W16289 Kohler Lane Menominee Falls WI	General Construction	\$ 62,134.00	\$ 61,711.30	\$ 61,711.30	\$ -
Pieper Electric / 5477 S Westridge Court, New Berlin WI 53151	Electrical	\$ 192,095.00	\$ 158,181.06	\$ 158,181.06	\$ -
Quality Precast/ 7800 Adobe Road Kalamazoo MI 49009	Precast Building	\$ 78,500.00	\$ -	\$ -	\$ -
Seven Oaks HD LLC/ w229 county Road ZZ Kaukauna, WI 54130	Drilling	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
SJE/LW Allen / 4633 tomkins Drive Madison WI 53716	SCADA & Controls	\$ 108,000.00	\$ 13,500.00	\$ 13,500.00	\$ -
William Reid/ PO Box 397 Germantown, WI 53022	Pumps	\$ 34,200.00	\$ 34,200.00	\$ 34,200.00	\$ -
Wisconsin Pump Works / 825 SW Ordinance Rd Ankeny IA 50023	Access Hatches	\$ 13,699.66	\$ 13,699.66	\$ 13,699.66	\$ -
					\$ -
<b>TOTALS</b>		<b>\$ 788,593.47</b>	<b>\$ 514,443.48</b>	<b>\$ 514,976.47</b>	<b>\$ (532.99)</b>

That, for the purpose of said contract, the following persons have been contracted with, and have furnished or are furnishing and preparing materials for, and have done or are doing labor on said improvement. That there is due and to become due to them, respectively, the amounts set opposite their names for materials or labor as stated. That this statement is a full, true and complete statement of all such persons, the is a full, true and complete statement of such persons, the amounts paid and the amounts due or to become due as such.

Signed   
 Name/Title Derek Lewin, Project Manager



Subscribed and sworn before me on this 22nd day of August, 2024

  
5/13/2025

## Limited Waiver of Construction Lien

1. Upon receipt of payment, the undersigned hereby waives all rights to or claims for a lien on the land hereafter described, for any and all work, materials, plans and specifications made or furnished for the improvements of said lands, furnished between the date of August 1, 2024 and August 31, 2024 to the extent of \$ 59,500.00\*\* only.

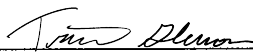
(Describe) Fifty Nine Thousand Five Hundred & 00/100\*\*

said improvements being done for Village of Somers, Owner by August Winter & Sons, Inc., Prime Contractor said lands being situated in Racine County, Wisconsin, and described as 45th Avenue & 63rd Avenue Lift Station  
(legal description, street address or other clear description).

2. The work done or to be done or materials furnished or to be furnished by the undersigned for said job consists of Plumbing Work
3. The right to assert construction lien rights for work done or materials furnished in excess of said amount or exclusive of stated period on said job is hereby expressly reserved.
4. This waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing.
5. Notwithstanding Section 779.05, Wisconsin Statutes, if the consideration for this lien waiver consists of an uncertified check or other negotiable instrument, this lien waiver is null and void if such check or other negotiable instrument is dishonored or otherwise not paid when due.

Dated this 22nd day of August, 2024

**AUGUST WINTER & SONS, INC.**

  
Assistant Corporate Secretary  
2323 North Roemer Road, PO BOX 1896  
Appleton, WI 54913

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 61775

To Owner: Village of Somers  
PO Box 197

Project: 68123- Somers 45th & 63rd Lift Stations

Application No. : 10

Distribution to :  
 Owner  
 Architect  
 Contractor

Kenosha, WI 53144

Period To: 9/30/2024

From Contractor: August Winter & Sons, Inc.  
2323 N. Roemer Road  
Appleton, WI 54912

Via Architect:

Project Nos: 201061.40

Contract For: Somers 45th Ave Lift Station

Contract Date: 3/29/2023

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. Original Contract Sum .....	\$1,649,700.00
2. Net Change By Change Order .....	\$0.00
3. Contract Sum To Date .....	\$1,649,700.00
4. Total Completed and Stored To Date .....	\$1,632,700.00
5. Retainage:	
a. 2.53% of Completed Work	\$41,242.50
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$41,242.50
6. Total Earned Less Retainage .....	\$1,591,457.50
7. Less Previous Certificates For Payments .....	\$1,580,657.50
8. Current Payment Due .....	\$10,800.00
9. Balance To Finish, Plus Retainage .....	\$58,242.50

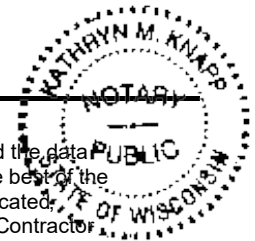
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: August Winter & Sons, Inc.

By: *David Lewin* Date: 9/24/2024

State of: Wisconsin  
 Subscribed and sworn to before me this 24th  
 Notary Public: *Kathryn M Knapp*  
 My Commission expires: 5/13/2025

County of: Outagamie  
 day of September, 2024



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 10,800.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

# CONTINUATION SHEET

Application and Certification for Payment, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 10

Application Date : 09/23/24

To: 09/30/24

Architect's Project No.: 201061.40

Invoice # : 61775

Contract : 68123- Somers 45th & 63rd Lift Stations

A Item No.	B Description of Work	C Scheduled Value	D E		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			Work Completed						
			From Previous Application (D+E)	This Period In Place					
001	Bonds	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00%	0.00	1,250.00
002	Mobilization	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00%	0.00	3,250.00
003	Gas/Electric Allowance	10,000.00	0.00	0.00	0.00	0.00	0.00%	10,000.00	0.00
004	Control System Allowance	108,000.00	97,200.00	10,800.00	0.00	108,000.00	100.00%	0.00	0.00
005	SCADA Panel Inseption Allowance	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
006	Sewer Televising Allowance	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
007		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
008	45TH AVE LS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
009	Demo/Removals	37,000.00	37,000.00	0.00	0.00	37,000.00	100.00%	0.00	925.00
010	Dog House MH	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00%	0.00	2,600.00
011	Directional Drilling	25,700.00	25,700.00	0.00	0.00	25,700.00	100.00%	0.00	1,285.00
012	Site Piping	95,000.00	95,000.00	0.00	0.00	95,000.00	100.00%	0.00	2,375.00
013	Wet Well Install	190,000.00	190,000.00	0.00	0.00	190,000.00	100.00%	0.00	8,550.00
014	Meter/Valve Vault install	95,000.00	95,000.00	0.00	0.00	95,000.00	100.00%	0.00	4,275.00
015	Pumps Installed	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00%	0.00	2,025.00
016	Interior Piping	90,000.00	90,000.00	0.00	0.00	90,000.00	100.00%	0.00	4,050.00
017	Precast Building Foundation	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00	1,500.00
018	Precast Building	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00%	0.00	0.00
019	Electrical	125,000.00	125,000.00	0.00	0.00	125,000.00	100.00%	0.00	3,125.00
020	Pavement	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	0.00
021	Site Restoration	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	0.00
022	Fencing	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	0.00
023	Bypass Pumping	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	800.00
024		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
027	63RD AVE LS	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
028	Demo/Removals	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%	0.00	1,100.00
029	Wet Well Modifications	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	375.00
030	Meter/Valve Vault Install	95,000.00	95,000.00	0.00	0.00	95,000.00	100.00%	0.00	392.52
031	Pumps Installed	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00%	0.00	1,539.98
032	Interior Piping	90,000.00	90,000.00	0.00	0.00	90,000.00	100.00%	0.00	1,575.00
033	Precast Building Foundation	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00%	0.00	0.00
034	Precast Building	65,000.00	65,000.00	0.00	0.00	65,000.00	100.00%	0.00	0.00

# CONTINUATION SHEET

**Application and Certification for Payment**, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

**Application No. :** 10  
**Application Date :** 09/23/24  
**To:** 09/30/24  
**Architect's Project No.:** 201061.40

**Invoice # :** 61775      **Contract :** 68123- Somers 45th & 63rd Lift Stations

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
035	Electrical	110,000.00	110,000.00	0.00	0.00	110,000.00	100.00%	0.00	0.00
036	Pavement	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	0.00
037	Site Restoration	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00%	0.00	0.00
038	Bypass Pumping	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	0.00	250.00
<b>Grand Totals</b>		<b>1,649,700.00</b>	<b>1,621,900.00</b>	<b>10,800.00</b>	<b>0.00</b>	<b>1,632,700.00</b>	<b>98.97%</b>	<b>17,000.00</b>	<b>41,242.50</b>

## Limited Waiver of Construction Lien

1. Upon receipt of payment, the undersigned hereby waives all rights to or claims for a lien on the land hereafter described, for any and all work, materials, plans and specifications made or furnished for the improvements of said lands, furnished between the date of September 1, 2024 and September 30, 2024 to the extent of \$ 10,800.00\*\* only.

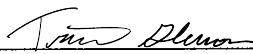
(Describe) Ten Thousand Eight Hundred & 00/100\*\*

said improvements being done for Village of Somers, Owner by August Winter & Sons, Inc., Prime Contractor said lands being situated in Racine County, Wisconsin, and described as 45th Avenue & 63rd Avenue Lift Station (legal description, street address or other clear description).

2. The work done or to be done or materials furnished or to be furnished by the undersigned for said job consists of Plumbing Work
3. The right to assert construction lien rights for work done or materials furnished in excess of said amount or exclusive of stated period on said job is hereby expressly reserved.
4. This waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing.
5. Notwithstanding Section 779.05, Wisconsin Statutes, if the consideration for this lien waiver consists of an uncertified check or other negotiable instrument, this lien waiver is null and void if such check or other negotiable instrument is dishonored or otherwise not paid when due.

Dated this 24th day of Sept, 2024

**AUGUST WINTER & SONS, INC.**

  
Assistant Corporate Secretary  
2323 North Roemer Road, PO BOX 1896  
Appleton, WI 54913

**August Winter & Sons, Inc.**  
**Sworn Statement - Somers 45th Avenue & 63rd Avenue Lift Station**  
**Sep-24**

State of: Wisconsin  
 County of: Outagamie

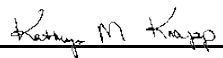
Subcontractor/ Supplier Name	Kind of Work	Contract Value	Total Billed Includes this app	Net Previously Paid	Net Amount of this payment
Century Fence/ PO Box 727 Pewaukee WI 53072	Fence	\$ 11,598.00	\$ 6,598.00	\$ 6,598.00	\$ -
Chcchini Asphalt/4700 52nd Avenue Kenosha WI 53144	Asphalt	\$ 27,563.00	\$ -	\$ -	\$ -
Core & Main / 1830 Craig Park Court, St Louis MO 63146	Pipe and Fittings	\$ 25,169.24	\$ 24,700.88	\$ 24,700.88	\$ -
Crest Precast / 609 Kistier Drive LaCrescent MN 55947	Manholes & Vaults	\$ 90,900.00	\$ 63,600.00	\$ 63,600.00	\$ -
Dale Nehls/714 43rd St. Kenosha WI 53140	Painting	\$ 28,650.00	\$ 27,002.62	\$ 22,920.00	\$ 4,082.62
Dorner Company/PO Box189 Sussex, WI 53089	Valves	\$ 57,764.00	\$ 57,764.00	\$ 57,764.00	\$ -
Ferguson Waterworks/ 2300 N Sandra St Appleton, WI 54911	Pipe & Fittings	\$ 46,320.57	\$ 45,568.58	\$ 45,568.58	\$ -
JH Hassinger / N60 W16289 Kohler Lane Menonimee Falls WI	General Construction	\$ 63,136.30	\$ 63,136.30	\$ 61,711.30	\$ 1,425.00
Pieper Electric / 5477 S Westridge Court, New Berlin WI 53151	Electrical	\$ 192,095.00	\$ 166,506.38	\$ 166,506.38	\$ -
Quality Precast/ 7800 Adobe Road Kalamazoo MI 49009	Precast Building	\$ 78,500.00	\$ -	\$ -	\$ -
Seven Oaks HD LLC/ w229 county Road ZZ Kaukauna, WI 54130	Drilling	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
SJE/LW Allen / 4633 tomkins Drive Madison WI 53716	SCADA & Controls	\$ 108,000.00	\$ 13,500.00	\$ 13,500.00	\$ -
William Reid/ PO Box 397 Germantown, WI 53022	Pumps	\$ 38,000.00	\$ 38,000.00	\$ 34,200.00	\$ 3,800.00
Wisconsin Pump Works / 825 SW Ordinance Rd Ankeny IA 50023	Access Hatches	\$ 13,699.66	\$ 13,699.66	\$ 13,699.66	\$ -
					\$ -
<b>TOTALS</b>		<b>\$ 793,395.77</b>	<b>\$ 532,076.42</b>	<b>\$ 522,768.80</b>	<b>\$ 9,307.62</b>

That, for the purpose of said contract, the following persons have been contracted with, and have furnished or are furnishing and preparing materials for, and have done or are doing labor on said improvement. That there is due and to become due to them, respectively, the amounts set opposite their names for materials or labor as stated. That this statement is a full, true and complete statement of all such persons, the is a full, true and complete statement of such persons, the amounts paid and the amounts due or to become due as such.

Signed   
 Name/Title Derek Lewin, Project Manager

Subscribed and sworn before me on this 24th day of Sept, 2024



  
5/13/2025



**Invoice**

**Original**

Our Reference:  
Kelly Miller

Purchase Order Number:  
68123-007

Tax Identity:

Invoice Date:  
8/1/24

Order Date:  
6/7/24

Customer Number:  
20091

Invoice Number:  
CD99536362

Order Number:  
W104916

Reference:  
invoice

Invoice Address:

August Winter & Sons Inc  
2323 N Roemer Rd  
Appleton, WI 54911  
US - UNITED STATES OF AMERICA (THE)

Delivery Address:

August Winter & Sons Inc  
2323 N Roemer Rd  
Appleton, WI 54911  
US - UNITED STATES OF AMERICA (THE)

Ship Via:  
Best Way

Terms of Delivery:  
FOB Origin

Due Date:  
9/15/24

PLEASE REMIT PAYMENT TO:  
22650 County Hwy 6, Detroit Lakes, MN 56501

Terms of Payment:  
Net 45 Days

Pos	Part Number Description Customer Part No	Sales Quantity	Price	Net Amount in USD
1	<b>RETAINAGE</b> Somers, WI Retainage	1.00	10,800.00	10,800.00

<b>Sub Total:</b>	<b>10,800.00</b>
<b>Total Excluding Tax:</b>	<b>10,800.00</b>
<b>Total Tax:</b>	<b>0.00</b>
<b>Invoice Amount to Pay:</b>	<b>10,800.00</b>

*Past due balances may be subject to a finance charge of 1.5% per month; 18% per annum.*

**WORK PERFORMED**



**CSI Controls.**





# ***SOMERS FIRE & RESCUE***



**CHIEF**  
Benjamin Andersen

**P.O. Box 197**  
**Somers, WI 53171**  
**(262-859-2277)**

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## Somers Village and Town Boards

I Chief Andersen, am requesting permission to work with the Village attorney to update Chapter 5 of the Village Ordinances to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing. This system requires companies doing work on any piece of fire protection equipment such as sprinkler systems and fire alarms, to report to this system. This system then allows us as the fire department to monitor and confirm all required testing and servicing is being completed remotely instead of traveling to a location to look at paperwork. This system would not cost the village any money nor will it require the property owners to pay anything. All costs are charged to the sprinkler and alarm companies doing the work. Most of our surrounding communities are already using this system so most of the sprinkler and alarm companies already have this cost built into their fees. Attached you will find some additional information provided by the Brycer Company on their system called The Compliance Engine

Somers Fire Chief Benjamin Andersen  
[Bandersen@somers.org](mailto:Bandersen@somers.org)  
Cell 262-620-0637

# THE COMPLIANCE ENGINE IMPLEMENTATION PLAN

POWERED BY **BRYCER**

BRYCER LLC.

THE COMPLIANCE ENGINE 4355 Weaver Pkwy. St 230. Warrenville, IL 60555

## THE COMPLIANCE ENGINE

The Compliance Engine is a simple, internet-based tool for code officials to track and drive code compliance, reduce false alarm activity and provide a safer community. It provides a secure cloud environment in which third party contractors who inspect, test, and maintain fire protections systems, submit their reports via Brycer's web portal directly to the AHJ. This facilitates a more efficient review, tracking and follow-up process with occupants to correct deficiencies and maintain systems. In addition to the web-based technology, our services include a team to administer hard and soft copy notifications and perform follow up calls to help increase testing and maintenance activity in a given jurisdiction. The end result is a comprehensive and accurate aggregation of data around which buildings have what types of systems, when they were last tested, and if there are any open deficiencies that could jeopardize their successful deployment in the event of an incident. With The Compliance Engine, the AHJ will be better equipped to do more with less in their mission to drive 100% code compliance with fire and life safety laws.

### Current Landscape:

- 40% of life safety systems go uninspected or maintained every year
- 32.5% of false alarms are due lack of maintenance and testing
- 29% of fire code official's time is spent administering 3<sup>rd</sup> Party ITM reports
- 95% of AHJs do not have the resources to enforce their adopted fire code
- Current Process is manual, paper based, reactionary, inefficient and expensive

### The Compliance Engine Benefits:

- Drives 100% Compliance with fire & life safety code
- Electronically collects, organizes and tracks fire and life safety test results
- Offers API Services with RMS and software inspection companies
- Maximizes limited resources, saves time and streamlines communication
- Built to ensure a safer environment for firefighters, citizens and guests
- Saves AHJs money while strengthening life safety and offers cost recovery

### Revenue Model:

- Free for Fire Department
- Zero charge to the building owners
- Fee paid by 3<sup>rd</sup> party contractors on per system, per premises, per annum basis
- Delivers Compliance resulting in new business and maintenance revenue for 3<sup>rd</sup> party contractors
- Endorsed by IKECA, Arizona Fire Alarm Assoc. and Western Fire Chiefs Assoc

Learn more at [www.thecomplianceengine.com](http://www.thecomplianceengine.com) or **630-413-9511**

*Collect. Connect. Comply*

# LIST OF SYSTEMS TCE TRACKS

System Type
Air Sampling System
Automatic Closing Fire Assemblies
Chemical Storage Room
Clean Agent
Commercial Kitchen Exhaust Cleaning
Emergency Power Battery / Unit Lighting
Emergency Power Generator
Emergency Responder Radio Coverage System
Fire Alarm
Fire Escape
Fire Pump
Foam System
Gas Detection Systems
Hood Suppression System
Leak Detection
Paint / Spray Booth Suppression
Pressure Reducing Valves (PRV's)
Private Fire Hydrant
Rental Property Inspection
Rescue Air System
Smoke Management Systems
Special Suppression System
Sprinkler System (Dry & Wet)
Standpipe
Water Monitor
Water Tank



Additional tracking for *backflow* and *elevator* available.

YOUR DEPARTMENT NAME  
1234 STREET ADDRESS  
CITYOF, XX 99999



MONTH DAY, YEAR

BUILDING IN YOUR CITY  
1234 MAIN RD  
YOUR CITY, IL 60540

System Type - Contractor of Record:  
  
SYSTEM TESTING COMPANY  
(555) 555-5555  
EMAIL@COMPANY.COM

**Re: SYSTEM TYPE INSPECTION RENEWAL - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

In accordance with the **YOUR CODE**, Our records indicate the **SYSTEM TYPE** is coming due for inspection by a licensed company and must be tested within the month of your renewal date which is **DATE**.

**It is the responsibility and requirement of the inspection company testing your system to submit all test reports to us via the web at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely Yours in Life & Fire Safety,

*Digital Signature*

YOUR NAME  
YOUR TITLE  
YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME  
1234 STREET ADDRESS  
CITYOF, XX 99999



System Type - Contractor of Record:

SYSTEM TESTING COMPANY  
(555) 555-5555  
THEIREMAIL@COMPANY.COM

MONTH DAY, YEAR

BUILDING IN YOUR CITY  
1234 MAIN RD  
YOUR CITY, IL 60540

**Re: SYSTEM TYPE INSPECTION OVERDUE - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

Our records indicate the **SYSTEM TYPE** is now overdue and was to be tested within the month of your renewal date which was **DATE**. In order to avoid penalties, as provided by law for such violations, you must take immediate action.

**Actions Required:**

1. Have your **SYSTEM TYPE** inspected, tested and maintained by a licensed company and,
2. Upon completion, have your inspection company submit the test results to us at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).
3. If this inspection has been completed you must notify your testing company that a copy of this report must be submitted to us at [www.thecomplianceengine.com](http://www.thecomplianceengine.com). **It is the contractor's responsibility to submit the documentation.**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at **630-413-9511** or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely Yours in Life Fire Safety,

*Digital Signature*

YOUR NAME  
YOUR TITLE  
YOUR DEPARTMENT NAME

YOUR DEPARTMENT NAME  
1234 STREET ADDRESS  
CITYOF, XX 99999



System Type - Contractor of Record:

SYSTEM TESTING COMPANY  
(555) 555-5555  
THEIREMAIL@COMPANY.COM

MONTH DAY, YEAR

BUILDING IN YOUR CITY  
1234 MAIN RD  
YOUR CITY, IL 60540

**Re: SYSTEM TYPE INSPECTION DEFICIENCIES FOUND - 1234 MAIN RD, YOUR CITY, STATE ZIP CODE**

Dear Building Occupant/Owner:

A recent inspection of your **SYSTEM TYPE** at **PREMISE ADDRESS** on **DATE** by **ITM COMPANY** revealed the violations listed below.

This notice is an **ORDER TO COMPLY**. Your failure to comply with this notice before re-inspection (30 days from date of letter) may make you liable for the penalties provided for by law for such violation(s).

### DEFICIENCIES

**Deficiency Found:**

**Deficiency Found:**

**It is the responsibility and requirement of the inspection company to submit all corrections to us via the web at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).**

If you have questions regarding this notification, please contact our Compliance Program Partner BRYCER LLC at 630-413-9511 or via email at [support@mybrycer.com](mailto:support@mybrycer.com)

Sincerely Yours in Life & Fire Safety,

*Digital Signature*

YOUR NAME  
YOUR TITLE  
YOUR DEPARTMENT NAME

## Requirement Letter to Fire Protection Contractors



Dear Service Provider,

The **AHJ Name** has instituted a new process for service providers who inspect and test fire protection systems. Effective **Go Live Date** all compliant & non-compliant fire protection systems test reports are required to be sent to the **AHJ Name** electronically by your respective organization via The Compliance Engine's online system at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

The **AHJ Name** is dedicated to delivering 100% compliance with our adopted Fire Code. This web-based service will aggregate, track and streamline the collection of compliance data of our jurisdiction's systems. Property owners will receive timely proactive notifications of their testing requirements, and the **AHJ Name** will gain the ability to better mitigate the risk in our community by improving public safety to our citizens.

All service providers who inspect or test fire protection systems within the **AHJ Name's** jurisdiction are required to register and submit all test, inspection, and service reports via The Compliance Engine. All reports must be submitted in accordance with the testing schedule and requirements outlined in our adopted fire code.

Benefits to you:

- Increases market opportunity and demand for your fire protection services
- Ensures all reports arrive, affording you the ability to track our department's follow up
- Enhances maintenance revenue and timeliness of deficiency corrections
- Improves customer retention with renewal notifications identifying you as company of record
- Minimizes non licensed contractors from working in your market

This proven process requires the service provider pay a nominal filing fee at the time of submittal. There is no fee to register your company with The Compliance Engine. Once registered, pricing is viewable under **AHJ Name** icon in The Compliance Engine. If you are a licensed fire protection system contractor and are not currently registered with Brycer, please do so at [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

We look forward to partnering with you to better protect and serve our community. We are confident this will benefit us ALL.

Sincerely,

*Digital Signature*

YOUR NAME

YOUR TITLE

YOUR DEPARTMENT NAME

P.

E.

## TCE OVERVIEW

### Keys to Getting Started:

- Register at [www.thecomplianceengine.com](http://www.thecomplianceengine.com)
- Sign up for training
- Complete account set up by entering all inspectors, inspector licenses, and company licenses
- Add Users and company logo for brand awareness
- Add TCE link to your webpage

### Key Processes to Know: Check the TCE HELP Portal for Direction Visuals

- Select correct template for each report submitted: Fire Alarm, Sprinkler, Kitchen Hood, etc.
- Enter all test reports and type out deficiencies
- Attach pdf version of inspection report when using short form (fire protection systems only)
- Ensure all reports entered are submitted for payment
- Update deficiency tracking to inform AHJ that violations have been corrected
- Check notifications icon to track sent out by AHJ
- Open inspection reports are saved reports not yet submitted to AHJ, if not submitting these to AHJ delete
- Submit a new-premises when necessary (if you cannot locate the premises in the existing database)
- View your transaction list to confirm correct payment
- Create new users when necessary
- Update credit card information

### Systems Tracked:

#### (\*CUSTOMIZED PER AHJ\*)

- Automatic Fire Sprinkler
- Automatic Closing Fire Assemblies
- 5yr Sprinkler System
- Fire Alarm System
- Commercial Kitchen Hood Suppression
- Commercial Kitchen Hood Cleaning
- Standpipe
- Active Smoke Control
- Private Hydrant System
- Fire Pump
- Fire Escape
- Gas Detection System
- Paint/Spray Booth
- Emergency Generator
- Emergency Radio Responder Coverage System
- Special Suppression
- Portable Fire Extinguishers

# PRICING MODEL

System Type	Price	Billing Frequency
5 Year Sprinkler	\$20.00	Per Submittal
Automatic Closing Fire Assemblies	\$20.00	Per Submittal
Commercial Kitchen Exhaust (Cleaning)	\$20.00	Per Submittal
Emergency Power Generator	\$20.00	Per Submittal
Emergency Responder Radio Coverage System	\$20.00	Per Submittal
Fire Alarm	\$20.00	Per Submittal
Fire Pump	\$20.00	Per Submittal
Gas Detection Systems	\$20.00	Per Submittal
Hood Suppression System	\$20.00	Per Submittal
Paint/Spray Booth Suppression	\$20.00	Per Submittal
Portable Fire Extinguisher	BELOW	Per Submittal
Private Fire Hydrants	\$20.00	Per Submittal
Smoke Control System	\$20.00	Per Submittal
Special Suppression	\$20.00	Per Submittal
Sprinkler System	\$20.00	Per Submittal
Standpipe	\$20.00	Per Submittal

\*\*\*REPORTS SUBMITTED AFTER 30 DAYS FROM THE INSPECTION DATE WILL INCUR A \$10.00 LATE FEE\*\*\*

\*\*\*REPORTS SUBMITTED AFTER 60 DAYS FROM THE INSPECTION DATE WILL INCUR A \$20.00 LATE FEE\*\*\*

\*\*\*Portable Fire Extinguishers Pricing\*\*\*

1-10 Extinguishers = \$10.00

11+ Extinguishers = \$20.00

**Business Model:** There is no cost to the jurisdiction for implementation, annual or ongoing maintenance, licensing or other services offered by BRYCER. At no time will there be an invoice addressed to the jurisdiction for implementation of TCE. BRYCER’s system for collecting and processing orders is simple, an Inspection company registers with TCE, which requires their payment card to be recorded and stored by our payment processing partner. We meet and exceed all PCI DSS standards. An inspection company submits a report to the jurisdiction at which point their payment card is billed at the agreed upon rate, frequency (e.g. per system, per building) and posted against the jurisdiction. The inspection company receives an email receipt along with an audit log of their transactions recorded in their custom site. The jurisdiction and the property Owner are never billed or required to make payments.

**Extent of Fees:** BRYCER charges the inspection companies on a per system, per building basis. However, TCE will accept submission of reports done on all frequencies (e.g. annually, semi-annually, quarterly, monthly, weekly and on a daily basis).

**Revenue Share Option:** BRYCER’s revenue share option is a way for the jurisdiction to recover costs for administering your Bureau of Fire Prevention’s fire and life safety compliance goals. BRYCER will collect all fees due and payable by third party inspectors and remit the jurisdiction’s remuneration on a quarterly basis via Check or ACH Direct Deposit Transfer.



## Helpful FAQs for Presenting to Fire Chief and Public Officials

### What do they want to know about The Compliance Engine (TCE)?

Based on 950+ successful adoptions of The Compliance Engine, the following six questions are most asked by Fire Chiefs and Public Officials (Mayor or City or Village Manager) when discussing adoption of The Compliance Engine:

#### **1) *What is the cost of The Compliance Engine?***

There is zero cost for any aspect of using The Compliance Engine (setup, training, ongoing service) for either the Department or the municipality. In fact, there is savings from its usage in terms of administrative time saved and reductions in false alarm activity from fewer system malfunctions.

#### **2) *How does The Compliance Engine get paid for?***

Contractors submitting reports pay a fee of \$20. Brycer does not charge per riser and/or flow switch. There is no upfront or additional cost. Contractors earn money due to the increased inspection and maintenance activity provided by TCE and code compliance. Building owners are not required to perform any additional inspections or maintenance that is not already required by code.

#### **3) *Isn't this an added cost to the contractors?***

No. Contractors receive several benefits from utilizing The Compliance Engine (TCE) – the primary being it drives revenues for them and creates a larger overall market opportunity. From Brycer's experience and conversation with contractors currently using The Compliance Engine, the potential revenue increase from inspection and maintenance revenue far outweighs the filing fee paid. Using Brycer's notification feature (renewal, overdue, and deficiency), contractors have more of an assurance that inspections and maintenance work will be scheduled and performed consistently per the code. Contractors receive a 9-1 return on their investment. TCE has over 15,000 contractor's users nationwide already participating while also earning partnerships with 800+ AHJ's nationwide. The Compliance Engine is a win-win for all parties involved: our Department, contractors, premise owners, and the community.

#### **4) *Isn't this an added cost on the properties?***

No, the fee is charged to the contractors that inspect, test and maintain fire and life safety systems. As The Compliance Engine has proven, contractors have witnessed a return on this minimal investment, and jurisdictions are realizing a safer community due to compliance. Brycer's education of the contractor marketplace includes the net benefits of use of The Compliance Engine, which assists in preventing a pass through of costs. Additionally, use of The Compliance Engine will benefit municipalities in reducing false alarm activity, which will positively impact properties on their taxes and their property insurance premiums/policies. It is additional information which assist with ISO reviews and ratings as well.

#### **5) *What is needed by us (the AHJ) to have reports submitted ... an ordinance, internal policy, etc.?***

To save time and cost by streamlining our reporting process, we need to make it a requirement that reports be submitted through The Compliance Engine. Brycer does not dictate how we establish such a requirement. In the 2015 IFC, the AHJ can use code section 107.3 Recordkeeping. This section states the "fire code official can prescribe the forma and format of such recordkeeping". What Brycer then becomes, is that form and format of



such recordkeeping. In the 2018 IFC, the code section we use is 108.3 Recordkeeping. Some of Brycer's clients have made submission mandatory via an internal policy (i.e. lock box), department resolutions and/or local ordinances. In the 2021 IFC, code section 109.3 Recordkeeping has same language as 15' and 18' IFC language.

With a mandatory, streamlined process that still allows contractors to use their own inspection forms, we gain better visibility into which buildings are compliant and which ones are not. This will allow us to immediately focus on the non-compliant buildings. If the submitted inspection data is not streamlined into and managed in one database, it will become extremely difficult for us to ensure the quality of code compliance across the life safety systems within our premises and jurisdiction.

Accurate, real-time knowledge of code compliance creates fewer false alarms, greater confidence of response in the event of an incident, and improved life safety for our first responders, property owners, and the community as a whole.

**6) *What are the next steps to implement The Compliance Engine [after the Chief and/or Mayor and/or Village Manager provide buy-in]?***

- Define how we will require submission of all reports via The Compliance Engine and obtain legal review if necessary. Typically, the most delays occur when involving any type of legal review, so it is best to get started as soon as possible. Note: Brycer has examples of currently enacted ordinance language that it can share.
- Brycer will take an extraction of our premise data from our records management system (such as Firehouse or Image Trend]. This is a very quick process (15-20 minutes) and is done seamlessly. If we don't have a records management system, Brycer can take an excel file containing premise information and upload that data into The Compliance Engine. Brycer's product development and customer service teams will work with us Bureau to ensure the data is accurate and clean, to ensure reporting efficiency once the system goes live.
- Review, approval, and sign-off of the Brycer Service Level Agreement, which specifies our access to data within The Compliance Engine, as well as the terms and conditions of service. Brycer has found it most successful when this Agreement is provided to our attorneys for the Fire Department as soon as possible, as they may have certain vendor addendums that may need to be added.
- Review and approval (or edit) of the template notifications to be sent out via The Compliance Engine. The notifications are the renewal, overdue and deficiency notification.
- Review and approval (or edit) of the letter / email to be sent to contractors informing them of the Department's implementation of The Compliance Engine and the passing of the ordinance. Brycer will send this letter/email on our letterhead to all contractors operating within our jurisdiction.
- Brycer will schedule an extensive training session for any users of The Compliance Engine, prior to going live.



**Village of Somers  
7511 12th Street  
Somers, WI 53171**

**Village Board Meeting  
Tentative Agenda  
Tuesday, Jan. 14, 2025  
5:30 p.m.**

<b>Village Board Meeting:</b>	
<b>Item #</b>	
1	Call to order
2	Pledge of Allegiance
3	Consent and Approval of Minutes of Regular meetings on Dec, 10, 2024, Vouchers dated Dec. 12, Dec. 19, Dec. 27, Jan. 3 & December ACH Payments, November 2024 Building Report, October Investment Statements
4	Correspondence: Kenosha County Multi-Jurisdictional Comprehensive Planning Advisory Committee invitation
5	Citizens Comments
6	President and Trustee Comments
7	Public Hearing
8	Motion to approve proposed Resolution 2024-013, a resolution to update the Building Permit Schedule referred to in Chap. 14.2 of the Somers code of Ordinances.
9	Motion to approve addition of Martin Luther King as a paid holiday for Village and Town employees
10	Motion to approve proposal to update Chapter 5 of the Village Ordinances to require the use of a system called The Compliance Engine as it relates to fire protection system inspections, testing, maintenance, and servicing.
11	Motion to approve Pay Requests #9 and #10 and Change Order #1 from August Winters & Sons, Inc. for work on the 45th Avenue and 63rd Avenue Lift Stations Replacement Project.
12	Motion to approve Pay Request from Globe Contractors, Inc. for work on the Public Utility improvements for Golden Oil Project.
13	Action on Operator's Licenses: none
14	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the January 14<sup>th</sup>, 2025 Village Board Meeting & **Tentative** Agenda in 1 public place & on the Village website.

Dated this 10<sup>th</sup> day of January 2025

Wendy Burnette, Clerk-Treasurer

Requests from person with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at 262-859-2822 with as much notice as possible. **Notice is hereby given that members of the Village Board may participate telephonically. Notice is hereby given that members of the Town Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken.**