

AGENDA
FINANCE COMMITTEE MEETING
Kenosha Municipal Building - Room 204
Monday, April 6, 2009
6:00 P.M.

Chairman: Eric J. Haugaard

Aldermen: Katherine Marks
Daniel Prozanski Jr.
Anthony Kennedy

Tod Ohnstad
David Bogdala

Call to Order
Roll Call

Approval of the minutes of the regular meeting held March 16, 2009.

1. Proposed Resolutions by Committee on Finance – To Levy Special Assessments Upon Various Parcels of Property Per list on File in the Office of the City Clerk:
 - a. Building/Zoning Reinspection Fees - \$650.00
 - b. Boarding and Securing - \$5,895.00
 - c. Property Maintenance Reinspection Fees - \$3,220.00
 - d. Trash and Debris Removal - \$500.00
2. Proposed Resolution by Committee on Finance - To Rescind One (1) Special Assessment in the Amount of \$160.00 Levied by Resolution No. 12-09 Against Parcel No. 01-122-01-228-002 (3721 60th Street).
3. Subgrantee Agreements (between the City of Kenosha and the following):
 - a. Wisconsin Womens Business Initiative Corporation
 - b. Community Economic Development Corporation
4. Disbursement Record #5 – \$8,213,003.00.

CITIZENS COMMENTS / ALDERMEN COMMENTS / OTHER BUSINESS AS AUTHORIZED BY LAW

IF YOU ARE DISABLED AND IN NEED OF ASSISTANCE, PLEASE CALL 653-4020 BEFORE THIS MEETING

website: www.kenosha.org

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING, AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.

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23a

RESOLUTION NO. _____

BY: FINANCE COMMITTEE

**To Specially Assess Certain Parcels of Property for
Building/Zoning Reinspection Fees**

BE IT RESOLVED, that special assessments for reinspection fees during 2008, in the total amount of **\$650.00** (A/C# 110-00-44806), be levied against the respective parcels of property as shown by a report of the Department of Neighborhood Services and Inspections and filed in the office of the City Clerk of the City of Kenosha.

Passed this _____ day of _____, 2009

Approved:

_____, Mayor
Keith G. Bosman

Attest:

_____, Deputy City Clerk
Debra L. Salas

Drafted by:
Department of Neighborhood Services and Inspections

/saz

PARCEL NUMBER	LOT	ADMIN. FEE	PERMIT FEE	TOTAL ASSESSMENT
01-122-01-301-024-0	0	\$100.00	\$360.00	\$460.00

PROPERTY ADDRESS
NELSEN'S MOWER & SAW INC
6736 030 AV

UNPAID REINSPECTION FEE FOR OBSOLETE SIGN
ACCT. #110-00-44806
PERMIT #137254

MAIL TO ADDRESS
NELSEN'S MOWER & SAW INC
6736 30TH AVE
KENOSHA, WI 53142-3406

LEGAL DESCRIPTION
LOT 10 GRAVES' SUB BEING PT OF
SW 1/4 SEC 1 T 1 R 22
V 1391 P 220

09-222-36-151-005-0	0	\$100.00	\$90.00	\$190.00
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PROPERTY ADDRESS
JOSE A & MARIA E SOLIS
5021 027 CT

UNPAID REINSPECTION FEE FOR ILLEGAL FENC
ACCT. #110-00-44806
PERMIT #137375

MAIL TO ADDRESS
JOSE A & MARIA E SOLIS
1413 85TH ST
KENOSHA, WI 53143

LEGAL DESCRIPTION
LOT 5 B 18 BONNIE HAME 1ST SUB
PT OF NE 1/4 SEC 36 T 2 R 22

STREET TOTAL			0.00	\$650.00
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GRAND TOTALS	PARCELS	2	FOOTAGE	0.000	TOTAL COST	\$650.00
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Fin Cc
1b 23b

RESOLUTION NO. _____

BY: FINANCE COMMITTEE

To Specially Assess Certain Parcels of Property for Boarding and Securing

BE IT RESOLVED, that special assessments for boarding and securing during 2008/2009, in the total amount of **\$5,895.19**, be levied against the respective parcels of property as shown by a report of the Department of Neighborhood Services and Inspections and filed in the office of the City Clerk of the City of Kenosha.

Passed this _____ day of _____, 2009

Approved:

_____, Mayor
Keith G. Bosman

Attest:

_____, Deputy City Clerk
Debra L. Salas

Drafted by:
Department of Neighborhood Services and Inspections

/saz

		ADMIN. FEE	CHARGE	TOTAL ASSESSMENT
PARCEL NUMBER	LOT	\$100.00	\$80.00	\$180.00
01-122-01-153-006-0				

PROPERTY ADDRESS
RUBY L PHILLIPS
2821 063 ST

MAIL TO ADDRESS
RUBY L PHILLIPS
2821 63RD ST
KENOSHA, WI 53143-4339

LEGAL DESCRIPTION
LOT 19 BURKE'S SUB PT OF
NE 1/4 SEC 1 T 1 R 22
V 1611 P 744
DOC #1444072

PARCEL NUMBER	LOT	\$100.00	\$80.00	\$180.00
01-122-01-154-009-0				

PROPERTY ADDRESS
JOSINA M DUMESIC
6323 030 AV

MAIL TO ADDRESS
JOSINA M DUMESIC
6323 30TH AVE
KENOSHA, WI 53142-3459

LEGAL DESCRIPTION
N 36 FT OF LOT 14 B 4 GRAVES
SUB BEING PT OF NE 1/4 SEC 1 T
1 R 22

PARCEL NUMBER	LOT	ADMIN. FEE	CHARGE	TOTAL ASSESSMENT
03-121-02-352-181-0		\$100.00	\$326.00	\$426.00

PROPERTY ADDRESS
 ANTHONY GARRY
 14416 071 PL

MAIL TO ADDRESS
 ANTHONY GARRY
 207 REGENCY CT UNIT 346
 BLOOMINGDALE, IL 60108

LEGAL DESCRIPTION
 LOT 181 STRAWBERRY CREEK ADD #2
 BEING A RE-DIV OF PT OUTLOT 11 &
 ALL OF OUTLOT 15 STRAWBERRY CREEK
 SUB BEING PT OF SEC 2 T 1 R 21
 PLAT #6707 DOC#1438636
 (2006 PT 03-121-02-330-415)
 DOC#1461948
 DOC#1505856
 DOC#1528984

03-121-02-352-181-0		\$100.00	\$373.00	\$473.00
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PROPERTY ADDRESS
 ANTHONY GARRY
 14416 071 PL

MAIL TO ADDRESS
 ANTHONY GARRY
 207 REGENCY CT UNIT 346
 BLOOMINGDALE, IL 60108

LEGAL DESCRIPTION
 LOT 181 STRAWBERRY CREEK ADD #2
 BEING A RE-DIV OF PT OUTLOT 11 &
 ALL OF OUTLOT 15 STRAWBERRY CREEK
 SUB BEING PT OF SEC 2 T 1 R 21
 PLAT #6707 DOC#1438636
 (2006 PT 03-121-02-330-415)
 DOC#1461948
 DOC#1505856
 DOC#1528984

		ADMIN. FEE	CHARGE	TOTAL ASSESSMENT
PARCEL NUMBER	LOT	\$100.00	\$366.52	\$466.52
06-123-07-427-016-0				

PROPERTY ADDRESS
 JOHN RUFFOLO
 8067 SHE RD

MAIL TO ADDRESS
 JOHN RUFFOLO
 1750 22ND AVE
 KENOSHA, WI 53140

LEGAL DESCRIPTION
 SE 1/4 SEC 7 T 1 R 23 BEG
 647.9FT S OF NW COR SD 1/4 SEC
 TH NE'LY 958.27 FT TO W LINE C
 & NW ROW S 179.8 FT SW'LY
 566.02 FT W 110 FT N 40.3 FT
 SW'LY 51.21 FT S 6.19FT W 28
 FT SW'LY 68.48 FT N 50.5 FT W
 150 FT N 81 FT TO PT OF BEG
 ALSO PART OF VACATED 12 AVE
 RES #144-98 DOC#1114853 1999
 DOC #1105787
 DOC #1129602 (DEED IN ERROR)

PARCEL NUMBER	LOT	\$100.00	\$432.00	\$532.00
07-222-24-411-020-0				

PROPERTY ADDRESS
 ROCK & AUDREY RIDOLFI
 2500 022 AV

MAIL TO ADDRESS
 ROCK & AUDREY RIDOLFI
 PO BOX 1502
 KENOSHA, WI 53141-1502

LEGAL DESCRIPTION
 SW 1/4 SEC 24 T 2 R 22 BEG 64
 FT N OF INTERSECTION OF N LINE
 HOOD'S SUB & E 1/4 SEC LINE TH
 W 162.5 FT N 50.5 FT E 162.5
 FT S 50.5 FT TO POB EXC E 40
 FT FOR RD

PARCEL NUMBER	LOT	ADMIN. FEE	CHARGE	TOTAL ASSESSMENT
08-222-26-357-050-0		\$100.00	\$80.00	\$180.00

PROPERTY ADDRESS
 SECRETARY OF VETERANS AFFAIRS
 4221 056 AV

MAIL TO ADDRESS
 SECRETARY OF VETRANS AFFAIRS
 5000 W NATIONAL AVE BLDG 6
 MILWAUKEE, WI 53295

LEGAL DESCRIPTION
 531-H LOT 44 DOWSE COMPANY'S
 LITTLE RANCHES PT SW 1/4 SEC
 26 T 2 R 22 ANNEXATION ORD #
 19-84 1985 V 1359 P 907
 DOC#1251407
 DOC#1251409
 DOC#1447727
 DOC#1576066
 DOC#1576067



08-222-34-260-002-0		\$100.00	\$307.79	\$407.79
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PROPERTY ADDRESS
 AIRGAS-NORTH CENTRAL INC
 5120 068 AV

MAIL TO ADDRESS
 AIRGAS-NORTH CENTRAL INC
 PO BOX 4057
 WATERLOO, IA 50704

LEGAL DESCRIPTION
 PT NW 1/4 SEC 34 T 2 R 22 COM
 1106.17 FT W & 60.01 FT N OF
 SE COR TO N ROW HWY "158" POB
 TH W 400 FT N 350 FT E 400 FT
 TO W ROW 68TH AVE S 350 FT TO
 POB 1982 V 1036 P 443 3.21 AC
 V 1052 P823
 V 1540 P 52
 DOC#1516470
 DOC#1549178



		ADMIN. FEE	CHARGE	TOTAL ASSESSMENT
PARCEL NUMBER	LOT	\$100.00	\$156.00	\$256.00
08-222-35-453-004-0				

PROPERTY ADDRESS
 KENNETH M VICKERS
 5621 046 AV

MAIL TO ADDRESS
 KENNETH M VICKERS
 5621 46TH AVE
 KENOSHA, WI 53144-2415

LEGAL DESCRIPTION
 SE 1/4 SEC 35 T 2 R 22 HANNAN
 HEIGHTS 1ST ADD LOT 86

PARCEL NUMBER	LOT	\$100.00	\$483.72	\$583.72
09-222-36-308-006-0				

PROPERTY ADDRESS
 MAURO A CASTILLO
 5525 032 AV

MAIL TO ADDRESS
 MAURO A CASTILLO
 5525 32ND AVE
 KENOSHA, WI 53144

LEGAL DESCRIPTION
 13371 S 1 FT OF LOT 12 & ALL
 OF LOT 13 BLK 4 FLYNN'S SUB
 PT OF SW 1/4 SEC 36 T2 R 22
 V 1461 P 733
 DOC #981445
 DOC#1188843
 DOC#1204308
 DOC#1333246

PARCEL NUMBER	LOT	ADMIN. FEE	CHARGE	TOTAL ASSESSMENT
11-223-30-456-012-0		\$100.00	\$66.00	\$166.00

PROPERTY ADDRESS
 KK WI LZ II LLC
 1023 043 ST

MAIL TO ADDRESS
 KK WI LZ II LLC
 815 57TH ST
 KENOSHA, WI 53140

LEGAL DESCRIPTION
 PT OF B 31 SE 1/4 SEC 30 T 2
 R23 COM 9 RDS E OF NW COR OF
 BLK TH E 3 1/2 RDS S 9 RDS W
 3 1/2 RDS N TO BEG
 V 1355 P 418
 DOC#1486452
 DOC#1496740
 DOC#1573221
 DOC#1582314

PARCEL NUMBER	LOT	\$100.00	\$104.24	\$204.24
11-223-30-457-015-0				

PROPERTY ADDRESS
 DEUTSCHE BANK NATIONAL TRUST CO
 1008 045 ST

MAIL TO ADDRESS
 DEUTSCHE BANK NATIONAL TRUST
 3476 STATEVIEW BLVD
 FORT MILL, SC 29715

LEGAL DESCRIPTION
 PT OF BLK 31 SE 1/4 SEC 30 T 2
 R23 COM 25 RDS 5 1/2 FT W OF SE
 COR OF BLK TH N 8 1/4 RDS W 44
 FT S 8 1/4 RDS E TO BEG
 DOC#1001629
 DOC#1036166
 DOC#1158822
 DOC#1246326
 DOC#1419267 DEED IN ERROR
 DOC#1424011 CORRECTION
 DOC#1574375

		ADMIN. FEE	CHARGE	TOTAL ASSESSMENT
PARCEL NUMBER	LOT	\$100.00	\$424.12	\$524.12
11-223-30-477-007-0				

PROPERTY ADDRESS
 CHARLES S SWADE
 514 042 ST

MAIL TO ADDRESS
 CHARLES S SWADE
 PO BOX 656
 KENOSHA, WI 53141-0656

LEGAL DESCRIPTION
 E 1/2 OF S 1/2 OF SW 1/4 BLK 45
 OF PT OF SE 1/4 SEC 30 T 2 R 23
 V 1363 P 149
 DOC #1027850
 DOC #1286320

PARCEL NUMBER	LOT	\$100.00	\$841.80	\$941.80
12-223-31-334-018-0				

PROPERTY ADDRESS
 ATLAS GYM LLC
 5507 022 AV

MAIL TO ADDRESS
 ATLAS GYM LLC
 5507 22ND AVE
 KENOSHA, WI 53140

LEGAL DESCRIPTION
 N 80 FT OF LOT 10 & W 15 FT OF
 N 80 FT OF LOT 9 B 2 THE NEWS
 SUB BEING PT OF SW 1/4 SEC 31
 T2 R 23
 V 1560 P 559
 V 1648 P 266
 DOC#1089931

		ADMIN. FEE	CHARGE	TOTAL ASSESSMENT
PARCEL NUMBER	LOT	\$100.00	\$274.00	\$374.00
12-223-32-321-202-0				

PROPERTY ADDRESS
 ROBIN THOMAS & PRIYA JOSEPH
 316 056 ST

MAIL TO ADDRESS
 ROBIN THOMAS
 PRIYA JOSEPH
 ELK GROVE VILLAGE, IL 60007

LEGAL DESCRIPTION
 UNIT 202 HARBOR PARK PARCEL F
 CONDOMINIUM A RE-DIV OF LOT 7
 HARBOR PARK SUB PT SW 1/4 SEC
 32 T2 R23 PLAT#2836 DOC#1359560
 (2004 PT 12-223-32-326-107)
 DOC#1365446

	STREET TOTAL	15.00	\$5,895.19
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GRAND TOTALS	PARCELS	15	FOOTAGE	15.000	TOTAL COST	\$5,895.19
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RESOLUTION NO. _____

BY: FINANCE COMMITTEE

To Specially Assess Certain Parcels of Property for Property Maintenance Reinspection Fees

BE IT RESOLVED, that special assessments for reinspection fees during 2009, in the total amount of \$3,220.00, be levied against the respective parcels of property as shown by a report of the Department of Neighborhood Services and Inspections and filed in the office of the City Clerk of the City of Kenosha.

Passed this _____ day of _____, 2009

Approved:

_____, Mayor
Keith G. Bosman

Attest:

_____, Deputy City Clerk
Debra L. Salas

Drafted by:
Department of Neighborhood Services and Inspections

/saz

PARCEL NUMBER	LOT	ADMIN. FEE	INSPC. FEE	TOTAL ASSESSMENT
01-122-01-177-007-0		\$100.00	\$360.00	\$460.00

PROPERTY ADDRESS
 RYAN W PETERSON & CHRISTINE A GIBS
 6321 024 AV

MAIL TO ADDRESS
 RYAN W PETERSON
 CHRISTINE A GIBSON
 KENOSHA, WI 53143

LEGAL DESCRIPTION
 THE N 38 FT OF LOT 118 & S 4 FT
 OF LOT 119 KENOSHA REALTY CO'S
 1ST ADD BEING PT OF NE 1/4 SEC
 1 T 1 R 22 V 1389 P 320
 V 1484 P 190
 DOC #994324
 DOC#1221272
 DOC#1479775
 DOC#1493256

05-123-06-228-005-0		\$100.00	\$360.00	\$460.00
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PROPERTY ADDRESS
 RON PETERSON & DIANA BRADSHAW
 2023 060 ST

MAIL TO ADDRESS
 RON PETERSON
 DIANA BRADSHAW
 ANTIOCH, IL 60002

LEGAL DESCRIPTION
 N 164 FT OF LOT 2 BLK 6 BOND'S
 SUB BEING PT OF NW 1/4 SEC 6 T1
 R 23 EXC S 34 FT FOR 60TH PLACE
 V 1383 P 985 1991
 DOC#1369989

PARCEL NUMBER	LOT	ADMIN. FEE	INSPC. FEE	TOTAL ASSESSMENT
11-223-30-476-018-0		\$100.00	\$360.00	\$460.00

PROPERTY ADDRESS
JEFFERY E HANRATH
435 WAS RD

MAIL TO ADDRESS
JEFFERY E HANRATH
435 WASHINGTON RD
KENOSHA, WI 53140

LEGAL DESCRIPTION

THE E 1/2 OF THE N 1/2 OF LOT
1 BLK 34 SE 1/4 SEC 30 T2 R23
DESC AS FOLLOWS COM ON S LINE
WASHINGTON RD AT PT 66 FT E OF
NW COR OF LOT 1 TH E 134 FT TH
SE'LY TO PT 208 FT E OF E LINE
OF 5TH AVE TH W 142 FT N 33 FT
TO POB
DOC#1241263
DOC#1489224

12-223-31-139-007-0		\$100.00	\$360.00	\$460.00
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PROPERTY ADDRESS
RENE A ESCOBEDO
4711 SHE RD

MAIL TO ADDRESS
RENE A ESCOBEDO
4711 SHERIDAN RD
KENOSHA, WI 53140

LEGAL DESCRIPTION

THE S 44 FT OF LOT 4 BLK 67
PT OF NE 1/4 SEC 31 T2 R 23
DOC#1435139
DOC#1457971

ADMIN. FEE	INSPC. FEE	TOTAL ASSESSMENT
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PARCEL NUMBER	LOT	\$100.00	\$360.00	\$460.00
12-223-31-327-010-0				

PROPERTY ADDRESS
 RICHARD A & JENNIFER L BEHOF
 1902 053 ST

MAIL TO ADDRESS
 RICHARD A & JENNIFER L BEHOF
 28618 WAGONTRAIL
 LAKEMOOR, IL 60051

LEGAL DESCRIPTION
 E 36.3 FT OF S 79 FT OF LOT 10
 B 1 BAIN'S SUB BEING PT OF SW
 1/4 SEC 31 T 2 R 23
 V 1413 P 929
 V 1672 P 151
 DOC#1016163
 DOC#1421791

PARCEL NUMBER	LOT	\$100.00	\$360.00	\$460.00
12-223-31-331-005-0				

PROPERTY ADDRESS
 JOLANTA M GORECKA
 2021 053 ST

MAIL TO ADDRESS
 JOLANTA M GORECKA
 4N060 WOODLAND CT
 WAYNE, IL 60184

LEGAL DESCRIPTION
 W 50 FT OF LOT 4 BLK 5 BAIN'S
 SUB PT SW 1/4 SEC 31 T 2 R 23
 DOC#1409379

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RESOLUTION NO. _____

BY: FINANCE COMMITTEE

To Specially Assess Certain Parcels of Property for Trash and Debris Removal

BE IT RESOLVED, that special assessments for trash and debris removal during 2009, in the total amount of **\$500.00**, be levied against the respective parcels of property as shown by a report of the Department of Neighborhood Services and Inspections and filed in the office of the City Clerk of the City of Kenosha.

Passed this _____ day of _____, 2009

Approved:

_____, Mayor
Keith G. Bosman

Attest:

_____, Deputy City Clerk
Debra L. Salas

Drafted by:
Department of Neighborhood Services and Inspections

/saz

SPECIAL ASSESSMENT PRELIMINARY RESOLUTION TRASH & DEBRIS

	FRONTAGE	COST PER LINEAL FT	TOTAL ASSESSMENT
PARCEL NUMBER			\$500.00
11-223-30-361-010-0	0		

TRASH AND DEBRIS REMOVAL

PROPERTY ADDRESS
 JAMIE CLEVELAND O'DAY & RYAN P O'D
 4332 019 AV

MAIL TO ADDRESS	LEGAL DESCRIPTION
JAMIE C & RYAN P O'DAY	LOT 24 EVAN'S SUB PT OF
2500 SPYGLASS CT	SW 1/4 SEC 30 T 2 R 23
EDWARDSVILLE, IL 62025	DOC#1226926
	DOC#1375966

STREET TOTAL	0.00	\$500.00
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GRAND TOTALS	PARCELS	1	FOOTAGE	0.000	TOTAL COST	\$500.00
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RESOLUTION NO. _____

BY: FINANCE COMMITTEE

To Rescind One (1) Special Assessment Levied by Resolution No. 12-09
Against Parcel No. 01-122-01-228-002 (3721 60th Street), Kenosha, Wisconsin

WHEREAS, on February 2, 2009, the Common Council of the City of Kenosha, Wisconsin, adapted Resolution No. 12-09 levying special assessments for unpaid permit fees/reinspection fees for various properties within the City of Kenosha, Wisconsin, at the request of the Department of Neighborhood Services and Inspections; and,

WHEREAS, the Department of Neighborhood Services and Inspections has determined that a special assessment should not have been levied on one (1) of those parcels; to wit: Parcel No. 01-122-01-228-002 (3721 60th Street), Kenosha, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kenosha, Wisconsin, that the special assessment of \$160.00 levied by Resolution No. 12-09 against Parcel No. 01-122-01-228-002 (3721 60th Street) Kenosha, Wisconsin be and hereby is rescinded.

Passed this _____ day of _____, 2009.

Approved:

_____, Mayor
Keith G. Bosman

Attest:

_____, Deputy City Clerk
Debra L. Salas

Drafted by:
Department of Neighborhood Services and Inspections

/saz

DEPARTMENT OF CITY DEVELOPMENT
625 - 52ND STREET - ROOM 308
KENOSHA, WISCONSIN 53140
(262) 653-4030
FAX (262) 653-4045
www.kenosha.org



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CC
32a
CITY PLAN
REAL ESTATE
HISTORIC PRESERVATION
COMMUNITY DEVELOPMENT BLOCK GRANT
REDEVELOPMENT

JEFFREY B. LABAHN
Director of City Development

MEMO

TO: Mayor Keith Bosman
Members of the Common Council
Members of the Finance Committee

FROM: Anthony Geliche, Community Development Specialist *AS*

RE: **Subgrantee Agreement between the City of Kenosha and
Wisconsin Womens Business Initiative Corporation**

DATE: March 31, 2009

Attached is the Agreement between the City and Wisconsin Womens Business Initiative Corporation (WWBIC) for the period of March 1, 2009 to February 28, 2010.

WWBIC is proposing to use \$24,000 in CDBG funds to provide technical business assistance to micro-enterprises, a business employing or will employ five or fewer employees and \$56,000 in CDBG funds for loans to micro-enterprises.

The funds will be used to pay salary and fringe benefits of those providing the assistance as well as direct loan assistance.

The Budget (Exhibit A) and Scope of Services (Exhibit B) provide detail on the use of the funds.

Funding of this proposal was approved by the CDBG Committee and would come from funds allocated to Economic Development activities under the City's CDBG Program.

Minutes from the CDBG Committee meetings where this proposal was discussed are attached for your information.

If you have any questions, please contact me at 653.4030.

TG:kas
Attachment

(Exhibit A)

BUDGET

**Wisconsin Women's Business Initiative Corporation
Micro-Enterprise Loan Fund/Technical Assistance**

Technical Assistance.....	\$24,000
Loans.....	<u>\$56,000</u>
TOTAL.....	\$80,000

(Exhibit B)**SCOPE OF SERVICES****Wisconsin Women's Business Initiative Corporation
Micro-Enterprise Loan Fund/Technical Assistance**

Funds used under the terms of this Agreement are to be used to assist micro-enterprises (a business employing five or fewer full-time equivalent employees, one of whom is the owner) located within the City of Kenosha.

Under the terms of this Agreement, the WWBIC shall:

A. Use of Funds**1. Utilize funds to provide technical business assistance services to micro-enterprises**

- Provide business training and/or technical assistance support services to 48 low-to moderate income individuals through the various levels of classes and training sessions.
 - Increase comprehension of entrepreneurship and business acumen, including business financing, bookkeeping, cash flow projection, marketing, and business operations and management.
 - Provide one-on-one technical assistance to appropriate entrepreneurs and business owners via WWBIC's "Can We Talk" sessions regarding finance options.
 - Provide individualized technical assistance to loan fund borrowers as needed to strengthen and grow their businesses.
 - Individuals receiving technical assistance will be guided by WWBIC's "Client Assessment" form that evaluates and suggests needed assistance for their business.
 - Individuals served by WWBIC technical assistance shall have a "business plan" completed by WWBIC prior to the receipt of assistance.
 - Conduct proactive outreach to other business assistance providers and meet with at least five prospective partners.
 - Salary and fringe benefits shall be reimbursed for actual time spent on technical assistance.
 - Actual time spent shall be documented with time records kept by each employee.

2. Utilize funds to provide loans up to \$15,000 maximum per micro-enterprise

- Provide a minimum of four (4) loans to micro-enterprises and create at least four (4) new full-time equivalent (FTE) jobs for low-to moderate income persons.
- Loans shall be provided to income eligible entrepreneurs and to small businesses, employing low and moderate income persons which shall generally be for fixed asset and equipment purchases, working capital expenses or facility acquisition.
- Leasehold or property improvements will require that Federal Fair Labor Standards be followed and WWBIC will be responsible for monitoring compliance with these regulations to assure that the Federal requirements are met.
- Appendix A of 24 CFR 570 related to evaluating project costs and financial requirements shall be followed (attached).
- Funds may not be used to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one Labor Market Area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs.

**Community Development Block Grant Committee
Minutes
Monday, December 1, 2008**

MEMBERS PRESENT: Alderman Katherine Marks, Alderman Anthony Kennedy, Alderman Tod Ohnstad, and Ron Frederick

MEMBERSEXCUSED: Anita Faraone, Arthur Landry, and Tim Mahone

STAFF PRESENT: Jeff Labahn and Anthony Geliche

The meeting was called to order by Alderman Marks at 5:05 p.m. Roll call was taken.

1. Approval of Minutes from the October 8, 2008 Meeting

A motion was made by Mr. Frederick and seconded by Alderman Kennedy to approve the minutes as written. The motion passed unanimously (4 ayes; 0 noes).

2. Request from Wisconsin Women's Business Initiative Corporation (WWBIC) for the use of \$100,000 in Economic Development CDBG Funds

Heather Lux and Mary Ngiela attended representing WWBIC. Ms. Lux said at the last meeting there was a question regarding the number of loans processed or in process. WWBIC held ten (10) "Can We Talk?" sessions. Seven (7) were with clients from Kenosha. WWBIC will close on a loan with Savannah Restaurant tomorrow, December 2nd. A second loan will close on December 18th and WWBIC has two (2) additional loans in the pipeline.

Question: Alderman Marks asked what the loans amounts were for each of these loans.

Answer: Ms. Ngiela said the Savannah loan is for \$25,000 (\$15,000 from CDBG funds and \$10,000 from WWBIC). The loan closing on December 18th is for \$50,000 (\$15,000 from CDBG funds and \$35,000 from WWBIC). The other two loans are for \$100,000 and \$40,000. The CDBG agreement was that each loan would receive \$15,000 from CDBG funds and WWBIC would provide the additional funds.

WWBIC has been working with banks and receiving referrals for people looking for micro loans. Some are existing businesses. WWBIC is doing outreach at locations such as HarborMarket to get the word out about our loans and technical education.

Question: Mr. Frederick asked to what kind of relationship WWBIC has with KABA.

Answer: Tony Geliche, Community Development Specialist, said KABA provides bigger loans for businesses with a larger number of employees. WWBIC

provides smaller loans for businesses with a fewer number of employees. KABA does not provide micro enterprise loans, but there is nothing stopping KABA, WWBIC and CEDCO from working together.

Question: Alderman Ohnstad asked what the loan for Savannah's Restaurant is for since they are already in existence.

Answer: Ms. Ngiela said it is for cash flow and for purchasing equipment such as a refrigerator.

Question: Alderman Ohnstad asked how many additional loans were pending?

Answer: Ms. Ngiela said Cafe de Lube is going before the Loan Committee for \$50,000. An information technology business is being reviewed for \$100,000 and a construction business is being reviewed for \$50,000.

Alderman Kennedy said there is only approximately \$125,000 available in the Economic Development fund. WWBIC is requesting \$100,000.

A motion was made by Alderman Kennedy to approve for WWBIC 64% or \$76,897.97 of the \$120,153.08 available Economic Development funds.

Mr. Frederick said he would prefer to hear the presentations from both applications before making any decisions.

Alderman Kennedy withdrew his motion.

Alderman Ohnstad stated that we do not have to approve funding this evening nor does the committee have to allocate all the funds.

Question: Alderman Marks asked if the funding for the loan to Savannah's Restaurant would come from 2008 funding.

Answer: Yes, funding for the Savannah loan and the 3 other possible loans would be with 2008 CDBG funds.

A motion was made by Alderman Ohnstad and seconded by Mr. Frederick to proceed to Item #3. The motion passed unanimously (4 ayes; 0 noes).

3. Request from Community Economic Development Corporation (CEDCO) for the use of \$56,000 in Economic Development CDBG Funds

Celia Font and Sharlene Moore-Carr attended representing CEDCO. Ms. Font said CEDCO is requesting \$40,000 for salaries and \$16,000 for administration and office space. Their current contract is effective from March 1, 2008 thru February 28, 2009. The former director left, so the agency is still working on obtaining their current funding. Mr. Geliche said their first draw of approximately \$18,000 for salaries and fringe benefits is pending

documentation of clientele served. Ms. Font stated CEDCO works in collaboration with WWBIC to provide technical assistance to people interested in opening a business. CEDCO is offering a job workshop in Spanish on December 8th. They have provided services to 30 new clients. CEDCO hosted a Business Expo with many Kenosha businesses participating. CEDCO also just presented a website development workshop which yielded two (2) loan referrals.

Michael Shields, a Racine alderman, said he would like to see the services CEDCO provides to clients in Racine be provided to Kenosha residents as well. Mr. Shields would like to see a continued relationship between CEDCO in Kenosha/Racine to provide the necessary services to potential business owners.

Question: Alderman Ohnstad asked if the current draw of \$18,000 would deplete the funding received in 2008.

Answer: Mr. Geliche said no, \$18,000 is just under half of the funding received. CEDCO's agreement is effective through February 2009. The draw is for April - October 2008.

Mr. Frederick asked that CEDCO share a couple of their success stories. Ms. Font said there was a gentleman from Illinois who wanted to open a Home Health Care business. We could not help him with a loan, but we did assist him with marketing to get his name out into the community to help make his business a success.

We held a website design workshop. Two people walked in who were very excited about the workshop. They were not able to attend, but did spread the word that we offer that type of workshop.

We help businesses get started, but we also follow through once they are in business making sure they have the funds and backup they need to stay in business.

Question: Alderman Ohnstad asked which business in Kenosha has your organization made a loan to.

Answer: Mr. Geliche explained that CEDCO just provides technical assistance. WWBIC provides loans and technical assistance.

Alderman Ohnstad asked for another example of a successful venture. Ms. Font said there was a cleaning service that CEDCO provided technical assistance to that has been successful. Mr. Shields said CEDCO is very involved in assisting potential business owners build a portfolio that will help them be successful as they move to the next stage.

Question: Alderman Marks asked for examples on how WWBIC and CEDCO work together.

Answer: Ms. Font said the two agencies can work together on the workshops and that she will set up a time to meet with them soon. The workshops are held in

Racine, but Kenosha people do attend. Ms. Lux said having a WWBIC Kenosha office has been very beneficial. A 2009 class schedule is currently being prepared. WWBIC provides the instructors for classes held at the CEDCO location.

Alderman Marks stated that CEDCO assists people who wish to start a business but do not know where to start. CEDCO helps them know their own finances and how to set up a business plan. Alderman Marks said Kenosha has many fine locations available to open a new business, such as downtown, uptown, and the newly constructed, Brass Center. Lakeshore BID is the organization to contact for information on downtown locations. Uptown does not have a particular organization to contact, but there are business owners in the uptown area who would be more than willing to assist in any way they can to bring new businesses to the area. Specific marketing plans for both WWBIC and CEDCO need to be developed so this committee can better understand where the funds are being spent.

A motion was made by Mr. Frederick and seconded by Alderman Kennedy to allocate \$80,000 to WWBIC and \$40,000 to CEDCO in Economic Development CDBG funds to be precisely proportioned based on their original request.

Alderman Ohnstad said he is hesitant to spend all the Economic Development funds. WWBIC has money remaining from their previous grant with loans in the pipeline. Alderman Ohnstad stated he did not want to spend the funds without people waiting to spend it. CEDCO has only spent half of their funding. Alderman Ohnstad said he would like to see a more complete success story before providing additional funding.

Mr. Frederick stated his motion is only a recommendation and contingencies can be added to the recommendation to satisfy Alderman Ohnstad's concerns. Alderman Marks said the committee can provide the funds in an "as needed" basis, which has been done in the past. Alderman Marks said instead of reducing the Economic Development fund to zero, the committee can reconvene if WWBIC has projects ready for loans.

A motion was made by Alderman Ohnstad to defer funding WWBIC and CEDCO until the beginning of 2009 to see which loans have come forward. There was no second. The motion failed.

Mr. Frederick recommended that the levels proposed in his motion be contingent on a review of the progress made by WWBIC and CEDCO in late January or early February as this is funding for 2009.

Alderman Kennedy said he would not support this because these two agencies gave a presentation to this committee showing what they would do with the funding. We asked them to come back again tonight. Now, we are asking them to come back a third time. What will change the third time? We did not ask any other agency to do this. The committee looked at what was important and voted. Why is this different?

Alderman Marks said the difference is that the other agencies asked for funding for a specific project. There is no substance for these projects. We do not know how these funds are being leveraged, being spent, and what difference they are making in the

community. Mr. Frederick said at the meeting in 2009 based on the agencies progress, we can either accept the recommendation level or reject it. Alderman Kennedy said if we approve the motion on the floor, WWBIC would use \$55,000 for loans and \$35,000 for technical assistance and CEDCO would use their \$40,000 for technical assistance to help clients with their ideas. What information is needed from WWBIC and CEDCO at the meeting to change our minds? Alderman Ohnstad said for WWBIC, what if they have all this funding available without any clients in the pipeline requesting funds. Alderman Ohnstad said he would like additional proof that the funds are needed. For CEDCO, he would like to see more detail on what they are doing for people wishing to start a business. Alderman Ohnstad said he is hesitant to provide additional funding when they haven't spent the 2008 funding.

Alderman Marks said with the I-94 project there will be many opportunities available. The City has many new larger employers building here. She would like to hear plans from both agencies on how you are marketing their services, working and partnering with Lakeshore BID, Brass Center, Chamber of Commerce, etc. to help the City of Kenosha. Alderman Marks said she would also like to see how WWBIC and CEDCO are collaborating with each other and others in Kenosha County.

A motion was made by Alderman Kennedy and seconded by Alderman Ohnstad to open the meeting for public comments. The motion passed unanimously (4 ayes; 0 noes).

Mr. Shields said with the slow down in the economy, people may be hesitant to request loans to start a business. But, we can still work with people to prepare them for when the economy stabilizes and is better for starting new businesses. Opening a new business is a slow process. Some of our clients have no experience and it is not an easy process. Alderman Marks said with the shaky economy, the loan money may not move.

The motion to allocate \$80,000 to WWBIC and \$40,000 to CEDCO in Economic Development CDBG funds to be precisely proportioned based on their original request passed unanimously (4 ayes; 0 noes). Note: Discussion occurred by the committee and was understood by all, including the two applicants, that there will be a follow-up meeting at the end of January or early February 2009, with specific goals, before any contracts will be issued. There was no formal motion or formal approval taken on the follow-up meeting.

4. Any other Business as Authorized by Law

No other business.

5. Public Comments

Public hearing opened.

Mr. Shields thanked the committee for allowing CEDCO to present to them this evening.

Public hearing closed.

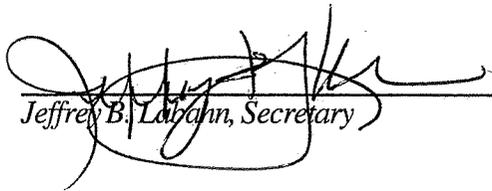
4. Commissioner Comments

No Commissioner comments.

*A motion to adjourn was made by Alderman Ohnstad and seconded by Alderman Kennedy.
The motion passed unanimously (4 ayes; 0 noes).*

The meeting adjourned at 5:55 p.m.

*Certification that the minutes have been approved by the Community Development Block Grant
Committee.*



Jeffrey B. Labahn, Secretary

**Community Development Block Grant Committee
Minutes
Wednesday, February 18, 2009**

MEMBERS PRESENT: Alderman Katherine Marks, Alderman Anthony Kennedy, Arthur Landry, Tim Mahone, Alderman Tod Ohnstad, and Ron Frederick

MEMBERS EXCUSED: Anita Faraone

STAFF PRESENT: Jeff Labahn and Anthony Geliche

The meeting was called to order by Alderman Marks at 5:05 p.m. Roll call was taken.

Approval of Minutes from the December 1, 2008 Meeting

Alderman Ohnstad said in the article provided in the packet it states CEDCO provides loans. The minutes on page 3 indicates funding is for technical assistance only, not loans. Mr. Geliche said even though CEDCO may offer loans, our funding is for technical assistance only.

A motion was made by Alderman Ohnstad and seconded by Mr. Frederick to approve the minutes as written. The motion passed unanimously (5 ayes; 0 noes).

1. Authorization to Issue CDBG Agreement between the City and CEDCO

Randy Luter, Interim Executive Director, passed out a revised flowchart showing what happens when someone calls or comes into the office.

Alderman Kennedy arrived.

Mr. Luter said there are several ways clients contact CEDCO. Clients set up appointments, walk-ins, telephone with inquiries, and business site visits are offered. CEDCO receives many telephone inquiries and we try very hard to get the potential clients to come into the office. Mr. Luter said CEDCO is still working on an effective means to report the assistance provided clients for HUD.

When a potential client contacts CEDCO, we assess their current situation. We ask them if they have a business plan or a business idea. Many potential clients have several business ideas, but do not know where to go from there. Some of the potential clients are referred to WWBIC.

CEDCO and WWBIC offer seminars together to identify which business flow they want to follow. Then the clients move on to prepare their business plan. This can be in a group setting or 1:1. CEDCO and WWBIC work together on business plans also. The business

plan is the most important part of the process. It tells the potential business owner where they are going. Once the business plan is secure, then the client moves onto other areas of the business such as generating options and solutions; clarifying roles, relations & functions; etc. CEDCO has a checklist that must be completed before referring a client to WWBIC and other lending institutions for financing. CEDCO continues to work with their clients by providing technical assistance even after financing is secured to ensure they are successful. WWBIC also provides reverse referrals if they have a client who is in need of our technical assistance.

Two examples of clients who will be referred to WWBIC in the near future are:

1. LiVito, LLC, a company looking to sell portable imaging machines in the area. There are only two similar companies in the area at this time.
2. New Seasons Adult Family Homes, Inc. is a 3-4 bed private room community-based adult family home. Mr. & Mrs. Kenner, 1619 24th Avenue, said they received their license from the State in December 2008. They were looking for start up funding so went to CEDCO. CEDCO reviewed their business plan and connected us with WWBIC and other private lenders. Mr. Luter is very flexible when setting up meetings with us. The Kenners said they want to offer a group home that is over and above what is currently offered in Kenosha.

Mr. Luter said they are working with the State of Wisconsin, Department of Commerce for a \$100,000 grant to add to their minority loan fund for Racine and Kenosha as a matching grant. There is a need for administrative funds to keep the program running smoothly and to administer the loan funds.

Question: Will the New Seasons Adult Family Home be handicapped accessible for the 3-4 individuals?

Answer: The home is for individuals who are fully ambulatory. We do hope to open additional homes in the future.

Question: Was a current census taken to show a need for this facility?

Answer: No.

Question: Are you under contract with Community Care?

Answer: Yes, we just received confirmation we were approved by Community Care.

Alderman Ohnstad asked if CEDCO was working with anyone else. Mr. Luter said another client was Mr. Perez who has 30 years experience in the stainless steel business. He owns a building in Kenosha and wants to open his own business. He does not have a business plan. He is outsourcing his work right now, but has 3-4 contractors in the wings waiting for him to open his own business in Kenosha. CEDCO is also working with one contractor and several indirect sub-contractors for the I-94 project.

Mr. Mahone asked how involved CEDCO is with the I-94 project. Mr. Luter said he is on two committees. One committee deals with the labor force required to work on the I-94 project. The other committee is for jobs other than skilled contractors. There will be many job opportunities available in addition to the skilled contractors needed for this project. There are not many construction firms in the Kenosha/Racine area. The DOT will be involved in the bidding process for the prime contractors and sub-contractors.

The individuals interested in working of the I-94 project will be looking for financing for equipment. Mr. Mahone said this is a very important project for business and the people. Mr. Luter said some people who worked on the Marquette Interchange and have offered their assistance.

A motion was made by Mr. Mahone and seconded by Alderman Kennedy to authorize a CDBG Agreement between the City and CEDCO for funding in the amount of \$40,000. The motion passed unanimously (6 ayes; 0 noes).

The committee asked to receive updates on the progress of CEDCO's activities. Mr. Geliche said he would include reimbursement requests in meeting packets as they are submitted. WWBIC sends a quarterly update showing success stories and finances. Mr. Mahone asked if DOT contracts were part of the report and if not, could that be added. Mr. Luter said that could be added to their report. Alderman Marks said she would like to see the report show the relationship between CEDCO and WWBIC along with how they are marketing the downtown and uptown areas.

2. Authorization to Issue CDBG Agreement between the City and WWBIC

Heather Lux, SE Wisconsin Office Project Director, and Barb Fischer-Galley, Administrative Assistant, were in attendance representing WWBIC. Ms. Lux gave a presentation to the committee. She stated that WWBIC's goal was to serve 64 people in Kenosha. Through February 18, 2009, 104 people have been served with 49 of those being low to moderate income individuals.

WWBIC has formed a new partnership with the Shalom Center by offering their first class their on February 17, 2009. Ms. Lux said WWBIC will be holding five (5) Volunteer Income Tax Assistance workshops. WWBIC is conducting classes at the CEDCO location. Ms. Lux said representatives from CEDCO, WWBIC and WHEDA will be meeting with local lenders to let them know of their services and that if they are unable to lend to individuals, WWBIC may be an option.

WWBIC's goal was to increase their outreach venues in Kenosha by five (5) in 2008. Through the end of November 2008, WWBIC has participated in 12 new outreach opportunities.

One (1) loan was approved and one (1) was denied since our last meeting. A loan for a business called "Naturally Delicious" located at 5115 Seventh Avenue was just approved. This is a catering business using all natural and organic products.

Question: On the loan that was denied, do you continue to work with them to help them bet their loan approved?

Answer: Yes, Mary Ngiela, our loan officer for SE Wisconsin, works with them and they can reapply in three to six months said Ms. Lux.

Question: What is the success rate for second time loan applicants?

Answer: Ms. Lux said she did not have that information and would have to get that information to the committee. WWBIC does provide technical assistance throughout the loan process.

There is a loan in the pipeline for \$50,000 that will be reviewed by the Loan Committee on February 26, 2009. There is also a \$80,000 loan for a retail business in process. We have held a "Can We Talk" and hope to have an application for a daycare by February 20, 2009. We conduct 6 – 8 "Can We Talk" sessions a month. These sessions are where individuals sit down with Mary Ngiela and see where they are with their business plan.

The committee had a concern about Kenosha representation on the WWBIC loan committee. Mary Fischer-Tracy from First Banking Center has been added to the loan committee and there is a possibility of a second person being added.

Ms. Lux distributed an article on Yahoo regarding increased interest in micro loans in which Wendy Baumann, President of WWBIC, was quoted.

Question: Is WWBIC involved with the DOT I-94 project?

Answer: No, we are not. Ms. Lux said she joined WWBIC in September and they were not involved with the project at that time.

Mr. Landry thanked Ms. Lux for getting a Kenosha representative on the loan committee.

A motion was made by Alderman Ohnstad and seconded by Alderman Kennedy to authorize a CDBG Agreement between the City and WWBIC for funding in the amount of \$80,000. The motion passed unanimously (6 ayes; 0 noes).

Alderman Marks said she is glad to see WWBIC is instrumental in bringing new businesses into downtown and the community.

Mr. Luter asked if he could get a list of available property in the downtown area. Tony Geliche, Community Development Specialist, said he can get that information from the City Development office.

3. 2010 – 2014 Consolidated Plan

Tony Geliche said Common Council approved an agreement between the City and Urban Strategies, Inc. to assist in the preparation of the 2010 – 2014 Consolidated Plan. The

Consolidated Plan is a HUD requirement to receive CDBG and HOME funds and is a collaborative process identifying the needs in Kenosha in relation to housing, homelessness and Community Development needs. The goals, priorities and programs to address these needs are established once the needs are identified. We collaborate with other agencies to help meet the needs. We do need to incorporate the ESG (Emergency Shelter Grant) program needs into our Consolidated Plan.

The Consolidated Plan will need to be adopted, refined and debated so that it has clear objectives for those requesting funding. The plan can be amended as situations change.

This committee will review the findings of the consultant, provide suggestions for the consolidated plan and approve the goals and recommendations. The goals and recommendations will go before the Plan Commission and Common Council for adoption.

The consolidated plan in the past has been generic. This is an opportunity to have a plan that we hope will better address the needs of the community. The process begins tomorrow with a meeting with the City, United Way, UW Extension, and Kenosha County to see if they are willing to work together on this project. The adopted Consolidated Plan is required before we can move into our next CDBG Program year process.

Question: In the past 2-3 months, two (2) groups have come together for persons with mental illness and the homeless. They are Change and KARE. Can those two (2) groups be surveyed for their input for the Consolidated Plan? The KARE Center is looking to replace their current facility.

Answer: Mr. Geliche said the list is currently being put together.

Alderman Marks said this plan goes hand-in-hand with our Allocation Plan. This plan will give us guidance for our percentages on how we allocate our funds. Mr. Frederick said he is hopeful that mental illness will be addressed. There is a waiting list for the current facilities. Alderman Marks said with the economic situation the way it is today, mental illness may be affecting more people.

Alderman Marks said she would like the committee to meet monthly through June. Possibly representatives from Urban Strategies, Inc. can meet with the committee in March and explain to the committee what they are doing. She asked if the committee would check on the 2nd and 3rd Wednesdays of the month to see if meetings could be arranged on either of those days.

4. CDBG Activity Balances

Tony Geliche said the three (3) page report shows the actual funding through Block Grant and the current balances for each agency. In the left hand column is the year the project was funded and the year the funds were allocated. The report also shows what the total contract amount is and what each agency has been paid to date. This report shows the committee where we are in spending our funds. Many of our agencies request funding between 2 calendar years. Some agencies put in a one time reimbursement request. If the

reimbursements do not come out to the exact amount and there is a small balance, that balance is transferred to the unprogrammed fund balance.

Question: What is the balance in Economic Development?

Answer: There is \$54,896 in 2006 funds and \$65,675 in 2005 funding remaining in the Economic Development fund. After funding both CEDCO and WWBIC, there will be a very small amount left in the Economic Development fund.

Question: When will we hear what our 2009 amounts will be from HUD?

Answer: Hopefully, within about 30 days. There may be additional entitlement funds available, but those funds will have to be moved on within four (4) months, so will have to be used on projects ready to go immediately. We could see additional funds, but do not know what the amount will be.

Question: Was Kenosha Fire Department a 2009 applicant?

Answer: No, they were a 2008 recipient.

Question: If CDBG receives additional funding, would it be possible to use some of the funding for summer employment?

Answer: Mr. Geliche said he is not sure at this time because he does not know what the requirements will be for the additional funding.

Alderman Marks asked for a report showing what was allocated over the past five (5) years. This will tell us what we allocated to various agencies and may help us determine what we should have done over that period of time. Mr. Geliche said the consultants will be performing that task for the committee over the past ten (10) years. They will determine if our goals were met during that time.

5. Any other Business as Authorized by Law

Mr. Geliche said he would like the committee to consider changing the calendar cycle for the CDBG process. The current cycle begins in July with the approval of the Allocation Plan. The application period is usually at the end of August to mid-September with interviews and allocation completed by mid- to end of October. After final approval is received by Common Council in mid-November, everything is on hold until May when we receive our determination from HUD. The change would move the Allocation Plan meeting to August or September. The application would be due in December. Interviews and the allocation meeting would be in January.

Recipients have a six month period of no activity which is hard to budget for. The current process has been in place for years, but this would be a good time to consider a change. Alderman Marks said we can let the applicants know very early on that the process time line is changing. Alderman Kennedy asked if the change were made, what does that do for

City Development staff during budget time. Mr. Geliche said the budget process may be moving up a month.

Alderman Marks asked that the Calendar Cycle be an item on the next agenda.

4. Public Comments

Public hearing opened. No public comments. Public hearing closed.

4. Commissioner Comments

No Commissioner comments.

A motion to adjourn was made by Alderman Kennedy and seconded by Mr. Mahone. The motion passed unanimously (6 ayes; 0 noes).

The meeting adjourned at 6:10 p.m.

Certification that the minutes have been approved by the Community Development Block Grant Committee.

Jeffrey B. Labahn, Secretary

SUB-GRANTEE AGREEMENT

THIS AGREEMENT, is entered into on the 6th, day of April 2009, by and between Wisconsin Women's Business Initiative Corporation (hereinafter referred to as the "CONTRACTOR"), and the City of Kenosha, a municipal corporation of the State of Wisconsin (hereinafter referred to as the "CITY").

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. **RETENTION OF SERVICES.** The CITY hereby agrees to engage the CONTRACTOR and the CONTRACTOR hereby agrees to perform the services hereinafter set forth, March 1, 2009 all in accordance with the terms and conditions of this Contract to begin no earlier than , and continue through February 28, 2010.

II. **USE OF FUNDS AND COMPENSATION.**

A. Use of Funds

The CONTRACTOR agrees that all funds received pursuant to this Agreement shall be used in accordance with the CITY and U.S. Department of Housing and Urban Development regulations. Said funds shall be used for funding of the Micro-Enterprise Loan Fund/Technical Assistance in accordance with Exhibit A "Budget" and Exhibit B "Scope of Services" (Action Plan) attached hereto.

B. Compensation

The CITY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract the maximum sum of \$80,000.00 inclusive of all expenses, it being expressly understood and agreed that in no event will the total compensations to be paid hereunder exceed said maximum sum for all of the services required.

C. Program Income

Program income means gross income received by the CONTRACTOR directly generated from the use of CDBG funds. When such income is generated by an activity that is assisted with CDBG funds, the income shall be reported on the monthly narrative and shall be retained by the sub-recipient and used only for activities included in the scope of services made part of this Agreement.

III. **DELIVERABLE ITEMS.**

A. Financial Information and Reports

1. Through the Department of City Development of the City of Kenosha, hereinafter referred to as "DEPARTMENT", the CONTRACTOR shall report to the CITY all costs incurred under this Agreement through Monthly Activity Reports and Financial Reports. Such reports shall be in the format provided to the CONTRACTOR by the DEPARTMENT and shall be provided to the DEPARTMENT within 10 days of the end of each month.

2. The CONTRACTOR shall maintain a full set of books on a double entry basis in accordance with generally accepted accounting principles, procedures and regulations as

deemed necessary by the CITY. Such records shall be maintained by qualified personnel and in a timely manner.

3. Through the DEPARTMENT, the CONTRACTOR shall provide to the CITY copies of all subcontracts executed under this Agreement as they become available.
4. Through the DEPARTMENT, the CONTRACTOR shall report to the CITY the source and amount of all non-Community Development Block Grant funds utilized in the performance of project activities.
5. All reports, studies, analysis, memoranda and related data and materials as may be developed during the performance of this Contract shall be submitted to and be the exclusive property of the CITY, which shall have the right to use same for any purpose without any compensation to the CONTRACTOR other than hereinafter provided. All of the aforesaid documents and materials prepared or assembled by the CONTRACTOR under this Contract are confidential and the CONTRACTOR agrees that he will not, without prior written approval by the CITY, submit or make same available to any individual, agency, public body or organization other than the CITY, except as may be otherwise herein provided.
6. If the CONTRACTOR receives funds from any source other than from this Agreement, a separate account must be established and used for all monies received under this Agreement. CONTRACTOR shall not co-mingle the funds provided under this Agreement with any other funds, revenue or monies, which are in the CONTRACTOR'S possession or to which the CONTRACTOR is entitled. Any funds received as return of costs or as income generated from activities funded by this Agreement are the property of the CITY and are to be transmitted to the CITY promptly unless otherwise agreed upon.

B. Performance/Compliance Information

The CONTRACTOR shall assist the DEPARTMENT and the CITY in collecting and maintaining such information as required by the Department of Housing and Urban Development and/or the DEPARTMENT periodically and in such manner as determined by the CITY and the CITY shall be required to effectively and efficiently report such information to HUD.

The Performance/Compliance Information includes, but is not necessarily limited to, the following:

1. Demographic data on the population benefited from project activity;
2. Relocation data;
3. Housing stock/assistance data;
4. Environmental data, notices, statements and studies;
5. Equal opportunity, affirmative action, employment, fair housing and entrepreneurial data; and
6. Public involvement/citizen participation data.

C. Reporting Requirements

The CONTRACTOR shall maintain, in conjunction with the DEPARTMENT, an evaluation reporting system, in such manner and form as determined by the DEPARTMENT, utilizing the programmatic and fiscal data gathered through the operation of the project to demonstrate the project's impact on the CITY. The following reports will be submitted by the tenth working day of the month for the previous calendar month.

1. Monthly Narrative (Exhibit D);

2. Monthly Client Profile Report (Exhibit E); and
3. Other quantifiable or qualitative data that illustrates the social or physical impact of the project's activities.

D. Audit (Applies to contractors expending \$300,000 or more in Federal funds during a fiscal year.)

1. The CONTRACTOR agrees to supply the CITY with a certified audit report performed in compliance with the auditing standards of the U.S. Department of Housing and Urban Development.
2. The CONTRACTOR agrees to comply with the City and Federal audit requirements contained in the Office of Management and Budget Circular A-133 which requires that non profit organizations expending \$300,000 or more in federal funds in a fiscal year must secure an audit. Agencies should, to the extent feasible, procure their audits from small local minority and women-owned businesses.

Audited Financial Statement (Applies to contractors expending less than \$300,000 in Federal funds during a fiscal year.)

1. The CONTRACTOR agrees to supply the CITY with audited financial statements prepared by a Certified Public Accountant.

IV. TIME OF PERFORMANCE. The services to be performed under the terms and conditions of this Contract shall be in force and shall commence upon execution of this Agreement by all parties of interest, and shall be undertaken and completed in such sequence as to assure its expeditious completion in light of the purposes of this Contract, but in any event, all of the services required hereunder shall be completed no later than **February 28, 2010** which is the termination date of this Contract. In addition to all other remedies inuring to the CITY should the Contract not be completed by the date specified in accordance with all of its terms, requirements and conditions therein set forth, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR'S responsibility to amend, modify, change, correct or expand there on until the Contract is fully completed.

V. CONDITIONS OF PERFORMANCE AND COMPENSATION.

A. Performance

The CONTRACTOR agrees that the performance of CONTRACTOR'S work, services and the results here from, pursuant to the terms, conditions and agreements of this Contract, shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.

B. Place of Performance

The CONTRACTOR shall conduct CONTRACTOR'S services as required under the terms and conditions of this Contract at such place or places as is necessary, which will enable the CONTRACTOR to fulfill CONTRACTOR'S obligations under this Contract.

C. Additional Fringe or Employee Benefits

The CONTRACTOR shall not receive nor be eligible for any fringe benefits or any other benefits to which CITY salaried employees are entitled to or are receiving.

D. Taxes, Social Security and Government Reporting

Personal income tax payments, social security contributions, insurance and all other governmental reporting and contributions required as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.

E. Subcontracting

1. The CONTRACTOR shall not subcontract for the performance of any of the services herein set forth without prior written approval obtained from the CITY.
2. The CONTRACTOR shall follow "Procurement Standards" of OMB Circular A-110 when subcontracting.
3. Any contract funded under this Agreement shall be submitted to the DEPARTMENT for review and approval prior to its execution.
4. In the event CONTRACTOR is a private non-profit or neighborhood-based non-profit organization, or a local development or small business investment corporation, CONTRACTOR is required to comply with the procurement procedures of Office of Management & Budget (OMB) Circular A-110 and A-122 (incorporated herein by reference) and available upon request for the procurement of supplies and services in connection with activities funded under this Agreement.

VI. METHOD OF PAYMENT. The CITY agrees that subsequent to the full and complete performance of this Contract and satisfactory performance of the services in accordance with Exhibit B set forth herein and approval thereof by the DEPARTMENT, to pay the amount or amounts as hereinafter set forth. In the event of a dispute as to the services performed or the compensation to be paid, the decision of the CITY shall prevail. The conditions of payment are as follows: compensation for services required under this Contract shall be contingent upon each activity being reviewed for approval by Jeffrey B. Labahn or designee thereof of the CITY and subsequently approved for payment. Requests for payment shall be made on the Sub-Recipients Invoice Form (Exhibit F).

A. Cost Incurred

1. If not otherwise restricted by Federal, State or local statutes, regulations or procedures, the CONTRACTOR may incur cost for the service described in Exhibit B, provided such costs are allowable under Section 24 CFR 570.603 of the HUD regulations and reimbursements made through the applicable CITY procedures or as may be prescribed by the City Finance Director.

B. Payment Policies and Procedures

1. The CITY agrees to compensate the CONTRACTOR for those services taken and completed as described in Exhibit B, where costs have been expended as detailed and approved by the DEPARTMENT and the Office of the Finance Director.
2. It is the policy of the CITY that the CONTRACTOR shall be compensated on a reimbursement basis; however, advances may be authorized at the discretion of the DEPARTMENT Director in such manner and at such times as prescribed by the City Finance Director. In compliance with procedures promulgated by the DEPARTMENT and the Office of the Finance Director, the CITY shall make payment under this Agreement upon presentation of an appropriate requisition for reimbursement by the CONTRACTOR. Periodically, as determined by DEPARTMENT and the Office of the Finance Director, the CONTRACTOR shall submit to the DEPARTMENT, in such form and detail as required by the DEPARTMENT and the Office of the Finance Director,

such documents and financial reports considered necessary by the DEPARTMENT and the Office of the Finance Director to support said requisition for reimbursement as to expenditure incurred by the CONTRACTOR in the performance of this Agreement and claimed to constitute allowable costs.

C. Reversion of Funds and Assets

1. All funds not expended or incurred by the CONTRACTOR pursuant to this Agreement and approved by the DEPARTMENT and the Office of the Finance Director for the services described in Exhibit B shall automatically revert to the CITY and shall not accumulate as project funds unless specifically authorized by the DEPARTMENT Director.
2. Upon expiration of this Agreement, the CONTRACTOR shall transfer to the CITY any CDBG funds on hand at the time of expiration of said contract and any accounts receivable attributable to the use of CDBG funds.
3. Any real property acquired or improved by the CONTRACTOR in whole or in part with CDBG funds in excess of \$25,000.00, shall be used either to address the stated objectives in Exhibit B or disposed of in a manner that results in the CITY being reimbursed in the amount of the current fair market value of the property less any portion of the value attributed to expenditures of non-CDBG funds for acquisition of, or improvement to, the property.

VII. DEFENSE OF SUITS. In case any action in court is brought against the CITY or any of its officers, agents or employees for the failure, omission or neglect of the CONTRACTOR to perform any of the covenants, acts, matters or things by this contract undertaken, or for injury or damage caused by the alleged negligence of the CONTRACTOR, its officers, agents or employees, the CONTRACTOR shall indemnify and save harmless the CITY and its officers, agents and employees from all losses, damages, costs, expenses, judgments, decrees, claims or attorney fees arising out of such action. The CITY shall tender the defense of any claim or action at law or in equity to the CONTRACTOR or CONTRACTOR'S insurer, and upon such tender it shall be the duty of the CONTRACTOR or CONTRACTOR'S insurer to defend such claim or action without cost or expense to the CITY or its officers, agents or employees. The CONTRACTOR shall be solely responsible for the conduct and performance of the services required under the terms and conditions of this Contract and for the results therefrom.

VIII. NOTICES. Any and all notices shall be in writing and deemed served upon depositing same with the United States Postal Services as "Certified Mail, Return Receipt Requested," addressed to the CONTRACTOR at:

***Wisconsin Women's Business Initiative Corporation
600 52nd Street, Suite 130
Kenosha, WI 53140
Attention: Heather Lux***

and to the CITY at:

***Department of City Development
625 52nd Street, Room 308
Kenosha, WI 53140
Attention: Jeffrey B. Labahn***

All other correspondence shall be addressed as above, but may be sent "Regular Mail" and deemed delivered upon receipt by the addressee.

IX. REGULATIONS. CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.

X. ENFORCEMENT.

A. Remedies for Noncompliance

If the CONTRACTOR materially fails to comply with any term of this Agreement, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the City may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the CONTRACTOR or more severe enforcement action by the CITY.
2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate this Agreement.
4. Withhold further awards for the program described in this Agreement.
5. Take other remedies that may be legally available.

B. Hearings, Appeals

In taking an enforcement action, the City will provide the CONTRACTOR with notice of violation and an opportunity for a hearing before the CDBG Subcommittee with an opportunity for an appeal to the Common Council of the City of Kenosha.

C. Effects of Suspension and Termination

Costs of CONTRACTOR resulting from obligations incurred by the CONTRACTOR during a suspension or after termination of an award are not allowable unless the CITY expressly authorizes them in the notice of suspension or termination or subsequently. Other CONTRACTOR costs during suspension or after termination that are necessary and not reasonably avoidable are allowable if:

1. The costs result from obligations which were properly incurred by the CONTRACTOR before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are non-cancellable, and,
2. The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.

D. Relationship to Debarment and Suspension

The enforcement remedies identified in this section, including suspension and termination, do not preclude CONTRACTOR from being subject to "Debarment and Suspension" under E.O. 12549 (see SS. 85.35).

- XI. **TERMINATION FOR CONVENIENCE.** Except as provided in Section X, awards may be terminated in whole or in part only as follows:
- A. By the CITY with the consent of the CONTRACTOR in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated, or
 - B. By the CONTRACTOR upon written notification to the CITY setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, the CITY determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the CITY may terminate the award in its entirety under either Section X or paragraph (1) of this section.
- XII. **CHANGES.** The CITY may, from time to time, request changes in the scope of services of the CONTRACTOR to be performed hereunder. Such changes, including any increase or decrease in the amount of CONTRACTOR'S compensation which are mutually agreed upon by and between the CITY and the CONTRACTOR, shall be incorporated in written amendments to the Contract.
- XIII. **PERSONNEL.**
- A. The CONTRACTOR represents that he/she has or will secure at his/her own expense all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the CITY.
 - B. All of the services required hereunder will be performed by the CONTRACTOR or under his/her supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
 - C. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the CITY. If any work or services are subcontracted, it shall be specified in written contract or agreement and shall be subject to each provision of this Contract. The CONTRACTOR shall be as fully responsible to the CITY for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by the CONTRACTOR, as the CONTRACTOR is for the acts and omissions of persons directly employed by the CONTRACTOR.
- XIV. **ASSIGNABILITY.** The CONTRACTOR shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment, novation or any other manner), without the prior written consent of the CITY. Provided, however, that claims for money due or to become due the CONTRACTOR from the CITY under this Contract may be assigned to a bank, trust company or other financial institution without such approval. Notices of any such assignment or transfer shall be furnished promptly to the CITY.
- XV. **RECORDS.**
- A. Establishment and Maintenance of Records

Records shall be maintained in accordance with requirements prescribed by the CITY with respect to all matters covered by this Contract. Except as otherwise authorized, such records shall be maintained for a period of three (3) years after receipt of the final payment under this Contract.
 - B. Documentation of Costs

All costs shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract and shall be clearly identified and readily accessible.

- XVI. **AUDITS AND INSPECTIONS.** At any time during normal business hours and as often as the CITY, or if federal or state grants or aids are involved, as the appropriate federal or state agency may deem necessary, there shall be made available to the CITY or such agency for examination all of its records with respect to all matters covered by this Contract and will permit the CITY or such agency and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.
- XVII. **CONFLICT OF INTEREST.** The CONTRACTOR shall comply with the terms and conditions of the "Conflict of Interest Requirements" as delineated in Exhibit C attached and incorporated herein.
- XVIII. **DISCRIMINATION PROHIBITED.**
- A. In all hiring or employment made possible by or resulting from this Contract, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex orientation, sex or national origin, and (2) affirmative action will be taken to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex orientation, sex or national origin. This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. There shall be posted in conspicuous places available to employees and applicants for employment, notices required or to be provided by federal or state agencies involved, setting forth the provisions of the clause. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex orientation, sex or national origin.
- B. No person in the United States shall, on the grounds of race, color, sex orientation, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Contract. The CITY and each employer will comply with all requirements imposed by or pursuant to the regulations of the appropriate federal agency effectuating Title VI of the Civil Rights Act of 1964.
- C. The CONTRACTOR will cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Contract, so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- XIX. **WITHHOLDING OF SALARIES.** If in the performance of this Contract there is any underpayment of salaries by the CONTRACTOR or by any subcontractor thereunder, the CITY shall withhold from the CONTRACTOR out of payments due to him, an amount sufficient to pay to employees underpaid, the difference between the salaries required hereby to be paid and the salaries actually paid such employees for the total number of hours worked. The amounts withheld shall be disbursed by the CITY for and on account of the CONTRACTOR or subcontractor, if any, to the respective employees to whom they are due.
- XX. **CLAIMS AND DISPUTES PERTAINING TO SALARY RATES.** Claims and disputes pertaining to salary rates or to classifications, if any, performing work under the Contract shall be promptly reported in

writing by the CONTRACTOR to the CITY for the latter's decision, which shall be final with respect thereto.

XXI. OTHER PROVISIONS.

- A. Any and all information, plans, reports and conclusions derived or developed as a consequence or result of this Contract may be utilized by the CITY in such manner and purpose as the CITY desires or determines without permission or approval of the CONTRACTOR or compensation to the CONTRACTOR therefor, other than herein provided.
- B. The word "CONTRACTOR" means a person or an entity, whether public or private, that enters into contract with the CITY, and whenever the word "CONTRACTOR" appears in Part II attached hereto, it means the same and is synonymous with "CONTRACTOR" as it appears in Part I of this Contract.
- C. The CONTRACTOR shall comply with the requirements of the following Circulars which are available from the City upon request:
 - 1. OMB Circular No. A-122 "Cost Principles for Non Profit Organizations".
 - 2. OMB Circular No. A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations".
 - 3. OMB Circular No. A-133 "Audits of Institutions of Higher Education and Other Non-Profit Organizations".
- D. The CONTRACTOR shall carry out each activity in compliance with all Federal laws and regulations described in Subpart K of the CDBG Regulations except that:
 - 1. The CONTRACTOR does not assume the City's environmental responsibilities described at Section 570.604 of the CDBG Regulations;
 - 2. The CONTRACTOR does not assume the City's responsibility for initiating the review process under the provisions of 24 CFR Part 52.
- E. Any publicity generated by CONTRACTOR for the project funded pursuant to this: Agreement or for one year thereafter, will make reference to the contribution of the City of Kenosha in making the project possible. The words "City of Kenosha" will be explicitly stated in any and all pieces of publicity, including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews, and newspaper articles.

XXII. CERTIFICATION FOR THE CDBG ENTITLEMENT PROGRAM PROHIBITION OF USE OF FEDERAL FUNDS FOR LOBBYING.

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The Undersigned certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contractor, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

XXIII. PART II INCLUSION. This contract consists of this Part I; however, whenever federal assistance, aids or grants are used in whole or in part for the procurement of the services hereinbefore described or used for the purposes set forth in this Contract; this Part I is subject to the provisions of Part II hereof applicable and in such event, Part II is specifically made a part of this Contract as though set forth herein in full.

Part II is Attached X
Not Applicable _____

IN WITNESS WHEREOF, the CONTRACTOR and the CITY have caused this Contract to be executed for and on their respective behalf as of the dates hereinafter set forth.

CITY OF KENOSHA,
A Municipal Corporation

CONTRACTOR

By: _____
Mayor Keith G. Bosman

By: _____
Board President

Countersigned:

Countersigned:

By: _____
Michael Higgins, Clerk/Treasurer/Assessor

By: _____

Date: _____

Date: _____

PART II**TERMS AND CONDITIONS FOR FEDERAL ASSISTANCE, AID OR GRANTS**

- I. **DEFINITIONS.** As used in this Contract:
- A. "CITY" means the City of Kenosha, a Wisconsin municipal corporation.
 - B. "CONTRACTOR" means an entity, whether public or private, that furnishes to the CITY the services referred to in Part I.
- II. **SPECIAL REQUIREMENTS.** If Federal Community Development Block Grant Funds are involved, then any unused funds under this Contract may be suspended or terminated upon the following:
- A. The CITY'S refusal to further participate in the Community Development Block Grant Program; or
 - B. The suspension or termination of the Community Development Block Grant Funds to the CITY under a federal or state act.
- III. **IDENTIFICATION OF DOCUMENTS.** All reports, maps and other documents completed as part of this Contract, other than documents exclusively for internal use, shall contain the following information on the front cover of title page (or in the case of maps, in an appropriate block): Name of agency, month and year of preparation, name of the CONTRACTOR and the following notation covering federal assistance.
- The preparation of this report, map, document, etc. was financed in part through a grant from the **Department of Housing and Urban Development, under the provisions of Title I of the Housing and Community Development Act of 1974 (as amended)** (e.g., the Department of Housing and Urban Development under the provisions of Title I of the Housing and Community Development Act of 1974, or other, as the case may be.)
- IV. **INTEREST IN CERTAIN FEDERAL OFFICIALS.** No member of or delegate to the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this Contract or any benefit to arise therefrom.
- V. **OPPORTUNITIES FOR RESIDENTS.** In all work made possible by or resulting from this Contract, affirmative action will be taken to ensure that low and moderate income residents are given maximum opportunities for training and employment and that business concerns located in or owned in substantial part by low and moderate income residents are to the greatest extent feasible awarded contracts.
- VI. **COPYRIGHTS.** If this Contract results in book or other copyrightable materials, the author is free to copyright the work, but the appropriate federal agency involved reserves a royalty-free nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use all copyrighted material and all materials which can be copyrighted.
- VII. **PATENTS.** Any discovery or invention arising out of or developed in the course of work aided by this Contract shall be promptly and fully reported to the appropriate federal agency involved for determination by it as to whether patent production on such invention or discovery shall be sought and how the rights in the invention or discover, including rights under any patent issued thereupon, shall be disposed of and administered, in order to protect the public interest.

- VIII. **POLITICAL ACTIVITY PROHIBITED.** None of the funds, materials, property or services provided directly or indirectly under this Contract shall be used in the performance of this Contract for any partisan political activity, or further the election or defeat of any candidate for public office.
- IX. **LOBBYING PROHIBITED.** None of the funds provided under this Contract shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the Congress.
- X. **DISCRIMINATION BECAUSE OF CERTAIN LABOR MATTERS.** No person employed in the work covered by this Contract shall be discharged or in any way discriminated against because he has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his employer.
- XI. **ANTI-KICKBACK RULES.** The CONTRACTOR shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts, if any, covering work under this Contract to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required by subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.
- XII. **LABOR STANDARDS PROVISION.** The CONTRACTOR shall insert in each subcontract appropriate provisions requiring compliance with the labor standards provision of the Contract.
- XIII. **LEAD-BASED PAINT.** § 570.611 - If the Contract involves construction or rehabilitation of residential structures with assistance provided under this Agreement, it is subject to the lead-based paint regulations set forth in 24 CFR 35, Subpart B.
- IV. **"Section 3" OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 (12 U.S.C. 1701(u))**
- A. Any work to be performed under this Contract that is on a project assisted under a program providing direct federal assistance from the Department of Housing and Urban Development is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
- B. Any such work requires that the parties to this Contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development, set forth in 24 CFR 135, and all applicable rules and orders of the CITY issued thereunder prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.
- C. The CONTRACTOR will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. The CONTRACTOR will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Department of Housing and Urban Development, 24 CFR 135. The CONTRACTOR will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the subcontractor has first

provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- E. Compliance with the provision of Section 3, the regulations set forth in 24 CFR 135 and all applicable rules and orders of the CITY issued thereunder prior to the execution of the Contract shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its successors and assigns to those sanctions specified by the grant or loan.

XV. EXECUTIVE ORDER 11246, ETC. During the performance of this Contract, the CONTRACTOR agrees as follows:

- A. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex orientation, sex or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed and that employees are treated during employment with regard to their race, color, religion, sex orientation, sex or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- B. The CONTRACTOR will, in all solicitation or advertisement for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex orientation, sex or national origin.
- C. The CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Officer advising the said labor union or workers' representatives of the CONTRACTOR'S commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The CONTRACTOR will comply with all provision of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- E. The CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and order of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the CITY and the Secretary of Labor for purpose of investigation to ascertain compliance with such rules, regulations and orders.
- F. In the event of the CONTRACTOR'S noncompliance with the nondiscrimination clause of this Contract or with any of such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further government contracts or federally assisted construction contract procedures authorized in Executive Order 11246 or September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
- G. The CONTRACTOR will include the portion of the sentence immediately preceding Paragraph A and the provisions of Paragraphs A through G in every subcontract or purchase order, unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any

subcontract or purchase order as the CITY may direct as a means of enforcing such provision, including sanctions for noncompliance; provided, however, that in the event the CONTRACTOR becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the CITY, the CONTRACTOR may request the United States to enter into such litigation to protect the interest of the United States.

(Exhibit A)

BUDGET

**Wisconsin Women's Business Initiative Corporation
Micro-Enterprise Loan Fund/Technical Assistance**

Technical Assistance.....	\$24,000
Loans.....	<u>\$56,000</u>
TOTAL.....	\$80,000

(Exhibit B)**SCOPE OF SERVICES****Wisconsin Women's Business Initiative Corporation
Micro-Enterprise Loan Fund/Technical Assistance**

Funds used under the terms of this Agreement are to be used to assist micro-enterprises (a business employing five or fewer full-time equivalent employees, one of whom is the owner) located within the City of Kenosha.

Under the terms of this Agreement, the WWBIC shall:

A. Use of Funds**1. Utilize funds to provide technical business assistance services to micro-enterprises**

- Provide business training and/or technical assistance support services to 48 low-to moderate income individuals through the various levels of classes and training sessions.
 - Increase comprehension of entrepreneurship and business acumen, including business financing, bookkeeping, cash flow projection, marketing, and business operations and management.
 - Provide one-on-one technical assistance to appropriate entrepreneurs and business owners via WWBIC's "Can We Talk" sessions regarding finance options.
 - Provide individualized technical assistance to loan fund borrowers as needed to strengthen and grow their businesses.
 - Individuals receiving technical assistance will be guided by WWBIC's "Client Assessment" form that evaluates and suggests needed assistance for their business.
 - Individuals served by WWBIC technical assistance shall have a "business plan" completed by WWBIC prior to the receipt of assistance.
 - Conduct proactive outreach to other business assistance providers and meet with at least five prospective partners.
 - Salary and fringe benefits shall be reimbursed for actual time spent on technical assistance.
 - Actual time spent shall be documented with time records kept by each employee.

2. Utilize funds to provide loans up to \$15,000 maximum per micro-enterprise

- Provide a minimum of four (4) loans to micro-enterprises and create at least four (4) new full-time equivalent (FTE) jobs for low-to moderate income persons.
- Loans shall be provided to income eligible entrepreneurs and to small businesses, employing low and moderate income persons which shall generally be for fixed asset and equipment purchases, working capital expenses or facility acquisition.
- Leasehold or property improvements will require that Federal Fair Labor Standards be followed and WWBIC will be responsible for monitoring compliance with these regulations to assure that the Federal requirements are met.
- Appendix A of 24 CFR 570 related to evaluating project costs and financial requirements shall be followed (attached).
- Funds may not be used to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one Labor Market Area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs.

- The amount of the loan will be based on an analysis of need and the ability of the business to create new FTE jobs. Each loan recipient shall create one new FTE for every \$15,000 of CDBG funds loaned. **51% of the jobs created shall be held by low-to moderate income persons.**
- CDBG funds shall be used at an interest rate of 5%.
- Loans in excess of \$15,000 shall use funds from WWBIC and will result in a “blended” interest rate, with the CDBG funds used to lower the overall interest rate of the loan.
- Any loan less than \$10,000 in total CDBG funds shall be reviewed and acted on by WWBIC's “Small” Loan Committee consisting of the Director of Lending Operations, the Executive Director and the Chair of WWBIC's Loan Committee.
- Any loan greater than \$10,000 in total CDBG funds shall be reviewed by the full Loan Committee and acted upon by the Board of Directors.
- The WWBIC Loan Committee shall have at least one City of Kenosha representative.

B. Reporting

1. Under the terms of this Agreement WWBIC shall:

- Quarterly
 - Submit Exhibit E or equivalent.
 - Submit the number of low-to moderate income attendees at the “Can We Talk” or counseling sessions.
 - Submit the number of existing loan clients provided technical assistance.
 - Submit the number of low-to moderate income attendees at business classes and training sessions.
 - Submit the number of jobs created by the micro-enterprise for LMI persons.
 - Submit a detailed list of the number of loan applications, the number of loans approved, the number of jobs to be created and the total number of loans being managed.
 - Report all program income received as principal, interest or fees from loans generated with CDBG funds.
 - WWBIC may use up to 100% of all interest, fees and penalties for service delivery costs including: staffing and other costs related to the operation of the CDBG loan fund.
 - Principal received shall be used to fund the loan program.
- For each new loan
 - Submit a letter of commitment.
 - Include a list, by job title, of the jobs to be created and the wage rate to be paid for each job.
 - Terms of the loan.
 - Intended use of the CDBG funds.
 - Submit a Loan Agreement (prior to release of CDBG funds).
- Annually
 - Submit a loan portfolio report listing the business assisted, number of jobs created, term of the loan, original principal balance, principal receipts, interest receipts and past due information.
 - Submit a technical assistance report listing the business name, name of owner, address, DUNS Number, the date of first contact and the number of employees.
 - For those businesses that receive on-going technical assistance, the information to be tracked shall include the owner's income pre- and post-assistance and the number of new jobs created during the time period of assistance.

- Conduct at least one on-site review of each loan recipients job creation file to certify that the jobs were made available to, or taken by, persons who were low to moderate income at the time of hire.
 - The on-site review may take place at the time the jobs required by the terms of the loan are certified by the business as having been created.
 - For positions where the business is certifying that the jobs were available to low or moderate income persons, the business must show that it had a commitment to hire unqualified persons and provide training for jobs requiring special skills or education.
 - Special skills are defined as those that can only be acquired with substantial training or work experience or education beyond high school.

C. Special Conditions

1. *Environmental Review*

- An Environmental Review shall be required for any proposed loan made for purposes that will have a physical impact.
 - Acquisition of property
 - Facility improvements
- WWBIC shall notify the City of all projects that will require an Environmental Review.
 - The City shall complete said review within 45 days of receipt of request.
- WWBIC shall request and receive the results of the review before commitment of any CDBG funds.

(Exhibit C)

CONFLICT OF INTEREST REQUIREMENTS

The Contractor hereby agrees to comply with provisions of 24 CFR 570.611 and Sec. 946.13 Wisconsin Statutes regarding Conflict of Interest.

Among the major requirements are the following:

1. Applicability.
 - a) In the procurement of supplies, equipment, construction, and services by recipients, and by sub-recipients (including those specified at SS570.204(c))1, the Conflict of Interest provisions in 24 CFR 85.36 and OMB Circular A-110, respectively, shall apply.
 - b) In all cases not governed by 24 CFR 85.36 and OMB Circular A-110, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or sub-recipients, to individuals, businesses, and other private entities under eligible activities which authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to SS570.202 or grants, loans and other assistance to businesses, individuals or other private entities pursuant to SS570.203, 570.204 or 570.455).
2. Conflicts Prohibited. Except for approved eligible administrative or personnel costs, the general rule is that no persons described in paragraph 3 below who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract or agreement either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.
3. Persons Covered. The Conflict of Interest provisions of paragraph 2 of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or subrecipients which are receiving funds under this part.
4. Exceptions: Threshold Requirements. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph 2 of this section on a case-by-case basis when it determines that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project. An exception may be considered only after the recipient has provided the following:
 - a) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure on the conflict and a description of how the public disclosure was made; and
 - b) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
5. Factors to be Considered for Exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph 4 of this section, HUD shall consider the cumulative effect of the following factors, where applicable:
 - a) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

- b) Whether an opportunity was provided for open competitive bidding or negotiation;
 - c) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 - d) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
 - e) Whether the interest or benefit was present before the affected person was in a position as described in paragraph 2 of this section;
 - f) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
 - g) Any other relevant considerations.
6. Local Enforcement and Monitoring of the Conflict of Interest Regulations. The following list of requirements in no way relieves the grantee from their CDBG contract responsibilities and requirements; however, in order for the CDBG Office to more effectively monitor CDBG grantees' enforcement of, and compliance with, the Federal requirements regarding conflict of interest, the City of Kenosha Community Development Block Grant Office will require the following:
- a) Each Grantee must submit a list of their Board of Directors, and maintain on-site membership lists of any business interests in which the Board or subcommittee members have substantial or controlling financial interest.
 - b) Contractor shall:
 - i) Explain to its Board or appropriate policy group, and any subcommittee, the federal requirements regarding Conflict of Interest and each Board member's responsibilities and rights under those regulations.
 - ii) Distribute a copy of this Attachment to each Board member, subcommittee member, potential loan recipient, supplier or contractor.
 - iii) Maintain, on site, copies of the minutes from each Board meeting, Loan or Committee meeting, or any meeting at which the investment or use of CDBG funds is discussed.
 - iv) Incorporate into each loan or information package, application, contract, and closing documents, a full copy of the Conflict of Interest regulations contained in the Subgrantee Agreement with the City of Kenosha.
 - c) The Contractor will permit the City to review the above documents (per paragraph 2 of Scope of Service) to assure compliance with the above requirements.
7. Method for Requesting Exception from Conflict of Interest Requirements. In order for the Community Development Block Grant Office to efficiently deal with a Grantee's request for an exception to the Conflict of Interest regulations, the Contractor shall submit the following to the CDBG Office prior to commitment of CDBG funds:
- a) A cover letter describing the a) perceived conflict, b) actions taken to resolve the conflict, c) certification that the Contractor has followed the methodology laid out in step 2, and d) Factors to be Considered for Exceptions (Item 5, attachment 5, of the CDBG contract).

- b) A copy of the Loan Committee and/or Board meeting minutes showing the conflict was publicly disclosed.
- c) A letter from the Contractor's attorney stating their view that a conflict does not violate State or local law.

The Contractor shall not commit any CDBG funds until the conflict has been resolved and the City has received a letter of formal exception from the Department of Housing and Urban Development. Any such commitment prior to HUD approval will not be honored by the CDBG Office.

Exhibit E
Service Provider Report Form

AGENCY: _____

PROGRAM: _____

CONTACT PERSON: _____

QUARTER: _____

DATE SUBMITTED: _____

SUBMITTED TO: _____

RACE (INCLUDING HISPANIC ORIGIN)															
WHITE				0											
Hispanic Origin				0											
BLACK/AFRICAN AMERICAN				0											
Hispanic Origin				0											
ASIAN				0											
Hispanic Origin				0											
NATIVE AMERICAN				0											
Hispanic Origin				0											
AFRICAN AMERICAN & WHITE				0											
Hispanic Origin				0											
OTHER				0											
Hispanic Origin				0											
TOTAL (RACE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (HISPANIC ORIGIN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Note: If the word TRUE does not appear to the right, the RACE portion of the demographics above has been completed incorrectly. Total RACE must equal the total number of participants served.

TRUE

TRUE

TRUE

TRUE

<i>SERVICE LEVEL</i>	Q1	Q2	Q3	Q4
ACTIVE BEGINNING OF PERIOD	0	0	0	0
OPENED	0	0	0	0
CLOSED	0	0	0	0
ACTIVE END OF PERIOD	0	0	0	0
NUMBER OF INDIVIDUALS SERVED	0	0	0	0

<i>CASE CLOSURE REASONS</i>	Q1	Q2	Q3	Q4
COMPLETED PROGRAM	0	0	0	0
NON-COMPLIANCE	0	0	0	0
PARTICIPANT MOVED	0	0	0	0
OTHER REASONS	0	0	0	0
TOTAL CLOSED	0	0	0	0

<i>REFERRAL SOURCES</i>	Q1	Q2	Q3	Q4
DEPT. OF HUMAN SERVICES	0	0	0	0
OTHER COMMUNITY AGENCY	0	0	0	0
SCHOOL PERSONNEL	0	0	0	0
OTHER SOURCE (specify in narrative)	0	0	0	0
TOTAL NUMBER OF REFERRALS	0	0	0	0

<i>REFERRAL ACTIVITY</i>	Q1	Q2	Q3	Q4
ACCEPTED INTO PROGRAM	0	0	0	0
REFUSED SERVICES	0	0	0	0
INELIGIBLE - DID NOT OPEN	0	0	0	0
WAIT-LISTED	0	0	0	0
PENDING	0	0	0	0
TOTAL NUMBER OF REFERRALS	0	0	0	0

Data Verification Worksheet

Number Served				
	Service Level	Gender	Race	Service Level (Qtr #s)
Quarter 1	0	0	0	0
Quarter 2	0	0	0	0
Quarter 3	0	0	0	0
Quarter 4	0	0	0	0

Opened				
	Service Level	Referral Activity	Service Level (Qtr #s)	Referral Activity (Qtr #s)
Quarter 1	0	0	0	0
Quarter 2			0	0
Quarter 3			0	0
Quarter 4			0	0

Closed				
	Service Level	Case Closure Reasons	Service Level (Qtr #s)	Referral Activity (Qtr #s)
Quarter 1	0	0	0	0
Quarter 2		0	0	0
Quarter 3		0	0	0
Quarter 4		0	0	0

The boxes above can be used to ensure that all data has been entered correctly on all worksheets.

Check across rows within each box to ensure that all values are the same. (Example: All values for Quarter 1 in the "Number Served" box above should be same.)

Number in Household	Extremely Low Income*	Very Low Income*	Low Income*
1	\$13,900	\$23,150	\$37,050
2	\$15,900	\$26,450	\$42,300
3	\$17,850	\$29,750	\$47,600
4	\$19,850	\$33,050	\$52,900
5	\$21,450	\$35,700	\$57,150
6	\$23,050	\$38,350	\$61,350
7	\$24,600	\$41,000	\$65,600
8	\$26,200	\$43,650	\$69,850

* Maximum allowable income for category

Appendix A to Part 570--Guidelines and Objectives for Evaluating Project

I. Costs and Financial Requirements

- A. Guidelines and Objectives for Evaluating Project Costs and Financial Requirements. HUD has developed the following guidelines that are designed to provide the recipient with a framework for financially underwriting and selecting CDBG-assisted economic development projects which are financially viable and will make the most effective use of the CDBG funds. The use of these underwriting guidelines as published by HUD is not mandatory. However, grantees electing not to use these underwriting guidelines would be expected to conduct basic financial underwriting prior to the provision of CDBG financial assistance to a for-profit business. States electing not to use these underwriting guidelines would be expected to ensure that the state or units of general local government conduct basic financial underwriting prior to the provision of CDBG financial assistance to a for-profit business.
- B. Where appropriate, HUD's underwriting guidelines recognize that different levels of review are appropriate to take into account differences in the size and scope of a proposed project, and in the case of a microenterprise or other small business to take into account the differences in the capacity and level of sophistication among businesses of differing sizes.
- C. Recipients are encouraged, when they develop their own programs and underwriting criteria, to also take these factors into account. For example, a recipient administering a program providing only technical assistance to small businesses might choose to apply underwriting guidelines to the technical assistance program as a whole, rather than to each instance of assistance to a business. Given the nature and dollar value of such a program, a recipient might choose to limit its evaluation to factors such as the extent of need for this type of assistance by the target group of businesses and the extent to which this type of assistance is already available.
- D. The objectives of the underwriting guidelines are to ensure:
- i. that project costs are reasonable;
 - ii. that all sources of project financing are committed;
 - iii. that to the extent practicable, CDBG funds are not substituted for non-Federal financial support;
 - iv. that the project is financially feasible;
 - v. that to the extent practicable, the return on the owner's equity investment will not be unreasonably high; and
 - vi. that to the extent practicable, CDBG funds are disbursed on a pro rata basis with other finances provided to the project.
- a) Project costs are reasonable. i. Reviewing costs for reasonableness is important. It will help the recipient avoid providing either too much or too little CDBG assistance for the proposed project. Therefore, it is suggested that the grantee obtain a breakdown of all project costs and that each cost element making up the project be reviewed for reasonableness. The amount of time and resources the recipient expends evaluating the reasonableness of a cost element should be commensurate with its cost. For example, it would be appropriate for an experienced reviewer looking at a cost element of less than \$10,000 to judge the reasonableness of that cost based upon his or her knowledge and common sense. For a cost element in excess of \$10,000, it would be more appropriate for the reviewer to compare the cost element with a third-party, fair-market price quotation for that cost element. Third-party price quotations may also be used by a reviewer to help determine the reasonableness of cost elements below \$10,000 when the reviewer evaluates projects infrequently or if the reviewer is less experienced in cost estimations. If a recipient does not use third-party price quotations to verify cost elements, then the recipient would need to conduct its own cost analysis using appropriate cost estimating manuals or services.

- b) The recipient should pay particular attention to any cost element of the project that will be carried out through a non-arms-length transaction. A non-arms-length transaction occurs when the entity implementing the CDBG assisted activity procures goods or services from itself or from another party with whom there is a financial interest or family relationship. If abused, non-arms-length transactions misrepresent the true cost of the project.

II. Commitment of all project sources of financing. The recipient should review all projected sources of financing necessary to carry out the economic development project. This is to ensure that time and effort is not wasted on assessing a proposal that is not able to proceed. To the extent practicable, prior to the commitment of CDBG funds to the project, the recipient should verify that: sufficient sources of funds have been identified to finance the project; all participating parties providing those funds have affirmed their intention to make the funds available; and the participating parties have the financial capacity to provide the funds.

III. Avoid substitution of CDBG funds for non-Federal financial support.

- i. The recipient should review the economic development project to ensure that, to the extent practicable, CDBG funds will not be used to substantially reduce the amount of non-Federal financial support for the activity. This will help the recipient to make the most efficient use of its CDBG funds for economic development. To reach this determination, the recipient's reviewer would conduct a financial underwriting analysis of the project, including reviews of appropriate projections of revenues, expenses, debt service and returns on equity investments in the project. The extent of this review should be appropriate for the size and complexity of the project and should use industry standards for similar projects, taking into account the unique factors of the project such as risk and location.
- ii. Because of the high cost of underwriting and processing loans, many private financial lenders do not finance commercial projects that are less than \$100,000. A recipient should familiarize itself with the lending practices of the financial institutions in its community. If the project's total cost is one that would normally fall within the range that financial institutions participate, then the recipient should normally determine the following:
 - a) Private debt financing—whether or not the participating private, for-profit business (or other entity having an equity interest) has applied for private debt financing from a commercial lending institution and whether that institution has completed all of its financial underwriting and loan approval actions resulting in either a firm commitment of its funds or a decision not to participate in the project; and
 - b) Equity participation—whether or not the degree of equity participation is reasonable given general industry standards for rates of return on equity for similar projects with similar risks and given the financial capacity of the entrepreneur(s) to make additional financial investments.
- iii. If the recipient is assisting a microenterprise owned by a low or moderate-income person(s), in conducting its review under this paragraph, the recipient might only need to determine that non-Federal sources of financing are not available (at terms appropriate for such financing) in the community to serve the low- or moderate-income entrepreneur.

IV. Financial feasibility of the project. i. The public benefit a grantee expects to derive from the CDBG assisted project (the subject of separate regulatory standards) will not materialize if the project is not financially feasible. To determine if there is a reasonable chance for the project's success, the recipient should evaluate the financial viability of the project. A project would be considered financially viable if all of the assumptions about the project's market share, sales levels, growth potential, projections of revenue, project expenses and debt service (including repayment of the CDBG assistance if appropriate) were determined to be realistic and met the project's break-even point (which is generally the point at which all revenues are equal to all expenses). Generally speaking, an economic development project that does not reach this break-even point over time is not financially feasible. The following should be noted in this regard:

- A. some projects make provisions for a negative cash flow in the early years of the project while space is being leased up or sales volume built up, but the project's projections should take these factors into account and provide sources of financing for such negative cash flow; and

- B. it is expected that a financially viable project will also project sufficient revenues to provide a reasonable return on equity investment. The recipient should carefully examine any project that is not economically able to provide a reasonable return on equity investment. Under such circumstances, a business may be overstating its real equity investment (actual costs of the project may be overstated as well), or it may be overstating some of the project's operating expenses in the expectation that the difference will be taken out as profits, or the business may be overly pessimistic in its market share and revenue projections and has downplayed its profits.
- i. In addition to the financial underwriting reviews carried out earlier, the recipient should evaluate the experience and capacity of the assisted business owners to manage an assisted business to achieve the projections. Based upon its analysis of these factors, the recipient should identify those elements, if any, that pose the greatest risks contributing to the project's lack of financial feasibility.
- V. Return on equity investment. To the extent practicable, the CDBG assisted activity should provide not more than a reasonable return on investment to the owner of the assisted activity. This will help ensure that the grantee is able to maximize the use of its CDBG funds for its economic development objectives. However, care should also be taken to avoid the situation where the owner is likely to receive too small a return on his/her investment, so that his/her motivation remains high to pursue the business with vigor. The amount, type and terms of the CDBG assistance should be adjusted to allow the owner a reasonable return on his/her investment given industry rates of return for that investment, local conditions and the risk of the project.
- VI. Disbursement of CDBG funds on a pro rata basis. To the extent practicable, CDBG funds used to finance economic development activities should be disbursed on a pro rata basis with other funding sources. Recipients should be guided by the principle of not placing CDBG funds at significantly greater risk than non-CDBG funds. This will help avoid the situation where it is learned that a problem has developed that will block the completion of the project, even though all or most of the CDBG funds going in to the project have already been expended. When this happens, a recipient may be put in a position of having to provide additional financing to complete the project or watch the potential loss of its funds if the project is not able to be completed. When the recipient determines that it is not practicable to disburse CDBG funds on a pro rata basis, the recipient should consider taking other steps to safeguard CDBG funds in the event of a default, such as insisting on securitizing assets of the project.

DEPARTMENT OF CITY DEVELOPMENT
625 - 52ND STREET - ROOM 308
KENOSHA, WISCONSIN 53140
(262) 653-4030
FAX (262) 653-4045
www.kenosha.org



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COMMUNITY DEVELOPMENT BLOCK GRANT
REDEVELOPMENT

JEFFREY B. LABAHN
Director of City Development

MEMO

TO: Mayor Keith Bosman
Members of the Common Council
Members of the Finance Committee

FROM: Anthony Geliche, Community Development Specialist *AS*

RE: **Subgrantee Agreement between the City of Kenosha and
Community Economic Development Corporation**

DATE: March 31, 2009

Attached is the Agreement between the City and Community Economic Development Corporation (CEDCO) for the period April 1, 2009 to March 31, 2010

CEDCO is proposing to use \$40,000 in CDBG funds to provide technical business assistance to micro-enterprises, a business employing or will employ five or fewer employees.

The funds will be used to pay salary and fringe benefits of those providing the assistance as well as program overhead and program materials.

The Budget (Exhibit A) and Scope of Services (Exhibit B) provide detail on the use of the funds.

Funding of this proposal was approved by the CDBG Committee and would come from funds allocated to Economic Development activities under the City's CDBG Program.

Minutes from the CDBG Committee meetings where this proposal was discussed are attached for your information.

If you have any questions, please contact me at 653.4030.

TG:kas
Attachment

(Exhibit A)

BUDGET

**Community Economic Development Corporation
Micro-Enterprise Technical Assistance**

Technical Assistance

Salary and Fringe Benefits.....	\$28,600
Program Overhead.....	\$10,000
Program Materials.....	<u>\$1,400</u>
TOTAL.....	\$40,000

(Exhibit B)**SCOPE OF SERVICES****Community Economic Development Corporation
Micro-Enterprise Technical Assistance**

Funds used under the terms of this Agreement are to be used to assist micro-enterprises (a business employing five or fewer full-time equivalent employees, one of whom is the owner) located within the City of Kenosha.

Under the terms of this Agreement, the CEDCO shall:

A. Use of Funds**1. Utilize funds to provide technical business assistance services to micro-enterprises**

- Provide business training and/or technical assistance support services to 80 low-to moderate income individuals through the various levels of classes and training sessions.
 - Increase comprehension of entrepreneurship and business acumen, including business financing, bookkeeping, cash flow projection, marketing, and business operations and management.
 - Provide one-on-one technical assistance to appropriate entrepreneurs and business owners via training sessions regarding finance options.
 - Provide individualized technical assistance to loan fund borrowers as needed to strengthen and grow their businesses.
 - Individuals receiving technical assistance will be guided by a "Client Assessment" form that evaluates and suggests needed assistance for their business.
 - Individuals served with technical assistance shall have a "business plan" completed by CEDCO prior to the receipt of assistance.
 - Salary and fringe benefits shall be reimbursed for actual time spend on technical assistance.
 - Actual time spent shall be documented with time records kept by each employee.

B. Reporting**2. Under the terms of this Agreement, CEDCO will:**

- Monthly
 - Submit Exhibit E or equivalent.
 - Submit the number of low-to-moderate income attendees at the counseling sessions. (Note: 100% of those benefiting must be low-to-moderate income.)
 - Submit the number of existing loan clients provided technical assistance. (Must be low-to-moderate income.)
 - Submit the number of low-to-moderate income attendees at business classes and training sessions. (Note: 100% of those benefiting must be low-to-moderate income.)
- Annually
 - Submit a technical assistance report listing the business name, name of owner, address, DUNS Number, the date of first contact and the number of employees.
 - For those businesses that receive on-going technical assistance, the information to be tracked shall include the owner's income pre- and post-assistance and the number of new jobs created during the time period of assistance.

**Community Development Block Grant Committee
Minutes
Monday, December 1, 2008**

MEMBERS PRESENT: Alderman Katherine Marks, Alderman Anthony Kennedy, Alderman Tod Ohnstad, and Ron Frederick

MEMBERSEXCUSED: Anita Faraone, Arthur Landry, and Tim Mahone

STAFF PRESENT: Jeff Labahn and Anthony Geliche

The meeting was called to order by Alderman Marks at 5:05 p.m. Roll call was taken.

1. Approval of Minutes from the October 8, 2008 Meeting

A motion was made by Mr. Frederick and seconded by Alderman Kennedy to approve the minutes as written. The motion passed unanimously (4 ayes; 0 noes).

2. Request from Wisconsin Women's Business Initiative Corporation (WWBIC) for the use of \$100,000 in Economic Development CDBG Funds

Heather Lux and Mary Ngiela attended representing WWBIC. Ms. Lux said at the last meeting there was a question regarding the number of loans processed or in process. WWBIC held ten (10) "Can We Talk?" sessions. Seven (7) were with clients from Kenosha. WWBIC will close on a loan with Savannah Restaurant tomorrow, December 2nd. A second loan will close on December 18th and WWBIC has two (2) additional loans in the pipeline.

Question: Alderman Marks asked what the loans amounts were for each of these loans.

Answer: Ms. Ngiela said the Savannah loan is for \$25,000 (\$15,000 from CDBG funds and \$10,000 from WWBIC). The loan closing on December 18th is for \$50,000 (\$15,000 from CDBG funds and \$35,000 from WWBIC). The other two loans are for \$100,000 and \$40,000. The CDBG agreement was that each loan would receive \$15,000 from CDBG funds and WWBIC would provide the additional funds.

WWBIC has been working with banks and receiving referrals for people looking for micro loans. Some are existing businesses. WWBIC is doing outreach at locations such as HarborMarket to get the word out about our loans and technical education.

Question: Mr. Frederick asked to what kind of relationship WWBIC has with KABA.

Answer: Tony Geliche, Community Development Specialist, said KABA provides bigger loans for businesses with a larger number of employees. WWBIC

provides smaller loans for businesses with a fewer number of employees. KABA does not provide micro enterprise loans, but there is nothing stopping KABA, WWBIC and CEDCO from working together.

Question: Alderman Ohnstad asked what the loan for Savannah's Restaurant is for since they are already in existence.

Answer: Ms. Ngiela said it is for cash flow and for purchasing equipment such as a refrigerator.

Question: Alderman Ohnstad asked how many additional loans were pending?

Answer: Ms. Ngiela said Cafe de Lube is going before the Loan Committee for \$50,000. An information technology business is being reviewed for \$100,000 and a construction business is being reviewed for \$50,000.

Alderman Kennedy said there is only approximately \$125,000 available in the Economic Development fund. WWBIC is requesting \$100,000.

A motion was made by Alderman Kennedy to approve for WWBIC 64% or \$76,897.97 of the \$120,153.08 available Economic Development funds.

Mr. Frederick said he would prefer to hear the presentations from both applications before making any decisions.

Alderman Kennedy withdrew his motion.

Alderman Ohnstad stated that we do not have to approve funding this evening nor does the committee have to allocate all the funds.

Question: Alderman Marks asked if the funding for the loan to Savannah's Restaurant would come from 2008 funding.

Answer: Yes, funding for the Savannah loan and the 3 other possible loans would be with 2008 CDBG funds.

A motion was made by Alderman Ohnstad and seconded by Mr. Frederick to proceed to Item #3. The motion passed unanimously (4 ayes; 0 noes).

3. Request from Community Economic Development Corporation (CEDCO) for the use of \$56,000 in Economic Development CDBG Funds

Celia Font and Sharlene Moore-Carr attended representing CEDCO. Ms. Font said CEDCO is requesting \$40,000 for salaries and \$16,000 for administration and office space. Their current contract is effective from March 1, 2008 thru February 28, 2009. The former director left, so the agency is still working on obtaining their current funding. Mr. Geliche said their first draw of approximately \$18,000 for salaries and fringe benefits is pending

documentation of clientele served. Ms. Font stated CEDCO works in collaboration with WWBIC to provide technical assistance to people interested in opening a business. CEDCO is offering a job workshop in Spanish on December 8th. They have provided services to 30 new clients. CEDCO hosted a Business Expo with many Kenosha businesses participating. CEDCO also just presented a website development workshop which yielded two (2) loan referrals.

Michael Shields, a Racine alderman, said he would like to see the services CEDCO provides to clients in Racine be provided to Kenosha residents as well. Mr. Shields would like to see a continued relationship between CEDCO in Kenosha/Racine to provide the necessary services to potential business owners.

Question: Alderman Ohnstad asked if the current draw of \$18,000 would deplete the funding received in 2008.

Answer: Mr. Geliche said no, \$18,000 is just under half of the funding received. CEDCO's agreement is effective through February 2009. The draw is for April - October 2008.

Mr. Frederick asked that CEDCO share a couple of their success stories. Ms. Font said there was a gentleman from Illinois who wanted to open a Home Health Care business. We could not help him with a loan, but we did assist him with marketing to get his name out into the community to help make his business a success.

We held a website design workshop. Two people walked in who were very excited about the workshop. They were not able to attend, but did spread the word that we offer that type of workshop.

We help businesses get started, but we also follow through once they are in business making sure they have the funds and backup they need to stay in business.

Question: Alderman Ohnstad asked which business in Kenosha has your organization made a loan to.

Answer: Mr. Geliche explained that CEDCO just provides technical assistance. WWBIC provides loans and technical assistance.

Alderman Ohnstad asked for another example of a successful venture. Ms. Font said there was a cleaning service that CEDCO provided technical assistance to that has been successful. Mr. Shields said CEDCO is very involved in assisting potential business owners build a portfolio that will help them be successful as they move to the next stage.

Question: Alderman Marks asked for examples on how WWBIC and CEDCO work together.

Answer: Ms. Font said the two agencies can work together on the workshops and that she will set up a time to meet with them soon. The workshops are held in

Racine, but Kenosha people do attend. Ms. Lux said having a WWBIC Kenosha office has been very beneficial. A 2009 class schedule is currently being prepared. WWBIC provides the instructors for classes held at the CEDCO location.

Alderman Marks stated that CEDCO assists people who wish to start a business but do not know where to start. CEDCO helps them know their own finances and how to set up a business plan. Alderman Marks said Kenosha has many fine locations available to open a new business, such as downtown, uptown, and the newly constructed, Brass Center. Lakeshore BID is the organization to contact for information on downtown locations. Uptown does not have a particular organization to contact, but there are business owners in the uptown area who would be more than willing to assist in any way they can to bring new businesses to the area. Specific marketing plans for both WWBIC and CEDCO need to be developed so this committee can better understand where the funds are being spent.

A motion was made by Mr. Frederick and seconded by Alderman Kennedy to allocate \$80,000 to WWBIC and \$40,000 to CEDCO in Economic Development CDBG funds to be precisely proportioned based on their original request.

Alderman Ohnstad said he is hesitant to spend all the Economic Development funds. WWBIC has money remaining from their previous grant with loans in the pipeline. Alderman Ohnstad stated he did not want to spend the funds without people waiting to spend it. CEDCO has only spent half of their funding. Alderman Ohnstad said he would like to see a more complete success story before providing additional funding.

Mr. Frederick stated his motion is only a recommendation and contingencies can be added to the recommendation to satisfy Alderman Ohnstad's concerns. Alderman Marks said the committee can provide the funds in an "as needed" basis, which has been done in the past. Alderman Marks said instead of reducing the Economic Development fund to zero, the committee can reconvene if WWBIC has projects ready for loans.

A motion was made by Alderman Ohnstad to defer funding WWBIC and CEDCO until the beginning of 2009 to see which loans have come forward. There was no second. The motion failed.

Mr. Frederick recommended that the levels proposed in his motion be contingent on a review of the progress made by WWBIC and CEDCO in late January or early February as this is funding for 2009.

Alderman Kennedy said he would not support this because these two agencies gave a presentation to this committee showing what they would do with the funding. We asked them to come back again tonight. Now, we are asking them to come back a third time. What will change the third time? We did not ask any other agency to do this. The committee looked at what was important and voted. Why is this different?

Alderman Marks said the difference is that the other agencies asked for funding for a specific project. There is no substance for these projects. We do not know how these funds are being leveraged, being spent, and what difference they are making in the

community. Mr. Frederick said at the meeting in 2009 based on the agencies progress, we can either accept the recommendation level or reject it. Alderman Kennedy said if we approve the motion on the floor, WWBIC would use \$55,000 for loans and \$35,000 for technical assistance and CEDCO would use their \$40,000 for technical assistance to help clients with their ideas. What information is needed from WWBIC and CEDCO at the meeting to change our minds? Alderman Ohnstad said for WWBIC, what if they have all this funding available without any clients in the pipeline requesting funds. Alderman Ohnstad said he would like additional proof that the funds are needed. For CEDCO, he would like to see more detail on what they are doing for people wishing to start a business. Alderman Ohnstad said he is hesitant to provide additional funding when they haven't spent the 2008 funding.

Alderman Marks said with the I-94 project there will be many opportunities available. The City has many new larger employers building here. She would like to hear plans from both agencies on how you are marketing their services, working and partnering with Lakeshore BID, Brass Center, Chamber of Commerce, etc. to help the City of Kenosha. Alderman Marks said she would also like to see how WWBIC and CEDCO are collaborating with each other and others in Kenosha County.

A motion was made by Alderman Kennedy and seconded by Alderman Ohnstad to open the meeting for public comments. The motion passed unanimously (4 ayes; 0 noes).

Mr. Shields said with the slow down in the economy, people may be hesitant to request loans to start a business. But, we can still work with people to prepare them for when the economy stabilizes and is better for starting new businesses. Opening a new business is a slow process. Some of our clients have no experience and it is not an easy process. Alderman Marks said with the shaky economy, the loan money may not move.

The motion to allocate \$80,000 to WWBIC and \$40,000 to CEDCO in Economic Development CDBG funds to be precisely proportioned based on their original request passed unanimously (4 ayes; 0 noes). Note: Discussion occurred by the committee and was understood by all, including the two applicants, that there will be a follow-up meeting at the end of January or early February 2009, with specific goals, before any contracts will be issued. There was no formal motion or formal approval taken on the follow-up meeting.

4. Any other Business as Authorized by Law

No other business.

5. Public Comments

Public hearing opened.

Mr. Shields thanked the committee for allowing CEDCO to present to them this evening.

Public hearing closed.

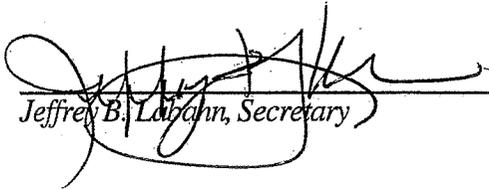
4. Commissioner Comments

No Commissioner comments.

***A motion to adjourn was made by Alderman Ohnstad and seconded by Alderman Kennedy.
The motion passed unanimously (4 ayes; 0 noes).***

The meeting adjourned at 5:55 p.m.

Certification that the minutes have been approved by the Community Development Block Grant Committee.


Jeffrey B. Labahn, Secretary

**Community Development Block Grant Committee
Minutes
Wednesday, February 18, 2009**

MEMBERS PRESENT: Alderman Katherine Marks, Alderman Anthony Kennedy, Arthur Landry, Tim Mahone, Alderman Tod Ohnstad, and Ron Frederick

MEMBERS EXCUSED: Anita Faraone

STAFF PRESENT: Jeff Labahn and Anthony Geliche

The meeting was called to order by Alderman Marks at 5:05 p.m. Roll call was taken.

Approval of Minutes from the December 1, 2008 Meeting

Alderman Ohnstad said in the article provided in the packet it states CEDCO provides loans. The minutes on page 3 indicates funding is for technical assistance only, not loans. Mr. Geliche said even though CEDCO may offer loans, our funding is for technical assistance only.

A motion was made by Alderman Ohnstad and seconded by Mr. Frederick to approve the minutes as written. The motion passed unanimously (5 ayes; 0 noes).

1. Authorization to Issue CDBG Agreement between the City and CEDCO

Randy Luter, Interim Executive Director, passed out a revised flowchart showing what happens when someone calls or comes into the office.

Alderman Kennedy arrived.

Mr. Luter said there are several ways clients contact CEDCO. Clients set up appointments, walk-ins, telephone with inquiries, and business site visits are offered. CEDCO receives many telephone inquiries and we try very hard to get the potential clients to come into the office. Mr. Luter said CEDCO is still working on an effective means to report the assistance provided clients for HUD.

When a potential client contacts CEDCO, we assess their current situation. We ask them if they have a business plan or a business idea. Many potential clients have several business ideas, but do not know where to go from there. Some of the potential clients are referred to WWBIC.

CEDCO and WWBIC offer seminars together to identify which business flow they want to follow. Then the clients move on to prepare their business plan. This can be in a group setting or 1:1. CEDCO and WWBIC work together on business plans also. The business

plan is the most important part of the process. It tells the potential business owner where they are going. Once the business plan is secure, then the client moves onto other areas of the business such as generating options and solutions; clarifying roles, relations & functions; etc. CEDCO has a checklist that must be completed before referring a client to WWBIC and other lending institutions for financing. CEDCO continues to work with their clients by providing technical assistance even after financing is secured to ensure they are successful. WWBIC also provides reverse referrals if they have a client who is in need of our technical assistance.

Two examples of clients who will be referred to WWBIC in the near future are:

1. LiVito, LLC, a company looking to sell portable imaging machines in the area. There are only two similar companies in the area at this time.
2. New Seasons Adult Family Homes, Inc. is a 3-4 bed private room community-based adult family home. Mr. & Mrs. Kenner, 1619 24th Avenue, said they received their license from the State in December 2008. They were looking for start up funding so went to CEDCO. CEDCO reviewed their business plan and connected us with WWBIC and other private lenders. Mr. Luter is very flexible when setting up meetings with us. The Kenners said they want to offer a group home that is over and above what is currently offered in Kenosha.

Mr. Luter said they are working with the State of Wisconsin, Department of Commerce for a \$100,000 grant to add to their minority loan fund for Racine and Kenosha as a matching grant. There is a need for administrative funds to keep the program running smoothly and to administer the loan funds.

Question: Will the New Seasons Adult Family Home be handicapped accessible for the 3-4 individuals?

Answer: The home is for individuals who are fully ambulatory. We do hope to open additional homes in the future.

Question: Was a current census taken to show a need for this facility?

Answer: No.

Question: Are you under contract with Community Care?

Answer: Yes, we just received confirmation we were approved by Community Care.

Alderman Ohnstad asked if CEDCO was working with anyone else. Mr. Luter said another client was Mr. Perez who has 30 years experience in the stainless steel business. He owns a building in Kenosha and wants to open his own business. He does not have a business plan. He is outsourcing his work right now, but has 3-4 contractors in the wings waiting for him to open his own business in Kenosha. CEDCO is also working with one contractor and several indirect sub-contractors for the I-94 project.

Mr. Mahone asked how involved CEDCO is with the I-94 project. Mr. Luter said he is on two committees. One committee deals with the labor force required to work on the I-94 project. The other committee is for jobs other than skilled contractors. There will be many job opportunities available in addition to the skilled contractors needed for this project. There are not many construction firms in the Kenosha/Racine area. The DOT will be involved in the bidding process for the prime contractors and sub-contractors.

The individuals interested in working of the I-94 project will be looking for financing for equipment. Mr. Mahone said this is a very important project for business and the people. Mr. Luter said some people who worked on the Marquette Interchange and have offered their assistance.

A motion was made by Mr. Mahone and seconded by Alderman Kennedy to authorize a CDBG Agreement between the City and CEDCO for funding in the amount of \$40,000. The motion passed unanimously (6 ayes; 0 noes).

The committee asked to receive updates on the progress of CEDCO's activities. Mr. Geliche said he would include reimbursement requests in meeting packets as they are submitted. WWBIC sends a quarterly update showing success stories and finances. Mr. Mahone asked if DOT contracts were part of the report and if not, could that be added. Mr. Luter said that could be added to their report. Alderman Marks said she would like to see the report show the relationship between CEDCO and WWBIC along with how they are marketing the downtown and uptown areas.

2. Authorization to Issue CDBG Agreement between the City and WWBIC

Heather Lux, SE Wisconsin Office Project Director, and Barb Fischer-Galley, Administrative Assistant, were in attendance representing WWBIC. Ms. Lux gave a presentation to the committee. She stated that WWBIC's goal was to serve 64 people in Kenosha. Through February 18, 2009, 104 people have been served with 49 of those being low to moderate income individuals.

WWBIC has formed a new partnership with the Shalom Center by offering their first class their on February 17, 2009. Ms. Lux said WWBIC will be holding five (5) Volunteer Income Tax Assistance workshops. WWBIC is conducting classes at the CEDCO location. Ms. Lux said representatives from CEDCO, WWBIC and WHEDA will be meeting with local lenders to let them know of their services and that if they are unable to lend to individuals, WWBIC may be an option.

WWBIC's goal was to increase their outreach venues in Kenosha by five (5) in 2008. Through the end of November 2008, WWBIC has participated in 12 new outreach opportunities.

One (1) loan was approved and one (1) was denied since our last meeting. A loan for a business called "Naturally Delicious" located at 5115 Seventh Avenue was just approved. This is a catering business using all natural and organic products.

Question: On the loan that was denied, do you continue to work with them to help them bet their loan approved?

Answer: Yes, Mary Ngiela, our loan officer for SE Wisconsin, works with them and they can reapply in three to six months said Ms. Lux.

Question: What is the success rate for second time loan applicants?

Answer: Ms. Lux said she did not have that information and would have to get that information to the committee. WWBIC does provide technical assistance throughout the loan process.

There is a loan in the pipeline for \$50,000 that will be reviewed by the Loan Committee on February 26, 2009. There is also a \$80,000 loan for a retail business in process. We have held a "Can We Talk" and hope to have an application for a daycare by February 20, 2009. We conduct 6 – 8 "Can We Talk" sessions a month. These sessions are where individuals sit down with Mary Ngiela and see where they are with their business plan.

The committee had a concern about Kenosha representation on the WWBIC loan committee. Mary Fischer-Tracy from First Banking Center has been added to the loan committee and there is a possibility of a second person being added.

Ms. Lux distributed an article on Yahoo regarding increased interest in micro loans in which Wendy Baumann, President of WWBIC, was quoted.

Question: Is WWBIC involved with the DOT I-94 project?

Answer: No, we are not. Ms. Lux said she joined WWBIC in September and they were not involved with the project at that time.

Mr. Landry thanked Ms. Lux for getting a Kenosha representative on the loan committee.

A motion was made by Alderman Ohnstad and seconded by Alderman Kennedy to authorize a CDBG Agreement between the City and WWBIC for funding in the amount of \$80,000. The motion passed unanimously (6 ayes; 0 noes).

Alderman Marks said she is glad to see WWBIC is instrumental in bringing new businesses into downtown and the community.

Mr. Luter asked if he could get a list of available property in the downtown area. Tony Geliche, Community Development Specialist, said he can get that information from the City Development office.

3. 2010 – 2014 Consolidated Plan

Tony Geliche said Common Council approved an agreement between the City and Urban Strategies, Inc. to assist in the preparation of the 2010 – 2014 Consolidated Plan. The

Consolidated Plan is a HUD requirement to receive CDBG and HOME funds and is a collaborative process identifying the needs in Kenosha in relation to housing, homelessness and Community Development needs. The goals, priorities and programs to address these needs are established once the needs are identified. We collaborate with other agencies to help meet the needs. We do need to incorporate the ESG (Emergency Shelter Grant) program needs into our Consolidated Plan.

The Consolidated Plan will need to be adopted, refined and debated so that it has clear objectives for those requesting funding. The plan can be amended as situations change.

This committee will review the findings of the consultant, provide suggestions for the consolidated plan and approve the goals and recommendations. The goals and recommendations will go before the Plan Commission and Common Council for adoption.

The consolidated plan in the past has been generic. This is an opportunity to have a plan that we hope will better address the needs of the community. The process begins tomorrow with a meeting with the City, United Way, UW Extension, and Kenosha County to see if they are willing to work together on this project. The adopted Consolidated Plan is required before we can move into our next CDBG Program year process.

Question: In the past 2-3 months, two (2) groups have come together for persons with mental illness and the homeless. They are Change and KARE. Can those two (2) groups be surveyed for their input for the Consolidated Plan? The KARE Center is looking to replace their current facility.

Answer: Mr. Geliche said the list is currently being put together.

Alderman Marks said this plan goes hand-in-hand with our Allocation Plan. This plan will give us guidance for our percentages on how we allocate our funds. Mr. Frederick said he is hopeful that mental illness will be addressed. There is a waiting list for the current facilities. Alderman Marks said with the economic situation the way it is today, mental illness may be affecting more people.

Alderman Marks said she would like the committee to meet monthly through June. Possibly representatives from Urban Strategies, Inc. can meet with the committee in March and explain to the committee what they are doing. She asked if the committee would check on the 2nd and 3rd Wednesdays of the month to see if meetings could be arranged on either of those days.

4. CDBG Activity Balances

Tony Geliche said the three (3) page report shows the actual funding through Block Grant and the current balances for each agency. In the left hand column is the year the project was funded and the year the funds were allocated. The report also shows what the total contract amount is and what each agency has been paid to date. This report shows the committee where we are in spending our funds. Many of our agencies request funding between 2 calendar years. Some agencies put in a one time reimbursement request. If the

reimbursements do not come out to the exact amount and there is a small balance, that balance is transferred to the unprogrammed fund balance.

Question: What is the balance in Economic Development?

Answer: There is \$54,896 in 2006 funds and \$65,675 in 2005 funding remaining in the Economic Development fund. After funding both CEDCO and WWBIC, there will be a very small amount left in the Economic Development fund.

Question: When will we hear what our 2009 amounts will be from HUD?

Answer: Hopefully, within about 30 days. There may be additional entitlement funds available, but those funds will have to be moved on within four (4) months, so will have to be used on projects ready to go immediately. We could see additional funds, but do not know what the amount will be.

Question: Was Kenosha Fire Department a 2009 applicant?

Answer: No, they were a 2008 recipient.

Question: If CDBG receives additional funding, would it be possible to use some of the funding for summer employment?

Answer: Mr. Geliche said he is not sure at this time because he does not know what the requirements will be for the additional funding.

Alderman Marks asked for a report showing what was allocated over the past five (5) years. This will tell us what we allocated to various agencies and may help us determine what we should have done over that period of time. Mr. Geliche said the consultants will be performing that task for the committee over the past ten (10) years. They will determine if our goals were met during that time.

5. Any other Business as Authorized by Law

Mr. Geliche said he would like the committee to consider changing the calendar cycle for the CDBG process. The current cycle begins in July with the approval of the Allocation Plan. The application period is usually at the end of August to mid-September with interviews and allocation completed by mid- to end of October. After final approval is received by Common Council in mid-November, everything is on hold until May when we receive our determination from HUD. The change would move the Allocation Plan meeting to August or September. The application would be due in December. Interviews and the allocation meeting would be in January.

Recipients have a six month period of no activity which is hard to budget for. The current process has been in place for years, but this would be a good time to consider a change. Alderman Marks said we can let the applicants know very early on that the process time line is changing. Alderman Kennedy asked if the change were made, what does that do for

City Development staff during budget time. Mr. Geliche said the budget process may be moving up a month.

Alderman Marks asked that the Calendar Cycle be an item on the next agenda.

4. Public Comments

Public hearing opened. No public comments. Public hearing closed.

4. Commissioner Comments

No Commissioner comments.

A motion to adjourn was made by Alderman Kennedy and seconded by Mr. Mahone. The motion passed unanimously (6 ayes; 0 noes).

The meeting adjourned at 6:10 p.m.

Certification that the minutes have been approved by the Community Development Block Grant Committee.

Jeffrey B. Labahn, Secretary

Draft

SUB-GRANTEE AGREEMENT

THIS AGREEMENT, is entered into on the 6th, day of April 2009, by and between Community Economic Development Corporation (hereinafter referred to as the "CONTRACTOR"), and the City of Kenosha, a municipal corporation of the State of Wisconsin (hereinafter referred to as the "CITY").

NOW, THEREFORE, the parties hereto do mutually agree as follows:

I. **RETENTION OF SERVICES.** The CITY hereby agrees to engage the CONTRACTOR and the CONTRACTOR hereby agrees to perform the services hereinafter set forth, April 1, 2009 all in accordance with the terms and conditions of this Contract to begin no earlier than , and continue through March 31, 2010.

II. **USE OF FUNDS AND COMPENSATION.**

A. Use of Funds

The CONTRACTOR agrees that all funds received pursuant to this Agreement shall be used in accordance with the CITY and U.S. Department of Housing and Urban Development regulations. Said funds shall be used for funding of the Micro-Enterprise Technical Assistance in accordance with Exhibit A "Budget" and Exhibit B "Scope of Services" (Action Plan) attached hereto.

B. Compensation

The CITY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract the maximum sum of \$40,000.00 inclusive of all expenses, it being expressly understood and agreed that in no event will the total compensations to be paid hereunder exceed said maximum sum for all of the services required.

C. Program Income

Program income means gross income received by the CONTRACTOR directly generated from the use of CDBG funds. When such income is generated by an activity that is assisted with CDBG funds, the income shall be reported on the monthly narrative and shall be retained by the sub-recipient and used only for activities included in the scope of services made part of this Agreement.

III. **DELIVERABLE ITEMS.**

A. Financial Information and Reports

1. Through the Department of City Development of the City of Kenosha, hereinafter referred to as "DEPARTMENT", the CONTRACTOR shall report to the CITY all costs incurred under this Agreement through Monthly Activity Reports and Financial Reports. Such reports shall be in the format provided to the CONTRACTOR by the DEPARTMENT and shall be provided to the DEPARTMENT within 10 days of the end of each month.

2. The CONTRACTOR shall maintain a full set of books on a double entry basis in accordance with generally accepted accounting principles, procedures and regulations as

deemed necessary by the CITY. Such records shall be maintained by qualified personnel and in a timely manner.

3. Through the DEPARTMENT, the CONTRACTOR shall provide to the CITY copies of all subcontracts executed under this Agreement as they become available.
4. Through the DEPARTMENT, the CONTRACTOR shall report to the CITY the source and amount of all non-Community Development Block Grant funds utilized in the performance of project activities.
5. All reports, studies, analysis, memoranda and related data and materials as may be developed during the performance of this Contract shall be submitted to and be the exclusive property of the CITY, which shall have the right to use same for any purpose without any compensation to the CONTRACTOR other than hereinafter provided. All of the aforesaid documents and materials prepared or assembled by the CONTRACTOR under this Contract are confidential and the CONTRACTOR agrees that he will not, without prior written approval by the CITY, submit or make same available to any individual, agency, public body or organization other than the CITY, except as may be otherwise herein provided.
6. If the CONTRACTOR receives funds from any source other than from this Agreement, a separate account must be established and used for all monies received under this Agreement. CONTRACTOR shall not co-mingle the funds provided under this Agreement with any other funds, revenue or monies, which are in the CONTRACTOR'S possession or to which the CONTRACTOR is entitled. Any funds received as return of costs or as income generated from activities funded by this Agreement are the property of the CITY and are to be transmitted to the CITY promptly unless otherwise agreed upon.

B. Performance/Compliance Information

The CONTRACTOR shall assist the DEPARTMENT and the CITY in collecting and maintaining such information as required by the Department of Housing and Urban Development and/or the DEPARTMENT periodically and in such manner as determined by the CITY and the CITY shall be required to effectively and efficiently report such information to HUD.

The Performance/Compliance Information includes, but is not necessarily limited to, the following:

1. Demographic data on the population benefited from project activity;
2. Relocation data;
3. Housing stock/assistance data;
4. Environmental data, notices, statements and studies;
5. Equal opportunity, affirmative action, employment, fair housing and entrepreneurial data; and
6. Public involvement/citizen participation data.

C. Reporting Requirements

The CONTRACTOR shall maintain, in conjunction with the DEPARTMENT, an evaluation reporting system, in such manner and form as determined by the DEPARTMENT, utilizing the programmatic and fiscal data gathered through the operation of the project to demonstrate the project's impact on the CITY. The following reports will be submitted by the tenth working day of the month for the previous calendar month.

1. Monthly Narrative (Exhibit D);

2. Monthly Client Profile Report (Exhibit E); and
3. Other quantifiable or qualitative data that illustrates the social or physical impact of the project's activities.

D. Audit (Applies to contractors expending \$300,000 or more in Federal funds during a fiscal year.)

1. The CONTRACTOR agrees to supply the CITY with a certified audit report performed in compliance with the auditing standards of the U.S. Department of Housing and Urban Development.
2. The CONTRACTOR agrees to comply with the City and Federal audit requirements contained in the Office of Management and Budget Circular A-133 which requires that non profit organizations expending \$300,000 or more in federal funds in a fiscal year must secure an audit. Agencies should, to the extent feasible, procure their audits from small local minority and women-owned businesses.

Audited Financial Statement (Applies to contractors expending less than \$300,000 in Federal funds during a fiscal year.)

1. The CONTRACTOR agrees to supply the CITY with audited financial statements prepared by a Certified Public Accountant.

IV. TIME OF PERFORMANCE. The services to be performed under the terms and conditions of this Contract shall be in force and shall commence upon execution of this Agreement by all parties of interest, and shall be undertaken and completed in such sequence as to assure its expeditious completion in light of the purposes of this Contract, but in any event, all of the services required hereunder shall be completed no later than **March 31, 2010** which is the termination date of this Contract. In addition to all other remedies inuring to the CITY should the Contract not be completed by the date specified in accordance with all of its terms, requirements and conditions therein set forth, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR'S responsibility to amend, modify, change, correct or expand there on until the Contract is fully completed.

V. CONDITIONS OF PERFORMANCE AND COMPENSATION.

A. Performance

The CONTRACTOR agrees that the performance of CONTRACTOR'S work, services and the results here from, pursuant to the terms, conditions and agreements of this Contract, shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.

B. Place of Performance

The CONTRACTOR shall conduct CONTRACTOR'S services as required under the terms and conditions of this Contract at such place or places as is necessary, which will enable the CONTRACTOR to fulfill CONTRACTOR'S obligations under this Contract.

C. Additional Fringe or Employee Benefits

The CONTRACTOR shall not receive nor be eligible for any fringe benefits or any other benefits to which CITY salaried employees are entitled to or are receiving.

D. Taxes, Social Security and Government Reporting

Personal income tax payments, social security contributions, insurance and all other governmental reporting and contributions required as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.

E. Subcontracting

1. The CONTRACTOR shall not subcontract for the performance of any of the services herein set forth without prior written approval obtained from the CITY.
2. The CONTRACTOR shall follow "Procurement Standards" of OMB Circular A-110 when subcontracting.
3. Any contract funded under this Agreement shall be submitted to the DEPARTMENT for review and approval prior to its execution.
4. In the event CONTRACTOR is a private non-profit or neighborhood-based non-profit organization, or a local development or small business investment corporation, CONTRACTOR is required to comply with the procurement procedures of Office of Management & Budget (OMB) Circular A-110 and A-122 (incorporated herein by reference) and available upon request for the procurement of supplies and services in connection with activities funded under this Agreement.

VI. METHOD OF PAYMENT. The CITY agrees that subsequent to the full and complete performance of this Contract and satisfactory performance of the services in accordance with Exhibit B set forth herein and approval thereof by the DEPARTMENT, to pay the amount or amounts as hereinafter set forth. In the event of a dispute as to the services performed or the compensation to be paid, the decision of the CITY shall prevail. The conditions of payment are as follows: compensation for services required under this Contract shall be contingent upon each activity being reviewed for approval by Jeffrey B. Labahn or designee thereof of the CITY and subsequently approved for payment. Requests for payment shall be made on the Sub-Recipients Invoice Form (Exhibit F).

A. Cost Incurred

1. If not otherwise restricted by Federal, State or local statutes, regulations or procedures, the CONTRACTOR may incur cost for the service described in Exhibit B, provided such costs are allowable under Section 24 CFR 570.603 of the HUD regulations and reimbursements made through the applicable CITY procedures or as may be prescribed by the City Finance Director.

B. Payment Policies and Procedures

1. The CITY agrees to compensate the CONTRACTOR for those services taken and completed as described in Exhibit B, where costs have been expended as detailed and approved by the DEPARTMENT and the Office of the Finance Director.
2. It is the policy of the CITY that the CONTRACTOR shall be compensated on a reimbursement basis; however, advances may be authorized at the discretion of the DEPARTMENT Director in such manner and at such times as prescribed by the City Finance Director. In compliance with procedures promulgated by the DEPARTMENT and the Office of the Finance Director, the CITY shall make payment under this Agreement upon presentation of an appropriate requisition for reimbursement by the CONTRACTOR. Periodically, as determined by DEPARTMENT and the Office of the Finance Director, the CONTRACTOR shall submit to the DEPARTMENT, in such form and detail as required by the DEPARTMENT and the Office of the Finance Director,

such documents and financial reports considered necessary by the DEPARTMENT and the Office of the Finance Director to support said requisition for reimbursement as to expenditure incurred by the CONTRACTOR in the performance of this Agreement and claimed to constitute allowable costs.

C. Reversion of Funds and Assets

1. All funds not expended or incurred by the CONTRACTOR pursuant to this Agreement and approved by the DEPARTMENT and the Office of the Finance Director for the services described in Exhibit B shall automatically revert to the CITY and shall not accumulate as project funds unless specifically authorized by the DEPARTMENT Director.
2. Upon expiration of this Agreement, the CONTRACTOR shall transfer to the CITY any CDBG funds on hand at the time of expiration of said contract and any accounts receivable attributable to the use of CDBG funds.
3. Any real property acquired or improved by the CONTRACTOR in whole or in part with CDBG funds in excess of \$25,000.00, shall be used either to address the stated objectives in Exhibit B or disposed of in a manner that results in the CITY being reimbursed in the amount of the current fair market value of the property less any portion of the value attributed to expenditures of non-CDBG funds for acquisition of, or improvement to, the property.

VII. DEFENSE OF SUITS. In case any action in court is brought against the CITY or any of its officers, agents or employees for the failure, omission or neglect of the CONTRACTOR to perform any of the covenants, acts, matters or things by this contract undertaken, or for injury or damage caused by the alleged negligence of the CONTRACTOR, its officers, agents or employees, the CONTRACTOR shall indemnify and save harmless the CITY and its officers, agents and employees from all losses, damages, costs, expenses, judgments, decrees, claims or attorney fees arising out of such action. The CITY shall tender the defense of any claim or action at law or in equity to the CONTRACTOR or CONTRACTOR'S insurer, and upon such tender it shall be the duty of the CONTRACTOR or CONTRACTOR'S insurer to defend such claim or action without cost or expense to the CITY or its officers, agents or employees. The CONTRACTOR shall be solely responsible for the conduct and performance of the services required under the terms and conditions of this Contract and for the results therefrom.

VIII. NOTICES. Any and all notices shall be in writing and deemed served upon depositing same with the United States Postal Services as "Certified Mail, Return Receipt Requested," addressed to the CONTRACTOR at:

Community Economic Development Corporation

718 North Memorial Drive

Racine, WI 53404

Attention: Randy Luter

and to the CITY at:

Department of City Development

625 52nd Street, Room 308

Kenosha, WI 53140

Attention: Jeffrey B. Labahn

All other correspondence shall be addressed as above, but may be sent "Regular Mail" and deemed delivered upon receipt by the addressee.

IX. REGULATIONS. CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.

X. ENFORCEMENT.

A. Remedies for Noncompliance

If the CONTRACTOR materially fails to comply with any term of this Agreement, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, the City may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the CONTRACTOR or more severe enforcement action by the CITY.
2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate this Agreement.
4. Withhold further awards for the program described in this Agreement.
5. Take other remedies that may be legally available.

B. Hearings, Appeals

In taking an enforcement action, the City will provide the CONTRACTOR with notice of violation and an opportunity for a hearing before the CDBG Subcommittee with an opportunity for an appeal to the Common Council of the City of Kenosha.

C. Effects of Suspension and Termination

Costs of CONTRACTOR resulting from obligations incurred by the CONTRACTOR during a suspension or after termination of an award are not allowable unless the CITY expressly authorizes them in the notice of suspension or termination or subsequently. Other CONTRACTOR costs during suspension or after termination that are necessary and not reasonably avoidable are allowable if:

1. The costs result from obligations which were properly incurred by the CONTRACTOR before the effective date of suspension or termination, are not in anticipation of it, and, in the case of a termination, are non-cancellable, and,
2. The costs would be allowable if the award were not suspended or expired normally at the end of the funding period in which the termination takes effect.

D. Relationship to Debarment and Suspension

The enforcement remedies identified in this section, including suspension and termination, do not preclude CONTRACTOR from being subject to "Debarment and Suspension" under E.O. 12549 (see SS. 85.35).

- XI. **TERMINATION FOR CONVENIENCE.** Except as provided in Section X, awards may be terminated in whole or in part only as follows:
- A. By the CITY with the consent of the CONTRACTOR in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated, or
 - B. By the CONTRACTOR upon written notification to the CITY setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, the CITY determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the CITY may terminate the award in its entirety under either Section X or paragraph (1) of this section.
- XII. **CHANGES.** The CITY may, from time to time, request changes in the scope of services of the CONTRACTOR to be performed hereunder. Such changes, including any increase or decrease in the amount of CONTRACTOR'S compensation which are mutually agreed upon by and between the CITY and the CONTRACTOR, shall be incorporated in written amendments to the Contract.
- XIII. **PERSONNEL.**
- A. The CONTRACTOR represents that he/she has or will secure at his/her own expense all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the CITY.
 - B. All of the services required hereunder will be performed by the CONTRACTOR or under his/her supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
 - C. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the CITY. If any work or services are subcontracted, it shall be specified in written contract or agreement and shall be subject to each provision of this Contract. The CONTRACTOR shall be as fully responsible to the CITY for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by the CONTRACTOR, as the CONTRACTOR is for the acts and omissions of persons directly employed by the CONTRACTOR.
- XIV. **ASSIGNABILITY.** The CONTRACTOR shall not assign any interest in this Contract and shall not transfer any interest in same (whether by assignment, novation or any other manner), without the prior written consent of the CITY. Provided, however, that claims for money due or to become due the CONTRACTOR from the CITY under this Contract may be assigned to a bank, trust company or other financial institution without such approval. Notices of any such assignment or transfer shall be furnished promptly to the CITY.
- XV. **RECORDS.**
- A. Establishment and Maintenance of Records

Records shall be maintained in accordance with requirements prescribed by the CITY with respect to all matters covered by this Contract. Except as otherwise authorized, such records shall be maintained for a period of three (3) years after receipt of the final payment under this Contract.
 - B. Documentation of Costs

All costs shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract and shall be clearly identified and readily accessible.

- XVI. **AUDITS AND INSPECTIONS.** At any time during normal business hours and as often as the CITY, or if federal or state grants or aids are involved, as the appropriate federal or state agency may deem necessary, there shall be made available to the CITY or such agency for examination all of its records with respect to all matters covered by this Contract and will permit the CITY or such agency and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.
- XVII. **CONFLICT OF INTEREST.** The CONTRACTOR shall comply with the terms and conditions of the "Conflict of Interest Requirements" as delineated in Exhibit C attached and incorporated herein.
- XVIII. **DISCRIMINATION PROHIBITED.**
- A. In all hiring or employment made possible by or resulting from this Contract, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex orientation, sex or national origin, and (2) affirmative action will be taken to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex orientation, sex or national origin. This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. There shall be posted in conspicuous places available to employees and applicants for employment, notices required or to be provided by federal or state agencies involved, setting forth the provisions of the clause. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex orientation, sex or national origin.
- B. No person in the United States shall, on the grounds of race, color, sex orientation, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Contract. The CITY and each employer will comply with all requirements imposed by or pursuant to the regulations of the appropriate federal agency effectuating Title VI of the Civil Rights Act of 1964.
- C. The CONTRACTOR will cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Contract, so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- XIX. **WITHHOLDING OF SALARIES.** If in the performance of this Contract there is any underpayment of salaries by the CONTRACTOR or by any subcontractor thereunder, the CITY shall withhold from the CONTRACTOR out of payments due to him, an amount sufficient to pay to employees underpaid, the difference between the salaries required hereby to be paid and the salaries actually paid such employees for the total number of hours worked. The amounts withheld shall be disbursed by the CITY for and on account of the CONTRACTOR or subcontractor, if any, to the respective employees to whom they are due.
- XX. **CLAIMS AND DISPUTES PERTAINING TO SALARY RATES.** Claims and disputes pertaining to salary rates or to classifications, if any, performing work under the Contract shall be promptly reported in

writing by the CONTRACTOR to the CITY for the latter's decision, which shall be final with respect thereto.

XXI. OTHER PROVISIONS.

- A. Any and all information, plans, reports and conclusions derived or developed as a consequence or result of this Contract may be utilized by the CITY in such manner and purpose as the CITY desires or determines without permission or approval of the CONTRACTOR or compensation to the CONTRACTOR therefor, other than herein provided.
- B. The word "CONTRACTOR" means a person or an entity, whether public or private, that enters into contract with the CITY, and whenever the word "CONTRACTOR" appears in Part II attached hereto, it means the same and is synonymous with "CONTRACTOR" as it appears in Part I of this Contract.
- C. The CONTRACTOR shall comply with the requirements of the following Circulars which are available from the City upon request:
1. OMB Circular No. A-122 "Cost Principles for Non Profit Organizations".
 2. OMB Circular No. A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations".
 3. OMB Circular No. A-133 "Audits of Institutions of Higher Education and Other Non-Profit Organizations".
- D. The CONTRACTOR shall carry out each activity in compliance with all Federal laws and regulations described in Subpart K of the CDBG Regulations except that:
1. The CONTRACTOR does not assume the City's environmental responsibilities described at Section 570.604 of the CDBG Regulations;
 2. The CONTRACTOR does not assume the City's responsibility for initiating the review process under the provisions of 24 CFR Part 52.
- E. Any publicity generated by CONTRACTOR for the project funded pursuant to this: Agreement or for one year thereafter, will make reference to the contribution of the City of Kenosha in making the project possible. The words "City of Kenosha" will be explicitly stated in any and all pieces of publicity, including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews, and newspaper articles.

XXII. CERTIFICATION FOR THE CDBG ENTITLEMENT PROGRAM PROHIBITION OF USE OF FEDERAL FUNDS FOR LOBBYING.

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The Undersigned certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contractor, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

XXIII. PART II INCLUSION. This contract consists of this Part I; however, whenever federal assistance, aids or grants are used in whole or in part for the procurement of the services hereinbefore described or used for the purposes set forth in this Contract; this Part I is subject to the provisions of Part II hereof applicable and in such event, Part II is specifically made a part of this Contract as though set forth herein in full.

Part II is Attached X
Not Applicable _____

IN WITNESS WHEREOF, the CONTRACTOR and the CITY have caused this Contract to be executed for and on their respective behalf as of the dates hereinafter set forth.

CITY OF KENOSHA,
A Municipal Corporation

CONTRACTOR

By: _____
Mayor Keith G. Bosman

By: _____
Board President

Countersigned:

Countersigned:

By: _____
Michael Higgins, Clerk/Treasurer/Assessor

By: _____

Date: _____

Date: _____

PART II**TERMS AND CONDITIONS FOR FEDERAL ASSISTANCE, AID OR GRANTS****I. DEFINITIONS.** As used in this Contract:

- A. "CITY" means the City of Kenosha, a Wisconsin municipal corporation.
- B. "CONTRACTOR" means an entity, whether public or private, that furnishes to the CITY the services referred to in Part I.

II. SPECIAL REQUIREMENTS. If Federal Community Development Block Grant Funds are involved, then any unused funds under this Contract may be suspended or terminated upon the following:

- A. The CITY'S refusal to further participate in the Community Development Block Grant Program;
or
- B. The suspension or termination of the Community Development Block Grant Funds to the CITY under a federal or state act.

III. IDENTIFICATION OF DOCUMENTS. All reports, maps and other documents completed as part of this Contract, other than documents exclusively for internal use, shall contain the following information on the front cover of title page (or in the case of maps, in an appropriate block): Name of agency, month and year of preparation, name of the CONTRACTOR and the following notation covering federal assistance.

The preparation of this report, map, document, etc. was financed in part through a grant from the **Department of Housing and Urban Development, under the provisions of Title I of the Housing and Community Development Act of 1974 (as amended)** (e.g., the Department of Housing and Urban Development under the provisions of Title I of the Housing and Community Development Act of 1974, or other, as the case may be.)

- IV. INTEREST IN CERTAIN FEDERAL OFFICIALS.** No member of or delegate to the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this Contract or any benefit to arise therefrom.
- V. OPPORTUNITIES FOR RESIDENTS.** In all work made possible by or resulting from this Contract, affirmative action will be taken to ensure that low and moderate income residents are given maximum opportunities for training and employment and that business concerns located in or owned in substantial part by low and moderate income residents are to the greatest extent feasible awarded contracts.
- VI. COPYRIGHTS.** If this Contract results in book or other copyrightable materials, the author is free to copyright the work, but the appropriate federal agency involved reserves a royalty-free nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use all copyrighted material and all materials which can be copyrighted.
- VII. PATENTS.** Any discovery or invention arising out of or developed in the course of work aided by this Contract shall be promptly and fully reported to the appropriate federal agency involved for determination by it as to whether patent production on such invention or discovery shall be sought and how the rights in the invention or discover, including rights under any patent issued thereupon, shall be disposed of and administered, in order to protect the public interest.

- VIII. **POLITICAL ACTIVITY PROHIBITED.** None of the funds, materials, property or services provided directly or indirectly under this Contract shall be used in the performance of this Contract for any partisan political activity, or further the election or defeat of any candidate for public office.
- IX. **LOBBYING PROHIBITED.** None of the funds provided under this Contract shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the Congress.
- X. **DISCRIMINATION BECAUSE OF CERTAIN LABOR MATTERS.** No person employed in the work covered by this Contract shall be discharged or in any way discriminated against because he has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his employer.
- XI. **ANTI-KICKBACK RULES.** The CONTRACTOR shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts, if any, covering work under this Contract to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required by subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.
- XII. **LABOR STANDARDS PROVISION.** The CONTRACTOR shall insert in each subcontract appropriate provisions requiring compliance with the labor standards provision of the Contract.
- XIII. **LEAD-BASED PAINT.** § 570.611 - If the Contract involves construction or rehabilitation of residential structures with assistance provided under this Agreement, it is subject to the lead-based paint regulations set forth in 24 CFR 35, Subpart B.
- IV. **"Section 3" OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 (12 U.S.C. 1701(u))**
- A. Any work to be performed under this Contract that is on a project assisted under a program providing direct federal assistance from the Department of Housing and Urban Development is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
- B. Any such work requires that the parties to this Contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development, set forth in 24 CFR 135, and all applicable rules and orders of the CITY issued thereunder prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.
- C. The CONTRACTOR will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- D. The CONTRACTOR will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Department of Housing and Urban Development, 24 CFR 135. The CONTRACTOR will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the subcontractor has first

provided it with a preliminary statement of ability to comply with the requirements of these regulations.

- E. Compliance with the provision of Section 3, the regulations set forth in 24 CFR 135 and all applicable rules and orders of the CITY issued thereunder prior to the execution of the Contract shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its successors and assigns to those sanctions specified by the grant or loan.

XV. EXECUTIVE ORDER 11246, ETC. During the performance of this Contract, the CONTRACTOR agrees as follows:

- A. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex orientation, sex or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed and that employees are treated during employment with regard to their race, color, religion, sex orientation, sex or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- B. The CONTRACTOR will, in all solicitation or advertisement for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex orientation, sex or national origin.
- C. The CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Officer advising the said labor union or workers' representatives of the CONTRACTOR'S commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The CONTRACTOR will comply with all provision of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- E. The CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and order of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the CITY and the Secretary of Labor for purpose of investigation to ascertain compliance with such rules, regulations and orders.
- F. In the event of the CONTRACTOR'S noncompliance with the nondiscrimination clause of this Contract or with any of such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further government contracts or federally assisted construction contract procedures authorized in Executive Order 11246 or September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.
- G. The CONTRACTOR will include the portion of the sentence immediately preceding Paragraph A and the provisions of Paragraphs A through G in every subcontract or purchase order, unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any

subcontract or purchase order as the CITY may direct as a means of enforcing such provision, including sanctions for noncompliance; provided, however, that in the event the CONTRACTOR becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the CITY, the CONTRACTOR may request the United States to enter into such litigation to protect the interest of the United States.

(Exhibit A)

BUDGET

**Community Economic Development Corporation
Micro-Enterprise Technical Assistance**

Technical Assistance

Salary and Fringe Benefits.....	\$28,600
Program Overhead.....	\$10,000
Program Materials.....	<u>\$1,400</u>
TOTAL.....	\$40,000

(Exhibit B)**SCOPE OF SERVICES****Community Economic Development Corporation
Micro-Enterprise Technical Assistance**

Funds used under the terms of this Agreement are to be used to assist micro-enterprises (a business employing five or fewer full-time equivalent employees, one of whom is the owner) located within the City of Kenosha.

Under the terms of this Agreement, the CEDCO shall:

A. Use of Funds**1. Utilize funds to provide technical business assistance services to micro-enterprises**

- Provide business training and/or technical assistance support services to 80 low-to moderate income individuals through the various levels of classes and training sessions.
 - Increase comprehension of entrepreneurship and business acumen, including business financing, bookkeeping, cash flow projection, marketing, and business operations and management.
 - Provide one-on-one technical assistance to appropriate entrepreneurs and business owners via training sessions regarding finance options.
 - Provide individualized technical assistance to loan fund borrowers as needed to strengthen and grow their businesses.
 - Individuals receiving technical assistance will be guided by a "Client Assessment" form that evaluates and suggests needed assistance for their business.
 - Individuals served with technical assistance shall have a "business plan" completed by CEDCO prior to the receipt of assistance.
 - Salary and fringe benefits shall be reimbursed for actual time spend on technical assistance.
 - Actual time spent shall be documented with time records kept by each employee.

B. Reporting**2. Under the terms of this Agreement, CEDCO will:**

- Monthly
 - Submit Exhibit E or equivalent.
 - Submit the number of low-to-moderate income attendees at the counseling sessions. (Note: 100% of those benefiting must be low-to-moderate income.)
 - Submit the number of existing loan clients provided technical assistance. (Must be low-to-moderate income.)
 - Submit the number of low-to-moderate income attendees at business classes and training sessions. (Note: 100% of those benefiting must be low-to-moderate income.)
- Annually
 - Submit a technical assistance report listing the business name, name of owner, address, DUNS Number, the date of first contact and the number of employees.
 - For those businesses that receive on-going technical assistance, the information to be tracked shall include the owner's income pre- and post-assistance and the number of new jobs created during the time period of assistance.

(Exhibit C)

CONFLICT OF INTEREST REQUIREMENTS

The Contractor hereby agrees to comply with provisions of 24 CFR 570.611 and Sec. 946.13 Wisconsin Statutes regarding Conflict of Interest.

Among the major requirements are the following:

1. Applicability.
 - a) In the procurement of supplies, equipment, construction, and services by recipients, and by sub-recipients (including those specified at SS570.204(c))1, the Conflict of Interest provisions in 24 CFR 85.36 and OMB Circular A-110, respectively, shall apply.
 - b) In all cases not governed by 24 CFR 85.36 and OMB Circular A-110, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or sub-recipients, to individuals, businesses, and other private entities under eligible activities which authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to SS570.202 or grants, loans and other assistance to businesses, individuals or other private entities pursuant to SS570.203, 570.204 or 570.455).
2. Conflicts Prohibited. Except for approved eligible administrative or personnel costs, the general rule is that no persons described in paragraph 3 below who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract or agreement either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.
3. Persons Covered. The Conflict of Interest provisions of paragraph 2 of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or subrecipients which are receiving funds under this part.
4. Exceptions: Threshold Requirements. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph 2 of this section on a case-by-case basis when it determines that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project. An exception may be considered only after the recipient has provided the following:
 - a) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure on the conflict and a description of how the public disclosure was made; and
 - b) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
5. Factors to be Considered for Exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph 4 of this section, HUD shall consider the cumulative effect of the following factors, where applicable:
 - a) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

- b) Whether an opportunity was provided for open competitive bidding or negotiation;
 - c) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 - d) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question;
 - e) Whether the interest or benefit was present before the affected person was in a position as described in paragraph 2 of this section;
 - f) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
 - g) Any other relevant considerations.
6. Local Enforcement and Monitoring of the Conflict of Interest Regulations. The following list of requirements in no way relieves the grantee from their CDBG contract responsibilities and requirements; however, in order for the CDBG Office to more effectively monitor CDBG grantees' enforcement of, and compliance with, the Federal requirements regarding conflict of interest, the City of Kenosha Community Development Block Grant Office will require the following:
- a) Each Grantee must submit a list of their Board of Directors, and maintain on-site membership lists of any business interests in which the Board or subcommittee members have substantial or controlling financial interest.
 - b) Contractor shall:
 - i) Explain to its Board or appropriate policy group, and any subcommittee, the federal requirements regarding Conflict of Interest and each Board member's responsibilities and rights under those regulations.
 - ii) Distribute a copy of this Attachment to each Board member, subcommittee member, potential loan recipient, supplier or contractor.
 - iii) Maintain, on site, copies of the minutes from each Board meeting, Loan or Committee meeting, or any meeting at which the investment or use of CDBG funds is discussed.
 - iv) Incorporate into each loan or information package, application, contract, and closing documents, a full copy of the Conflict of Interest regulations contained in the Subgrantee Agreement with the City of Kenosha.
 - c) The Contractor will permit the City to review the above documents (per paragraph 2 of Scope of Service) to assure compliance with the above requirements.
7. Method for Requesting Exception from Conflict of Interest Requirements. In order for the Community Development Block Grant Office to efficiently deal with a Grantee's request for an exception to the Conflict of Interest regulations, the Contractor shall submit the following to the CDBG Office prior to commitment of CDBG funds:

-
- a) A cover letter describing the a) perceived conflict, b) actions taken to resolve the conflict, c) certification that the Contractor has followed the methodology laid out in step 2, and d) Factors to be Considered for Exceptions (Item 5, attachment 5, of the CDBG contract).
 - b) A copy of the Loan Committee and/or Board meeting minutes showing the conflict was publicly disclosed.
 - c) A letter from the Contractor's attorney stating their view that a conflict does not violate State or local law.

The Contractor shall not commit any CDBG funds until the conflict has been resolved and the City has received a letter of formal exception from the Department of Housing and Urban Development. Any such commitment prior to HUD approval will not be honored by the CDBG Office.

Exhibit E
Service Provider Report Form

AGENCY: _____

PROGRAM: _____

CONTACT PERSON: _____

QUARTER: _____

DATE SUBMITTED: _____

SUBMITTED TO: _____

RACE (INCLUDING HISPANIC ORIGIN)																
WHITE				0												
<i>Hispanic Origin</i>				0												
BLACK/AFRICAN AMERICAN				0												
<i>Hispanic Origin</i>				0												
ASIAN				0												
<i>Hispanic Origin</i>				0												
NATIVE AMERICAN				0												
<i>Hispanic Origin</i>				0												
AFRICAN AMERICAN & WHITE				0												
<i>Hispanic Origin</i>				0												
OTHER				0												
<i>Hispanic Origin</i>				0												
TOTAL (RACE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (HISPANIC ORIGIN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Note: If the word TRUE does not appear to the right, the RACE portion of the demographics above has been completed incorrectly. Total RACE must equal the total number of participants served.

TRUE

TRUE

TRUE

TRUE

<u>SERVICE LEVEL</u>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
ACTIVE BEGINNING OF PERIOD	0	0	0	0
OPENED	0	0	0	0
CLOSED	0	0	0	0
ACTIVE END OF PERIOD	0	0	0	0
NUMBER OF INDIVIDUALS SERVED	0	0	0	0

<u>CASE CLOSURE REASONS</u>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
COMPLETED PROGRAM	0	0	0	0
NON-COMPLIANCE	0	0	0	0
PARTICIPANT MOVED	0	0	0	0
OTHER REASONS	0	0	0	0
TOTAL CLOSED	0	0	0	0

<u>REFERRAL SOURCES</u>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
DEPT. OF HUMAN SERVICES	0	0	0	0
OTHER COMMUNITY AGENCY	0	0	0	0
SCHOOL PERSONNEL	0	0	0	0
OTHER SOURCE (specify in narrative)	0	0	0	0
TOTAL NUMBER OF REFERRALS	0	0	0	0

<u>REFERRAL ACTIVITY</u>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
ACCEPTED INTO PROGRAM	0	0	0	0
REFUSED SERVICES	0	0	0	0
INELIGIBLE - DID NOT OPEN	0	0	0	0
WAIT-LISTED	0	0	0	0
PENDING	0	0	0	0
TOTAL NUMBER OF REFERRALS	0	0	0	0

Data Verification Worksheet

Number Served				
	Service Level	Gender	Race	Service Level (Qtr #s)
Quarter 1	0	0	0	0
Quarter 2	0	0	0	0
Quarter 3	0	0	0	0
Quarter 4	0	0	0	0

Opened				
	Service Level	Referral Activity	Service Level (Qtr #s)	Referral Activity (Qtr #s)
Quarter 1	0	0	0	0
Quarter 2			0	0
Quarter 3			0	0
Quarter 4			0	0

Closed				
	Service Level	Case Closure Reasons	Service Level (Qtr #s)	Referral Activity (Qtr #s)
Quarter 1	0	0	0	0
Quarter 2		0	0	0
Quarter 3		0	0	0
Quarter 4		0	0	0

The boxes above can be used to ensure that all data has been entered correctly on all worksheets.

Check across rows within each box to ensure that all values are the same. (Example: All values for Quarter 1 in the "Number Served" box above should be same.)

Number in Household	Extremely Low Income*	Very Low Income*	Low Income*
1	\$13,900	\$23,150	\$37,050
2	\$15,900	\$26,450	\$42,300
3	\$17,850	\$29,750	\$47,600
4	\$19,850	\$33,050	\$52,900
5	\$21,450	\$35,700	\$57,150
6	\$23,050	\$38,350	\$61,350
7	\$24,600	\$41,000	\$65,600
8	\$26,200	\$43,650	\$69,850

* Maximum allowable income for category

Fin 4
33

CITY OF KENOSHA SCHEDULES OF DISBURSEMENTS

Disbursement Record 5

Approved by Council _____

The Finance Committee reviewed the attached listing of disbursements for the period from 03/01/09 through 03/15/09 and have approved the disbursements as follows:

1. Checks numbered from 082954 through 083419 as shown on attached listing consisting of:

a. Debt Service	<u>4,528,550.00</u>
b. Investments	<u>-0-</u>
c. All Other Disbursements	<u>2,482,268.47</u>
SUBTOTAL	<u>7,010,818.47</u>

PLUS:

2. City of Kenosha Payroll Wire Transfers from the same period:	<u>1,202,184.53</u>
-----------------------------------------------------------------	---------------------

TOTAL DISBURSEMENTS APPROVED 8,213,003.00

Eric Haugaard

Katherine Marks

Anthony Kennedy

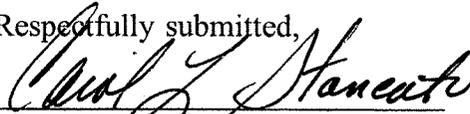
Daniel Prozanski Jr.

Tod Ohnstad

David Bogdala

I have examined the vouchers listed on the attached sheets and have not found any unauthorized or improper payments. It must be understood that this statement in no way should be interpreted as a guarantee that errors do not exist. I have initially examined the attached vouchers for proper account classification. However, the account classifications as shown for the attached vouchers are subject to change upon subsequent review by both myself and respective department heads of the City of Kenosha.

Respectfully submitted,



Director of Finance

FISCAL NOTE
CITY OF KENOSHA
DEPARTMENT OF FINANCE

PREPARED FOR: Finance Committee

ITEM: Disbursement Record #5

ESTIMATED FINANCIAL IMPACT:

No additional fiscal note needed.

Date Prepared: 03/23/09

Prepared By:

MKS

Reviewed By:

clw

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83420	3/02	MILLER CARRIAGE CO, LLC	405-11-50817-589-000	REPAIR CANNON WHEELS	639.10
83421	3/04	BINDELLI BROTHERS, INC	110-09-56501-259-000	2/09 6220 53 ST	454.24
83422	3/04	WE ENERGIES	110-03-53109-221-000	2/09 STREETLIGHTING	57,920.00
			110-05-55109-221-000	2/09 STREETLIGHTING	538.62
			 CHECK TOTAL	58,458.62
83423	3/04	RNOW, INC.	630-09-50101-393-000	2/09-PARTS/MATERIALS	167.79
83424	3/04	CLERK OF CIRCUIT COURT	110-01-50301-219-000	JDGMTN 09-SC-610	6.25
83425	3/04	HWY C SERVICE	630-09-50101-393-000	PARTS FOR FLEET 2504	1,162.95
			110-05-55109-344-000	2/09 PW-PARTS/SERV	143.15
			 CHECK TOTAL	1,306.10
83426	3/04	INTERSTATE ELECTRIC SUPPLY	110-03-53109-361-000	2/09 ST-ELECTRICAL S	47.17
			110-03-53109-375-000	2/09 ST-ELECTRICAL S	30.45
			 CHECK TOTAL	77.62
83427	3/04	KENOSHA CITY/COUNTY	110-02-52111-251-000	3/09 JOINT SERVICES	234,415.50
			110-02-52202-251-000	3/09 JOINT SERVICES	58,603.92
			 CHECK TOTAL	293,019.42
83428	3/04	LABOR PAPER, THE	110-01-50101-321-000	2/09-1ST & 2ND ORDS	15.50
83429	3/04	UNITED HOSPITAL SYSTEMS INC	110-02-52101-219-000	2/09-#09-0231226 BL	47.30
83430	3/04	SHERWIN WILLIAMS CO.	110-03-53113-389-000	2/09-ST PAINT/SUPP	35.96
83431	3/04	MONROE TRUCK EQUIPMENT	630-09-50101-393-000	2/09-VARIOUS PARTS	252.45
83432	3/04	SHOPKO DEPT. STORE	520-09-50106-311-000	2/09-TD MERCHANDISE	39.98
83433	3/04	TRAFFIC & PARKING CONTROL CO	110-03-53110-372-000	2/09-30 MIN PARK	71.22
83434	3/04	KENOSHA COUNTY	110-02-52105-283-000	3/09 RENTAL "A" BLDG	7,882.75
83435	3/04	WILLKOMM INC., JERRY	521-09-50101-344-000	1/09-GEAR LUBE	43.56

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83436	3/04	WE ENERGIES	110-03-53109-221-000	#9 01/21-02/19	1,565.33
			110-03-53109-221-000	#9 01/14-02/16	1,421.66
			110-05-55109-221-000	#9 01/19-02/18	1,264.96
			110-03-53109-221-000	#9 01/19-02/17	1,131.00
			522-05-50102-221-000	#9 01/19-02/17	1,103.62
			110-05-55106-222-000	#9 01/22-02/19	1,060.90
			110-03-53116-221-000	#9 01/20-02/18	1,026.30
			110-03-53109-221-000	#9 01/20-02/19	981.07
			110-03-53109-221-000	#9 01/16-02/16	957.35
			110-01-51802-222-000	#9 01/21-02/19	709.21
			110-03-53109-221-000	#9 01/14-02/12	561.76
			110-05-55109-221-000	#9 01/19-02/17	416.69
			110-03-53109-221-000	#9 01/15-02/15	396.14
			110-05-55109-221-000	#9 01/20-02/18	351.72
			110-05-55109-221-000	#9 01/15-02/15	323.11
			110-03-53109-221-000	#9 01/20-02/18	252.21
			110-03-53116-221-000	#9 01/15-02/15	232.13
			110-05-55109-222-000	#9 12/15-02/17	208.43
			110-03-53109-221-000	39 01/15-02/13	187.42
			110-05-55109-221-000	#9 01/14-02/12	107.53
			110-03-53117-221-000	#9 01/20-02/18	86.09
			632-09-50101-221-000	#9 01/15-02/15	42.16
			110-03-53109-221-000	#9 01/18-02/16	41.49
			110-05-55109-221-000	#9 01/16-02/16	26.39
			522-05-50102-222-000	#9 01/19-02/17	8.12
			110-05-55109-221-000	#9 01/18-02/16	6.92
			 CHECK TOTAL	14,469.71
83437	3/04	WISCONSIN MUNICIPAL	110-01-52001-323-000	NEUENSCHWANDER 2009	100.00
83438	3/04	BATTERIES PLUS	631-09-50101-385-000	BATTERY PACKS	95.94
83439	3/04	KENOSHA WATER UTILITY	205-03-53119-224-000	7/08-12/08 COMP SITE	143.42
			110-05-55109-224-000	HYDRANT-SOUTHPORT PK	56.25
			 CHECK TOTAL	199.67
83440	3/04	SOUTHPORT VACUUM	110-02-52203-382-000	STN#7-REPAIR	34.80
83441	3/04	WETTENGEL CAMPAGNA	520-09-50301-311-000	2/09-TD TONER	108.00

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83442	3/04	WIS FUEL & HEATING INC	630-09-50101-393-000	2/09-CE LUBRICANTS	2,264.80
83443	3/04	BROOKS TRACTOR, INC.	630-09-50101-393-000	1/09 PARTS & MATERIA	1,902.00
			630-09-50101-393-000	1/09 PARTS & MATERIA	334.50
			630-09-50101-393-000	1/09 PARTS & MATERIA	259.59
			 CHECK TOTAL	2,496.09
83444	3/04	KENOSHA WATER UTILITY	501-09-50105-259-000	1/09-DIGGERS HOTLINE	99.42
			110-03-53113-259-000	1/09-DIGGERS HOTLINE	99.42
			 CHECK TOTAL	198.84
83445	3/04	A & R DOOR SERVICE	521-09-50101-344-000	2/09 AR DOOR REPAIRS	177.50
83446	3/04	AT&T	206-02-52205-227-000	2/10-3/09 DS1 SERVC	898.64
			206-02-52205-227-000	2/10-3/09 DS1 SERVC	588.00
			 CHECK TOTAL	1,486.64
83447	3/04	AT&T	110-02-52203-225-000	02/19-03/18 652-5506	168.93
			420-11-50708-583-000	INSTALL 652-2605	138.80
			501-09-50105-225-000	02/19-03/18 652-2605	62.18
			110-03-53103-225-000	02/19-03/18 652-2605	62.18
			521-09-50101-225-000	02/19-03/18 652-1332	53.62
			520-09-50301-225-000	02/19-03/18 652-6932	53.62
			110-02-52110-225-000	02/10-03/09 657-3937	45.40
			110-02-52201-225-000	02/10-03/09 657-6133	26.92
			521-09-50101-225-000	02/10-03/09 658-0870	26.81
			520-09-50301-225-000	02/19-03/18 652-5104	26.81
			110-01-51801-225-000	02/19-03/18 652-4112	26.81
			 CHECK TOTAL	692.08
83448	3/04	CITIES & VILLAGES MUTUAL INS	110-00-21141-000-000	SENTRY INS.	9,672.80
83449	3/04	FEDEX	110-01-51306-312-000	2/04/09 DP-SHIPPING	75.06
			110-01-51306-312-000	2/10/09 PW-SHIPPING	33.38
			 CHECK TOTAL	108.44
83450	3/04	OFFICEMAX	110-01-51901-311-000	2/09 CT #1038 OFFICE	414.50
			110-02-52201-311-000	2/09 FD #1036 OFFICE	305.47
			520-09-50301-311-000	2/09 TD #1034 OFFICE	111.34
			110-02-52203-362-000	DRY ERASE BOARD	76.75
			501-09-50101-311-000	2/09 PW #1037 OFFICE	56.64
			110-01-51303-311-000	2/09 HR #1039 OFFICE	47.08
			110-02-52201-311-000	2/09 FD #1035 OFFICE	19.00
			 CHECK TOTAL	1,030.78

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83451	3/04	WI IAAI	110-02-52204-264-000	D. SANTELLI 6/02-04	175.00
83452	3/04	PREMIER ELECTION SOLUTIONS	110-01-51901-311-000	12/08 ELECTION SUPPL	20.00
83453	3/04	LINCOLN CONTRACTORS SUPPLY	501-09-50105-385-000	2/09-ST TOOLS/SUPP	89.00
			501-09-50105-361-000	2/09-ST TOOLS/SUPP	47.60
			110-03-53103-389-000	2/09-ST TOOLS/SUPP	13.00
			501-09-50105-235-000	2/09-ST TOOLS/SUPP	9.79
			 CHECK TOTAL	159.39
83454	3/04	APPERSON EDUCATION PRODUCTS	110-02-52201-311-000	ANSWER SHEET	156.38
			110-02-52201-311-000	INK JET CARTRIDGE	46.00
			 CHECK TOTAL	202.38
83455	3/04	ORR SAFETY CORP.	501-09-50105-235-000	CARBON MONOXIDE AND	758.00
			501-09-50105-235-000	GAS MONITOR REPAIR	695.00
			501-09-50105-235-000	GAS MONITOR REPAIR	483.50
			501-09-50105-235-000	GAS MONITOR REPAIR	302.50
			501-09-50105-235-000	GAS MONITOR REPAIR	302.50
			501-09-50105-235-000	GAS MONITOR REPAIR	302.50
			501-09-50105-235-000	GAS MONITOR REPAIR	262.50
			501-09-50105-235-000	CALIBRATION GAS	220.00
			501-09-50105-235-000	CAL. GAS	210.00
			 CHECK TOTAL	3,536.50
83456	3/04	HOLLAND SUPPLY, INC.	630-09-50101-393-000	HOSE	1,683.00
83457	3/04	HOLIDAY INN EXPRESS	110-02-52204-263-000	D. SANTELLI 6/01-04	210.00
83458	3/04	M-B COMPANIES, INC.	521-09-50101-344-000	REPLACEMENT PARTS	1,775.66
83459	3/04	ENV SYSTEMS RESEARCH INST	501-09-50103-233-000	ARCINFO LICENSE	7,295.00
			501-09-50103-233-000	ARCVIEW LICENSE	1,239.50
			 CHECK TOTAL	8,534.50
83460	3/04	DEPOSITORY TRUST CO.	309-00-22201-000-000	3/2/09 PRINC & INT	3,050,138.85
			304-00-22201-000-000	3/2/09 PRINC & INT	832,952.87
			399-00-22201-000-000	3/2/09 PRINC & INT	632,729.71
			523-00-22201-000-000	3/2/09 PRINC & INT	6,727.75
			307-00-22201-000-000	3/2/09 PRINC & INT	6,000.82
			 CHECK TOTAL	4,528,550.00

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83461	3/04	INTERNATIONAL SOCIETY	110-05-55113-264-000	D.REICH ARBORIST AP	250.00
			110-05-55113-323-000	D.REICH MEMBERSHIP	145.00
			 CHECK TOTAL	395.00
83462	3/04	ACCURATE PRINTING CO., INC.	110-01-51303-311-000	2/09 HR-LETTERHEADS	292.00
83463	3/04	BRUSKE PRODUCTS	630-09-50101-393-000	1/09 BROOMS/BRUSHES	460.80
83464	3/04	JAMES IMAGING SYSTEMS, INC.	110-01-50101-232-000	2/09 CT-COPIER SERVI	67.00
			110-01-50101-232-000	1/09 CT-COPIER SERVI	67.00
			501-09-50105-232-000	2/09 ST-COPIER MNT	32.00
			501-09-50105-232-000	1/09 ST-COPIER MNT	32.00
			110-03-53103-232-000	2/09 ST-COPIER MNT	32.00
			110-03-53103-232-000	1/09 ST-COPIER MNT	32.00
			 CHECK TOTAL	262.00
83465	3/04	ASHMUS BELTING, INC.	630-09-50101-393-000	BELTING FOR FLT 2967	60.00
83466	3/04	LEE PLUMBING, INC.	521-09-50101-241-000	2/09-AR HEAT	135.00
83467	3/04	PAUL CONWAY SHIELDS	110-02-52206-367-000	1/09-BOOTS	570.00
83468	3/04	VERIZON BUSINESS	110-01-51801-225-000	01/13-02/12 L.DIST	405.94
			110-00-14401-000-000	01/13-02/12 L.DIST	39.26
			520-09-50301-225-000	01/13-02/12 L.DIST	34.88
			110-03-53103-225-000	01/13-02/12 L.DIST	11.31
			501-09-50101-225-000	01/13-02/12 L.DIST	10.85
			110-05-55109-225-000	01/13-02/12 L.DIST	8.38
			521-09-50101-225-000	01/13-02/12 L.DIST	8.15
			632-09-50101-225-000	01/13-02/12 L.DIST	4.66
			110-02-52110-225-000	01/13-02/12 L.DIST	3.52
			206-02-52205-225-000	01/13-02/12 L.DIST	3.24
			110-00-15202-000-000	01/13-02/12 L.DIST	1.06
			520-09-50401-227-000	01/13-02/12 L.DIST	.89
			110-02-52203-225-000	01/13-02/12 L.DIST	.50
			110-03-53116-225-000	01/13-02/12 L.DIST	.42
			110-01-51701-225-000	01/13-02/12 L.DIST	.05
			 CHECK TOTAL	533.11
83469	3/04	WASTE MANAGEMENT OF WI	110-03-53117-253-416	2/09 871.38 TONS WAS	22,570.44
			110-03-53117-253-416	2/09 111.70 TONS WAS	2,808.15
			110-03-53117-253-417	2/09 15 CMPCTR PULLS	2,436.13
			 CHECK TOTAL	27,814.72

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83470	3/04	MALSACK, J	110-09-56501-259-000	2/09 4503 30 AV SNW	175.99
			110-09-56501-259-000	1/09-15 ST/30 AV SNO	166.25
			110-09-56501-259-000	2/09 7733 14 AV SNW	121.84
			110-09-56501-259-000	2/09 2304 18 ST SNW	102.12
			110-09-56501-259-000	2/09 7201 45 AV SNW	45.12
			 CHECK TOTAL	611.32
83471	3/04	REMY BATTERY CO., INC.	630-09-50101-393-000	2/09-BATTERIES	610.72
83472	3/04	JENSEN TOWING	206-02-52205-344-000	TOW MED 5	150.00
			206-02-52205-344-000	TOW CAR 71	65.00
			 CHECK TOTAL	215.00
83473	3/04	ELECTRICAL CONTRACTORS, INC	405-11-50802-589-000	LIGHT FIXTURES	4,015.00
			405-11-50802-589-000	REMOVE/REPLACE LIGHT	977.00
			405-11-50802-589-000	LAMPS	62.40
			 CHECK TOTAL	5,054.40
83474	3/04	KENOSHA STARTER & ALTERNATOR	630-09-50101-393-000	1/09 #258 PARTS/LBR	139.83
			630-09-50101-393-000	1/09 CE-PARTS/LABOR	90.09
			630-09-50101-393-000	1/09 #2207 CE-PARTS/	71.39
			630-09-50101-393-000	2/09 CE-PARTS/LABOR	49.25
			630-09-50101-393-000	1/09 CE #257 PARTS/L	47.05
			 CHECK TOTAL	397.61
83475	3/04	WIS PARK & RECREATION ASSN.	110-05-55109-322-000	PLAYGRD SFTY MATRL	70.00
83476	3/04	WIS PARK & RECREATION ASSN.	110-05-55111-264-000	4/7/09 STOUGHTON	95.00
83477	3/04	KENOSHA COUNTY TREASURER	110-00-12101-000-000	07 TAX ERROR-MCGEE	188.38
83478	3/04	CDW-G	110-02-52203-363-000	HP LJ 4600 FUSER	237.71
83479	3/04	LAKESIDE CLEANERS	110-02-52203-259-000	1/09 LAUNDRY SERVICE	1,088.55
83480	3/04	WAUSAU EQUIPMENT CO.	630-09-50101-393-000	2/09-PARTS/MATERIAL	3,197.15
83481	3/04	WASTE MANAGEMENT	110-01-51801-246-000	2/09-MB PULL CHARGES	50.00
			110-01-51801-246-000	1/09-MB PULL CHARGES	50.00
			 CHECK TOTAL	100.00

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83482	3/04	MENARDS (KENOSHA)	110-02-52203-382-000	2/09-FD STN#7 MERCH	103.62
			110-01-51801-389-000	2/09-MB MERCHANDISE	86.20
			110-02-52203-382-000	2/09-FD STN#2 MERCH	67.57
			521-09-50101-361-000	2/09-AR MERCHANDISE	53.85
			521-09-50101-344-000	2/09-AR MERCHANDISE	16.61
			521-09-50101-344-000	2/09-AR MERCHANDISE	6.26
			110-02-52203-357-000	2/09-FD STN#2 MERCH	1.64
			 CHECK TOTAL	335.75
83483	3/04	CLARK PRODUCTS	630-09-50101-393-000	2/09 C FOLD TOWELS	1,339.38
83484	3/04	GUNTA & REAK, S.C.	110-09-56402-219-000	1/09 HAWKINS	7,085.25
			110-09-56402-219-000	1/09 HARPER	195.50
			 CHECK TOTAL	7,280.75
83485	3/04	HALLMAN LINDSAY	110-05-55109-244-000	2/09 BEACHHSE-PAINT	219.12
			110-05-55109-244-000	2/09 PA-PAINT/PRODCT	20.19
			 CHECK TOTAL	239.31
83486	3/04	MOTION INDUSTRIES	630-09-50101-393-000	1/09-MERCHANDISE	277.25
83487	3/04	ROCKFORD IND. WELDING	110-03-53103-344-000	2/09-ST SUPPLIES	120.00
			110-03-53107-344-000	2/09-ST SUPPLIES	14.75
			 CHECK TOTAL	134.75
83488	3/04	WAIC MEMBERSHIP	110-02-52204-323-000	PATRICK RYAN	15.00
83489	3/04	ROLAND MACHINERY	630-09-50101-393-000	2/09-#2283 PARTS	329.33
83490	3/04	AIRGAS NORTH CENTRAL	110-05-55109-235-000	1/09 INDUSTRIAL GASE	43.56
83491	3/04	RIC ELECTRIC	110-01-51801-246-000	SERVICE-COUNCIL CHAM	924.50
83492	3/04	RED THE UNIFORM TAILOR	110-02-52103-367-000	2/09 POLICE UNIFORMS	295.70
			110-02-52206-367-000	2/09 UNIFORMS	257.80
			110-02-52103-367-000	2/09 POLICE UNIFORMS	225.60
			110-02-52206-367-000	2/09 UNIFORMS	209.85
			110-02-52206-367-000	2/09 UNIFORMS	209.85
			110-02-52206-367-000	2/09 UNIFORMS	209.85
			110-02-52206-367-000	2/09 UNIFORMS	209.85
			110-02-52206-367-000	2/09 UNIFORMS	209.85
			110-02-52206-367-000	2/09 UNIFORMS	209.85
			110-02-52206-367-000	2/09 UNIFORMS	172.35
			110-02-52103-367-000	2/09 POLICE UNIFORMS	145.90
			110-02-52206-367-000	2/09 UNIFORMS	139.90
			110-02-52103-367-000	2/09 POLICE UNIFORMS	129.90
			110-02-52103-367-000	2/09 POLICE UNIFORMS	94.10
			110-02-52103-367-000	2/09 POLICE UNIFORMS	87.90
			110-02-52103-367-000	2/09 POLICE UNIFORMS	77.90
			 CHECK TOTAL	2,676.30

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83493	3/04	GREENMAN TECHNOLOGIES	205-03-53118-219-000	2/09 SERVICE AGRMNT	1,630.65
83494	3/04	WISCONSIN APA	110-01-51701-264-000	J. LABAHN 3/26/09	125.00
83495	3/04	WIS SUPREME COURT	110-01-52001-323-000	5/09-4/10 CONT ED	550.00
83496	3/04	ERO-TEX	501-09-50105-264-000	BILLINGSLEY/BARBER	90.00
83497	3/04	AURORA MEDICAL GROUP	110-01-51303-216-000	1/26-2/17/09 SCREENS	759.00
			110-02-52103-219-000	1/26-2/17/09 SCREENS	315.00
			520-09-50101-216-000	1/26-2/17/09 SCREENS	300.00
			 CHECK TOTAL	1,374.00
83498	3/04	HEYDEN, GARY & LINDA	110-02-52107-263-000	HANNES/HEIRING 2/19	138.00
83499	3/04	LUCCHETTA, JOE	110-00-44203-000-000	BEER AND LIQUOR	262.50
83500	3/04	ZERZANEK, TARA C.	631-09-50101-311-000	OFFICE SUPPLY	26.26
83501	3/04	NOSALIK, JOSEPH	110-02-52103-367-000	GANG OFFICER T-SHIRT	40.07
83502	3/04	WILKE, BRIAN	110-01-51701-261-000	2/09 MILEAGE	66.00
83503	3/04	ALBRECHT, TREVOR	110-02-52107-263-000	1/21-22/09 RACINE	16.00
83504	3/04	HEIRING, JAMES	110-02-52107-263-000	2/18-20/09 WAUNAKEE	50.00
			110-02-52107-263-000	1/27-28/09 CMP DOUG	24.00
			 CHECK TOTAL	74.00
83505	3/04	LJELLEN, JONATHAN	110-02-52107-263-000	1/21-22/09 RACINE	16.00
83506	3/06	HOTSY CLEANING SYSTEMS INC	520-09-50201-317-000	SWITCH	53.52
83507	3/06	CHESTER ELECTRONICS SUPPLY	630-09-50101-393-000	2/09 CE-PARTS/MATRLS	18.00
			110-02-52103-369-000	2/09 PD-PARTS/MATRLS	5.72
			110-03-53109-375-000	2/09 ST-PARTS/MATRLS	1.79
			110-03-53109-361-000	2/09 ST-PARTS/MATRLS	1.48
			 CHECK TOTAL	26.99
83508	3/06	VIKING ELECTRIC SUPPLY	110-01-51801-246-000	1/09-AD ELECTRICAL	69.05
			110-03-53109-375-000	2/09-ST ELECTRICAL	47.92
			 CHECK TOTAL	116.97

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83509	3/06	GENERAL COMMUNICATIONS, INC.	110-02-52203-369-000	MOTOROLA MINITOR V	1,516.00
			110-02-52203-369-000	SPARE MINITOR V	56.00
			 CHECK TOTAL	1,572.00
83510	3/06	DUECO, INC	632-09-50101-264-000	A.MULLINS 4/14-15	350.00
83511	3/06	CARDINAL HEALTH	206-02-52205-318-000	2/09 MEDICAL SUPPLIE	704.83
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	422.35
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	170.89
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	120.56
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	107.95
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	73.95
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	66.08
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	53.52
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	47.82
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	46.84
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	1.49
			 CHECK TOTAL	1,816.28
			83512	3/06	KENOSHA CITY EMPLOYEE'S
110-00-21562-000-000	3/06/09 WATER HRLY	4,252.50			
110-00-21562-000-000	3/06/09 MUSEUM HRLY	115.00			
 CHECK TOTAL	21,184.37			
83513	3/06	LABOR PAPER, THE	110-01-51701-321-000	2/09 1ST & 2ND ORDS	29.98
			405-11-50610-589-000	2/09 SKATE PK PRPSL	14.80
			 CHECK TOTAL	44.78
83514	3/06	SHOPKO DEPT. STORE	521-09-50101-382-000	2/09-MERCHANDISE	39.94
			521-09-50101-344-000	2/09-AR MERCHANDISE	35.98
			521-09-50101-344-000	2/09-MERCHANDISE	23.97
			 CHECK TOTAL	99.89
83515	3/06	WIS DEPT OF ADMINISTRATION	110-01-51801-225-000	1/09-STs LONG DIST	131.04
			520-09-50301-225-000	1/09-STs LONG DIST	8.40
			110-00-14401-000-000	1/09-STs LONG DIST	8.40
			 CHECK TOTAL	147.84
83516	3/06	MED ALLIANCE GROUP	206-02-52205-318-000	EZ I/O NEEDLES	1,512.12

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83517	3/06	REINDERS INC.	630-09-50101-393-000	2/09-PARTS/SERVICE	148.29
			630-09-50101-393-000	2/09-PARTS/SERVICE	125.93
			 CHECK TOTAL	274.22
83518	3/06	REINDERS INC.	501-09-50105-264-000	LARSON/OTTMAN 3/11	98.00
83519	3/06	BADGER OIL EQUIPMENT CO.	630-09-50101-235-000	2/09 REPAIR FUEL PMP	577.52
			630-09-50101-235-000	1/09 REPAIR FUEL PMP	412.35
			 CHECK TOTAL	989.87
83520	3/06	DOVER FLAG & MAP	110-05-55109-389-000	BLANK FLAGS	85.91
83521	3/06	A & R DOOR SERVICE	520-09-50202-246-000	1/09 TD-DOOR REPAIRS	78.00
			520-09-50401-246-000	1/09 TD-DOOR REPAIRS	52.00
			 CHECK TOTAL	130.00
83522	3/06	LARK UNIFORM, INC.	110-02-52103-367-000	2/09 #549 PANTS	153.90
83523	3/06	FELD BODY SHOP ROLF INC.	110-02-52103-711-000	REPAIR SQUAD 2684	1,657.05
83524	3/06	BATTERIES PLUS COMMERCIAL	520-09-50201-347-000	2/09 TD-BATTERIES	682.78
83525	3/06	BANK ONE, KENOSHA	110-00-21513-000-000	3/6/09 HRLY DEDUCTS	22,564.31
			110-00-21511-000-000	3/6/09 HRLY DEDUCTS	11,936.95
			110-00-21612-000-000	3/6/09 HRLY DEDUCTS	11,936.90
			110-00-21614-000-000	3/6/09 HRLY DEDUCTS	2,874.22
			110-00-21514-000-000	3/6/09 HRLY DEDUCTS	2,874.11
			 CHECK TOTAL	52,186.49
83526	3/06	CITIES & VILLAGES MUTUAL INS	110-09-56405-219-000	2009 ADMIN-2ND QTR	7,600.00
83527	3/06	OFFICEMAX	110-01-51301-362-000	CORK BOARD	123.79
			110-02-52103-311-000	2/09 PD #1044 OFFICE	92.64
			521-09-50101-311-000	2/09 AR #1041 OFFICE	74.05
			110-02-52201-311-000	2/09 FD #1040 OFFICE	47.02
			110-01-51101-311-000	2/09 FN #1043 OFFICE	34.45
			110-01-51301-311-000	2/09 AD #1046 OFFICE	24.78
			521-09-50101-311-000	2/09 AR #1045 OFFICE	17.62
			 CHECK TOTAL	414.35

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83528	3/06	REALWHEELS COVER CO, INC.	110-02-52204-369-000 110-02-52204-369-000	SS FRT/REAR SIM KIT SURCHARGE CHECK TOTAL	580.80 18.08 598.88
83529	3/06	LINCOLN CONTRACTORS SUPPLY	110-03-53103-361-000 110-03-53103-385-000	2/09-ST TOOLS/SUPP 2/09-ST TOOLS/SUPP CHECK TOTAL	299.00 249.00 548.00
83530	3/06	UNITED STATES FIRE PROTECT	420-11-50706-589-000	EST 2-FIRE SUPPRESSI	108,580.25
83531	3/06	SCHELBLE & HEMMER, S.C.	110-00-21581-000-000	3/06/09 B.GARRETT	106.02
83532	3/06	PETCO ANIMAL SUPPLIES	110-02-52103-381-000	2/09-PET FOOD/SUPP	39.99
83533	3/06	ARJAYS FLOORING	110-02-52203-246-000 110-02-52203-246-000	CARPET REPLACEMENT CARPET REPLACEMENT CHECK TOTAL	4,803.92 4,077.00 8,880.92
83534	3/06	ANDERSON PUMP & PROCESS	632-09-50101-235-000	LEVEL CONTROLLER	289.76
83535	3/06	BOELTER HOSPITALITY	206-02-52205-382-000 206-02-52205-382-000	FOAMING HAIR HAND SOAP CHECK TOTAL	423.04 238.92 661.96
83536	3/06	AT CONFERENCE	110-01-51301-219-000	1/29/09 PHONE CONF	16.29
83537	3/06	AOA IMPROVEMENT	521-09-50101-264-000	C REED-EXPO CONF	205.00
83538	3/06	PITNEY BOWES	110-01-51306-312-000	1/09-WIRE CHARGES	20.00
83539	3/06	LEE PLUMBING, INC.	110-02-52203-241-000	2/09-FD STN#5 BOILER	423.00
83540	3/06	UNISOURCE	630-09-50101-393-000 110-01-51101-311-000	2/09-CE PAPER PROD 2/09-FN PAPER PROD CHECK TOTAL	1,582.31 503.53 2,085.84
83541	3/06	US CELLULAR	110-05-55102-226-000 110-05-55102-226-000 110-05-55102-226-000 110-05-55102-226-000 110-05-55101-226-000 110-05-55109-226-000 110-05-55109-226-000 110-05-55101-226-000 110-05-55101-226-000 110-05-55101-226-000 110-05-55101-226-000 283-06-52601-259-000 283-06-52601-259-000 110-05-55111-226-000	2/09 PA-CELL AIRTIME 2/09 PA-CELL AIRTIME 1/09 PA-CELL AIRTIME 1/09 PA-CELL AIRTIME 2/09 PA-CELL AIRTIME 2/09 PA-CELL SERVICE 1/09 PA-CELL SERVICE 2/09 PA-CELL SERVICE 1/09 PA-CELL SERVICE 1/09 PA-CELL SERVICE 1/09 PA-CELL AIRTIME #1640537 2/09 CELL P #1629923 1/09 CELL P 2/09 PA-CELL SERVICE	79.47 62.37 60.03 29.34 17.82 16.00 16.00 16.00 16.00 16.00 15.36 8.00 8.00 8.00

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
			110-05-55111-226-000	1/09 PA-CELL SERVICE	8.00
			110-05-55102-226-000	2/09 PA-CELL SERVICE	8.00
			110-05-55102-226-000	1/09 PA-CELL SERVICE	8.00
			283-06-52601-259-000	#1629923 1/09 AIRTM	1.35
			283-06-52601-259-000	#1640537 2/09 AIRTM	.54
			 CHECK TOTAL	378.28
83542	3/06	CUMMINS NPOWER, LLC	520-09-50201-347-000	2/09 TD-PARTS/SERV	997.69
			520-09-50201-344-000	2/09 TD-PARTS/SERV	777.84
			520-09-50201-347-000	2/09 TD-PARTS/SERV	137.60
			520-09-50201-347-000	1/09 TD-PARTS/SERV	129.36
			520-09-50201-347-000	2/09 TD-PARTS/SERV	65.94
			520-09-50201-347-000	2/09 TD-PARTS RETRN	103.13CR
			 CHECK TOTAL	2,005.30
83543	3/06	MALSACK, J	461-11-50701-581-000	2/09 SNOW RMVL-"B"	812.25
			463-11-50602-219-000	2/09 SNOW RMVL-"A"	717.25
			401-11-50612-581-000	2/09 SNOW RMVL-"C"	432.25
			463-11-50602-219-000	2/09 ADD'L SNOW RMVL	161.78
			401-11-50612-581-000	2/09 SNOW 65 & 14TH	40.61
			 CHECK TOTAL	2,164.14
83544	3/06	JENSEN TOWING	110-02-52103-219-000	2/09 #09-025972 TOWI	60.75
83545	3/06	WIS PARK & RECREATION ASSN.	110-05-55111-264-000	5/29/09 SEMINAR	95.00
83546	3/06	MARQUETTE UNIVERSITY	631-09-50101-264-000	PAVEMENT SEMINAR	225.00
83547	3/06	KENOSHA COUNTY TREASURER	110-04-54101-252-000	3/09 HEALTH SERVICES	82,769.50
83548	3/06	WIS EMPLOYMENT RELATIONS	110-01-51001-219-000	IAFF 414 GRIEVANCE	400.00
83549	3/06	GATEWAY MORTGAGE	110-00-21106-000-000	2008 TAX-5530 43 AV	44.63
83550	3/06	GEMPLER'S, INC	110-05-55109-369-000	PORTABLE SPRAYER	1,247.35
83551	3/06	STATE BAR OF WISCONSIN	110-01-50301-322-000	2/09-CIVIL LIT CODE	46.58
83552	3/06	MENARDS (KENOSHA)	501-09-50105-357-000	2/09-ST MERCHANDISE	308.05
			110-03-53113-389-000	2/09-ST MERCHANDISE	298.44
			110-03-53113-389-000	2/09-ST MERCHANDISE	249.44
			110-03-53103-389-000	2/09-ST MERCHANDISE	209.91
			110-02-52203-382-000	2/09-FD STN#6 MERCH	208.28
			110-03-53103-344-000	2/09-ST MERCHANDISE	119.96
			521-09-50101-382-000	2/09-AR MERCHANDISE	66.62
			501-09-50105-355-000	2/09-ST MERCHANDISE	65.65
			110-02-52203-357-000	2/09-FD STN#3 MERCH	53.94
			501-09-50105-357-000	2/09-ST MERCHANDISE	53.01
			110-02-52203-385-000	2/09-FD STN#4 MERCH	44.60

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
			521-09-50101-344-000	2/09-AR MERCHANDISE	42.99
			110-03-53113-389-000	2/09-ST MERCHANDISE	41.97
			521-09-50101-361-000	2/09-AR MERCHANDISE	37.33
			205-03-53119-389-000	2/09-ST MERCHANDISE	30.60
			206-02-52205-344-000	2/09-FD STN#4 MERCH	30.48
			110-02-52203-344-000	2/09-FD STN#4 MERCH	23.04
			521-09-50101-361-000	2/09-AR MERCHANDISE	22.07
			110-05-55109-355-000	2/09-LINCOLN PK MERC	18.68
			110-03-53110-361-000	2/09-ST MERCHANDISE	15.98
			206-02-52205-344-000	2/09-FD STN#4 MERCH	14.00
			110-03-53103-361-000	2/09-ST MERCHANDISE	13.76
			521-09-50101-382-000	2/09-AR MERCHANDISE	9.55
			110-02-52203-382-000	2/09-FD STN#3 MERCH	5.94
			521-09-50101-344-000	2/09-AR MERCHANDISE	1.44
			 CHECK TOTAL	1,985.73
83553	3/06	WIS SCTF	110-00-21581-000-000	3/06/09 HRLY DEDUCT	2,143.04
			110-00-21581-000-000	3/06/09 SAL DEDUCT	86.94
			 CHECK TOTAL	2,229.98
83554	3/06	ILLINOIS DEPT OF PUBLIC AID	110-00-21581-000-000	3/06/09 J.PETRILLO	139.82
83555	3/06	WIS DEPT OF REVENUE	761-09-50101-264-000	STATE REG RENEW FEE	10.00
83556	3/06	ROCKFORD IND, WELDING	110-03-53103-361-000	2/09-ST SUPPLIES/REP	495.72
			110-03-53107-361-000	2/09-ST SUPPLIES/REP	478.95
			110-03-53103-389-000	2/09-ST SUPPLIES/REP	161.30
			 CHECK TOTAL	1,135.97
83557	3/06	NATIONAL ELEVATOR INSP SVS	521-09-50101-219-000	ROUTINE INSPECTION	128.00
83558	3/06	WHOLESALE DIRECT INC	630-09-50101-393-000	2/09-PARTS/MATERIALS	1,042.76
83559	3/06	INLAND POWER GROUP	632-09-50101-264-000	MUNNS/GETKA 4/8/09	500.00
83560	3/06	PROCESSWORKS INC.	110-00-21578-000-000	3/03/09 CHECK REG	2,534.20
			110-00-21578-000-000	12/08 CHECK REG	685.24
			 CHECK TOTAL	3,219.44
83561	3/06	US DEPT OF HUD	110-00-21106-000-000	2008 TAX-7203 30 AV	1,585.79
			110-00-21106-000-000	2008 TAX-3930 31 AV	1,238.62
			110-00-21106-000-000	2008 TAX-4834 29 AV	794.51
			 CHECK TOTAL	3,618.92

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83562	3/06	MUNCIE TRANSIT SUPPLY	520-09-50201-347-000	2/09-TD COACH PARTS	209.80
			520-09-50201-347-000	1/09-TD COACH PARTS	49.38
			 CHECK TOTAL	259.18
83563	3/06	AIRGAS NORTH CENTRAL	520-09-50201-317-000	1/09 TD-INDSTR L GAS	43.56
			521-09-50101-344-000	1/09 CYLINDER RENT	11.88
			 CHECK TOTAL	55.44
83564	3/06	AFLAC	110-00-21535-000-000	3/09 SAL DEDUCTS	1,852.20
			110-00-21535-000-000	1/30-2/20 HRLY DED	521.56
			110-00-21536-000-000	3/09 SAL DEDUCTS	397.00
			110-00-21536-000-000	1/30-2/20 HRLY DED	237.00
			 CHECK TOTAL	3,007.76
83565	3/06	SPECTERA, INC.	110-00-21534-000-000	3/1/09 DEDUCTS	1,662.12
83566	3/06	STATE DISBURSEMENT	110-00-21581-000-000	3/06/09 S.WELLS	27.71
83567	3/06	UW PARKSIDE	761-09-50101-264-000	WORKSHOP REG FEES	70.00
83568	3/06	DALE NEHLS & ASSOCIATES	110-05-55109-219-000	GRAFITTI REMOVAL	350.00
			110-05-55109-219-000	GRAFFITI REMOVAL	125.00
			 CHECK TOTAL	475.00
83569	3/06	BEST WESTERN HARBORSIDE	252-06-50559-259-000	#1644083 J.DEMIGLIO	350.00
			252-06-50559-259-000	#1644082 J.SHORT	350.00
			252-06-50559-259-000	#1644080 C.COLLINS	280.00
			252-06-50559-259-000	#1644084 R.HALE	210.00
			 CHECK TOTAL	1,190.00
83570	3/06	AURORA MEDICAL GROUP	110-01-51303-216-000	2/09 SCREENS	235.00
			520-09-50101-216-000	2/09 SCREENS	91.00
			 CHECK TOTAL	326.00
83571	3/06	BORST, PATRICIA	110-00-21106-000-000	2008 RE TAX OVERPAY	9.17
83572	3/06	COUNTRY INN & SUITES	110-02-52107-263-000	HANNES/HEIRING 2/19	138.00
83573	3/06	DUNCAN, LORRAINE	110-00-21904-000-000	CASH BOND	171.00

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83574	3/06	BEST WESTERN CROSSROAD	110-02-52206-263-000	2 ROOMS-5/18-20/09	438.00
83575	3/06	AMBROSINI, CHARLES	110-00-46394-000-000	APPLIANCE STICKER	15.00
83576	3/06	TOPPER, RANDY L	110-00-21904-000-000	CASH BOND	31.50
83577	3/06	LEMIESZ, BOGUMILA	110-00-21106-000-000	2008 RE TAX OVERPAY	70.97
83578	3/06	SCOTT, WALTER AND	110-00-21106-000-000	2008 RE TAX OVERPAY	2,218.45
83579	3/06	SWANSON, ELIZABETH	110-00-21106-000-000	2008 RE TAX OVERPAY	1.18
83580	3/06	THOMAS, SHAWN V	110-00-44709-000-000	BARTENDER LICENSE	50.00
83581	3/06	QUINONES, EDWARD J	110-00-44708-000-000	TAXI DRIVER LICENSE	5.00
83582	3/06	BARDWELL, TRISHELL M	110-00-45103-000-000	FINE PAYMENT	75.39
			110-00-21901-000-000	FINE PAYMENT	19.61
			 CHECK TOTAL	95.00
83583	3/06	STEWART, BRAD	110-02-52601-261-000	2/09 MILEAGE	268.40
83584	3/06	ENGEN, MITCH	110-02-52601-261-000	2/09 MILEAGE	120.45
			110-02-52601-226-000	1/09 CELL PHONE	14.68
			 CHECK TOTAL	135.13
83585	3/06	LENCI, MAURO	632-09-50101-261-000	1/09-2/09 MILEAGE	115.94
83586	3/06	HANEY, PENNEY	222-09-50101-263-000	OUTTA SGHT KITE MTG	21.57
83587	3/06	TORCIVIA, NICK	110-02-52601-261-000	2/09 MILEAGE	173.80
83588	3/06	BLISE, PAULA	110-02-52601-261-000	2/09 MILEAGE	312.95
83589	3/06	SWARTZ, MARTHA E.	110-02-52601-261-000	2/09 MILEAGE	149.60
83590	3/06	HIGGINS, MICHAEL	110-01-51901-311-000	3-HOLE PAPER PUNCH	148.37
83591	3/06	COVELLI, PAUL	110-01-50901-261-000	2/09 MILEAGE	53.90

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83592	3/06	HILLESLAND, RICHARD	110-02-52601-261-000	2/09 MILEAGE	262.90
83593	3/06	MIKOLAS, KEVIN	110-02-52601-261-000	2/09 MILEAGE	329.45
83594	3/06	STRONG, FRANZ A.	110-05-55101-261-000	2/09 MILEAGE	156.75
83595	3/06	SCHROEDER, JANICE	110-03-53101-261-000	1/09-2/09 MILEAGE	22.00
83596	3/06	CHIAPPETTA, LOUIS	110-02-52601-261-000	2/09 MILEAGE	127.05
83597	3/06	KRAUS, PHILLIP	110-01-51303-144-000	2009 TUITION	96.00
83598	3/06	CRUEY, EDWARD	110-01-50901-261-000	2/09 MILEAGE	31.90
83599	3/06	DUMKE, JOHN E.	110-02-52601-261-000	2/09 MILEAGE	155.65
83600	3/06	KRUEGER, SCOTT	110-01-51303-144-000	2009 TUITION REIMB	468.00
			110-01-51303-144-000	2008 TUITION REIMB	172.00
			 CHECK TOTAL	640.00
83601	3/06	JANTZEN, DENNIS	110-02-52601-261-000	2/09 MILEAGE	425.15
83602	3/11	A & B PRO HARDWARE	110-01-51801-246-000	2/09 PW SUPPLIES & S	99.55
			110-02-52103-365-000	2/09 PD SUPPLIES & S	30.75
			110-01-51801-389-000	2/09 PW SUPPLIES & S	10.73
			110-02-52203-344-000	2/09 FD SUPPLIES & S	9.71
			631-09-50101-311-000	2/09 PW SUPPLIES & S	4.95
			 CHECK TOTAL	155.69
83603	3/11	ACE HARDWARE	110-03-53107-389-000	2/09 ST MERCHANDISE	67.45
			110-03-53103-389-000	2/09 ST MERCHANDISE	47.96
			632-09-50101-246-000	2/09 SE MERCHANDISE	15.69
			110-03-53109-389-000	2/09 ST MERCHANDISE	8.99
			630-09-50101-393-000	2/09 SE MERCHANDISE	4.49
			632-09-50101-389-000	2/09 SE MERCHANDISE	2.99
			 CHECK TOTAL	147.57
83604	3/11	RNOW, INC.	630-09-50101-393-000	2/09 PARTS/MATERIALS	790.30
			630-09-50101-393-000	2/09 PARTS/MATERIALS	270.48
			630-09-50101-393-000	2/09 PARTS/MATERIAL	153.33
			630-09-50101-393-000	2/09 PARTS/MATERIALS	66.42
			630-09-50101-393-000	2/09 PARTS/MATERIALS	49.11
			630-09-50101-393-000	2/09 PARTS/MATERIALS	25.70
			 CHECK TOTAL	1,355.34

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83605	3/11	VIKING ELECTRIC SUPPLY	110-03-53109-375-000	2/09-ST ELEC MATLS	13.18
			110-03-53109-375-000	2/09-ST ELEC MATLS	13.18
			 CHECK TOTAL	26.36
83606	3/11	BUMPER TO BUMPER	630-09-50101-393-000	2/09-CE PARTS/MAT'L,	1,237.26
			520-09-50201-317-000	2/09-TD PARTS/MAT'L	1,186.21
			110-03-53103-344-000	2/09-ST PARTS/MAT'L	468.50
			520-09-50201-347-000	2/09-TD PARTS/MAT'L,	265.64
			110-02-52203-344-000	2/09-FD PARTS/MAT'L	91.78
			632-09-50101-389-000	2/09-SE PARTS/MAT'L,	84.23
			110-05-55109-344-000	2/09-PA PARTS/MAT'L	66.14
			110-02-52203-382-000	2/09-FD PARTS/MAT'L	31.18
			 CHECK TOTAL	3,430.94
83607	3/11	JANTZ AUTO SALES INC	110-02-52103-219-000	2/09 #09-015637 TOW	25.00
			110-02-52103-219-000	2/09 #09-023601 TOW	15.00
			 CHECK TOTAL	40.00
83608	3/11	KEN-CRETE PRODUCTS CO., INC.	501-09-50105-355-000	2/09 CONCRETE/MATRL	495.00
			501-09-50105-355-000	1/09 CONCRETE/MATRL	495.00
			 CHECK TOTAL	990.00
83609	3/11	KINDY OPTICAL	110-01-51303-164-000	12/08-1/09 SFTY GLS	219.90
83610	3/11	KENOSHA CO HUMANE SOCIETY	110-04-54102-254-000	3/09 ANIMAL CONTROL	11,282.57
83611	3/11	UNITED HOSPITAL SYSTEMS INC	110-02-52101-219-000	11/08-#08-164295	39.00
			110-02-52102-219-000	2/09-#08-129135	32.03
			110-02-52102-219-000	2/09-#09-015932	16.84
			 CHECK TOTAL	87.87
83612	3/11	KENOSHA NEWS	110-01-51303-326-000	2/09 BUS OPERATOR	140.02
			110-00-21104-000-000	2/09 CT-T ENT LICNS	41.49
			110-01-50101-321-000	2/09 ABSENTEE BOARD	19.30
			 CHECK TOTAL	200.81
83613	3/11	LEMAY BUICK PONTIAC GMC	110-02-52203-344-000	REPAIRS TO CAR 1	117.83
83614	3/11	SHOPKO DEPT. STORE	110-02-52203-382-000	KITCHEN ITEMS	274.54

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83615	3/11	SERVICEMASTER JANITOR. SRVC	761-09-50101-243-000	3/09 HOUSEKEEPING	285.00
83616	3/11	WIS DEPT OF REVENUE	110-00-21512-000-000	2/16-28/09 DEDUCTS	117,865.03
83617	3/11	WE ENERGIES	110-03-53103-222-000	#10 01/27-02/24	16,824.61
			110-01-51801-222-000	#10 01/28-02/26	6,880.33
			520-09-50301-222-000	#10 01/29-02/27	6,656.58
			520-09-50301-221-000	#10 01/29-02/27	5,069.84
			110-05-55109-222-000	#10 01/27-02/24	4,996.03
			632-09-50101-222-000	#10 01/27-02/24	3,843.10
			110-03-53116-222-000	#10 01/28-02/26	3,629.81
			633-09-50101-222-000	#10 01/27-02/24	3,155.11
			110-02-52203-222-000	#10 01/26-02/24	2,899.85
			521-09-50101-222-000	#10 01/29-03/01	2,691.50
			521-09-50101-221-000	#10 01/29-03/01	2,370.88
			110-02-52203-221-000	#10 01/26-02/25	2,206.01
			520-09-50401-221-000	#10 01/27-02/25	2,203.78
			110-03-53103-221-000	#10 01/27-02/24	2,183.03
			633-09-50101-221-000	#10 01/27-02/24	2,167.57
			632-09-50101-221-000	#10 01/27-02/24	1,716.95
			110-02-52203-222-000	#10 01/29-03/01	1,642.62
			110-03-53109-221-000	#10 01/26-02/24	1,572.58
			521-09-50101-221-000	#10 01/29-02/27	1,510.72
			110-03-53109-221-000	#10 01/22-02/22	1,458.89
			110-02-52203-222-000	#10 01/27-02/25	1,442.86
			110-05-55109-221-000	#10 01/27-02/24	1,279.63
			110-03-53109-221-000	#10 01/26-02/23	1,237.74
			110-03-53109-221-000	#10 01/22-02/23	1,202.26
			110-03-53109-221-000	#10 01/25-02/23	1,143.82
			520-09-50401-222-000	#10 01/25-02/23	919.56
			110-03-53109-221-000	#10 01/29-03/01	863.70
			110-02-52203-221-000	#10 01/29-03/01	822.11
			110-03-53109-221-000	#10 02/01-03/02	770.67
			110-03-53109-221-000	#10 01/26-02/25	746.92
			110-03-53109-221-000	#10 01/21-02/23	739.02
			110-01-51802-222-000	#10 01/21-02/19	693.24
			110-01-51802-221-000	#10 01/27-02/26	657.08
			521-09-50101-222-000	#10 02/02-03/03	619.87
			110-05-55111-221-000	#10 01/22-02/19	614.56
			110-03-53109-221-000	#10 01/22-02/18	530.70
			110-02-52110-221-000	#10 01/27-02/25	513.18
			110-03-53109-221-000	#10 02/02-03/03	442.50
			110-03-53103-221-000	#10 01/25-02/23	404.83
			110-03-53109-221-000	#10 01/28-02/26	393.76
			110-05-55111-222-000	#10 01/22-02/19	370.87
			110-03-53109-221-000	#10 01/21-02/19	225.20
			110-05-55111-221-000	#10 01/27-02/25	224.36
			110-01-51801-221-000	#10 01/28-02/26	213.70
			110-05-55109-221-000	#10 01/22-02/22	211.23

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
			110-03-53109-221-000	#10 01/23-02/23	198.86
			110-03-53109-221-000	#10 01/29-02/26	196.68
			110-05-55109-222-000	#10 01/25-02/23	127.20
			110-01-51802-221-000	#10 01/28-02/26	119.94
			110-05-55111-221-000	#10 01/28-02/26	118.37
			110-01-51802-221-000	#10 01/21-02/19	113.89
			110-03-53109-221-000	#10 01/27-02/25	102.47
			519-09-50103-221-000	#10 01/25-02/23	77.20
			110-05-55109-221-000	#10 02/01-03/02	49.13
			110-02-52110-222-000	#10 01/27-02/25	37.42
			110-03-53103-221-000	#10 01/28-02/26	29.55
			110-05-55109-221-000	#10 01/27-02/25	29.31
			110-05-55109-221-000	#10 01/28-02/26	26.13
			110-05-55109-221-000	#10 01/21-02/19	22.38
			110-05-55109-221-000	#10 01/26-02/24	20.03
			110-05-55102-221-000	#10 01/29-02/25	18.53
			110-03-53103-221-000	#10 01/27-02/25	17.09
			110-01-51802-221-000	#10 01/22-02/20	17.09
			110-05-55109-221-000	#10 01/25-02/23	8.44
			110-05-55111-222-000	#10 01/27-02/25	8.12
			110-05-55109-222-000	#10 01/28-02/26	8.12
			110-05-55109-222-000	#10 01/26-02/24	8.12
			110-02-52103-222-000	#10 02/01-03/02	8.12
			 CHECK TOTAL	94,325.35
83618	3/11	STREICHER'S POLICE EQUIPMENT	110-02-52103-365-000	BARRIER TAPE	244.99
83619	3/11	WETTENGEL CAMPAGNA	110-02-52201-232-000	PRINTER REPAIR	236.00
83620	3/11	WIS FUEL & HEATING INC	630-09-50101-392-000	2/09-DIESEL FUEL	11,021.54
			520-09-50106-341-000	2/09-TD LUBRICANTS	3,098.88
			 CHECK TOTAL	14,120.42
83621	3/11	FABCO EQUIPMENT, INC.	630-09-50101-393-000	2/09 PARTS & MATERIA	1,138.28
			630-09-50101-393-000	2/09 PARTS & MATERIA	302.82
			630-09-50101-393-000	2/09 PARTS & MATERIA	228.52
			630-09-50101-393-000	2/09 PARTS & MATERIA	226.91
			630-09-50101-393-000	2/09 PARTS & MATERIA	96.78
			630-09-50101-393-000	2/09 PARTS & MATERIA	93.30
			630-09-50101-393-000	2/09 PARTS & MATERIA	50.25
			630-09-50101-393-000	2/09 PARTS & MATERIA	41.12
			630-09-50101-393-000	2/09 PARTS & MATERIA	3.14
			 CHECK TOTAL	2,181.12

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83622	3/11	ON DEMAND APPAREL & ACCESS	501-09-50101-367-000	SHIPPING COSTS	7.65
83623	3/11	PFEIFFER, GEORGIE	110-02-52203-165-000	3/09 BENEFITS	218.17
83624	3/11	PREISS, IRENE	110-02-52203-165-000	3/09 BENEFITS	410.53
83625	3/11	TUDJAN, EDWARD	110-02-52203-165-000	3/09 BENEFITS	941.50
83626	3/11	ZAK, PAUL	110-02-52203-165-000	3/09 BENEFITS	861.97
83627	3/11	JANEK CORPORATION	520-09-50201-347-000	FARE BOX PARTS	3,013.00
83628	3/11	CORPORATE EXPRESS	110-01-52001-311-000	LABELS	116.95
83629	3/11	VERIZON NORTH	110-02-52203-225-000	2/22-3/22/09 FIRE	41.51
83630	3/11	COTTAGE MILLS LLC	110-03-53107-344-000	POLYCARBONATE COVERS	660.00
83631	3/11	ACCURATE PRINTING CO., INC.	110-02-52601-311-000	2/09 DH-REPAIR/CUT	526.00
83632	3/11	WIS DEPT OF ADMINSTRATION	110-02-52103-311-000	CITATIONS	650.00
83633	3/11	JAMES IMAGING SYSTEMS, INC.	110-01-51701-232-000	8-11/09 CD-OVERAGES	660.94
			110-01-51701-232-000	11/08-2/06/09 OVERS	608.35
			715-09-50101-389-000	STAPLER FINISHER	475.00
			110-01-51701-232-000	11-2/09 CD-COPIER MA	474.67
			110-01-51701-232-000	2-4/09 CD-COPIER MAI	360.00
			110-01-51301-232-000	1/09 AD-COPIER SERVI	62.00
			110-01-51301-232-000	2/09 AD-COPIER SERVI	62.00
			 CHECK TOTAL	2,702.96
83634	3/11	5 ALARM FIRE & SAFETY EQUIP.	206-02-52205-344-000	3/09 PARTS/MATERIALS	75.99
83635	3/11	LAKESIDE INTERNATIONAL TRUCK	630-09-50101-393-000	2/09-PARTS-MATERIALS	2,168.18
			520-09-50201-347-000	2/09-BUS PARTS/MATL	409.80
			 CHECK TOTAL	2,577.98
83636	3/11	PIONEER COMMERCIAL CLEANING	110-01-51801-243-000	2/09 JANITORIAL SERV	3,325.00
83637	3/11	KAR PRODUCTS	520-09-50201-347-000	2/09-SHOP SUPPLIES	226.92
			520-09-50201-317-000	2/09-SHOP SUPPLIES	196.69
			520-09-50201-347-000	2/09-SHOP SUPPLIES	48.76
			 CHECK TOTAL	472.37

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83638	3/11	JENSEN TOWING	110-02-52103-219-000	2/09-#09-017949 TOW	85.00
			110-02-52103-219-000	1/09-#07-167262 TOW	45.00
			 CHECK TOTAL	130.00
83639	3/11	WASTE MGMT OF MILWAUKEE	110-03-53117-253-418	2/09 COMPACTOR RENT	615.25
83640	3/11	INSTY-PRINTS	110-01-50602-311-000	2/09 KKB BOOKMARKS	187.10
83641	3/11	NORTHERN WATER WORKS SUPPLY	110-05-55109-235-000	FISH GRINDER PARTS	283.92
			110-05-55109-235-000	PARTS	196.56
			 CHECK TOTAL	480.48
83642	3/11	CDW-G	110-02-52201-311-000	2/09 TONER	1,184.44
83643	3/11	MILWAUKEE 2 WAY INC.	422-11-50901-579-000	INSTALL RADIO SYSTEM	51,200.00
			422-11-50801-579-000	INSTALL RADIO SYSTEM	9,421.00
			 CHECK TOTAL	60,621.00
83644	3/11	WASTE MANAGEMENT	521-09-50101-219-000	3/09-PAPER RECYCLING	58.50
			633-09-50101-253-000	3/09-WEEKLY PICKUP	57.23
			110-01-51801-246-000	3/09-PW PULL CHARGES	53.00
			110-05-55109-246-000	3/09-PAPER RECYCLING	35.00
			 CHECK TOTAL	203.73
83645	3/11	MENARDS (KENOSHA)	110-05-55102-369-000	PRESSURE WASHER	299.00
			520-09-50401-249-000	2/09 TD MERCHANDISE	267.82
			520-09-50401-347-000	2/09 TD MERCHANDISE	105.82
			110-02-52203-344-000	2/09 FD- STA 4 MERCH	5.61
			 CHECK TOTAL	678.25
83646	3/11	ARMANDO'S COLLISION CNTR, INC	110-02-52103-711-000	REPAIR SQUAD 2977	999.23
			110-02-52103-344-000	REPAIR SQUAD 2693	467.65
			110-02-52103-344-000	REPAIR SQUAD 2693	327.60
			110-02-52103-344-000	REPAIR SQUAD 2693	134.40
			 CHECK TOTAL	1,928.88
83647	3/11	THE HIGHLAND GROUP OF WI	409-11-50801-581-000	2/09 CONSULTING SERV	3,750.00
83648	3/11	WIS POLICE EXECUTIVE GROUP	110-02-52107-264-000	MORRISSEY 6/14-17/09	570.00

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83649	3/11	ENVIRONMENTAL SYSTEMS	110-01-51701-233-000	PRIMARY MAINTENANCE	400.00
			110-01-51701-233-000	SECONDARD MAINT.	300.00
			 CHECK TOTAL	700.00
83650	3/11	SCHMITT PROTECTIVE SERVICES	110-01-51801-246-000	1/09-SECURITY CHECKS	70.00
			110-01-51801-246-000	2/09-SECURITY CHECKS	56.00
			 CHECK TOTAL	126.00
83651	3/11	SAFETY-KLEEN INC	520-09-50201-387-000	2/09-16105 SOLVENT	134.92
83652	3/11	PLEASANT PRAIRIE UTILITIES	110-09-56519-259-000	SPRINGBROOK CLN WAT	87.16
			110-09-56519-259-000	80TH ST WATER	53.49
			 CHECK TOTAL	140.65
83653	3/11	RIMKUS, JASON	761-09-50101-111-000	3/01-15/09 SERVICE	1,735.13
			761-00-21514-000-000	3/01-15/09 SERVICE	25.16CR
			761-00-21599-000-000	3/01-15/09 SERVICE	86.75CR
			761-00-21512-000-000	3/01-15/09 SERVICE	97.00CR
			761-00-21511-000-000	3/01-15/09 SERVICE	107.58CR
			761-00-21513-000-000	3/01-15/09 SERVICE	194.00CR
			 CHECK TOTAL	1,224.64
83654	3/11	PIRO, RALPH	761-09-50101-111-000	3/01-15/09 SERVICE	822.29
			761-00-21514-000-000	3/01-15/09 SERVICE	11.92CR
			761-00-21512-000-000	3/01-15/09 SERVICE	37.30CR
			761-00-21511-000-000	3/01-15/09 SERVICE	50.98CR
			761-00-21513-000-000	3/01-15/09 SERVICE	69.00CR
			 CHECK TOTAL	653.09
83655	3/11	AIRGAS NORTH CENTRAL	520-09-50201-317-000	10/08 CYLINDER RNTL	45.01
83656	3/11	RED THE UNIFORM TAILOR	110-02-52103-367-000	2/09 POLICE UNIFORMS	295.70
			110-02-52103-367-000	2/09 POLICE UNIFORMS	256.90
			110-02-52103-367-000	2/09 POLICE UNIFORMS	236.90
			110-02-52103-367-000	2/09 POLICE UNIFORMS	217.80
			110-02-52103-367-000	2/09 POLICE UNIFORMS	211.80
			110-02-52103-367-000	2/09 POLICE UNIFORMS	191.96
			110-02-52103-367-000	2/09 POLICE UNIFORMS	129.90
			110-02-52103-367-000	2/09 POLICE UNIFORMS	89.98
			110-02-52103-367-000	2/09 POLICE UNIFORMS	89.98
			110-02-52103-367-000	2/09 POLICE UNIFORMS	79.98
			110-02-52103-367-000	2/09 POLICE UNIFORMS	79.98
			520-09-50101-367-000	2/09 UNIFORM ITEMS	56.85
			110-02-52103-367-000	2/09 POLICE UNIFORMS	43.95
			520-09-50101-367-000	2/09 UNIFORM ITEMS	39.95
			520-09-50101-367-000	2/09 UNIFORM ITEMS	24.50
			 CHECK TOTAL	2,046.13

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83657	3/11	AURORA MEDICAL GROUP	520-09-50101-216-000	2/09 SCREEN	250.00
83658	3/11	UNITED OCC MEDICINE	110-09-56306-161-000	1/12/09 D WILFINGER	191.25
83659	3/11	ATHLETIC & THERAPEUTIC INST.	110-09-56306-161-000	7/18/07 K MIKOLAS	406.66
			110-09-56306-161-000	7/18/07 K MIKOLAS	406.66
			 CHECK TOTAL	813.32
83660	3/11	PIRAGIS, KAREN	110-09-56404-719-000	VEH DMG 11/28/08	64.87
83661	3/11	MUTCHLER, VINCENT L.	110-09-56305-166-000	2/15-3/15/09 PPD	1,092.00
83662	3/11	PACE, JERRY	110-09-56305-166-000	2/11-3/11/09 PPD	838.93
83663	3/11	BAUMANN, RICHARD H.	110-02-52601-261-000	2/09 MILEAGE	291.50
83664	3/11	HILL, SUSAN E.	110-01-51303-261-000	2/24-25/09 MILWAUKEE	91.80
83665	3/11	SANCHEZ, MARGARITO	110-02-52601-261-000	2/09 MILEAGE	187.00
83666	3/11	LEIPZIG, TODD	110-09-56306-161-000	1/14-26/09 REIMB RX	80.00
83667	3/13	BOBCAT PLUS INC	110-03-53107-282-000	3/09 EQUIPMENT RENT	3,300.00
83668	3/13	BINDELLI BROTHERS, INC	110-09-56501-259-000	2/09 6127 51 AV BRD	430.72
83669	3/13	RNOW, INC.	630-09-50101-393-000	2/09 BRK SHOE PINS	1,598.94
83670	3/13	CHESTER ELECTRONICS SUPPLY	110-01-51901-311-000	2/09 CT-PARTS/MATRLS	54.00
			110-02-52103-365-000	3/09 PD-PARTS/MATRLS	24.99
			 CHECK TOTAL	78.99
83671	3/13	COMSYS, INCORPORATED	110-01-51102-215-000	3/08-4/07/09 SERVICE	36,013.78
			501-09-50101-215-000	3/08-4/07/09 SERVICE	9,003.44
			 CHECK TOTAL	45,017.22
83672	3/13	ICMA RETIREMENT TRUST	110-00-21572-000-000	3/01-15/09 CONTRIBS	59,303.95
83673	3/13	CARDINAL HEALTH	206-02-52205-318-000	2/09 MEDICAL SUPPLIE	635.88
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	287.83
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	221.18
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	159.25
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	150.54
			206-02-52205-318-000	2/09 MEDICAL SUPPLIE	48.76
			 CHECK TOTAL	1,503.44

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83674	3/13	K & R SERVICES INC	110-02-52203-382-000	2/09-FD STN#5	6.95
83675	3/13	KENOSHA ANIMAL HOSPITAL	110-02-52103-381-000	3/09-CHICO VET EXAM	70.30
83676	3/13	KENOSHA CITY EMPLOYEE'S	110-00-21562-000-000	3/13/09 CITY SAL	49,428.08
			110-00-21562-000-000	3/13/09 CITY HRLY	16,738.87
			110-00-21562-000-000	3/13/09 WATER SAL	9,330.50
			110-00-21562-000-000	3/13/09 LIBRARY SAL	8,816.50
			110-00-21562-000-000	3/13/09 WATER HRLY	4,027.50
			110-00-21562-000-000	3/13/09 MUSEUM HRLY	115.00
			 CHECK TOTAL	88,456.45
83677	3/13	UNITED WAY OF KENOSHA COUNTY	110-00-21541-000-000	3/13/09 CITY SAL	1,897.37
			110-00-21541-000-000	3/13/09 LIBRARY SAL	383.00
			110-00-21541-000-000	3/13/09 WATER SAL	148.17
			 CHECK TOTAL	2,428.54
83678	3/13	LABOR PAPER, THE	110-01-50101-321-000	1/21&2/2/09 CC MINS	1,848.00
83679	3/13	KENOSHA NEWS	110-01-50101-321-000	1/09 ELECTION TEST	17.50
83680	3/13	KENOSHA POLICE & FIREMEN'S	110-00-21563-000-000	3/13/09 SAL DEDUCT	91,342.00
83681	3/13	KENOSHA UNIFIED SCHOOL	110-05-55109-221-000	AMECHE 1/14-2/12/09	114.78
83682	3/13	LEMAY BUICK PONTIAC GMC	630-09-50101-393-000	2/09-CE PARTS/MATLS	567.40
			520-09-50201-347-000	2/09-TD PARTS/MATLS	349.27
			 CHECK TOTAL	916.67
83683	3/13	M A TRUCK PARTS	630-09-50101-393-000	2/09-CE MATERIALS	4,690.89
			110-03-53107-344-000	2/09-ST MATERIALS	999.95
			501-09-50104-344-000	2/09-ST MATERIALS	753.60
			110-03-53103-389-000	2/09-ST MATERIALS	45.68
			 CHECK TOTAL	6,490.12
83684	3/13	MINNESOTA LIFE INSURANCE	110-00-21533-000-000	4/09 PREMIUM	11,879.05
			110-09-56304-156-000	4/09 PREMIUM	5,669.12
			110-00-15601-000-000	4/09 PREMIUM	1,510.74
			110-00-15201-000-000	4/09 PREMIUM	1,091.84
			520-09-50101-156-000	4/09 PREMIUM	609.42
			110-00-15202-000-000	4/09 PREMIUM	357.32
			631-09-50101-156-000	4/09 PREMIUM	271.32
			632-09-50101-156-000	4/09 PREMIUM	177.79
			110-00-14401-000-000	4/09 PREMIUM	112.85
			520-09-50201-156-000	4/09 PREMIUM	91.19
			520-09-50301-156-000	4/09 PREMIUM	80.84
			520-09-50105-156-000	4/09 PREMIUM	67.03
			110-00-13127-000-000	4/09 PREMIUM	60.00
			521-09-50101-156-000	4/09 PREMIUM	51.22

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
			630-09-50101-156-000	4/09 PREMIUM	20.62
			501-09-50101-156-000	4/09 PREMIUM	20.05
			501-09-50103-156-000	4/09 PREMIUM	11.45
			520-09-50401-156-000	4/09 PREMIUM	4.04
			501-09-50102-156-000	4/09 PREMIUM	2.92
			501-09-50105-156-000	4/09 PREMIUM	2.76
			 CHECK TOTAL	22,091.57
83685	3/13	MODERN BUILDING MATERIALS	501-09-50105-355-000	2/09-MERCHANDISE	940.00
83686	3/13	SPANISH CENTER OF RACINE,	258-06-50605-259-000	#1648204	1,730.00
83687	3/13	KENOSHA COUNTY INTERFAITH	258-06-50611-259-000	#1648138 SUBGR AGMT	9,607.00
83688	3/13	TRAFFIC & PARKING CONTROL CO	519-09-50121-249-000	12"X18" SIGNS	41.60
			519-09-50109-249-000	12"X18" SIGNS	41.60
			519-09-50106-249-000	12"X18" SIGNS	41.60
			 CHECK TOTAL	124.80
83689	3/13	KENOSHA WATER UTILITY	110-05-55109-223-000	#2 3/01/09 WTR/STRM	1,457.75
			520-09-50301-224-000	#2 3/01/09 WTR/STRM	1,252.96
			520-09-50301-223-000	#2 3/01/09 WTR/STRM	908.22
			110-03-53103-224-000	#5 3/01/09 WTR/STRM	836.70
			110-05-55109-224-000	#2 3/01/09 WTR/STRM	682.44
			110-02-52203-224-000	#2 3/01/09 WTR/STRM	567.88
			110-03-53116-223-000	#5 3/01/09 WTR/STRM	498.28
			521-09-50101-224-000	#5 3/01/09 WTR/STRM	446.00
			110-01-51801-224-000	#4 3/01/09 WTR/STRM	341.54
			110-01-51801-223-000	#4 3/01/09 WTR/STRM	338.46
			110-01-51802-223-000	#5 3/01/09 WTR/STRM	290.70
			110-02-52203-223-000	#2 3/01/09 WTR/STRM	269.82
			110-03-53103-223-000	#5 3/01/09 WTR/STRM	197.88
			521-09-50101-224-000	#2 3/01/09 WTR/STRM	152.07
			523-05-50101-224-000	#5 3/01/09 WTR/STRM	144.00
			110-05-55102-224-000	#2 3/01/09 WTR/STRM	138.93
			520-09-50301-224-000	#5 3/01/09 WTR/STRM	118.00
			110-02-52203-224-000	#5 3/01/09 WTR/STRM	92.00
			632-09-50101-224-000	#2 3/01/09 WTR/STRM	82.14
			110-03-53116-224-000	#5 3/01/09 WTR/STRM	72.00
			110-05-55109-224-000	#5 3/01/09 WTR/STRM	62.30
			632-09-50101-224-000	#5 3/01/09 WTR/STRM	46.00
			110-05-55102-224-000	#5 3/01/09 WTR/STRM	46.00
			401-11-50612-581-000	#2 3/01/09 WTR/STRM	38.68
			110-05-55103-224-000	#2 3/01/09 WTR/STRM	27.38
			110-03-53103-224-000	#5 3/01/09 WTR/STRM	5.04
			110-01-51802-224-000	#5 3/01/09 WTR/STRM	5.04
			 CHECK TOTAL	9,118.21

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83690	3/13	WELDCRAFT, INC.	110-05-55109-357-000	2/09 PA-WELDING SERV	89.00
			110-05-55109-246-000	1/09 PA-WELDING SERV	31.60
			 CHECK TOTAL	120.60
83691	3/13	WILLKOMM INC., JERRY	521-09-50101-341-000	2/09 FUEL	1,039.07
			521-09-50101-341-000	2/09 FUEL	520.50
			 CHECK TOTAL	1,559.57
83692	3/13	WE ENERGIES	257-06-50463-259-000	#1648844 UTILITIES	347.58
			285-06-51603-259-000	#1647719 UTILITIES	125.89
			231-06-51610-259-000	#1647730 UTILITIES	115.25
			283-06-51609-259-000	#1647720 UTILITIES	111.93
			283-06-50205-259-000	#1647729 UTILITIES	108.74
			463-11-50601-589-000	2/09 UTILITIES	24.55
			 CHECK TOTAL	833.94
83693	3/13	STATE OF WISCONSIN	110-00-21901-999-000	2/09 COURT COSTS	26,075.96
			110-00-45104-999-000	2/09 COURT COSTS	11,919.68
			110-00-21911-999-000	2/09 COURT COSTS	10,073.74
			 CHECK TOTAL	48,069.38
83694	3/13	AMERICAN STUDENT ASSISTANCE	110-00-21581-000-000	3/13/09 H.TOLBERT	254.87
83695	3/13	FEDERAL RESERVE BANK OF	110-00-21561-000-000	3/09 SAVINGS BONDS	450.00
83696	3/13	REINDERS INC.	110-05-55109-264-000	MIKE BUSSE	39.00
			110-05-55109-264-000	BRIAN ZAKOWSKI	39.00
			 CHECK TOTAL	78.00
83697	3/13	KENOSHA WATER UTILITY	461-11-50701-581-000	10-2/09 WATER/STRM	52.37
			461-11-50801-581-000	12-1/09 STORM WTR	29.79
			461-11-50801-581-000	12-1/09 STORM WTR	24.86
			463-11-50601-589-000	1-2/09 WATER/STMWTR	15.30
			461-11-50801-581-000	12-1/09 STORM WTR	6.11
			 CHECK TOTAL	128.43
83698	3/13	ZARNOTH BRUSH WORKS, INC.	501-09-50104-344-000	2/09-SWEEPER PARTS	1,839.60
			501-09-50104-344-000	2/09-SWEEPER PARTS	459.90
			 CHECK TOTAL	2,299.50

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83699	3/13	DON'S AUTO PARTS	630-09-50101-393-000	2/09 CE-#2625 PARTS	195.13
83700	3/13	KENOSHA WATER UTILITY	110-00-21913-000-000	TEMP PERMITS	21,860.09
			110-00-21914-000-000	BILL COLLECTION	14,783.58
			 CHECK TOTAL	36,643.67
83701	3/13	UNITED HEALTHCARE INSURANCE	611-09-50101-155-517	2/09 PREMIUMS	66,198.00
			611-09-50101-155-518	2/09 PREMIUMS	28,985.00
			611-09-50101-155-519	1-2/09 ADJ	15,895.00
			611-09-50101-155-525	2/09 PREMIUMS	2,808.00
			611-09-50101-155-524	2/09 SHARED SAVINGS	1,087.27
			611-09-50101-155-518	10-12/08 COBRA	243.75
			611-09-50101-155-525	1-2/09 ADJ	13.00CR
			611-09-50101-155-518	1-2/09 ADJ	186.00CR
			611-09-50101-155-517	1-2/09 ADJ	376.89CR
			 CHECK TOTAL	114,641.13
83702	3/13	BANK ONE, KENOSHA	110-00-21513-000-000	3/13/09 DEDUCTS	228,786.70
			110-00-21511-000-000	3/13/09 DEDUCTS	83,832.30
			110-00-21612-000-000	3/13/09 DEDUCTS	83,831.70
			110-00-21614-000-000	3/13/09 DEDUCTS	24,214.90
			110-00-21514-000-000	3/13/09 DEDUCTS	24,214.47
			 CHECK TOTAL	444,880.07
83703	3/13	AT&T	110-01-51801-225-000	02/28-03/27 653-7213	455.03
			110-02-52203-225-000	02/22-03/21 REPEATER	199.72
			110-01-51801-227-000	02/27-03/27 653-8297	85.36
			206-02-52205-225-000	02/28-03/27 653-9156	28.49
			110-01-51801-225-000	02/28-03/27 942-8834	27.38
			110-05-55111-225-000	02/28-03/27 942-3781	24.90
			 CHECK TOTAL	820.88
83704	3/13	FEDEX	110-01-51306-312-000	2/09-13 FN-SHIPPING	56.56
83705	3/13	OFFICEMAX	110-01-51101-311-000	2/09 FN #1049 OFFICE	662.12
			110-02-52201-362-000	SHREDDER	289.99
			110-02-52201-362-000	MACHINE STAND	279.00
			110-02-52201-362-000	STEEL MAIL CART	239.00
			110-03-53116-311-000	2/09 WA #1047 OFFICE	148.11
			110-03-53103-311-000	2/09 ST #1048 OFFICE	144.65
			520-09-50106-311-000	2/09 TD #1050 OFFICE	87.53
			520-09-50301-311-000	2/09 TD #1050 OFFICE	52.57
			 CHECK TOTAL	1,902.97

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83706	3/13	CHEMSEARCH	110-03-53103-344-000	ROC-622	335.00
			110-03-53103-344-000	SLIDE DUMP BOX	232.50
			110-03-53103-344-000	GLO SS PLUS	177.69
			 CHECK TOTAL	745.19
83707	3/13	REGISTRATION FEE TRUST	110-09-56519-909-000	#2544	75.00
			110-09-56519-909-000	#2543	75.00
			 CHECK TOTAL	150.00
83708	3/13	REESMAN'S EXCAVATING, INC.	449-11-50501-589-000	EST 1-KAT SBDV PH I	67,146.71
83709	3/13	LINCOLN CONTRACTORS SUPPLY	501-09-50105-235-000	2/09-ST TOOLS/SUPP	109.68
			501-09-50105-361-000	2/09-ST TOOLS/SUPP	54.33
			 CHECK TOTAL	164.01
83710	3/13	BANE-NELSON, INC.	405-11-50814-583-000	EST 3-RESTROOM RENV	4,770.00
83711	3/13	HOLLAND SUPPLY, INC.	521-09-50101-344-000	3/09-AR HYDRAULIC	137.88
			520-09-50201-347-000	3/09-TD HYDRAULIC	80.00
			110-05-55109-361-000	2/09-PW HYDRAULIC	76.50
			520-09-50201-347-000	2/09-TD HYDRAULIC	42.80
			630-09-50101-393-000	2/09-SE HYDRAULIC	38.94
			 CHECK TOTAL	376.12
83712	3/13	KENOSHA CO CHIEFS & CAPTAINS	110-02-52201-323-000	JOHN THOMSEN RENEWL	300.00
83713	3/13	KENOSHA FIREFIGHTER C.A.R.E.	110-00-21564-000-000	3/13/09 SAL DEDUCT	704.00
83714	3/13	SCHELBLE & HEMMER, S.C.	110-00-21581-000-000	3/13/09 B.GARRETT	119.57
83715	3/13	WISCONSIN WOMEN'S BUSINESS	254-06-50353-259-000	#1648223 SUBGR AGMT	8,534.21
			254-06-50353-259-000	#1648160 SUBGR AGMT	4,355.13
			253-06-50353-259-000	#1648160 SUBGR AGMT	4,158.30
			 CHECK TOTAL	17,047.64
83716	3/13	ENGINEERSUPPLY	110-01-50901-311-000	MEASURING TAPE	123.71
83717	3/13	NAPA AUTO PARTS CO.	630-09-50101-393-000	2/09-CE PARTS/FILTER	2,060.17
			110-05-55109-344-000	2/09-PA PARTS/FILTER	609.68
			110-02-52203-361-000	PARTS WASHER.	600.00
			110-02-52203-344-000	2/09-FD PARTS/FILTER	408.60
			520-09-50201-347-000	2/09-TD PARTS/FILTER	406.17
			110-02-52206-344-000	2/09-FD PARTS/FILTER	174.00
			110-02-52203-361-000	2/09-FD PARTS/FILTER	159.95
			110-02-52203-361-000	OZZY JUICE	80.00
			110-01-51901-311-000	2/09-CT PARTS/FILTER	74.50
			520-09-50201-317-000	2/09-TD PARTS/FILTER	63.44
			206-02-52205-344-000	2/09-FD PARTS/FILTER	57.13
			501-09-50104-344-000	2/09-ST PARTS/FILTER	52.17

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
			632-09-50101-246-000	2/09-SE PARTS/FILTER	24.65
			632-09-50101-389-000	2/09-SE PARTS/FILTER	19.61
			110-03-53103-389-000	2/09-ST PARTS/FILTER	16.74
			110-02-52204-344-000	2/09-FD PARTS/FILTER	9.30
			 CHECK TOTAL	4,816.11
83718	3/13	MUEDINI, VASFI F	110-02-52102-219-000	INTERPRET 09-021541	50.00
83719	3/13	WIS DEPT OF ADMINISTRATION	110-02-52601-322-000	COMM/DWD CODES	280.00
			110-02-52601-322-000	DWELLING COMM 20-25	126.00
			110-02-52601-322-000	PLUMBING 81-87 (4)	96.00
			110-02-52601-322-000	CODE COMM 60-65 (3)	96.00
			110-02-52601-322-000	ELECTRIC COMM 16 (4)	36.00
			 CHECK TOTAL	634.00
83720	3/13	US CELLULAR	110-02-52601-226-000	2/09 DH-CELL AIRTIME	103.05
			110-02-52601-226-000	2/09 DH-CELL SERVICE	80.00
			110-02-52601-226-000	1/09 DH-CELL SERVICE	80.00
			110-02-52601-226-000	1/09 DH-CELL AIRTIME	79.83
			205-03-53118-226-000	2/09 WA-CELL AIRTIME	26.01
			205-03-53118-226-000	2/09 WA-CELL SERVICE	16.00
			501-09-50103-226-000	2/09 PW-CELL AIRTIME	9.88
			501-09-50103-226-000	2/09 PW-CELL SERVICE	8.00
			501-09-50101-226-000	3/09 PW-CELL SERVICE	8.00
			501-09-50101-226-000	2/09 PW-CELL AIRTIME	.27
			 CHECK TOTAL	411.04
83721	3/13	MALSACK, J	284-06-51608-259-000	#1644895 FENCE	27.50
			284-06-51607-259-000	#1644895 FENCE	27.50
			284-06-50202-259-000	#1644895 FENCE	27.50
			283-06-50208-259-000	#1644895 FENCE	27.50
			 CHECK TOTAL	110.00
83722	3/13	HOMETOWN INC.	520-09-50106-341-000	2/09-DIESEL FUEL	11,050.04
83723	3/13	JP MORGAN CHASE BANK	761-00-21513-000-000	2/09 KCM DEDUCTS	526.00
			761-09-50101-152-000	2/09 KCM DEDUCTS	317.12
			761-00-21511-000-000	2/09 KCM DEDUCTS	317.12
			761-09-50101-158-000	2/09 KCM DEDUCTS	74.17
			761-00-21514-000-000	2/09 KCM DEDUCTS	74.16
			 CHECK TOTAL	1,308.57

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83724	3/13	DAVISON & MULLIGAN, LTD	110-01-50301-219-000	2/09 SERVICES	8,195.50
83725	3/13	WAUSAU EQUIPMENT CO.	630-09-50101-393-000	2/09-PARTS/MATERIAL	3,458.40
			630-09-50101-393-000	2/09-PARTS/MATERIAL	827.15
			630-09-50101-393-000	2/09-PARTS/MATERIAL	189.15
			 CHECK TOTAL	4,474.70
83726	3/13	NORTHLAND EQUIPMENT	630-09-50101-393-000	2/09-PARTS/MATERIAL	319.19
83727	3/13	MENARDS (KENOSHA)	501-09-50105-344-000	2/09-ST MERCHANDISE	84.28
			110-03-53103-357-000	2/09-ST MERCHANDISE	15.40
			110-03-53110-389-000	2/09-ST MERCHANDISE	13.03
			206-02-52205-344-000	2/09-FD STN#4 MERCH	5.42
			110-02-52203-344-000	2/09-FD STN#4 MERCH	5.42
			 CHECK TOTAL	123.55
83728	3/13	WIS DEPT OF COMMERCE	110-01-51801-242-000	09 MOB ELEVATOR PMT	35.00
83729	3/13	CASPER'S TRUCK EQUIPMENT, INC	630-09-50101-393-000	2/09 #2357 SALT SPRE	212.86
83730	3/13	WIS SCTF	110-00-21581-000-000	3/13/09 SAL DEDUCT	9,293.36
			110-00-21581-000-000	3/13/09 HRLY DEDUCT	2,031.51
			 CHECK TOTAL	11,324.87
83731	3/13	PREVOST CAR-CREDIT DEPT	520-09-50201-347-000	2/09-BUS PARTS	100.00
			520-09-50201-347-000	2/09-BUS PARTS	50.00
			 CHECK TOTAL	150.00
83732	3/13	ALARM DETECTION SYSTEMS INC	110-01-51801-246-000	2009 ALARM DETECTN	2,901.72
83733	3/13	ILLINOIS DEPT OF PUBLIC AID	110-00-21581-000-000	3/13/09 M.RIVERA	746.00
			110-00-21581-000-000	3/13/09 J.PETRILLO	139.82
			 CHECK TOTAL	885.82
83734	3/13	ANAYA'S AUTO REPAIR	630-09-50101-393-000	2/09 #2320 REPAIRS	76.50
83735	3/13	KENOSHA COUNTY TREASURER	110-00-21910-999-000	2/09 FEES COLLECTED	12,528.11
			110-00-21901-999-000	2/09 FEES COLLECTED	5,192.12
			 CHECK TOTAL	17,720.23

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83736	3/13	GRAINGER	206-02-52205-344-000	2/09-FD PARTS/MATLS	95.95
83737	3/13	ROCKFORD IND. WELDING	110-03-53107-344-000	2/09-ST SUPPLIES/REP	212.35
			632-09-50101-389-000	2/09-SUPPLIES/MATERI	57.52
			110-03-53107-344-000	2/09-ST SUPPLIES/REP	28.00
			110-03-53107-344-000	2/09-ST SUPPLIES/REP	14.00
			110-03-53107-344-000	2/09-ST SUPPLIES/REP	11.95
			 CHECK TOTAL	323.82
83738	3/13	ARTHUR J. GALLAGHER RISK	110-09-56401-271-000	2009 CRIME BOND	1,752.32
			110-00-15601-000-000	2009 CRIME BOND	260.48
			520-09-50301-271-000	2009 CRIME BOND	165.76
			110-00-15201-000-000	2009 CRIME BOND	142.08
			521-09-50101-271-000	2009 CRIME BOND	23.68
			110-00-15202-000-000	2009 CRIME BOND	23.68
			 CHECK TOTAL	2,368.00
83739	3/13	TIME WARNER CABLE	110-01-51102-233-000	3/09 AIRPORT-ROADRN	133.95
83740	3/13	BOARD OF COMMISSNRS PBLC LND	304-00-22202-000-000	9019.01 PRINCIPAL	40,942.02
			304-00-22202-000-000	9019.01 INTEREST	6,151.78
			 CHECK TOTAL	47,093.80
83741	3/13	GATEWAY TECH COLLEGE	110-02-52206-264-000	12/08 HAZ MATRL OP	3,019.89
83742	3/13	WHOLESALE DIRECT INC	630-09-50101-393-000	2/09 PARTS/MATERIALS	111.26
83743	3/13	URBAN LEAGUE OF RACINE/KENO	258-06-50602-259-000	#1648190 SUBR AGRMT	505.94
83744	3/13	GILLIG CORPORATION	520-09-50201-347-000	2/09 BUS PARTS	716.07
83745	3/13	CLAWZ AND PAWZ ANIMAL RESC	110-04-54102-254-000	3/09 ANIMAL CONTROL	3,500.00
			110-04-54102-254-000	2/09 59 TRAPPED	2,360.00
			110-04-54102-254-000	2/09 31 CAPTURE	1,395.00
			110-04-54102-254-000	2/09 29 CAPTURE (7)	1,305.00
			110-04-54102-254-000	2/09 31 PICK UP	930.00
			110-04-54102-254-000	2/09 41 CAPTURE (10)	922.50
			110-04-54102-254-000	2/09 12 EMERGENCY	480.00
			110-04-54102-254-000	2/09 3 CAPTURE (8)	150.00
			110-04-54102-254-000	2/09 3 DEAD	60.00
			 CHECK TOTAL	11,102.50

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83746	3/13	PROCESSWORKS INC.	110-00-21578-000-000	3/10/09 CHECK REG	2,571.65
83747	3/13	LAW ENFORCEMENT ASSOC.	110-02-52109-235-000	REPAIR CHARGE	59.00
83748	3/13	PROCESSWORKS, INC.	110-09-56310-219-000	2/09 ADMIN CHARGES	560.68
83749	3/13	IAFF/NATIONWIDE	110-00-21574-000-000	3/01-15/09 CONTRIBS	21,678.65
83750	3/13	KENOSHA CAR SPA LLC	206-02-52205-344-000	2/09 FD-AUTO WASH	35.85
			110-01-51301-344-000	2/09 AD-AUTO WASH	25.90
			110-02-52203-344-000	2/09 FD-AUTO WASH	23.90
			110-02-52204-344-000	2/09 FD-AUTO WASH	11.95
			 CHECK TOTAL	97.60
83751	3/13	STATE DISBURSEMENT	110-00-21581-000-000	3/13/09 S.WELLS	27.71
83752	3/13	J D BENEFITS, INC	110-00-21517-000-000	3/01-15/09 DEDUCTS	986.21
83753	3/13	NORTH LAKE REMODELING, LLC	253-06-50461-259-000	#1649498-50% DOWN	2,500.00
83754	3/13	WE ENERGIES	257-06-50463-259-000	#1648117 REMOVAL	545.79
83755	3/13	GREAT WEST RETIREMENT SERV.	110-00-21576-000-000	3/01-15/09 CONTRIBS	11,481.25
83756	3/13	BEST WESTERN HARBORSIDE	252-06-50559-259-000	#1647712 T.MORGAN	700.00
			252-06-50559-259-000	#1647713 C.TYSON	500.00
			252-06-50559-259-000	#1647716 F.KRISTON	350.00
			 CHECK TOTAL	1,550.00
83757	3/13	CLARK DIETZ, INC	409-11-50906-589-000	1/09 CNTY "N" SERV	66,317.27
83758	3/13	KENOSHA MEDICAL CTR CAMPUS	782-09-50101-311-000	2 BLS CERT CARDS	6.00
83759	3/13	WHEATON FRANCISCAN MED GROUP	110-00-21581-000-000	3/13/09 A.STARKS	291.45
83760	3/13	WALKIN' IN MY SHOES	258-06-50604-259-000	#1648146 SUBGR AGMT	306.51
83761	3/13	HOPE COUNCIL, INC	258-06-50612-259-000	#1648128 SUBGR AGMT	2,882.00
83762	3/13	ENGINE 12	110-02-52206-219-000	ALAN CARR-3/21/09	25.00

START DATE FOR SUMMARY: 3/01 END DATE FOR SUMMARY: 3/15

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
83763	3/13	PFEFFERLE, ROBERT A	110-00-45103-000-000	RESTITUTION PAYMENT	73.28
83764	3/13	FROELICH, ERNEST	501-09-50101-433-000	SW#21837-OVERPAYMENT	38.72
83765	3/13	SALAZAR, JONATHAN	110-00-44709-000-000	BARTENDER LICENSE	50.00
83766	3/13	OTERO, JOSE O	110-00-21109-000-000	COURT PMT#J552688	7.00
83767	3/13	NOMMENSEN, HEATHER E	110-00-21901-000-000	FINE PMT#N591463	67.00
83768	3/13	IA URBAN HOTELS CHICAGO TRS	110-02-52107-263-000	2/24-26/09-T HANSCH	343.90
83769	3/13	NEW URBAN RESEARCH, INC	501-09-50103-264-000	B ZUNKER-4/17/09	495.00
83770	3/13	STEWART, BRAD	110-02-52601-226-000	2/09 CELL PHONE	47.65
83771	3/13	HANSCH, THOMAS A.	110-02-52107-263-000	2/24-26/09 CHICAGO	50.00
83772	3/13	DITZENBERGER, JEAN	110-01-51301-263-000	OFFICE SUPPLIES	22.55
83773	3/13	HAFKE, GENE JR.	110-02-52102-367-000	2009 CLOTHING ALLOW	400.00
83774	3/13	SCHROEDER, JANICE	501-09-50101-312-000	MTG INVITE STAMPS	32.40
83775	3/13	BELLER, JAMES	110-02-52107-263-000	1/27-28/09 CP DOUG	24.00
83776	3/13	LARSON III, DAVID M	110-00-21581-000-000	3/07/09 TAX DEDUCT	226.80
83777	3/13	ANDERSON, RYAN	110-02-52203-369-000	INSERT SCBA FACE PCE	49.00
83778	3/13	MANTUANO, CATHERINE	110-01-50602-389-000	SUPPLIES/EXPENSES	57.15
83779	3/13	ROSS, JEFFREY A	110-00-21581-000-000	3/07/09 TAX DEDUCT	112.83
GRAND TOTAL FOR PERIOD *****					7,010,818.47