



AGENDA - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
7:30 P.M. – Monday, April 4, 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 April 4, 2016
 - b. Consideration of special privilege application for outdoor seating in the public way at 4330 N. Oakland Ave, business The Chocolate Factory
 - c. Consideration of special privilege application for outdoor seating in the public way at 4044 N. Oakland Ave, business Camp Bar
 - d. Consideration of special privilege application for outdoor seating in the public way at 4515 N. Oakland Ave, business Three Lions Pub
 - e. Consideration of special privilege application for outdoor seating in the public way at 4417 N. Oakland Ave, business Draft & Vessel
 - f. Consideration of special privilege application for outdoor seating in the public way at 4022 N. Oakland Ave, business Oakcrest Tavern
 - g. Consideration of special privilege application for outdoor seating in the public way at 4500 N. Oakland Ave, business Colectivo Coffee Roasters
 - h. Consideration of special privilege application for outdoor seating in the public way at 4511 N. Oakland Ave, business Nana Asian Fusion restaurant
 - i. Consideration of special privilege application for outdoor seating in the public way at 4106 N. Oakland Ave, business Stone Creek Coffee
5. Items removed from the Consent Agenda
6. March 21, 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 – Feerick Funeral Home 120th Anniversary
9. New Business
 - a. Public Safety Committee

1. Discussion and Public Comment on Possible Relocation of Police Department
- b. Community and Business Relations
 1. Consideration of Resolution Accepting the Donation of Funds for the Ghost Train
- c. Public Works
 1. Consideration of special privilege application for outdoor seating in the public way at 4075 N. Oakland Ave, business Metro Market
- d. Judiciary Personnel and Licensing
 1. Presentation and Consideration of Human Resources Manual Updates
10. Reports of Village Officials
 - a. Village President
 - b. Village Trustees
 - c. Village Manager
11. Items for Future Consideration
12. Adjournment

DATED at Shorewood, Wisconsin this 31st 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:

BUDGET & FINANCE - Tr. Michael Maher, Chairperson
Monday, April 4, 2016, at 6:15 p.m. – to consider:

1. Presentation of Accounts April 4, 2016

COMMUNITY & BUSINESS RELATIONS – Tr. Tammy Bockhorst, Chairperson
Monday, April 4, 2016, at 6:30 p.m. – to consider:

1. Consideration of Resolution Accepting the Donation of Funds for the Ghost Train
2. Discussion on Video Recording of Village Board Meetings

PUBLIC WORKS - Tr. Davida Amenta, Chairperson
Monday, April 4, 2016, at 7:15 p.m. – to consider:

1. Consideration of special privilege application for outdoor seating in the public way at 4330 N. Oakland Ave, business The Chocolate Factory
2. Consideration of special privilege application for outdoor seating in the public way at 4044 N. Oakland Ave, business Camp Bar
3. Consideration of special privilege application for outdoor seating in the public way at 4515 N. Oakland Ave, business Three Lions Pub
4. Consideration of special privilege application for outdoor seating in the public way at 4417 N. Oakland Ave, business Draft & Vessel
5. Consideration of special privilege application for outdoor seating in the public way at 4022 N. Oakland Ave, business Oakcrest Tavern
6. Consideration of special privilege application for outdoor seating in the public way at 4500 N. Oakland Ave, business Colectivo Coffee Roasters
7. Consideration of special privilege application for outdoor seating in the public way at 4511 N. Oakland Ave, business Nana Asian Fusion restaurant
8. Consideration of special privilege application for outdoor seating in the public way at 4106 N. Oakland Ave, business Stone Creek Coffee
9. Consideration of special privilege application for outdoor seating in the public way at 4075 N. Oakland Ave, business Metro Market

JUDICIARY, PERSONNEL, AND LICENSING – Tr. Patrick Linnane, Chairperson
Monday, April 4, 2016, at 7:00 p.m. – to consider:

1. Consideration of Human Resources Manual Updates

DATED at Shorewood, Wisconsin, this 31st 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.

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.

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

DATE: March 22, 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		\$ 948,535.63
200 - Library		6,885.88
210 - Elder Service Fund		3,407.94
220 - Marketing & Communications Fund		5,217.16
230 - Shorewood Today Magazine		8,036.88
240 - Special Funds		-
250 - Public Art Funds		-
300 - Debt Service Fund		160,333.74
400 - Capitol Projects Fund		123,244.41
410 - TIF #1		-
430 - TIF #3		65,979.59
440 - TIF #4		-
450 - TIF #5		99,635.00
600 - Parking Utility Fund		887.48
610 - Water Utility Fund		179,496.42
620 - Sewer Utility Fund		308,264.62
800 - Property Tax Fund		46,521.33
900 - Cash Fund		-
	Subtotal:	\$ 1,956,446.08
PLUS: Payroll vouchers per check register dated 3/18/2016		176,535.75

Grand Total **\$ 2,132,981.83**

	Begin Ck #	End Chk #
Accounts Payable Checks:	23186	23282
Accounts Payable Electronic Checks:	E1686	E1701
Payroll Checks:	2420	2432
Payroll Direct Deposits:	DD9088	DD9184
Payroll Electronic Check Remittances:	E537	E544

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 0000							
100-0000-21150	Other Accrued Payables	LAW, INC. HEALTH TRUST	VEBA PREMIUMS - POLICE DEPT MAR 16	1808	03/23/16	204.00	23231
100-0000-21520	GENERAL CLASS	WI DEPT OF EMPLOYEE T	FEB PR DUE MAR 2016	FEB PR MAR 2016	03/31/16	27,751.93	1700
100-0000-21520	PROTECTIVE SERVICE	WI DEPT OF EMPLOYEE T	FEB PR DUE MAR 2016	FEB PR MAR 2016	03/31/16	23,022.40	1700
100-0000-21520	Wisconsin Retirement Payabl	WI DEPT OF EMPLOYEE T	FEB PR DUE MAR 2016	FEB PR MAR 2016	03/31/16	700.00	1700
100-0000-21520	Wisconsin Retirement Payabl	WI DEPT OF EMPLOYEE T	FEB PR DUE MAR 2016	FEB PR MAR 2016	03/31/16	(1,158.28)	1700
100-0000-21530	HEALTH VILLAGE PORTION	UNITED HEALTH CARE OF	HEATH INSURANCE PREMIUMS APR 16	40118163/401180	03/31/16	124,471.22	1693
100-0000-21531	DENTAL VILLAGE PORTION	DELTA DENTAL PLAN OF	CURRENT DENTAL PREMIUMS MAR 2016	881840	03/31/16	5,293.93	1686
100-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX FEB 2016	FEB 2016 TAX	03/31/16	60.21	1701
Total For Dept 0000						180,345.41	
Dept 1100 Board							
100-1100-53140	Communications/Publications	JOURNAL SENTINEL	NOTICES OF PUBLICATION	423734-2-16	03/23/16	43.48	23224
100-1100-53140	Communications/Publications	US POSTMASTER	GHOST TRAIN/POLICE PUBLIC INFORMATI	GHOST/POL MAIL	03/31/16	1,325.00	1695
Total For Dept 1100 Board						1,368.48	
Dept 1200 Court							
100-1200-53100	Office Supplies	CAIN L ROGERS	CITATION PD DECEMBER 215 AND TRIP T	B541009-0	03/23/16	5.00	23196
100-1200-53200	Memberships & Subscriptions	WI MUNI JUDGES ASSN	2016 DUES FOR JUDGE DEMET	JUDGE 2016 DUES	03/23/16	100.00	23280
Total For Dept 1200 Court						105.00	
Dept 1410 Manager							
100-1410-51140	GAS CHRIS REIMBURSED VILL	KWIK TRIP 65000006502	GAS CHRIS REIMBURSED VILLAGE	02/16/2016	03/31/16	12.75	1687
100-1410-51900	Weda Conference	HYATT PLACE MADISON	Weda Conference	02/08/2016	03/31/16	151.00	1687
100-1410-51900	For North Shore Managers M	JIMMY JOHNS - 78 - ECO	For North Shore Managers Meeting hoste	02/22/2016	03/31/16	82.33	1687
100-1410-51900	Ehlers Conference	KALAHARI RESORTS WISC	Ehlers Conference	02/16/2016	03/31/16	12.74	1687
100-1410-51900	Department Head training me	MYPIZZA.COM MYPIZZA.	Department Head training meeting	01/28/2016	03/31/16	72.33	1687
100-1410-52910	manager's e-newsletter	CTC*CONSTANTCONTACT	manager's e-newsletter	02/16/2016	03/31/16	45.00	1687
100-1410-53101	Paper goods for meetings	AMAZON.COM AMZN.CO	Paper goods for meetings	01/28/2016	03/31/16	95.03	1687
100-1410-53131	BikeShare grant mailing	FEDEX 782295219903 ME	BikeShare grant mailing	02/04/2016	03/31/16	18.25	1687
100-1410-53990	Lunch to discuss police bldg	HARRYS BAR AND GRILL S	Lunch to discuss police bldg	02/22/2016	03/31/16	18.66	1687
Total For Dept 1410 Manager						508.09	
Dept 1420 Clerk							
100-1420-51900	WMCA District 5 Meeting - Di	WISCONSIN MUNICIPAL C	WMCA District 5 Meeting - Diane and Tan	02/18/2016	03/31/16	70.00	1687
100-1420-53100	Office Supplies	WI DEPT OF JUSTICE	BACKGROUND CHECKS FEB 2016	G3129FEB 15	03/23/16	147.00	23278
100-1420-53110	Computer Cables	OFFICE DEPOT #1105 800	Election Supplies	02/01/2016	03/31/16	8.12	1687
Total For Dept 1420 Clerk						225.12	
Dept 1421 Elections							
100-1421-53500	Election Food	CULVER'S OF SHOREW SH	Election Food	02/17/2016	03/31/16	11.00	1687
100-1421-53500	Election Food	JIMMY JOHNS - 78 - ECO	Election Food	02/18/2016	03/31/16	64.25	1687
100-1421-53500	Election Food	JIMMY JOHNS - 78 - ECO	Election Food	02/18/2016	03/31/16	64.25	1687
100-1421-53500	Election Food	JIMMY JOHNS - 78 - ECO	Election Food	02/18/2016	03/31/16	64.25	1687
100-1421-53500	Election Supplies	OFFICE DEPOT #1105 800	Election Supplies	02/01/2016	03/31/16	27.48	1687

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 1421 Elections							
100-1421-53500	Election TracFone	WM SUPERCENTER #245	Election TracFone	02/16/2016	03/31/16	35.10	1687
Total For Dept 1421 Elections						266.33	
Dept 1430 Customer Service							
100-1430-51900	Wednesday's touch video-cus	KANTOLA PRODUCTIONS	Wednesday's touch video-customer servi	02/19/2016	03/31/16	139.00	1687
100-1430-51900	Customer Service training- Di	WISCONSIN RESTAURANT	Customer Service training- Diane/Ann/Te	02/04/2016	03/31/16	45.00	1687
100-1430-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER F	FEB 2016	03/31/16	206.47	1690
100-1430-53100	Annual subscription	ADOBE 800-833-6	Annual subscription	02/16/2016	03/31/16	19.99	1687
Total For Dept 1430 Customer Service						410.46	
Dept 1510 Finance							
100-1510-48900	Miscellaneous Revenue	PIEHLER, HEIDE	REIMB JURY DUTY MILEAGE	REIMB JURY	03/23/16	6.00	23247
100-1510-53100	Office Supplies	SHOREWOOD PRESS	BUDGET BOOK	16078	03/23/16	795.00	23261
Total For Dept 1510 Finance						801.00	
Dept 1900 Other General Admin							
100-1900-52120	AB DATA BLDG LEGAL	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED FEB	414369	03/23/16	6,371.25	23256
100-1900-52120	Professional Fees Legal	VON BRIESEN & ROPER S	PROFESSIONAL SERVICES RENDERED FEB	211920	03/23/16	2,439.44	23275
100-1900-52200	Electric - Village Hall	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	906.65	1698
100-1900-52210	Gas - Village Hall	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	1,220.50	1698
100-1900-52220	Water - Village Hall	SHOREWOOD MUNICIPA	VILLAGE HALL/POLICE/FIRE WATER USAG	WTR MAR 16	03/31/16	266.88	1691
100-1900-52220	Water - Village Hall	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS VILLAGE 11/	PVRT FIR MAR 16	03/31/16	201.00	1691
Total For Dept 1900 Other General Admin						11,405.72	
Dept 2100 Police							
100-2100-45120	Court Fines	ABDELHAMID J ABDELHA	ONLY TO PAY 200 MOTION COSTS TO DIS	PDD10087	03/23/16	491.00	23186
100-2100-45120	Court Fines	CAIN L ROGERS	CITATION PD DECEMBER 215 AND TRIP T	B541009-0	03/23/16	73.60	23196
100-2100-45120	Court Fines	JERRED J FRIDAY	CITATION DISMISSED BUT PAID ON 03/02	B541378-5	03/23/16	10.00	23223
100-2100-46210	Warrant Fees	GLENDALE POLICE DEPAR	GLENDALE PD WARRANT FOR JAZMINE M	WARRANT J. TAYL	03/23/16	74.00	23211
100-2100-48900	Miscellaneous Revenue	LEADER TOWING & TRAN	961-TEZ RED HONDA ODESSY TOW	46303	03/23/16	125.00	23232
100-2100-48900	Miscellaneous Revenue	LEADER TOWING & TRAN	RED TOYOTA COROLLA	46302	03/23/16	125.00	23232
100-2100-51330	Uniform Expense	KERR, MICHAEL	KERR NIKE RUNNING SHOES AND BATON	UNIFORM REIMB.	03/23/16	134.97	23227
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	ROGERS INITIAL UNIFORM PURCHASE	216220	03/23/16	722.10	23230
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	HAJIGEORGIU INITIAL UNIFORM PURCH	216234	03/23/16	1,486.44	23230
100-2100-51330	Uniform Expense	SHOREWOOD PRESS	MOSS BUSINESS CARDS	16114	03/23/16	35.00	23261
100-2100-51330	Uniform Expense	SMITH, CODY	POLO, BOOTS, 8 PR SOCKS - UNIFORM AL	UNIFORM REIMB.	03/23/16	155.72	23265
100-2100-51330	DRE mini LED pen flashlight fo	AMAZON MKTPLACE PM	DRE mini LED pen flashlight for Sgt Smith	02/03/2016	03/31/16	4.99	1687
100-2100-51330	DRE streamlight penlight (Sgt	AMAZON MKTPLACE PM	DRE streamlight penlight (Sgt Smith unifo	02/05/2016	03/31/16	21.89	1687
100-2100-51330	Tactical ear pice for PO Roger	G T DISTRIBUTORS INC 51	Tactical ear pice for PO Rogers Radio (uni	01/27/2016	03/31/16	112.94	1687
100-2100-51355	EMPLOYEE PENSION - POLICE	WI DEPT OF EMPLOYEE T	FEB PR DUE MAR 2016	FEB PR MAR 2016	03/31/16	503.09	1700
100-2100-51900	Professional Education	MOSS, IAN	MILEAGE REIMB. FOR INSTRUCTOR UPDA	3/20/2016 MILEA	03/23/16	37.16	23241
100-2100-51900	Professional Education	SIMANDL, KARL	SIMANDL SWAT TRAINING PARKING REI	PARKING REIMB.	03/23/16	45.00	23263
100-2100-51900	WI Chief's of Police Conferenc	KALAHARI RESORTS WISC	Ehlers Conference	02/16/2016	03/31/16	(29.01)	1687

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 2100 Police							
100-2100-51900	Weda Conference	KALAHARI RESORTS WISC	Weda Conference	02/09/2016	03/31/16	187.01	1687
100-2100-51900	WI Chief's of Police Conferenc	KALAHARI RESTAURANTS	WI Chief's of Police Conference hotel roo	02/12/2016	03/31/16	16.34	1687
100-2100-51900	Simandl 2016 ASP-WI Tactical	WPY*Online Event by As	Simandl 2016 ASP-WI Tactical Conference	02/03/2016	03/31/16	250.00	1687
100-2100-52200	ELECTRIC EXPENSE	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 02/05/16-	7425530193 ELCF	03/31/16	929.47	1697
100-2100-52220	03-20001	SHOREWOOD MUNICIPA	VILLAGE HALL/POLICE/FIRE WATER USAG	WTR MAR 16	03/31/16	137.49	1691
100-2100-52230	Phone and Internet	US CELLULAR	SQUAD CELL PHONES	0126396531	03/23/16	190.45	23273
100-2100-52910	Software Purch/Maint	BAYSIDE, VILLAGE OF	NET MOTION SUPPORT	2092	03/23/16	271.73	23194
100-2100-52910	Software Purch/Maint	L3 COMMUNICATIONS	REMOTE INSTALLATION OF OPERATING S	0237502-IN	03/23/16	1,770.00	23229
100-2100-52910	Software Purch/Maint	LEXISNEXIS RISK DATA M	DECEMBER 2015 CONTRACT FEE - WAS L	1317241-2015123	03/23/16	90.00	23234
100-2100-52910	Software Purch/Maint	LEXISNEXIS RISK DATA M	2016 ACCURINT CONTRACT FEE	1317241-2016123	03/23/16	1,200.00	23234
100-2100-53100	Office Supplies	CINTAS CORPORATION	MAT SERVICE	184728051	03/23/16	15.76	23199
100-2100-53100	Office Supplies	CINTAS CORPORATION	MAT SERVICE	184729598	03/23/16	15.76	23199
100-2100-53100	Office Supplies	P H & S PRODUCTS LLC	3XL NITRILE GLOVES	0007056-IN	03/23/16	85.00	23245
100-2100-53100	Office Supplies	VIKING COMMUNICATIO	EF JOHNSON ANTENNA REPLACEMENT	100761	03/23/16	32.00	23274
100-2100-53100	power cord for external hard	AMAZON MKTPLACE PM	power cord for external hard drive	02/16/2016	03/31/16	12.24	1687
100-2100-53100	DRE streamlight penlight (Sgt	AMAZON MKTPLACE PM	DRE streamlight penlight (Sgt Smith unifo	02/05/2016	03/31/16	9.03	1687
100-2100-53100	lint roller	AMAZON MKTPLACE PM	lint roller	02/08/2016	03/31/16	6.99	1687
100-2100-53100	squad cell phone chargers (2)	AMAZON MKTPLACE PM	lint roller	02/08/2016	03/31/16	9.88	1687
100-2100-53100	department coffee, creamer,	DISCOUNT COFFEE COM	department coffee, creamer, and sugar	02/04/2016	03/31/16	164.48	1687
100-2100-53100	flowers for PSC Beard's father	SENDIK'S GREENFIEL GRE	flowers for PSC Beard's father's funeral	02/19/2016	03/31/16	98.50	1687
100-2100-53100	Locks for gun case	WALGREENS #15188 SHO	Locks for gun case	02/03/2016	03/31/16	15.98	1687
100-2100-53100	Office Supplies	OFFICE DEPOT	FEBREEZE, BINDER CLIPS, DATE STAMP, P	STTMT DUE 3/22/	03/31/16	221.26	1689
100-2100-53400	Vehicle Maintenance	MACWASH CORPORATIO	SQUAD CAR WASH	19134	03/23/16	4.00	23235
100-2100-53400	WI Chief's of Police Conferenc	SUDZ WASH AND LUBE -	WI Chief's of Police Conference room tax	02/22/2016	03/31/16	20.00	1687
100-2100-53400	squad floor mats	WEATHERTECH MACNEIL	squad floor mats	02/08/2016	03/31/16	197.90	1687
100-2100-53500	Dept/Program Supplies	LEADER TOWING & TRAN	SILVER HONDA CRV 606-LNV	46046	03/23/16	125.00	23232
			Total For Dept 2100 Police			10,205.16	
Dept 2400 Planning and Development							
100-2400-52230	Phone and Internet	US CELLULAR	CELLULAR AND DATA CHARGES	0125628273	03/23/16	118.39	23272
100-2400-53110	Computer Supplies	QUILL CORPORATION	ADOBE ACROBAT - C KOPYDLOWSKI	4000918	03/23/16	426.55	23251
			Total For Dept 2400 Planning and Development			544.94	
Dept 2900 Other Public Safety							
100-2900-51355	EMPLOYEE PENSION - FIRE	WI DEPT OF EMPLOYEE T	FEB PR DUE MAR 2016	FEB PR MAR 2016	03/31/16	4,158.68	1700
100-2900-52300	Other Intergov'tal pymts	WHITEFISH BAY, VILLAGE	2ND QTR OPERATING EXPENSES	341	03/23/16	79,763.26	23277
100-2900-52310	North Shore Fire	NORTH SHORE FIRE DEPT	2ND QUARTER 2016 NSFD PAYMENT	201253	03/23/16	520,271.00	23244
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	CROSSING GUARDS 3/7/2016-3/13/2016	12341184	03/23/16	1,262.01	23271
			Total For Dept 2900 Other Public Safety			605,454.95	
Dept 3100 Public Works Admin.							
100-3100-51330	Uniform Expense	ZIMMER, RICHARD	UNIFORM REIMBURSEMENT	030516	03/23/16	140.18	23282
100-3100-51330	UNIFORM PATCHES	TJM PROMOS 800-42304	UNIFORM PATCHES	02/18/2016	03/31/16	106.65	1687

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3100 Public Works Admin.							
100-3100-51900	HOTEL FOR ARBORIST CONVE	HYATT REGENCY MAIN G	HOTEL FOR ARBORIST CONVENTION	02/19/2016	03/31/16	220.00	1687
100-3100-51900	ARBORIST CONVENTION FEE	WISCONSIN ARBORIST AS	ARBORIST CONVENTION FEE	02/01/2016	03/31/16	430.00	1687
100-3100-52230	Phone and Internet	AT&T	SECURITY LINE CHARGES	022816	03/23/16	135.05	23192
100-3100-52230	PHONES FOR MECHANICS	AMAZON.COM AMZN.CO	PHONES FOR MECHANICS	02/01/2016	03/31/16	82.41	1687
100-3100-53100	OFFICE SUPPLIES	OFFICE DEPOT #141 MIL	OFFICE SUPPLIES	01/29/2016	03/31/16	195.58	1687
100-3100-53100	OFFICE SUPPLIES	OFFICE DEPOT #141 MIL	OFFICE SUPPLIES	02/08/2016	03/31/16	123.04	1687
100-3100-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5004735315	03/23/16	61.73	23198
100-3100-54450	Property Damage - reimbursa	FISCO AUTO BODY INC	REPAIRS TO CHEVY EQUINOX - INSURANC	41300	03/23/16	1,228.15	23210
Total For Dept 3100 Public Works Admin.						2,722.79	
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINATING AT V. HALL	2053719	03/23/16	45.00	23193
100-3230-53500	Dept/Program Supplies	COMDATA	SUPPLIES FOR ALL DEPTS	030116	03/23/16	10.38	23202
100-3230-53500	Dept/Program Supplies	CTC SUPPLIES	FLANNEL WIPERS	0040947	03/23/16	90.00	23204
100-3230-53500	Dept/Program Supplies	HOME DEPOT	PRODUCTS/SUPPLIES FOR ALL DEPTS	022816	03/23/16	1,258.65	23216
100-3230-53500	Dept/Program Supplies	MENARDS	TEMP REGULATOR	96834	03/23/16	34.97	23237
100-3230-53500	Dept/Program Supplies	SHERWIN WILLIAMS	BLDG MAINT SUPPLIES	3280-5	03/23/16	46.58	23259
100-3230-53500	Dept/Program Supplies	SIMPLEXGRINNELL LP	ANNUAL BILLING FOR FIRE ALARM LIBRA	77988586	03/23/16	561.27	23264
100-3230-53500	Dept/Program Supplies	SIMPLEXGRINNELL LP	QUARTERLY BILLING TIME CLOCK	78463729	03/23/16	306.72	23264
Total For Dept 3230 Bldg Maint - Public Works						2,353.57	
Dept 3300 Municipal Garage							
100-3300-52200	DPW GARGAGE	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	269.02	1698
100-3300-52200	INCINERATOR	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	1,590.62	1698
100-3300-52210	DPW GARAGE GAS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	1,489.84	1698
100-3300-52220	3-20003	SHOREWOOD MUNICIPA	DPW WTR USAGE 11/15/2015 -2/15/16	MAR WTR 16	03/31/16	947.30	1691
100-3300-53400	Vehicle Maintenance	AMERICAN BOLT CORPO	STOCK ORDER FOR MECHANICS	562888	03/23/16	16.09	23190
100-3300-53400	Vehicle Maintenance	AMERICAN BOLT CORPO	STOCK ORDER FOR MECHANICS	562887	03/23/16	3.46	23190
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	AIR FILTER #25	2514-485088	03/23/16	23.22	23197
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR #30	2514-484161	03/23/16	203.33	23197
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	MECHANICS STOCK	2514-486690	03/23/16	35.70	23197
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	MECHANICS STOCK	2514-486690	03/23/16	20.98	23197
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	MECHANICS STOCK	2514-486690	03/23/16	(50.00)	23197
100-3300-53400	Vehicle Maintenance	HUMPHREY SERVICE PAR	MECHANICS STOCK	1106390	03/23/16	180.94	23217
100-3300-53400	Vehicle Maintenance	HUMPHREY SERVICE PAR	WHEEL WEIGHTS	1106407	03/23/16	14.13	23217
100-3300-53400	Vehicle Maintenance	HYDRA-SEAL INC	CYLINDER REPAIR	52439	03/23/16	186.55	23218
100-3300-53400	Vehicle Maintenance	INDUSTRIAL MARKETING	GUTTER BROOM MOTOR #63	040757	03/23/16	803.69	23220
100-3300-53400	Vehicle Maintenance	INTERSTATE BATTERY	STOCK BATTERIES	76982	03/23/16	138.90	23221
100-3300-53400	Vehicle Maintenance	JX PETERBILT	REPAIRS TO YARD TRACTOR	260670053	03/23/16	2,792.99	23225
100-3300-53400	Vehicle Maintenance	KAESTNER AUTO ELECTRI	STOCK FOR MECHANIS SHOP	239264	03/23/16	85.20	23226
100-3300-53400	Vehicle Maintenance	MATHESON TRI GAS INC	CYLINDER RENTAL	12926596	03/23/16	120.00	23236
100-3300-53400	Vehicle Maintenance	MILW TRACTOR & EQUIP	PARTS FOR #92	374533	03/23/16	100.68	23240

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Fund 100 General Fund							
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	MSC INDUSTRIAL SUPPLY	MECHANICS STOCK	8237547001	03/23/16	117.03	23242
100-3300-53400	Vehicle Maintenance	MSC INDUSTRIAL SUPPLY	MECHANICS STOCK	8237547002	03/23/16	37.83	23242
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	MECHANICS SHOP	436255	03/23/16	55.97	23243
100-3300-53400	Vehicle Maintenance	POMP'S TIRE SERVICE	TIRES FOR SQ 11	950167331	03/23/16	201.78	23249
100-3300-53400	Vehicle Maintenance	RNOW INC	PRESSURE REGULATOR #78	2016-49430	03/23/16	69.57	23257
100-3300-53400	Vehicle Maintenance	WI STEAM CLEANER SALE	PARTS FOR STEAM CLEANER MECHANICS	42511	03/23/16	159.95	23281
100-3300-53400	SUPPLIES FOR DEPT	AMAZON MKTPLACE PM	DRE streamlight penlight (Sgt Smith unifo	02/05/2016	03/31/16	22.75	1687
100-3300-53400	PD GENERATOR FUEL PUMP	AMAZON MKTPLACE PM	PD GENERATOR FUEL PUMP	02/18/2016	03/31/16	169.81	1687
100-3300-53410	Fuel and Oil	HERBST OIL INC	UNLEADED FUEL	60924	03/23/16	1,801.17	23215
100-3300-53410	Fuel and Oil	HERBST OIL INC	DIESEL FUEL	61113	03/23/16	986.03	23215
Total For Dept 3300 Municipal Garage						12,594.53	
Dept 3410 Street and Alley							
100-3410-53500	Dept/Program Supplies	SHERWIN INDUSTRIES IN	FIBER MIX STREETS	035129	03/23/16	620.06	23258
Total For Dept 3410 Street and Alley						620.06	
Dept 3430 Street Lights							
100-3430-52200	STREET LIGHTING	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	7,347.10	1698
100-3430-52200	ALLEY LIGHTING	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	1,318.26	1698
100-3430-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGERS TICKETS FOR FEBRUARY	160255101	03/23/16	17.25	23208
100-3430-53500	Dept/Program Supplies	TERMINAL SUPPLY	SUPPLIES FOR ELECTRIC DEPT	97065	03/23/16	218.23	23267
Total For Dept 3430 Street Lights						8,900.84	
Dept 3440 Street Signals							
100-3440-52200	TRAFFIC LIGHTS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	1,371.17	1698
100-3440-52200	FLASHERS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	6.21	1698
Total For Dept 3440 Street Signals						1,377.38	
Dept 3460 Winter							
100-3460-53500	PLOWING LUNCH	EINSTEIN BROS BAGELS1	PLOWING LUNCH	02/03/2016	03/31/16	29.98	1687
Total For Dept 3460 Winter						29.98	
Dept 3510 Refuse Disposal							
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID WASTE DISPOSAL	0047663-2286-3	03/23/16	10,692.95	23276
Total For Dept 3510 Refuse Disposal						10,692.95	
Dept 3520 Recycling							
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	DPW RECYCLING CONTAINERS	5883975-2275-0	03/23/16	3,623.56	23276
Total For Dept 3520 Recycling						3,623.56	
Dept 3620 Parks and Beautification							
100-3620-52200	HUBBARD PARK	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	189.20	1698
100-3620-52200	HUMBOLDT PARK	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	21.15	1698
100-3620-52210	RIVER CLUB	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	22.86	1698

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Fund 100 General Fund							
Dept 3620 Parks and Beautification							
100-3620-52220	03-20001	SHOREWOOD MUNICIPA	VILLAGE HALL/POLICE/FIRE WATER USAG	WTR MAR 16	03/31/16	266.89	1691
100-3620-52220	3-20004	SHOREWOOD MUNICIPA	DPW WTR USAGE 11/15/2015 -2/15/16	MAR WTR 16	03/31/16	639.93	1691
100-3620-52220	3-20005	SHOREWOOD MUNICIPA	DPW WTR USAGE 11/15/2015 -2/15/16	MAR WTR 16	03/31/16	114.00	1691
100-3620-52220	3-20005-1	SHOREWOOD MUNICIPA	DPW WTR USAGE 11/15/2015 -2/15/16	MAR WTR 16	03/31/16	38.55	1691
100-3620-52220	3-20020	SHOREWOOD MUNICIPA	DPW WTR USAGE 11/15/2015 -2/15/16	MAR WTR 16	03/31/16	57.15	1691
100-3620-52220	3-20036	SHOREWOOD MUNICIPA	DPW WTR USAGE 11/15/2015 -2/15/16	MAR WTR 16	03/31/16	227.15	1691
100-3620-52220	Water	SHOREWOOD MUNICIPA	DPW WTR USAGE 11/15/2015 -2/15/16	MAR WTR 16	03/31/16	260.71	1691
100-3620-52220	3-20021	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	45.90	1691
100-3620-52220	3-20022	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	70.50	1691
100-3620-52220	3-20023	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	70.50	1691
100-3620-52220	3-20025	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	70.50	1691
100-3620-52220	3-20026	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	45.90	1691
100-3620-52220	3-20027	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	45.90	1691
100-3620-52220	3-20028	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	45.90	1691
100-3620-52220	3-20029	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	27.30	1691
100-3620-52220	3-20030	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	27.30	1691
100-3620-52220	3-20031	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	27.30	1691
100-3620-52220	3-20032	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	27.30	1691
100-3620-52220	3-20033	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	27.30	1691
100-3620-52220	3-20034	SHOREWOOD MUNICIPA	VILLAGE WATER USAGE SPRINKLERS 11/1	SPRIN WTR MAR 1	03/31/16	27.30	1691
Total For Dept 3620 Parks and Beautification						2,396.49	
Dept 4000 Health							
100-4000-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 02/05/16 - 3/7/	2847051434 FEB1	03/31/16	300.72	1696
100-4000-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 2/4-3/6/16	7425530193 GASF	03/31/16	169.99	1696
100-4000-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 02/3/16 - 3/3/16	1215377040 FEB 1	03/31/16	117.32	1696
100-4000-52220	03-20001-01	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 11/15/15 - 2/15/	WTR MAR 2016	03/31/16	40.79	1691
100-4000-52220	05-0000024	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 11/	PRVT FIRE MAR 16	03/31/16	17.29	1691
100-4000-52900	Cleaning and Pest Control	AMERICAN ANIMAL CON	PEST CONTROL FEB 2016	18571	03/23/16	200.00	23189
Total For Dept 4000 Health						846.11	
Dept 5140 Village Center							
100-5140-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 02/05/16 - 3/7/	2847051434 FEB1	03/31/16	209.81	1696
100-5140-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 2/4-3/6/16	7425530193 GASF	03/31/16	118.60	1696
100-5140-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 02/3/16 - 3/3/16	1215377040 FEB 1	03/31/16	81.85	1696
100-5140-52220	03-20001-01	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 11/15/15 - 2/15/	WTR MAR 2016	03/31/16	28.46	1691
100-5140-52220	05-0000024	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 11/	PRVT FIRE MAR 16	03/31/16	12.06	1691
Total For Dept 5140 Village Center						450.78	
Dept 5200 Atwater Beach and Park							
100-5200-52200	ATWATER BEACH	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 JAN 1	03/31/16	399.66	1698
Total For Dept 5200 Atwater Beach and Park						399.66	

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Fund 100 General Fund							
Dept 7000 Shared Expenses							
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	PRI SERVICE ACCT 706845701 03/18-04/1	706845701APR 16	03/23/16	549.76	23270
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	BLDG FBR APT1 DPW ACCT 70697660103	706976601 APR 16	03/23/16	649.42	23270
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	VHALL INTERNET ACCT 706976501 03/22-	706976501 APR16	03/23/16	587.14	23270
100-7000-53131	Shared Postage Costs (Allocat	TOTAL FUNDS BY HASLER	POSTAGE REPLENISH FOR MACHINE MAR	MAR16 PTG REPL	03/31/16	2,000.00	1692
100-7000-55100	Liability & Property Insurance	R & R INSURANCE SERVIC	GEN LIABILITY PACKAGE 2ND OF 4 APR PR	1549172	03/23/16	37,324.00	23254
100-7000-55110	Workers Comp	R & R INSURANCE SERVIC	PAYMENT 2 OF 4 WORKERS COMP PREM	1549171	03/23/16	47,709.00	23254
Total For Dept 7000 Shared Expenses						88,819.32	
Dept 7200 Village Center Shared							
100-7200-52200	Electric	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 02/05/16 - 3/7/	2847051434 FEB1	03/31/16	3,496.76	1696
100-7200-52210	Gas	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 2/4-3/6/16	7425530193 GASF	03/31/16	1,976.59	1696
100-7200-52210	Gas	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 02/3/16 - 3/3/16	1215377040 FEB 1	03/31/16	1,364.24	1696
100-7200-52220	Water	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 11/15/15 - 2/15/	WTR MAR 2016	03/31/16	474.33	1691
100-7200-52220	Water	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 11/	PRVT FIRE MAR 16	03/31/16	201.00	1691
100-7200-57900	Expenditures Charged To Oth	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 11/15/15 - 2/15/	WTR MAR 2016	03/31/16	(474.33)	1691
100-7200-57900	Expenditures Charged To Oth	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 11/	PRVT FIRE MAR 16	03/31/16	(201.00)	1691
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 02/05/16 - 3/7/	2847051434 FEB1	03/31/16	(3,496.76)	1696
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 2/4-3/6/16	7425530193 GASF	03/31/16	(1,976.59)	1696
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 02/3/16 - 3/3/16	1215377040 FEB 1	03/31/16	(1,364.24)	1696
Total For Dept 7200 Village Center Shared						0.00	
Dept 7300 Public Safety Shared							
100-7300-52200	ELECTRIC EXPENSE	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 02/05/16-	7425530193 ELCF	03/31/16	1,858.93	1697
100-7300-52220	03-20001	SHOREWOOD MUNICIPA	VILLAGE HALL/POLICE/FIRE WATER USAG	WTR MAR 16	03/31/16	137.49	1691
100-7300-57900	Expenditures Charged To Oth	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 02/05/16-	7425530193 ELCF	03/31/16	(929.47)	1697
Total For Dept 7300 Public Safety Shared						1,066.95	
Total For Fund 100 General Fund						948,535.63	
Fund 200 Library							
Dept 5110 Library							
200-5110-51900	Professional Education	QUINTERO, LISA	REIMBURSEMENT FOR PROGRAM AND M	QUINTERO 0316	03/23/16	25.92	23253
200-5110-51900	Professional Education	WI DEPT OF PUBLIC INST	CERTIFICATION FOR RACHEL COLLINS MA	RC CERTIF MAR16	03/23/16	50.00	23279
200-5110-51900	Emily Passey Membership	AMERICAN LIBRARY ASSO	Emily Passey Membership	02/16/2016	03/31/16	137.00	1687
200-5110-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 02/05/16 - 3/7/	2847051434 FEB1	03/31/16	2,692.50	1696
200-5110-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 2/4-3/6/16	7425530193 GASF	03/31/16	1,521.97	1696
200-5110-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 02/3/16 - 3/3/16	1215377040 FEB 1	03/31/16	1,050.47	1696
200-5110-52220	03-20001-01	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 11/15/15 - 2/15/	WTR MAR 2016	03/31/16	365.24	1691
200-5110-52220	05-0000024	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 11/	PRVT FIRE MAR 16	03/31/16	154.77	1691
200-5110-52910	Monthly Charge for Web stati	HTTP GIMLET DOT US 60	Monthly Charge for Web statistics reporti	02/22/2016	03/31/16	20.00	1687
200-5110-52990	Other Service Contracts & Fee	DAVES MAGIKIST CLEANI	LIBRARY LOBBY MAT SERVICE MARCH 14	209703	03/23/16	54.56	23206
200-5110-53100	Office Supplies	QUILL CORPORATION	DRY ERASE MARKERS, MOUSE PAD, ODO	3995464_4038694	03/23/16	34.97	23252
200-5110-53100	Office Supplies	QUILL CORPORATION	DRY ERASE MARKERS, MOUSE PAD, ODO	3995464_4038694	03/23/16	71.92	23252

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Fund 200 Library							
Dept 5110 Library							
200-5110-53500	Dept/Program Supplies	AMAZON CREDIT	INFANT, CHILD PADS / WORKOUT DVD/ C	0011392827484	03/23/16	100.14	23188
200-5110-53500	Dept/Program Supplies	POLYLINE CORP	2 RING DISC BINDERS FOR PROCESSING A	00039420	03/23/16	111.99	23248
200-5110-54000	Programming	QUINTERO, LISA	REIMBURSEMENT FOR PROGRAM AND M	QUINTERO 0316	03/23/16	14.54	23253
Total For Dept 5110 Library						6,405.99	
Dept 5111 Adult Materials							
200-5111-53730	Book - Indian Aesthetics, Ame	IN *HENSCHELHAUS PUB	Book - Indian Aesthetics, American Spirit	02/23/2016	03/31/16	46.75	1687
200-5111-53740	DVD's	AMAZON CREDIT	INFANT, CHILD PADS / WORKOUT DVD/ C	0011392827484	03/23/16	27.99	23188
Total For Dept 5111 Adult Materials						74.74	
Dept 5112 Childrens Materials							
200-5112-53730	Materials	PENWORTHY	CHILDREN'S BOOKS	0513698-IN	03/23/16	341.61	23246
Total For Dept 5112 Childrens Materials						341.61	
Dept 5113 Young Adult Materials							
200-5113-53730	Materials	AMAZON CREDIT	INFANT, CHILD PADS / WORKOUT DVD/ C	0011392827484	03/23/16	63.54	23188
Total For Dept 5113 Young Adult Materials						63.54	
Total For Fund 200 Library						6,885.88	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-46600	Senior Programming Fees	JANICE COLLINS	REFUND CANCELED BRIDGE CLASSES	BRIDGEMAR2016	03/23/16	35.00	23222
210-4600-51900	Professional Education	PRICE, ELIZABETH	MILEAGE REIMBURSEMENT ALZ & DEME	MARCH2016	03/23/16	99.99	23250
210-4600-51900	Dementia Workshop	ALZHEIMER S DEMENTIA	Dementia Workshop	02/04/2016	03/31/16	35.00	1687
210-4600-51900	Building Resilience Workshop	UWM SCE 414-22732	Building Resilience Workshop	02/11/2016	03/31/16	90.00	1687
210-4600-52100	Professional Fees	CURRAN, CAROLYN MASS	ARTISTIC DIRECTION	3	03/23/16	150.00	23205
210-4600-52100	Professional Fees	DEWITT CLINTON, LLOYD	YOGA CLASSES	MARCH2016	03/23/16	210.00	23207
210-4600-52100	Professional Fees	THAUER ART DIRECTION	HIGHLIGHT ON HEALTH FLYER	98.007	03/23/16	50.00	23268
210-4600-52180	Strategic Planning Focus Grou	CITY MARKET SHOREWO	Strategic Planning Focus Group Lunch	01/28/2016	03/31/16	48.50	1687
210-4600-52180	Strategic Planning Focus Grou	NEHRINGS SENDIKS ON S	Strategic Planning Focus Group Snacks	01/27/2016	03/31/16	38.53	1687
210-4600-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 02/05/16 - 3/7/	2847051434 FEB1	03/31/16	293.73	1696
210-4600-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 2/4-3/6/16	7425530193 GASF	03/31/16	166.03	1696
210-4600-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 02/3/16 - 3/3/16	1215377040 FEB 1	03/31/16	114.60	1696
210-4600-52220	03-20001-01	SHOREWOOD MUNICIPA	WATER USAGE LIBRARY 11/15/15 - 2/15/	WTR MAR 2016	03/31/16	39.84	1691
210-4600-52220	05-0000024	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS LIBRARY 11/	PRVT FIRE MAR 16	03/31/16	16.88	1691
210-4600-52990	Other Service Contracts & Fee	MILLER JACQUELINE M	ST PATS PARTY DESSERT	MARCH 2016	03/23/16	140.00	23238
210-4600-52990	Coffee	IN *FIDDLEHEADS COFFE	Coffee	02/03/2016	03/31/16	75.74	1687
210-4600-52990	Punch Supplies & Vinegar	METRO MARKET 000689	Punch Supplies & Vinegar	02/02/2016	03/31/16	55.88	1687
210-4600-52990	Clorex Wipes	METRO MARKET 000689	Clorex Wipes	02/22/2016	03/31/16	9.18	1687
210-4600-52990	Soup Lunch	PANERA BREAD #601558	Soup Lunch	02/09/2016	03/31/16	218.87	1687
210-4600-52990	credit from Panera	PANERA BREAD #601558	Soup Lunch	02/09/2016	03/31/16	(10.61)	1687
210-4600-52990	Paper products for luncheons	RESTAURANT DEPOT MIL	Paper products for luncheons & refreshm	02/01/2016	03/31/16	637.10	1687
210-4600-53100	Notebooks	WALGREENS #15188 SHO	Notebooks	01/27/2016	03/31/16	9.06	1687

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-53120	Copy & Print Costs	CLARK GRAPHICS	MAY CALENDAR OF EVENTS	152392	03/23/16	221.00	23201
210-4600-53120	Copy & Print Costs	CLARK GRAPHICS	HEALTH FAIR FLYER	152406	03/23/16	39.00	23201
210-4600-53500	Photobooks for SRC Players	WALGREENS #16246 800-	Photobooks for SRC Players	02/16/2016	03/31/16	143.22	1687
210-4600-54000	Programming	BOB BUEGE	MENS MORNING	APRIL 2016	03/23/16	50.00	23195
210-4600-54000	Programming	KNOWLEDGE VENTURES	HISTORY PROGRAM	APRIL 2016	03/23/16	75.00	23228
210-4600-54000	Programming	LEWIS, ELIZABETH	RELAXATION CLASS	APRIL 2016	03/23/16	60.00	23233
210-4600-54900	Other Programming	PRICE, ELIZABETH	REIMBURSEMENT FOR PLANTS PURCHAS	MAR2016	03/23/16	296.40	23250
Total For Dept 4600 Senior Services						3,407.94	
Total For Fund 210 Senior Services						3,407.94	
Fund 220 Marketing & Communications							
Dept 6700 Marketing & Communications							
220-6700-53500	Dept/Program Supplies	SHOREWOOD PRESS	COPIES BIKE FLYER/POLICE FLYER/FOCUS	16036	03/23/16	74.00	23261
220-6700-54640	Marketing/Advertising	GLENNCO, INC	SHOREWOOD TODAY SPRING AND RESO	855	03/23/16	1,361.18	23212
220-6700-54640	Marketing/Advertising	THE FOX COMPANY INC	SHOREWOOD RESOURCE BOOKLET	24900	03/23/16	3,722.98	23269
220-6700-56120	Used to store photos, articles	BC.BASECAMP 2870262 3	Used to store photos, articles and archive	02/22/2016	03/31/16	20.00	1687
220-6700-56120	Used to showcase Shorewood	ISSUU 844-477-8	Used to showcase Shorewood Today mag	02/22/2016	03/31/16	39.00	1687
Total For Dept 6700 Marketing & Communications						5,217.16	
Total For Fund 220 Marketing & Communications						5,217.16	
Fund 230 Shorewood Today							
Dept 1910 Shorewood Today							
230-1910-53120	Copy & Print Costs	THE FOX COMPANY INC	SHOREWOOD TODAY SPRING 2016	24901	03/23/16	7,686.88	23269
230-1910-53130	Postage/Mailings	GLENNCO, INC	SHOREWOOD TODAY SPRING AND RESO	855	03/23/16	350.00	23212
Total For Dept 1910 Shorewood Today						8,036.88	
Total For Fund 230 Shorewood Today						8,036.88	
Fund 300 Debt Service Fund							
Dept 8000 Debt Service							
300-8000-58100	Principal	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	95,000.00	1699
300-8000-58100	Principal	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	40,000.00	1699
300-8000-58200	Interest	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 2008 B	2008 BONDS APR1	03/31/16	15,227.50	1688
300-8000-58200	Interest	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 FOR 20	2015A DEBT APR1	03/31/16	18,585.00	1688
300-8000-58200	Interest	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 FOR 20	2015A DEBT APR1	03/31/16	99,548.75	1688
300-8000-58200	Interest	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	50,106.24	1699
300-8000-58200	Interest	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	5,128.13	1699
Total For Dept 8000 Debt Service						323,595.62	
Dept 9000 Other Financing Sources/Uses							
300-9000-49403	Transfers from TID #3	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 FOR 20	2015A DEBT APR1	03/31/16	(18,585.00)	1688
300-9000-49403	Transfers from TID #3	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	(5,128.13)	1699

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 300 Debt Service Fund							
Dept 9000 Other Financing Sources/Uses							
300-9000-49403	Transfers from TID #3	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	(40,000.00)	1699
300-9000-49405	Transfers from TID 5	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 FOR 20	2015A DEBT APR1	03/31/16	(99,548.75)	1688
Total For Dept 9000 Other Financing Sources/Uses						(163,261.88)	
Total For Fund 300 Debt Service Fund						160,333.74	
Fund 400 General Capital Projects							
Dept 1430 Customer Service							
400-1430-56110	Computer/Printer Equip	DIGICORP INC	NEW COMPUTER - CUSTOMER SERVICE	312429	03/23/16	1,569.00	23209
Total For Dept 1430 Customer Service						1,569.00	
Dept 2900 Other Public Safety							
400-2900-52310	North Shore Fire	NORTH SHORE FIRE DEPT	2016 MULTI YEAR CAPITAL PAYMENT	201260	03/23/16	77,742.00	23244
400-2900-52310	North Shore Fire	NORTH SHORE FIRE DEPT	2ND QUARTER 2016 NSFD PAYMENT	201253	03/23/16	29,559.00	23244
Total For Dept 2900 Other Public Safety						107,301.00	
Dept 3410 Street and Alley							
400-3410-56321.16-01	NOI PERMIAT BEVERLY CONS	DNR E PAY WATER PERMI	NOI PERMIAT BEVERLY CONSTRUCTION	02/01/2016	03/31/16	5.88	1687
400-3410-56321.16-01	NOI PERMIAT BEVERLY CONS	DNR E PAY WATER PERMI	NOI PERMIAT BEVERLY CONSTRUCTION	02/01/2016	03/31/16	235.00	1687
Total For Dept 3410 Street and Alley						240.88	
Dept 3620 Parks and Beautification							
400-3620-56500	Land Improvements	STOMPER CONCRETE LLC	FINAL PAYMENT FOR REPAIRS TO HUBBA	031716	03/23/16	13,625.00	23266
Total For Dept 3620 Parks and Beautification						13,625.00	
Dept 3830 Storm Maintenance							
400-3830-56600.16-06	Utility Infastructure	CLARK DIETZ INC	2014 PPII PROGRAM	416564	03/23/16	508.53	23200
Total For Dept 3830 Storm Maintenance						508.53	
Total For Fund 400 General Capital Projects						123,244.41	
Fund 430 TID No. 3 Capital							
Dept 6600 TID Administration							
430-6600-54660	Weda Conference	HYATT PLACE MADISON	Weda Conference	02/08/2016	03/31/16	151.00	1687
430-6600-54660	Weda Conference lunch	THE DEL-BAR LAKE DELT	Weda Conference lunch	02/16/2016	03/31/16	37.96	1687
Total For Dept 6600 TID Administration						188.96	
Dept 6650 TID Projects							
430-6650-52160.14-08	SENIOR APT PROJ	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED FEB	414369	03/23/16	137.50	23256
430-6650-52160.14-09	HARBOR LOAN REVIEW	CONCORD CONSULTING	HARBOR RETIREMENT LOAN REVIEW	190039/20	03/23/16	1,940.00	23203
Total For Dept 6650 TID Projects						2,077.50	
Dept 9000 Other Financing Sources/Uses							
430-9000-59300	Transfers to Debt Service	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 FOR 20	2015A DEBT APR1	03/31/16	18,585.00	1688
430-9000-59300	Transfers to Debt Service	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	40,000.00	1699

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 430 TID No. 3 Capital							
Dept 9000 Other Financing Sources/Uses							
430-9000-59300	Transfers to Debt Service	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	5,128.13	1699
						<u>5,128.13</u>	
Total For Dept 9000 Other Financing Sources/Uses						<u>63,713.13</u>	
Total For Fund 430 TID No. 3 Capital						<u>65,979.59</u>	
Fund 450 TID No. 5 Capital							
Dept 6650 TID Projects							
450-6650-52160	ROUNDYS BLOCK DEV	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED FEB	414369	03/23/16	86.25	23256
						<u>86.25</u>	
Total For Dept 6650 TID Projects						<u>86.25</u>	
Dept 9000 Other Financing Sources/Uses							
450-9000-59300	Transfers to Debt Service	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 FOR 20	2015A DEBT APR1	03/31/16	99,548.75	1688
						<u>99,548.75</u>	
Total For Dept 9000 Other Financing Sources/Uses						<u>99,548.75</u>	
Total For Fund 450 TID No. 5 Capital						<u>99,635.00</u>	
Fund 600 Parking Utility							
Dept 0000							
600-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX FEB 2016	FEB 2016 TAX	03/31/16	691.01	1701
						<u>691.01</u>	
Total For Dept 0000						<u>691.01</u>	
Dept 3900 Parking							
600-3900-48900	Miscellaneous Revenue	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX FEB 2016	FEB 2016 TAX	03/31/16	(10.00)	1701
600-3900-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER F	FEB 2016	03/31/16	206.47	1690
						<u>206.47</u>	
Total For Dept 3900 Parking						<u>196.47</u>	
Total For Fund 600 Parking Utility						<u>887.48</u>	
Fund 610 Water Utility							
Dept 0000							
610-0000-28100	General Obligation Debt	JP MORGAN CHASE	PRINCIPAL AND INT PAYMENTS 2006 BO	2006 BONDS APR	03/31/16	100,000.00	1688
610-0000-28100	STFL 2004 PRIN MAR	US BANK	STFL 2004 PRIN/INT PAYMENT MAR 2016	STFL 2004 MAR16	03/31/16	10,097.39	1694
610-0000-28100	General Obligation Debt	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	40,000.00	1699
						<u>150,097.39</u>	
Total For Dept 0000						<u>150,097.39</u>	
Dept 3710 Water Administration							
610-3710-51330	UNIFORM PATCHES	TJM PROMOS 800-42305	UNIFORM PATCHES	02/18/2016	03/31/16	106.65	1687
610-3710-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER F	FEB 2016	03/31/16	412.81	1690
610-3710-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5004735315	03/23/16	61.73	23198
						<u>581.19</u>	
Total For Dept 3710 Water Administration						<u>581.19</u>	
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	RCM	CLEAN FILL	160213	03/23/16	25.00	23255
610-3730-53500	Dept/Program Supplies	RCM	CLEAN FILL	160251	03/23/16	50.00	23255
						<u>75.00</u>	
Total For Dept 3730 Maint Mains						<u>75.00</u>	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 610 Water Utility							
Dept 3740 Maint Services							
610-3740-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGERS TICKETS FOR FEBRUARY	160255101	03/23/16	17.25	23208
610-3740-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	SUPPLIES FOR WATER DEPT	184790	03/23/16	4,760.00	23213
610-3740-53500	Dept/Program Supplies	HEIDEN PLUMBING	REPAIRS 2308 STRATFORD CT	83886	03/23/16	2,400.00	23214
610-3740-53500	Dept/Program Supplies	HOME DEPOT	PRODUCTS/SUPPLIES FOR ALL DEPTS	022816	03/23/16	146.52	23216
610-3740-53500	Dept/Program Supplies	HYDRO CORP	CCCP FEBRUARY	0038404	03/23/16	1,052.00	23219
610-3740-53500	Dept/Program Supplies	SHOREWOOD MUNICIPA	PRIVATE FIRE CONNECTIONS VILLAGE 11/	PVRT FIR MAR 16	03/31/16	100.50	1691
Total For Dept 3740 Maint Services						8,476.27	
Dept 3790 Other Water							
610-3790-52920	Surveys/Studies & Plans	SHORT ELLIOT HENDRICK	MWW RATE CASES ASSISTANCE	312562	03/23/16	1,376.13	23262
Total For Dept 3790 Other Water						1,376.13	
Dept 8000 Debt Service							
610-8000-58200	Interest	JP MORGAN CHASE	PRINCIPAL AND INT PAYMENTS 2006 BO	2006 BONDS APR	03/31/16	1,825.00	1688
610-8000-58200	Interest	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 2008 B	2008 BONDS APR1	03/31/16	2,840.00	1688
610-8000-58200	STFL 2004 INT MAR	US BANK	STFL 2004 PRIN/INT PAYMENT MAR 2016	STFL 2004 MAR16	03/31/16	2,066.06	1694
610-8000-58200	Interest	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	12,159.38	1699
Total For Dept 8000 Debt Service						18,890.44	
Total For Fund 610 Water Utility						179,496.42	
Fund 620 Sewer Utility							
Dept 0000							
620-0000-28100	General Obligation Debt	JP MORGAN CHASE	PRINCIPAL AND INT PAYMENTS 2006 BO	2006 BONDS APR	03/31/16	80,000.00	1688
620-0000-28100	General Obligation Debt	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	40,000.00	1699
Total For Dept 0000						120,000.00	
Dept 3810 Sewer Administration							
620-3810-51330	UNIFORM PATCHES	TJM PROMOS 800-42306	UNIFORM PATCHES	02/18/2016	03/31/16	106.70	1687
620-3810-52320	MMSD SEWER CHARGES	MILW METRO SEWERAGE	CURRENT SEWER CHARGES12/1/15-12/3	325-15	03/23/16	55,869.84	23239
620-3810-52320	MMSD SEWER CHARGES	MILW METRO SEWERAGE	CURRENT SEWER CHARGES 1-1-16-2-29-1	015-16	03/23/16	111,662.17	23239
620-3810-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER F	FEB 2016	03/31/16	412.81	1690
620-3810-54150	Safety Expenses	CINTAS	SUPPLIES FOR MEDICAL CABINET	5004735315	03/23/16	61.73	23198
Total For Dept 3810 Sewer Administration						168,113.25	
Dept 3820 Sewer Maintenance							
620-3820-53400	Vehicle Maintenance	ALSCO	SHOP TOWELS	1049873	03/23/16	26.15	23187
620-3820-53500	Dept/Program Supplies	AMERICAN SEWER PARTS	PARTS FOR SEWER	22112	03/23/16	161.75	23191
620-3820-53500	Dept/Program Supplies	AMERICAN SEWER PARTS	PARTS FOR SEWER DEPT	21048	03/23/16	136.60	23191
620-3820-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGERS TICKETS FOR FEBRUARY	160255101	03/23/16	17.24	23208
Total For Dept 3820 Sewer Maintenance						341.74	
Dept 3890 Other Sewer							
620-3890-56600.16-08	HAZARDOUS MATERIAL STOR	DMA EPAY EPCRA FEES 6	HAZARDOUS MATERIAL STORAGE	02/22/2016	03/31/16	485.00	1687

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 620 Sewer Utility							
Dept 3890 Other Sewer							
620-3890-56600.16-08	HAZARDOUS MATERIAL STOR	DMA EPAY SERVICE FEE 6	HAZARDOUS MATERIAL STORAGE	02/22/2016	03/31/16	12.13	1687
Total For Dept 3890 Other Sewer						497.13	
Dept 8000 Debt Service							
620-8000-58200	Interest	JP MORGAN CHASE	PRINCIPAL AND INT PAYMENTS 2006 BO	2006 BONDS APR	03/31/16	1,460.00	1688
620-8000-58200	Interest	JP MORGAN CHASE	INTEREST PAYMENTS DUE APR 16 2008 B	2008 BONDS APR1	03/31/16	3,052.50	1688
620-8000-58200	Interest	WELLS FARGO	PRINCIPAL AND INT PAYMENTS DUE APR	2014ABONDS APR	03/31/16	14,800.00	1699
Total For Dept 8000 Debt Service						19,312.50	
Total For Fund 620 Sewer Utility						308,264.62	
Fund 800 Tax Agency Fund							
Dept 0000							
800-0000-24700	Due to BID	SHOREWOOD BUSINESS I	FEB 2016 TAX SETTLEMENT	FEB TAX SET 2016	03/23/16	46,521.33	23260
Total For Dept 0000						46,521.33	
Total For Fund 800 Tax Agency Fund						46,521.33	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund Totals:							
			Fund 100 General Fund			948,535.63	
			Fund 200 Library			6,885.88	
			Fund 210 Senior Services			3,407.94	
			Fund 220 Marketing & Communications			5,217.16	
			Fund 230 Shorewood Today			8,036.88	
			Fund 300 Debt Service Fund			160,333.74	
			Fund 400 General Capital Projects			123,244.41	
			Fund 430 TID No. 3 Capital			65,979.59	
			Fund 450 TID No. 5 Capital			99,635.00	
			Fund 600 Parking Utility			887.48	
			Fund 610 Water Utility			179,496.42	
			Fund 620 Sewer Utility			308,264.62	
			Fund 800 Tax Agency Fund			46,521.33	
			Total For All Funds:			<hr/> 1,956,446.08	



March 30, 2015

To: Public Safety Committee
Village Board

From: Ericka Lang, Planning Director

RE: Outdoor Dining Special Privilege applications

The Planning & Development Department mailed Special Privilege applications to 18 food and beverage establishments for outdoor dining. Applications require a seating plan and liability insurance. To date, the village received nine applications for your consideration.

All of the businesses were granted approval last year except for the Metro Market. No changes were made to the seating plans for the recurring businesses.

- | | |
|-----------------------|---------------------|
| 1. Oakcrest Tavern | 4022 N. Oakland Ave |
| 2. Camp Bar | 4044 N. Oakland Ave |
| 3. Colectivo Coffee | 4500 N. Oakland Ave |
| 4. NaNa Asian Fusion | 4511 N. Oakland Ave |
| 5. Chocolate Factory | 4330 N. Oakland Ave |
| 6. Three Lions Pub | 4515 N. Oakland Ave |
| 7. Draft & Vessel | 4417 N. Oakland Ave |
| 8. Stone Creek Coffee | 4106 N. Oakland Ave |
| 9. Metro Market | 4075 N. Oakland Ave |

Staff reviewed all applications and clarified that there will be a minimum of five feet pedestrian clearance and that all other requirements were met, as specified on the application.



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 03/22/2016 4:09:13 PM
Ref 000000
Receipt 114044
Amount \$50.00

25985

OFFICE USE ONLY	FEE \$50.00
Permit ID 16-0466	Received 3.22.16
Insurance Certificate Exp. 1.25.17	
P & D Approval	
Village Board Date 4-4-16	Approved <input type="checkbox"/> Y <input 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: 4075 N Oakland Ave	
Description of Improvement: Outdoor seating area	
Reason for Improvement:	
Is this petition for the approval of OUTDOOR CAFÉ SEATING? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Total number of outdoor seats: 68	
APPLICANT INFORMATION	PROPERTY OWNER INFO (if different from applicant)
Name Mega Marts, LLC	Name Shorewood Grocery, LLC
Address PO Box 473, MS-2650	Address 6938 N. Santa Monica Blvd.
City/State/Zip Milwaukee, WI 53201	City/State/Zip Fox Point, WI 53217
Phone 4142315904	Phone 414-228-3505
Alt. Phone	Alt. Phone
Email jessica.ditscheit@roundys.com	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.
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 William L. Dowling
President of Megamarts, LLC

3/14/16

Date



APPLICATION FOR OUTDOORDINING SPECIAL PRIVILEGE

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

Ref 00025915
 Receipt 113083
 Amount \$50.00

25915

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 over hanging objects.

OFFICE USE ONLY		FEE	\$50.00
Permit ID	15-0398	Received	5.14.16
Insurance Certificate Exp.	4.7.16		
P & D Approval			
Village Board Date	4.4.16	Approved	Y N

Business Name

APPLICANT NAME: <u>NyNa Fusion Japanese Restaurant</u>		PROPERTY OWNER NAME:	
Prop. Address <u>4511 N Oakland Ave</u>		Address	
City/State/Zip <u>Shorewood, WI 53211</u>		City/State/Zip	
Phone <u>414-967-8888</u>	Alt. Phone	Phone	Alt. Phone
I respectfully petition the Village Board of the Village of Shorewood according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:			
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.			

Read below and sign for explanation of Terms and Conditions of Special Privilege approval.

- 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. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved.
- 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.
- Tables, chairs, planters, and other items may be located on both sides of the public sidewalk only if Requirement #2 can be completely satisfied and such use was indicated and approved in the original application for the Outdoor Seating Permit.
- No seating shall be allowed within a designated curbside bus stop area.
- Seating may extend beyond the petitioner's property lines with the written approval of the adjacent property and/or business owners.
- 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.
- The petitioner must cooperate with and be responsive to the Shorewood Department of Public Works so that the Department of Public Works may efficiently complete tasks and activities related to cleaning and maintenance of the right-of-way.
- 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.
- All applicable fees shall be submitted with the Special Privilege Outdoor Seating 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.
- Violations of the above shall be investigated by the Planning & Development Department. Any violations brought to the attention of the petitioner shall be corrected within a reasonable period of time as determined by the Department. 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 the Outdoor Seating Permit.

Cindi Liu

05/10/16

Signature

Date



APPLICATION FOR OUTDOOR DINING SPECIAL PRIVILEGE

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

Ref 00025940
Receipt 113338
Amount \$50.00

25940

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 over hanging objects.

OFFICE USE ONLY	FEE	\$50.00
Permit ID 16-0424	Received	3-16-16
Insurance Certificate Exp. 2.10.17		
P & D Approval		
Village Board Date 4.4.16	Approved	Y N

Business Name

APPLICANT NAME: <u>Colectivo Coffee Roasters</u>	PROPERTY OWNER NAME: <u>Cornerstone, LLC</u>
Prop. Address <u>4500 N. Oakland Ave</u>	Address <u>252 E. Highland Ave</u>
City/State/Zip <u>Shorewood, WI 53211</u>	City/State/Zip <u>Milwaukee WI 53202</u>
Phone _____ Alt. Phone _____	Phone <u>414-803-9699</u> Alt. Phone _____

I respectfully petition the Village Board of the Village of Shorewood according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:

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.

Read below and sign for explanation of Terms and Conditions of Special Privilege approval.

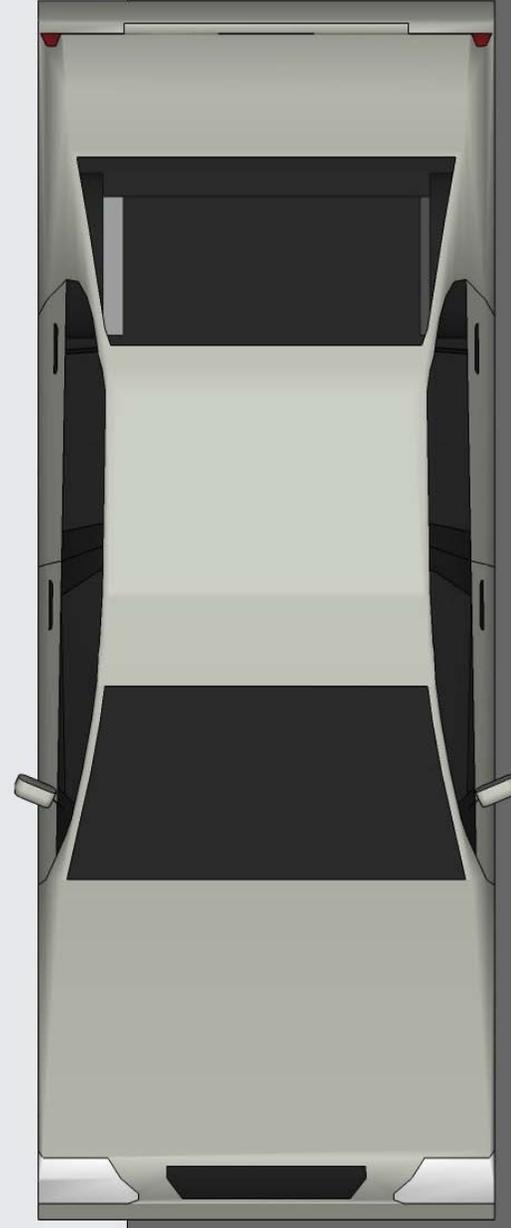
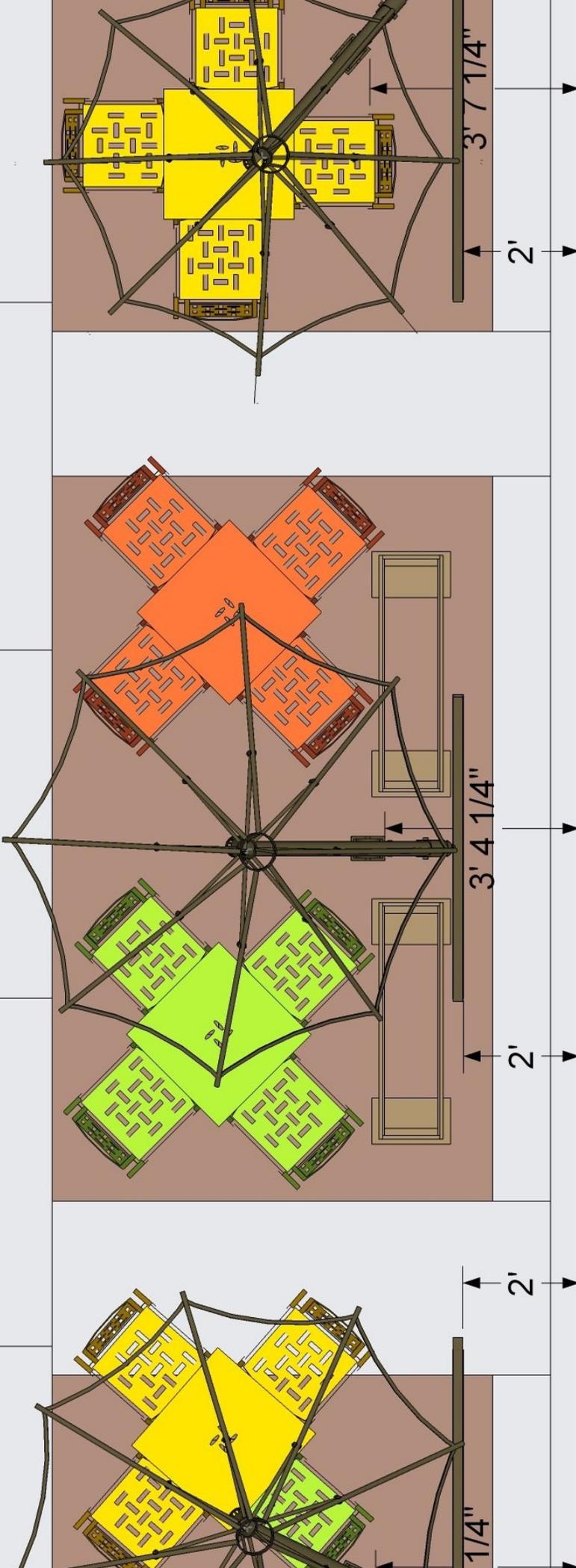
- The petitioner is required to submit a map indicating the proposed layout/plan of any furniture, planters, or other materials to be placed within the public right-of-way. The plan shall clearly indicate the location and number of tables, chairs, and any other materials. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved.
- 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.
- Tables, chairs, planters, and other items may be located on both sides of the public sidewalk only if Requirement #2 can be completely satisfied and such use was indicated and approved in the original application for the Outdoor Seating Permit.
- No seating shall be allowed within a designated curbside bus stop area.
- Seating may extend beyond the petitioner's property lines with the written approval of the adjacent property and/or business owners.
- 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.
- The petitioner must cooperate with and be responsive to the Shorewood Department of Public Works so that the Department of Public Works may efficiently complete tasks and activities related to cleaning and maintenance of the right-of-way.
- 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.
- All applicable fees shall be submitted with the Special Privilege Outdoor Seating 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.
- Violations of the above shall be investigated by the Planning & Development Department. Any violations brought to the attention of the petitioner shall be corrected within a reasonable period of time as determined by the Department. 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 the Outdoor Seating Permit.

Signature

W. [Signature]

Date

3.10.16

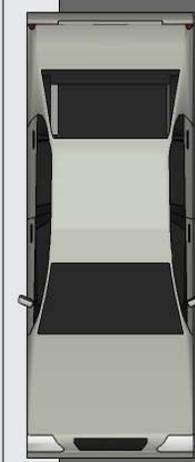
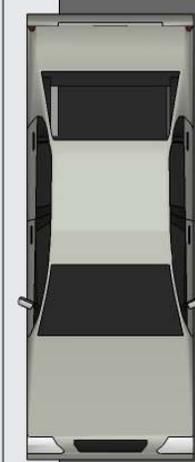
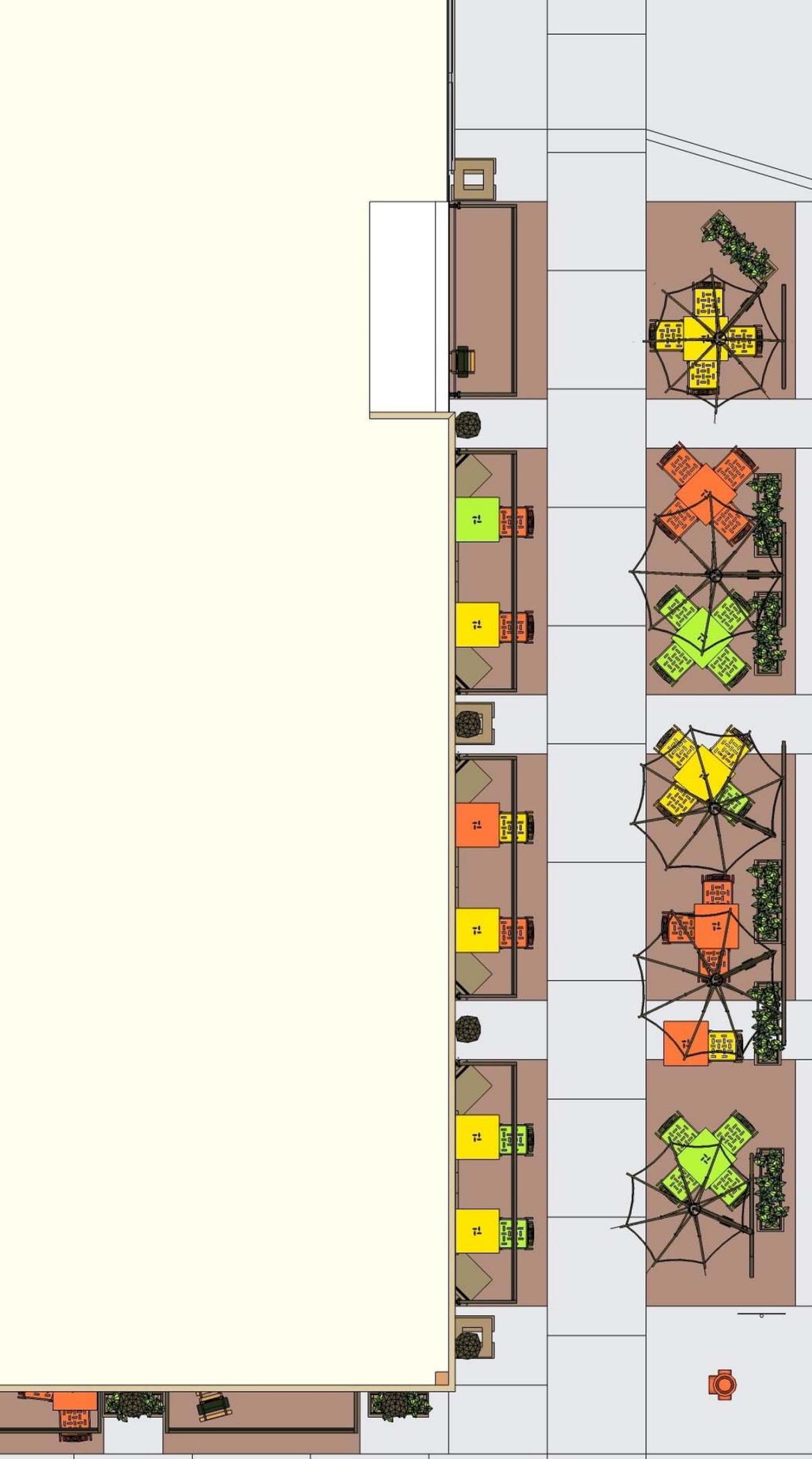


DREWOOD

1000 West Avenue
 Madison Wisconsin 53211

Owner - Alterra Coffee
 2999 North Humboldt ave
 Milwaukee, WI 53212
 414-273-3747

Drawn by Joe Niedzialkowski 8/10/10
 920-946-0392



DREWOOD

12th Avenue
Wausau, WI 53211

Owner - Alterra Coffee
2999 North Humboldt ave
Milwaukee, WI 53212
414-273-3747

Drawn by Joe Niedzialkowski 8/10/10
920-946-0392



APPLICATION FOR OUTDOOR DINING SPECIAL PRIVILEGE

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

Ref 00025938
Receipt 113334
Amount \$50.00

25938

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 over hanging objects.

OFFICE USE ONLY	FEE \$50.00
Permit ID 16-0422	Received 3.16.16
Insurance Certificate Exp. 12/2016	
P & D Approval	
Village Board Date	Approved Y N

Business Name

APPLICANT NAME: OAKCREST TAVERN	PROPERTY OWNER NAME: BALISTIERI m3me
Prop. Address 4622 N. OAKLAND AVE	Address 1317 TOWNE SQUARE RD
City/State/Zip SHOREWOOD, WI 53211	City/State/Zip MEQUON, WI 53092
Phone 414-969-0222 Alt. Phone	Phone 414-298-1000 Alt. Phone

I respectfully petition the Village Board of the Village of Shorewood according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:

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.

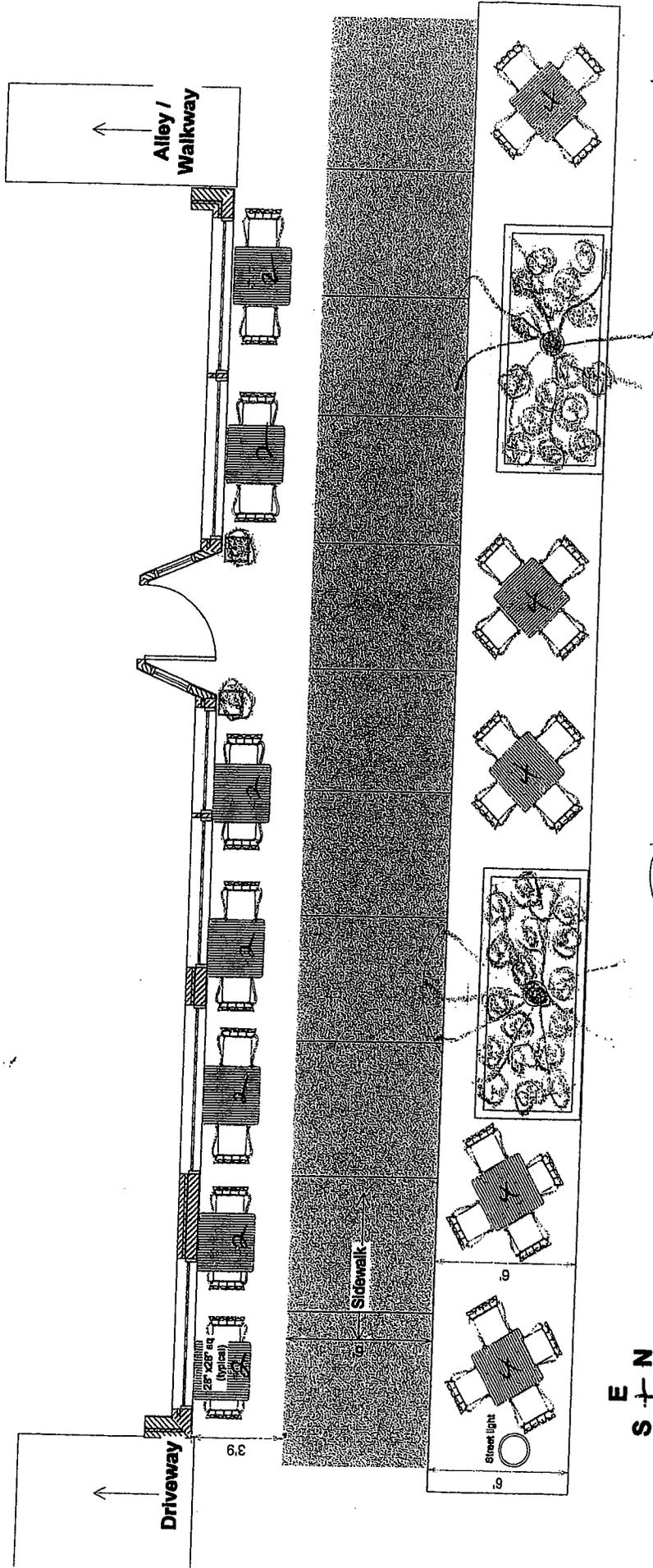
Read below and sign for explanation of Terms and Conditions of Special Privilege approval.

- 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. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved.
- 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.
- Tables, chairs, planters, and other items may be located on both sides of the public sidewalk only if Requirement #2 can be completely satisfied and such use was indicated and approved in the original application for the Outdoor Seating Permit.
- No seating shall be allowed within a designated curbside bus stop area.
- Seating may extend beyond the petitioner's property lines with the written approval of the adjacent property and/or business owners.
- 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.
- The petitioner must cooperate with and be responsive to the Shorewood Department of Public Works so that the Department of Public Works may efficiently complete tasks and activities related to cleaning and maintenance of the right-of-way.
- 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.
- All applicable fees shall be submitted with the Special Privilege Outdoor Seating 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.
- Violations of the above shall be investigated by the Planning & Development Department. Any violations brought to the attention of the petitioner shall be corrected within a reasonable period of time as determined by the Department. 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 the Outdoor Seating Permit.

Signature

Date

3/12/16



**Oakcrest Tavern
Patio Dining Plan**

Oakland Avenue

**E + N
S + W**



APPLICATION FOR OUTDOOR DINING SPECIAL PRIVILEGE

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
Ref 00025932
Receipt 113095
Amount \$50.00

25932

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 over hanging objects.

OFFICE USE ONLY	FEE	\$50.00
Permit ID 16-0419	Received	3-15-16
Insurance Certificate Exp. 7-18-16		
P & D Approval		
Village Board Date 4-4-16	Approved	Y N

Business Name Drafting Vessel

APPLICANT NAME: <u>Nat Davaner</u>	PROPERTY OWNER NAME:
Prop. Address <u>4417 N Oakland Ave</u>	Address
City/State/Zip <u>Shorewood, WI 53211</u>	City/State/Zip
Phone <u>414-364-3370</u> Alt. Phone	Phone Alt. Phone
I respectfully petition the Village Board of the Village of Shorewood according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:	
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.	

Read below and sign for explanation of Terms and Conditions of Special Privilege approval.

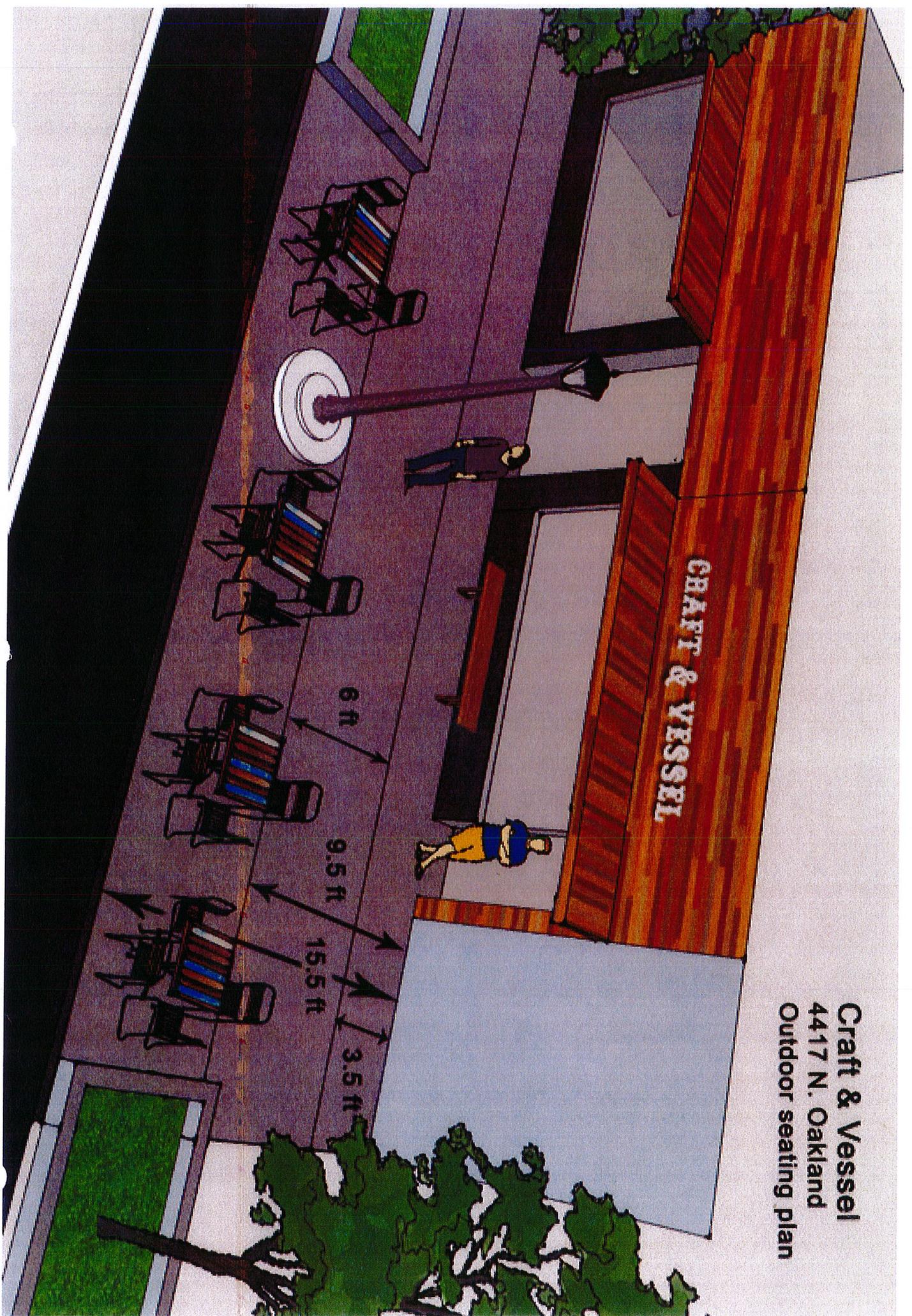
- The petitioner is required to submit a map indicating the proposed layout/plan of any furniture, planters, or other materials to be placed within the public right-of-way. The plan shall clearly indicate the location and number of tables, chairs, and any other materials. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved.
- 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.
- Tables, chairs, planters, and other items may be located on both sides of the public sidewalk only if Requirement #2 can be completely satisfied and such use was indicated and approved in the original application for the Outdoor Seating Permit.
- No seating shall be allowed within a designated curbside bus stop area.
- Seating may extend beyond the petitioner's property lines with the written approval of the adjacent property and/or business owners.
- 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.
- The petitioner must cooperate with and be responsive to the Shorewood Department of Public Works so that the Department of Public Works may efficiently complete tasks and activities related to cleaning and maintenance of the right-of-way.
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- Violations of the above shall be investigated by the Planning & Development Department. Any violations brought to the attention of the petitioner shall be corrected within a reasonable period of time as determined by the Department. 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 the Outdoor Seating Permit.

Signature

Date

3/15/16

Craft & Vessel
4417 N. Oakland
Outdoor seating plan





APPLICATION FOR OUTDOOR DINING SPECIAL PRIVILEGE

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

Ref 00025928
Receipt 113067
Amount \$50.00

25928

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 over hanging objects.

OFFICE USE ONLY	FEE \$50.00
Permit ID 16-0411	Received 3.15.16
Insurance Certificate Exp. 5.25.16	
P & D Approval	
Village Board Date 4-4-16	Approved Y N

Business Name

ThreeLions

APPLICANT NAME: DAVID PRICE	PROPERTY OWNER NAME:
Prop. Address 4515 N. DAVENPORT AVE	Address
City/State/Zip MILWAUKEE WI 53211	City/State/Zip
Phone 414 870 3315 Alt. Phone 414 763 6992	Phone Alt. Phone
I respectfully petition the Village Board of the Village of Shorewood according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:	
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.	

Read below and sign for explanation of Terms and Conditions of Special Privilege approval.

- 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. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved.
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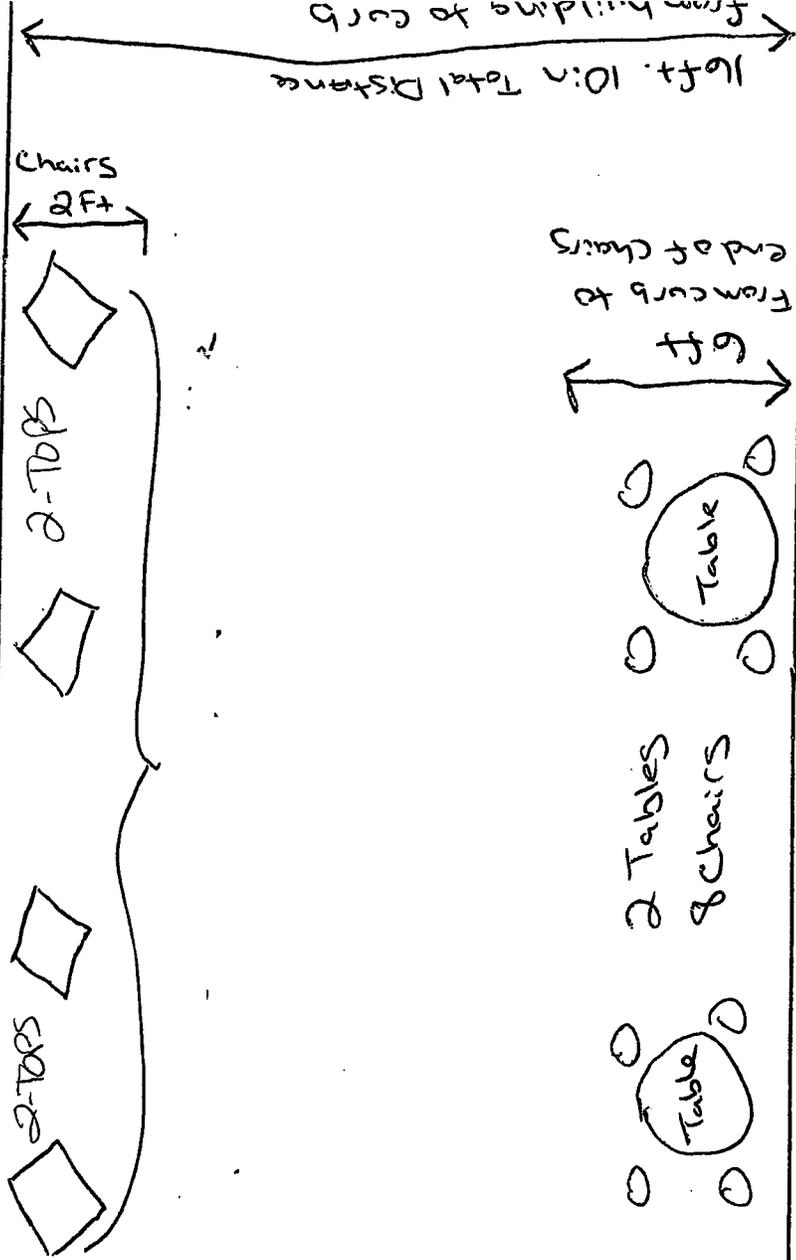
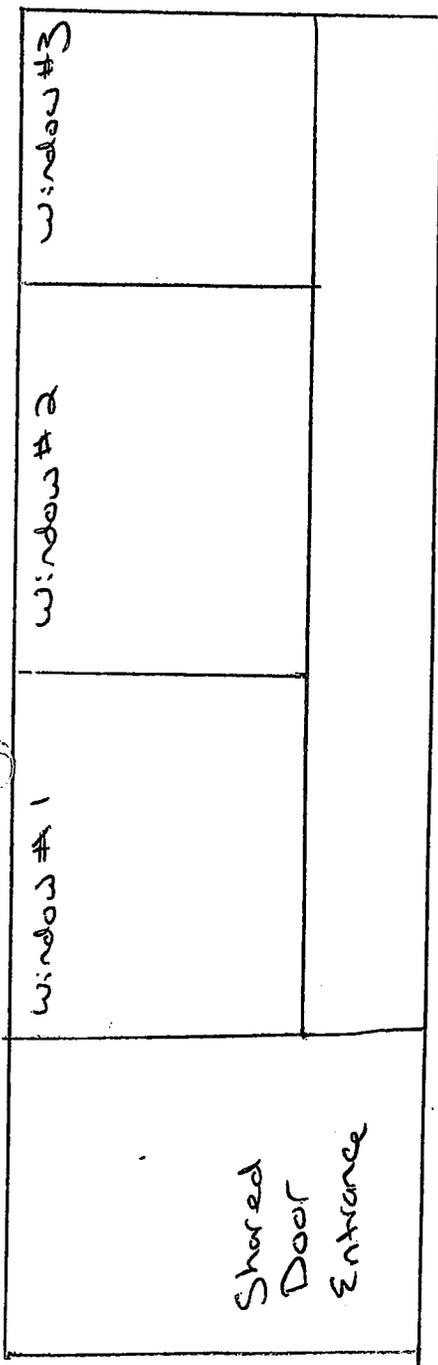
Signature

[Handwritten Signature]

Date

3/15/16

4517 N. Oakland Ave



8ft 10in
For pedestrians to
pass between

Addition

Oakland Ave



APPLICATION FOR OUTDOOR DINING SPECIAL PRIVILEGE

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

03/21/2016 2:42:26 PM
Ref 00026004
Receipt 114174
Amount \$50.00

26004

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 over hanging objects.

OFFICE USE ONLY	FEE	\$50.00
Permit ID 16-0479	Received	3.24.16
Insurance Certificate Exp. 9.21.16		
P & D Approval		
Village Board Date 4/4/16	Approved	Y N

Business Name

APPLICANT NAME: <u>CAMP BAR</u>	PROPERTY OWNER NAME:
Prop. Address <u>4044 N. Oakland</u>	Address <u>SAME</u>
City/State/Zip <u>Shorewood 53211</u>	City/State/Zip
Phone <u>262-719-7955</u> Alt. Phone	Phone Alt. Phone
I respectfully petition the Village Board of the Village of Shorewood according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:	
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.	

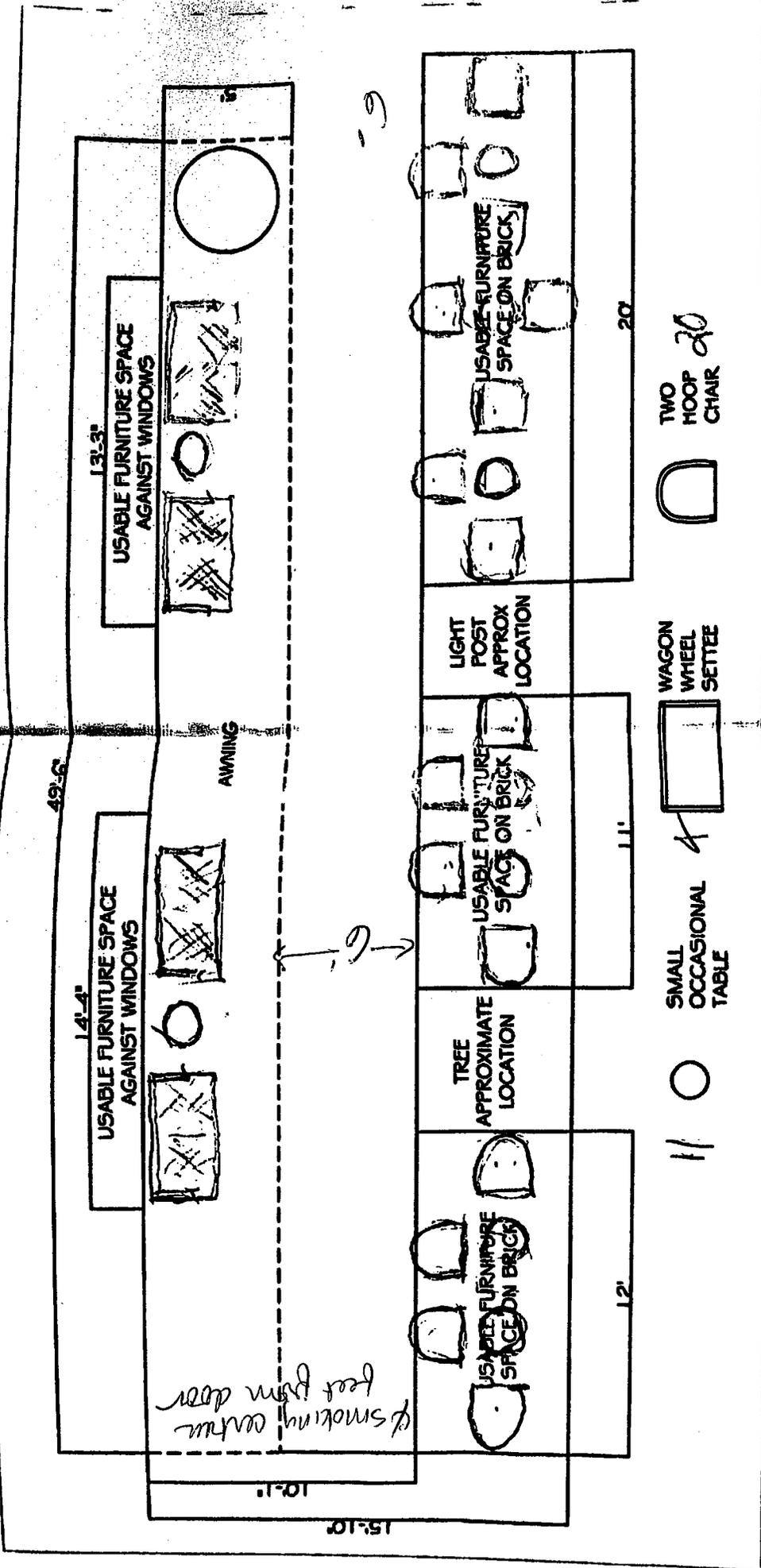
Read below and sign for explanation of Terms and Conditions of Special Privilege approval.

- 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. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved.
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- Violations of the above shall be investigated by the Planning & Development Department. Any violations brought to the attention of the petitioner shall be corrected within a reasonable period of time as determined by the Department. 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 the Outdoor Seating Permit.

Signature

Date

3/21/16



Sheet Name: EXTERIOR

Client: CAMP BAR

Designer: GH

Scale: SCALE

Sheet Number: 1



APPLICATION FOR OUTDOOR DINING SPECIAL PRIVILEGE

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
Ref 00026003
Receipt 114175
Amount \$50.00

26003

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 over hanging objects.

OFFICE USE ONLY	FEE	\$50.00
Permit ID 16-0478	Received	3-21-16
Insurance Certificate Exp. 6.1.16		
P & D Approval		
Village Board Date 4/4/16	Approved	Y N

Business Name

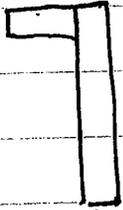
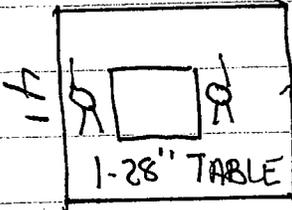
APPLICANT NAME: THE CHOCOLATE FACTORY	PROPERTY OWNER NAME: ERASTUS INVESTMENTS LLC
Prop. Address 4330 N OAKLAND AVENUE	Address 7600 BALTUSROL LANE
City/State/Zip SHOREWOOD, WI 53211	City/State/Zip CHARLOTTE, NC 28210
Phone 414-431-4713 Alt. Phone 262-501-6870	Phone 414-793-3785 Alt. Phone
I respectfully petition the Village Board of the Village of Shorewood according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:	
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.	

Read below and sign for explanation of Terms and Conditions of Special Privilege approval.

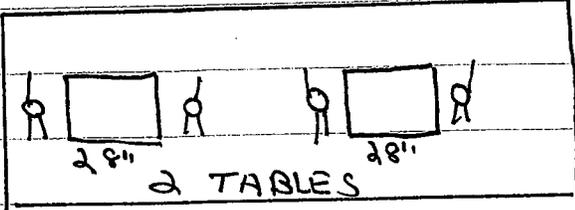
- The petitioner is required to submit a map indicating the proposed layout/plan of any furniture, planters, or other materials to be placed within the public right-of-way. The plan shall clearly indicate the location and number of tables, chairs, and any other materials. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved.
- 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.
- Tables, chairs, planters, and other items may be located on both sides of the public sidewalk only if Requirement #2 can be completely satisfied and such use was indicated and approved in the original application for the Outdoor Seating Permit.
- No seating shall be allowed within a designated curbside bus stop area.
- Seating may extend beyond the petitioner's property lines with the written approval of the adjacent property and/or business owners.
- 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.
- The petitioner must cooperate with and be responsive to the Shorewood Department of Public Works so that the Department of Public Works may efficiently complete tasks and activities related to cleaning and maintenance of the right-of-way.
- 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.
- All applicable fees shall be submitted with the Special Privilege Outdoor Seating 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.
- Violations of the above shall be investigated by the Planning & Development Department. Any violations brought to the attention of the petitioner shall be corrected within a reasonable period of time as determined by the Department. 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 the Outdoor Seating Permit.

Signature [Signature] Date 3/21/16

CURB



STREET LIGHT

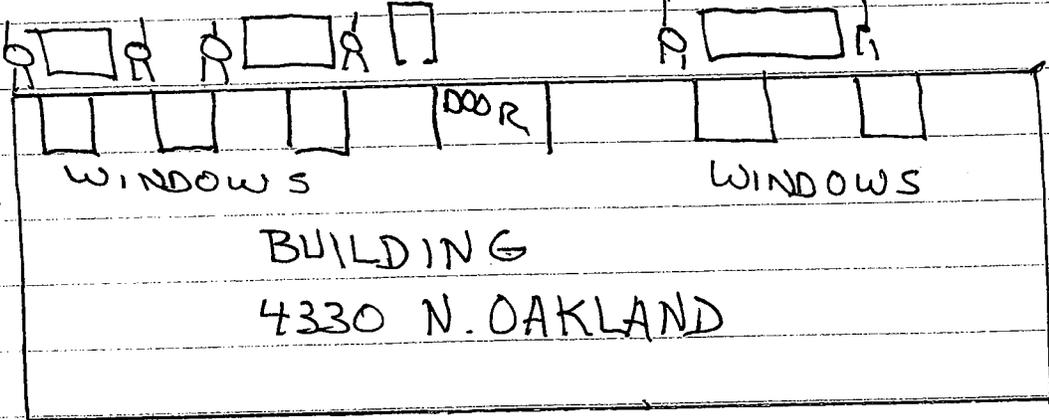


14.5'

6'

SIDEWALK

SANDWICH BOARD



4.5'



APPLICATION FOR OUTDOOR DINING SPECIAL PRIVILEGE

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
 Ref 00026040
 Receipt 114366
 Amount \$50.00

26040

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 over hanging objects.

OFFICE USE ONLY		FEE	\$50.00
Permit ID	16-0511	Received	3-28-16
Insurance Certificate Exp.	3-25-17		
P & D Approval			
Village Board Date		Approved	Y N

Business Name Stone Creek Coffee

APPLICANT NAME: Stone Creek Coffee	PROPERTY OWNER NAME: Ogden
Prop. Address 4106 N. Oakland Ave	Address 1665 N. Water St.
City/State/Zip Shorewood, WI 53211	City/State/Zip Milwaukee, WI 53202
Phone 414-270-1008 Alt. Phone	Phone 414-276-5285 Alt. Phone
I respectfully petition the Village Board of the Village of Shorewood according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:	
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.	

Read below and sign for explanation of Terms and Conditions of Special Privilege approval.

- 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. Dimensions of all materials must be included. The size, location and number of items may not be increased from that which is approved.
- 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.
- Tables, chairs, planters, and other items may be located on both sides of the public sidewalk only if Requirement #2 can be completely satisfied and such use was indicated and approved in the original application for the Outdoor Seating Permit.
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Signature

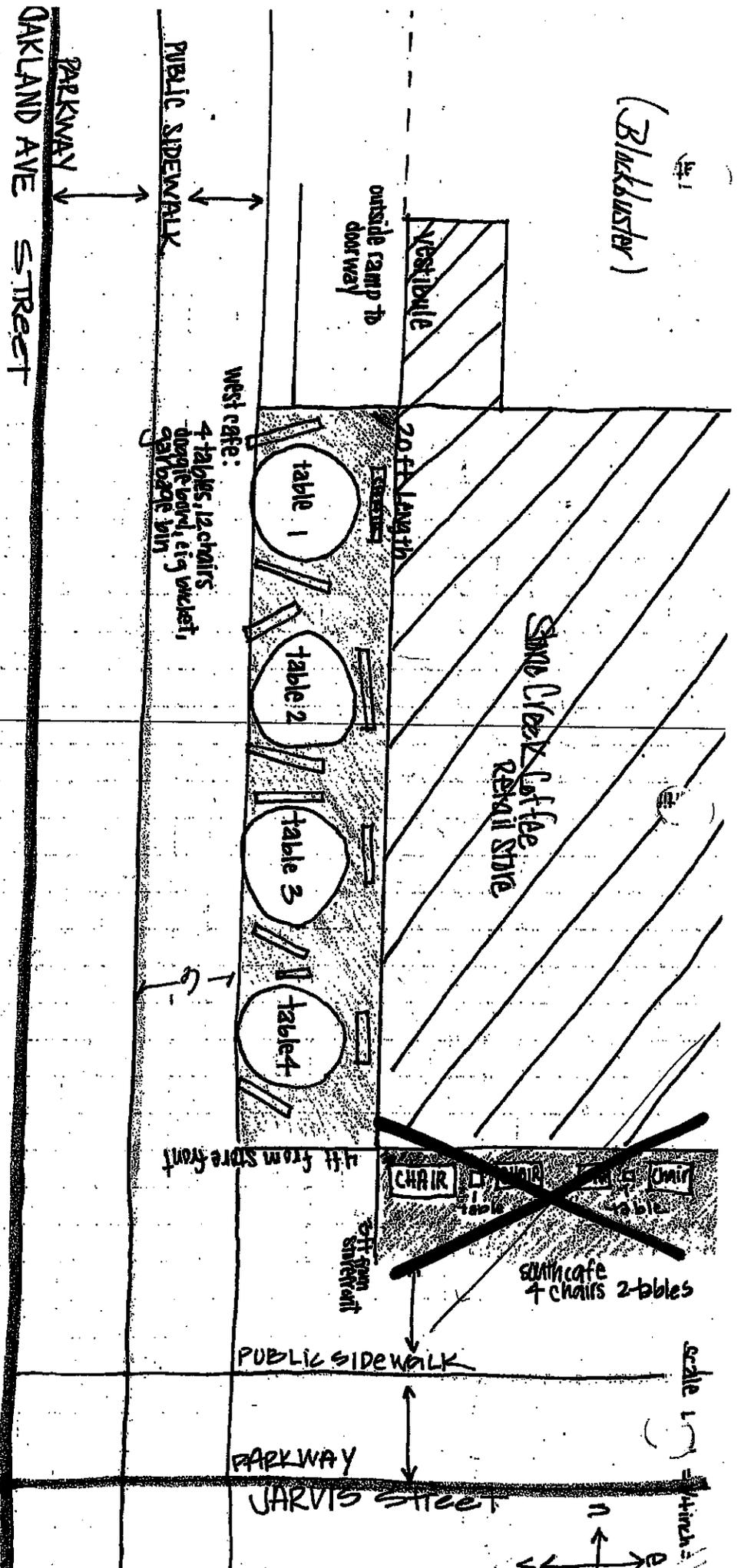
Eric Rosch

Date

3/23/2016

(Blackbuster)

41





MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
March 21, 2016

DRAFT

1. Call to Order

Trustee McKaig called the meeting of the Village Board to order at 7:30 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, Village Manager Chris Swartz, Public Works Director Leeann Butschlick, Assistant Public Works Director Joel Kolste, Police Chief Peter Nimmer, Clerk-Treasurer Tanya O'Malley, Customer Service Director Diane DeWindt-Hall, Library Director Rachel Collins, Assistant Library Director Emily Passey

3. Statement of Public Notice

Clerk O'Malley stated that the meeting had been posted and noticed according to law.

4. Consent Agenda Items

- 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

Trustee Amenta requested the removal of item 4.c.

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

5. Items removed from the Consent Agenda

- c. Consideration of Special Privilege application for placement of bicycle racks in the street in front of 4417 N Oakland Ave, business Draft & Vessel

Trustee Amenta stated that items 1-10 only applied to outdoor seating and that this application was for bike corrals. She requested the addition of the following language to the permit: "This permit shall expire on November 15, on the date of issuance or earlier at the request of the director of the DPW."

Trustee Amenta moved, seconded by Trustee Maher to approve the permit subject to the addition of the language "This permit shall expire on November 15, on the date of issuance or earlier at the request of the director of the DPW." Motion carried 6 – 0.

6. March 7, 2016 Village Board Minutes

Trustee Maher requested that for items 10a1 and 10a2 the actual motions that included the

options and dollar amounts be included in the minutes.

Trustee McKaig indicated that for the presentation on the Ghost Train, she would like the minutes to the second, third, and fourth sentences of the second paragraph to read, "The committee will continue fundraising until all the necessary funds are secured. The Village is not financially responsible for the project. The lights and sounds will play for one minute at dusk going each way, north and south, signifying the old train schedule."

Trustee McKaig requested that the environmental study that was discussed under the Manager's Report be specifically identified as the Southeast Combined Sewer Area.

Tr. Bockhorst moved, seconded by Tr. Linnane to approve the amended March 7, 2016 minutes. Motion carried 6 – 0.

7. Citizens to be heard

Dillon Grimes, 2420 E Olive Street, stated that the Men's Club Easter Egg hunt would be held on Saturday, March 26 at 9:00 a.m. at Hubbard Park.

8. Proclamation – Autism Awareness Month and World Autism Awareness Day

Trustee McKaig read the Proclamation declaring Autism Awareness Month and World Autism Awareness Day.

9. Proclamation – Emily Passey

Mariann Maris, President of the Library Board, read the Proclamation acknowledging Emily Passey for her service to the Village and the Library.

10. Presentation – Library Annual Report

Library Director Collins and Assistant Director Emily Passey presented the Annual Report of the Library and outlined some of the goals for 2016.

11. Presentation – Customer Service/Clerk-Treasurer Annual Report

Clerk-Treasurer O'Malley and Customer Service Director DeWindt-Hall presented the Annual Reports of the Clerk-Treasurer and Customer Service Departments.

12. New Business

a. Public Safety Committee

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

Chief Nimmer provided an update on the possible relocation of the Police Department. There was a Town Hall meeting on March 12, 2016 that included a tour of the existing building.

2. Consideration of Agreement for Phase I Environmental Study for AB Data Building

Manager Swartz indicated that this was a fairly superficial study of the AB Data property to determine if there were any environmental concerns that will require further study.

Trustee Zovic stated that the agreement should include that the study would be done in accordance with ASTM E 1527-13 Standard.

Tr. Zovic moved, seconded by Tr. Linnane to authorize Village staff to execute an agreement for Phase I Environmental Site Assessment in accordance with the ASTM E 1527-13 Standard for the AB 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. Motion carried 6 – 0.

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

Trustee McKaig stated that the Village had passed an Ordinance regarding the residency of sex offenders last year. This Ordinance is amending the Code to include an original domicile restriction.

Tr. Zovic moved, seconded by Tr. Linnane to adopt the 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. Motion carried by roll call vote 6 – 0.

b. Budget & Finance

1. Consideration of the North Shore Environmental Health Consortium Fee Modification

Ann Christianson, Health Officer, and Brad Simerly, Sanitarian stated that they were proposing a 4% increase in all fees, which had not been increased for three years and to create an inspection fee for temporary food licenses.

Tr. Maher moved, seconded by Tr. Amenta to approve the proposed North Shore Environmental Health Consortium fee modifications effective July 1, 2016, including an inspection fee for temporary food licenses of \$37 or \$60 per event based on the complexity of the inspection. Motion carried 6 – 0.

c. Public Works

1. Discussion and Possible Consideration of a Water Service Replacement Program

Public Works Director Butschlick gave an overview of the existing infrastructure and the project. Scott Bohm and Dave Kunze from the Village Utility, Ann Christianson from the North Shore Environmental Health Consortium, and Tom Netting and Mike Rau from City Water, and Assistant Public Works Director Joel Kolste were present to provide information and answer questions.

A Public Information Meeting has been scheduled for April 7, 2016.

Tr. Amenta moved, seconded by Tr. Zovic to authorize staff to approve individual Village-owned water service replacements when homeowner initiates private service replacement, to direct staff to develop a list of prequalified plumbing contractors as a resource to residents for the replacement of private water services, to approve the 2016 Lead Service Replacement Program, and to direct staff to develop a comprehensive replacement program for 2017 and beyond. Motion carried 6 – 0.

2. Report from consultants on Southeast Combined area environmental impact study

Mark Kolczaski and Joe Johnson, Baxter & Woodman were present to provide information and answer questions. It has been determined that a virtual separation, rather than a full separated system, is the best alternative moving forward. The next steps would be to study these options more in depth to be able to provide alternatives and cost estimates.

- 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

Tr. Linnane moved, seconded by Tr. Bockhorst 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 Ave for Metro Market grocery store. Motion carried 5-1.

13. Reports of Village Officials

- a. Village President - None

- b. Village Trustees

Trustee Bockhorst reported that the Shorewood Woman's Club held an 80th Anniversary Celebration. The High School Chamber Orchestra and Choir made it to State competition. SEED held a swing auction and celebration at Discovery World. There would be a Bi-Board meeting scheduled for April.

Trustee Zovic reported that there would be a public hearing regarding the Estabrook Dam on March 22, 2016.

Trustee Amenta reported that the Wilson Drive Steering Committee Task Force would be meeting on March 23, 2016 at 6:00 p.m. at the intermediate school.

Trustee McKaig reported that she attended a County Parks Governmental Stakeholders meeting as part of a visioning process. West Allis was adopting its first Comprehensive Parks Plan. Shorewood's Parks Commission would be considering priorities at the April meeting. The Atwater playground was featured in a statewide industry publication and in the playground company's catalog.

- c. Village Manager

Manager Swartz reported that absentee voting had begun. Postcards had been sent to residents providing information about public meetings on the Ghost Train project.

14. Items for Future Consideration – None

15. Adjournment

Tr. Zovic moved, seconded by Tr. Bockhorst to adjourn at 9:55 p.m. Motion carried 6 – 0.

Respectfully submitted,

Tanya O'Malley, WCPC
Village Clerk-Treasurer

PROCLAMATION

WHEREAS, FEERICK FUNERAL HOME was founded in 1896 by William C. Feerick and celebrated its 120th anniversary on Sunday, March 20, 2016; and

WHEREAS, FEERICK FUNERAL HOME is a 5th generation family-owned and operated funeral home in the Village of Shorewood; and

WHEREAS, FEERICK FUNERAL HOME moved to its current location in the Village of Shorewood, which was constructed by 2nd generation owner Ralph C. Feerick in 1933; and

WHEREAS, FEERICK FUNERAL HOME has established a reputation of providing continued care, concern and support for families throughout southeastern Wisconsin; and

WHEREAS, FEERICK FUNERAL HOME has been and continues to be devoted to service and carrying on the traditions that started back in 1896;

NOW, THEREFORE, I, Guy Johnson, President of the Village of Shorewood, do hereby acknowledge FEERICK FUNERAL HOME as a valuable business partner in the Shorewood community and commend them on their 120th anniversary celebration.

DATED at Shorewood, Wisconsin, this 4th day of April, 2016.

Guy W. Johnson, President
Village of Shorewood

MEMORANDUM



Date: April 4, 2016

To: Village Board

From: Chris Swartz, Village Manager

Re: Ghost Train Project Resolution

BACKGROUND

As you know, the Public Art Committee has been planning and fundraising for its new project known as the "Ghost Train." Much discussion has occurred after the formal presentations provided to the Village Board on March 7, Community and Business Relations (CBR) on March 21, and at the most recent public presentation on March 24.

As discussed at the CBR meeting, the Ghost Train project does not fit into the usual donated public art (Plensa), playground (Atwater Beach) or public building (Little League), whereby a project is completed then donated in its entirety to the Village, who accepts the donation. Here, the Public Art Committee worked on the concept and raised the required funds for the project, but the project/lighted bridge and Ghost Train installation will be completed under the auspices of the Village of Shorewood, not a private group or grantor. In addition, the final design, although close to the concept, may vary from it. There are also matters of importance that will not be resolved until a later date (but before installation) i.e., funding assurance, traffic calming, sound, lighting intensity, electrical engineering, etc.

In order to accommodate this type of project, the Public Art Committee, Trustee Maher and I have drafted a resolution, to detail the conditions for which the Village Board would approve the concept of the Ghost Train, so that its design and installation could move forward while assuring that village-wide concerns are addressed along the way.

I have attached a copy of the proposed resolution for consideration.

MOTION

The motion would be to approve Resolution 2016-03, conditionally approving acceptance of the Ghost Train Installation.

**Resolution # 2016-03 Accepting the Donation of Public Art known as the
“Ghost Train”**

WHEREAS, the Village of Shorewood established the Public Art Committee (PAC) to plan and implement public art projects located within the Village of Shorewood; and

WHEREAS, the Public Art Committee developed a plan for the potential locations and placement of public art throughout the Village of Shorewood; and

WHEREAS, the Public Art Committee has inventoried all existing Village of Shorewood public art pieces located within the village; and

WHEREAS, the Village of Shorewood Village Board adopted a Public Art Program in January 2011; attached as Exhibit I to this resolution; and

WHEREAS, the Public Art Committee, in conjunction with the Shorewood Foundation and the Village of Shorewood Historical Society, has pursued the installation of a new public art project known as the “Ghost Train”; and

WHEREAS, the “Ghost Train” will be located on the Oak Leaf Trail Bridge at East Capitol Drive; and

WHEREAS, the “Ghost Train” installation will include lighting on the Oak Leaf bridge, along with a lighted exhibit suggesting the passage of the Chicago and Northwestern Railroad’s 400 and 401 trains that passed through Shorewood from 1935 until 1963, and as described in Exhibit II to this resolution; and

WHEREAS, the Installation of the “Ghost Train” is anticipated to be completed during the Fall Season of 2016; and

WHEREAS, the safety of pedestrians, vehicles and viewers is first and foremost in planning for the “Ghost Train” installation; and

WHEREAS, all costs for design, legal requirements, equipment, installation and traffic safety enhancements for the “Ghost Train” installation will be donated to the Village of Shorewood from the Shorewood Foundation’s PAC/Ghost Train account; and

NOW THEREFORE BE IT RESOLVED, that the Village of Shorewood accepts the donation of funds required, to install the aforementioned public art exhibit known as the “Ghost Train” upon successfully meeting the conditions as set forth below:

- 1. The Village of Shorewood Finance Director certifies in writing that sufficient funds plus a 10% contingency has been successfully accounted for, including guaranteed bridge funding for the period pending receipt of donation pledges, if required, so that no public funds would be required, to install the “Ghost Train” as presented, including all needed traffic safety measures as established by the Village of Shorewood Police Chief. Upon said certification, the Village Manager is authorized to execute agreements required for the purpose of installation of the “Ghost Train”, including but not limited to materials and labor funded by private donations, which will include an agreement for installation with Staff Electric.**
- 2. It is understood and agreed that various professional service contracts, such as for “Ghost Train” design, legal services, traffic safety analysis and communications, are required to be executed prior to the purchase of materials and labor with donated funds. The Village Manager is authorized to execute these professional services agreements upon written certification of the Village of Shorewood Finance Director that sufficient funds are available in the designated restricted “Ghost Train” account at the Shorewood Foundation.**

- 3. A maintenance plan, with annual estimated costs, will be submitted by the PAC and approved by the Village of Shorewood Public Works Director. The maintenance plan will include possible contractors that can maintain the “Ghost Train” installation. Such maintenance plan is intended to be funded by initial private donations for at least three years.**
- 4. Milwaukee County, the owner of the Oak Leaf Trail Bridge, has approved, by County Board motion, conditioned on a Memorandum of Understanding (MOU) between Milwaukee County and the Village of Shorewood. Said MOU is attached as Exhibit III to this resolution, which the Shorewood Village Manager is authorized to execute.**
- 5. A written traffic/pedestrian safety and public viewing plan is required to be approved and implemented by the Village of Shorewood Police Chief, in cooperation with the City of Milwaukee, to assure traffic and pedestrian safety during the nightly exhibit of the “Ghost Train” lighting installation and operation.**
- 6. When the final construction documents are completed and prior to installation of the lighting system, the Public Art Committee will review the final project scope with the Village Board.**
- 7. It is the responsibility of the Public Art Committee with input from the Village Board, after a 90-day pilot program, to determine the duration, initiation of the sequence, the length of time of the sequence, the lighting color(s), the intensity of the lighting, and the decibel level of the sound effects from the “Ghost Train” installation. The determination will be based on review of citizens’ complaints, recommendations of the Police Chief, public input provided to the Village of Shorewood, recommendations of the Public Art Committee, and other appropriate factors determined by the Village Board.**

8. The Village Board will have exclusive right to determine, with input from the PAC, the functioning life of the “Ghost Train” installation, including the eventual determination to continue its operation, its restoration or its removal.

9. An agreement regarding “Ghost Train” trademark, copyright and any other intellectual property matters required shall be incorporated in the design contract with CLD-E Lighting Design and Engineering (Marty Peck), and approved by the Public Art Committee and Village Attorney.

Adopted this 4th day of April, 2016.

VILLAGE OF SHOREWOOD

Guy W. Johnson, Village President

Tanya O’Malley, Village Clerk-Treasurer

Public *art* **Shorewood**

Village of Shorewood
Public Art Program
Shorewood, Wisconsin

January 4, 2011

Village of Shorewood Public Art Program

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Village of Shorewood Public Art Program

I. Program Background:

The Shorewood Public Art Committee (PAC) was initially appointed as a subcommittee of the Community Development Authority in 2007 to create a process for the planning and implementation of a formal, phased program for selecting artist / design professionals, and for designing and placing public art throughout the Village of Shorewood. The Public Art Committee consists of community-based representatives that have a broad-based and focused interest in the community, the program intent and public art development. All future PAC members will be formally appointed and approved by the Village of Shorewood Board of Trustees.

II. Program Overview:

This document defines the Shorewood Public Art Program (the "Program") for the Central District of the Village of Shorewood and other identified areas within the village and includes the policies and processes pertinent to its implementation. This Program will be approved by the Community Development Authority, and Village Board of Trustees.

The major focus of the program as currently defined will focus on public art sites located along the community's two main public thoroughfares:

- East Capitol Drive, between the Milwaukee River on the west and North Lake Drive on the east.
- North Oakland Avenue, between East Edgewood Place on the south and the northern border of Shorewood near East Glendale Boulevard on the north.
- As deemed feasible and consistent with over-all village goals and planning activities, other sites located outside the immediate business district may be identified for placement of public art.

As work on this program continues, the Program will be continually evaluated and may be modified to fit the needs that are relevant to the Program at the time in which a specific site, specific artwork considerations and village-wide needs are identified.

III. Program Purpose:

The Program shall provide a system for placing "works of art" at Village of Shorewood entries, plazas, and other locations throughout the Central District. The selected works shall be intended to provide a unique identity for the village at each selected location. Each work of art shall be designed to reflect and represent the history and culture of the Village of Shorewood. The selected works shall be designed to meet the specific visual aspirations and available physical space that will be unique to each selected location.

IV. Public Art Committee Structure:

A. Current Public Art Committee members are:

Pat Algiers – urban & corporate consultant and community representative
Don Berg – artist / sculptor and community representative
Debra Brehmer – art gallery director and community representative
Diane Buck - art educator, co-author of Outdoor Sculpture in Milwaukee and
community representative
Rod Dow - community representative
Dick Eschner - CDA member, architect and Committee Chairperson
Jeff Hanewall - Village Trustee, CDA member and architect
Jenny Steinman-Heyden – artist and community representative
Doug McDonald - community representative
Harvey Rabinowitz – educator, architect and community representative
Village of Shorewood staff as required

B. Committee relationship to other Village of Shorewood committees:

At its inception, the PAC was established as a volunteer subcommittee of the Community Development Authority to assist in planning work relating to the reconstruction of North Oakland Avenue and East Capitol Drive and to prepare a formal plan for the placement public art during future years. After formal Village Board approval of the program, the PAC shall be established as a separate volunteer-based village committee to allow implementation of the program and coordination with other community projects throughout the village.

C. Committee membership:

1. When the PAC was formed in 2007, the committee was initially established by a process of voluntary invitation to Village of Shorewood residents who had a known background in the arts, architecture and related community service.
2. After this program is formally approved by the Village Board of Trustees and to ensure that all interested citizens within the village will have an opportunity to participate in the implementation of the program, a formal volunteer application submittal and interview process will be used. This will be implemented through the procedures used by the Judiciary, Personnel and Licensing Committee, a subcommittee of the Village Board of Trustees. The PAC shall consist of seven (7) members, depending on the program focus and identified needs during any given time. Term limits: 1- 3 years with staggered, renewable term appointments. As required by any given project, additional advisory members may be added to supplement the work of the committee.
3. Skills and interests of committee members shall include, but not be limited to, the following:
 - a. Interest in and / or a professional background in the arts, architecture and other design-related activities.
 - b. Marketing and communications
 - c. Fund-raising

- d. Education
- e. Community-related volunteer activities

V. Village of Shorewood Area Plan: (see Appendix "A"):

See attached Village Area Plan for location of the current village sites that may be selected for placement of public art on an individual, phased basis. Each site noted along North Oakland Avenue, East Capitol Drive and other selected sites must be viewed as being conceptual in nature and subject to modification as the long-term public art program evolves, opportunities arise and individual projects are completed on a site-by-site, phased basis.

VI. Location of Existing Public Art:

Permanent public art has been previously placed at various locations throughout the village, including sites at the Public Library, Shorewood High School, Atwater School, Lake Bluff School and privately-owned businesses. Various forms of temporary art have also been placed in a variety of locations over many years.

VII. Village of Shorewood 2015 Vision Statement:

The following summarizes the Village of Shorewood 2015 Vision Statement that has been developed to guide current and future planning activities throughout the village. This statement shall be used in the planning and implementation of the Shorewood Public Art Program.

In 2015, Shorewood will be:

1. A vibrant community with safe, friendly neighborhoods offering a range of well-maintained housing options which reflect Shorewood's architectural heritage.
2. A desirable community that continues to attract and retain residents who value Shorewood's community assets and rich diversity.
3. A model community that welcomes broad citizen participation in civic decision-making and is governed with a long-range, disciplined view of the future of Shorewood.
4. An attractive community with strong property values and a competitive tax rate; well-maintained public infrastructure; quality, cost-effective and valued village services; and outstanding staff members who use collaboration, innovation, and technology to optimize productivity and service excellence.
5. An ecologically-responsible community with a commitment to protecting the environment.
6. A thriving community with a mix of attractive stores and services in a robust and profitable commercial center.

7. A well-educated community in which public and other community educational assets are cultivated in a spirit of collaboration to achieve excellence.

VIII. Program Mission Statement:

The Shorewood Public Arts Program shall enhance the cultural experience of all Shorewood residents, business and visitors by facilitating a system of initiating review, selection, acceptance and placement of quality public art.

IX. Advisory Committee:

The artwork selected for each location shall be selected by an Advisory Committee (the Public Art Committee, "PAC" or "Committee") and up to 3 additional volunteer arts professionals, pending the specific needs of any given project. In addition, two or three additional community representatives may be selected for each site. Representatives from existing advisory committees, such as those from Shorewood High School, Lake Bluff Elementary School and Atwater Elementary School, the Parks Committee and other community groups may be called upon as needed to advise the committee, as public art considerations occur in relation to specific sites or other selected sites that are located adjacent to or within the Central Business District.

Quality, durability and appropriateness for each site will be the overriding criteria for all public art. Criteria for the public art will also include the selected artists' expertise in producing art for the public and in creating permanent works. To help achieve the goal of placing contemporary art in public spaces, the Village of Shorewood Public Art Program will purchase artwork only from the artist or the artist's representative.

Public Awareness and Education:

- a. All meetings shall be publicly posted and open to the public.
- b. Minutes of each meeting shall be prepared and distributed.
- c. The Committee will prepare and implement an on-going program to achieve public awareness of the program, its goals and activities. As appropriate, articles and other communications will be prepared for release in the printed and electronic media that is distributed throughout the community and surrounding region.
- d. When deemed necessary as a result of a specific project scope and location, the additional advisory committee members will be selected through the normal application and interview process used by the Village Board.

X. Funding:

A. Funding Sources:

The final means of funding the selected public art will be determined as each individual project, site and the scope of art is evaluated and determined. It is anticipated that the Program will be implemented over a number of years. It is the intent of this Program to define and implement an artwork selection and installation process that will be used for each successive project and site, as they occur.

At this time, two primary sources and a number of other sources of funding are envisioned, with funding being outside and separate from the Village of Shorewood annual budget and tax-based support. Other potential funding sources are noted below.

1. **Primary source - Private fund-raising:** It is anticipated that significant financial support from individuals, families, private foundations and businesses will serve as the primary source for the unique, one-of-a-kind artwork that will have a significant visual and functional impact on and contribution to the life all residents. Pending the unique characteristics of each site, the schedule or phasing of the public arts program and the potential scope and cost of public art for each selected site, a separate committee may be formed to address fund-raising needs, as the public arts program proceeds. The final scope and duration of required fund-raising will be determined when each site opportunity is prioritized and selected for the design and implementation of the public art program.
2. **Primary source - Public and / or private grant funding:** As grant funding for public art from local, state or national governmental bodies (or from privately-funded grant entities) may be available, such grants will be assessed for potential use in the Village of Shorewood Public Arts Program. The process for researching, seeking, obtaining and monitoring the use of publicly-funded grants will the responsibility of the Public Art Committee and other village administrative staff.
3. **Memorial funding:** the Committee will accept funding that is provided through memorials as a contribution to the Shorewood Foundation at the discretion of the Committee and as deemed consistent with the overall goals, specific site and Program implementation.
4. **Fund-raising activities by the PAC:** as funds are raised through planned efforts or through donations, funds shall be placed in an account(s) with the Shorewood Foundation. As needed and appropriate with the accounting practices of the foundation, funds shall be placed in single or multiple accounts, pending the specific project(s) and accounting procedures used by the foundation.
5. **Donor-Initiated and Funded Projects:**
 - a. This process applies to public art projects in which unsolicited donors present opportunities for placing art within the Village of Shorewood to the Public Art Committee. The Public Art Committee will retain all primary rights of approval relating to the potential site, potential artwork and funding. A formal Village Board acceptance of the project will also be required. If the committee and donor cannot reach consensus about all details of the project, the funding shall be returned in total to the donor.

- b. See Appendix B attached document entitled Part I – Donor-Initiated and Funded Projects dated June 4, 2009 and Revised April 6, 2010. This process and document was previously presented to and approved by the Village of Shorewood Board of Trustees on July 13, 2009.
5. Pending a particular project, the Village of Shorewood may elect to participate to support a project.
6. Community Development Authority funding. Separate funding from the CDA may be budgeted to provide seed money to support the cost of public land infrastructure and related costs. While it is conceivable that the CDA could also fund a portion of the art itself, that will be evaluated as each public art opportunity occurs. Locations and associated costs for public art have not yet been determined, but will be identified as the Shorewood Public Art Program is developed and implemented.

B. Funding shall cover the following types of costs:

Potential costs that must be considered and funded may (or may not) include, and not be limited to, the following:

1. Purchase of the artwork.
2. Artist's fees for conceptual design.
3. Fees for fabrication of the artwork and necessary consultation.
4. The labor of the artist's assistants and all materials required for the fabrication of the artwork.
5. A portion of the studio and operating costs of the artist, including rent, utilities, insurance and communication.
6. Any necessary travel costs for the artist to visit the site and research the site.
7. The transportation of the artwork to its installation site and installation expenses at the site.
8. Materials, such as frames, mats, or pedestals necessary for the proper presentation of the artwork.
9. Necessary site preparation such as wall or ground preparation to receive the work of art, including lighting and sculptural footings.
10. Exhibitions and educational activities included with or resulting from the project.
11. Identification plaques or labels.
12. Any decorative, ornamental, or landscaping elements peripheral to the artwork itself and any services such as water, electricity, or lighting that is needed to activate the artwork.
13. Dedication, insurance, security, or publicity costs, and future maintenance of the artwork, including restoration or repair.
14. Other, as specific to the project.
15. Insurance: pending the needs of each project located on village-owned land, insurance coverage will be provided as a supplement to the village property insurance.

16. **Maintenance:** an account to cover annual maintenance of all artwork relating to the program is being established with the Shorewood Foundation.

XI. Selected Art Work:

The artwork may exhibit varying degrees of relationship to each selected site. In a similar manner, the type, scope, size and appearance of the artwork will vary from site to site. The work may be a discrete object which acts as a focal point for the space in which it is placed or serve as a counterpoint to the architectural character of adjacent buildings and functions that are located in the vicinity of the village entry site.

The artwork acquired through the program may include, but not be limited to paintings, prints, etc. displayed on interior walls, monolithic exterior sculptures, special lighting, interactive sculptural areas to artist-designed elements integrated into the architecture of a specific site, a building or village entry. The artwork will be created in a wide array of materials and ranges in style from figurative to abstraction.

XII. Artwork Acquisition Process:

1. In general the amount of the funds allocated for each project will determine the process that will be used to acquire the artwork. Additional factors such as the complexity of the project and location for artwork will affect the decision.
2. **Commissions:** Pending the specific needs, scope and funding mechanism for artwork for each site, the committee may award the artwork design directly to a specific artist, without using the competitive selection process. This process may be used by the PAC in select projects. This method would eliminate the opportunity to have a number of candidates submit their credentials for the artwork.
3. **Art and architectural design team opportunities:** If the site under consideration relates to the design of a new building or remodeling of an existing building, the selection committee may choose from a pre-screened pool of artists who have particular expertise in architecturally integrated artwork for a given site. The artists' digital images will be retained on file at the Shorewood Village Hall. The selected artist will be contracted to work in collaboration with the architect through design development, fabrication, and installation stages of the project. Artists may also be solicited using an invitational approach.
4. **Direct Purchase:** The artworks purchased through this program may typically be paintings, original prints, small sculptures, photographs, fine crafts, etc. Participating parties will be surveyed about their artwork preferences, and a general prospectus will be created and posted on the Village of Shorewood website. Interested artists submit slides of artwork available for sale, which will be pre-screened for quality and appropriateness by the committee.

5. Representatives from the village businesses and community interest groups involved with public art allocations in specific projects will be invited to attend a digital image viewing in which artwork is selected for specific sites. For each selection, a contract for purchase will be prepared between the artist, the purchasing agency, and the Village of Shorewood. The artist will then deliver the artwork to the site, and the artwork will be installed as part of the project process and funding.

XIII. Art Selection Procedures:

Potential candidates will be selected from a list of generally known artists that reside in the Village of Shorewood, in the surrounding Milwaukee region, throughout the State of Wisconsin, regionally, nationally or internationally. Competitions may be accessible to state, regional, national and international artists. In order to apply for consideration in a competition, artists must submit digital images of completed work, an Artist's Information Sheet, a letter of interest and a resume'.

1. Open Competition –

Open competitions are appropriate for direct purchase or commission methods of acquisition. All artists' materials submitted in open competitions are reviewed by the advisory committee, since pre-screening does not occur in the Public Art program. Pending the budget of the public art allocation, a regional open competition may be held for smaller projects. In this case, artists residing in the Midwest area, which includes, WI, IL, IA, MN, ND, SC MI, OH, and IN will be eligible to apply for specific projects. Although the open competition process is administratively time-consuming, it is one way to offer the advisory committee a review of the range artwork being created in Wisconsin, the region, the nation and, as appropriate, internationally.

2. Invitational Competition:

- a. The committee may decide to conduct an invitational competition. In this case 2-4 arts professionals will be contacted and asked to each recommend artists appropriate for the type of project under consideration. The arts professionals will receive a description of the project and its needs and a formal Request for Qualifications (RFQ) or a Request for Proposal (RFP); this will assist the committee in determining artists to whom an RFQ or RFP will be issued.
- b. Invitational competitions are best suited for major projects which involve artists during the preliminary planning stages of planning, pending the potential extent of artwork at a given site, when artwork is anticipated to be structurally integrated into the design of the site or when an artwork in a specific media is desired. The nature of the specific project determines that an artist with specific skills or abilities may be sought.
- c. Artists recommended by the arts professionals for a commission may be invited by the committee to submit slides of past work and application materials from which the committee can choose one or more finalists may be contacted directly and invited to present specific proposals for a project. A design fee (honorarium) may be paid to invited artists presenting models or drawings for a proposed artwork.

3. Selection Criteria:

The list below is not intended to be all-inclusive and may be modified as necessary for a given site.

- a. Use of and relationships to specific site
- b. Appropriateness to specific site
- c. Most significant public impact
- d. Street use / volume of pedestrian and vehicular traffic
- e. Number of "potential viewers"
- f. Intergenerational
- g. Create "most smiles"
- h. "Speed of viewing"
- i. Weather / seasonal considerations
- j. Village of Shorewood culture and history
- k. Other, to be determined based upon the characteristics of a specific site

XIV. Advisory Committee Meetings:

1. First Advisory Committee Meeting:

Scope of Project: While having specific information about the physical qualities and thematic interests of the selection committee is important to the artists, it is equally important that the selection committee remain open to consideration of new ideas from the artists. Artists will take into consideration the selection committee's input regarding the content, aesthetics, and physical parameters of the available space. This represents a conversation between the artist, the selection committee, and the site itself. The quality of this three-way conversation is critical to a successful specific-to-the-site artwork. Artwork designed without this critical conversation is only decorating the site.

2. Second Advisory Committee Meeting

Review of Artists Applications: After the artists' materials have been gathered, the advisory committee is reconvened to review digital images, letters of interest and resumes submitted to the program.

The agenda for the selection meeting will contain the following activities:

- a. Reiterations of site specifications.
- b. Overview of selection process.
- c. Overview of applications.
 - i. Initial viewing and first elimination of slides, resulting in a short-list of artists.

- ii. Second viewing and elimination round - short-listed artists will be discussed with special attention given to the criteria previously identified by the advisory committee along with the following considerations.
- iii. Design: Artwork must be compatible with site in scale and materials. In the case of a commissioned work, the committee will discuss each artist's ability and potential to design a work, especially for the site.
- iv. Permanence: Sculptural works must be well constructed and technically competent and materials used must be durable. Two-dimensional work must be presented well with framed works archival prepared for display. (Issues of design and permanence will be discussed further at the proposal stage for commission.)
- d. Final Round: The final ranking results in first, second, and third choice artists who will be invited to submit design/concept proposals. The second and third choices may serve as alternates.

3. Third Advisory Committee Meeting:

Artists' Site Orientation and Interview Meeting: At this point in the process, the one to three semi-finalist artists will visit the community and site for programmatic orientation and a personal interview may be scheduled with the committee members in preparation for developing a site specific design concept proposal. In some cases, following the interview, the selection committee may narrow the field of three semi-finalists to one or two artists. In addition, artist receptions may be scheduled for interested citizens (to allow public input), village staff and committee members, to which the artists will be invited to participate in design forums or to present public slide / digital image lectures about their artwork.

4. Fourth Advisory Committee Meeting:

Design Concept Review: The fourth committee meeting is necessary only if a commissioned artwork is being considered. At this meeting, design/concept proposals will be presented. The proposal will generally include a model or drawing to scale of the proposed work and a proposed budget/timeline. It may also include a sample of materials to be used in the work and details regarding site preparation for lighting or sculptural foundations, if requested by the committee. The committee will examine the materials giving particular attention to issues related to the work's design, suitability to the site, permanence and durability. They will also review the artist's proposed timeline and any site preparation that may be necessary for the work. At village-owned public property, the Village of Shorewood will be responsible for preparing the site in conjunction with the artist's installation schedule, and the cost of such work shall be included in that of the artwork. Where privately-owned properties occur, the cost of site preparation will be included in the total cost of the artwork.

XV. Supervision of Contracts:

The Village of Shorewood and Public Art Committee will be responsible for contracting with the artist for the commission or purchase of artwork. The contract will be negotiated between the Village of Shorewood, the originating agency, and the artist. (Sample

copies of program contracts will be available from the Public Art Committee upon request).

The PAC will facilitate the installation process with the artist by working closely with the Village of Shorewood representatives. The artist must provide documentation of the artwork in the form of digital images, black & white photographs, and a formal information sheet.

After the work is installed, the Village of Shorewood will be responsible for the security and maintenance of the work. A formal acceptance letter will be requested and held by the Village of Shorewood upon installation. The selected artisan will have to submit a technical description of materials used in the artwork and detailed instructions for general maintenance accompanies this request.

XVI. Questions to consider:

When determining the types of artwork most appropriate for a site, numerous details must be considered and corresponding questions must be presented. These questions are intended to help the selection committee members achieve an aesthetic consensus by focusing on the formal, contextual, technical and expressive qualities of the artwork. These are the same attributes the artists will evaluate to determine their interest in applying for a specific project. While having specific information about the interests of the selection committee is important to the artists, it is equally important that the selection committee remain open to consideration of new ideas from the artists.

Artists will take into consideration the selection committee's input regarding these attributes along with the physical parameters of the space in addition to taking inspiration directly from the site. Interaction between the artist, the selection committee and the site itself will result in a successful site-specific artwork. The selection committee is invited to consider and discuss with its colleagues the attributes that govern the process outlined below in preparation for the initial selection committee meeting.

1. Contextual considerations:

- a. *What are the characteristics of the specific village site? Large/small? A site that can be used by people or serve simply as a village entry identity? Open or adjacent to buildings ?*
- b. *Who will use the site? Are there any particular populations (e.g., older adults, women, particular ethnic groups, scientists, children, students, etc.) who use the site ? Consider some of the meaningful contributions and values of the members of these groups. What are some of the major issues and challenges faced by the users ? To what kind of content would users of the site be interested in or able to relate ?*
- c. *Of what portion of the community is the site a part ? How does the site relate to the community ? What are the most meaningful values of the community ? What are the challenges faced by the community ? What kind of artwork might*

help connect the village and site with the community or help the community move forward ? Does the site have more than one purpose ?

- d. *What purpose do you want the artwork to serve on the site ? (e.g., uplifting, educating, conversation starting/thought-provoking, providing a reminder of the facility's mission, empowering people, communicating values to visitors, providing a respite from work, making people smile, making people wonder, reflecting heritage or history, helping people feel welcome, etc.) ?*
- e. *How much interaction do you want site users or visitors to have with the artwork ?*

2. Formal Considerations:

- a. *What type of scale relationship should the artwork have to the site and surrounding area?*
- b. *How will the artwork function in a given space?*
- c. *What kind of forms might work well within the space?*
- d. *What colors might complement the possible subject matter you have identified?*
- e. *What kind of energy would complement the possible content of the artwork?*
- f. *Functions?*

3. Technical considerations:

- a. *What kinds of materials? (metal, stone, glass, fibers, light, wood, etc.) would best complement the surrounding design of buildings or site characteristics (including its colors, textures, lines, shapes, and other design elements). Would any materials be particularly suitable to the possible content of the artwork ? Should any limitations be established on materials to be used ?*
- b. *How flexible are the plans for the site to include various types of artwork?*
- c. *Are any specific engineering requirements identified for the site that could benefit or constrain certain types of artwork ?*
- d. *What kind of lighting will be possible for the artwork ? Will it be natural, artificial, or both?*

4. Expressive Considerations:

- a. *How broad a range of content is of interest ? Are you willing to consider narrative content (easily identifiable content), symbolic content, and/or metaphorical content? Often a work of art has several layers of meaning. What are some of the*

meaningful ideas/materials/processes that are dealt with on the site where the art will be placed ?

- b. *How much "controversy" can the site and location tolerate?* Controversy isn't always a bad thing-some amount of controversy is fun and can start interesting dialogues. It's impossible to avoid all controversy, because people have different tastes and understanding of visual art. Sometimes just having an abstract piece (with no identifiable subject matter) can strike up some controversy. How much would you like to challenge the community with the artwork you design ?

5. Other Considerations:

The following items may be considered:

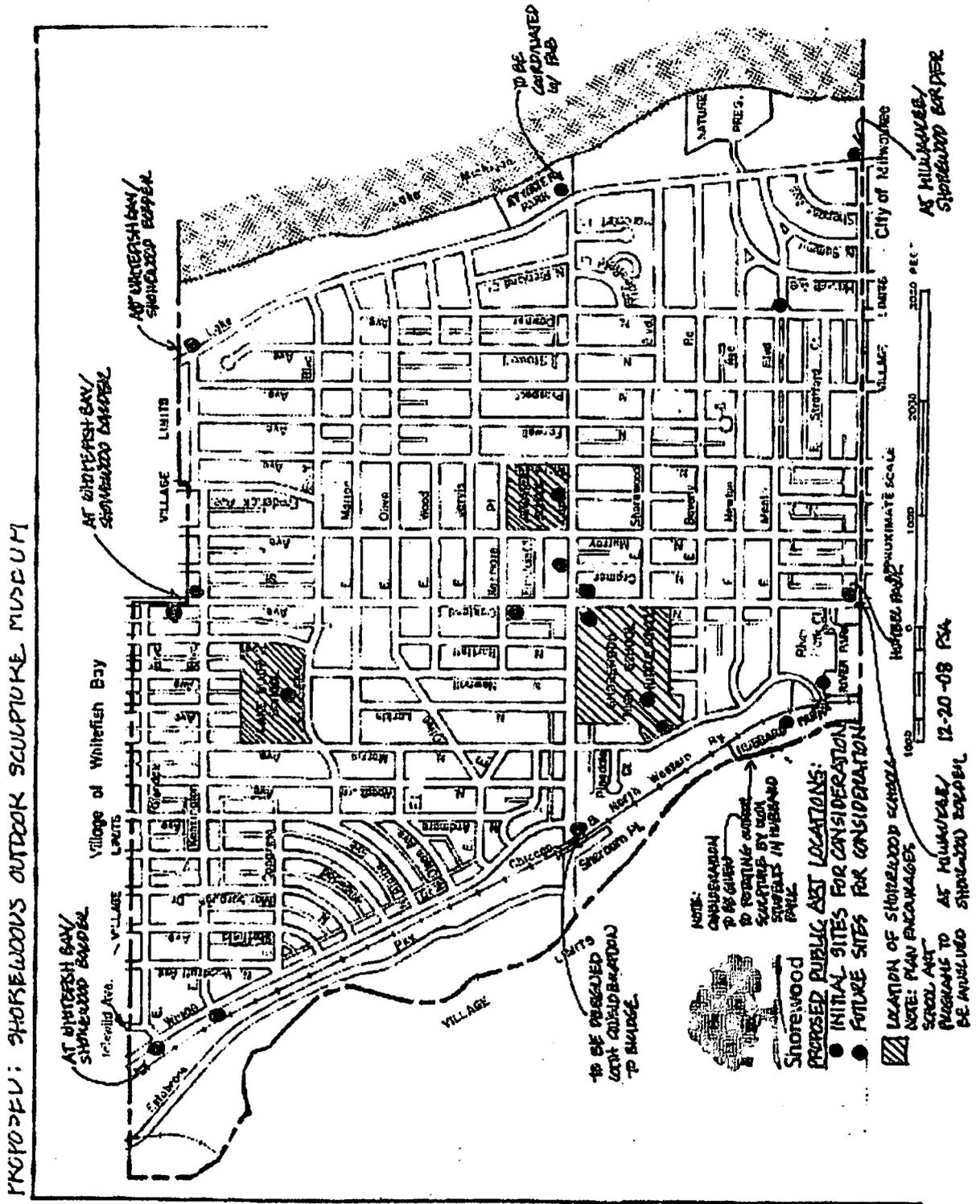
- a. What safety or liability considerations might constrain certain types of artwork ?
- b. What maintenance considerations might constrain certain types of artwork ?

XXXX

Appendix A:

Area Map of the Village of Shorewood, showing conceptual locations for Public Art.

The map portrays the location of Initial and potential Future Sites under consideration for placement of Public Art.



Appendix B:

Part I: Donor-Initiated and Funded Projects:

Approved by the Village of Shorewood Board of Trustees on July 13, 2009.

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Appendix B:

Village of Shorewood Public Art Program Shorewood, Wisconsin

Part 1: Donor- Initiated and Funded Projects

June 4, 2009

Complete document updated: January 4, 2011

Note: Portions of this document have been revised to correspond to the complete document which precedes this appendix and is dated January 4, 2011. The revisions have been "underlined" accordingly.

Part 1: Donor- Initiated and Funded Projects

I. Program History:

The Shorewood Public Art Committee was appointed by the Village of Shorewood Board of Trustees and Community Development Authority in 2007 to create a process for the implementation of a formal, phased program for selecting design professionals, designing and placing public art throughout the Village of Shorewood. The Public Art Committee consists of community-based representatives that have a broad-based and focused interest in the community, the program intent and public art development.

Current Public Art Committee members are:

Pat Algiers - community representative

Don Berg – artist / sculptor and community representative

Debra Brehmer – art gallery director and community representative

Diane Buck - art educator, co-author of “Outdoor Sculpture in Milwaukee” and community representative

Rod Dow - community representative

Dick Eschner - CDA member, Committee Chairperson and architect

Jeff Hanewall - Village Trustee and architect

Jenny Steinman-Heyden – artist and community representative

Doug McDonald - community representative

Harvey Rabinowitz - community representative and architect

Village of Shorewood staff as required

II. Program Overview:

This document defines the Part1 – Donor- Initiated and Funded Projects relating to the Shorewood Public Art Program (the “Program”). Funding shall be for specific sites located within the Village of Shorewood. All activities of this program must be approved by the Community Development Authority, and accepted by the Village Board of Trustees.

III. Program Purpose:

The Program shall provide a system for placing “works of art” at Village of Shorewood entries, plazas, and other locations throughout the Central District. The selected works shall be intended to provide a unique identity for the village at each selected location. Each work of art shall be designed to reflect and represent the history and culture of the Village of Shorewood. The selected works shall be designed to meet the specific visual aspirations and available physical space that will be unique to each selected location.

IV. Village of Shorewood 2015 Vision Statement:

The following summarizes the Village of Shorewood 2015 Vision Statement that has been developed to guide current and future planning activities throughout the village. This statement shall be used in the planning and implementation of the Shorewood Public Art Program.

In 2015, Shorewood will be:

1. A vibrant community with safe, friendly neighborhoods offering a range of well-maintained housing options which reflect Shorewood's architectural heritage.
2. A desirable community that continues to attract and retain residents who value Shorewood's community assets and rich diversity.
3. A model community that welcomes broad citizen participation in civic decision-making and is governed with a long-range, disciplined view of the future of Shorewood.
4. An attractive community with strong property values and a competitive tax rate; well-maintained public infrastructure; quality, cost-effective and valued village services; and outstanding staff members who use collaboration, innovation, and technology to optimize productivity and service excellence.
5. An ecologically-responsible community with a commitment to protecting the environment.
6. A thriving community with a mix of attractive stores and services in a robust and profitable commercial center.
7. A well-educated community in which public and other community educational assets are cultivated in a spirit of collaboration to achieve excellence.

V. Program Mission Statement:

The Shorewood Public Arts Program shall enhance the cultural experience of all Shorewood residents, business and visitors by facilitating a system of review, acceptance and placement of quality public art.

VI. Funding Sources – Donor-Initiated and Funded Gifts:

1. Funding that is provided through gifts and / or donations to cover the cost of an entire piece of art (or portion thereof) will be considered, as deemed appropriate by the Public Art Committee in relation to the overall Program goals, specific site and Program implementation. The final selected artwork may not be selected solely on the donor's preferences, objectives or goals. Final, formal approval of any artwork for any given site

will be by the Public Art Committee and acceptance by the Village Board of Trustees, based on the stated mission and goals of the Public Art Program. Should the committee determine that the donor's requested use of the funding is not consistent with the Program Goals and Mission, the funding will be returned to the donor in full.

2. Funding may be provided by individuals, families, businesses, foundations or other parties to support the cost of artwork in whole or in part at specific sites. The final selected artwork may not be selected solely on the donor's preferences, objectives or goals. Final approval of any artwork for any given site will be by the Public Art Committee, with follow-up acceptance by the Village Board, based on the stated mission and goals of the Public Art Program.
3. Donor funding shall be provided in a single lump sum, prior to the acquisition and installation of the artwork.
4. Initiation of donor funding shall be through the Public Art Program chairperson. The funding and subsequent communications may be directly with the chairperson or through an intermediary representative.

VII. Conditions for Village of Shorewood Acceptance:

1. The specific site and location within the site shall be consistent with the Public Art Committee's approved plan.
2. The selected art shall be acceptable to both the Public Art Committee and donor.
3. No commitment by the village will be required for one-time costs.
4. Formal approval will be required by the Public Art Committee and Village Board of Trustees, prior to the start of installation of a selected artwork.

VIII. Artwork Acquisition Process:

1. The funding may be through a solicitation process by the committee or through non-solicitation.
2. The funding opportunity may be presented to the Public Art Committee either as an identified funding source or as an anonymous donor source. As preferred by the donor, the funding source and amount given will remain identified or anonymous throughout the implementation and completion of the program.
3. The funding may be for a specific project site or for use in the village-wide Program.

IX. Selection Procedure:

1. As deemed appropriate by the Public Art Committee, either existing or new commissioned artwork may be selected for a specific site. While the donor may express a range of concepts or interests for specific art, the final selection of all art will remain within the responsibility and authority of the Public Art Committee. As with all other options for procuring the art at any given site, final approval of any artwork for any given site will be by the Public Art Committee and acceptance by the Village Board, based on the stated mission and goals of the Public Art Program.

2. Selection Criteria

The list below is shall define broad Program criteria, is not intended to be all-inclusive and may be modified as necessary for a given site.

- a. Use of and relationships to specific site.
- b. Appropriateness to specific site.
- c. Most significant public impact.
- d. Street use / volume of pedestrian and vehicular traffic.
- e. Number of "potential viewers."
- f. Intergenerational.
- g. Create "most smiles."
- h. "Speed of viewing."
- i. Weather / seasonal considerations.
- j. Village of Shorewood culture and history.
- k. Other, to be determined based upon the characteristics of a specific site.

X. Additional related issues:

1. Required site placement and development:

- a. Through preparation of a landscape plan, the specific site within the site shall be identified and a landscape plan shall be prepared to define the specific placement of the selected artwork.
- b. Site development shall include installation of an appropriate base or pedestal for the selected art and related landscaping.
- c. Site development considerations shall include: providing the desired viewing positions for the art, relationship to the adjacent park functions, streets and adjacent community, safety, provision of a "base" or plinth that separates visitors from immediate access to the art - or allows for close proximity between visitors and the artwork, to provide the desired setting for the art within the park.
- d. Landscaping may include provision of new plantings, berms, etc.

2. Maintenance:

- a. The Public Art Committee shall be responsible for monitoring the artwork condition and shall manage the process for all required maintenance.
- b. Specific written specifications for annual maintenance procedures shall be prepared by the artist and submitted to the committee prior to the start of art installation. Specifications shall include recommended products for cleaning, other maintenance and repair procedures.
- c. An annual maintenance budget of \$2,500 shall be established by the Village of Shorewood for required maintenance work. As committee work proceeds, additional funding shall be provided as required through private fund-raising . All funds shall be placed with the Shorewood Foundation and shall be released to the Village of Shorewood as funds are needed to cover expenses. Payments to vendors will be issued by the Village of Shorewood (by use of the private fund-raising issued through the Shorewood Foundation).

3. Exterior lighting of selected art (if deemed necessary):

- a. The committee, with the assistance of the selected artist and artwork, shall determine if lighting will be required to illuminate the art, based on the specific selected art, site characteristics and adjacent neighborhood.
- b. As required, the committee shall retain the services of a lighting design consultant to prepare plans and specifications that fully define the scope and extent of recommended lighting and electrical service for each specific site.
- c. Funding for required lighting and electrical service shall be provided through the donor-based funding and budget established for the selected artwork or through additional private fund-raising.

4. Approval and execution of selected work:

- a. Formal, written agreements shall be prepared by the Village of Shorewood and approved by the Public Art Committee and acceptance by the Village Board of Trustees before any work shall be initiated.

Appendix A:

Area Map of the Village of Shorewood, showing proposed locations of Public Art

Map shows location of Initial and Future Sites under consideration for placement of Public Art

See Appendix A, Pages 16 and 17 of the complete Public Art Program document dated January 4, 2011 and which precedes this appendix.

March 30, 2016

To: Chris Swartz, Village Manager
Village of Shorewood Board of Trustees

From: Dick Eschner, Chairperson
Shorewood Public Art Committee
PAC Ghost Train Committee Member

RE: **Proposed Ghost Train Project Summary**

The idea of developing a PAC project at the Oakleaf Trail Bridge site began in 2008-2010 when planning for the redesign and construction of a new pedestrian and bicycle bridge was initiated by the State of Wisconsin Department of Transportation, as a component of the Capitol Drive reconstruction. During the bridge's design phase, WiDOT determined that additional and enhanced lighting of the bridge could not be included in the total project budget.

Note: all final "Ghost Train" functional and design details are now being developed and are subject to further refinement as the detailed design and cost estimating work proceeds to define the final project scope.

1. Project History:

When the bridge was completed in 2010, the PAC added the bridge lighting to its list as a potential, future site for public art. A brief summary of the proposed design is as follows:

- The original bridge served as a railroad crossing for Chicago and Northwestern Railroad's historic "400" passenger trains for many decades. Through the imaginative insight and recommendation of Marty Peck, custom project lighting designer from CLD-E (Creative Lighting Design and Engineering), the committee considered including that slice of Shorewood history into the lighting design.
- New lighting that will operate during evening hours will be installed on the bridge to make the entire bridge visible at night and to further celebrate the bridge as a "western gateway" into the village. This lighting will be aptly responsive to the quality and character of Shorewood.
- In addition - and as the key project focus, the new lighting will include a "moving", illusionary, lighted "Ghost Train" image that will "pass over the bridge" during two time frames of each evening. The original C & NW "400" train ran southbound from

Minneapolis and the "401" train ran northbound to Minneapolis. The train's illusionary image and movement of light will be accomplished through the programmed use of the new lighting.

2. Proposed Light Fixtures and related Equipment:

- LED (Light-Emitting Diodes) fixtures will be used throughout the installation. These fixtures are state-of-the art fixtures which are very energy-efficient, have a significant history of low maintenance and long life-spans. See the attached PAC Memorandum dated February 2, 2016 for related details.
- The light fixtures will be securely mounted on the outside face of the existing structural steel truss framework on both sides of the bridge. The existing vertical mesh security panels mounted on the inside face of each truss will prevent access to the light fixtures and electrical service conduit.
- As now planned, one additional LED up-light will be mounted on top of each of the flanking vertical concrete piers located at the four corner of the bridge at each of the north and south ends of the bridge trusses. When the "Ghost train" illusion is in operation, these fixtures will serve as a shaft of illusionary, blinking "railroad crossing gates." The sound and horn of the "approaching" and "crossing" train will be included.
- Light fixtures will be controlled by computer equipment located on the existing concrete support ledges beneath the bridge trusses at each end. The control equipment will be located in secure boxes placed on each ledge.
- Final light and sound levels will be programmed to meet acceptable levels as deemed appropriate for the intended performance and for the surrounding community. Work will include consultation with an audio engineering consultant.

3. Lighting System Operation :

- The overall bridge lighting will operate during evening hours and in a manner similar to that of typical street lighting. The lighting level will be set to provide aesthetically pleasing light on each face of the bridge, to enhance the visibility of the bridge after dark and before sunrise. Precise times will be subject to final determination and functional need.
- "Ghost Train" lighting operation: The lighting performance will be scheduled to "represent" the illusionary passage of the original C&NW trains with an initial "performance" during the early evening hours and a second "passage" occurring

Ghost Train Project Summary

March 30, 2016

Page 3.

approximately 2 hours later. Specific time frames to be determined. Times will be programmed separately to account for different “winter “and “summer” hours light levels. In addition, operational hours for the “passage” of each train will acknowledge the community’s needs relating to acceptable levels of light and sound.

- When the “Ghost Train” lighting is activated, existing traffic signal light controls and lights located along East Capitol Drive in Shorewood and at the intersection of North Humboldt Boulevard in Milwaukee will be programmed to operate in a “stop” mode to hold traffic securely in place. An engineering traffic safety study will be prepared by Ayres & Associates.**
- “Ghost Train” operation duration for bridge and traffic signal lighting: subject to final determination, each “Ghost Train” lighting event will last between 45 – 60 seconds.**
- The project team proposes an initial operational period of 90 days after system dedication to allow for formal community feed-back, before any operational system adjustments are considered and / or initiated.**

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
VILLAGE OF SHOREWOOD
AND
MILWAUKEE COUNTY DEPARTMENT OF PARKS, RECREATION AND CULTURE**

This Memorandum of Understanding (“MOU”) is made effective the _____ day of _____, 2016 by and between the Village of Shorewood (the “Village”) and Milwaukee County Department of Parks, Recreation and Culture (DPRC). Referenced together, the DPRC and the Village are the “Parties” to this Agreement.

RECITALS

WHEREAS, the Milwaukee County Board of Supervisors, by virtue of adopting Resolution 16-96 on February 8, 2016 has authorized the Director of the Department of Parks, Recreation and Culture (DPRC) to accept the donation of artistic improvement (i.e. the “Ghost Train Art Light Sculpture” hereinafter referred to as “Ghost Train”) to the bridge located on Capital Drive at the Oak Leaf Trail in the Village of Shorewood (the “Village”); and

WHEREAS, it is understood by the Parties that DPRC is the Owner and Operator of the aforementioned Oak Leaf Bridge located in the Village; and

WHEREAS, it is the intent of the Parties that an access and maintenance plan be established as a precursor to the Village installing the Ghost Train Sculpture; and

WHEREAS, it is understood that the installation, maintenance, operation, and finally removal of the Ghost Train Sculpture is the sole responsibility of the Village; and

WHEREAS, the Parties to this MOU have common interests and concerns which they wish to advance and protect with respect to maintaining a safe, and well maintained bridge.

NOW THEREFORE, the Parties do herewith, in consideration of mutual promises and other good and valuable consideration, agree as follows:

AGREEMENT

- 1) **Incorporation by Reference.** All of the “Whereas” clauses contained in the Recitals are incorporated herein by reference and made a part of this Agreement.
- 2) **Premises.** It is agreed that DPRC will provide full access to the Oak Leaf Trail bridge as identified on the map shown as Exhibit A to this agreement, for the purpose of installation and maintenance of the Ghost Train Sculpture.
- 3) **Sculpture Maintenance.** It is agreed that the Village will be responsible for all maintenance and operation of the Ghost Train Sculpture. DPRC will take no responsibility for damage caused by vandalism, weather, or normal wear and tear. Nor will DPRC be financially responsible for repair, transport, or replacement of the sculpture if damaged or relocated. DPRC will communicate with the Village in a timely manner about any issues DPRC

becomes aware so with respect to the installation they may be addressed by the Village of Shorewood.

- 4) **County Approval.** Prior to the start of any installation, construction or renovation of the Premises, including any subsequent alterations or renovations to the Sculpture, the Village shall submit detailed construction plans and specifications to the County and to the Architecture and Engineering Section of the Milwaukee County Department of Administrative Services, together with the name of the Village's proposed contractor(s), for review and approval. Submittals shall include, but not limited to, design drawings which shall be approved by County. Conditions for approval shall include, but not be limited to provision that the Village shall obtain and comply with, prior to commencing any alterations, additions and improvements, all necessary permits and licenses from the appropriate governmental authorities.
- 5) **Hold Harmless.** The Village agrees to hold harmless Milwaukee County, its officers, agents, and employees from any and all liability, including claims, demands, losses, costs, damages and expenses of every kind and description (including death), or damages to persons and or property arising out of or in connection with or occurring during the course of this Agreement where such liability is founded upon and grows out of any wrongful, intentional or negligent acts or omissions of any officer, employee or agent of the Village while acting within the scope of their employment where protection is afforded under Wisconsin Statutes.
- 6) **Insurance.** During the term of this Agreement, the Village will keep in full force and effect a policy of general liability insurance or its equivalent and automobile insurance in an amount not less than \$1,000,000 combined single limit. Also, the Village will maintain insurance coverage for worker's compensation (waiver of subrogation endorsement in favor of Milwaukee County) as required by the State of Wisconsin, including employer's liability. Coverages shall be placed with an insurance company approved by the State of Wisconsin and rated "A" per Best's Key Rating Guide. As its interests may appear, Milwaukee County will be named as an additional insured for general liability. The Village will submit a certificate indicating the above coverages for review and approval by the County for the duration of this Agreement.
- 7) **Removal.** The Village shall be solely responsible for the removal of the sculpture at such time that removal is desired by the Parties. This responsibility is non-delegable and will encompass any and all reasons necessitating the removal (e.g. irreparable damage, relocation, expiration of the sculpture's useful life span, etc.) Further, the Village shall be financially responsible for all costs associated with the removal.
- 8) **Miscellaneous.**
 - a) Any modifications of this MOU must be in writing and signed by all Parties.
 - b) This MOU shall be controlled by Wisconsin law.
 - c) This MOU may be executed in counterparts and via facsimile.

Signature Page to Follow

IN WITNESS WHEREOF, the parties hereto have caused the execution of this Memorandum of Understanding by authority of their respective governing bodies effective as of the date first above written once the parties hereto have affixed their respective signatures.

VILLAGE OF SHOREWOOD

by _____ Date _____

Name and Title: _____

**MILWAUKEE COUNTY DEPARTMENT OF
PARKS, RECREATION & CULTURE**

by _____ Date _____

John Dargle, Jr., CPRP, Parks Director

Approved as to form and independent status:

Reviewed by:

by _____ Date _____ by _____ Date _____
Corporation Counsel Risk Management

Approved:

*Approved as to funds available per
Wisconsin Statutes Section 59.255(2)(e):*

by _____ Date _____ by _____ Date _____
County Executive Chris Abele Comptroller Scott B. Manske

Approved as compliant under Sec. 59.42(2)(b)5, Stats.:

by _____ Date _____
Corporation Counsel

EXHIBIT A
THE PREMISES



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE MANAGER'S OFFICE MEMO

DATE: April 4, 2016
TO: President Guy Johnson
Village Board of Trustees
Judiciary, Personnel and Licensing (JPL) Committee
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. The Judicial, Personnel and Licensing Committee reviewed the changes during multiple meetings and provided feedback to staff to incorporate in the proposed HR manual.

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)

SUGGESTED MOTION

“I move to approve the proposed changes and adopt the latest edition of the Human Resources manual with the understanding the Village Board may continue to review the policies within the HR manual.”



Human Resources Manual

Adopted By the Village Board of Trustees on ~~December 16, 2013~~ April 4, 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 and the Village Board has also approved the filling of the position; with regard to Library and Police positions, the Department Head seeks approval from the Library Board and Police Commission, respectively.

With respect to recruitment of employees, the following applies:

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

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

2.C.2 Application Process

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

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

The Village may conduct certain background procedures as required by law or Village policy. Examples of such procedures include: criminal background checks, pre-employment credit checks, reference checks, requiring applicants/employees who have unsupervised access to children and developmentally disabled adults to complete a disclosure statement. Applicants may be disqualified from employment as a result of background checks. The Village may administer pre-employment examinations to test the qualifications and ability of applicants as determined necessary by the Village. The Village may contract with any competent agency or individual to prepare and/or administer the examination. The Village reserves the right to perform psychological tests upon job applicants, as determined to be necessary by the Village Manager, Assistant Village Manager and the Department Head. Any Village testing procedure, if it is applied, shall be uniformly conducted. All information provided to the Village will be maintained in confidence in accordance with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).

The Village Manager or ~~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:

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

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

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

Because of record-keeping requirements on the above deductions, all changes in any employee's status or address must be reported to the Village ~~Clerk/Treasurer's~~ Manager's Office immediately. It is the employee's responsibility to promptly

report these changes to ~~their Department Head who, in turn, will advise the Payroll Office in writing of these changes the Village Manager's Office.~~ All changes must be completed 5 working days prior to processing payroll in order for changes to be reflected.

E.Social Security Program

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

4. Career Development

A.Position Descriptions

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

B.Employee Evaluations

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

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

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

C. Staff Training

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

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

D.Promotions and Demotions

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

E.Layoffs

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

In selecting employees for layoff, the Village will consider the qualifications, experience, skill, ability, disciplinary record, years of service and job performance of individuals considered for layoff. ~~When the Village determines, in its sole discretion, that the qualifications, experience, skill, ability, disciplinary record and job performance of two employees are exactly equal, the more senior qualified employee, based upon years of service within the employee's current job classification, will be given preference for retention.~~ Employees who are laid off do not have any right to bump another employee who has not been selected for layoff by the Village.

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

F. Resignations

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

An employee who resigns and gives ~~two (2) weeks~~ 14 calendar days prior notice will be paid his or her prorated remaining vacation credit or other credits if applicable. If the employee does not give 14 calendar days notice, ~~or gives less notice than is mutually agreed upon~~ or uses leave during the remaining 14 calendar days of employment which is not supervisor approved or not FMLA eligible, 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~~ 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., ~~R~~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:

- [B](#)asic tact and courtesy towards the public and fellow employees;
- [A](#)dherence to Village policies, procedures, safety rules and safe work practices; compliance with directions from supervisors;
- Preserving and protecting the Village's equipment, grounds, facilities, and resources; providing orderly and cost efficient services to its citizens.

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

A. Customer Service Policy

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

B. Confidentiality

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

C. Bulletin Boards

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

D. Village Communication Policy

Communication is key to successfully performing the Village's business. It is important that you understand the Village's Communication Policy.

The Village Manager is the contact for press questions and staff should avoid talking with the press unless designated by the Village Manager. The Communication Policy is found in the Appendices section of this Manual.

Police Department personnel should follow Police Department Policy and Procedures.

E. Purchasing

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

F. Village Property for Personal Use

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

G. Solicitation

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

H. Security Policy

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

I. Tools and Equipment

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

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

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

J. Violation of Village Rules

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

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

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

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

Violation of Village's security policy;

- Violation of the Village's anti-harassment policies;
- Conviction of a crime, which is job related;
- Lying, cheating, stealing, giving false or incomplete information required by an authorized person, or otherwise misrepresenting one's authority in the performance of assigned tasks; Falsification of any records is a serious offense.

- Insubordination. Employees could face corrective or disciplinary action if they refuse to follow directives given by their direct supervisor or other higher authority as long as the directive is legal and in line with the ethics of public service;

Violation of personnel policy; or

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

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

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

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

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

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

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

K. Grievance Procedures

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

1. Timelines

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

2. General Requirements

- A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.

1. Termination is defined as a discharge from employment for rule violation(s), poor performance or other acts of misconduct. The term "employee termination," as used in this section, shall not include the following:

- a. Layoffs or failure to be recalled from layoff at the expiration of the recall period;
- b. Workforce reduction activities;
- c. Voluntary termination including, without limitation, quitting or resignation;
- d. Job abandonment; "no - call, no show", death, or other failure to report to work;
- e. End of employment due to disability or medical condition;
- f. Retirement;
- g. Lack of qualification or license, or other inability to perform job duties;
- h. Action taken pursuant to an ordinance created under Section 19.59 (1m) Wis. Stats.; or
- i. Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.

2. The term "employee discipline," shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in employee's other benefits, or disciplinary demotion. The term "employee discipline," as used in this section, shall not include the following:

- a. Plans of correction or performance improvement;
- b. Performance evaluations or reviews;
- c. Documentation of employee acts and/or omissions in an employment file;
- d. Oral or written reprimands;
- e. Administrative suspension with pay;
- f. Transfer or change in job reassignment;
- g. Layoffs or workforce reduction activities;
- h. Change in assignment or assignment locations;
- i. Action taken pursuant to an ordinance created under WI Statutes Sec 19.59 (1 m);
- j. Non-disciplinary wage, benefit or salary adjustments; or,
- k. Other ~~non-material~~ employment actions.

3. The term "workplace safety" as used in this section means any alleged violation of any standard established under State law or rule or Federal law or regulation relating to workplace safety.

B. The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of grievance;
2. The date(s) the incident(s) occurred;
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
4. The specific requested remedy; and;
5. Must identify the workplace safety rule alleged to have been violated, if applicable.

C. The Village Manager's written response to the grievance must contain:

1. A statement of the date the meeting between the Village Manager or designee and grievant was held;
2. A decision as to whether the grievance is sustained or denied;
3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial;

D. Impartial Hearing Officer Selection: The Village shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village of Shorewood. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual.

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

3. Process

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

9. SAFETY

A. Safety Equipment

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

B. Confined Entry Policy

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

C. Obstructions

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

D. Hazardous Materials

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

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

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

E. Vehicles

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

F. Enforcement

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

10. EMERGENCY STANDBY

DPW Employees in the position of Utility Foreman, Services Foreman, , and Fleet and Facilities Foreman shall be assigned to one (1) week of emergency standby duty each month, during which time the employee shall carry a pager, to which the employee is obligated to respond if called. During this week, the employee shall be paid ~~one hundred eighty-five~~two hundred dollars (\$~~185~~200) for emergency standby, and shall be compensated ~~as stated in Section C., 2, Emergency Call-In,~~ if she/he is ~~called~~required to report for emergency duty.

1. Any other Foreman position created by the Village Management/Supervisory employees will also be assigned to this standby duty.

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

11. END OF EMPLOYMENT

A. Exit Interview Process

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

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

B. Return of Village-owned Equipment

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

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

C. Additional Benefits

Please consult the [Deputy Clerk/Treasurer-Assistant Village Manager](#) to discuss any additional benefits that you may have accrued.

D. Separation Pay

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

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

12. SALARY/CLASSIFICATION ISSUES

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

1. Present salary ranges, where they exist, can be maintained or modified, at the sole discretion of the Village Manager and Village Board.
2. The Village reserves the right to hire, at its sole discretion, employees at any step in the existing salary range (s).
3. The Village reserves the right, at its sole discretion, to advance employees through the steps of any current or future salary range (s).

B. Work in a higher classification:

Regular full-time employees performing work in a higher classification resulting from a vacancy created by resignation, termination, or other severance of employment by a higher-ranked individual, or from the incapacity of the incumbent in a higher-ranked position can, upon authorization by the Department Head/Village Manager, be paid the rate of the higher-ranked position ~~retroactive to the date of the vacancy or incapacitation and receive the rate of pay that would provide an increase over the pay rate they receive in their own job classification for the duration of the vacancy.~~

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

C. Commercial Driver's License:

An employee, who is currently required to drive a vehicle, subject to the Commercial Driver's License (CDL), shall be required to have a CDL. The Village shall pay the cost of said CDL.

In the event such an employee loses his/her CDL or regular operator's license, the Village reserves the right to terminate the employment of the employee in question.

D. Snowplow Assignment:

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

E. Task rate for water utility:

The Village will pay, at its sole discretion, a task rate for work which is performed in the Water Utility in a position for which a DNR license is required, if the employee has taken and passed the requisite tests to obtain the license. Employees to whom such assignment may be made shall be required to earn necessary DNR water distribution licenses

within six (6) months of date of hire or, in the alternative, upon a schedule which is determined by the Department Head/Village Manager.

Appendices

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



**Appendix A
Acknowledgement and Understanding**

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

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

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

_____ I have read the Human Resource Manual and understand the policies and procedures described in ~~the~~ it.

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

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

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

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

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

Date

Employee Name (Printed)

Employee Signature

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



Appendix B Adverse Weather and Electrical Outage Leave Policy

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



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: _____

VILLAGE OF SHOREWOOD – EMPLOYEE EVALUATION FORM



Name of Employee: Insert Name Here
Title of Employee

Name of Supervisor: Insert Name Here
Title of Employee

Appraisal Year: 2016-17

Section 1. All Regular Full-Time/Part-Time Village Employees.

Please complete the following section for all regular full-time and part-time Village employees. Employees should have the first opportunity to complete their self-evaluation. Supervisors must complete each of the following sections and must provide comment if the rating for that characteristic either changed or is rated at an Exceeds Expectations or Unsatisfactory level. The following ratings should be used for the evaluation:

Exceeds Expectations (EE): the employee consistently performs duties beyond the standards established by the supervisor, the job description and the organization.

Meets Expectations (ME): the employee consistently performs duties that meet the standards established by the supervisor, the job description and the organization.

Room for Improvement (RI): the employee has room to expand their skills to meet the high level of expectations established by the supervisor, the job description and the organization. All employees must have one room for improvement.

Unsatisfactory (UN): the employee consistently does not perform duties that meet the standards established by the supervisor, the job description and the organization.

Quality of Work. The work performed by the employee is done with accuracy, diligence and professionalism, continuously meeting or exceeding the standards outlined by the supervisor and/or other employees.

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
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

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.



**Appendix U
Organization Chart**

