



**AGENDA - SHOREWOOD BOARD OF TRUSTEES**  
**Village Board Meeting**  
**7:30 P.M. – Monday March 7, 2016**  
**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 March 7, 2016
5. Items removed from the Consent Agenda
6. February 16, 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. Proclamation – Shorewood Woman’s Club – 80<sup>th</sup> Anniversary, March 15, 2016
9. Presentation – Department of Public Works Annual Report
10. New Business
  - a. Public Works
    1. Consideration of contract award for 2016 Street Reconstruction Program Project # 1 (NE Area Combined Sewer Improvements)
    2. Consideration of contract award for 2016 Street Reconstruction Project #2 (Beverly Road Reconstruction)
    3. Consideration of professional services agreement for 2016 infrastructure improvement programs construction inspection
    4. Update and Possible Consideration on Public Works Collections Requests for Proposals
  - b. Public Art Committee
    1. Presentation and Discussion from Public Art Committee on new Public Art Proposal

- c. Public Safety Committee
  - 1. Discussion and Public Comment on Possible Relocation of Police Department
- d. Strategic Initiatives
  - 1. Update on Wilson Drive Community Task Force
- 11. Reports of Village Officials
  - a. Village President
  - b. Village Trustees
  - c. Village Manager
- 12. Items for Future Consideration
- 13. Adjournment

DATED at Shorewood, Wisconsin this 3<sup>rd</sup> day of March, 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 COMMITTEE** - Tr. Michael Maher, Chairperson

Monday, March 7, 2016, at 6:00 p.m. – to consider:

1. Presentation of Accounts March 7, 2016
2. Review the 2015 Annual Financial Report

**PUBLIC WORKS** - Tr. Davida Amenta, Chairperson

Monday, March 7, 2016, at 6:40 p.m. – to consider:

1. Consideration of contract award for 2016 Street Reconstruction Program Project # 1 (NE Area Combined Sewer Improvements)
2. Consideration of contract award for 2016 Street Reconstruction Project #2 (Beverly Road Reconstruction)
3. Consideration of professional services agreement for 2016 infrastructure improvement programs construction inspection
4. Discussion of Resolution Opposing SB 432

**COMMUNITY & BUSINESS RELATIONS** – Tr. Tammy Bockhorst, Chairperson

Monday, March 7, 2016, at 7:20 p.m.– to consider:

1. Discussion on Plensa *Spillover II* Community Conversation

**JUDICIARY, PERSONNEL, AND LICENSING** – Tr. Patrick Linnane, Chairperson

Monday, March 7, 2016, at 6:00 p.m. – to consider:

1. Discussion of Human Resources Manual Updates

**PUBLIC SAFETY COMMITTEE** – Tr. Ann McKaig, Chairperson

Monday, March 7, 2016, at 6:30 p.m. – to consider:

1. Discussion on Sexual Offenders Ordinance
2. Discussion on upcoming Parking Policy Considerations
3. Discussion on Public Process for Possible Relocation of Police Department

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

Monday, March 7, 2016, at 7:10 p.m. – to consider:

1. Discussion on Wilson Drive Community Task Force

**DATED** at Shorewood, Wisconsin, this 3<sup>rd</sup> day of March, 2016.

VILLAGE OF SHOREWOOD

Tanya O'Malley, WCPC, Village Clerk/Treasurer

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

**DATE:** February 23, 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	\$ 296,953.68
200 - Library	33,527.09
210 - Elder Service Fund	3,221.59
220 - Marketing Fund	2,992.33
230 - Shorewood Today Magazine	2,250.00
240 - Special Funds	-
250 - Public Art Funds	-
300 - Debt Service Fund	724,808.13
400 - Capitol Projects Fund	40,366.85
410 - TIF #1	9,612.45
430 - TIF #3	2,433.70
440 - TIF #4	-
450 - TIF #5	-
600 - Parking Utility Fund	1,139.70
610 - Water Utility Fund	32,252.27
620 - Sewer Utility Fund	111,871.18
800 - Property Tax Fund	6,270,504.54
900 - Cash Fund	-
Subtotal:	\$ 7,531,933.51
PLUS: Payroll vouchers per check register dated 2/19/2016	170,197.96

**Grand Total**      **\$ 7,702,131.47**

	Begin Ck #	End Chk #
Accounts Payable Checks:	22953	23042
Accounts Payable Electronic Checks:	E1670	E1684
Payroll Checks:	2407	2413
Payroll Direct Deposits:	DD8900	DD8993
Payroll Electronic Check Remittances:	E525	E532

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 0000							
100-0000-17140	NLP - Attic Improv Loans	HOMETOWN BUILDING	4446 CRAMER ATTIC LOAN	444622216	02/24/16	10,000.00	22991
100-0000-21150	Other Accrued Payables	LAW, INC. HEALTH TRUST	VEBA PREMIUMS - POLICE DEPT FEB 16	1807	02/24/16	192.00	23000
100-0000-21530	HEALTH VILLAGE PORTION	UNITED HEALTH CARE OF	HEATH INSURANCE PREMIUMS FEB 16	0039780346	02/29/16	119,743.88	1679
100-0000-21530	HEALTH VILLAGE PORTION	UNITED HEALTH CARE OF	HEATH INSURANCE PREMIUMS	MAR 2016	02/29/16	111,110.39	1679
100-0000-21531	DENTAL VILLAGE PORTION	DELTA DENTAL PLAN OF	CURRENT DENTAL PREMIUMS FEB 2016	872006	02/29/16	5,368.84	1670
100-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX JAN 2016	SALES TAX JAN 16	02/29/16	43.90	1684
Total For Dept 0000						246,459.01	
Dept 1200 Court							
100-1200-53100	Office Supplies	OFFICE DEPOT	MONTHLY STATEMENT - DEPARTMENT S	STTMT DUE 2-23-1	02/29/16	2.59	1676
Total For Dept 1200 Court						2.59	
Dept 1410 Manager							
100-1410-51900	Professional Education	NPELRA	WPELRA 2016 ANNUAL CONFERENCE	SWARTZ REG	02/25/16	125.00	23041
100-1410-51900	Lodging for Chris Swartz at Eh	KALAHARI RESORTS WISC	Lodging for Chris Swartz at Ehlers Confer	02/17/2016	02/29/16	104.00	1671
100-1410-51900	Lodging for Tyler Burkart at E	KALAHARI RESORTS WISC	Lodging for Tyler Burkart at Ehlers Confer	02/18/2016	02/29/16	104.00	1671
100-1410-51900	100-1410-51900	PUBLIC POLICY FORUM 4	100-1410-51900	01/06/2016	02/29/16	25.00	1671
100-1410-51900	Food for Chris Swartz and Tyl	THE DEL-BAR LAKE DELT	Food for Chris Swartz and Tyler Burkart at	03/04/2016	02/29/16	60.00	1671
100-1410-52910	Manager's e-newsletter	CTC*CONSTANTCONTACT	Manager's e-newsletter	01/26/2016	02/29/16	45.00	1671
100-1410-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	LEASE CHARGE - MARCH; COPY CHARGES	18274164	02/24/16	16.13	22992
100-1410-53990	Refreshment for ICMA meetin	WM SUPERCENTER #245	Refreshment for ICMA meeting in Shorew	01/15/2016	02/29/16	27.15	1671
100-1410-54130	100-1410-54130	BAKERS-SQUARE-REST #0	100-1410-54130	02/13/2016	02/29/16	28.78	1671
100-1410-54130	CS (3)/Clerk/PA lunch last day	JIMMY JOHNS - 78 - ECO	CS (3)/Clerk/PA lunch last day of year	12/31/2015	02/29/16	47.25	1671
Total For Dept 1410 Manager						582.31	
Dept 1420 Clerk							
100-1420-53100	Laminating covers for transie	MYBINDING COM 503-64	Laminating covers for transient merchant	01/25/2016	02/29/16	13.97	1671
100-1420-53200	Membership - WMCA	WISCONSIN MUNICIPAL C	Membership - WMCA	02/01/2016	02/29/16	65.00	1671
Total For Dept 1420 Clerk						78.97	
Dept 1421 Elections							
100-1421-51900	Breakfast for Saturday electio	CITY MARKET SHOREWO	Breakfast for Saturday election training	03/01/2016	02/29/16	28.90	1671
100-1421-51900	WMCA Annual Membership	WISCONSIN MUNICIPAL C	WMCA Annual Membership	01/14/2016	02/29/16	65.00	1671
100-1421-53500	Label printers	Amazon.com AMZN.COM	Label printers	02/29/2016	02/29/16	228.08	1671
100-1421-53500	Dymo Labels	Amazon.com AMZN.COM	Dymo Labels	03/06/2016	02/29/16	53.50	1671
100-1421-53500	Dymo Printers	Amazon.com AMZN.COM	Dymo Printers	03/07/2016	02/29/16	244.97	1671
Total For Dept 1421 Elections						620.45	
Dept 1430 Customer Service							
100-1430-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER J	JAN 2016	02/29/16	81.87	1677
100-1430-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	LEASE CHARGE - MARCH; COPY CHARGES	18274164	02/24/16	60.37	22992
100-1430-53200	Membership - Natl. Customer	SQ *CENTER FOR PERFOR	Membership - Natl. Customer Service Ass	02/25/2016	02/29/16	95.00	1671
Total For Dept 1430 Customer Service						237.24	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 1510 Finance							
100-1510-51900	gfoa conf airfare emanuelson	AIR CANAD01421578311	gfoa conf airfare emanuelson	03/03/2016	02/29/16	526.11	1671
100-1510-51900	gfoa conf reg emanuelson	GOVERNMENT FINANCE	gfoa conf reg emanuelson	03/02/2016	02/29/16	380.00	1671
100-1510-51900	personnel management cours	UWM SCE 414-22732	personnel management course	02/14/2016	02/29/16	300.00	1671
100-1510-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	LEASE CHARGE - MARCH; COPY CHARGES	18274164	02/24/16	177.23	22992
100-1510-53200	webinar accounting/disclosur	GOVERNMENT FINANCE	webinar accounting/disclosure for debt	01/08/2016	02/29/16	85.00	1671
100-1510-53200	wgfoa dues emanuelson	LOCAL GOVERNMENT ED	wgfoa dues emanuelson	02/15/2016	02/29/16	25.00	1671
100-1510-53200	wgfoa dues cindy w	LOCAL GOVERNMENT ED	wgfoa dues cindy w	02/16/2016	02/29/16	25.00	1671
Total For Dept 1510 Finance						1,518.34	
Dept 1900 Other General Admin							
100-1900-52120	Professional Fees Legal	VON BRIESEN & ROPER S	PROFESSIONAL SERVICES RENDERED 01/3	209919	02/24/16	8,118.00	23036
Total For Dept 1900 Other General Admin						8,118.00	
Dept 2100 Police							
100-2100-45120	Court Fines	SIEDA R WITCHER	REFUND FOR TRIP PARTIAL PAYMENT	1342625-3	02/24/16	25.00	23022
100-2100-51330	Uniform Expense	SHOREWOOD PRESS	CODY SMITH 536 BUSINESS CARDS	15907	02/24/16	35.00	23021
100-2100-51330	J. Schmidt radio earpiece	G T DISTRIBUTORS INC 51	J. Schmidt radio earpiece	01/18/2016	02/29/16	112.94	1671
100-2100-51900	Professional Education	CARINI, KEVIN	2015 WINTER SEMESTER EDUCATION REI	2015 WINTER REI	02/24/16	800.00	22966
100-2100-51900	K. Carini hotel refund for Offic	HOTEL*Delta Hotels.com	K. Carini hotel refund for Officer backgro	01/16/2016	02/29/16	(120.76)	1671
100-2100-51900	J. Schmidt WI LEEDA Confere	KALAHARI RESORTS WISC	J. Schmidt WI LEEDA Conference hotel	02/20/2016	02/29/16	194.12	1671
100-2100-51900	J. Schmidt WI LEEDA Confere	KALAHARI RESORTS WISC	J. Schmidt WI LEEDA Conference hotel ta	03/05/2016	02/29/16	(30.12)	1671
100-2100-51900	Chief Hotel for 2016 Mid-Win	KALAHARI RESORTS WISC	Chief Hotel for 2016 Mid-Winter WCPA C	12/30/2015	02/29/16	79.00	1671
100-2100-51900	Chief Registration fee for 201	PAYPAL *WPLF 402-935-	Chief Registration fee for 2016 Mid-Wint	12/29/2015	02/29/16	135.00	1671
100-2100-52200	ELECTRIC EXPENSE	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 1/7-2/5/1	7425530193 JAN1	02/29/16	944.90	1682
100-2100-52210	GAS AND HEAT EXPENSE	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 1/6-2/4/16	7425530193GASJA	02/29/16	1,029.16	1682
100-2100-52230	Phone and Internet	DIGICORP INC	VOICE LABOR FOR PHONE SYSTEM (PD FR	311958	02/24/16	86.25	22981
100-2100-52230	Phone and Internet	US CELLULAR	DEPARTMENT CELL PHONES	0121493348	02/24/16	212.85	23031
100-2100-52990	Other Service Contracts & Fee	PROFESSIONAL ACCOUNT	JANUARY 2016 CITATIONS MANAGEMEN	MSB0000586	02/24/16	4,912.26	23014
100-2100-53100	Office Supplies	CINTAS CORPORATION	WEEKLY MAT SERVICE	184723378	02/24/16	14.11	22970
100-2100-53100	Office Supplies	CINTAS CORPORATION	WEEKLY MAT SERVICE	184721831	02/24/16	16.70	22970
100-2100-53100	Office Supplies	EVIDENT INC	2" RED/BLACK EVIDENCE SEALING TAPE	102411A	02/24/16	93.12	22984
100-2100-53100	Office Supplies	P H & S PRODUCTS LLC	2XL & XL GLOVES	0006962-IN	02/24/16	170.00	23012
100-2100-53100	Office Supplies	PROFESSIONAL ID CARDS	OFFICER GLENN WAGNER RETIRED ID	9293	02/24/16	10.95	23015
100-2100-53100	Decorations for C. Vander Sha	ELLIOTS PARTYLAND ME	Decorations for C. Vander Shaaf retireme	01/19/2016	02/29/16	13.47	1671
100-2100-53100	Dessert for C. Vander Schaaf r	MEIJER STORE #274 GRA	Dessert for C. Vander Schaaf retirement p	01/13/2016	02/29/16	16.17	1671
100-2100-53100	Supplies fo C. Vander Schaaf r	MICHAELS STORES 8763	Supplies fo C. Vander Schaaf retirement p	01/09/2016	02/29/16	22.61	1671
100-2100-53100	Food for C. Vander Schaaf reti	ROCK BOTTOM MILWAU	Food for C. Vander Schaaf retirement par	01/17/2016	02/29/16	256.90	1671
100-2100-53100	Admin. Breakfast - schedule s	THE ORIGINAL PANCA MI	Admin. Breakfast - schedule software me	01/31/2016	02/29/16	64.90	1671
100-2100-53100	Band aids	WALGREENS #15188 SHO	Band aids	01/03/2016	02/29/16	5.27	1671
100-2100-53100	Office Supplies	OFFICE DEPOT	MONTHLY STATEMENT - DEPARTMENT S	STTMT DUE 2-23-1	02/29/16	558.30	1676
100-2100-53200	FBINA membership dues	FBI NATIONAL ACADEMY	FBINA membership dues	02/10/2016	02/29/16	85.00	1671
100-2100-53200	IACP membership dues	IACP 800-843-4	IACP membership dues	02/09/2016	02/29/16	150.00	1671

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 2100 Police							
100-2100-53200	WCPA membership dues	PAYPAL *WCPA 402-935-	WCPA membership dues	02/11/2016	02/29/16	100.00	1671
100-2100-53400	Vehicle Maintenance	MACWASH CORPORATIO	CHIEF SQUAD WASH	19132	02/24/16	5.00	23003
100-2100-53400	Vehicle Maintenance	MACWASH CORPORATIO	CHIEF SQUAD WASH	19133	02/24/16	3.00	23003
100-2100-53400	Vehicle Maintenance	TAYLOR COMPUTER SERV	TROUBLESHOOT CAMERA ISSUES IN SQU	14769	02/24/16	480.00	23025
100-2100-53500	Dept/Program Supplies	ACCURATE RECHARGE SE	ANNUAL FIRE EXTINGUISHER SERVICE (15	43620	02/24/16	193.27	22955
100-2100-53500	Gun cleaning supplies	Amazon.com AMZN.COM	Gun cleaning supplies	02/26/2016	02/29/16	23.59	1671
100-2100-53500	Gun cleaning supplies	Amazon.com AMZN.COM	Gun cleaning supplies	02/27/2016	02/29/16	33.42	1671
100-2100-53500	PBT mouth pieces	INTOXIMETERS 314-4294	PBT mouth pieces	01/28/2016	02/29/16	420.00	1671
100-2100-53500	Dept/Program Supplies	OFFICE DEPOT	MONTHLY STATEMENT - DEPARTMENT S	STTMT DUE 2-23-1	02/29/16	2,471.98	1676
Total For Dept 2100 Police						13,623.36	
Dept 2400 Planning and Development							
100-2400-51900	Professional Education	GREATER BROOKFIELD C	LEAN ROUNDTABLE WCTC E LANG	2144	02/24/16	85.00	22986
100-2400-51900	Professional Education	LEAGUE WIS MUNICIPALI	INSPECTOR INSTITUTE D HENSON	2222016	02/24/16	175.00	23001
100-2400-51900	Sign Code webinar LANG	UWEX REGISTRATION 60	Sign Code webinar LANG	01/22/2016	02/29/16	20.00	1671
100-2400-53120	Copy & Print Costs	A/E GRAPHICS BROOKFIE	BLUEPRINT SCANS - EASTWOOD	548704	02/24/16	353.65	22954
100-2400-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	LEASE CHARGE - MARCH; COPY CHARGES	18274164	02/24/16	9.28	22992
100-2400-53200	Lang APA membership	APA MEMBERSHIPS AND	Lang APA membership	02/08/2016	02/29/16	445.00	1671
Total For Dept 2400 Planning and Development						1,087.93	
Dept 2900 Other Public Safety							
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	CROSSING GUARDS 2/8/2016-2/14/2016	12340962	02/24/16	1,810.71	23029
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	CROSSING GUARDS	12341016	02/24/16	1,481.49	23029
Total For Dept 2900 Other Public Safety						3,292.20	
Dept 3100 Public Works Admin.							
100-3100-51330	Uniform Expense	MEER, PATRICK	UNIFORM REIMBURSEMENT	021016	02/24/16	93.78	23007
100-3100-53100	OFFICE SUPPLIES -CALENDARS	ACCO BRANDS DIRECT 80	OFFICE SUPPLIES -CALENDARS	01/10/2016	02/29/16	159.38	1671
100-3100-53100	LEAN MEETING BREAKFAST	DENNY'S #8088 PEWAUK	LEAN MEETING BREAKFAST	02/24/2016	02/29/16	60.00	1671
100-3100-53100	INK CARTRIDGES	OFFICE DEPOT #141 MIL	INK CARTRIDGES	01/02/2016	02/29/16	71.98	1671
100-3100-53100	CELL PHONE CASE	PAYPAL *AMB47861 402-	CELL PHONE CASE	02/21/2016	02/29/16	27.99	1671
100-3100-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5004439173	02/24/16	57.98	22969
100-3100-54150	Safety Expenses	US HEALTHWORKS MEDI	RANDOM DRUG SCREENING	0036087	02/24/16	31.00	23032
Total For Dept 3100 Public Works Admin.						502.11	
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	ACCURATE RECHARGE SE	FIRE EXTINGUISHER ANNUAL LIBRARY	43601	02/24/16	49.60	22955
100-3230-53500	Dept/Program Supplies	ACCURATE RECHARGE SE	FIRE EXTINGUISHER ANNUAL DPW	43674	02/24/16	909.41	22955
100-3230-53500	Dept/Program Supplies	ACCURATE RECHARGE SE	FIRE EXTINGUISHER ANNUAL V. HALL	43600	02/24/16	84.25	22955
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINATING AT VILLAGE HALL	2041083	02/24/16	45.00	22961
100-3230-53500	Dept/Program Supplies	BONAFIDE SAFE & LOCK I	DUPLICATE KEYS AND BLANK	237409	02/24/16	40.80	22963
100-3230-53500	Dept/Program Supplies	COMDATA	SUPPLIES FOR ALL DEPTS	020116	02/24/16	164.08	22972
100-3230-53500	Dept/Program Supplies	DESIGN BUILD FIRE PROT	ANNUAL FIRE SPRINKLER INSPECTION	12100	02/24/16	920.00	22979

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	FILLINGER, A INC	SUPPLIES FOR BLDG MAINT	828895	02/24/16	2.48	22985
100-3230-53500	Dept/Program Supplies	HOME DEPOT	SUPPLIES FOR VARIOUS DEPTS	012816	02/24/16	713.04	22990
100-3230-53500	Dept/Program Supplies	MCMaster-CARR SUPPL	CEILING FAN	49258161	02/24/16	166.63	23006
100-3230-53500	BEARINGS SET FOR BLDG MAI	BADGER TRUCK CENTER	BEARINGS SET FOR BLDG MAINT	01/23/2016	02/29/16	14.06	1671
100-3230-53500	CONTROL VAVES FOR HVAC V	PAYPAL *DBJCORPORAT	CONTROL VAVES FOR HVAC VILLAGE HAL	01/29/2016	02/29/16	159.00	1671
100-3230-53500	STEAM VALVES FOR VILLAGE	PAYPAL *ESNOSAL 402-9	STEAM VALVES FOR VILLAGE HALL OFFIC	01/30/2016	02/29/16	187.85	1671
100-3230-53500	CONTROL VAVES FOR HVAC V	PAYPAL *GMWOODRUFF	CONTROL VAVES FOR HVAC VILLAGE HAL	01/24/2016	02/29/16	41.34	1671
Total For Dept 3230 Bldg Maint - Public Works						3,497.54	
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	ALSCO	SHOP TOWELS	1039861	02/24/16	24.65	22957
100-3300-53400	Vehicle Maintenance	AMERICAN BOLT CORPO	MECHANICS STOCK ORDER	568050	02/24/16	13.56	22959
100-3300-53400	Vehicle Maintenance	AMERICAN BOLT CORPO	MECHANICS STOCK ORDER	552759	02/24/16	5.67	22959
100-3300-53400	Vehicle Maintenance	BABCOCK AUTO SPRING	PARTS FOR #77	69693	02/24/16	342.42	22960
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR SQ 3	2514-482202	02/24/16	69.69	22967
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK FOR MECHANICS	2514-481832	02/24/16	30.76	22967
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR SQ 8	2514-481737	02/24/16	119.36	22967
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	SUPPLIES FOR MECHANICS	2514-481305	02/24/16	61.50	22967
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK FOR MECHANICS	2514-481951	02/24/16	99.77	22967
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR SQ 8 AND RETURN	2514-482542	02/24/16	111.34	22967
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR SQ 8 AND RETURN	2514-482542	02/24/16	(99.77)	22967
100-3300-53400	Vehicle Maintenance	CINTAS	PARTS FOR #56	5004439173	02/24/16	102.96	22969
100-3300-53400	Vehicle Maintenance	HEISER FORD INC	PARTS FOR SQ 5	74754	02/24/16	41.97	22988
100-3300-53400	Vehicle Maintenance	HOME DEPOT	SUPPLIES FOR VARIOUS DEPTS	012816	02/24/16	51.92	22990
100-3300-53400	Vehicle Maintenance	JOHN PAUL'S GMC	PARTS FOR SQ 3	290168	02/24/16	379.11	22994
100-3300-53400	Vehicle Maintenance	JOHN PAUL'S GMC	PARTS FOR SQ 3	289130	02/24/16	39.28	22994
100-3300-53400	Vehicle Maintenance	KAESTNER AUTO ELECTRI	PARTS FOR #58	238274	02/24/16	178.00	22995
100-3300-53400	Vehicle Maintenance	KAESTNER AUTO ELECTRI	PARTS FOR LEAF VACS	238601	02/24/16	279.98	22995
100-3300-53400	Vehicle Maintenance	KAESTNER AUTO ELECTRI	STOCK FOR MECHANICS	238449	02/24/16	220.00	22995
100-3300-53400	Vehicle Maintenance	MATHESON TRI GAS INC	CYLINDER RENTAL FOR MECHANICS	12757277	02/24/16	120.00	23005
100-3300-53400	Vehicle Maintenance	TERMINAL SUPPLY	STOCK FOR MECHANICS	66853	02/24/16	204.63	23027
100-3300-53400	Vehicle Maintenance	ZARNOTH BRUSH WORKS	PARTS FOR SWEEPER	0158323	02/24/16	642.00	23039
100-3300-53400	NITRITE GLOVES FOR MECHA	DASH MEDICAL GLOVES 8	NITRITE GLOVES FOR MECHANICS	02/12/2016	02/29/16	74.87	1671
100-3300-53400	VILLAGE CAR WASH	J STOP CITGO KEWASKU	VILLAGE CAR WASH	02/04/2016	02/29/16	6.00	1671
100-3300-53400	CRUSHED GLASS FOR MECHA	NORTHERN TOOL EQUIP	CRUSHED GLASS FOR MECHANICS	02/28/2016	02/29/16	29.97	1671
100-3300-53410	Fuel and Oil	HERBST OIL INC	UNLEADED FUEL	60843	02/24/16	2,337.47	22989
100-3300-53410	Fuel and Oil	HERBST OIL INC	DIESEL FUEL	60874	02/24/16	1,761.42	22989
100-3300-53410	2 CYCLE GAS	SHELL OIL 57426364402	2 CYCLE GAS	02/05/2016	02/29/16	14.26	1671
Total For Dept 3300 Municipal Garage						7,262.79	
Dept 3430 Street Lights							
100-3430-53500	Dept/Program Supplies	HOME DEPOT	SUPPLIES FOR VARIOUS DEPTS	012816	02/24/16	20.74	22990

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3430 Street Lights							
100-3430-53500	Dept/Program Supplies	TEMPLE DISPLAY LTD	REPLACEMENT BULBS	14532	02/24/16	88.64	23026
Total For Dept 3430 Street Lights						109.38	
Dept 3460 Winter							
100-3460-53520	Salt Contract	COMPASS MINERALS	SALT DELIVERY	71454900	02/24/16	5,149.19	22973
Total For Dept 3460 Winter						5,149.19	
Dept 3610 Forestry							
100-3610-53500	Dept/Program Supplies	HOME DEPOT	SUPPLIES FOR VARIOUS DEPTS	012816	02/24/16	5.42	22990
Total For Dept 3610 Forestry						5.42	
Dept 4000 Health							
100-4000-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 01/7-2/5/16	2847051434 JAN 1	02/29/16	301.25	1681
100-4000-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 01/05-02/03/16	1215377040 JAN 1	02/29/16	139.70	1681
100-4000-52900	Cleaning and Pest Control	BATZNER PEST, INC.	PEST CONTROL SERVICE VILLAGE CENTER	2038454	02/24/16	6.02	22961
Total For Dept 4000 Health						446.97	
Dept 5140 Village Center							
100-5140-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 01/7-2/5/16	2847051434 JAN 1	02/29/16	210.17	1681
100-5140-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 01/05-02/03/16	1215377040 JAN 1	02/29/16	97.46	1681
100-5140-52900	Cleaning and Pest Control	BATZNER PEST, INC.	PEST CONTROL SERVICE VILLAGE CENTER	2038454	02/24/16	4.20	22961
Total For Dept 5140 Village Center						311.83	
Dept 7000 Shared Expenses							
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	VHALL INTERNET ACCT 706976501 02/22-	706976501MAR 1	02/24/16	587.14	23028
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	BLDG FBR APT1 DPW ACCT 706976601 02	706976601 MAR1	02/24/16	649.42	23028
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	PRI SERVICE ACCT 706845701 02/18-03/1	706845701 MAR1	02/24/16	560.09	23028
100-7000-53101	Shared Office Costs	V A L U E	2016 MEMBERSHIP FEE	2016-142	02/24/16	35.00	23034
100-7000-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	LEASE CHARGE - MARCH; COPY CHARGES	18274164	02/24/16	242.34	22992
Total For Dept 7000 Shared Expenses						2,073.99	
Dept 7200 Village Center Shared							
100-7200-52200	Electric	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 01/7-2/5/16	2847051434 JAN 1	02/29/16	3,502.85	1681
100-7200-52210	Gas	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 01/05-02/03/16	1215377040 JAN 1	02/29/16	1,624.41	1681
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 01/05-02/03/16	1215377040 JAN 1	02/29/16	(1,624.41)	1681
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 01/7-2/5/16	2847051434 JAN 1	02/29/16	(3,502.85)	1681
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 1/7-2/5/1	7425530193 JAN1	02/29/16	1,889.80	1682
100-7300-52210	GAS AND HEAT EXPENSE	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 1/6-2/4/16	7425530193GASJA	02/29/16	2,058.32	1682
100-7300-57900	Expenditures Charged To Oth	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 1/7-2/5/1	7425530193 JAN1	02/29/16	(944.90)	1682
100-7300-57900	Expenditures Charged To Oth	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 1/6-2/4/16	7425530193GASJA	02/29/16	(1,029.16)	1682
Total For Dept 7300 Public Safety Shared						1,974.06	

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Fund 100 General Fund							
Total For Fund 100 General Fund						296,953.68	
Fund 200 Library							
Dept 5110 Library							
200-5110-46710	Library Fines	KELLEY, VIRGINIA D	REFUND FOR LOST LIBRARY ITEM PAID FO	LIR_KELLEY V	02/24/16	17.99	22997
200-5110-46710	Library Fines	MAHALEY, JOY	REFUND FOR LOST LIBRARY ITEM PAID FO	LIR_MAHALEY	02/24/16	29.99	23004
200-5110-51900	Professional Education	QUINTERO, LISA	MILEAGE REIMBURSEMENT - TRAVEL TO	LQ_MILEAGE FEB1	02/24/16	20.84	23018
200-5110-51900	Professional Education	SHIMON, NANCY	EMPOLOYEE REIMUBURSEMENT FOR MIL	NS MILEAGE02 16	02/24/16	7.56	23020
200-5110-51900	Snacks for Director Interview	PICK N SAVE 00068825 M	Snacks for Director Interview meet and gr	01/04/2016	02/29/16	49.16	1671
200-5110-51900	January Teen program refresh	PICK N SAVE 00068825 M	January Teen program refreshments	01/05/2016	02/29/16	24.19	1671
200-5110-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 01/7-2/5/16	2847051434 JAN 1	02/29/16	2,697.19	1681
200-5110-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 01/05-02/03/16	1215377040 JAN 1	02/29/16	1,250.80	1681
200-5110-52300	Other Intergov'tal pymts	MILW CNTY FEDERATED L	SERVICES PROVIDED TO SHOREWOOD LIB	FL-02878	02/24/16	26,665.75	23009
200-5110-52900	Cleaning and Pest Control	BATZNER PEST, INC.	PEST CONTROL SERVICE VILLAGE CENTER	2038454	02/24/16	53.90	22961
200-5110-52910	Software Purch/Maint	BYTE STUDIOS	HOSTING AND SUPPORT FOR LIBRARY WE	904	02/24/16	270.00	22965
200-5110-52910	Software Purch/Maint	CONSTANT CONTACT, IN	EMAIL MARKETING PREPAY FOR 2001-10,	6MZWDFLAB5316	02/24/16	513.00	22975
200-5110-52910	Monthly Charge for Web stati	HTTP GIMLET DOT US 60	Monthly Charge for Web statistics reporti	02/23/2016	02/29/16	20.00	1671
200-5110-52990	Other Service Contracts & Fee	DAVES MAGIKIST CLEANI	LIBRARY LOBBY MAT SERVICE FEB 15 201	204003	02/24/16	54.56	22977
200-5110-52990	Other Service Contracts & Fee	MILW CNTY FEDERATED L	SERVICES PROVIDED TO SHOREWOOD LIB	FL-02878	02/24/16	136.00	23009
200-5110-52990	Other Service Contracts & Fee	US CELLULAR	DATA MONTHLY SERVICE CHARGES FEB 1	01217402357	02/24/16	88.29	23030
200-5110-53100	Office Supplies	AMAZON CREDIT	BUCKS PROGRAM PRIZES, MOUSE X2, AC	AMZFEB2016	02/24/16	30.25	22958
200-5110-53100	Office Supplies	QUILL CORPORATION	OFFICE SUPPLIES FEB 2016	3138485	02/24/16	26.76	23016
200-5110-53100	Office Supplies	QUILL CORPORATION	LIBRARY OFFICE AND PROGRAMMING S	3458288_3459661	02/24/16	42.95	23017
200-5110-53120	Copy & Print Costs	CDW GOVERNMENT	TONER FOR LIBRARY PRINTERS FEB 2016	BZR3062_BZV134	02/24/16	269.28	22968
200-5110-53120	Copy & Print Costs	CDW GOVERNMENT	TONER FOR LIBRARY PRINTERS FEB 2016	BZR3062_BZV134	02/24/16	192.37	22968
200-5110-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	LEASE CHARGE - MARCH; COPY CHARGES	18274164	02/24/16	17.10	22992
200-5110-53500	Dept/Program Supplies	AMAZON CREDIT	BUCKS PROGRAM PRIZES, MOUSE X2, AC	AMZFEB2016	02/24/16	100.14	22958
200-5110-53500	Dept/Program Supplies	DEMCO	LIBRARY MATERIAL PROCESSING SUPPLIE	5800122	02/24/16	106.35	22978
200-5110-53500	Dept/Program Supplies	POLYLINE CORP	CD BINDERS FOR PROCESSING AUDIO BO	PYWO007338	02/24/16	128.18	23013
200-5110-53710	Reference Continuations	VALUE LINE PUBLISHING I	FUND ADVISOR PLUS 12 ISSUES ENDING	11191393	02/24/16	370.00	23035
200-5110-54000	Programming	AMAZON CREDIT	BUCKS PROGRAM PRIZES, MOUSE X2, AC	AMZFEB2016	02/24/16	51.38	22958
200-5110-54000	Programming	QUILL CORPORATION	LIBRARY OFFICE AND PROGRAMMING S	3458288_3459661	02/24/16	27.96	23017
Total For Dept 5110 Library						33,261.94	
Dept 5111 Adult Materials							
200-5111-53730	Materials	KAPP, KENNETH	FICTION BOOK PURCHASED DIRECTLY FR	KAPP BOOK 2	02/24/16	13.00	22996
200-5111-53770	Music	AMAZON CREDIT	BUCKS PROGRAM PRIZES, MOUSE X2, AC	AMZFEB2016	02/24/16	9.99	22958
Total For Dept 5111 Adult Materials						22.99	
Dept 5112 Childrens Materials							
200-5112-53730	Materials	ALA STORE	JUVENILE MATERIALS FEB 2016	1093238925	02/24/16	195.00	22956
200-5112-53730	Materials	BOSWELL BOOK COMPA	MASTERMINDS PROGRAM BOOK PURCH	2133	02/24/16	47.16	22964
Total For Dept 5112 Childrens Materials						242.16	

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Fund 200 Library							
Total For Fund 200 Library						33,527.09	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-51900	airfare - American Society on	SOUTHWES 5262169505	airfare - American Society on Aging Confe	01/01/2016	02/29/16	657.96	1671
210-4600-51900	credit for airfare	SOUTHWES 5262169505	airfare - American Society on Aging Confe	01/01/2016	02/29/16	(657.96)	1671
210-4600-52100	Professional Fees	DEWITT CLINTON, LLOYD	YOGA CLASSES	FEBRUARY 2016	02/24/16	180.00	22980
210-4600-52100	Professional Fees	LAUGHINGHEART, ANGEL	QIGONG SUBSTITUTE TEACHING	FEBRUARY 2016	02/24/16	35.00	22999
210-4600-52100	Professional Fees	SWEET NUTRITION COUN	DIETITIAN	MARCH 2016	02/24/16	50.00	23024
210-4600-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 01/7-2/5/16	2847051434 JAN 1	02/29/16	294.24	1681
210-4600-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 01/05-02/03/16	1215377040 JAN 1	02/29/16	136.45	1681
210-4600-52900	Cleaning and Pest Control	BATZNER PEST, INC.	PEST CONTROL SERVICE VILLAGE CENTER	2038454	02/24/16	5.88	22961
210-4600-52990	Disposable food service glove	Amazon.com AMZN.COM	Disposable food service gloves and calcul	02/07/2016	02/29/16	55.54	1671
210-4600-52990	Coffee Creamer	AMAZON.COM AMZN.CO	Coffee Creamer	01/12/2016	02/29/16	57.54	1671
210-4600-52990	January Brunch	CITY MARKET SHOREWO	January Brunch	01/11/2016	02/29/16	396.65	1671
210-4600-52990	Janaury Soup Lunch	PANERA BREAD #601558	Janaury Soup Lunch	01/21/2016	02/29/16	177.88	1671
210-4600-53100	Mailing seals and address lab	AMAZON.COM AMZN.CO	Mailing seals and address labels	02/06/2016	02/29/16	185.79	1671
210-4600-53120	Copy & Print Costs	CLARK GRAPHICS	APRIL CALENDAR OF EVENTS	152236	02/24/16	221.00	22971
210-4600-53200	Wisconsin Assoc. of Senior Ce	PAYPAL *WISCONSINAS 4	Wisconsin Assoc. of Senior Centers mem	01/07/2016	02/29/16	65.00	1671
210-4600-53500	One Pot Coffee maker	AMAZON.COM AMZN.CO	One Pot Coffee maker	02/03/2016	02/29/16	39.77	1671
210-4600-53500	Playing Cards	BARON BARCLAY BRIDGE	Playing Cards	01/27/2016	02/29/16	50.85	1671
210-4600-53500	Gift certificates	CULVER'S OF SHOREW SH	Gift certificates	02/02/2016	02/29/16	250.00	1671
210-4600-54000	Programming	BECK, KATHY L	CARD STAMPING CLASS	MARCH 2016	02/24/16	50.00	22962
210-4600-54000	Programming	JOHN GLEESON	IRISH PROGRAM	MARCH 2016	02/24/16	50.00	22993
210-4600-54000	Programming	KNOWLEDGE VENTURES	HISTORY PROGRAM	MARCH 2016	02/24/16	75.00	22998
210-4600-54000	Programming	MILW BREWERS BASEBAL	BREWER TICKETS	JUN2016	02/24/16	845.00	23008
Total For Dept 4600 Senior Services						3,221.59	
Total For Fund 210 Senior Services						3,221.59	
Fund 220 Marketing & Communications							
Dept 6700 Marketing & Communications							
220-6700-54105	Bike Race	MIDWEST CYCLING SERIE	RACE SPONSORSHIP FIRST INSTALLMENT	2016 RACE SPONS	02/25/16	2,933.33	23040
220-6700-56120	Used to store photos, articles	BC.BASECAMP 2870262 3	Used to store photos, articles and archive	02/22/2016	02/29/16	20.00	1671
220-6700-56120	Used to showcase Shorewood	ISSUU 844-477-8	Used to showcase Shorewood Today mag	02/19/2016	02/29/16	39.00	1671
Total For Dept 6700 Marketing & Communications						2,992.33	
Total For Fund 220 Marketing & Communications						2,992.33	
Fund 230 Shorewood Today							
Dept 1910 Shorewood Today							
230-1910-53130	Postage/Mailings	US POSTMASTER	POSTAGE SHOREWOOD TODAY SPRING 2	SHWD TODAY SPR	02/29/16	2,250.00	1680
Total For Dept 1910 Shorewood Today						2,250.00	
Total For Fund 230 Shorewood Today						2,250.00	

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Fund 300 Debt Service Fund							
Dept 8000 Debt Service							
300-8000-58100	Principal	JP MORGAN CHASE	MARCH 1 2016 WIRES PRIN AND INT	MAR16 WIRE	02/29/16	100,000.00	1672
300-8000-58100	Principal	JP MORGAN CHASE	MARCH 1 2016 WIRES PRIN AND INT	MAR16 WIRE	02/29/16	550,000.00	1672
300-8000-58200	Interest	JP MORGAN CHASE	MARCH 1 2016 WIRES PRIN AND INT	MAR16 WIRE	02/29/16	67,403.13	1672
300-8000-58200	Interest	JP MORGAN CHASE	MARCH 1 2016 WIRES PRIN AND INT	MAR16 WIRE	02/29/16	7,405.00	1672
Total For Dept 8000 Debt Service						<u>724,808.13</u>	
Total For Fund 300 Debt Service Fund						<u>724,808.13</u>	
Fund 400 General Capital Projects							
Dept 1410 Manager							
400-1410-52910	GIS Online Level 1 Plan	ESRI	ArcGIS Online Level 1 Plan; Online Service	20482440	02/24/16	2,500.00	22983
400-1410-52910	GIS Online Service Credits	ESRI	ArcGIS Online Level 1 Plan; Online Service	20482440	02/24/16	100.00	22983
Total For Dept 1410 Manager						<u>2,600.00</u>	
Dept 2100 Police							
400-2100-56200	Building Improvements	WILCAP DEVELOPMENT	NON REFUNDABLE BUYER OPTION FEE 40	BUYER OPTION WI	02/25/16	1,000.00	23042
Total For Dept 2100 Police						<u>1,000.00</u>	
Dept 3100 Public Works Admin.							
400-3100-56130	Equipment/Furniture	1ST CHOICE EQUIPMENT	WATERING VEHICLE	ESA000281-1	02/24/16	17,000.00	22953
400-3100-56130	Equipment/Furniture	MSC INDUSTRIAL SUPPLY	BANDSAW	44203626	02/24/16	2,499.00	23010
400-3100-56130	Equipment/Furniture	WI STEAM CLEANER SALE	STEAM CLEANER	42157	02/24/16	3,495.00	23038
Total For Dept 3100 Public Works Admin.						<u>22,994.00</u>	
Dept 3410 Street and Alley							
400-3410-56321.16-01	Professional Fees Constructio	DAILY REPORTER (THE)	2016 STREET RECON AND COMBINED SE	742601834	02/24/16	147.85	22976
Total For Dept 3410 Street and Alley						<u>147.85</u>	
Dept 3620 Parks and Beautification							
400-3620-56500	Land Improvements	STOMPER CONCRETE LLC	REPLACE EXISTING STAIRS AT RIVER CLUB	010716	02/24/16	13,625.00	23023
Total For Dept 3620 Parks and Beautification						<u>13,625.00</u>	
Total For Fund 400 General Capital Projects						<u>40,366.85</u>	
Fund 410 TID No. 1 Capital							
Dept 6600 TID Administration							
410-6600-52100	Professional Fees	EHLERS & ASSOC., INC.	ON GOING TID PROJECTS	69849	02/24/16	8,400.00	22982
410-6600-52100	AUIDT LETTER RESPONSES	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED JAN	411891	02/24/16	112.45	23019
410-6600-52100	GENERAL CONSULTATION	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED JAN	411891	02/24/16	1,100.00	23019
Total For Dept 6600 TID Administration						<u>9,612.45</u>	
Total For Fund 410 TID No. 1 Capital						<u>9,612.45</u>	
Fund 430 TID No. 3 Capital							
Dept 6650 TID Projects							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 430 TID No. 3 Capital							
Dept 6650 TID Projects							
430-6650-52160.14-08	SENIOR APT PROJECT	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED JAN	411891	02/24/16	1,398.70	23019
430-6650-52160.14-09	Professional Fees Specific Dev	CONCORD CONSULTING	HARBOR RETIREMENT LOAN REVIEW	190039/19	02/24/16	1,035.00	22974
Total For Dept 6650 TID Projects						2,433.70	
Total For Fund 430 TID No. 3 Capital						2,433.70	
Fund 600 Parking Utility							
Dept 0000							
600-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX JAN 2016	SALES TAX JAN 16	02/29/16	1,057.83	1684
Total For Dept 0000						1,057.83	
Dept 3900 Parking							
600-3900-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER J	JAN 2016	02/29/16	81.87	1677
Total For Dept 3900 Parking						81.87	
Total For Fund 600 Parking Utility						1,139.70	
Fund 610 Water Utility							
Dept 0000							
610-0000-28100	General Obligation Debt	JP MORGAN CHASE	MARCH 1 2016 WIRES PRIN AND INT	MAR16 WIRE	02/29/16	20,000.00	1672
Total For Dept 0000						20,000.00	
Dept 3710 Water Administration							
610-3710-51900	Professional Education	WI RURAL WATER ASSOCI	CONFERENCE REGISTRATION SCOTT BOH	022216	02/24/16	170.00	23037
610-3710-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER J	JAN 2016	02/29/16	163.70	1677
610-3710-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5004439173	02/24/16	57.98	22969
Total For Dept 3710 Water Administration						391.68	
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	CLAMP ASSYMBLY	F119145	02/24/16	430.00	22987
610-3730-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	PARTS FOR WATER DEPT	F109615	02/24/16	1,949.00	22987
610-3730-53500	Dept/Program Supplies	LINCOLN CONTRACTORS	MARKING PAINT	33217	02/24/16	236.48	23002
Total For Dept 3730 Maint Mains						2,615.48	
Dept 3770 Maint Misc Plan							
610-3770-53500	Dept/Program Supplies	USA BLUE BOOK	REPLACEMENT CUTTER WHEEL	861559	02/24/16	183.86	23033
Total For Dept 3770 Maint Misc Plan						183.86	
Dept 3780 Customer Accounts							
610-3780-53130	Postage/Mailings	US POSTMASTER	POSTAGE MARCH 2016 UTILITY BILLS	MAR16 UTL	02/29/16	650.00	1680
Total For Dept 3780 Customer Accounts						650.00	
Dept 3790 Other Water							
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	WATER TESTING	290336	02/24/16	180.00	23011
Total For Dept 3790 Other Water						180.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 610 Water Utility							
Dept 8000 Debt Service							
610-8000-58200	Interest	JP MORGAN CHASE	MARCH 1 2016 WIRES PRIN AND INT	MAR16 WIRE	02/29/16	8,231.25	1672
Total For Dept 8000 Debt Service						8,231.25	
Total For Fund 610 Water Utility						32,252.27	
Fund 620 Sewer Utility							
Dept 0000							
620-0000-28100	General Obligation Debt	JP MORGAN CHASE	MARCH 1 2016 WIRES PRIN AND INT	MAR16 WIRE	02/29/16	90,000.00	1672
Total For Dept 0000						90,000.00	
Dept 3810 Sewer Administration							
620-3810-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER J	JAN 2016	02/29/16	163.70	1677
620-3810-53500	Dept/Program Supplies	LINCOLN CONTRACTORS	MARKING PAINT	33217	02/24/16	204.32	23002
620-3810-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5004439173	02/24/16	57.98	22969
Total For Dept 3810 Sewer Administration						426.00	
Dept 3830 Storm Maintenance							
620-3830-53500	RAT BAIT	DOMYOWNPESTCONTRO	RAT BAIT	01/20/2016	02/29/16	369.20	1671
Total For Dept 3830 Storm Maintenance						369.20	
Dept 3880 Customer Accounts							
620-3880-53130	Postage/Mailings	US POSTMASTER	POSTAGE MARCH 2016 UTILITY BILLS	MAR16 UTL	02/29/16	650.00	1680
Total For Dept 3880 Customer Accounts						650.00	
Dept 3890 Other Sewer							
620-3890-56600.16-08	Utility Infastructure	DAILY REPORTER (THE)	2016 STREET RECON AND COMBINED SE	742601834	02/24/16	147.85	22976
Total For Dept 3890 Other Sewer						147.85	
Dept 8000 Debt Service							
620-8000-58200	Interest	JP MORGAN CHASE	MARCH 1 2016 WIRES PRIN AND INT	MAR16 WIRE	02/29/16	20,278.13	1672
Total For Dept 8000 Debt Service						20,278.13	
Total For Fund 620 Sewer Utility						111,871.18	
Fund 800 Tax Agency Fund							
Dept 0000							
800-0000-24200	Due to State	MILW CNTY TREASURER	TAX SETTLEMENT FEB 2016 COUNTY AND	FEB2016TAX CNTY	02/29/16	50,631.58	1674
800-0000-24300	Due to Milwaukee County	MILW CNTY TREASURER	TAX SETTLEMENT FEB 2016 COUNTY AND	FEB2016TAX CNTY	02/29/16	1,450,547.62	1674
800-0000-24510	Due to MATC	MILW AREA TECHNICAL C	TAX SETTLEMENT FEB 2016	FEB 2016 TX	02/29/16	355,218.58	1673
800-0000-24520	Due to MMSD	MILW METRO SEWERAGE	TAX SETTLEMENT FEB 2016	FEB16 TAX	02/29/16	492,932.21	1675
800-0000-24600	Due to Shorewood School	SCHOOL DISTRICT OF SH	TAX SETTLEMENT FEB 2016	FEB152016TAX	02/29/16	3,920,267.89	1678
800-0000-24610	Due to Whitefish Bay School	WHITEFISH BAY SCHOOL	TAX SETTLEMENT FEB 2016	FEB 16 TAX	02/29/16	906.66	1683
Total For Dept 0000						6,270,504.54	
Total For Fund 800 Tax Agency Fund						6,270,504.54	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund Totals:							
			Fund 100 General Fund			296,953.68	
			Fund 200 Library			33,527.09	
			Fund 210 Senior Services			3,221.59	
			Fund 220 Marketing & Communications			2,992.33	
			Fund 230 Shorewood Today			2,250.00	
			Fund 300 Debt Service Fund			724,808.13	
			Fund 400 General Capital Projects			40,366.85	
			Fund 410 TID No. 1 Capital			9,612.45	
			Fund 430 TID No. 3 Capital			2,433.70	
			Fund 600 Parking Utility			1,139.70	
			Fund 610 Water Utility			32,252.27	
			Fund 620 Sewer Utility			111,871.18	
			Fund 800 Tax Agency Fund			6,270,504.54	
			Total For All Funds:			<u>7,531,933.51</u>	



**MINUTES - SHOREWOOD BOARD OF TRUSTEES**  
**Village Board Meeting**  
**February 16, 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, Patrick Linnane, Michael Maher, Ann McKaig, Paul Zovic

Others Present: Village Attorney Nathan Bayer, Assistant Village Manager Tyler Burkart, Planning and Development Director Ericka Lang, Public Works Director Leeann Butschlick, Police Chief Peter Nimmer

3. Statement of Public Notice

Assistant Manager Burkart stated that the meeting had been posted and noticed according to law.

4. Consent Agenda Items

- a. Presentation of Accounts February 16, 2016
- b. Consideration of Cigarette/Tobacco Product Licenses – Mega Marts, LLC d/b/a Metro Market #6893, 4075 N Oakland Ave

Tr. Maher moved, seconded by Tr. Amenta to approve the consent agenda.  
Motion carried 7 – 0.

5. Items removed from the Consent Agenda - None

6. February 1, 2016 Village Board Minutes

Tr. McKaig asked to amend the date of the joint CDA-Village Board meeting from May 17 to February 17.

Tr. Maher asked to have page 3, item 11, second paragraph amended to read “. . . the river bluff property transferred to the Village by HarborChase and Sherman & Associates.”

Tr. McKaig moved, seconded by Tr. Linnane to approve the amended February 1, 2016 minutes. Motion carried 7 – 0.

7. Citizens to be heard - None

8. Presentation – Planning and Development Department Annual Report

Planning and Development Director Lang presented the Department’s Annual Report. Ms. Lang provided some detail on the number of permits issued and the number of

inspections. Ms. Lang discussed some of the activities performed by the Plan Commission and the Board of Appeals along with highlights of new businesses coming to Shorewood. Ms. Lang included a summary on property enforcements and the number of complaints in the community.

9. Public Hearing – Proposed Zoning Amendment for the Creation of Commercial Lighting Ordinance

Ms. Lang provided an overview on the proposed zoning amendment for the creation of Commercial Lighting Ordinance. The amendment addresses glare and light intensity in the Village Code.

President Johnson opened the Public Hearing at 8:00 p.m.

President Johnson closed the Public Hearing at 8:01 p.m.

10. Public Hearing - Proposed Zoning Amendment for Allowance of Patios within the Street Side Yard Setback

Ms. Lang provided an overview on the proposed zoning amendment for allowance of patios within the street side yard setback.

President Johnson opened the Public Hearing at 8:09 p.m.

Mr. Dillon Grimes spoke in front of the Board. Mr. Grimes inquired about the ratio of the back yard for the patio space and if it would include the right-of-way. Ms. Lang clarified the ratios involved.

President Johnson closed the Public Hearing at 8:11 p.m.

11. New Business

a. Plan Commission

1. Consideration of Proposed Zoning Amendment for the Creation of Commercial Lighting Ordinance

This item was moved up before item 10 on the agenda.

Tr. Maher moved, seconded by Tr. Bockhorst to adopt Ordinance 2060 for Creating Commercial Outdoor Lighting Requirements in the Village of Shorewood. Motion carried by roll call vote of 7 – 0.

2. Consideration of Proposed Zoning Amendment for Allowance of Patios within the Street Side Yard Setback

Tr. Maher moved, seconded by Tr. McKaig to adopt Ordinance 2059 regarding street side yard patios in zoning setbacks within Shorewood's Zoning Chapter 535. Motion carried by roll call vote of 7 – 0.

3. Consideration of Proposed Resolution Amending the Planning and Development Department Village Fee Schedule

Ms. Lang summarized that the Plan Commission recommended lowering

the Conditional Use Permit for solar panels installation. The fee amendments also address some other issues involved with the Planning and Development Department. The fee schedule attached shows the recommended fees amendments.

Tr. Maher moved, seconded by Tr. Amenta to adopt the Resolution 2016-01 Amending the Planning and Development Department Village Fee Schedule. Motion carried by roll call vote of 7 – 0.

b. Public Works

1. Consideration of Private Property Inflow and Infiltration Program and Funding

Tr. Amenta provided a summary on the funding for Private Property Inflow and Infiltration Program.

Tr. Amenta moved, seconded by Tr. Bockhorst to direct staff to develop and issue bid documents for the 2016 Lateral Rehabilitation Project at a total funding level of approximately \$375,000. Motion carried 7 – 0.

2. Consideration of Riparian Restoration Plan Engineering Proposal

Tr. Amenta summarized the Riparian Restoration Plan Engineering proposal and that the Village Board needs to provide authorization to the Village Manager to execute an agreement for the base cost identified in the memorandum.

Tr. Amenta moved, seconded by Tr. Maher to authorize the Village Manager to execute an agreement pursuant to the proposal of Marek Landscaping, LLC for the “B-4 District Riparian Resotration and Trail Planning and Design Project” Plan for a base cost not to exceed \$49,240 and to authorize Village staff to negotiate a final fee for public meetings not to exceed \$2,500. Motion carried 7 – 0.

3. Consideration of Bids for Atwater Beach Boardwalk Extension Project

Tr. Amenta mentioned staff and the Village Engineer is bringing forward a recommended bid to complete the Atwater Beach Boardwalk Extension Project. Tr. McKaig wanted to recognize Ms. Lang for her efforts for the Coastal Management Grant submission to make this project at this cost a possibility.

Tr. Amenta moved, seconded by Tr. Bockhorst to approve the bid of \$117,486 from Solutions 101 LLC of Hortonville as recommended by the Village Engineer after review of agreement by the Village Attorney. Motion carried 7 – 0.

4. Update on Public Works Collections Requests for Proposals

Public Works Director Butschlick provided an update on the collections request for proposals. The table outlined in the memorandum summarizes the discussion and parameters currently offered by the Village Board based on previous meetings. President Johnson inquired about other municipalities in the metro area who have gone to fully

automated systems. Ms. Butschlick mentioned that collection services are being done a little differently in each community based on their service needs. Tr. Bockhorst pondered the idea of the RFP to include the option of weekly recycling collection to compare to biweekly recycling collection. There was discussion about the level of interest private contractors will have in each of the collection services in residential alleys and throughout the rest of the community, including the type of vehicles the private contractors would be able to provide for alley recycling collection. Tr. Zovic asked if the RFP can ask about two options for service delivery in the alleys with one option being mandatory carts and the second option providing the option for the homeowner in the alley to choose between a cart and a bin. Ms. Butschlick can update the parameters in a chart to illustrate the different options for private collection agencies to respond to in the bidding process. Tr. Amenta inquired about the possibility of a tour with DPW to take a look at some of the alleys that are serviced.

c. Community and Business Relations

1. Consideration of Consideration of Resolution Amending the Fee Schedule to Include Beekeeping Permits

Tr. Bockhorst introduced amending the fee schedule to include beekeeping permits.

Tr. Bockhorst moved, seconded by Tr. Maher to adopt the Resolution 2016-02 Amending the Fee Schedule to Include Beekeeping Permits. Motion carried by roll call vote of 7 – 0.

2. Consideration on recommendation from Marketing Leadership Committee on 2016 Contracts

These items were moved up before 11.c.1.

Tr. Bockhorst introduced the Marketing and Communications agreement for 2016 along with the proposed agreement with Branding Breakthroughs for a marketing study on the Village. Michelle Boehm was present to answer any questions and provide more detail on the agreement and the marketing study.

a) Marketing and Communications Agreement

Tr. Bockhorst moved, seconded by Tr. Zovic to approve the 2016 Marketing and Communications and Shorewood Today Agreement/Plan with M B Marketing Solutions, to include an increase in ad sales from \$62,000 to \$65,000 and an increase in professional fees from \$44,000 to \$47,000 for the *Shorewood Today* portion of the Plan/Agreement. Motion carried 7 – 0.

b) Agreement with Branding Breakthroughs for Marketing Study

Tr. Bockhorst moved, seconded by Tr. McKaig to approve the 2016 agreement with Branding Breakthroughs as recommended by the Marketing Committees in and amount of \$18,500 and authorize staff to fund related marketing costs not to exceed

\$1,500 from the Marketing and Communication Funds fund balance. Motion carried 6 – 1.

12. Reports of Village Officials

a. Village President

President Johnson announced the joint meeting tomorrow with CDA February 17 at 6 p.m. in the lower level of the Village Center. President Johnson is meeting with Congresswoman Moore February 17 as well.

b. Village Trustees

Tr. McKaig showed the invites and announcements for the 100<sup>th</sup> anniversary for Estabrook Park. Additionally, Tr. McKaig announced a public process that the Public Safety Committee reviewed and approved during their committee meeting earlier for the Police Department facility. A handout of the proposed public process was distributed by Chief Nimmer. Both President Johnson and Tr. Maher will be absent for the week of March 14. Tr. Maher inquired about the Parks Commission priorities. Mr. Burkart updated the Village Board on the Parks Commission's progress. Tr. Amenta and Tr. Bockhorst updated the Village Board on the State Senate legislation in regards to opposition of proposed State Senate Bill 432. Tr. Bockhorst applauded the efforts of "American Idiot" performed at the high school. Mock trials at the high school took first and second at regionals.

c. Village Manager

No report given.

13. Items for Future Consideration

Tr. Amenta asked to discuss the public process for the Shorewood Police Department facility at their next meeting.

14. Adjournment

Tr. Zovic moved, seconded by Tr. Bockhorst to adjourn at 9:52 p.m. Motion carried 7 – 0.

Respectfully submitted,

Tyler Burkart  
Assistant Village Manager

# PROCLAMATION

**WHEREAS, Shorewood Woman's Club**, an affiliate of the General Federation of Women's Clubs (GFWC), for the past 80 years has made positive and practical contributions through their many volunteer efforts.

**WHEREAS, Shorewood Woman's Club** members have contributed significantly to the civic, cultural, educational, and social betterment of our citizens by:

- Being instrumental in establishing the first Village Library, located on East Capitol Drive.
- Establishing the first Senior Center as a club project.
- Contributing to Hunger Task Force, Operation Smile, Wisconsin's Own Library, SEED, High School Prom Night, Drive to Distinction campaign, and many other organizations in the wider community.
- Purchasing a Resusci-Annie for the Shorewood/Whitefish Bay Health Department and two specialized pediatric emergency bags for the North Shore Fire Department.
- Supporting the Shorewood Plein Air events as volunteers and providing 2<sup>nd</sup> and 3<sup>rd</sup> place artists' awards.
- Participating in the annual Library Family Night, National Night Out and the Fourth of July parade.
- Providing annual scholarships to women returning to school at UWM and to a female student at Shorewood High School who demonstrates both scholarship and community service.
- Hosting baby showers for Meta House and providing supplies for the Sojourner Family Peace Center and Pathfinders.
- Providing docents and guidance to the Urban Ecology Center Arboretum regarding conservation issues.
- Having international involvement with CARE, Heifer, Cultural Exchange and the United Nations.
- Supporting Adult Literacy with a monthly book club.
- Supporting our Veterans through Dry Hootch.

**WHEREAS**, the women who have served in the **Shorewood Woman's Club** have exemplified the highest standards of citizenship, concern for humankind, and spirit of renewal that has continued to build upon our nation's proud heritage and cultural legacy; and

**WHEREAS**, the **Shorewood Woman's Club** has been a member of the GFWC and will celebrate its 80<sup>th</sup> anniversary on March 15, 2016.

**NOW, THEREFORE**, I, Guy Johnson, Village President of the Village of Shorewood, Milwaukee County, Wisconsin, do hereby thank the Shorewood Woman's Club for all that they have done and will continue to do for the Village and the greater community and proclaim **Tuesday, March 15, 2016** as **Shorewood Woman's Club Day** in the Village of Shorewood and commend the observance to our residents.

DATED at Shorewood, Wisconsin, this 7<sup>th</sup> day of March 2016.

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Guy W. Johnson, President  
Village of Shorewood

## MEMORANDUM

February 24, 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, Assistant Director of Public Works  
DPW Foremen

Re: 2016 Combined Sewer Improvements Program

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Your March 7 Village Board agenda includes the award of a contract for the Village's 2016 Combined Sewer Improvements Program.

### Planned Improvements

As you know, this project was identified in the Village's 2011 Comprehensive Facility Plan. A map of the project area is attached. The base bid scope of work includes:

- Sewer relay – installation of 3800 lineal feet of PVC sewer pipe
- Street/Roadway – replacement of approximately 17,500 square yards of asphalt pavement
- Terrace drain – installation of 3,300 lineal feet
- Additional enhancements include updated signage, ADA pedestrian ramps at all intersections and ash tree replacement per the adopted 2014 policy (public info piece attached).

The project also includes a number of alternates:

- Alternate 1 - Water distribution system improvement of approximately 760 feet of ductile iron pipe water main, 11 copper service connections and four gate valves.
- Alternate 2 – Green infrastructure project component pervious crosswalk design for intersection of Maryland and Kensington (please see attached).
- Alternate 3 – River Park drainage improvements (as approved in 2016 capital budget).

Staff is developing a protocol and plan to communicate to residents regarding the replacement of lead waters services in the project area. It is anticipated that the protocol will be included on the March 21 Village Board meeting for consideration.

### Contract Award

Please see the attached for a summary of the bids submitted. You will note that the low bid was submitted by Globe Contractors, Inc. of Pewaukee.

Staff is recommending award of the base contract and Alternates 1-3 to Globe. Globe has worked on the Village's 2012 (Basins 1 & 6) and 2014 (Basin 6) sewer improvement programs. Below, please find a project funding source summary:

Low Bid Amount	Project Component
\$2,292,567.60	Road & sewer improvements
<b>\$2,292,567.60</b>	<b>Base Bid Total</b>
\$159,100.00	Alternate 1 Water system
\$34,000.00	Alternate 2 Green Infrastructure crosswalks
\$28,000.00	Alternate 3 River Park ditch grading
<b>\$2,513,667.60</b>	<b>Total award</b>

The 2016 Capital Budget includes an estimate of \$2.85 million for the sewer portion of the project and an estimate of \$200,000 for watermain replacement. All costs are proposed to be funded through bond proceeds.

#### **Suggested Motion**

*I move the award of a contract to Globe Contractors, Inc. for the 2016 Combined Sewer Improvements as follows:*

- *Base bid in the amount of two million two hundred ninety two thousand, five hundred sixty seven dollars and sixty cents (\$2,292,567.60);*
- *Alternate 1 in the amount of one hundred fifty nine thousand one hundred dollars and no cents (\$159,100.00);*
- *Alternate 2 in the amount of thirty four thousand dollars and no cents (\$34,000); and*
- *Alternate 3 in the amount of twenty eight thousand dollars and no cents (\$28,000.00)*
- *For a total contract award of two million five hundred thirteen thousand, six hundred sixty seven dollars and sixty cents (\$2,513,667.60)*

#### **Future Actions**

It is anticipated that a project informational meeting will be held for residents during late March/early April. A meeting invitation along with project information will be mailed to residents when that date is established.

Please contact me at 847.2650 or [lbutschick@villageofshorewood.org](mailto:lbutschick@villageofshorewood.org) if you should have any questions regarding this memo or the project.

# 2016 Combined North Sewer Relay (proposed)



Village of Shorewood





# Village of Shorewood Ash Tree Replacement Program

*Did you know that the Village of Shorewood has over 6,200 street trees? Or that over 25% of those are threatened by the Emerald Ash Borer? The Village began planning for an EAB infestation in 2009. To date, the beetle has not been discovered here, but has been identified in communities to the north, west and south of Shorewood.*

Shorewood began an ash tree treatment program in 2010, utilizing a trunk-injected compound that has been shown to have 99% EAB control. Each year, DPW forestry staff identifies 200-300 of the Village's largest white, green and European ash trees for treatment, which is needed every 2-3 years. **Beginning in 2014, Shorewood's fight against EAB will include the removal and replacement of selected ash trees.** The replacements will occur in conjunction with major infrastructure improvement projects; in 2014 these projects will include the Basin 6 Phase II Sewer Improvements and the Murray Avenue Street Reconstruction program.

The policy adopted by the Village Board calls for the removal of any ash tree with a condition rating of less than 50% (fair or poor). Additionally, all European and green ash trees, regardless of condition, with a diameter breast height (DBH) of less than 24 inches will be replaced. European and/or green ash larger than 24 DBH in good or very good condition will be treated as a part of the Village's annual ash injection program. White ash in good or very good condition will not be removed as recent studies indicate they may show more resistance to EAB than other ash varieties.

## *Why is this program necessary?*

It is estimated that more than 50 million ash trees are dead or dying throughout the Midwest due to the emerald ash borer. EAB has been detected in communities in Milwaukee, Ozaukee, Washington, Kenosha, Racine and Walworth counties.

It is only a matter of time before

it is found here. A proactive approach to target the pest will minimize the economic, aesthetic and ecological impacts of an Emerald Ash Borer infestation on the Village of Shorewood.



*Toledo, Ohio. Left: Before EAB June 2006. Right: Peak EAB June 2009.*

## *Why are only ash trees being removed?*

The emerald ash borer, a beetle native to East Asia, feeds **only** on ash trees. Once the pest attacks, it typically kills the host tree within 2-4 years.

*If trunk injection is so successful, why don't you treat all ash trees?*

Treatment of ash trees is just one tool in the fight against EAB. And while very effective, it is not without cost. Injections are required every 2-3 years. It is far more cost effective to replace the smaller trees with other species and further diversify our urban forest. The chemical treatments are being used as a strategy to manage the ash population's decline over a longer time period in order to minimize, to the extent possible, the effect of an infestation on Village resources.



*How will I know if my street tree is an ash tree selected for replacement?*

Prior to the start of the larger construction project, every ash tree identified for replacement will be clearly marked. Additionally, the adjacent property owner/resident will receive a door-hanger notification about the program.

*When will my tree be replaced?*

If the street tree adjacent to your residence has been identified for replacement under this program, the tree will be removed in the earliest stages of the construction project. The replacement tree will be planted in the latter stages of the project with the other landscape restoration work.

*What type of tree will be planted as a replacement? Can I choose the species?*

Our trained forestry staff has identified eighteen different species as replacement trees. In most cases, a specific tree has been selected for each site identified based on that site's individual characteristics. However, if you are interested in the options, please contact our office and we will do our best to accommodate your request.

*How can I find out more?*

Please see the web resources below for more information:

Wisconsin's Emerald Ash Borer Resource

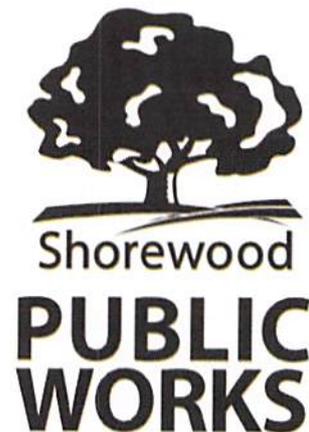
<http://datcpservices.wisconsin.gov/eab/index.jsp>

Wisconsin Emerald Ash Borer Information Network

[www.emeraldashborer.info/wisconsininfo.cfm](http://www.emeraldashborer.info/wisconsininfo.cfm)

University of Wisconsin Extension

<http://www.uwex.edu/>



For more information on Shorewood's EAB program, please visit [www.villageofshorewood.org/dpw](http://www.villageofshorewood.org/dpw) or call the DPW at 414.847.2650.

2016 Shorewood Combined Sewer

PROJECT QUANTITIES			Globe Contractors			DF Tommasini			MJ Construction			Vinton Construction			Mid City		
ITEM NO.	BID ITEM	TOTAL	UNIT	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
201.0120	Clearing	421	ID	23	\$9,683.00	20.2	\$8,504.20	21	\$8,841.00	20	\$8,420.00	20	\$8,420.00	60	\$18,560.00		
201.0205	Grubbing (Must use Stump Grinding Method only and shall remove to a depth of 24" min)	421	ID	12	\$5,052.00	8.35	\$3,515.35	8.66	\$3,645.86	8.25	\$3,473.25	12	\$5,052.00				
204.0100	Removing Pavement	7,516	SY	8	\$60,200.89	4.55	\$34,243.81	4.1	\$31,516.11	1	\$7,516.11	12.5	\$94,076.39				
204.0120	Removing Asphalt Surface Milling	10,944	SY	2.4	\$26,264.91	2.4	\$26,264.91	2.31	\$25,279.97	2.4	\$26,264.91	2.5	\$27,506.46				
204.0150	Removing Curb and Gutter	5,025	LF	5	\$25,125.00	2.5	\$12,562.50	10.82	\$54,370.50	2.5	\$12,562.50	2	\$10,050.00				
204.0155	Removing Concrete Sidewalk	4,700	SY	1	\$4,700.00	7.55	\$35,485.00	10.12	\$49,864.00	0.45	\$2,115.00	9	\$42,300.00				
204.0210	Removing Manholes	33	Each	200	\$6,600.00	65	\$21,435.00	57.5	\$18,975.00	61.5	\$20,295.00	600	\$26,200.00				
204.0220	Removing Manholes	12	Each	200	\$2,400.00	65	\$7,920.00	57.5	\$6,900.00	450	\$5,160.00	350	\$4,200.00				
204.0245.01	Removing Manholes	344	LF	25	\$8,597.50	18.75	\$6,440.63	15	\$5,121.50	28.5	\$10,131.75	12	\$4,122.00				
204.0245.02	Removing Manholes	1,511	LF	1	\$1,511.00	2	\$3,022.00	5	\$7,555.00	20.1	\$30,371.10	14	\$21,154.00				
204.0245.03	Removing Manholes	2,335	LF	1	\$2,335.00	2	\$4,670.00	5	\$11,675.00	22.2	\$51,817.00	18	\$42,030.00				
No. 3 204.0245	Excavating (Assume 3 Outside Yards for Each)	22	Each	500	\$6,000.00	1500	\$18,000.00	10	\$1,200.00	600	\$9,600.00	750	\$9,000.00				
205.0100	Excavation Common	5,648	CV	20	\$113,750.00	71.5	\$122,281.25	29.3	\$166,643.75	22.76	\$129,447.50	31.4	\$179,587.50				
205.0110	Excavation Common	1,360	Ton	17	\$23,460.00	13.1	\$10,354.00	18.69	\$25,792.20	12.5	\$17,150.00	17.15	\$23,667.00				
No. 2 305.0120	Base Aggregate Dense 1 1/4"	4,117	Ton	17	\$69,981.33	11.7	\$48,165.00	12.08	\$49,779.33	11	\$45,281.33	16.5	\$67,935.00				
No. 2 305.0205	Base Paving Asphalt	490	SY	23	\$11,270.00	22.55	\$11,049.50	22.26	\$10,907.40	44	\$21,560.00	34.65	\$16,978.50				
No. 2 390.0303	Base Paving Concrete (Drilled #6 Tie Bars Only, no Dowel Bars)	760	SY	41	\$31,140.00	40.55	\$30,818.00	48.3	\$36,708.00	62	\$47,120.00	34.5	\$16,320.00				
415.0005	Concrete Pavement 8 1/2-inch (HES)	220	SY	48	\$10,560.00	47.95	\$10,549.00	50.93	\$11,204.60	65	\$14,300.00	82	\$18,040.00				
No. 2 416.0005	Concrete Pavement 8 1/2-inch (HES) Crossover (Add Bluff and Outboard for Bids)	25	SY	65	\$1,625.00	68	\$1,635.00	84	\$2,100.00	80	\$2,000.00	82	\$2,090.00				
416.0170	Concrete Driveway 7"	660	SY	45	\$30,600.00	44.2	\$30,066.00	46.2	\$31,416.00	65.7	\$44,676.00	49	\$33,370.00				
416.0620	Drilled Dowel Bars	2,166	Each	5	\$10,830.00	4.95	\$10,721.70	5.51	\$11,934.66	7	\$15,162.00	4.65	\$10,071.90				
416.0620	Drilled Dowel Bars	72	Each	15	\$1,080.00	15	\$1,080.00	14.7	\$1,056.40	14	\$1,008.00	10.4	\$748.80				
460.1101	HMA Pavement Type E-3	3,780	Ton	53	\$200,340.00	52.45	\$198,261.00	60.27	\$227,420.60	52.45	\$198,261.00	55.85	\$211,113.00				
601.0322	Concrete Curb and Gutter 22"	5,025	LF	13	\$65,325.00	12.2	\$61,305.00	11.86	\$59,646.50	14.3	\$71,877.50	16.65	\$80,666.25				
602.0410	Concrete Sidewalk 5"	4,700	SY	5	\$23,500.00	4.5	\$21,150.00	4.41	\$20,727.00	6.7	\$31,490.00	4.7	\$22,090.00				
602.0505	Curb Ramp Detectable Warning Field Yellow	112	SY	32	\$3,584.00	32	\$3,584.00	31.6	\$3,783.20	35	\$3,920.00	30.85	\$3,832.80				
608.0412	Storm Sewer Pipe RC Class IV 12"	358	LF	106	\$37,948.00	100	\$35,000.00	100	\$35,000.00	85.6	\$30,644.80	75	\$26,850.00				
608.0415	Storm Sewer Pipe RC Class IV 15"	86	LF	110	\$9,460.00	150	\$12,500.00	105	\$9,930.00	115	\$9,890.00	90	\$7,740.00				
611.0420	Reconstructing Manholes	14	Each	200	\$11,200.00	1000	\$14,000.00	2000	\$28,000.00	275	\$44,000.00	514	\$82,240.00				
611.0404	Sanitary Manhole 4' Diameter (17 MCF)	160	VF	160	\$28,800.00	275	\$44,000.00	335	\$8,450.00	365	\$14,690.00	1500	\$19,000.00				
611.0005	Sanitary Manhole 5' Diameter (By-pass Pumping Incidentals to MCF) (2 MCF)	26	VF	270	\$7,020.00	325	\$8,450.00	335	\$8,450.00	365	\$14,690.00	1500	\$19,000.00				
611.1230	Catch Basin 2 x 3-FT	10	Each	1000	\$10,000.00	1000	\$10,000.00	1000	\$10,000.00	1670	\$16,700.00	1950	\$19,500.00				
611.3230	Inlets 24 Feet	3	Each	1500	\$4,500.00	800	\$2,400.00	1600	\$4,800.00	1800	\$5,400.00	1800	\$5,400.00				
611.3230	Inlets 24 Feet	1	Each	800	\$800.00	750	\$750.00	1000	\$1,000.00	1236	\$1,236.00	1700	\$1,700.00				
611.8110	Adjusting Manhole Covers	22	Each	400	\$8,800.00	650	\$14,300.00	350	\$7,700.00	400	\$8,800.00	750	\$16,500.00				
611.9705	Larged Manhole Covers	5	Each	100	\$500.00	250	\$1,250.00	175	\$875.00	295	\$1,475.00	300	\$1,500.00				
611.9710	Larged Inlet Covers	5	Each	100	\$500.00	100	\$500.00	175	\$875.00	295	\$1,475.00	300	\$1,500.00				
612.0108	Pipe Underdrain 8-inch	3,275	LF	25	\$81,875.00	12	\$39,300.00	56	\$183,400.00	32	\$104,800.00	24	\$78,600.00				
619.1000	Mobilization (Each Roadway)	5	Each	2300	\$11,500.00	6350	\$31,750.00	3150	\$15,750.00	5000	\$25,000.00	14000	\$70,000.00				
624.0100	Writer	6	Mgal	100	\$600.00	100	\$600.00	105	\$630.00	35	\$210.00	1000	\$6,000.00				
626.0100	Topsoil (6-inches)	6,930	SY	3	\$19,290.00	4.95	\$34,222.50	3.47	\$22,312.10	4.4	\$28,292.00	3.5	\$22,505.00				
628.1905	Mobilization Erosion Control	4	Each	50	\$200.00	155	\$620.00	52.5	\$210.00	152	\$608.00	55	\$220.00				
628.1910	Mobilization Emergency Erosion Control	2	Each	50	\$100.00	155	\$310.00	52.5	\$105.00	76	\$152.00	55	\$110.00				
628.7010	Inlet Protection Type B	6	Each	41	\$246.00	45	\$270.00	43.05	\$238.30	66	\$396.00	48	\$288.00				
628.7020	Inlet Protection Type D	36	Each	120	\$4,320.00	110	\$4,740.00	126	\$5,364.00	101	\$3,636.00	130	\$4,680.00				
631.1000	Soil Lanes (Includes Water)	5,520	SY	4	\$22,080.00	4.55	\$25,116.00	4.57	\$25,226.40	4.6	\$25,392.00	4.64	\$25,612.80				
632.0101	Trees (See Tree Planting Plan for Various Species) Min. 1.75'-1.0' DBH	22	Each	380	\$8,360.00	500	\$11,000.00	399	\$8,778.00	707	\$15,554.00	405	\$8,910.00				

632.9103	Landscape Planting Surveillance and Care Cycles 16 Months of growing season @ every 2 Weeks, Must include All Trees)	14	Each	440	\$6,160.00	500	\$7,000.00	462	\$6,468.00	657	\$9,198.00	468	\$6,552.00
634.0812	Posts Tubular Steel 2x2-inch x 12-FT Signs mounted @ 7' to bottom of sign)	9	Each	145	\$1,305.00	135	\$1,215.00	147	\$1,323.00	180	\$1,620.00	150	\$1,350.00
634.0814	Posts Tubular Steel 2x2-inch x 14-FT Signs mounted @ 7' to bottom of sign)	27	Each	145	\$3,915.00	145	\$3,915.00	152.25	\$4,110.75	180	\$4,860.00	154	\$4,158.00
637.2210	Signs Type II Reflective H	412	Each	22	\$9,064.00	25	\$10,300.00	22.58	\$9,302.96	18.2	\$7,498.40	22.9	\$9,434.80
638.2602	Removing Signs Type II	78	Each	16	\$1,248.00	35	\$2,730.00	16.8	\$1,310.40	9.1	\$709.80	20	\$1,560.00
638.3000	Removing Small Sign Supports	43	Each	16	\$688.00	35	\$1,505.00	16.8	\$722.40	9.1	\$591.30	20	\$860.00
No. 3 647.0766	Pavement Marking Crosswalk Epoxy 6-inch Thermoplastic 6-inch (Green)	150	LF	10	\$1,500.00	10	\$1,500.00	10.5	\$1,575.00	10	\$1,500.00	23.15	\$3,472.50
No. 3 647.0768	Pavement Marking Crosswalk Performed Thermoplastic 6-inch (Green)	60	LF	30	\$1,800.00	30	\$1,800.00	31.5	\$1,890.00	30	\$1,800.00	22.4	\$1,344.00
No. 3 647.0778	Pavement Marking Crosswalk Performed Thermoplastic 12-inch (Green)	48	LF	37	\$1,776.00	37	\$1,776.00	38.85	\$1,864.80	37	\$1,776.00	40	\$1,920.00
650.4000	Construction Staking Storm Sewer	15	Each	220	\$3,300.00	70	\$1,050.00	500	\$7,500.00	70	\$1,050.00	75	\$1,125.00
650.5000	Construction Staking Sanitary Sewer	17	Each	385	\$6,545.00	100	\$1,700.00	500	\$8,500.00	100	\$1,700.00	390	\$6,630.00
650.5000	Construction Staking Staking Base	5,990	LF	0.6	\$3,594.00	0.5	\$2,995.00	2	\$11,980.00	0.5	\$2,995.00	1.75	\$10,482.50
650.5500	Construction Staking Curb Gutter and Curb & Gutter	4,645	LF	2.4	\$11,148.00	0.6	\$2,787.00	1	\$4,045.00	0.6	\$2,787.00	1.8	\$8,361.00
652.0325	Conduit Rigid Non Metallic Schedule 80 2-Inch	4,660	LF	5.4	\$25,164.00	5.42	\$25,257.20	5.63	\$26,235.80	5.36	\$24,977.60	5.7	\$26,562.00
653.0135 (Mod)	Junction Boxes 12 x 18-Inch (NDS Pro-Series Products- Part 11138C)	6	Each	480	\$2,880.00	476.6	\$2,859.60	495.46	\$2,972.76	472	\$2,832.00	505	\$3,030.00
655.0630	Electrical Wiring Lighting #4 AWG (XLP)	9,400	LF	1.8	\$16,920.00	1.78	\$16,732.00	1.85	\$17,390.00	1.76	\$16,544.00	1.88	\$17,672.00
690.0250	Sawing Concrete	4,278	LF	2	\$8,556.00	1.92	\$8,213.76	1.5	\$6,417.00	3.5	\$14,973.00	1.6	\$6,844.80
SPV.0060.01	Inlet Covers R-3067-C Type L (17" x 35")	13	Each	650	\$8,450.00	725	\$9,425.00	1100	\$14,300.00	648	\$8,424.00	708	\$9,204.00
SPV.0060.02	Inlet Covers R-3210-L Type L (24" x 24")	1	Each	450	\$450.00	550	\$550.00	1000	\$1,000.00	450	\$450.00	472	\$472.00
No. 2 Sanitary Sewer Service Connection 6-inch (See Special SPV.0060.08a) Provision on use of Inert-A-Tree S (Short)	73	Each	900	\$65,700.00	1375	\$100,375.00	275	\$20,075.00	1684	\$123,662.00	800	\$58,400.00	
No. 2 Sanitary Sewer Service Connection 6-inch (See Special SPV.0060.08b) Provision on use of Inert-A-Tree S (Long)	51	Each	2200	\$112,200.00	3500	\$178,500.00	3800	\$193,800.00	5047	\$257,397.00	3600	\$183,600.00	
SPV.0060.09	Terrace Drain Lateral (See plan for items that are included)	79	Each	380	\$30,020.00	500	\$39,500.00	250	\$19,750.00	528	\$41,712.00	240	\$18,960.00
SPV.0060.10	Storm Manholes Covers R-1661	1	Each	530	\$530.00	800	\$800.00	1000	\$1,000.00	517	\$517.00	550	\$550.00
SPV.0060.11	Sanitary Manhole Covers R-1661	17	Each	500	\$8,500.00	750	\$12,750.00	1200	\$20,400.00	874	\$14,858.00	540	\$9,180.00
SPV.0060.12	Adjusting Water Valves	8	Each	300	\$2,400.00	275	\$2,200.00	75	\$600.00	200	\$1,600.00	140	\$1,120.00
SPV.0060.13	Lighting Pole Wiring Connection	26	Each	151	\$3,926.00	153	\$3,978.00	158.08	\$4,110.08	151	\$3,926.00	161	\$4,186.00
SPV.0060.14	Adjusting Curb Stop Boxes	82	Each	150	\$12,300.00	175	\$14,350.00	75	\$6,150.00	125	\$10,250.00	160	\$13,200.00
No. 3 SPV.0060.20	Fire Hydrant Assembly	1	Each	4500	\$4,500.00	7000	\$7,000.00	6500	\$6,500.00	9275	\$9,275.00	7500	\$7,500.00
SPV.0090.01	Sanitary Sewer Pipe, 18-inch	377	LF	133	\$50,141.00	185	\$69,745.00	270	\$64,090.00	187	\$70,499.00	270	\$101,790.00
SPV.0090.02	Sanitary Sewer Pipe, 24-inch	1,746	LF	182	\$317,772.00	240	\$419,040.00	230	\$401,580.00	267	\$446,182.00	305	\$532,530.00
SPV.0090.03	Sanitary Sewer Pipe, 30-inch	1,647	LF	280	\$461,160.00	335	\$551,745.00	334	\$550,098.00	358	\$589,626.00	340	\$559,980.00
No. 3 SPV.0090.04	Sanitary Sewer Pipe, 12-Inch	45	LF	170	\$7,650.00	275	\$12,375.00	275	\$12,375.00	217	\$9,765.00	230	\$10,350.00
SPV.0105.01	Traffic Control	1	LS	25000	\$25,000.00	37547.39	\$37,547.39	25000	\$25,000.00	75000	\$75,000.00	35000	\$35,000.00
SPV.0105.02	Electrical Demolition	1	LS	5600	\$5,600.00	5571	\$5,571.00	5791.14	\$5,791.14	5516	\$5,516.00	5900	\$5,900.00
No. 2 SPV.0165.01	Remove & Replace Brick Pavers	200	SF	22	\$4,400.00	15	\$3,000.00	15.23	\$3,046.00	20	\$4,000.00	15.5	\$3,100.00
SPV.0180.01	Geogrid Bialaxial	9,047	SF	2	\$18,094.00	2	\$18,094.00	4.2	\$17,997.40	1.5	\$13,570.50	1.15	\$10,404.05
SPV.0200.01	5 Diameter Storm Manhole (STR 183)	6.5	VF	300	\$1,950.00	675	\$4,387.50	300	\$1,950.00	640	\$4,160.00	1000	\$6,500.00
SPV.0200.02	Manhole (48" With External Sanitary Drops) (MU-01-20 MH w/ 9' Drop - 14 MH w/ 5' Drop)	34.0	VF	400	\$13,600.00	400	\$13,600.00	905	\$30,770.00	682	\$23,188.00	875	\$29,750.00
<b>Total Base Bid</b>													
Read: \$2,292,539.63													
\$2,292,567.60													
\$2,883,753.82													
\$3,059,553.85													
\$3,173,898.60													

**Alternate Bid #1 - Water Main**

PROJECT QUANTITIES		Globe Contractors		DF Tomazini		MJ Construction		Vinton Construction		Mid City			
ITEM NO.	TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL		
SPV.0060.03	Gate Valve 6-inch	6	Each	1700	\$10,200.00	1200	\$7,200.00	1300	\$7,800.00	1259	\$7,554.00	1350	\$8,100.00
SPV.0060.04	Insert Valve 6-inch x 6-inch	3	Each	5500	\$16,500.00	12500	\$37,500.00	12000	\$36,000.00	9190	\$27,570.00	6000	\$18,000.00
SPV.0060.05	Connect into Existing 6-inch Water Main	3	Each	2000	\$6,000.00	4000	\$12,000.00	6000	\$18,000.00	2680	\$8,040.00	4000	\$12,000.00
SPV.0060.06	Water Service Connection (Short)	8	Each	2000	\$16,000.00	1250	\$10,000.00	1600	\$12,800.00	2772	\$22,176.00	1500	\$12,000.00

SPV.0090.07	Water Service Connection (Long)	3	Each	3000	\$9,000.00	2750	\$8,400.00	4315	\$12,945.00	2750	\$8,250.00
SPV.0090.04	Ductile Iron Water Main 6-inch	650	LF	156	\$101,400.00	155	\$100,750.00	85	\$55,250.00	140	\$91,000.00
		Total Bid Alternate #1			\$159,100.00		\$138,250.00		\$169,285.00		\$114,250.00

**Alternate Bid #2 - Green Infrastructure (Crosswalks)**

ITEM NO.	BID ITEM	TOTAL	UNIT	Globe Contractors		DF Tomasiini		MJ Construction		Vinton Construction		Mid City	
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
SPV.0060.15	Drain Paver Cross Walk #1 (CW#1 on Plans)	1	Each	6000	\$6,000.00	15700	\$15,700.00	9000	\$9,000.00	14000	\$14,000.00	7045	\$7,045.00
SPV.0060.16	Drain Paver Cross Walk #2 (CW#2 on Plans)	1	Each	7000	\$7,000.00	15700	\$15,700.00	10000	\$10,000.00	14000	\$14,000.00	8613	\$8,613.00
SPV.0060.17	Drain Paver Cross Walk #3 (CW#3 on Plans)	1	Each	8000	\$8,000.00	15700	\$15,700.00	10400	\$10,400.00	14000	\$14,000.00	9388	\$9,388.00
SPV.0060.18	Drain Paver Cross Walk #4 (CW#4 on Plans)	1	Each	7000	\$7,000.00	15700	\$15,700.00	10000	\$10,000.00	14000	\$14,000.00	8613	\$8,613.00
SPV.0060.19	Drain Paver Cross Walk #5 (CW#5 on Plans)	1	Each	6000	\$6,000.00	15700	\$15,700.00	9000	\$9,000.00	14000	\$14,000.00	7045	\$7,045.00
		Total Bid Alternate #2			\$34,000.00		\$78,500.00		\$48,400.00		\$70,000.00		\$40,704.00

**Alternate Bid #3 - River Park Ditch Grading**

ITEM NO.	BID ITEM	TOTAL	UNIT	Globe Contractors		DF Tomasiini		MJ Construction		Vinton Construction		Mid City	
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
SPV.0105.03	River Park Ditch Grading	1	LS	28000	\$28,000.00	17500	\$17,500.00	17325	\$17,325.00	25000	\$25,000.00	18750	\$18,750.00
		Total Bid Alternate #3			\$28,000.00		\$17,500.00		\$17,325.00		\$25,000.00		\$18,750.00

## MEMORANDUM

February 24, 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, Assistant Director of Public Works  
DPW Foremen

Re: 2016 Street Reconstruction Program



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Your March 7 Village Board agenda includes the award of a contract for the Village's 2016 Street Reconstruction Program (hereinafter referred to as the "Beverly" program).

### Planned Improvements

As you know, this project is identified as the 2016 reconstruction area in the Village's Pavement Management Plan. A map of the project area is attached. The scope of work includes:

- Street/Roadway - complete reconstruction of the majority of the street sections in the program area, including new concrete curb and full depth asphalt roadway. The easternmost block of Beverly will have pavement replacement only as the curb and driveway approaches are relatively new and in good condition.
- Street lighting – the program includes the installation of approximately XXXX lineal feet of electrical conduit with XXXX LF of wiring.
- Additional enhancements include updated signage, ADA pedestrian ramps at all intersections and ash tree replacement per the adopted 2014 policy (public info piece attached).

The water distribution system improvements associated with this project were bid as an alternate. Plans include:

- Approximately 2650 feet of ductile iron pipe water main, 55 copper service connections and six gate valves.

Staff is developing a protocol and plan to communicate to residents regarding the replacement of lead waters services in the project area. It is anticipated that the protocol will be included on the March 21 Village Board meeting for consideration.

### Contract Award

Please see the attached for a summary of the bids submitted. You will note that the low bid was

submitted by Stark Asphalt, Inc. of Milwaukee. Also attached please find for your reference a letter from Phil Bzdusek, Strand Associates, Project Engineer, detailing the bid results.

Staff is recommending award of the base contract and Alternate 1 to Stark Asphalt. Stark has worked on many of the Village’s infrastructure programs in recent years including the 2012 Basin 1 and 6 Sewer Improvement Projects as a subcontractor and the prime contractor on both the 2011 Downer and 2014 Murray street reconstruction projects.

Below, please find a project funding source summary:

Low Bid Amount	Project Component	Funding Source
\$1,541,725.85	Road & storm sewer improvements	Capital Projects
<b>\$1,541,725.85</b>	<b>Base Bid Total</b>	
\$505,835.50	Alternate 1 Water system	Water
<b>\$2,047,561.35</b>	<b>Total award</b>	

The 2016 Capital Budget includes an estimate of \$1.5 million for the street/storm portion of the project and an estimate of \$300,000 for watermain replacement. All costs are proposed to be funded through bond proceeds.

**Suggested Motion**

*I move the award of a contract to Stark Asphalt, Inc. for the 2016 Street Reconstruction project as follows:*

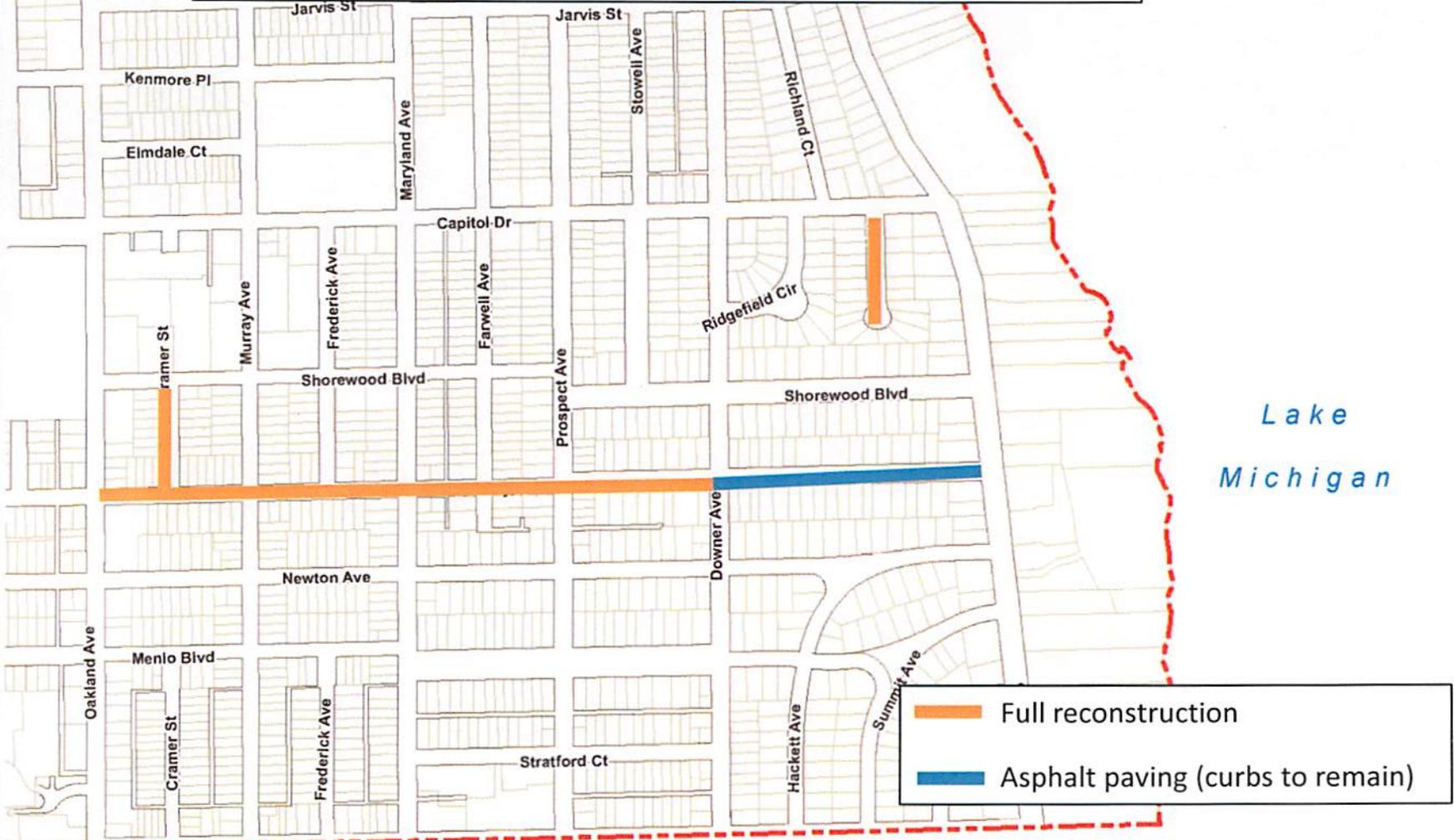
- *Base bid in the amount of one million five hundred forty one thousand, seven hundred twenty five dollars and eighty five cents (\$1,541,725.85);and*
- *Alternate 1 in the amount of five hundred five thousand eight hundred thirty five dollars and fifty cents (\$505,835.50); and*
- *For a total contract award of two million forty seven thousand, five hundred sixty one dollars and thirty five cents (\$2,047,561.34).*

**Future Actions**

It is anticipated that a project informational meeting will be held for residents during late March/early April. A meeting invitation along with project information will be mailed to residents when that date is established.

Please contact me at 847.2650 or [lbutschick@villageofshorewood.org](mailto:lbutschick@villageofshorewood.org) if you should have any questions regarding this memo or the project.

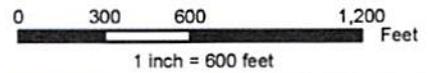
# 2016 Beverly Road Reconstruction Program (proposed)



Lake Michigan



Village of Shorewood





# Village of Shorewood Ash Tree Replacement Program

*Did you know that the Village of Shorewood has over 6,200 street trees? Or that over 25% of those are threatened by the Emerald Ash Borer? The Village began planning for an EAB infestation in 2009. To date, the beetle has not been discovered here, but has been identified in communities to the north, west and south of Shorewood.*

Shorewood began an ash tree treatment program in 2010, utilizing a trunk-injected compound that has been shown to have 99% EAB control. Each year, DPW forestry staff identifies 200-300 of the Village's largest white, green and European ash trees for treatment, which is needed every 2-3 years. **Beginning in 2014, Shorewood's fight against EAB will include the removal and replacement of selected ash trees.** The replacements will occur in conjunction with major infrastructure improvement projects; in 2014 these projects will include the Basin 6 Phase II Sewer Improvements and the Murray Avenue Street Reconstruction program.

The policy adopted by the Village Board calls for the removal of any ash tree with a condition rating of less than 50% (fair or poor). Additionally, all European and green ash trees, regardless of condition, with a diameter breast height (DBH) of less than 24 inches will be replaced. European and/or green ash larger than 24 DBH in good or very good condition will be treated as a part of the Village's annual ash injection program. White ash in good or very good condition will not be removed as recent studies indicate they may show more resistance to EAB than other ash varieties.

## *Why is this program necessary?*

It is estimated that more than 50 million ash trees are dead or dying throughout the Midwest due to the emerald ash borer.

EAB has been detected in communities in Milwaukee, Ozaukee, Washington, Kenosha, Racine and Walworth counties.

It is only a matter of time before

it is found here. A proactive approach to target the pest will minimize the economic, aesthetic and ecological impacts of an Emerald Ash Borer infestation on the Village of Shorewood.



*Toledo, Ohio. Left: Before EAB June 2006. Right: Peak EAB June 2009.*

## *Why are only ash trees being removed?*

The emerald ash borer, a beetle native to East Asia, feeds **only** on ash trees. Once the pest attacks, it typically kills the host tree within 2-4 years.

*If trunk injection is so successful, why don't you treat all ash trees?*

Treatment of ash trees is just one tool in the fight against EAB. And while very effective, it is not without cost. Injections are required every 2-3 years. It is far more cost effective to replace the smaller trees with other species and further diversify our urban forest. The chemical treatments are being used as a strategy to manage the ash population's decline over a longer time period in order to minimize, to the extent possible, the effect of an infestation on Village resources.



*How will I know if my street tree is an ash tree selected for replacement?*

Prior to the start of the larger construction project, every ash tree identified for replacement will be clearly marked. Additionally, the adjacent property owner/resident will receive a door-hanger notification about the program.

*When will my tree be replaced?*

If the street tree adjacent to your residence has been identified for replacement under this program, the tree will be removed in the earliest stages of the construction project. The replacement tree will be planted in the latter stages of the project with the other landscape restoration work.

*What type of tree will be planted as a replacement? Can I choose the species?*

Our trained forestry staff has identified eighteen different species as replacement trees. In most cases, a specific tree has been selected for each site identified based on that site's individual characteristics. However, if you are interested in the options, please contact our office and we will do our best to accommodate your request.

*How can I find out more?*

Please see the web resources below for more information:

Wisconsin's Emerald Ash Borer Resource

<http://datcpservices.wisconsin.gov/eab/index.jsp>

Wisconsin Emerald Ash Borer Information Network

[www.emeraldashborer.info/wisconsininfo.cfm](http://www.emeraldashborer.info/wisconsininfo.cfm)

University of Wisconsin Extension

<http://www.uwex.edu/>



For more information on Shorewood's EAB program, please visit [www.villageofshorewood.org/dpw](http://www.villageofshorewood.org/dpw) or call the DPW at 414.847.2650.

Bids Received: 10:00 AM; February 23, 2016

STRAND ASSOCIATES, INC.®  
 126 North Jefferson Street, Suite 350  
 Milwaukee, WI 53203

2016 ROAD RECONSTRUCTION PROGRAM  
 CONTRACT 1-2016  
 VILLAGE OF SHOREWOOD, WISCONSIN  
 BID TABULATION BREAKDOWN

				Stark Pavement Corp. 12845 W. Burleigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Butayn-Peterson Const. Co. N7337 Dairyland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
201.0120	Clearing	460	ID	\$ 31.00	\$ 14,260.00	\$ 20.00	\$ 9,200.00	\$ 15.00	\$ 6,900.00	\$ 30.00	\$ 13,800.00
201.0205	Grubbing	460	ID	\$ 15.00	\$ 6,900.00	\$ 8.25	\$ 3,795.00	\$ 15.00	\$ 6,900.00	\$ 14.75	\$ 6,785.00
204.0100	Removing Pavement	13,600	SY	\$ 15.40	\$ 209,440.00	\$ 4.40	\$ 59,840.00	\$ 6.00	\$ 81,600.00	\$ 8.00	\$ 108,800.00
204.0120	Removing Asphaltic Surface Milling	3,400	SY	\$ 2.92	\$ 9,928.00	\$ 2.49	\$ 8,466.00	\$ 2.49	\$ 8,466.00	\$ 2.50	\$ 8,500.00
204.0150	Removing Curb and Gutter	7,150	LF	\$ 2.90	\$ 20,735.00	\$ 4.50	\$ 32,175.00	\$ 5.50	\$ 39,325.00	\$ 6.00	\$ 42,900.00
204.0155	Removing Concrete Sidewalk	700	SY	\$ 9.20	\$ 6,440.00	\$ 5.40	\$ 3,780.00	\$ 6.00	\$ 4,200.00	\$ 7.00	\$ 4,900.00
204.0215	Removing Catch Basins	22	EA	\$ 300.00	\$ 6,600.00	\$ 430.00	\$ 9,460.00	\$ 375.00	\$ 8,250.00	\$ 500.00	\$ 11,000.00
204.0245.01	Removing Storm Sewer (size) 12"	531	LF	\$ 27.00	\$ 14,337.00	\$ 18.75	\$ 9,956.25	\$ 14.50	\$ 7,699.50	\$ 30.00	\$ 15,930.00

				Stark Pavement Corp. 12845 W. Burreigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Buteyn-Peterson Const. Co. N7337 Dairyland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
205.0100	Excavation Common	14,000	CY	\$ 2.00	\$ 28,000.00	\$ 10.61	\$ 148,540.00	\$ 15.00	\$ 210,000.00	\$ 26.00	\$ 364,000.00
211.0100	Prepare Foundation for Asphalt Paving	3	LS	\$ 1,300.00	\$ 3,900.00	\$ 1,000.00	\$ 3,000.00	\$ 12,000.00	\$ 36,000.00	\$ 5,000.00	\$ 15,000.00
213.0100	Finishing Roadway	3	EA	\$ 1,000.00	\$ 3,000.00	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	\$ 4,500.00	\$ 2,000.00	\$ 6,000.00
305.0110	Base Aggregate Dense 3/4"	2,800	TON	\$ 16.00	\$ 44,800.00	\$ 17.50	\$ 49,000.00	\$ 19.75	\$ 55,300.00	\$ 16.00	\$ 44,800.00
305.0120	Base Aggregate Dense 1 1/4"	5,800	TON	\$ 12.40	\$ 71,920.00	\$ 16.00	\$ 92,800.00	\$ 19.25	\$ 111,650.00	\$ 15.00	\$ 87,000.00
416.0170	Concrete Driveway 7"	1,300	SY	\$ 47.00	\$ 61,100.00	\$ 65.70	\$ 85,410.00	\$ 52.45	\$ 68,185.00	\$ 43.50	\$ 56,550.00
455.0220	Asphaltic Material PG64-28	246	TON	\$ 1.00	\$ 246.00	\$ 1.00	\$ 246.00	\$ 1.00	\$ 246.00	\$ 1.00	\$ 246.00
455.0600	Tack Coat	608	GAL	\$ 3.00	\$ 1,824.00	\$ 2.00	\$ 1,216.00	\$ 2.00	\$ 1,216.00	\$ 2.00	\$ 1,216.00
460.1101	HMA Pavement Type E-1	4,200	TON	\$ 54.20	\$ 227,640.00	\$ 53.95	\$ 226,590.00	\$ 53.95	\$ 226,590.00	\$ 53.95	\$ 226,590.00
520.8000	Concrete Collars for Pipe	19	EA	\$ 330.00	\$ 6,270.00	\$ 450.00	\$ 8,550.00	\$ 175.00	\$ 3,325.00	\$ 400.00	\$ 7,600.00
601.0322	Concrete Curb and Gutter 22"	7,150	LF	\$ 13.10	\$ 93,665.00	\$ 15.30	\$ 109,395.00	\$ 15.40	\$ 110,110.00	\$ 11.40	\$ 81,510.00

				Stark Pavement Corp. 12845 W. Burleigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Buteyn-Peterson Const. Co. N7337 Dairyland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
602.0410	Concrete Sidewalk 5"	7,780	SF	\$ 4.15	\$ 32,287.00	\$ 6.70	\$ 52,126.00	\$ 5.45	\$ 42,401.00	\$ 4.45	\$ 34,621.00
602.0505	Curb Ramp Detectable Warning Field Yellow	500	SF	\$ 30.00	\$ 15,000.00	\$ 35.00	\$ 17,500.00	\$ 50.00	\$ 25,000.00	\$ 32.00	\$ 16,000.00
620.0312	Storm Sewer Pipe SDR PVC 12"	520	LF	\$ 145.00	\$ 75,400.00	\$ 110.50	\$ 57,460.00	\$ 78.00	\$ 40,560.00	\$ 85.00	\$ 44,200.00
620.0315	Storm Sewer Pipe SDR PVC 15"	105	LF	\$ 157.00	\$ 16,485.00	\$ 117.00	\$ 12,285.00	\$ 96.50	\$ 10,132.50	\$ 88.00	\$ 9,240.00
620.0318	Storm Sewer Pipe SDR PVC 18"	100	LF	\$ 161.00	\$ 16,100.00	\$ 129.80	\$ 12,980.00	\$ 109.00	\$ 10,900.00	\$ 95.00	\$ 9,500.00
611.3230	Inlets 2'x2'	7	EA	\$ 1,250.00	\$ 8,750.00	\$ 1,637.00	\$ 11,459.00	\$ 1,500.00	\$ 10,500.00	\$ 1,200.00	\$ 8,400.00
611.0420	Reconstruct Manholes	37	EA	\$ 1,180.00	\$ 43,660.00	\$ 970.00	\$ 35,890.00	\$ 1,475.00	\$ 54,575.00	\$ 2,500.00	\$ 92,500.00
619.1000	Mobilization	3	EA	\$ 30,000.00	\$ 90,000.00	\$ 20,000.00	\$ 60,000.00	\$ 29,500.00	\$ 88,500.00	\$ 33,500.00	\$ 100,500.00
626.0100	Topsoil	6,300	SY	\$ 4.95	\$ 31,185.00	\$ 10.10	\$ 63,630.00	\$ 7.50	\$ 47,250.00	\$ 5.00	\$ 31,500.00
628.1905	Mobilization Erosion Control	12	EA	\$ 155.00	\$ 1,860.00	\$ 177.00	\$ 2,124.00	\$ 300.00	\$ 3,600.00	\$ 155.00	\$ 1,860.00
628.1910	Mobilization Emergency Erosion Control	12	EA	\$ 155.00	\$ 1,860.00	\$ 101.00	\$ 1,212.00	\$ 200.00	\$ 2,400.00	\$ 155.00	\$ 1,860.00

				Stark Pavement Corp. 12845 W. Burleigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Buteyn-Peterson Const. Co. N7337 Dairyland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
628.7020	Inlet Protection Type D	29	EA	\$ 110.00	\$ 3,190.00	\$ 101.00	\$ 2,929.00	\$ 110.00	\$ 3,190.00	\$ 110.00	\$ 3,190.00
628.7570	Rock Bags	7	EA	\$ 15.00	\$ 105.00	\$ 31.00	\$ 217.00	\$ 100.00	\$ 700.00	\$ 15.00	\$ 105.00
631.1000	Sod Lawn	6,300	SY	\$ 4.55	\$ 28,665.00	\$ 5.60	\$ 35,280.00	\$ 4.50	\$ 28,350.00	\$ 4.55	\$ 28,665.00
632.0101	Trees Min. 1.75-2.0" DBH	23	EA	\$ 500.00	\$ 11,500.00	\$ 500.00	\$ 11,500.00	\$ 650.00	\$ 14,950.00	\$ 500.00	\$ 11,500.00
632.9101	Landscape Planting Surveillance and Care Cycles	42	EA	\$ 500.00	\$ 21,000.00	\$ 500.00	\$ 21,000.00	\$ 950.00	\$ 39,900.00	\$ 500.00	\$ 21,000.00
634.0812	Post Tubular Steel 2"x2" x 12'	42	EA	\$ 135.00	\$ 5,670.00	\$ 177.00	\$ 7,434.00	\$ 150.00	\$ 6,300.00	\$ 135.00	\$ 5,670.00
637.2210	Signs Type II Reflective H	285	SF	\$ 25.00	\$ 7,125.00	\$ 20.20	\$ 5,757.00	\$ 30.00	\$ 8,550.00	\$ 25.00	\$ 7,125.00
638.2602	Removing Signs Type II	44	EA	\$ 35.00	\$ 1,540.00	\$ 10.10	\$ 444.40	\$ 50.00	\$ 2,200.00	\$ 35.00	\$ 1,540.00
638.3000	Removing Small Sign Supports	36	EA	\$ 35.00	\$ 1,260.00	\$ 10.10	\$ 363.60	\$ 50.00	\$ 1,800.00	\$ 35.00	\$ 1,260.00
647.0579	Pavement Marking Stop Line Preformed Thermoplastic 24"	115	LF	\$ 31.15	\$ 3,582.25	\$ 31.15	\$ 3,582.25	\$ 31.15	\$ 3,582.25	\$ 31.50	\$ 3,622.50
647.0778	Pavement Marking Crosswalk Preformed Thermoplastic 12"	221	LF	\$ 16.10	\$ 3,558.10	\$ 16.10	\$ 3,558.10	\$ 16.10	\$ 3,558.10	\$ 16.25	\$ 3,591.25

				Stark Pavement Corp. 12845 W. Burleigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Buteyn-Peterson Const. Co. N7337 Dairyland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
650.4000	Construction Staking Storm Sewer	24	EA	\$ 100.00	\$ 2,400.00	\$ 70.00	\$ 1,680.00	\$ 75.00	\$ 1,800.00	\$ 100.00	\$ 2,400.00
650.5000	Construction Staking Base	3,500	LF	\$ 1.00	\$ 3,500.00	\$ 0.50	\$ 1,750.00	\$ 2.00	\$ 7,000.00	\$ 1.00	\$ 3,500.00
650.5500	Construction Staking Curb & Gutter	7,130	LF	\$ 0.90	\$ 6,417.00	\$ 0.60	\$ 4,278.00	\$ 0.50	\$ 3,565.00	\$ 2.00	\$ 14,260.00
652.0230	Conduit Rigid Nonmetallic (Schedule 40, 2")	4,600	LF	\$ 5.44	\$ 25,024.00	\$ 5.44	\$ 25,024.00	\$ 5.50	\$ 25,300.00	\$ 5.45	\$ 25,070.00
652.0230	Conduit Rigid Nonmetallic (Schedule 80, 2")	600	LF	\$ 6.43	\$ 3,858.00	\$ 6.43	\$ 3,858.00	\$ 6.50	\$ 3,900.00	\$ 6.45	\$ 3,870.00
653.0100	Pull Boxes (see specifications)	24	EA	\$ 480.00	\$ 11,520.00	\$ 472.00	\$ 11,328.00	\$ 475.00	\$ 11,400.00	\$ 475.00	\$ 11,400.00
655.0600	Electrical Wire Lighting (4 AWG+ground)	5,825	LF	\$ 2.03	\$ 11,824.75	\$ 2.07	\$ 12,057.75	\$ 2.10	\$ 12,232.50	\$ 2.05	\$ 11,941.25
690.0150	Sawing Asphalt	372	LF	\$ 1.25	\$ 465.00	\$ 3.00	\$ 1,116.00	\$ 4.00	\$ 1,488.00	\$ 1.25	\$ 465.00
690.0250	Sawing Concrete	417	LF	\$ 1.75	\$ 729.75	\$ 3.00	\$ 1,251.00	\$ 6.00	\$ 2,502.00	\$ 1.75	\$ 729.75
SPV.0020.01	Excavation Below Subgrade	1,500	CY	\$ 43.00	\$ 64,500.00	\$ 44.00	\$ 66,000.00	\$ 35.00	\$ 52,500.00	\$ 50.00	\$ 75,000.00
SPV.0060.01	Manholes 4-ft Diameter with J-Trap	21	EA	\$ 2,200.00	\$ 46,200.00	\$ 3,790.00	\$ 79,590.00	\$ 2,400.00	\$ 50,400.00	\$ 2,500.00	\$ 52,500.00

				Stark Pavement Corp. 12845 W. Burleigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Buteyn-Peterson Const. Co. N7337 Dairyland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
SPV.0060.04	Inlet Covers R-3210-L (24"x24")	28	EA	\$ 750.00	\$ 21,000.00	\$ 501.00	\$ 14,028.00	\$ 514.00	\$ 14,392.00	\$ 625.00	\$ 17,500.00
SPV.0060.14	Electrical Demolition	3	LS	\$ 3,100.00	\$ 9,300.00	\$ 3,073.00	\$ 9,219.00	\$ 4,000.00	\$ 12,000.00	\$ 3,100.00	\$ 9,300.00
SPV.0060.18	Plug Existing Sewer Penetration	15	EA	\$ 320.00	\$ 4,800.00	\$ 640.00	\$ 9,600.00	\$ 150.00	\$ 2,250.00	\$ 300.00	\$ 4,500.00
SPV.0105.01	Traffic Control	3	LS	\$ 11,000.00	\$ 33,000.00	\$ 10,500.00	\$ 31,500.00	\$ 15,000.00	\$ 45,000.00	\$ 10,250.00	\$ 30,750.00
SPV.0180.01	Geogrid Biaxial	11,600	SY	\$ 4.00	\$ 46,400.00	\$ 1.50	\$ 17,400.00	\$ 3.00	\$ 34,800.00	\$ 3.00	\$ 34,800.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 57						\$ 1,541,725.85		\$ 1,572,830.35		\$ 1,719,890.85	\$ 1,838,562.75
CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 57						\$ 1,541,725.85		\$ 1,572,830.35		\$ 1,719,890.85	\$ 1,838,562.75

\* CONTRACTOR'S COMPUTED TOTAL

Reviewed by 

Bids Received: 10:00 AM; February 23, 2016

STRAND ASSOCIATES, INC.®  
 126 North Jefferson Street, Suite 350  
 Milwaukee, WI 53203

2016 ROAD RECONSTRUCTION PROGRAM  
 CONTRACT 1-2016  
 VILLAGE OF SHOREWOOD, WISCONSIN  
 BID ALTERNATIVE NO. 1

Stark Pavement Corp.  
 12845 W. Burleigh Rd  
 Brookfield, WI 53005

Vinton Construction Co.  
 2705 N. Rapids Rd  
 Manitowoc, WI 54221

Buteyn-Peterson Const. Co.  
 N7337 Dairyland Dr.  
 Sheboygan, WI 53083

Musson Brothers, Inc.  
 4215 N. 124th St  
 Brookfield, WI 53005

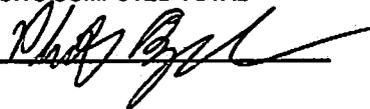
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
SPV.0060.05	Remove and Replace Gate Valve 6"	4	EA	\$ 6,000.00	\$ 24,000.00	\$ 4,642.00	\$ 18,568.00	\$ 2,250.00	\$ 9,000.00	\$ 5,000.00	\$ 20,000.00
SPV.0060.06	Gate Valve 6"	12	EA	\$ 1,130.00	\$ 13,560.00	\$ 1,259.00	\$ 15,108.00	\$ 1,650.00	\$ 19,800.00	\$ 3,500.00	\$ 42,000.00
SPV.0060.08	Connect to Existing 6" Water Main	12	EA	\$ 4,500.00	\$ 54,000.00	\$ 2,680.00	\$ 32,160.00	\$ 700.00	\$ 8,400.00	\$ 8,000.00	\$ 96,000.00
SPV.0060.09	Water Service Connection (Short)	31	EA	\$ 1,500.00	\$ 46,500.00	\$ 2,680.00	\$ 83,080.00	\$ 2,500.00	\$ 77,500.00	\$ 3,800.00	\$ 117,800.00
SPV.0060.10	Water Service Connection (Long)	26	EA	\$ 2,500.00	\$ 65,000.00	\$ 4,100.00	\$ 106,600.00	\$ 3,400.00	\$ 88,400.00	\$ 6,000.00	\$ 156,000.00
SPV.0060.12	Fire Hydrant and Auxillary Valve	6	EA	\$ 5,500.00	\$ 33,000.00	\$ 6,035.00	\$ 36,210.00	\$ 6,500.00	\$ 39,000.00	\$ 10,000.00	\$ 60,000.00
SPV.0060.14	Adjusting Water Valves	5	EA	\$ 260.00	\$ 1,300.00	\$ 200.00	\$ 1,000.00	\$ 150.00	\$ 750.00	\$ 750.00	\$ 3,750.00
SPV.0060.14	Remove Existing Fire Hydrant	6	EA	\$ 190.00	\$ 1,140.00	\$ 560.00	\$ 3,360.00	\$ 500.00	\$ 3,000.00	\$ 2,500.00	\$ 15,000.00

				Stark Pavement Corp. 12845 W. Burleigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Buteyn-Peterson Const. Co. N7337 Dairyland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
SPV.0090.03	Ductile Iron Water Main 6"	2,705	LF	\$ 74.50	\$ 201,522.50	\$ 121.70	\$ 329,198.50	\$ 127.50	\$ 344,887.50	\$ 190.00	\$ 513,950.00
204.0100	Removing Pavement	685	SY	\$ 16.00	\$ 10,960.00	\$ 6.00	\$ 4,110.00	\$ 6.00	\$ 4,110.00	\$ 8.00	\$ 5,480.00
204.0150	Removing Curb and Gutter	29	LF	\$ 10.00	\$ 290.00	\$ 5.00	\$ 145.00	\$ 12.00	\$ 348.00	\$ 10.00	\$ 290.00
204.0155	Removing Concrete Sidewalk	8	SY	\$ 20.00	\$ 160.00	\$ 10.00	\$ 80.00	\$ 10.00	\$ 80.00	\$ 20.00	\$ 160.00
204.0280	Sealing Pipes (6" Watermain)	2,350	LF	\$ 3.20	\$ 7,520.00	\$ 8.30	\$ 19,505.00	\$ 8.00	\$ 18,800.00	\$ 6.00	\$ 14,100.00
305.0110	Base Aggregate Dense 3/4"	205	TON	\$ 20.00	\$ 4,100.00	\$ 15.00	\$ 3,075.00	\$ 25.00	\$ 5,125.00	\$ 16.00	\$ 3,280.00
305.0120	Base Aggregate Dense 1 1/4"	270	TON	\$ 16.00	\$ 4,320.00	\$ 15.00	\$ 4,050.00	\$ 23.50	\$ 6,345.00	\$ 15.00	\$ 4,050.00
455.0220	Asphaltic Material PG64-28	13	<del>SY</del> Ton	\$ 1.00	\$ 13.00	\$ 1.00	\$ 13.00	\$ 1.00	\$ 13.00	\$ 1.00	\$ 13.00
455.0600	Tack Coat	35	GAL	\$ 5.00	\$ 175.00	\$ 2.00	\$ 70.00	\$ 2.00	\$ 70.00	\$ 2.00	\$ 70.00
460.1101	HMA Pavement Type E-1	235	TON	\$ 69.40	\$ 16,309.00	\$ 78.00	\$ 18,330.00	\$ 78.00	\$ 18,330.00	\$ 78.00	\$ 18,330.00
601.0322	Concrete Curb and Gutter 22"	29	LF	\$ 35.00	\$ 1,015.00	\$ 40.00	\$ 1,160.00	\$ 35.00	\$ 1,015.00	\$ 30.00	\$ 870.00

				Stark Pavement Corp. 12845 W. Burleigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Buteyn-Peterson Const. Co. N7337 Dalryland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
602.0410	Concrete Sidewalk 5"	76	SF	\$ 10.00	\$ 760.00	\$ 8.00	\$ 608.00	\$ 12.00	\$ 912.00	\$ 10.00	\$ 760.00
619.1000	Mobilization	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00	\$ 8,000.00	\$ 8,000.00
628.1905	Mobilization Erosion Control	4	EA	\$ 155.00	\$ 620.00	\$ 177.00	\$ 708.00	\$ 100.00	\$ 400.00	\$ 155.00	\$ 620.00
628.1910	Mobilization Emergency Erosion Control	4	EA	\$ 155.00	\$ 620.00	\$ 101.00	\$ 404.00	\$ 200.00	\$ 800.00	\$ 155.00	\$ 620.00
628.7020	Inlet Protection Type D	7	EA	\$ 110.00	\$ 770.00	\$ 101.00	\$ 707.00	\$ 50.00	\$ 350.00	\$ 110.00	\$ 770.00
628.7570	Rock Bags	4	EA	\$ 25.00	\$ 100.00	\$ 31.00	\$ 124.00	\$ 50.00	\$ 200.00	\$ 25.00	\$ 100.00
647.0579	Pavement Marking Stop Line Preformed Thermoplastic 24"	12	LF	\$ 50.00	\$ 600.00	\$ 39.80	\$ 477.60	\$ 39.80	\$ 477.60	\$ 40.00	\$ 480.00
652.0800	Conduit Loop Detector	84	LF	\$ 5.10	\$ 428.40	\$ 5.08	\$ 426.72	\$ 5.10	\$ 428.40	\$ 5.10	\$ 428.40
652.0900	Loop Detector Slots	84	LF	\$ 21.00	\$ 1,764.00	\$ 20.42	\$ 1,715.28	\$ 21.00	\$ 1,764.00	\$ 20.50	\$ 1,722.00
653.0100	Pull Boxes (see specifications)	1	EA	\$ 480.00	\$ 480.00	\$ 472.00	\$ 472.00	\$ 475.00	\$ 475.00	\$ 475.00	\$ 475.00
655.0700	Loop Detector Lead in Cable	11	LF	\$ 1.30	\$ 14.30	\$ 1.23	\$ 13.53	\$ 1.25	\$ 13.75	\$ 1.25	\$ 13.75

				Stark Pavement Corp. 12845 W. Burleigh Rd Brookfield, WI 53005		Vinton Construction Co. 2705 N. Rapids Rd Manitowoc, WI 54221		Buteyn-Peterson Const. Co. N7337 Dairyland Dr. Sheboygan, WI 53083		Musson Brothers, Inc. 4215 N. 124th St. Brookfield, WI 53005	
No.	Description	Quantity	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
655.0800	Loop Detector Wire	192	LF	\$ 0.80	\$ 153.60	\$ 0.79	\$ 151.68	\$ 0.80	\$ 153.60	\$ 0.80	\$ 153.60
690.0150	Sawing Asphalt	1,215	LF	\$ 1.30	\$ 1,579.50	\$ 2.00	\$ 2,430.00	\$ 4.00	\$ 4,860.00	\$ 1.25	\$ 1,518.75
690.0250	Sawing Concrete	34	LF	\$ 1.80	\$ 61.20	\$ 5.00	\$ 170.00	\$ 6.00	\$ 204.00	\$ 1.75	\$ 59.50
SPV.0105.01	Traffic Control	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 11,000.00	\$ 11,000.00	\$ 4,000.00	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00
SPV.0165.01	Remove and Replace Brick Pavers	80	SF	\$ 25.00	\$ 2,000.00	\$ 35.30	\$ 2,824.00	\$ 18.00	\$ 1,440.00	\$ 30.00	\$ 2,400.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 35					\$ 505,835.50		\$ 708,054.31		\$ 665,951.85		\$ 1,092,264.00
CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 35					\$ 505,835.50		\$ 708,054.31		\$ 665,951.85		\$ 1,092,264.00

\* CONTRACTOR'S COMPUTED TOTAL

Reviewed by 

## MEMORANDUM

February 23, 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, Assistant DPW Director

Re: 2016 Construction Inspection Services Contract

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Your March 7 agenda includes consideration of a professional service contract with Strand Associates, Inc. for the 2016 infrastructure improvement programs. Attached please find a copy of the project cost sheet. Please recall that this year's projects include:

### Combined North (engineered by Clark Dietz)

- Installation of approximately 3800 feet of PVC sewer pipe
- Reconstruction of approximately 17,500 Square Yards of asphalt street with aggregate base
- Construction of approximately 5,000 feet of concrete curb
- Construction of approximately 760 feet of DIP watermain, 11 service connections, and 4 valves
- Installation of approximately 4,600 LF electrical conduit and wiring
- Landscape restoration of terrace areas, including 22 selected ash tree replacements

### Beverly Road Reconstruction (engineered by Strand Associates)

- Reconstruction of approximately 9,100 Square Yards of asphalt street with aggregate base
- Construction of approximately 7,200 feet of concrete curb
- Construction of approximately 2,650 feet of DIP watermain, 55 service connections, 10 valves and 6 hydrants
- Landscape restoration of terrace areas, including 22 selected ash tree replacement

In 2014 the engineering design firms provided construction inspection services on their respective projects. In the interest of streamlining, staff is proposing a single firm provide inspection services on both projects, similar to that which was done for 2012's Basin 1 and Basin 6 programs.

This proposal represents 5.5% of the total anticipated construction cost.

***Suggested Motion: I move the approval of a professional services agreement with Strand Associates for construction inspection services for the 2016 infrastructure improvement programs in the amount of \$219,000.00.***

Village of Shorewood

Firm Name: Stand Associates, Inc.  
 Please identify project: 2016 Road Reconstruction Program, 2016 Street Reconstruction, and Combined Sewer Improvements.

Project Staffing				
Name of Key Staff	Philip A. Bralusek	Colin R. Doherty	John Mariani	Eric Notson
Project Role	Construction Project Manager	Resident Project Representative	Resident Project Representative	Resident Project Representative
Rate (\$/hr)	\$130	\$99	\$84	\$83
				Office Production
				\$76

Task	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours
Construction Support/Submittal Review	200	0	0	0	18
Construction Staking and Developing Cut Sheets 2016 Road Construction (Beverly Project)	2	Included with RPR Hours	0	8	0
Construction Staking and Developing Cut Sheets 2016 Road Construction (Clark Dietz Project)	2	Included with RPR Hours	0	8	0
16 Meetings and 5 Site Visits	68	Included with RPR Hours	Included with RPR Hours	Included with RPR Hours	16
Resident Project Representative (RPR)	0	1325	300	150	0
Pay request reviews and Change Order preparation	40	Included with RPR Hours	Included with RPR Hours	Included with RPR Hours	8
Final Quantity measurements	2	Included with RPR Hours	Included with RPR Hours	Included with RPR Hours	0
Preparation of Record Drawings	2	8	8	8	0
<b>Total Hours</b>	<b>336</b>	<b>1333</b>	<b>308</b>	<b>174</b>	<b>42</b>

2193

Total Cost \$43,660 \$131,967 \$55,767 \$14,405 \$3,192 \$219,000

**MEMORANDUM**

February 8, 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, Assistant DPW Director

Re: Collections RFP bid item list

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Your March 7 Village Board meeting agenda includes consideration of the bid items list for the upcoming Request for Proposals document.

**RFP Bid Items**

Please recall that your February 16 meeting continued discussion regarding the proposed levels of service in future collection (refuse, yard waste, recycling) activities. Following that discussion, that Board directed that multiple services level options would be included in the RFP.

Please find attached the draft bid item forms for each of the base options as well as the additional agreed-upon items. It should be noted that the RFP document narrative will state that a failure to submit a cost proposal for each and every bid item will not disqualify a vendor.

**Next Steps**

Below please find the project timeline, as previously discussed. In order to meet this schedule, it is important that the RFP bid items be finalized.

March 2016	RFP issued
May 2016	Responses due
May – July 2016	Review and evaluation
August 2016	Village Board decision
September – October 2016	2017 Budget discussions
January – May 2017	Public education (full automation)
June 2017	Implementation (full automation)

Staff will be present at your meeting Monday. If you should have any questions in the meantime, please contact me at 847-2650 or [lbutschlick@villageofshorewood.org](mailto:lbutschlick@villageofshorewood.org).

**BASE OPTION 1 - CONTRACTOR PROVIDES ALL SERVICES**

	<i>Frequency</i>	<i>Service Item</i>	<i>Unit Billing</i>	<i>Price</i>
<b>REFUSE</b>	weekly	collection from 95 gallon karts curbside only	ton	\$
	weekly	collection from 95 gallon karts curbside and alley; no items outside kart	ton	\$
	weekly	collection from 95 gallon karts curbside and alley; up to three bags outside kart	ton	\$
	weekly	bulky item collection (up to 500 lbs) upon request	per occurrence	\$
	twice weekly	street (57) and park can (28) collection	per can	\$
<b>YARD WASTE</b>	weekly in season	bagged yard waste collection	ton	\$
	monthly in season	curbside brush collection	ton	\$
	weekly in season	loose leaf collection	ton	\$
	weekly in season	bagged leaf collection	ton	\$
<b>RECYCLING</b>	weekly	collection from 95 gallon karts curbside only	ton	\$
	bi-weekly	collection from 95 gallon karts curbside only	ton	\$
	weekly	collection from 95 gallon karts curbside and up to two 18 gallon bins curbside; no items outside container	ton	\$
	bi-weekly	collection from 95 gallon karts curbside and up to 2 18 gallon bins curbside; no items outside container	ton	\$
	weekly	collection from 95 gallon karts curbside and up to two 18 gallon bins curbside; unlimited items outside container	ton	\$
	bi-weekly	collection from 95 gallon karts curbside and up to two 18 gallon bins curbside; unlimited items outside container	ton	\$
	twice weekly	street (20) and park can (17) collection	per can	\$
	weekly	maintain roll-offs at Village drop off center	monthly fixed	\$
<b>HAULING</b>		Indicate intended use of Village's shared transfer station (circle one)  ALL UNIT PRICES ABOVE MUST INCLUDE ALL HAULING COSTS AND FEES	yes	no

**BASE OPTION 2 - MIXED CONTRACTOR AND VILLAGE PROVISION OF SERVICES**

	<i>Frequency</i>	<i>Service Item</i>	<i>Unit Billing</i>	<i>Price</i>
<b>REFUSE</b>	weekly	collection from 95 gallon karts curbside only	ton	VILLAGE PROVIDED
	weekly	collection from 95 gallon karts curbside and alley; no items outside kart	ton	VILLAGE PROVIDED
	weekly	collection from 95 gallon karts curbside and alley; up to three bags outside kart	ton	VILLAGE PROVIDED
	weekly	bulky item collection upon request	per occurrence	VILLAGE PROVIDED
	twice weekly	street (#) and park can (#) collection	per can	VILLAGE PROVIDED
<b>YARD WASTE</b>	weekly in season	bagged yard waste collection	ton	VILLAGE PROVIDED
	monthly in season	curbside brush collection	ton	VILLAGE PROVIDED
	weekly in season	loose leaf collection	ton	VILLAGE PROVIDED
	weekly in season	bagged leaf collection	ton	VILLAGE PROVIDED
<b>RECYCLING</b>	weekly	collection from 95 gallon karts curbside only	ton	\$
	bi-weekly	collection from 95 gallon karts curbside only	ton	\$
	weekly	collection from 95 gallon karts curbside and up to two 18 gallon bins curbside; no items outside container	ton	\$
	bi-weekly	collection from 95 gallon karts curbside and up to two 18 gallon bins curbside; no items outside container	ton	\$
	weekly	collection from 95 gallon karts curbside and up to two 18 gallon bins curbside; unlimited items outside container	ton	\$
	bi-weekly	collection from 95 gallon karts curbside and up to two 18 gallon bins curbside; unlimited items outside container	ton	\$
	twice weekly	street (#) and park can (#) collection	per can	\$
	weekly	maintain roll-offs at Village drop off center	monthly fixed	\$
<b>HAULING</b>	as needed	refuse (including environmental fee)	ton	\$
	as needed	yard waste	ton	\$

**ADDITIONAL SERVICES**

<b>ORGANICS</b>	weekly	collection of organic matter in contractor-provided containers	per household	\$
	weekly	operation of drop-off center/container located at SDPW facility	monthly fixed	\$
	TBD	provide subscription service to interested households	per household	\$
<b>MISCELLANEOUS DROP-OFF</b>	monthly	Alkaline batteries	pound	\$
	monthly	Appliances - non reffridgerant	pound	\$
	monthly	Appliances - reffridgerant	pound	\$
	monthly	CFL bulbs	pound	\$
	monthly	Electronics	pound	\$
	monthly	Scrap metal	pound	\$
	monthly	Used tire	per tire	\$

# MEMORANDUM



Date: March 7, 2016

To: Village Board

From: Chris Swartz

Re: Public Art Committee – Ghost Train Project

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Your agenda includes a presentation from the Public Arts Committee for their proposal of a new installation, as part of its comprehensive placemaking plan. The presentation will allow time for your discussion and comments.

After a thorough research process, for the last six months, to determine viability, the Committee is excited to share the details of the project. A Public Informational Meeting will be held this month, as well.

# VILLAGE OF SHOREWOOD POLICE DEPARTMENT

## MEMORANDUM



To: Village Board Members  
From: Peter A. Nimmer, Chief of Police  
Cc: Chris Swartz, Village Manager  
Date: March 7, 2016  
Re: Discussion and Public Input on possible relocation of the Police Department

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Village Board Members,

On February 16, 2016, the Public Safety Committee discussed and approved a public process for community input regarding the possible relocation of the police department to the AB Data building. The process discussed and approved is as follows:

Sessions will include:

- Monday, March 7<sup>th</sup> – 7:30 p.m. –Village Board Meeting, Police Station Presentation, Discussion, and Community Input
- Saturday, March 12<sup>th</sup> – 10 a.m. –Town hall meeting to be held at police department headquarters located at 3936 N Murray Ave. Tours of the current facility will be provided.
- March 21<sup>st</sup> – 7:30 pm. – Village Board Meeting, Discussion with updates on community input to date, further community input will be taken.
- April 4<sup>th</sup> – 7:30 p.m. – Village Board Meeting, Discussion with updates on community input to date, further community will be taken.
- April 18<sup>th</sup> – 7:30 p.m. – Village Board Meeting, Discussion and possible consideration of Option to purchase AB Data
- In addition, a poster/flier was produced and was distributed to all the public buildings and delivered too numerous businesses as well as the school district.
- A press release was sent out to media outlets and posted on all of the village social media sites
- White Paper was put on the village website for you citizen review

At tonight's meeting, I will have a power point presentation to present to the board and to the members of the public in attendance. The power point presentation is based upon the white paper you received on October 15, 2015 and now posted on the village website. I have attached the white paper for your review prior to this meeting.

Tonight's discussion will also allow any board member that has received any community input thus far to share that with entire village board.

We look forward to the discussion and community input at tonight's meeting and future events.

Peter A. Nimmer  
Chief of Police

## **INTRODUCTION:**

The Village of Shorewood Police Department is currently housed in a joint use facility with the North Shore Fire Department located at 3936 North Murray Avenue. The building was constructed in 1927 and the mechanical, plumbing and electrical systems date to the original construction. There have been various remodeling projects that have resulted in minor modifications over time. The police department currently occupies approximately 5200 square feet of the current building. The police department has a staff of 25 officers, 4 clerical staff, an administrative assistant, 2 Community Service Officers, and the municipal clerk.

The current building has been and continues to deteriorate, it does not meet the needs of modern policing (security, evidence management, interviewing rooms, technology, efficiency, etc), and is extremely cramped. The building is simply in need of serious repair. There are countless items that need to be addressed with the current building and others that cannot be accomplished by repair alone. I have listed only a few of the most serious issues below:

- HVAC problems that consistently result in serious overheating and extreme cooling at odd times that no HVAC company has been able to figure out the cause. As a result we need to maintain space heaters and portable air conditioning units during the year. The total cost for half of the gas and electric bill in January was almost \$7,000 for the month.
- There is a serious moisture issue in the building and as a result we are seeing rust throughout the basement and other areas. In addition many of the ceiling tiles have water damage either as a result of moisture or other plumbing issues from upstairs. Either way it is very profound and not good. The rear garage walls are peeling from all the moisture even after several attempts to prevent this from happening. The paint on the walls in the jail area are also peeling from the excessive moisture in the building.
- The vents throughout the building were recently cleaned and already they are showing signs of black soot. This cannot possibly be healthy for the employees who work here every day.
- The wiring in the building for technology has been so patched that we experience technological challenges on a weekly basis. In addition our servers that run and store all of our data are kept in a tiny closet in the lunch room. The servers are sitting on the floor and inevitably collect dirt and dust and are impossible to keep clean.
- Evidence storage and security is a major concern. Simply put the best practices of evidence management and security are not being practiced because of the physical challenges of the building.
- There are many quality of life issues that are not being met such as an adequate locker room, showers, bathroom facilities, etc. The bathroom facilities are extremely small and not adequate for the amount of employees using them. The limitations and conditions of the building are not good and it is affecting the overall moral of organization.

- Basic police functions are very difficult to accomplish. There is no room or space to interview victims of crimes, conduct not in custody interviews, meet with the public, etc. The interview rooms are not set up to conduct interviews of suspects as well.
- There are major security issues with the building, the layout, and who access to the building. There are times when the overhead garages in the fire bay are left open allowing anyone to walk right into the police building.

### **BUILDING FEASIBILITY STUDIES SINCE 2006:**

The Village of Shorewood Board of Trustees, the Village Manger, and the former Police Chief have been studying, discussing, analyzing and paying for the numerous studies and presentations of options for a new police department building since 2006.

In 2006, the Village Board began the exhaustive process of a Facilities Feasibility Study to determine what the needs of the police department were and what might be the best options for the police department.

On April 25, 2006 the Village of Shorewood put out an RFP for a Facilities Feasibility Study and it was awarded to Zimmerman Design Group. In early 2007, Zimmerman Design Group made several recommendations to include the current building was inadequate and the Village of Shorewood Police Department would need approximately 25,000 square feet to function effectively as a police department. At the time, based upon the information from Zimmerman Design Group the current Village Board believed it would be about \$5,000,000 to \$6,000,000 to complete the project and that amount was added into the long range financial plan.

During the course of 2008, the Village researched several sites where the police department could possibly be built/moved along with the idea of remodeling the current building. The locations and ideas are listed at the end of this report. The sites were again reviewed in 2010, 2012, and 2015.

In 2008, the AB Data property was put on the market and CB Richard Ellis worked with construction company KVG to design a cost analysis of remodeling the building. The asking price for the building at that time was \$3,500,000 and the remodel cost was approximately \$1,600,000. This was presented to the Village Board, no action was taken at that time.

In 2009, the Village Board approved another study to be completed by MSI Construction for a design of a “wrap around building” to the existing police department. MSI Construction at that time estimated that the cost would be approximately \$4,000,000 to complete the project.

In May of 2010, the Village Board convened a special meeting pertaining to the study completed by MSI Construction. At this meeting, the trustees were presented with the cost of the “wrap-around building.” In addition they were given information about buying the Legion Post and building a new building. According to records these were the final two options at the time. Those in attendance liked the wrap around building over the new construction at the Legion Post location.

In July of 2010 the Village of Shorewood had major flooding including the Police Department building. A month later in August of 2010, Ehlers presented an updated long range financial plan. This plan included \$4,000,000 for a new police facility.

In December of 2010, the Village Board was requested by the former Police Chief to discuss a sale price for the AB Data building. At that time it was also believed to be the best location and the most economical for several reasons to include:

- Safety, as a single use building with key access, it would be secure.
- The total space would fit the needs of the Shorewood Police Department.
- If needed, the building could be remodeled in two phases.
- The building would allow for a community room for residents in the evening, voting location, or could be leased to an organization.
- Training facility so the department could bring in quality training and receive free training in return.
- Room for expansion if other North Shore communities decided to look at consolidation – can be done with little future cost.
- Money saved on this project would offset the lost revenue of taxes collected.

In 2012, the Public Safety Committee and the police department looked at purchasing the Northwoods Building. The idea was to place the police department on the first floor and to make the second and third floors condominiums. At the time, the committee decided the village should not be involved in real estate.

In April of 2014, the Village Board once again authorized funding for architectural renderings of possible remodel including the “wrap around” of the current building. At the presentation there were several power points, excel spreadsheets, and drawings of past concepts and projects completed by private companies on behalf of the Village over the years. It also included several options for locations, costs of each sites, etc. The Village Board had two firms, John Mann and Zimmerman Design Group look at the proposals to estimate a cost. This concept was again presented to the Village Board in early 2015. The cost of this project was an estimated \$3,800,000 and only increased the useable space of the police department by roughly 10%. Based upon this information the Village Board did not feel this was the best option because it did not meet the needs of the department.

It is worth noting that an estimated \$30,000 has been spent on several studies, renderings, and remodel designs over the past 8 years. It appears that most if not all of the possible ideas have been explored, studied and discussed at some level in the Village.

## **CONSOLIDATION:**

The Village of Shorewood and the other North Shore communities have had several successes in consolidation of services over the years to include the North Shore Fire Department, Health Department and Bayside Communication Center. The North Shore communities continued this history of examining potential consolidation of other services, including police services.

In 2005, a consultant was hired by all seven communities to evaluate shared police services, including consolidation. After lengthy deliberations, no community other than Shorewood was interested in taking the steps necessary in order to get to a formal discussion on consolidation.

The former Shorewood Police Chief studied the potential of the consolidation between the Shorewood and Whitefish Bay Police Departments. Chief Banaszynski presented his findings to the Whitefish Bay and Shorewood Village Boards. Discussions followed about beginning some joint programs, evaluating ordinances in both communities, and developing joint training. However, the Village of Whitefish Bay Board did go on record and made a formal statement that they were not going to pursue consolidation. The formal response was important because the Village of Shorewood was seriously looking at expanding or moving its current police facilities, and the Village Board wanted to gage the potential for a joint police department with Whitefish Bay before selecting a building program and costs.

In 2013, the Administrators/Managers and Chief elected officials from Glendale, Shorewood and Whitefish Bay began exploratory discussions in 2013 on a tri-community police department. After several meetings, it was determined that Shorewood and Whitefish Bay did not see the potential benefits of a three community consolidation. Since 2013, there have been minimal discussions on consolidation of police services between the north shore communities, as a group or a more targeted consolidation such as Shorewood and Whitefish bay.

The AB Data building would certainly allow for future consolidation of Whitefish Bay and Shorewood. If the agencies did not completely consolidate it would allow for them to potentially lease existing space and allow for the merging of some services such as the municipal lock up, detectives, equipment, etc.

## **WHY THE AB DATA BUILDING IS THE RIGHT CHOICE:**

As discussed in this report, the Village of Shorewood Village Board, members of the police department, and numerous consultants have studied, discussed this project. In addition, the Village of Shorewood has discussed and explored many consolidation ideas with other departments over the years with no avail. All of these studies, discussions, and countless hours exploring this project has brought us to this point where we have narrowed the decision down to two possible locations for a police department. The first being the remodel of the current police department and the other option is the purchase of the AB Data building.

As indicated in 2015 the Village Board heard the presentation regarding the remodel of the current building. The cost of the remodel was approximately \$3.8 million dollars and it only

increased the net area the department would occupy by 10%. The remodel doesn't solve a lot of the existing problems of the cramped spaces, inadequate parking, safety concerns, etc.

AB Data Building has the following advantages compared to the remodel of the existing building:

- **Safety:** the primary concern of all staff. The AB Data location would be a single use building and has key access. This will give us the information on who is in the building and when and to control access to the building. Doors would not be left open as they are now. Several times, garage doors are left open late at night when fire fighters are called out. This poses a safety threat to civilians who are left in the station by themselves.
- **Space:** The current location was built in 1929 with the addition of the back garage and holding rooms. Current space is approx. 5200 square feet. The AB Data building has 29,000 square feet. The estimated available space for a remodel would only be approximately 7,000 square feet.
- **Training room:** The current location has no space for in-house training or for bringing in outside trainers. The training room would also be available for community groups and for the municipal court.
- **Municipal Court:** Currently municipal court is held in the Village Board room twice a month. Our court clerk's office and records are in a separate building and if a file is missing, someone has to go from Village Hall to the Police Station to find the report. Court could be held in the new building and this building would also allow for the Court Clerk to have her own space which is required and is a best practice.
- **Parking:** Currently the police department takes 20 parking spots in the back lot. 16 for employees (Both PD and Fire) and four more for squad parking. If the police department moved to the AB Data building, fire employees could park on the north side of the building, currently used for squad cars. This would free up 20 additional parking spots. They could be used by day for Village Hall staff and sold for night time off street parking at \$45.00 per spot.
- **Future growth:** The AB Data building would allow for either future growth, consolidation of two police departments or could be considered a location for the entire Village staff.
- **In addition:** it would allow for us to follow best practices in law enforcement, enough space to work and store files and supplies, adequate rooms to interview victims of crime, proper work flow, it has room for the proper networking and storage of important digital records and video, it will allow for our squads and all the valuable equipment inside to parked inside on a daily basis

### **FINANCIAL PLANNING:**

The Village Board agreed to put a planning number of \$3,300,000 for the police facility in the 2016-2025 Long Range Plan. The following is an evaluation of the financial impact based on a 20 year bond.

This is an equivalent of \$165,500 per year principal, plus interest. Total principal and interest payment would be approximately \$5,000,000 over 20 years, or about \$250,000 per year.

This has an average tax impact of approximately \$45.00 per \$300,000 household beginning in 2019. The impact in 2017 and 2018 would be about \$25.00 per household as these would be interest only years as currently scheduled by Ehlers.

**Impact on debt capacity:**

The Village's current debt limit is expected to be \$76,862,467 in 2016, which is 5% of a projected equalized value of \$1,537,249,333. The issuance of \$3,310,000 of bonds to fund the Police Station project adds about 3/10 of a percent to our total debt burden as calculated under the State debt limit regulations.

Therefore, per the long range plan, our 2016 debt burden calculation is expected to be 3.99% of equalized value with the Police Facility project. Without the Police Facility project, the direct debt burden would be 3.96%. All future debt burden calculations for subsequent years in the plan would also be reduced by 3/10 of a percent.

**ESTABLISHING A PURCHASE PRICE:**

The Village Board will need to decide on what would be an appropriate price for the AB Data Building. Establishing a value for a building like AB Data is difficult for the following reasons:

1. There are a limited number of comparable sales in the area
2. It is a unique building for Shorewood; it is the only light industrial/office space in Shorewood.

In determining the price that the Village should offer for purchase; the following evaluations were conducted:

1. An independent appraisal of the property.
  - a. Independent appraisal. The Independent appraisal from Modenburg and Associates was \$1.9 million.
  - b. Copy attached as Exhibit "A".
2. The assessor's value of the property.
  - a. The Village's assessor as part of the 2015 reassessment of the property within the Village put a value of \$3,205,000 on the building.
  - b. This was based on the asking price on the building for sale at \$3.7 million and a lease price of \$12 per square foot (the owners advertised price).
3. The Village's broker's estimate of the value.
  - a. The broker, outside the independent appraisal, did an analysis, including an evaluation of comparable sales.

- b. Their estimate is \$2,288,720 and his analysis is below, as Exhibit “B” .
- 4. An independent review by real estate brokers.
  - a. Two additional Real estate Brokers were asked to evaluate the value of this building. One agreed with the appraisal, another thought the value of the building from a strictly “market rate” basis was that the appraisal was too high. Both agreed that the value of the building, especially for a long-term use by a government entity should be based on “what it’s worth to you”. In essence, we should evaluate all of our alternatives and determine how the price of this alternative compares to the others.
- 5. The evaluation for the cost of new construction for a police department with similar size and features.
  - a. The Shorewood village estimates for a new 25,000 square ft. building; would be \$5 million plus land acquisition.
  - b. If we reduce the size to 15,000 square ft.; the cost would be \$3 million (\$3.5 with structured parking).

**COST COMPARISON:**

The following are the costs for the 1) the remodel of the current building, 2) the cost to build a new building on a different site, 3) the cost to purchase AB Data and to remodel the building:

<b>Remodel of Current Building</b>	\$4,000,000 (approximately)
<b>New Construction</b>	\$8,472,764 (based on \$255SF at 24,293 sq. ft.)
<b>AB Data</b>	
Purchase Price	\$2,200,000 (approximate)
Phase I	\$800,000 to 1,179,530 (All other PD)
Phase II	\$600,000 to 886,430 (garage/booking)
<b>Total Remodel</b>	\$2,065,960 (could be done in two phases)
<b>Total Cost</b>	\$3,600,000 to 4,265,960

See Estimate of Probable Construction in Exhibit “C”. The above numbers are best projections made by Zimmerman Design Group based upon the design in Exhibit “D”.

**CONCLUSION:**

As you can see the Village of Shorewood has done extensive research, analysis, and had many discussions related to the police building over the past decade. The Village Board has looked at all the possibilities for where and how this could be done. I think you will find that the AB Data building is the best choice for the next police department based the analysis and discussions over the past 10 years.

<b>Building Site</b>	<b>Pros</b>	<b>Cons</b>	<b>Notes</b>
AB Data	Big building, good location, room for community room and training	Would be taken off the tax role	This building has been looked as a possibility since 2006
N.S. Legion Post	New building, built to specs, good location, at 20,000 square feet, indoor squad parking, no tax implications	They updated their building and may no longer be interested in selling the building	Construction Costs No longer available
DPW front yard	No tax implications, good location, build to specs	Lose parking for DPW and Police employees New construction costs	Increased traffic
Municipal build in Estabrook Park	No tax implications, good location, more park security, new drive to get into park	On county grounds, not Shorewood property	New road to park, dog park and bike path
3900 block Frederick	Would keep the police station close to the municipal center and have the lot for parking	Tear down two or three homes to build, possibly neighbors would not like	Tear down 2-3 homes
Remodel current station	Stay in municipal center	Not enough space, lose parking and storage area	Would not meet the needs of the future
Wrap around building	Stay in municipal center	Lose parking and not really meet future needs, very costly	Would not meet the needs of the future
Zien lot & apartment building to north	Build to specs, indoor squad parking	Tear down apartment building, off tax roll	This would be part of a 2-4 story parking structure/police station
Sun Seekers Building	Good location	Limited space, have to take away parking, might have to tear down and rebuild	May not be interested in selling
Oakland and Kensington	Sold/Developed		
Post Office Building	Good Location	Costly to relocate the customer service of the post office	Outdated infrastructure

## **EXHIBIT B**

### **Property Details:**

Address – 4057 N. Wilson Drive

Building Type – Flexible Office / Light Industrial / Potential for Limited Quasi Retail

Building Size – 28,609 sq.ft.

Land Size – 1.05 acres

Construction – Built in 1968 and remodeled in 2008

Loading – 2 overhead doors / 2 loading docks

Parking – Access to 50 off-street parking spaces.

Zoned – B-4

Clear Height – 18'

2014 Assessment – \$2,581,600

Notes – High security space. Flexible building.

### **Comparable Sales:**

4050 N. Oakland Avenue in Shorewood (User Deal)

\$495,000, or \$110.00/sq.ft. for the 4,500 sq.ft. 1st floor space that sits on a 5,085 sq.ft. lot.

390 N. Sherburn Place in Shorewood (Development Deal)

\$2,150,000, or \$71.84/sq.ft. for the 29,926 sq.ft. class c industrial building that sits on 5.7 acres in 4-14.

403-407 W. Silver Spring Drive in Whitefish Bay

\$397,500, or \$203/sq.ft. for the 1,959 sq.ft. building that sits on 0.11 acres in 6-14.

Two Class B Office Buildings in Glendale sold together on 3/28/13 from Klement Sausage Co, Inc. to CPM Property Management Services LLC.

\$3,000,000, or \$100.89/sq.ft. for a total size of 29,736 sq.ft. on 3/28/13.

12250 N. Corporate Parkway in Mequon

\$1,675,000, or \$67.00/sq.ft. for the 25,000 sq.ft. Class B Office / Industrial building on 10/7/13.

7100-7190 W. Donges Bay Road in Mequon

\$2,942,100, or \$76.19/sq.ft. for the 38,614 sq.ft. Class B Flexible Office / Light Industrial building on 2/1/11.

10235 N. Port Washington Road in Mequon

\$1,260,000, or \$68.48/sq.ft. for the 18,400 sq.ft. Class B Office Industrial building on 5/28/13.

10335 N. Port Washington Road in Mequon

\$1,475,000, or \$69.15/sq.ft. for the 21,330 sq.ft. Class B Office building on 7/2/13.

4055-4057 N. 128th Street in Brookfield

\$575,000, or \$75.07/sq.ft. for the 7,660 sq.ft. Office Warehouse building.

21075 Swenson Drive in Waukesha

**\$2,000,000, or \$107.67/sq.ft. for the 18,574 sq.ft. Class A Office building on 12/27/13.**

**2717 N. Grandview in Waukesha**

**\$2,000,000, or \$65.77/sq.ft. for the 30,408 sq.ft. Class B Office building on 3/2/11.**

**23377 W. Stone Ridge Drive in Pewaukee**

**\$2,850,000, or \$86.40/sq.ft. for the 32,983 sq.ft. Class A Office building on 8/4/11.**

**11520 W. Calumet Road in Milwaukee**

**\$1,146,975, or \$74.14/sq.ft. for the 15,470 sq.ft. Class B Office building on 6/29/12.**

**19435 W. Capitol Drive in Brookfield**

**\$1,280,000, or \$53.33/sq.ft. for the 24,000 sq.ft. Office building on 6/1/14.**

**Keep in mind that many of the comps are pure Office buildings; whereas the subject property has a substantial light industrial component to the building's layout. The comparable sales are above average \$81/sq.ft., or a value of \$2,317,329 for the subject property. The highest and best use for the property is an office user – these types of flexible buildings in the North Shore are hard to find.**

**I do not believe the sites value as a redevelopment site would be as high as the value of a prospective office user would place on the property. My understanding is that the new assessment is \$3.2 million; and that the appraisal concluded a value of \$1.9 million. My opinion is that the assessment is high and that the appraisal is low.**

**I would put a value of \$75-\$80/sq.ft., or \$2,145,675 - \$2,288,720 on the property.**

# EXHIBIT C

VILLAGE of SHOREWOOD  
 Police Department  
 Estimate of Probable Construction Cost  
 Study Phase September 21, 2015

Construction values	Garage + Boeking	All Other PD	Public Space	New construction
Demolition	\$27,000	\$27,000	\$12,000	24,293
Environmental	\$12,500	\$0	\$0	\$255
Earthwork	\$19,375	\$0	\$0	
Utilities	\$34,375	\$0	\$0	
Fencing	\$22,273	\$0	\$0	
Landscape + Paving	\$38,626	\$0	\$0	
Concrete	\$58,912	-\$1,088	\$13,500	
Masonry	\$100,000	\$34,693	\$0	
Steel	\$35,505	\$23,670	\$25,000	
misc Metals	\$21,875	\$21,875	\$15,000	
Carpentry	\$4,900	\$4,900	\$7,500	
finish carpentry	\$3,139	\$12,555	\$12,500	
millwork	\$15,000	\$37,779	\$20,000	
Roofing	\$7,500	\$11,250	\$10,000	
Caulking	\$3,125	\$3,125	\$3,000	
Security Sealant	\$5,625	\$0	\$0	
Doors, Frames and Hardware	\$20,000	\$42,219	\$25,000	
Overhead Doors	\$9,260	\$0	\$0	
Glass and Glazing	\$10,000	\$14,324	\$7,500	
Aluminum Storefront	\$0	\$12,781	\$15,000	
Studs and Drywall	\$10,000	\$103,194	\$7,500	
Ceramic tile	\$5,000	\$17,100	\$15,000	
Acoustic Ceilings	\$0	\$12,338	\$15,000	
Security ceilings	\$15,636	\$0	\$0	
Flooring	\$6,000	\$50,325	\$30,000	
Painting	\$12,000	\$32,800	\$30,000	
Building Sign	\$3,125	\$0	\$3,000	
Toilet accessories	\$2,000	\$6,409	\$3,000	
Toilet partitions	\$500	\$4,306	\$1,000	
Lockers	\$0	\$20,000	\$0	
Partitions	\$0	\$9,375	\$0	
Fire Sprinkler	\$44,771	\$60,573	\$40,000	
Plumbing	\$57,159	\$118,716	\$65,000	
HVAC	\$72,475	\$150,525	\$80,000	
CCTV	\$15,000	\$10,000	\$0	
Fire alarm	\$7,500	\$12,500	\$15,000	
Access Control	\$12,000	\$3,000	\$10,000	
Electrical	\$74,750	\$155,250	\$85,000	
Data Cabling	\$2,500	\$22,500	\$25,000	
sub total	\$789,406	\$1,033,994	\$590,500	
General conditions	\$48,814	\$73,222	\$38,973	
GC fee	\$48,210	\$72,314	\$38,383	

SF  
unit cost

**Total construction costs**      **\$388,430**      **\$1,179,530**      **\$667,858**      **\$8,194,715**

**Total construction costs PD only**      **\$2,063,960**      **\$8,194,715**

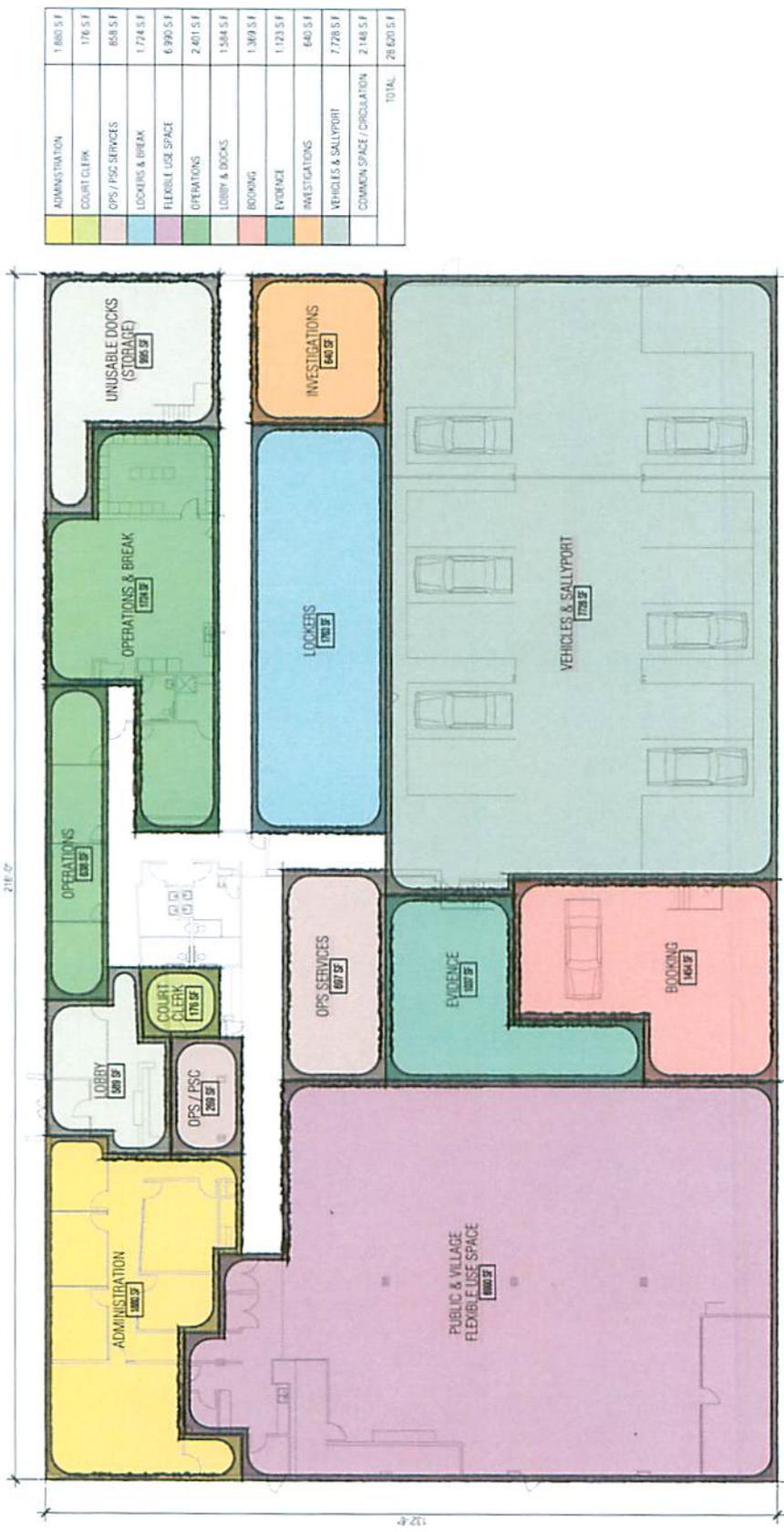
Other Project costs	Garage + Boeking	All Other PD	Public Space	New construction
Professional Fees	\$129,147	\$126,360	\$73,568	\$604,130
Permits	\$8,864	\$11,795	\$6,679	\$64,000
Utilities	\$4,250	\$5,250	\$4,750	\$150,000
Telecom Tech and Security	\$43,500	\$12,500	\$2,500	\$251,000
Furniture Furnishings + Equipment	\$1,200	\$60,300	\$118,500	\$359,000
Special Equipment	\$71,000	\$47,500	\$35,000	\$127,500
Occupancy Expenses	\$10,000	\$19,500	\$4,500	\$31,000
Administrative	\$107,507	\$129,748	\$78,464	\$691,419

**Total other costs**      **\$775,468**      **\$412,954**      **\$221,960**      **\$2,278,049**

**GRAND TOTAL BUDGET**      **\$1,261,899**      **\$1,592,483**      **\$991,818**      **\$8,472,764**

Comparison	<i>remodel</i>	<i>new</i>
	\$2,854,382	\$8,472,764

# EXHIBIT D



ADMINISTRATION	1860 SF
COURT CLERK	176 SF
OPS / PSC SERVICES	858 SF
LOCKERS & BREAK	1774 SF
FLEXIBLE USE SPACE	6990 SF
OPERATIONS	2401 SF
LOBBY & DOCKS	1584 SF
BOOKING	1369 SF
EVIDENCE	1123 SF
INVESTIGATIONS	640 SF
VEHICLES & SALLYPORT	7728 SF
COMMON SPACE / CIRCULATION	2148 SF
TOTAL	28670 SF

COLOR CODED  
FIRST FLOOR SPACE PLAN  
DATE: 10-1-14



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## FINANCE DIRECTOR'S MEMO

March 7, 2016

TO: Village Board/Finance Committee  
FROM: Mark Emanuelson, Finance Director  
RE: 2015 Year-end Financial Report

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Staff has completed the pre audit year end entries and the full details of all departmental budget results have now been incorporated into the columns headed 2015 actual totals within the final 2016 budget book prepared for the public presentation. This document has also been posted online at the village website. Please go to the Finance department page, then to financial documents to locate the 2016 budget book for additional information.

In order to provide a brief overview of the 2015 general fund results, a copy of the general fund summary page, the detailed revenues budget report, and the expenditure summary by department reports have been included for reference. In addition, staff has provided several pages of summary information that relates to the Villages year end cash and investments activities.

Following the General fund information are the 2015 fund summaries for the Library, Senior Service, Marketing, Shorewood Today, Debt service, Parking, Water, Sewer, and Capital projects.

### **General Fund Summary**

From the General Fund Summary report, 2015 projected column, the village is anticipated to show a budget surplus of approximately \$9,064 in 2016.

Based on a \$10,846,275 expenditure budget, this is the equivalent of a 0.1% budget surplus. Overall, revenues were roughly \$148,000 less than anticipated and expenditures were roughly \$157,000 less than anticipated. It should also be noted that the village budgeted a \$28,000 use of General Fund reserves in 2015, so this is a net favorable outcome of \$37,000.

Staff projects an anticipated 2015 ending unassigned general fund balance of \$4,210,409. This represents 38.8% of general fund revenues and is down only slightly for 2014. This amount still exceeds the village's 30% target for unassigned general fund reserves by 8.8%.



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## Revenues

The Detailed Revenues Budget report displays the line item details of the village's 2015 projected revenue totals. The following table displays some of the key items from that report, for which staff has provided some additional narrative:

Detailed Revenues Budget		2013	2014	2015	2015	Projected
Account No.	Account Name	Actual	Actual	Actual	Adopted Budget	as a % of Budget
1100 - Village Board						
100-1100-41300	PILOT - Water	109,369	109,107	133,186	117,500	113.3%
1420 - Clerk/Treasurer						
100-1420-44110	Liquor Licenses (Class)	\$ 14,070	\$ 13,668	\$ 22,840	\$ 13,250	172.4%
2100 - Police						
100-2100-45120	Court Fines	\$ 135,444	\$ 133,359	\$ 130,495	\$ 180,000	72.5%
100-2100-45200	Parking Fines	318,235	300,289	304,359	420,000	72.5%
100-2100-45210	Parking Ticket Fee	17,855	16,930	8,918	21,850	40.8%
100-2100-45220	Vehicle Suspension Fee	9,045	8,465	4,460	9,680	46.1%
2400 - Planning and Development						
100-2400-44310	Building Permits	\$ 146,732	\$ 176,020	\$ 214,221	\$ 160,000	133.9%
100-2400-44320	Electrical Permits	51,750	55,468	52,081	65,000	80.1%
100-2400-44330	Plumbing Permits	46,327	54,551	46,364	55,000	84.3%
100-2400-44340	HVAC Permits	29,015	27,511	21,765	32,500	67.0%

Village Board: PILOT revenues for the water utility were slightly higher than budgeted due to an increased infrastructure base and higher than anticipated overall tax rates in 2015.

Clerk/Treasurer: Liquor licenses revenues were greater than expected due to \$10,000 in fees for a new license issued at the end of 2015.

Police: Parking citation related revenues were down by about 30% or \$180,000 in 2015. Many factors could have contributed to this decline from historical levels. They include staffing changes, temporary coverage issues, and certain delays in the implementation of the new parking enforcement system.

Planning and Development: Building permit fees were \$44,000 more than budgeted in 2015. While some trade permits were down slightly, the overall impact was still \$22,000 favorable.



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## Expenditures

The Expenditure Summary by Department report displays each of the village's 2015 projected expenditure totals by department. Most departmental expenditures were at or near budgeted levels in 2015. The following table displays some of the key items from that report, for which staff has provided some additional narrative:

<b>Expenditure Summary by Department</b>				2015	Projected
Department	2013	2014	2015	Adopted	as a % of
	Actual	Actual	Actual	Budget	Budget
<b>General Government</b>					
1420 - Clerk/Treasurer	204,001	203,029	158,684	217,083	73.1%
<b>2000's Public Safety / Other Protective Services</b>					
2100 - Police	3,625,994	3,568,903	3,617,655	3,740,051	96.7%
2400 - Planning and Development	359,805	375,344	384,093	421,904	91.0%
<b>3000's - Public Works</b>					
Total Public Works	<u>2,386,095</u>	<u>2,515,479</u>	<u>2,654,470</u>	<u>2,653,847</u>	<u>100.0%</u>

Clerk/Treasurer: The short term vacancy in the Clerk/Treasurer position in 2015 resulted in a salary and benefit cost reduction of roughly \$50,000 compared to the 2015 budgeted amounts.

Police: The Police department was \$25,000 under budget in salary and benefit costs for 2015. While retiree health contribution costs were more than \$25,000 over budget, the \$28,500 budgeted for retiree sick leave payout was not used in 2015. The Police department was also under budget by \$55,000 or 40% for service contract fees due to vendor delays in implementing the parking citation system and the lower than anticipated number of citations issued in 2015. The police department was also nearly \$30,000 or 50% under budget for fuel costs in 2015.

Planning and Development: Health insurance costs were \$30,000 or 65% under budget for 2015 due to changes in staff participation levels.

Public works: Overall public works costs were on budget in 2015. There were however, some budget fluctuations within the division. Total salary related costs were roughly \$45,000 or 0.4% less than anticipated, net fuel costs were \$40,000 or 35% under budget, and the salt contract was \$15,000 or 27% under budget.

Disposal contractual services were up by \$12,000 or 2.5%, net vehicle maintenance costs were over budget by \$40,000 or 120%, landscaping contracts were up by \$15,000 or 30%, and there were almost 20,000 of reimbursable repairs not planned for in the 2015 budget.

## General Fund Summary

General Fund Summary	2013 Actual	2014 Actual	2015 Projected	2015 Adopted Budget	Projected as a % of Budget
<b>Revenues</b>					
Property Taxes	\$ 9,445,321	\$ 7,827,199	\$ 7,997,921	\$ 7,997,921	100.0%
PILOT Revenues	\$ 145,945	\$ 142,755	\$ 168,345	\$ 152,500	
Intergovernmental	902,362	1,124,088	1,063,003	1,062,353	100.1%
Licenses and Permits	511,804	550,157	579,718	541,500	107.1%
Fines	480,579	459,043	448,232	631,530	71.0%
Charges for Services	285,532	277,211	285,601	300,714	95.0%
Other Revenues	340,118	311,810	302,629	289,114	104.7%
Other Financing Sources	12,842	47,247	9,890	28,000	35.3%
Total Revenues	<u>12,124,503</u>	<u>10,739,510</u>	<u>10,855,339</u>	<u>11,003,632</u>	<u>98.7%</u>
<b>Expenditures</b>					
General Government	980,654	1,057,228	1,079,290	1,112,060	97.1%
Public Safety	6,690,055	6,689,453	6,844,527	6,983,297	98.0%
Public Works	2,386,095	2,515,479	2,662,970	2,653,847	100.3%
Health	145,477	146,122	144,699	145,712	99.3%
Culture and Recreation	122,204	100,662	86,789	80,716	107.5%
Other Financing Uses	153,237	51,477	28,000	28,000	100.0%
Total Expenditures	<u>10,477,722</u>	<u>10,560,421</u>	<u>10,846,275</u>	<u>11,003,632</u>	<u>98.6%</u>
Net Change in Fund Balance	1,646,781	179,088	9,064	-	
Adjustment for Assessment Error	(1,460,298)		-	-	
<b>Change in Fund Balance Excluding Error</b>	<u>186,483</u>	<u>179,088</u>	<u>9,064</u>	<u>-</u>	
Beginning Fund Balance	4,454,758	6,101,539	6,280,627	6,280,627	
Less: Surplus Applied	-	-	-	(28,000)	
Ending Fund Balance	<u>\$ 6,101,539</u>	<u>\$ 6,280,627</u>	<u>\$ 6,289,691</u>	<u>\$ 6,252,627</u>	
<b>Fund Balance Components:</b>					
Committed for Health purposes		115,768	-		
Assigned for Neighborhood Loan Program (net loans)		107,875	287,939		
Assigned for future retirement costs		30,662	73,343		
Assigned for next year budget		28,000	38,000		
Estimated nonspendable - prepaids and long term receivables		1,650,450	1,680,000		
Estimated Unassigned		4,168,784	4,210,409		
<b>Total Fund Balance</b>		<u>\$ 6,101,539</u>	<u>\$ 6,289,691</u>		
Unassigned as a % of CY Revenues		38.99%	38.82%		

**General Fund  
Detailed Revenues Budget**

Account No.	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>1100 - Village Board</b>						
100-1100-41110	Property Taxes	\$ 9,445,321	\$ 7,827,199	\$ 7,997,921	\$ 7,997,921	100.0%
100-1100-41300	PILOT - Water	109,369	109,107	133,186	117,500	113.3%
100-1100-41310	PILOT - Parking	36,576	33,648	35,159	35,000	100.5%
100-1100-43430	Exempt Computer Aid	2,321	1,126	997	2,000	49.9%
Total 1100 - Village Board Revenues		<u>9,593,587</u>	<u>7,971,080</u>	<u>8,167,263</u>	<u>8,152,421</u>	<u>100.2%</u>
<b>1410 - Village Manager</b>						
100-1410-43410	State Shared Revenue	\$ 254,304	\$ 254,455	\$ 253,997	\$ 253,605	100.2%
100-1410-43411	Expenditure Restraint	202,526	400,178	279,774	282,263	99.1%
100-1410-44140	Cable Fees - Time Warner	128,450	111,019	105,915	115,000	92.1%
100-1410-44141	Cable Fees - AT&T	41,898	53,285	57,847	55,000	105.2%
100-1410-48100	Interest Income	32,707	84,551	94,868	65,000	146.0%
100-1410-48101	Market to Market adjustments	-	(87,055)	(34,812)	-	0.0%
100-1410-48110	Interest on Loans/Advances	31,400	43,508	40,340	40,933	98.6%
100-1410-48120	Interest on Taxes	28,545	33,324	31,007	25,000	124.0%
100-1410-48150	Insurance Dividend	11,301	12,953	13,223	8,000	165.3%
100-1410-48900	Miscellaneous Revenue	1,740	18,662	3,325	2,000	166.3%
Total 1410 - Village Manager Revenues		<u>732,871</u>	<u>924,880</u>	<u>845,484</u>	<u>846,801</u>	<u>99.8%</u>
<b>1420 - Clerk/Treasurer</b>						
100-1420-44110	Liquor Licenses (Class)	\$ 14,070	\$ 13,668	\$ 22,840	\$ 13,250	172.4%
100-1420-44111	Operators Licenses	4,880	5,830	4,880	7,770	62.8%
100-1420-44120	Village Licenses	4,266	5,284	4,049	4,500	90.0%
100-1420-44130	Weights and Measures	3,397	3,301	3,012	3,250	92.7%
100-1420-44200	Pet Licenses	4,964	5,271	4,539	5,400	84.1%
100-1420-44201	Rebate MADACC	250	460	119	325	36.6%
100-1420-44210	Bicycle and Other Licenses	320	440	70	250	28.0%
100-1420-46900	Other Charges for Service	725	445	925	500	185.0%
100-1420-48900	Miscellaneous Revenue	2,813	2,819	2,374	2,340	101.5%
Total 1420 - Clerk/Treasurer Revenues		<u>35,685</u>	<u>37,518</u>	<u>42,808</u>	<u>37,585</u>	<u>113.9%</u>
<b>1510 - Finance</b>						
100-1510-44900	Security Alarm Permits	\$ 3,360	\$ 3,180	\$ 3,720	\$ 2,580	144.2%
100-1510-48300	Late Payment Penalty	1,270	668	474	1,000	47.4%
100-1510-48900	Miscellaneous Revenue	1,477	1,572	1,525	1,000	152.5%
Total 1510 - Finance Revenues		<u>6,107</u>	<u>5,421</u>	<u>5,719</u>	<u>4,580</u>	<u>124.9%</u>
<b>2100 - Police</b>						
100-2100-45120	Court Fines	\$ 135,444	\$ 133,359	\$ 130,495	\$ 180,000	72.5%
100-2100-45200	Parking Fines	318,235	300,289	304,359	420,000	72.5%
100-2100-45210	Parking Ticket Fee	17,855	16,930	8,918	21,850	40.8%
100-2100-45220	Vehicle Suspension Fee	9,045	8,465	4,460	9,680	46.1%
100-2100-46200	False Alarm Fees	3,400	4,003	4,958	2,750	180.3%
100-2100-46390	Overnight Parking Permission	27,481	28,911	30,190	34,000	88.8%
100-2100-43550	State DOT Grants	-	-	2,802	-	-
100-2100-43560	State Training Grants	-	-	3,680	-	-
100-2100-43590	Other State Grants	-	-	-	-	-
100-2100-48500	Donations	1,270	695	-	1,000	0.0%
100-2100-48900	Miscellaneous Revenue	3,212	20,752	6,235	2,500	249.4%
Total 2100 - Police Revenues		<u>515,942</u>	<u>513,404</u>	<u>496,097</u>	<u>671,780</u>	<u>73.8%</u>

**General Fund  
Detailed Revenues Budget**

Account No.	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>2400 - Planning and Development</b>						
100-2400-44310	Building Permits	\$ 146,732	\$ 176,020	\$ 214,221	\$ 160,000	133.9%
100-2400-44320	Electrical Permits	51,750	55,468	52,081	65,000	80.1%
100-2400-44330	Plumbing Permits	46,327	54,551	46,364	55,000	84.3%
100-2400-44340	HVAC Permits	29,015	27,511	21,765	32,500	67.0%
100-2400-44370	Reinspection Fees (PE)	-	-	12,550	-	
100-2400-44400	Code Compliance Fees	32,375	35,330	25,865	22,000	117.6%
100-2400-46105	Blueprints	352	703	707	500	141.4%
100-2400-48900	Miscellaneous Revenue	5,585	5,699	7,400	3,800	194.7%
Total 2400 - Planning and Development Revenues		<u>312,136</u>	<u>355,281</u>	<u>380,953</u>	<u>338,800</u>	<u>112.4%</u>
<b>2900 - Other Public Safety</b>						
100-2900-43420	Fire Insurance	46,292	54,160	54,527	50,000	109.1%
<b>3000 - Public Works</b>						
100-3100-43530	State Transportation Aids	\$ 344,035	\$ 361,342	\$ 420,894	\$ 421,666	99.8%
100-3100-43540	Recycling Grant	52,884	52,825	52,814	52,819	100.0%
100-3100-46420	Recycling Rebate	47,380	48,816	44,279	45,000	98.4%
100-3100-46430	Special Collection Fees	12,880	12,603	17,831	12,000	148.6%
100-3100-46431	Disposal Fee	4,557	4,591	5,873	2,500	234.9%
100-3100-46433	Kart Sales	9,309	9,211	12,545	5,200	241.3%
100-3100-46434	Snow Removal Charges	416	1,976	1,418	-	0.0%
100-3100-46435	Delq Prop Maint	2,054	320	1,070	-	
100-3100-46436	Damages To Property	2,282	4,846	10,637	-	
100-3100-47300	Charges for Service - School	13,070	9,269	5,543	12,588	44.0%
100-3100-47310	Charges for Service - Whitefish E	200,763	191,986	189,616	222,008	85.4%
100-3100-47330	Charges for Service - NSFD	8,243	8,347	4,288	8,668	49.5%
100-3100-47440	Equipment Rental Water	8,397	9,855	5,219	20,358	25.6%
100-3100-47450	Equipment Rental Sewer	19,865	10,526	6,654	20,358	32.7%
100-3100-48200	Rental Income	27,040	28,122	37,681	30,000	125.6%
100-3100-48900	Miscellaneous Revenue	23,953	13,199	2,160	6,000	36.0%
Total 3000 - Public Works Revenues		<u>777,128</u>	<u>767,834</u>	<u>818,522</u>	<u>859,165</u>	<u>95.3%</u>
<b>4000 - Health</b>						
100-4000-46500	Health Fees	-	-	-	-	0.0%
100-4000-48900	Miscellaneous Revenue	14,320	41,197	23,871	14,500	164.6%
100-4000-48500	Grants/Donations	-	-	-	-	0.0%
Total 4000 - Health Revenues		<u>14,320</u>	<u>41,197</u>	<u>23,871</u>	<u>14,500</u>	<u>164.6%</u>
<b>5300 - Village Celebrations</b>						
100-5300-48500	Donations	22,004	21,488	10,205	-	0.0%
100-5300-48530	Public Art Donations	55,589	-	-	-	0.0%
Total 5300 - Village Celebrations Revenues		<u>77,593</u>	<u>21,488</u>	<u>10,205</u>	<u>-</u>	
<b>9000 - Other Financing Sources</b>						
100-9000-49200	Transfers from Special Rev.	12,842	47,247	9,890	-	0.0%
100-9000-49200	Transfers from Special Rev.	-	-	-	-	0.0%
100-9000-49800	Proceeds of Long-Term Debt	-	-	-	-	0.0%
100-9000-49900	Surplus Applied	-	-	-	-	0.0%
100-9000-49900	Surplus Applied	-	-	-	28,000	0.0%
Total 9000 - Other Financing Sources		<u>12,842</u>	<u>47,247</u>	<u>9,890</u>	<u>28,000</u>	<u>35.3%</u>
Total Revenues		<u>\$ 12,124,503</u>	<u>\$ 10,739,510</u>	<u>\$ 10,855,339</u>	<u>\$ 11,003,632</u>	<u>98.7%</u>

**General Fund  
Expenditure Summary by Department**

Department	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>General Government</b>					
1100 - Village Board	\$ 35,484	\$ 29,839	\$ 20,426	\$ 19,234	106.2%
1200 - Municipal Court	86,962	97,010	98,304	100,663	97.7%
1410 - Village Manager	205,060	201,594	247,132	251,080	98.4%
1420 - Clerk/Treasurer	204,001	203,029	158,684	217,083	73.1%
1421 - Elections	11,021	30,389	11,537	17,381	66.4%
1430 - Customer Service	113,769	119,083	124,906	122,686	101.8%
1510 - Finance	128,140	152,845	157,568	149,742	105.2%
1900 - Other General Admin	196,217	223,439	260,733	239,429	108.9%
Total General Government	<u>980,654</u>	<u>1,057,228</u>	<u>1,079,290</u>	<u>1,117,298</u>	<u>96.6%</u>
<b>2000's Public Safety / Other Protective Services</b>					
2100 - Police	3,625,994	3,568,903	3,617,655	3,740,051	96.7%
2400 - Planning and Development	359,805	375,344	384,093	421,904	91.0%
2900 - Other Public Safety	2,704,256	2,745,206	2,842,779	2,821,342	100.8%
Total Public Safety	<u>6,690,055</u>	<u>6,689,453</u>	<u>6,844,527</u>	<u>6,983,297</u>	<u>98.0%</u>
<b>3000's - Public Works</b>					
3100 - Administration	290,508	310,400	339,212	340,938	99.5%
3230 - Building Maintenance	212,563	254,382	252,302	211,362	119.4%
3300 - Municipal Garage	291,594	347,520	309,269	321,825	96.1%
3410 - Street and Alley	78,102	108,436	95,135	69,404	137.1%
3420 - Street Sweeping	5,604	6,583	17,105	16,550	103.4%
3430 - Street Lighting	145,843	112,848	171,719	183,352	93.7%
3440 - Traffic Devices	16,156	16,413	22,936	23,192	98.9%
3450 - Signage	21,366	8,473	6,545	22,415	29.2%
3460 - Winter Maintenance	154,636	115,360	139,290	165,460	84.2%
3510 - Refuse Disposal	498,657	497,002	516,101	535,121	96.4%
3520 - Recycling	173,361	179,545	177,606	170,464	104.2%
3530 - Yard Waste Leaf Collection	123,856	149,110	148,201	142,168	104.2%
3610 - Forestry	226,530	225,125	238,257	256,406	92.9%
3620 - Parks and Beautification	147,319	184,283	229,292	195,190	117.5%
Total Public Works	<u>2,386,095</u>	<u>2,515,479</u>	<u>2,662,970</u>	<u>2,653,847</u>	<u>100.3%</u>
4000 - Health	<u>145,477</u>	<u>146,122</u>	<u>144,699</u>	<u>145,712</u>	<u>99.3%</u>
<b>Culture and Recreation</b>					
5140 - Village Center	5,953	6,540	5,730	8,213	69.8%
5200 - Beach	25,823	43,807	42,673	53,467	79.8%
5300 - Village Celebrations	90,428	50,316	38,386	19,036	201.6%
Total Culture and Recreation	<u>122,204</u>	<u>100,662</u>	<u>86,789</u>	<u>80,716</u>	<u>107.5%</u>
9000 - Other Financing Uses	<u>153,237</u>	<u>51,477</u>	<u>28,000</u>	<u>28,000</u>	<u>100.0%</u>
Total Expenditures	<u>\$ 10,477,722</u>	<u>\$ 10,560,421</u>	<u>\$ 10,846,275</u>	<u>\$ 11,008,870</u>	<u>98.5%</u>

**Village of Shorewood**  
**Cash and Investment Summary - Bank Balances**  
**December 31, 2015**

Institution	Bank Balance	Maturity Term						Total
		Liquid	< 1 Year	1 - 2 Years	2 - 3 Years	3 - 4 Years	4 - 5 Years	
<b>North Shore Bank</b>								
Checking	2,000,000.00	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Payroll	-	-	-	-	-	-	-	-
Sweep	25,177,471.84	25,177,472	-	-	-	-	-	25,177,472
Parking	98,636.95	98,637	-	-	-	-	-	98,637
Library (Auermiller)	-	-	-	-	-	-	-	-
<b>Total North Shore Bank</b>	<b>27,276,108.79</b>	<b>27,276,109</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,276,109</b>
<b>US Bank</b>								
Lighthouse Escrow	121,933.40	-	-	-	-	-	-	-
<b>Local Gov't Investment Pool</b>								
	273.58	274	-	-	-	-	-	274
BMO Money Market	36,759.70	36,760	-	-	-	-	-	36,760
<b>BMO Investments</b>	<b>1,807,794.70</b>	<b>-</b>	<b>1,015,014</b>	<b>369,579</b>	<b>201,186</b>	<b>222,015</b>	<b>-</b>	<b>1,807,795</b>
<b>Total BMO</b>	<b>1,844,554.40</b>	<b>36,760</b>	<b>1,015,014</b>	<b>369,579</b>	<b>201,186</b>	<b>222,015</b>	<b>-</b>	<b>1,844,554</b>
Morgan Stanley Money Market	54,742.98	54,743	-	-	-	-	-	54,743
<b>Morgan Stanley Investments</b>	<b>3,916,876.26</b>	<b>-</b>	<b>525,525</b>	<b>1,919,689</b>	<b>1,030,400</b>	<b>-</b>	<b>441,262</b>	<b>3,916,876</b>
<b>Total Morgan Stanley</b>	<b>3,971,619.24</b>	<b>54,743</b>	<b>525,525</b>	<b>1,919,689</b>	<b>1,030,400</b>	<b>-</b>	<b>441,262</b>	<b>3,971,619</b>
BOK Money Market	59,965.66	59,966	-	-	-	-	-	59,966
<b>Bank of Oklahoma Investments</b>	<b>2,246,462.55</b>	<b>-</b>	<b>80,775</b>	<b>932,886</b>	<b>351,865</b>	<b>199,807</b>	<b>681,130</b>	<b>2,246,463</b>
<b>Total Bank of Oklahoma</b>	<b>2,306,428.21</b>	<b>59,966</b>	<b>80,775</b>	<b>932,886</b>	<b>351,865</b>	<b>199,807</b>	<b>681,130</b>	<b>2,306,428</b>
<b>Total Cash and Investments</b>	<b>35,520,917.62</b>	<b>27,427,851</b>	<b>1,621,315</b>	<b>3,222,154</b>	<b>1,583,451</b>	<b>421,822</b>	<b>1,122,392</b>	<b>35,398,984</b>
<b>investments only</b>	<b>8,122,601.85</b>							
Percentage of Portfolio within Term		77.22%	4.56%	9.07%	4.46%	1.19%	3.16%	

**Village of Shorewood**  
**Cash and Investment Summary - Bank Balances**  
**December 31, 2015**

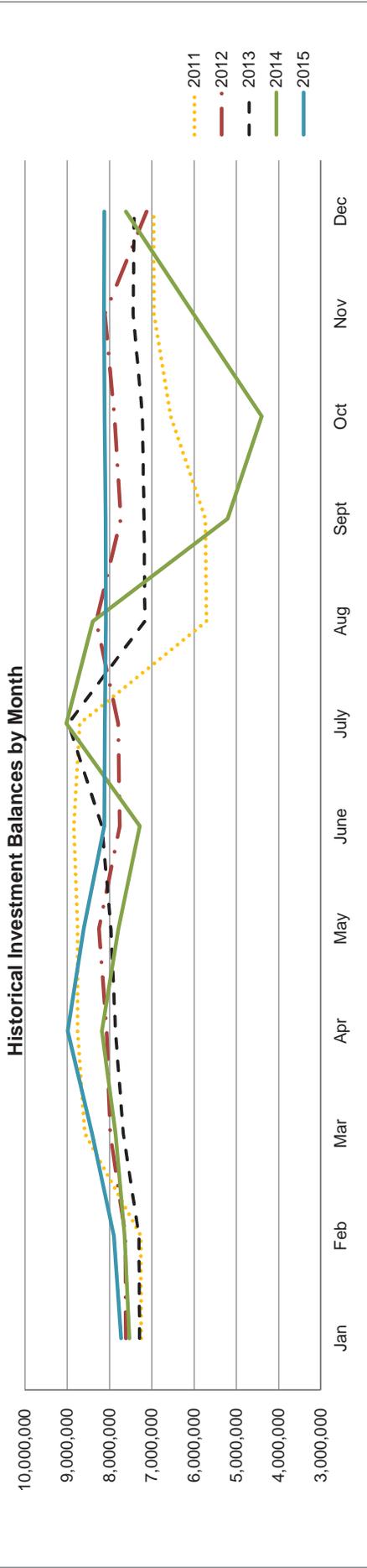
Institution	Face	Coupon Rate	Yield to Call or Maturity	Date Purchased	Maturity Date	Bond Rating	Term in Years at Purchase	Current Market Value
<b>BMO Capital Markets</b>								
<b>Municipal Bonds</b>								
Brown Deer WI	145,000	2.00%	0.80%	11/6/12	4/1/16	AA2	3.4	145,612
Brown Deer WI	185,000	2.00%	1.00%	11/6/12	4/1/17	AA2	4.4	187,107
Cedarburg SD GO Bonds	135,000	5.10%	1.85%	10/3/11	3/1/16	AA1	4.4	135,679
Cottage Grove WI	25,000	2.00%	1.43%	8/12/14	4/1/18	AA3	3.6	25,101
Grafton WI	180,000	2.00%	1.15%	5/17/12	6/1/16	AA2	4.0	180,968
Lake Geneva SD GO Bonds	50,000	2.80%	1.01%	7/28/14	3/1/16	NR / AA2	1.6	50,145
Menomonie Falls	100,000	1.60%	1.65%	11/18/14	6/1/18	AA2	3.5	100,612
Mount Pleasant	125,000	5.10%	1.25%	6/30/15	4/1/17	AA2	1.8	130,949
Oak Creek	100,000	1.15%	1.65%	12/16/14	11/1/16	AA2	1.9	100,418
Racine WI	25,000	3.40%	1.25%	3/26/15	6/1/17	AA1	2.2	25,837
Reedsville WI	100,000	4.85%	1.00%	8/17/14	4/1/16	A1	1.6	101,141
Shawno, WI	50,000	2.70%	0.75%	4/13/15	4/1/16	A1	1.0	50,299
Silver Lake SD GO Bonds	250,000	4.55%	1.30%	9/20/11	10/1/16	NR	5.0	250,753
Watertown WI - Refunding	50,000	2.00%	1.70%	3/10/15	6/1/18	AA3	3.2	50,431
Watertown School District	220,000	1.85%	1.85%	9/15/14	4/1/19	AA2	4.5	222,015
Wauwatosa WI	25,000	3.75%	1.15%	3/26/15	3/1/17	AAA	1.9	25,686
Wisconsin State Gen revenue	25,000	1.64%	1.45%	7/2/14	5/1/18	AA3	3.8	25,042
<b>Total Municipal Bonds</b>	<b>1,790,000</b>							<b>1,807,795</b>
<b>Total at BMO</b>	<b>1,790,000</b>				<b>\$ 17,795</b>			<b>1,807,795</b>
<b>Morgan Stanley</b>								
<b>Municipal Bonds</b>								
Wis Rapids Elect System	25,000	4.00%	1.10%	3/27/12	4/1/16	A1	4.0	25,223
Fitchburg WI Prom Notes	70,000	2.00%	1.28%	4/2/12	3/1/17	AA1	4.9	71,091
New Berlin School	25,000	4.00%	0.84%	3/27/12	3/1/17	AA1	4.9	25,139
Washington County	20,000	3.75%	1.33%	3/28/12	3/1/17	AAA	4.9	20,669
Wisconsin St. General	50,000	1.32%	0.80%	11/20/14	5/1/17	AAA	2.4	50,166
MATC	250,000	2.00%	0.55%	2/17/15	6/1/17	AA1	2.3	254,733
Racine BAB	50,000	4.00%	1.00%	11/26/14	12/1/17	AA1	3.0	52,221
Wisconsin State Health	125,000	4.50%	1.50%	7/17/14	4/15/18	A3	3.7	133,586
Madison NTS Bonds	350,000	3.00%	2.48%	7/2/14	10/1/18	AAA	4.2	357,606
Oshkosh GO Bonds	40,000	4.00%	1.15%	6/27/14	12/1/18	AA3	4.4	41,241
<b>Total Municipal Bonds</b>	<b>1,005,000</b>							<b>1,031,673</b>
<b>US Agency Securities</b>								
Federal National	400,000	0.88%	0.80%	2/13/15	10/26/17	AAA	2.7	398,348
Federal National - STEP	442,000	1.25%	1.38%	11/5/14	12/27/19	AAA	5.1	441,262
<b>Total Agencies</b>	<b>842,000</b>							<b>839,610</b>

**Village of Shorewood  
Cash and Investment Summary - Bank Balances  
December 31, 2015**

Institution	Face	Coupon Rate	Yield to Call or Maturity	Date Purchased	Maturity Date	Bond Rating	Term in Years at Purchase	Current Market Value
<b>Morgan Stanley</b>								
<b>CD's</b>								
Capital One	250,000	1.70%	1.70%	8/12/15	8/13/18	na	3.0	249,638
BMW Bank of North America	250,000	0.70%	0.70%	7/18/14	7/18/16	na	2.0	250,028
Ally Bank	250,000	1.05%	1.05%	11/20/14	11/14/16	na	2.0	250,275
Greenwood DE	250,000	0.80%	0.80%	<b>4/29/15</b>	5/1/17	na	2.0	249,478
AMEX Centurian	100,000	1.00%	1.00%	<b>5/13/15</b>	5/22/17	na	2.0	99,668
American Express	250,000	1.45%	1.45%	11/12/14	11/13/17	na	3.0	249,265
Goldman Sachs	250,000	1.45%	1.45%	11/12/14	11/13/17	na	3.0	249,265
Compass Bank	200,000	0.80%	0.80%	7/8/15	1/9/17	na	1.5	199,648
<u>Barclay's Bank</u>	<u>250,000</u>	<u>1.85%</u>	<u>1.85%</u>	<u>12/17/14</u>	<u>12/17/18</u>	<u>na</u>	<u>4.0</u>	<u>248,330</u>
Total CD's	<u>2,050,000</u>							<u>2,045,594</u>
<b>Total Morgan Stanley</b>	<b>3,897,000</b>				<b>\$ 19,876</b>			<b>3,916,876</b>
<b>Bank of Oklahoma</b>								
<b>Municipal Bonds</b>								
Wisconsin revenue bonds	250,000	1.64%	1.35%	12/7/15	5/1/18	AA3	2.4	250,988
Chippewa Falls Bonds	100,000	1.80%	1.60%	11/5/15	4/1/19	AA3	3.4	99,780
Kaukauna, WI Electric Rev Bonds	80,000	2.50%	1.05%	7/2/14	12/15/16	AA2	2.5	80,775
Twin Lakes, WI	425,000	2.00%	1.47%	<b>3/17/15</b>	3/1/17	NR / AA2	2.0	425,757
Wausau WI	65,000	0.85%	0.85%	7/19/13	4/1/17	AA2	3.7	64,833
Marinette, WI Water Rev Bond	100,000	2.25%	1.10%	8/26/15	5/1/17	A3	1.7	100,910
Hortonville, WI	100,000	1.80%	1.50%	12/1/14	4/1/18	AA1	3.3	100,877
Oshkosh, WI	235,000	4.10%	1.40%	7/29/14	3/15/20	AA3	5.6	242,353
<u>Shorewood Hills, WI</u>	<u>175,000</u>	<u>4.25%</u>	<u>2.15%</u>	<u>7/28/14</u>	<u>5/1/20</u>	<u>AA1</u>	<u>5.8</u>	<u>190,003</u>
Total Municipal Bonds	<u>1,530,000</u>							<u>1,556,275</u>
<b>US Agency Securities</b>								
Fannie Mae	342,000	1.05%	1.15%	<b>2/13/15</b>	11/15/17	AAA	2.8	341,386
Federal Home Loan Bank	100,000	2.00%	1.81%	9/16/15	12/18/19	AAA	4.3	100,027
<u>Federal Home Loan Bank</u>	<u>250,000</u>	<u>1.00%</u>	<u>2.05%</u>	<u>11/5/15</u>	<u>10/29/20</u>	<u>AAA</u>	<u>5.0</u>	<u>248,774</u>
Total Agencies	<u>692,000</u>							<u>690,188</u>
<b>Total Bank of Oklahoma</b>	<b>2,222,000</b>				<b>\$ 24,463</b>			<b>2,246,463</b>
<b>Total Investments</b>	<b>7,909,000</b>				<b>\$ 62,134</b>			<b>7,971,134</b>

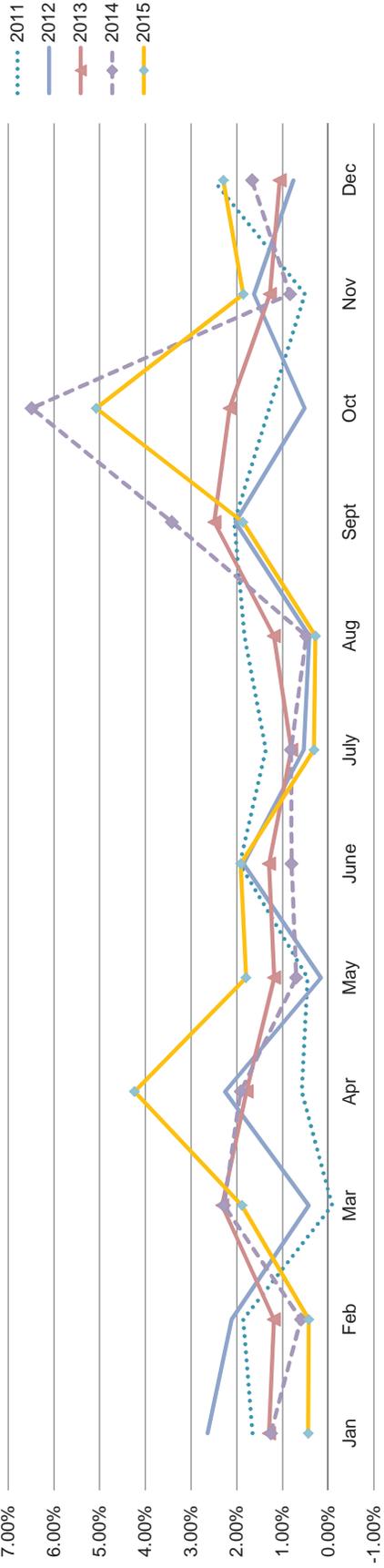
Village of Shorewood  
Cash and Investment Report - Statistical Information

Month	Historical Investment Balances and Earning														
	2011			2012			2013			2014			2015		
	Cash Balances	Interest Earned	Annualized Interest Rate	Cash Balances	Interest Earned	Annualized Interest Rate	Cash Balances	Interest Earned	Annualized Interest Rate	Cash Balances	Interest Earned	Annualized Interest Rate	Cash Balances	Interest Earned	Annualized Interest Rate
Jan	7,251,258	10,018	1.66%	7,613,535	16,724	2.64%	7,294,160	7,882	1.30%	7,530,051	7,875	1.25%	7,727,842	2,828	0.44%
Feb	7,260,307	11,268	1.86%	7,625,438	13,414	2.11%	7,302,135	7,235	1.19%	7,642,271	3,801	0.60%	7,893,743	2,794	0.42%
Mar	8,582,813	(637)	-0.09%	7,982,109	2,833	0.43%	7,676,131	14,833	2.32%	7,858,975	14,935	2.28%	8,411,231	13,253	1.89%
Apr	8,752,352	4,212	0.58%	8,065,140	15,196	2.26%	7,857,758	11,708	1.79%	8,181,112	13,049	1.91%	8,989,212	31,734	4.24%
May	8,754,627	3,292	0.45%	8,250,424	1,122	0.16%	7,963,345	7,852	1.18%	7,791,616	4,557	0.70%	8,607,471	12,896	1.80%
June	8,840,430	14,258	1.94%	7,758,941	11,965	1.85%	8,181,887	8,833	1.30%	7,287,557	4,882	0.80%	8,126,951	12,964	1.91%
July	8,702,029	9,878	1.36%	7,795,219	3,474	0.53%	8,976,539	6,059	0.81%	9,020,348	6,137	0.82%	8,114,426	2,098	0.31%
Aug	5,709,708	8,717	1.83%	8,312,631	2,862	0.41%	7,165,120	7,107	1.19%	8,392,095	3,346	0.48%	8,085,407	1,883	0.28%
Sept	5,731,283	9,821	2.06%	7,735,971	13,074	2.03%	7,181,883	14,920	2.49%	5,206,893	14,846	3.42%	8,094,118	12,601	1.87%
Oct	6,552,663	7,026	1.29%	7,882,455	3,377	0.51%	7,221,803	12,973	2.16%	4,402,885	23,799	6.49%	8,114,888	34,313	5.07%
Nov	6,950,727	2,962	0.51%	8,108,654	10,962	1.62%	7,445,341	7,920	1.28%	6,015,576	4,197	0.84%	8,128,224	12,591	1.86%
Dec	6,959,295	14,523	2.50%	7,118,286	4,515	0.76%	7,418,858	6,559	1.06%	7,610,609	10,583	1.67%	8,126,304	15,548	2.30%

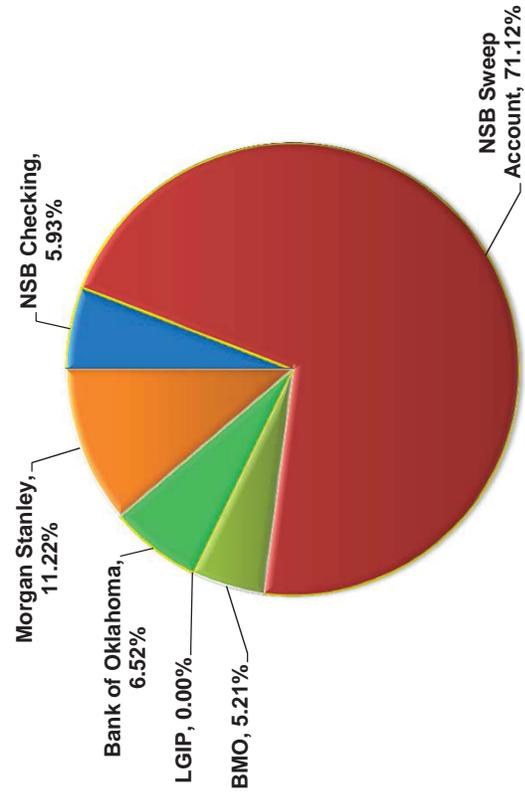


Village of Shorewood  
Cash and Investment Report - Statistical Information

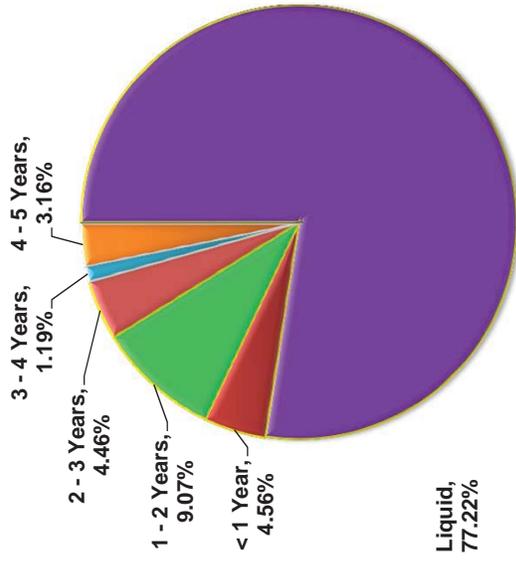
Historical Annualized Interest Rates



Concentration of Cash and Investments - By Financial Institution



Cash and Investments by Maturity





AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

### Other fund highlights

#### Library:

The Library received a \$27,000 individual bequest in 2015. These grant / bequest balances are now showing below the bottom line on the Library financial reports as restricted fund balances. The Library also purchased \$17,257 of furniture and equipment in 2015.

The transfer to the General fund in the amount of \$9,890 reflects the transfer of unused staff related funding from the 2015 Shorewood Library budget consistent with the agreement between the village and the library board.

#### Senior Services:

SRC Programming costs and related activity was \$16,000 or nearly 25% under budget in 2015 due to changes in programming efforts. As a result, senior programming fees and anticipated Benjamin fund contributions were also less than expected.

#### Marketing

The marketing fund shows an \$8,130 deficit in 2015. This is \$12,000 less than the \$20,215 surplus applied amount originally budgeted. A summary of net event costs is also provided below the bottom line for ease of review.

#### Shorewood Today

Advertising fees were more than \$13,500 higher than budgeted which created a surplus of \$1,355 in 2015. This is compared to the planned use of \$10,000 of surplus applied originally budgeted.

#### Debt Service

The budget variances were due to the delay in issuing the anticipated 2014B bonds to fund the TID #3 and TID #5 grants, and a change in estimates as only the grant portion of TID #5 was ultimately funding in the 2015A debt issue. The remaining loan portion will be funded in 2016. This was not anticipated in the original budget.

#### Parking

2015 revenues were about \$25,000 or 10% under budget. A portion of this is due to the school district lots are no longer accepting new residents. \$2,812 was also budgeted for the Ullrich lot which was discontinued in 2014. Costs were generally consistent with expectations with the exception of \$18,811 of unplanned parking lot maintenance.

**Library Fund - 200**

Dept/Account No.	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>Revenues</b>						
200-5110-41110	Property Taxes	\$ 784,205	\$ 795,984	\$ 812,514	\$ 812,514	100.0%
200-5110-43720	Local Library Aids	84,121	72,219	78,489	78,271	100.3%
200-5110-46710	Library Fines	51,907	55,766	48,935	52,000	94.1%
200-5110-48500	General Donations	3,455	9,782	8,994	-	0.0%
200-5110-48510	Friends Donations	601	-	9,432	4,100	230.0%
200-9000-49900	Surplus Applied	-	-	-	-	0.0%
	<b>Total Operating Revenue</b>	<b>924,289</b>	<b>933,752</b>	<b>958,364</b>	<b>946,885</b>	<b>101.2%</b>
200-5110-48100	Interest Income	80	68	60	-	0.0%
200-5110-48515	Grants / Bequests	-	-	27,000	-	0.0%
	<b>Total Non-Operating Revenue</b>	<b>80</b>	<b>68</b>	<b>27,060</b>	<b>-</b>	<b>0.0%</b>
	<b>Total Library Revenue</b>	<b>924,369</b>	<b>933,820</b>	<b>985,424</b>	<b>946,885</b>	<b>97.7%</b>
<b>Expenditures</b>						
200-5110-51100	Salaries and Wages	496,372	474,054	508,436	516,436	98.5%
200-5110-51150	Retiree Sick Leave Payout	-	-	7,000	6,600	106.1%
200-5110-51300	Health Insurance	67,309	80,395	90,086	87,949	102.4%
200-5110-51305	Dental Insurance	2,856	3,176	3,483	3,276	106.3%
200-5110-51310	Social Security and Medicare	36,976	34,622	36,334	39,507	92.0%
200-5110-51315	Wisconsin Retirement System	31,029	30,223	30,073	32,520	92.5%
200-5110-51320	Life Insurance	1,209	1,212	1,196	1,381	86.6%
200-5110-51325	Flexible Benefit Contribution	3,460	3,504	2,717	3,384	80.3%
200-5110-51900	Professional Education	2,973	3,801	3,049	2,780	109.7%
200-5110-52100	Professional Fees	814	886	14,360	1,000	1436.0%
200-5110-52200	Electric	40,460	40,203	36,306	41,192	88.1%
200-5110-52210	Gas	9,527	12,011	7,447	10,144	73.4%
200-5110-52220	Water	1,690	2,048	2,582	2,099	123.0%
200-5110-52300	Other Intergov'tal pymts	19,911	25,201	29,169	23,178	125.8%
200-5110-52900	Cleaning and Pest Control	18,578	20,518	24,352	21,314	114.3%
200-5110-52910	Software Purch/Maint	7,633	4,858	7,119	6,747	105.5%
200-5110-52990	Other Service Contracts & Fees	1,816	4,040	3,571	2,940	121.5%
200-5110-53100	Office Supplies	3,818	4,169	5,084	3,500	145.3%
200-5110-53101	Shared Office Costs	8,161	8,298	8,904	8,598	103.6%
200-5110-53120	Copy & Print Costs	3,149	3,955	1,291	1,235	104.5%
200-5110-53121	Shared Copy Costs	1,530	1,701	1,444	1,823	79.2%
200-5110-53130	Postage/Mailings	1,088	698	208	550	37.8%
200-5110-53131	Shared Postage Costs	390	485	463	482	96.1%
200-5110-53200	Memberships & Subscriptions	144	-	1,031	1,219	84.6%
200-5110-53500	Dept/Program Supplies	6,241	6,406	5,661	7,280	77.8%
200-5110-53710	Reference Continuations	10,432	7,527	7,321	7,312	100.1%
200-5110-53720	Periodicals	8,380	10,326	6,806	9,550	71.3%
200-5110-54000	Programming	2,512	7,756	8,284	6,850	120.9%
200-5110-55100	Liability & Property Insurance	10,020	9,941	10,644	12,127	87.8%
200-5110-55110	Workers Comp	2,362	2,672	1,474	1,364	108.1%
200-5110-55120	Unemployment	-	9,159	373	-	0.0%
<b>Adult Materials</b>						
200-5111-53730	Materials	24,986	32,127	38,043	26,000	146.3%
200-5111-53740	DVD's	9,313	9,838	8,601	7,850	109.6%
200-5111-53750	Audiobooks	8,178	5,278	3,579	8,000	44.7%
200-5111-53760	ebooks	2,925	4,492	3,838	4,400	87.2%
200-5111-53770	Music	4,953	4,910	6,230	5,000	124.6%
<b>Childrens Materials</b>						
200-5112-53730	Materials	20,067	19,603	19,678	17,884	110.0%
200-5112-53740	DVD's	1,627	2,551	1,934	2,250	86.0%
200-5112-53750	Audiobooks	914	647	174	1,864	9.3%
200-5112-53770	Music	413	244	286	800	35.8%
<b>Young Adult Materials</b>						
200-5113-53730	Materials	7,997	8,297	7,507	8,500	88.3%
200-5113-53730	Audiobooks	-	-	-	-	0.0%
	<b>Total Operating Expenditures</b>	<b>882,213</b>	<b>901,833</b>	<b>956,138</b>	<b>946,885</b>	<b>101.0%</b>

**Library Fund - 200**

Dept/Account No.	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>Non-Operating Expenditures</b>						
200-5110-54510	Auermiller Expenses	34	149	1,666	-	0.0%
200-5110-54900	Onufrock Expenses	3,250	9,175	3,027	-	0.0%
200-9000-59100	Transfers to General Fund	12,842	47,247	9,890	-	0.0%
Total Non-Operating Expenditures		16,126	56,572	14,583	-	0.0%
<b>Capital Expenditures</b>						
200-5110-56130	Equipment/Furniture	24,177	45,895	17,257	-	0.0%
Total Library Expenditures		922,516	1,004,300	987,978	946,885	104.3%
Net Change in Fund Balance		1,853	(70,481)	(2,554)	-	
Beginning Fund Balance		150,418	150,418	79,937	79,937	
Less: Budgeted Surplus Applied		-	-	-	-	
<b>Ending Fund Balance</b>		<b>\$ 150,418</b>	<b>\$ 79,937</b>	<b>\$ 77,383</b>	<b>\$ 79,937</b>	
Fund Balance Consists of:						
RESTRICTED - Auermiller Bequest		25,097	24,948	23,282	24,948	
RESTRICTED - Onufrock Bequest		-	-	23,973	-	
UNRESTRICTED - General Library		125,321	54,989	30,128	54,989	
Total Fund Balance		<b>\$ 150,418</b>	<b>\$ 79,937</b>	<b>\$ 53,410</b>	<b>\$ 79,937</b>	

Senior Services Fund - 210

Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>Revenues</b>						
210-4600-41110	Property Taxes	\$ 86,578	\$ 96,481	\$ 100,003	\$ 100,003	100.0%
210-4600-43280	Community Dev Block Grants	10,613	20,840	6,247	6,000	104.1%
210-4600-46600	Senior Programming Fees	38,228	37,055	28,663	35,473	80.8%
210-4600-48500	Participant Donations	2,009	3,462	4,502	-	0.0%
210-4600-48515	Programming Grants	-	-	-	-	0.0%
210-4600-48520	Benjamin Fund Contributions	26,246	22,860	24,695	43,283	57.1%
210-9000-49900	Surplus Applied	-	-	-	-	-
Total Revenue		<u>163,674</u>	<u>180,698</u>	<u>164,110</u>	<u>184,759</u>	<u>88.8%</u>
<b>Expenditures</b>						
210-4600-51100	Salaries and Wages	50,858	51,418	55,081	55,624	99.0%
210-4600-51300	Health Insurance	18,582	21,086	22,464	22,810	98.5%
210-4600-51310	Social Security and Medicare	3,472	3,429	3,490	4,255	82.0%
210-4600-51315	Wisconsin Retirement System	3,054	3,244	3,104	3,203	96.9%
210-4600-51320	Life Insurance	145	144	147	158	93.0%
210-4600-51325	Flexible Benefit Contribution	688	988	1,025	897	114.3%
210-4600-51900	Professional Education	777	2,991	1,836	3,327	55.2%
210-4600-52100	Professional Fees	10,000	9,607	6,571	14,392	45.7%
210-4600-52180	Consultants	-	-	-	-	0.0%
210-4600-52200	Electric	4,414	4,386	3,960	4,494	88.1%
210-4600-52210	Gas	1,039	1,310	812	1,107	73.4%
210-4600-52220	Water	184	223	281	229	122.7%
210-4600-52900	Cleaning and Pest Control	2,468	2,426	3,884	2,325	167.1%
210-4600-52990	Other Service Contracts & Fees	12,409	13,120	11,825	14,853	79.6%
210-4600-53100	Office Supplies	870	571	769	1,115	69.0%
210-4600-53101	Shared Office Costs	849	1,232	1,008	1,306	77.2%
210-4600-53120	Copy & Print Costs	-	2,014	3,032	3,745	81.0%
210-4600-53121	Shared Copy Costs	236	285	265	400	66.3%
210-4600-53131	Shared Postage Costs	5,519	4,549	4,245	6,816	62.3%
210-4600-53200	Memberships & Subscriptions	330	430	170	355	47.9%
210-4600-53500	Dept/Program Supplies	1,812	4,006	4,771	3,697	129.1%
210-4600-54000	SRC Programming	28,286	22,947	17,410	27,150	64.1%
210-4600-54140	Shorewood Connects	7,415	7,712	7,575	7,715	98.2%
210-4600-54900	Other Programming	3,311	2,215	3,576	-	0.0%
210-4600-55100	Liability & Property Insurance	2,614	2,524	2,608	3,061	85.2%
210-4600-55110	Workers Comp	247	280	135	125	108.0%
210-4600-55120	Unemployment	137	(31)	-	-	0.0%
210-4600-56130	Equipment / Furniture	-	-	1,600	1,600	100.0%
Total Expenditures		<u>159,716</u>	<u>163,109</u>	<u>161,644</u>	<u>184,759</u>	<u>87.5%</u>
Net Change in Fund Balance		3,958	17,588	2,466	-	
Beginning Fund Balance		2,321	2,321	19,909	19,909	
Less: Surplus Applied		-	-	-	-	
<b>Ending Fund Balance</b>		<u>\$ 2,321</u>	<u>\$ 19,909</u>	<u>\$ 22,375</u>	<u>\$ 19,909</u>	

**Marketing and Communications Fund - 220**

Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>Revenues</b>						
220-6700-41110	Property Taxes	\$ 35,000	\$ 30,000	\$ 45,000	\$ 45,000	100.0%
220-6700-48500	Donations - Summer concerts	12,785	6,000	3,500	-	0.0%
220-6700-48550	Donations - 4th of July	-	-	30,388	-	0.0%
220-6700-48570	Donations - Bike Race	-	-	20,650	-	0.0%
220-6700-48590	Donations - Other	-	-	-	-	0.0%
220-6700-47300	Charges for Service - School	10,000	10,000	10,000	10,000	100.0%
220-6700-47320	Charges for Service - BID	10,000	10,000	16,500	16,500	100.0%
220-9000-49401	Transfers from TID #1	12,000	10,000	23,200	23,200	100.0%
220-9000-49900	Surplus applied	-	-	-	20,215	0.0%
Total Revenue		<u>79,785</u>	<u>66,000</u>	<u>149,238</u>	<u>114,915</u>	<u>129.9%</u>
<b>Expenditures</b>						
220-6700-52100	General Professional Fees	20,080	20,500	61,502	52,250	117.7%
220-6700-53120	Copy & Print Costs	2,364	944	782	2,000	39.1%
220-6700-53131	Postage Costs	410	174	250	425	58.8%
220-6700-53140	Communications/Publications *	1,648	1,052	3,975	6,500	61.2%
220-6700-53500	Dept/Program Supplies	-	15	555	1,000	55.5%
220-6700-54105	Bike Race *	-	-	29,234	7,500	389.8%
220-6700-54110	4th of July *	-	-	36,387	6,300	577.6%
220-6700-54115	Summer Concerts *	-	-	6,380	2,500	255.2%
220-6700-54120	Other Special Events *	14,992	11,891	8,892	10,340	86.0%
220-6700-54170	Welcoming Neighbors *	1,488	-	3,082	3,500	88.1%
220-6700-54640	Marketing/Advertising	12,385	7,252	60	12,500	0.5%
220-6700-54645	Brand Research *	-	-	-	-	0.0%
220-6700-54646	Branded Items *	-	-	-	-	0.0%
220-6700-54650	Business Recruitment *	-	-	-	-	0.0%
220-6700-56120	Other Technology	4,518	3,655	1,169	2,500	46.8%
220-9000-59200	Transfers to Shorewood Today	4,500	5,100	5,100	7,600	67.1%
Total Expenditures		<u>62,385</u>	<u>50,582</u>	<u>157,368</u>	<u>114,915</u>	<u>136.9%</u>
Net Change in Fund Balance		17,400	15,418	(8,130)	-	
Beginning Fund Balance		17,119	17,119	32,537	32,537	
Surplus Applied		-	-	-	(20,215)	
<b>Ending Fund Balance</b>		<u>\$ 17,119</u>	<u>\$ 32,537</u>	<u>\$ 24,407</u>	<u>\$ 12,322</u>	

		<u>Actual</u>	<u>Budget</u>
net event costs:	Bike Race *	8,584	7,500
	4th of July *	5,999	6,300
	Summer Concerts *	2,880	2,500
		<u>17,463</u>	<u>16,300</u>

\* Professional fees may be included in these activity costs

**Shorewood Today Fund - 230**

Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>Revenues</b>						
230-1910-41110	Property Taxes	\$ 4,500	\$ 5,100	\$ 5,100	\$ 5,100	100.0%
230-1910-46120	Advertising Fees	41,616	50,401	47,360	33,883	139.8%
230-1910-47300	Charges for Service - School	4,860	5,100	5,100	5,100	100.0%
230-1910-47320	Charges for Service - BID	4,500	5,100	5,100	5,100	100.0%
230-9000-49200	Transfers from Marketing.	4,500	5,100	5,100	5,100	100.0%
230-9000-49900	Surplus Applied	-	-	-	10,000	0.0%
	<b>Total Revenue</b>	<u>59,976</u>	<u>70,801</u>	<u>67,760</u>	<u>64,283</u>	<u>105.4%</u>
<b>Expenditures</b>						
230-1910-52100	Professional Fees	15,500	16,150	34,548	30,000	115.2%
230-1910-53120	Copy & Print Costs	34,320	32,703	25,202	26,783	94.1%
230-1910-53130	Postage/Mailings	9,420	10,199	6,655	7,500	88.7%
	<b>Total Expenditures</b>	<u>59,240</u>	<u>59,051</u>	<u>66,405</u>	<u>64,283</u>	<u>103.3%</u>
	<b>Net Change in Fund Balance</b>	736	11,750	1,355	-	
	<b>Beginning Fund Balance</b>	3,931	3,931	15,681	15,681	
	<b>Less: Surplus Applied</b>	-	-	-	-	
	<b>Ending Fund Balance</b>	<u>\$ 3,931</u>	<u>\$ 15,681</u>	<u>\$ 17,036</u>	<u>\$ 15,681</u>	

**Debt Service Fund - 300**

Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Proejected YTD % of Budget
<b>Revenues</b>						
300-8000-41110	Property Taxes	\$ 1,004,692	\$ 1,336,030	\$ 1,511,274	\$ 1,511,274	100.0%
300-8000-43290	Other Federal Grants	48,697	9,883	-	-	0.0%
300-8000-48100	Interest Income	737	831	-	-	0.0%
300-9000-49400	Transfers from Capital Projects	377,314	26,313	-	-	0.0%
300-9000-49401	Transfers from TID No. 1	6,269,861	1,168,989	1,377,553	1,377,553	100.0%
300-9000-49403	Transfers from TID No. 3	489,490	20,900	107,246	127,487	84.1%
300-9000-49404	Transfers from TID No. 4	226,771	301,744	500,244	500,244	100.0%
300-9000-49405	Transfers from TID No. 5			137,709	277,817	49.6%
300-9000-49900	Surplus Applied	-	-	-	35,438	0.0%
	Total Revenue	<u>8,417,562</u>	<u>2,864,689</u>	<u>3,634,026</u>	<u>3,829,813</u>	<u>94.9%</u>
<b>Expenditures</b>						
300-8000-58100	Principal	1,877,896	5,583,064	2,517,512	2,517,512	100.0%
300-8000-58200	Interest	1,078,277	949,140	1,149,595	1,312,301	87.6%
300-8000-58900	Other Finance Charges	130	130	475	-	0.0%
300-8000-59800	Payment to Refunding Bonds E	<u>1,800,947</u>	-	-	-	0.0%
	Total Expenditures	<u>4,757,250</u>	<u>6,532,333</u>	<u>3,667,582</u>	<u>3,829,813</u>	<u>95.8%</u>
	Net Change in Fund Balance	3,660,312	(3,667,644)	(33,556)	-	
	Beginning Fund Balance	3,705,261	3,705,261	37,617	37,617	
	Surplus Applied	-	-	-	(35,438)	
	<b>Ending Fund Balance</b>	<u>\$ 3,705,261</u>	<u>\$ 37,617</u>	<u>\$ 4,061</u>	<u>\$ 2,179</u>	

**Parking Utility - 600**

Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>Revenues</b>						
600-3900-46300	Village Hall Lot	\$ 28,464	\$ 28,911	\$ 31,719	\$ 31,497	100.7%
600-3900-46301	North Municipal Lot	28,251	28,634	31,389	28,123	111.6%
600-3900-46302	River Park Lot	24,991	25,119	26,961	28,123	95.9%
600-3900-46303	Menlo Blvd Lot	10,589	10,333	7,266	11,249	64.6%
600-3900-46304	Hubbard Park Lot	1,172	1,364	2,414	2,812	85.8%
600-3900-46305	Metspec Oakland Daytime	2,727	2,727	2,727	3,168	86.1%
600-3900-46306	Metspec Oakland Nighttime	2,557	2,557	2,556	2,970	86.1%
600-3900-46310	Atwater School Lot	4,517	2,216	1,846	5,625	32.8%
600-3900-46311	Lake Bluff School Lot	1,555	1,577	1,467	2,812	52.2%
600-3900-46312	Feerick Lot	2,088	1,534	1,538	3,937	39.1%
600-3900-46313	North Shore Bank Bldg Lot	8,650	8,906	9,894	11,811	83.8%
600-3900-46314	TCF Bank Lot	3,281	2,535	3,740	4,500	83.1%
600-3900-46315	High School East Lot	3,025	2,471	994	2,812	35.3%
600-3900-46320	Ogden Lot	4,794	4,602	5,325	5,062	105.2%
600-3900-46321	Einstein Bagel Lot	5,816	2,919	1,882	3,937	47.8%
600-3900-46322	Ullrich Lot	1,427	1,087	-	2,812	0.0%
600-3900-46323	AB Data Lot	4,921	2,940	2,485	5,062	49.1%
600-3900-46330	Oakland Ave - Y	33,577	33,875	36,929	34,872	105.9%
600-3900-46331	Wilson - W	7,286	6,860	7,906	6,749	117.1%
600-3900-46332	E Capitol Dr - X	10,269	12,485	11,836	13,499	87.7%
600-3900-46333	N Oakland Ave - Z	9,971	10,397	9,403	14,061	66.9%
600-3900-46334	Shorewood Blvd	5,561	6,264	7,053	7,312	96.5%
600-3900-46335	Bumper - H	3,409	4,218	3,693	5,062	73.0%
600-3900-46336	W Capitol Dr - T	2,898	3,196	3,361	3,375	99.6%
600-3900-46337	High School West	2,557	2,557	2,840	2,812	101.0%
600-3900-46350	Daytime Permits	2,519	2,320	1,524	2,469	61.7%
600-3900-46351	RCA daytime	2,068	2,007	1,121	2,500	44.8%
600-3900-46390	Overnight Parking Permission	-	-	-	-	0.0%
600-3900-46392	Waiting List Admin Fee	1,151	839	1,159	500	231.8%
600-3900-48100	Interest Income	1,492	3,891	3,975	500	795.0%
600-3900-48110	Loan Interest Income	7,580	6,528	7,212	6,659	108.3%
600-3900-48900	Miscellaneous Revenue	789	125	125	100	125.0%
600-3900-49900	Surplus Applied	-	-	-	-	0.0%
<b>Total Revenue</b>		<u>229,952</u>	<u>225,992</u>	<u>232,340</u>	<u>256,782</u>	<u>90.5%</u>
<b>Expenditures</b>						
600-3900-51100	Salaries and Wages	\$ 52,715	\$ 52,924	\$ 54,440	\$ 58,242	93.5%
600-3900-51160	Opt Out Ins	150	150	150	150	100.0%
600-3900-51200	Overtime Wages	1,244	102	-	816	0.0%
600-3900-51300	Health Insurance	18,233	19,869	22,739	23,496	96.8%
600-3900-51305	Dental Insurance	829	755	729	837	87.1%
600-3900-51310	Social Security and Medicare	3,807	3,701	3,873	4,455	86.9%
600-3900-51315	Wisconsin Retirement System	3,587	3,615	3,716	3,960	93.8%
600-3900-51320	Life Insurance	189	204	210	249	84.3%
600-3900-51325	Flexible Benefit Contribution	64	47	71	237	30.0%
600-3900-51340	Retiree Health Contribution	1,206	559	365	599	60.9%
600-3900-52130	Professional Fees Financial	3,843	5,222	1,858	2,400	77.4%
600-3900-52140	Professional Fees Technology	2,012	2,476	1,991	1,991	100.0%
600-3900-52930	Credit Card Fees	2,543	2,536	3,188	2,000	159.4%
600-3900-52990	Other Service Contract Fees	-	-	-	13,000	0.0%
600-3900-53131	Shared Postage Costs	131	140	169	162	104.3%
600-3900-53500	Dept/Program Supplies	2,735	1,467	147	5,500	2.7%
600-3900-54310	Atwater School Lot	1,272	600	480	1,440	33.3%
600-3900-54311	Lake Bluff School Lot	438	456	372	720	51.7%
600-3900-54312	Feerick Lot	588	432	390	1,008	38.7%

**Parking Utility - 600**

Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
600-3900-54313	North Shore Bank Bldg Lot	2,436	2,496	2,052	3,024	67.9%
600-3900-54314	TCF Bank Lot	924	714	948	1,152	82.3%
600-3900-54315	High School East Lot	852	696	252	720	35.0%
600-3900-54320	Ogden Lot	1,845	1,836	1,929	1,836	105.1%
600-3900-54321	Einstein Bagel Lot	2,491	1,165	671	1,428	47.0%
600-3900-54322	Ullrich Lot	638	434	-	1,020	0.0%
600-3900-54323	AB Data Lot	1,964	1,173	892	1,836	48.6%
600-3900-54700	Payments In Lieu Of Taxes	36,576	33,648	35,159	35,000	100.5%
600-3900-54710	Depreciation	5,555	5,500	5,500	5,500	100.0%
600-3900-55100	Liability & Property Insurance	1,801	1,246	1,087	1,095	99.3%
600-3900-55110	Workers Comp	2,075	2,347	681	631	107.9%
600-3900-56310	Parking Lot maint / repairs	-	-	18,811	-	0.0%
600-3900-57410	Administrative Charges	9,385	7,432	11,049	11,322	97.6%
600-3900-57440	Plowing/Salting	10,780	6,071	7,331	7,377	99.4%
600-3900-57450	Police Administration	29,893	30,642	50,386	51,422	98.0%
600-8000-58200	Interest	7,856	7,582	6,230	6,694	93.1%
<b>Total Expenses</b>		<u>210,657</u>	<u>198,235</u>	<u>237,866</u>	<u>251,319</u>	<u>94.6%</u>
Net Change in Equity		19,295	27,757	(5,526)	5,463	
Beginning Net Assets		518,257	518,257	546,014	546,014	
Less: Surplus Applied		-	-	-	-	
<b>Ending Net Assets</b>		<u>\$ 518,257</u>	<u>\$ 546,014</u>	<u>\$ 540,488</u>	<u>\$ 551,477</u>	
Debt service Principal payments		15,000	15,000	15,000		



AT THE EDGE OF THE CITY AND  
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## **Water Utility**

### **Revenues –**

In total, water utility revenues were \$18,000 or 1% less than budgeted. Staff continues to refine the budgeting criteria used for the new revenue classification segmentation that was established in 2014.

### **Expenditures –**

Water Administration: Other intergovernmental payments for purchased water were \$113,000 or 15% less than anticipated due primarily to recent improvements in water loss reductions.

Maintenance of Mains: Labor and supplies costs for maintenance of mains exceeded budget by more than \$125,000 or 58% in 2015. Since the budget uses 3 year trends with a 1 year lag, the budget for this service area can be expected to increase over the next several years.

Maintenance of Services: This service area also exceeded budget by \$67,000 or 180% in 2015. . Since the budget uses 3 year trends with a 1 year lag, the budget for this service area can be expected to increase over the next several years.

In total, the water utility was approximately \$100,000 below budgeted expectations. In addition, the utility funded nearly \$100,000 of capital costs for the Menlo water main project in 2015 that will be reimbursed by 2016 bond proceeds.

The utility's year-end cash position is (\$376,918) with about \$100,000 in accounts receivable and (\$80,000) in accounts payable. This totals a net current assets or cash equivalent of (\$356,918).

The utility's cash from operations in 2015 was \$234,000 with a debt service cost of \$233,340 for a debt coverage ratio of (1.00%). The 2016 debt service cost is currently budgeted to be \$319,181.

**Summary of All Functional Areas - Water  
By Object**

Category	2013 Actual	2014 Actual	2015 Projected	2015 Adopted Budget	% Chg Projected to Budget
<b>Revenues</b>					
Taxes Total	-	-	-	-	0.0%
Intergovernmental Total	-	-	-	-	0.0%
Licenses and Permits Total	-	-	-	-	0.0%
Fines, Forfeitures and Penalties Total	-	-	-	-	0.0%
Charges for Services Total	1,422,094	1,416,107	1,779,770	1,817,500	97.9%
Other Revenues Total	24,387	34,226	42,838	23,500	182.3%
Other Financing Sources Total	-	414,127	-	-	0.0%
<b>Total Revenue Water</b>	<b><u>1,446,481</u></b>	<b><u>1,864,460</u></b>	<b><u>1,822,608</u></b>	<b><u>1,841,000</u></b>	<b><u>4.8%</u></b>
<b>Expenses</b>					
Salaries Total	224,869	299,094	285,964	231,205	123.7%
Fringe Benefits Total	121,672	149,152	143,469	129,685	110.6%
Other Governments Total	768,620	759,176	765,162	862,500	88.7%
Contractual Payments Total	8,129	7,248	8,674	7,297	118.9%
Supplies & Office Total	10,356	9,161	8,543	11,746	72.7%
Supplies - Maintenance Total	48,911	108,078	165,307	46,800	353.2%
Supplies - Vehicle Total	622	4,270	2,538	2,400	105.8%
Utilities Total	1,176	673	716	1,200	59.7%
Professional Fees Total	12,217	78,074	45,807	55,041	83.2%
Insurance Total	18,658	21,276	16,268	15,966	101.9%
Programming Total	4,883	14,265	7,974	10,900	73.2%
Debt Service Total	68,948	93,401	93,955	76,620	122.6%
Capital Total	103,397	114,448	154,966	164,100	94.4%
Economic Development Total	-	-	-	-	0.0%
Other Financing Uses Total	-	-	-	-	0.0%
Interdepartmental Exp	42,061	44,210	35,772	35,625	100.4%
<b>Total Expenditures Water</b>	<b><u>1,434,519</u></b>	<b><u>1,702,525</u></b>	<b><u>1,735,115</u></b>	<b><u>1,651,085</u></b>	<b><u>-6.1%</u></b>

**Water Utility - 610**

Dept/Account No	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>Revenues</b>						
610-3100-47450	Equipment Rental Sewer	\$ 4,259	\$ 3,390	\$ 11,716	\$ 2,500	468.6%
610-3710-46450	Utility Charges - Residential	739,063	723,128	885,274	931,250	95.1%
610-3710-46453	Utility Charges - Multi Family	70,017	270,272	364,434	350,000	104.1%
610-3710-46451	Utility Charges - Commercial	270,996	78,043	94,074	106,250	88.5%
610-3710-46452	Utility Charges - Public Authority	40,384	42,583	45,387	52,500	86.5%
610-3710-46456	Public Fire Protection	281,066	281,066	362,972	351,250	103.3%
610-3710-46457	Private Fire Protection	20,568	21,015	27,629	26,250	105.3%
610-3710-47425	Joint Meter Charges to Sewer	9,619	15,437	10,000	10,000	100.0%
610-3710-48100	Interest Income	(5,507)	72	-	-	0.0%
610-3710-48300	Late Payment Penalty	13,724	12,905	18,095	10,000	181.0%
610-3710-48900	Miscellaneous Revenue	2,292	2,422	3,027	1,000	302.7%
610-9000-49401	Transfers from TID #1	-	-	-	-	0.0%
610-9000-49403	Transfers from TID #3	-	414,127	-	-	0.0%
Total Revenue		1,446,481	1,864,460	1,822,608	1,841,000	99.0%
<b>Expenditures</b>						
Water Administration						
610-3710-51100	Salaries and Wages	30,613	47,303	42,731	50,252	85.0%
610-3710-51160	Opt Out Ins	450	450	450	450	100.0%
610-3710-51300	Health Insurance	9,664	11,411	10,776	13,497	79.8%
610-3710-51305	Dental Insurance	375	279	181	374	48.4%
610-3710-51310	Social Security and Medicare	3,274	3,371	3,242	3,811	85.1%
610-3710-51315	Wisconsin Retirement System	2,997	3,200	2,971	3,387	87.7%
610-3710-51320	Life Insurance	154	131	108	158	68.4%
610-3710-51325	Flexible Benefit Contribution	11	57	89	297	30.0%
610-3710-51330	Uniform Expense	1,598	1,084	1,148	1,200	95.7%
610-3710-51340	Retiree Health Contribution	10,150	8,698	7,531	8,816	85.4%
610-3710-51355	Other Benefits	4,661	2,525	-	-	0.0%
610-3710-51900	Professional Education	1,521	1,365	735	2,200	33.4%
610-3710-52100	Professional Fees	2,252	22,059	2,813	22,648	12.4%
610-3710-52130	Professional Fees Financial	4,332	8,947	3,611	4,500	80.2%
610-3710-52140	Professional Fees Technology	4,303	4,278	2,893	2,893	100.0%
610-3710-52230	Phone and Internet	1,176	673	716	1,200	59.7%
610-3710-52300	Other Intergov'tal pymts	664,312	654,952	637,018	750,000	84.9%
610-3710-52910	Software Purch/Maint	3,045	2,179	2,299	2,213	103.9%
610-3710-52930	Credit Card Fees	5,084	5,070	6,375	5,084	125.4%
610-3710-53100	Office Supplies	1,322	1,970	1,106	3,300	33.5%
610-3710-53121	Shared Copy Costs	1,910	1,130	1,034	1,184	87.3%
610-3710-53200	Memberships & Subscriptions	425	694	555	785	70.7%
610-3710-53500	Dept/Program Supplies (copier)	395	1,206	936	1,200	78.0%
610-3710-54150	Safety Expenses	3,120	1,808	1,695	3,000	56.5%
610-3710-54700	Payments In Lieu Of Taxes	104,308	104,224	128,144	112,500	113.9%
610-3710-54710	Depreciation	95,646	103,910	133,958	156,000	85.9%
610-3710-54711	PSC Depreciation on CIAC	7,228	9,890	12,547	7,100	176.7%
610-3710-54720	PSC assessment	1,482	1,477	1,273	1,400	90.9%
610-3710-54721	PSC rate costs	-	4,164	588	-	0.0%
610-3710-55100	Liability & Property Insurance	5,532	6,426	8,028	8,341	96.2%
610-3710-55110	Workers Comp	13,126	14,850	8,240	7,625	108.1%
610-3710-57410	Administrative Charges	9,632	7,920	10,769	12,495	86.2%
610-3710-57430	Building Usage	17,364	13,098	12,646	11,180	113.1%
Total Administration Expenditures		1,011,462	1,050,796	1,047,206	1,199,090	
<b>Maint Mains</b>						
610-3730-51100	Salaries and Wages	119,354	155,318	138,236	109,275	126.5%
610-3730-51160	Opt Out Ins	-	-	-	51	0.0%
610-3730-51200	Overtime Wages	11,626	23,019	20,671	8,744	236.4%
610-3730-51300	Health Insurance	33,336	51,345	50,109	39,417	127.1%
610-3730-51305	Dental Insurance	1,283	1,960	1,776	1,134	156.6%
610-3730-51310	Social Security and Medicare	9,617	12,914	11,094	9,029	122.9%

**Water Utility - 610**

Dept/Account No	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
610-3730-51315	Wisconsin Retirement System	8,905	12,484	10,502	8,026	130.8%
610-3730-51320	Life Insurance	368	445	494	380	130.0%
610-3730-51325	Flexible Benefit Contribution	42	273	122	407	30.0%
610-3730-53500	Dept/Program Supplies	27,122	74,763	100,613	30,000	335.4%
610-3730-57420	Equipment Usage	10,268	18,829	8,747	10,000	87.5%
<b>Total Maintenance Mains Expenditures</b>		<b>221,921</b>	<b>351,350</b>	<b>342,364</b>	<b>216,463</b>	
<b>Maint Services</b>						
610-3740-51100	Salaries and Wages	14,232	19,677	35,304	16,559	213.2%
610-3740-51200	Overtime Wages	230	681	2,067	1,325	156.0%
610-3740-51300	Health Insurance	5,592	6,668	11,085	6,882	161.1%
610-3740-51305	Dental Insurance	219	255	403	181	222.7%
610-3740-51310	Social Security and Medicare	1,127	1,463	2,665	1,368	194.8%
610-3740-51315	Wisconsin Retirement System	1,058	1,425	2,506	1,216	206.1%
610-3740-51320	Life Insurance	47	62	124	54	229.6%
610-3740-51325	Flexible Benefit Contribution	3	1	22	73	30.1%
610-3740-53500	Dept/Program Supplies	17,948	24,513	47,873	8,300	576.8%
610-3740-57420	Equipment Usage	2,284	3,215	2,965	1,500	197.7%
<b>Total Maintenance Services Expenditures</b>		<b>42,740</b>	<b>57,961</b>	<b>105,014</b>	<b>37,458</b>	
<b>Maint Meters</b>						
610-3750-51100	Salaries and Wages	4,551	11,174	5,443	5,334	102.0%
610-3750-51200	Overtime Wages	-	42	20	427	4.7%
610-3750-51300	Health Insurance	1,218	3,754	1,901	1,747	108.8%
610-3750-51305	Dental Insurance	59	151	67	56	119.6%
610-3750-51310	Social Security and Medicare	349	890	399	441	90.5%
610-3750-51315	Wisconsin Retirement System	314	(199)	369	391	94.4%
610-3750-51320	Life Insurance	15	39	18	18	100.0%
610-3750-51325	Flexible Benefit Contribution	-	-	3	13	23.1%
610-3750-53500	Dept/Program Supplies	3,054	5,242	629	5,000	12.6%
610-3750-57420	Equipment Usage	308	394	12	-	0.0%
<b>Total Maintenance Meters Expenditures</b>		<b>9,868</b>	<b>21,487</b>	<b>8,861</b>	<b>13,427</b>	
<b>Maint Hydrants</b>						
610-3760-51100	Salaries and Wages	7,048	6,284	3,297	2,367	139.3%
610-3760-51200	Overtime Wages	-	-	-	190	0.0%
610-3760-51300	Health Insurance	2,566	1,783	1,090	1,115	97.8%
610-3760-51305	Dental Insurance	89	95	36	8	450.0%
610-3760-51310	Social Security and Medicare	494	500	246	196	125.5%
610-3760-51315	Wisconsin Retirement System	422	481	234	174	134.5%
610-3760-51320	Life Insurance	18	12	8	6	133.3%
610-3760-51325	Flexible Benefit Contribution	(1)	21	9	33	27.3%
610-3760-53500	Dept/Program Supplies	373	1,063	11,969	500	2393.8%
610-3760-57420	Equipment Usage	168	270	109	100	109.0%
<b>Total Maintenance of Hydrants</b>		<b>11,177</b>	<b>10,510</b>	<b>16,998</b>	<b>4,689</b>	
<b>Maint Misc Plan</b>						
610-3770-51100	Salaries and Wages	2,770	2,699	4,003	2,616	153.0%
610-3770-51200	Overtime Wages	-	-	21	210	10.0%
610-3770-51300	Health Insurance	911	982	1,224	889	137.7%
610-3770-51305	Dental Insurance	47	36	43	33	130.3%
610-3770-51310	Social Security and Medicare	195	190	280	216	129.6%
610-3770-51315	Wisconsin Retirement System	180	189	273	192	142.2%
610-3770-51320	Life Insurance	6	6	9	9	100.0%
610-3770-51325	Flexible Benefit Contribution	11	5	-	-	0.0%
610-3770-53400	Vehicle Maintenance	622	4,270	2,538	2,400	105.8%
610-3770-53500	Dept/Program Supplies	19	1,291	3,287	1,800	182.6%
610-3770-57420	Equipment Usage	105	102	57	100	57.0%
<b>Total Maintenance Misc Plant Expenditures</b>		<b>4,866</b>	<b>9,770</b>	<b>11,735</b>	<b>8,465</b>	

**Water Utility - 610**

Dept/Account No	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
<b>Customer Accounts</b>						
610-3780-51100	Salaries and Wages	34,119	32,898	34,150	32,489	105.1%
610-3780-51200	Overtime Wages	326	-	21	1,417	1.5%
610-3780-51300	Health Insurance	13,025	13,104	13,931	16,040	86.9%
610-3780-51305	Dental Insurance	522	491	464	510	91.0%
610-3780-51310	Social Security and Medicare	2,316	2,281	2,294	2,595	88.4%
610-3780-51315	Wisconsin Retirement System	2,299	2,303	2,258	2,306	97.9%
610-3780-51320	Life Insurance	133	134	142	160	88.8%
610-3780-51325	Flexible Benefit Contribution	32	37	38	129	29.5%
610-3780-53130	Postage/Mailings	3,579	3,559	4,153	3,477	119.4%
610-3780-57420	Equipment Usage	1,932	382	467	250	186.8%
<b>Total Customer Accounts Expenditures</b>		<b>58,283</b>	<b>55,188</b>	<b>57,918</b>	<b>59,373</b>	
<b>Other Water</b>						
610-3790-52920	Surveys/Studies & Plans	1,330	42,791	36,490	25,000	146.0%
610-3790-54740	Water Testing	3,401	8,624	6,113	9,500	64.3%
610-3790-56120	Other Technology	523	648	-	1,000	0.0%
610-3790-56130	Vehicles/Equipment	-	25,163	34,862	28,000	
610-3790-56600	Utility Infrastructure	-	1,178,179	245,250	220,000	111.5%
610-3790-56699	Capitalized Expenditures	-	(1,203,342)	(271,651)	(248,000)	109.5%
610-8000-58200	Interest	68,948	81,698	93,955	76,620	122.6%
610-8000-58300	Debt Issuance Costs	-	11,703	-	-	0.0%
610-8000-58900	Other Finance Charges	-	-	-	-	0.0%
<b>Total Other Water Expenditures</b>		<b>74,202</b>	<b>145,464</b>	<b>145,019</b>	<b>112,120</b>	
<b>Total Expenses</b>		<b>1,434,519</b>	<b>1,702,525</b>	<b>1,735,115</b>	<b>1,651,085</b>	<b>105.1%</b>
<b>Net Change in Equity</b>		<b>11,962</b>	<b>161,935</b>	<b>87,493</b>	<b>189,915</b>	
<b>Beginning Net Assets</b>		<b>1,220,800</b>	<b>1,220,800</b>	<b>1,382,735</b>	<b>1,382,735</b>	
<b>Less: Surplus Applied</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Ending Net Assets</b>		<b>\$ 1,220,800</b>	<b>\$ 1,382,735</b>	<b>\$ 1,470,228</b>	<b>\$ 1,572,650</b>	
<b>Debt service Principal payments</b>		<b>\$ 142,291</b>	<b>\$ 152,903</b>	<b>\$ 233,340</b>	<b>\$ 233,340</b>	



AT THE EDGE OF THE CITY AND  
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## **Sewer Utility**

### **Revenues –**

In total, sewer utility revenues were about \$50,000 or 2.5% more than budgeted in 2015.

### **Expenditures –**

Sewer Administration: Overall, these costs were within expected budget amounts. Depreciation was about 29,000 higher than anticipated due to additional new construction in 2014.

Sewer Maintenance: This service area was about \$27,000 or 15% under budget for 2015. Most of these savings were in supplies and service contract fees.

Storm Maintenance: Salary and benefit costs and program supplies for this service area were \$48,000 or 65% under budget due to less than average activity in this area in 2015.

In total, the sewer utility costs were \$68,000 or 4% less than budgeted expectations.

The utility's year-end cash position is \$923,916 with about \$150,000 in accounts receivable and \$8,000 in accounts payable. This totals a net current assets or cash equivalent of \$1,065,916

The utility's cash from operations in 2015 was \$847,000 with a debt service cost of \$511,086 for a debt coverage ratio of 1.65%. The 2016 debt service cost is currently budgeted to be \$545,368.

**Summary of All Funds - Sewer  
By Object**

Category	2013 Actual	2014 Actual	2015 Projected	2015 Adopted Budget	% Chg Projected to '15
<b>Revenues</b>					
Taxes Total	-	-	-	-	0.0%
Intergovernmental Total	30,225	-	-	-	0.0%
Licenses and Permits Total	-	-	-	-	0.0%
Fines, Forfeitures and Penalties	-	-	-	-	0.0%
Charges for Services Total	1,922,201	2,000,916	2,120,707	2,095,500	101.2%
Other Revenues Total	33,730	46,769	56,776	29,000	195.8%
Other Financing Sources Total	-	1,459,664	-	-	0.0%
<b>Total Revenue Sewer</b>	<b><u>1,986,156</u></b>	<b><u>3,507,348</u></b>	<b><u>2,177,483</u></b>	<b><u>2,124,500</u></b>	<b>102.5%</b>
<b>Expenses</b>					
Salaries Total	185,908	164,541	184,719	206,815	89.3%
Fringe Total	105,059	83,028	87,866	111,682	78.7%
Other Governments Total	667,420	677,938	700,248	702,300	99.7%
Contractual Total	10,575	10,842	8,968	11,397	78.7%
Supplies & Office Total	9,328	8,424	8,703	9,272	93.9%
Supplies - Maintenance Total	37,338	23,089	25,240	66,000	38.2%
Supplies - Vehicle Total	73	424	895	6,600	13.6%
Utilities Total	885	833	720	1,200	60.0%
Professional Fees Total	30,015	71,683	28,316	22,347	126.7%
Insurance Total	39,935	43,316	39,574	39,704	99.7%
Programming Total	-	-	-	-	0.0%
Debt Service Total	188,410	212,403	202,912	212,138	95.7%
Capital Total	217,506	230,316	253,048	229,500	110.3%
Economic Development Total	-	-	-	-	0.0%
Other Financing Uses Total	-	-	-	-	0.0%
Interdepartmental Expenses	60,326	46,487	42,257	32,926	128.3%
<b>Total Expenditures Sewer</b>	<b><u>1,552,778</u></b>	<b><u>1,573,324</u></b>	<b><u>1,583,466</u></b>	<b><u>1,651,881</u></b>	<b>95.9%</b>

**Sewer Utility - 620**

Account Number	Account Name	2013 Actual	2014 Actual	2015 Projected	2015 Adopted Budget	Projected as a % of Budget
<b>Revenues</b>						
620-3100-47440	Equipment Rental Water	\$ 3,489	\$ 9,479	\$ 7,315	\$ 1,000	731.5%
620-3810-43230	Federal Sanitation Grants	30,225	-	-	-	0.0%
620-3810-46450	Utility Charges - Residential	1,279,086	1,315,649	1,295,513	1,260,000	102.8%
620-3810-46453	Utility Charges - Multi-Family	120,803	470,757	602,880	585,000	103.1%
620-3810-46451	Utility Charges - Commercial	471,919	152,143	158,354	175,000	90.5%
620-3810-46452	Utility Charges - Public Authority	49,868	61,808	60,476	75,000	80.6%
620-3810-46455	Utility Charges - Unmetered	525	559	3,484	500	696.8%
620-3810-48100	Interest Income	1,649	5,097	10,749	2,000	537.5%
620-3810-48300	Late Payment Penalty	28,592	31,996	38,632	25,000	154.5%
620-3810-48900	Miscellaneous Revenue	-	196	80	1,000	8.0%
620-9000-49400	Transfers from Capital Projects	-	1,459,664	-	-	0.0%
Total Revenue		<u>1,986,156</u>	<u>3,507,348</u>	<u>2,177,483</u>	<u>2,124,500</u>	<u>102.5%</u>
<b>Expenditures</b>						
<b>Sewer Administration</b>						
620-3810-51100	Salaries and Wages	47,522	59,892	55,924	63,495	88.1%
620-3810-51160	Opt Out Ins	750	750	749	750	99.9%
620-3810-51300	Health Insurance	10,972	12,903	12,045	15,080	79.9%
620-3810-51305	Dental Insurance	491	322	202	500	40.4%
620-3810-51310	Social Security and Medicare	3,955	4,325	4,175	4,801	87.0%
620-3810-51315	Wisconsin Retirement System	3,602	4,082	3,807	4,267	89.2%
620-3810-51320	Life Insurance	145	153	125	185	67.6%
620-3810-51325	Flexible Benefit Contribution	19	62	99	330	30.0%
620-3810-51330	Uniform Expense	1,663	1,200	1,186	1,200	98.8%
620-3810-51340	Retiree Health Contributions	4,573	2,636	1,827	2,779	65.7%
620-3810-51355	Other Benefits	3,102	1,636	-	-	0.0%
620-3810-51900	Professional Education	425	318	50	1,750	2.9%
620-3810-52100	Professional Fees General Eng.	20,558	2,754	6,200	15,000	41.3%
620-3810-52130	Professional Fees Financial	4,492	7,722	3,687	4,600	80.2%
620-3810-52140	Professional Fees Technology	4,965	6,153	2,747	2,747	100.0%
620-3810-52230	Phone and Internet	885	833	720	1,200	60.0%
620-3810-52300	Other Intergov'tal pymts	16,877	17,139	19,974	17,500	114.1%
620-3810-52320	MMSD Sewer	645,482	655,916	675,232	679,800	99.3%
620-3810-52910	Software Purch/Maint	1,313	2,179	2,299	1,313	175.1%
620-3810-52930	Credit Card Fees	5,084	5,070	6,375	5,084	125.4%
620-3810-53100	Office Supplies	3,854	2,274	2,241	2,500	89.6%
620-3810-53200	Memberships & Subscriptions	-	-	194	175	110.9%
620-3810-53500	Dept/Program Supplies	36	872	445	1,000	44.5%
620-3810-54150	Safety Expenses	1,753	2,505	2,093	3,000	69.8%
620-3810-54700	Payments In Lieu Of Taxes	5,061	4,883	5,042	5,000	100.8%
620-3810-54710	Depreciation	208,926	228,665	253,048	224,000	113.0%
620-3810-55100	Liability & Property Insurance	29,150	31,115	31,722	32,438	97.8%
620-3810-55110	Workers Comp	10,785	12,201	7,852	7,266	108.1%
620-3810-55120	Unemployment	-	-	-	-	0.0%
620-3810-57410	Administrative Charges	9,770	8,128	11,082	12,746	86.9%
620-3810-57430	Building Usage	<u>17,364</u>	<u>13,098</u>	<u>12,646</u>	<u>11,180</u>	<u>113.1%</u>
Total Sewer Administration Expenditures		<u>1,063,574</u>	<u>1,089,785</u>	<u>1,123,788</u>	<u>1,121,686</u>	
<b>Sewer Maintenance</b>						
620-3820-51100	Salaries and Wages	86,130	69,601	94,227	88,180	106.9%
620-3820-51200	Overtime Wages	632	934	1,558	7,055	22.1%
620-3820-51300	Health Insurance	32,981	23,442	29,746	35,187	84.5%
620-3820-51305	Dental Insurance	1,339	874	1,033	995	103.8%
620-3820-51310	Social Security and Medicare	6,461	5,058	6,494	7,286	89.1%
620-3820-51315	Wisconsin Retirement System	5,973	4,938	6,113	6,477	94.4%
620-3820-51320	Life Insurance	250	193	270	296	91.2%
620-3820-51325	Flexible Benefit Contribution	3	116	103	346	29.8%

Sewer Utility - 620

Account Number	Account Name	2013 Actual	2014 Actual	2015 Projected	2015 Adopted Budget	Projected as a % of Budget
620-3820-52990	Other Service Contracts / Televis	4,178	3,594	294	5,000	5.9%
620-3820-53400	Vehicle Maintenance	73	424	895	6,600	13.6%
620-3820-53500	Dept/Program Supplies	21,539	20,179	11,987	32,800	36.5%
620-3820-57420	Equipment Usage	26,573	22,681	17,880	7,000	255.4%
Total Sewer Maintenance Expenditures		186,132	152,034	170,600	197,222	
<b>Storm Maintenance</b>						
620-3830-51100	Salaries and Wages	28,766	10,002	8,049	23,821	33.8%
620-3830-51200	Overtime Wages	631	216	18	1,907	0.9%
620-3830-51300	Health Insurance	10,940	3,864	3,469	10,316	33.6%
620-3830-51305	Dental Insurance	434	142	117	326	35.9%
620-3830-51310	Social Security and Medicare	2,103	717	540	1,968	27.4%
620-3830-51315	Wisconsin Retirement System	1,956	715	548	1,750	31.3%
620-3830-51320	Life Insurance	87	33	33	89	37.1%
620-3830-51325	Flexible Benefit Contribution	44	26	15	51	29.4%
620-3830-53500	Dept/Program Supplies	15,763	2,037	12,808	32,200	39.8%
620-3830-57420	Equipment Usage	6,619	2,580	649	2,000	32.5%
Total Storm Maintenance Expenditures		67,343	20,332	26,246	74,428	
<b>Customer Accounts</b>						
620-3880-51100	Salaries and Wages	22,227	23,895	24,943	21,812	114.4%
620-3880-51200	Overtime Wages	-	-	-	545	0.0%
620-3880-51300	Health Insurance	9,268	10,673	11,327	11,135	101.7%
620-3880-51305	Dental Insurance	398	403	390	392	99.5%
620-3880-51310	Social Security and Medicare	1,538	1,646	1,634	1,711	95.5%
620-3880-51315	Wisconsin Retirement System	1,484	1,673	1,629	1,520	107.2%
620-3880-51320	Life Insurance	103	112	119	124	96.0%
620-3880-51325	Flexible Benefit Contribution	-	16	21	71	29.6%
620-3880-53130	Postage/Mailing	744	2,542	3,927	3,477	112.9%
620-3880-53131	Shared Postage Costs	2,977	1,103	248	120	206.7%
Total Customer Accounts Expenditures		38,739	42,063	44,238	40,907	
<b>Other Sewer</b>						
620-3890-52920	Surveys/Studies & Plans	-	55,054	15,682	-	0.0%
620-3890-52990	Other Technology	5,100	-	-	5,500	0.0%
620-3890-56130	Equipment	-	1,652	39,817	50,500	78.8%
620-3890-56600	Utility Infrastructure	-	2,410,752	231,348	325,000	71.2%
620-3890-56699	Capitalized Expenditures	-	(2,410,752)	(271,165)	(375,500)	72.2%
620-3891-54900	Other Grant/Donation Exp	3,480	-	-	-	0.0%
620-8000-58200	Interest	188,410	198,372	202,912	212,138	95.7%
620-8000-58300	Debt Issuance Costs	-	14,031	-	-	0.0%
620-8000-58900	Other Finance Charges	-	-	-	-	0.0%
620-9000-59500	Transfer To Utilities	-	-	-	-	0.0%
Total Other Sewer Expenditures		196,990	269,109	218,594	217,638	
Total Expenditures		1,552,778	1,573,324	1,583,466	1,651,881	95.9%
Net Change in Equity		433,378	1,934,025	594,017	472,619	
Beginning Net Assets		6,014,522	6,014,522	7,948,547	7,948,547	
Less: Surplus Applied		-	-	-	-	
<b>Ending Net Assets</b>		<b>\$ 6,014,522</b>	<b>\$ 7,948,547</b>	<b>\$ 8,542,564</b>	<b>\$ 8,421,165</b>	
Debt service Principal payments		\$ 402,947	\$ 451,812	\$ 511,086	\$ 511,086	



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## Capital projects

### **Revenues:**

Special Assessments – Assessments for the 2015 sidewalk replacement program were higher than anticipated due to higher sidewalk replacement costs.

Other State Grants – The village received the \$40,310 LRIP grant funds in 2015.

Local Sanitation Aids – In addition to the \$92,000 for the 2015 matching PPII funds, the village also received \$35,000 for previous work done in basin 6 terrace drains and \$85,000 for green inlets.

Miscellaneous Revenue – This line item was for provisional support from outside sources for the Atwater Park playground equipment and the Village Center partition wall replacement.

Transfers from Utilities – This was a budget entry for utility equipment purchases. Beginning in 2015, these purchases are now made directly by the utilities and will not pass through the general capital fund.

Property Sales – As new equipment is purchased, the old equipment or other surplus items are sold.

Proceeds of Long-Term Debt – This reflects the levy supported debt proceeds for general capital projects. The budget is presented to include debt funding which included utility supported debt, previous debt proceeds, or debt proceeds planned for 2016.

### **Expenditures:**

Manager, Building Improvements – This line item was over budget by roughly \$7,000 due to the need to recarpet and furnish the old assessor's so that the Finance Director could change offices to make space for the Assistant Village Manager.

Elections, Equipment – This line item was new elections voting machines. Final costs came in \$22,000 under budget due to a contractual deal made with Milwaukee County.

Other Public Safety, Other Intergovernmental payments – The 2015 budget included \$30,000 overestimate of Tri-Comm capital costs. In additions, Tri-Comm did not charge for about \$8,000 in costs related to their 10 year capital budget in 2015. The total net impact is that this account is a bit more than \$38,000 under budget for 2015.

Building Maintenance – Village Center, Building Improvements – This line item budget included \$6,000 for HVAC upgrades and \$40,000 for the replacement of the meeting room partition wall. The HVAC upgrades were \$11,000 over budget, and the meeting room partition wall project did not occur.



AT THE EDGE OF THE CITY AND  
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Street and Alley, regular maintenance – This budget was for \$325,000 in 2015. \$125,000 Annual major maintenance, \$100,000 for contracted roads maintenance, and \$100,000 for a North Oakland Ave. pavement project. The maintenance efforts came in right at budget, but the Oakland avenue project was deferred. In its place, the village replaced several curb sections along Capitol Drive at a cost of about \$41,000. \$35,000 of this project was funded with residual bond proceeds from 2014. The overall net impact was that this line item came in at \$65,000 under budget.

Sidewalks, regular maintenance – Originally budgeted at \$160,000 actual costs came in at \$330,000 due to higher than anticipated replacement costs. This correlates with the increased special assessment fees.

Utility equipment and infrastructure line items – As previously discussed, several of these items were budgeted as Debt funded by the utility. Due to the bond proceeds being recorded in the utilities, so too are the utility funded expenditures. The remaining expenditures reflect the Levy supported sewer lateral rehab PPII program costs of \$169,738 the DPW roof rain harvest system approved by the Village Board for \$9,288 and \$6,130 planning costs for the 2016 river park drainage project.

**Summary:**

In total the Capital fund had a decrease in fund balance of \$351,908 as a result of 2015 activities. The total capital fund balance at the end of 2015 is \$588,260. You will see in the fund balance detail that \$121,673 of this is restricted prior year unspent bond proceed, \$134,884 is assigned for planned 2016 projects, and the remaining balance of \$331,703 is unassigned.

## General Capital Projects Fund - 400

Dept	Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget
<b>Revenues</b>						
Capital Related	400-5700-41110	Property Taxes	\$ 628,606	\$ 539,960	\$ 410,406	\$ 410,406
Capital Related	400-5700-42000	Special Assmts	182,652	-	285,058	150,000
Capital Related	400-5700-43210	Federal Public Safety Grants	(13)	1,245	750	2,000
Capital Related	400-5700-43280	Community Dev Block Grants	-	21,614	-	-
Capital Related	400-5700-43530	State Transportation Aids	344,035	423,473	391,105	391,822
Capital Related	400-5700-43590	Other State Grants	-	3,011	40,310	-
Capital Related	400-5700-43730	Local Sanitation Aids	18,328	411,983	211,676	92,000
Capital Related	400-5700-47310	Charges for Services - WFB	-	196,663	-	-
Capital Related	400-5700-48900	Miscellaneous Revenue	43,333	42,573	-	53,000
Other Financing Sources/Uses	400-9000-49100	Transfers from General Fund	153,237	33,000	28,000	28,000
Other Financing Sources/Uses	400-9000-49500	Transfers from Utilities	-	-	-	79,500
Other Financing Sources/Uses	400-9000-49700	Property Sales	18,309	5,375	34,355	-
Other Financing Sources/Uses	400-9000-49800	Proceeds of Long-Term Debt	-	3,660,000	-	1,014,653
Other Financing Sources/Uses	400-9000-49810	Premiums on Long-Term Debt	-	49,052	-	-
Other Financing Sources/Uses	400-9000-49900	Surplus Applied	-	-	-	138,000
Total Revenue			<u>1,388,487</u>	<u>5,387,949</u>	<u>1,401,660</u>	<u>2,359,381</u>
<b>Expenditures</b>						
General Government						
Board	400-1100-52910	Software Purch/Maint	\$ 4,863	\$ 2,482	\$ 3,733	\$ 3,000
Board	400-1100-56120	Other Technology	-	3,471	3,920	3,500
Board	400-1100-56360	Village Signs / Studies	61	36,069	4,246	20,000
Court	400-1200-56110	Computer/Printer Equip	1,506	2,733	2,000	2,000
Manager	400-1410-52910	Software Purch/Maint	17,213	31,986	11,168	8,427
Manager	400-1410-56110	Computer Equip/ Furniture	2,994	-	285	2,000
Manager	400-1410-56120	Other Technology	6,166	523	5,445	4,000
Manager	400-1410-56130	Equipment/Furniture	-	-	794	-
Manager	400-1410-56200	Building Improvements	22,857	61,648	14,678	7,500
Clerk	400-1420-56110	Computer/Printer Equip	1,438	-	1,850	1,850
Clerk	400-1420-56120	Software Purch/Maint	-	3,395	-	-
Elections	400-1421-56130	Equipment/Furniture	-	-	5,800	28,000
Customer Service	400-1430-56110	Computer/Printer Equip	-	3,025	-	-
Finance	400-1510-56110	Computer/Printer Equip	-	2,068	-	-
Finance	400-1510-56120	Other Technology	6,322	200	-	-
Total General Government			<u>63,420</u>	<u>147,599</u>	<u>53,919</u>	<u>80,277</u>
Public Safety						
Police	400-2100-52920	Surveys/Studies & Plans	-	-	-	-
Police	400-2100-56110	Computer/Printer Equip	7,873	-	12,050	12,000
Police	400-2100-56130	Equipment/Furniture	1,851	91,298	9,653	5,250
Police	400-2100-56200	Building Improvements	1,415	10,304	850	2,000
Police	400-2100-56400	Vehicles	94,627	70,668	81,319	77,322
Planning and Development	400-2400-56110	Computer/Printer Equip	3,409	27,560	4,550	4,550
Planning and Development	400-2400-56400	Vehicles	-	-	17,098	18,000
Other Public Safety	400-2900-52300	Other Intergov'tal pymts	133,235	14,131	21,275	59,945
Other Public Safety	400-2900-52310	North Shore Fire	163,474	165,426	195,836	195,987
Total Public Safety			<u>405,884</u>	<u>379,386</u>	<u>342,631</u>	<u>375,054</u>

**General Capital Projects Fund - 400**

Dept	Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget
<b>Public Works</b>						
Public Works Admin.	400-3100-56110	Computer/Printer Equip	9,364	-	8,144	9,000
Public Works Admin.	400-3100-56130	Equipment/Furniture	7,014	22,152	45,671	50,050
Public Works Admin.	400-3100-56400	Vehicles	147,666	158,262	86,150	89,500
Bldg Maint - Village Hall	400-3210-56200	Building Improvements	54,407	29,920	4,481	-
Bldg Maint - Police	400-3220-56200	Building Improvements	20,405	12,860	19,475	20,000
Bldg Maint - Public Works	400-3230-56200	Building Improvements	-	72,041	-	-
Bldg Maint - Village center	400-3240-56200	Building Improvements	-	-	17,279	46,000
Street and Alley	400-3410-56310	Regular Maintenance	295,317	120,104	260,321	325,000
Street and Alley	400-3410-56320	Large Construction Projects	-	1,951,087	-	-
Street and Alley	400-3410-56321	Professional Fees Construction	335,005	152,531	197,284	200,000
Sidewalks	400-3470-56310	Regular Maintenance	206,349	-	330,092	160,000
Forestry	400-3610-52940	Landscaping / EAB	12,242	76,073	33,129	35,000
Parks and Beautification	400-3620-56500	Land Improvements	36,016	11,138	169,836	161,000
<b>Total Public Works</b>			<b>1,123,785</b>	<b>2,606,168</b>	<b>1,171,862</b>	<b>1,095,550</b>
Water	400-3790-56130	Vehicles/Equipment	-	-	-	29,000
Water	400-3790-56600	Utility Infrastructure	-	-	-	220,000
Sewer	400-3830-53500	Shorewood Waters	-	9,505	-	-
Sewer	400-3830-56130	Vehicles/Equipment	-	-	9,288	50,500
Sewer - Storm Maintenance	400-3830-56600	Utility Infrastructure	501,470	337,746	175,868	509,000
Sewer - Storm Maintenance	400-9000-59500	Transfer to Utilities	-	1,459,664	-	-
Debt Service	400-8000-58300	Debt Issuance Costs	-	47,328	-	-
Other Financing Sources/Uses	400-9000-59300	Transfers to Debt Service	377,314	26,313	-	-
<b>Total Expenditures</b>			<b>2,471,873</b>	<b>5,013,709</b>	<b>1,753,568</b>	<b>2,359,381</b>
<b>Net Change in Fund Balance</b>			<b>(1,083,386)</b>	<b>374,239</b>	<b>(351,908)</b>	<b>-</b>
<b>Beginning Fund Balance</b>			<b>565,929</b>	<b>565,929</b>	<b>940,168</b>	<b>940,168</b>
<b>Surplus Applied</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>(138,000)</b>
<b>Ending Fund Balance</b>			<b>\$ 565,929</b>	<b>\$ 940,168</b>	<b>\$ 588,260</b>	<b>\$ 802,168</b>
<b>Restricted Fund Balances (Debt Proceeds)</b>				<b>2014 for 2015</b>	<b>2015 for 2016</b>	
Roads projects				35,009	-	
Future NSF Capital				126,710	49,057	
Lateral Rehab PPII				150,354	72,616	
<b>Total Restricted Fund Balance</b>				<b>312,073</b>	<b>121,673</b>	
<b>Fund Balance Assigned for future purposes:</b>				<b>2014 for 2015</b>	<b>2015 for 2016</b>	
Voting Machines				18,000		
Village Wide Signage				20,000	42,500	
Wilson Drive Studies / Planning				-	15,000	
Atwater Beach Boardwalk				-	30,000	
Hubbard Lodge Fire alarm				-	28,000	
Lateral Rehab PPII				-	19,384	
Atwater Park Playground Equipment				100,000	-	
<b>Total Assigned Fund Balance</b>				<b>138,000</b>	<b>134,884</b>	
<b>Remaining Unassigned Fund Balance</b>				<b>490,095</b>	<b>331,703</b>	

DATE: February 8, 2016

TO: Trustees Maher and Bockhorst

FROM: Trustee Amenta, Chair of the Public Works Committee

RE: Resolution in opposition to State Senate Bill 432

Under current State law, if a municipality proposes to sell a publicly owned water utility, the proposal is first submitted to the Public Service Commission (PSC) for approval, and then must be approved by referendum.

This bill would change that process by putting the burden on citizens to file a petition requesting a referendum. This request for a referendum would need to occur within 30 days of adoption of the ordinance or resolution regarding the sale. The petition must be signed by 25% of votes cast in the last election for governor.

Suggested motion: I move to adopt Resolution \_\_\_\_, opposing Wisconsin State Senate Bill 432

Village of Shorewood Resolution \_\_\_\_\_

Opposition of Wisconsin State Senate Bill 432

WHEREAS, AB 554/SB 432 makes it possible for communities to transfer water utility management from the public sector to the private sector, which means out-of-state and potentially multi-national companies will assume control of our public water supplies with less oversight, and

WHEREAS, Water privatization most often leads to declining quality of service, higher water rates, less accountability and oversight (private companies do not face elections or have to share information), and a loss of public sector jobs; and

WHEREAS, Water privatization is when private companies operate or even purchase public water systems in hopes of profiting from what should be a public good and a basic human right; and

WHEREAS, Current Wisconsin law requires a referendum be put before voters before public drinking water facilities are sold or leased, and the referendum must include information about the costs and conditions of sale. The procedures in current law ensure citizens agree to privatization of their public water utility, and

WHEREAS, this proposed bill would put the burden on citizens to petition for a referendum, and doesn't require that the Public Service Commission evaluate the value of the water system or proposed conditions of sale or lease before the referendum occurs, which is a requirement of existing law.

THEREFORE, BE IT RESOLVED, in a time when we should be working to strengthen, not weaken, our ability to protect valuable resources such as public drinking water, the Village of Shorewood Board of Trustees calls upon the Wisconsin State Legislature to vote down Senate Bill 432.



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

## VILLAGE MANAGER'S OFFICE MEMO

DATE: March 7, 2016  
TO: Judiciary, Personnel and Licensing (JPL) Committee  
Trustee Pat Linnane, Chair of JPL Committee  
President Guy Johnson  
FROM: Tyler Burkart, Assistant Village Manager / Human Resources Manager  
M. Chris Swartz, Village Manager  
RE: Summary of 2016 HR Manual Changes

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### INTRODUCTION

Every few years, the Village of Shorewood reviews the HR manual and makes changes based on the organizational structure, best practices and Village initiatives supported by the Village Board. Over the past few months, department heads reviewed a number of policies included in the HR manual and made recommendations based on current procedures, efficiencies and best practices in today's workforce. Jim Korom's office, who the Village utilizes for human resources law related issues, reviewed the staff recommended changes to the HR manual and included some of their changes based on current State statutes and best practices. Meetings were conducted with all the departments to inform them of the changes and provide them time to provide feedback on the HR manual recommendations. Staff is recommending making a number of changes, which can be seen in the attached HR manual. Track changes (marked in red) show the recommended language changes if the Village Board selects to adopt the new language.

### CHANGES TO THE HR MANUAL INCLUDE:

- Addition of the Assistant Village Manager acting as the HR Manager
- Clarification on how the Village prorates benefits for regular part-time employees (pg. 8)
- Omit section on management rights based on attorney's recommendation since management don't need to identify their rights in manual to carry them out (pg. 8)
- Redefine the employee dress and uniform code (pg. 15-16)
- New provision allowing staff to contact Village Manager to address concern (pg. 19)
- Clarify definitions for exempt and non-exempt employees (pg. 20)
- Redefine and update deductions for payroll purposes. Insert language asking employees to make changes five days prior to processing payroll (pg. 21)
- Remove language about layoff protocol based on attorney's recommendation since this does not need to be spelled out in a manual and provides more flexibility to employer (pg. 23)
- Resignation must be announced 14 calendars days in advance and not 2 weeks; employee not able to use leave during those final 14 days (pg. 23)
- Clean up several of the Police language to refer to wage ordinances and/or collective bargaining agreement.

- Employees earning a floating holiday for not being late or using a sick day changed from every 4 months to every 6 months (pg. 29)
- Clean up vacation language to help payroll with handling vacation accrued time when an employee is hired or leaves (pg. 29)
- Health insurance effective for new employees changed from effective immediately to first of the following month (pg. 31)
- Emergency standby pay increased from \$185 to \$200 for DPW employees (pg. 45)
- Added No Smoking Policy, which Village Board adopted in 2003 as a separate policy. Includes language about e-cigarettes and vaping, which is not permitted in public buildings (pg. 90)
- Amendments to the Merit Pay policy (pg. 91) in conjunction with the new performance evaluation (pg. 98-103)
- Changes to salary range assignments only reflecting changes with job titles and responsibilities which were approved by the Village Board in 2015 along with the Village Board approved wage ordinances for 2016 for employees administered under a step system (pg. 92-93)
- Inclusion of a Wellness Policy and Wellness Scorecard (pg. 94-97)
- Pending: The option for employees to carry over up to 24 hours of vacation to the upcoming calendar year. Department heads are still discussing this change.



# Human Resources Manual

Adopted By the Village Board of Trustees on ~~December 16, 2013~~ March 21, 2016



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## **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. 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 Department Head/Assistant Village Manager/Human Resources Manager within seven (7) days of employment.**

**Periodically, existing 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.

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

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

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.

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

**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.

**~~Part-time/Seasonal/Temporary~~ Employees.** General class E employees who work less than 1040 hours and Police employees working less than 976 hours in a calendar year ~~(except Police Regular Part-time Employees working more than 976 hours per year and Library Regular Part-time Employees)~~ 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. ~~Full~~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 ~~or 976 hours/year for Police Department part-time employees who work a 2-4 (2 on 4 off) schedule~~, 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.

#### **F. Management Rights:**

~~Management retains all rights of possession, care control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Village, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Manual and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:~~

- ~~○ To direct all operations of the Village;~~
- ~~○ To establish and require observance of reasonable work rules and schedules of work;~~
- ~~○ To hire, promote, transfer, schedule and assign employees in positions within the Village;~~
- ~~○ To suspend, discharge and take other disciplinary action against employees;~~
- ~~○ To relieve employees from their duties because of lack of work or any other legitimate reason;~~
- ~~○ To maintain efficiency of Village operations;~~
- ~~○ To take whatever action is necessary to comply with State or Federal law, or to comply with State or Federal court or agency decisions or orders;~~

- ~~○ To introduce new or improved methods or facilities;~~
- ~~○ To select employees, establish quality standards and evaluate employee performance;~~
- ~~○ To determine the methods, means and personnel by which Village operations are to be conducted;~~
- ~~○ To take whatever action is necessary to carry out the functions of the Village in situations of emergency;~~
- ~~○ To determine the educational policies of the Village; and~~
- ~~○ To contract out for goods and services.~~

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

### **Pre-Employment Policies**

#### **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 a Village Trustee, Village President, Municipal Judge or a volunteer it should be immediately reported to the Village Manager.

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.

~~The Village recognizes that the question of whether a particular action or incident is a purely personal, social relationship, without a discriminatory employment effect, requires a factual determination based on all facts in each individual case. Given the nature of this type of discrimination, the Employer recognizes also that false accusations of sexual harassment can have serious effects on innocent women and men. We trust that all employees of the Village will continue to act responsibly to establish a pleasant working environment free of discrimination.~~

### **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 ~~his/her designee~~ the Assistant Village Manager. The position will be posted and/or advertised only after the Village Manager or ~~his/her designee~~ the Assistant Village Manager has approved the request; 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 ~~his/her designee will~~ 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 cause-grounds for dismissal or refusal to hire the applicant. ~~Employment may be refused, suspended, or terminated if an individual is subject to a pending criminal charge or is convicted of a criminal offense which is substantially related to the circumstances of his/her particular job in the Village.~~

### 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 ~~may~~ **must** complete a Village application form including references. All volunteers will be supervised by a regular employee or a designated volunteer supervisor.

~~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.~~

#### 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 ~~or indirectly~~ 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 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 ~~2012-2014~~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.

~~For Police Department Public Safety Clerks and Community Service Officers: Fulltime employees will receive four (4) uniform shirts and four (4) pairs of pants. If any uniform shirts or pants are worn out, the employee will receive a replacement. Part time employees will receive a prorated uniform allowance consisting of two (2) shirts and two (2) pairs of pants.~~

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. 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.

### **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. ~~Fringe benefits such as holidays, sick leave and vacation pay are also given.~~ 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. ~~Holidays, sick leave, and 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 pay received by full-time employees of the same classification.~~ 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 Salaried~~ Employees

~~Salaried-Non-exempt hourly~~ employees will be paid their ~~monthly hourly rate multiplied by the number of hours worked. wage multiplied by 12 divided into 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.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., ~~to be paid in lieu of overtime pay~~ 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 ~~and no payment for overtime shall be due or payable for these hours.~~

### 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. ~~Salaried employees are paid through the pay date.~~

### 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 ~~Clerk/Treasurer's office~~ Village Manager's Office within 10 days ~~of~~ 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 ~~Clerk/Treasurer's office~~ 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 ~~Clerk/Treasurer's office~~ 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 ~~online~~ 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 ~~Payroll~~ Village Manager's Office prior or on the employee's first work day:

- ~~o Social Security Number I-9 (includes either passport or social security number along with photo identification~~
- ~~o Documentation proving U.S. citizenship or legal alien status~~ W-4 Federal Withholding Certificate
- o Wisconsin Withholding Exemption Certification
- o Information for pension deduction

~~An employee must complete forms for State and Federal tax deductions.~~ Other compulsory deductions currently include Medicare and OASDI. Optional deductions include, but may not be limited to :

- o Major medical ~~Health~~ and hospitalization-dental coverage
- o Flexible spending accounts
- o Life Insurance
- o Short-term disability and long-term disability
- o 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 ~~Clerk/Treasurer's~~ Manager's Office immediately. It is the employee's responsibility to promptly

report these changes to ~~their Department Head who, in turn, will advise the Payroll Office in writing of these changes 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 ~~to~~ 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 ~~as required or as agreed between the parties.~~ 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. ~~An appeal process will be available to all employees, by which t~~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. ~~When the Village determines, in its sole discretion, that the qualifications, experience, skill, ability, disciplinary record and job performance of two employees are exactly equal, the more senior qualified employee, based upon years of service within the employee's current job classification, will be given preference for retention.~~ 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 ~~two (2) weeks~~ 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, ~~or gives less notice than is mutually agreed upon~~ or uses leave during the remaining 14 days of employment, the employee ~~shall forfeit payout of any remaining~~ be considered to have resigned with prejudice and automatically waives his or her rights to 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.

### **4.G.1. Employee ~~Rights~~ 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, you-an employee may be eligible for additional benefits or recognition. ~~Please-Employees should~~ check with your-the Assistant Village Manager ~~Department Head~~ 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 ~~40~~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, 201~~2~~, 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.

## **B. Work Schedules**

Department Heads should ~~turn in a weekly schedule, via e-mail, to 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 ~~v~~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. ~~Compensatory time off shall not be carried over from year to year without the written approval of the Department Head or Village Manager.~~ The Village Manager, Department Heads and exempt personnel as defined by the Fair Labor Standards Act shall not receive overtime ~~or compensatory time.~~ ~~Employees who are in exempt positions may be granted occasional time to attend to personal business. The details of compensatory procedures for exempt positions are outlined in 5.D.2.~~

~~Unused compensatory time which is, at the discretion of the Village Manager/Department, to be paid to the employee, shall be paid to the employee on or before February 1 of the year subsequent to the earning of the compensatory time. Payment shall be based upon the rate which was paid to the employee during the year in which the compensatory time was earned.~~

## **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.

#### 5.D.3. Police Lieutenants

~~Police Lieutenants do not qualify for compensatory time. However, as a consideration for a possible high rate of additional hours that might be worked by Lieutenants to maintain minimum staffing, this position will be granted flex-time. Flex-time is not compensatory time and will not be paid out. It is expected that Lieutenants will generally work 40 hours per week. The first eight (8) hours worked in any calendar month beyond this expectation will not qualify for flex-time. Any additional overtime worked in the calendar month can be flexed off at the rate of one-to-one (one hour worked equals one hour of flex-time earned). Flex-time earned must be used promptly and is forfeited if not used within 60 days after the time it was earned. Flex-time will not be granted if it causes additional overtime.~~

### **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 ~~his/her designee~~ 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 – Because of its unique staffing requirements (24/7), police department personnel need to adhere to department guidelines for requesting time off. If minimum staffing is met, every effort will be made to grant time off up to the beginning of the work shift. The Chief of Police or his/her designee has final authority in granting requests for time off. General guidelines for requesting time off are maintained with the department's master schedule and are reviewed annually. 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/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 (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 ~~(work 4 days, off 2 days), shall be given eleven (11) paid holidays or in lieu thereof, at the discretion of the Department Head, compensatory time off, all to be paid at the "straight time" rate of pay. Payment for holidays not taken will be made on the last pay period in October on a separate paycheck. Calculations for holidays will be made on an October 1 cut-off date in each calendar year. 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. ~~Police employees who work a 2-4 schedule (work 2 days, off 4 days) shall be given five and one-half (5-1/2) paid holidays as listed above.~~

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.

**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 ~~time off on a time and one-half (1-1/2) basis~~ 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 ~~and one-half (1 1/2) the employee's hourly rate in effect on the last pay period in October~~. Calculations for holidays will be made on an October 1 cut-off date in each calendar year to be paid on a separate check.
- ~~○ An employee shall be eligible for one (1) of such eleven (11) holidays for each 1.2 months he/she is on the payroll during the calendar year.~~

**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.

**6.B.4. Additional Earned Time Off** – General classification employees who work for ~~four (4)~~ 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 ~~four (4)~~ six (6) months or time frame as provided in employee contracts, police collective bargaining agreement and Human Resources Manual. The ~~four (4)~~ six (6) month periods for law enforcement personnel and general classification are: ~~January – April 30, May – August 31, and September – December 31~~ 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 impossible-impractical for the employee to take his/her vacation time while meeting the service needs of the department, and then only with the written permission of the Village Manager. Employees will not be allowed to carry over vacation time unless granted through written permission by the Village Manager. 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.
- ~~The accrued vacation ratios are determined by multiplying annual earned vacation by vacation time months accrued at the time of termination. In the event that full vacation has been taken prior to the employee's anniversary date of appointment, deductions shall be made from employee's pay equal to that of vacation paid in advance, at the time of termination.~~
- 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 may-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
- 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 3 hereof. ~~Retired Village employees may be included in the Village's group health insurance program until they reach Medicare eligibility, but shall be subject to the provisions of this sub-section and the discretion of the insurance policy and/or carrier.~~

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 twelve percent (12%) of the health insurance premium through payroll deduction, except as required by law.

~~2.4.~~ 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.

~~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.

~~4.6.~~ 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.

~~5.7.~~ 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~~September 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 ~~two-three~~ (23) 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. 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 contract 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. Long-Term Disability Insurance**

~~If~~ It is agreed and understood that all premiums under 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.

#### **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 ~~Clerk-Treasurer's~~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.

~~If there are remaining funds when the retiree reaches Medicare age, the employee may use those funds for COBRA or dental insurance.~~

The portion of the qualified employee's accumulated unused sick leave ~~which may be paid is~~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.

~~Said funds may also be used, at the discretion of the retiree, to continue any available dental insurance benefits for which the retiree is eligible.~~ [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. ~~Sick leave may not be taken in increments of one half day or less, unless approved by the Department Head or allowed by Federal or State FMLA.~~
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

3. 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~~their 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. Workers 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 [Village Clerk-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 workers 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:

- ~~B~~asic tact and courtesy towards the public and fellow employees;
- ~~A~~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.

## **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. consequences will be modified based on the severity of the violation and the individual circumstances of the 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 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.
- 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.

### **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 eOffice 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 ~~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 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 ~~one hundred eighty five~~two hundred dollars (\$~~185~~200) for emergency standby, and shall be compensated ~~as stated in Section C., 2, Emergency Call-In,~~ if she/he is called 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 [Relation-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 [Human Resource Associate-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 [Deputy Clerk/Treasurer-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).

### **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 ~~retroactive to the date of the vacancy or incapacitation and receive the rate of pay that would provide an increase over the pay rate they receive in their own job classification for the duration of the vacancy.~~

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. Management Self Assessment Form~~
- T. ~~Non-Management~~ Performance Evaluation Form
- U. Organizational Chart



**Appendix A  
Acknowledgement and Understanding**

Current employees shall complete and submit a copy of this form to ~~their Department Head~~ the Assistant Village Manager upon receipt of this updated manual. New employees shall complete and submit a copy of this form to ~~their Department Head~~ 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 ~~the~~ 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, ~~or~~ floating holidays, compensatory time or accumulated sick leave. ~~Or compensatory time.~~
  - ~~To have the time not worked subtracted from his/her accumulated compensatory time off.~~
  - 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.



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## **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 ~~to the~~ 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; ~~and~~
- 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 employees ordering who ordered the equipment when it arrives and provide necessary orientation and training. as well as The Village Manager or designee will monitor plans, and 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. 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 or 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 ~~illegal~~ 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 ~~that of 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 Open-Public Records Act-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 ~~listed in section 3.J~~. 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, <u>parental care</u> 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 ~~the-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 ~~who overstays a leave of absence~~ 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; ~~unless the employee was unable to comply because of the need for emergency health care or other reasonable excuse.~~

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 [Clerk's-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**

Village-issued keys and/or codes are to be used by employees only.

No unauthorized persons are to enter locked Village buildings after hours.

### **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 ~~to the~~ 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 ~~it~~ 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.

### 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 ~~January 1, 2014~~ 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 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 ~~each fiscal year~~ 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 ~~an~~ annual goals ~~program~~. 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.

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 at the maximum in a salary range, the employee is eligible for such lump sum bonus payments as the Village Manager may designate. Such bonus payments shall not be added to the employee's base salary. 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, ~~it being understood that such employee will receive an increase in salary at the time of their promotion.~~ Within approved budget limits set by the Village Board, the Village Manger 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, 2014, 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
Assistant to the Village Manager / Deputy Clerk	<del>\$50,000</del> <u>\$55,000</u>	<del>\$58,000</del> <u>\$62,500</u>	<del>\$65,000</del> <u>\$70,000</u>
	<del>24.04</del> <u>26.44</u>	<del>27.88</del> <u>30.05</u>	<del>31.25</del> <u>33.65</u>
Chief of Police	\$85,000	\$91,000	\$99,000
	39.42	43.99	47.60
Deputy Chief of Police	\$70,720	\$87,360	\$91,520
	39.42	42.00	44.00
<del>Deputy Clerk/Treasurer Administrative / Payroll Specialist</del>	<del>\$43,680</del> <u>\$38,000</u>	<del>\$49,920</del> <u>\$44,000</u>	<del>\$56,160</del> <u>\$50,000</u>
	<del>21.00</del> <u>18.27</u>	<del>24.00</del> <u>21.15</u>	<del>27.00</del> <u>24.04</u>
Library Director	\$62,400	\$72,800	\$87,360
	30.00	35.00	42.00
Director of Public Works	\$72,683	\$80,553	\$91,128
	34.94	38.73	43.81
Assistant Director of Public Works	\$64,480	\$72,800	\$81,120
	31.00	35.00	39.00
Finance Director	\$75,000	\$82,500	\$90,000
	36.06	39.66	43.27
<del>Building Inspector I (Lead) Building Inspector II</del>	<del>\$56,160</del>	<del>\$62,400</del>	<del>\$70,720</del>
	<del>27.00</del>	<del>30.00</del>	<del>34.00</del>
<del>Building Inspector II Building Inspector I</del>	<del>\$52,000</del>	<del>\$58,240</del>	<del>\$66,560</del>
	<del>25.00</del>	<del>28.00</del>	<del>32.00</del>
Planning and Zoning Director	\$54,080	\$60,320	\$70,000
	26.00	29.00	33.65
Senior Resource Coordinator	\$43,160	\$44,928	\$50,170
	20.75	21.60	24.12
Assistant Village Manager / Human Resources Manager	\$65,000	\$70,000	\$75,000
	31.25	33.65	36.06
Village Clerk / Treasurer	\$55,000	\$63,000	\$72,000
	26.44	30.29	34.62

Village Manager	\$93,600	\$104,000	\$116,480
	45.00	50.00	56.00
Sergeant	\$71,121	\$73,361	\$75,603
	34.19	35.27	36.35
Lieutenant	\$79,000	\$81,702	\$84,490
	37.98	39.28	40.62

**Non-Exempt Positions – Hourly**

Title	MIN	MOD	MAX
Administrative Assistant I	15.00	17.00	19.00
Administrative Assistant II	18.00	20.00	22.00
Administrative Assistant III	20.00	22.00	24.00
Assistant to the Finance Director	20.00	23.00	26.00
Code Enforcement Officer	22.00	24.00	27.00
Community Service Officer	<del>15.41</del> <u>16.24</u>	<del>16.35</del> <u>17.23</u>	<del>17.32</del> <u>18.25</u>
Court Clerk	18.00	20.00	22.00
Customer Service Associate	15.00	17.00	19.00
Public Safety Clerk	<del>15.41</del> <u>16.24</u>	<del>16.35</del> <u>17.23</u>	<del>17.32</del> <u>18.25</u>
Seasonal	7.25	7.88	8.50
General Laborer	<del>14.64</del> <u>15.42</u>	<del>18.19</del> <u>18.50</u>	<del>19.09</del> <u>20.11</u>
Equipment operator, Forester I	<del>17.56</del> <u>18.50</u>	<del>23.25</del> <u>23.65</u>	<del>24.41</del> <u>25.71</u>
Forester II, Route Collector, Utility Equipment Operator	<del>17.77</del> <u>18.72</u>	<del>23.51</del> <u>23.93</u>	<del>24.72</del> <u>26.04</u>
Utility Operator I	<del>18.15</del> <u>19.12</u>	<del>23.85</del> <u>24.34</u>	<del>25.05</del> <u>26.38</u>
Utility Operator II, Forestry Leader, Craftsman, Mechanic, Electrician	<del>19.24</del> <u>19.63</u>	<del>25.07</del> <u>24.85</u>	<del>26.38</del> <u>27.01</u>
<u>Chief Mechanic, Chief Craftsman, Chief Electrician</u>	<u>20.26</u>	<u>25.53</u>	<u>27.79</u>
Fleet and Facilities Foreman, Service Foreman, Utility Foreman	<del>19.97</del> <u>21.04</u>	<del>25.84</del> <u>26.27</u>	<del>27.19</del> <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 (of the previous year) through mid-October 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, 2016



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, 2016



Wellness Activities	Maximum Points	Points Earned
<b>Walking, Biking or Running</b> (up to 5 times per year) Walk, bike or run outside work hours for 150 minutes in one week (10 points) Walk, bike or run outside work hours for 120 minutes in one week (8 points) Walk, bike or run outside work hours for 90 minutes in one week (6 points) Walk, bike or run outside work hours for 60 minutes in one week (4 points)	Max 50	
<b>Become a Member of a Gym</b> <ul style="list-style-type: none"> <li>• Provide verification of gym membership (10 points)</li> <li>• Go to the gym at least 8 times per month (10 points up to 4 times per year)</li> </ul>	Max 50	
<b>Non-Smoker or complete a Smoking Cessation Program</b> <ul style="list-style-type: none"> <li>• (40 points) I certify I am a non-smoker: _____</li> <li>• (20 points) Verify participation in a smoking cessation program</li> </ul>	40 / 20	
<b>Make a Healthy Lifestyle Choice</b> (10 points each choice, up to 3 times per year) <ul style="list-style-type: none"> <li>• List ways the choice helped you become healthier.</li> <li>• Write and attach a one-page summary of the choice.</li> </ul>	Max 30	
<b>Participate in a Community Service Event related to Wellness</b> (10 points per event, up to 2 times per year) <ul style="list-style-type: none"> <li>• Date (MM/DD/YY): _____ . Location: _____ .</li> <li>• Activity: _____ .</li> <li>• Date (MM/DD/YY): _____ . Location: _____ .</li> <li>• Activity: _____ .</li> </ul>	Max 20	
<b>Public Events – Run, Tri, Walk, Bike, 5K</b> (10 points per event, up to 2 times per year) Event Name: _____ Type: _____ Date: _____ Event Name: _____ Type: _____ Date: _____	Max 20	
<b>Wellness Committee Sponsored Event</b> 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.	20	
<b>Bring in a Healthy Meal to Work for a Week</b> (5 points per week, 2 times per year) <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	
<b>Total Points for Activity (minimum of 100 points required):</b>	<b>Max 250</b>	

I certify all the above information is accurate and truthful.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Employee:** Insert name here.

**Appraisal Year:** 2016

**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>Exceeds Expectations</b>	EE													
<b>Meets Expectations</b>	ME													
<b>Room for Improvement</b>	RI													
<b>Unsatisfactory</b>	UN													
<b>Comments:</b> Insert comments here.														

**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>Exceeds Expectations</b>	EE													
<b>Meets Expectations</b>	ME													
<b>Room for Improvement</b>	RI													
<b>Unsatisfactory</b>	UN													
<b>Comments:</b> Insert comments here.														

**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>Exceeds Expectations</b>	EE													
<b>Meets Expectations</b>	ME													
<b>Room for Improvement</b>	RI													
<b>Unsatisfactory</b>	UN													
<b>Comments:</b> Insert comments here.														

**Employee:** Insert name here.

**Appraisal Year:** 2016

**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>Exceeds Expectations</b>	EE													
<b>Meets Expectations</b>	ME													
<b>Room for Improvement</b>	RI													
<b>Unsatisfactory</b>	UN													
<b>Comments:</b> Insert comments here.														

**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>Exceeds Expectations</b>	EE													
<b>Meets Expectations</b>	ME													
<b>Room for Improvement</b>	RI													
<b>Unsatisfactory</b>	UN													
<b>Comments:</b> Insert comments here.														

**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>Exceeds Expectations</b>	EE													
<b>Meets Expectations</b>	ME													
<b>Room for Improvement</b>	RI													
<b>Unsatisfactory</b>	UN													
<b>Comments:</b> Insert comments here.														

**Employee:** Insert name here.

**Appraisal Year:** 2016

**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>Exceeds Expectations</b>	<b>EE</b>													
<b>Meets Expectations</b>	<b>ME</b>													
<b>Room for Improvement</b>	<b>RI</b>													
<b>Unsatisfactory</b>	<b>UN</b>													
<b>Comments:</b> Insert comments here.														

**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>Exceeds Expectations</b>	<b>EE</b>													
<b>Meets Expectations</b>	<b>ME</b>													
<b>Room for Improvement</b>	<b>RI</b>													
<b>Unsatisfactory</b>	<b>UN</b>													
<b>Comments:</b> Insert comments here.														

**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>Exceeds Expectations</b>	<b>EE</b>													
<b>Meets Expectations</b>	<b>ME</b>													
<b>Room for Improvement</b>	<b>RI</b>													
<b>Unsatisfactory</b>	<b>UN</b>													
<b>Comments:</b> Insert comments here.														

**Employee:** Insert name here.

**Appraisal Year:** 2016

**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>														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													

**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>														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													

**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>														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													

**General Comments:** Insert comments here.





**Appendix U  
Organization Chart**

