



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, DECEMBER 2, 2010 – 8:00 A.M.  
COURTHOUSE CONFERENCE CENTER - (2<sup>nd</sup> FL – EAST WING)  
ROCK COUNTY COURT HOUSE  
JANESVILLE, WI

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of meeting held Thursday, November 11, 2010
4. Minutes of meeting held Thursday, November 18, 2010
5. Citizen Participation, Communications and Announcements
6. Code Administration & Enforcement
  - A. **Action Item:** Approval of Land Divisions
    - Land Division 2010 057 (Janesville Township) – Gary Peters
  - B. **Action Item:** Consideration of Fee Reduction for Shoreland Permit 2010 SL-137 – Michael & Vickie Schroon.
7. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Pre-Approved Encumbrance/Amendments/Transfers
8. Housing & Community Development
  - A. **Action Item:** CDBG-Emergency Assistance Program (EAP) (ID 008060D1) = \$1,175
  - B. **Action Item:** Lead Paint Revolving Fund (LPRF) Project (ID 94114D1) = \$5,500
  - C. Potential Conflict of Interest – Yes,
  - D. Information Verification Statement
  - E. Information Item: Distribution of Housing & Community Development Policy & Procedure Manual Updates
9. Director's Report - Planning

10. Committee Reports

11. Adjournment

**Future Meetings/Work Sessions**

December 16, 2010 (8:00 AM)

**Non-Committee Future Meetings**

January 18, 2011 – (6:00 PM) Land Division Regulations Ordinance  
Update Listening Session – Rock County Courthouse, Jury Assembly  
Room, 2<sup>nd</sup> Floor West Wing



## **ROCK COUNTY GOVERNMENT**

*Planning & Development Agency*

### **INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

**SUBJECT:** Preliminary Approval of Land Division

**DATE:** November 16, 2010

#### **Summary:**

The following Land Division is seeking Preliminary approval from the P&D Committee:

- Land Division 2010 057 (Janesville Township) – Gary Peters

#### **Recommendation:**

P&D Agency Staff recommends Preliminary Approval of Land Division 2010 057 with conditions as presented.

**PLANNING & DEVELOPMENT COMMITTEE LAND DIVISION**  
**CONDITIONS OF APPROVAL**

|                        |   |                                |                          |
|------------------------|---|--------------------------------|--------------------------|
| <b>OWNER:</b>          | Gary Peters<br>2640 N. Britt Road<br>Janesville, WI 53548 | <b>LAND DIVISION NO:</b>       | LD#2010 057              |
|                        |   | <b>DATE SUBMITTED:</b>         | November 3, 2010         |
| <b>LOCATION:</b>       | SW ¼ SE ¼ Section 21                                      | <b>E.T. JURISDICTION:</b>      | N/A                      |
|                        |   | <b>SURVEYOR:</b>               | Combs & Associates, Inc. |
| <b>ORIGINAL AREA:</b>  | 79 Acres  | <b>TOWNSHIP:</b>               | Janesville               |
| <b>FINAL AREA:</b>     | 3.1 Acres ±   | <b>NUMBER OF LOTS:</b>         | 1                        |
| <b>PRESENT ZONING:</b> | A-1   | <b>PROPOSED FUTURE ZONING:</b> | A-1 CUP                  |

A copy of these recommendations is sent to the surveyor and to the owner.

**NOTE:** The owner/developer and agent shall read and fully understand these conditions of approval prior to being acted upon by the Planning and Development Committee. Any questions or comments on these conditions shall be addressed to the P&D Committee/Staff prior to or while the Land Division is on the table for discussion.

*NOTE: Reason for dividing land: Splitting off existing buildings.*

*NOTE: Consistent with the Rock County Agricultural Preservation Plan..*

**RECOMMEND**

APPROVAL

CONDITIONAL APPROVAL

DENIAL

**LOCATION: 3900 Block W. CTH A**

**CONDITIONS TO BE MET BEFORE ROCK COUNTY FINAL APPROVAL:**

1. Existing structures shall meet setback regulations.
2. 40-foot 1/2 ROW to be dedicated along W. CTH A.
3. Following notation on final map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system." Also proposed lot lines must include the system area with the building that utilizes the system or a recorded septic easement is in place.
4. Show septic system and well locations for existing structures on final CSM.
5. Utility easements put on lot as requested by utility companies (10 foot utility easement across front of lot).
6. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before December 2, 2011.

- 7. As per Section 15.23(8) of The Rock County Land Division Regulations "any land division not receiving final approval within the period of time set forth herein shall be null and void, and the developer shall be required to resubmit a new application for preliminary approval. Extensions may be applied for and may be granted at the discretion of the Committee upon findings that delays are beyond control of the applicant and that no material change in standards or in conditions has occurred or is reasonably expected to occur". Extension requests must be made in writing prior to the expiration date listed above.
- 8. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.

Signed Colin M. Bryant  
Dept. of Planning, Economic & Community Development

DATE: 11/11/10

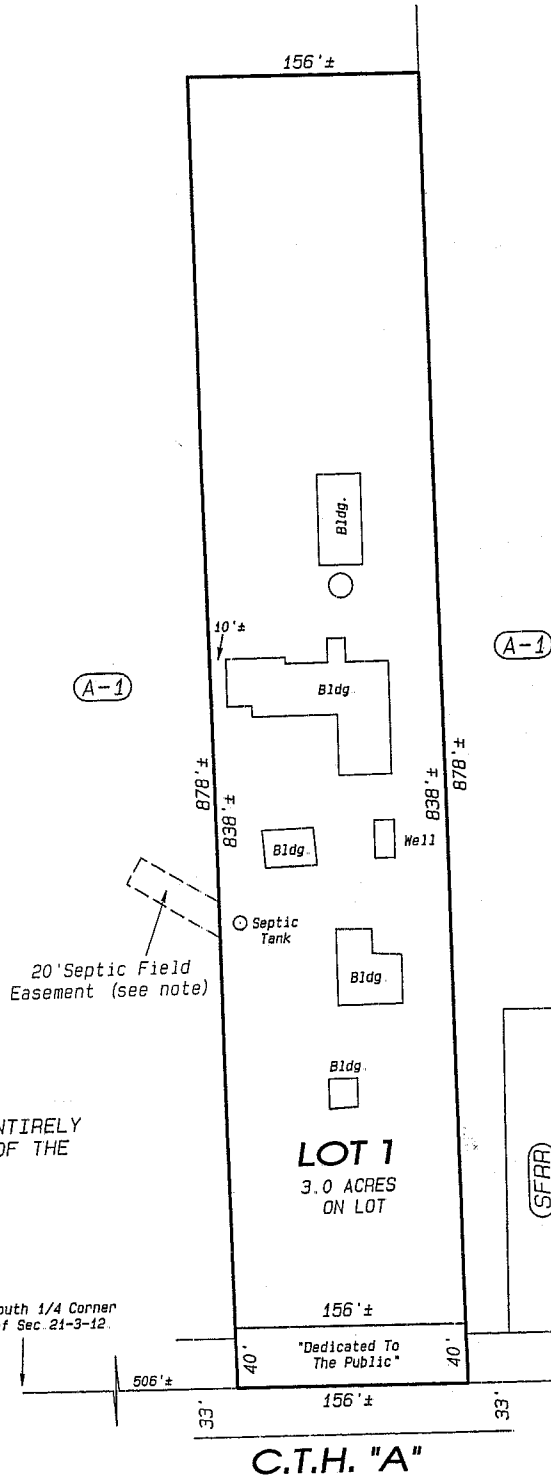
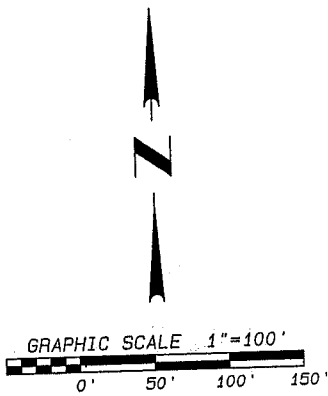
**NOTE:** THIS PROPOSED LAND DIVISION WILL BE REVIEWED BY THE PLANNING AND DEVELOPMENT COMMITTEE **ON DECEMBER 2, 2010 AT 8:00 A.M.** AT THE ROCK COUNTY COURTHOUSE.

**NOTE:** FINAL SURVEY SHALL COMPLY WITH ALL STATE, COUNTY, & LOCAL REGULATIONS.

|                                   |   |                                 |                                 |
|-----------------------------------|---|---------------------------------|---------------------------------|
| <u>COMMITTEE ACTION</u>           |   |                                 |                                 |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> CONDITIONAL APPROVAL | <input type="checkbox"/> DENIAL | <input type="checkbox"/> TABLED |
| Initials _____                    |   | Date _____                      |                                 |

# Preliminary Certified Survey Map

LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 21, T.3N., R.12E. OF THE 4TH P.M.,  
TOWN OF JANESVILLE, ROCK COUNTY, WISCONSIN.



NOTE: SEPTIC FIELD TO BE RELOCATED ENTIRELY  
ON LOT 1 AT THE TIME OF REPLACEMENT OF THE  
EXISTING SYSTEM.

South 1/4 Corner  
of Sec. 21-3-12.

DATE: NOV.2, 2010

NOTES:

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS  
AND AGREEMENTS, RECORDED AND UNRECORDED.

THE BASIS OF BEARINGS IS ASSUMED

Project No. 110 - 307 For: GARY PETERS



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534



## ROCK COUNTY GOVERNMENT

*Planning & Development Agency*

### MEMORANDUM

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

**SUBJECT:** Consideration of Fee Reduction for After-the-Fact Shoreland Permit for Michael & Vickie Schoon - Shoreland 2010 SL-137

**DATE:** November 15, 2010

#### Summary:

The request for an After-the-Fact Shoreland Permit (2010 SL-137) was approved on November 12, 2010 for the construction of a detached garage and driveway at 439 Indian Lane. As adopted by the P&D Committee and County Board, the penalty for not applying and obtaining a permit prior to commencing work is that all fees are doubled. This is the true for all permits issued by the P&D Agency. Staff does not have the authority to waive that requirement; therefore in order to consider the After-the-Fact Application complete, the applicant was charged \$700 (normal fee of \$350). At this time the applicant has requested that the fee be reduced.

#### Recommendation:

Staff recommends the fee remain at \$700.

In reviewing the submitted Site Plan it is evident potential problems that are key to the protection of the Shoreland Area (1,000 feet from the Rock River) may have been addressed prior to commencement of work. Given the location, as submitted, it appears a portion of the garage was built in an area of 22% slope. Additionally, the access onto E. Ellendale Rd., issued by the Town of Fulton, may not be safe according to typical sight distance standards. Finally, the proximity of the project to land owned in common by other Rock River Leisure Estates members as open space to be preserved could be an issue.

These concerns may have been analyzed and addressed as part of the review process, but as it stands now, that opportunity has been lost. Typically, more Staff time is spent dealing with After-the Fact Permits than normal review and approval. Therefore, the \$700 fee should not be reduced.

439 Indian Lane



DATE OF APPLICATION

11-12-10

APPLICATION NO.

SL 137

ROCK COUNTY ZONING/BUILDING SITE PERMIT APPLICATION

APPLICANT INFORMATION

|                     |                         |      |           |              |              |
|---------------------|-------------------------|------|-----------|--------------|--------------|
| Property Owner Name | MICHAEL + VICKIE SCHOON |      | Telephone | 608-290-3707 |              |
| Address             | 439 INDIAN LANE         | City | EDGEMONT  | State        | WI Zip 53534 |
| Owner/Agent Name    | MICHAEL + VICKIE SCHOON |      | Telephone | 608-290-3707 |              |
| Address             | 439 INDIAN LANE         | City | EDGEMONT  | State        | WI Zip 53534 |

LOT / PARCEL INFORMATION

|   |   |                                   |  |            |
|---|---|-----------------------------------|--|------------|
| Location Of Lot / Parcel  | TOWNSHIP (Select One) Folton  | SE <sup>1</sup> / <sub>4</sub>    | NE <sup>1</sup> / <sub>4</sub>                           | Section 11 |
| Subdivision Name  | Rock River Leisure Estates First Add.                               | Lot Number                        | 171  |            |
| Lot/Parcel Dimensions   | Sq. Ft. X Sq. Ft. 6-6-14171   | Lot Area                          | 23,815 sq. ft.   |            |
| Name of Road or Street  | E. Indian Lane  |                                   |  |            |
| Driveway Permit Approved?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | State or Limited Access Approved? | <input type="checkbox"/> Yes <input type="checkbox"/> No |            |
| Sanitary Permit Issued?   | <input type="checkbox"/> Yes <input type="checkbox"/> No NA         | Sanitary Permit issued by         | NA   |            |
| Provide a brief description of the proposed work: DRIVEWAY AND GARAGE BUILD |   |                                   |  |            |

1. A description of the proposed work and a site plan drawing must be submitted with this application. Any change to the proposed work or site plan must be approved by this agency. Changes made without prior approval violate Rock County Zoning Ordinances and may subject the applicant to legal action.
2. Setback dimensions indicated on the submitted site plan must meet Rock County Ordinance requirements. Contact the Town Building Inspector for the setback requirements of the town and check any applicable subdivision covenants for more restrictive setbacks.
3. A Town Zoning Permit is also required – Contact your Town Zoning Officer or Building Inspector for the Town’s permitting process.

The undersigned makes application for a Zoning/Building Site Permit in compliance with the applicable Rock County Ordinances and the Laws and Regulations of the State of Wisconsin and hereby certifies that the above information is correct to the best of my knowledge.

Name (Please Print) MICHAEL SCHOON

Owner Signature: [Signature] Date: 11/10/10

Name (Please Print) VICKIE SCHOON

Agent Signature: [Signature] Date: 11/10/10





**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*

**MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

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**DATE:** November 15, 2010

**Summary:**

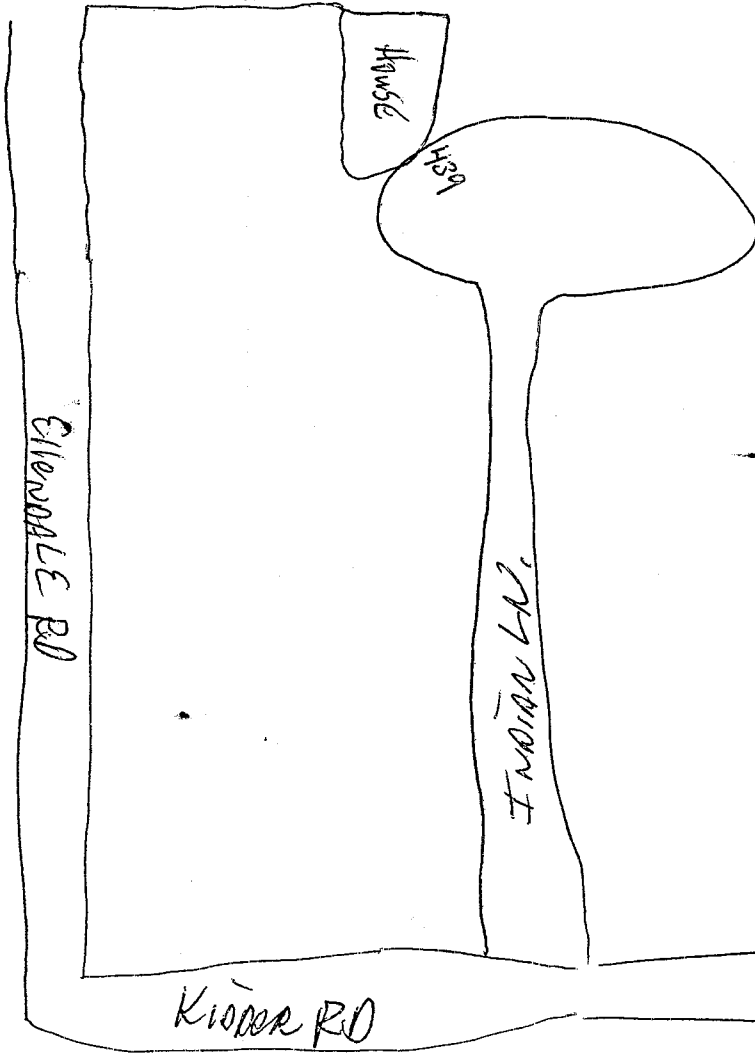
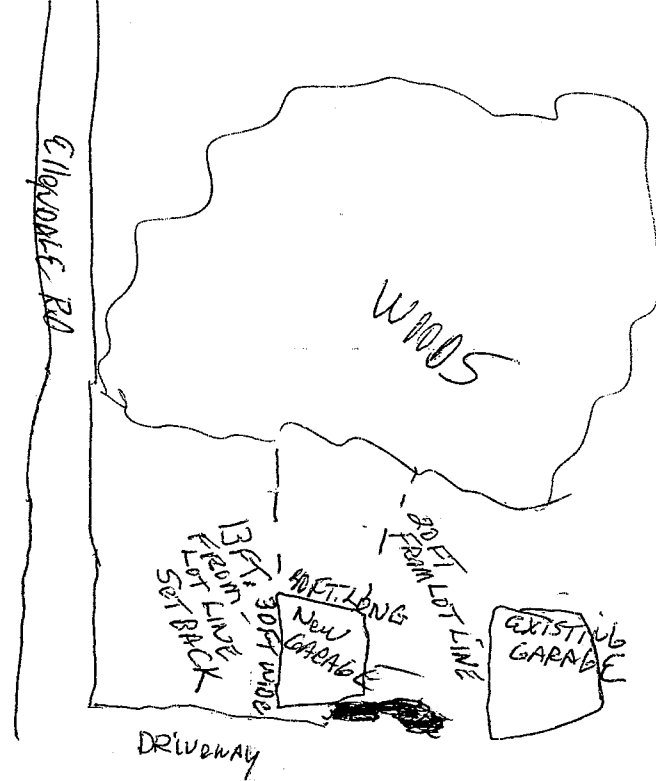
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**Recommendation:**

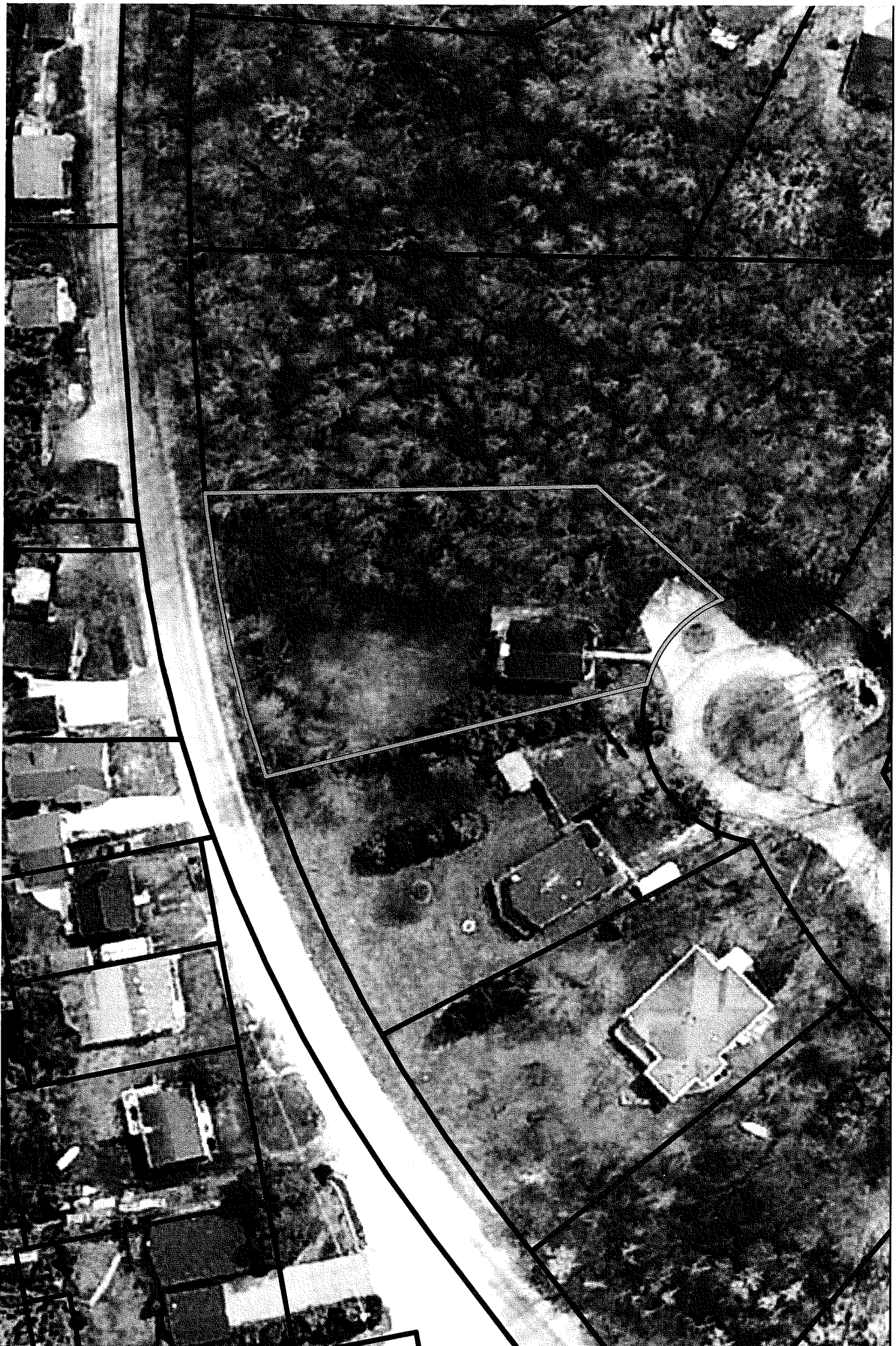
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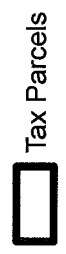


- NOTE: Between New Garage and lot line is Heavy Rock down with PATR FIRE ANY WATER TO BE ABSTAINED.
- ③ All Along New Driveway ARE 5 FOOT NORWAY SPRUCE TREES UP TO THE HOUSE WITH ROCK SETTING HAS BEEN ACCOMMODATED TO ALL NATURAL LOOK WITH
  - ④ DISTANCE FROM BOTTOM OF THE DRIVEWAY TO THE GARAGE APPROX. 25 FEET UP



**439 Indian Ln  
Fulton Township**

**Legend**



Tax Parcels

1 inch = 60 feet

Airphoto: April 2008



## **ROCK COUNTY GOVERNMENT**

*Planning & Development Agency*

### **INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning & Development Committee  
**THROUGH:** Paul Benjamin, Director, Planning & Development Agency  
**FROM:** David Somppi, Community Development Manager  
**SUBJECT:** Actions for P&D Agenda  
**DATE:** November 19, 2010

#### **ACTION ITEMS:**

1. **Action Item:** CDBG-EAP Emergency Assistance Project – (ID # 08060) – Staff Recommends Approval
2. **Action Item:** Lead Paint Revolving Fund - CDBG-EAP Emergency Assistance Project – (ID # 94114D-1) – Staff Recommends Approval

#### **INFORMATION ITEM:**

1. **Housing Procedures Manual** – Distribution of revised Housing Procedure Manual

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



Project ID(s) 08060

Project Recommended By Dave Somppi

Funding Source(s) CDBG-EAP Emergency Assistance Grant

**HOUSEHOLD INFORMATION**

|                   |                          |                            |
|-------------------|--------------------------|----------------------------|
| Household Size: 2 | Annual Income: \$ 28,887 | Location: Town of Plymouth |
|-------------------|--------------------------|----------------------------|

**ASSESSED VALUE INFORMATION**

|           |           |                   |           |
|-----------|-----------|-------------------|-----------|
| Land      | \$ 32,500 | Fair Market Value | \$ 96,700 |
| Buildings | \$ 51,200 | When Appraised    |           |
| Total     | \$ 83,700 | Type of Appraisal |           |

**MORTGAGES OR LIENS**

|                            |   |                                |
|----------------------------|---|--------------------------------|
| 1. \$ 61,050               | 4. \$   | TOTAL MORTGAGE(S)<br>\$ 61,050 |
| 2. \$                      | 5. \$   |                                |
| 3. \$                      | 6. \$   |                                |
| Available Equity \$ 35,650 | Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                                |

**VERIFICATIONS**

|  |   |   |  |   |
|--|---|---|--|---|
| <input checked="" type="checkbox"/> Income   | <input checked="" type="checkbox"/> Insurance | <input checked="" type="checkbox"/> Taxes | <input checked="" type="checkbox"/> Title and Mortgage | <input checked="" type="checkbox"/> Ownership |
| Disclosure of Potential Conflict of Interest Yes <input type="checkbox"/> None <input checked="" type="checkbox"/> |   |   |  |   |

**SUMMARY OF PROPOSED WORK**

CDBG – EAP Project: Expenses related to damages from DR-1768 Disaster declaration of 2008. The house is 90 years old. It does not have a modern septic system. Since this flooding, the septic system has not worked. The drainfield is saturated. The system has been cited for failure by the Health Department. The owners have had the tank pumped 5 times. The project is to provide funds to pay for 3 of the septic system pumpings. The project will also provide funds for a soil evaluation that was conducted to determine installation of a replacement septic system. Conducting this project is in compliance with CDBG-EAP requirements and will address a major health and safety hazard for this and surrounding properties.

Funds for this project will be provided in the form of a grant and will not require repayment. Future projects related to addressing damage to this property will include a new septic system, basement waterproofing repairs, and a required upgrade to the electrical service.

TYPE OF PROJECT Emergency Assistance Grant  
 RECOMMEND TOTAL PROJECT BID OF \$ 1,175.00

**COMMITTEE ACTION**

APPROVE       DENY      Committee Approved Bid Total \$ \_\_\_\_\_

---

Signature of Planning & Development Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

**BID SUMMARY**

**PAYMENT FOR PREVIOUSLY-CONDUCTED WORK**

|                        |    |    |    |                      |
|------------------------|----|----|----|----------------------|
| <b>Soil Evacuation</b> |    |    |    |                      |
| Generation Xcavating   |    |    |    | Generation Xcavating |
| \$ 755                 | \$ | \$ | \$ | \$ 755               |

|                            |    |    |    |                       |
|----------------------------|----|----|----|-----------------------|
| <b>Septic Tank Pumping</b> |    |    |    |                       |
| Douglas & Sons Septic      |    |    |    | Douglas & Sons Septic |
| \$ 270                     | \$ | \$ | \$ | \$ 270                |

|                            |    |    |    |                       |
|----------------------------|----|----|----|-----------------------|
| <b>Septic Tank Pumping</b> |    |    |    |                       |
| Collins Sanitary, LLC      |    |    |    | Collins Sanitary, LLC |
| \$ 150                     | \$ | \$ | \$ | \$ 150                |

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|                              |                    |
|------------------------------|--------------------|
| <b>RECOMMENDED AMOUNT OF</b> | <b>\$ 1,175.00</b> |
|                              | <b>\$ 0.00</b>     |
| <b>TOTAL</b>                 | <b>\$ 1,175.00</b> |



Project ID(s) 94114-D-1

Project Recommended By **Neale Thompson**

Funding Source(s) **LPRF (Lead Paint Revolving Fund)**

**HOUSEHOLD INFORMATION**

|                   |                         |                           |
|-------------------|-------------------------|---------------------------|
| Household Size: 4 | Annual Income: \$ 14076 | Location: Clinton (Rural) |
|-------------------|-------------------------|---------------------------|

**ASSESSED VALUE INFORMATION**

|           |           |                   |           |
|-----------|-----------|-------------------|-----------|
| Land      | \$ 21900  | Appraised Value   | \$ 162838 |
| Buildings | \$ 122700 | When Appraised    |           |
| Total     | \$ 144600 | Type of Appraisal | FMV       |

**MORTGAGES OR LIENS**

|                            |   |                              |
|----------------------------|---|------------------------------|
| 1. \$ 4843                 | 4. \$   | TOTAL MORTGAGE(S)<br>\$ 4843 |
| 2. \$                      | 5. \$   |                              |
| 3. \$                      | 6. \$   |                              |
| Available Equity \$ 157995 | Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                              |

**VERIFICATIONS**

|  |   |   |  |   |
|--|---|---|--|---|
| <input checked="" type="checkbox"/> Income   | <input checked="" type="checkbox"/> Insurance | <input checked="" type="checkbox"/> Taxes | <input checked="" type="checkbox"/> Title and Mortgage | <input checked="" type="checkbox"/> Ownership |
| Disclosure of Potential Conflict of Interest |   | Yes <input type="checkbox"/>              | None <input checked="" type="checkbox"/>               |   |

**SUMMARY OF PROPOSED WORK**

Additional issues regarding lead hazard safety have arisen at this rural residential childcare facility and home. Since the time of the 2009 Lead Hazard Control work on the rest of the house, deterioration on this more modern wing and garage has raised State of Wisconsin Childcare Inspection concerns and requirements to protect this outside play area frequented by children. This project from the Lead Paint Revolving Fund will abate the lead hazards and secure the durability and integrity of this part of the house, especially for the children that spend time at the house. The soffits, fascia, and walls of the kitchen wing and the back of the garage that open to the deck and playground will have documented lead hazards addressed. The funds are granted and do not require repayment.

TYPE OF PROJECT

Grant from LPRF

RECOMMEND TOTAL PROJECT BID OF

\$ 5500

**COMMITTEE ACTION**

APPROVE

DENY

Committee Approved Bid Total \$ \_\_\_\_\_

Signature of Planning & Development Committee Chair

Date

**BID SUMMARY**

LOWEST QUALIFIED BID

**SOFFIT & FASCIA KITCHEN WING**

|                   |                  |    |    |                          |
|-------------------|------------------|----|----|--------------------------|
| Rock River Const. | JD Environmental |    |    | <b>Rock River Const.</b> |
| \$ 945            | \$ 1500          | \$ | \$ | \$ 945                   |

**SIDING, SOFFIT, FASCIA FOR BACK OF GARAGE**

|                   |                  |    |    |                          |
|-------------------|------------------|----|----|--------------------------|
| Rock River Const. | JD Environmental |    |    | <b>Rock River Const.</b> |
| \$ 2590           | \$ 2485          | \$ | \$ | \$ 2590                  |

**GUTTERS WITH DOWNSPOUTS**

|                   |                  |    |    |                          |
|-------------------|------------------|----|----|--------------------------|
| Rock River Const. | JD Environmental |    |    | <b>Rock River Const.</b> |
| \$ 585            | \$ 900           | \$ | \$ | \$ 585                   |

**EXT. SURFACE COATING, PATCH, FINAL CLEANING**

|                   |                  |    |    |                          |
|-------------------|------------------|----|----|--------------------------|
| Rock River Const. | JD Environmental |    |    | <b>Rock River Const.</b> |
| \$ 1380           | \$ 1400          | \$ | \$ | \$ 1380                  |

|    |    |    |    |    |
|----|----|----|----|----|
|    |    |    |    |    |
| \$ | \$ | \$ | \$ | \$ |

|    |    |    |    |    |
|----|----|----|----|----|
|    |    |    |    |    |
| \$ | \$ | \$ | \$ | \$ |

|    |    |    |    |    |
|----|----|----|----|----|
|    |    |    |    |    |
| \$ | \$ | \$ | \$ | \$ |

|    |    |    |    |    |
|----|----|----|----|----|
|    |    |    |    |    |
| \$ | \$ | \$ | \$ | \$ |

|    |    |    |    |    |
|----|----|----|----|----|
|    |    |    |    |    |
| \$ | \$ | \$ | \$ | \$ |

|    |    |    |    |    |
|----|----|----|----|----|
|    |    |    |    |    |
| \$ | \$ | \$ | \$ | \$ |

|    |    |    |    |    |
|----|----|----|----|----|
|    |    |    |    |    |
| \$ | \$ | \$ | \$ | \$ |

|  |                    |
|--|--------------------|
| <b>RECOMMENDED LOWEST QUALIFIED BID OF</b> | <b>\$ 5,500.00</b> |
| <b>RECOMMENDED LOWEST QUALIFIED BID OF</b> | <b>\$ 0.00</b>     |
| <b>TOTAL</b>                               | <b>\$ 5500.00</b>  |