



**AGENDA - SHOREWOOD BOARD OF TRUSTEES**  
**Village Board Meeting**  
**7:30 P.M. – Tuesday, January 3, 2017**  
**Shorewood Village Hall, 3930 North Murray Avenue**  
**Shorewood, Wisconsin 53211**

Public comments on items not on the agenda are permitted and welcome at the beginning of the Village Board meeting under “Citizens to be Heard.” Public comments on agenda items may be invited after the item has been opened to discussion. Individual speakers should raise their hand so they may be recognized by the Village President and are asked to begin their comments by stating their name and address. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings.

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Consent Agenda Items (Items under the consent agenda may be acted upon by one motion. If in the judgment of any Village Board Member, a consent agenda item needs discussion, the item can be placed in the items removed from the consent agenda.)
  - a. Presentation of Accounts January 3, 2017
5. Items removed from the Consent Agenda
6. December 19, 2016 Village Board Minutes
7. Citizens to be heard – This item is for matters not on the agenda. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings.
8. Public Hearing – Proposed River Park Zoning Amendment
9. New Business
  - a. Plan Commission
    1. Consideration of Ordinance 2070 Regarding the River Park Zoning Amendment
    2. Consideration of zoning map amendments for parcels within River Park in the 3500 block of North Oakland Avenue
  - b. Public Works
    1. Consideration of Professional Services Agreement for Pavement Boring Services Related to 2017 Alley Reconstruction.
10. Reports of Village Officials
  - a. Village President
  - b. Village Trustees
  - c. Village Manager
11. Items for Future Consideration

12. Adjournment

DATED at Shorewood, Wisconsin this 29<sup>th</sup> day of December, 2016.

VILLAGE OF SHOREWOOD  
Tanya O'Malley, WCPC, Village Clerk/Treasurer

Should you have any questions or comments regarding any items on this agenda, contact the  
Manager's Office at 847-2702.

It is possible that members of and possibly a quorum of members of other governmental bodies of the  
municipality may be in attendance at the above stated meeting to gather information; no action will be  
taken by any governmental body at the above stated meeting other than the governmental body  
specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



**PLEASE TAKE NOTICE** that meetings of **STANDING COMMITTEES** of the Village Board will be held in the 2<sup>ND</sup> Floor of Village Hall, 3930 N. Murray Avenue, Shorewood, Wisconsin, as follows:

**BUDGET & FINANCE** – Trustee Michael Maher, Chairperson

Tuesday, January 3, 2017 at 6:30 p.m. – to consider:

1. Presentation of Accounts January 3, 2017

**COMMUNITY & BUSINESS RELATIONS** – Trustee Tammy Bockhorst, Chairperson

Tuesday, January 3, 2017 at 7:00 p.m. – to consider:

1. Discussion regarding Videotaping Village Meetings

**JUDICIARY, PERSONNEL, AND LICENSING** – Trustee Ann McKaig, Chairperson

Tuesday, January 3, 2017 at 5:45p.m. – to consider:

1. Discussion on amendments to Human Resources Manual
2. Discussion of Appointments to Boards, Committees, and Commissions
3. Discussion on Committee Quorum, Attendance Policies, and Term Limits
4. Discussion on Committee Volunteer Application and Interview Process
5. Discussion on Committee Orientation and Collaboration

**PUBLIC WORKS COMMITTEE** – Tr. Davida Amenta, Chairperson

Tuesday, January 3, 2017 at 6:20 p.m. – to consider:

1. Consideration of Professional Services Agreement for Pavement Boring Services Related to 2017 Alley Reconstruction
2. Discussion on Organics Collection Pilot Proposal

**STRATEGIC INITIATIVES COMMITTEE** – Tr. Paul Zovic, Chairperson

Tuesday, January 3, 2017 at 6:50 p.m. – to consider:

1. Presentation by Wilson Drive Community Task Force Steering Committee and MSA

**DATED** this 29<sup>th</sup> day of December, 2016. Tanya O'Malley, WCPC, Village Clerk/Treasurer

Should you have any questions or comments regarding items on this agenda, please contact the Manager's Office 847-2702.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

**VILLAGE OF SHOREWOOD, WISCONSIN  
CLERK-TREASURER'S OFFICE  
MEMO**

**DATE:** December 20, 2016  
**TO:** Budget and Finance Committee  
**FROM:** Finance Office  
**COPY TO:** Village Board  
Chris Swartz, Village Manager  
**RE:** Accounts Payable and Payroll Vouchers for Presentation and Approval

Presented for your approval are the following accounts payable vouchers:

100 - General Fund		\$ 317,075.95
200 - Library		14,640.70
210 - Elder Service Fund		4,328.38
220 - Marketing & Communications Fund		509.00
230 - Shorewood Today Magazine		8,844.50
240 - Special Funds		-
250 - Public Art Funds		-
300 - Debt Service Fund		-
400 - Capitol Projects Fund		111,080.85
410 - TIF #1		592.00
430 - TIF #3		-
440 - TIF #4		-
450 - TIF #5		-
600 - Parking Utility Fund		3,653.40
610 - Water Utility Fund		67,407.18
620 - Sewer Utility Fund		8,842.45
800 - Property Tax Fund		-
900 - Cash Fund		-
	<b>Subtotal:</b>	<b>\$ 536,974.41</b>
<b>PLUS:</b> Payroll vouchers per check register dated 12/23/2016		279,981.63

**Grand Total**      **\$ 816,956.04**

	Begin Ck #	End Chk #
Accounts Payable Checks:	25323	25436
Accounts Payable Electronic Checks:	E1820	E1831
Payroll Checks:	2558	2567
Payroll Direct Deposits:	DD11109	DD11217
Payroll Electronic Check Remittances:	EFT649	EFT660

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 0000							
100-0000-21520	GENERAL CLASS	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS DEC	DEC PAY NOV PR 1	12/31/16	28,903.17	1830
100-0000-21520	PROTECTIVE SERVICE	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS DEC	DEC PAY NOV PR 1	12/31/16	23,593.07	1830
100-0000-21520	Wisconsin Retirement Payabl	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS DEC	DEC PAY NOV PR 1	12/31/16	700.00	1830
100-0000-21530	HEALTH VILLAGE PORTION	UNITED HEALTH CARE OF	HEATH INSURANCE PREMIUMS JAN 2017	0042321535	12/31/16	114,295.25	1826
100-0000-21531	DENTAL VILLAGE PORTION	DELTA DENTAL PLAN OF	CURRENT DENTAL PREMIUMS DEC	72299	12/31/16	5,028.04	1820
100-0000-23400	Due to Duncan	PROFESSIONAL ACCOUNT	CITATIONS AND PARKING MANAGEMENT	MSB0000852A	12/21/16	1,438.50	25402
100-0000-24100	Due to MADACC	MILW AREA DOMESTIC A	DOG/CAT LICENSES SOLD NOV 16	NOV 16	12/21/16	0.90	25390
100-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX NOV 16	NOV SALES 2016	12/31/16	55.15	1831
Total For Dept 0000						174,014.08	
Dept 1100 Board							
100-1100-53140	Communications/Publications	JOURNAL SENTINEL	PUBLIC NOTICE PUBLISHING	423734-11-16	12/21/16	201.78	25378
100-1100-53140	Communications/Publications	T2W INC	SHWD TODAY WINTER WRITING	16064	12/21/16	1,100.00	25421
100-1100-53140	Postage and box to mail 30 ha	USPS 5675850213250447	Postage and box to mail 30 hard copies of	11/15/2016	12/31/16	7.35	1821
Total For Dept 1100 Board						1,309.13	
Dept 1200 Court							
100-1200-51900	Professional Education	DEMET, DONAL M	MILEAGE FOR JUDGE CONFERENCE NOT I	133379MILEAGE	12/21/16	90.72	25351
100-1200-53100	Office Supplies	SHOREWOOD PRESS	WINDOW ENVELOPES FOR COURT	18300	12/21/16	105.00	25413
Total For Dept 1200 Court						195.72	
Dept 1410 Manager							
100-1410-51900	commercial real estate and d	BIZTIMES MEDIA LLC 414-	commercial real estate and development	11/17/2016	12/31/16	65.00	1821
100-1410-51900	public policy viewpoint lunch	PUBLICPOLIC 414-276-8	public policy viewpoint luncheon	11/16/2016	12/31/16	40.00	1821
100-1410-52910	manager's enewsletter	CTC*CONSTANTCONTACT	manager's enewsletter	11/08/2016	12/31/16	45.00	1821
100-1410-53100	calendars	QUILL CORPORATION 800	calendars	11/02/2016	12/31/16	27.03	1821
100-1410-54130	Lean conference code compli	CAMBRIA SUITES MADIS	Lean conference code compliance inspect	10/31/2016	12/31/16	124.81	1821
100-1410-54130	Lean conference planning dir	CAMBRIA SUITES MADIS	Lean conference planning director	10/31/2016	12/31/16	124.81	1821
100-1410-54130	Lean conference meals	ERINS SNUG IRISH PUB &	Lean conference meals	10/31/2016	12/31/16	41.46	1821
100-1410-54130	staff meeting	FALBO BROS PIZZERIA SH	staff meeting	11/14/2016	12/31/16	75.50	1821
100-1410-54130	staff meeting	FALBO BROS PIZZERIA SH	staff meeting	10/28/2016	12/31/16	36.40	1821
100-1410-54130	Lean kickoff food	PICK N SAVE 00068866 G	Lean kickoff food	11/02/2016	12/31/16	65.90	1821
100-1410-54130	employee appreciation Lean	WALGREENS #15188 SHO	employee appreciation Lean VISA cards	11/14/2016	12/31/16	109.90	1821
Total For Dept 1410 Manager						755.81	
Dept 1420 Clerk							
100-1420-52910	Software Purch/Maint	GENERAL CODE LLC	ECODE360 ANNUAL MAINTENANCE	GC00100320	12/21/16	995.00	25359
100-1420-53100	Post-Its and Kleenex	AMAZON MKTPLACE PM	Post-Its and Kleenex	11/14/2016	12/31/16	35.48	1821
100-1420-53110	Dymo Labels	AMAZON MKTPLACE PM	Dymo Labels	11/14/2016	12/31/16	261.39	1821
100-1420-53130	Postage/Mailings	MAILCOM CONSULTING L	TAX BILL STOCK IN YELLOW	14274	12/21/16	75.00	25385
100-1420-53130	Postage/Mailings	SHOREWOOD PRESS	WINDOW ENVELOPES	18334	12/21/16	610.00	25413
Total For Dept 1420 Clerk						1,976.87	
Dept 1421 Elections							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 1421 Elections							
100-1421-51100	Salaries and Wages	BRISELLI, MICHAEL	ELECTION RECOUNT INSP PAY	2016-12082016-0	12/21/16	161.25	25338
100-1421-51100	Salaries and Wages	HALL, KATHRYN	RECOUNT ELECT INSP PAY	2016-12082016-0	12/21/16	24.00	25366
100-1421-51100	Salaries and Wages	HEPPE, THOMAS A	RECOUNT ELECT INSP PAY	2016-12082016-0	12/21/16	161.25	25371
100-1421-51100	Salaries and Wages	LOFTON, SUSAN	RECOUNT ELECT INSP PAY	2016-12082016-0	12/21/16	135.00	25383
100-1421-51100	Salaries and Wages	LOZIER, VASHTI	RECOUNT ELECT INSP PAY	2016-12082016-0	12/21/16	161.25	25384
100-1421-51100	Salaries and Wages	MCDONALD, MARY JO	RECOUNT ELECT INSP PAY	2016-12082016-0	12/21/16	135.00	25387
100-1421-51100	Salaries and Wages	SACKEN, JEANNEE	RECOUNT ELECT INSP PAY	2016-12082016-0	12/21/16	161.25	25409
100-1421-53500	Election Day Food	JIMMY JOHNS - 78 - ECO	Election Day Food	11/10/2016	12/31/16	70.32	1821
100-1421-53500	Election Day Food	JIMMY JOHNS - 78 - ECO	Election Day Food	11/10/2016	12/31/16	70.32	1821
100-1421-53500	Election Day Food	JIMMY JOHNS - 78 - ECO	Election Day Food	11/10/2016	12/31/16	70.32	1821
100-1421-53500	Election Day Food	JIMMY JOHNS - 78 - ECO	Election Day Food	11/10/2016	12/31/16	70.32	1821
100-1421-53500	Election Day Food	JIMMY JOHNS - 78 - ECO	Election Day Food	11/10/2016	12/31/16	70.32	1821
100-1421-53500	Election Day Food	JIMMY JOHNS - 78 - ECO	Election Day Food	11/10/2016	12/31/16	70.32	1821
100-1421-53500	Election Day Food - Staff	JIMMY JOHNS - 78 - ECO	Election Day Food - Staff	11/10/2016	12/31/16	21.15	1821
100-1421-53500	Election Food - Staff	JIMMY JOHNS - 78 - ECO	Election Food - Staff	11/07/2016	12/31/16	51.35	1821
100-1421-53500	Election Food - Election Inspe	JIMMY JOHNS - 78 - ECO	Election Food - Election Inspectors	11/07/2016	12/31/16	87.33	1821
100-1421-53500	Election Food - Staff	JIMMY JOHNS - 78 - ECO	Election Food - Staff	11/07/2016	12/31/16	31.60	1821
100-1421-53500	Election Food - Staff	JIMMY JOHNS - 78 - ECO	Election Food - Staff	11/04/2016	12/31/16	29.75	1821
100-1421-53500	Election Food - Staff	JIMMY JOHNS - 78 - ECO	Election Food - Staff	11/03/2016	12/31/16	31.60	1821
100-1421-53500	add'l dinner for late night voti	JIMMY JOHNS - 78 - MOT	add'l dinner for late night voting	11/07/2016	12/31/16	8.40	1821
100-1421-53500	add'l dinner for late night voti	JIMMY JOHNS - 78 - MOT	add'l dinner for late night voting	11/04/2016	12/31/16	9.99	1821
100-1421-53500	Minutes for Election Phone	TRACFONE *AIRTIME TRA	Minutes for Election Phone	10/31/2016	12/31/16	43.29	1821
Total For Dept 1421 Elections						1,675.38	
Dept 1430 Customer Service							
100-1430-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER N	NOV 16	12/31/16	303.49	1823
100-1430-53100	calendars	QUILL CORPORATION 800	calendars	11/02/2016	12/31/16	46.92	1821
Total For Dept 1430 Customer Service						350.41	
Dept 1510 Finance							
100-1510-51900	gfoa national conf	SOUTHWES 5260601152	gfoa national conf	11/09/2016	12/31/16	287.98	1821
Total For Dept 1510 Finance						287.98	
Dept 1900 Other General Admin							
100-1900-52120	Professional Fees Legal	CRIVELLO CARLSON MEN	LEGAL SERVICES RENDERED NOV 16 COU	1302-210	12/21/16	2,702.25	25347
100-1900-52120	Professional Fees Legal	CRIVELLO CARLSON MEN	LEGAL SERVICES RENDERED NOV 16 GEN	1302-211	12/21/16	7,680.00	25347
100-1900-52120	Professional Fees Legal	VON BRIESEN & ROPER S	PROFESSIONAL SERV RENDERED NOV 16	224890	12/21/16	154.00	25433
100-1900-52200	Electric - Village Hall	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	1,134.50	1829
100-1900-52210	Gas - Village Hall	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	514.81	1829
100-1900-52220	Water - Village Hall	SHOREWOOD MUNICIPA	VILLAGE HALL/POLICE/FIRE WATER USAG	3-20001 DEC 16	12/31/16	686.73	1824
100-1900-52220	Water - Village Hall	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS VILLAGE 8/1	PRVT DEC 16	12/31/16	201.00	1824
100-1900-53150	Job Posting/Testing/Hiring	AURORA HEALTH CARE	BRANDON ACKLEY/ JIEIRE VANCE PREEM	1402570	12/21/16	475.00	25331
100-1900-53150	Job posting	INFOSOFT GROUP INC 41	Job posting	11/23/2016	12/31/16	295.00	1821

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 1900 Other General Admin							
Total For Dept 1900 Other General Admin						13,843.29	
Dept 2100 Police							
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	J SCHMIDT'S MILW LEATHER JACKET	234315	12/21/16	331.45	25380
100-2100-51330	Uniform Expense	RED THE UNIFORM TAILO	FLAG AND EMBROIDERY ON SHIRT FOR C	0B202714	12/21/16	13.95	25404
100-2100-51330	Uniform Expense	RED THE UNIFORM TAILO	AMBER'S CGI MOCK	0B20358	12/21/16	43.99	25404
100-2100-51330	Uniform Expense	SCHAAL, JOHN JR.	2 PAIR UNDER ARMOUR LEGGINGS	12/12/16SCHAAL	12/21/16	343.91	25410
100-2100-51330	Uniform Expense	STREICHERS	AUTO LOCKOUT DEVICE	I1240028	12/21/16	69.98	25418
100-2100-51330	foam earphones	HQ98 602-635-3	foam earphones	11/18/2016	12/31/16	16.00	1821
100-2100-51330	jacket for the chief	REI #60 BROOKFIELD BRO	jacket for the chief	11/17/2016	12/31/16	156.60	1821
100-2100-51355	EMPLOYEE PENSION - POLICE	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS DEC	DEC PAY NOV PR 1	12/31/16	503.09	1830
100-2100-51900	Professional Education	GLOCK PROFESSIONAL IN	SIMANDL ARMORER'S COURSE	TRP/100087567	12/21/16	250.00	25361
100-2100-51900	Professional Education	GUARDIAN TRACKING LL	ANNUAL INERNET SUBSCRIPTION AND S	2016-0618	12/21/16	1,154.00	25365
100-2100-51900	D Noel Govani Excel training J	FREDPRYOR CAREERTRAC	D Noel Govani Excel training Jan 26-27	10/28/2016	12/31/16	128.00	1821
100-2100-52200	ELECTRIC EXPENSE	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 11/2-12/5	7425530193ELCN	12/31/16	749.52	1828
100-2100-52210	GAS AND HEAT EXPENSE	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 11/1-12/4/	7425530193GASN	12/31/16	674.58	1828
100-2100-52220	03-20001	SHOREWOOD MUNICIPA	VILLAGE HALL/POLICE/FIRE WATER USAG	3-20001 DEC 16	12/31/16	353.77	1824
100-2100-52230	Phone and Internet	US CELLULAR	CELL PHONE USAGE	0166163176	12/21/16	197.50	25428
100-2100-52230	Phone and Internet	US CELLULAR	12/02/16 BILL DATE	0167164478	12/21/16	172.60	25429
100-2100-52900	Cleaning and Pest Control	BATZNER PEST, INC.	MONTHLY SERVICE	2158190 & 21883	12/21/16	60.00	25334
100-2100-52910	Software Purch/Maint	ENGINEERED SECURITY S	VIDEO SYSTEM NOT WORKING	41412	12/21/16	144.00	25354
100-2100-52990	Duncan Contracts & Fees	PROFESSIONAL ACCOUNT	CITATIONS AND PARKING MANAGEMENT	MSB0000852A	12/21/16	4,695.59	25402
100-2100-52990	Duncan Contracts & Fees	PROFESSIONAL ACCOUNT	CITATIONS AND PARKING MANAGEMENT	MSB0000852A	12/21/16	159.68	25402
100-2100-53100	Office Supplies	CINTAS CORP	REPLACEMENT MATS	NOVEMBER STATE	12/21/16	82.88	25344
100-2100-53100	Office Supplies	ROBERT SCHUMACHER	REPLACE LOST DL DURING TRAFFIC STOP	SCHUMACHER	12/21/16	14.24	25408
100-2100-53100	certified mail	USPS PO 5675850211 MI	certified mail	11/21/2016	12/31/16	8.64	1821
100-2100-53100	Office Supplies	OFFICE DEPOT	MONTHLY STATEMENT	MO STATEMNET 1	12/31/16	495.15	1822
100-2100-53400	Vehicle Maintenance	JIMBOS CAR WASH	MONTHLY STATEMENT FOR NOVEMBER	STATEMENT 11/30	12/21/16	22.00	25376
100-2100-53500	Dept/Program Supplies	ARMS UNLIMITED	RIFLES	CM2191	12/21/16	10,430.00	25328
100-2100-53500	Dept/Program Supplies	BEST TECHNOLOGIES INC	SCREEN AND FILTERS	BTL-15238-1	12/21/16	2,335.00	25336
100-2100-53500	Dept/Program Supplies	BEST TECHNOLOGIES INC	DISPOSAL OF HAZARDOUS WASTE DRUM	BTL-15238-2	12/21/16	640.00	25336
100-2100-53500	Dept/Program Supplies	LEADER TOWING & TRAN	DODGE CHARGER 246CUB 3226 N 24TH S	47495	12/21/16	135.00	25381
100-2100-53500	coffee for PD	DISCOUNT COFFEE COM	coffee for PD	11/10/2016	12/31/16	44.40	1821
100-2100-53500	flex handcuffs for prisoners	GALLS 859-266-7	flex handcuffs for prisoners	11/22/2016	12/31/16	30.24	1821
100-2100-53500	training Glock G19	STREICHER'S MO PLYMO	training Glock G19	10/26/2016	12/31/16	39.05	1821
100-2100-53500	padlock and chain	THE HOME DEPOT #4912	padlock and chain	10/31/2016	12/31/16	94.60	1821
100-2100-53500	key made	WAL-MART #2452 MILW	key made	10/27/2016	12/31/16	2.07	1821
Total For Dept 2100 Police						24,591.48	
Dept 2400 Planning and Development							
100-2400-51900	planning conference	RADISSON HOTELS LA CR	planning conference	10/28/2016	12/31/16	99.00	1821
100-2400-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0166827414	12/21/16	139.99	25430

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 2400 Planning and Development							
100-2400-53100	Health Comm brochure paper	STAPLES DIRECT 800-333	Health Comm brochure paper	10/27/2016	12/31/16	36.90	1821
100-2400-53110	Snagit Software planning dire	DRI*TechSmith 952-9084	Snagit Software planning director	10/25/2016	12/31/16	52.75	1821
100-2400-53120	Copy & Print Costs	MSA PROFESSIONAL SER	GIS MAINTENANCE	16	12/21/16	318.00	25394
100-2400-53200	Memberships & Subscriptions	AMERICAN PLANNING AS	MEMBERSHIP DUES LANG	164823-16102	12/21/16	455.00	25327
100-2400-54620	Loan Program Expenses	TRANS UNION CORPORA	NEIGHBORHOOD LOAN PROGRAM	11642232	12/21/16	70.00	25425
Total For Dept 2400 Planning and Development						1,171.64	
Dept 2900 Other Public Safety							
100-2900-51355	EMPLOYEE PENSION - FIRE	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS DEC	DEC PAY NOV PR 1	12/31/16	4,158.68	1830
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	DEC 5, 2016- DEC 11, 2016	12343700	12/21/16	1,829.00	25427
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	11/28/16-12/04/16	12343634	12/21/16	1,719.26	25427
Total For Dept 2900 Other Public Safety						7,706.94	
Dept 3100 Public Works Admin.							
100-3100-46420	Recycling Rebate	WASTE MANAGEMENT O	RESIDENTIAL RECYCLING FOR NOVEMBER	5997957-2275-1	12/21/16	(4,379.95)	25434
100-3100-46430	Special Collection Fees	GRUSIN, RICHARD	SPECIAL PICK UP REFUND	2016-12-07	12/21/16	50.00	25364
100-3100-53100	Office Supplies	SIMPLEXGRINNELL LP	QUARTERLY BILLING ON TIME CLOCK	79067425	12/21/16	108.32	25415
100-3100-53100	lean suggestion box	OFFICE DEPOT #141 MIL	lean suggestion box	11/03/2016	12/31/16	44.79	1821
100-3100-53120	Copy & Print Costs	GREATAMERICA FINANCI	COPIER PAYMENT	19799359	12/21/16	51.66	25363
100-3100-53120	Copy & Print Costs	OFFICE COPYING EQUIPM	B&W, COLOR COPIES	12286	12/21/16	10.40	25398
100-3100-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5006716454	12/21/16	56.51	25343
100-3100-54450	Property Damage - reimbursa	TAPCO	LIGHT FIXTURE DAMAGE IN ACCIDENT	548416	12/21/16	1,446.54	25422
Total For Dept 3100 Public Works Admin.						(2,611.73)	
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	AT&T	SECURITY LINE CHARGES	112816	12/21/16	303.82	25330
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINATING AT V. HALL	2192425	12/21/16	45.00	25334
100-3230-53500	Dept/Program Supplies	BONAFIDE SAFE & LOCK I	REPAIRS TO DPW MAIN DOOR	243042	12/21/16	149.00	25337
100-3230-53500	Dept/Program Supplies	BONAFIDE SAFE & LOCK I	REPAIRS TO DPW MAIN DOOR	243036	12/21/16	85.50	25337
100-3230-53500	Dept/Program Supplies	COMDATA	SUPPLIES FOR ALL DEPTS	120116	12/21/16	166.08	25346
100-3230-53500	Dept/Program Supplies	FILLINGER, A INC	SUPPLIES FOR BLDG MAINT	239221	12/21/16	948.24	25355
100-3230-53500	Dept/Program Supplies	HOME DEPOT CREDIT SER	SUPPLIES FOR BLDG MAINT	112816	12/21/16	368.35	25373
100-3230-53500	Dept/Program Supplies	MENARDS	SUPPLIES FOR BLDG MAINT	18868	12/21/16	51.89	25388
100-3230-53500	Supplies for bldg maint	KOPFMANN CO. MILWAU	Supplies for bldg maint	11/17/2016	12/31/16	56.82	1821
Total For Dept 3230 Bldg Maint - Public Works						2,174.70	
Dept 3300 Municipal Garage							
100-3300-52200	DPW GARGAGE	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	192.56	1829
100-3300-52200	INCINERATOR	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	1,201.92	1829
100-3300-52210	DPW GARAGE GAS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	411.28	1829
100-3300-52220	3-20003	SHOREWOOD MUNICIPA	DPW WTR USAGE 8/15-11/15/16	DPW DEC 16	12/31/16	496.56	1824
100-3300-53400	Vehicle Maintenance	ALSCO	SHOP TOWELS	1143585	12/21/16	26.15	25323
100-3300-53400	Vehicle Maintenance	AUTO BRAKE CLUTCH &	PARTS FOR #38	412718	12/21/16	22.68	25332

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	AUTO BRAKE CLUTCH &	CUTTING EDGE FOR PLOW	412634	12/21/16	420.91	25332
100-3300-53400	Vehicle Maintenance	AUTO BRAKE CLUTCH &	LIGHTS FOR #38	412631	12/21/16	23.80	25332
100-3300-53400	Vehicle Maintenance	BADGER TRUCK CENTER I	PARTS FOR #56	687680	12/21/16	127.66	25333
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK FOR MECHANICS	2514-518446	12/21/16	116.46	25340
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR #39	2514-517655	12/21/16	30.59	25340
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR FUEL PUMPS	2514-516921	12/21/16	37.98	25340
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR LEAF VACS	2514-519225	12/21/16	17.84	25340
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	SUPPLIES FOR MECHANICS SHOP	2514-520031	12/21/16	44.87	25340
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	SUPPLIES FOR MECHANICS	2514-519610	12/21/16	21.57	25340
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	WIPER BLADES	2514-519609	12/21/16	31.64	25340
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	SUPPLIES FOR MECHANICS	2514-519493	12/21/16	44.00	25340
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK ORDER FOR MECHANICS	2514-520136	12/21/16	131.48	25340
100-3300-53400	Vehicle Maintenance	CASPER'S TRUCK EQUIPM	PARTS FOR # 59	0019824	12/21/16	355.77	25341
100-3300-53400	Vehicle Maintenance	FRAME AND AXEL SERVIC	SERVICE FOR #76	28451	12/21/16	1,783.20	25356
100-3300-53400	Vehicle Maintenance	JOHN PAUL'S GMC	PARTS FOR SQ 6	354241	12/21/16	192.38	25377
100-3300-53400	Vehicle Maintenance	MATHESON TRI GAS INC	CYLINDER RENTAL FOR MECHANICS	14444908	12/21/16	91.80	25386
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	SUPPLIES FOR MECHANICS SHOP	471432	12/21/16	43.94	25395
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	PARTS FOR #58	473134	12/21/16	49.99	25395
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	SLIP PLATES FOR PLW TRUCKS	472710	12/21/16	23.99	25395
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	SLIP PLATE SPRAY	472709	12/21/16	29.97	25395
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	BATTERY FOR #81	472736	12/21/16	167.02	25395
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	SUPPLIES FOR PLOWS	472708	12/21/16	9.99	25395
100-3300-53400	Vehicle Maintenance	POMP'S TIRE SERVICE	TIRES FOR #56	950202789	12/21/16	760.60	25399
100-3300-53400	Vehicle Maintenance	POMP'S TIRE SERVICE	TIRES FOR #76	950203690	12/21/16	1,506.60	25399
100-3300-53400	Vehicle Maintenance	POMP'S TIRE SERVICE	TIRES FOR SHARED TV RIG	950201509	12/21/16	669.18	25399
100-3300-53400	Vehicle Maintenance	POMP'S TIRE SERVICE	TIRES FOR SQUADS 3 & 6	950202706	12/21/16	1,027.84	25399
100-3300-53400	Vehicle Maintenance	RNOW INC	PARTS FOR #78	2016-50993	12/21/16	174.17	25407
100-3300-53400	Vehicle Maintenance	RNOW INC	PARTS FOR #78	2016-50939	12/21/16	245.35	25407
100-3300-53400	Vehicle Maintenance	TERMINAL SUPPLY	SUPPLIES/PARTS FOR MECHANICS	69306-00	12/21/16	343.12	25423
100-3300-53400	Vehicle Maintenance	TERMINAL SUPPLY	FLASHERS FOR #77	69306-01	12/21/16	38.83	25423
100-3300-53400	parts for leaf machines	Amazon.com AMZN.COM	parts for leaf machines	11/14/2016	12/31/16	55.05	1821
100-3300-53410	Fuel and Oil	HERBST OIL INC	DIESEL FUEL	63350	12/21/16	1,438.09	25372
100-3300-53410	Fuel and Oil	HERBST OIL INC	UNLEADED FUEL	63104	12/21/16	1,411.63	25372
100-3300-53410	2 cycle gas	SHELL OIL 57426364402	2 cycle gas	10/28/2016	12/31/16	27.42	1821
Total For Dept 3300 Municipal Garage						13,845.88	
Dept 3410 Street and Alley							
100-3410-53500	Dept/Program Supplies	SHERWIN INDUSTRIES IN	FIBER MIX FOR STREETS	037323	12/21/16	1,190.68	25412
Total For Dept 3410 Street and Alley						1,190.68	
Dept 3430 Street Lights							
100-3430-52200	STREET LIGHTING	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	7,817.17	1829

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3430 Street Lights							
100-3430-52200	ALLEY LIGHTING	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	1,314.65	1829
100-3430-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGERS TICKETS FOR NOVEMBER	161155101	12/21/16	32.50	25352
100-3430-53500	Dept/Program Supplies	GAULKE, TODD	TOOL FOR ELECTRIC DEPT	12131673961	12/21/16	117.95	25358
100-3430-53500	Dept/Program Supplies	GRAINGER W W INC	SUPPLIES FOR ELECTRIC DEPT	9291894641	12/21/16	241.85	25362
100-3430-53500	Dept/Program Supplies	TERMINAL SUPPLY	COMPRESSION SLEEVE FOR ELEC DEPT	69172-01	12/21/16	123.05	25423
Total For Dept 3430 Street Lights						9,647.17	
Dept 3440 Street Signals							
100-3440-52200	TRAFFIC LIGHTS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	1,466.75	1829
100-3440-52200	FLASHERS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	6.21	1829
Total For Dept 3440 Street Signals						1,472.96	
Dept 3510 Refuse Disposal							
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD FOR OCTOBER	0049574-2286-0	12/21/16	9,158.80	25434
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD NOVEMBER	0049919-2286-7	12/21/16	11,613.67	25434
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD SCHOOLS AND VILLAGE	5994848-2275-5	12/21/16	1,293.83	25434
100-3510-53500	Dept/Program Supplies	REHRIG PACIFIC COMPAN	PURCHASE OF GARBAGE KARTS	KE89258	12/21/16	6,318.00	25405
100-3510-53500	Dept/Program Supplies	TRANSCAT INC	REPAIRS TO SCALE	1169911	12/21/16	350.42	25426
Total For Dept 3510 Refuse Disposal						28,734.72	
Dept 3520 Recycling							
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	RECYCLING FOR OAKLAND AVE	5997958-2275-9	12/21/16	354.42	25434
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	RESIDENTIAL RECYCLING FOR NOVEMBER	5997957-2275-1	12/21/16	9,922.64	25434
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	DPW ROLLOFF RECYCLINGING	5998431-2275-6	12/21/16	3,143.56	25434
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD SCHOOLS AND VILLAGE	5994848-2275-5	12/21/16	982.92	25434
100-3520-53500	Dept/Program Supplies	SHOREWOOD PRESS	E CYCLE TAGS FOR RESIDENTS	18322	12/21/16	50.00	25413
Total For Dept 3520 Recycling						14,453.54	
Dept 3530 Yard Waste / Leaf							
100-3530-51100	Salaries and Wages	SERVICE FIRST STAFFING I	TEMPORARY SEASON EMPLOYEES	187788	12/21/16	1,096.65	25411
100-3530-51100	Salaries and Wages	SERVICE FIRST STAFFING I	TEMPORARY EMPLOYEE WAGES	187666	12/21/16	869.07	25411
100-3530-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD FOR OCTOBER	0049574-2286-0	12/21/16	2,388.12	25434
100-3530-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD NOVEMBER	0049919-2286-7	12/21/16	2,820.51	25434
100-3530-53500	Dept/Program Supplies	TRANSCAT INC	REPAIRS TO SCALE	1169911	12/21/16	350.43	25426
Total For Dept 3530 Yard Waste / Leaf						7,524.78	
Dept 3610 Forestry							
100-3610-53500	Dept/Program Supplies	MR. B'S BLADES	SHARPEN BLADES FOR FORESTRY	1500659	12/21/16	50.69	25393
Total For Dept 3610 Forestry						50.69	
Dept 3620 Parks and Beautification							
100-3620-52200	HUBBARD PARK	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	186.31	1829
100-3620-52200	HUMBOLDT PARK	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	20.20	1829
100-3620-52210	RIVER CLUB	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	21.09	1829

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3620 Parks and Beautification							
100-3620-52220	Water	SHOREWOOD MUNICIPA	VILLAGE HALL/POLICE/FIRE WATER USAG	3-20001 DEC 16	12/31/16	686.73	1824
100-3620-52220	3-20004	SHOREWOOD MUNICIPA	DPW WTR USAGE 8/15-11/15/16	DPW DEC 16	12/31/16	705.36	1824
100-3620-52220	3-20005	SHOREWOOD MUNICIPA	DPW WTR USAGE 8/15-11/15/16	DPW DEC 16	12/31/16	915.00	1824
100-3620-52220	3-20005-1	SHOREWOOD MUNICIPA	DPW WTR USAGE 8/15-11/15/16	DPW DEC 16	12/31/16	45.82	1824
100-3620-52220	3-20020	SHOREWOOD MUNICIPA	DPW WTR USAGE 8/15-11/15/16	DPW DEC 16	12/31/16	2,478.06	1824
100-3620-52220	3-20036	SHOREWOOD MUNICIPA	DPW WTR USAGE 8/15-11/15/16	DPW DEC 16	12/31/16	786.94	1824
100-3620-52220	3-20049	SHOREWOOD MUNICIPA	DPW WTR USAGE 8/15-11/15/16	DPW DEC 16	12/31/16	704.19	1824
100-3620-52220	3-20002	SHOREWOOD MUNICIPA	DPW WTR USAGE 8/15-11/15/16	DPW DEC 16	12/31/16	333.41	1824
100-3620-52220	3-20021	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	45.90	1824
100-3620-52220	3-20022	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	110.55	1824
100-3620-52220	3-20023	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	86.52	1824
100-3620-52220	3-20024	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	67.26	1824
100-3620-52220	3-20025	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	147.93	1824
100-3620-52220	3-20026	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	45.90	1824
100-3620-52220	3-20027	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	64.59	1824
100-3620-52220	3-20028	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	45.90	1824
100-3620-52220	3-20029	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	27.30	1824
100-3620-52220	3-20030	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	27.30	1824
100-3620-52220	3-20031	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	187.50	1824
100-3620-52220	3-20032	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	27.30	1824
100-3620-52220	3-20033	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	27.30	1824
100-3620-52220	3-20034	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 8/15	VIL DEC 16	12/31/16	27.30	1824
Total For Dept 3620 Parks and Beautification						7,821.66	
Dept 4000 Health							
100-4000-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 11/2-12/5/16	2847051434 NOV1	12/31/16	350.08	1827
100-4000-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10-31-12-01-16	1215377040 NOV1	12/31/16	65.65	1827
100-4000-52220	03-20001-01	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 8/15-11/15/16	3-20001-01 DEC16	12/31/16	43.92	1824
100-4000-52220	05-0000024	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 8/1	PRVT LIB 16	12/31/16	17.29	1824
100-4000-52900	Cleaning and Pest Control	AMERICAN ANIMAL CON	PEST ABATEMENT NOV	21073	12/21/16	200.00	25326
100-4000-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES	414967240511 DE	12/21/16	14.78	25329
Total For Dept 4000 Health						691.72	
Dept 5140 Village Center							
100-5140-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 11/2-12/5/16	2847051434 NOV1	12/31/16	244.24	1827
100-5140-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10-31-12-01-16	1215377040 NOV1	12/31/16	45.80	1827
100-5140-52220	03-20001-01	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 8/15-11/15/16	3-20001-01 DEC16	12/31/16	30.64	1824
100-5140-52220	05-0000024	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 8/1	PRVT LIB 16	12/31/16	12.06	1824
100-5140-52230	Phone and Internet	AT&T	LIBRARY ALARM LINES	414967240511 DE	12/21/16	10.31	25329
Total For Dept 5140 Village Center						343.05	
Dept 5200 Atwater Beach and Park							
100-5200-52200	ATWATER BEACH	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	00000418818 NOV	12/31/16	200.05	1829

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 5200 Atwater Beach and Park							
Total For Dept 5200 Atwater Beach and Park						200.05	
Dept 7000 Shared Expenses							
100-7000-53101	general supplies	QUILL CORPORATION 800	general supplies	11/02/2016	12/31/16	7.79	1821
100-7000-53101	general supplies	QUILL CORPORATION 800	general supplies	11/02/2016	12/31/16	72.68	1821
100-7000-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	COPIER CHARGES = DECEMBER	19832076	12/21/16	182.00	25374
100-7000-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	COPIER CHARGES = DECEMBER	19832076	12/21/16	130.06	25374
100-7000-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	COPIER CHARGES = DECEMBER	19832076	12/21/16	486.46	25374
100-7000-53131	Shared Postage Costs (Allocat	TOTAL FUNDS BY HASLER	POSTAGE REPLENISH FOR MACHINE DEC	DEC PSTG 16	12/31/16	1,000.50	1825
Total For Dept 7000 Shared Expenses						1,879.49	
Dept 7200 Village Center Shared							
100-7200-52200	Electric	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 11/2-12/5/16	2847051434 NOV1	12/31/16	4,070.73	1827
100-7200-52210	Gas	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10-31-12-01-16	1215377040 NOV1	12/31/16	763.41	1827
100-7200-52220	Water	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 8/15-11/15/16	3-20001-01 DEC16	12/31/16	510.68	1824
100-7200-52220	Water	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 8/1	PRVT LIB 16	12/31/16	201.00	1824
100-7200-57900	Expenditures Charged To Oth	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 8/15-11/15/16	3-20001-01 DEC16	12/31/16	(510.68)	1824
100-7200-57900	Expenditures Charged To Oth	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 8/1	PRVT LIB 16	12/31/16	(201.00)	1824
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10-31-12-01-16	1215377040 NOV1	12/31/16	(763.41)	1827
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 11/2-12/5/16	2847051434 NOV1	12/31/16	(4,070.73)	1827
Total For Dept 7200 Village Center Shared						0.00	
Dept 7300 Public Safety Shared							
100-7300-52200	ELECTRIC EXPENSE	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 11/2-12/5	7425530193ELCN	12/31/16	1,499.04	1828
100-7300-52210	GAS AND HEAT EXPENSE	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 11/1-12/4/	7425530193GASN	12/31/16	1,349.15	1828
100-7300-52220	03-20001	SHOREWOOD MUNICIPA	VILLAGE HALL/POLICE/FIRE WATER USAG	3-20001 DEC 16	12/31/16	353.77	1824
100-7300-57900	Expenditures Charged To Oth	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 11/2-12/5	7425530193ELCN	12/31/16	(749.52)	1828
100-7300-57900	Expenditures Charged To Oth	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 11/1-12/4/	7425530193GASN	12/31/16	(674.58)	1828
Total For Dept 7300 Public Safety Shared						1,777.86	
Total For Fund 100 General Fund						317,075.95	
Fund 200 Library							
Dept 5110 Library							
200-5110-51900	Professional Education	HEIDE PIEHLER	PROGRAMMING SUPPLY REIMBURSEME	REIMB HP 2016	12/21/16	3.00	25370
200-5110-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 11/2-12/5/16	2847051434 NOV1	12/31/16	3,134.47	1827
200-5110-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10-31-12-01-16	1215377040 NOV1	12/31/16	587.83	1827
200-5110-52220	03-20001-01	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 8/15-11/15/16	3-20001-01 DEC16	12/31/16	393.22	1824
200-5110-52220	05-0000024	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 8/1	PRVT LIB 16	12/31/16	154.77	1824
200-5110-52900	Diaper Pails - Gift from Friend	AMAZON MKTPLACE PM	Diaper Pails - Gift from Friends of Library	11/18/2016	12/31/16	90.74	1821
200-5110-52910	Combination Cable locks for l	AMAZON MKTPLACE PM	Combination Cable locks for laptops	11/18/2016	12/31/16	90.20	1821
200-5110-52910	Monthly Charge for Web stati	HTTP GIMLET DOT US 60	Monthly Charge for Web statistics reporti	11/21/2016	12/31/16	20.00	1821
200-5110-52990	Other Service Contracts & Fee	DAVES MAGIKIST CLEANI	LIBRARY LOBBY MATT SERVICES 10/31, 1	258504/261779/2	12/21/16	163.68	25349
200-5110-52990	Other Service Contracts & Fee	JAMES IMAGING SYSTEM	LIBRARY PUBIC COPIER CONTRACT DEC 2	19795363	12/21/16	215.26	25375

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 200 Library							
Dept 5110 Library							
200-5110-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES	414967240511 DE	12/21/16	132.33	25329
200-5110-53500	Dept/Program Supplies	BUDGET LIBRARY SUPPLI	SINGLE DVD CASES FOR PROCESSING	14915	12/21/16	135.00	25339
200-5110-53500	Dept/Program Supplies	DEMCO	LABEL PROTECTORS, EASY BIND, BOOK P	6024142	12/21/16	187.41	25350
200-5110-53500	Dept/Program Supplies	SHOREWOOD PRESS	COLLINS BUSINESS CARDS SEPT 2016	18378	12/21/16	20.00	25413
200-5110-53500	Batteries, toy train cars, 3-rin	AMAZON MKTPLACE PM	Batteries, toy train cars, 3-ring binders	11/17/2016	12/31/16	111.46	1821
200-5110-53720	Periodicals	JOURNAL SENTINEL	SUBSCRIPTION 12 MONTHS	122991 2017	12/21/16	702.00	25379
200-5110-53720	Periodicals	NEW YORK TIMES	SUBSCRIPTION 12/10/17	4133233221 2017	12/21/16	968.80	25396
200-5110-53720	Magazine - Game Informer	REV PROV CREDIT GAME	Magazine - Game Informer	11/22/2016	12/31/16	26.38	1821
200-5110-53720	New York Times	WALGREENS #15188 SHO	New York Times	10/31/2016	12/31/16	2.50	1821
200-5110-54000	Programming	AMAZON CREDIT	BULLETIN BOARD PAPER, CRICUT REPLAC	240031656735	12/21/16	70.88	25324
200-5110-54000	Programming	HAYLEY JOHNSON	ADULT PROGRAMING SUPPLIES - GAME	NOV REIMB HJ	12/21/16	28.91	25368
200-5110-54000	Programming	HEIDE PIEHLER	PROGRAMMING SUPPLY REIMBURSEME	REIMB HP 2016	12/21/16	42.89	25370
200-5110-54000	Programming	SUSAN LYLES	REIMBURSEMENT - PAPER FOR LIBRARY	REIMB SL NOV 16	12/21/16	6.35	25420
200-5110-54000	Cricut Cutting mats	AMAZON MKTPLACE PM	Cricut Cutting mats	11/14/2016	12/31/16	33.50	1821
200-5110-54000	Stock photos for use on progr	DREAMSTIME.COM 615-7	Stock photos for use on programming ite	10/28/2016	12/31/16	68.99	1821
200-5110-54000	Heide- children's program	METRO MARKET 000689	Heide- children's program	10/25/2016	12/31/16	25.40	1821
200-5110-54000	Hayley - Game night program	WM SUPERCENTER #245	Hayley - Game night program	10/26/2016	12/31/16	24.73	1821
200-5110-56130	Equipment/Furniture	MK SOLUTIONS INC	TABLE TOP AND KIOSK UPGRADE DOWN	20160154	12/21/16	7,200.00	25392
Total For Dept 5110 Library						14,640.70	
Total For Fund 200 Library						14,640.70	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-52100	Professional Fees	CURRAN, CAROLYN MASS	ARTISTIC DIRECTION	DEC2016	12/21/16	250.00	25348
210-4600-52100	Professional Fees	FROHNA'S, CRAIG PIANO	PIANO TUNING	DEC2016	12/21/16	82.00	25357
210-4600-52100	Professional Fees	VOLODARSKAYA, OLGA	MUSICAL DIRECTION & PIANO PERFORM	DECEMBER2016	12/21/16	695.00	25432
210-4600-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 11/2-12/5/16	2847051434 NOV1	12/31/16	341.94	1827
210-4600-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10-31-12-01-16	1215377040 NOV1	12/31/16	64.13	1827
210-4600-52220	03-20001-01	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 8/15-11/15/16	3-20001-01 DEC16	12/31/16	42.90	1824
210-4600-52220	05-0000024	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 8/1	PRVT LIB 16	12/31/16	16.88	1824
210-4600-52990	Other Service Contracts & Fee	MILLER JACQUELINE M	HOLIDAY DESSERTS	DEC2016	12/21/16	149.00	25389
210-4600-52990	Other Service Contracts & Fee	PRIME MINISTER	HOLIDAY LUNCHEON	121416	12/21/16	1,196.00	25401
210-4600-52990	Other Service Contracts & Fee	RIVERSEDGE CATERING	CAST PARTY	10182	12/21/16	264.00	25406
210-4600-52990	Coffee	IN *FIDDLEHEADS COFFE	Coffee	10/28/2016	12/31/16	97.99	1821
210-4600-52990	fruit	NEHRINGS SENDIKS ON S	fruit	11/09/2016	12/31/16	13.10	1821
210-4600-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES	414967240511 DE	12/21/16	14.44	25329
210-4600-53120	Copy & Print Costs	CLARK GRAPHICS	FEBRUARY CALENDAR OF EVENTS	154621	12/21/16	201.00	25345
210-4600-54140	Shorewood Connects	SUE KELLEY CONSULTING	SHOREWOOD CONNECTS	DEC2016	12/21/16	450.00	25419
210-4600-54140	Shorewood Connects	SUE KELLEY CONSULTING	SHOREWOOD CONNECTS FACILITATION	NOV2016	12/21/16	450.00	25419
Total For Dept 4600 Senior Services						4,328.38	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 210 Senior Services							
Total For Fund 210 Senior Services						4,328.38	
Fund 220 Marketing & Communications							
Dept 6700 Marketing & Communications							
220-6700-54640	Paid seach advertising for Vill	GOOGLE *SERVICES cc@g	Paid seach advertising for Village of Shore	11/07/2016	12/31/16	50.00	1821
220-6700-54640	Paid seach advertising for Vill	MICROSOFT *BING ADS 8	Paid seach advertising for Village of Shore	11/01/2016	12/31/16	400.00	1821
220-6700-56120	Used to store photos, articles	BC.BASECAMP 2870262 3	Used to store photos, articles and archive	11/21/2016	12/31/16	20.00	1821
220-6700-56120	Used to showcase Shorewood	ISSUU 844-477-8	Used to showcase Shorewood Today mag	11/21/2016	12/31/16	39.00	1821
Total For Dept 6700 Marketing & Communications						509.00	
Total For Fund 220 Marketing & Communications						509.00	
Fund 230 Shorewood Today							
Dept 1910 Shorewood Today							
230-1910-52100	Professional Fees	PRESTO, LINDA	SHWD TODAY SEPT FALL ISSUE -REISSUE	1285 REISSUE	12/21/16	1,120.00	25400
230-1910-53120	Copy & Print Costs	THE FOX COMPANY INC	SHOREWOOD TODAY WINTER 2016	25852	12/21/16	7,724.50	25424
Total For Dept 1910 Shorewood Today						8,844.50	
Total For Fund 230 Shorewood Today						8,844.50	
Fund 400 General Capital Projects							
Dept 1100 Board							
400-1100-56360	Streetscape (Lights,Signs,Benc	MSA PROFESSIONAL SER	GIS MAINTENANCE	2-113016	12/21/16	5,782.00	25394
Total For Dept 1100 Board						5,782.00	
Dept 1410 Manager							
400-1410-52910	Software Purch/Maint	MSA PROFESSIONAL SER	GIS MAINTENANCE	16	12/21/16	53.00	25394
Total For Dept 1410 Manager						53.00	
Dept 2100 Police							
400-2100-56200	Building Improvements	SHOREWOOD, VILLAGE O	PAYMENT OF AB DATA PROPERTY TAX BIL	240-9978 AB DAT	12/21/16	69,299.00	25414
400-2100-56400	Vehicles	BAYCOM INC	160831-0014	12192016	12/21/16	615.00	25335
400-2100-56400	Vehicles	GENERAL COMMUNICATI	JEEP WRANGLER MOUNTED LIGHTBARS	233596	12/21/16	348.90	25360
400-2100-56400	Vehicles	GENERAL COMMUNICATI	K-BAND ANTENNA	234155	12/21/16	1,359.00	25360
Total For Dept 2100 Police						71,621.90	
Dept 3230 Bldg Maint - Public Works							
400-3230-56200	Building Improvements	SOFTER LITE WINDOW C	INSTALLATION OF WINDOWS AT VILLAGE	14450	12/21/16	3,975.00	25416
Total For Dept 3230 Bldg Maint - Public Works						3,975.00	
Dept 3410 Street and Alley							
400-3410-56310	Regular Maintenance	WIL-SURGE ELECTRIC INC	RELOCATION OF LIGHTING CABINET ON S	22846-DW	12/21/16	21,797.75	25435
Total For Dept 3410 Street and Alley						21,797.75	
Dept 3620 Parks and Beautification							
400-3620-56500	Land Improvements	LEE RECREATION LLC	FINAL PAYMENT SHADE AT ATWATER BE	10993-16	12/21/16	8,550.00	25382
400-3620-56500.16-09	GHOST TRAIN PROJECT	CHEMISTRY IN PLACE	GHOST TRAIN EXPENSES OCT 16	11-3100.00	12/21/16	646.76	25342

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 400 General Capital Projects							
Dept 3620 Parks and Beautification							
400-3620-56500.16-09	GHOST TRAIN PROJECT	CHEMISTRY IN PLACE	GHOST TRAIN EXPENSES SEP 2016	10-3100.00	12/21/16	125.11	25342
400-3620-56500.16-09	GHOST TRAIN PROJECT	CHEMISTRY IN PLACE	GHOST TRAIN EXP NOV 16	13-3100.00	12/21/16	534.33	25342
400-3620-56500.16-09	GHOST TRAIN PROJECT	CHEMISTRY IN PLACE	GHOST TRAIN EXP SHOREWOOD TODAY	12-3100.00	12/21/16	495.00	25342
Total For Dept 3620 Parks and Beautification						10,351.20	
Dept 9000 Other Financing Sources/Uses							
400-9000-49700	Property Sales	ARMS UNLIMITED	RIFLES	CM2191	12/21/16	(2,500.00)	25328
Total For Dept 9000 Other Financing Sources/Uses						(2,500.00)	
Total For Fund 400 General Capital Projects						111,080.85	
Fund 410 TID No. 1 Capital							
Dept 6600 TID Administration							
410-6600-52100	Professional Fees	CRIVELLO CARLSON MEN	LEGAL SERVICES RENDERED NOV 16 GEN	1302-211	12/21/16	592.00	25347
Total For Dept 6600 TID Administration						592.00	
Total For Fund 410 TID No. 1 Capital						592.00	
Fund 600 Parking Utility							
Dept 0000							
600-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX NOV 16	NOV SALES 2016	12/31/16	629.91	1831
Total For Dept 0000						629.91	
Dept 3900 Parking							
600-3900-48900	Miscellaneous Revenue	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX NOV 16	NOV SALES 2016	12/31/16	(10.00)	1831
600-3900-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER N	NOV 16	12/31/16	303.49	1823
600-3900-52990	Other Service Contracts & Fee	PROFESSIONAL ACCOUNT	CITATIONS AND PARKING MANAGEMENT	MSB0000852A	12/21/16	2,730.00	25402
Total For Dept 3900 Parking						3,023.49	
Total For Fund 600 Parking Utility						3,653.40	
Fund 610 Water Utility							
Dept 3710 Water Administration							
610-3710-52300	Other Intergov'tal pymts	MILW WATER WORKS	CURRENT USAGE 11/07-11/30-16	10113.300 NOV 16	12/21/16	1,003.20	25391
610-3710-52300	WATER USAGE CHARGE CCF	MILW WATER WORKS	CURRENT USAGE 11/07-11/30-16	10113.300 NOV 16	12/21/16	42,921.00	25391
610-3710-52300	SHOREWOOD FIRE PROTECTI	MILW WATER WORKS	CURRENT USAGE 11/07-11/30-16	10113.300 NOV 16	12/21/16	5,253.90	25391
610-3710-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER N	NOV 16	12/31/16	606.80	1823
610-3710-53100	Office Supplies	SIMPLEXGRINNELL LP	QUARTERLY BILLING ON TIME CLOCK	79067425	12/21/16	108.32	25415
610-3710-53121	Shared Copy Costs	GREATAMERICA FINANCI	COPIER PAYMENT	19799359	12/21/16	51.66	25363
610-3710-53121	Shared Copy Costs	OFFICE COPYING EQUIPM	B&W, COLOR COPIES	12286	12/21/16	10.39	25398
610-3710-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5006716454	12/21/16	56.51	25343
610-3710-54721	PSC rate costs	PUBLIC SERVICE COMM O	NOV SERVICE RATE CASE	1611-I-05440	12/21/16	100.04	25403
Total For Dept 3710 Water Administration						50,111.82	
Dept 3730 Maint Mains							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 610 Water Utility							
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	HALQUIST STONE COMPA	3/4" STONE	119892	12/21/16	183.61	25367
610-3730-53500	Dept/Program Supplies	HALQUIST STONE COMPA	3/4" STONE	409761	12/21/16	210.51	25367
610-3730-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	SUPPLIES FOR WATER DEPT	519714	12/21/16	480.00	25369
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	SLURRY 3954 PROSPECT	70493	12/21/16	925.20	25436
Total For Dept 3730 Maint Mains						1,799.32	
Dept 3740 Maint Services							
610-3740-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGERS TICKETS FOR NOVEMBER	161155101	12/21/16	32.50	25352
610-3740-53500	Dept/Program Supplies	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS VILLAGE 8/1	PRVT DEC 16	12/31/16	100.50	1824
Total For Dept 3740 Maint Services						133.00	
Dept 3770 Maint Misc Plan							
610-3770-53500	Dept/Program Supplies	EH WACHS	SAW BLADE	129394	12/21/16	752.74	25353
Total For Dept 3770 Maint Misc Plan						752.74	
Dept 3790 Other Water							
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	WATER SAMPLES	307062	12/21/16	112.00	25397
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	WATER SAMPLES	306994	12/21/16	128.00	25397
610-3790-56130	Equipment/Furniture	STARNET TECHNOLOGIES	NCC SYSTEM FOR WATER DEPT	0090269	12/21/16	14,370.30	25417
Total For Dept 3790 Other Water						14,610.30	
Total For Fund 610 Water Utility						67,407.18	
Fund 620 Sewer Utility							
Dept 3810 Sewer Administration							
620-3810-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER N	NOV 16	12/31/16	606.80	1823
620-3810-53100	Office Supplies	GREATAMERICA FINANCI	COPIER PAYMENT	19799359	12/21/16	51.68	25363
620-3810-53100	Office Supplies	SIMPLEXGRINNELL LP	QUARTERLY BILLING ON TIME CLOCK	79067425	12/21/16	108.33	25415
620-3810-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5006716454	12/21/16	56.50	25343
Total For Dept 3810 Sewer Administration						823.31	
Dept 3820 Sewer Maintenance							
620-3820-53400	Vehicle Maintenance	ALSCO	SHOP TOWELS	1148656	12/21/16	26.15	25323
620-3820-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGERS TICKETS FOR NOVEMBER	161155101	12/21/16	32.51	25352
620-3820-53500	Dept/Program Supplies	OFFICE COPYING EQUIPM	B&W, COLOR COPIES	12286	12/21/16	10.40	25398
620-3820-53500	spot light for sewer dept	AMAZON MKTPLACE PM	spot light for sewer dept	11/16/2016	12/31/16	21.98	1821
Total For Dept 3820 Sewer Maintenance						91.04	
Dept 3830 Storm Maintenance							
620-3830-53500	Dept/Program Supplies	AMENSON DESIGN	SWPROJECT	0000049	12/21/16	367.50	25325
Total For Dept 3830 Storm Maintenance						367.50	
Dept 3890 Other Sewer							
620-3890-56600.16-07	Utility Infastructure	VISU-SEWER CLEAN & SE	2016 SANITARY SEWER LINING PROJECT	RETENTION	12/21/16	7,560.60	25431

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 620 Sewer Utility	Dept 3890 Other Sewer						
			Total For Dept 3890 Other Sewer			<u>7,560.60</u>	
			Total For Fund 620 Sewer Utility			<u>8,842.45</u>	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
			Fund Totals:				
			Fund 100 General Fund			317,075.95	
			Fund 200 Library			14,640.70	
			Fund 210 Senior Services			4,328.38	
			Fund 220 Marketing & Communications			509.00	
			Fund 230 Shorewood Today			8,844.50	
			Fund 400 General Capital Projects			111,080.85	
			Fund 410 TID No. 1 Capital			592.00	
			Fund 600 Parking Utility			3,653.40	
			Fund 610 Water Utility			67,407.18	
			Fund 620 Sewer Utility			8,842.45	
			Total For All Funds:			<hr/> 536,974.41	

**VILLAGE OF SHOREWOOD, WISCONSIN  
CLERK-TREASURER'S OFFICE  
MEMO**

**DATE:** December 27, 2016  
**TO:** Budget and Finance Committee  
**FROM:** Finance Office  
**COPY TO:** Village Board  
Chris Swartz, Village Manager  
**RE:** Accounts Payable and Payroll Vouchers for Presentation and Approval

Presented for your approval are the following accounts payable vouchers:

100 - General Fund		\$ 106,531.14
200 - Library		-
210 - Elder Service Fund		330.00
220 - Marketing & Communications Fund		-
230 - Shorewood Today Magazine		-
240 - Special Funds		-
250 - Public Art Funds		-
300 - Debt Service Fund		-
400 - Capitol Projects Fund		11,311.38
410 - TIF #1		-
430 - TIF #3		12,423.75
440 - TIF #4		464.48
450 - TIF #5		4,603.30
600 - Parking Utility Fund		-
610 - Water Utility Fund		395.00
620 - Sewer Utility Fund		1,513.58
800 - Property Tax Fund		28,382.80
900 - Cash Fund		-
	<b>Subtotal:</b>	<u>\$ 165,955.43</u>
<b>PLUS:</b> Payroll vouchers per check register dated		-
	<b>Grand Total</b>	<b><u>\$ 165,955.43</u></b>
	Begin Ck #	End Chk #
Accounts Payable Checks:	25437	25483
Accounts Payable Electronic Checks:		
Payroll Checks:		
Payroll Direct Deposits:		
Payroll Electronic Check Remittances:		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 0000							
100-0000-21150	Other Accrued Payables	LAW, INC. HEALTH TRUST	VEBA PREMIUMS - POLICE DEPT DEC 16	1906	12/27/16	192.00	25464
Total For Dept 0000						192.00	
Dept 1410 Manager							
100-1410-53200	Memberships & Subscriptions	BUSINESS JOURNAL	RENEWAL SUBSCRIPTION	2017 RENEWAL	12/27/16	125.00	25443
Total For Dept 1410 Manager						125.00	
Dept 1510 Finance							
100-1510-53200	Memberships & Subscriptions	V A L U E	MEMBERSHIP DUES	2017	12/27/16	50.00	25481
Total For Dept 1510 Finance						50.00	
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINATING AT VILLAGE HALL	2192427	12/27/16	45.00	25442
100-3230-53500	Dept/Program Supplies	LUETZOW INDUSTRIES	LINER BAGS	23936A	12/27/16	738.88	25465
Total For Dept 3230 Bldg Maint - Public Works						783.88	
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	AUTO BRAKE CLUTCH &	PARTS FOR ALLEY TRUCK	413067	12/27/16	7.36	25439
100-3300-53400	Vehicle Maintenance	AUTO BRAKE CLUTCH &	PARTS FOR #38	413002	12/27/16	17.15	25439
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK FOR MECHANICS	2514-521139	12/27/16	57.12	25444
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR #58	2514-520266	12/27/16	20.00	25444
100-3300-53400	Vehicle Maintenance	CASPERS TRUCK EQUIPM	PARTS FOR #59	0020122	12/27/16	39.21	25445
100-3300-53400	Vehicle Maintenance	HUMPHREY SERVICE PAR	PARTS FOR #78	1131755	12/27/16	373.16	25457
100-3300-53400	Vehicle Maintenance	HUMPHREY SERVICE PAR	PARTS FOR #78	1131863	12/27/16	57.57	25457
100-3300-53400	Vehicle Maintenance	POMP'S TIRE SERVICE	TIRES FOR SQ 5	950205794	12/27/16	551.20	25475
100-3300-53400	Vehicle Maintenance	RNOW INC	PARTS FOR #78	2016-50419	12/27/16	93.11	25478
Total For Dept 3300 Municipal Garage						1,215.88	
Dept 3430 Street Lights							
100-3430-53500	Dept/Program Supplies	INTERSTATE BATTERY	TRAFFIC CONTROL PED CROSSINGS	208231	12/27/16	242.40	25458
Total For Dept 3430 Street Lights						242.40	
Dept 3530 Yard Waste / Leaf							
100-3530-51100	Salaries and Wages	SERVICE FIRST STAFFING I	TEMPORARY EMPLOYEE HELP	187921	12/27/16	618.00	25480
Total For Dept 3530 Yard Waste / Leaf						618.00	
Dept 7000 Shared Expenses							
100-7000-51325	Flexible Benefit Contribution	DIVERSIFIED BENEFIT SER	FSA ADMIN SERVICES DEC 16	233564	12/27/16	322.98	25450
100-7000-55100	Liability & Property Insurance	R & R INSURANCE SERVIC	GEN LIAB 2017 JAN PREM	1648996	12/27/16	37,985.00	25476
100-7000-55100	Liability & Property Insurance	R & R INSURANCE SERVIC	CRIME POLICY 2017 JAN PREM	1648994	12/27/16	2,097.00	25476
100-7000-55100	Liability & Property Insurance	R & R INSURANCE SERVIC	BOILER POLICY 2017 JAN PREM	1648999	12/27/16	1,789.00	25476
100-7000-55100	Liability & Property Insurance	R & R INSURANCE SERVIC	UMBRELLA POLICY 2017 JAN PREM	1649002	12/27/16	10,444.00	25476
100-7000-55110	Workers Comp	R & R INSURANCE SERVIC	WORKERS COMP 2017 JAN PREM	1648895	12/27/16	50,666.00	25476
Total For Dept 7000 Shared Expenses						103,303.98	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Total For Fund 100 General Fund						106,531.14	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-53500	Dept/Program Supplies	KAISER, JUDITH	FLORAL ARRANGEMENTS HOLIDAY PARTY	DECEMBER2014	12/27/16	330.00	25460
Total For Dept 4600 Senior Services						330.00	
Total For Fund 210 Senior Services						330.00	
Fund 400 General Capital Projects							
Dept 3620 Parks and Beautification							
400-3620-56500.16-09	GHOST TRAIN PROJECT	PHILIPS LIGHTING CO	GHOST TRAIN PROJECT SUPPLIES	8912531776	12/27/16	108.00	25473
400-3620-56500.16-09	GHOST TRAIN PROJECT	PHILIPS LIGHTING CO	GHOST TRAIN PROJECT	8912547706	12/27/16	3,306.38	25473
400-3620-56500.16-09	GHOST TRAIN PROJECT	PHILIPS LIGHTING CO	GHOST TRAIN PROJECT	8912551495	12/27/16	6,582.00	25473
Total For Dept 3620 Parks and Beautification						9,996.38	
Dept 3830 Storm Maintenance							
400-3830-56600.16-06	PPII MMSD	CLARK DIETZ INC	PARTIAL PAY PROFESSIONAL SERVICES RE	420300	12/27/16	1,315.00	25447
Total For Dept 3830 Storm Maintenance						1,315.00	
Total For Fund 400 General Capital Projects						11,311.38	
Fund 430 TID No. 3 Capital							
Dept 6650 TID Projects							
430-6650-56500	Land Improvements	MAREK LANDSCAPING	BLUFF AND TRAIL IMROVEMENTS ALONG	4037	12/27/16	12,423.75	25467
Total For Dept 6650 TID Projects						12,423.75	
Total For Fund 430 TID No. 3 Capital						12,423.75	
Fund 440 TID No. 4 Capital							
Dept 6650 TID Projects							
440-6650-52160	REDEVELOP WALGREENS BLO	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED NOV	437198	12/27/16	464.48	25477
Total For Dept 6650 TID Projects						464.48	
Total For Fund 440 TID No. 4 Capital						464.48	
Fund 450 TID No. 5 Capital							
Dept 6650 TID Projects							
450-6650-52120	ROUNDYS BLOCK DEVELOP	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED NOV	437198	12/27/16	4,603.30	25477
Total For Dept 6650 TID Projects						4,603.30	
Total For Fund 450 TID No. 5 Capital						4,603.30	
Fund 610 Water Utility							
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	AMERICAN LEAK DETECTI	WATER MAIN TESTING PROSPECT AND M	7379	12/27/16	395.00	25438
Total For Dept 3730 Maint Mains						395.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 610 Water Utility							
Total For Fund 610 Water Utility						395.00	
Fund 620 Sewer Utility							
Dept 3820 Sewer Maintenance							
620-3820-53500	Dept/Program Supplies	VEOLIA WATER MILWAU	NOVEMBER SEWER DEBRIS	00063774	12/27/16	373.58	25482
Total For Dept 3820 Sewer Maintenance						373.58	
Dept 3890 Other Sewer							
620-3890-56600.15-06	COMBINED AREA STUDY	CLARK DIETZ INC	PARTIAL PAY PROFESSIONAL SERVICES RE	420300	12/27/16	1,140.00	25447
Total For Dept 3890 Other Sewer						1,140.00	
Total For Fund 620 Sewer Utility						1,513.58	
Fund 800 Tax Agency Fund							
Dept 0000							
800-0000-21200	Over Payments	JOOS, RANDAL & MARGA	2016 TAX OVERPAYMENT REFUND	236-0528-000-201	12/22/16	9,037.42	25437
800-0000-21200	Over Payments	BACA, CHRISTOPHER	2016 TAX OVERPAYMENT REFUND	275-1055-000-201	12/27/16	586.55	25440
800-0000-21200	Over Payments	BALISTRERI, PETER	2016 TAX OVERPAYMENT REFUND	237-0221-000-201	12/27/16	135.20	25441
800-0000-21200	Over Payments	CINCOTTA, JOSEPH R	2016 TAX OVERPAYMENT REFUND	277-0145-000-201	12/27/16	3,992.77	25446
800-0000-21200	Over Payments	CORCORAN, PATRICK K	2016 TAX OVERPAYMENT REFUND	240-0387-000-201	12/27/16	297.96	25448
800-0000-21200	Over Payments	DEAN, GRETCHEN R	2016 TAX OVERPAYMENT REFUND	237-0010-000-201	12/27/16	841.86	25449
800-0000-21200	Over Payments	FERREIRA, CESAR G	2016 TAX OVERPAYMENT REFUND	276-0422-029-201	12/27/16	500.76	25451
800-0000-21200	Over Payments	GHYLIN, TREVOR W	2016 TAX OVERPAYMENT REFUND	276-0627-000-201	12/27/16	192.26	25452
800-0000-21200	Over Payments	GWIRTZ, JOSHUA M	2016 TAX OVERPAYMENT REFUND	275-1018-000-201	12/27/16	854.50	25453
800-0000-21200	Over Payments	HANLEY, RYAN P	2016 TAX OVERPAYMENT REFUND	239-0127-000-201	12/27/16	200.21	25454
800-0000-21200	Over Payments	HARSCH, JEFFREY A	2016 TAX OVERPAYMENT REFUND	275-1162-000-201	12/27/16	161.28	25455
800-0000-21200	Over Payments	HOFFMAN, JULIE A	2016 TAX OVERPAYMENT REFUND	236-0557-000-201	12/27/16	856.18	25456
800-0000-21200	Over Payments	JAYNES, JIMMIE J	2016 TAX OVERPAYMENT REFUND	240-0169-000-201	12/27/16	5,908.70	25459
800-0000-21200	Over Payments	KENT, SANDRA	2016 TAX OVERPAYMENT REFUND	276-0713-000-201	12/27/16	165.99	25461
800-0000-21200	Over Payments	KIRN, JONATHAN	2016 TAX OVERPAYMENT REFUND	276-0652-000-201	12/27/16	85.92	25462
800-0000-21200	Over Payments	LARSON, DAVID A	2016 TAX OVERPAYMENT REFUND	276-0610-000-201	12/27/16	1,407.96	25463
800-0000-21200	Over Payments	MANNING, STEVEN	2016 TAX OVERPAYMENT REFUND	236-0143-000-201	12/27/16	537.83	25466
800-0000-21200	Over Payments	MARKS, SEAN M	2016 TAX OVERPAYMENT REFUND	276-0056-000-201	12/27/16	1,212.20	25468
800-0000-21200	Over Payments	MICHAEL R & BARBARA	2016 TAX OVERPAYMENT REFUND	275-1057-000-201	12/27/16	189.53	25469
800-0000-21200	Over Payments	NASSIF, KAMAL F	2016 TAX OVERPAYMENT REFUND	277-0193-000-201	12/27/16	144.73	25470
800-0000-21200	Over Payments	OLSEN, CHRISTOPHER	2016 TAX OVERPAYMENT REFUND	237-0070-000-201	12/27/16	199.48	25471
800-0000-21200	Over Payments	PERCY, STEPHEN L	2016 TAX OVERPAYMENT REFUND	277-0110-000-201	12/27/16	47.51	25472
800-0000-21200	Over Payments	PINIX, MATTHEW S	2016 TAX OVERPAYMENT REFUND	239-0402-000-201	12/27/16	370.97	25474
800-0000-21200	Over Payments	SCHIRO, JOHN S	2016 TAX OVERPAYMENT REFUND	237-0159-000-201	12/27/16	172.98	25479
800-0000-21200	Over Payments	WEISENBURGER, THOMA	2016 TAX OVERPAYMENT REFUND	275-1053-000-201	12/27/16	282.05	25483
Total For Dept 0000						28,382.80	
Total For Fund 800 Tax Agency Fund						28,382.80	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
			Fund Totals:				
			Fund 100 General Fund			106,531.14	
			Fund 210 Senior Services			330.00	
			Fund 400 General Capital Projects			11,311.38	
			Fund 430 TID No. 3 Capital			12,423.75	
			Fund 440 TID No. 4 Capital			464.48	
			Fund 450 TID No. 5 Capital			4,603.30	
			Fund 610 Water Utility			395.00	
			Fund 620 Sewer Utility			1,513.58	
			Fund 800 Tax Agency Fund			28,382.80	
			Total For All Funds:			<hr/> 165,955.43	



**MINUTES - SHOREWOOD BOARD OF TRUSTEES**  
**Village Board Meeting**  
**December 19, 2016**

**DRAFT**

1. Call to Order  
President Johnson called the meeting of the Village Board to order at 7:41 p.m. in Village Hall.
2. Roll Call  
President Johnson called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Michael Maher, Ann McKaig, Allison Rozek, Paul Zovic.  
  
Others Present: Village Attorney Nathan Bayer, Village Manager Chris Swartz, Assistant Village Manager Tyler Burkart, Village Clerk-Treasurer Tanya O'Malley, Finance Director Mark Emanuelson
3. Statement of Public Notice  
Clerk-Treasurer O'Malley stated that the meeting had been posted and noticed according to law.
4. Consent Agenda Items
  - a) Presentation of Accounts December 19 2016  
Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Motion carried 7 – 0.
5. Items removed from the Consent Agenda - None
6. December 5, 2016 Village Board Minutes  
Tr. Rozek requested that in item 8 "The BID director clarified" be changed to "Village staff clarified" and that "come back to the Board as needed" be changed to "come back to the Board for input."  
  
Trustee Amenta requested that in item 12.b. "Daniel Bowden" be changed to "Daniel Goldin."  
  
Tr. Maher requested that in item 11.b.2 in the last sentence of the first paragraph "N. Murray Ave. indicating that cross traffic does not stop on E. Beverly Rd." be changed to "E Beverly Rd. indicating that cross traffic does not stop on N. Murray Ave."  
  
Tr. Rozek requested that in item 11.b.2 in the first paragraph "Trustee. Maher introduced" be changed to "Tr. Rozek introduced."  
  
Tr. Maher moved, seconded by Tr. Bockhorst to approve the amended December 5, 2016 Village Board minutes. Motion carried 7 – 0.
7. Citizens to be heard  
Eric Gietzen, 4434 N Maryland, representing the Surfrider Foundation, requested that the Village pass a Resolution requesting the shutdown of pipeline 5 under Lake Michigan. The Board directed the matter to the Judiciary, Personnel, and Licensing Committee. He also asked that the Village work with the County lifeguards at Atwater Beach to allow, per Village Code, the launching of non-motorized watercraft. The Board

directed the matter to the Parks Committee.

8. New Business

The Board suspended the rules to take up agenda item 8.c.

c. Judiciary, Personnel & Licensing

1. Consideration of Class "B" Fermented Malt Beverage and "Class C" Wine Licenses for Ruckus, Inc. d/b/a The Ruckus, 2999 N Humboldt Blvd, Milwaukee WI 53212, business address: 4144 N Oakland Ave  
Tr. McKaig moved, seconded by Tr. Maher to grant the Class "B" Fermented Malt Beverage and "Class C" Retail Wine Licenses to Ruckus, Inc. d/b/a The Ruckus, 2999 N Humboldt Blvd, Milwaukee WI 53212, business address: 4144 N Oakland Ave., William Suskey, agent, and direct the Village Clerk to issue the licenses contingent upon payment of the prorated license fees. Motion carried 7 – 0.

a. Community Development Authority

1. Consideration of Proposed Amendment to General Capital Group Developer Agreement for commercial properties 4075 and 4115 N Oakland Ave  
Peter Hammond, CDA Chair, and Bruce Block, Reinhart Boerner Van Deuren, were present to provide information and answer questions.

Tr. Maher moved, seconded by Tr. McKaig to approve the Amendment to the Development Agreement by and among Gencap Shorewood Grocery, LLC, Gencap Shorewood Garage, LLC, Gencap Shorewood Apartments, LLC, Michael Weiss, and the Village of Shorewood. Motion carried 7 – 0.

b. Marketing and Communications

1. Consideration of Shorewood Today Contract  
Michelle Boehm, MB Marketing Solutions, was present to provide information and answer questions.

Tr. McKaig moved, seconded by Tr. Bockhorst to approve the 2017 agreement for Shorewood Today Magazine with MB Marketing Solutions as presented and authorize the Village Manager to execute the agreement. With Trustees Amenta and Rozek voting nay, the motion carried 5 - 2.

2. Update on Marketing RFP  
Manager Swartz provided an update on the RFP for general marketing services.

d. Budget & Finance

1. Consideration of Resolution 2016-28 Adopting the Public Service Commission of Wisconsin Water Utility Rate Order 5440-WR-111  
Tr. Maher moved, seconded by Tr. Bockhorst to adopt Resolution 2016-28 Adopting the Public Service Commission of Wisconsin Water Utility Rate Order 5440-WR-111. Motion carried by roll call vote 7 – 0.

9. Reports of Village Officials

a. Village President - None

b. Village Trustees

Tr. McKaig reported that the JPL had filled 25 vacancies on the Village Boards, Committee, and Commission and only had 4 remaining vacancies. The Village would be recruiting for Board of Review members in late January.

Tr. McKaig reported that she would be running for re-election in April.

Tr. Zovic reported that the Wilson Drive Community Task Force had met for the last time the previous week. They would be reporting to the SIC at the first January meeting and the full Board at the second January meeting.

Tr. Bockhorst reported that she, the Village Manager, Tr. McKaig, and Tr. Amenta had attended a Public Policy Forum luncheon discussing State and Local government relations.

c. Village Manager - None

10. Items for Future Consideration

Tr. Maher stated that the City of Milwaukee lead laterals project is funded by grants and requested that the Village research those grants.

Tr. Rozek requested that the report of future agenda items be included in the Board packet or provided at meetings.

Tr. Rozek requested more information on Marketing for 2016, including a breakdown of the tasks of the contract, the hours spent, and the total costs from each agency.

Tr. Rozek requested a new initiative for the SIC – consolidation efforts/cross purchasing/ways to become more efficient with less resources.

Tr. Amenta requested consistent distribution of information requested by Trustee prior to meetings.

Tr. Bockhorst requested consideration of a policy regarding trustee participation within closed groups on social media and open meetings rules.

Tr. Bockhorst requested a review of Village Code sections 335-6 E and F regarding alcohol license quotas.

11. Adjournment

Tr. Zovic moved, seconded by Tr. Bockhorst to adjourn at 9:07 p.m. Motion carried 7 – 0.

Respectfully submitted,

Tanya O'Malley, WCPC  
Village Clerk-Treasurer



## Report to Village Board

December 28, 2016

Prepared by: Planning Director Ericka Lang

**RE: Consideration of Rezoning of Three Parcels in River Park to P-3 Parks Preservations**

### **Background**

The Village of Shorewood River Park is located at 3501 N. Oakland Avenue, bounded by Oakland Avenue, an alley extension of Edgewood Avenue, the Oak Leaf regional bike trail and several commercial and multi-family residential buildings along the north boundary.

In 1972, the Village acquired the large area of land fronting on North Oakland Avenue previously occupied by the Transport Company for \$1.1 million. The northern portion of the acquired land was for the construction of large multi-family residential buildings and the southern portion for park and recreational use.

The southern 3.2 acres containing the current baseball diamond and the northeast parking lot, just south of Harry's Bar and Restaurant were acquired with Federal Land and Water Conservation Act Funds and became River Park. In exchange for the federal money, a restrictive covenant was placed on the land for park purposes and as an open space site (**see exhibit A**). During that time the Village discussed the potential of not being able to develop the parcel and decided to take the federal money with the restrictions. Per the committee meeting notes, the grant restrictions only allow 10% of the area to be occupied by a structure. It appears from the 1992 Village Park Plan that the two east parking lots in River Park were built to support the anticipated needs of the users of the Park and met the covenant restrictions.

The River Park apartment project which was situated in the northern portion of the Village acquired land was approved in 1974 and boundaries slightly shifted for the development and road access changes thereafter. The housing project area to be built by the River Park Development Company was zoned Planned Development District. The PDD consisted of three proposed large multi-family residential buildings but only the two northern most buildings were eventually built. The developer's option to purchase the land needed for the third building from the Village lapsed. The Village retained ownership of that parcel which currently contains the outfield of the baseball diamond and the northern half of the soccer fields.

### **Central District Master Plans**

Prior to the adoption of the 2006 a Central District Master Plan (CDMP), the zoning of River Park up to the Oakland Avenue right-of-way was zoned P-3 Parks Preservations. In 2007 parts of the park area changed zoning to B-1 Commercial Use District, which is the part along Oakland Avenue westward to River Park Court road.

In 2014 during public meetings and hearings for the Central District Master Plan update, the community opposed development along Oakland Avenue where the two parking lots are and the park's parking lots along Oakland Ave were removed as a potential redevelopment site. The plan does state: Oakland South-Provide new housing options, reinforce the retail/restaurant node at the south end, and integrate mixed-use development throughout. Integrate open space amenities and features to emphasize the gateway into the Village from the south. **See the 2014**

---

## **CDMP Land Use Strategy Map Exhibit B.**

### **Staff Analysis**

The current Village-wide zoning map (**exhibit C**) and a smaller section zoning map (**exhibit D**) shows the zoning in River Park. Exhibit D identifies five parcels, labeled A through E.

Parcel A, B and C is zoned **Planned Development District (PDD)** and it is a district that adopts the proposed projects zoning based on what is proposed. For example, if the building is set back 18 feet from the front border, then the front set back will be 18 feet.

Parcel D is partly zoned **B-1 Commercial Use District** and allows 100% commercial use buildings or mixed-use AND partly zoned **P-3 Park Preservation** which is to preserve the zone for scenic, scientific, historic and recreational uses and encourage the preservation of undeveloped areas. See **exhibit D**.

Parcel D is the land with the restrictive covenant as identified in **exhibit A and D**.

Parcel E is unplatted land and is partly zoned **B-1 Commercial Use District** and allows 100% commercial use buildings or mixed-use AND partly zoned **P-3 Park Preservation** which is to preserve the zone for scenic, scientific, historic and recreational uses and encourage the preservation of undeveloped areas. See **exhibit D**

Parcel C, D and E are owned by the Village of Shorewood.

### **Plan Commission Recommendation**

The Shorewood Plan Commission discussed the history of the River Park parcels and the CDMP on November 22, 2016. Excerpts from those draft minutes are in your packet, see **exhibit H**.

Members voted 6 to 1 recommending the zoning be changed for Parcel C and Parcel D from PDD to P-3 Park Preservation.

The Planning Commission considered a motion to recommend the rezoning of Parcel E from B-1 Commercial Use to P-3 Park Preservation but the motion failed on a vote of 3 to 4.

The Plan Commission's recommended zoning map is shown in **exhibit E**.

### **List of Exhibits**

- Exh A- Map of land restricted area in River Park
- Exh B- Land Use Strategy Map from 2014 Central District Master Plan
- Exh C- Existing Village Zoning Map
- Exh D- Zoning map, addresses and ownership of parcels in and around River Park
- Exh E- Planning Commission's recommended zoning amendment map
- Exh F – Alternative zoning amendment map with all three parcels as P-3

- 
- Exh G- aerial map of River Park
  - Exh H- 11/22/16 draft Plan Commission minutes
  - Exh I- Zoning Code section 535-20 & 21
  - Exh J - Draft ordinance #2070 that rezones all three parcels C, D and E to P-3.
  - Exh K – Draft ordinance #2070, that rezones two parcels, C and D and retains the B-1 Commercial Use zoning for the eastern portion of Parcel E.

***Suggested Motion for the zoning code amendment:***

Motion to approve ordinance # 2070 to amend the zoning of the River Park parcels.

Two alternative versions of the ordinance are provided. Alternative 1 (Exhibit J): Rezones Parcels C, D and E as totally P-3 Park Preservation. Alternative 2 (Exhibit K): rezones Parcels C and D as P-3 Park Preservation but retains the B-1 Commercial Use zoning for the eastern portion of Parcel E.

***Suggested Motion for the Zoning Map amendment:***

Motion to approve the amendments to the zoning map as shown in Exhibit E or Exhibit F.

Two alternative versions of the zoning map are provided. Alternative 1. (Exhibit J): Rezones Parcels C, D and E as totally P-3 Park Preservation. Alternative 2 (Exhibit K) rezones Parcels C and D as P-3 Park Preservation but retains the B-1 Commercial Use zoning for the eastern portion of Parcel E

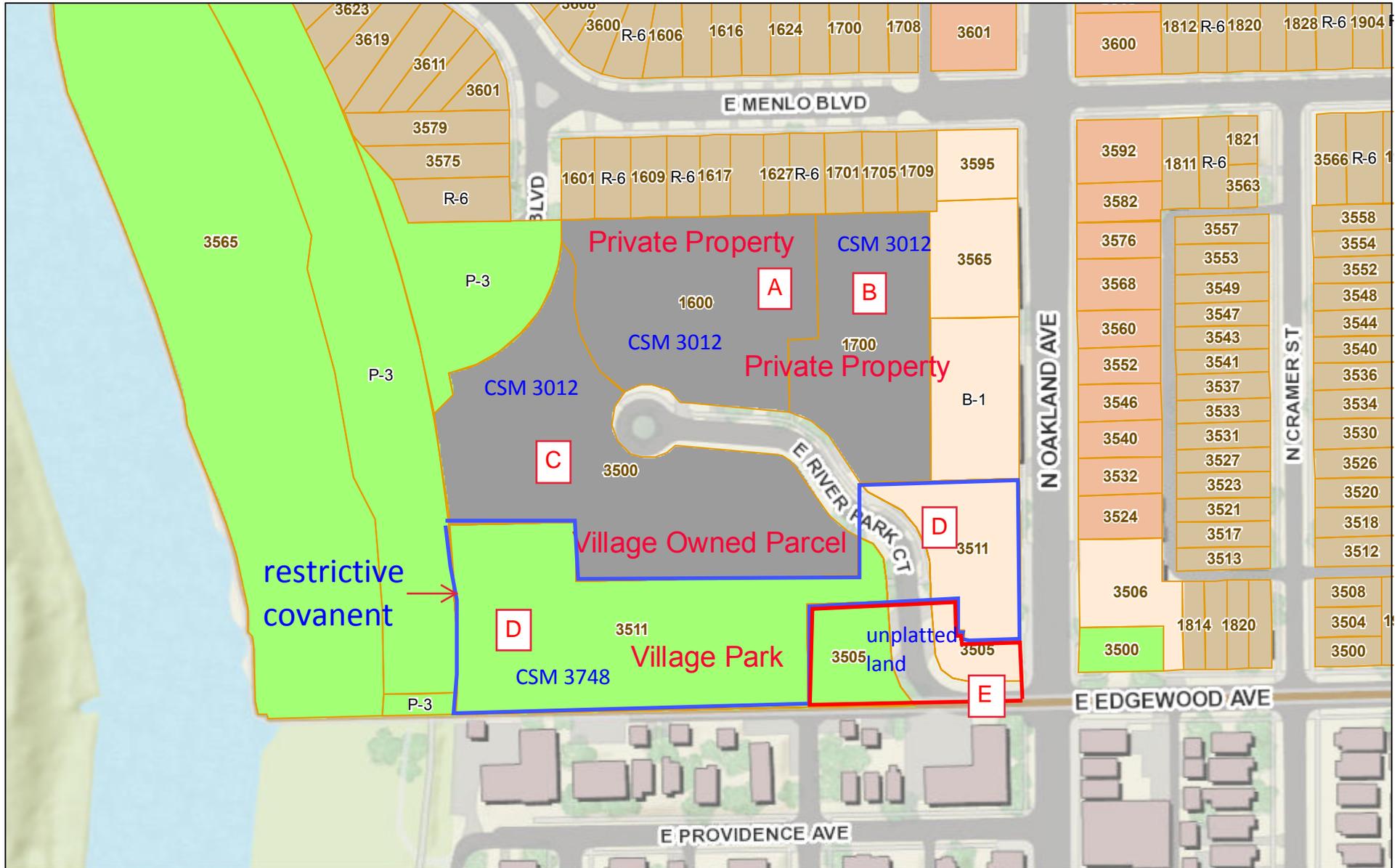






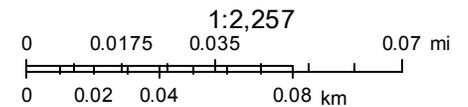
# EXHIBIT D

## Current Zoning, Parcel Ownership, Covenant Boundaries Zoning River Park



October 25, 2016

Address Numbers	<b>Zoning</b>	<span style="display:inline-block; width:15px; height:15px; background-color:lightgreen; border:1px solid black;"></span> P-3	Streets
<span style="display:inline-block; width:15px; height:15px; border:1px solid orange;"></span> Parcels	<span style="display:inline-block; width:15px; height:15px; background-color:lightorange; border:1px solid black;"></span> B-1	<span style="display:inline-block; width:15px; height:15px; background-color:gray; border:1px solid black;"></span> PDD	
	<span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span> B-2	<span style="display:inline-block; width:15px; height:15px; background-color:tan; border:1px solid black;"></span> R-6	

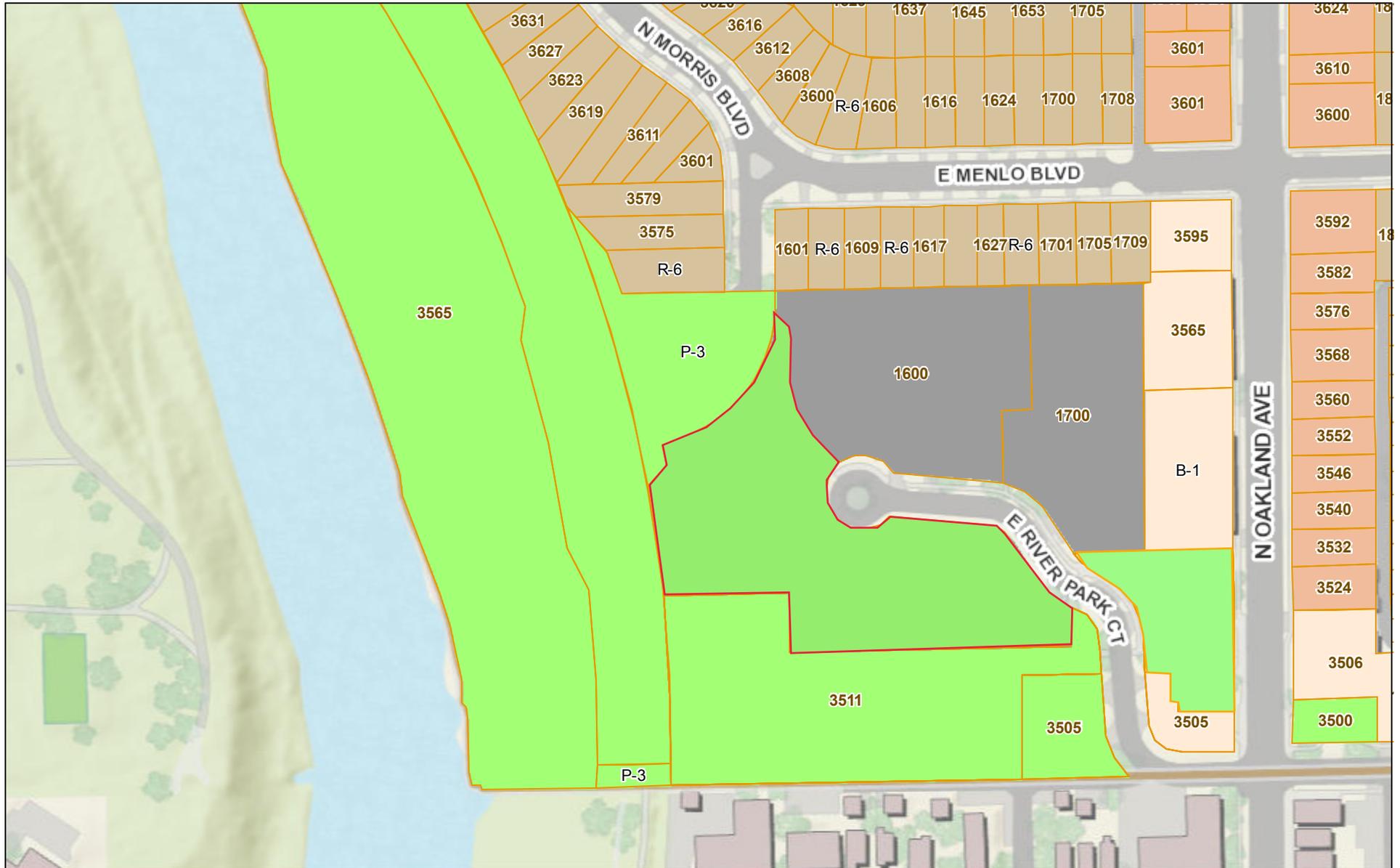


Milwaukee County Land Information Office

# EXHIBIT E

## PLAN COMMISSIONERS RECOMMENDED AMENDMENTS

### Zoning Map Proposed Amendment



November 21, 2016

Address Numbers	<b>Zoning</b>	<span style="display:inline-block; width:15px; height:15px; background-color:#90EE90; border:1px solid black;"></span> P-3	Streets
<span style="display:inline-block; width:15px; height:15px; border:1px solid orange;"></span> Parcels	<span style="display:inline-block; width:15px; height:15px; background-color:#FFDAB9; border:1px solid black;"></span> B-1	<span style="display:inline-block; width:15px; height:15px; background-color:#808080; border:1px solid black;"></span> PDD	
	<span style="display:inline-block; width:15px; height:15px; background-color:#FFA07A; border:1px solid black;"></span> B-2	<span style="display:inline-block; width:15px; height:15px; background-color:#D2B48C; border:1px solid black;"></span> R-6	

1:2,257

0 0.0175 0.035 0.07 mi

0 0.02 0.04 0.08 km

Milwaukee County Land Information Office



# EXHIBIT G: AERIAL MAP RIVER PARK



EXHIBIT H  
Draft Plan Commission  
Minutes, 11-22-16



**Plan Commission  
Meeting Minutes  
Tuesday November 22, 2016  
3930N. Murray Ave Village of Shorewood, Wisconsin 53211  
DRAFT MINUTES  
EXCERPTS**

**8. Consideration of recommendation to amend the zoning of River Park parcels to P-3 Park Preservation at 3505 N. Oakland Avenue, located within the parking lot.**

Ms. Lang introduced the item beginning with some background and history on the item. In 1972, 3.25 acres containing the current baseball diamond and the northeast parking lot, just south of Harry's bar and restaurant, were acquired with Federal Land and Water Conservation Act Funds and became River Park. Exhibit A shows the land that was previously occupied by the Transport Company. In exchange for the federal money, a restrictive covenant was placed on the land for park purposes only and as an open space site. During that time the Village discussed the potential of not being able to develop the parcel and decided to take the federal money with the restrictions. Per the committee meeting notes, the grant restrictions only allow 10% of the area to be occupied by a structure. It appears from the 1992 Village Park Plan that the two east parking lots in River Park were built to support the anticipated needs of the users of the Park and met the covenant restrictions.

The River Park apartment project was approved in 1974 and the land was zoned Planned Development District for three buildings; however, only two were built. The two buildings that were built each had 214 apartments for elderly residents. With this change, a new CSM was recorded and of the land needed for the third building was retained in Village ownership but the zoning was not changed from PDD.

In 2006 a Central District Master Plan was adopted and the zoning code and map thereafter amended. With that amendment, the two parking lots along Oakland Avenue in River Park were changed to B-1 Commercial Use District. During public meetings and hearings for the Central District Master Plan update in 2014, the community opposed development along Oakland Avenue where the two parking lots are. Staff and some village trustees recommend zoning amendments for the two Oakland Avenue B-1 parcels and the PDD zoned parcel addressed as 3500 on the zoning maps. The three parcels are owned by the Village and would be changed to P-3 Parks Preservation District.

Some members commented that the proposal would give up development potential. The parcel portions along Oakland Avenue is part of the business district and the southern parking lots on those spaces are not the highest best use for the space. With the spaces being parking lots now, there could be ways to create a development with parking that has more to offer the village.

The Central District Master Plan was developed to promote success in the Central Business District and that leaving the southern parcel open for potential development is a positive.

Some members commented that two years ago during the Central District Master Plan meetings residents expressed that they did not want buildings in front of the park and that the need to keep the parking that was present to support park activities.

Mr. Couto moved to recommend amending the zoning of parcels 3500 (River Park Parcel) 3511 Oakland Avenue and 3505 Oakland Avenue to P-3 Park Preservation. Seconded by Ms. Kiely Miller. Vote failed 3 to 4 with Commissioners Piotrowski, Blankenship, Hansmann and Gallagher voting no.

Village Attorney Nathan Bayer explained to the commission that alternative motions for a different recommendation to the village board can be done.

Mr. Piotrowski moved to recommend amending the zoning of parcel 3500 and the portion of parcel 3511 that is deed restricted by the federal government to P-3 Park Preservation. Seconded by Ms. Blankenship. Vote to approve 6-1 with Commissioner Couto voting no.

Mr. Maher moved to recommend the rezoning of the 3505 parcel and the non-deed restricted portion of the 3511 parcel to P-3 Park Preservation. Seconded by Mr. Couto. Vote failed 3 to 4 with Commissioners Piotrowski, Blankenship, Hansmann and Gallagher voting no.

# EXHIBIT I Zoning District Descriptions

## Article IV: Zoning Districts

### 535-20 Public and semipublic districts

A. **P-1 School, Church and Public Building District.** The P-1 District is comprised mainly of long-standing public and semipublic buildings in areas throughout the Village. Beyond municipal buildings and public schools, additional permitted uses include private schools, churches and accessory buildings, and facilities devoted to public recreational purposes.

(1) Principal use: public and private schools, including accessory uses and buildings; children's nurseries; churches and accessory rectories; and municipal buildings and facilities, including those devoted to recreational purposes.

(2) Conditional uses: see Article V.

(3) Building:

(a) Area, maximum: 30% of lot coverage.

(b) Height, maximum: 50 feet.

(4) Setback:

(a) Front, minimum: 25 feet.

(b) Rear, minimum: 15 feet.

(c) Side:

[1] Interior, minimum: 10 feet.

[2] Street side, minimum: 15 feet.[1]

[1] Editor's Note: Original § 8-304D(2), P-2 Hospital Zone District, which immediately followed this subsection, was repealed 6-5-2006 by Ord. No. 1911.

B. **P-3 Park Preservation District.** The aim of the P-3 District is to preserve this zone for scenic, scientific, historic and recreational uses in this zone and to encourage the preservation of undeveloped areas along the Milwaukee River and Lake Michigan.

(1) Principal use: preserve for scenic, historic, scientific and recreational uses.

(2) Lot:

(a) Width: no minimum.

(b) Area: no minimum.

(3) Building:

(a) Area: no minimum.

(b) Height, maximum: 30 feet.

(4) Setback:

(a) Front, minimum: 15 feet from all lot lines.

(b) Rear, minimum: 15 feet from all lot lines.

(c) Side, minimum: 15 feet from all lot lines.

## 535 COMMERCIAL ZONING DISTRICT

Amended 2-21-1994 by Ord. No. 1678; 6-5-2006 by Ord. No. 1911; 10-23-2006 by Ord. No. 1917]

### 535-21 Commercial, mixed-use and river districts

**A. B-1 Commercial Use District.** The B-1 Commercial Use District is intended to provide the Village with a mix of retail, service, restaurant, office, and residential uses in a pedestrian-friendly, active shopping environment. Building massing, scale and appearance and the general character of this district should be oriented toward a "small town," "Main Street," pedestrian character. To encourage further retail development within the district, especially in the core blocks extending from the Capitol and Oakland intersection, first-floor commercial is required.

**(1) Permitted uses.**

**(a) Principal use:**

**[1]** Commercial use only on first floor (ground level).

**[2]** Commercial use or apartment use above first floor.

**[3]** Selling and storing only within the premises (within the building).

**(b)** The following uses are permitted provided that they shall be retail establishments and primarily selling and storing new merchandise, and except that the sale or display of firearms or ammunition suitable for use in a firearm is prohibited:

#### **Permitted Retail Uses**

Appliance stores

Bakeries employing not over 7 employees

Candy and ice cream shops

China, glassware and crockery stores

Clothing stores

Delicatessens

Department stores

Drugstores

Electronic stores

Florists

Food stores

Furniture stores

Gift stores

Hardware and home improvement stores

Hobby shops

Jewelry stores

Medical equipment stores

Music stores

Office supplies

Optical stores

Packaged beverage stores and wine shops

Paint stores

Pet shops

Photographic supply stores  
Specialty grocery stores  
Specialty retail stores  
Supermarkets

535-21A

**(c)** In addition to the uses permitted above, the following service-oriented uses shall also be permitted:

**Service-Oriented Permitted Uses**

Barbershops  
Beauty shops  
Business offices  
Caterers  
Clothing repair and tailoring  
Dance instruction studios  
Financial institutions  
Fine arts studios and galleries  
Furniture upholstery shops  
Newspaper offices  
Printing shops  
Private schools  
Professional offices  
Restaurants, other than carry-out, drive-in or drive-through  
Self-service and pickup laundry and dry-cleaning establishments employing not over 7 employees

**(2)** Uses prohibited.

**(a)** Buildings that are solely residential in use.

**[1]** Any land or lot on which there is located a residence of four families or fewer shall not be subdivided for business purposes.

**[2]** Any building used as a residence of four families or fewer shall not be added to, altered or converted for business purposes.

**(b)** Manufacturing, repairing, processing or storing of goods, wares, merchandise, machinery, equipment or materials, except such manufacturing, repairing, processing, or storing of said goods, wares, merchandise, machinery, equipment or materials as is customarily incidental to the principal use of the property that is conducted solely within the building and in such manner that is not in conflict with the requirements of Article [VIII](#) of this chapter.

**(c)** Vehicular sales, service and detailing.

**(d)** Gasoline service stations.

**(e)** Parking lots with total parking spaces in excess of 100 spaces, except as allowed in [§ 535-46A\(3\)](#).

**[Added 10-20-2008 by Ord. No. 1944]**

**(3)** Conditional uses: see Article [V](#).

**[Amended 2-25-2008 by Ord. No. 1935]**

**(4)** Building:

**(a)** Height, maximum: see Subsection [E](#), Building height overlay, of this section.

**(b)** Area: no minimum.

**(5)** Lot:

**(a)** Width, minimum: 40 feet.

**(b)** Area, minimum: 4,500 square feet.

**(6)** Setback:

**(a)** Front: build-to line of 15 feet from the street curblin, unless the lot line is at a distance greater than 15 feet from the curblin, then the build-to line shall be the lot line.

**[Amended 2-25-2008 by Ord. No. 1935]**

**(b)** Rear: minimum of 5 feet from rear lot line or alley; except that where the rear lot line is adjacent to a residential district, the setback is 10 feet. The Plan Commission may grant a special exception from the rear setback for underground parking garage entrances, not to exceed 15 feet in height, pursuant to the provisions of § [535-51](#); except that, in lieu of the criteria in § [535-51B](#), the Plan Commission shall consider the following criteria in an application for a special exception from the rear setback for an underground parking garage entrance:

**[Amended 6-16-2008 by Ord. No. 1939]**

**[1]** Safety concerns related to vehicular traffic.

**[2]** Distance of the entrance relative to the other property lines.

**[3]** Aesthetics of the entrance.

**[4]** Such other matters as the Plan Commission deems relevant and material.

**(c)** Side:

**[1]** Zero, unless applicable Building Code requirements for dwelling units require a greater distance and except that it shall be 10 feet for a lot that borders a single- or two-family residential district.

**[2]** Corner lots: a build-to line of 20 feet from the street curblin, except that the side yard setback on corner lots shall be reviewed by the Plan Commission to determine whether a twenty-foot build-to line or another corner lot side yard build-to line is appropriate due to parking considerations and the layout of the intersection, provided further that the corner lot side yard build-to line at the intersection of Capitol Drive and Oakland Avenue is 15 feet.

**[Amended 2-25-2008 by Ord. No. 1935]**

**(7)** Design guidelines. Central District Design Guidelines (see Subsection [G](#)) shall apply to construction of new buildings, the structural alteration of or additions to existing building, and any substantial modifications to the exterior of any buildings in this district.

## EXHIBIT J: Amends Three (all) Parcels to P-3

STATE OF WISCONSIN : MILWAUKEE COUNTY : VILLAGE OF SHOREWOOD

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ORDINANCE NO: 2070

### AN ORDINANCE TO REZONE PROPERTIES IN RIVER PARK TO P-3 PARK PRESERVATION DISTRICT

At a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the 3rd day of January, 2017, a quorum being present and a majority of the Board voting therefore, said Board does ordain as follows:

WHEREAS, in 1972, 3.2 acres of land currently bounded by North Oakland Avenue, East Edgewood Avenue, the Milwaukee County Oak Leaf Trail and private property to the north was acquired by the Village of Shorewood with Federal Land and Water Conservation Act Funds and a restrictive covenant was placed on the land for park and open space purposes, as shown in Exhibit A and labeled “existing restricted area before changes”; and

WHEREAS, on February 21, 1994 the public roadway named East River Park Court was relocated and rededicated as a public street. Forty-eight surface parking spaces were constructed on Village owned land in River Park adjacent to North Oakland Avenue to serve the River Park apartment complex and the River Park recreation area, and the parking lot occupies parcels D-2 and E-2 as shown in Exhibit B; and

WHEREAS, The Village also owns parcel C as shown in exhibit B; and

WHEREAS, parcels D-1 and E-1 as shown on Exhibit B are currently zoned P-3, “park preservation district”; and

WHEREAS, parcels D-2 and E-2 as shown on Exhibit B are currently zoned B-1, “commercial use district”; and

WHEREAS, parcel C as shown on Exhibit B is currently zoned PDD, “planned development district”; and

WHEREAS, at a November 22, 2016 meeting the Village Plan Commission voted 6 to 1 in favor of recommending a zoning amendment for parcels “C” and “D2” to P-3 Park Preservation; and

WHEREAS, at a November 22, 2016 meeting of the Village Plan Commission, a motion to recommend amending the zoning for area “E2” to P-3 Park Preservation, failed on a 3 to 4 vote; and

WHEREAS, the Village Board has duly weighed and considered the recommendation of the Plan Commission; and

WHEREAS, upon notice and after public hearing on January 3, 2017 duly held before the Village Board of the Village of Shorewood, it is hereby determined that the general health and

## EXHIBIT J

welfare of the Village will be promoted and preserved by amending the zoning code and the Zoning Map and adopting the zoning amendments as described below.

NOW THEREFORE, at a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the 3rd<sup>th</sup> day of January 2017, by a favorable vote of the members being present and therefore, said Board does ordain as follows:

### SECTION 1

That the Village-owned parcel as described in Certified Survey Map no. 3748, that is partially zoned B-1 Commercial Use District and P-3 Park Preservation, be amended to P-3 Park Preservation as shown in “Exhibit B, area D2”. Legal description NE Quarter, Section 9, Township 7 North, Range 22 East, Lot 2 and Outlots 1 & 2, Parcel “D” in the Village of Shorewood, Milwaukee County, Wisconsin. Legal Address 3511 N. Oakland Avenue.

### SECTION 2

That the property zoned Planned Development District, described as a Village-owned parcel, be amended to P-3 Park Preservation as described in Certified Survey Map no. 3012 as shown in “Exhibit B, area C”. Legal description NE Quarter, Section 9, Township 7 North, Range 22 East, Parcel “C” Except Part conveyed as Described in Doc #6794755 & including Parts of Parcel A as described in Doc #6793575, in the Village of Shorewood, Milwaukee County, Wisconsin. Legal Address 3500 N. Oakland Avenue.

### SECTION 4

That the Village-owned parcel that is partially zoned B-1 Commercial Use District and P-3 Park Preservation, be amended to P-3 Park Preservation as shown in “Exhibit B, area E2” as described as NE Quarter, Section 9, Township 7 North, Range 22 East, Part of Govt Lot 2 Com 40FT W of SE Corner SD Lot 2 the Village of Shorewood, Milwaukee County, Wisconsin. Legal Address 3505 N. Oakland Avenue.

### SECTION 5

That the official zoning map of the Village of Shorewood as described in Section 535-18 of Article IV, Chapter 535 Zoning, of the General Ordinances of the Village of Shorewood related to the zoning map of the Village of Shorewood, be amended to reflect the zoning change from B-1 Commercial Use District to P-3 Parks Preservation District and from Planned Development District to P-3 Park Preservation District.

### SECTION 5

That this ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee, County,

EXHIBIT J

Wisconsin, this 3rd day of January, 2017.

---

Guy Johnson, Village President

Countersigned:

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Tanya O'Malley, Village Clerk WCPC

EXHIBIT J

EXHIBIT A

EXISTING RESTRICTIVE COVENANT, RIVER PARK

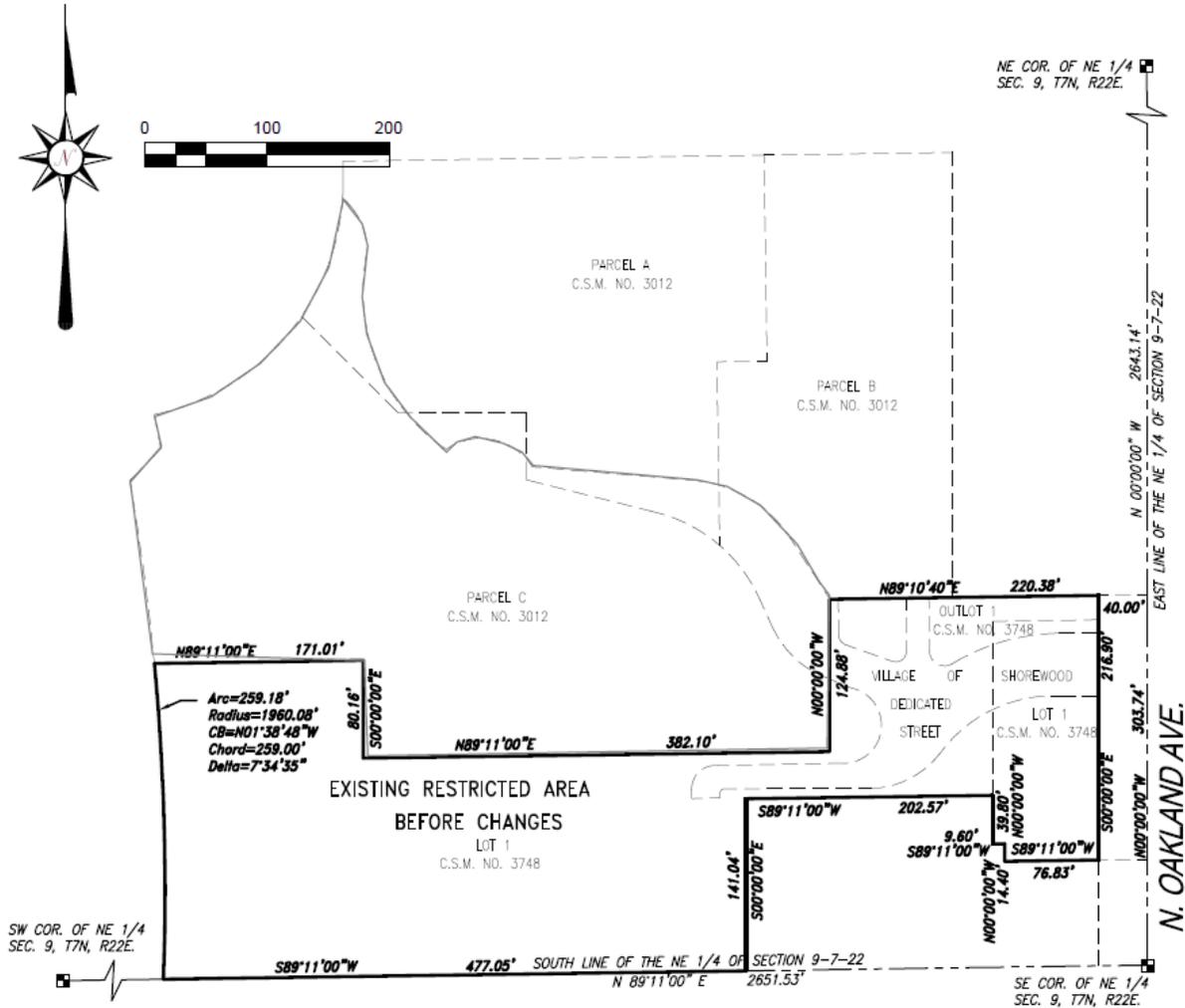
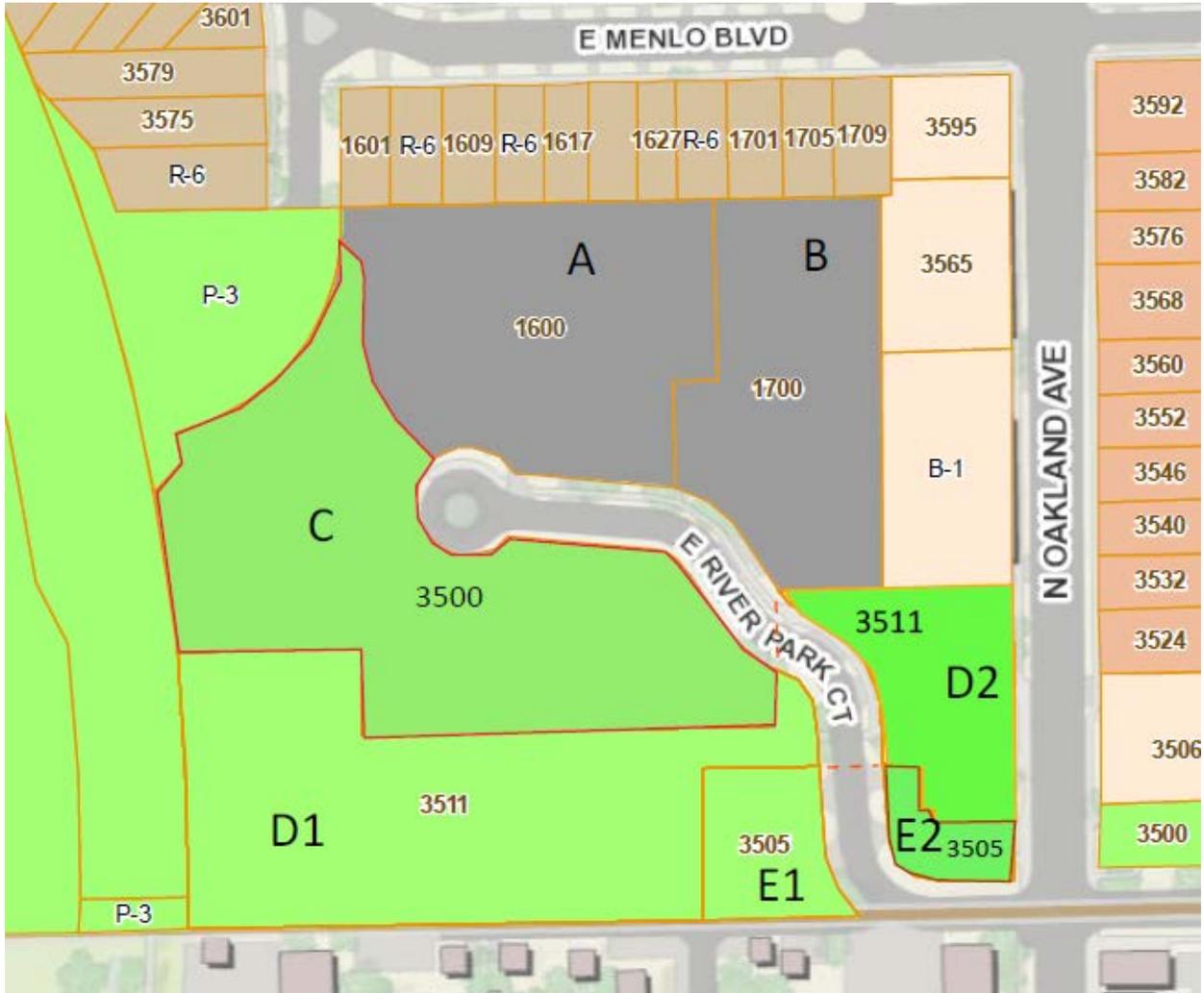


EXHIBIT J

EXHIBIT B

ZONING AMENDMENTS, RIVER PARK



## EXHIBIT K: Amends Two River Park Parcels to P-3

STATE OF WISCONSIN : MILWAUKEE COUNTY : VILLAGE OF SHOREWOOD

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ORDINANCE NO: 2070

### AN ORDINANCE TO REZONE PROPERTIES IN RIVER PARK TO P-3 PARK PRESERVATION DISTRICT

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WHEREAS, on February 21, 1994 the public roadway named East River Park Court was relocated and rededicated as a public street. Forty-eight surface parking spaces were constructed on Village owned land in River Park adjacent to North Oakland Avenue to serve the River Park apartment complex and the River Park recreation area, and the parking lot occupies parcels D-2 and E-2 as shown in Exhibit B; and

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WHEREAS, at a November 22, 2016 meeting of the Village Plan Commission, a motion to recommend amending the zoning for area “E2” to P-3 Park Preservation, failed on a 3 to 4 vote; and

WHEREAS, the Village Board has duly weighed and considered the recommendation of the Plan Commission; and

WHEREAS, upon notice and after public hearing on January 3, 2017 duly held before the Village Board of the Village of Shorewood, it is hereby determined that the general health and

## EXHIBIT K

welfare of the Village will be promoted and preserved by amending the zoning code and the Zoning Map and adopting the zoning amendments as described below.

NOW THEREFORE, at a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the 3rd<sup>th</sup> day of January 2017, by a favorable vote of the members being present and therefore, said Board does ordain as follows:

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### SECTION 4

That this ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee, County, Wisconsin, this 3rd day of January, 2017.

---

Guy Johnson, Village President

Countersigned:

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EXHIBIT K

Tanya O'Malley, Village Clerk WCPC

# EXHIBIT K

## EXHIBIT A

### EXISTING RESTRICTIVE COVENANT, RIVER PARK

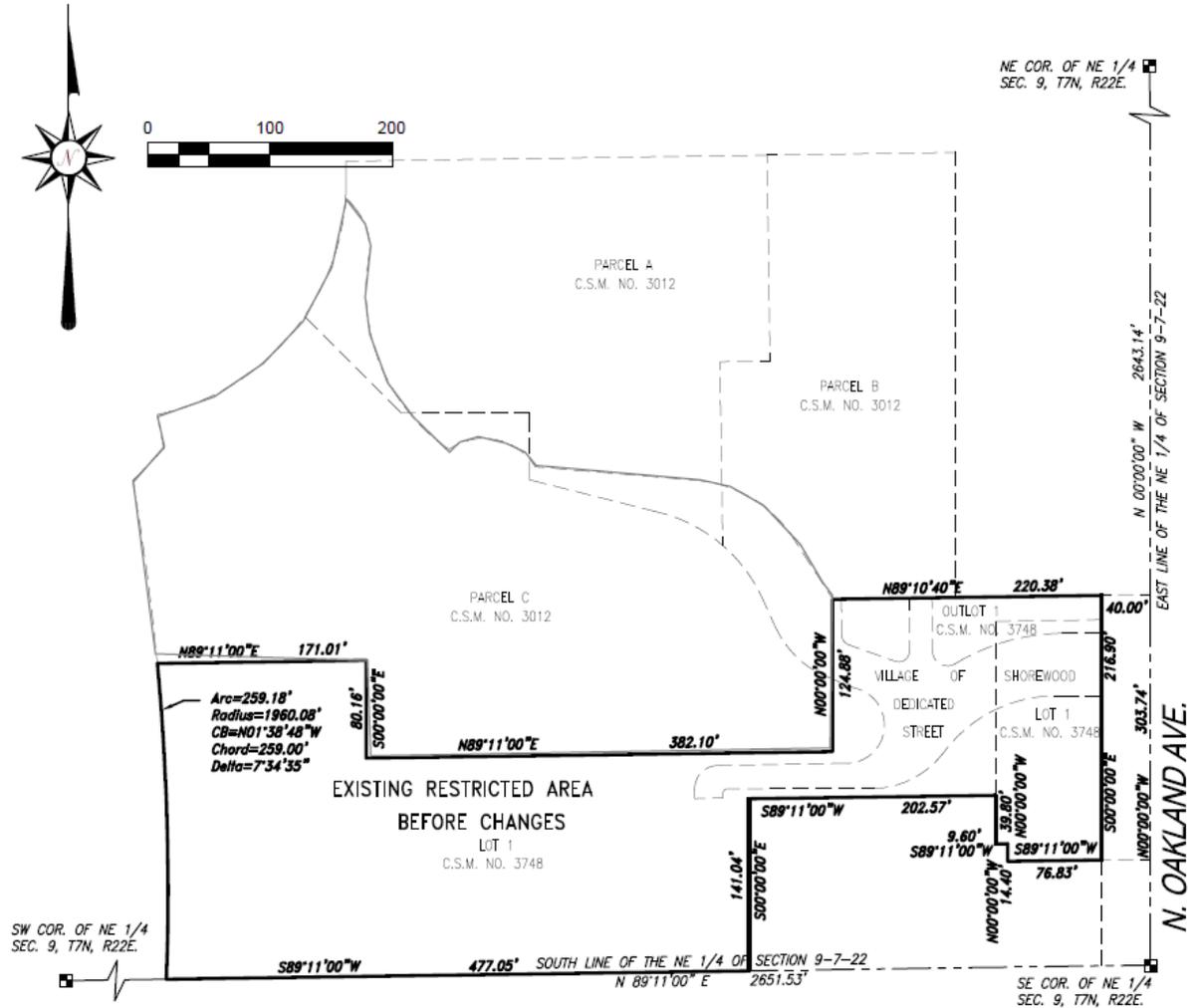
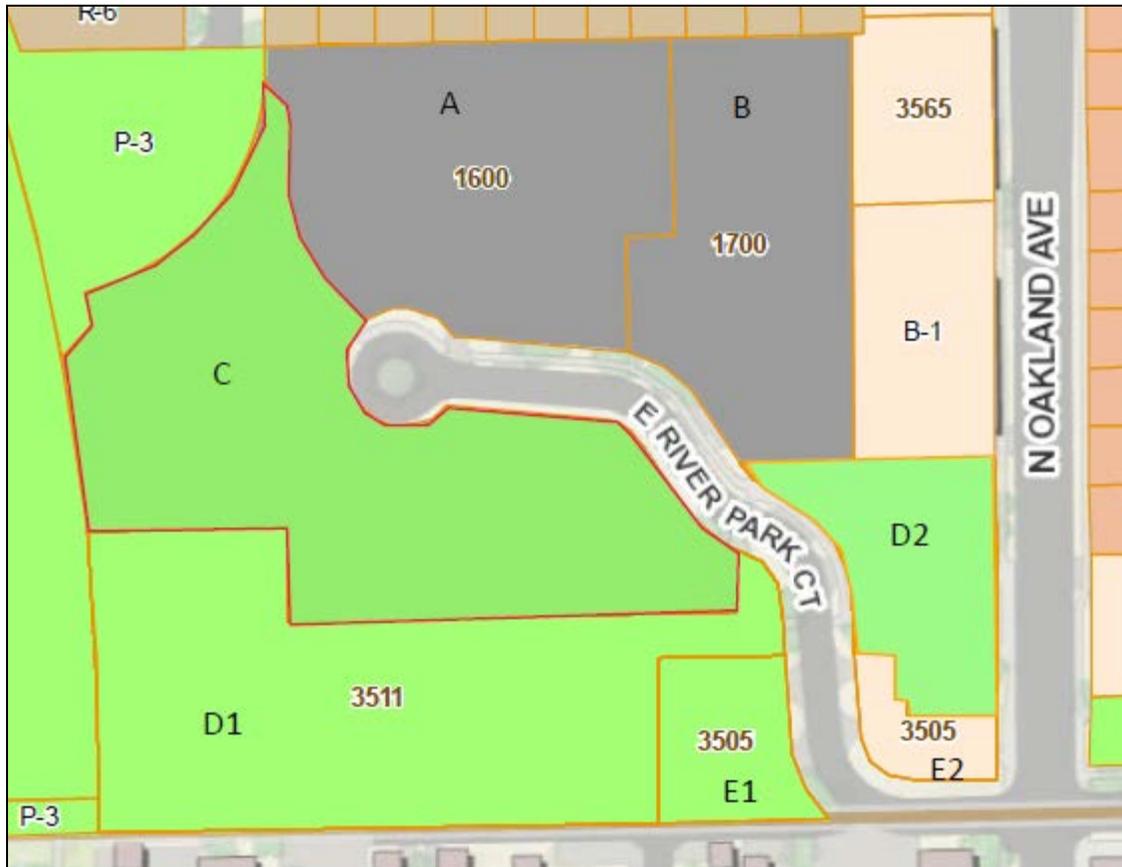


EXHIBIT K

EXHIBIT B

ZONING AMENDMENTS, RIVER PARK



## MEMORANDUM

December 29, 2016

To: Trustee Davida Amenta, Chairperson  
Public Works Committee

From: Leeann Butschlick, Director of Public Works

Copy: Village Board  
Chris Swartz, Village Manager  
Joel Kolste, DPW Assistant Director

Re: Pavement Boring Services

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Your January 3rd Village Board agenda includes consideration of a proposal to provide pavement boring services.

### **2017 Alley Program**

As in each of the Village's past pavement reconstruction (street) programs, soil boring data is necessary to provide needed subsurface information to engineer the alleys identified for the 2017 program. Two proposals were received from area companies providing these services. The low proposal (attached) was provided by GESTRA. Staff has most recently worked with PSI, but is confident GESTRA can successfully provide these services.

GESTRA Engineering, Inc.	\$3,575.00
PSI	\$3,925.00

### **Suggested Motion**

*I move acceptance of the proposal from GESTRA Engineering, Inc. to provide pavement boring services for the Village's 2017 Alley Program in the amount of \$3,575.00.*

Please contact me at 847.2653 if you have any questions regarding this item.



GESTRA Engineering, Inc.  
100 W. Edgerton Avenue  
Milwaukee, WI 53217  
Phone: 414-933-7444  
Fax: 414-933-7844

December 19, 2016

Leeann Butschlick  
Department of Public Works  
Village of Shorewood  
3801 N. Morris Blvd  
Shorewood, WI 53211

Re: Geotechnical Exploration Proposal  
2017 Alley Maintenance Program  
Village of Shorewood, Wisconsin

Dear Ms. Butschlick,

Thank you for the opportunity to propose on the geotechnical exploration for this upcoming Alley Maintenance project in the Village of Shorewood, WI. This proposal is based on the request for proposal from Strand and Associates, dated December 12, 2016.

**Project Information:**

In the 2017 Alley Maintenance Program, Village of Shorewood is considering reconstructing alleys for seven village blocks. We understand reconstruction will consist of removing the existing pavements and constructing new pavement. The objective of the geotechnical exploration work is to explore the subsurface conditions to establish the soil design parameters to be used in the pavement design and also to obtain the existing pavement layers and thickness information. The boring locations and depth of each boring had been selected by Strand and Associates. Proposed boring location map is attached with this proposal.

**Scope of Work:**

Based on our understanding of the project and your request, GESTRA proposes that the following scope of work be performed:

1. Perform a total of seven (7) standard penetration test (SPT) soil borings to a depth between 7,5 feet and 10 feet each and record the approximate existing pavement section as well as underlying soil conditions. Drilling through the existing pavement will be performed with a flight auger and a core of the existing pavement will not be obtained. Boreholes will be located within the existing alley pavement and the actual boring

***Geotechnical-Structural-Civil-Construction Materials***

locations will be dependent on the location of existing utilities and site conditions. Borings will be performed with a truck mounted drill rig.

2. Obtain Photoionization detector (PID) reading in the field on all collected soil samples.
3. Backfill borehole as required by WDNR, using soil cuttings. All the boreholes will be abandoned at the end of the drilling day. A stemming plug will be used to minimize backfill settlement and the surface will be cold-patched with asphalt.
4. Perform laboratory soil tests to assign classification and engineering properties to the soils encountered.
5. Prepare a geotechnical engineering report presenting the field exploration and lab testing results, providing pavement design parameters and recommendations for subgrade improvements. Pedological classification along with the soil borings and laboratory testing data will be used to provide pavement design parameters.

### Fees

GESTRA proposes to complete the geotechnical services scope of work for a fee of **\$3,575.00**, in accordance with the terms of this agreement and the attached cost estimate sheets.

The above fee includes all field work, laboratory tests, and data report as described above. Please note that based on a telephone conversation with the Village of Shorewood, drilling permit and fee is not required for Village projects. If permit fees are required, they will be in addition to the above cost. Should unforeseen soil conditions be encountered that require additional drilling or laboratory testing services over and above the work scope indicated, we will contact you immediately to describe the conditions encountered and to receive authorization prior to performing any additional work. Our estimate assumes that cuttings can be placed back in the borehole and that drums will not be needed to dispose of the cuttings.

### Schedule

GESTRA will start the field exploration within 10 working days after the authorization to proceed is given. We anticipate the fieldwork to take 1 working day to complete the drilling. However, weather and site conditions may extend the field work duration. The report can typically be submitted within two weeks after completion of the field and laboratory work.

Remarks

GESTRA appreciates the opportunity to participate in this project. If you have any questions concerning this proposal or if we can be of any further services to you, please contact us at 414-933-7444 ext 15.

Sincerely,  
GESTRA Engineering, Inc.



M. Masud Alam, PE  
Principal Engineer

Attachments:            Estimate of Fees

**Statement of Authorization**

\_\_\_\_\_ (company) hereby authorizes GESTRA Engineering, Inc. to proceed with the Geotechnical Engineering Services for Proposed 2017 Alley Maintenance Program, Village of Shorewood, Wisconsin in accordance with the terms and scope of the attached proposal.

Authorized by: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



GESTRA Engineering, Inc.  
 191 W. Edgerton Avenue  
 Milwaukee, WI 53207  
 (414) 933-7444  
 Fax (414) 933-7844

**Breakdown of Geotechnical Engineering Services (P17003-10)**

Project: 2017 Alley Maintenance Program  
 Quote To: Village of Shorewood  
 Date: December 19, 2016 Attn: Ms. Leeann Butschlick  
 Site Location: Shorewood, WI  
 Estimated By: MMA

**Drilling Services-Geotechnical**

	Units	Quantity	Unit Rate	Total Est.	Remarks
Drill Rig Mobilization	Each	1	\$250.00	\$250.00	
Daily Mobilization	Each		\$125.00		
SPT Drilling	Hourly	6	\$150.00	\$900.00	(5 borings to 7.5 feet and 2 to 10 feet each=total 57.5')
PID Readings in the field	Hourly	6	\$55.00	\$330.00	
Borehole Abandonment	Each	7	\$35.00	\$245.00	with stemming plug and patching the surface with asphalt
Coordination and Diggers	Site	4	\$85.00	\$340.00	Layout prior to contacting Diggers
Layout & Elevations	Hourly				Strand to provide surface elevation at the boring locations
Total				\$2,065.00	

**Laboratory Testing-Geotechnical**

	Units	Quantity	Unit Rate	Total Est.	Remarks
Staff Engineer	Hourly	2	\$85.00	\$170.00	Soil classification and logs
Laboratory Technician	Hourly	8	\$55.00	\$440.00	
Moisture Content	Each	20			Included in Technicians Hourly Rate
Atterberg Limits	Each	4			Included in Technicians Hourly Rate
Gradation	Each	2			Included in Technicians Hourly Rate
P200	Each	2			Included in Technicians Hourly Rate
Total				\$610.00	

**Professional Services-Geotechnical Report**

	Units	Quantity	Unit Rate	Total Est.	Remarks
Geotechnical Report	Lump Sum	1	\$900.00	\$900.00	
Total				\$900.00	

**Estimated Total for Geotechnical Engineering Services**

**\$3,575.00**

This quotation is an estimate and is not a lump sum. GESTRA reserves the right to charge for services as performed.



13. Rotary Mud Drilling Setup	\$150.00/	Borehole
14. Rock Coring Setup Charge, per borehole	\$300.00/	Each
15. Rock Coring (0-20 feet)	\$37.50/	Ft.
16. Rock Coring Boxes	\$25.00/	Ea.
17. Concrete/Asphalt Patch	\$25.00/	patch

**EQUIPMENT RENTAL AND TRAVEL EXPENSES**

1. Mobilization	personnel rate	
2. Vehicle Mileage (Portal to Portal Basis)	\$0.75/	mi.
3. Per Diem	\$150.00/	Day
4. Steam Cleaner Rental	\$100.00/	Day
5. Core Machine/Generator Rental	\$125.00/	Day
6. DCP Equipment Rental	\$100.00/	Day
7. DCP Tip	\$50.00/	Each
8. Additional Insured Insurance Endorsements	Actual Cost	
9. Subcontractor, Airfare, Car Rental, & Misc. Expenses	Actual ÷ .90	

Overtime will be charged at 1.4 times normal rate for work performed prior to 7:00 am and after 5:00 pm, for work in excess of 8 hrs per day or on Weekends and Holidays.

All invoices due net 30 days. 18% Annual Interest Charges for past due billing.

## General Conditions

- 1. Scope of Work:** GESTRA Inc. (hereinafter referred to as "GESTRA") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific geotechnical, analytical, testing, consulting or other service to be performed by GESTRA as set forth in GESTRA's proposal, the client's acceptance thereof if accepted by GESTRA and these General Conditions. "Client" refers to the person or business entity ordering the work to be done by GESTRA. If the client is ordering the work on behalf of another, the client represents and warrants that the client is the duly authorized agent of the said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, the client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for the client's intended purpose. Client will communicate these General Conditions to each and every third party to whom the client transmits any part of GESTRA's work. GESTRA shall have no duty or obligations to any third party greater than that set forth in GESTRA's proposal, client's acceptance thereof and these General Conditions. The ordering of work from GESTRA shall constitute acceptance of the terms of GESTRA's proposal and these General Conditions.
- 2. Tests and Engineering Observations:** Client shall cause all tests and engineering observations of the site, materials and work performed by GESTRA or others to be timely and properly performed in accordance with the plans, specifications, and contract documents and GESTRA's recommendations. No claims for loss, damage, or injury shall be brought against GESTRA by client or any third party unless all tests and engineering observations have been so performed and unless GESTRA's recommendations have been followed. Client agrees to indemnify, defend and hold GESTRA, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and engineering observations are not so performed or GESTRA's recommendations are not so followed except to the extent that such failure is the result of the negligence, willful or wanton act or omission of GESTRA, its officers, agents or employees, subject to the limitation contained in paragraph 9. GESTRA may, in the course of its engineering forensic failure studies perform cuts or remove portions of building components as part of the study. In the event that a contractor is not so provided by client, client agrees that GESTRA may make and remove such cuts as GESTRA deems necessary in the course of the study. Cut areas will be temporarily patched by GESTRA personnel. Client agrees to pay for the costs of the materials and labor needed for any and all temporary repairs and will hold GESTRA harmless for any and all damages to the building systems, building and its contents which may arise for the removal and repair of the cuts.
- 3. Scheduling of Work:** The services set forth in GESTRA's proposal and client's acceptance will be accomplished in a timely, workmanlike and professional manner by GESTRA personnel at the prices quoted. If GESTRA is required to delay commencement of the work or if, upon embarking upon its work, GESTRA is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by the client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of GESTRA, additional charges will be applicable and payable by client.
- 4. Access to Site:** Client will arrange and provide such access to the site as is necessary for GESTRA to perform the work. GESTRA shall make reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment; however, GESTRA has not included in its fee the cost of restoration of damage which may occur. If client desires or requires GESTRA to restore the site to its former condition, upon written request GESTRA will perform such additional work as is necessary to do so and client agrees to pay to GESTRA the cost thereof.
- 5. Client's Duty to Notify Engineer:** Client represents and warrants that he has advised GESTRA of any known or suspected hazardous materials, utility lines and pollutants at any site at which GESTRA is to do work hereunder, and unless GESTRA has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, client agrees to defend, indemnify and save GESTRA harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to GESTRA's performance of its work and resulting to caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof was not revealed GESTRA by client.
- 6. Responsibility:** GESTRA's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction unless GESTRA has assumed in writing these responsibilities. GESTRA's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. GESTRA has no right or duty to stop the contractor's work.
- 7. Sample Disposal:** Unless otherwise agreed, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed thirty (30) days after submission of GESTRA's report.

**8. Payment:** Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amount invoiced an not paid or objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay GESTRA 's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. GESTRA shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein GESTRA waives any rights to a mechanic's lien, or any provision conditioning GESTRA 's right to receive payment for its work upon payment to client by any third party. These General Conditions are notice, when required, that GESTRA shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of GESTRA from any and all claims which client may have, either in tort or contract, and whether known or unknown at the time.

**9. Standard of Care:** GESTRA 's services will be performed, its findings obtained and its reports prepared in accordance with this agreement and with generally accepted principles and practices. In performing its professional services, GESTRA will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession in the same locale. No other warranties or representations, either express or implied, created by statute or imposed by law, relating to GESTRA 's services is provided. Statements made in GESTRA reports are opinions based upon engineering judgment and are not to be construed as representations of fact.

Should GESTRA or any of its professional employees be found to have been negligent in the performance of its work, or to have made and breached any express or implied warranty, representation or contract, client, all parties claiming through client and all parties claiming to have in any way relied upon GESTRA 's work agree that the maximum aggregate amount of the liability of GESTRA , its officers, employees and agents shall be limited to \$25,000 or the total amount of the fee paid to GESTRA for its work performed with respect to the project, whichever amount is greater.

**10. Indemnity:** Subject to the foregoing limitations, GESTRA agrees to indemnify and hold client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs arising out of GESTRA 's negligence to the extent of GESTRA 's negligence. Client shall provide the same protection to the extent of its negligence. In the event that client or client's principal shall bring any suite, cause of action, claim or counterclaim against GESTRA, the party initiating such action shall pay to GESTRA the costs and expensed incurred by GESTRA to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that GESTRA shall prevail in such suit.

**11. Termination:** This Agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, GESTRA shall be compensated by client for all services performed up to and including the termination date, including reimbursable expense, and for the completion of such services and records as are necessary to GESTRA 's files in order and/or protect its professional reputation.

**12. Witness Fees:** GESTRA 's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay GESTRA 's legal expenses, administrative costs and fees pursuant to GESTRA 's then current fee schedule to GESTRA to respond to any subpoena.

**13. Hazardous Materials:** Nothing contained within this agreement shall be construed or interpreted as requiring GESTRA to assume the status of an owner of, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or within any Federal or State statute or regulation governing the generation, transportation, storage, treatment and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

**14. Provisions Severable:** In the event any of the provisions of these General conditions should be found to unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

**15. Entire Agreement:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertaking made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

<b>Items for future consideration/Date Requested</b>	<b>Board member who made request</b>	<b>Board Responsibility</b>	<b>Staff responsibility</b>	<b>recommended tmetable</b>	<b>Comments</b>
Parking Policy Apartments Date: 7/11/16	Trustee Rozek	Public Safety	Chief & Manager	Spring 2017	Trustee Rozek and staff to meet.
Update Purchasing Policy: 6/6/16	Trustee Rozek	Budget & Finance	Manager & Finance Director	December 2016	Introduction at committee. Committee for 3-5 sessions
How do policies get on agendas & committees: 9/17/16	Trustee Amenta	Village President	Manager	January 2017 (JPL)	will have completed in Feb.
River Park & Bluff Rezoning: 6/6/16	Trustee Maher	Plan Commission	Planning Director	December 2016	January 3rd meeting
Façade Grant Program: 5/16/16	Trustee Rozek	CDA	Finance Director & Manager	December 2016	Complete
Ordinances revised to align with Vision Plan: 4/18/16	Trustee Bockhorst				Need more definition of request
Review of zoning to align with Master Plan: 10/3/16	Trustee Rozek	Village President	Manager, Planning Director	Feb-June 2017	Need to define scope
Review of parking policies: 10/3/16	Trustee Rozek	Public Safety	Manager/Chief	Feb-June 2017	Trustee Rozek and staff to meet.
Explore diversity and welcoming policies: 10/3/16	Trustee McKaig	JPL	Asst. Village Manager	January 2017 (JPL)	JP&L Chair to meet with staff and Trustee Maher
Committee Quasi Judicial functions: 10/3/16	Trustee McKaig	JPL	Village Attorney Assistant Manager	January 2017 (JPL)	At Committee 3-5 sessions
Design review meeting with board to discuss commercial and residential standards: 10/3/16	Trustee Amenta	Community and Business Relations/Village President	Planning Director/Attorney	January 2017	Potential for presentation to committees on roles and responsibilities. Need to define issue clearer
Review of Camp Party event: 10/17/16	Trustee McKaig	JPL	Manager, Police Chief	November 2017	Complete

Review of adding committees for video uploading/separating committee nights: 9/16/16	Trustee Rozek/Trustee Bockhorst	Community and Business Relations/Village President	Assistant Village Manager	February-March	In Committee
Assist in navigating web site for documents: 9/16/16	Trustee Rozek	N/A	Assistant Village Manager	January 2017	Assistant Manager to write memo in this regard
Research on Programs to assist elderly: 11/7/16	Trustee Rozek	Begin at staff level	Planning Director/ Senior Resource Coordinator	February 2017	Trustee Rozek to meet with Planning Director and Senior Resource Coordinator to discuss current programs
Marketing Summit Report: 11/21/16	Trustee Amenta	Staff Initiative	Assistant Village Manager	Staff sent out memo on summit results	Trustee can follow up with Assistant Village Manager
Special Event Policy: 12/05/16	Trustee Bockhorst	JPL	Assistant Village Manager	March 2017	Staff redrafting. Assistant Manager follow up with BID/ JPL and CBR Chairs
Historic Preservation Ordinance: 8/16/16	Trustee Rozek	Community and Business Relations	Historic Society President and Planning Director	May 2017	Research stage until May
					Updated 12/22/16



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## MEMORANDUM

**TO:** Tr. Tammy Bockhorst, Chair of Community of Business Relations Committee  
Village Board of Trustees

**FROM:** Chris Swartz, Village Manager  
Tyler Burkart, Assistant Village Manager

**DATE:** December 15, 2016

**RE:** Shorewood Village Board and Committee Meetings

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### OVERVIEW

The Community and Business Relations Committee expressed interest in expanding video recording capabilities to other Village Board meetings. Staff initially thought of the idea of having all committee meetings in the Court Room to be more efficient and accessible; however, coordinating a plan for such a change will take substantial amount of planning and implementation time. Staff understands the importance of implementing video recording capabilities as soon as possible and will continue evaluating the option proposed on November 7.

The proposal staff would like the Village Board to consider is to have the committee meetings in the Court Room and the Committee Room only and that a second video camera will be purchased and installed in the Committee Room for video recording those meetings the Village Board recommends taping. The purchase, testing and installation of the additional video camera can be done within the next 30 to 45 days.

### IMPACT

The following table illustrates the staff and cost impacts of video recording Village meetings. Approximately each set of meetings will use 45 minutes of staff's time to complete the process to video record the entire meeting and publish on the YouTube Channel and the Village website. Currently staff is only video recording one meeting (full Village Board meetings); so 45 minutes of staff time every other week is used on video recordings. If the Village Board commits to taping two sets of committee meetings and the CDA meetings along with the current Village Board meetings, this would be 7 sets of meetings requiring video recording, which equates to roughly 5 hours and 15 minutes of staff time per month to complete.

Staff Task per Meeting	Time per Meeting
Setup & Take Down	5 minutes
Initiate Download of Meetings	10 minutes
Edit Meetings with YouTube Editor	20 minutes
Publish Video and Post on Website	10 minutes
<b>Total Staff Time per Meeting</b>	<b>45 minutes</b>

Below are estimates of the two costs associated with purchasing a second video camera for the Committee Room.

<b>Items to Purchase</b>	<b>Cost of Purchase</b>
Video Camera and Mounting Equipment	\$700
Additional Memory Card	\$30
<b>Total Cost</b>	<b>\$730</b>

## **CONCLUSION**

Staff can prepare the Committee Room in January for video recording capabilities. It is an understanding that additional funds from reserves will be carried over and allocated for additional video recording equipment. Staff will research alternative equipment to make the process more efficient for staff and report back on the research to the Village Board some time in 2017.

The next step for the Community and Business Relations Committee is to determine which meetings should be video recorded. Based on past conversations at the committee level, one proposal was to include Village Board meetings as well as Plan Commission CDA meetings to be video recorded. The committee will also determine if staff's recommendation to only tape meetings in the Court Room and Committee Room (not the Village Manager's Office committee room or elsewhere). This topic will continue to be an agenda item for the Community and Business Relations Committee for December and will go to the full Board once the committee arrives at a recommendation. Staff completed a first draft of a video recording policy for the committee to further evaluate and provide guidance on the topic, which is included with this memorandum.



<b>Policy No. 32</b>		<b>Page 1 of 2</b>
<b>Video Recording Public Meetings</b>		
<b>Authority: Shorewood Village Board</b>		

**Summary**

The Village is enforcing Policy No.32 for the purpose of establishing guidelines for video recording public meetings.

The Village will utilize the video recording equipment for the purpose of recording a public meeting and downloading the video online for public access and viewing. The video is not to be substituted or used for the purpose of acting as the official public meeting minutes. Instead, the video will primarily serve as another transparent method for residents and other people to access Village of Shorewood business conducted at public meetings.

The Village will only video record meetings that are held in the Village Hall Court Room. The Village will video record the following meetings:

- All regular Village Board meetings
- All Village Board workshops (Budget, Long-Range Financial Plan, etc.)
- All Plan Commission meetings
- All Community Development Authority meetings

Village staff will be responsible for setting up and downloading the video recordings onto the Village website. Staff will do their best to ensure the video recordings are downloaded and available to the public on the website one week after the public meetings are conducted. Staff may edit and remove portions of the video recording only if there is footage before the public meeting starts, after the public meeting is adjourned, or during a meeting break and/or recess. Any parts of any meetings listed in the policy that go into closed session will not be video recorded.

**Retention of Video Recordings**

The Village will post all videos online through a website host that provides the service of downloading and storing video recordings. The Village will leave all video recordings on the website host and will not remove any videos online unless the website host changes their policy on the amount of storage available for users. Members of the public who file an open records request inquiring for recorded footage of the meetings listed in this policy will be referred to the Village’s website. *(Based on the Village Attorney’s Review, there may be additional content added to this section of the policy.)*



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## MEMORANDUM

**TO:** Ann McKaig, Chair of the Judiciary, Personnel, and Licensing Committee  
Village Board of Trustees  
Guy Johnson, Village President

**FROM:** Tyler Burkart, Assistant Village Manager

**DATE:** January 3, 2017

**RE:** Human Resources Manual

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### SUMMARY

Village staff completed a brief review of Village policies in the HR manual annually to update policies based on best practices and issues expressed by staff. The following is summary of the changes included in the proposed revisions for the HR manual:

- **Combining Village and Library Manuals.** For past years, the Library always contained a manual with policies for Library staff. This tends to create confusion for Library staff not always knowing which policies relate to them and searching in two different manuals to understand their policies. Therefore, Library staff worked with HR to combine the two manuals into one manual. Not only will this be easier for staff to be informed on HR items, but it will save staff time from maintaining two manuals. There is language pertaining only to Library employees included in the HR manual that the Library Board already approved during their November 9 meeting. For future manuals, the Library Board will be able to make changes to the HR manual that only apply to Library staff. Majority of the changes included in this HR manual update involve this consolidation. Library manual changes are illustrated with blue font. All other modifications are shown with red font.
- **Years of Service for Retirement Benefit.** Employees are requesting some clarification on how the Village computes years of service when it comes to the retirement benefit for health insurance. Village staff included language that identifies the common practice when it comes to computing years of service for full-time and part-time employees.
- **Vision Insurance.** Starting in 2017, the Village is offering vision insurance for all non-union staff working 20 or more hours per week. Employees are responsible for contributing to the entire premium. No Village dollars will go towards the vision insurance premiums. Language also clarifies that this insurance will not be offered to retirees.
- **Door Security at Village Hall.** The Village Board approved a service agreement to implement electronic door security on three separate doors at Village Hall. Village staff

wants to include more language in the Village's security policy that addresses when the doors would be programmed to be open to the public, which employees will receive a fob, and what employees' access will be throughout the week. In addition, the policy includes a \$5 replacement fee if an employee loses a fob.

- **Salary and Merit Pay Policy.** Staff is proposing some clarifying language on defining COLA versus merit pay adjustments, which employees are able to receive merit, and how lump sum payments will be implemented to those employees who are maxed out in their pay range.
- **Salary Range Assignments.** Pay ranges for employees in the manual haven't been adjusted for three years. Staff proposes updating the ranges by incorporating the last three years of COLA and other pay adjustments which were approved through wage ordinances by previous Village Boards. Some salary ranges are only being adjusted one or two years for COLA since the position and its pay range was created or modified after the pay ranges were last updated in 2013. At the end of every year, staff will continue to adjust the pay ranges based on the cost-of-living-adjustment approved by the Village Board. Staff plans on completing a more detailed market study in 2017 to further assess salary ranges and apply towards 2018 ranges. After adjusting the ranges, there are three positions currently receiving wages just outside of their pay ranges. The Village Board can correct this by either adjusting the maximum of their pay range to the employees' current wage or using the 2017 market analysis to determine an appropriate maximum for the employee. In addition, some positions swapped from the exempt to the non-exempt category as this was just an administrative update and there was no change to an employees' job description that prompted this change. New ranges are being proposed for DPW staff based on market data since we need to convert them from a step system.
- **Wellness Policy and Scorecard.** Only major change is altering the date when activities could be first recorded from November 1 to October 15. There was a two week period that nothing could count. One section in wellness scorecard also includes more examples of physical activities that count such as strength training, yoga, etc.

It is important to emphasize Village staff will also be asking for direction from the JPL Committee to determine what kind of market analysis they would like staff to complete in 2017 to assess Village positions and salaries.

#### **RECOMMENDED MOTION**

"I move to adopt the updated human resources manual as attached to this memorandum."



# Human Resources Manual

Adopted By the Village Board of Trustees on ~~April 4~~ February 6, 2017

Library Policies Adopted by the Library Board on November 9, 2016



# Table of Contents

<b>Section</b>	<b>Page</b>
<b>1. Introduction to Your New Employer</b>	<b>6-8</b>
A. Purpose of Manual	6
B. The Village of Shorewood	6
C. Scope of this Manual	7
D. Conflicts	7
E. Definitions	7
<b>2. Pre-Employment/Employment Policies and Practices</b>	<b>8-18</b>
A. Equal Employment Opportunity Policy	8
B. Non-Harassment Policy	8
C. Recruitment, Selection and Orientation	11
D. Employment Policies	13
E. Policy on Hiring of Immediate Relatives	13
F. Employees of Other Agencies	14
G. Employee Dress and Uniforms	14
H. Alcohol and Substance Abuse	15
I. Employees Contacting the Village Manager	18
<b>3. Pay Practices</b>	<b>18-20</b>
A. Salary Determination	18
B. Time Sheets	18
C. Pay Period and Pay Day	18
D. Deductions	20
E. Social Security	20
<b>4. Career Development</b>	<b>21-23</b>
A. Position Descriptions	21
B. Employee Evaluations	21
C. Staff Training	21
D. Promotions/Demotions	22
E. Layoffs	22
F. Resignations	22
G. Personnel Files	22
H. Change of Name, Address, Marital or Family Status	23
I. Retirement	23
<b>5. Hours of Work and Overtime</b>	<b>23-26</b>
A. Working Hours	23
B. Work Schedules	24
C. Overtime	24
D. Compensatory Time	24

<b>Section</b>	<b>Page</b>
E. Standards of Attendance	25
F. Request for Time Off Without Pay	25
<b>6. Employee Benefits</b>	<b>26-33</b>
A. Eligibility for Benefits	26
B. Holidays	26
C. Annual Vacation Leave	27
D. Fringe Benefits	29
E. Health Insurance	29
F. Dental Insurance	31
G. <a href="#">Vision and</a> Long-Term Disability	31
H. Flexible Benefits Program	31
I. Employee Assistance Program	31
J. Life Insurance	31
K. COBRA	32
L. Retirement/Pension	32
<b>7. Leaves of Absence</b>	<b>33-36</b>
A. Family and Medical Leave Act (FMLA)	33
B. Military Leave	33
C. Sick Leave	34
D. Funeral Leave	35
E. Jury Duty	35
F. Witness Duty	35
G. Leaves of Absence Without Pay	35
H. Worker's Compensation	36
I. Light or Limited Capacity Duty	36
<b>8. Employee Conduct and Customer Service</b>	<b>36-43</b>
A. Customer Service Policy	37
B. Confidentiality	37
C. Bulletin Boards	37
D. Village Communications Policy	37
E. Purchasing	37
F. Village Property for Personal Use	37
G. Solicitation	37
H. Security Policy	37
I. Tools and Equipment	38
J. Violation of Village Rules	38
K. Grievance Procedures	40
<b>9. Safety</b>	<b>42-44</b>
A. Safety Equipment	42
B. Confined Entry Policy	43

<b>Section</b>	<b>Page</b>
C. Obstructions	43
D. Hazardous Materials	43
E. Vehicles	43
F. Enforcement	43
<b>10. Emergency Standby</b>	<b>43-44</b>
<b>11. End of Employment</b>	<b>44</b>
A. Exit Interview Process	44
B. Return of Village-Owned Equipment	44
C. Additional Benefits	44
D. Separation Pay	44
<b>12. Salary Classifications</b>	<b>45</b>
A. Wage Scales	45
B. Work in a Higher Classification	45
C. Commercial Driver's License	45
D. Snowplow Assignment	45
E. Task Rate of Water Utility	45
<b>13. Appendices</b>	<b>46</b>

## **1. INTRODUCTION TO YOUR NEW EMPLOYER**

### **A. Purpose of Manual**

**Welcome to the Village of Shorewood!** The intention of this manual is to establish and maintain a fair and reasonable system for administration of all personnel matters. In addition, the guidelines set forth in this manual were established to develop a safe, effective and efficient working environment.

This manual is designed to provide information and direction to all Village of Shorewood employees on a wide variety of personnel matters. Please read through this manual carefully. It will provide you with basic information regarding employment with the Village.

This employee manual has been prepared for informational purposes only. None of the statements, policies, procedures or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Generally, Village employees are employed “at will”, and employment is not for any definite period. Employment “at will” means that you may terminate your employment with the Village or the Village may terminate your employment with or without notice at any time, for any reason. Any or all provisions, policies and procedures set forth in this manual may be altered, modified, changed, suspended or eliminated at any time by the Village Board with or without notice to the employee. The policies, practices and benefits of the Village will be applied to a particular situation and interpreted by the Village as it, in its sole discretion, deems appropriate.

All new employees shall be given a copy or access to a copy of this manual before initiating the duties of their position. New employees shall read the manual and complete the Acknowledgement and Understanding Form found in the appendices section. **This form shall be submitted to the Assistant Village Manager/Human Resources Manager within seven (7) days of employment.**

**Periodically, current employees may also be required to complete additional Acknowledgement and Understanding forms at the request of the Village.**

### **B. The Village of Shorewood**

Shorewood is a Village incorporated under the general statutes of the State of Wisconsin. The Village citizens elect the Village President and six (6) Village Trustees who together make up the Village Board of the Village of Shorewood. The Village President and Trustees are elected at-large for three (3) year terms. The Village Board establishes policy of the Village, approves the annual budget, approves annual capital improvement programs, and establishes wages and conditions of employment.

The administrative operation of the Village is under the authority of the Village Manager, who is hired by the Village Board. The Village Manager is the chief executive officer of the Village and is responsible for the operation of the Village, the hiring and termination of most employees, the supervising of employees, the administration of the budget after it is approved by the Village Board, the preparation of the annual budget, the purchase of Village supplies and the coordination of the activities of all departments of the Village. The staff of the Village is responsible to the Village Manager for their activities. The Village Manager is responsible to the Village Board.

[Wisconsin State law treats municipal libraries differently than other Village departments, so additional amendments will be added throughout the Human Resource manual.](#)

[The Shorewood Public Library is authorized under Wisconsin State Statute 43.52 and is part of Village government. The library is governed by a seven member Library Board appointed by the Village President following approval by the](#)

Village Board. Trustees serve 3 year terms. The Library Board has unique powers compared to other Village departments. The Library Board establishes library policy, approves and controls all funding for library services, hires the Director of Library Services, and establishes the duties and compensation for library employees.

The administrative operation of the Library is under the authority of the Director of Library Services, who is hired by the Library Board. The Director is the chief executive officer of the Library and is responsible for the operation of the Library, the hiring and termination of employees, the supervising of employees, the administration of the budget after it is approved by the Library Board, the preparation of the annual budget, the purchasing of Library supplies, and the coordination of the activities of all departments of the Library. The staff of the Library is responsible to the Director for their activities. The Director is responsible to the Library Board.

### **C. Scope of this Manual**

This manual covers all employees of the Village, elected officials, appointed members of boards and committees and other volunteers.

This manual may be updated or revised from time to time, as the Village deems necessary or desirable. The Village Board or its authorized delegate reserves the right to make any revision, addition, deletion or other change to the manual's provisions at any time and without advanced notice. The Library Board may make any revision, addition, deletion or change to the manual's provisions impacting only library employees, at any time and without advance notice.

All previous Village of Shorewood Personnel Manuals that state the personnel policies, practices and procedures of the Village are considered to be null and void with the publication and distribution of this manual.

### **D. Conflicts**

If and to the extent that any provision contained in this manual conflicts with any civil service regulation, statute, law, contract or collective bargaining agreement, the latter shall prevail.

### **E. Definitions**

The Village maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions according to the following definitions:

**Department Head or "Department Manager"**. Management staff with direct supervision and oversight of one of the following nine (9) departments:

- Clerk/Treasurer's Office
- Customer Service Center
- Finance Department
- Library
- Planning and Development
- Police Department
- Public Works (Administration and Operations)
- Village Manager's Office

**Elected Officials.** The six Village Trustees and Village President elected to office by Shorewood residents and are a separate class from Village employees in this manual.

**Exempt Employee.** Employees whose positions meet the requirements established by the Fair Labor Standards Act (FLSA) and State Law, and who are exempt from overtime pay requirements.

**Seasonal/Temporary Employees.** General class employees who work less than 1040 hours and Police employees working less than 976 hours in a calendar year or hold jobs of a limited duration due to peak workloads, special projects or emergencies. These employees are only eligible for benefits required by law.

**Regular Full-time Employee.** An employee who works at least 1,664 hours (32 hours per week) or 1952 hours for Police Department employees who work a 4-2 (4 on 2 off) in any calendar year, has been properly appointed to a Village position under law, and is employed in a non-temporary position. Regular full-time employees are eligible for all Village benefits. Part-time employees who work under 40 hours per week but at least 20 hours per week are eligible for pro-rated benefits related to medical, dental and accrual leave benefits. Pro-rated benefits are determined based on the Village's premium contribution and reduced by the number of hours worked by the employee in comparison to a 40 hour work week. For example, if an employee works a 30 hour work week, the Village is willing to contribute 75 percent of the approved Village contribution for medical, dental and accrual leave benefits.

**Regular Part-time Employee.** An employee who works at least 1,040 hours in a calendar year, whose workload is regular and constant, who have been properly appointed to a Village position under law and is employed in a non-temporary position. Regular part-time employees are eligible for pro-rated benefits as defined in the previous section.

**Retirement.** Employee meets the criteria to be considered eligible for retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.

**Village Manager.** An employee under the direction and authority of the Village Board, who supervises, administers and coordinates the activities and functions of the Village.

**Volunteers.** Individuals who provide assistance to the Village of Shorewood without financial gain.

## **2. EMPLOYMENT POLICIES AND PRACTICES**

### **A. Equal Employment Opportunity Policy**

It has been and shall continue to be the policy of the Village of Shorewood to recognize the competence and ability of applicants for employment and existing employees. The Village will provide equal employment opportunities to all individuals pursuant to applicable law regardless of race, age (40 or over), sex, creed or religion, color, qualified disability, marital status, military or veteran status, sexual orientation, genetic information, national origin, ancestry, arrest record, conviction record (unless there is a substantial relationship between nature and timing of the crime and the nature of the job), or any other characteristic protected by law. This policy applies to all employment decisions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, termination and other conditions of employment.

If you have a problem or concern in any matter relating to equal employment opportunity, please discuss it as soon as possible with your immediate supervisor or the Assistant Village Manager.

### **B. Non-Harassment Policy**

Every employee of the Village has the right to work in an environment free from harassment. Harassment of any employee on the basis of his or her race, religion, color, national origin, age, gender, sexual orientation, marital status,

or the presence of any physical, mental, or sensory disability is a serious violation of Village policy and will not be tolerated.

Harassment is a form of discrimination which is offensive, impairs morale, undermines the integrity of employment relationships, and causes serious harm to the productivity, efficiency, and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, gender, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. The basis of the harassment does not matter. The Village prohibits all forms of harassment, including, but not limited to:

- Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
- Visual harassment, such as displaying offensive posters, cartoons or drawings; and
- Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.

This policy will be issued to all current employees and during orientation of new employees.

## 2. B.1 Definitions

In general, harassment means persistent and unwelcome conduct or actions on any of the basis outlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- The repeated making of unsolicited, inappropriate gestures or comments;
- Making unwelcome sexual advances or requests for sexual favors;
- Sexually motivated physical contact; or
- The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, gender, age, sexual orientation, disability, etc.) exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual;
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

You cannot be forced to submit to a sexual harassment as basis for any employment decision. In addition, the Village will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

## 2.B.2 Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does NOT refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients and vendors.

### 2.B.3 Examples of Prohibited Conduct

The following conduct will be considered to be sexual harassment or another form of harassment or inappropriate behavior in our workplace or in connection with work-related activities:

- Verbal: Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling, cat calls; comments on a person's body or sex life, or pressures for sexual favors.
- Non-Verbal: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions. Any questions about whether your particular conduct is prohibited under this policy should be discussed with your supervisor or the Assistant Village Manager.

### 2.B.4. Procedures for Handling Harassment Claims

No employee, elected official or appointee to a board or committee shall engage in any conduct contrary to these provisions. Violations may result in termination of employment or removal from office.

If any employee feels that they have witnessed or have been subject to any harassment, they should immediately report the harassment to his/her immediate supervisor, the Department Head, or the Assistant Village Manager. If the harassment involves the immediate supervisor or Department Head, it should be immediately reported to the Village Manager. If the harassment involves the Village Manager, it should be immediately reported to the Village President. [If the harassment involves the Library Director, it should be immediately reported to the Library Board President.](#) If the harassment involves a Village Trustee, Village President, Municipal Judge or a volunteer it should be immediately reported to the Village Manager. [If the harassment involves a Library Trustee, it should be immediately reported to the Library Director.](#)

The Village will promptly and thoroughly investigate complaints, and if the Village determines that an employee is guilty of harassing or discriminating against another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

The Village Board will not be involved in such an investigation unless the employee who is being investigated pursuant to this procedure is the Village Manager.

The Village understands that these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence.

The Village prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.

If you are not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, you should contact the Assistant Village Manager promptly. If you believe that you have

been retaliated against for bringing a complaint or providing information related to a complaint, the Village urges you to use the reporting procedure described in this policy.

### **C. Recruitment, Selection and Orientation**

The Village will attempt to select the candidate it determines is most qualified for any position. As such, the following guidelines will be considered in the recruitment, selection and orientation process.

#### **2.C.1 Recruitment and Application Process**

When a position becomes vacant or when a new position is requested, the Department Head will review the position with the Assistant Village Manager, its job description and the need for such a position prior to any posting or advertisement of the vacancy. The Department Head will prepare and submit a written request to fill the position to the Village Manager or the Assistant Village Manager. The position will be posted and/or advertised only after the Village Manager or the Assistant Village Manager has approved the request and the Village Board has also approved the filling of the position; with regard to Library and Police positions, the Department Head seeks approval from the Library Board and Police Commission, respectively.

With respect to recruitment of employees, the following applies:

The Library Board is charged with the duties as outlined in Section 43.58 Wis. Stats., with relation to library employees.

The Police Commission is charged with the duties as outlined in Chapter 16, Section 6, Police Commission- Creation and Functions, of the General Ordinances of the Village of Shorewood, with relation to law enforcement officers.

#### **2.C.2 Application Process**

All applications for employment must be submitted to either (1) the Village Manager's Office as noted on the application or (2) the Department that is requesting to fill the position. All applications should be fully completed, signed and dated by the applicant to be considered. Resumes may be submitted in addition to the application, but will not replace such. Any applicant supplying false or misleading information is subject to immediate disqualification or termination, if hired. The Village will consider all applicants, including current employees, who have applied for the vacant position. Residency within the Village generally will not be a condition of initial or continued employment, provided, however, that an employee's selection of residence does not interfere with the daily performance of his/her duties and responsibilities.

Applicants for positions for which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to present a valid Wisconsin driver's license upon employment with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Village, may be disqualified for employment with the Village in positions requiring operation of Village owned vehicles.

The Village may conduct certain background procedures as required by law or Village policy. Examples of such procedures include: criminal background checks, pre-employment credit checks, reference checks, requiring applicants/employees who have unsupervised access to children and developmentally disabled adults to complete a disclosure statement. Applicants may be disqualified from employment as a result of background checks. The Village may administer pre-employment examinations to test the qualifications and ability of applicants as determined necessary by the Village. The Village may contract with any competent agency or individual to prepare and/or administer the examination. The Village reserves the right to perform psychological tests upon job applicants, as determined to be necessary by the Village Manager, Assistant Village Manager and the Department Head. Any Village

testing procedure, if it is applied, shall be uniformly conducted. All information provided to the Village will be maintained in confidence in accordance with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).

The Village Manager or the Assistant Village Manager may request a criminal records check through the Wisconsin Department of Justice or other appropriate agencies, prior to an offer of employment. A conviction, plea of no contest, plea of guilty, or pending charge which the candidate has acknowledged in writing, will not prohibit employment unless the circumstances of the offense are substantially related to the responsibilities or duties of the job for which the applicant is applying.

If a criminal records check reveals a conviction, plea of no contest, plea of guilty, or pending charge the employee has failed to disclose when such information was requested on the application, the finding may constitute grounds for dismissal or refusal to hire the applicant.

#### 2.C.3 Pre-Employment Medical Examination

After a conditional offer of employment has been made and prior to commencement of employment, the Village may require persons selected for employment in some job classifications to successfully pass a medical examination (which may include testing for illegal and controlled substances). The purpose of the examination is to determine if the individual is physically able to perform the essential functions of the job without creating a direct threat to the health, safety or wellbeing of other employees or the public. The offer of employment may be conditioned on the results of the examination.

If a medical examination is required, all information provided to the Village will be maintained in confidence with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). All applicants required to take a medical examination will be required to sign the standard consent and release form permitting the examining physician to disclose the results of the physical examination to the Village. If the applicant questions the result of the physical examination, he or she will be given an opportunity to comment, submit conditional information including statements from other physicians, and/or request another physical examination (at the cost of the Village).

A candidate may be withdrawn from consideration if found physically unable to perform the essential functions of the position with reasonable accommodation; the candidate refuses to submit to a medical examination or complete medical history forms; or if the exam reveals the use of illegal and/or controlled substances.

#### 2.C.4 Volunteers

Volunteers may be recruited by individual Department Heads to assist with the provision of Village programs/services. All volunteers must complete a Village application form including references if requested. All volunteers will be supervised by a regular employee or a designated volunteer supervisor. This section does not include volunteers appointed on a Village committee or board.

#### **D. Employment Policies**

The Village is committed to complying fully with the Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Immigration Reform Act, Health Insurance Portability and Accountability Act (HIPAA), Family and Medical Leave Act (FMLA), Worker's Compensation, and all other applicable federal and state laws.

The Village will hire individuals upon the basis of their qualifications for the job for which they have applied, which will usually include a consideration of, but shall not be limited to, an employee's knowledge, skills and ability to perform the functions of the applied-for position efficiently and effectively. Every effort will be made to hire new employees for

positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth.

#### **E. Policy on Hiring of Immediate Relatives**

Relatives of current employees of the Village will be considered on an equal basis for employment. However, you may not directly supervise, or be supervised by, an immediate relative (defined as your: spouse, domestic partner as defined by state FMLA, children and their spouses and children, parents and their siblings, siblings and their spouses and children, grandparents, spouse's siblings and their children, or anyone living in your household; the foregoing categories include adoptive, step and foster relationships as well as the blood and marital relationships encompassed by these categories). Pursuant to Wis. Stat. § 111.345, a spouse may indirectly supervise his or her spouse.

In the event that the marriage or cohabitation of employees places them in violation of this policy, they will be given the opportunity to decide between themselves which of them is to resign or, if feasible, they may be given the opportunity to transfer to a different position within the Village where this policy would not be violated. This policy does not provide any assurance or guarantee that another position in the Village will be available under such circumstances. If the employees fail to make this election within thirty (30) calendar days from the start of violation of this policy, the employee with the shorter length of service with the Village will be transferred or discharged. If persons employed by the Village as of 12/31/06 are married as of that date or prior, they will be exempt from this provision.

#### **F. Employees of Other Agencies**

Employees of other agencies who may be providing services to the Village under inter-local or other agreements shall not be considered employees of the Village even if they are supervised or assigned work by Village personnel.

#### **G. Employee Dress and Uniforms**

As a Village employee, your appearance reflects upon the Village. You are expected to present yourself for work in a well-groomed manner at all times, in attire appropriate to the position you hold, with safety in mind for the functions you perform. In general, employees should wear clean clothing without holes or inappropriate content. Blue jeans during the work week are only acceptable for public works employee, and all general class employees can wear blue jeans on Fridays. Dress shoes and safety boots are proper footwear during the work week. Employees are not allowed to wear flip flops, sandals, or open toed shoes unless permission is granted from department head. Tennis shoes may only be worn on Friday or the end of working week due to holidays. Dress pants, skirts and dresses that are appropriate length (knees or lower) and other professional slacks which are not see-through is allowable. Casual capris, jeggings, leggings, or anything see-through is not allowed. If you have questions about appropriate attire or appearance, please see your Department Head. Library employees adhere to the policies contained in the Library [Procedure Operations Policy](#) Manual. Police Department employees adhere to policies contained in the Police Department Policy and Procedure Manual. Public Works Department employees adhere to policies contained in the DPW Uniform Policy.

Uniforms with the Village emblem affixed to them shall be required to be worn by each regular employee on each working day in those departments in which uniforms are to be worn by employees. Village emblems to be attached to the uniforms will be provided by the Village. Village uniforms shall not be worn outside of working hours on personal time.

Uniforms, other than as outlined in department policy, shall not be worn unless permission is obtained from the Department Head/Village Manager.

### 2.G.2. Employee Uniform Reimbursement

Full-time employees, who are eligible to receive uniform reimbursement, shall be reimbursed upon presentation of receipts for the items purchased, in an amount which does not exceed four hundred dollars (\$400) per year. This reimbursement shall be for employee purchase of uniform items identified in the policies of the department in which the employee is working. The annual reimbursement account may be drawn upon as each employee purchases uniforms and submits validated paid receipts for the items purchased. If the employee decides to use the vendor provided by the Village, the vendor will submit the bill directly to the Village for payment.

Police Department employees shall be subject to the terms of Article XVIII of the currently active collective bargaining agreement between the Village and the Shorewood Police Association Local 307. Police Lieutenants shall be subject to directives stated by the department with regard to appropriate casual/formal uniforms.

The Village will pay the cost of safety lenses, and seventy-five dollars (\$75) per year towards the cost of safety frames, for all regular full-time employees who need them; such glasses and frames shall be provided only as the Village shall arrange and direct. If the lenses/frames are broken on the job, they shall be replaced by the Village, pursuant to the above cost-sharing guidelines. (Village will supply basic protective eyewear). The cost of replacement safety lenses will be deducted from the annual uniform allowance of \$400. The Public Works Director will be responsible for making the determination whether seasonal DPW staff needs safety lenses for their tasks. Uniform reimbursement for DPW employees will also be addressed in the DPW Uniform Policy.

### 2.G.3. Employee Uniforms

Employees who wear uniforms are obligated to maintain their uniforms, keeping them clean, neat and free of holes and frays.

### 2.G.4. Casual Dress Day

The Village Hall has a casual/jean day every Friday or the end of the work week. Although the day is termed "casual", Village employees are expected to dress in an acceptable fashion. Appropriate casual day dress shall be governed by applicable department policy. Shorts are not permissible unless position is working outdoors and granted by department head. Shirts should have a collar (dress crew, polo or Henley) and should not display any inappropriate advertising, graphics or slogans. Brand names such as Chaps and Guess and municipal memberships are permissible. All clothing must be clean, neat and free of holes and frays. Clean athletic shoes are permissible. Sandals that are of a professional appearance are permissible. Flip flops and open toed shoes are not permissible unless granted by the department head. If you have questions about appropriate attire or appearance, please see your Department Head. Police Department employees must adhere to Police Department directives.

## **H. Alcohol and Substance Abuse**

The Village's philosophy on substance abuse has two (2) focuses:

- 1) a concern for the well-being of the employee; and
- 2) a concern for the safety of other employees and members of the public.

It is the policy of the Village of Shorewood to maintain a drug-free workplace. The manufacture, distribution, dispensation, possession, use or being under the influence of unlawful drugs or alcohol on Village premises, in Village vehicles, or during work hours by Village employees is strictly prohibited. Moreover, at no time will any employee enter a tavern during working hours unless explicitly directed or authorized by an immediate supervisor or in the performance of law enforcement duties. This does not apply to persons taking prescription drugs, as directed by a physician or dentist, provided such use shall not endanger the employee or others. It is the employee's responsibility to verify with his/her physician, dentist or pharmacist whether or not a prescription or over-the-counter drug will impair performance

and to notify his/her supervisor of the impairment and the period of time the medication will be used. The Department Head or Village Manager may elect to place an employee on a leave of absence if the Department Head or Village Manager determines that the use of the prescription or drug while on duty by the employee in question will constitute an imminent risk or danger to the employee in question, other Village employees or members of the public. Such a leave of absence will be on a paid or unpaid basis as determined to be appropriate by the Village Manager or his/her designee. The Village will take all steps necessary and reasonable to accommodate employees whose disabilities require them to take legal drugs.

Availability of Rehabilitation or Treatment: As part of the employee assistance program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Village is fully committed to helping employees who voluntarily come forward to overcome substance abuse problems. In many cases, the expense of treatment may be fully or partially covered by the Village's insurance program. In recognition of the sensitive nature of these matters, all discussions will be kept confidential.

When Employee is Under the Influence: Although the Village is concerned with rehabilitation, it must be understood that disciplinary action may be taken when an employee is under the influence of drugs or alcohol on the job. "Under the influence" means, for the purposes of this policy, that the employee is affected by a drug or alcohol or a combination of a drug and alcohol in a detectable manner. The symptoms of influence are not confined to those consistent with misconduct, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test, in some cases, by a layperson's opinion.

An employee may be required to submit to alcohol, illegal or controlled substance testing when the Village has reasonable suspicion that the employee is under the influence of controlled substances or alcohol while on the job. Employees that agree to take the test must sign a consent form, authorizing the test and the Village's use of the test results for purposes of administering its disciplinary policy. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination. Tests are paid for and are the property of the Village. The examination records will be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law and regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies or the employee's doctor.

The presence of any detectable amount of any illegal drug in an employee while performing Village business or while in a Village facility is strictly prohibited.

Substance Abuse Policy for Operators of Commercial Motor Vehicles: Village employees who hold commercial driver's licenses (CDL) and who operate commercial motor vehicles while employed by the Village are subject to additional rules and regulations imposed by the Federal Government. These regulations require urine drug testing and alcohol breath testing in the following circumstances:

- Pre-employment;
- Reasonable suspicion;
- Post-accident;
- Return to duty testing; and
- Random testing

CDL holders who test positive must be removed from service and are subject to discipline, up to and including termination. CDL holders should consult the Village Manager for additional details concerning these rules.

Disciplinary Action: Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, illegally manufacturing or selling them on premises and work sites. Employees should note that a violation of this policy can result in disciplinary action, up to and including termination, even for the first offense.

Non-Discrimination: The Village maintains that it will provide a drug free, alcohol free and safe environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under federal, state or local laws. The Village will not discriminate against any employee or applicant for employment because of their condition as an alcoholic, because of their use of lawful products off duty and off the premises, because the individual was arrested for a drug or alcohol charge prior to becoming an employee at the Village (which arrest did not lead to conviction), or because the individual was convicted of a drug or alcohol-related crime that is not substantially related to their job duties at the Village.

Anyone having questions about this policy should contact his or her Department Head.

Safety Committee: A safety committee, consisting of representatives of different departments or within a department, which may discuss work related safety issues, may be established if deemed necessary by the Village Manager and Department Heads.

#### **I. Employees Contacting the Village Manager**

All Village employees have the right to go straight to the Village Manager to discuss their concerns over any work-related issues. The Village Manager will have the discretion of how to proceed based on the concerns raised by the employee.

### **3. Pay Practices {See Appendices “M” and “N”}**

#### **A. Salary Determination**

The Shorewood Village Board established a salary policy that encourages employee career growth by establishing a grading system reflecting compensation levels based on skill and responsibility. ~~The Library Board sets the salary range for library employees.~~ This includes the establishment of schedules, hourly salary ranges and monthly exempt salary ranges, which can be found in the Appendices section of this manual. These ranges and guidelines provide a basis for employee performance and responsibility. The Village Manager is directed to implement this policy and provide the Village Board with updated schedules as necessary. The Library Board sets the salary range for library employees. For more information regarding the Village’s salary determination/merit pay policy, see the Appendices section of this manual.

#### **B. Time Sheets**

Time sheets must be submitted in compliance with the timesheet policy found in the Appendices section of this manual. The Village Manager may request that the Department Head detail in writing any time sheet data showing inconsistencies.

The use of time clocks for the purpose of record-keeping shall be at the sole discretion of the Department Head and Village Manager.

The time sheet must be an actual reflection of time worked and/or leave taken. With the exception of a planned leave, time sheets should not be filled out in advance of hours worked. In order to receive compensation, overtime work must be approved in advance, except in the case of an emergency. Knowingly falsifying time sheet information may lead to disciplinary action up to and including termination.

### **C. Pay Period and Pay Day**

#### **3.C.1. Pay for Regular Full-Time Employees**

Unless salaried, regular employees shall be paid his/her hourly rate multiplied by the number of hours worked. Time earned shall be calculated to the nearest quarter of an hour.

#### **3.C.2. Pay for Regular Part-Time Employees**

Unless an employee is a salaried employee, the employee shall be paid only his/her hourly rate multiplied by the number of hours actually worked. Time earned shall be calculated to the nearest quarter of an hour.

#### **3.C.3. Pay for Exempt Salaried Employees**

Exempt employees shall be paid their yearly wage divided by 26 pay periods. Fringe benefits such as holidays, sick leave and vacation are also given and will be posted through the time sheet process.

#### **3.C.4. Pay for Non-Exempt Employees**

Non-exempt hourly employees will be paid their hourly rate multiplied by the number of hours worked. Fringe benefits such as holidays, sick leave and vacation are also given and will be posted through the time sheet process.

#### **3.C.5. Pay for Part-Time/Seasonal/and Other Temporary Employees**

Employee shall be paid his/her hourly rate multiplied by the number of hours worked.

#### **3.C.6. Overtime Pay**

Time worked in excess of the employee's normal forty (40) hour work week shall be compensated at a rate of one and one-half (1-1/2) times the employee's base rate of pay for hourly (nonexempt) employees. Forty (40) hour work weeks shall include previously scheduled time off as approved by the Department Head/Supervisor. Overtime shall be paid as a part of the regular payroll period in which it was earned. Double time shall be paid at twice (2x) the straight time rate to hourly public works employees for overtime worked on Sundays and holidays. Double time shall be paid as part of the regular payroll period in which it was worked. Overtime work for employees will be assigned by the immediate supervisor as the need arises. Employees are required to work overtime when directed by their supervisor.

Prior approval of all overtime worked by an employee must be secured from the employee's immediate supervisor

#### **3.C.7 Shift Differential Pay**

Shift differential pay shall mean payment for an assignment to an 8-hour period on a temporary basis on a regular shift after 3:30 p.m. or prior to 7 a.m., and shall only apply to an assignment for street sweeping. Whenever an individual is assigned to a regular scheduled work period on a temporary basis as provided above, a \$1.00 per hour shift differential payment shall be made.

#### **3.C.8 Pay Periods**

The pay period for hourly employees is every two (2) weeks on every other Friday for the period ending with the Saturday of the preceding week.

### 3.C.9 Direct Deposit

Full service direct deposit is required of all newly hired employees after May 1, 2013. Banking information must be provided to the Village Manager's Office within 10 days after first working day.

Current employees requesting paper payroll checks will be required to endorse an authorization and agree as follows:

- a. If a payroll check is not cashed within 90 days causing the Village Manager's office to reissue a payroll check, a warning will be given to the employee and a \$35 reissue fee will be deducted from the replacement check. If a second payroll check is not cashed within 90 days, the employee will be required to provide direct deposit information within five (5) business days and a \$35 reissue fee will be deducted from the replacement check. Bank information must be received prior to receipt of the replacement check. The employee will no longer be able to receive paper payroll checks.

Election Inspectors will be provided paper checks as they receive limited checks.

A good faith effort will be made by the Village Manager's Office to see that paper checks are received on a timely basis; however, the Village shall not be responsible for delays in payments due to lost, stolen or misdirected mail or for other reasons beyond its control. The Village shall not be responsible for payroll delays caused by bank processing or deposit errors or delays.

The Village also encourages each employee to provide an email address and receive their payroll check stub electronically.

### D. Deductions

Automatic payroll deductions shall be made as required by applicable State and Federal Law.

When an employee is hired, the following information must be submitted to the Village Manager's Office prior or on the employee's first work day:

- I-9 (includes either passport or social security number along with photo identification)
- W-4 Federal Withholding Certificate
- Wisconsin Withholding Exemption Certification
- Information for pension deduction

Other compulsory deductions currently include Medicare and OASDI. Optional deductions include, but may not be limited to :

- Health and dental coverage
- Vision coverage
- Flexible spending accounts
- Life Insurance
- Short-term disability and long-term disability
- Deferred compensation plans as approved by the Village Manager

Because of record-keeping requirements on the above deductions, all changes in any employee's status or address must be reported to the Village Manager's Office immediately. It is the employee's responsibility to promptly report these changes to the Village Manager's Office. All changes must be completed 5 working days prior to processing payroll in order for changes to be reflected.

### E. Social Security Program

The Village is subject to Social Security and will comply with all applicable laws.

## **4. Career Development**

### **A.Position Descriptions**

Position descriptions for each department are kept and maintained by the Assistant Village Manager with assistance from the respective Department Heads.

### **B.Employee Evaluations**

To achieve the Village's goal to train, promote and retain the best qualified employee for each job, the Village provides a formal employee performance appraisal process. The appraisal is part of an employee's official personnel file and may be a factor in determining employee development, training needs, validating selection procedures, determining wage increases, promotions, demotions and transfers. The appraisal process may also be used in coordination in planning for layoffs or termination proceedings. Each employee should be given a formal written performance review at least once annually. The Village Board will establish yearly goals for the organization. Those goals will be tailored to each employee's goals and the evaluation will be based on the employee's goals. Additional reviews may be conducted. Performance review guidelines are designed to be flexible to best allow for open communication and best meet organizational or departmental needs. Department Heads will formulate and utilize an Employee Evaluation tool that is suitable for their department which must be approved by the Village Manager.

Employees shall be given every opportunity to respond to any points of disagreement with the evaluation. The Supervisor, Department Head and/or Village Manager will meet to review and clarify performance rating upon request of the employee. A final rating shall be determined by the Department Head in the event of a disagreement by the employee. The evaluation process will be reviewed periodically to determine if it meets organizational goals and updated as necessary by the Village Manager with the approval of the Village Board.

Written disciplinary notices shall remain a part of the employee's personnel file and shall not be removed until it is determined at the sole discretion of the Department Head and Village Manager, that removal of the notice is necessary or appropriate.

### **C. Staff Training**

The Village recognizes the mutual benefits derived from personal growth and increased work competence and thereby encourages staff to pursue applicable training opportunities.

At the discretion of the Department Head, and/or the Village Manager or his/her designee, the Village may provide partial or full payment for costs associated with the employee's attendance at training workshops and seminars that are directly related to Village employment, including the requirement to obtain or maintain specific licenses or certifications and to develop staff resources. All requests are contingent upon availability of funds. Whether training time is paid or unpaid (compensated or uncompensated) depends on the nature of the training (mandatory or voluntary) and will be determined in accordance with state law. Reimbursement procedures can be found in the Appendices section of this manual.

### **D.Promotions and Demotions**

An employee who is promoted to a higher classification is subject to an orientation period of up to twelve (12) months. If upon determination by the Village Manager or Department Head that the employee does not meet the position's goals and objectives, the employee may be allowed to assume his/her previous classification or one in a similar or lower classification with related wages and benefits if a position is available. Upon a finding by the Village Manager or

Department Head that a salaried/exempt employee does not meet the goals and objectives of the position, the employee may be allowed to assume a position in a lower classification with wages and benefits assigned to the lower classification if a position is available.

### **E. Layoffs**

Layoffs may occur due to lack of funds or work, elimination of the position, financial reasons, or other reason determined at the sole discretion of the Village.

In selecting employees for layoff, the Village will consider the qualifications, experience, skill, ability, disciplinary record, years of service and job performance of individuals considered for layoff. Employees who are laid off do not have any right to bump another employee who has not been selected for layoff by the Village.

If the Village chooses to recall an employee previously laid off, the notice of recall shall be mailed to the last known address of the employee. Employees on layoff are responsible for notifying the Village of any changes in their mailing address. Employees do not have any right or expectation of being recalled to work for the Village. The Village, in its sole discretion, retains the right to hire employees to fill the positions of laid off employees.

### **F. Resignations**

Employees of the Village may resign by submitting a written letter of resignation to their Department Head and/or the Village Manager stating the effective date of resignation. The resignation letter must be received at least 14 calendar days prior to the effective date unless the Department Head or Village Manager agrees to a shorter period.

An employee who resigns and gives 14 calendar days prior notice will be paid his or her prorated remaining vacation credit or other credits if applicable. If the employee does not give 14 calendar days notice, gives less notice than is mutually agreed upon or uses leave during the remaining 14 calendar days of employment which is not supervisor approved or not FMLA eligible, the employee forfeits payout of any remaining vacation credit. The letter of resignation shall become part of the employee's personnel file.

Employees announcing retirement must also give 14 calendar days of notice prior to resignation to receive his or her prorated remaining vacation credit or other credits. The announcing retiree, however, may be allowed to utilize leave during their remaining 14 days of employment subject to supervisor approval.

### **G. Personnel Files**

The Assistant Village Manager shall be responsible for the maintenance of the official personnel files for all Village employees. These files shall contain the complete employment history of each employee during employment with the Village. The personnel files shall contain, but not be limited to: employment application, dates and records of injuries, commendations, education and special training received at Village expense, reprimands, performance evaluations, wage data, promotions and other relevant personnel documents. Employee medical records will be kept in a separate file and kept confidential as required by law. The privacy of employees' personnel files will be governed and administered in accordance with federal and state law. Police Department Personnel files will be kept at the Police Department in a separate locked file in the Chief of Police's office. [Library personnel files will be kept at the Library in a separate locked file cabinet.](#)

#### **4.G.1. Employee Inspection or Copying of Personnel File**

Employees are permitted to inspect and copy any material which is contained in their personnel file, provided that they submit a written request to the Department Head, Assistant Village Manager or the Village Manager.

#### 4.G.2. Modifying Personnel File Information

If factual information is demonstrated by the employee to be incorrect, it will be corrected. If an employee disagrees with certain items in his/her file, he/she may submit a concise statement of disagreement for inclusion in his/her personnel file.

#### H. Change of Name, Address, Marital, or Family Status

Employees shall report all changes in name, address, telephone number and marital or family status to their supervisor. The changes will be filed in the official Village personnel files.

#### I. Retirement

Upon retirement after qualifying years of service, an employee may be eligible for additional benefits or recognition. Employees should check with the Assistant Village Manager for additional information regarding such benefits.

## 5. Hours of Work and Overtime

#### A. Working Hours

The normal work week and hours are established by the applicable Department Head,

**Lunch/Meal Period.** Unless determined otherwise, at the sole discretion of the Department Head and Village Manager, the lunch/meal break shall be an unpaid thirty (30) or sixty (60) minute duty-free break, depending upon the Department in which the employee works.

**Break Leave** For those Public Works Village employees who were receiving the benefit known as 'break leave' as of December 31, 2012, the following terms and conditions shall apply:

For employees hired on or before November 1, 2012, instead of a 15-minute rest period, which was previously provided to all employees, all employees shall be credited with 3 hours and 20 minutes of time off per month subject to the following conditions:

- A maximum of forty 16 hours per year of time off may be accumulated to be used within the calendar year.
- Time off may be used in one-half (1/2) hour increments provided a twenty-four (24) hour notice is given. All other restrictions in the use of vacation shall apply.

This benefit shall be phased out as follows. DPW Employees hired on or after November 1, 2012 shall not be eligible to receive this benefit. For employees hired prior to November 1, 2012, the following maximum hours schedule shall be applicable:

- 2013: 40 hours per year of off time may be accumulated.
- 2014: 32 hours.
- 2015: 24 hours.
- 2016: 16 hours.
- 2017: 8 hours.
- 2018: 0 hours.

[Library Break Leave. If work load permits, employees working four \(4\) hours or more may take one fifteen \(15\) minute break. Breaks cannot be accumulated or used to lengthen a lunch hour or shorten the work day. If an employee works](#)

[through their break, they will not receive additional compensation. It is the responsibility of the Director, Supervisor, or Librarian in Charge to ensure that adequate staff coverage is provided at all times and that breaks do not compromise customer service.](#)

## **B. Work Schedules**

Department Heads should notify the Village Manager weekly about their work schedule. The schedule, at a minimum, should indicate vacation days, times out of the office for seminars or other meetings, and general availability. The calendar is used to help front line staff perform quality customer service and allow the Village Manager to efficiently manage the Village and locate individuals.

## **C. Overtime**

The Village of Shorewood considers the standard work week to be forty (40) hours per week. Those employees who work over forty (40) hours a week and who are not exempt employees will be paid at the rate of one and one-half times (1-1/2) their regular rate of pay. Forty (40) hours shall include holiday pay and previously scheduled time off, as approved by the Department Head/Supervisor.

Overtime shall be determined and approved, in advance, by the employee's Department Head. The Village Manager, Department Heads and exempt personnel as defined by the Fair Labor Standards Act shall not receive overtime.

## **D. Compensatory Time**

### **5.D.1. Non-Exempt Employees**

In lieu of cash payment for overtime hours worked, employees may elect to take compensatory time off with pay. Compensatory time off will accumulate at the rate of one and one-half (1 ½) hours for each overtime hour worked. Compensatory time may accumulate up to 40 hours but compensatory time must be used within the same calendar year in which it was earned. The compensatory time must be scheduled at a time which is mutually convenient to the Village and to the employee and be approved by the Department Head and/or the Village Manager. Overtime, which is to be taken as compensatory time, must be so indicated on the employee's time card. Compensatory time not taken by the end of the year may not be carried forward and shall be paid out in cash at the rate of pay at which it was earned on or before February 1.

Police Department non-sworn personnel may carry-over up to twenty-four (24) hours of comp time from one calendar year to another after written request to, and approval by, the Chief of Police. Compensatory time thus approved will not be paid out in cash.

### **5.D.2. Exempt Employees**

Exempt employees are expected to work hours outside of the normal workday including occasional night meetings or weekend events. Schedule adjustments may be made to account for these obligations. This time is not meant to be a one-to-one match of extra hours worked. Time off over four (4) hours at a time should be requested in writing and approved by the Department Head and/or the Village Manager one week in advance of the time off. Schedule adjustments, such as a weekday off may be requested based under special circumstances, i.e. working a full day on the weekend. Police Lieutenants' work hours will be dictated by the adopted Village ordinance language. [Exempt Library employees working as Librarian in Charge at night or on weekends may take a one-to-one match of hours off.](#)

## **E. Standards of Attendance**

Employees are expected to be present for work on all scheduled work days and to report on time. If you are going to be absent from or tardy to work, it is your responsibility to contact your supervisor as soon as possible. Except where your department rules provide otherwise, you are generally required to notify your Department Head or immediate supervisor, no later than two (2) hours before the start of your scheduled work period, that illness or some other condition will prevent you from being on time or working that day. Check with your supervisor for specific details on timely reporting requirements and specific call-in procedures for your department. If you are ill and expect your illness to be prolonged, keep your supervisor advised as to your condition on a regular basis.

In addition, employees are expected to abide by the following attendance policy rules:

- Employees will not be allowed unexcused absences or tardiness.
- Employees shall not leave early and must be at the assigned work area at the start or end of shifts, breaks, and meal periods.
- Employees will be at their assigned work areas at the time designated by their immediate supervisor.
- Employees will not leave the place of work during working hours without authorization. Employees will not waste time or loiter.

#### **F. Request for Time Off Without Pay (other than under the Family and Medical Leave Act)**

Request for time off without pay must be made to the Department Head or his/her designee who will forward it to the Village Manager or Assistant Village Manager for final approval or denial. The request will generally be acted upon within one (1) day of receipt. Requests for time off without pay for one day should be made 48 hours before the needed time off. If more than a day is requested, then one (1) week notice is needed. A month notice is needed for time off of a week or more, unless an exception to the required advance notice period is unless approved by the Department Head in advance.

All vacation, compensation time, personal time, or applicable holiday time must be used before taking any time off without pay. If an employee uses up all of his/her vacation, compensation time, and personal time in a given year, he/she generally cannot take unpaid time off except for an emergency situation or pursuant to the Family and Medical Leave Act. Any unpaid time off shall not exceed eight (8) hours in any one year, unless approved by the Village Manager and/or Department Head.

Part-time employees requesting time off should have arrangements made for covering the days off and have approval from the immediate supervisor.

Police Personnel – Police should refer to the department policy in requesting time off.

Unless state or federal law requires otherwise, during a leave of absence without pay, no benefit shall be earned including, but not limited to vacation, holidays, sick leave, and seniority. Employee is also required to pay for health insurance if coverage is to be maintained by the Village during leave of absence, unless the law requires otherwise.

## **6.EMPLOYEE BENEFITS**

### **A. Eligibility for Benefits**

Regular full-time employees are eligible for the benefits as described in this section of the Manual or, if covered by a labor agreement with the Village, the benefits as outlined in the labor agreement.

Regular part-time employees who are scheduled to work twenty (20) or more hours per week year round are eligible for

pro-rated (to their normal weekly schedule) vacation, sick and holiday benefits as described in this manual. This schedule also applies to part-time employees at the Police Department who work a 2-4 schedule. [Part-time Library employees working less than 20 hours per week who were hired prior to April 1, 2006 are eligible for pro-rated vacation, sick time, floating holidays, and holiday pay.](#)

Part-time/seasonal/temporary employees are only eligible for benefits required by law.

## **B. Holidays**

**6.B.1. Holidays for management staff (except DPW) and general classification-** Paid holidays are granted to all regular full-time employees as provided in employee contracts, collective bargaining agreements and Village ordinances.

All employees, who are on a 40 hour per week, 5-2 work schedule (work 5 days, off 2 days), shall be paid eight hours' pay at straight time for the following holidays:

- New Year's Day (January 1, every year)
- Spring Holiday (Friday before Easter)
- Memorial Day (Last Monday in May)
- Independence Day (July 4, every year)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving (In lieu of George Washington's Birthday)
- Christmas Eve Day (December 24, every year)
- Christmas Day (December 25, every year)
- New Year's Eve Day (December 31, every year)

Non-DPW employees who are required by the Village Manager to work during one of the above holidays shall be granted one floating holiday in addition to the two (2) granted to employees each calendar year. [Library employees work the Spring Holiday and are granted one floating holiday in addition to the two \(2\) granted to employees each calendar year](#) (see 6.B.5. "Floating Holidays"). If the employee is required by the Village Manager to work Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, or New Year's Eve Day, the floating holiday may be used in the following calendar year.

All employees who are on a 4-2 work schedule will be paid based on the agreed contract language with the Police union.

All other employees who work an average of at least twenty (20) hours per week will have their holiday hours pro-rated accordingly.

Employees in the Clerk-Treasurer's Office and in Customer Services may be required, by the Department Head/Village Manager, to work on New Year's Eve day. Under such circumstances, the employee(s) in question shall be granted the additional floating holiday which is referenced herein.

Employees must work the day before and the day after the designated holiday, unless a scheduled compensated day off has been previously approved by the employee's supervisor.

[If a holiday falls on a weekend day, Village and Library staff will be awarded a holiday either the Friday or Monday before/after the weekend. If the Library does not close on a weekday before or after the holiday weekend, Library employees will received an additional floating holiday for that year. The additional floating holiday will be awarded at the beginning of the same calendar year the weekend holiday exists. To receive the extra day, the employee must be](#)

currently employed at the Library at time of the holiday. If the employee separates from service before the weekend holiday, and the employee expended the floating holiday, the time will be deducted from the employee's final paycheck.

**6.B.2. Holidays for Sergeants/Lieutenants** - Employees shall receive eleven (11) holidays, the same holidays identified in the Police union contract, under the following provisions:

- At the discretion of the Chief, the holidays may be given in the form of straight time, or the holidays may be paid as provided in paragraph 2 below. Whenever possible the Chief shall give consideration to the request of the employees of the department with regard to such holidays. Holidays in the form of time off will not be assigned unless requested by the employee.
- Payment for holidays not taken or previously requested and approved shall be made on the last pay period in October on a separate paycheck and shall be for eight (8) hours at straight time. Calculations for holidays will be made on an October 1 cut-off date in each calendar year to be paid on a separate check.

**6.B.3. Floating Holidays** - Employees who are on a 5-2 work schedule shall receive two (2) floating holidays to be used within each calendar year.

Library employees receive (2) floating holidays to be used within each calendar year. In addition, library employees receive one additional floating holiday in lieu of the Spring Holiday (Friday before Easter) awarded to other Village employees. To receive the extra day, the employee must be currently employed by the Library at the time of the Spring Holiday.

**6.B.4. Additional Earned Time Off** – General classification employees who work for six (6) months without taking a leave of absence, using sick leave or being tardy or suspended shall be awarded one (1) floating holiday to be used in the subsequent six (6) months or time frame as provided in employee contracts, police collective bargaining agreement and Human Resources Manual. The six (6) month periods for law enforcement personnel and general classification are: January 1 through June 30 and July 1 through December 31. Employees who qualify for this benefit should have their department head request this additional awarded time within 30 days following the end of the qualifying 6-month period.

### **C. Annual Vacation Leave**

**VACATION** – (Regular Full-Time and Regular Part-Time, working twenty (20) hours or more per week)

Paid vacation is granted based upon length of service as provided in the Village of Shorewood Human Resources Manual and is subject to the following rules:

- Ordinarily vacation leave must be taken during the calendar year in which it is earned and may be taken in advance of the employee's anniversary date of appointment if necessary to meet the service needs of the Village. Vacation time will not be permitted to accrue to an amount beyond that granted annually, except under unusual work load circumstances when it has become impractical for the employee to take his/her vacation time while meeting the service needs of the department. Employees will be allowed to carry over up to 40 hours of vacation to the following year. The vacation carry over time must be used the following year within a certain time period determined by the department head. Any vacation carry over requests should be approved by the department head and submitted to the Village Manager within 10 days of the end of the calendar year.

- Vacations shall be taken with the approval of the Department Head so that at all times each department can function efficiently and fully during the calendar year. Vacation requests should be submitted in writing in advance, as required by departmental policy.
- Employees should not be eligible for vacation during their first calendar year of employment unless agreed upon prior to employment in the employee's offer letter.
- Payroll will add each employee's accrued amount of vacation through their next anniversary date at the beginning of each calendar year.
- If an employee has provided sufficient advanced notice of his or her resignation as set forth in Section 4.F., regular full-time and regular part-time employees whose Village employment ends shall be compensated for unused vacation time based on the accrued time earned up to the last date of Village employment. This should be computed by adding the amount of time an employee worked past their annual anniversary date in their last year of employment. The amount of vacation paid out will be pro-rated to match this period of time.
- For regular full-time and regular part-time employees whose Village employment ends and use more vacation time than they accrued for their last year of employment, the Village will deduct this non-accrued time from the employee's last pay check.
- When a holiday falls during an employee's vacation, it shall not count against the vacation entitlement.
- In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of his/her absence, earned vacation time must be used for this purpose.
- An employee who moves from one position to another in the Village service shall be credited with his/her accumulated vacation leave in his/her new position.
- No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal work week.
- Vacation credits shall not be earned by an employee during his/her leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensatory status.
- Paid vacations shall be granted to General Class employees, hired before January 1, 1997, as shown below, per contract, or ordinance,
  - 2 weeks during the year after having completed 1 year of service
  - 3 weeks during the year after having completed 7 years of service
  - 4 weeks during the year after having completed 15 years of service
  - 4 weeks and 1 day during the year after having completed 18 years of service
  - 4 weeks and 2 days during the year after having completed 19 years of service
  - 4 weeks and 3 days during the year after having completed 20 years of service
  - 4 weeks and 4 days during the year after having completed 21 years of service
  - 5 weeks during the year after having completed 22 years of service
- Paid vacations shall be granted to General Class employees hired after January 1, 1997 as follows:
  - 2 weeks during the year after having completed 1 year of service
  - 3 weeks during the year after having completed 7 years of service
  - 4 weeks during the year after having completed 17 years of service
  - 5 weeks during the year after having completed 25 years of service
- Paid vacations shall be granted to Library Employees as shown below:
  - 2 weeks during the year after having completed 1 year of service
  - 3 weeks during the year after having completed 5 years of service
  - 4 weeks during the year after having completed 14 years of service
  - 4 weeks and 1 day during the year after having completed 18 years of service

- [4 weeks and 2 days during the year after having completed 19 years of service](#)
  - [4 weeks and 3 days during the year after having completed 20 years of service](#)
  - [4 weeks and 4 days during the year after having completed 21 years of service](#)
  - [5 weeks during the year after having completed 22 years of service](#)
- Vacation pay for regular part-time employees who work an average of twenty (20) hours per week or more shall be granted by prorating the amount of time worked compared to the vacation received by full-time employees of the same classification.
  - Unused vacation pay of deceased employees shall be payable to the surviving spouse, next of kin, or estate.
  - In addition to the conditions which are stated in this section of the Human Resource Manual, vacation entitlement and procedures shall be subject to the policies which are stated for the respective department in which the employee is working.

#### **VACATION – (Lieutenants and Sergeants)**

- Paid vacations shall be granted to lieutenants and sergeants as follows:
  - 10 days of vacation during the year after 1 year of continuous service
  - 15 days of vacation during the year after 6 years of continuous service
  - 20 days of vacation during the year after 14 years of continuous service
  - 25 days of vacation during the year after 20 years of continuous service
  - 26 days of vacation during the year after 21 years of continuous service
  - 27 days of vacation during the year after 22 years of continuous service
- Vacation allowances shall not be accumulated from year to year.
- Unused vacation pay of deceased employees shall be payable to the surviving spouse, next of kin, or his/her estate.
- Any period of layoff or unpaid leave of absence, except family and medical or military leave if required by law, where such layoff or leave exceeds 60 days, shall not be considered in determining continuous service.
- Vacation selection shall be in accordance with the procedure set forth in the Vacation Selection Schedule, as agreed between the police supervisors and Village of Shorewood.
- Only one supervisor per shift shall take vacation at one time.
- No vacation may be taken the last two (2) weeks of the year.

#### **D. Fringe Benefits**

If you are a regular, full time employee, you are entitled to fringe benefits as outlined in Sections E through L. If you are a regular, part time employee who works on average 20 or more hours per week, you are entitled to pro-rated fringe benefits as outlined in Sections E through L. For pro-rated benefits, the employer will contribute the pro-rated portion of Village costs associated with regular full-time employees. These benefits are in addition to your salary and should be considered as such.

#### **E. Health Insurance**

##### **6.E.1. Health Insurance – Management Staff and General Classification Staff**

1. The Village shall offer a group health insurance program to all regular full-time employees. Part-time employees, who work on a regular basis at least twenty (20) hours per week, including Police Department employees who work

a 2-4 schedule, may be included under the Village's health insurance program subject to the provisions of paragraph 4 hereof.

2. Employees will be eligible to receive this benefit effective first of the month following the month of employment.
3. Regular full-time employees shall contribute fifteen percent (15%) of the health insurance premium through payroll deduction, except as required by law. However, those regular full-time employees who successfully complete the Wellness Scorecard are eligible to contribute only ten percent (10%) of their health insurance premium for the upcoming year.
4. Regular part-time employees who work more than 20 hours per week shall contribute a pro-rated amount. The pro-rated amount is computed by taking the contribution dollar amount the Village contributes for a full-time employee, multiplying it by the number of hours per week the regular part-time employee works and dividing it by 40 hours per week. Those regular part-time employees who successfully completed the Wellness Scorecard can pro-rate their contribution amounts based on the Wellness incentive identified in section 6.E.1.3.
5. The Village shall have the right to select, from time to time, the insurance carriers or health plans to be included in the Village's group health insurance program. The Village shall notify all employees of any such change within a reasonable period of time thereafter.
6. All employees shall be required to provide the Village with a verification of present coverage under any health insurance policy other than that provided by the Village.
7. An opt-out payment of two hundred and fifty dollars (\$250) per month will be given to regular full-time employees who decline the Village health insurance coverage. Employees who elect this option must notify the Village by November 1 of the year preceding the change or by the end of the open enrollment cycle and must retain this "opt-out" option unless the employee becomes subject to a qualifying event as defined by the plan document or applicable federal statutory or regulatory directive. This benefit shall not be available to employees who are hired on or after December 31, 2012.

#### 6.E.2. Health Insurance Retirement Benefit

1. Qualified retirement means the retirement meets the criteria to be considered a retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.
2. Upon qualified retirement, employees with twenty (20) years of service to the Village who are not Medicare eligible and will agree to:
  - Select a group health insurance plan offered by the Village; and
  - Apply all unused accumulated sick leave credits after the sick leave hours are converted as described in Section 6.L towards the retiree's portion of the cost of health insurance premiums.
3. The employee may remain as a participant under the Village's group health insurance program until they become eligible for Medicare. If the retiree obtains other employment in which health insurance is offered by the employer, said retiree shall no longer be eligible to be a member of and insured under the Village's group health insurance program. The Village will pay a portion of the retiree's health insurance premiums. In all cases the Village's portion is capped at the dollar amount paid by the Village as of the employee's date of retirement. The portion of the retiree's health insurance premium that the Village will pay is as follows:

- Employees hired on or after November 1, 2012 shall receive no portion of the health insurance premium as of the employee's date of retirement.
  - Employees hired before November 1, 2012 and on or after January 1, 2002, retiring with at least twenty-five (25) years of service to the Village-the Village will pay 50% of the single health insurance premium or 25% of the family health insurance premium as of the employee's date of retirement.
  - Employees hired before January 1, 2002, retiring with at least twenty (20) years of service to the Village-the Village will pay the full single health insurance premium or 50% of the family premium as of the employee's date of retirement.
4. Any employee, who upon a qualified retirement from the Village, who is not eligible for the benefits described in paragraph three (3) hereof, may continue to be a member and insured under the Village's group health insurance program if said retiree pays 100% of the health insurance premiums; provided however, that if said retiree is eligible for Medicare, he/she shall no longer be eligible to be a member of and insure under the Village's group health insurance program.
5. Employees who are full-time as defined in the manual will receive one full year of service for each year worked as a full-time employee. Partial years will be prorated based on the length worked for that given year. Years of service for part-time employees will be awarded for this benefit by prorating their hours per year (number of hours divided by 2080 to acquire years of service). Part-time employees will only be credited prorated years of service for the days worked while providing WRS contributions. The Village shall have the right to select, from time to time, the insurance carriers or health plans to be included in the Village's group health insurance program.
6. All employees shall be required to provide the Village with a certification of present coverage under any health insurance policy other than provided by the Village.
7. In the event the employee has a spouse that is also a Village employee, that employee and spouse shall be entitled to only one family health plan between them from the Village.

#### **F. Dental Insurance**

The Village shall contribute up to seventy dollars (\$70) per month toward the cost of dental insurance for eligible employees. Employees who work part-time will receive a pro-rated amount contributed to their cost of dental insurance or opt-out payment. The remainder of the premium shall be paid by the employee through payroll deduction.

Employees will be eligible to receive this benefit beginning on the first day of the month following 30 days of employment.

#### **G. Vision and Long-Term Disability Insurance**

It is agreed and understood that all premiums under Vision and Long-Term Disability Insurance shall be paid by the employee and not the Village if the employee selects to enroll in this benefit. The Village shall deduct said premium costs from the employees through payroll deduction. Vision insurance is currently offered to only non-union personnel. Neither of these insurances is available for current employees working under 20 hours per week or retirees.

#### **H. Flexible Benefits Program**

The Village shall offer a Flexible Benefits Program to all regular full-time and regular part-time employees. The amount to be contributed by each employee for specific benefits under that program shall be selected by the employee prior to the beginning of each calendar year during the open enrollment period.

If a Department Head or general classification employee decides not to participate in the Village's Dental Plan, the Village will contribute toward the Village's Flexible Benefits Plan in the name of that employee an amount equal to the amount the Village would have contributed to the employee's account under the Village's Dental Plan.

#### **I. Employee Assistance Program**

The Village currently provides an employee assistance program. The program may be discontinued at any time. Please see the Appendices section of this manual for more information.

#### **J. Life Insurance**

The Village shall furnish life insurance under the group plan established by the State of Wisconsin for municipal employees providing life insurance in an amount determined by a state formula based on the annual earnings of each employee. (Full details of the policy shall be furnished to the employee upon request.) The life insurance protection provided for in this paragraph shall become effective for new employees at the conclusion of their probationary period **if the employee made application within 30 days of employment** or as provided by law. The Village shall pay the cost of annual premiums for each employee for the basic plan only.

#### **K. Consolidated Omnibus Budget Reconciliation Act (COBRA)**

The Village is committed to complying fully with the Consolidated Omnibus Budget Reconciliation Act (COBRA). The purpose of COBRA is to provide employees, spouses and dependents with a means to continue health/dental coverage after they lose coverage due to qualifying events. COBRA is not required for employees who terminate to take employment elsewhere, as long as there is coverage under another group health plan that does not contain a preexisting condition limitation that applies to the beneficiary.

#### **L. Retirement Plan/Pension**

All eligible employees shall pay the full employee share of the pension contribution which has been determined by the Wisconsin Retirement System.

Protective services employees shall be governed by any applicable provisions of an existing collective bargaining agreement. New hires (on or after July 1, 2011) shall contribute the full employee share as determined by the Wisconsin Retirement System.

Supervisory/Non-bargaining unit protective services employees shall contribute to their respective pension as designated by the annual ordinance adopted by the Village Board and/or 2011 Wisconsin 2011 Act 32.

The Village has adopted two voluntary deferred compensation plans, with options for investments. Information on these plans is obtainable in the Village Manager's office.

#### **Accumulated Unused Sick Leave Retirement Benefit**

Employees shall be allowed to accumulate unused sick time, as specified under 7.C. Sick Leave section. Upon qualified retirement, or upon the death of any employee, a portion of the accumulated sick leave may be paid to the employee as a termination benefit. Qualified retirement means the retirement meets the criteria to be considered a retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.

The termination pay benefit may be received in cash at the time of retirement, or, in lieu of a cash payment, an employee may choose to continue the employee's membership under the Village's employee group health insurance program and may direct that the post-tax retirement benefit be held by the Village for the purpose of paying the

employee's share of health insurance premiums as they become due, until the employee's termination pay benefit is exhausted or the person becomes eligible for Medicare.

The portion of the qualified employee's accumulated unused sick leave will be converted as follows:

- Employees hired on or after November 1, 2012, the employee shall not be eligible for the accumulated unused sick leave retirement benefit. Such employees will not be paid out any unused accumulated sick leave when their employment ends with the Village.
- Employees hired on or after January 1, 2003 and before November 1, 2012 may accumulate up to one hundred and twenty (120) days of unused sick time towards this benefit. One half of this accumulated time, up to a maximum of sixty (60) days, will be paid out and/or converted under this benefit, if qualified.
- Employees hired before January 1, 2003 may accumulate up to one hundred and eighty (180) days of unused sick time towards this benefit. One half of this accumulated time, up to a maximum of ninety (90) days, will be paid out and/or converted under this benefit, if qualified.

Total unused sick leave as reflected in the Village personnel records will be used to determine terminal pay benefits due upon retirement. The value of this benefit is taxable upon retirement.

In the case of the death of said employee, any amount of said retirement benefit which has not been used will be paid to the surviving spouse, for the duration of the benefit.

Village retirees may use their converted sick leave credits towards dental insurance benefits. If retiree selects to continue dental insurance benefits, the retiree contributes to the entire premium for dental insurance with no Village contribution. If the retiree has converted sick leave credits still available when they reach Medicare age, they can still use their credits towards dental insurance benefits. Once a retiree chooses not to extend or enroll in dental insurance, they will lose the benefit of dental insurance coverage post-retirement. Retirees that choose family dental coverage can lower their coverage to a single plan, but those on single coverage are not able to change their coverage to a family plan.

## **7. Leaves of Absence**

### **A. Family and Medical Leave Act**

The Village will comply with the Federal and Wisconsin Family and Medical Leave Acts (FMLA). A copy of the FMLA Rights and Responsibilities is included in the Appendices section of this manual. For more information on FMLA and/or a copy of applicable forms, please speak with your Department Head and/or the Assistant Village Manager.

### **B. Military Leave**

It is the Village's policy that employees will be granted all military leave rights available under applicable law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Family and Medical Leave Act (FMLA).

At the time this Manual was drafted, USERRA rights included the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits, as long as the following prerequisites are met:

- If the individual was discharged, the discharge was honorable.
- The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.

- The leave did not exceed the maximum total absence of five years.
- The individual has timely applied for reemployment. What is timely depends on the length of the service, as follows:
  - Service less than 31 days: The individual must notify the Village of his or her return at the start of the next regularly scheduled work period, after having been home eight (8) hours.
  - Service 31 to 180 days: The individual must submit an application for reemployment not later than fourteen (14) days after completion of the uniformed service.
  - Service more than 180 days: The individual must submit an application for reemployment not later than ninety (90) days after completion of the uniformed service.

If you receive notice that you will be taking military leave, please contact your Department Head as soon as possible to discuss that leave.

Regular full-time employees may be granted a leave of absence up to fifteen (15) days (unless contract dictates otherwise) with pay annually to take training as members of the reserve corps of the United States Armed Forces, including the National Guard, upon submission of evidence of receipt of official orders, recommendation of Department Head and approval of the Village Manager; provided that employees who accept their pay from the Village during said training period shall immediately assign to the Village all payment received for such military duty or service rendered, exclusive of travel pay. In no event, shall the employee be entitled to both.

### **C. Sick Leave**

Sick leave with pay shall be granted to all eligible employees. The rate and the terms are provided in Village ordinances, Police collective bargaining agreement, Human Resources Manual, and departmental rules. Sick leave is also subject to the following rules.

1. Regular full-time Employees shall earn sick leave at the rate of .75 day per month, nine (9) days annually, of employment with the Village. Regular part-time employees shall earn a prorated amount. Employees shall be allowed to accumulate unused sick time for future use with no cap. The maximum sick leave eligible to be accumulated towards retirement health insurance benefit are discussed within that section of this Manual.
2. Sick leave for regular part-time employees who work an average of twenty (20) hours per week or more (or Police Department employees who work a 2-4 schedule) shall be granted by prorating the amount of time worked compared to the sick leave received by full-time employees of the same classification.
3. Sick leave shall not be considered as a privilege which an employee may use at his/her discretion, but shall be allowed only for sickness or disability of the employee or because of illness in the employee's immediate family residing in employee's household which necessitates his/her absence from employment. "Immediate family" includes mother, domestic partner as determined by State FMLA, father, stepmother, stepfather, grandparents, spouse, child, stepchild, brother, and sister. Sick leave may be used for medical appointments.
4. Sick leave shall normally be taken only after it has accrued. Sick leave may be paid against future entitlement with approval of the Department Head.
5. To receive compensation while on sick leave, the employee shall notify his/her immediate supervisor prior to the time set for beginning his/her daily duties. An employee who has called in sick is required to notify his/her supervisor daily as to whether he/she is returning to work. This notification is not required for major illnesses when it is known when an employee is expected to return to duty.

6. Medical proof of illness may be required by the Village as requested by the Department Head or Village Manager.
7. Employees shall make every reasonable effort to schedule medical appointments at the beginning or end of the working day. Unless such appointment makes it impossible to do so, employees shall work at least one-half day on such occasions.
8. The Department Head or the Village Manager may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action up to and including dismissal.
9. No credit for sick leave shall be granted for time worked by an employee in excess of his/her normal work week.

#### **D. Funeral Leave**

Employees are granted funeral leave as provided in the Police collective bargaining agreement, Village ordinances and departmental rules. Generally, the following will apply:

1. When there is a death in the immediate family of the employee, he/she may utilize funeral leave with pay for a period of up to three days, not deducted from sick leave, as may be necessary to handle burial arrangements and the attendance at the funeral, all subject to the approval of the Department Head. "Immediate family" includes mother, father, stepmother, stepfather, grandparents, spouse, child, stepchild, brother, sister, domestic partner as defined by State FMLA and other relatives at the discretion of Village Manager.
2. For deaths of persons who are not "immediate family", as defined in Section 1, who are blood relatives or who were residents in the household of the employee at the time of death, one (1) day with pay may be granted when approved by the Department Head or Village Manager.

#### **Sworn Law Enforcement Officers Only**

In case of a police emergency which requires the presence of the requesting employee and for which no other employee is available, funeral leave may be denied.

#### **E. Jury Duty**

Leave of absence for jury duty or for mandated court obligations or appearances before a public body in connection with Village business will be granted with pay to eligible employees. In the case of jury duty, employees will receive their regular straight-time wage for scheduled straight-time hours during the period of absence, provided that the compensation received for jury duty, less parking expense and mileage, is returned to the Village. The term "compensation" includes the jury fees, but excludes the mileage and parking expenses. When an employee is not assigned to a case, or is released from jury duty before the normal quitting time, the employee shall return to work unless excused by his or her supervisor.

#### **F. Witness Duty – Sworn Law Enforcement Officers Only**

Please see current Police Union Contract for specific rules/regulations.

#### **G. Leaves of Absence Without Pay (Other than FMLA Leave)**

The Village Manager may, upon recommendation of the Department Head, grant a regular employee leave of absence without pay for not more than thirty (30) working days. Longer leaves of absence without pay shall be granted only by the Village Board. Requests for leave of absence must be in writing. Approval of such leaves also

must be in writing and signed by the Village Manager. Upon expiration of regularly approved leave without pay, the employee will generally be reinstated in the position held at the time leave was granted if the position still exists and if the employee is still qualified for the position, otherwise to a similar position, if available. Failure on the part of the employee on leave to report promptly at the expiration of the leave will be considered a voluntary termination. Leave without pay shall be granted only when it will not result in undue prejudice to the interests of the Village as an employer.

During a leave of absence without pay, no benefit shall be earned including, but not limited to vacation, holidays, sick leave, and period of employment. Employee is also required to pay for health insurance if coverage is to be maintained by the Village during leave of absence.

Leaves of absence without pay may not generally be used to extend leave granted under the State or Federal FMLA.

#### **H. Worker's Compensation**

Each employee is covered by worker's compensation insurance in the event of a work related injury or illness, which requires a doctor's attention. This insurance is fully paid by the Village. Any accident, however, minor, must be reported to your supervisor immediately, so the proper forms can be completed and filed with the necessary parties. See your supervisor or the Assistant Village Manager for the accident report forms.

Should an employee lose work time or incur medical expenses because of a work-related accident, the employee may be eligible for compensation in accordance with the terms of this insurance program and the laws of the State of Wisconsin. Payments received for worker's compensation is to be processed to the employee the next payroll following receipt. An independent medical examination (IME) may be required by the Village or by the Worker's Compensation insurance carrier.

Law enforcement officers under the Police union shall adhere to the language identified in the union contract in relation to worker's compensation.

#### **I. Light or Limited Capacity Duty**

It is the policy of the Village to encourage employees to return to work as soon as practicable after experiencing an injury or illness. An employee who suffers a work related or non-work injury or illness, and has been certified in writing by a physician to return to work in a light or limited capacity with expectations of returning to work at full capacity immediately following light duty assignment, may be assigned to work in a light or limited duty capacity at the discretion of the Village Manager if such work is available. The assignment to light or limited duty shall be for a limited period of time. The assignment and duration of light duty shall be at the sole discretion of the Village Manager. An employee shall not return to work at regular duties at full capacity until written certification by physician is received by Village. In the event there is more than one person who wishes to work on a light duty status, if light duty is available, preference will be given to the employee who has suffered a work related injury or illness to the extent consistent with applicable law.

### **8. EMPLOYEE CONDUCT AND CUSTOMER SERVICE**

All Village employees are expected to represent the Village to the public in a courteous manner, which is professional, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and their Department Head. Since the proper working relationship between employees and the Village depends on each employee's on-going job performance, professional conduct and behavior, the Village and Library Board have established certain minimum standards of

professional conduct for its employees. (Library employees must adhere to the Library's Customer Service Guidelines.)

Among the Village's expectations are:

- Basic tact and courtesy towards the public and fellow employees;
- Adherence to Village policies, procedures, safety rules and safe work practices; compliance with directions from supervisors;
- Preserving and protecting the Village's equipment, grounds, facilities, and resources; providing orderly and cost efficient services to its citizens.

To function as efficiently as possible, employees may be asked to perform duties outside of regular assignments.

#### **A. Customer Service Policy**

Employees should provide persons requiring assistance with exceptional customer service. Please refer to the Customer Service Manual for employee customer service standards.

#### **B. Confidentiality**

In the daily operations of the Village, you may have to use or have access to confidential information. It is the responsibility of everyone, from an ethical and legal standpoint, to safeguard and use confidential information properly. Whether it is reproducing copies or communicating in other ways, common sense should prevail in protecting the interests of the Village, its residents, and its personnel from unauthorized intrusion and access into confidential matters.

[In addition, all Library employees must follow the "Privacy of Library Records and Library Use" policy included in the Library Procedure Manual. Violation of this policy may result in disciplinary actions up to and including dismissal.](#)

#### **C. Bulletin Boards**

Information of special interest to all employees is posted regularly on the Village bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Department Head responsible for the area where the bulletin board is located. Bulletin board space is available for the posting of union notices, but such notices shall not be scurrilous, scandalous, or in any way detrimental to the labor-management relationship.

#### **D. Village Communication Policy**

Communication is key to successfully performing the Village's business. It is important that you understand the Village's Communication Policy. The Village Manager is the contact for press questions and staff should avoid talking with the press unless designated by the Village Manager. The Communication Policy is found in the Appendices section of this Manual. Police Department personnel should follow Police Department Policy and Procedures.

#### **E. Purchasing**

All purchases must be approved per departmental policies. All provisions are subject to Federal and State regulations.

#### **F. Village Property for Personal Use**

Employees will use Village property and equipment only for work purposes as directed, unless authorized by the Village Manager. Employees will not misuse, destroy, or otherwise use in an improper manner, Village property or the property of any employee. Unauthorized use, duplication, or possession of Village keys is prohibited.

#### **G. Solicitation**

Employees may not distribute or post handbills, pamphlets, or other written material in any work area without authorization from Department Heads.

#### **H. Security Policy**

Security policies are enforced and are included in the Security Policy in the Appendices section of this Manual.

#### **I. Tools and Equipment**

All employees who check tools and equipment out of the stockroom and tool locker will return the same to the stockroom upon completion of the task or at the end of each day. Tools assigned to trucks and equipment will remain with the vehicle when it is parked in its respective department area.

A tool allowance of nine hundred dollars (\$900) per year shall be given each mechanic, payable in twelve monthly installments at the end of each month, for the purpose of replacing stolen, worn or broken tools and for upkeep and maintenance of each mechanic's tool inventory. Any specialty tools needed for work on Village equipment will be purchased by and remain the property of the Village. Specialty tools are tools not normally found in a mechanic's tool box, to be determined by the Director of Public Works.

A current inventory of each mechanic's tools shall be provided by the mechanic to the Village on February 1st annually. The Village and the employee shall have copies that are updated when necessary, but no less often than once annually. The Village shall be responsible for replacement of tools and/or tool boxes of equal value and quality for each occurrence of theft or destruction in excess of \$250.00.

#### **J. Violation of Village Rules**

To provide for a positive and an effective and productive workplace for all employees, certain rules are established for the conduct of employees. Employees need to be aware that violations of the rules of conduct can affect your future as an employee of the Village.

In order to facilitate consistent and fair discipline, the Village has adopted a four tier disciplinary guideline, which classifies possible offenses based on their severity. Level A and Level B offenses are those offenses for which an employee will generally receive a suspension, termination, demotion, or loss of pay for a first offense. Level C and Level D offenses are those offenses for which an employee will generally receive a written reprimand or verbal warning. However, the four tier structure is only a guideline and the Village reserves the right to take any disciplinary action it deems appropriate under the circumstances for any offense.

**Level A:** Level A offenses are offenses for which the first offense may result in discharge. Those offenses include, but are not limited to:

- Direction of violence at other Village employees, or members of the public. This includes: threatening, intimidating, interfering with, or abusing (physically or verbally) or attempting to do bodily harm to Village employees or members of the public or recklessly damaging any Village vehicle or equipment;
- Possession of firearms or other weapons at the workplace, in Village owned vehicles, or during the course of performing job duties (Police Department employees authorized to have firearm/weapon are exempt);
- Use, possession, or removal of Village property or equipment without authorization;
- Violation of the Village's alcohol and drug rule;
- [Violation of the Privacy of Library Records and Library Use policy;](#)

#### **Violation of Village's security policy;**

- Violation of the Village's anti-harassment policies;
- Conviction of a crime, which is job related;

- Lying, cheating, stealing, giving false or incomplete information required by an authorized person, or otherwise misrepresenting one's authority in the performance of assigned tasks; Falsification of any records is a serious offense.
- Insubordination. Employees could face corrective or disciplinary action if they refuse to follow directives given by their direct supervisor or other higher authority as long as the directive is legal and in line with the ethics of public service;

**Violation of personnel policy; or**

- Two Level B offenses within a year, or two or more Level B offenses for the same, or substantially related conduct.

**Level B:** Level B offenses are offenses for which the first offense may result in suspension from duty, demotion, and reduction of pay. Those offenses include, but are not limited to:

- Failure to perform the duties of the position. The duties required should be shared with the employee and be consistent with the positions job description.
- Making malicious, misleading, or false statements about Village policies and projects. An employee should not share internal information (information gathered at the workplace that is not public knowledge) for personal gain nor shall they use internal information to mislead or provide malicious statements to the public. The failure to respect the confidentiality of records is also an offense.
- Sleeping on duty.
- Violation of any safety, health, or sanitation rules and regulations.
- Two Level C offenses within a year, or two or more Level C offenses for the same, or substantially related conduct.

**Level C:** Level C offenses are offenses for which the first offense may result in issuing a written warning. Those offenses include, but are not limited to:

- Unauthorized absence from duty. Any absence from work or from the assigned work location should be approved by a Supervisor or the Village Manager. Individuals who are sick or face emergency situations should contact their Supervisor or the Village Manager as soon as possible about their absence. Failure to do so may result in corrective or disciplinary action.
- Abuse of sick leave. Sick leave is intended to allow sick employees time to get healthy and protect the health of other employees. It is not intended to be a vacation day or as a personal holiday. Other uses are allowed as approved by the Department Head or Village Manager. Employees should respect the intent of sick leave days.
- Insubordination. This is for lower levels of insubordination, i.e. complaining about having to perform a task, skipping small parts of a task, etc. The Village Manager will determine the level of insubordination.
- Habitual Tardiness. This means tardiness that is occurring more than just a few times a year. Tardiness on a weekly or daily basis is not acceptable. Being tardy, loitering, or engaging in any unauthorized Village or personal endeavors.
- Habitual failure to maintain a satisfactory working relationship with other employees or the public. Employees should focus on creating a professional workplace with fellow employees and the public. Employees who resist attempts to work on a corrective plan or to build professional working relationships are subject to corrective or disciplinary action. Habitual failure is when an employee's actions with the public or other employees over several months have limited the effectiveness of the organization and/or the position.
- Gambling on Village premises.
- Picking up or conveying any rider, other than employees of the Village authorized to ride in Village owned equipment.

- Two Level D offenses within a year, or two or more Level D offenses for the same, or substantially related conduct.

**Level D:** Level D offenses are offenses for which the first offense may result in issuing a verbal warning. Those offenses include, but are not limited to:

- Being tardy to work.
- Reading any personal reading material, not job connected, in a municipal vehicle, or reading such material during working hours, unless on an authorized break.
- Failure to maintain a satisfactory working relationship with other employees, the Village Board or the public.
- Acts or conduct detrimental to Village service delivery. This includes not maintaining a standard of personal appearance that is fitting to the community and to the public.
- Excessive personal use of business telephone.
- Excessive personal use of internet during working hours.
- Excessive socializing with co-workers or the public during work hours.
- Excessive work breaks during shift.
- Playing computer games during working hours unless on an authorized break or lunch hour.

## **K. Grievance Procedures**

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Employees with contractual grievance procedures shall follow the contractual procedure.

The Library Board is the governing body that presides over all grievance procedures related to library employees or library workplace safety issues. Therefore, substitute Library Director for Village Manager and Library Board for Village Board in Section 8.K.

### **1. Timelines**

- A. Informal Grievance Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. Grievances related to termination may proceed straight to the written grievance step.
- B. Formal Grievance Submission: The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. "Working day" is defined as any day that the Village Manager's Office is open. The grievance must be in writing.
- C. Village Manager's Response: The Village Manager (or designee) will meet with the Grievant within fifteen (15) working days of receipt of the written grievance. The Village Manager or designee will provide a written response within five (5) working days of the meeting.
- D. Impartial Hearing: The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Village Manager within ten (10) working days of the grievant's receipt of Village Manager's response. The Village Manager or designee will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date.
- E. Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) working days after the hearing date.
- F. Village Board Review: Either party may file a request for the Village Board review within ten (10) working days of the Grievant's receipt of the Impartial Hearing Officer response. The date of receipt by the Village President is the date of the filing. The Village Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the filing of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.
- G. All timelines may be extended by mutual agreement.

## **2.General Requirements**

- A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
1. Termination is defined as a discharge from employment for rule violation(s), poor performance or other acts of misconduct. The term "employee termination," as used in this section, shall not include the following:
    - a. Layoffs or failure to be recalled from layoff at the expiration of the recall period;
    - b. Workforce reduction activities;
    - c. Voluntary termination including, without limitation, quitting or resignation;
    - d. Job abandonment; "no - call, no show", death, or other failure to report to work;
    - e. End of employment due to disability or medical condition;
    - f. Retirement;
    - g. Lack of qualification or license, or other inability to perform job duties;
    - h. Action taken pursuant to an ordinance created under Section 19.59 (1m) Wis. Stats.; or
    - i. Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
  2. The term "employee discipline," shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in employee's other benefits, or disciplinary demotion. The term "employee discipline," as used in this section, shall not include the following:
    - a. Plans of correction or performance improvement;
    - b. Performance evaluations or reviews;
    - c. Documentation of employee acts and/or omissions in an employment file;
    - d. Oral or written reprimands;
    - e. Administrative suspension with pay;
    - f. Transfer or change in job reassignment;
    - g. Layoffs or workforce reduction activities;
    - h. Change in assignment or assignment locations;
    - i. Action taken pursuant to an ordinance created under WI Statutes Sec 19.59 (1 m);
    - j. Non-disciplinary wage, benefit or salary adjustments; or,
    - k. Other employment actions.
  3. The term "workplace safety" as used in this section means any alleged violation of any standard established under State law or rule or Federal law or regulation relating to workplace safety.
- B. The written grievance must contain:
1. A statement of the pertinent facts surrounding the nature of grievance;
  2. The date(s) the incident(s) occurred;
  3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
  4. The specific requested remedy; and;
  5. Must identify the workplace safety rule alleged to have been violated, if applicable.
- C. The Village Manager's written response to the grievance must contain:
1. A statement of the date the meeting between the Village Manager or designee and grievant was held;
  2. A decision as to whether the grievance is sustained or denied;
  3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial;

- D. Impartial Hearing Officer Selection: The Village shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village of Shorewood. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual.
- E. Impartial Hearing Officer Standard of Review: The IHO will determine procedural questions during the process except as provided by specific guidelines set forth by the Village of Shorewood regarding hearing procedures. Employees shall be entitled to be represented by an attorney or other representative, at the employee's own expense, during these proceedings. The standard of review for the IHO is whether the decision of the Village Manager was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village of Shorewood. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Village. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.
- F. The Impartial Hearing Officer's written recommendation to the grievance must contain:
1. A statement of the pertinent facts surrounding the nature of the grievance.
  2. A recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
  3. A statement outlining the timeline to appeal the recommendation.
  4. The IHO must sustain or deny the decision of the Village. Authority is not given to modify the decision as made by the Village. Authority is not given to grant in whole or in part the specific request of the grievant.
- G. Appeal to the Village Board: With or without an appeal by either party, the Village Board may decide, in each situation, whether it will review the record and make a decision, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the Village Board.
- H. The Village Board's written decision regarding the grievance must contain:
1. A decision as to whether the grievance is sustained, denied or modified.

### **3. Process**

- A. Grievances will be processed per the provided timelines.
1. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
  2. An employee may not file or advance a grievance outside of the designated timeframes.
  3. The Village Manager may advance an informal grievance submission to the next step at the written request of either the employee or the supervisor.
  4. Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The Village Board in its discretion may, however, consider an otherwise untimely grievance at the Village Board level of the grievance procedure.
- B. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
- C. Granting the requested or agreed upon remedy resolves the grievance.
- D. The decision of the Village Board is final and not subject to further review.

## **9. SAFETY**

### **A. Safety Equipment**

All Village employees will wear all safety equipment which has been provided to them by the Village, as the job requires. Employees should reference the Department Safety Manual and policies and procedures for detailed safety requirements.

### **B. Confined Entry Policy**

Federal and State confined entry policies will be followed at all times by all employees.

### **C. Obstructions**

All employees will ensure that aisles and exits are kept free of obstructions at all times.

### **D. Hazardous Materials**

Gas, fuel and flammable liquids will be kept in an approved container or cabinet. Gas cylinders will be secured to the wall, or if in a vehicle, secured in an upright position. All paints and aerosol cans will be stored in an approved cabinet or other storage container.

Personnel will become familiar with all chemicals used in Village operations. If there are any uncertainties about the proper use or application of chemicals, contact your supervisor or the manufacturer. An inventory sheet of hazardous chemicals and Material Safety Data Sheets (MSDS) will be established to ensure that required emergency information is available. Department Heads have information as to where the MSDS are kept.

Any spillage of hazardous materials will be immediately reported to the North Shore Fire Department so that it can be properly contained.

### **E. Vehicles**

Employees who use their vehicles in the daily operation of their duties must exercise extreme caution. Any accidents must be reported, as soon as possible, to your immediate supervisor.

### **F. Enforcement**

Work rules are defined as and limited to rules promulgated by the Village of Shorewood, within its discretion, which regulate the personal conduct of employees. Work rules are intended to assist employees in the orderly and effective performance of their work. Failure to comply with these safety rules will result in sufficient grounds for disciplinary action up to and including termination.

## **10. EMERGENCY STANDBY**

DPW Employees in the position of Utility Foreman, Services Foreman, and Fleet and Facilities Foreman shall be assigned to one (1) week of emergency standby duty each month, during which time the employee shall carry a pager, to which the employee is obligated to respond if called. During this week, the employee shall be paid two hundred dollars (\$200) for emergency standby, and shall be compensated if she/he is required to report for emergency duty.

1. Any other Foreman position created by the Village Management/Supervisory employees will also be assigned to this standby duty.
2. Employees who do not have a Village cell phone will be issued one by the Village.

3. If employee uses his/her own cell phone, he/she will be given a five dollar (\$5) per month stipend to offset monthly fees.
4. Cell phones are to be kept on, unless the employee cannot do so (i.e., movie, play, lecture, etc.)

## **11. END OF EMPLOYMENT**

### **A. Exit Interview Process**

The Village of Shorewood is committed to improving our employee relations and exit interview responses are used to help fulfill that commitment. Regular part-time and full-time employees leaving the Village's employment are asked to provide honest responses to wage, benefit, performance, management, teamwork, and communication questions. An exit interview is used to gain insight into the reasons for leaving employment with the Village, to help measure the effectiveness of Village personnel and managerial practices, to determine where personnel policies and practices may need review, and to determine if supervisory or managerial practices need modification or improvement. Responses are held in the strictest of confidence. Employees are also given the opportunity to meet with the Assistant Village Manager individually regarding their concerns.

Exiting employees may allow the release of their employment records to any individual/agency by completing an "Authorization for Release of Information" form. Without such an authorization on file with the Village, only information subject to the Wisconsin Open Records Law will be released.

### **B. Return of Village-owned Equipment**

Department Heads will collect all equipment/tools/keys/access tags from the exiting employee. When items are not returned, the employee will be expected to reimburse the Village for such expenses. Rules and Regulations Manuals given to the employee upon hire must be turned in or the employee will be charged for the cost of the binder. Village-issued photo ID card(s) must also be turned in upon leaving. This section will be pursuant to Wisconsin Stat. § 103.455.

Employees will also be required to repay the Village for any recent tuition reimbursement per Village policy, or specialized training program per any re-payment agreement. The Assistant Village Manager will consult with the Village Manager and work with the employee to create a re-payment plan that best fits the individual's and Village's needs.

### **C. Additional Benefits**

Please consult the Assistant Village Manager to discuss any additional benefits that you may have accrued.

### **D. Separation Pay**

Employees who are separated from the service shall be entitled to payment for their accumulated, but unused vacation leave at the time of their separation. Separation from service includes resignations, terminations or other severance of employment of the Village. This benefit shall not be provided by the Village for employees who are terminated by the Village for misconduct.

In order to be eligible for such payments, the employee must provide the Village with at least fourteen (14) calendar days' notice prior to the employee's last day of Village employment as provided in Section 4.F.

## **12. SALARY/CLASSIFICATION ISSUES**

### **A. Wage Scales: [Refer to Appendices "M" and "N"]**

1. Present salary ranges, where they exist, can be maintained or modified, at the sole discretion of the Village Manager and Village Board.
2. The Village reserves the right to hire, at its sole discretion, employees at any step in the existing salary range (s).
3. The Village reserves the right, at its sole discretion, to advance employees through the steps of any current or future salary range (s).
4. [The Library Board sets library employee wages per State Statute Chapter 43.58 \(4.\)](#)

**B. Work in a higher classification:**

Regular full-time employees performing work in a higher classification resulting from a vacancy created by resignation, termination, or other severance of employment by a higher-ranked individual, or from the incapacity of the incumbent in a higher-ranked position can, upon authorization by the Department Head/Village Manager, be paid the rate of the higher-ranked position. [The Library Board may ask a regular full time employee to perform the work of the Library Director due to a vacancy created by resignation, termination or other severance of employment, or due to the incumbent being incapacitated. The Board would work with the Village Manager to ensure the employee is paid the rate of the higher-ranked position.](#)

The employee shall be paid at the higher rate effective as of the sixth (6th) consecutive day during which he/she performs the work in the higher classification and ceases when the employee stops performing the work in the higher classification. The work must be assigned to the employee by the Department Head, in order for the employee to receive the rate of the higher-ranked position.

**C. Commercial Driver's License:**

An employee, who is currently required to drive a vehicle subject to the Commercial Driver's License (CDL), shall be required to have a CDL. The Village shall pay the cost of said CDL. In the event such an employee loses his/her CDL or regular operator's license, the Village reserves the right to terminate the employment of the employee in question.

**D. Snowplow Assignment:**

To be determined pursuant to applicable Public Works Policies Work Rules.

**E. Task rate for water utility:**

The Village will pay, at its sole discretion, a task rate for work which is performed in the Water Utility in a position for which a DNR license is required, if the employee has taken and passed the requisite tests to obtain the license. Employees to whom such assignment may be made shall be required to earn necessary DNR water distribution licenses within six (6) months of date of hire or, in the alternative, upon a schedule which is determined by the Department Head/Village Manager.

## **Appendices**

- A. Acknowledgement and Understanding Form
- B. Adverse Weather and. Electrical Outage Leave Policy
- C. Phone Policy
- D. Internet Policy
- E. Social Media Policy
- F. Written Communications Policy
- G. Conflict of Interest
- H. Employee Assistance Policy
- I. FMLA Rights and Responsibilities
- J. Grievance Policy
- K. Security Policy
- L. Time Sheet Policy
- M. Staff Sustainability Policy
- N. Reimbursement and Per Diem Expenses Policy
- O. Religious Observance
- P. No Smoking Policy
- Q. Salary Determination/Merit Pay
- R. Salary Ranges Assignments
- S. Wellness Program Policy
- T. Performance Evaluation Form
- U. Organizational Chart



**Appendix A  
Acknowledgement and Understanding**

*Current employees shall complete and submit a copy of this form to the Assistant Village Manager upon receipt of this updated manual. New employees shall complete and submit a copy of this form to the Assistant Village Manager within seven (7) days of employment.*

Please read the following statements and **initial each individual item and sign below** to indicate receipt, acknowledgment, and understanding of the Human Resource manual:

\_\_\_\_\_ I have received a copy or am able to access the Human Resource Manual on the Village shared (S:/) drive and Staff Intranet page.

\_\_\_\_\_ I have read the Human Resource Manual and understand the policies and procedures described in it.

\_\_\_\_\_ I understand that the rules, regulations and procedures set forth in the Human Resource Manual will govern my employment with the Village of Shorewood unless specifically covered under an employment contract or collective bargaining agreement. All provisions in this manual are subject to federal and state law.

\_\_\_\_\_ I acknowledge I have the right to terminate my employment with the Village at any time without notice. In turn, I acknowledge the Village has the right to terminate my employment in its sole discretion, subject to any applicable State or Federal statutes or constitutional requirements.

\_\_\_\_\_ I am aware the descriptions of benefits in this Human Resource Manual are not contractual in nature and do not guarantee any continuance of said benefits.

\_\_\_\_\_ I am aware during the course of my employment, confidential information may be made available to me. I understand this confidential information must not be given out or used outside of Village premises or with non-Village employees, except as required by law.

\_\_\_\_\_ I understand my signature below indicates I have read and understand the above statements and have received a copy of the Human Resource Manual.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**



## Appendix B Adverse Weather and Electrical Outage Leave Policy

1. Declaration of Emergency: Should the Village Manager or his/her designee declare an adverse weather emergency or electrical outage at the workplace, each employee scheduled to work that day will have the option of completing the work day or leaving work, if so authorized. The employee must be working and/or scheduled to work that day to qualify.
2. In the event that the employee elects to stay at work, he/she will be paid for the balance of the work day.
3. In the event that the employee elects to leave work or not report for work, the employee will have the following options for the time lost from the time at which the Department Head or his/her designee declares a weather emergency.
  - To have the time not worked subtracted from his/her accumulated vacation, floating holidays, compensatory time or accumulated sick leave
  - To take the time off without pay (for non-exempt employees only).
  - Sick time may be utilized for an emergency event that extends beyond one day with the permission of the employee's immediate supervisor.
4. Police Department personnel and DPW staff will be required to work during adverse weather emergencies. Other staff may be required by the Village Manager to work during the emergency response.
5. Employees may make up time missed (not to exceed 40 hours) later in the week if necessary.
6. All decisions regarding Library closure due to adverse weather or electrical outage are at the discretion of the Library Director in consultation with the Library Board President.



## Appendix C Phone Policy

### 1. CELLULAR PHONE USE POLICY

#### 1.A. Purpose and Scope

The Village of Shorewood wishes to provide the most consistent, convenient and cost-effective cellular telephone services possible for its employees. The principles of this policy are applicable to pagers, Blackberries, other personal electric devices, as well as cellular phones. The objectives of this policy are to:

- Provides guidelines to employees who may require a cellular telephone to conduct Village business;
- Apply standards to the cellular telephone equipment and service agreements used by Village employees;
- Provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- Ensure that the Village's acquisition of cellular telephone services is cost-effective;
- Provides an internal system for purchasing cellular telephone services, gaining access to repair services, and acquiring necessary training and support; and
- Establishes a system for monitoring future developments in cellular services and selecting those that meet the needs of the Village.

#### 1.B. Cellular Service Vendors

To facilitate accomplishment of the above objectives, the Village may at its discretion enter into contracts with cellular telephone service providers. During the period when one or more of these contracts is in force, the Village will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted.

#### 1.C. Eligibility and Approval

Cellular telephones and services may be provided to certain Village employees to conduct activities incident to their employment that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone. Requests for cell phones must be approved by the employee's Department Head and the Village Manager.

#### 1.D. Personal Calls

The Village provides cellular telephones to employees for the purpose of conducting Village regular and emergency business. Use of Village-owned cellular equipment to make or receive personal calls during business hours is discouraged, although it is understood that usage for personal reasons may be necessary in certain

situations. It is also understandable that a staff person may utilize the Village-issued cellular phone during weekends and evenings. To accommodate this use, without causing excessive cell phone reviews, the Village of Shorewood will determine a fixed amount to be paid by the Village of Shorewood. Any minute overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee. The base amount, to be Village-funded is based on current plans and can be obtained from the Assistant Village Manager. Because of periodic Village review of cell phone bills and plans, these amounts are subject to change.

### **1.E. Other Restrictions**

- An employee may not operate a personal business from a Village cell phone;
- Employees should not use hand held cell phones for business purposes while driving. Should an employee need to make a business call while driving, he/she should locate a lawfully designated area to park and make the call;
- Employees may use hands-free cell phones while driving, but only in emergency situations. Such calls should be kept short and should the circumstance warrant (e.g. heavy traffic, bad weather), the employee should locate a lawfully designated area to park and continue the call;
- Employees may request to purchase cellular phone accessories from Village funds as long as such accessories enhance the phones functionality and/or safety. Purely cosmetic or similar accessories are the responsibility of the employee. The Village will not pay for installation of permanent hands-free kits in employee's automobiles;
- Cellular telephones distributed to staff members are the property of the Village;
- Cellular telephones will be returned to the Village if the employee discontinues employment at the Village;
- The Village discourages use of a cellular phone when a desktop phone could be used;
- Phones should be carried and turned on at all times and recharged nightly;
- Cellular telephones should be silenced during staff meetings, except for emergency personnel.
- Sworn police staff may be required to use the squad's cell phone for police business. Employees will exercise extreme caution if cell phone use is required while operating the vehicle. Whenever practical, officers will lawfully park the vehicle while engaging in cell phone conversations.

### **1.F. Damage, Loss or Theft**

Handsets or other equipment that are damaged in the course of business should be brought to the employee's Department Head, who will contact the vendor for replacement or repair. Lost or stolen cellular equipment should be immediately reported to the employee's Department Head, who will notify Shorewood Police Department and the Village Manager or designee so that the service can be cancelled. The Village will replace lost or stolen cellular phones, however, all costs incurred for replacement or repair will be the responsibility of the employee's department.

### **1.G. Usage Monitoring**

Department Heads are responsible for educating subordinates about appropriate cellular telephone procedures and monitoring their usage.

## **1. H. Program Management**

The Village Manager or designee shall manage the relationship with cellular providers. The Village Manager or designee will place all orders for cellular telephones and services with the contracted vendor and take delivery of the equipment. The Village Manager or designee will contact the employee who ordered the equipment when it arrives and provide necessary orientation and training. The Village Manager or designee will monitor plans, overall usage and suggest changes in service agreements to provide the most convenient and economical plan.

### **1.I. Phone Issuance**

Phones may be issued to:

- All Department Heads;
- Foremen and staff who have on-call responsibility;
- Volunteers and staff with special duties, as approved by the Village Manager; and,
- Certain Police Department personnel.

## **2. STANDARD PHONE USE POLICY**

### **2.A. Purpose and Scope**

This policy is intended to insure proper use and courtesy for general telephone use.

### **2.B. Telephone Use and Courtesy**

Many of the people who rely upon us, rarely, if ever, see us face-to-face. To them, the Village is a voice over the telephone and therefore, courtesy and tact should be used. A friendly voice, clear speech and identifying yourself to the caller go a long way toward maintaining good relationships with those whom we serve. Callers, generally and justifiably, object to prolonged ringing, being placed “on-hold” for an unreasonable amount of time, or being provided wrong or incomplete information. Please use good judgment in addressing these concerns. Also, remember that the Village’s telephone system is a vital link of service to those who rely on us and, therefore, it must be ready and available for Village business at all times.

### **2.C Personal Calls and Business**

Shorewood business phones should be limited to business purposes only. It is understood that from time to time due to emergencies, personal business must be conducted during the daytime hours and staff members may utilize the phone system for personal use under these circumstances. The following guidelines apply for this use:

- Limit the length of personal calls to fewer than two minutes;
- Do not conduct a personal private enterprise business;
- Should a customer or other staff member ask for your assistance, put the personal call on hold;
- Should you need additional time to conduct a longer personal call, ask your Department Head or his/her designee to be excused and use a phone away from the general work area; and
- Attempt to make longer calls during scheduled breaks.

## **2.D. Answering Calls**

Please refer to the Customer Service Manual for standards on handling telephone calls.

## **2.E. Transferring Calls**

When necessary to screen calls, ask, “May I say who is calling?” before transferring the call. Transfer calls promptly, announcing to the caller that you are making the transfer.

## **2.F. Call Waiting/Hold Messages**

It may be necessary to place a caller on hold.

- Before placing caller on hold, ask if they would like to go into voicemail or be placed on hold;
- Wait for a response;
- While caller waits, use the hold button;
- Again ask if they would like to continue to hold or if they would like voicemail; and
- Always provide the opportunity for the caller to leave a message. Take an accurate message, which should include date and time of call, the name of the caller (first and last name), name of the company or association, a complete telephone number (area code, extension #'s) and the message taker's name or initials.

Due to multiple incoming telephone lines at the Police Department, staff will endeavor to adhere to the Village's general Customer Service guidelines, with the understanding that calls must be handled as efficiently and effectively as possible. The Chief of Police will set the standards to be used when call volume is heavy.

## **2.G. Terminating Calls**

Terminate all calls with a courteous thank you and goodbye.

## **2.H. Initiating Calls**

1. When placing a call, identify yourself by name and the Village of Shorewood department/facility;
2. Use a pleasant, clear and professional manner during all telephone calls;
3. Provide phone numbers to ensure that the return caller will reach you. Be prepared and available to take the call; and
4. When using voicemail options, provide clear, concise information including your phone number.

**Refer to the Customer Service Manual for more information about handling telephone calls**



## Appendix D: Email and Internet Policy

### 1. INTERNET AND E-MAIL POLICY

#### 1.A. Purpose

The internet, as a value-added working tool, can bring great benefits to its users and to the Village. Unfortunately, internet use offers many non-productive work alternatives and increased security risk. Inappropriate use makes the Village network more vulnerable to hackers, virus infections and other dangers. This policy has been developed to provide guidelines for use of this privilege. [Though the Library and library employees are on a different network, these guidelines are still to be applied and upheld.](#) Violation of these guidelines may result in disciplinary action, up to and including termination of employment.

#### 1.B. E-mail Policy

The Village of Shorewood provides internal and external electronic mail (e-mail) to employees for municipal purposes. Employees must be aware that their name, user id, and location are included in each message. Therefore, e-mail users should exercise good judgment and common sense when creating and distributing e-mail messages

- **Ownership.** All electronic systems, hardware, software, temporary or permanent files and any related systems or devices used in the transmission, receipt or storage of e-mail are the property of the Village of Shorewood. E-mail messages are property of the Village of Shorewood and may be retrieved from storage even though they have been deleted by the sender and receiver.

Department Heads have the authority to inspect the contents of any equipment, files, calendars or electronic mail of their employees in the normal course of their responsibilities. The Village Manager or the Manager's designee may extract stored e-mail messages when requested to do so by authorized personnel. Reasons for review include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, supervision and training, lawsuits against the Village of Shorewood, suspicion of crime or violation of policy, public records requests, or the need to perform work or provide a service when the employee is unavailable.

- **Personal Use.** E-mail will be used for municipal purposes only. Incidental and limited non-business use of a computer and communications systems – for example, to create and store documents in a directory identified by an employee number or to send or receive e-mails of a personal nature – is acceptable, if not abused, as with the case of personal phone calls. Any incidental personal use should not interfere with the conduct of business of the Village of Shorewood or distract from an employee's work duties.
- **Privacy.** Even if you are careful, you have no control over what others may do, and it is common for a message to be forwarded, sometimes to large groups or many times, with the consequence that strangers may have ready access to what you have written.

The Village of Shorewood does not, as a matter of routine, review or monitor e-mail messages, telephone information, or computer-generated documents, business or non-business. However, all such information, including e-mail messages, may be accessed to promote or to protect the Village of Shorewood interests. Employees should be aware that they cannot expect any use of the Village of Shorewood computer network to be private.

- **Prohibited Uses.** Under no circumstances should Village of Shorewood electronic communication be used for sending, accessing, receiving or storing any material of offensive, discriminatory or harassing nature or that is of a threatening, obscene, or defamatory nature, for chain letters, or for any other purpose that is against Village of Shorewood policies, or contrary to the Village of Shorewood's interests.

Solicitation is not allowed in the e-mail system.

Consider carefully whether it is appropriate to forward a message sent to you without the sender's permission.

Adopting the identity of another person on any e-mail message is prohibited.

Using e-mail for any commercial promotional purpose, including personal messages offering to buy or sell goods or services is prohibited.

- **Copyright infringement.** The ability to attach a document to an e-mail message for distribution greatly enhances the risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted materials through the e-mail systems. Accordingly, you should not copy and distribute through the mail system any copyrighted materials of a third party such as software, database files, documentation, articles, and graphic files or download information unless you confirm in advance from appropriate sources that the Village of Shorewood has the right to copy or distribute such material.

### 1.C. Internet

As a user of the Village of Shorewood network and computer system, you may be authorized to access the internet. You should be aware that every Internet site you visit is capable of determining who you are and who you represent. Accordingly, access to the Internet should include the use of good judgment, common sense, and care and discretion.

- **Personal Use.** Internet access should be limited to Village of Shorewood business. Employees' use of the Village of Shorewood computer and communications systems to access the Internet for personal use is limited to breaks, lunch or immediately before or after work. All personal transactions (i.e. online purchases) are at user's own risk. Personal use may not involve any prohibited activity previously described or any of the following:
  - Visiting game or adult-oriented sites.
  - Use of the Village of Shorewood computer systems for gambling in any manner.
  - Use of the Village of Shorewood computer system in attempts to gain unauthorized access to remote computer systems.

Due to the prevalence of viruses on the Internet, downloading of any programs, data or other material, except as approved by a Department Head or the Village Manager, is prohibited. When approved by a Department Head or Village Manager, downloading of programs, data or other materials must be done on your specific PC's hard drive and not to the Village of Shorewood's network server.

Confidentiality of data (including e-mail messages via the Internet) cannot be assured. Accordingly, the transmission of private, personally sensitive materials or other protected information, without authorization, is prohibited.

#### **1.D. Viruses**

Virus infection is one of the most well documented threats of Internet use. It is important that employees scan all incoming files for viruses, whether downloaded or attached to electronic mail messages. Users should not open or attempt to read any files received over the Internet that they did not specifically request, and should immediately contact the Village network administrator upon receiving an un-requested file.

#### **1.E. Copyright**

Information placed on the Internet is the intellectual property of the person or organization posting it. Users must be sure to cite their sources when using any text, ideas, software, or graphics copied from the Internet.

#### **1.F. Fee Resources**

Access to some resources require that additional fees be paid. Employees must obtain prior approval from their Department Head for access to any fee-based internet resources.

#### **1.G. File Transfers**

Large file transfers should be done at times when it will not degrade the performance of the Village network. Non-peak hours are from 5:00 p.m. to 7:00 a.m. weekdays and any time on Saturday or Sunday.

#### **1.H. Public Record Requests**

Requests from outside the Village for access to electronic files should be handled through the same procedures as requests for any other public record. Employees should not send out files of Village information without approval of their immediate supervisor.

#### **1.I. Village Property**

All internet transmissions sent from or received by Village computers are Village property. Village management reserves the right to examine, at any time and without prior notice, all e-mail, directories, files and other information stored on data disks, computers, tape or other electronic media.

#### **1.J. Confidentiality Notice**

All e-mails should be sent with the following notice, or similar to, at the bottom of the e-mail:

**IMPORTANT NOTICE:** The preceding message may be confidential. It is not intended for transmission to, or receipt by, any unauthorized persons. If you believe that it has been sent to you in error, do not read it. Please reply to sender that you have received the message in error and then destroy it. Thank you.

### **1.K. Discussion Groups and Social Networking Sites**

The Internet contains numerous discussion groups, social networking sites, and forums where users may post messages and exchange ideas. Some discussion groups are useful places for research on topics of interest to Village employees. However, as with any other form of communication, employees are responsible for their conduct and must not misrepresent official Village policy in any message posted to the Internet. Employees should consult with their manager prior to posting messages in such locations. Employees using e-mail, posting to public forums or participating in online chats must take care to ensure that their personal statements are not misconstrued as official Village positions. All Village standards for communication with the public apply to the Internet. Employees must take care not to disclose confidential or proprietary information, including anything that you would not tell an anonymous caller on the telephone.

### **1.L. World Wide Web Pages**

Any corrections or other input for the Village's website is appreciated and should be addressed to the administrator(s). Department Heads are responsible for setting up and maintaining their department's webpage.

### **1.M. Responsibilities**

Each individual is responsible for complying with all applicable state and federal laws, and all Village policies and standards when accessing the Internet. Violations of any policy or standard can result in disciplinary action in accordance with Village administrative rules. Widespread abuse of Internet access by individuals can result in the revocation of Internet privileges.

### **1.N. Unacceptable Practices**

The following practices are unacceptable and are not allowed. Anyone conducting any of these practices will be subject to discipline, up to and including termination.

- Viewing, storing, downloading or forwarding pornographic images or other obscene materials;
- Sending e-mail that is obscene, racist, sexist, harassing, intimidating or otherwise offensive;
- Any form of hacking, including: attempting to gain access to restricted resources inside or outside the Village's network; impersonating another user; and damaging or deleting the files of another user;
- Downloading, installing or using unlicensed or unauthorized software;
- Using Village e-mail or Web pages to promote enterprises (political, religious and personal business) unrelated to the Village's activities; and
- Failing to use virus-checking software.



## Appendix E: Social Media Policy

### 1. SOCIAL MEDIA POLICY

**1. A. Purpose and Scope-** The Village of Shorewood may employ the use of social media tools to more effectively market the community to individuals and organizations, to ensure the broad distribution of accurate and timely information regarding relevant village-related issues, and to promote dialogue between community members and the Village of Shorewood. Social media may include tools used for external electronic communications including blogs, forums, microblogs, social networks, RSS feeds and video blogs sponsored, produced, created, or maintained by the Village. Social media may also include promotional email campaigns, but not other forms of email communication.

#### 1.B.Policy-

1. Under the direction of the Village Manager, designated staff within the Village may have access to social media tools for the purpose of sending communications, notices and updates to the general public. All communications must be consistent with the mission of the Village of Shorewood, and be distributed in accordance with existing guidelines and best practices for the dissemination of public information (i.e. press releases, web postings, email lists and newsletters). Communications may be monitored by the Village Manager or designee.
2. Departments may maintain department-specific social media pages as needed. Such pages will comply with all rules, guidelines and best practices as outlined in this policy and other applicable directives.
3. Departments may use social media platforms necessary and beneficial to communicate with Village residents. When choosing social media platforms, departments should choose those that they can successfully maintain and update. *See guidelines below for more information.* Department Heads should discuss any new platforms with the Village Manager before beginning use.
4. Official social media pages for the Village of Shorewood may accept user comments. Departments should answer factual questions (i.e. When is Village Hall open?) directly. Questions of policy should be given the phone number or email address of the appropriate department head. *See guidelines below for more information.*
5. Comments should directly pertain to Village business. Comments or postings containing any of the following inappropriate forms of content may be subject to unilateral removal and/or restriction by the Village without prior notice:
  - Comments not related to the original topic, including random or unintelligible comments;
  - Profane, obscene, or pornographic content and/or language;
  - Content that promotes, fosters or perpetuates discrimination including those based on race, creed, age, religion, gender, national origin, disability or sexual orientation;
  - Rude, defamatory or personal attacks;
  - Threats to any person or organization;
  - Comments in support of, or in opposition to any political beliefs, campaigns or ballot measures;
  - Solicitation of commerce, including but not limited to, promotion or advertising of any kind, including a business, organization, event or product for sale;

- Conduct in violation of any federal, state or local law or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest, such as a copyright, of any party.

*These prohibitions should be clearly stated on the home page of the social media platform.*

6. Employees will use social media and social networking to conduct official Village business only while at work or while on Village Networks.
7. Personal Use Guidelines: While employees are not allowed to use social media on Village time, here are some general guidelines for personal use by a government official:
  - Personal accounts should have clear disclaimers that the views expressed by the author in the account is the author's alone and do not represent the views of the Village of Shorewood. Make it clear that you are speaking for yourself and not on behalf of the Village or your department.
  - Be respectful to the Village, other employees, customers, partners, and neighbors.
  - Social media activities should not interfere with work commitments. Refer to part six.
  - Your online presence reflects on the Village. Be aware that your actions captured via images, posts, or comments can reflect on the Village and your department.
  - Do not reference or cite Village employees or partners without their express consent.
  - Village logos and trademarks may not be used without written consent.
8. The Village will comply with all applicable federal, state and local laws and ordinances regarding public records and public communications.
9. Employees should not include in any post anything that could negatively affect the safety of residents or village employees or negatively affect an ongoing investigation.
10. Employees creating content for a Village of Shorewood social media account will not use the account to:
  - Endorse, support, oppose or contradict any political campaign or initiative.
  - Endorse, support, oppose or contradict any social issue cause or religion
  - Endorse, support, or oppose any product, service, company or other commercial entity.
11. Any person identified as an employee of the Village of Shorewood on a publicly accessible social media site is expected to maintain a positive online image and conduct that is consistent with the Village's goals and objectives.
12. Any information posted on the site will potentially become subject to open records laws. Social media site operated by Village employees must post the following statement as part of the contents:

"Posts and comment to and from me are subject to the Wisconsin Public Records Law and may be disclosed to third parties"
13. Below are the guidelines that should be followed by all employees responsible for maintaining your departments social media page:

- Social media is a way to capture casual observers. Include stories that would appeal to people who are not frequent government watchers. People want news that directly affects them.
- If you can, use multiple channels (Twitter, Facebook, email newsletters) to communicate. This allows the recipient to choose what works best for them.
- Monitor and post frequently with fresh content. It is recommended to post at least five (5) new Twitter messages and three to five (3-5) Facebook messages a week.
- Mix it up! Try to include a variety of links, pictures and sharing of other stories. This will increase who sees your post.
- Share the stories of other Shorewood-related groups. The more you share, the more people will see your posts.
- Do not information dump. Try to make your posts short and to the point.
- Avoid including any content that is too technical
- Be creative! Use pictures or videos when possible.
- To save time, consider using social media management tools such as Hootsuite to schedule posts ahead of time and to post to Facebook and Twitter simultaneously.
- Understand each social media tool you choose to use. Use the right tool for the job.
- Social media changes quickly. Stay up to date on the features of each social media platform you are active with.
- Do not engage negative commenters in discussion; instead provide the resident with the email address or phone number to your Department Head , Village Manager or the appropriate Village department.
- Respond to user questions within 24 hours of receiving them during normal business hours.



## Appendix F Written Communications Policy

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### **Purpose and Scope:**

This section of the policy addresses the more traditional forms of communication. Paper communication is important because of the paper trail that can be left. It is very important that all employees understand the impact that their actions have on the whole organization when they communicate both internally and externally with paper.

#### **A. Faxes**

All faxes should be sent with a fax cover sheet. The fax cover sheet should have the confidentiality language. Faxes are not always received by the person intended so make sure that the language and information included in the fax is appropriate for the general public.

#### **B. Letters**

Letters from the Village of Shorewood should be prepared on official letterhead. The letters should be professional in nature and should be spelling and error free.



## Appendix G Conflict of Interest Policy

**Purpose and Scope:** Rules under this section are set forth because the proper operation of Village government requires that employees be independent, impartial, and yet responsible to the public. It is important that the public have confidence in the integrity of the government. Nothing in this section shall deny any individual rights guaranteed by the U. S. Constitution, the Constitution of the State of Wisconsin, federal or state laws, or by a labor agreement negotiated with certified employee bargaining unit representatives.

- i) **Personal Conduct** - No Village employee shall use his/her office or position for personal financial gain or the financial gain of his/her family, friends, associates, or private business or employment. No employee shall engage in his/her own business activity, private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official Village duties or would impair his/her independence of judgment or action in the performance of his/her official Village duties. No employee shall use or disclose privileged or confidential information gained in the course of or by reason of his/her official position or activities.
  
- ii) **Political Activity** –
  - (1) Employees shall be permitted to:
    - (a) Register and vote in any election;
    - (b) Express opinions as individuals privately and publicly on political issues and candidates;
    - (c) Attend political conventions, rallies, fund-raising functions and similar political gatherings;
    - (d) Actively engage in any political functions not involving Village officials or the Village government;
    - (e) Sign political petitions as individuals;
    - (f) Make financial contributions to political organizations;
    - (g) Serve as election judges or clerks or in similar positions to perform nonpartisan duties as prescribed by state or local laws;
    - (h) Hold membership in a political party and participate in its functions to the extent consistent with the law and consistent with this section; and
    - (i) Otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.
  
  - (2) Employees are prohibited from:
    - (a) Engaging in political activities while at work;
    - (b) Using Village property for political purposes; and
    - (c) Using their office or their official position with the Village for political advantage or purpose.
  
- iii) **Gifts and Gratuities** - Employees shall not receive personal gifts or gratuities above the worth of \$5 in value from any other person with an interest in the services provided or duties performed. If such gifts and gratuities are received, the employee shall either return them with a letter of thanks, or, if it is not practical to return such gifts and gratuities, the employee shall send a letter of thanks and acceptance in which it is stated that the gifts will be sold with the proceeds placed in the Village's social welfare fund, a fund for

emergency aid to Village residents, or be donated to another charitable organization. Employees should demonstrate an attitude that discourages any offers of personal gifts.

iv) **Outside Employment –**

- (1) Village work is the primary responsibility of the employee; however, outside employment is permitted if it does not interfere in any way with the employee's work and the employee's Department Head is notified of such.
- (2) Outside employment shall not be of such a nature as to embarrass or bring discredit to the Village or interfere with or excuse an employee from required overtime or extra hours' work as assigned by the employee's Department Head, or Village Manager.
- (3) Employees who engage in outside employment shall not conduct any business related to such employment on Village premises or during hours in which such employees are working for the Village or advertise their outside employment either directly or indirectly on Village premises during work hours.
- (4) Department Heads are not permitted to have any outside employment without prior approval of the Village Manager. The Village Manager is not permitted to have any outside employment without prior approval of the Village Board.

v) **Personal Mail** - Employees shall not use the addresses of the Village municipal buildings or offices for receipt of personal mail and other deliveries nor shall they use Village postage machines, stationery, etc.



## **Appendix H Employee Assistance Policy**

The Village contracts with an outside vendor which provides our employees an Employee Assistance Program (EAP). This program is offered to all employees at no cost to the employee.

The purpose of the EAP is to assist employees in the resolution of problems and concerns that may or may not relate to the work environment.

Employees are encouraged to contact the EAP whenever they feel the program might be able to assist them in resolving personal problems or concerns. Managers will make referrals as deemed necessary.

Management may contact the program coordinator to ascertain whether or not the employee was actually seen by an EAP counselor, and whether a referral was made. If a referral was made, management may check at a later time to ascertain whether the employee pursued the recommended course of treatment if job-related and consistent with business necessity.

**Please contact the Assistant Village Manager for more information.**



## Appendix I Family and Medical Leave Act (FMLA) Policy

### **Purpose**

This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

### **Policy**

The Wisconsin and Federal FMLA laws differ in a number of areas. The Village will comply with the more generous provision as required by law.

Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently.

### **Eligibility**

Employees are entitled to FMLA benefits if they:

#### **1. Federal**

Have been employed by the Village of Shorewood for at least 12 months (not necessarily consecutive) and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. Time spent on paid or unpaid leave does not count in determining the 1,250 hour eligibility.

#### **2. Wisconsin**

Have been employed by the Village of Shorewood for at least 52 consecutive weeks and have been paid for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave.

### Qualifying Event and Amount of Leave

Unpaid leave is available for one or any combination of the following circumstances:

<u>TYPE</u>	<u>ELIGIBILITY</u>	<u>MAXIMUM DURATION FOR STATE LEAVE</u>	<u>MAXIMUM DURATION FOR FEDERAL LEAVE</u>
Personal serious health condition; inpatient hospitalization, chronic condition or continuing care by a physician	Unable to work because of serious health condition	Up to two (2) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Birth, adoption, foster care	Birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement	Up to six (6) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Family serious health condition, inpatient hospitalization, chronic or continuing care by a physician	Necessary to care for spouse, child or parent with serious health condition	Up to two (2) weeks per calendar year  Also covers care for qualifying domestic partners	Up to twelve (12) weeks per rolling 12-month period
Leave to care for a seriously ill or injured military service member who is a spouse, son or daughter, parent, or next of kin.	Spouse, son, daughter, parent, or next of kin service member has been injured on active duty, and service member is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness.	None	Up to twenty-six (26) weeks per rolling 12-month period, per service member, per injury.

<p>“Qualifying exigency” leave due to employee’s spouse, son, daughter or parent being on or called up for active duty in the Armed Forces.</p>	<p>Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities where the employer and employee agree to the leave.</p>	<p>None</p>	<p>Up to twelve (12) weeks per rolling 12-month period</p>
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To determine the amount of Federal FMLA leave to which an employee is entitled, the Village uses a rolling 12-month period, measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Pursuant to Wisconsin law, entitlement to State FMLA leave will be calculated based on the calendar year.

Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee’s entitlement under both laws and will run concurrently. When an employee is absent due to a work-related illness or injury which meets the definition of a serious health condition, the absence will be counted against the employee’s entitlements under the Wisconsin and Federal FMLA. In other words, FMLA and worker’s compensation leave will run concurrently.

Under the Federal FMLA, spouses employed by the Village are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition. Up to a combined total of twenty-six (26) weeks may be used to care for a seriously ill or injured military service member.

Unless leave is taken on an intermittent or reduced schedule, as set forth below, leave will be taken on a continuous basis. Employees are entitled to up to 12 weeks of leave. Consistent with the U.S. Department of Labor’s regulations, when a holiday or other Village scheduled day off occurs during a week taken as FMLA leave, that holiday or scheduled day off has no effect; the week will be counted as a full week of FMLA leave. However, if an employee is using FMLA leave in increments of less than one week, the holiday or scheduled day off will not count against the employee’s FMLA entitlement unless the employee was otherwise scheduled and expected to work on that holiday or scheduled day off.

**Non-Continuous or Intermittent Leave**

Employees are permitted to take leave on an intermittent (blocks of time) or reduced work schedule in the following circumstances:

1. When it is medically necessary to care for a parent, spouse, domestic partner (under Wisconsin FMLA only), or dependent child with a serious health condition or because of the employee's serious health condition.
2. When it is necessary to care for a family member or next of kin who suffered an injury or illness while on active duty.
3. During Wisconsin FMLA leave to care for a newborn, adopted or foster child. Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement. Federal FMLA leave for the birth or placement of a child for adoption or foster care may not be taken in non-continuous increments unless approved by the Village.

Medical or family caretaking leave should be planned so as not to unduly disrupt the Village's operations. Employees requesting non-continuous Federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

The Village allows for intermittent leave to be taken in no less than one hour increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

#### **Substitution of paid leave for unpaid FMLA Leave**

Both Wisconsin and Federal FMLA leaves are unpaid. The Village will require employees to substitute paid leave for which they are eligible when using Federal FMLA leave only. The Village will require that any leave provided by a Village collective bargaining agreement be substituted for Federal FMLA leave. The employee may elect to substitute any accrued paid leave for Wisconsin FMLA leave.

#### **How to Apply for FMLA Leave**

1. Except in situations where the employee is unable to provide a written request because of the need for emergency health care, Employees must submit a written application to the Department Head before the requested commencement of the leave on the "Family and Medical Leave Request Form" available in the Department Head's office. In cases where the need for the leave is foreseeable, the request is to be made at least 30 days in advance of taking leave. If the employee gives less than 30 days notice of the need for leave, the Village may require the employee to explain why it was not practicable to give the 30 days notice. The request shall indicate the date that the employee is expected to return to work.
2. If circumstances do not permit an employee to give 30 days notice in advance of taking leave, verbal notice of the need for leave should be given as soon as possible and in accordance with the Village's absence policy. Calling in sick, without providing additional information, is not sufficient notice needed for federal FMLA leave. If verbal notice is initially provided, Employees should provide the Request Form as soon as possible thereafter.

If an employee has been out for three or more days in a row, or if the Village has information that the employee is out for an FMLA-qualifying reason but has not requested FMLA leave, the Village may require the employee to complete an FMLA Request Form and Medical Certification so the leave may be properly designated. The Village may also retroactively designate FMLA leave when it later learns that certain leave was FMLA-qualifying.

The employee is to advise the Department Head if his or her return date changes. The employee does not return to work when scheduled will be considered to have voluntarily terminated unless the employee was unable, due to a health care emergency, to notify the employer.

The employee will meet with the Department Head to determine the payment formula while on FMLA leave.

Employees are strongly encouraged to discuss anticipated FMLA leave with the Department Head prior to applying for FMLA leave.

Failure to give timely notice may result in the delay or denial of FMLA leave and may subject the employee to discipline under Village or Department rules and policies. The Village may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice and the need for leave was clearly foreseeable to the employee 30 days in advance of the leave.

3. If the leave is for a family member's or the employee's serious health condition, the employee must submit a medical certification from the employee's or the family member's health care provider within 15 days of requesting leave. In the case of unforeseen leave, the certification should be furnished as soon as practical. If an employee does not provide the required certification by the designated deadline, or if the Village determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or Federal FMLA leave, and the employee may be subject to discipline under Village or Department attendance policies unless the employee uses accrued paid leave and/or is granted a non-FMLA leave of absence.
4. Second or third certifications at the Village's expense and periodic recertification at the employee's expense may be required under certain circumstances. The Village requires periodic reports during Federal FMLA leave regarding the employee's status and intent to return to work.

### **Health Insurance Benefits**

Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. The employee will be required to pay their regular portion of health insurance premium payments on a schedule established by the Village. Other benefits, including cash payments chosen by the employee rather than group health insurance coverage, will not be maintained during periods of unpaid FMLA leave.

The Village may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The Village may not collect the premiums if the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition that would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.

The Village may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

## Other Benefits

Benefits that accumulate based upon hours worked shall not accumulate during the period of FMLA leave. In addition, an employee may be disqualified from an attendance reward program, and/or any reward may be reduced for having taken unpaid FMLA leave.

Other Village benefits (life insurance, long-term disability insurance, deferred compensation and union dues deductions) may be continued during periods of unpaid FMLA leave, and arrangements should be made for the employee's portion of the payments, if applicable, with the Village Manager's Office.

## Return to Work

Any employee returning from FMLA leave for their own serious health condition must provide a Fitness for Duty release signed by their treating health care provider. Upon return from FMLA leave, an employee shall be restored to their original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment unless the employee would have been terminated during the statutory leave for a legitimate business reason. If the employee exhausts his or her statutory leave before returning to work, return to work will be controlled by the Village's applicable collective bargaining agreement and other policies and practices.

## Definitions

### 1. Child

Biological, adopted, or foster child, stepchild, legal ward or, under Federal FMLA, a child for whom you have day-to-day responsibilities to provide care and financial support. If older than age 18, the child must be incapable of self-care at the time leave is to commence because of a "physical or mental disability." A "physical or mental disability" is a physical or mental impairment that substantially limits one or more of an individual's major life activities.

For purposes of the Wisconsin FMLA, however, a child over 18 must be incapable of self-care because of a serious health condition (defined below).

### 2. Covered Service Member (Federal FMLA)

Active members of the Armed Forces (including National Guard and Reserves) and veterans who were members of the Armed Forces (including National Guard and Reserves) at any point in time within 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.

### 3. Domestic Partner (Wisconsin FMLA)

Either:

(1) a same-sex partner registered with the Register of Deeds in your county of residence or

(2) a same-sex or opposite-sex partner who is not registered but the following criteria are met: (a) both partners are at least 18 years old and able to consent to a domestic partnership, (b) neither individual in the

domestic partnership is married to or in a domestic partnership with another individual, (c) the partners share a residence, (d) the partners are not related by blood in any way that would prohibit marriage under Wisconsin law, (e) the partners consider themselves members of each other's immediate family, and (f) the partners agree to be responsible for each other's basic living requirements.

#### 4. Incapable of Self-Care

The individual requires active assistance or supervision to provide daily self-care in three or more of the *activities of daily living* (i.e. grooming, hygiene, bathing, dressing, eating) or *instrumental activities of daily living* (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).

#### 5. Next of Kin (Federal FMLA)

The nearest blood relative other than the service member's spouse, parent, son or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

#### 6. Parent

Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee, or under Wisconsin FMLA only, parent-in-law or domestic partner's parents. Under Federal FMLA, "parent" includes an individual who provided day-to-day care to the employee when the employee was a child.

#### 7. Serious Health Condition

An illness, injury, impairment or physical or mental condition that involves:

- a. Inpatient care in a hospital, hospice or residential medical care facility; or
- b. "continuing treatment or supervision by a health care provider"

Under Federal FMLA a serious health condition involving "continuing treatment by a health care provider" includes any of the following:

- i. A period of incapacity – inability to work, attend school, or perform other regular daily activities due to the serious health condition -- of more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (i.e. physical therapist) under orders of, or on referral by, a health care provider; or

Treatment by a health care provider on at least one occasion, that results in a regimen of continuing treatment under the supervision of a health care provider. The first or only in person treatment visit must take place within seven days of the first day of incapacity. Whether additional visits or a regimen of continuing treatment is necessary within the 30 day period shall be determined by the health care provider. "Treatment" must be an in-person visit to a health care provider for examination, evaluation or specific treatment.

- ii. Any period of incapacity due to pregnancy or for prenatal care.
- iii. Any period of incapacity or treatment due to a chronic condition requiring periodic treatment (defined as at least twice a year) by or under the supervision of a health care provider that continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (i.e. asthma, diabetes, epilepsy, etc).
- iv. Any period of incapacity or treatment due to a permanent / long term condition requiring supervision for which treatment may not be effective (i.e. Alzheimer's, a severe stroke, or the terminal stages of a disease).
- v. Any period of absence to receive multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (Chemotherapy), severe arthritis (physical therapy), or kidney disease (dialysis).

The term "health care provider" includes a physician, dentist, clinical psychologist, podiatrist, chiropractor, a nurse practitioner, physician assistant, a nurse mid-wife, a clinical social worker, and certain other health care professionals.

***Leave for Child, Spouse or Parent with Serious Health Condition***

Federal and Wisconsin FMLA leave may be taken to care for a child, spouse, domestic partner (under Wisconsin FMLA only), or parent with a serious health condition. "To care for" is defined as caring for a family member's physical and psychological needs, which may encompass basic medical, hygienic, nutritional needs, or safety.

8. Spouse

Your husband or wife. This does not include an unmarried domestic partner. The Wisconsin FMLA has a separate provision covering qualified domestic partners.

## 9. Work Week

The employee's regularly scheduled work week which normally consists of approximately 40 hours.



**Appendix J**  
**Grievance Appeal Form**

**Instructions:** Complete this form and submit it to the Village Manager within ten (10) working days of receipt of the Administrative Response. Keep one copy for your records.

Employee's Name:	
Job Title:	
Department:	

Date of Grievance Initiation: \_\_\_\_\_

1.	I Wish to appeal the Grievance Disposition signed by:  Name:  Title:  Date:
2.	Nature of Grievance: <i>Be specific as to names, locations, and dates.</i>
3.	Reason for appeal:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix J  
Grievance Initiation Form**

**Instructions:** Complete this form and submit it to your supervisor within fifteen (15) working days of the date of the incident. Please use additional pages if needed. Keep one copy for your records.

Employee's Name:	
Home Address:	
Department:	
Job Title:	

1.	On what date did the situation occur?
2.	What is the action or situation about which you have a grievance? <i>Please provide all pertinent facts surrounding the nature of the grievance</i>
3.	What were the steps to informally resolve the grievance? Please include the names of the individual(s) involved in the attempted resolution and the results of the discussion.
4.	What is your specific requested remedy?
5.	Identify the workplace safety rule alleged to have been violated, if applicable.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
DATE RECEIVED BY ADMINISTRATION: \_\_\_\_\_



## Appendix J Grievance Policy

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Employees with contractual grievance procedures shall follow the contractual procedure.

### I. Timelines

- A. Informal Grievance Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. Grievances related to termination may proceed straight to the written grievance step.
- B. Formal Grievance Submission: The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. "Working day" is defined as any day that the Village Manager's office is open. The grievance must be in writing.
- C. Administrative Response: The Village Manager (or designee) will meet with the Grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within five (5) working days of the meeting.
- D. Impartial Hearing: The Grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Village Manager within ten (10) working days of the Grievant receipt of Administrative Response. The Administration will work with the Impartial Hearing Officer and Grievant to schedule a mutually agreeable hearing date.
- E. Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) working days after the hearing date.
- F. Village Board Review: Either party may file a request for the Village Board review within ten (10) working days of the Grievant receipt of the Impartial Hearing Officer Response. The date of receipt by the Village President is the date of the filing. The Village Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the filing of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.
- G. All timelines may be extended by mutual agreement.

### II. General Requirements

- A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
  - 1. Termination is defined as a discharge from employment for rule violation(s), poor performance or other acts of misconduct. The term "employee termination," as used in this section, shall not include the following:

- a. Layoffs or failure to be recalled from layoff at the expiration of the recall period;
  - b. Workforce reduction activities;
  - c. Voluntary termination including, without limitation, quitting or resignation;
  - d. Job abandonment; “no – call, no show”, death, or other failure to report to work;
  - e. End of employment due to disability or medical condition;
  - f. Retirement;
  - g. Lack of qualification or license, or other inability to perform job duties;
  - h. Action taken pursuant to an ordinance created under Section 19.59(1m) Wis. Stats.;
  - i. Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
2. The term “employee discipline,” shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, or disciplinary demotion.

The term “employee discipline,” as used in this section, shall not include the following:

- a. Plans of correction or performance improvement;
  - b. Performance evaluations or reviews;
  - c. Documentation of employee acts and/or omissions in an employment file;
  - d. Oral or written reprimands;
  - e. Administrative suspension with pay;
  - f. Transfer or change in job reassignment;
  - g. Layoffs or workforce reduction activities;
  - h. Change in assignment or assignment locations;
  - i. Action taken pursuant to an ordinance created under WI Statutes Sec 19.59 (1m);
  - j. Non-disciplinary wage, benefit or salary adjustments; or,
  - k. Other non-material employment actions.
3. The term “workplace safety” as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

- B. The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of grievance.
  2. The date(s) the incident(s) occurred.
  3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
  4. The specific requested remedy; and,
  5. Must identify the workplace safety rule alleged to have been violated, if applicable.
- C. The Administration's written response to the grievance must contain:
1. A statement of the date the meeting between the Administration and Grievant was held.
  2. A decision as to whether the grievance is sustained or denied.
  3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.
- D. Impartial Hearing Officer Selection: The Administration shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village of Shorewood. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual.
- E. Impartial Hearing Officer Standard of Review: The IHO will determine procedural questions during the process except as provided by specific guidelines set forth by the Village of Shorewood regarding hearing procedures. Employees shall be entitled to be represented by an attorney or other representative, at the employee's own expense, during these proceedings. The standard of review for the IHO is whether the decision of the Administration was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village of Shorewood. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Administration. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.
- F. The Impartial Hearing Officer's written recommendation to the grievance must contain:
1. A statement of the pertinent facts surrounding the nature of the grievance.
  2. A recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
  3. A statement outlining the timeline to appeal the recommendation.
  4. The IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the Grievant.

- G. Appeal to the Village Board: With or without an appeal by either party, the Village Board may decide, in each situation, whether it will review the record and make a decision, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the Village Board
- H. The Village Board's written decision regarding the grievance must contain:
  - 1. A decision as to whether the grievance is sustained, denied or modified.

### III. Process

- A. Grievances will be processed per the provided timelines.
  - 1. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
  - 2. An employee may not file or advance a grievance outside of the designated timeframes.
  - 3. The Village Manager may advance an informal grievance submission to the next step at the written request of either the employee or the supervisor.
  - 4. Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The Village Board in its discretion may, however, consider an otherwise untimely grievance at the Village Board level of the grievance procedure.
- B. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
- C. Granting the requested or agreed upon remedy resolves the grievance.
- D. The decision of the Village Board is final and not subject to further review.



**Appendix J**  
**Impartial Hearing Officer (IHO) Response Form**

**Instructions:** Complete original and three copies within thirty (30) working days of the impartial hearing. Give the original to the employee involved. Send a copy to the Village Manager. Keep a copy for your records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

1.	Date of the Impartial Hearing.
2.	Please provide a statement of the pertinent facts surrounding the nature of the grievance.
3.	Your recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
4.	Please provide a statement outlining the timeline to appeal the recommendation.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix J**

**Grievance Administrative Response Form**

**Instructions:** Complete original and three copies within five (5) working days of meeting with the grievant. Give the original to the employee involved. Send a copy to the Village Manager along with a copy of the original Grievance Initiation Form. Keep a copy for your departmental records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

Date of Grievance Initiation: \_\_\_\_\_

1.	On what date did the Administration and Grievant meet to discuss the grievance?
2.	Please provide a statement on the meeting between the Administration and Grievant on this matter.
3.	What was the decision as to whether the grievance is sustained or denied?
4.	If the grievance is denied, please provide a statement outlining the timeline to appeal the denial.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix J**  
**Impartial Hearing Officer (IHO) Response Form**

**Instructions:** Complete original and three copies within thirty (30) working days of the impartial hearing. Give the original to the employee involved. Send a copy to the Village Manager. Keep a copy for your records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

1.	Date of the Impartial Hearing.
2.	Please provide a statement of the pertinent facts surrounding the nature of the grievance.
3.	Your recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
4.	Please provide a statement outlining the timeline to appeal the recommendation.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix K Security Policy - General

In order to provide for secure operations of Village functions, the following shall apply to the Village Departments located within the Village Hall, Village Center and Department of Public Works:

### Access to Buildings and/or Offices

The Village of Shorewood has implemented an electronic, programmable door security system in 2016. The purpose of this policy is to outline employee's roles, responsibilities and duties in the operation of the security system.

#### Doors

Three sets of doors at Village Hall will be outfitted with the security system: the east doors facing the parking lot, the west entrance door on Murray Avenue and the internal door to the Clerk/Treasurer area. Both sets of entrance doors will remain open during normal business hours (8:00am to 4:30pm) and a key FOB will not be needed to use those doors during those times. The door to the Clerk/Treasurer area will remain locked at all times and a key FOB will be required to access the area by any employees.

Any employee issued a key FOB will be able to access Village Hall outside of normal hours by using their key FOB.

#### Employees

After initial system installation, it will be the responsibility of the Assistant Village Manager and/or his/her designee to issue and program the key FOBs for the appropriate employees.

All Department Heads will be issued a key FOB. All Village Hall, appropriate Public Works (Director, Assistant Director, Building Maintenance) and Police staff (Police Chief, Deputy Chief, Lieutenants, Sergeants) will also be given a key FOB so that they can perform their normal duties during their shift. When a new employee is hired, it will be the responsibility of the department head to notify the Assistant Village Manager so that the new employee can be issued a key FOB, if appropriate.

When an employee resigns or is terminated, the Assistant Village Manager will be responsible for collecting and deprogramming their key FOB, if appropriate.

At the designation of the Customer Service Manager/Deputy Clerk, an extra key FOB will be given or placed at the customer service desk so that non-Clerk/Treasurer or customer service staff can access the Clerk/Treasurer area on an as-needed basis.

Employees who are not management or emergency personnel will be able to access the building 30 minutes prior and after normal business hours. If these employees need access outside of this timeframe, there are to contact the Assistant Village Manager to receive special access.

### Loss / Reissue

When an employee or department head loses their key FOB, a five-dollar payroll deduction will be taken each time a loss is incurred in order to offset the cost of a new FOB and the associated administrative costs.

### Schedule

The Assistant Village Manager and/or his/her designee will be responsible for programming the security system for after-hours board and committee meetings.

At a minimum, the doors will be set to open 20 minutes prior to the start and 20 minutes after the end of each meeting. The doors will remain open during meetings to adhere to open meeting laws.

This schedule will be based upon events listed on the Village calendar, and be scheduled on a weekly basis. If a new or unscheduled meeting is to take place, the appropriate staff liaison shall contact the Assistant Village Manager and/or his/her designee at least 5 days prior so that the doors can be programmed.

If the Assistant Village Manager or his/her designee are not available to program the system or make changes, an appropriate Customer Service staff member will serve as a back-up.

### **Access to Telephones**

Each employee shall provide his/her voice mail password to the appropriate department head so that access may be gained in order that regular business is not interrupted during the employee's absence from work.

Unauthorized access to another employee's voice mail account is prohibited.

Tampering with another employee's account is prohibited.

### **Access to Computer Network**

Each employee shall provide his/her computer password to the appropriate department head so that access may be gained in order that regular business is not interrupted during the employee's absence from work.

As a network security precaution, employees will be required to change their network password every 90 days. The password must contain both letters and numbers, at least 8 characters long and may not be a recently used password.

Unauthorized access to another employee's network and/or email account is prohibited.

Tampering with another employee's network account is prohibited.

## **General**

It is the policy of the Village of Shorewood that upon retirement, resignation or termination all Shorewood identification badges and keys will be returned to the Village and an employee's telephone, computer accounts and access codes, if applicable, will be disabled.

Violation of this policy can result in disciplinary action up to and including termination.

This policy governs employees working out of the Village Hall, Village Center and Department of Public Works. Employees of the Police Department and Library shall be subject to the respective security policies adopted for those buildings which are hereby incorporated.



## **Appendix L Time Sheet Policy**

Time Sheets information should be entered into the BS&A system by 10 am on the Monday morning prior to each payday. Each department shall determine the best process for collecting time sheet data prior to being entered into the system.

The Department Head is responsible for signing off within the BS&A time sheet module. As part of that process the responsible official should ensure that the time sheets from their department are accurate and reflective of any time taken off (vacation, sickness, compensation, etc.) during the pay period.

Any questions or concerns about the accuracy of an employee's time sheet should be directed to the Village Manager or Assistant Village Manager.

**Reminder: The BS&A Time sheets module is used to record benefit use and assure proper payment so it is vitally important that they be accurate.**



## Appendix M:

### Staff Sustainability Policy

The Village of Shorewood adopted the *Sustainability Action Plan*, a commitment to ensure that Shorewood becomes a sustainable community by providing a guidepost for staff and Village Board decision-making on eco-friendly initiatives. The following policy is to guide staff in making sustainable everyday decisions that will help Shorewood towards its goal of becoming a sustainable community.

#### **Policy-**

##### Reduce:

1. When not in use remember to switch off all lights, computers, monitors, printers, and all other electrical appliances.
2. Try using a smart power strip. The Village will be purchasing a limited number of smart power strips for use. Smart power strips reduce the amount of phantom power wasted when appliances are turned off.
3. Put your computer into sleep mode at the end of every work day.
4. If you are going to a conference or event with another employee, carpool whenever possible to save on gas and reduce your carbon emissions.

##### Reuse:

1. Print double sided whenever possible.
2. If possible, all single sided paper should be used as scrap paper.
3. If you get a new piece of office furniture, find out if someone else in the office can use your old furniture or ask DPW to take it to the Goodwill down the street at 2830 N. Oakland Ave. or 3900 N Palmer St off of Capitol Dr.
4. Try to reduce the use of disposable cups, plastic-ware, etc. by using your own reusable utensils, containers and cups. If you do not have your own utensils, the Village has a limited number of reusable cups and some silverware available in the break room. *Please remember to wash tableware and utensils after using.*

##### Recycle:

1. Recycle all batteries in the battery recycling bin on the first floor.
2. Ensure that you use the paper recycling bin in your office. Do not throw away paper.
3. Empty your desk recycling bin into large office recycling bin once a week.
4. After lunch, make sure to recycle any recyclable materials such as brown paper lunch bags, soda cans and plastic utensils.
5. Ask DPW to pick up any Village electronics no longer in use for proper recycling.



## Appendix N Reimbursement and Per Diem Expenses Policy

Village employees may be reimbursed for reasonable and customary expenses actually incurred while performing official Village business. The Village will not reimburse for expenses that have already been paid by another program or organization, or if reimbursement is available through another program or organization. The Village may provide administrative leave with pay for employees attending schooling, conventions, or similar meetings that will benefit the Village as approved by the Village Manager [or Library Director for Library employees](#).

### Reimbursable Expenses

Expenses such as meals, lodging, mileage, airfare, parking, bridge tolls, and ferries may be reimbursed with proper approval and/or receipts. Travel reimbursements will be based on the cost of travel by the most direct route to and from the meeting. Entertainment reimbursement requests must include the date, time, place, people involved, and purpose of the expense. A receipt is required for all costs before reimbursement will be granted. Employees are responsible for the submittal of their own reimbursement requests. Requests which are not submitted within 90 days from the date in which the expense was incurred may not be approved. Requests for reimbursement are to be submitted on an expense report form signed by the employee and the Department Head or Village Manager, with applicable receipts attached.

Automobile mileage reimbursement is the standard mileage rate as set forth in the most current issue of IRS Publication 17.

Department Head and/or Village Manager authorization is required for Village coverage of lodging expenses for employees on official Village business. **A written report on the event is required when lodging is part of the event before reimbursement will be authorized for costs associated with that event.**

### Non-Reimbursable Expenses

Alcoholic beverages, traffic and parking tickets and similar expenses are non-reimbursable. If the employee chooses to take his spouse to a convention or meeting, the cost of the spouse will be paid by the employee and such items as room rates will be prorated on that basis.

### Per Diem

Travel expenses should be submitted for approval before the event whenever possible. Per Diem, if authorized should be approved ahead of time according to the current per diem rate designated by the U.S. General Services Administration (GSA), including tax and tip. Alcoholic beverages are not reimbursable.

### Use of Personal Vehicle for Village Business

If an employee uses his/her own vehicle conducting Village business, the employee shall be paid mileage in the same amount per mile as is paid all other Village employees for such use, in addition to the cost of parking; provided,

however, that in no event shall an employee be paid for using his motor vehicle when traveling from the employee's residence to the Village, or from the Village to the employee's residence.

#### Situational Telecommuting

Some staff members may request to work at home from time to time. The Village Manager must receive a written request for such scheduling that includes the day and time the telecommuting is going to take place. The scheduling must be approved by the Village Manager and shall not be more than 10 hours/week. Telecommuting arrangements will be reviewed monthly and may be discontinued at the discretion of the Village Manager.



## **Appendix O Religious Observance Policy**

Upon approval of the Village Manager or in the case of library employees, the Library Director, or his/her designee, and with notice as far in advance as possible, but with a minimum of 30 days' notice (15 days for the Library employees), any employee desiring time off for personal religious observances may elect one of the following:

1. To have the time not worked subtracted from his/her accumulated vacation or floating holiday;
2. To have the time not worked subtracted from his/her accumulated compensatory time off.
3. To make up the time lost at a date within the pay period/pay week mutually agreed upon between the employee and the Village Manager, or in the case of library employees, the Library Director.
4. To take the time off without pay. For exempt employees, the employee must take the entire day off in order to take time off without pay. For partial day absences, exempt employees must use of the three options above.



**Appendix P**  
**No Smoking Policy**

The Village of Shorewood is dedicated to providing a healthy, comfortable and protective work environment for its employees.

The United States Surgeon General in a 1986 report on involuntary smoking concluded that involuntary smoking is the cause of disease, including lung cancer, in healthy non-smokers, and separation of smokers and non-smokers within the same airspace may reduce, but does not eliminate, the exposure of non-smokers to tobacco smoke.

In 1993, the United States Environmental Protection Agency (EPA) classified tobacco smoke as a group A carcinogen, a substance known to cause cancer in humans. The EPA does not recognize any safe level of exposure for group A carcinogens.

Based on the above, smoking and vaping (the use of e-cigarettes) is prohibited within all Village of Shorewood owned buildings and vehicles. This includes, but is not limited to, offices, hallways, restrooms, lunchrooms, meeting rooms, and garages. This policy applies to all Village employees. Village employees may smoke on Village property outdoors in areas selected by the Village Manager or his/her designee.

The success of this policy will depend upon the consideration and cooperation of smokers and non-smokers. Failure to comply or a disregard of this policy may be grounds for disciplinary action. The employee signing this policy is an indication that they read, understand and agree to follow the terms provided.

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Employee Signature

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Date of Signature



## Appendix Q Salary Determination/Merit Pay

**Effective July 1, 2016** - It is the policy of the Village of Shorewood that movement through a salary range (see Appendix on Salary Ranges) shall be based upon merit and performance. Cost of living adjustments (COLA) increases shall also be a consideration in salary increases and the establishing of salary ranges. Nothing herein shall be deemed to vest or grant any right to a salary increase. The decision regarding whether any such increase will be granted is in the discretion of the Village Manager, and is subject to budgetary limits as established by the Village Board. Supervisors must have employee evaluations completed by June 15. All approved merit increases will be reflected in the first payroll in July.

### A. Non-Management

Non-represented employees may be eligible for a merit increase effective the first pay period of July. Eligibility for a merit increase (non-department heads) will be based upon performance review. Employees must complete a self-evaluation and turn in to their supervisor based on the date the supervisor requests in order to be eligible for an increase and receive a performance evaluation from their supervisor. It is recommended for employees and supervisors to have self-evaluations completed between the months of March and May.

### B. Department Heads

Eligibility for a merit increase for department heads will be based upon the completion of annual goals. At the beginning of each year, all department heads shall prepare a list of goals for the forthcoming year to be reviewed and approved by the Village Manager. Throughout the year, Department Heads will document the progress of their goals and will meet with the Village Manager at least quarterly to report their progress. At the year's end, employees shall complete a self-assessment which will summarize their performance with respect to their goals. Upon review of the self-assessment, the Village Manager will determine whether the department head is eligible for merit pay. The Village Manager and the Library Director will not be eligible for this merit program as they are evaluated by the Village Board or Library Board while using a separate evaluation form and process.

### C. Cost of Living Adjustments (COLA) and Merit Increases

Every year, the Village Manager will determine appropriate cost of living adjustments based primarily on market analysis of other municipalities in the area, published salary surveys of comparable positions, and consideration of the consumer price index (CPI). Employees will be eligible for up to a 1% increase based on merit and their performance of predetermined criteria agreed upon between the employee and their supervisor.

Each staff position is assigned to a particular salary range (as outlined in the Appendix on Salary Ranges). Generally, if performance standards are met or exceeded, an employee will be eligible for a salary increase in their particular salary range. Village Board will approve merit increase increments through the adoption of the budget annually. Employees earning an unsatisfactory rating will not be eligible for merit or COLA increases. If the employee is near the maximum of their pay range and a recommended merit increase was to put them over

the maximum, the employee will only be eligible to receive the merit increase up to the maximum of their pay range. If the employee is at the maximum in a salary range, the employee is eligible for ~~such a~~ lump sum bonus payment as the Village Manager may designate. Such bonus payments shall not be added to the employee's base salary. Lump sum payments will be applied at one time to the first payroll cycle of July. Alternatively, the employee may be eligible for increased pay based on a salary review of similar positions in nearby municipalities or cost of living increases. Such an increase would be made at the Village Manager's discretion and approved by the Village Board.

An employee who has been promoted and received an increase in salary or newly hired within six (6) months prior to the effective date of the annual merit increase is not eligible for an annual merit increase. Within approved budget limits ~~set by the Village Board~~, the Village Manger and Library Board, based on a recommendation from the Library Director shall have the following authority:

- a. To grant bonuses for outstanding performance.
- b. To authorize merit increases for outstanding performance. Such increase shall not exceed the authorized range for the position.



**Appendix R**  
**Salary Range Assignments**

**SALARY RANGE ASSIGNMENTS**

Salary ranges are established for non-represented employees based upon research of similar positions at similar, nearby municipalities. The ranges shall be reevaluated at least biannually by the Village Manager and the Village Board must approve any changes to the salary ranges. As of January 1, 2017~~4~~, all newly hired salary employees will be considered exempt and all hourly paid employees will be considered non-exempt.

**Exempt Positions - Salary**

Position	Min	Mid	Max
<del>Assistant to the Village Manager</del> <u>Customer Service Director</u> / Deputy Clerk	\$55,000	\$62,500	\$70,000
	<u>\$55,825</u>		<u>\$71,050</u>
	26.44 <u>26.84</u>	30.05	33.65 <u>34.16</u>
Chief of Police	\$85,000	\$91,000	\$99,000
	<u>\$89,100</u>		<u>\$103,775</u>
	39.42 <u>42.84</u>	43.99	47.60 <u>49.89</u>
Deputy Chief of Police	\$70,720	\$87,360	\$91,520
	<u>\$74,130</u>		<u>\$95,935</u>
	34.00 <u>35.64</u>	42.00	44.00 <u>46.12</u>
<del>Administrative / Payroll Specialist</del>	\$38,000	\$44,000	\$50,000
	18.27	21.15	24.04
Library Director	\$62,400	\$72,800	\$87,360
	<u>\$65,410</u>		<u>\$91,575</u>
	30.00 <u>31.45</u>	35.00	42.00 <u>44.03</u>
Director of Public Works	\$72,683	\$80,553	\$91,128
	<u>\$76,190</u>		<u>\$95,525</u>
	34.94 <u>36.63</u>	38.73	43.81 <u>45.93</u>
Assistant Director of Public Works	\$64,480	\$72,800	\$81,120
	<u>\$67,590</u>		<u>\$85,035</u>
	31.00 <u>32.50</u>	35.00	39.00 <u>40.88</u>
Finance Director / <u>Deputy Treasurer</u>	\$75,000	\$82,500	\$90,000
	<u>\$78,620</u>		<u>\$94,345</u>
	36.06 <u>37.80</u>	39.66	43.27 <u>45.36</u>
(Lead) Building Inspector II	\$56,160	\$62,400	\$70,720
	<u>\$58,870</u>		<u>\$74,135</u>
	27.00 <u>28.30</u>	30.00	34.00 <u>35.64</u>

Building Inspector I	\$52,000	\$58,240	\$66,560
	<u>25.00</u>	<u>28.00</u>	<u>32.00</u>
Planning and Zoning Director	\$54,080	\$60,320	\$70,000
	<u>\$56,690</u>		<u>\$73,380</u>
	<u>26.00</u>	<u>29.00</u>	<u>33.65</u>
Senior Resource Coordinator	\$43,160	\$44,928	\$50,170
	<u>45,245</u>		<u>52,590</u>
	<u>20.75</u>	<u>21.60</u>	<u>24.12</u>
Assistant Village Manager / Human Resources Manager	\$65,000	\$70,000	\$75,000
	<u>\$65,975</u>		<u>\$76,125</u>
	<u>31.25</u>	<u>33.65</u>	<u>36.06</u>
Village Clerk / Treasurer	\$55,000	\$63,000	\$72,000
	<u>\$57,655</u>		<u>\$75,475</u>
	<u>26.44</u>	<u>30.29</u>	<u>34.62</u>
Village Manager	\$93,600	\$104,000	\$116,480
	<u>\$98,115</u>		<u>\$122,100</u>
	<u>45.00</u>	<u>50.00</u>	<u>56.00</u>
Sergeant	\$71,121	\$73,361	\$75,603
	<u>\$76,605</u>		<u>\$85,090</u>
	<u>34.19</u>	<u>35.27</u>	<u>36.35</u>
Lieutenant	\$79,000	\$81,702	\$84,490
	<u>85,090</u>		<u>\$91,000</u>
	<u>37.98</u>	<u>39.28</u>	<u>40.62</u>
	<u>43.59</u>		<u>46.62</u>

**Non-Exempt Positions – Hourly**

Title	MIN	MOD	MAX
Administrative Assistant I	15.00	17.00	19.00
	<u>15.72</u>		<u>19.92</u>
Administrative Assistant II	18.00	20.00	22.00
	<u>18.27</u>		<u>23.06</u>
Administrative Assistant III	20.00	22.00	24.00
	<u>20.97</u>		<u>25.16</u>
<u>Administrative / Payroll Specialist</u>	<u>\$38,570</u>		<u>\$50,750</u>
	<u>18.54</u>		<u>24.40</u>
Assistant to the Finance Director	20.00	23.00	26.00
	<u>20.97</u>		<u>27.25</u>
<u>Building Inspector I</u>	<u>54,510</u>		<u>\$69,770</u>
	<u>26.21</u>		<u>33.54</u>

Code Enforcement Officer	<del>22.00</del> <u>23.06</u>	<del>24.00</del>	<del>27.00</del> <u>28.30</u>
Community Service Officer	<del>16.24</del> <u>15.72</u>	<del>17.23</del>	<del>18.25</del> <u>19.92</u>
Court Clerk	<del>18.00</del> <u>18.87</u>	<del>20.00</del>	<del>22.00</del> <u>23.06</u>
Customer Service Associate	<del>15.00</del> <u>15.72</u>	<del>17.00</del>	<del>19.00</del> <u>19.92</u>
Public Safety Clerk	<del>16.24</del> <u>15.72</u>	<del>17.23</del>	<del>18.25</del> <u>19.92</u>
Seasonal	<del>7.25</del> <u>9.00</u>	<del>7.88</del>	<del>8.50</del> <u>10.50</u>
<u>DPW – General (Route Collector, Equipment Operator)</u>	<u>19.00</u>		<u>26.75</u>
<u>DPW – Forestry (Forester I, Forester II, Horticulturalist)</u>	<u>22.00</u>		<u>28.00</u>
<u>DPW – Facility Maintenance (Craftsman, Chief Craftsman, Electrician)</u>	<u>23.00</u>		<u>29.00</u>
<u>DPW – Utilities (Utility Equipment Operator, Operator I, Operator II)</u>	<u>23.00</u>		<u>29.00</u>
<u>DPW – Fleet Maintenance (Mechanic, Chief Mechanic)</u>	<u>23.50</u>		<u>29.50</u>
<u>DPW – Foremen</u>	<u>26.50</u>		<u>32.50</u>
<u>General Laborer</u>	<u>15.42</u>	<u>18.50</u>	<u>20.11</u>
<u>Equipment operator, Forester I</u>	<u>18.50</u>	<u>23.65</u>	<u>25.71</u>
<u>Forester II, Route Collector, Utility Equipment Operator</u>	<u>18.72</u>	<u>23.93</u>	<u>26.04</u>
<u>Utility Operator I</u>	<u>19.12</u>	<u>24.34</u>	<u>26.38</u>
<u>Utility Operator II, Forestry Leader, Craftsman, Mechanic, Electrician</u>	<u>19.63</u>	<u>24.85</u>	<u>27.01</u>
<u>Chief Mechanic, Chief Craftsman, Chief Electrician</u>	<u>20.26</u>	<u>25.53</u>	<u>27.79</u>
<u>Fleet and Facilities Foreman, Service Foreman, Utility Foreman</u>	<u>21.04</u>	<u>26.27</u>	<u>28.64</u>



## Appendix S Wellness Program Policy

### **Introduction and Purpose**

The Village of Shorewood has initiated a proactive wellness program to encourage employees to complete prevention and educational activities that improves their overall health. Wellness can be defined as the state or condition of being in good physical and mental health. It is important to recognize that several things impact an individual's physical and mental health. Therefore, the Village of Shorewood's wellness program incorporates several components that can positively impact our overall health. In addition, the Village of Shorewood will be creating financial incentives to encourage employees to successfully complete the wellness scorecard each year. The Village of Shorewood has created a Wellness Scorecard (Appendix S) to formalize and clarify which wellness goals need to be met on an annual basis to be eligible to receive the financial incentives.

### **Employee Participation in the Wellness Program**

The wellness program is a voluntarily program and is open for all employees to participate. Financial incentives related to health premiums and/or the health savings account will only be offered to regular employees that are on the Village health insurance plan. Village employees that aren't on the health plan the current year but want to enroll in the upcoming year can still receive the financial incentives if they successfully completed the wellness program for the current year. Any part-time or full-time Village employee who is not on the Village health plan may still choose to participate in completing the wellness scorecard. Employees that complete the wellness scorecard will be entered into an end of the year drawing for other incentives coordinated by the Wellness Committee.

Any wellness scorecard activities that have a cost associated with them (such as becoming a member of a gymnasium) need to be paid for by the employee. The Village will not sponsor activities requiring a cost not included in the Village insurance plan, acknowledging that several of the activities are voluntary for anyone to participate in. Several of the prevention and educational activities included in the wellness scorecard are covered through the Village insurance plan(s) and network providers.

Any employee that is hired after March 15 will not need to complete the Wellness Scorecard in order to receive the financial incentives for the upcoming year. However, when the new calendar year begins the following year, the employee must then complete the Wellness Scorecard to be eligible for future financial incentives.

Any employee that is unable to complete the necessary amount of activities due to a medical condition or a disability may contact the Assistant Village Manager by the end of July to propose alternative wellness activities.

### **Dependent Participation in the Wellness Program**

Dependents on the Village of Shorewood health insurance plan are not required to complete a wellness scorecard for the employee to receive the financial incentives related to health premiums and/or the health savings account. However, dependents on the plan are still encouraged to participate in the program by completing a wellness scorecard. Dependents that successfully complete a wellness scorecard will also be entered into a separate end of the year drawing for other incentives coordinated by the Wellness Committee.

### **Privacy of the Wellness Information**

Any information provided on the wellness scorecard will only be seen by the Assistant Village Manager and will be kept confidential. No health information will be requested to violate any federal or state laws such as HIPAA or GINA.

### **Timeline of the Program**

Employees are able to record and document activities from ~~November 1~~ October 15 (of the previous year) through ~~mid-~~ October 14 when the wellness scorecard is due. Employees must turn in the wellness scorecard and any necessary attachments to the Assistant Village Manager by the assigned due date in mid-October to be eligible for the financial incentives related to premiums and/or the health savings account. Employees are strongly encouraged to turn in scorecards prior to the assigned due date so that the Assistant Village Manager can review the scorecard and alert the employee of any missing information. If there are any changes to the format of the wellness scorecard, they need to be approved by the Village Manager and will be publicized by January of each program year.

### **Financial Incentives for Wellness Scorecard Completion**

The Benefits Committee will provide annual recommendations towards financial incentives for wellness scorecard completion. These recommendations need to be approved by the Village Manager. The Wellness Committee will be responsible for coordinating the end of the year drawing (not related to health premiums and/or health savings account) for wellness scorecard completion. Employees who only partially complete the scorecard are not eligible for any financial incentives or the end of the year drawing. Employees who provide false information and/or lie about the activities they've completed may be subject to no longer being eligible for the financial incentives for the duration of their employment with the Village of Shorewood as well as possible disciplinary action.

### **Structure of the Wellness Scorecard**

The wellness scorecard is divided into two reporting forms. The first reporting form titled "Prevention and Education" lists several voluntary wellness activities that help inform participants on their personal health information and preventative measures they can complete to improve their own health. Participants need to acquire the minimum amount of points listed at the bottom of the reporting form to complete this aspect of the scorecard. The second reporting form titled "Wellness Activities" lists several voluntary activities that participants can complete to further improve their physical and mental health. Once again, participants need to acquire the minimum amount of points listed at the bottom of the reporting form to complete this aspect of the scorecard. Participants need to acquire the minimum amount of points for both reporting forms in order successfully complete the wellness scorecard and be eligible for the financial incentives.

# VILLAGE OF SHOREWOOD ANNUAL WELLNESS REPORTING FORM

Form due by October 14, 2017



Prevention and Education	Maximum Points	Points Earned
<b>Preventative Annual Exam</b> (one time per year) by your primary care physician Proof needs to be provided by either a signature, copy of the EOB, receipt, etc. <ul style="list-style-type: none"> <li>• Proof of Appointment: _____.</li> <li>• Date of Exam (MM/DD/YY): _____.</li> </ul>	80	
<b>Complete Online Health Risk Assessment</b> (one time per year) <ul style="list-style-type: none"> <li>• Date Completed (MM/DD/YY): _____.</li> </ul>	50	
<b>Complete Biometric Testing</b> (one time per year) Proof needs to be provided by a signature, receipt, etc. <ul style="list-style-type: none"> <li>• Proof of Appointment: _____.</li> <li>• Date Completed (MM/DD/YY): _____.</li> </ul>	50	
<b>Wellness Session Discussions/Webinars</b> (10 points per session, up to 4 sessions) <ul style="list-style-type: none"> <li>• Must attach one page summary of discussion/webinar</li> <li>• Include title of webinar and date it was viewed</li> </ul>	Max 40	
<b>Dental Exam/Cleaning</b> (one time per year) Proof needs to be provided by a signature, receipt, etc. <ul style="list-style-type: none"> <li>• Proof of Appointment: _____.</li> <li>• Date of Exam (MM/DD/YY): _____.</li> </ul>	50	
<b>Submit Wellness-related article for Employee Newsletter</b> (one time per year) <ul style="list-style-type: none"> <li>• Article Name: _____.</li> <li>• Date Submitted to the Wellness Committee: _____.</li> </ul>	10	
<b>Vision Exam</b> (one time per year) Proof needs to be provided by a signature, receipt, etc. <ul style="list-style-type: none"> <li>• Proof of Appointment: _____.</li> <li>• Date of Exam (MM/DD/YY): _____.</li> </ul>	20	
<b>Flu Shot</b> (or any other medically necessary shot approved by Wellness Committee) Proof needs to be provided by a signature, receipt, etc. <ul style="list-style-type: none"> <li>• Proof of Appointment: _____.</li> <li>• Date (MM/DD/YY): _____.</li> </ul>	20	
<b>Meet with a Deferred Compensation or Financial Representative</b> (one time per year) Proof needs to be provided by a signature, etc. <ul style="list-style-type: none"> <li>• Proof of Appointment: _____.</li> <li>• Date (MM/DD/YY): _____.</li> </ul>	10	
<b>Read a Wellness-related Book</b> (one time per year) <ul style="list-style-type: none"> <li>• Title: _____.</li> <li>• Write and attach a one page summary of the book and what you learned.</li> </ul>	10	
<b>Total Points the Year for Prevention and Education (150 points required):</b>	<b>Max 340</b>	

I certify all the above information is accurate and truthful.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# VILLAGE OF SHOREWOOD ANNUAL WELLNESS REPORTING FORM

Form due by October 14, 2017



Wellness Activities	Maximum Points	Points Earned
<p><b>Performing Continuous Physical Activity</b> (Includes walking, biking, running, strength training, swimming, aerobics, group fitness; please log activities &amp; include log with wellness reporting form.)</p> <p>Performed 60 minutes for 1 week                      4 points            Performed 90 minutes for 1 week                      6 points            Performed 120 minutes for 1 week                      8 points            Performed 150 minutes for 1 week                      10 points</p>	Max 60	
<p><b>Become a Member of a Gym</b></p> <ul style="list-style-type: none"> <li>Provide verification of gym membership (20 points)</li> </ul>	20	
<p><b>Non-Smoker or complete a Smoking Cessation Program</b></p> <ul style="list-style-type: none"> <li>(40 points) I certify I am a non-smoker: _____</li> <li>(40 points) Verify participation in a smoking cessation program</li> </ul>	40	
<p><b>Make a Healthy Lifestyle Choice</b> (5 points each choice, up to 4 times per year)</p> <ul style="list-style-type: none"> <li>List ways the choice helped you become healthier.</li> <li>Write and attach a minimum one-paragraph summary of the choice.</li> </ul>	Max 20	
<p><b>Participate in Community Service related to Wellness</b>            (10 points per event (min. of 2 hours), up to 2 times per year)</p> <ul style="list-style-type: none"> <li>Examples include food drive, volunteer coaching, Big Brother/Sister, etc.</li> <li>Date (MM/DD/YY): _____ . Location: _____ .</li> <li>Activity: _____ .</li> <li>Date (MM/DD/YY): _____ . Location: _____ .</li> <li>Activity: _____ .</li> </ul>	Max 20	
<p><b>Public Events – Run, Tri, Walk, Bike, 5K</b> (10 points per event, up to 2 times per year)</p> <p>Event Name: _____ Type: _____ Date: _____ .            Event Name: _____ Type: _____ Date: _____ .</p>	Max 20	
<p><b>Wellness Committee Sponsored Event</b></p> <p>Complete 5 of the Wellness Committee Sponsored Events for 20 points. Attached is the Wellness Committee Event Schedule. Include documentation needed as outlined in the Wellness Committee Event Schedule.</p>	20	
<p><b>Bring in a Healthy Meal to Work for a Week</b> (5 points per week, 2 times per year)</p> <ul style="list-style-type: none"> <li>Turn in a log of the food you consumed during work throughout the week and why it is classified as a healthy lunch.</li> </ul>	Max 10	
<p><b>Total Points for Activity (minimum of 100 points required):</b></p>	<b>Max 210</b>	

I certify all the above information is accurate and truthful.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# VILLAGE OF SHOREWOOD – EMPLOYEE EVALUATION FORM



**Name of Employee:**

**Name of Supervisor:**

**Appraisal Year:** 2016-17

**Section 1. All Regular Full-Time/Part-Time Village Employees.**

Please complete the following section for all regular full-time and part-time Village employees. Employees should have the first opportunity to complete their self-evaluation. Supervisors must complete each of the following sections and must provide comment if the rating for that characteristic either changed or is rated at an Exceeds Expectations or Unsatisfactory level. The following ratings should be used for the evaluation:

**Exceeds Expectations (EE):** the employee consistently performs duties beyond the standards established by the supervisor, the job description and the organization.

**Meets Expectations (ME):** the employee consistently performs duties that meet the standards established by the supervisor, the job description and the organization.

**Room for Improvement (RI):** the employee has room to expand their skills to meet the high level of expectations established by the supervisor, the job description and the organization. All employees must have one room for improvement.

**Unsatisfactory (UN):** the employee consistently does not perform duties that meet the standards established by the supervisor, the job description and the organization.

**Quality of Work.** The work performed by the employee is done with accuracy, diligence and professionalism, continuously meeting or exceeding the standards outlined by the supervisor and/or other employees.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Employee:**

**Appraisal Year:** 2016-17

**Job Knowledge.** The employee displays proficient knowledge of their work duties and tasks based on the number of years in the position and is willing to share their knowledge with others or expand their knowledge through professional development opportunities.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Attitude & Work Effort.** The employee demonstrates a positive temperament that inspires and motivates others. The employee continuously displays an effort that proves their desire to help others and complete tasks with little to no unreasonable interruptions.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Communication.** The employee is able to share and present their thoughts clearly and timely with others while demonstrating an ability to listen to other perspectives. The employee uses appropriate and professional language when conversing with others.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Employee:**

**Appraisal Year:** 2016-17

**Cooperation & Relationships with Others.** The employee respects others and is able to work in a team environment with a minimum amount of conflict. The employee positively recognizes others' accomplishments and puts the team before their own needs.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Ability to Follow Directions, Policies & Procedures.** The employee listens to the instructions provided by their supervisor and/or other employees and consistently follows through with the instructions. The employee demonstrates a strong understanding of Village policies/procedures without violating these standards and portrays safe working practices.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Decision Making & Problem Solving.** The employee strategically considers all factors and consequences involved when making a decision. The employee makes ethical decisions and uses the Lean Organization process to resolve problems and improve service delivery.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Employee:**

**Appraisal Year:** 2016-17

**Customer Service & Professionalism.** The employee listens and addresses customer questions/concerns in a courteous and timely manner, whether the customer is a Village of Shorewood employee or a Shorewood resident. The employee represents the organization and the community in a positive manner.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Department Specific Characteristic.** Insert department characteristic that reflects the overall goals and values for the department.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Department Specific Characteristic.** Insert department characteristic that reflects the overall goals and values for the department.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Section 2. All Supervisors and Management Staff.**

Those that are not a supervisor or management staff can skip this section and move to Section 3. Please complete the following section for all supervisors and management staff. For the following section, evaluators must provide general comments in the bottom comment box.

**Leadership.** The employee takes responsibility for all actions in their department. The employee inspires their team to be better, takes initiative in finding ways to address conflict and encourages continuous improvement opportunities for their team to grow.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Commitment to Goals & Achieving Results.** The employee is able to accomplish multiple goals established by their department and/or Village Manager. The employee conveys this message to staff regularly through meetings and identifying everyone's role in the process.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Strategic Planning.** The employee thinks about the future needs of their department and the organization. The employee utilizes several avenues and resources to plan for the future of their department as well as the organization.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													
<b>Comments:</b>													

**Employee:**

**Appraisal Year:** 2016-17

**Section 3. Final Rating for Employee.**

Please provide the overall rating for the employee along with an explanation why they are receiving that rating. In addition, identify the future goals for the employee and what things they can work on to improve their performance.

**Overall Rating.** The employee most consistently performed at such a level that either exceeded, met, made strives to meet or failed to meet the expectations established by the supervisor, the job description and the organization.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Supervisor Rating</b>													

**Summary of the Employee's Performance:**

**Future Goals for the Employee:**

I have read this appraisal and discussed its contents with my manager. My signature indicates that I am aware of the contents and the information has been shared with me.

\_\_\_\_\_  
**Employee Signature**

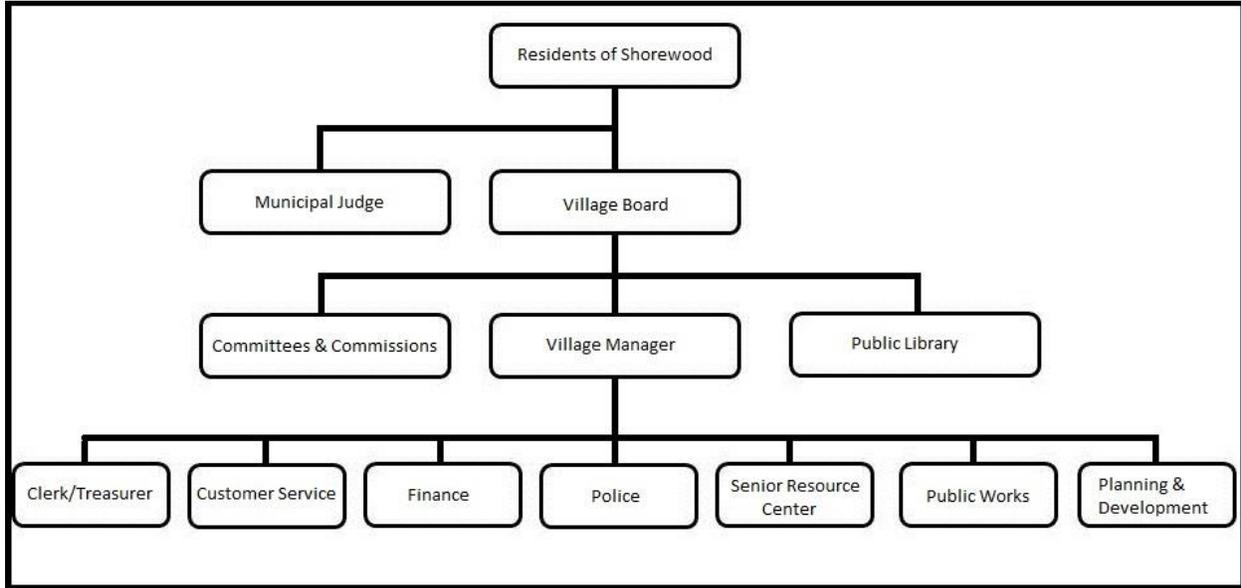
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**



**Appendix U  
Organization Chart**





AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## VILLAGE CLERK'S MEMO

DATE: December 29, 2016

TO: Trustee Ann McKaig, Chair of the Judiciary, Personnel and Licensing Committee  
Judiciary, Personnel and Licensing Committee

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: Discussion for Village Boards, Commissions, and Committees

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### BACKGROUND

On May 16, 2016, the Judiciary, Personnel and Licensing (JPL) Committee, directed the Village Clerk to begin scheduling interviews for filling upcoming/existing vacancies on Village Boards, Committees, and Commissions.

### INTERVIEW SCHEDULE

At this time no additional interviews have been scheduled.

### VACANCIES

Attached is an updated listing of current vacancies on the various Village Boards, Committees, and Commissions. This listing assumes that any appointments listed on the Village Board agenda for consideration are approved.

### ALTERNATES FOR DESIGN REVIEW BOARD

At the December 19, 2016 meeting, the JPL Committee directed the Village Clerk to gather a listing of former Design Review Board members for approximately the past ten years. The people on the list, provided below, will be considered for possible appointment as Alternates to the Design Review Board pursuant to section 225-12 of the Village Code. The list has not been culled to remove former members who may be deceased, have moved out of the Village, or may not be interested in serving as an alternate member.

Birkel	Tim
Clingaman	Marc
Drews	David
Frederick	Mark
Grimes	Peter
Kleveland Kupczak	Daniel
Kohl	William
Leadley	Brian

Linnane	Patrick
Lorich	Paul
Maguire	Thomas
Mangiamele	Joe
Manske	Shannon
Moore	Detlaf
Omon	Chad
Pelikanova	Radka

Pitrowski	Nathaniel
Sauer	Mike
Schmoltdt	Kevin
Stewart	Jeanne
Strombom	Ariane
Van Den Kieboom	Peter
Wasserman	Louis
Weininger	Ann

### RECOMMENDATIONS

If appropriate, direct the Village Clerk-Treasurer to schedule additional interviews

If appropriate, direct the Village Clerk-Treasurer to place specific appointments on an upcoming agenda for JP&L and/or Village Board consideration

Village Boards, Committees, and Commissions

Committee	Number of Vacancies	Notes
Board of Appeals	0	
Board of Review	3	1 Regular - Expiration 2020 1 Alternate - Expiration 2018 1 Alternate - Expiration 2017
Community Development Authority	0	
Conservation Committee	0	
Design Review Board	3	1 Alternate - Expiration 2017 1 Alternate - Expiration 2018 1 Alternate - Expiration 2019
Elder Services Advisory Board	0	
Library Board	0	
Parks	0	
Ped & Bike Safety	0	
Plan Commission	0	
Police	1	1 - Expiration 2021
Public Art Committee	1	1 - Expiration 2019
Recreation Advisory Committee	0	



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## MEMORANDUM

**TO:** Judiciary, Personnel and Licensing (JPL) Committee  
**FROM:** Tyler Burkart, Assistant Village Manager  
**DATE:** November 7, 2016  
**RE:** Volunteer Committee and Board Attendance Policy

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### OVERVIEW

Village staff was asked by the Judiciary, Personnel and Licensing (JPL) Committee to review other volunteer committee and board attendance policies, determine the best practices associated with these types of policies, and draft a policy to include in the handbook to address this issue. Currently in the handbook, the JPL Committee has the ability to remove a volunteer from a committee for any reason. Removal from a committee does require a 2/3 vote of the Village Board. Establishing more-detailed language on volunteer committee attendance in the handbook will provide further direction to the Village Board when determining the removal of a volunteer strictly due to lack of attendance. Such a policy will help the committees maintain active volunteers and avoid quorum issues for future meetings.

The following language is proposed to be included under the Attendance heading (Part D) and under the Removal heading (Part E) in Section 1 on page 2 of the Boards, Committees and Commissions Handbook. Track changes below demonstrate the proposed language:

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#### D. Attendance

It should be emphasized that regular attendance at meetings is critical to the effective operation of any Board, Committee, or Commission. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. ~~A member who often misses meetings may be subject to removal and/or replacement. A member failing to attend three consecutive regular meetings or more than fifty percent of all regular meetings over a calendar year will be subject to removal and/or replacement.~~ All staff liaisons or members of the public should contact the Judiciary, Personnel and Licensing Committee for further review if a committee member violates the attendance requirement. The Judiciary, Personnel and Licensing Committee will then uphold the guidelines outlined in Section 1.E Removal in order to remove a volunteer committee member if action is needed. If a member is unable to attend a meeting because of business, vacation or illness, please advise the chairperson and staff liaison of your board, commission or committee in advance of the meeting. The purpose of this policy is to help assure all Boards, Committees or Commissions can maintain, to the greatest extent possible, a full complement of active, participating members.

## E. Removal

A member may be removed from participating on a Board, Committee or Commission for any reason. The matter will be brought to the attention of the Judiciary, Personnel and Licensing committee for review. Upon review it may be determined that the Judiciary, Personnel and Licensing committee would meet with the member or the member will be contacted and asked to resign from their appointment. If the member does not voluntarily resign from their appointment, notification will be sent to the member that the matter will be placed on the Village Board agenda for review. Removal of the member requires a 2/3 vote of the Village Board.

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### **ANALYSIS**

The language is drafted so that it applies to meetings that either meet monthly or quarterly. For those that meet monthly, members would be subject for removal if they missed 7+ of the last 12 meetings in a calendar year or 3 consecutive meetings at any time. For those that meet quarterly, members would be subject for removal if they missed 3+ of the last 4 meetings in a calendar year or 3 consecutive meetings at any time.

Currently there is no proposed language in the policy addressing exemptions to being removed. Usually the main exemption discussed in this matter relates to a significant long-term illness. It is recommended as a best practice to avoid any exemptions in an attendance policy for two reasons. First of all, if a member misses meetings due to health and is removed from the committee, the resident can re-apply at any time afterwards when they are healthy to do so and the Village Board can consider their application and reappointment at that time. Secondly, listing no exemptions will help the JPL Committee along with the Village Board execute an equitable process when it comes to managing attendance for all boards, committees and commissions.

Lastly, some policies and handbooks will provide two separate guidelines for attendance based on whether or not the member's absences were excused and communicated in advance to the chair and/or staff liaison. Staff can certainly look at additional language if the JPL Committee would like to explore that direction.



<b>Policy No. 33</b>		<b>Page 1 of 1</b>
<b>Attendance for Volunteer Committees</b>		
<b>Authority: Shorewood Village Board</b>		

**Attendance**

It should be emphasized that regular attendance at meetings is critical to the effective operation of any Board, Committee, or Commission. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. A member failing to attend three consecutive regular meetings or more than fifty percent of all regular meetings over a calendar year will be subject to removal and/or replacement. All staff liaisons or members of the public should contact the Judiciary, Personnel and Licensing Committee for further review if a committee member violates the attendance requirement. The Judiciary, Personnel and Licensing Committee will then uphold the guidelines outlined in Section 1.E Removal in order to remove a volunteer committee member if action is needed. If a member is unable to attend a meeting because of business, vacation or illness, please advise the chairperson and staff liaison of your board, commission or committee in advance of the meeting. The purpose of this policy is to help assure all Boards, Committees or Commissions can maintain, to the greatest extent possible, a full complement of active, participating members.

**Removal**

A member may be removed from participating on a Board, Committee or Commission for any reason. The matter will be brought to the attention of the Judiciary, Personnel and Licensing committee for review. Upon review it may be determined that the Judiciary, Personnel and Licensing committee would meet with the member or the member will be contacted and asked to resign from their appointment. If the member does not voluntarily resign from their appointment, notification will be sent to the member that the matter will be placed on the Village Board agenda for review. Removal of the member requires a 2/3 vote of the Village Board.



**Shorewood**

**MEMORANDUM**

**Village Attorney's Office**

Nathan J. Bayer  
William P. Dineen

**TO:** Chris Swartz, Village Manager  
**FROM:** Nathan Bayer, Village Attorney  
**DATE:** September 1, 2016  
**RE: Quorums for Committees and Boards**

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I was asked to prepare a short memorandum addressing quorum requirements with respect to citizen boards and committees. In order to create a convenient reference guide I am also including a brief discussion of the standing committees established by the Village Board pursuant to Shorewood Village Code § 155-9.

Most of the village ordinances establishing committees and boards specifically address the number of members necessary to form a quorum in order to hold meetings and conduct business, and these are addressed below. Where no number is specified, or where any ambiguity arises, the default number to constitute a quorum is a simple "majority" of the number of members of that committee or board. Wisconsin Statute § 99.001(8)(m) dictates that when no other number is specified "a quorum of a public body is a majority of the number of members fixed by law." This is also consistent with Robert's Rules of Orders, which the board adheres to pursuant to Village Code § 155-7.

My understanding is the request for a primer on "quorums" arose primarily over concerns that the Design Review Board has had difficulty gathering enough members to constitute a quorum. The good news is that the code section setting up the Design Review Board offers some creative ways in which a quorum may be convened. For starters, even though the Design Review Board shall consist of nine members, Village Code § 225-12 states that only four members of the Board constitutes a quorum. Beyond that, under certain conditions, *former* members of the Board can attend meetings in order to reach a quorum. Village Code § 225-12(C) authorizes "3 former members of the Design Review Board" to "serve as alternate members pursuant to subsection D(4) of this section." Village Code § 225-12(D)(4) further provides that "In the event that there are at least 3 [active] members present, a specified former member may serve as a voting member for the purpose of providing a quorum to conduct the meeting." Thus, in a situation where only three of the nine active members of the Design Review Board can attend a meeting, a former member previously designed as an "alternate member" can be contacted, attend a meeting, and even vote.

Some questions have also recently arisen with respect to the Wilson Drive Task Force and its subgroups. The individuals that comprise the Task Force and subgroups are citizen volunteers who have agreed to give advice and make recommendations to the Strategic Initiatives Committee ("SIC"), which is a standing committee of the Village Board. The Task Force and the subgroups have no power to take direct action on behalf of either the SIC or the Board. Accordingly, the SIC can establish whatever rules it deems fit to govern meetings of the Task Force and its subgroups. The Task Force and the subgroups could meet and confer with less than a majority, unless the SIC has promulgated a rule dictating that a quorum is necessary to meet. Absent that, there is no minimum number to meet. Pursuant to our previous discussions, we do recommend that all meetings of the Task Force and subgroups continue to be publicly noticed and open to the public.

Village Code § 155-9 establishes the following six standing committees of the Village Board: Community and Business Relations, Budget and Finance, Public Works, Strategic Initiatives, Judiciary, Personnel and Licensing, and Public Safety. As there are only three appointed members on each of these committees, two members constitute a quorum. However, even though the Village President and Village Manager are also listed as "ex officio" members of all standing committees, as well as all special committees, commissions and boards, their attendance should not be counted in determining whether a quorum exists. Also, the Village President and Village Manager should not vote on any committee or board on which they are acting only as "ex officio" members.

The Village Code also enumerates the specific number of members that must be present at a meeting to constitute a quorum for the following boards and committees:

Pursuant to Village Code § 16-4, the Traffic Safety Committee shall have 8 members, and 5 shall constitute a quorum.

Pursuant to Village Code § 16-21, the Pedestrian and Bicycle Safety Committee shall have 7 members, and 4 shall constitute a quorum.

Pursuant to Village Code § 16-22, the Public Arts Committee shall have 7 members, and 4 shall constitute a quorum.

Pursuant to Village Code § 26-3, the Community Relations Committee have 9 members, and 5 shall constitute a quorum.

Pursuant to Village Code § 68-15, the Board of Review shall have 5 members, and 3 shall constitute a quorum.

Pursuant to Village Code § 125-2, the Civil Service Commission shall consist of 5 members, and 3 shall constitute a quorum.

Pursuant to Village Code § 530-3, the Library Board shall have 7 members, and 4 shall constitute a quorum.

Pursuant to Village Code § 535-54, the Board of Appeals shall have 5 members, and 3 shall constitute a quorum.

Please let me know if there are any follow up questions associated with establishing a quorum for the various boards and committees.



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

### **VILLAGE CLERK'S MEMO**

DATE: September 15, 2016

TO: Trustee Ann McKaig, Chair of the Judiciary, Personnel and Licensing Committee  
Judiciary, Personnel and Licensing Committee

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: Village Boards, Commissions, and Committees

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### **BACKGROUND**

The Judiciary, Personnel and Licensing (JPL) Committee is taking a closer look at volunteer committees, commissions and boards. Specifically, the JPL Committee is assessing the structure of the terms as well as attendance and membership requirements for each volunteer committee. The JPL Committee requested staff to compile a list of characteristics for each volunteer committee. This information has been compiled into a spreadsheet, which is attached to this memorandum. The JPL Committee will be using this spreadsheet for further analysis and discussion.

### Board of Appeals

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 535-52	5, 2 alternates	3 year terms		Chair - Village President w/o confirm by Village Board, others - JPL	Residents, Village Clerk is secretary	3 (535-54C)	2 allowed by code		2nd Tuesday each month, as needed.

### Board of Review

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 68-15	5, 4 alternates	5 year terms		Village President w/JPL, confirm by Village Board	Residents	3 (\$70.47)	4 allowed by Code		At least once during 30 days after 2nd Monday in May, then as needed.

### Community Development Authority

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
\$66.431, \$66.40	7 total, 2 from Village Board	4 year terms		two - Village President w/confirm by Village Board. Others, JPL	Residents	Majority, 4			1st Friday of each month, as needed.

### Conservation Committee

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-14	13 members	3 year terms		Village President w/JPL and Village Board, 1 student by SHS Principal	Residents, SHS Student	Majority, 7			1st Thursday of each month or by Chair, any three members or any Village official.

### Design Review Board

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 225-12	9, 3 alternates	3 year terms		Village President w/JPL, confirmation by Village Board	2 architects, 2 architects/design professionals, 1 real estate broker and four additional members	Majority, 4	3 allowed by code	Village Manager, Village Attorney and Planning/Zoning Administrator or their designees	2nd and 4th Thursdays each month, 1st and 3rd Thursdays in Nov/Dec.

### Elder Services Advisory Board

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
	7 members	3 year terms		Village President w/JPL, confirmation by Village Board		Majority, 4			1st Thursday of each month.

## Library Board

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
§43, VC: 350-1	7 members	3 year terms	3 terms, per Library Board of Trustees Bylaws	Village President w/JPL, confirmatoin by Village Board, 1 by School District.	Residents	Majority, 4			2nd Wednesday of the month and by call of director/president as necessary.

<http://shorewoodlibrary.org/content/content/GOV-2%20Library%20Board%20Bylaws.pdf>

## Parks Commission

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
§3.1501, §3.1504, VC: 16-8	7 members	3 year terms		Village President w/JPL, confirmation by Village Board	Residents	Majority, 4			2nd Tuesday each month.

## Pedestrian & Bicycle Safety Committee

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-18	7 members	3 year terms		Village President w/JPL, confirmation by Village Board	Residents/Business Owners	Majority, 4			2nd Tuesday each month.

## Plan Commission

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-1, §61.35, §62.23	9 total - Village President & 1 Trustee, 7 members	Village President & Trustee - 1 year term, members - 3 year terms		Village President with confirmation by Village Board	Residents	Majority, 5		Village Planner & Building Inspector	4th Tuesday each month, as needed.

## Police Commission

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-6, §3.503	5 members	5 year terms		Village President without confirmation by Village Board	Residents	Majority, 3			Meets on an as needed basis.

## Public Art Committee

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-22	7 members	3 year terms		Village President w/JPL, confirmation by Village Board	Appropriate skills, knowledge, experience	Majority, 4			Call of the chair when requested by Staff, member or Chair. As needed on Wednesdays and Fridays.

### Recreation & Community Services Advisory Committee

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-12, §3.1505	10 members	3 year terms		5 by Village President w/JPL & Village Board. 5 by School Board.		Majority, 6			Meetings are held on a quarterly basis.

### Village Board

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 155, §1.101, §1.125	7 total - 6 Trustees, 1 President	3 year terms		Village President w/JPL, confirmation by Village Board		Majority, 4. Lesser may adjourn			1st and 3rd Mondays each month.

**To:** Village Public Works Committee

**From:** Shorewood Conservation Committee

**Re:** Shorewood Organics Collection Pilot proposal

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The 2012 [Sustainability Action Plan](#) adopted by the Village Board calls for investigation and consideration of a municipal composting program in Shorewood as a mid-term goal (5-9 years). The ongoing solid waste RFP process has thus far not borne fruit in the hope that general collections conversations would include a robust waste reduction/resource recovery paradigm in Village services. Understandably, basic questions of service levels for trash and recycling have dominated negotiations. Meanwhile, recovery rates in Shorewood are stuck at 32%, slightly below average for Wisconsin. Fortunately, Shorewood has an excellent opportunity to follow Milwaukee's lead by piloting a program targeting source-separated organics (SSO), which make up between a quarter and a third of all municipal waste.

In November and December, the City of Milwaukee rolled out a [three-neighborhood organics collection pilot](#) combining kitchen waste with yard trimmings, to which over 600 residents subscribed at a monthly rate of \$12.75. The City provided a dedicated 65-gallon rolling cart to all subscribers, and commercial hauler Compost Crusader won the bidding process for biweekly collection service December through March and weekly collection April through November. Four collection routes serve single-family homes, duplexes, and quadplexes in Bayview, River West, and the East Side. Compost Crusader also provided a welcome kit to customers that included an initial supply of 2.5-gallon BioBags and a kitchen caddy. All SSO is tipped at Blue Ribbon Organics in Caledonia. The City calculated a \$1 monthly savings per customer on its landfill burden and applied this as a subsidy to the \$13.75 per household it pays to the vendor over the pilot term. The City handles all the billing services for enrollees.

Milwaukee has identified the following goals for its [organics collection pilot](#):

- Gaining a better understanding of the demand for this type of collection service
- Establishing the recovery rate this type of program provides
- Assessing and supporting the development of regional organics processing capacity that includes food waste
- Measuring customer satisfaction for the program; and
- Understanding the overall economics of the program.

Following the success of the recent Solar Shorewood group buy-down—which saw Shorewood contribute a full third of total installations across the project area, marking it as the largest group-buy to date in Wisconsin—the Village now has an opportunity to match Milwaukee's example and arrange a similar organics collection pilot for Shorewood residents.

For purposes of this pilot, kitchen organics are understood to include fruit and vegetable scraps (whole and trimmings), spent grains and pasta, egg shells, coffee grounds and tea bags, spoiled leftovers, plate scrapings, bones, cooked meat scraps, spoiled dairy and bread products, cooked seafood, skin, and shells, any vegetable seeds and stems. The main restriction is on RAW MEAT AND SEAFOOD, which will not be accepted. Yard waste includes grass clippings, garden trimmings, weeds, and even diseased plants. Food-soiled paper is not encouraged, but is not listed as a contaminant. The pilot [maintains a list](#) of prohibited items including diapers, pet waste, plastic food packaging, etc.

### Proposed Pilot

As the Milwaukee pilot literally laps at our shores at Edgewood (East Side) and Capitol Drive (River West), Compost Crusader can accommodate Shorewood either as a separate route (with a minimum of 100 subscribers) or tack Shorewood onto one of its commercial routes (Outpost Natural Foods) on Wednesdays with an initial enrollment of only 25 subscribers. We expect that enrollment will continue to grow as neighbors see what is happening on the curb.

Ideally, the financial arrangement would be the same and the Village would agree to handle the billing to subscribers and offer the \$1 subsidy per customer per month (\$1,200 for the year for 100 customers; \$300 for 25). Feedback from Village staff, however, indicates that additional billing duties would present too great an administrative burden on existing staff. Compost Crusader will therefore charge extra in order to absorb those additional billing costs according to the following schedule:

25-50 households - \$15.50 per month per customer

50-75 households - \$15.50 per month per customer

75-100 households - \$15.00 per month per customer

Billing will be done quarterly in advance of service and will require customers to set up an automatic withdrawal using a credit or debit card.

After consulting with staff, it was suggested that although customers will be billed directly by the service provider, the subsidy will be paid by the Village to Compost Crusader directly, thus dropping customer out-of-pocket costs to **\$14 or 14.50 per month** depending on total enrollment numbers.

Customers would need to be provided 65-gallon rolling carts for curbside collection, another cost assumed by the Village (est. \$45 per cart if new, but Village could retain ownership or repurpose older carts). An additional marketing budget would be required for flyers and promotional materials, but we expect these costs to be minimal (\$200-300). Village staff have agreed to help with promotion and marketing, as well as facilitate the enrollment process.

Compost Crusader would furnish the starter kits.

The Conservation Committee would serve in the role of marketing and education for the pilot, using a variety of outreach media, holding public awareness sessions, and answering questions during the pilot period, playing the role that the MREA served in the Solar Shorewood project.

We recommend a pilot period of one calendar year (with year-round collection), starting in the spring of 2017.

### Rationale

Other communities besides Milwaukee are doing this and more. Many States are leading the way with landfill ban legislation or waste reduction targets, and some cities are setting their own ambitious goals. California adopted a law requiring 75% reduction in landfill disposal of organics by 2025, not only in order to reduce the overall waste going to landfill, but also as a prime strategy for meeting targets for reducing emissions of methane, hydrofluorocarbon gases, and other greenhouse gases. Massachusetts has a commercial food waste ban in place since 2014. In Portland, OR, where curbside compost collection is already a universal public service, 1000 businesses also participate in a voluntary program to collect and compost food scraps, and the regional authority is assessing ways to expand these results. Vermont experienced a 40% increase in food donations in 2016, which is largely attributed to a law banning all organics from landfill by 2020 (including at the residential level), resulting in lower costs and higher food quality at local food banks. Closer to home, many suburbs of Chicago (Oak Park, Glen Ellyn, etc.), Hennepin County, MN, and even some very cold, snowy places (Ithaca, NY; Cambridge, MA), have tackled organics collection schemes with great success.

*We reject the sentiment that only coastal cities like San Francisco, Seattle, and Boston can accomplish big things in sustainability. As with Solar Shorewood, this pilot would allow Shorewood to join Milwaukee's bold leap toward putting Wisconsin on the map for progressive waste management initiatives.*

### Questions and Considerations

- The pilot could potentially take advantage of the yard waste carts currently in circulation and remaining in the DPW inventory. Compost Crusader would need to confirm that its trucks can accommodate these older carts. These carts are currently in circulation at a \$10 charge to the resident.
- Although Compost Crusader can technically serve both curbside and alley locations, curbside is preferred for routing logistics and visibility purposes. We recommend that the pilot start with curbside only, since setting the precedent of alley refuse collection has already complicated general collections logistics, equipment considerations, and pricing.
- If the pilot uses the older yard waste carts, we would need to outfit them with a large, distinctive sticker to mark them as the Compost Crusader service route so that DPW drivers would not tip these carts into Village-owned packer trucks.
- The pilot would appeal to environment-minded households in Shorewood (a handful of Shorewood residents attempted to enroll in Milwaukee's pilot directly but were turned away) and many who lack the space, time, or knowledge to compost on their own.

- Although yard trimmings are collected in Shorewood as part of general services, the convenience of a rolling cart may appeal to residents willing to pay for the service.
- Shorewood may realize some cost savings from reduced tonnage in trash collection, while also mitigating the labor involved in collecting bagged yard waste.
- If the pilot goes well, would we recommend offering the service as a more permanent subscription service? If so, with continued subsidy or at market rate? Would participants keep their carts?
- Will the pilot be capped at 100 households so that we can assess the results and limit the outlay before having more people sign up?