TOWN OF WAUKESHA 166th ANNUAL MEETING MINUTES
Tuesday, APRIL 8, 2008 at 7:00 P.M.

The 166th Annual Meeting was called to order with the Pledge to the Flag by Chairman Robert J. Tallinger, Sr. at 7:00 pm. The following Town Officials were **present**: Michael Rotroff of Rotroff, Jeanson & Co., S.C., Auditor, Thomas DeLacy of Independent Inspections Ltd.; Zoning, Planning and Building Inspection, Assessor Stewart Hamel of Tyler Technologies/CLT Division, Attorney James Hammes of Cramer, Multhauf & Hammes LLP, Town Chairman Robert J. Tallinger, Sr., Supervisor's Stephen Smart and Everett German. Constable Howard Garvens, Fire Chief Daniel Buchholtz, Waukesha County Sheriff Deputy Matt Van Ells and Town Clerk/Treasurer Michaelene Knoebel. There were approximately 45 people in the audience.

Each official introduced themselves.

3. A **MOTION** was made by Rodney Stilwell, seconded by Maureen German and carried to **approve** and dispense with the reading of the **minutes** from the 165th Annual Town Meeting held on April 10, 2007.

(NOTE: All Reports and Attachments are on file in the 2008 Minute Book in the Clerk's Office)

4. **REPORTS:**
Building; Planning & Zoning – Independent Inspections, Ltd.
Thomas DeLacy- Attached
Assessor – Tyler Technologies/CLT; Stewart Hamel – Attached

Maureen German – W240S4931 Hwy 164 asked if the value of our properties has dropped?
Stewart stated the market has flattened out and we are not seeing the prior years increases but values are holding steady.

Attorney – Cramer, Multhauf & Hammes; Attorney James Hammes

Mr. Hammes stated that at this time the Town is not a defendant in any lawsuits and none are threatened or impending. The Town is monitoring the situation in the Vernon Marsh with the former Lather's property. We are taking every effort and steps to be proactive if the drilling of shallow wells on the property produces a nuisance issue, the Town wants to be prepared to defend and protect our residents. It is a wait and see situation. We are monitoring the situation and exploring all legal options that if a problem arises we are prepared to protect our residents.
One other matter is that the Town is a plaintiff in an annexation situation. The Town is trying to enforce an agreement that stated the property owners would pay the Town money should they annex into the City, which they did.

IIL

Independent Inspections, Ltd.
Certified Construction Inspectors
W241 S4135 Pine Hollow Court
Waukesha, WI 53189

MEMORANDUM

TO: Town Board of the Town of Waukesha
Town Residents - Town of Waukesha

FROM: Thomas DeLacy, President, Independent Inspections, Ltd.
Building Inspectors for the Town of Waukesha

DATE: March 25, 2008

RE: Annual Meeting Report

Independent Inspections, Ltd., has been the inspection agency for the Town of Waukesha since 1982.

Independent Inspections, Ltd., provides inspections for UDC Construction, Electrical, HVAC, Plumbing, Commercial Building, Commercial Plumbing and Commercial Electric. We also provide commercial plan review as a certified municipality and electrical licensing.

The following represents comparisons for 1998 through December 31, 2007

	TOTAL PERMITS ISSUED	NEW HOMES	ESTIMATED INSPECTIONS	SPECIAL INSPECTIONS
1998	964	59	3321	48
1999	924	39	3152	37
2000	844	18	2642	61
2001	696	21	1947	36
2002	770	36	2102	69
2003	1031	45	2948	31
2004	811	20	2472	32
2005	770	15	2187	30
2006	776	14	2132	43
2007	717	19	2019	34

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THE FOLLOWING REPRESENTS THE 1ST QUARTER OF ACTIVITY SINCE 1999:

	TOTAL PERMITS ISSUED	NEW HOMES	ESTIMATED NUMBER OF INSPECTIONS	SPECIAL INSPECTIONS
1999	114*	7*	464*	2
2000	169*	1*	497*	9
2001	103*	3*	369*	5
2002	105	6	374	32
2003	128*	9*	410*	7*
2004	128*	6*	487*	3*
2005	109*	2*	422*	2*
2006	108*	1*	389*	10*
2007	120*	2*	330*	3*
2008	120*	1*	282*	1*

* As of 3/15 of that year

The special inspections represent zoning non-compliance and maintenance ordinance enforcement, court appearances and other items that are administered by IIL on behalf of the Town. Independent Inspections, Ltd. provides planning and zoning services and other duties required by the Town through our Zoning/Land Use Staff.

Should any official or resident have any questions relative to how inspections or zoning/planning services are addressed or how the State of Wisconsin Administrative Code governs our activities, we would be happy to discuss them with you.

TDL/gg

Town Of WAUKESHA

Chairman - Robert J. Tallinger, Sr.
Supervisor - Stephen A. Smart
Supervisor - Everett German
Town Clerk/Treasurer - Michaelene R. Knoebel
Building Inspector - Independent Inspections Ltd.
Assessor - Tyler Technologies/CLT
Constable - Howard A. Garvens
Deputy Clerk - Nancy Tolbert
Deputy Treasurer - Debra Zauner

March 31, 2008

Ms. Michaelene Knoebel
Town Clerk
Town of Waukesha
W250S3567 Center Road
Waukesha, Wisconsin 53186

Dear Ms. Knoebel,

The following is a brief review of the Assessor's Office 2007 activities:

The 2007 assessment year was a non-revaluation period that saw the assessor's office perform typical duties of valuation based on changes in locally assessed real and personal property. There were 442 parcels that were flagged for review due to new and partially complete construction based on building permits taken out in the previous calendar years. Any item that would affect the assessed value of the parcel was viewed and adjusted as needed, resulting in 242 parcels receiving a value change. The total value increased by $11,495,800 after making all reductions for Agricultural Use Value adjustments, losses due to annexations and other property reduced, destroyed or having reduced utility. New construction and other improvements accounted for most of the change with the balance coming from higher use values.

The locally assessed value of the Town now stands at $971,288,200 and is being assessed at 93.03 per cent of market value.

In addition, over 173 personal property returns were sent, received and processed resulting in over $6,616,421 in assessed personal property going on the roll.

Sincerely,

Stewart A Hamel
Town Assessor
Tyler/CLT

W250S3567 Center Road • Waukesha, WI 53189 • (262) 542-5030 • Fax (262) 542-7870

Auditor – Rotroff, Jeanson & Company; Michael Rotroff
Mr. Rotroff reviewed the 2007 annual audit report, which is on file in the Clerk's office.

Wayne Schroeder – S61W23045 Fern Drive asked how the Town's money is invested?

Mr. Rotroff stated the Town is very conservative when investing and the funds are invested in Certificate of Deposits of one year or less.

Constable – Howard Garvens - Attached
Fire Chief – Daniel Buchholtz – Attached

Rodney Stilwell – W223S3065 Racine Avenue asked what is happening with Spillman and the dispatch center; are they going to fix the problems?

Chief Buchholtz stated that for those who are not familiar with what Spillman is, it is the software system used for the Waukesha County Dispatch Center. There have been a lot of problems. The Town of Waukesha has tried to get the software eliminated and replaced with something better. Tonight the Waukesha County Board of Supervisors are meeting to look for a company to replace Spillman. Once the decision is made to replace the Spillman software it will take approximately one to two years to get that accomplished.

Mr. Stilwell stated Waukesha County pushed for Spillman and put up the money; will the county pick up the tab for new software or will the communities?

Chief Buchholtz stated this will be county funded.

Waukesha County Sheriff Deputy; Matt Van Ells – Attached

Deputy Van Ells stated for anyone who did not know, the Town contracts with Waukesha County Sheriff Department for one shift, (2nd shift), 7 days a week. There is a dedicated Squad and I and Deputy Brian Ulm are assigned to the Town.

Also present was Captain Frank McElderry from the Waukesha County Sheriff Department.

Captain McElderry stated it is a great resource for the Town to have back-up from the Sheriff Department. Vehicle accidents went down from 97 in 2006 to 72 in 2007. Crime has also gone down; however domestic disputes have gone up.

ROTROFF
JEANSON & Company, SC
Certified Public Accountants & Consultants

Town Board
Town of Waukesha
Waukesha County, Wisconsin

Dear Board Members:

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Waukesha, Wisconsin as of and for the year ended December 31, 2007, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Waukesha's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Waukesha, Wisconsin as of December 31, 2007, and the respective changes in financial position, where applicable, thereof and the respective budgetary comparison for the general fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Town of Waukesha, Wisconsin, has not presented management's discussion and analysis that accounting principles generally accepted in the United States of America require to supplement, although not to be part of, the basic financial statements.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Waukesha's basic financial statements. The combining and individual non-major fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual non-major fund financial statements and schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Roltoff Jensen & Company

March 28, 2008

TOWN OF WAUKESHA
BALANCE SHEET
Governmental Funds
December 31, 2007

		General Fund	Other Governmental Funds	Total Governmental Funds
Assets:				
Cash and cash equivalents	$	876,202	122,294	998,496
Investments		1,836,375	-	1,836,375
Receivables:				
Current taxes		994,496	98,344	1,092,840
Delinquent personal property taxes		799	-	799
Accounts		19,457	-	19,457
Intergovernmental		34,866	-	34,866
Other		683	1,332	2,015
Inventory of supplies		43,178	-	43,178
Prepaid expenditures		17,729	2,600	20,329
Total assets	$	3,823,785	224,570	4,048,355
Liabilities and Fund Balance:				
Liabilities:				
Accounts payable	$	240,837	2,650	243,487
Construction contracts payable		570,000	-	570,000
Accrued payroll		26,367	-	26,367
Other accrued liabilities		5,393	-	5,393
Deferred revenue		1,887,847	201,651	2,089,498
Total liabilities		2,730,444	204,301	2,934,745
Fund Balance:				
Reserved for:				
Fire inspection		64,050		64,050
Delinquent personal property taxes		799	-	799
Inventory of supplies		43,178	-	43,178
Prepaid expenditures		17,729	-	17,729
Unreserved:				
Designated for:				
Subsequent year expenditure		61,161	-	61,161
Undesignated, reported in:				
General fund		906,424	-	906,424
Special revenue funds		-	20,269	20,269
Total fund balance		1,093,341	20,269	1,113,610
Total liabilities and fund balance	$	3,823,785	224,570	4,048,355

The accompanying notes are an integral part of these financial statements

TOWN OF WAUKESHA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
Governmental Funds
Year Ended December 31, 2007

		General	Other Governmental Funds	Total Governmental Funds
Revenues:				
Taxes	$	1,399,660	191,914	1,591,574
Intergovernmental		359,484	8,633	368,117
Regulation and compliance		147,365	-	147,365
Charges for services		591,348	-	591,348
Public improvement		-	23,250	23,250
Interest		145,315	176	145,491
Miscellaneous		3,249	7,491	10,740
		2,646,421	231,464	2,877,885
Expenditures:				
Current:				
General government		503,797	-	503,797
Public safety		803,768	14,972	818,740
Health and sanitation		494,542	-	494,542
Highway and transportation		742,086	-	742,086
Parks and recreation		3,861	-	3,861
Capital outlays		558,600	-	558,600
Debt service:				
Principal		-	180,166	180,166
Interest and fiscal fees		-	11,748	11,748
		3,106,654	206,886	3,313,540
Excess of revenues over (under) expenditures		(460,233)	24,578	(435,655)
Other financing sources (uses):				
Increase in supplies inventory		3,394	-	3,394
Transfers in		23,250	-	23,250
Transfers out		-	(23,250)	(23,250)
		26,644	(23,250)	3,394
Excess of revenues and other financing sources over (under) expenditures and other financing uses		(433,589)	1,328	(432,261)
Fund balance, January 1		1,526,930	18,941	1,545,871
Fund balance, December 31	$	1,093,341	20,269	1,113,610

The accompanying notes are an integral part of the financial statements

TOWN OF WAUKESHA
BUDGETARY COMPARISON STATEMENT
General Fund
Year Ended December 31, 2007

		Budget		Actual	Variance with Final Budget Favorable
		Original	Final	Amounts	(Unfavorable)
Budgetary fund balance, January 1	$	1,526,930	1,526,930	1,526,930	-
Resources (inflows):					
Taxes		1,380,246	1,399,613	1,399,660	47
Intergovernmental		343,286	343,286	359,484	16,198
Regulation and compliance		136,315	177,688	147,365	(30,323)
Charges for services		547,805	547,805	591,348	43,543
Interest		50,000	145,315	145,315	-
Miscellaneous		1,000	1,000	3,249	2,249
Net proceeds of long-term debt		558,600	558,600	-	(558,600)
Transfers in		-	-	23,250	23,250
Non-departmental:					
Increase in reserve for inventory		-	-	3,394	3,394
Amounts available for appropriation		4,544,182	4,700,237	4,199,995	(500,242)
Charges to appropriations (outflows):					
Current:					
General government		472,423	508,300	503,797	4,503
Public safety		930,833	957,316	803,768	153,548
Health and sanitation		503,487	503,487	494,542	8,945
Highway and transportation		647,859	750,531	742,086	8,445
Parks and recreation		4,050	4,050	3,861	189
Capital outlays		558,600	558,600	558,600	-
Total charges to appropriations		3,117,252	3,282,284	3,106,654	175,630
Fund balance, December 31	$	1,426,930	1,417,953	1,093,341	(324,612)

The accompanying notes are an integral part of these financial statements

TOWN OF WAUKESHA
STATEMENT OF FIDUCIARY NET ASSETS
Agency Fund
December 31, 2007

Assets:		
Cash and cash equivalents	$	5,703,903
Taxes receivable		6,232,144
Total assets	$	11,936,047
Liabilities:		
Due to other taxing units:		
School districts	$	9,554,851
Waukesha County		2,094,080
State of Wisconsin		178,455
City of Waukesha		5,734
Deposits:		
Ditch and occupancy		34,950
Developer		67,977
Total liabilities	$	11,936,047

The accompanying notes are an integral part of the financial statements

TOWN OF WAUKESHA
Special Revenue Funds
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES

Year Ended December 31, 2007

		Capital Improvement	Ambulance Grant	Fire Department	Total
Revenues:					
Intergovernmental:					
Fire and rescue grants	$	-	2,609	6,024	8,633
Public improvement:					
Payments in lieu of land dedications		23,250	-	-	23,250
Interest earnings		-	-	176	176
Miscellaneous:					
Donations		-	-	825	825
Fundraising - net		-	-	6,666	6,666
Total revenues		23,250	2,609	13,691	39,550
Expenditures:					
Current:					
Public safety		-	2,609	12,363	14,972
Total expenditures		-	2,609	12,363	14,972
Excess of revenues over expenditures		23,250	-	1,328	24,578
Other Financing Uses:					
Transfer to general fund		(23,250)	-	-	(23,250)
Excess of revenues over expenditures and other financing uses		-	-	1,328	1,328
Fund balance, January 1		-	-	18,941	18,941
Fund balance, December 31	$	-	-	20,269	20,269

TOWN OF WAUKESHA
Debt Service Fund
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET

Year Ended December 31, 2007

	Actual	Budget	Variance: Favorable (Unfavorable)
Revenues:			
General property taxes	$ 191,914	191,929	(15)
Expenditures:			
Debt service:			
Principal retirement	180,166	180,166	-
Interest and fiscal fees	11,748	11,763	15
	191,914	191,929	15
Excess of revenues over expenditures	-	-	-
Fund balance, January 1	-		
Fund balance, December 31	$ -		

DEBT BALANCE $204,933

Town Of WAUKESHA

Chairman - Robert J. Tallinger, Sr.
Supervisor - Stephen A. Smart
Supervisor - Everett German
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Deputy Clerk - Nancy Tolbert
Deputy Treasurer - Debra Zauner

Constable
2007 Report

During 2007 There were 7 animal complaints and 9 other complaints that I handled. There were 45 trips for posting various items for the clerk's office. This includes some patrol time where I look at general happenings in the Town.

Howard A Garvens

Constable

W250S3567 Center Road • Waukesha, WI 53189 • (262) 542-5030 • Fax (262) 542-7870

Town of Waukesha Fire Department
2007 Annual Report

Mission Statement

The members of the Town of Waukesha Fire Department proudly serve the community as fire service professionals organized for, and dedicated to the preservation of life and prevention, detection, and suppression of fire for the general welfare of the department and the people of the Town of Waukesha.

Vision

We will, through teamwork, cooperation, collaboration, training, and communication, provide high quality, cost effective fire, EMS and prevention education services in the Town of Waukesha and Waukesha County.

Department Roster

Roster January 1, 2007:		Roster December 31, 2007:	
13	Firefighters (only)	15	Firefighters (only)
4	EMT (only)	4	EMT (only)
33	Firefighter/EMT	29	Firefighter EMT
	5 EMT–I Tech.		4 EMT–I Tech.
	9 EMT–Intermediate		11 EMT-Intermediate
1	Back-up Dispatcher	1	Back-up Dispatcher
1	Secretary/Treasurer	1	Secretary/Treasurer
4	High School Cadets	3	High School Cadets
56	Total Personnel	53	Total Personnel

This roster includes the Fire Chief, and our full time Firefighter/EMT/Inspector.

Active membership did fluctuate throughout the year as is expected with paid on call volunteer services.

There were no new officer appointments and the officer staff remained the same throughout 2007.

One high school cadet graduated and chose a military career. No new cadets were added to the roster. The Cadets do not participate as active members. They are participating in a cooperative effort between the high schools, WCTC and the fire department, to introduce young adults to opportunities in the fire service.

2007 Fire Department Organizational Chart

Fire Chief
Dan Buchholtz

Assistant Chief
Stuart Buchholtz

Captain	Captain	Deputy Chief	Deputy Chief	Deputy Chief
Terry Koehler	Aaron Dinkelman	David Viehweg	Brian Pugh	Mark Weiss
FF/EMT-B	FF/EMT-I	Lieutenant	Captain	FF/EMT-B
Max Bauer	Fred Bennett	Jon Cavett	Eric Hawthorne	Derek Dougherty
FF	FF/EMT-B	FF	EMT	FF/EMT-I
Weston Beske	Chris Bracey	Peter Bullock	Amy Athmann	Alex Felde
FF	FF/EMT-I	FF	FF/EMT-I	FF/EMT-I
Mike Elliott	Karen DeGrave	George DeLeon	Angela Buckley	Bryan Giese
FF/EMT-B	FF	FF/EMT-IV	FF/EMT-B	EMT-B
Kevin Houk	Migueal Lockhart	Scott Gantz	Mike Doerr	Sara Habermann
FF/EMT-B	FF/EMT-B	FF/EMT-B	FF	FF/EMT-B
Katie Jones	Jorge Monterrey	Bill Jackson	Ryan Egan	Bill Krauss
FF	FF	FF	FF/EMT-I	FF/EMT-IV
Jesse Nelson	Mike Powers	Andrew Nutt	Pam Koehler	Steve Warren
FF	FF/EMT-B	FF/EMT-I	FF/EMT-I	
Brett Philleo	Scott Sommers	Shaun Piller	Mason Pugh	
FF/EMT-I	FF	FF	FF	
Matt Schiek	David Varoski	Brad Sajdowitz	Ben Weston	
		FF		
		Ron Sommers		

High School Cadets

Kurt Lufter
Faisal Riaz
Scott Wolf

Department Response Summary

The Fire Department responded to a total of 435 calls in 2007.

245 Emergency medical calls
107 Vehicle accidents

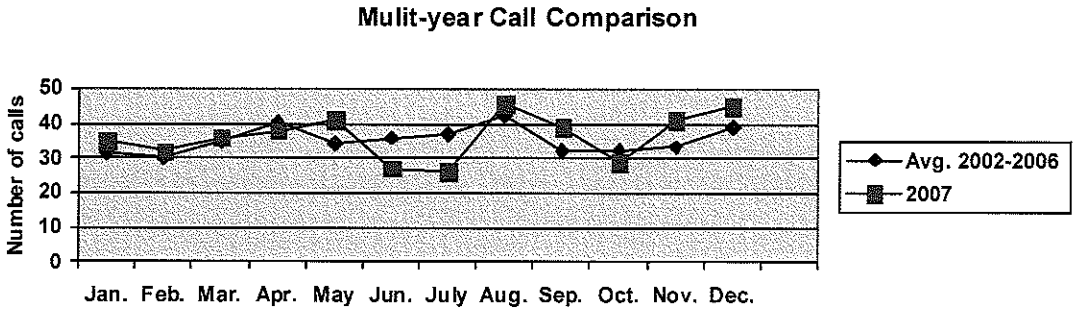
Cared for 400 patients
201 Town residents
199 Non-Town residents

83 Fire responses (break down is according to the Dept. of Comm. NFIRS)
- 19 Structure fires/Chimney fires
- 3 Vehicle fires
- 1 Grass/Brush fires
- 9 Refuse fires/Controlled burns
- 2 Hazardous material spills
- 5 Arching, shorting electrical equipment (wires down)
- 4 Lightning strikes
- 22 False alarms/system malfunctions
- 18 Other service calls (CO alarms, dumpster fires, natural gas Leaks, rekindles, smoke investigations, etc.)

Gave Mutual Aid 63 times
Received Mutual Aid 30 times
The average number of calls responded to per day was 1.19.

The Town of Waukesha of Fire Department responds to about 80% EMS and about 20% non-EMS calls. The national average for EMS response is 75 to 80 % 20 to 25 % non-EMS.

The Town of Waukesha Fire Department ran about 25% ALS calls. Transports were 9% emergency, 52% non-emergency, and 39% no transports.



Department Apparatus

The Fire Department maintains 11 vehicles

Ambulance 1651 (4 years)

2003 Ford 450 chassis with an ambulance module manufactured by Foster Coach/Med Tech. This is our newest ambulance and has been in use since October 2003. The unit meets all state of Wisconsin DOT requirements.

Ambulance 1652 (10 years)

1997 Ford 350 chassis with an ambulance module manufactured by Foster Coach/Med Tech. This ambulance meets all State of Wisconsin DOT requirements.

Both ambulances are equipped for ALS service.

Engine/Tender 1665 (18 years)

1989 GMC Top Kick 7000 chassis with a W.S. Darley 1250 gallon per minute pump. 1665 is the second engine to respond on most fires. The truck carries 1500 gal.of water and 20 gal. of class B foam. This truck serves as the third tender to respond to fires. With changing demographics in our community and with larger homes and multifamily structures, the Fire Department will need to replace this truck in the near future with an apparatus that offers aerial operation along with pumping capability. This truck could be maintained as a tender in our fleet.

Engine 1667 (8 years)

1999 Pierce – Dash 2000 chassis. 1667 is our first response engine to most fires. The truck carries 1000 gallons of water, 20 gallons of class A foam with a pump capacity of 1500 gallons per minute. This engine also responds to vehicle accidents and carries our small Maverick extrication equipment.

Incident Command/Rescue Truck 1676 (12 years)

1995 Freightliner FL60 chassis with an equipment/command module manufactured by General Fire Equipment Company, Inc. This vehicle responds to all incidents and carries tools for extrication, hazardous spills, special services rescue, spare breathable air cylinders, mobile and handheld radio equipment, cell phone, and resource information available for most emergencies.

Grass Fire/Brush Fire Truck 1684 (10 years)

1997 GMC 1-ton pick up truck equipped with a 500 gallon per minute W.S. Darley pump. 1684 has a 250 gallon poly water tank and slide in skid assembled by U.S. Tank, Inc. The truck is outfitted with the necessary tools for grass and brush fires.

Grass Fire/Brush ATV and trailer 1681 (2 year)

2005 Polaris Ranger 6 wheel all terrain vehicle, equipped with a Terra Tor Corporation Skidster wildland fire unit. 1681 has a 100 gallon aluminum water tank, and 2.5 gallon foam reservoir. The unit is outfitted with the necessary tools for grass and brush fires in areas difficult to access. The ATV is transported on a 2005, 12 foot, 3000lb. gvw, Aluma trailer.

Utility/Chiefs Truck 1689 (4 years)

2003 Dodge ¾ ton pick up truck. This is the newest vehicle the department has. This vehicle is used by the fire chief for daily transportation and on scene communication. 1689 is also used by the Fire Inspector and other members for various utility operations.

Tender 1691 (5 years)

2002 Freightliner ML4000 chassis with a 3500 gallon dry side poly tanker body manufactured by Pierce. This tender is equipped with a 500 gallon per minute Waterous pump. 1691 is the largest tanker in our fleet and is the first tender to respond on fire calls.

Tender 1692 (33 years)

1974 Ford F700 chassis with a wet side steel tanker body manufactured by Monroe. This is the oldest truck in the fire department fleet. 1692 is the Smallest tanker, having capacity for 1000 gallons of water. This truck has surpassed the expected life as a tender on the fire department. Plans for the future include replacement of this truck and 1693 with a tender twin to 1691.

Tender 1693 (22 years)

1985 GMC Top Kick 7000 chassis with a wet side steel tanker body manufactured by Monroe. This truck carries 2000 gallons of water and is equipped to be the first tender responding to grass fires. This truck should be replaced following the program to replace 1692.

Fire Inspection and Prevention

The Fire Inspector preformed the occupancy and suppression/detection system inspections along with high hazard occupancy inspections of all the public, business, commercial, industrial and multi-family properties in the town. Inspections were completed at each site one time in each six month period.

The Fire Department met all of the Wisconsin Department of Commerce and NFPA requirements and completed the state self audit. Passing this audit will ensure the Fire Department will receive our 2007 two percent grant funds.

2007 Fire Inspection Summary

January 1, 2007 to July 31, 2007

229	Inspections/Re-inspections
111	Violations observed and corrected
1	Occupancies unable to make entry
0	Citations issued

August 1, 2006 to December 31, 2006

204	Inspections/Re-inspections
89	Violations observed and corrected
0	Occupancies unable to make entry
0	Citations issued

March 2, 2007 Inspector Patrick Rettler resigned from the department and accepted a position with the City of Waukesha Fire Department. The hiring process carried through the next few months, and on June 4, 2007 Steven Warren started as our fire inspector. Steve is a firefighter I and II, MPO, fire inspector, and EMT-IV tech. Steve is from Sullivan, Wisconsin.

Members of the department witnessed fire drills in every public and private school within our jurisdiction.

The Fire Inspector continued work, updating and modifying commercial business property preplans to ensure accuracy of the plans and to help provide essential information to emergency responders.

During 2007 the fire department provided fire prevention and safety education programs to many community organizations and individuals. We conducted 17 planned fire and safety events and several public first aid and CPR training and recertification classes. Materials presented included Stop-Drop & Roll and Get Out Stay Out activities for preschool and lower elementary children, fire escape plans and use of fire extinguishers for older children and adults, Vial of Life, Safe Senior Living For Older Adults, NFPA Remembering When, and Fire and Fall Prevention For Older Adults. Hundreds of pamphlets, activity books and other hand-outs were given to participants.

Participants included: 2,520 children (preschool through sixth grade)
1,555 adults (grade seven through senior maturity)
144 Volunteers used to present all the programs

The Fire Department again takes pride in the very successful Fire Prevention Week Open House and Pancake Breakfast held in October. Attendance at the 2007 event was the second highest ever recorded. A huge thank to all the guests who participated in the morning activities. Donations from the breakfast were used toward purchasing defibrillator telemetry capabilities with local hospitals .

Firehouse Chat, our biannual news letter continues to be a popular source for local updates and information. Approximately 6,400 copies were distributed in 2007.

Staff Projects, Growth, Development

The Town of Waukesha Fire Department continues to offer progressive quality service to the residents and guests in our community. The Fire Department provides high quality Advanced Life Support through it's intermediate level emergency medical system. The department enhances this level of commitment with extensive mutual aid interaction with our neighboring communities for paramedic and fire suppression operations.

An extreme effort has been and will continue to be made at minimizing emergency response times, yet maintain a safe delivery of service. Minimum staffing of the station on weekends has shown a significant reduction in time for first responding units. This effort has allowed us to achieve maintenance and training goals and continues to be a successful operation for our department.

2007 Project Summary:

National Incident Management System (NIMS) – The department continued working with the clerk's office, public works, and county agencies to develop protocols, complete training and implement required NIMS operations to remain NIMS compliance.

Insurance Services Office (ISO) – Appropriate planning has been accomplished as we move forward toward a revaluation of the town ISO Public Protection Classification (PPC). The department experienced a reduction, through efforts of our staff, to reduce the town PPC in 2000. The goal is to receive another reduction in the near future.

Waukesha County became a Mutual Aid Box Alarm System (MABAS) district, district 106. The Officers and the Fire Inspector have prepared several drafts of our MABAS response cards to be used by Waukesha County Communications as our dispatch protocol. MABAS Operating Protocols for the county are being drafted by a subcommittee of the Waukesha County Fire Chief's Association, Inc. Those protocols will be adopted by local departments as a standard county wide operating system.

Wisconsin State Radio Interoperability legislation was adopted in 2006. Planning is in progress to replace and reprogram department radio equipment to place us in compliance with the interoperability regulations. Along with the state requirements, MABAS radio talk groups will be incorporated into the project. This project had several set backs and has moved slowly forward through 2007.

2008 Challenges and Objectives

* Continue working to develop shared service and automatic mutual aid possibilities with neighboring fire departments.
* Maintain NIMS implementation and compliance efforts.
* Pursue reduced ISO ratings.
* Continue MABAS card development and update response plans.
* Update radio communication capabilities incorporating state interoperability and MABAS.
* Expand and modify site preplans.
* Provide staff and officer development training in conjunction with other fire service departments.
* Begin child car safety seat inspections with newly trained personnel.

We have experienced significant service and fiscal challenges in 2007. The department is faced with continual personnel turnover. New federal and state mandated legislation and programs, such as NIMS and communication operations have become more frequent since September 11, 2001. Training and recertification requirements have escalated, not only requiring more time of individuals but increasing financial burden. Fiscally, fuel and fleet costs hit new and very uncomfortable levels. Income funding limits by the State of Wisconsin in past years has restricted the town's already frugal budget.

The fire department has a very small window of opportunity at emergency situations in which to have any real ability to positively affect the outcome of that situation. Our staffing, deployment, incident operating system, command functions, and training are all directed at successfully mitigating that emergency within the limited window of opportunity. We are in the people business with a focus of community emergency problem solving. Our goal is to solve the problem at the earliest opportunity by delivering safe and effective service. Our customers expect results, not excuses. We should not offer anything less.

Throughout the year our personnel provided excellent service displaying care, compassion, and professionalism. You and I can be very proud of the skills and abilities of our fire department members and their ability to be good community problem solvers. I remain confident in our ability to make a positive difference at emergencies. Our members are poised to deliver superior, focused service in a friendly way. I also am confident that our fiscal challenges can be met and will be handled fairly for the best interests of the entire community. I remain committed to lead a progressive fire department which can be a model for others to follow.

I express my appreciation for all the support provided by our elected officials, commissions, town staff, and our dedicated Firefighters and EMTs.

Respectfully,

Daniel C. Buchholtz
Fire Chief/Department Administrator

Town of Waukesha Yearly Report

2007

Deputy Matthew Van Ells & Deputy Bryan Ulm

ACCIDENTS	102
ALARMS	23
ASSIST OTHER AGENCY	42
ASSIST FIRE/EMS	86
BACK-UP REQUESTS	135
BAR CHECKS	0
DISABLED VEHICLES	101
HOUSE/BUILDING CHECKS	735
SUSPICIOUS PERSONS/VEHICLES	62
CITATIONS	138
PARKING CITATIONS	0
WRITTEN WARNINGS	20
VERBAL WARNINGS	190
ORDINANCE CITATIONS	39
WARRANT PICK-UPS/PROCESS SERVICE	11
TOTAL	**1684**
TOTAL INCIDENT REPORTS - SEE PAGE TWO	**209**
NON-REPORT AND NON-ENFORCEMENT ASSIGNMENTS	786
TOTAL DAYS WORKED	365
MILES TRAVELED FOR THE MONTH	23822
AVERAGE MILES PER SHIFT	65.2658
BIKE PATROL HOURS	0
STATIONARY RADAR HOURS	41.53
COMMUNITY PROGRAMS/CONTACT HOURS	8
GAS	2023.4

TRAFFIC RELATED INCIDENT REPORTS

ACCIDENTS	0
CAR/DEER REPORTS	0
ELUDING	0
HIT AND RUN	16
OAR/OAS	4
OAWI	11
ROAD RAGE	0
TOW AWAY	3
OTHER TRAFFIC OFFENSES	5
TOTAL - TRAFFIC INCIDENT REPORTS	**39**

ANIMAL CASE	3	LIQUOR LAW/UAD	3
ANNOYING PHONE CALLS	2	LOUD NOISE	0
ASSIST OTHER AGENCY	5	MATTER OF RECORD	1
ARSON/FIRE	2	MISSING PERSON	5
BATTERY	0	MOTOR VEHICLE THEFT	2
BURGLARY	8	OBSTRUCTING	0
CHILD ABUSE	0	RECOVERED PROPERTY	3
COMPETENCY	8	ROBBERY	1
CONSERVATION	0	SEXUAL ASSAULT	0
CONTROLLED SUBSTANCE	3	SUICIDE	0
CDTP	18	SUSPICIOUS ACTIVITY	2
DEATH REPORT	4	THEFT	38
DISORDERLY CONDUCT	7	THREATS	4
DOMESTIC	15	TRESPASS	1
FRAUD	7	UNCONTROLLABLE JUVENILE	8
GAS SKIP	0	VIOLATE COURT ORDER	0
HARASSMENT	2	WEAPONS VIOLATION	0
INDUSTRIAL ACCIDENT	0	ALL OTHER OFFENSES	18

TOTAL - GENERAL INCIDENT REPORTS	**170**

TOTAL ALL INCIDENT REPORTS	**209**

Michael Laska – W232S6113 Charles Drive asked what percentage of the time are you in the Town? It was stated 2nd shift; however all shifts work together in protecting the Town at all times.

A resident asked how many calls are going on for an entire 24 hour period? That would be something they would be interested in; for example how much crime all the time not just on 2nd shift.

Captain McElderry stated they can do reports however; whatever the Town Board wants. We do keep the Board informed of any major issues or problems within the Town.

Chairman Tallinger stated this contract with the Sheriff's Department has been very good. This was a decision that you the people decided on and it has been good for the Town.

Town of Waukesha Clerk/Treasurer - Michaelene Knoebel - Attached

Chairman Tallinger asked if Supervisor Smart or Supervisor German had any comments.

Hearing none, the meeting continued.

5. Comments from Chairman Robert Tallinger - Attached

6. Citizen Comments – Following is a summary of the comments:

A resident asked if since the Vernon Marsh is involved in the water issue, is the Town of Vernon involved?

Chairman Tallinger stated they (the Town of Vernon) have consulted us, but I'm not sure where they are with anything relating to this matter. The Town is monitoring our wells and has taken two measurements so far.

Attorney Hammes stated if the Town has a standard in place that will help determine if an adverse impact has happened. However, nothing more can be done until there is an adverse impact.

A resident asked if the DNR has authority over what happens in the Vernon Marsh?

Attorney Hammes stated as a general rule the DNR's regulation of municipal wells is very limited.

Town Of WAUKESHA

Chairman - Robert J. Tallinger, Sr.
Supervisor - Stephen A. Smart
Supervisor - Everett German
Town Clerk/Treasurer - Michaelene R. Knoebel
Fire Chief - Daniel Buchholtz
Constable - Howard A. Garvens
Deputy Clerk - Nancy Tolbert
Deputy Treasurer - Debra Zauner
Assessor - Tyler Technologies/CLT
Building Inspector - Independent Inspectors Ltd.

Town Clerk/Treasurer 2007 Report

During 2007 the Clerk's office performed the normal routine administrative duties, such as preparation and follow-through of governmental meetings, budgetary, property assessments and taxation processes, maintaining Town records and preparing open records requests, issuing burn permits and recycle bins, handling the financial functions of the Town, administering Elections, and most importantly meeting the needs of our taxpayers and the general public. Our office launched a website in September which has been well received with many positive comments. The website will be another way to improve communications with our residents and the public regarding Town matters, services we provide, and important issues that may arise. Recent statistics indicate approximately 425 people per day look at the website. I have put Town cards on the back table with the website address.

According to the census figures from the Wisconsin Department of Administration, the 2007 population was 8,931 people, which is an increase of 684 people since 1997. The Town population was 4,408 in 1970; 6,668 in 1980; 7,566 in 1990 and 8596 in 2000.

The 2007 Wisconsin Municipal Clerk's Conference was held in Eau Claire. This annual conference is designed to educate Clerks on the wide variety of duties that a municipal office provides through seminars, training sessions and networking with other Clerks.

I would like to take this opportunity to thank the Clerk's office staff; Nancy Tolbert, the Deputy Clerk and Debra Zauner, the Deputy Treasurer/ Election Specialist. The hard work and support from these dedicated employees along with the Town officials and outside professional staff enables the Clerk's office to operate smoothly to provide the highest level of service to our community and to our residents.

As I begin my 15th year as Town Clerk, the Town Clerk's office will continue exploring and implementing more efficient ways to manage the Town business and improve service to our residents. *The Mission Statement of the Clerk's office continues to be that we will provide timely and accurate information in a professional manner while exhibiting the highest quality of efficient, friendly service to the public.*

Respectfully Submitted,

Michaelene R. Knoebel

Michaelene Knoebel, CMC/WCMC
Town Clerk/Treasurer

April 8, 2008

W250S3567 Center Road • Waukesha, WI 53189 • (262) 542-5030 • Fax (262) 542-7870
www.tn.waukesha.wi.gov

CHAIRMAN'S ANNUAL REPORT – 2007 YEAR

My first year as Chairman has gone by quickly and I have learned many new things. Having served on the Town Board for 16 years prior to being elected Chairman has helped prepare me to know and deal with the challenges of local government issues.

We continue to encourage development and do everything in our power to have the remaining property of the Town to be developed in the Town. We continually deal with annexation and unfortunately State Statutes leave the Town powerless to do anything to prevent annexations.

On behalf of the Town Board and myself, we would like to thank Chief Buchholtz and all the members of the fire and rescue service for their dedication to our community. (Let's give Dan and his department a hand)

I would like to thank all those citizens of our Town who serve in various capacities within our government. The Town Board Supervisors Steve Smart and Everett German, the Plan Commission, the Board of Zoning Appeals and the Fire Commission. Thank you to our Constable who also serves as the Weed Inspector. Thank you to the Pollworkers who put in 15-16 hour days handling the Election process. Thank you to our paid professional staff; our Attorney, Building Inspector, Zoning Administrator, Auditor, Assessor, and our Engineer. Thank you to the Clerk and the office staff which is where the heartbeat of the Town happens on a daily basis.

The Town of Waukesha would not function without all those I have just mentioned. Thank you all.

The major issue of 2007 has been the water issue. The Town has hired a consultant; Professor Douglas Cherkauer, to evaluate and advise the Town regarding the possibility of the City of Waukesha drilling shallow wells on the former Lather's property and what impact those wells may have on the Town wells. As part of our proactive stance against the drilling of these shallow wells, the Town is monitoring the depth of 26 wells which are located nearby or within a certain radius of the Lather's property where the city intends to drill the wells.

I want to say thank you to all the individuals who regularly attend our meetings.

Robert J. Tallinger, Sr., Chairman
April 8, 2008

James Lavine - S21W22987 Hillside Drive stated that the Town used to have a man in the rubbish collection area checking if everyone using the facility is a citizen. I think there could be some City of Waukesha people using the site.

Chairman Tallinger stated everyone using the site is supposed to have a permit and the people (Veolia) are supposed to check the permits.

Mr. Lavine stated that last week a guy came in with a big load of brush and the operator had his vehicle parked in the second lane and everyone had to wait. Why can't we have two lines at the brush drop-off?

Chairman Tallinger stated we will check into these matters with our contractor.

Mr. Lavine stated on Hillside Drive last year we had cracks in the blacktop filled and there are new cracks. I would like these cracks sealed.

It was stated the Town would be having that done this summer and will make a note regarding Hillside Drive.

Mr. Stilwell stated he has two comments. We had an Election last week for Waukesha County Board Supervisor. The Town has been well represented by two County Supervisors, Bill Mitchell and Walter Kolb. Because of the downsizing of the County Board, we had to lose one of those Supervisors. The Town should go on record to acknowledge the years of service these gentlemen have provided in representing our Town.

A **MOTION** was made by Rod Stilwell, seconded by Ralph Ramirez and carried unanimously to **publically acknowledge and thank** Waukesha County Board Supervisors William Mitchell and Walter Kolb for the years of service they both provided as they represented the concerns and issues of the Town of Waukesha at the County level.

My second comment is that this past winter we broke all the records of snow during a winter season. People need to realize how much area there is in the Town; we have 65 miles of road (times 2 lanes) with 134 cul-de-sacs. These roads service approximately 9,000 residents and other people traveling on the roads. With the winter circumstances we experienced we had an excellent snowplow contractor. Eric Jacobson has plowed the Town roads since 1984. I would like to acknowledge that we appreciate and thank our snow contractor.

A **MOTION** was made by Rod Stilwell, seconded by Anita Kolb and carried to **publically acknowledge and thank** Eric Jacobson for the years of snowplowing and ice control service that he and his company have provided to the Town of Waukesha.

Jim Lavine stated that one Friday this winter it snowed all day and we did not see a snowplow until 5 pm. On Hillside Drive the City of Waukesha plows. The following Sunday Mr. Lavine went out driving and the Town subdivisions were clean as a whistle. We are getting bad service from the city. If the city does a bad job and the Town contractor does a great job, why do we have the city do certain sections in the Town?

Attorney Hammes stated there are certain areas the city handles for the Town and vice versa. This has evolved because of annexations. It's a matter of trading off and working together.

Mr. Lavine stated the quality of job the city does is not the same. The fact remains on Hillside Drive we are getting a lousy job.

David German – S52W23978 Glendale Road stated his road was only plowed once during that storm.

Dan Buchholtz stated that the Town Plan Commission has worked on a lot of planning issues this past year. The Plan Commission has been very progressive; they have put together a land use map. The Commission has a philosophy that the Town needs a good mixture of residential and commercial and open space. Currently we cannot do anything about annexations, but we have to do something. We need to back up our land use planning and encourage business to develop in the Town. This next Plan Commission meeting there is a property coming in to request a land division so they can build a new Kwik Trip. The Town does all the work and then the property gets annexed into the City. The Town could just as well have a gas station.

A **MOTION** was made by Dan Buchholtz, seconded by Marvin Kopp and carried unanimously to:

1. Direct and authorize the Town Board to hire a consultant to assist the Town with economic development to develop areas the Plan Commission has designated for business
2. To create a vision committee to work with a consultant
3. To seek out new businesses to develop in the Town

A resident asked if the business sites are specifically delineated or are we looking at creating business sites?

Dan stated there are areas on the land use plan map that have been designated as future business. The Plan Commission has held tight regarding the school district property on Glendale Road. We want commercial on that site. The Town is loosing valuable lands. We need to attract business to support your tax bill.

We spend time to do a land use plan and then don't follow through.

Supervisor German stated he agrees with Dan. Also our snow contractor got thanked when he got paid.

Stuart Buchholtz – S52W26435 Fox Vale Court stated the Town should look into purchasing land to buffer ourselves from the City of Waukesha.

Mr. Laska stated regarding the master land use plan to attract more business; water and sewer have always been an issue; how do we get these businesses to develop in the Town?

Supervisor German stated we pick the businesses, like professional offices, that don't use a lot of water and that could develop on a holding tank system, like Wal-Mart.

Supervisor Smart stated he agrees with this discussion.

Rod Stilwell stated regarding Dan's motion, it should be a committee given a short period of time to look into this. Where in the Town could this occur and then you could start implementing a plan. It could either be a Town Board appointed committee or a volunteer committee. We need an organization to help us and that could be the Wisconsin town's Association. Dan's idea is good but we should look for expert advice and perhaps contact Tom DeLacy for some direction.

Supervisor German stated that the Town's association is a political organization. We know what we want for the Town.

Maureen German stated she read that the Town of Summit is going for incorporation; they had a vision committee. The Town of Waukesha needs a vision.

Laurie Longtine – W271S3581 Oak Knoll Drive stated that development is good to a point; let's not destroy us in trying to save us. Putting a gas station in or near an existing one could create run-off into the Fox River. If there is development it should be well planned.

Wayne Schroeder stated he agrees with a committee to study this matter. I tried with my son to get a piece of property in the Town on Lincoln Avenue. We ran into many

snags. I think it will be difficult in the Town to get businesses.
I would like to thank Michaelene for all the help she gave us when we were researching this matter.

Chairman Tallinger stated this is a good idea that is being discussed. It is worth looking into.

David German stated if the Town has three churches that can hold 1,000 people, I think we can get some businesses.

Attorney Hammes stated this is an advisory motion to the Town Board. These type of matters are requests. The Town Board will look at this and probably report back to the Electors at the Budget meeting in November.

Laurie Longtine stated she would like to compliment Michaelene and her staff for the excellent service provided. While I'm sure everyone works hard, Michaelene is the face we see when we go to the Town.

Supervisor Smart agrees.

Wayne Schroeder asked what the Town Board is doing regarding residents living within the guidelines of the zoning rules. Is something being done to clean up properties, like junked cars, etc.?

Attorney Hammes stated that as a general rule there is a fine line between enforcing every little issue. If the Town receives a written complaint, the complaint goes to the building inspection department and a compliance letter is sent. The property owner is given a time frame to clean up. If there is no compliance a municipal citation can be issued. The Town imposes fines on a daily basis. The Town operates on a complaint basis.

Constable Garvens stated that he is also made aware of complaints and he has been able to get people to clean up their property. Since the Town website has been up, he has received several complaints.

The Clerk stated an email had been received today from Mr. Thomas Knable of S40W26950 Oak Grove Lane. The email is attached and deals with the bidding of contracts.

Attorney Hammes stated next year (2009) the Assessor, Snowplow and Garbage contracts will be up for renewal.

Supervisor Smart stated the Board recently approved a three-year re-appointment of the Attorney, Building Inspection and Zoning and the Engineer. We did not bid these services out as that is not feasible or practical.

David German asked on a 3-year contract how much does the yearly cost increase by?

Attorney Hammes stated it is generally a cost of living increase and in the case of the garbage contractor, any increased State fees that may be imposed, like for instance, landfill dumping.

Chairman Tallinger stated with the cost of fuel continuing to increase, contracts will have to be looked at.

Robert Stigler – W235S6089 Big Bend Road asked who holds a contractor accountable? I have had a couple tires sitting at the end of my driveway for 6-months.

Chairman Tallinger stated we will look into that.

Michael Laska stated that Tom Knable wants to know what gets bid out.

It was stated that would be garbage, snowplowing, assessment services and road paving and crackfill.

Attorney Hammes stated the Town publishes notices in the paper. As a practical matter, the number of bidders is not that great.

Rodney Stilwell stated the amount of money in a contract often times determines if it gets bid out or not.

A MOTION was made by Michael Laska, seconded by Jim Lavine and carried by a voice vote to adjourn the 166th Annual Town Meeting.

Meeting adjourned at 8:25 p.m.

Respectfully Submitted,
Michaelene R. Knoebel
MICHAELENE R. KNOEBEL, CMC/WCMC
Town Clerk/Treasurer
Town of Waukesha
April 8, 2008
Minutes to be approved on April 14, 2009
F: Knoebel Annual Meeting Minutes 166th April 8, 2008