



AGENDA - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
7:30 P.M. – Monday March 21, 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 21, 2016
 - b. Consideration of Special Privilege application for fence installation within the public way at residential property 4324 N Maryland Ave
 - c. Consideration of Special Privilege application for placement of bicycle racks in the street in front of 4417 N Oakland Ave, business Draft & Vessel
5. Items removed from the Consent Agenda
6. March 7, 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 – Autism Awareness Month and World Autism Awareness Day
9. Proclamation – Emily Passey
10. Presentation – Library Annual Report
11. Presentation – Customer Service/Clerk-Treasurer Annual Report
12. New Business
 - a. Public Safety Committee
 1. Discussion and Public Comment on Possible Relocation of Police Department
 2. Consideration of Agreement for Phase I Environmental Study for AB Data Building

3. Consideration of Ordinance to Amend Section 6 of Chapter 409 of the General Ordinances of the Village of Shorewood Related to Restricting Residency of Sex Offenders in the Village of Shorewood
- b. Budget & Finance
 1. Consideration of the North Shore Environmental Health Consortium Fee Modification
- c. Public Works
 1. Discussion and Possible Consideration of a Water Service Replacement Program
 2. Report from consultants on Southeast Combined area environmental impact study
- d. Judiciary Personnel and Licensing
 1. Consideration of Economic Development Grant for Reserve Liquor License for Metro Market Located at 4075 N Oakland Ave, Owner Mega Marts LLC
13. Reports of Village Officials
 - a. Village President
 - b. Village Trustees
 - c. Village Manager
14. Items for Future Consideration
15. Adjournment

DATED at Shorewood, Wisconsin this 17th 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 2ND Floor of Village Hall, 3930 N. Murray Avenue, Shorewood, Wisconsin, as follows:

COMMUNITY & BUSINESS RELATIONS – Tr. Tammy Bockhorst, Chairperson

Monday, March 21, 2016, at 5:45 p.m. – to consider:

1. Discussion on Technical Aspects of the Ghost Train
2. Discussion of an On-Street Bike Corral Program

BUDGET & FINANCE - Tr. Michael Maher, Chairperson

Monday, March 21, 2016, at 6:30p.m. – to consider:

1. Presentation of Accounts March 21, 2016
2. Consideration of the North Shore Environmental Health Consortium Fee Modification
3. Review the 2015 Annual Financial Report

PUBLIC WORKS - Tr. Davida Amenta, Chairperson

Monday, March 21, 2016, at 7:00 p.m. – to consider:

1. Consideration of Special Privilege application for fence installation within the public way at residential property 4324 N Maryland Ave
2. Consideration of Special Privilege application for placement of bicycle racks in the street in front of 4417 N Oakland Ave, business Draft & Vessel
3. Discussion and Possible Consideration of a Water Service Replacement Program

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

Monday, March 21, 2016, at 6:10 p.m.– to consider:

1. Consideration of Economic Development Grant for Reserve Liquor License for Metro Market Located at 4075 N Oakland Ave, Owner Mega Marts LLC
2. Discussion of Human Resources Manual Updates
3. Discussion on Process for Appointments to Boards, Committee, and Commissions

PUBLIC SAFETY– Tr. Ann McKaig, Chairperson

Monday, March 21, 2016, at 6:50 p.m.– to consider:

1. Consideration of Agreement for Phase I Environmental Study for AB Data Building
2. Consideration of Ordinance to Amend Section 6 of Chapter 409 of the General Ordinances of the Village of Shorewood Related to Restricting Residency of Sex Offenders in the Village of Shorewood
3. Discussion on Residential Congested Area

DATED at Shorewood, Wisconsin, this 17th day of March, 2016.

VILLAGE OF SHOREWOOD

Tanya O'Malley, WCPC, Village Clerk/Treasurer

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

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

DATE: March 8, 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	\$	138,441.70
200 - Library		8,504.55
210 - Elder Service Fund		3,300.16
220 - Marketing & Communications Fund		-
230 - Shorewood Today Magazine		1,880.00
240 - Special Funds		-
250 - Public Art Funds		-
300 - Debt Service Fund		-
400 - Capitol Projects Fund		26,832.81
410 - TIF #1		-
430 - TIF #3		-
440 - TIF #4		-
450 - TIF #5		180.00
600 - Parking Utility Fund		775.00
610 - Water Utility Fund		55,902.49
620 - Sewer Utility Fund		40,877.25
800 - Property Tax Fund		1,108.89
900 - Cash Fund		-
Subtotal:	\$	<u>277,802.85</u>
PLUS: Payroll vouchers per check register dated 3/11/2016		-

Grand Total **\$ 277,802.85**

	Begin Ck #	End Chk #
Accounts Payable Checks:	23043	23185
Accounts Payable Electronic Checks:	E1685	E1685
Payroll Checks:	2414	2419
Payroll Direct Deposits:	DD8994	DD9087
Payroll Electronic Check Remittances:	E533	E536

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 0000							
100-0000-24100	Due to MADACC	MILW AREA DOMESTIC A	DOG CAT LICENSES SOLD	FEB 2016	03/09/16	4.60	23119
						<u>4.60</u>	
Total For Dept 0000							
Dept 1410 Manager							
100-1410-51900	Professional Education	DEWINDT-HALL, DIANE	ICC SNACKS, METRO CLERKS LUNCH, WM	2016-02/03	03/09/16	10.99	23072
100-1410-53100	Office Supplies	US CELLULAR	CELLULAR PHONE CHARGES	0123359714	03/09/16	35.50	23170
100-1410-53200	Memberships & Subscriptions	WCMA	DUES BURKART 2016	TYLER 2016 DUE	02/29/16	50.00	23043
						<u>96.49</u>	
Total For Dept 1410 Manager							
Dept 1420 Clerk							
100-1420-51900	MILEAGE - WMCA 3/3/2016	DEWINDT-HALL, DIANE	ICC SNACKS, METRO CLERKS LUNCH, WM	2016-02/03	03/09/16	24.84	23072
100-1420-51900	LUNCH - METRO CLERKS 2/24	DEWINDT-HALL, DIANE	ICC SNACKS, METRO CLERKS LUNCH, WM	2016-02/03	03/09/16	13.00	23072
100-1420-51900	Professional Education	MUNICIPAL TREAS ASSOC	CONFERENCE REG OMALLEY	APR CONF	03/09/16	130.00	23124
100-1420-53200	Memberships & Subscriptions	MUNICIPAL TREAS ASSOC	2016 DUES OMALLEY	2016 DUES	03/09/16	55.00	23124
						<u>222.84</u>	
Total For Dept 1420 Clerk							
Dept 1421 Elections							
100-1421-51100	Salaries and Wages	CARROLL, NORMA L	FEBRUARY PRIMARY ELECTION INSPECTO	02/16/16 FEB PRI	03/09/16	132.00	23060
100-1421-51100	Salaries and Wages	CZECHOLINSKI, DIANE M	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM	03/09/16	80.00	23068
100-1421-51100	Salaries and Wages	DETWILER, EVE N	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	74.00	23071
100-1421-51100	Salaries and Wages	GUZNICZAK, MARY T	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	70.00	23086
100-1421-51100	Salaries and Wages	HEPPE, THOMAS A	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 3	03/09/16	138.00	23088
100-1421-51100	Salaries and Wages	JOHN, MARILYN W	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 4	03/09/16	138.00	23096
100-1421-51100	Salaries and Wages	KAMINSKY, SUSAN M	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 5	03/09/16	68.00	23101
100-1421-51100	Salaries and Wages	KIELY MILLER, BARBARA J	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 6	03/09/16	70.00	23102
100-1421-51100	Salaries and Wages	KNETZGER, BARBARA A	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 7	03/09/16	70.00	23103
100-1421-51100	Salaries and Wages	KRETSCH, DIANE	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 8	03/09/16	78.00	23104
100-1421-51100	Salaries and Wages	LATHROP, CATHERINE C	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 9	03/09/16	80.00	23107
100-1421-51100	Salaries and Wages	LATHROP, JAMES A	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	132.00	23108
100-1421-51100	Salaries and Wages	LINTEREUR, MARGARET L	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	76.00	23111
100-1421-51100	Salaries and Wages	MACKEDON, MARGARET	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	82.00	23114
100-1421-51100	Salaries and Wages	MARIS, MARIANN	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	78.00	23115
100-1421-51100	Salaries and Wages	MCATEER, DONNA	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	78.00	23116
100-1421-51100	Salaries and Wages	MCAULIFFE, CHRIS	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	74.00	23117
100-1421-51100	Salaries and Wages	MURRAY, DIANNE J	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	132.00	23125
100-1421-51100	Salaries and Wages	PAPENFUS, JOHN D	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	68.00	23131
100-1421-51100	Salaries and Wages	PAPENFUS, MARGUERITE	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	68.00	23132
100-1421-51100	Salaries and Wages	ROSS, WILLIAM B	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 1	03/09/16	132.00	23144
100-1421-51100	Salaries and Wages	ROSZAK, DEBORAH	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	68.00	23145
100-1421-51100	Salaries and Wages	SAGER, IRENE L	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	80.00	23146
100-1421-51100	Salaries and Wages	SCHULTZ, MARCIA L	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	68.00	23149
100-1421-51100	Salaries and Wages	SEAL, NUANANONG	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	78.00	23150
100-1421-51100	Salaries and Wages	SPENCER, JUDITH A	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	70.00	23155

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 1421 Elections							
100-1421-51100	Salaries and Wages	STONER, HOLLY	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	78.00	23158
100-1421-51100	Salaries and Wages	STREHLOW, KATHERINE	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	76.00	23160
100-1421-51100	Salaries and Wages	SURRIDGE, HELEN F	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	138.00	23164
100-1421-51100	Salaries and Wages	WEBER, BARBARA S	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	74.00	23177
100-1421-51100	Salaries and Wages	WESENER, LOIS D	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 3	03/09/16	70.00	23178
100-1421-51100	Salaries and Wages	WESTROP, SUSAN	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 3	03/09/16	68.00	23179
100-1421-51100	Salaries and Wages	WULICK, LINDA	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 2	03/09/16	76.00	23182
100-1421-51100	Salaries and Wages	ZARMI, AVNER	FEBRUARY PRIMARY ELECTION INSPECTO	02/16 FEB PRIM 3	03/09/16	56.00	23183
100-1421-53500	Dept/Program Supplies	ELECTION SYSTEMS & SO	CODE DEMO ELECT OPTION I/MEDIA BUR	9512.03	03/09/16	280.00	23077
Total For Dept 1421 Elections						3,198.00	
Dept 1510 Finance							
100-1510-53200	Memberships & Subscriptions	GFOA	MEMBERSHIP RENENWAL EMANUELSON	0114002	03/09/16	190.00	23082
Total For Dept 1510 Finance						190.00	
Dept 1900 Other General Admin							
100-1900-52120	Professional Fees Legal	CRIVELLO CARLSON MEN	LEGAL SERVICES RENDERED JAN 2016 GE	1302-191	03/09/16	5,311.56	23067
100-1900-52120	Professional Fees Legal	CRIVELLO CARLSON MEN	LEGAL SERVICES RENDERED COURT JAN 2	1302-190	03/09/16	3,993.00	23067
100-1900-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12209	03/09/16	1,142.08	23083
100-1900-53150	Job Posting/Testing/Hiring	JOURNAL SENTINEL	EMPLOYMENT ADVERTISEMENT	1087967	03/09/16	1,433.69	23097
Total For Dept 1900 Other General Admin						11,880.33	
Dept 2100 Police							
100-2100-45120	Court Fines	MILW CNTY TREASURER	CNTY JAIL, DRIVER & IID SURCHARGES	2016FEBCO	03/09/16	5,808.92	23120
100-2100-45120	Court Fines	STATE OF WISCONSIN	CT COSTS, PEN ASSESSMENTS, CRIME LAB	2016FEBST	03/09/16	11,755.73	23156
100-2100-45200	Parking Fines	JASMINE BANKS	PAID OVER THER COUNTER 2/25/2016, TI	BANKS REFUND	03/09/16	120.00	23093
100-2100-45210	Parking Ticket Fee	JASMINE BANKS	PAID OVER THER COUNTER 2/25/2016, TI	BANKS REFUND	03/09/16	30.00	23093
100-2100-45220	Vehicle Suspension Fee	JASMINE BANKS	PAID OVER THER COUNTER 2/25/2016, TI	BANKS REFUND	03/09/16	15.00	23093
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	PO ROGERS BALLISTIC VEST	215916	03/09/16	810.00	23106
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	CHIEF FLEECE JACKET	215698	03/09/16	111.95	23106
100-2100-51330	Uniform Expense	RED THE UNIFORM TAILO	OTTO DUTY CARGO PANTS 3PR	0B198025	03/09/16	149.97	23141
100-2100-51330	Uniform Expense	STREICHERS	SIMANDL CLOTH NAME TAG	I1197122	03/09/16	5.99	23161
100-2100-51900	Professional Education	KADERLIK, CY	MILEAGE REIMB. FOR ATTENDING CRISIS	CIT TRAVEL REIMB	03/09/16	115.00	23098
100-2100-51900	Professional Education	SMITH, CODY	MEAL AND MILEAGE REIMB. FOR WISCO	TRAINING REIMB.	03/09/16	140.25	23154
100-2100-51900	Professional Education	WAUKESHA CNTY TECHN	MOSS USE OF FORCE, LEGAL UPDATE/CRI	S0613799	03/09/16	505.54	23176
100-2100-52230	Phone and Internet	AT&T	INTOXIMETER LINE	414332066802 FE	03/09/16	67.15	23052
100-2100-52230	Phone and Internet	US CELLULAR	SQUAD WIRELESS MODEMS	0124978034	03/09/16	197.50	23171
100-2100-52900	Cleaning and Pest Control	BATZNER PEST, INC.	MONTHLY SERVICE	2049191	03/09/16	30.00	23055
100-2100-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12209	03/09/16	986.24	23083
100-2100-52910	Software Purch/Maint	COMPUTE LLC	ACCESS DATABASE MASTER SCHEDULE T	12128	03/09/16	225.00	23065
100-2100-52910	Software Purch/Maint	DIGICORP INC	MALWARE SUBSCRIPTION LICENSES FOR	312243	03/09/16	554.04	23073
100-2100-53100	Office Supplies	CINTAS CORPORATION	WEEKLY MAT SERVICE	184724939	03/09/16	15.76	23062
100-2100-53100	Office Supplies	CINTAS CORPORATION	WEEKLY MAT SERVICE	184726502	03/09/16	15.76	23062

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 2100 Police							
100-2100-53100	Office Supplies	SIRCHIE FINGER PRINT LA	WATERLESS INK CLEANER WITH PUMICE	0243077-IN	03/09/16	42.65	23153
100-2100-53100	Office Supplies	ULINE	PARKING CITATION LATE NOTICE ENVELO	74682318	03/09/16	188.91	23169
100-2100-53120	Copy & Print Costs	JAMES IMAGING SYSTEM	TOSHIBA LEASE AND PRINTING COSTS	18350425	03/09/16	409.02	23091
100-2100-53400	Vehicle Maintenance	JIMBOS CAR WASH	SQUAD WASH	13567	03/09/16	13.50	23095
100-2100-53400	Vehicle Maintenance	JIMBOS CAR WASH	SQUAD WASH	13568	03/09/16	11.00	23095
100-2100-53400	Vehicle Maintenance	JIMBOS CAR WASH	SQUAD WASH	13569	03/09/16	11.00	23095
100-2100-53400	Vehicle Maintenance	JIMBOS CAR WASH	SQUAD WASH	13570	03/09/16	11.00	23095
100-2100-53400	Vehicle Maintenance	JIMBOS CAR WASH	SQUAD WASH	13571	03/09/16	8.50	23095
100-2100-55120	Unemployment	WI DEPT OF WORKFORCE	REIDER UNEMPLOYMENT FEB 2016	000007527247	03/09/16	3,041.00	23181
Total For Dept 2100 Police						25,396.38	
Dept 2400 Planning and Development							
100-2400-52230	Phone and Internet	AT&T	WIRELESS DATA CHARGES	287244812582X22	03/09/16	50.41	23051
100-2400-52990	Other Service Contracts & Fee	POP-A-LOCK	PROP ENFORCEMENT 2010 JARVIS	26360	03/09/16	79.00	23133
100-2400-53100	Office Supplies	QUILL CORPORATION	OFFICE SUPPLIES	3739896	03/09/16	91.39	23137
100-2400-53900	Miscellaneous Expenses	JACK BRILL GENERAL CON	REIMBURSE BOND PERMIT NUMBER 05-0	05-39 REIMB	03/09/16	1,000.00	23090
100-2400-54620	Loan Program Expenses	TRANS UNION CORPORA	NEIGHBORHOOD LOAN PROGRAM	02643992	03/09/16	70.00	23167
Total For Dept 2400 Planning and Development						1,290.80	
Dept 2900 Other Public Safety							
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	CROSSING GUARDS 2/22/2016-2/28/201	12341069	03/09/16	1,737.55	23168
Total For Dept 2900 Other Public Safety						1,737.55	
Dept 3100 Public Works Admin.							
100-3100-46420	Recycling Rebate	WASTE MANAGEMENT O	RESIDENTIAL CURBSIDE RECYCLING	5869840-2275-4	03/09/16	(2,121.86)	23175
100-3100-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0123359714	03/09/16	213.21	23170
100-3100-52990	Other Service Contracts & Fee	GREEN TEAM	SNOW PATROL AND REMOVALS	6130	03/09/16	812.64	23085
100-3100-53120	Copy & Print Costs	DE LAGE LANDEN FINANC	COPIER LEASE PAYMENT	49167675	03/09/16	56.96	23070
100-3100-54150	Safety Expenses	US HEALTHWORKS MEDI	EMPLOYEE SCREENINGS	0036579-WI	03/09/16	83.00	23172
Total For Dept 3100 Public Works Admin.						(956.05)	
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINATING AT VILLAGE HALL	2041084	03/09/16	45.00	23055
100-3230-53500	Dept/Program Supplies	BONAFIDE SAFE & LOCK I	DUPLICATE KEYS	237411	03/09/16	42.95	23057
100-3230-53500	Dept/Program Supplies	FUEL SYSTEMS INC	FUEL FILTER FOR PD GENERATOR	462587	03/09/16	39.50	23081
100-3230-53500	Dept/Program Supplies	ORKIN COMMERCIAL SER	EXTERMINATING AT 3801 MORRIS	021016	03/09/16	82.84	23130
100-3230-53500	Dept/Program Supplies	ORKIN COMMERCIAL SER	EXTERMINATING AT HUBBARD LODGE	021116	03/09/16	88.18	23130
100-3230-53500	Dept/Program Supplies	RIGHT CHOICE JANITORIA	PAPER, CLEANING BATTERIES FOR ALL DE	111692	03/09/16	804.49	23142
100-3230-53500	Dept/Program Supplies	RIGHT CHOICE JANITORIA	TOILET PAPER DISPENSERS	111774	03/09/16	300.00	23142
Total For Dept 3230 Bldg Maint - Public Works						1,402.96	
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	ALSCO	SHOP TOWELS	1044924	03/09/16	24.65	23047
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR #88	2514-482976	03/09/16	16.17	23059

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK FOR MECHANICS	2514-483445	03/09/16	47.88	23059
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK ORDER FOR MECHANICS	2514-484709	03/09/16	205.29	23059
100-3300-53400	Vehicle Maintenance	CASPERS TRUCK EQUIPM	HYDRAULIC MOTOR	0014441	03/09/16	396.96	23061
100-3300-53400	Vehicle Maintenance	FUEL SYSTEMS INC	FUEL FILTER AND STABILIZER FOR SQUA	462586	03/09/16	7.09	23081
100-3300-53400	Vehicle Maintenance	HYDRA-SEAL INC	STOCK FOR GARBAGE TRUCKS	52295	03/09/16	1,515.76	23089
100-3300-53400	Vehicle Maintenance	KAESTNER AUTO ELECTRI	PARTS FOR #200	238707	03/09/16	179.99	23099
100-3300-53400	Vehicle Maintenance	MSC INDUSTRIAL SUPPLY	CORDLESS SAW FOR MECHANICS	49812216	03/09/16	107.62	23123
100-3300-53400	Vehicle Maintenance	STEPP EQUIPMENT CO	LIFTER FOR #78	120-803024	03/09/16	3,385.00	23157
100-3300-53400	Vehicle Maintenance	TERMINAL SUPPLY	SUPPLIES FOR MECHANICS SHOP	89175	03/09/16	79.75	23166
100-3300-53400	Vehicle Maintenance	UTILITY SALES & SERVICE	REPAIRS TO #65	0131796	03/09/16	187.45	23173
Total For Dept 3300 Municipal Garage						6,153.61	
Dept 3410 Street and Alley							
100-3410-53500	Dept/Program Supplies	SHERWIN INDUSTRIES IN	FIBER MIX BULK FOR STREETS	035086	03/09/16	444.96	23151
Total For Dept 3410 Street and Alley						444.96	
Dept 3460 Winter							
100-3460-53500	Dept/Program Supplies	M S FOSTER & ASSOCIAT	CAMER INPUTS FOR SALTERS	6034	03/09/16	320.24	23113
100-3460-53520	Salt Contract	COMPASS MINERALS	SALT DELIVERY	71459598	03/09/16	2,823.89	23064
100-3460-53520	Salt Contract	COMPASS MINERALS	SALT DELIVERY	71460267	03/09/16	2,570.59	23064
Total For Dept 3460 Winter						5,714.72	
Dept 3510 Refuse Disposal							
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD WASTE DISPOSAL	0047593-2286-2	03/09/16	10,576.57	23175
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND RECYCLING AT SCHOOLS AND	5880812-2275-8	03/09/16	1,275.06	23175
100-3510-53500	Dept/Program Supplies	MCMaster-CARR SUPPL	LIDS FOR GARBAGE CANS	50656326	03/09/16	733.20	23118
Total For Dept 3510 Refuse Disposal						12,584.83	
Dept 3520 Recycling							
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	OAKLAND AVE RECYCLING	5869841-2275-2	03/09/16	349.14	23175
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	RESIDENTIAL CURBSIDE RECYCLING	5869840-2275-4	03/09/16	9,776.00	23175
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND RECYCLING AT SCHOOLS AND	5880812-2275-8	03/09/16	1,051.93	23175
Total For Dept 3520 Recycling						11,177.07	
Dept 3610 Forestry							
100-3610-53500	Dept/Program Supplies	JENSEN EQUIPMENT CO I	SUPPLIES FOR FORESTRY	555246	03/09/16	64.64	23094
Total For Dept 3610 Forestry						64.64	
Dept 4000 Health							
100-4000-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12209	03/09/16	180.26	23083
100-4000-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES 2/22-3/21-16	414967240502 M	03/09/16	13.35	23050
Total For Dept 4000 Health						193.61	
Dept 5140 Village Center							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 5140 Village Center							
100-5140-52230	Phone and Internet	AT&T	LIBRARY ALARM LINES 2/22-3/21-16	414967240502 M	03/09/16	9.31	23050
100-5140-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12209	03/09/16	106.97	23083
100-5140-53900	Miscellaneous Expenses	ENGINEERED SECURITY S	REPAIR AND REPLACE SECURITY CAMERA	40241	03/09/16	324.99	23078
Total For Dept 5140 Village Center						441.27	
Dept 7000 Shared Expenses							
100-7000-51325	Flexible Benefit Contribution	DIVERSIFIED BENEFIT SER	FSA ADMIN SERVICES FEB 2016	217227	03/09/16	432.76	23074
Total For Dept 7000 Shared Expenses						432.76	
Total For Fund 100 General Fund						81,671.37	
Fund 200 Library							
Dept 5110 Library							
200-5110-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12209	03/09/16	1,513.38	23083
200-5110-52990	Other Service Contracts & Fee	DAVES MAGIKIST CLEANI	LIBRARY LOBBY MAT SERVICE FEB 29 201	206608	03/09/16	54.56	23069
200-5110-52990	Other Service Contracts & Fee	JAMES IMAGING SYSTEM	LIBRARY PUBLIC COPY MACHINE LEASE M	18398432	03/09/16	201.57	23092
200-5110-53100	Office Supplies	QUILL CORPORATION	OFFICE AND PROGAMMING SUPPLIES FE	QUILL LIB FEB2016	03/09/16	7.99	23138
200-5110-53100	Office Supplies	QUILL CORPORATION	OFFICE AND PROGAMMING SUPPLIES FE	QUILL LIB FEB2016	03/09/16	48.75	23138
200-5110-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES 2/22-3/21-16	414967240502 M	03/09/16	119.54	23050
200-5110-53500	Dept/Program Supplies	SHOREWOOD PRESS	BUSINESS CARDS PRINTED	15971	03/09/16	79.00	23152
200-5110-54000	Programming	ALA STORE	POSTERS AND BOOKMARKS - JUVENILE P	0073615282	03/09/16	195.00	23046
200-5110-54000	Programming	QUILL CORPORATION	OFFICE AND PROGAMMING SUPPLIES FE	QUILL LIB FEB2016	03/09/16	33.98	23138
200-5110-54000	Programming	QUILL CORPORATION	OFFICE AND PROGAMMING SUPPLIES FE	QUILL LIB FEB2016	03/09/16	(29.56)	23138
200-5110-54000	Programming	QUILL CORPORATION	OFFICE AND PROGAMMING SUPPLIES FE	QUILL LIB FEB2016	03/09/16	21.87	23138
200-5110-54000	Programming	RADZIN, MONICA	BALLOONS MADE FOR SEUSS CELEBRATI	RADZIN BALOONS	03/09/16	60.00	23139
200-5110-54510	Auermiller Expenses	BAKER & TAYLOR	BOOKS PURCHASED WITH AUERMILLER G	AUER FEB16	03/09/16	272.72	23053
200-5110-54900	Onufrock Expenses	BAKER & TAYLOR	FICTION PURCHASED THROUGH FRIENDS	AF FEB16	03/09/16	600.20	23053
Total For Dept 5110 Library						3,179.00	
Dept 5111 Adult Materials							
200-5111-53730	Materials	BAKER & TAYLOR	FICTION PURCHASED THROUGH FRIENDS	AF FEB16	03/09/16	610.89	23053
200-5111-53730	Materials	BAKER & TAYLOR	ADULT NON FICITON ITEMS FEB 2016	ANF FEB16	03/09/16	1,201.03	23053
200-5111-53730	Materials	BAKER & TAYLOR	ADULT NON FICTION CIRC CONTINUATIO	CIRC CONT FEB16	03/09/16	31.70	23053
200-5111-53730	Materials	BAKER & TAYLOR	LIBRARY ITEMS PURCHASED WITH GIFT F	GIFT FEB16	03/09/16	451.88	23053
200-5111-53740	DVD's	BAKER & TAYLOR	DVDS ADULT COLLECTION FEB 16	ADVD FEB16	03/09/16	971.70	23053
200-5111-53750	Audiobooks	BAKER & TAYLOR	BOOKS ON CD FEB 2016	ABKCD FEB16	03/09/16	59.84	23053
200-5111-53770	Music	BAKER & TAYLOR	MUSIC FEB 2016	ACD FEB16	03/09/16	316.79	23053
Total For Dept 5111 Adult Materials						3,643.83	
Dept 5112 Childrens Materials							
200-5112-53730	Materials	BAKER & TAYLOR	CHILDREN'S MATERIALS FEB 2016	JUV FEB16	03/09/16	706.24	23053
200-5112-53730	Materials	BAKER & TAYLOR	CHILDREN'S CONTINUATIONS FEB 2016	JUVCONTIN FEB16	03/09/16	151.80	23053
200-5112-53740	DVD's	BAKER & TAYLOR	CHILDREN'S MOVIES/DVDS FEB 2016	JDVD FEB16	03/09/16	180.91	23053

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 200 Library							
Dept 5112 Childrens Materials							
						Total For Dept 5112 Childrens Materials	1,038.95
Dept 5113 Young Adult Materials							
200-5113-53730	Materials	BAKER & TAYLOR	YOUNG ADULT MATERIALS FEB 2016	YA FEB16	03/09/16	642.77	23053
						Total For Dept 5113 Young Adult Materials	642.77
						Total For Fund 200 Library	8,504.55
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-51900	Professional Education	LINDA LEMKE	NORDIC WALKING TRAINING	20160003	03/09/16	125.00	23110
210-4600-52100	Professional Fees	LAUGHINGHEART, ANGEL	QIGONG CLASS	MARCH 2016	03/09/16	35.00	23109
210-4600-52100	Professional Fees	VOLODARSKAYA, OLGA	MUSICAL DIRECTION & PIANO PERFORMA	FEB2016	03/09/16	385.00	23174
210-4600-52180	Consultant Services	COOLEY, LESLIE TAYLOR	STRATEGIC PLANNING	FEB2016	03/09/16	1,000.00	23066
210-4600-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12209	03/09/16	180.26	23083
210-4600-52990	Other Service Contracts & Fee	RIVERSEDGE CATERING	FEBRUARY CATERED LUNCH	9632	03/09/16	653.40	23143
210-4600-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES 2/22-3/21-16	414967240502 M	03/09/16	13.04	23050
210-4600-53500	Dept/Program Supplies	SUE PIERAGOSTINI	FLOWERS FOR FEB LUNCH	FEBRUARY 2016	03/09/16	28.46	23163
210-4600-54000	Programming	BARBARA WEISS	MAH JONGG CLASSES	MAR2016	03/09/16	50.00	23054
210-4600-54000	Programming	FOX-WISCONSIN HERITA	TOUR DEPOSIT	7	03/09/16	250.00	23080
210-4600-54000	Programming	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12209	03/09/16	130.00	23083
210-4600-54140	Shorewood Connects	SUE KELLEY CONSULTING	SHOREWOOD CONNECTS	FEB2016	03/09/16	450.00	23162
						Total For Dept 4600 Senior Services	3,300.16
						Total For Fund 210 Senior Services	3,300.16
Fund 230 Shorewood Today							
Dept 1910 Shorewood Today							
230-1910-52100	Professional Fees	PRESTO, LINDA	WRITING SHOREWOOD TODAY SPRING IS	1270	03/09/16	1,880.00	23135
						Total For Dept 1910 Shorewood Today	1,880.00
						Total For Fund 230 Shorewood Today	1,880.00
Fund 400 General Capital Projects							
Dept 3410 Street and Alley							
400-3410-56321.16-01	Professional Fees Constructio	STRAND ASSOCIATES INC	2016 STREETS	0118043	03/09/16	10,021.35	23159
						Total For Dept 3410 Street and Alley	10,021.35
Dept 3620 Parks and Beautification							
400-3620-56500	Land Improvements	AMERICAN BOLT CORPO	ANCHORS FOR HUBBARD PARK STAIR RAI	553576	03/09/16	452.66	23048
400-3620-56500	Land Improvements	BUCKLEY TREE SERIVICE I	REMOVAL OF TREES AT RIVER CLUB	63692	03/09/16	15,880.00	23058
400-3620-56500.16-04	Land Improvements	ZUERN BUILDING PRODU	CEDAR WOOD FOR HUBBARD PARK STAIR	168755	03/09/16	478.80	23185
						Total For Dept 3620 Parks and Beautification	16,811.46
						Total For Fund 400 General Capital Projects	26,832.81

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 450 TID No. 5 Capital							
Dept 6600 TID Administration							
450-6600-53140	Communications/Publications	PRWORKS LLC	FEB SHOREWOOD ROUNDYS WORK	MAR32016	03/09/16	180.00	23136
Total For Dept 6600 TID Administration						180.00	
Total For Fund 450 TID No. 5 Capital						180.00	
Fund 600 Parking Utility							
Dept 0000							
600-0000-24213	Sales Tax Due State	POULOS, ANGELO	REFUND FOR RIVER PARK - MARCH	2016-03-03	03/09/16	2.66	23134
600-0000-24213	Sales Tax Due State	SAGER, JUSTIN	REFUND 1/2 MONTH VILLAGE HALL - MA	2016-03-04	03/09/16	1.33	23147
Total For Dept 0000						3.99	
Dept 3900 Parking							
600-3900-46300	Village Hall Lot	SAGER, JUSTIN	REFUND 1/2 MONTH VILLAGE HALL - MA	2016-03-04	03/09/16	23.67	23147
600-3900-46302	River Park Lot	POULOS, ANGELO	REFUND FOR RIVER PARK - MARCH	2016-03-03	03/09/16	47.34	23134
600-3900-54310	ATWATER LOT RENT	SCHOOL DISTRICT OF SH	PARKING PERMITS SOLD FOR THE MONT	PARK FEB 16	03/09/16	12.00	23148
600-3900-54311	LAKE BLUFF LOT RENT	SCHOOL DISTRICT OF SH	PARKING PERMITS SOLD FOR THE MONT	PARK FEB 16	03/09/16	60.00	23148
600-3900-54312	FEERICK LOT RENT	FEERICK FUNERAL HOME	PARKING PERMITS SOLD FOR THE MONT	PARK FEB 16	03/09/16	12.00	23079
600-3900-54313	NORTH SHORE BANK LOT REN	NORTH SHORE BANK-PAR	PARKING PERMITS SOLD FOR THE MONT	PARK FEB 16	03/09/16	144.00	23126
600-3900-54314	TCF BANK	TCF BANK	PARKING PERMITS SOLD FOR THE MONT	FEB PARK 16	03/09/16	96.00	23165
600-3900-54315	HIGH SCHOOL EAST LOT RENT	SCHOOL DISTRICT OF SH	PARKING PERMITS SOLD FOR THE MONT	PARK FEB 16	03/09/16	36.00	23148
600-3900-54320	OGDEN LOT RENT	OGDEN DEVELOPMENT G	PARKING PERMITS SOLD FOR THE MONT	PARK FEB 16	03/09/16	187.00	23129
600-3900-54321	EINSTEIN BAGEL LOT	EINSTEIN BAGELS #1490	PARKING PERMITS SOLD FOR THE MONT	FEB PARK 16	03/09/16	68.00	23076
600-3900-54323	LEGION POST LOT RENT	AB DATA	PARKING PRMITS SOLD FOR THE MONTH	FEB PARK 16	03/09/16	85.00	23045
Total For Dept 3900 Parking						771.01	
Total For Fund 600 Parking Utility						775.00	
Fund 610 Water Utility							
Dept 3710 Water Administration							
610-3710-51330	Uniform Expense	KUNZE, DAVID	UNIFORM REIMBURSEMENT	022916	03/09/16	212.10	23105
610-3710-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0123359714	03/09/16	36.76	23170
610-3710-52300	WATER SERVICE CHARGE	MILW WATER WORKS	CURRENT USAGE 01/29/16-2/29/16	10113.300 FEB16	03/09/16	1,003.20	23122
610-3710-52300	WATER USAGE CHARGE CCF	MILW WATER WORKS	CURRENT USAGE 01/29/16-2/29/16	10113.300 FEB16	03/09/16	44,830.50	23122
610-3710-52300	SHOREWOOD FIRE PROTECTI	MILW WATER WORKS	CURRENT USAGE 01/29/16-2/29/16	10113.300 FEB16	03/09/16	5,253.90	23122
610-3710-53121	Shared Copy Costs	DE LAGE LANDEN FINANC	COPIER LEASE PAYMENT	49167675	03/09/16	56.96	23070
610-3710-54150	Safety Expenses	WI DEPT OF NATURAL RE	LICENSE RENEWAL FOR SCOTT ERICKSON	31690	03/09/16	45.00	23180
Total For Dept 3710 Water Administration						51,438.42	
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	AMERICAN LEAK DETECTI	MUNICIPAL LEAK SURVEY	7075	03/09/16	395.00	23049
610-3730-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	SUPPLIES FOR WATER DEPT	176031	03/09/16	108.50	23087
610-3730-53500	Dept/Program Supplies	RCM	CLEAN FILL	160180	03/09/16	150.00	23140
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	SLURRY 4100 BARTLETT	59540	03/09/16	550.00	23184
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	SLURRY	60305	03/09/16	1,530.40	23184

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 610 Water Utility							
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	SLURRY KENSINGTON AND CRAMER	60308	03/09/16	580.00	23184
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	CONCRETE SHOREWOOD & CRAMER	60307	03/09/16	929.70	23184
Total For Dept 3730 Maint Mains						4,243.60	
Dept 3780 Customer Accounts							
610-3780-53130	Postage/Mailings	GLENNCO, INC	MAILING OF MARCH 2016 UTILITY BILLS	850	03/09/16	160.47	23084
Total For Dept 3780 Customer Accounts						160.47	
Dept 3790 Other Water							
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	WATER SAMPLES	290614	03/09/16	60.00	23127
Total For Dept 3790 Other Water						60.00	
Total For Fund 610 Water Utility						55,902.49	
Fund 620 Sewer Utility							
Dept 3810 Sewer Administration							
620-3810-52300	Other Intergov'tal pymts	MILW METRO SEWERAGE	HOUSEHOLD HAZARDOUS WASTE 2015	HI99000294	03/09/16	15,390.62	23121
620-3810-53100	Office Supplies	DE LAGE LANDEN FINANC	COPIER LEASE PAYMENT	49167675	03/09/16	56.96	23070
Total For Dept 3810 Sewer Administration						15,447.58	
Dept 3820 Sewer Maintenance							
620-3820-53400	Vehicle Maintenance	NORTHERN SEWER EQUI	O RING AND VALVE	9904	03/09/16	436.62	23128
620-3820-53400	Vehicle Maintenance	NORTHERN SEWER EQUI	REPAIRS TO WATER PUMP	9880	03/09/16	3,170.88	23128
620-3820-53500	Dept/Program Supplies	A1 JANITORIAL SUPPLY	SEWER CLEANER	1521736	03/09/16	131.26	23044
Total For Dept 3820 Sewer Maintenance						3,738.76	
Dept 3830 Storm Maintenance							
620-3830-53500	Dept/Program Supplies	DONLEVY, KAE M	2015 WATERS PROJECT	021716	03/09/16	1,191.00	23075
Total For Dept 3830 Storm Maintenance						1,191.00	
Dept 3880 Customer Accounts							
620-3880-53130	Postage/Mailings	GLENNCO, INC	MAILING OF MARCH 2016 UTILITY BILLS	850	03/09/16	160.46	23084
Total For Dept 3880 Customer Accounts						160.46	
Dept 3890 Other Sewer							
620-3890-56600.15-06	Utility Infastructure	BAXTER AND WOODMAN	COMBINED SEWER SERVICE ASSESSMENT	0184645	03/09/16	1,846.25	23056
620-3890-56600.16-08	Utility Infastructure	CLARK DIETZ INC	2016 NE SEWER	418340	03/09/16	18,493.20	23063
Total For Dept 3890 Other Sewer						20,339.45	
Total For Fund 620 Sewer Utility						40,877.25	
Fund 800 Tax Agency Fund							
Dept 0000							
800-0000-21200	Over Payments	KAILHOFER, SARAH E	2015 TAX OVERPAYMENT REFUND REISS	2390152-15 REISS	03/09/16	963.15	23100
800-0000-23000	Deposits	LUDWIG, JANET	LOTTERY REFUND	2390218-2015	03/09/16	145.74	23112

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 800 Tax Agency Fund							
Dept 0000							
			Total For Dept 0000			<u>1,108.89</u>	
			Total For Fund 800 Tax Agency Fund			<u>1,108.89</u>	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
			Fund Totals:				
			Fund 100 General Fund			81,671.37	
			Fund 200 Library			8,504.55	
			Fund 210 Senior Services			3,300.16	
			Fund 230 Shorewood Today			1,880.00	
			Fund 400 General Capital Projects			26,832.81	
			Fund 450 TID No. 5 Capital			180.00	
			Fund 600 Parking Utility			775.00	
			Fund 610 Water Utility			55,902.49	
			Fund 620 Sewer Utility			40,877.25	
			Fund 800 Tax Agency Fund			1,108.89	
			Total For All Funds:			<hr/> 221,032.52	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 0000							
100-0000-21520	GENERAL CLASS	WI DEPT OF EMPLOYEE T	JAN PR DUE FEB 2015	JAN 2016	02/29/16	28,645.00	1685
100-0000-21520	PROTECTIVE SERVICE	WI DEPT OF EMPLOYEE T	JAN PR DUE FEB 2015	JAN 2016	02/29/16	22,913.56	1685
100-0000-21520	Wisconsin Retirement Payabl	WI DEPT OF EMPLOYEE T	JAN PR DUE FEB 2015	JAN 2016	02/29/16	550.00	1685
Total For Dept 0000						52,108.56	
Dept 2100 Police							
100-2100-51355	EMPLOYEE PENSION - POLICE	WI DEPT OF EMPLOYEE T	JAN PR DUE FEB 2015	JAN 2016	02/29/16	503.09	1685
Total For Dept 2100 Police						503.09	
Dept 2900 Other Public Safety							
100-2900-51355	EMPLOYEE PENSION - FIRE	WI DEPT OF EMPLOYEE T	JAN PR DUE FEB 2015	JAN 2016	02/29/16	4,158.68	1685
Total For Dept 2900 Other Public Safety						4,158.68	
Total For Fund 100 General Fund						56,770.33	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
			Fund Totals:				
			Fund 100 General Fund			56,770.33	
			Total For All Funds:			<u>56,770.33</u>	

March 17, 2016

TO: Village Board

FROM: Planning Director Ericka Lang

RE: **Special Privilege Application for fence in Public Way at 4324 Maryland**

Background

Property owner Kenneth Cole submitted an application to replace a portion of a fence in the public way. There is a dilapidated fence currently in the public way, 20 feet in length, located in the street side rear yard, along E. Lake Bluff. The front of the house faces Maryland Avenue.

Analysis

The private property boundary along Lake Bluff begins 7.8 feet from the interior edge of the sidewalk. The existing and replacement fence is located 3 feet from the sidewalk, so 4 feet within the public way. The entire public way to the street curb is approximately 22 feet. An aerial photo shows the location of the fence as well as an attached survey- the survey incorrectly marks the length of the fence. The height of the fence will be 4 feet.

The only neighboring property is behind 4324 Maryland, facing Farwell Ave. There are pictures that show the existing fence, side of the house and then one that views eastward toward Farwell Ave, showing the neighbors fence that is also within the public way, 3 feet from the sidewalk.

Recommendation

Staff recommends approval of the fence within the public way as the location is in line with the neighbors fence to the east and set back 3 feet from the sidewalk, giving visual clearance for vehicles existing the alley way.

Suggested Motion:

Motion to approve special privilege application for installing a fence within the public way at property 4324 N. Maryland Ave





Lake Bluff

Neighbors house
on Farwell

Old fence just
removed



APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood
Planning & Development Department
3930 N. Murray Avenue, Shorewood, WI 53211
Phone (414) 847-2640 Facsimile (414) 847-2648
www.villageofshorewood.org

Village of Shorewood
Date 03/14/2016 3:00:02 PM
Receipt 113016
Amount \$50.00

25916

OFFICE USE ONLY	FEE \$50.00
Permit ID 16-0399	Received 3.14.16
Insurance Certificate Exp.	
P & D Approval NA	
Village Board Date 3-21-16	Approved <input type="checkbox"/> Y <input checked="" type="checkbox"/> N

Approval by the Village Board of Trustee's is required before any temporary or permanent object is placed within the public way throughout the Village of Shorewood, including overhanging objects according to provisions of Section 66.0425 of the Wisconsin Statutes.

Property Address: 4324 N. MARYLAND AVE. SHOREWOOD, WI 53211	
Description of Improvement: REPLACEMENT OF EXISTING FENCE DUE TO DILAPIDATED CONDITION OF 40 PLUS YEAR OLD STRUCTURE	
Reason for Improvement: NEW FENCE WILL BE FOUR FEET IN HEIGHT AND IN CRAFTSMAN STYLE WITH CEDAR WOOD.	
Is this petition for the approval of OUTDOOR CAFE SEATING? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Total number of outdoor seats: N/A	
APPLICANT INFORMATION	PROPERTY OWNER INFO (if different from applicant)
Name KENNETH COLE	Name
Address 4324 N. MARYLAND	Address
City/State/Zip SHOREWOOD WI 53211	City/State/Zip
Phone 3236460573 Alt. Phone 414 312 7079	Phone Alt. Phone
Email DR COLE @ MILWAUKEE PSYCHOLOGIST.NET	Email

DL -> iamgoodnews@gmail.com

Material Submission

1. A certificate of liability insurance in the sum of \$100,000 - \$300,000 bodily injury, and \$25,000 property damage, insuring the Village against any liability that might arise by reason of this privilege must be filed with this application. This certificate must be kept current throughout the existence of this privilege.
2. **In case of outdoor seating**, the petitioner is required to submit a map indicating the proposed layout/plan of any furniture, planters, or other materials to be placed within the public right-of-way. The plan shall clearly indicate the location and number of tables, chairs, and any other materials (including the measured distance from building to curb and the width of the open sidewalk). Dimensions of all materials must be included. The size, location, and number of items may not be increased from that which is approved.

Read below and sign for explanation of terms and conditions of special privilege approval.

Conditions for Special Privilege Approval

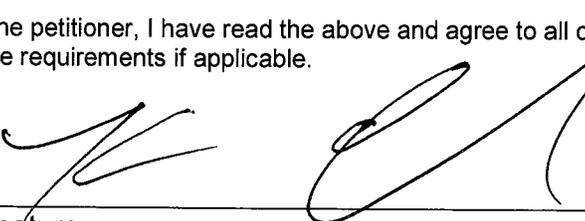
1. The petitioner agrees to comply with all laws of the State of Wisconsin and all ordinances of the Village of Shorewood, to abide by any order or resolution of the Village Board affecting this privilege, to be primarily liable for damages to person or property by reason of granting such privilege, and to hold the Village of Shorewood harmless from any or all liability.
2. The petitioner agrees to remove said privilege whenever public necessity so requires or when ordered upon resolution adopted by the Village Board.
3. The petitioner agrees that the Village of Shorewood, its employees, agents or representatives, shall be held harmless from all liability for injury to the previously mentioned property and damages accruing there from by acts of any Village employees, agents, or representatives in carrying on their assigned duties in such capacity of employment, on the property above described.
4. Petitioner agrees that if in the opinion of the Planning & Zoning Administrator of the Village of Shorewood, the privileges, projections or encroachments permitted herein become out of repair, unsafe or unsightly, and upon receipt of written notice thereof, petitioner will, within five (5) days from the receipt thereof, maintain, repair, or remove such privilege, projection or encroachment at petitioner's expense. It is further agreed and understood that should petitioner fail to comply with said notice to maintain, repair or remove said privilege, projection or encroachment, the Village of Shorewood will have the right to maintain, repair or remove such privilege, projection or encroachment and charge the cost of same to petitioner or property owner.

5. Should this special privilege be discontinued for any reason whatsoever, petitioner agrees to remove all construction work executed pursuant to this special privilege, to restore to its former condition (subject to the approval of the Planning & Zoning Administrator), any curb, pavement, or other public improvement which was removed, changed or disturbed by reason of the granting of this privilege. Petitioner further agrees not to contest the validity of Section 66.0425 of the Wisconsin Statutes, or the legality of this special privilege in any way.

Outdoor Seating within the Public Right-of-Way

1. A minimum of **five (5)** feet of the **six-foot** public sidewalk shall remain unobstructed at all times. This shall be a guideline subject to the discretion of the Planning & Development Department and, finally, the Village Board in authorizing such a permit.
2. Tables, chairs, planters, and other items may be located on both sides of the public sidewalk only if Requirement #1 can be completely satisfied and such use was indicated and approved in the original application for the Outdoor Seating Permit.
3. No seating shall be allowed within a designated curbside bus stop area.
4. Seating may extend beyond the petitioner's property lines with the written approval of the adjacent property and/or business owners.
5. Any area provided by this permit shall be used and/or occupied during the specified times:
 - a. Sunday through Thursday until 10 p.m.
 - b. Friday through Saturday until 11 p.m.Anyone wishing to use this permit beyond the hours given requires approval from the Village Board of Trustees.
6. The petitioner may request that public street furniture be removed from the immediate area by the Shorewood Department of Public Works. Public street furniture **will not** be moved or rotated on a seasonal basis.
7. The petitioner must cooperate with and be responsive to the Shorewood Department of Public Works (DPW) so that the DPW may efficiently complete tasks and activities related to cleaning and maintenance of the right-of-way.
8. The petitioner shall make arrangements for proper litter control and removal of waste generated by dining patrons. Public waste receptacles will not be provided for this purpose. Sidewalks and public areas must be kept clean and clear of debris.
9. All applicable fees shall be submitted with the Special Privilege permit application. Permits shall be issued on or after April 1 of each calendar year. All permits, regardless of issue date, shall expire on December 31 of the year of issuance. Applications for renewal shall be made in the same manner as the original application. Permits are not transferable or assignable.
10. Violations of the above shall be investigated by the Planning & Development Director. Any violations brought to the attention of the petitioner shall be corrected within a reasonable period of time as determined by the Director. Violations not corrected within five (5) days from being cited or advised of a violation shall be considered uncorrected. Three (3) uncorrected violations shall result in the loss of outdoor seating in the public way.

As the petitioner, I have read the above and agree to all of the conditions. I further agree to inform my employees/staff of these requirements if applicable.

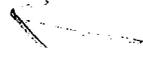
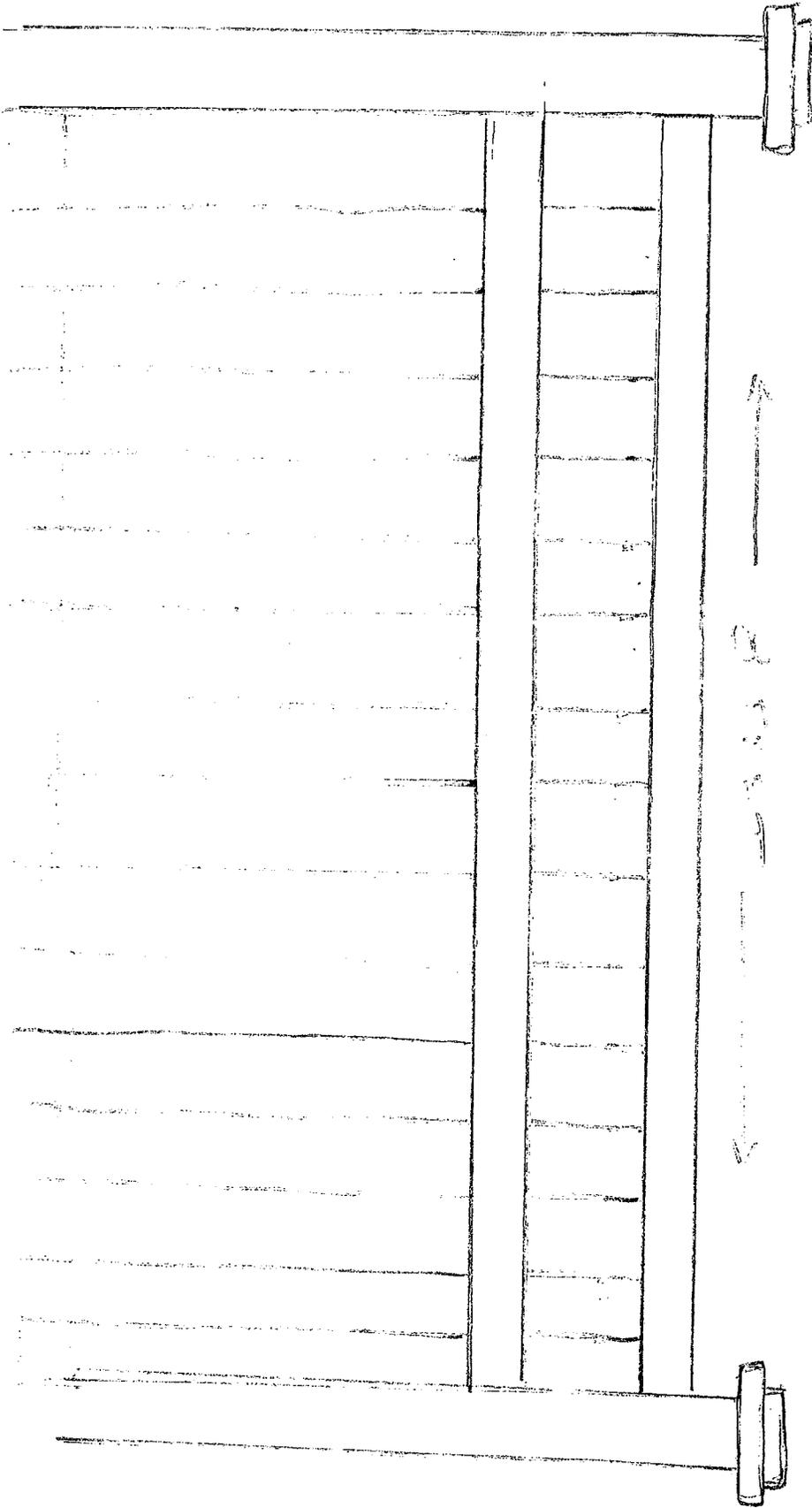


Signature



Date

← 4 FEET →



SECTION OF BLIND

2 INCH DEPTH - RAILS

Plus several CONDUITS

- CAPS

- BRONZE WHEELS

25 - 4324

PLAT OF SURVEY

BAGGER SURVEYING CO., INC.

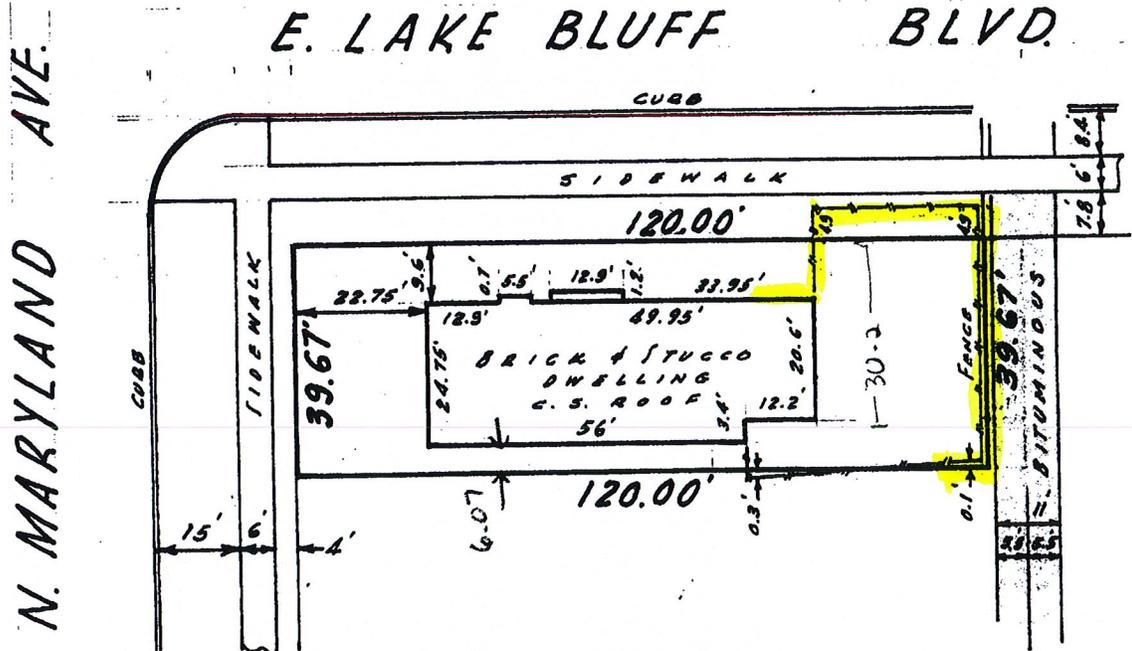
7970 NORTH 47TH ST. BROWN DEER, WISCONSIN 53223
PHONE 354-9080

CLARENCE H. PIEPENBURG, PRESIDENT
REGISTERED LAND SURVEYOR

PROPERTY AT 4324 N. Maryland Ave. Tony Damato OWNER.

LEGAL DESCRIPTION— Lot 14, in Block 15, in Oakland Avenue Heights #2, of part of the South West 1/4 and South East 1/4 of Section 3, Township 7 North, Range 22 East, in the Village of Shorewood, Milwaukee County, Wisconsin.

7-22-03-4-0111



"I have surveyed the above-described property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all structures thereon, fences, apparent easements, roadways and visible encroachments.

This survey is made for the exclusive use of the present owners of the property; also those who purchase, mortgage, or guarantee the title thereto, within one year from date hereof, and as to them I warrant the accuracy of said survey and map."

Prepared For Bay Federal S/L Assn.
at Brown Deer, Wisconsin this 26th Day of July 19 76

Plat No. A76-740 Signed Clarence H. Piepenburg
Registered Land Surveyor

March 16, 2016

TO: Village Board

FROM: Planning Director Ericka Lang

Cc: Public Works Director Leeann Butschlick

RE: **Special Privilege Application for On-Street Bike Corral at 4417 N. Oakland Av**

Background

Property owner Nat Davauer owns the business Draft & Vessel at 4417 N. Oakland Avenue. Last year your board approved a pilot program for allowing bike corrals in the streets along the curb, removing the equivalent of one parking spot. Last year the bike corral was a great success and he is requesting to place the two bike racks in the street again.

The bike corral program will be discussed with the CBR Committee at the same meeting, to determine if the program should become permanent. This is only up for discussion at this point. Refer to those materials for further information on the program.

Analysis

The two bike racks, shown in the following picture, hold up to 12 bikes: they are not attached to the road. The corral is flanked by raised flower planters as a visual of the corral boundaries. The length of the corral does not exceed 20 feet, which is a standard car length parking stall.

The bike rack is required to be removed by November 15, 2016 per program criteria.

Recommendation

Staff recommends approval of the special privilege application.

Suggested Motion:

Motion to approve special privilege application for placing bicycle racks on the street in front of property 4417 N. Oakland Ave.





APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood
Planning & Development Department
3930 N. Murray Avenue, Shorewood, WI 53211
Phone (414) 847-2640 Facsimile (414) 847-2648
www.villageofshorewood.org

OFFICE USE ONLY	FEE \$50.00 <i>Fee Part of Outdoor Seating</i>
Permit ID <i>16-0416</i>	Received <i>3-15-16</i>
Insurance Certificate Exp. <i>7-18-16</i>	
P & D Approval <i>NA</i>	
Village Board Date <i>3-21-16</i>	Approved <input type="checkbox"/> Y <input checked="" type="checkbox"/> N

Approval by the Village Board of Trustee's is required before any temporary or permanent object is placed within the public way throughout the Village of Shorewood, including overhanging objects according to provisions of Section 66.0425 of the Wisconsin Statutes.

Property Address: <i>4417 N Oakland Ave</i>	
Description of Improvement: <i>On Street Bike Corral</i>	
Reason for Improvement: <i>Renewal of last year's popular bike rack</i>	
Is this petition for the approval of OUTDOOR CAFÉ SEATING ? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Total number of outdoor seats:	
APPLICANT INFORMATION	PROPERTY OWNER INFO (if different from applicant)
Name <i>Nat Davauer</i>	Name
Address <i>4413 N Oakland Ave</i>	Address
City/State/Zip <i>Shorewood, WI 53211</i>	City/State/Zip
Phone <i>414-364-3370</i> Alt. Phone	Phone Alt. Phone
Email <i>n@davauer.com</i>	Email

Material Submission

1. A certificate of liability insurance in the sum of \$100,000 - \$300,000 bodily injury, and \$25,000 property damage, insuring the Village against any liability that might arise by reason of this privilege must be filed with this application. This certificate must be kept current throughout the existence of this privilege.
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Read below and sign for explanation of terms and conditions of special privilege approval.

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As the petitioner, I have read the above and agree to all of the conditions. I further agree to inform my employees/staff of these requirements if applicable.

Signature 

Date 3/15/16



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
March 7, 2016

DRAFT

1. Call to Order

Trustee McKaig called the meeting of the Village Board to order at 7:35 p.m. in Village Hall.

2. Roll Call

Trustee McKaig called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Patrick Linnane, Michael Maher, Paul Zovic

Others Present: Village Attorney Nathan Bayer, Assistant Village Manager Tyler Burkart, Finance Director Mark Emanuelson, Public Works Director Leeann Butschlick, Assistant Public Works Director Joel Kolste, Police Chief Peter Nimmer, Library Director Rachel Collins, Assistant Library Director Emily Passey

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 March 7, 2016

Tr. Maher moved, seconded by Tr. Bockhorst to approve the consent agenda. Motion carried 6 – 0.

5. Items removed from the Consent Agenda - None

6. February 16, 2016 Village Board Minutes

Tr. Bockhorst moved, seconded by Tr. Maher to approve the amended February 16, 2016 minutes. Motion carried 6 – 0.

Tr. Maher provided Mr. Burkart some light edits to the minutes. Tr. Amenta asked to add State Resolution 432 to the section "Future Items to be considered" to be included in the minutes.

7. Citizens to be heard – None

8. Proclamation – Shorewood Woman's Club – 80th Anniversary, March 15, 2016

Tr. McKaig introduced and read through the proclamation honoring the Shorewood Woman's Club's anniversary. A member from the Shorewood Woman's Club was in attendance.

9. Presentation – Department of Public Works Annual Report

Tr. McKaig mentioned that Public Works Director Leeann Butschlick provided the Department of Public Works annual report at the Trustee's desks. It will also be available on the website.

10. New Business

a. Public Works

1. Consideration of contract award for 2016 Street Reconstruction Program Project #1 (NE Area Combined Sewer Improvements)

Tr. Amenta introduced the project of awarding a contract for the combined sewer improvements for the 2016 reconstruction program. Tr. McKaig expresses her appreciation for the residents to wait patiently for this project to be completed. Tr. Amenta moved, seconded by Tr. Maher to award the contract to Globe Contractors, Inc. for 2016 Combined Sewer Improvements along with the following measures outlined in the memorandum. Motion carried by vote of 6 – 0.

2. Consideration of contract award for 2016 Street Reconstruction Project #2 (Beverly Road Reconstruction)

Tr. Amenta introduced the project of awarding a contract for the Beverly Road Reconstruction. Tr. Amenta moved, seconded by Tr. Maher to award the contract to Stark Asphalt, Inc. for the 2016 Street Reconstruction project along with the following measures outlined in the memorandum. Motion carried by vote of 6 – 0.

3. Consideration of professional services agreement for 2016 infrastructure improvement programs construction inspection

Tr. Amenta introduced the professional services agreement for 2016 infrastructure improvements. Tr. Amenta moved, seconded by Tr. Maher to approve a professional services agreement with Strand Associates for construction inspection services for the 2016 infrastructure improvement programs in the amount of \$219,000. Motion carried by vote of 6 – 0.

4. Update and Possible Consideration on Public Works Collections Requests for Proposals

Tr. Amenta introduced the RFP that was included in the Village Board packet provided by Public Works staff based on previous public discussions with the Village Board. Tr. Amenta summarized that the RFP presents a number of options to give the Village Board several services and their costs to be considered. Tr. Amenta moves to authorize staff to issue an RFP for collections with the addition under recycling of weekly and biweekly collection to add 95 gallon carts to be collected on curbside and alleys as well as to be included under option one and option two, seconded by Tr. Maher. Ms. Butschlick would like Village Attorney Bayer to review the RFP prior to distributing and asking for price estimates. Motion carried by vote of 6 – 0.

b. Public Art Committee

1. Presentation and Discussion from Public Art Committee on new Public Art Proposal

This item was moved ahead of items 10a. Representatives from the Public Art Committee presented on the Public Art proposal named the Ghost Train on the Oak Leaf Trail Bridge. This is a project that has required several meetings of planning over the past months with other agencies outside the Village. The Historical Society worked with the Public Art Committee in the planning efforts for the Ghost Train. The Historical Society provided a summary on the history related to the old train line through Shorewood. In regards to fundraising efforts, the committee has raised up to 90% of the funds needed to implement the Ghost Train. The Business Improvement District and the Shorewood Men's Club have already supported the Ghost Train project. The Light Engineer working on the project summarized some of the work he's done and some of the visions for the Ghost Train. They worked with a traffic engineer to make sure the traffic lights are stopped at the intersection. The committee talked with Harbor Chase about the project and expressed excitement. There will be noise associated with the train but it will be only directed at the traffic to make it seem lifelike. Sound will be minimal beyond the streets.

In regards to maintenance, since the lighting will use LED bulbs, there will be less maintenance needs the Village will be responsible for in the future. The committee will work with the Village on trying to acquire a process and funds when it comes to maintaining the project. The train will be played in the late evening at night, close to the time the train would travel through Shorewood when it was active. There will be one time the train goes northbound and another time the train travels southbound. There will be control over the amount of volume the train gives off. One resident, Ms. Lois Laser asked about the train during the summer months. The Light Engineer mentioned that the train will go later during the summer months. A sign will be placed at the bottom and top of the bridge to explain the history of trains and the old train that went through Shorewood. At a future meeting, the Village will need to accept the donation and vision presented from the Public Art Committee.

Tr. Amenta suggested additional outreach for the general area such as a postcard to inform them of the project. Village Manager Chris Swartz will work with staff to do this as well as coordinate online communication of the project.

c. Public Safety Committee

1. Discussion and Public Comment on Possible Relocation of Police Department

Chief Nimmer presented a power point on the option for a new police department facility. Residents and the Village Trustees presented questions to the Chief. Staff will need to post the Village Board agenda for an open house at the Police Department for March 12.

d. Strategic Initiatives

1. Update on Wilson Drive Community Task Force

Tr. Zovic provided an update on the progress of the Wilson Drive Community task force. The Steering Committee met for the first time with the work groups and identifying their role in the process. Next meeting for the Steering Committee will be March 9.

11. Reports of Village Officials

a. Village President
No report.

b. Village Trustees
No reports.

c. Village Manager
The Village is towards the end of the final negotiations with the State in regards to the crosswalks. Mr. Burkart will provide a memo in regards to the video streaming of public meetings. Chief Nimmer will provide another update on Metro Market. Sherman construction could begin in April. There will be more updates on the environmental feasibility study once he reviews the study results which the Village just received.

12. Items for Future Consideration

Tr. Maher proposes for the Village Board to consider rezoning bluff parcels and the small triangle south of the bridge along with the parcel at River Park. Tr. Zovic mentioned that Team Awesome will be coming to a future meeting to present to the Village Board.

13. Adjournment

Tr. Maher moved, seconded by Tr. Zovic to adjourn at 9:49 p.m. Motion carried 6 – 0.

Respectfully submitted,

Tyler Burkart
Assistant Village Manager

PROCLAMATION

WHEREAS, autism, the fastest growing developmental disability in the United States, affecting more than three million people, is an urgent public health crisis that demands a national response; and

WHEREAS, autism is the result of a neurological disorder that affects the normal functioning of the human brain, and can affect anyone, regardless of race, ethnicity, gender or socio-economic background; and

WHEREAS, symptoms and characteristics of autism may present themselves in a variety of combinations and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, and understand verbal as well as nonverbal communication; and

WHEREAS, the effort to address autism continues, doctors, therapists, and educators can help persons with autism overcome or adjust to its challenges and provide early, accurate diagnosis and the resulting appropriate education, intervention, and therapy that are vital to future growth and development; and

WHEREAS, ensuring that persons living with autism have access to the lifelong care and services needed to pursue the full measure of personal happiness and achieve their greatest potential; and

WHEREAS, the Village of Shorewood is honored to take part in the annual observance of Autism Awareness Month and World Autism Awareness Day in the hope that it will lead to a better understanding of the disorder; and

NOW, THEREFORE, I, Guy Johnson, Village President of the Village of Shorewood, do hereby declare

**April 2016 as Autism Awareness Month and
April 2, 2016 as World Autism Awareness Day in the Village of Shorewood**

to raise public awareness of autism and the myriad of issues surrounding autism as well as to increase knowledge of the programs that have been and are being developed to support individuals with autism and their families.

DATED at Shorewood, Wisconsin, this 21st day of March, 2016.

Guy W. Johnson, President, Village of Shorewood

PROCLAMATION

WHEREAS, Emily Passey has served the Village of Shorewood, Wisconsin and its residents as Interim Library Director from May 2015 to February 2016 with exceptional distinction.

WHEREAS, she engaged in the steep learning curve of creating an annual budget; streamlining the process for donation revenue and expenditures and she submitted the Library's first capital budget requests in years, which were approved to replace worn furniture; and

WHEREAS, Emily attended Village of Shorewood Department Head meetings regularly and served as the Library representative on committees fostering strong communication between the Library and other Village departments; and

WHEREAS, Emily served as a contributing member of the Library Director Advisory Committee for the Milwaukee County Federated Library System; successfully getting the annual membership agreement signed by the Library Board and renewing our commitment as a member of the county wide system; and

WHEREAS, Emily worked directly with the Library Board of Trustees creating substantial content for monthly discussion, advocating for staff and library customers and supporting new initiatives such as the first ever fine forgiveness week resulting in many library customers returning to the library after years; and

WHEREAS, Emily worked closely with the Friends of the Library to maintain a strong relationship and capitalize on the generous energy of the volunteers including helping to coordinate the large scale, community wide Shorewood Reads 2015; and

WHEREAS, Emily completed the first ILEAD USA Wisconsin program, a nine month long immersive leadership training course; and

WHEREAS, Emily become a stabilizing force and support for the whole library team during a time of change and challenge.

NOW, THEREFORE, BE IT RESOLVED that the Shorewood Village Board of Trustees does acknowledge and express their gratitude to Emily Passey for her exceptional service and dedication over the last ten months as she served as both Library Director and Assistant Director.

Dated in the Village of Shorewood, Shorewood, Wisconsin this

Guy Johnson, Village President



ANNUAL REPORT: 2015

In 2015, the Shorewood Public Library maintained our standards of service and had achievements in programming, services, and technology upgrades. Though our 2015 achievements were limited by mid-year internal changes that resulted in added duties for many staff beyond the norm, we moved forward on significant projects including clarifying financial processes, modifying service policies, experimenting with new service models, and growing existing programs.

PATRON-CENTERED

We are committed to providing excellent service for our patrons, both in and out of the building. In 2015 we invigorated existing programming, clarified workflows, began to evaluate our collection, and laid the groundwork for continued, meaningful growth as a community destination.

SERVICES

In 2015, we took on several tasks to improve our service through training, communication, innovation, and capitalizing on the deep knowledge front-line staff have of what our patrons want and need at their library.

Highlights:

- ❖ Instituted regular meetings for circulation department (front-line) staff, in addition to improving ongoing internal communications, to ensure they remain up-to-date on policies and procedures both internal and at the system level.
- ❖ Upgraded 18 public access computers to Windows 7 and Office 2013.
- ❖ Upgraded wireless Internet to more reliable access points, with additional perk of generating usage reports to track Internet use throughout the building.
- ❖ Held our first-ever Fine Forgiveness week in early September, resulting in over \$3000 in Shorewood overdue fines being waived, much of it for children or patrons who had not visited the library in many years due to fines.
- ❖ Received a \$27,000 bequest to be used for adult books and furnishings in the periodicals area of the library, in memory of a long-time patron.

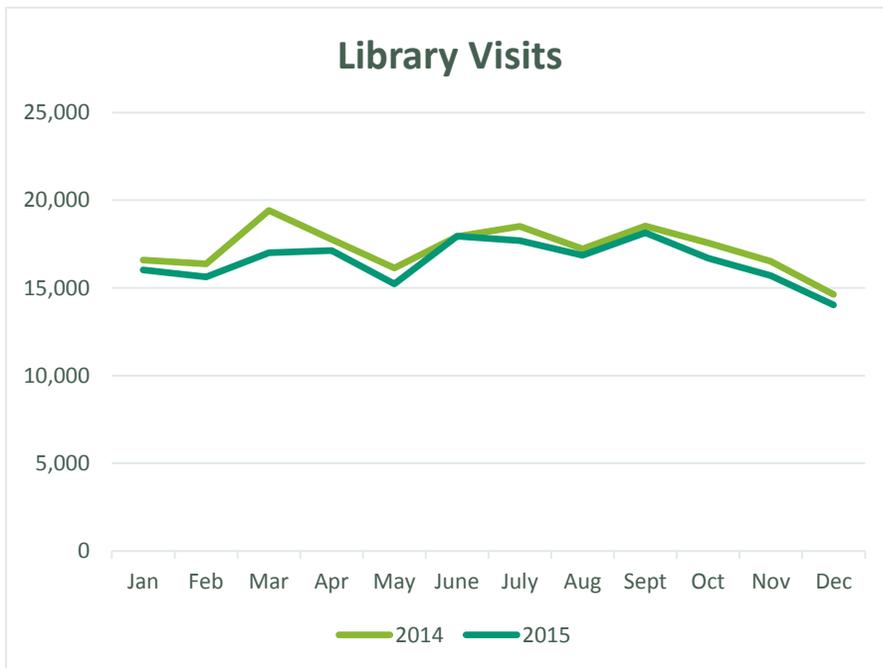
2016 GOALS

- ❖ Create a Civic Information Center to promote Village government engagement.
- ❖ Purchase new furniture to replace worn pieces, promoting the library as a comfortable destination for reading and studying.

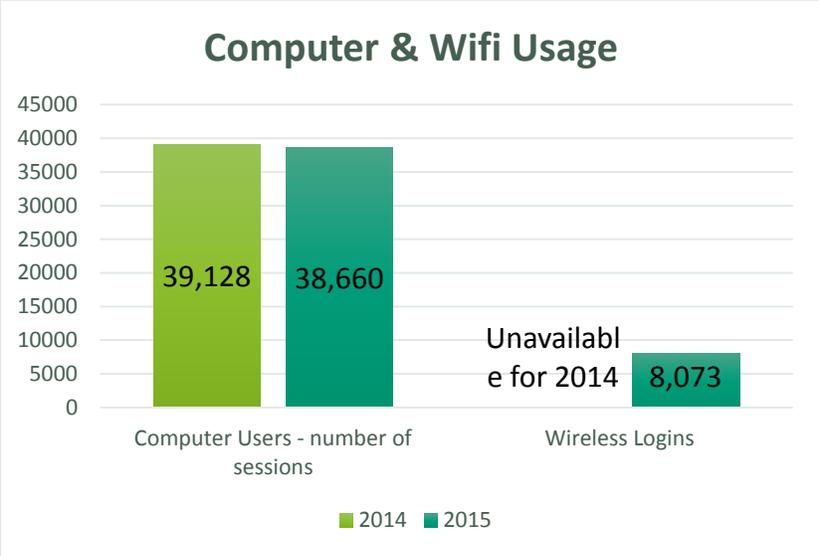
SERVICES: BY THE NUMBERS



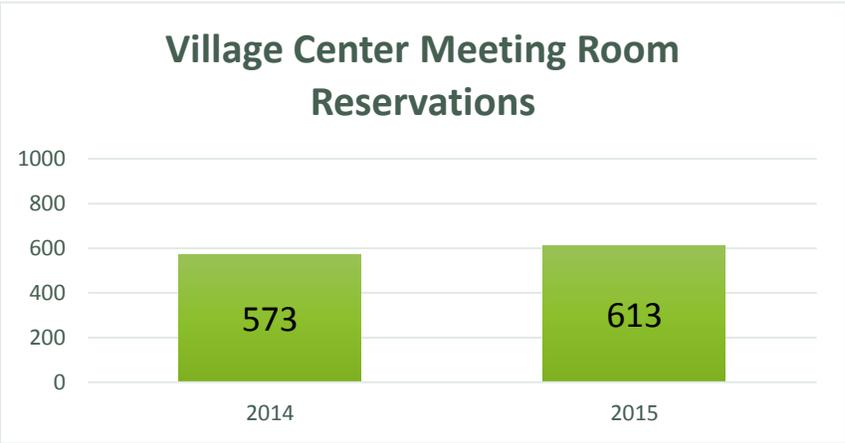
This number shows the registered card holders who reside in Shorewood.



Library visits trended slightly lower in 2015. Numbers for August – December 2015 are educated estimations, as during that time we were unable to count visitors. Estimations were made using percentage change year over year for other months, and seasonal adjustments.



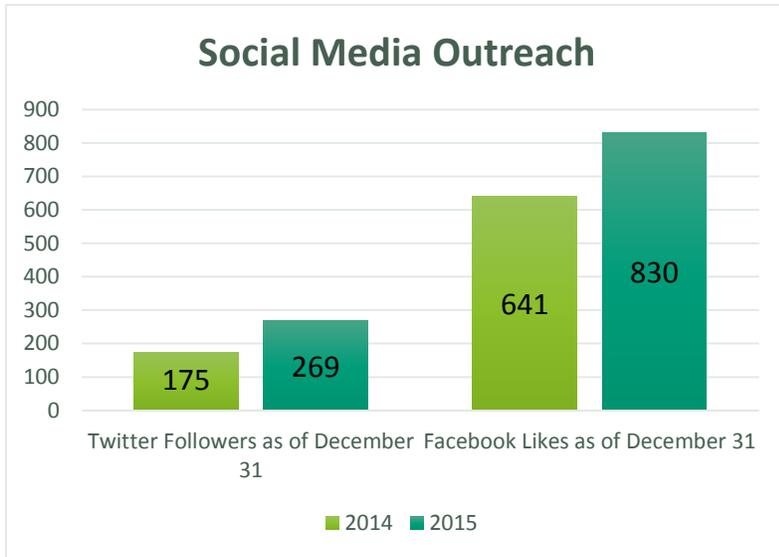
The Library's new wifi router allows us to track wifi logins using a web-based platform; 2015 is the first year for which we have this data, and we will track it closely in the future. Increased wifi usage may help account for some decrease in use of the library's computers.



The Library manages meeting reservations for the Village Center meeting rooms. These are the total numbers of reservations accepted for the Conference Room, North, South and Combined meeting rooms throughout the year. These numbers include library, Senior Resource Center and Village meetings and programs.



The Library launched a new website in March 2014, which may explain the higher usage of the site for that year.



The Library’s Facebook and Twitter accounts are just one way we conduct virtual outreach. Numbers of connections on these two platforms, and the ways in which we engage with patrons via them, continue to grow.

PROGRAMS

Programming in 2015 ranged from tried-and-true to trying something new. Programming for all ages saw changes large and small, with new staff serving adults and teens, and new shared duties in the children’s department.

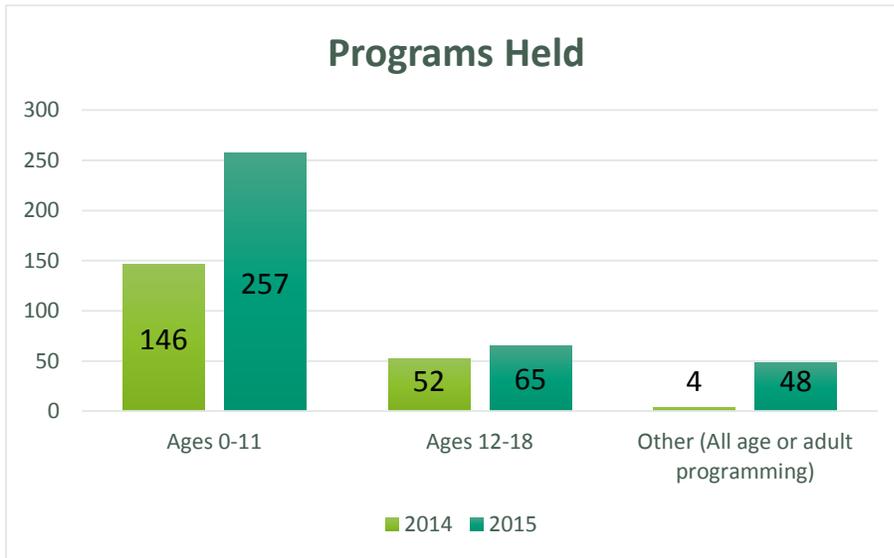
Highlights:

- ❖ Committed to after-school programming with Lego Club twice per month, and a new program for school-age children, the weekly Art Cart. These regular after-school offerings served 44 school-age children in January 2015; by year-end these programs had grown, serving 121 school-age children in December 2015.
- ❖ Introduced regular programming for adults including inviting speakers, authors and experts in for one-off programs on a variety of topics from the paranormal to genealogy.
- ❖ Held Shorewood Reads 2015, a week of programs produced through a collaboration between the Library, Friends, and a group of volunteers including teachers, students and members of the business community, brought hundreds out to celebrate reading, the library, and our chosen book, *Shotgun Lovesongs* by Wisconsin author Nickolas Butler. Events held in and out of the library expanded our reach, touched all ages, and demonstrated Shorewood’s devotion to reading and community.

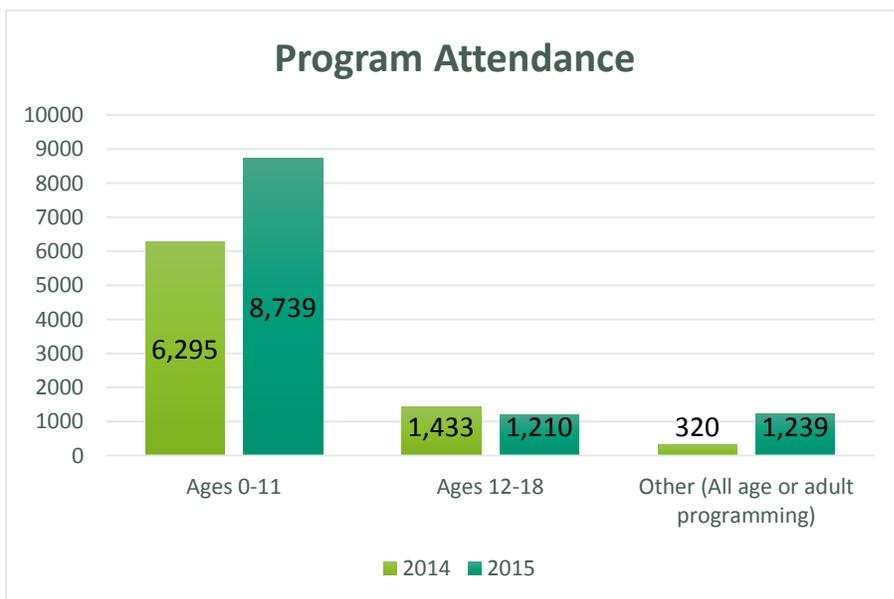
2016 GOALS

- ❖ Establish stronger connections between Library and schools via expertise of youth services librarians
- ❖ Explore adding adult technology program(s) by fall 2016 such as Bring your Own Device or standalone computer instruction classes.

PROGRAMS: BY THE NUMBERS



Programs include class visits both within the library and at schools, drop-in programs including ongoing contests that involve little or no direct supervision, and elaborate programs such as the Summer Celebration. Programs are counted based on the audience they most directly target, so most family programs are counted for Ages 0-11.



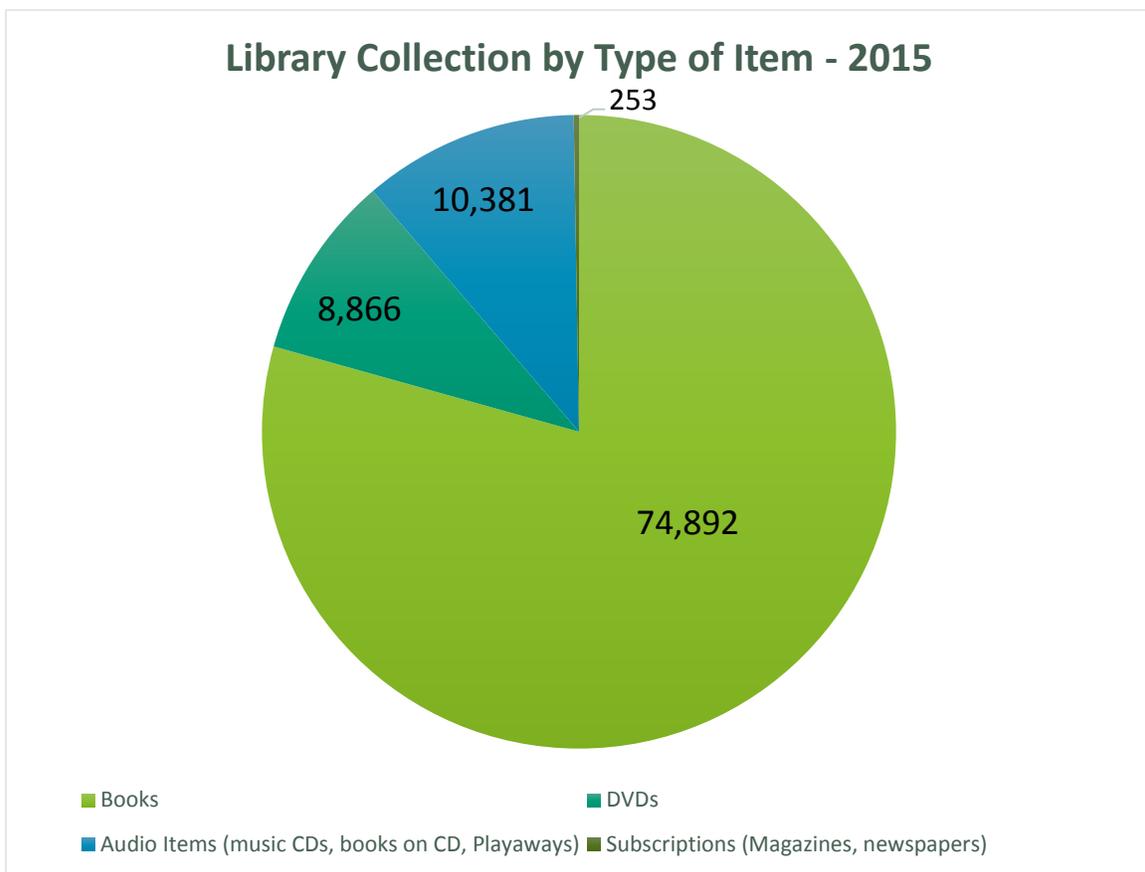
Program attendance has increased dramatically for youth (Ages 0-11) and adults. As of 2015, most programming counted as “Other” – a naming standard that comes from the DPI’s Annual Report structure – is directed towards adults over 18.

COLLECTION & CIRCULATION

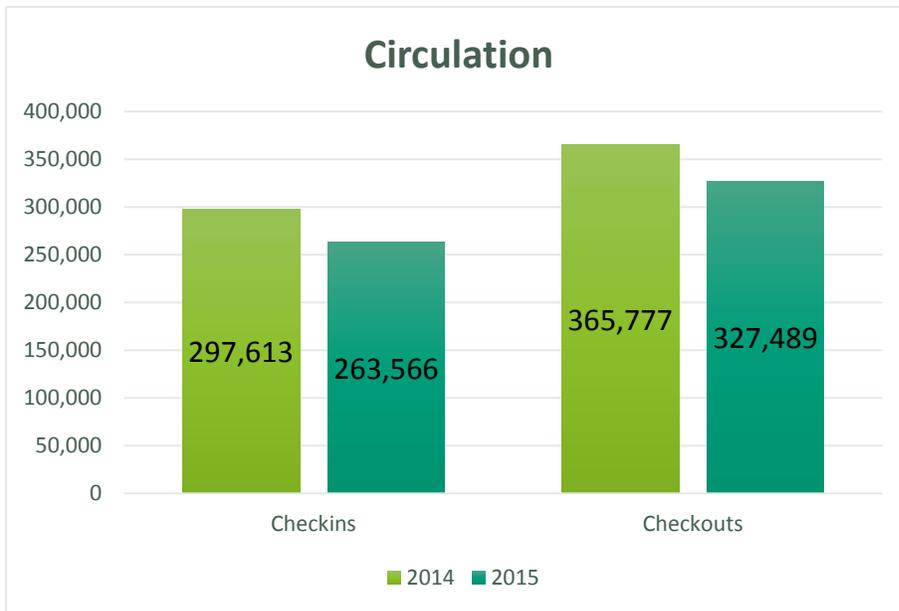
In 2015 we began to examine our collection and the ways in which it meets the needs of our patrons both in Shorewood and more widely in the library system, enacting more rigorous standards for retention of materials and expanding, altering or rejuvenating collections to better-meet patron needs. Highlights:

- ❖ Completed first full year of quarterly removal of items that had not circulated in five years.
- ❖ Re-cataloged young adult non-fiction into user-friendly subjects, using a hybrid of Dewey Decimal System classification and bookstore-like genre classifications.
- ❖ Re-cataloged adult graphic novels into their own section to help patrons find them.
- ❖ Significantly weeded, rearranged, and re-cataloged the mystery section to expand patron access.

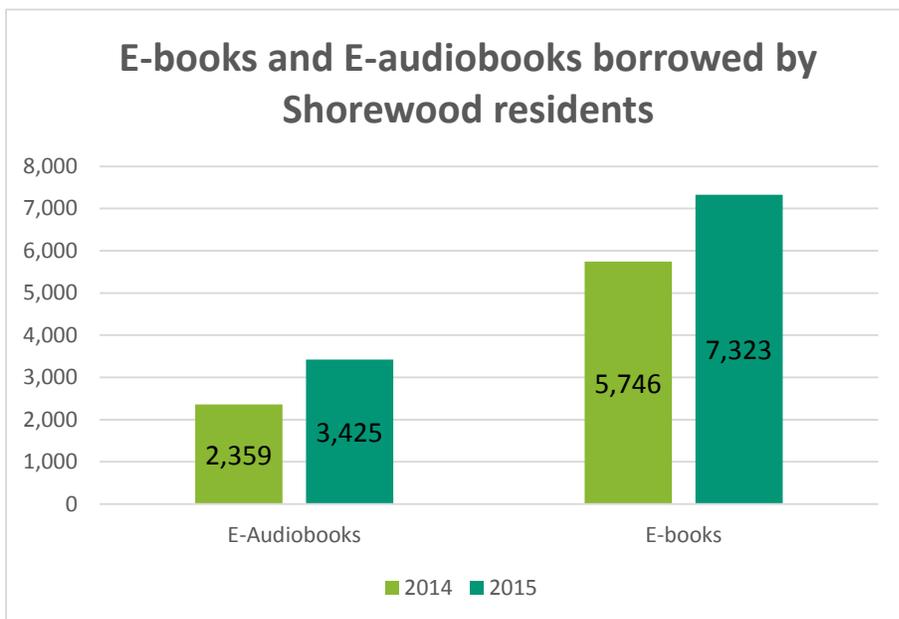
COLLECTION: BY THE NUMBERS



The library's collection size overall did not change dramatically in 2015. We have slightly reduced collection size, except in DVD format. We expect the collection size to decrease slightly over the coming years, as we continue to focus on high-quality, high-demand items.



Checkins and checkouts were both down in 2015. This trend is being seen across Milwaukee County Federated Library System libraries, and beyond, as the economic changes following the 2008 recession continue to reverberate. These numbers do not reflect digital materials, which are shown in the graph below.



Shorewood library patrons have access to the statewide Wisconsin's Digital Library. None of the material is purchased or owned by Shorewood Library; rather, we pay a portion of the county library system's allotment of the Digital Library's budget. The small amount we pay, relative to the large number of items available for our patrons, has a strong return as use of e-materials surges.

2016 GOALS

- ❖ Evaluate use of costly services such as research databases, to determine ROI and create plan for maintaining or eliminating subscriptions.

STAFF DEVELOPMENT

Staff development reached high levels in 2015. With new, engaged staff brought on board in the last three years, we are consistently sending librarians and paraprofessional staff to off-site training ranging from local to state-wide conferences, half- and full-day immersion programs, and more. In 2015, Shorewood Library's staff also participated in state grants to bring funding for unique programming to our library and system.

NOTABLE 2015 ACHIEVEMENTS:

- ❖ Heide Piehler completed a four-week online course through the Department of Public Instruction on Early Literacy Community Development; in addition, Piehler earned a \$200 grant attached to this course, to create an innovative, engaging community program. She held Community Play Day in April with 105 attendees.
- ❖ Emily Passey and Hayley Johnson presented on Shorewood Reads 2015 at the Wisconsin Association of Public Libraries annual conference in Wisconsin Rapids.
- ❖ Susan Lyles attended a day-long technology workshop presented by a regional group of library systems.
- ❖ Emily Passey completed the first ILEAD USA-Wisconsin program, a nine-month long immersive leadership training course, with a team of four other Milwaukee County Federated Library System librarians. The team presented the outcome of their training at the Wisconsin Library Association Annual Conference, and have since received a joint federal/state Library Services & Technology Act grant to build a mobile makerspace for Milwaukee County's public libraries (as of March 2016).

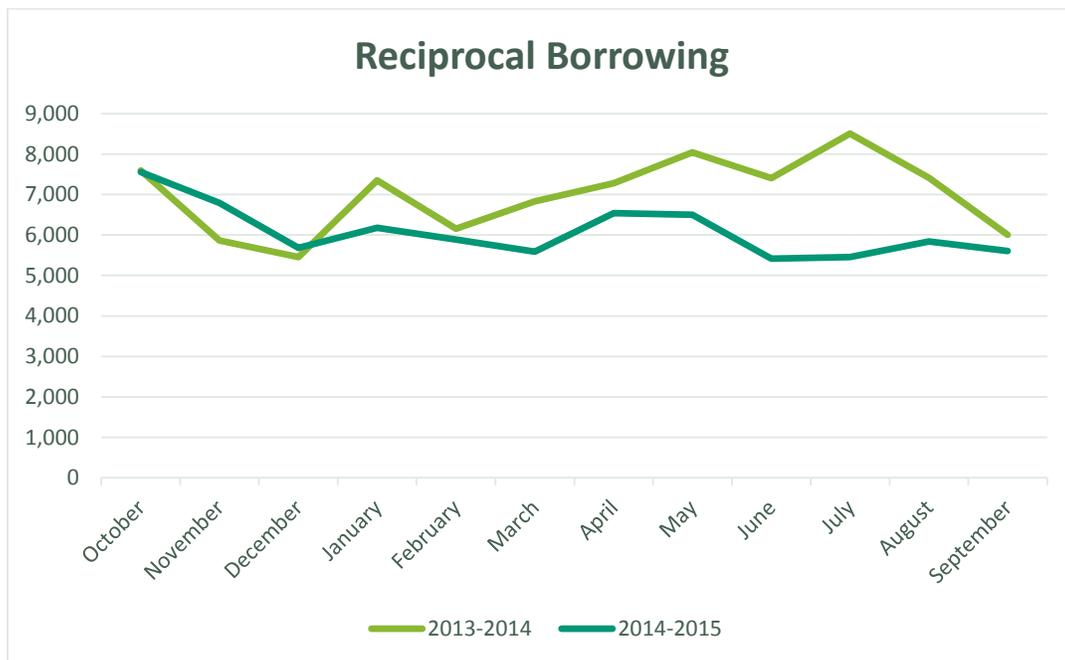
2016 GOALS

- ❖ Engage all staff in more opportunities for training including customer service, LEAN and emergency preparedness.
- ❖ Bring a new library director on board; establishing and reinvigorating internal and external relationships in the process

LIBRARY ADMINISTRATION

The final piece of the library puzzle is the work done “behind the scenes” by the Library Board, who have executive control of library policies and administration, and therefore set the tone for the library in the community. New members learned quickly and contributed much. Longer-term members agreed to stay on during a tumultuous period, guiding the Library through nine months with an interim director. Highlights:

- ❖ In writing our 2016 budget, the library board made a successful capital request of the Village to allow the library to replace worn out furniture in 2016. This request has prompted the creation of a Facilities Planning Committee of the Library Board, to look closely at long-term capital needs.
- ❖ Signed a member library agreement with Milwaukee County Federated Library System with some changes to how reciprocal borrowing is paid out (decrease over four years), costs for ILS and other software maintenance, and expanded administrative services from the system.
- ❖ Worked with Mark Emanuelson, Finance Director, to streamline the process for donation revenue and expenditure. The most important task completed at this time was a clarification of the remaining funds designated as Auermillier Trust – a private donation made in 2006 – and how these funds will be spent, tracked, and reflected in the Library’s annual budget.



The reciprocal borrowing number – total of net lending versus borrowing from October through September each year – is used to calculate our annual payout from state funds paid to the library system. 2014-2015 trended lower than the previous year, but we will not see the financial repercussions until FY18. This trend – seen across the county – coupled with a change to the way this payout is calculated beginning in FY17, is prompting us to evaluate the way we use Reciprocal Borrowing money in our operating budget. Because this money comes via state funding of library systems, it is subject to serious change depending on the political and economic climate from year to year. Libraries in Milwaukee County are being urged to make a paradigm shift in how we allot for this funding over the coming years.

MEMORANDUM



Date: March 21, 2106

To: Village Board

From: Chris Swartz, Village Manager

Re: Proposal for Phase I Environmental Site Assessment for AB Data

BACKGROUND

The Village of Shorewood is in the public discussion process of determining if the A B Data building should be purchased and renovated for the purpose of housing the Village of Shorewood's Police Department. The Village Board has authorized staff to execute an option to purchase the building, with several conditions, including final approval of the Board, after the public process.

As part of staff's due diligence on the potential purchase, a **Phase I Environmental Site Assessment is required**. The assessment, based primarily on historical records, property viewing and some field test, will provide a determination if there is a potential for the site having environmental contamination. Should the results show that there is a potential, a phase II environmental assessment would have to be conducted before the Board would decide to purchase.

RECOMMENDATION

Pursuant to this required due diligence, I am recommending approval of an agreement to conduct a Phase I Environmental Site Assessment with Friess Environmental Consulting for \$1,850. The funds will come from capital reserves, but will be reimbursed via the A B Data building financing plan, if the option is executed.

The motion would be **"to authorize Village staff to execute an agreement for Phase I Environmental Site Assessment for the A B Data building at a cost not to exceed \$1,850, to be funded initially from capital reserves, then if the option is executed, the cost will be incorporated in the police building expenses."**

Should you have any questions, please contact me.

Thank you.

//Chris



February 9, 2016

Village of Shorewood
Mr. Chris Swartz; Village Manager
3930 North Murray Avenue
Shorewood, WI 53211

RE: Proposal for Conducting a Phase I Environmental Site Assessment for the Former AB Data Property Located at 4057 North Wilson Drive in Shorewood, Wisconsin — FEC Proposal No. 160203

Dear Mr. Swartz:

Friess Environmental Consulting, Inc. (FEC) is pleased to submit this cost estimate for conducting a Phase I Environmental Site Assessment (ESA) at the above referenced property. Our services will include a review of local, state, and federal records, as well as interviews with various individuals who have knowledge of the site. We will also conduct an exterior site reconnaissance by viewing the property to identify any indications of environmental concern. By evaluating the data we obtain, we will provide our conclusions regarding the likelihood for recognized environmental conditions (RECs) to exist in connection with the property. FEC will complete a report to document the findings. This proposal identifies the scope of work for the project, the project cost, and the terms and conditions under which the project will be completed.

Project Description

A Phase I ESA was requested as part of potential property transaction to evaluate environmental liabilities associated with the site. FEC understands that the property is located at 4057 North Wilson Drive in Shorewood, Wisconsin. The property is approximately 1.-acre and occupied by a 28,600 square foot mixed use commercial building. The objective of the ESA will be to determine the likelihood for RECs to exist in connection with the property resulting from past or present site use or adjacent land uses. It must be recognized that the completion of this assessment will not guarantee that no environmental liabilities exist at the site.

Scope of Work

The Phase I ESA will address the following environmental issues:

- Petroleum product, hazardous substance, and hazardous waste storage practices; including underground storage tanks (USTs) and aboveground storage tanks (ASTs).
- Use of hazardous substances and petroleum products.
- Petroleum product, solid waste, wastewater, and hazardous waste disposal practices.
- The presence of potential polychlorinated biphenyl (PCB)-containing electrical transformers or hydraulic equipment.

Additional issues such as asbestos-containing materials, lead-based paint, radon, lead in drinking water, wetlands, regulatory compliance, cultural, historic, and ecological resources, industrial hygiene, health and safety, endangered species, indoor air quality, and high voltage power lines will not be addressed during this project. If provided, title information will be reviewed.

FEC will complete the following services for this project:

- Research and review publicly available environmental records and accessible historical information pertaining to potential RECs.
- Conduct interviews with various individuals in regard to property history, property use, and environmental issues.
- Evaluate site reconnaissance data to identify present uses and RECs, if present.
- Prepare a report that will describe the Phase I ESA procedures and provide an opinion regarding the likelihood for RECs to exist in connection the property.

FEC professionals meet the definition of Environmental Professional as defined in §312.10 of 40 CFR 312 and we have the specific qualifications based on education, training, and experience to assess the nature, history, and setting of the sites and develop and perform the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312. The work scope for the record review, interviews, site visit, and report preparation are briefly discussed further in the following paragraphs.

FEC will review and evaluate publicly available local, state, and federal records (ERIS report) and reasonable information provided to FEC (e.g. previous Phase I ESA report) regarding the property to identify possible environmental degradation and identify sites in the vicinity that may pose environmental concerns to the property. Interviews will be conducted with the following individuals (if available): the property owners, the key site managers, the occupants of the property, the report user, local and state government officials, and/or other individuals as warranted.

FEC will visually catalog property use and any conditions indicative of contamination at each property. FEC assumes that access to the property will be available at the time of the site visit. FEC will identify general site features such as drum storage areas, stressed vegetation, soil staining, vent/fill pipes for USTs, ASTs, site filling or grading, debris, etc. Electrical transformers or hydraulic equipment that could contain PCBs and their ownership will also be identified. Finally, conditions on adjacent property that suggest the likelihood for environmental degradation will be noted. This may include the presence of drums, fuel dispensing facilities, vent/fill pipes for USTs, ASTs, as well as manufacturing operations. Photographs of the site and surrounding area will be included in the project report for the site. Following completion of the records review, interviews, and site reconnaissance, FEC will prepare a report for the property that will provide our professional opinion regarding the likelihood for RECs to exist in connection with the property. The report will present all project data, sources and contacts utilized to complete the records reviews, information obtained during the interviews and observations noted during the site reconnaissance.

Project Schedule and Estimate

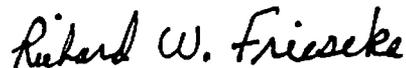
The Phase I ESA will be completed within two to three weeks. FEC, through solid communications and planning, will strive to complete the project in the most efficient and timely manner possible. We will also provide verbal reports, as information is available to keep you updated regarding the status of the project.

The cost for the Phase I ESA will be a lump sum \$1,850. Additional Phase I services that are beyond the scope of this proposal (such as the review of additional reports and regulatory agency files, recommendations, cost estimates, negotiations, report revisions, and reliance letters) will be provided on a time and materials basis at a rate of \$85 per hour. FEC will discuss any additional services with you and your client prior to proceeding.

To proceed, please obtain an authorized signature on the attached agreement and return one signed copy to FEC. We appreciate the opportunity to propose environmental consulting services on this project. If you have any questions, please call us at (414) 228-9815.

Respectfully,

Friess Environmental Consulting, Inc.



Richard W. Frieseke
President

A160203

**FRIESS ENVIRONMENTAL CONSULTING, INC.
AGREEMENT**

THIS AGREEMENT is between Friess Environmental Consulting, Inc., (FEC), and Village of Shorewood "Client", whereas Client desires FEC to perform professional consulting services as described in the attached scope of work (FEC Project No. A160203 dated February 9, 2016). FEC agrees to perform these services in accordance with the terms and conditions set forth herein.

1. SERVICES

Services means those services to be performed by FEC as set forth in this scope of work and/or modified or added in writing or verbally on a task order basis. FEC represents that it will conduct its services with that degree of care and skill ordinarily exercised by members of the environmental consulting community practicing under similar conditions at the same time in the same or similar locality. FEC shall commence and complete the scope of work promptly following approval of this agreement.

2. REPORTS AND OWNERSHIP OF DOCUMENTS

FEC shall furnish an electronic version of the report. A hard copy can be provided upon request. With the exception of the reports, all other documents relating to the preparation of the report are the property of FEC. FEC agrees to return all reports and information provided by Client.

3. COMPENSATION AND PAYMENT

The proposed costs are estimates made by FEC on the basis of its experience and judgment. Client shall pay FEC for services on a time and materials basis in accordance with the attached fee schedule unless the project proposal includes a lump sum fee or not to exceed fee. The project costs will not exceed the amount unless a change in the scope of work is necessary.

FEC shall submit monthly invoices for services provided and expenses incurred and not previously billed or included in any preceding invoice. Payment is due within 30 days of the date of the invoice. Any payment not received within 30 days of the date of the invoice shall be considered delinquent and the amounts due FEC thereafter shall include a finance charge of one percent (1%) per month for each month from the date of the invoice. If the Client has any objections to the invoice, Client shall provide FEC with a clear written statement within 30 days of the receipt of the invoice setting forth the objections.

4. ACCESS TO SITE AND INFORMATION

FEC will rely on information furnished by Client. To the extent reasonably available to Client, Client is responsible for providing FEC with a diagram(s) indicating the location and boundaries of the site and the locations of any private underground utilities or structures (pipes, tanks, cables, sewers, other utilities, etc.) prior to subsurface exploration. FEC shall locate all utilities through Diggers Hotline. Client agrees to hold FEC harmless from all claims or liabilities (including reasonable attorneys fees) arising out of or related to any errors or omissions in any oral or written information provided by the Client provided that they were reasonably relied on by FEC. Client shall arrange for access to the site to conduct the planned field observations or services to FEC and the subcontractors. Client shall notify FEC of all known hazardous materials or conditions upon entering into this agreement. If new hazardous materials or conditions are discovered through the course of work performed under this agreement, FEC has the right to suspend services, or renegotiate the scope of services.

5. SITE RESTORATION

FEC or subcontractors shall take reasonable precautions to minimize damage to the site due to its operations, but has not included in its fee the cost of restoration for any damage resulting from its operations. At Client's request and cost, the site will be restored to the conditions existing prior to the operations.

6. INDEPENDENT CONTRACTOR

FEC, in performing the Services shall be deemed an independent contractor and not an agent or employee of Client. FEC will coordinate subcontracted services as part of the scope of work.

7. SAMPLE HANDLING AND DISPOSAL

All samples of soil, water, and other samples will be discarded 30 days after sample collection unless the Client advises FEC in writing to the contrary. Upon request, samples will be delivered to Client pursuant to Client's direction. FEC is not responsible for the generation, disposal, storage or transport of hazardous materials, such as drill cuttings and fluids, and shall not be named on any such waste manifests. Client will be charged for collection, shipment, delivery, delivery storage, and handling costs. FEC will assist Client with the disposal of materials if desired.

8. TERMINATION

This Agreement may be suspended or terminated by either party upon at least seven (7) days written notice in the event that services are no longer required or of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Client shall pay FEC outstanding invoices and services performed and not yet invoiced as of the date the termination noticed was received.

9. THIRD-PARTY BENEFICIARIES

The services performed by FEC are for the benefit of Client and no other party. There are no third-party beneficiaries to this Agreement.

10. ASSIGNMENT

Neither party shall assign this Agreement without the prior written consent of the other party. Any assignment not made in accordance with this Agreement shall be void.

11. SEVERABILITY

In the event that any provision contained in this Agreement is deemed invalid, void or unenforceable, the other provisions shall remain binding upon the parties and in full force and effect.

12. ATTORNEYS FEES AND EXPENSES FOR COLLECTIONS

In the event that Client breaches of this Agreement by non-payment and the matter is referred to an attorney or agent for action, the Client agrees to pay reasonable attorney's or agent's fees that FEC incurs as a result of such breach.

13. GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Wisconsin. In the event any legal action or proceeding is brought based upon the terms of this agreement, venue of the action or proceeding shall be in the County of Milwaukee, State of Wisconsin

14. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between parties and supersedes all prior or contemporaneous oral or written representations or Agreements. Unless otherwise provided this Agreement shall not be modified except by written document signed by Client and FEC.

17. WISCONSIN CONSTRUCTION LIEN LAW

AS REQUIRED BY WISCONSIN LIEN LAW, FEC HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of FEC and on behalf of the Client and become bound to same this 9th day of February, 2016.

Friess Environmental Consulting, Inc

Richard W. Frieseke

By: _____
Richard W. Frieseke
President

Sign: _____

Print Name _____

Title: _____

Date: 2-9-16

Company/Organization: _____

Proposal No: A160203

Date: _____

Agreement.doc



Shorewood

MEMORANDUM

Village Attorney's Office

Nathan J. Bayer
William P. Dineen

TO: Chris Swartz, Village Manager
FROM: Nathan Bayer, Village Attorney
DATE: **March 16, 2016**
RE: **Amendment to Sex Offender Residency Ordinance**

Enclosed please find a proposed ordinance for consideration by the Village Board that amends the existing ordinance titled "Residency of Sex Offenders; Loitering in Child Safety Zones." It creates a new prohibition on residency that mirrors restrictions adopted by the City of Milwaukee and other municipalities in Milwaukee County. The restriction is known as an "original domicile restriction" and the new section reads as follows:

(5) Original domicile restriction. In addition to the restrictions in (B)(1) and (B)(4) above, and subject to the exceptions in B(3) above, no designated offender shall be permitted to reside in the Village of Shorewood, unless such person was domiciled in the Village of Shorewood at the time of the offense resulting in such person's designation as an offender as defined in Section 409-6 (A).

The amendment also places the responsibility to maintain the map of restricted areas with the police department rather than clerk's office.

Please let me know if you have any questions relating to this matter.

ORDINANCE NO. ____

AN ORDINANCE TO AMEND SECTION 6 OF CHAPTER 409 OF THE GENERAL ORDINANCES OF THE VILLAGE OF SHOREWOOD RELATED TO RESTRICTING RESIDENCY OF SEX OFFENDERS IN THE VILLAGE OF SHOREWOOD

The Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, does hereby ordain as follows:

SECTION 1

That Subsection B(5) of Section 6, Residency of sex offenders; loitering in child safety zones, of Chapter 409, Peace and Good Order, of the General Ordinances of the Village of Shorewood is hereby created to read as follows:

(5) Original domicile restriction. In addition to the restrictions in (B)(1) and (B)(4) above, and subject to the exceptions in B(3) above, no designated offender shall be permitted to reside in the Village of Shorewood, unless such person was domiciled in the Village of Shorewood at the time of the offense resulting in such person's designation as an offender as defined in Section 409-6 (A).

SECTION 2

That Subsection B(2), measuring distance and map of restricted locations, of Section 6, Residency of sex offenders; loitering in child safety zones, of Chapter 409, Peace and Good Order, of the General Ordinances of the Village of Shorewood is hereby repealed and recreated to read as follows:

(2) Measuring distance and map of restricted locations. For the purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the residence to nearest outer property line of the establishments listed above in Subsection B(1). The police department shall maintain an official map showing prohibited locations as defined by this section. The police department shall update the map at least annually to reflect any changes in the prohibited areas.

SECTION 3

That Subsection C(3), map of restricted locations, of Section 6, Residency of sex offenders; loitering in child safety zones, of Chapter 409, Peace and Good Order, of the General Ordinances of the Village of Shorewood is hereby repealed and recreated to read as follows:

(3) Map of restricted locations. The police department will maintain an official map depicting the child safety zones as defined by this section, and shall update the map at least annually to reflect any changes in the restricted locations.

SECTION 4

That if any subsection, section, or portions of this ordinance or the application thereof to any persons as enacted hereunder is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portions hereof and the validity of the ordinance in all other respects shall not be affected thereby.

SECTION 5

That all ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby to such extent repealed.

SECTION 6

This ordinance shall be in full force and effect after its passage and posting as provided by law.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this ____ day of _____, 2016.

Guy Johnson, Village President

Countersigned:

Tonya O'Malley, Village Clerk



NORTH SHORE ENVIRONMENTAL HEALTH CONSORTIUM

Bayside, Brown Deer, Fox Point, River Hills, Shorewood, Whitefish Bay

MEMORANDUM

March 21st, 2016

To: Mr. Chris Swartz, Village Manager
Shorewood Village Board

From: Ann Christiansen, Health Officer
Brad Simerly, Sanitarian

RE: Fee Modification – Effective Date July 1st, 2016

The North Shore Environmental Health Consortium (NSEHC) is a program which conducts inspections for all food establishments, temporary events, farmers' markets, public pools, hotels, and investigates public health-related complaints. The NSEHC is a fee-funded program and has not had a fee increase in three years. After review, the NSEHC recommends a 4% increase for all program fees to maintain services and cover program costs. Please see the attached graphs for comparison with other local agencies.

Also, other services were re-evaluated and there is a need to add an "Inspection Fee" to the fee schedule to meet the requirements of our agent/state contract. Some food vendors who attend temporary events may have already met the requirements of the food code and have received licensure from another jurisdiction. The inspection fee would allow the NSEHC to maintain food safety within in the community without issuing an additional license. This inspection fee would be the same as the costs for a temporary food license, which will either be \$37 or \$62 per event depending on the complexity of the inspection.

Please call the North Shore Health Department at (414) 371-2980 if you have questions before the meeting.



NORTH SHORE ENVIRONMENTAL HEALTH CONSORTIUM

Bayside, Brown Deer, Fox Point, River Hills, Shorewood, Whitefish Bay

16-17 license/permit Fee Proposals for North Shore Environmental Health Consortium

	Permit Fees						
	Annual	15 Month	Preinspection	First Reinspection	Plan review	Consultation	Late fee
Restaurant							
simple	\$316.00	\$395.00	\$158.00	\$153.00	\$158.00	\$127.00	\$63.00
moderate	\$445.00	\$556.00	\$223.00	\$153.00	\$223.00	\$127.00	\$89.00
complex	\$638.00	\$797.00	\$319.00	\$153.00	\$319.00	\$127.00	\$128.00
limited	\$159.00	\$199.00	\$80.00	\$153.00	\$80.00	\$127.00	\$32.00
additional prep area	\$166.00	\$208.00	\$82.00	\$153.00	\$82.00	\$127.00	\$33.00
mobile restaurant	\$301.00	\$337.00	\$114.00	\$153.00	\$114.00	\$127.00	\$60.00
mobile serv. base-simple	\$316.00	\$395.00	\$158.00	\$153.00	\$158.00	\$127.00	\$63.00
mobile serv. base-mod.	\$445.00	\$556.00	\$223.00	\$153.00	\$223.00	\$127.00	\$89.00
mobile serv. base-complex	\$638.00	\$797.00	\$319.00	\$153.00	\$319.00	\$127.00	\$128.00
temporary	\$125.00						
short term temporary	\$62.00						
farm market, per dealer	\$37.00						
farm mkt - potentially haz.	\$77.00						
School Kitchen							
satellite	\$156.00	\$196.00	\$78.00	\$153.00	\$78.00	\$127.00	\$31.00
full service	\$316.00	\$395.00	\$158.00	\$153.00	\$158.00	\$127.00	\$63.00
Retail Food							
not engaged in food proc	\$82.00	\$103.00	\$37.00	\$153.00	\$37.00	\$127.00	\$16.00
sales under \$25K	\$83.00	\$104.00	\$41.00	\$153.00	\$41.00	\$127.00	\$16.00
sales > \$25K, non-pot. haz	\$341.00	\$425.00	\$171.00	\$153.00	\$171.00	\$127.00	\$68.00
sales \$25K-\$1mil, pot haz	\$477.00	\$597.00	\$239.00	\$153.00	\$239.00	\$127.00	\$95.00
sales > \$1 mil, pot haz	\$1,226.00	\$1,533.00	\$614.00	\$153.00	\$614.00	\$127.00	\$245.00
temporary event	\$37.00						
farmer's market, per dealer	\$37.00						
farm mkt - potentially haz.	\$77.00						
Hotels							
5-30 rooms	\$433.00	\$541.00	\$216.00	\$153.00	\$216.00	\$127.00	\$87.00
31-99 rooms	\$506.00	\$632.00	\$253.00	\$153.00	\$253.00	\$127.00	\$101.00
100-199 rooms	\$581.00	\$727.00	\$291.00	\$153.00	\$291.00	\$127.00	\$116.00
200 or more rooms	\$856.00	\$1,070.00	\$428.00	\$153.00	\$428.00	\$127.00	\$171.00
Bed and Break.							
	\$214.00	\$268.00	\$107.00	\$153.00	\$107.00	\$127.00	\$43.00
Pools							
	\$251.00	\$313.00	\$126.00	\$126.00	\$126.00	\$127.00	\$50.00
Body Art							
Tattoo Establishment	\$201.00	\$251.00	\$101.00	\$132.00	\$101.00	\$127.00	\$40.00
Body piercing	\$188.00	\$235.00	\$94.00	\$132.00	\$94.00	\$127.00	\$38.00
Comb. tattoo/body pierce	\$326.00	\$407.00	\$163.00	\$132.00	\$163.00	\$127.00	\$65.00
Temp. tattoo, Body Piercing, or Comb. Est.	\$209.00	\$261.00					
Vending Mach.							
Commissary	\$367.00	\$459.00	\$257.00	\$153.00	\$225.00	\$127.00	\$73.00
Operator	\$209.00	\$261.00	\$126.00	\$126.00		\$127.00	\$42.00
Vend machine unit lic fee	\$16.00						\$3.00
All Licenses							
Duplicate license	\$16.00	\$20.00					
Operating without a lic	\$835.00						
No certified operator	\$179.00						

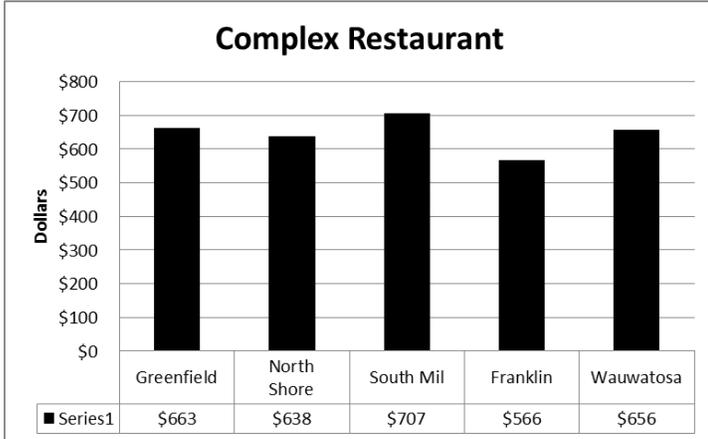


NORTH SHORE ENVIRONMENTAL HEALTH CONSORTIUM

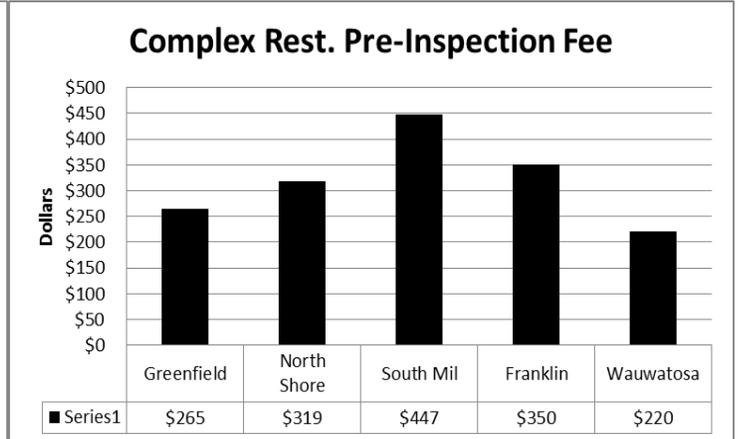
Bayside, Brown Deer, Fox Point, River Hills, Shorewood, Whitefish Bay

4800 W Green Brook Drive
Brown Deer, WI 53223-2496

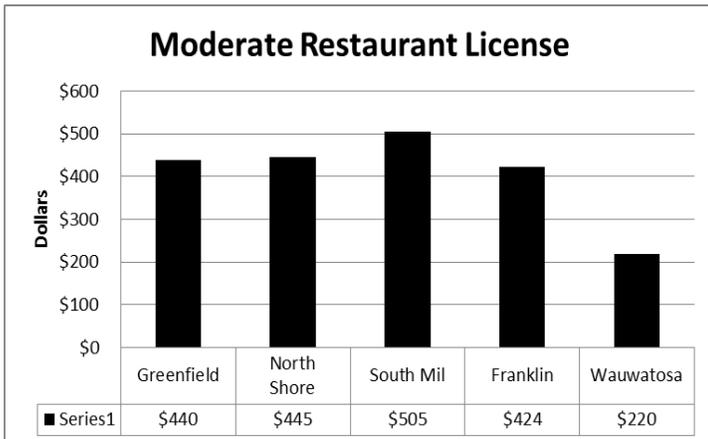
Phone: (414) 371-2986
Fax: (414) 371-2988



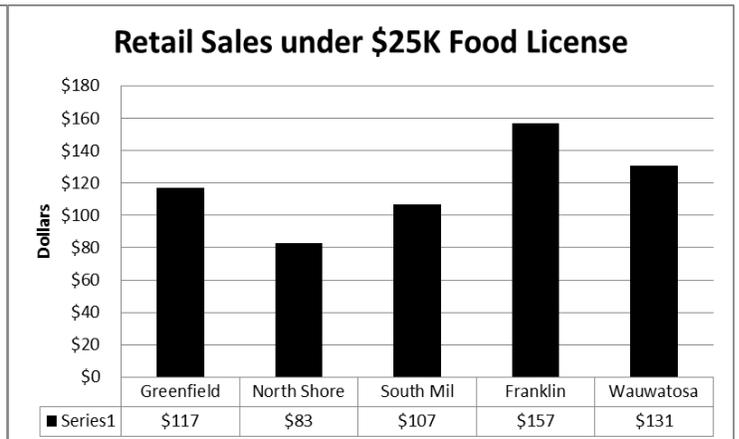
*Currently \$613



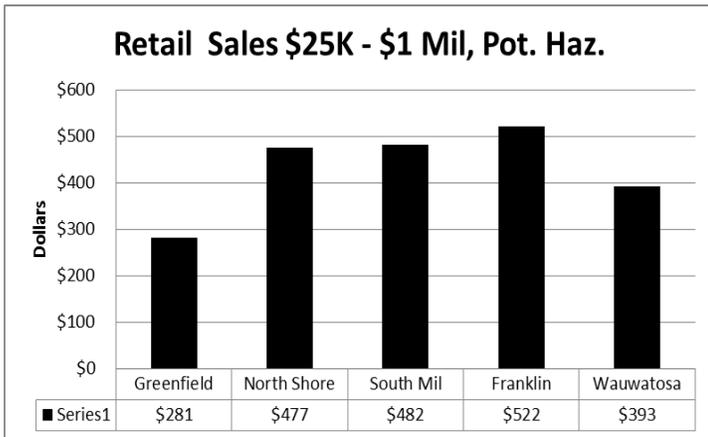
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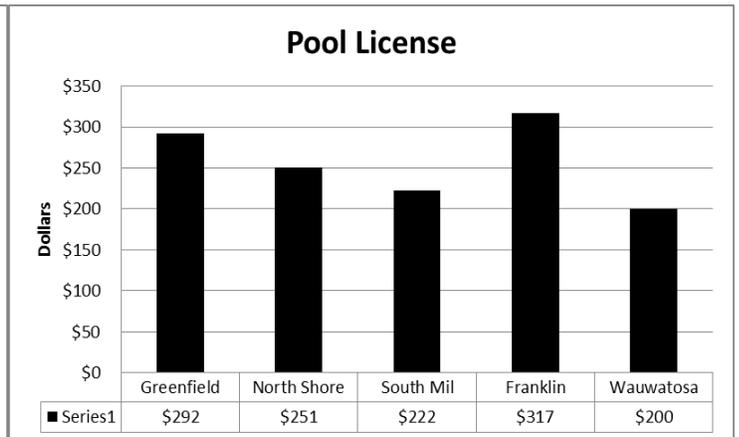
*Currently \$428



*Currently \$80



*Currently \$459



*Currently \$241

MEMORANDUM

March 17, 2016

To: Trustee Davida Amenta, Chairperson
Public Works Committee



From: Leeann Butschlick, Director of Public Works

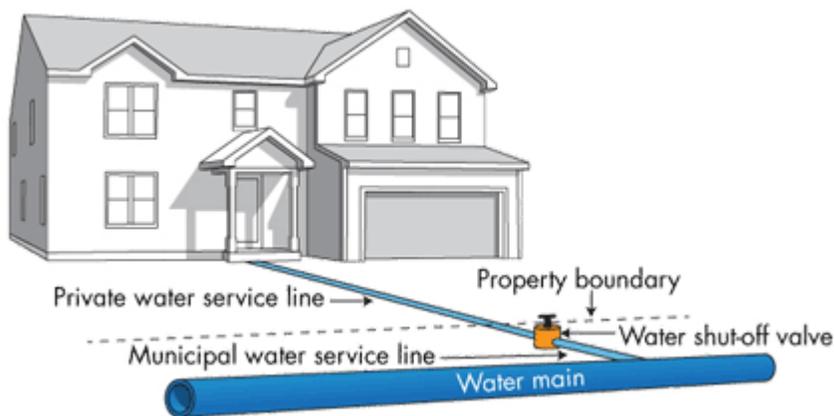
Copy: Village Board
Chris Swartz, Village Manager
Joel Kolste, Assistant DPW Director
Mark Emanuelson, Finance Director
Scott Bohm, Utility Foreman

Re: Water Service Line Replacement Program

Your March 21 agenda includes discussion and consideration of items relating to the replacement of lead water service lines.

BACKGROUND

The Village of Shorewood owns and maintains a water distribution system that dates to the late 1880's. The system supplies water, purchased from Milwaukee Water Works, to 3,528 metered customers through nearly 32 miles of water main. These mains range in size from six through 16 inches and are comprised of a variety of materials, including ductile iron pipe, cast iron and PVC.



Water is delivered from the Village-owned main to a private building through the water service lateral or line. This line is comprised of two distinct parts: the municipal or Village service and the private service. The "Village service" is the section located in the area from the water main to and through the curb stop (the property's water shut off valve). This section is owned and maintained by the Village of

Shorewood. The second section, the "private service", is from the curb stop into the building. This section is owned and maintained by the property owner as outlined in §415-20.C.

The vast majority of the water services were constructed in an era in which lead was the construction material of choice. Our records indicate that 3,518 (90.4%) of the Village services are lead. It is estimated that a similar number of the private services are also lead and that home built during this era may also have lead plumbing components.

Milwaukee Water Works

You may recall a January 27, 2016 Milwaukee Journal-Sentinel article regarding Milwaukee Water Works's intent to cancel planned 2016 water main relays. This change was due to findings of recent studies that indicate the disturbance of service lines through partial replacement increases the risk of lead exposure in the connected home. Like Milwaukee and many other area municipalities, this is the approach Shorewood has utilized to replace the aging lead services.

It must be reiterated that lead is NOT found in the source water, Lake Michigan, and it is NOT found in our treated drinking water. Water can dissolve lead from the service lines and internal plumbing made of lead, especially when water stands unused for several hours. Since 1996 Milwaukee Water Works has treated its water with a phosphate compound that forms a protective coating inside pipes to control lead dissolving into the water.

Public Health & Safety

Without exception, the primary focus of the Village of Shorewood and the Department of Public Works is the protection of the public health and safety of our residents.

The Village complies with all state and federal drinking water safety standards and testing requirements. The EPA's Lead and Copper Rule sets an action level for lead at 15 micrograms per liter. At least 90 percent of all samples taken in any sampling round must be less than 15 micrograms per liter. The Village of Shorewood has NEVER exceeded this action level.

All actions considered and recommended by the Department of Public Works and Shorewood Water Utility have always been and will continue to be done with the public health and safety as the foremost consideration.

ANNUAL INFRASTRUCTURE IMPROVEMENT PROGRAMS

Within the last decade, the Village's asset management and infrastructure improvement focus have been evident in both the development of improvement and maintenance plans for the Village's various infrastructure systems (roads, sewers, water, etc.) and the funding commitments to ensure their implementation.

Great strides have been made in the coordination of the various major infrastructure improvement programs. Street reconstruction has been organized around major sewer construction and this has created additional opportunities to coordinate water distribution system improvements into these construction projects. Since 2012, Shorewood has replaced nearly four percent of its total water main system.

2016 Construction Programs

As you know, contracts have been awarded for approximately \$4 million dollars in roadway, sewer and water system improvements this year. Included in these programs are water system upgrades as follows:

- NE Area Combined Sewer – 760 lineal feet ductile iron pipe watermain, 4 gate valves and 11 service replacements.

- Beverly Road Reconstruction – 2,650 lineal feet ductile iron pipe watermain, 6 gate valves and 57 service replacements.

To address issues relating to both the water system infrastructure's age and material components, the Village has included municipal service replacements as a part of all water system construction for approximately the last ten years. The most opportune time to replace this section of the service is at the time of main replacement and/or street reconstruction.

Please note that the contract award for service replacements scheduled above include funding for only the Village-owned portion of the water service line. The Village has not previously coordinated private service line replacement with public construction projects. This year, however, we have secured unit prices from the respective underground contractors to replace the entire service line at one time if the homeowner elects to do so.

PROGRAM/POLICY CONSIDERATIONS

Staff proposes a four step approach to address the issues related to lead services:

1. Formalization of a past policy which would authorize DPW/Utility staff to approve individual Village-owned water service replacements on an on-going basis when such a homeowner initiates the private service replacement.
2. Prequalification of private contractors for service lateral replacements as a resource for property owners who wish to replace their service lateral outside a Village program.
3. Development of a program to address replacement of lead services in the water main replacement areas of the 2016 construction programs.
4. Development of a comprehensive policy regarding replacement of lead services 2017 and beyond.

Formalization of Past Policy

Currently, if a homeowner replaces the private water service DPW staff will either replace the public section of the service or negotiate with the plumber to complete the work to the main. Such requests are infrequent, but could become more commonplace and require greater budgetary expenditures. As such, staff requests your authorization to continue this practice.

Prequalification of Contractors

In an effort to assist residents, DPW staff with significant input from Building Inspection staff would develop a list of contractors with good standing in the Village. This list would be available to residents who are interested in private service replacement and/or require emergency service for a failed service lateral.

2016 Lead Service Replacement Program

DPW staff has worked extensively with both the North Shore Health Department and its consultant, City Water, Inc., to develop a water service replacement program and protocol. The attached program is modeled on Cincinnati, Ohio, which is recognized nation-wide as a leader in this area.

Continuing Lead Service Replacement Program

Building upon the program developed for 2016, staff will continue its review of global best management practices. A long-term policy will also evaluate possible funding sources to continue to aggressively remove lead service laterals.

Staff is developing a comprehensive communication program with targeted pieces for residents in the water main relay area as well as Village residents in general utilizing public information meetings, direct mail, door hangers, bill inserts, the Village Manager's memo, the Village web site and other opportunities.

VILLAGE BOARD ACTION

If you concur with the above, staff suggests the following motions:

1. Authorization of staff to approve individual Village-owned water service replacements when homeowner initiates private service replacement.
2. Direct staff to develop a list of prequalified plumbing contractors as a resource to residents for the replacement of private water services.
3. Approval of the 2016 Lead Service Replacement Program
4. Direct to staff to develop a comprehensive replacement program for 2017 and beyond.

Representative from the North Shore Health Department, City Water, Inc., and DPW staff will present this item at your meeting on Monday evening. In the meantime, please do not hesitate to contact me if you should have any questions.

2016 LEAD SERVICE REPLACEMENT PROGRAM



Component I – Public Education and Information

The Department of Public Works/Water Utility staff will partner with the North Shore Health Department to develop a comprehensive communication program utilizing public information meetings, targeted mailings, information pieces, and electronic communications to increase awareness.

- Safety of our drinking water
- Ownership and maintenance of services (public vs. private)
- Concerns related to lead
- Exposure risks and best practices to mitigate risks

Component II – Removing Lead Services from the Public Distribution System

Shorewood's infrastructure dates to the late 1880's. The management and improvement of these aging assets is a daily focus. In the last decade, comprehensive infrastructure programs have been developed, coordinated and implemented. Replacing our aging water infrastructure in conjunction with other Village construction programs remains a top priority in 2016.

- 2016 construction programs will continue the removal of lead service laterals from public distribution system during water main relays.
- Replacement of public service by Village contractor during construction:
 - It is assumed that the majority of the services in the construction areas are lead given the age of the homes. This will be confirmed in the field during construction and the property owner notified.
 - Where they exist, lead service laterals will be replaced with copper from the main to the curb stop, reconnecting to the existing lateral at that point. As in the past, this cost will be borne by the Utility.
 - Recent studies have shown a temporary lead level spike in drinking water following a partial replacement. Residents will be encouraged to follow prescribed actions as outlined below to reduce the risk of lead exposure.
- Replacement of full service during construction if a property owner elects to do so:
 - The contractor has provided a unit cost to install a new copper service from the curb stop up to (but not into) a home. Homeowner would coordinate private plumber work with Utility to replace the private side lateral at the same time the public side lateral is replaced.
 - Full service replacement addresses the risk of a temporary increase in water lead levels; however, lead may still be present due to interior plumbing and/or fixtures present in the home. The resident would be encouraged to follow a modified flushing protocol.
 - Cost to replace the portion of the service lateral that is on private property is the responsibility of the property owner. The cost of the private service line

installation performed by the Village's contractor would be assessed over a 10 year period.

- Replacement of a public water service outside the 2016 water main relay areas:
 - Municipal services which require replacement due to damage or failure will continue to be replaced at Utility expense. The flushing and safety protocol will be suggested.
 - Homeowner requested municipal service replacements in conjunction with full private service replacements will be treated similarly. The Utility will be responsible for costs related to the municipal service, including street restoration if necessary.

Component III – Protecting Our Customers

Public health and safety are the primary focus of the Village of Shorewood, the Department of Public Works and the Shorewood Water Utility. A program and flushing protocol have been developed based upon current best management practices to reduce the risk of lead exposure to our residents and customers.

- Construction impacted residences:
 - A baseline lead level test prior to construction will be requested of each home in the water main relay area. Testing requests will be repeated following the new service connection at intervals of one week, one month and then weekly until levels return to baseline. Sample results will be shared with residents/property owners. The testing costs will be borne by the Utility.
 - The Utility will provide a drinking water filter pitcher and a three month supply of replacement cartridges to homes in the water main construction area.
 - A flushing protocol has been developed. The protocol suggests a 30 minute flush on the day of the new service connection. This is followed by a ten minute daily flush for a period of 4-6 weeks. The flush allows the phosphate additive in the water to recoat the lateral, providing the intended lead protection. The length of the temporary increase in lead levels can be correlated to the frequency and volume of water used in flushing. It is estimated that a 60 day flushing period would equate to a total water use of 744 gallons. A \$14.54 credit of two units (1,480 gallons) will appear on both the sewer and water portion of the utility bills of each of the impacted homes as an incentive to residents to follow the flushing protocol.
- General Village residents:
 - Upon request, the Utility or NSHD will provide test kits for residents to sample water for lead at any time. The homeowner will be responsible for lab fees.

March 15, 2016

Mr. Chris Swartz, Village Manager
Village of Shorewood
3930 N. Murray Avenue
Shorewood, WI 53211

***Subject: Village of Shorewood
Combined Sewer Service Area Environmental Assessment
Regulatory Update Summary***

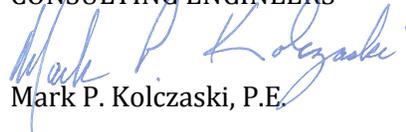
Dear Mr. Swartz:

Please find enclosed our update on the regulatory requirements for the Combined Sewer Service Area Environmental Assessment, which is summarized as follows:

- The current combined sewer system carries wastewater to the MMSD system for treatment. The first flush of surface waters from streets and driveways is also currently conveyed through combined sewers to the MMSD system for treatment.
- A meeting was held with MMSD and the Wisconsin DNR to review full sewer separation and virtual sewer separation alternatives.
- The Wisconsin DNR recommended that some portion of the first flush runoff continue to be directed to the MMSD facilities for treatment as provided in the virtual separation alternatives. MMSD was supportive of continuing to treat the first flush of surface waters.
- The Wisconsin DNR stated that full sewer separation would not be able to meet water quality standards and would not support any system that does not direct the first flush of surface waters to the combined sewer system for treatment.
- The expense of a new fully separated collection system coupled with the high cost for treatment of surface waters before discharge to the Milwaukee River indicates that full sewer separation would not be a cost-effective alternative.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Mark P. Kolczaski, P.E.

Encs.

C/Encs. Leeann Butschlick, Director of Public Works

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March 8, 2016

Mr. Chris Swartz, Village Manager
Village of Shorewood
3930 N. Murray Avenue
Shorewood, WI 53211

***Subject: Village of Shorewood
Combined Sewer Service Area Environmental Assessment
Regulatory Update***

Dear Mr. Swartz:

The Village of Shorewood has been working diligently on addressing basement wastewater backups and street flooding since the major rain events of 2010. As you know, a number of improvement projects have been completed or are scheduled for construction in 2016 in the northern portion of the Village. Two studies have also been conducted to address these concerns in the southeast corner of the Village, which is the combined sewer service area south of Capital Drive. The studies recommended a number of solutions including downspout disconnection, virtual separation of excess surface waters with a storm sewer outfall to the Milwaukee River, and green infrastructure improvements. A third alternative has also been discussed which includes full separation of sanitary wastewater from surface waters (storm waters). Full separation would include wastewater being conveyed to the Milwaukee Metropolitan Sewerage District (MMSD) system for treatment and all surface waters directed to the Milwaukee River.

Recognizing that there are a number of potentially significant regulatory and environmental issues associated with implementation of improvements, meetings were held with MMSD and the Wisconsin Department of Natural Resources (DNR). Information on proposed improvements was also forwarded to the U.S. Army Corps of Engineers (USACE) for comment. Potential solutions to the basement backup problems in Shorewood's combined sewer area were submitted for regulatory agency consideration. We reviewed the alternative concepts with the regulatory agencies and solicited feedback regarding the benefits and challenges associated with each alternative.

The first alternative presented was a fully separated sewer system wherein wastewater from households and businesses is directed to the MMSD system for treatment. Treatment is provided by the Jones Island sewage treatment plant before discharge to Lake Michigan. Surface waters would be collected in street inlets and conveyed in separate sewers to the Milwaukee River. After reviewing this concept, the Wisconsin DNR clearly stated that a full separation of sewer systems would not be able to meet state water quality standards or satisfy anti-degradation regulations without additional treatment at the outfall. The cost of a new fully separated collection system coupled with the high cost to construct a treatment system for surface water discharges to the Milwaukee River would not be cost-effective.

The second alternative presented to the regulatory agencies was virtual separation. Virtual separation is where wastewater from households and businesses is conveyed through combined sewers to the MMSD system for treatment and the first flush of surface waters from streets and driveways is also conveyed through combined sewers to the MMSD system for treatment. Wisconsin DNR strongly suggests that some portion of the “first flush” or “low flow” runoff be directed to the MMSD facilities for treatment. Street curb inlets would have restrictors to reduce the flows into the existing combined sewers for basement backup protection. For surface waters exceeding the capacity of the existing combined sewer system new storm sewers would convey excess surface waters to the Milwaukee River.

Two options have been presented to the Village for virtual separation. The first, prepared by Ruckert-Mielke, was a large diameter storm sewer (aka Milwaukee River Outfall) coupled with an extensive network of smaller storm sewers to collect and convey excess surface water to the Milwaukee River. The second virtual separation option, prepared by CDM Smith, was a series of large diameter storm sewers where excess surface waters would travel along streets to the outfall sewer and be conveyed to the Milwaukee River. Storm water modeling of the virtual separation options will define how much storm sewer is needed. The network of storm sewers needed to transport excess surface waters will be based on the extent of water conveyed in the streets, whether that is the Ruckert-Mielke virtual separation option, the CDM Smith option, or somewhere in between.

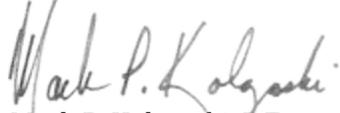
MMSD has a water course connection permit for storm water discharges. Detailed design information is required along with documentation of water surface elevation changes in the river and timing of the peak flows from the outfall storm sewer in relation to the timing of the peak flow of the river. With regard to USACE permits, the project would fall under the terms of a general permit. The USACE asked to be copied on all permit submittals of the proposed design to the Wisconsin DNR. The Wisconsin DNR is the primary agency for regulating water quality, impacts to waterways, and impacts to wetlands for this project. Their permit process will require a Chapter 30 permit, which will include a wetland delineation, a determination of the Ordinary High Water Mark, and an analysis of waterway and/or wetland impacts. In addition, a Water Quality Certification will be required, which will take anti-degradation regulations into account. A Total Maximum Daily Load (TMDL) study is currently being completed for the Milwaukee River, and the results of this study will impact the regulation of the discharges of phosphorus, sediment, and fecal coliform to the Milwaukee River. Eventually, the TMDL limits will become part of the Village’s Municipal Separate Storm Sewer System (MS4) permit. Finally, once Wisconsin DNR sets a TSS reduction limit for this project and modeling results reveal how much stormwater is directed to MMSD facilities versus how much is directed to the river, options for additional treatment of water discharged to the river, if required, can be addressed in greater detail. See the attached fact sheets for a summary of the regulatory requirements.

From a water quality regulatory perspective the Wisconsin DNR looks at the two virtual separation options, which both include low flow diversion, as the same. The Wisconsin DNR clearly would not consider any system other than the continued use of the combined sewer system for treatment of low flows.

The next steps include analyzing the environmental impacts of the proposed project and preparing recommendations for mitigation improvements. That will be followed by our report describing the alternatives and costs for improvements, 3D computer modeling results, exhibits, project sequencing, and schedule for the selected plan.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS


Mark P. Kolczaski, P.E.

Encs.

C/Encs. Leeann Butschlick, Director of Public Works

Regulatory Review Datasheet



Title: *Regulatory Review Summary for MMSD*
Client: *Village of Shorewood, WI*
Project: *Combined Sewer Service Area Environmental Assessment*

Agency: Milwaukee Metropolitan Sewerage District (MMSD)
260 West Seeboth Street
Milwaukee, WI 53204

Contact: Debra Jensen
(414) 272-5100
DJensen@mmsd.com

Permits/Reviews Required:
Watercourse Connection Permit
Technical review of new outfall
Technical review of new pipelines

Details:

The Watercourse Connection Permit will need to address the following issues:

- Location and size of outfall.
- Elevation of outfall in relation to the Ordinary High Water Mark for the Milwaukee River.
- Suitable energy dissipation at the discharge location, including calculations for rip rap or other dissipating structures, and any effects to the Milwaukee River.
- Timing of the peak flows from the Village system versus timing of peak flow from the Milwaukee River. This is to document that river capacity will not be diminished. Any change in water surface elevation will also need to be documented.

A Connection Permit from the Village of Whitefish Bay was provided as an example for permit submission.

For technical review of the new outfall, MMSD will review design drawings and capacity calculations, in addition to energy dissipation, as mentioned for the Watercourse Connection Permit.

Technical review of the new pipeline will include design drawings and calculations, similar to other Village submissions, but the nature of this project will focus on changes to flows routed to the MMSD system. The Village combined sewer discharges to MMSD intercepting structure IS073 (low flow) and wet-weather diversions to the NS4 dropshaft for the Inline Storage System. MMSD has the Village watersheds allocated at 0.045 cfs/acre to IS073. MMSD indicated restrictors need to be a minimum 6" in diameter for maintenance purposes. Calculations will be needed to show the actual discharge proposed, taking into account the minimum sizes for flow restrictors. The limit for overtopping the interceptor will also be reviewed.

Regulatory Review Datasheet



Title: *Regulatory Review Summary for Wisconsin DNR*
Client: *Village of Shorewood, WI*
Project: *Combined Sewer Service Area Environmental Assessment*

Agency: Wisconsin Department of Natural Resources
141 NW Barstow St., Room 180
Waukesha, WI 53188

Contact: April Marcangeli
(262) 574-2132
April.Marcangeli@Wisconsin.gov

Permits/Reviews Required:

Studies Required

Wetland Delineation
Ordinary High Water Mark Determination

WPDES Construction Site Stormwater General Permit

Chapter 30 Permit to authorize construction. This includes analysis of:

Impacts to Waterways and Wetlands
Review Floodplain Impacts
Grading Authority
Water Quality Permitting

Details:

Construction and operation of a new stormwater outfall to the Milwaukee River will trigger permitting requirements through the Wisconsin DNR. The DNR is the primary agency for regulating water quality, impacts to waterways, and impacts to wetlands for this project. USACE has stipulated that Section 404 Regional General Permits that may apply to this project are contingent upon DNR Chapter 30 Permit approval. The project team met with representatives from DNR on February 5, 2015 and performed research on the DNR website. A summary of the permitting requirements is included below.

STUDIES REQUIRED

In order to determine potential project impacts to wetlands or waterways, a wetland delineation needs to be performed at the project site and the ordinary high water mark (OHWM) of the Milwaukee River needs to be determined. The Village may hire a qualified consultant to delineate wetlands. DNR will determine the OHWM, at the Village's request.

WPDES CONSTRUCTION SITE STORMWATER GENERAL PERMIT

A Wisconsin Pollution Discharge Elimination System (WPDES) construction site stormwater general permit will be required. This requirement is often passed on to the contractor who will perform the construction.

Regulatory Review Datasheet

CHAPTER 30 PERMIT

Impacts to Waterways and Wetlands

If the proposed project will impact waterways or wetlands, the Village will need to apply for waterway and/or wetland permits through the DNR. As discussed during the February meeting with DNR, if there are any impacts to wetlands, an individual wetland permit will be required because a new stormwater outfall would not qualify for a general wetland permit. If the proposed outfall will have an impact below the OHWM of the Milwaukee River (which seems likely), the Village will need to apply for a waterway permit.

Review Floodplain Impacts

The DNR will review any proposed fill within the floodplain, but regulation of the floodplain will be handled by the local authority (the Village is the local authority in this case).

Grading Authority

The DNR does not have grading authority in Milwaukee County, so the Village will not be required to obtain a separate permit for grading an area greater than 10,000 square feet adjacent to a river.

Water Quality Permitting

WQC. A new stormwater outfall to the Milwaukee River will require a Water Quality Certification (WQC) from the DNR. WQCs are required for projects that may impact water quality to make sure the projects will comply with state water quality standards.

Anti-degradation. The state of Wisconsin has an anti-degradation policy to address new or increased discharges to surface waters, and to require a permittee to justify the reasons for new or increased discharges before such discharges can be allowed under Wisconsin's discharge permit program (WPDES). If the new or increased discharge results in any lowering of water quality, the discharger must demonstrate to DNR that the discharge accommodates important social or economic development. This may include a showing of increased employment, increased production, avoiding reductions in employment, increased efficiency, economic or social benefit to the community (including industrial, commercial, or residential growth), or correcting an environmental or public health problem. In order to obtain the WQC, the project must satisfy this anti-degradation policy.

TMDL. The DNR is conducting a Total Maximum Daily Load (TMDL) study on the Milwaukee River for three contaminants of concern: phosphorus, fecal coliform, and sediment. The TMDL has not yet been completed, and it is not clear how the TMDL loading limits will impact the Village's permit process. However, DNR did indicate that the TMDL will assume zero loading of these contaminants for the combined sewer area under existing conditions, and any increase in loading would constitute degradation of the receiving waters. The DNR considers that combined sewer areas, through treatment of stormwater flows, are able to remove 98.7% of suspended solids from stormwater runoff.

Technically, any changes to the existing system that would result in less than 98.7% overall removal of total suspended solids (TSS) from stormwater would degrade the receiving waters. However, DNR acknowledge that it would be impossible to separate sewers and still achieve an overall 98.7% reduction in TSS for the project watershed. When the TMDL is complete, updated MS4 permits will incorporate the TMDL loading limits. DNR suggested that the TSS removal limit (and the assumed equivalent phosphorus removal, since phosphorus is often associated with particles) requirement would likely be set somewhere between 40% and 98.7%, but they are still working on it.

TSS/P Reduction. Due to the likelihood of the overall TSS reduction requirement being set at no lower than 40%, a full sewer separation project alternative would be unlikely to be able to meet that goal. DNR clearly stated that some portion of the stormwater runoff ("first flush") should be directed to the MMSD system for treatment.

Fecal Coliform. While sediment removal (and the assumed equivalent in phosphorus reduction) is fairly straightforward, reducing fecal coliform concentrations in stormwater runoff is more difficult to model or quantify. During the February 2015 meeting, DNR acknowledged that bacterial counts in stormwater are often inconsistent. DNR is not sure how fecal coliform water quality standards and TMDL limits would be addressed for a new stormwater outfall.

Regulatory Review Datasheet

MS4 Permit. In addition, the Village's Municipal Separate Storm Sewer System (MS4) permit explicitly states in Part 3.F.2 that "Permittees may not establish a new MS4 discharge of a pollutant of concern to an impaired waterbody or increase the discharge of a pollutant of concern to an impaired waterbody unless the new or increased discharge causes the receiving water to meet applicable water quality standards." A new stormwater discharge that increases loading of TSS, fecal coliform, and/or phosphorus to the impaired Milwaukee River would technically violate this clause. However, DNR did not indicate that this would hinder the permit process. During the February 2015 meeting, the DNR representatives indicated that the DNR would review the project based on the project's primary goals first (reduce basement back-ups and reduce flooding), and then would consider the water quality concerns in the context of those two primary goals being met.

Additional Treatment. Once DNR sets the TSS reduction limit and modelling results reveal how much stormwater runoff is directed to MMSD facilities for treatment versus how much is directed to the river, options for additional treatment, if required, can be addressed in greater detail (e.g., sediment separators, green infrastructure, etc.).

Regulatory Review Datasheet



Title: *Regulatory Review Summary for Army Corps of Engineers*
Client: *Village of Shorewood, WI*
Project: *Combined Sewer Service Area Environmental Assessment*

Agency: US Army Corps of Engineers (USACE)
250 N. Sunnyslope Rd, Suite 296
Brookfield, WI 53005

Contact: Marie H. Kopka
(651) 290-5733
Marie.H.Kopka@usace.army.mil

Permits/Reviews Required:
GP-002-WI (Issued under USACE Section 404 program)
GP-004-WI (Issued under USACE Section 404 program)

Details:

The US Army Corps of Engineers has indicated the portion of the Milwaukee River in which the proposed outfall would be located is not a Section 10 water of the US and, thus, would be considered under the Section 404 program. Two general permits have been issued under the Section 404 program and may result in the outfall being covered under one or more non-reporting categories of the general permits.

GP-002-WI

Non-Reporting Category 10. Outfall Structures: This activity is authorized under the non-reporting GP provided that the work is regulated and approved by the WDNR under Chapter 30.12 Wisconsin State Statutes. Activities related to construction of outfall structures and associated intake structures where the effluent from the outfall is authorized, conditionally authorized, or specifically exempted, or which are otherwise in compliance with regulations issued under the National Pollutant Discharge Elimination System program. This GP only authorizes those intake structures that are directly associated with an authorized outfall structure.

Non-Reporting Category 13. Minor Fills: This activity is authorized under the non-reporting GP provided that the work is regulated and approved by the WDNR pursuant to NR 299 and/or Chapter 30/31; or the work is exempt from regulation by the state under Chapter 30.12(1g). Discharges of dredged and/or fill material for a single or complete project that would result in filling, draining, excavating or inundating not more than 400 square feet of waters of the United States, including wetlands.

GP-004-WI

Non-Reporting Category 5. Outfall Structures: Activities related to construction of outfall structures and associated intake structures where the effluent from the outfall is authorized, conditionally authorized, or specifically exempted, or which are otherwise in compliance with regulations issued under the National Pollutant Discharge Elimination System program. This GP only authorizes those intake structures that are directly associated with an authorized outfall structure.

Non-Reporting Category 3. Piers, docks, wharves, boat shelters and pilings: Lists specific requirements and limitations on such structures.

March 4, 2016

To: Village Board
cc: Village Manager Chris Swartz

From: Ericka Lang, Planning Director

RE: Economic Development Grant for Reserve Liquor License 4075 N. Oakland Ave METRO MARKET

On March 4th the Community Development Authority recommended approval to your board for an economic development grant for the reserve liquor license “class B” for the Metro Market. The grant offsets the \$10,000 license fee required by the State for reserve alcohol licenses. The Village reimburses the applicant \$9,400.

Property owner applicant Mega Marts LLC submitted the application February 12th, 2016. The Village Building Inspector issued a temporary Certificate of Occupancy on February 11th.

The table below is a summary of the current beer, wine and liquor licenses as of December 4, 2015.

Village of Shorewood Beer, Wine and Liquor licenses			
License Type	License Description	Number Allowed	Number Issued
Class “A” Fermented Malt Beverage	Authorizes the retail sale of beer and beer-based coolers, in the original sealed container, for consumption off the licensed premises.	4	2
“Class A” Intoxicating Liquor	Authorizes the retail sale of liquor and wine, in the original sealed container, for consumption off the licensed premises.	6	3
Class “B” Fermented Malt Beverage	Authorizes the retail sale of beer and beer-based coolers for consumption on the licensed premises and for consumption off the licensed premises.	5	3
“Class B” Intoxicating Liquor	Authorizes the retail sale of liquor by the drink for consumption on the licensed premises and (if allowed by local ordinance) in the original sealed container for off-premises consumption.	14	14
Reserve “Class B” Intoxicating Liquor	Authorizes the retail sale of liquor by the drink for consumption on the licensed premises and (if allowed by local ordinance) in the original sealed container for off-premises consumption.	8	3
“Class C” Wine	Authorizes the retail sale of wine by the glass or in an opened original container for consumption on premises only.	4	1

If in your favorable opinion the motion would be:

“I so move to approve the economic development grant in the amount of \$9,400 for reimbursement of the reserve liquor license Class B fee to Mega Marts LLC located at 4075 N. Oakland Avenue for Metro Market grocery store.”

ROUNDY'S SUPERMARKETS, INC.

PICK 'N SAVE · COPPS · METRO MARKET · MARIANO'S

PO Box 473
Milwaukee, WI 53201
414-231-5000

February 16, 2016

VIA GROUND COURIER

Ms. Tanya O'Malley
Village Clerk / Treasurer
Village of Shorewood
Village Hall
3930 N. Murray Ave.
Shorewood, WI 53211

Re: Metro Market – Grant Request

Dear Tanya:

Enclosed please find the completed Application for Reserve "Class B" Alcohol Beverage Grant request for Mega Marts, LLC doing business as Metro Market at 4075 North Oakland Avenue. The \$10,000 Class B reserve fee was submitted to your office on December 16, 2015, and the \$275 prorated license fee was submitted on February 2, 2016.

Please let me know if we are expected to discuss our request with the Community Development Authority prior to the Board's consideration. Also advise if we are required to appear before the Board for this request.

Please contact me with any questions you may have at 414-231-5904 or jessica.ditscheit@roundys.com.

Very truly yours,

ROUNDY'S SUPERMARKETS, INC.

Jessica M. Ditscheit

Jessica M. Ditscheit
Paralegal

Enclosure



VILLAGE OF SHOREWOOD
3930 N MURRAY AVENUE, SHOREWOOD WI 53211
Telephone (414) 847-2601

APPLICATION FOR RESERVE "CLASS B" ALCOHOL BEVERAGE GRANT

To the Village Board of the Village of Shorewood, Wisconsin

Mega Marts, LLC, has been issued an initial Reserve "Class B" license by
the Village of Shorewood, Wisconsin effective 2/5/16 to operate at 4075 N Oakland Ave
(date) (address of licensed premises)

Licensee submits this application for the purpose of obtaining the Village of Shorewood initial Reserve "Class B" beverage grant for the licensee as allowed under Shorewood Code Section 335-15(B). By accepting this one time grant, the licensee agrees to waive any claim (he/she/it) may have against the Village of Shorewood for refund of any part of the Reserve "Class B" license fee paid to the Village by licensee. This waiver of claim shall be effective whether such license fee be repealed, rescinded or modified by action of the state legislature or by the courts. By accepting this one time grant, the licensee also agrees that, in the event that any court of competent jurisdiction shall determine that the Village's grant program does not serve a public purpose or is otherwise contrary to law, the licensee will, upon demand by the Village, repay the one time grant to the Village.



Edward G. Kitz 2/12/16
(Signature of licensee authorized representative) (Date)

Edward G. Kitz VP/Secretary 2/12/16
(Type or Print Name) (Title) (Date)

SUBSCRIBED AND SWORN TO BEFORE ME
this 12th day of February, 2016
Jessica M Ditscheit

My commission expires: 3/12/17
(Notary Public)

Edward G. Kitz
Signature of Applicant - VP/Sec. of
Mega Marts, LLC (Applicant)

Recommendation to the Village Board: _____

Community Development Authority Approval : _____
(Signature of Authorized Representative)

Date: _____

March 16, 2016



To: Community & Business Relations Committee, Chair Bockhorst
Cc: Village Board of Trustees
Chris Swartz, Village Manager

From: Planning Director Ericka Lang

Re: Bike Corrals in the Commercial District

Background

Last year your board approved a pilot on-street bike corral program prompted by local business owner of Draft & Vessel the prior year. The owner determined there's a demand for such an amenity in front of his business, witnessing more bikes than places to lock them up. The program is required to be discussed this year to determine if it should continue and become permanent, or discontinue.

2015 Approved Program Criteria

The following criteria were established for a bike corral pilot program:

- a. Max street corral dimensions = 7 ft x 20 ft
- b. Locate 15 feet away from any fire hydrant
- c. Provide wheel block at each end of corral or large planters or other approved object
- d. Provide enhanced design feature
- e. Remove corral by November 15th
- f. Only allow directly in front of business
- g. Submit special privilege application with site plan and photographs of desired location
- h. Sign maintenance agreement (Keep clean and in order. Report abandoned bikes)

The 2015 program allowed up to two more bike corrals; however, no other businesses contacted the village to request a corral. Staff outreach to two businesses showed no interest. The program had the village purchase bike racks as a pilot program and requires the business to purchase the racks if the program became permanent. The cost for the two standard u-shaped bike racks was \$1264 (two racks parks 12 bikes).

Attached is testimony from Draft & Vessel owner Nat Davauer along with two pictures of the corral being used. Mr. Davauer is requesting permission to set up the bike corral again this year. Also attached is the agreement signed last year by Mr. Davauer.

If the program would be permanent, Mr. Davauer would be required to reimburse the village for the cost of the two bike racks.





Nat Davauer n@davauer.com
Tuesday January 19, 2016
Email

Hi Ericka,

Sorry about the delay on this, no great excuses other than the fact that the list of things on my plate hath runneth over.

Attached are a couple pictures of the bike rack. One this summer when it was super packed with bikes, and one just before we took them out before the first snow and people were still using them. We still get "fat tire" bikes using them in the snow and will try to get a picture of that when possible.

I couldn't overstate the public's enthusiasm for this. 100% positive. It felt like even though we were pushing for the idea ourselves, the public took hold of it and felt they helped make it happen. We get a lot of cyclists as we did before, but there is a little more ownership I think when they park at the corral which to me says to them, "we appreciate you riding your bike and this is a place that will encourage that."

We had a few different state and city rides that used our place as a starting or way point.

We sell custom made D&V bike hats.

we offer discounts to members of Bicycle Benefits: <http://bb2.bicyclebenefits.org/>

WI Bike Fed members were already good customers of ours and were very enthusiastic when the corral opened. They did a story and interview on it here: <http://wisconsinbikefed.org/2015/08/17/sshorewoods-first-on-street-bike-corral/> a comment in that piece...

Brighter Future says:

Woo hoo! Go Shorewood! Good work Nat. Good work Village Trustees. You can't see it in the pictures, but I also like that C&V added Tiki Torches to give the coral and the outdoor seating there that cool tropical "the natives about to engage in mating rituals" vibe. They've got an amazing selection of beer and cider at C&V, and it's great to see that they've taken a space that wasn't doing much, and really making it thrive. We could use another bike coral in front of Colectivo on Oakland, and maybe in front of Three Lions Pub too. Speaking of bike parking, what's with U.S. Bank on Wisconsin Avenue decorating all of their sidewalk planters with vintage bikes, yet providing no bike parking facilities in the front or on the sides? Kind of makes it inconvenient for me to bike over their and make huge deposits.

One of the Criterium racers is a regular and wore our brand in the race.

I never turned it in (as it ended up being on the agenda anyway) but we have two full pages of signatures of our customers petitioning for the corral.

People really love it and when combined with the outdoor seating it makes for a very social and accessible street. Many cyclists leave their helmets and shoes on and just sit at a table next to their bike having a beer. They hop back on and ride off.

Of course I'd absolutely like to do it again and I believe there's a big expectation there that we would. If we didn't I fear it would have an audible negative reaction. Let me know when the meeting is (if I didn't already miss it) and if there's more you need.

Thanks!

Nat

**MAINTENANCE AGREEMENT
ON-STREET BICYCLE FACILITY**



The Village of Shorewood will provide an on-street bicycle parking rack(s) outside of:
Draft & Vessel, 4417 N. Oakland Ave Business Name, Business Address

The facility will be located the west side of Oakland Ave, directly in front of the business
for example: the east side of SE Name of St., north of SE St. Name].

Because the Village of Shorewood will be unable to maintain the facility to city standards, the tenants at the above property or the owner of said property are entering this agreement with the Village of Shorewood.

To facilitate implementation of a bike corral in the public, it is agreed that:

1. The facility will be swept and otherwise clear of all debris at least once every other week. All trash will be removed from the facility and hauled with the regular trash hauling provided for by the subject property.
2. The facility will receive a visual inspection at least once per week. If debris and trash have collected to a noticeable degree during this inspection, the facility will be swept as described in item 1.
3. Evidence of damage, vandalism, or the presence of abandoned bicycles will be reported to the Shorewood Police Department. Please also notify program staff by email/phone.
4. If citizen complaints are received, the following steps will be taken:
 - a). A field investigation will be completed by the Planning and Development Dept.
 - b). If the maintenance level is deemed unacceptable both the merchant and property owner will be sent a letter about the situation and given the opportunity to respond in writing.
 - c). Response to the complaint will result in either: 1) No action; 2) A warning; 3) A change to the agreement; or 4) Revocation of the permit by the Village of Shorewood.

Primary responsibility for this agreement falls on
[Business Name, Business Address].

Draft & Vessel at 4417 N. Oakland

Signature Date
Chris Swartz
Shorewood Village Manager

Name:
Business
Name:

Nathaniel Davauer 5/27/15
Signature Date
Nathaniel Davauer
Draft & Vessel



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

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:

Expenditure Summary by Department				2015	Projected
Department	2013	2014	2015	Adopted	as a % of
	Actual	Actual	Actual	Budget	Budget
General Government					
1420 - Clerk/Treasurer	204,001	203,029	158,684	217,083	73.1%
2000's Public Safety / Other Protective Services					
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%
3000's - Public Works					
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
Revenues					
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>
Expenditures					
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)		-	-	
Change in Fund Balance Excluding Error	<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>	
Fund Balance Components:					
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		
Total Fund Balance		<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
1100 - Village Board						
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>
1410 - Village Manager						
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>
1420 - Clerk/Treasurer						
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>
1510 - Finance						
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>
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%
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
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%
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>
2900 - Other Public Safety						
100-2900-43420	Fire Insurance	46,292	54,160	54,527	50,000	109.1%
3000 - Public Works						
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>
4000 - Health						
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>
5300 - Village Celebrations						
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>	
9000 - Other Financing Sources						
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
General Government					
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>
2000's Public Safety / Other Protective Services					
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>
3000's - Public Works					
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>
Culture and Recreation					
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	
North Shore Bank								
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)	-	-	-	-	-	-	-	-
Total North Shore Bank	27,276,108.79	27,276,109	-	-	-	-	-	27,276,109
US Bank								
Lighthouse Escrow	121,933.40	-	-	-	-	-	-	-
Local Gov't Investment Pool								
	273.58	274	-	-	-	-	-	274
BMO Money Market	36,759.70	36,760	-	-	-	-	-	36,760
BMO Investments	1,807,794.70	-	1,015,014	369,579	201,186	222,015	-	1,807,795
Total BMO	1,844,554.40	36,760	1,015,014	369,579	201,186	222,015	-	1,844,554
Morgan Stanley Money Market	54,742.98	54,743	-	-	-	-	-	54,743
Morgan Stanley Investments	3,916,876.26	-	525,525	1,919,689	1,030,400	-	441,262	3,916,876
Total Morgan Stanley	3,971,619.24	54,743	525,525	1,919,689	1,030,400	-	441,262	3,971,619
BOK Money Market	59,965.66	59,966	-	-	-	-	-	59,966
Bank of Oklahoma Investments	2,246,462.55	-	80,775	932,886	351,865	199,807	681,130	2,246,463
Total Bank of Oklahoma	2,306,428.21	59,966	80,775	932,886	351,865	199,807	681,130	2,306,428
Total Cash and Investments	35,520,917.62	27,427,851	1,621,315	3,222,154	1,583,451	421,822	1,122,392	35,398,984
investments only	8,122,601.85							
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

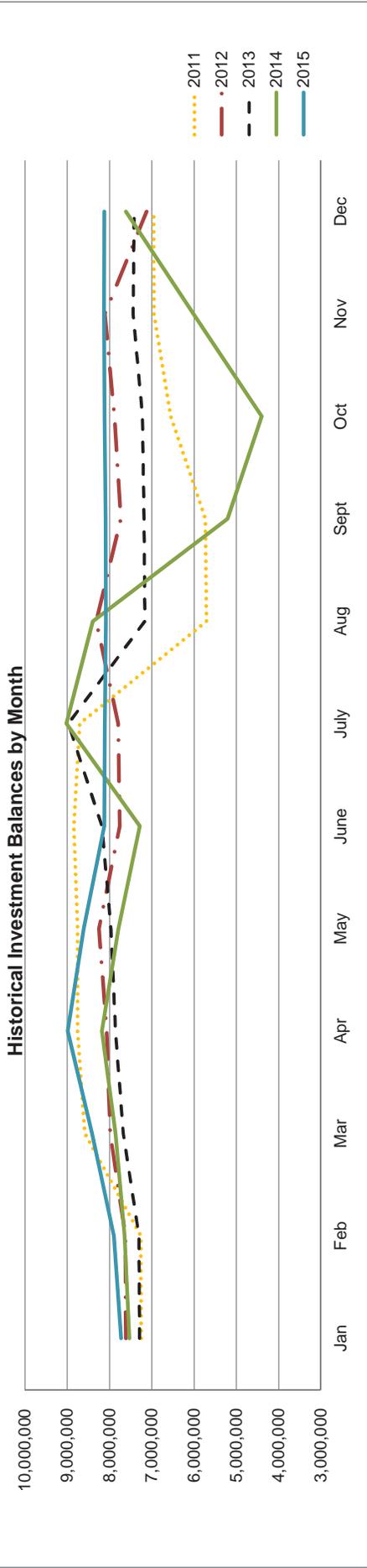
Institution	Face	Coupon Rate	Yield to Call or Maturity	Date Purchased	Maturity Date	Bond Rating	Term in Years at Purchase	Current Market Value
BMO Capital Markets								
Municipal Bonds								
Brown Deer WI	145,000	2.00%	0.80%	11/6/12	4/1/16	AA2	3.4	145,612
Brown Deer WI	185,000	2.00%	1.00%	11/6/12	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
Total Municipal Bonds	1,790,000							1,807,795
Total at BMO	1,790,000				\$ 17,795			1,807,795
Morgan Stanley								
Municipal Bonds								
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
Total Municipal Bonds	1,005,000							1,031,673
US Agency Securities								
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
Total Agencies	842,000							839,610

**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
Morgan Stanley								
CD's								
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%	4/29/15	5/1/17	na	2.0	249,478
AMEX Centurian	100,000	1.00%	1.00%	5/13/15	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>
Total Morgan Stanley	3,897,000					\$ 19,876		3,916,876
Bank of Oklahoma								
Municipal Bonds								
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%	3/17/15	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>
US Agency Securities								
Fannie Mae	342,000	1.05%	1.15%	2/13/15	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>
Total Bank of Oklahoma	2,222,000					\$ 24,463		2,246,463
Total Investments	7,909,000					\$ 62,134		7,971,134

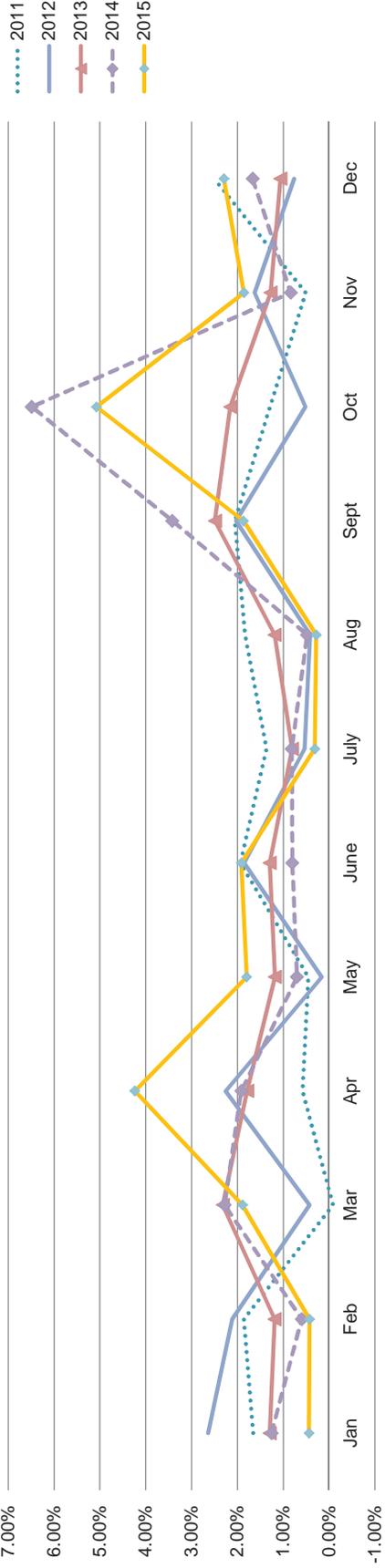
Village of Shorewood
Cash and Investment Report - Statistical Information

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%

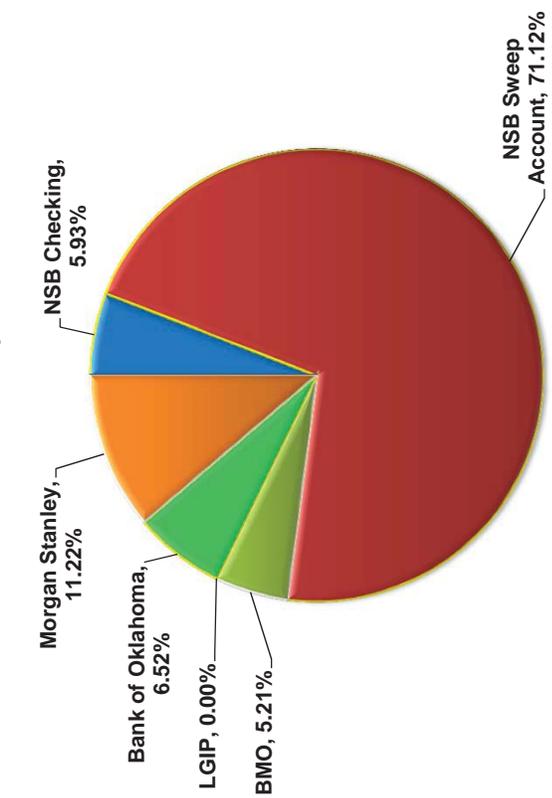


Village of Shorewood
Cash and Investment Report - Statistical Information

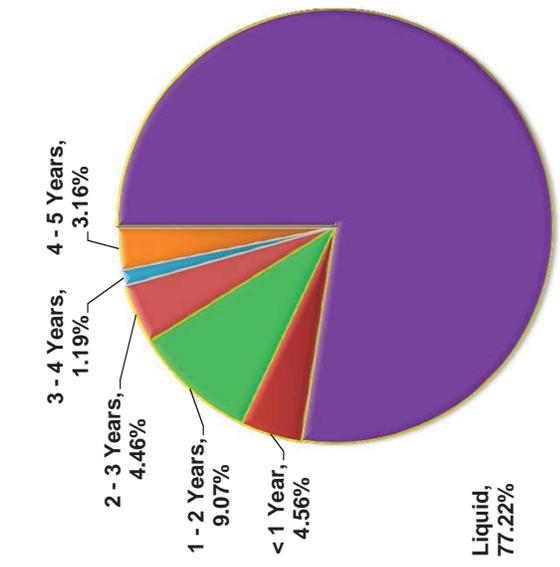
Historical Annualized Interest Rates



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
Revenues						
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%
	Total Operating Revenue	924,289	933,752	958,364	946,885	101.2%
200-5110-48100	Interest Income	80	68	60	-	0.0%
200-5110-48515	Grants / Bequests	-	-	27,000	-	0.0%
	Total Non-Operating Revenue	80	68	27,060	-	0.0%
	Total Library Revenue	924,369	933,820	985,424	946,885	97.7%
Expenditures						
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%
Adult Materials						
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%
Childrens Materials						
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%
Young Adult Materials						
200-5113-53730	Materials	7,997	8,297	7,507	8,500	88.3%
200-5113-53730	Audiobooks	-	-	-	-	0.0%
	Total Operating Expenditures	882,213	901,833	956,138	946,885	101.0%

Library Fund - 200

Dept/Account No.	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
Non-Operating Expenditures						
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%
Capital Expenditures						
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		-	-	-	-	
Ending Fund Balance		\$ 150,418	\$ 79,937	\$ 77,383	\$ 79,937	
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		\$ 150,418	\$ 79,937	\$ 53,410	\$ 79,937	

Senior Services Fund - 210

Account Number	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
Revenues						
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>
Expenditures						
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		-	-	-	-	
Ending Fund Balance		<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
Revenues						
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>
Expenditures						
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)	
Ending Fund Balance		<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
Revenues						
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%
	Total Revenue	<u>59,976</u>	<u>70,801</u>	<u>67,760</u>	<u>64,283</u>	<u>105.4%</u>
Expenditures						
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%
	Total Expenditures	<u>59,240</u>	<u>59,051</u>	<u>66,405</u>	<u>64,283</u>	<u>103.3%</u>
	Net Change in Fund Balance	736	11,750	1,355	-	
	Beginning Fund Balance	3,931	3,931	15,681	15,681	
	Less: Surplus Applied	-	-	-	-	
	Ending Fund Balance	<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
Revenues						
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>
Expenditures						
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	1,800,947	-	-	-	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)	
	Ending Fund Balance	<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
Revenues						
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%
Total Revenue		<u>229,952</u>	<u>225,992</u>	<u>232,340</u>	<u>256,782</u>	<u>90.5%</u>
Expenditures						
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%
Total Expenses		<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		-	-	-	-	
Ending Net Assets		<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
THE HEART OF EVERYTHING

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
Revenues					
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%
Total Revenue Water					
	<u>1,446,481</u>	<u>1,864,460</u>	<u>1,822,608</u>	<u>1,841,000</u>	<u>4.8%</u>
Expenses					
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%
Total Expenditures Water					
	<u>1,434,519</u>	<u>1,702,525</u>	<u>1,735,115</u>	<u>1,651,085</u>	<u>-6.1%</u>

Water Utility - 610

Dept/Account No	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
Revenues						
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%
Expenditures						
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	
Maint Mains						
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%
Total Maintenance Mains Expenditures		221,921	351,350	342,364	216,463	
Maint Services						
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%
Total Maintenance Services Expenditures		42,740	57,961	105,014	37,458	
Maint Meters						
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%
Total Maintenance Meters Expenditures		9,868	21,487	8,861	13,427	
Maint Hydrants						
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%
Total Maintenance of Hydrants		11,177	10,510	16,998	4,689	
Maint Misc Plan						
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%
Total Maintenance Misc Plant Expenditures		4,866	9,770	11,735	8,465	

Water Utility - 610

Dept/Account No	Account Name	2013 Actual	2014 Actual	2015 Actual	2015 Adopted Budget	Projected as a % of Budget
Customer Accounts						
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%
Total Customer Accounts Expenditures		58,283	55,188	57,918	59,373	
Other Water						
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%
Total Other Water Expenditures		74,202	145,464	145,019	112,120	
Total Expenses		1,434,519	1,702,525	1,735,115	1,651,085	105.1%
Net Change in Equity		11,962	161,935	87,493	189,915	
Beginning Net Assets		1,220,800	1,220,800	1,382,735	1,382,735	
Less: Surplus Applied		-	-	-	-	
Ending Net Assets		\$ 1,220,800	\$ 1,382,735	\$ 1,470,228	\$ 1,572,650	
Debt service Principal payments		\$ 142,291	\$ 152,903	\$ 233,340	\$ 233,340	



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

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
Revenues					
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%
Total Revenue Sewer	<u>1,986,156</u>	<u>3,507,348</u>	<u>2,177,483</u>	<u>2,124,500</u>	102.5%
Expenses					
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%
Total Expenditures Sewer	<u>1,552,778</u>	<u>1,573,324</u>	<u>1,583,466</u>	<u>1,651,881</u>	95.9%

Sewer Utility - 620

Account Number	Account Name	2013 Actual	2014 Actual	2015 Projected	2015 Adopted Budget	Projected as a % of Budget
Revenues						
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>
Expenditures						
Sewer Administration						
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>	
Sewer Maintenance						
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	
Storm Maintenance						
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	
Customer Accounts						
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	
Other Sewer						
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		-	-	-	-	
Ending Net Assets		\$ 6,014,522	\$ 7,948,547	\$ 8,542,564	\$ 8,421,165	
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
Revenues						
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>
Expenditures						
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
Public Works						
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
Total Public Works			1,123,785	2,606,168	1,171,862	1,095,550
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	-	-
Total Expenditures			2,471,873	5,013,709	1,753,568	2,359,381
Net Change in Fund Balance			(1,083,386)	374,239	(351,908)	-
Beginning Fund Balance			565,929	565,929	940,168	940,168
Surplus Applied			-	-	-	(138,000)
Ending Fund Balance			\$ 565,929	\$ 940,168	\$ 588,260	\$ 802,168
Restricted Fund Balances (Debt Proceeds)				2014 for 2015	2015 for 2016	
Roads projects				35,009	-	
Future NSF Capital				126,710	49,057	
Lateral Rehab PPII				150,354	72,616	
Total Restricted Fund Balance				312,073	121,673	
Fund Balance Assigned for future purposes:				2014 for 2015	2015 for 2016	
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	-	
Total Assigned Fund Balance				138,000	134,884	
Remaining Unassigned Fund Balance				490,095	331,703	



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE MANAGER'S OFFICE MEMO

DATE: March 21, 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

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)
- The option for employees to carry over up to 40 hours of vacation to the upcoming calendar year (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)



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 to the employee. The policies, practices and benefits of the Village will be applied to a particular situation and interpreted by the Village as it, in its sole discretion, deems appropriate.

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

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

B. The Village of Shorewood

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

The administrative operation of the Village is under the authority of the Village Manager, who is hired by the Village Board. The Village Manager is the chief executive officer of the Village and is responsible for the operation of the Village, the hiring and termination of most employees, the supervising of employees, the administration of the budget after it is

approved by the Village Board, the preparation of the annual budget, the purchase of Village supplies and the coordination of the activities of all departments of the Village. The staff of the Village is responsible to the Village Manager for their activities. The Village Manager is responsible to the Village Board.

C. Scope of this Manual

This manual covers all employees of the Village, ~~including~~ 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 **if requested**. 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:

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

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

Because of record-keeping requirements on the above deductions, all changes in any employee's status or address must be reported to the Village ~~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 be allowed to carry over up to 40 hours of vacation to the following year. The vacation carry over time must be used the following year within a certain time period determined by the department head. Any vacation carry over requests should be approved by the department head and submitted to the Village Manager within 10 days of the end of the calendar year.
- Vacations shall be taken with the approval of the Department Head so that at all times each department can function efficiently and fully during the calendar year. Vacation requests should be submitted in writing in advance, as required by departmental policy.
- Employees should not be eligible for vacation during their first calendar year of employment unless agreed upon prior to employment in the employee's offer letter.
- Payroll will add each employee's accrued amount of vacation through their next anniversary date at the beginning of each calendar year.
- If an employee has provided sufficient advanced notice of his or her resignation as set forth in Section 4.F., Regular full-time and regular part-time employees whose Village employment ends shall be compensated for unused vacation time based on the accrued time earned up to the last date of Village employment. This should be computed by adding the amount of time an employee worked past their annual anniversary date in their last

- year of employment. The amount of vacation paid out will be pro-rated to match this period of time.
- For regular full-time and regular part-time employees whose Village employment ends and use more vacation time than they accrued for their last year of employment, the Village will deduct this non-accrued time from the employee's last pay check.
 - ~~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 or her supervisor.

F. Witness Duty – Sworn Law Enforcement Officers Only

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

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

The Village Manager may, upon recommendation of the Department Head, grant a regular employee leave of absence without pay for not more than thirty (30) working days. Longer leaves of absence without pay shall be granted only by the Village Board. Requests for leave of absence must be in writing. Approval of such leaves also must be in writing and signed by the Village Manager. Upon expiration of regularly approved leave without pay, the employee will generally be reinstated in the position held at the time leave was granted if the position still exists and if the employee is still qualified for the position, otherwise to a similar position, if available. Failure on the part of the employee on leave to report promptly at the expiration of the leave will be considered a voluntary termination. Leave without pay shall be granted only when it will not result in undue prejudice to the interests of the Village as an employer.

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

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

H. Worker's Compensation

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

I. Light or Limited Capacity Duty

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

8. EMPLOYEE CONDUCT AND CUSTOMER SERVICE

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

- [Basic](#) tact and courtesy towards the public and fellow employees;
- [Ad](#)herence 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 ~~e~~Office is open. The grievance must be in writing.
- C. Village Manager's Response: The Village Manager (or designee) will meet with the Grievant within fifteen (15) working days of receipt of the written grievance. The Village Manager or designee will provide a written response within five (5) working days of the meeting.
- D. Impartial Hearing: The ~~G~~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 ~~G~~grievant's receipt of Village Manager's ~~R~~response. The Village Manager or designee will work with the Impartial Hearing Officer and ~~G~~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 ~~R~~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.



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

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.

Employee Signature

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	\$50,000 <u>\$55,000</u>	\$58,000 <u>\$62,500</u>	\$65,000 <u>\$70,000</u>
	24.04 <u>26.44</u>	27.88 <u>30.05</u>	31.25 <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
Deputy Clerk/Treasurer Administrative / Payroll Specialist	\$43,680 <u>\$38,000</u>	\$49,920 <u>\$44,000</u>	\$56,160 <u>\$50,000</u>
	21.00 <u>18.27</u>	24.00 <u>21.15</u>	27.00 <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
Building Inspector I (Lead) Building Inspector II	\$56,160	\$62,400	\$70,720
	27.00	30.00	34.00
Building Inspector II Building Inspector I	\$52,000	\$58,240	\$66,560
	25.00	28.00	32.00
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	15.41 <u>16.24</u>	16.35 <u>17.23</u>	17.32 <u>18.25</u>
Court Clerk	18.00	20.00	22.00
Customer Service Associate	15.00	17.00	19.00
Public Safety Clerk	15.41 <u>16.24</u>	16.35 <u>17.23</u>	17.32 <u>18.25</u>
Seasonal	7.25	7.88	8.50
General Laborer	14.64 <u>15.42</u>	18.19 <u>18.50</u>	19.09 <u>20.11</u>
Equipment operator, Forester I	17.56 <u>18.50</u>	23.25 <u>23.65</u>	24.41 <u>25.71</u>
Forester II, Route Collector, Utility Equipment Operator	17.77 <u>18.72</u>	23.51 <u>23.93</u>	24.72 <u>26.04</u>
Utility Operator I	18.15 <u>19.12</u>	23.85 <u>24.34</u>	25.05 <u>26.38</u>
Utility Operator II, Forestry Leader, Craftsman, Mechanic, Electrician	19.24 <u>19.63</u>	25.07 <u>24.85</u>	26.38 <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	19.97 <u>21.04</u>	25.84 <u>26.27</u>	27.19 <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
Preventative Annual Exam (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"> • Proof of Appointment: _____. • Date of Exam (MM/DD/YY): _____. 	80	
Complete Online Health Risk Assessment (one time per year) <ul style="list-style-type: none"> • Date Completed (MM/DD/YY): _____. 	50	
Complete Biometric Testing (one time per year) Proof needs to be provided by a signature, receipt, etc. <ul style="list-style-type: none"> • Proof of Appointment: _____. • Date Completed (MM/DD/YY): _____. 	50	
Wellness Session Discussions/Webinars (10 points per session, up to 4 sessions) <ul style="list-style-type: none"> • Must attach one page summary of discussion/webinar • Include title of webinar and date it was viewed 	Max 40	
Dental Exam/Cleaning (one time per year) Proof needs to be provided by a signature, receipt, etc. <ul style="list-style-type: none"> • Proof of Appointment: _____. • Date of Exam (MM/DD/YY): _____. 	50	
Submit Wellness-related article for Employee Newsletter (one time per year) <ul style="list-style-type: none"> • Article Name: _____. • Date Submitted to the Wellness Committee: _____. 	10	
Vision Exam (one time per year) Proof needs to be provided by a signature, receipt, etc. <ul style="list-style-type: none"> • Proof of Appointment: _____. • Date of Exam (MM/DD/YY): _____. 	20	
Flu Shot (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"> • Proof of Appointment: _____. • Date (MM/DD/YY): _____. 	20	
Meet with a Deferred Compensation or Financial Representative (one time per year) Proof needs to be provided by a signature, etc. <ul style="list-style-type: none"> • Proof of Appointment: _____. • Date (MM/DD/YY): _____. 	10	
Read a Wellness-related Book (one time per year) <ul style="list-style-type: none"> • Title: _____. • Write and attach a one page summary of the book and what you learned. 	10	
Total Points the Year for Prevention and Education (150 points required):	Max 340	

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
Walking, Biking or Running (up to 5 times per year) 150 minutes or 50,000 steps in one week (10 points) 120 minutes or 40,000 steps in one week (8 points) 90 minutes or 35,000 steps in one week (6 points) 60 minutes or 30,000 steps in one week (4 points)	Max 50	
Become a Member of a Gym <ul style="list-style-type: none"> Provide verification of gym membership (10 points) Go to the gym at least 8 times per month (10 points up to 4 times per year) 	Max 50	
Non-Smoker or complete a Smoking Cessation Program <ul style="list-style-type: none"> (40 points) I certify I am a non-smoker: _____ (40 points) Verify participation in a smoking cessation program 	40	
Make a Healthy Lifestyle Choice (10 points each choice, up to 3 times per year) <ul style="list-style-type: none"> List ways the choice helped you become healthier. Write and attach a one-page summary of the choice. 	Max 30	
Participate in a Community Service Event related to Wellness (10 points per event, up to 2 times per year) <ul style="list-style-type: none"> Date (MM/DD/YY): _____ . Location: _____ . Activity: _____ . Date (MM/DD/YY): _____ . Location: _____ . Activity: _____ . 	Max 20	
Public Events – Run, Tri, Walk, Bike, 5K (10 points per event, up to 2 times per year) Event Name: _____ Type: _____ Date: _____ . Event Name: _____ Type: _____ Date: _____ .	Max 20	
Wellness Committee Sponsored Event 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	
Bring in a Healthy Meal to Work for a Week (5 points per week, 2 times per year) <ul style="list-style-type: none"> Turn in a log of the food you consumed during work throughout the week and why it is classified as a healthy lunch. 	Max 10	
Total Points for Activity (minimum of 100 points required):	Max 250	

I certify all the above information is accurate and truthful.

Name: _____ Signature: _____ Date: _____

Employee: Insert name here.

Appraisal Year: 2016-17

Job Knowledge. The employee displays proficient knowledge of their work duties and tasks based on the number of years in the position and is willing to share their knowledge with others or expand their knowledge through professional development opportunities.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: 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
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: 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
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: Insert comments here.														

Employee: Insert name here.

Appraisal Year: 2016-17

Cooperation & Relationships with Others. The employee respects others and is able to work in a team environment with a minimum amount of conflict. The employee positively recognizes others' accomplishments and puts the team before their own needs.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: 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
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: 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
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: Insert comments here.														

Employee: Insert name here.

Appraisal Year: 2016-17

Customer Service & Professionalism. The employee listens and addresses customer questions/concerns in a courteous and timely manner, whether the customer is a Village of Shorewood employee or a Shorewood resident. The employee represents the organization and the community in a positive manner.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: 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
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: 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
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													
Comments: Insert comments here.														

Employee: Insert name here.

Appraisal Year: 2016-17

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
Supervisor Rating														
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
Supervisor Rating														
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
Supervisor Rating														
Exceeds Expectations	EE													
Meets Expectations	ME													
Room for Improvement	RI													
Unsatisfactory	UN													

General Comments: Insert comments here.

Employee: Insert name here.

Appraisal Year: 2016-17

Section 3. Final Rating for Employee.

Please provide the overall rating for the employee along with an explanation why they are receiving that rating. In addition, identify the future goals for the employee and what things they can work on to improve their performance.

Overall Rating. The employee most consistently performed at such a level that either exceeded, met, made strives to meet or failed to meet the expectations established by the supervisor, the job description and the organization.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Supervisor Rating													
Exceeds Expectations EE													
Meets Expectations ME													
Room for Improvement RI													
Unsatisfactory UN													

Summary of the Employee’s Performance: Insert comments here.

Future Goals for the Employee: Insert comments here.

I have reviewed the evaluation and understand the feedback that is being provided to me by my supervisor. I agree with the expectations outlined in the evaluation and the future goals that are expected of me identified by my supervisor.

Employee Signature **Date**

Supervisor Signature **Date**



**Appendix U
Organization Chart**

