



AGENDA - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
7:30 P.M. – Monday, September 19, 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 September 19, 2016
 - b. Approve Temporary Cabaret License for Colectivo Coffee Roasters theater event on December 2, 2016
 - c. Appointments to Village Boards, Commission, and Committees
 1. Conservation Committee – Meenal Atre - term expiration 2019
 2. Parks Commission – Jenny Vulpas – term expiration 2018
5. Items removed from the Consent Agenda
6. August 15, 2016 Village Board Minutes
7. September 6, 2016 Village Board Minutes
8. 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.
9. Presentation – Update on Ghost Train
10. New Business
 - a. Public Safety
 1. Consideration of agreement for construction management services for future Police Building at 4057 N Wilson Drive
 - b. Public Works
 1. Consideration of approval of contract for street light control cabinet relocation
 2. Consideration of professional services agreement for engineering for 2017 Water Main Project

- c. Judiciary, Personnel, and Licensing
 - 1. Consideration of Class "B" Fermented Malt Beverage and "Class C" Wine Licenses for MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Super Fast Pizza, 9250 76th Street, Suite A, Pleasant Prairie WI 53158, business address: 4151 N Oakland Ave
 - 2. Consideration of In-Person Absentee Voting Dates
- d. Strategic Initiatives
 - 1. Consideration of Wilson Drive Task Force Recommendation of Professional Service Agreement and Related Funding
 - 2. Consideration of Community Survey Questions
- 11. Reports of Village Officials
 - a. Village President
 - b. Village Trustees
 - c. Village Manager
- 12. Items for Future Consideration
- 13. Adjournment

DATED at Shorewood, Wisconsin this 15th day of September, 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 – Trustee Michael Maher, Chairperson

Monday, September 19, 2016 at 6:30 p.m. – to consider:

1. Presentation of Accounts September 19, 2016

PUBLIC SAFETY COMMITTEE – Trustee Allison Rozek, Chairperson

Monday, September 19, 2016 at 6:45 p.m. – to consider:

1. Consideration of agreement for construction management services for future Police Building at 4057 N Wilson Drive
2. Discussion of parking policies, including Residential Congested Areas, Winter Parking Regulations, and Apartment Permit Parking

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

Monday, September 19, 2016 at 5:30 p.m. – to consider:

1. Discussion and Interviews for Appointments to Boards, Committees, and Commissions
2. Consideration of application for Temporary Cabaret License for Colectivo Coffee Roasters theater event on December 2, 2016
3. Consideration of Class “B” Fermented Malt Beverage and “Class C” Wine Licenses for MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Super Fast Pizza, 9250 76th Street, Suite A, Pleasant Prairie WI 53158, business address: 4151 N Oakland Ave
4. Consideration of In-Person Absentee Voting Dates
5. Discussion on Committee Quorum and Attendance Policies

PUBLIC WORKS COMMITTEE – Tr. Davida Amenta, Chairperson

Monday, September 19, 2016 at 6:30 p.m. – to consider:

1. Consideration of approval of contract for street light control cabinet relocation
2. Consideration of professional services agreement for engineering for 2017 Water Main Project

STRATEGIC INITIATIVES COMMITTEE – Tr. Paul Zovic, Chairperson

Monday, September 19, 2016 at 6:45 p.m. – to consider:

1. Consideration of Wilson Drive Task Force Recommendation of Professional Service Agreement and Related Funding
2. Consideration of Community Survey Questions
3. Discussion of Wilson Drive Community Task Force

DATED this 15th day of September, 2016. Tanya O'Malley, WCPC, Village Clerk/Treasurer

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

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

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

DATE: September 13, 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		\$ 198,284.41
200 - Library		16,227.43
210 - Elder Service Fund		2,573.51
220 - Marketing & Communications Fund		4,873.75
230 - Shorewood Today Magazine		17,271.78
240 - Special Funds		-
250 - Public Art Funds		1,045.00
300 - Debt Service Fund		-
400 - Capitol Projects Fund		172,788.27
410 - TIF #1		41,295.00
430 - TIF #3		5,090.00
440 - TIF #4		-
450 - TIF #5		1,291.25
600 - Parking Utility Fund		-
610 - Water Utility Fund		25,087.99
620 - Sewer Utility Fund		241,375.98
800 - Property Tax Fund		-
900 - Cash Fund		-
	Subtotal:	\$ 727,204.37
PLUS: Payroll vouchers per check register		
dated 9/2/2016 9/16/2016		372,428.31
	Grand Total	\$ 1,099,632.68
	Begin Ck #	End Chk #
Accounts Payable Checks:	24426	24617
Accounts Payable Electronic Checks:		
Payroll Checks:	2505	2521
Payroll Direct Deposits:	DD10331	DD10529
Payroll Electronic Check Remittances:	E609	E620

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 0000							
100-0000-12305	SARA LLC CITGO 2014	TRANSWORLD SYSTEMS I	PAYMENT FOR COLLECTIONS TO SHORE	1299875	09/14/16	38.94	24595
100-0000-12305	THE WORKROOM 2014	TRANSWORLD SYSTEMS I	PAYMENT FOR COLLECTIONS TO SHORE	1299875	09/14/16	40.44	24595
100-0000-17130	NLP - Duplex Conversion Loan	RIVER BEND STUDIOS LLC	1511 LAKE BLUFF DUPLEX LOAN	1511LAKEBL	09/14/16	10,000.00	24558
100-0000-17140	NLP - Attic Improv Loans	H&H SOLAR ENERGY SER	ATTIC CONVERSION 1706 MENO	1706MENLO	09/14/16	611.18	24492
100-0000-23000	BCR16-0001 - P16-1186	Brody and Jessica Buss	BD Bond Refund	BCR16-0001	09/14/16	1,000.00	24453
Total For Dept 0000						11,690.56	
Dept 1100 Board							
100-1100-52920	Surveys/Studies & Plans	ST NORBERT COLLEGE IN	VILLAGE STUDY 2016	659	09/14/16	4,000.00	24581
Total For Dept 1100 Board						4,000.00	
Dept 1200 Court							
100-1200-53100	Office Supplies	NOTARY BOND RENEWAL	NOTARY BOND RENEWAL	GOVANI2016	09/14/16	25.00	24535
100-1200-53100	Office Supplies	WI DEPT OF FINANCIAL I	NOTARY BOND APPLICATION	NOELGOVANI2016	09/14/16	20.00	24610
Total For Dept 1200 Court						45.00	
Dept 1410 Manager							
100-1410-51300	Health Insurance	US CELLULAR	CELLULAR PHONE CHARGES	0150864853	09/14/16	35.50	24599
100-1410-53200	Memberships & Subscriptions	SHOREWOOD MEN'S CLU	SWARTZ DUES 2016-17	16/17 DUES	09/14/16	50.00	24573
Total For Dept 1410 Manager						85.50	
Dept 1421 Elections							
100-1421-51100	Salaries and Wages	ANDERSON, JENNIFER	AUG ELECTION INSP PAY	08-2016-01	09/14/16	130.00	24432
100-1421-51100	Salaries and Wages	BARKLEY, MARGARET	AUG ELECT INSP PAY	08-2016-02	09/14/16	62.00	24444
100-1421-51100	Salaries and Wages	BOWERS, JANE	AUG ELECT INSP PAY	08-2016-03	09/14/16	52.00	24451
100-1421-51100	Salaries and Wages	CARROLL, NORMA L	AUG ELECT INSP PAY	08-2016-04	09/14/16	124.00	24459
100-1421-51100	Salaries and Wages	CRATER, MARGARET	AUG ELECT INSP PAY	08-2016-05	09/14/16	80.00	24467
100-1421-51100	Salaries and Wages	DETWILER, EVE N	AUG ELECT INSP PAY	08-2016-06	09/14/16	80.00	24474
100-1421-51100	Salaries and Wages	FRANCL, JULIE	AUG ELECT INSP PAY	08-2016-07	09/14/16	78.00	24484
100-1421-51100	Salaries and Wages	GERSCHWILER, SUSAN	AUG ELECT INSP PAY	08-2016-08	09/14/16	68.00	24485
100-1421-51100	Salaries and Wages	GUZNICZAK, MARY T	AUG ELECT INSP PAY	08-2016-09	09/14/16	56.00	24491
100-1421-51100	Salaries and Wages	HEPPE, THOMAS A	AUG ELECT INSP PAY	08-2016-10	09/14/16	136.00	24494
100-1421-51100	Salaries and Wages	JHANSALE, SHANTHA	AUG ELECT INSP PAY	08-2016-11	09/14/16	20.00	24502
100-1421-51100	Salaries and Wages	JOHN, MARILYN W	AUG ELECT INSP PAY	08-2016-12	09/14/16	118.00	24503
100-1421-51100	Salaries and Wages	JOHNSON, ANDREA	AUG ELECT INSP PAY	08-2016-13	09/14/16	78.00	24504
100-1421-51100	Salaries and Wages	KIELY MILLER, BARBARA	AUG ELECT INSP PAY	08-2016-14	09/14/16	80.00	24508
100-1421-51100	Salaries and Wages	KNETZGER, BARBARA A	AUG ELECT INSP PAY	08-2016-15	09/14/16	136.00	24509
100-1421-51100	Salaries and Wages	LOZIER, VASHTI	AUG ELECT INSP PAY	08-2016-16	09/14/16	132.00	24513
100-1421-51100	Salaries and Wages	MACKEDON, MARGARET	AUG ELECT INSP PAY	08-2016-17	09/14/16	132.00	24514
100-1421-51100	Salaries and Wages	MAZZIE, JUDITH	AUG ELECT INSP PAY	08-2016-18	09/14/16	52.00	24518
100-1421-51100	Salaries and Wages	MCATEER, DONNA	AUG ELECT INSP PAY	08-2016-19	09/14/16	60.00	24519
100-1421-51100	Salaries and Wages	MCAULIFFE, CHRIS	AUG ELECT INSP PAY	08-2016-20	09/14/16	52.00	24520
100-1421-51100	Salaries and Wages	PROULX, JEANNE	AUG ELECT INSP PAY	08-2016-21	09/14/16	16.00	24546

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 1421 Elections							
100-1421-51100	Salaries and Wages	ROSS, WILLIAM	AUG ELECT INSP PAY	08-2016-22	09/14/16	132.00	24559
100-1421-51100	Salaries and Wages	ROSZAK, DEBORAH	AUG ELECT INSP PAY	08-2016-23	09/14/16	80.00	24560
100-1421-51100	Salaries and Wages	SCHECHTER, MIMI	AUG ELECT INSP PAY	08-2016-24	09/14/16	28.00	24564
100-1421-51100	Salaries and Wages	SCHULTZ, MARCIA L	AUG ELECT INSP PAY	08-2016-25	09/14/16	68.00	24568
100-1421-51100	Salaries and Wages	SEAL, NUANANONG	AUG ELECT INSP PAY	08-2016-26	09/14/16	70.00	24569
100-1421-51100	Salaries and Wages	SHAW, MARIPAT	AUG ELECT INSP PAY	08-2016-27	09/14/16	64.00	24570
100-1421-51100	Salaries and Wages	SPENCER, JUDY	AUG ELECT INSP PAY	08-2016-28	09/14/16	70.00	24580
100-1421-51100	Salaries and Wages	STREHLOW, KATHERINE	AUG ELECT INSP PAY	08-2016-29	09/14/16	80.00	24586
100-1421-51100	Salaries and Wages	SURRIDGE, HELEN	AUG ELECT INSP PAY	08-2016-31	09/14/16	140.00	24589
100-1421-51100	Salaries and Wages	SURRIDGE, STEPHEN	AUG ELECT INSP PAY	08-2016-30	09/14/16	140.00	24590
100-1421-51100	Salaries and Wages	VERNON, MELINDA	AUG ELECT INSP PAY	08-2016-32	09/14/16	80.00	24601
100-1421-51100	Salaries and Wages	WEBER, BARBARA	AUG ELECT INSP PAY	08-2016-33	09/14/16	132.00	24606
100-1421-51100	Salaries and Wages	WEISTROP, SUSAN	AUG ELECT INSP PAY	08-2016-34	09/14/16	70.00	24607
100-1421-51100	Salaries and Wages	WESENER, LOIS D	AUG ELECT INSP PAY	08-2016-35	09/14/16	70.00	24608
100-1421-51100	Salaries and Wages	WNUCZEK JR., EDMUND	AUG ELECT INSP PAY	08-2016-36	09/14/16	68.00	24612
100-1421-51100	Salaries and Wages	YEZEK, KATHLEEN	AUG ELECT INSP PAY	08-2016-37	09/14/16	78.00	24614
100-1421-51100	Salaries and Wages	ZWEIFEL, JOHN	AUG ELECT INSP PAY	08-2016-38	09/14/16	124.00	24617
Total For Dept 1421 Elections						3,236.00	
Dept 1900 Other General Admin							
100-1900-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12594 CLEANING	09/14/16	1,142.08	24486
100-1900-53150	Job Posting/Testing/Hiring	HUMBER MUNDIE MCCL	NEW EMPLOYEE ASSEMENT KELLEY	315013	09/14/16	450.00	24497
100-1900-53150	Job Posting/Testing/Hiring	MILWAUKEE JOBS	JOB POSTING	162861	09/14/16	270.00	24527
Total For Dept 1900 Other General Admin						1,862.08	
Dept 2100 Police							
100-2100-45120	Court Fines	MILW CNTY TREASURER	CNTY JAIL, DRIVER & IID SURCHARGES	AUG2016CO	09/14/16	1,744.50	24526
100-2100-45120	Court Fines	STATE OF WISCONSIN	CT COSTS, PEN ASSESSMENTS, CRIME LAB	AUG2016ST	09/14/16	3,855.75	24583
100-2100-51330	Uniform Expense	BROCKMAN, DEAN	FLEET FARM- 6 PR SOCKS, 1 PR SHOES, 5	BROCKMAN 08-21	09/14/16	163.07	24452
100-2100-51330	Uniform Expense	KERR, MICHAEL	NIKE WORKS SHOES	KERR 08-24-16	09/14/16	59.07	24507
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	QUAD GOLD STARS	227076	09/14/16	25.45	24511
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	KADERLIK 2 WINTER BASE SHIRTS, FLAG	LARK 227073	09/14/16	121.90	24511
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	MILLER POLY PANTS, SHIRTS, BATTERIES	LARK 227067	09/14/16	365.15	24511
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	KINETIC 6"GTX, POLY SHIRT	227218	09/14/16	250.85	24511
100-2100-51330	Uniform Expense	RED THE UNIFORM TAILO	COMPRESSION SHIRTS/T SHIRTS/PR BOO	00W63964	09/14/16	991.74	24556
100-2100-51330	Uniform Expense	RED THE UNIFORM TAILO	WOMEN'S TWILL CARGO PANTS CLASS B-	B198025A	09/14/16	49.99	24556
100-2100-51330	Uniform Expense	SCHAAL, JOHN JR.	UNIFORM ALLOWANCE- DANNER BOOTS,	09092016UA	09/14/16	494.28	24563
100-2100-51330	Uniform Expense	STREICHERS	MEYERS 2 SOFT PLATE VESTS	I1224761	09/14/16	775.00	24587
100-2100-51330	Uniform Expense	STREICHERS	VEST/SHIRT/TAG- M MEYERS	I1222119	09/14/16	134.99	24587
100-2100-51350	Education Reimb	CARINI, KEVIN	5 CREDITS @ 200- TRANSFORMATIVE CH	CARINI 08-24-16	09/14/16	1,000.00	24457
100-2100-51900	Professional Education	ANDREW REKUSKI	ICAC JUVENILE INVESTIGATIONS 08/29-0	ICAC JUVENILE 20	09/14/16	50.00	24434
100-2100-52230	Phone and Internet	AT&T	JUL26-AUG 25	332066808 08/25/	09/14/16	73.35	24438

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 2100 Police							
100-2100-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12594 CLEANING	09/14/16	986.24	24486
100-2100-52990	Other Service Contracts & Fee	BAYSIDE, VILLAGE OF	GOOGLE MAP LICENSING BASED ON # OF	2267	09/14/16	180.00	24447
100-2100-53100	Office Supplies	CINTAS CORP	MATS FOR PD	184764318	09/14/16	20.72	24462
100-2100-53100	Office Supplies	CINTAS CORP	3 FLOOR MATS	184765770	09/14/16	20.72	24462
100-2100-53101	Shared Office Costs	GIBB BUILDING MAINTEN	POLICE SUPPLIES CLEANING SEP 16	12594 POL SUP SE	09/14/16	70.70	24486
100-2100-53120	Copy & Print Costs	JAMES IMAGING SYSTEM	TOSHIBA E-STUDIO2550C COPIER SYSTE	19275221	09/14/16	442.51	24500
100-2100-53200	Memberships & Subscriptions	NOTARY BOND RENEWAL	BOND RENEWAL	NIMMER2016	09/14/16	25.00	24535
100-2100-53200	Memberships & Subscriptions	WI DEPT OF FINANCIAL I	NOTARY BOND RENEWAL	PNIMMER2016	09/14/16	20.00	24610
100-2100-53400	Vehicle Maintenance	AUTO COLLISION SPECIAL	FORD EXPLORER COVER, RR BUMPER LO	AUTO COLL AUG 2	09/14/16	425.75	24440
100-2100-53500	Dept/Program Supplies	SHOREWOOD PRESS	80# WHITE COVER	17600	09/14/16	119.00	24574
100-2100-53500	Dept/Program Supplies	SHOREWOOD PRESS	GENERIC CARDS	176001	09/14/16	45.00	24574
100-2100-53500	Dept/Program Supplies	SHOREWOOD PRESS	ENVELOPES- #10/A-2	17462	09/14/16	220.00	24574
Total For Dept 2100 Police						12,730.73	
Dept 2400 Planning and Development							
100-2400-44310	Building Permits	MICHELLE SKOIEN	OBSTRUCT PERMIT REIMBURSEMENT	16-1388	09/14/16	75.00	24523
100-2400-44310	Building Permits	PATRICIA BAMONTI	OBSTRUCT PROW REIMBURSEMENT	16-1424	09/14/16	75.00	24541
100-2400-51900	Professional Education	PLANNING & DEVLPMNT	PETTY CASH REIMBURSEMENT	091216	09/14/16	10.00	24544
100-2400-51900	Professional Education	PLANNING & DEVLPMNT	PETTY CASH REIMBURSEMENT	091216	09/14/16	11.00	24544
100-2400-52230	Phone and Internet	AT&T	CELLULAR DATA CHARGES	287244812582X82	09/14/16	56.10	24439
100-2400-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0153192489	09/14/16	133.74	24600
100-2400-53100	Office Supplies	QUILL CORPORATION	OFFICE SUPPLIES	8269858	09/14/16	97.26	24549
100-2400-53100	Office Supplies	QUILL CORPORATION	OFFICE SUPPLIES	8720752	09/14/16	44.97	24550
100-2400-53900	Miscellaneous Expenses	PLANNING & DEVLPMNT	PETTY CASH REIMBURSEMENT	091216	09/14/16	10.00	24544
100-2400-54620	Loan Program Expenses	TRANS UNION CORPORA	NEIGHBORHOOD LOAN PROGRAM	08643737	09/14/16	70.00	24594
Total For Dept 2400 Planning and Development						583.07	
Dept 2900 Other Public Safety							
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	AUG 29-SEP 4 2016	12342727	09/14/16	1,207.14	24596
Total For Dept 2900 Other Public Safety						1,207.14	
Dept 3100 Public Works Admin.							
100-3100-46420	Recycling Rebate	WASTE MANAGEMENT O	RESIDENTIAL CURBSIDE RECYCLING	5956086-2275-8	09/14/16	(4,970.49)	24604
100-3100-51330	Uniform Expense	FALKOWSKI RUSSELL	UNIFORM REIMBURSEMENT	081916	09/14/16	61.92	24480
100-3100-51330	Uniform Expense	KELLEY, RANDALL	UNIFORM REIMBURSEMENT	071116	09/14/16	134.14	24506
100-3100-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0150864853	09/14/16	188.60	24599
100-3100-52990	Other Service Contracts & Fee	GREEN TEAM	NATURAL LAWN CARE FOR VILLAGE	6727	09/14/16	6,485.00	24490
100-3100-54150	Safety Expenses	VERONA SAFETY SUPPLY,	SAFETY GLASSES	155505	09/14/16	20.16	24602
Total For Dept 3100 Public Works Admin.						1,919.33	
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	AT&T	DPW SECURITY LINE	082816	09/14/16	148.45	24437
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINATING AT V. HALL	2129178	09/14/16	45.00	24445

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINAITNG AT VILLAGE HALL	2145690	09/14/16	45.00	24445
100-3230-53500	Dept/Program Supplies	COMDATA	SUPPLIES FOR ALL DEPTS	090116	09/14/16	123.84	24466
100-3230-53500	Dept/Program Supplies	CTC SUPPLIES	FLANNEL WIPERS FOR ALL DEPTS	0043320	09/14/16	90.00	24470
100-3230-53500	Dept/Program Supplies	FILLINGER, A INC	SUPPLIES FOR BLDG MAINT	833965	09/14/16	51.27	24481
100-3230-53500	Dept/Program Supplies	FINN POWER	REPAIRS TO COMPRESSOR AT V. HALL	10464	09/14/16	329.78	24482
100-3230-53500	Dept/Program Supplies	FLUID HANDLING	PARTS FOR BLDG MAINT REPAIRS	5973211	09/14/16	243.00	24483
100-3230-53500	Dept/Program Supplies	HOME DEPOT CREDIT SER	SUPPLIES FOR VARIOUS DEPTS	072816	09/14/16	1,667.04	24496
100-3230-53500	Dept/Program Supplies	MENARDS	SUPPLIES FOR BLDG MAINT	10916	09/14/16	58.17	24522
100-3230-53500	Dept/Program Supplies	MENARDS	SUPPLIES FOR BLDG MAINT	9886	09/14/16	70.86	24522
100-3230-53500	Dept/Program Supplies	MENARDS	SUPPLIES FOR BLDG MAINT	11031	09/14/16	25.99	24522
100-3230-53500	Dept/Program Supplies	MSC INDUSTRIAL SUPPLY	WASTE BASKETS	8648391002	09/14/16	19.19	24528
100-3230-53500	Dept/Program Supplies	NEPTUNE CROSS CONNE	ANNUAL TESTING OF BACKFLOW PREVEN	16-206	09/14/16	560.00	24531
100-3230-53500	Dept/Program Supplies	ORKIN COMMERCIAL SER	EXTERMINATING AT DPW	123165074	09/14/16	84.08	24538
100-3230-53500	Dept/Program Supplies	ORKIN COMMERCIAL SER	EXTERMINATING AT HUBBARD	123165453	09/14/16	89.50	24538
100-3230-53500	Dept/Program Supplies	SHERWIN WILLIAMS	PAINT FOR BLDG MAINT	7777-6	09/14/16	90.38	24572
100-3230-53500	Dept/Program Supplies	SHERWIN WILLIAMS	PAINT FOR BLDG MAINT	7809-7	09/14/16	46.39	24572
100-3230-53500	Dept/Program Supplies	SHERWIN WILLIAMS	PAINT	0211-9	09/14/16	125.06	24572
100-3230-53500	Dept/Program Supplies	SIMPLEXGRINNELL LP	ANNUAL BILLING FOR FIRE ALARM AT LIB	78803020	09/14/16	594.67	24578
100-3230-53500	Dept/Program Supplies	UNITED P & H SUPPLY CO	ELECTRONIC MODULE, CHECK VALVE, SU	1529667.002	09/14/16	743.48	24597
100-3230-53500	Dept/Program Supplies	UNITED P & H SUPPLY CO	ELECTRONIC MODULE, CHECK VALVE, SU	1529667.002	09/14/16	148.57	24597
100-3230-53500	Dept/Program Supplies	UNITED P & H SUPPLY CO	ELECTRONIC MODULE, CHECK VALVE, SU	1529667.002	09/14/16	(205.56)	24597
Total For Dept 3230 Bldg Maint - Public Works						5,194.16	
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	ALSCO	RAGS FOR MECHANICS SHOP	1108706	09/14/16	26.15	24428
100-3300-53400	Vehicle Maintenance	ALSCO	TOWELS FOR MECHANICS	1113570	09/14/16	26.15	24428
100-3300-53400	Vehicle Maintenance	AMERICAN BOLT CORPO	STOCK ORDER FOR MECHANICS	577760	09/14/16	31.18	24430
100-3300-53400	Vehicle Maintenance	BADGER TRUCK CENTER I	PARTS FOR #55	678077	09/14/16	82.16	24442
100-3300-53400	Vehicle Maintenance	BRUCE MUNICIPAL EQUP	PARTS FOR SWEEPER	000636	09/14/16	71.34	24454
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR SQ 3	2514-505897	09/14/16	33.11	24458
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR SQ 3	2514-505895	09/14/16	58.85	24458
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR BEACH CLEANER	2514-505846	09/14/16	14.60	24458
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR #24	2514-507132	09/14/16	134.29	24458
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR SQ 6	2514-507129	09/14/16	73.79	24458
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK ORDER FOR MECHANICS	2514-507262	09/14/16	64.36	24458
100-3300-53400	Vehicle Maintenance	CUMMINS NPOWER LLC	INSITE QSOL SOFTWARE UPGRADE FOR	0017922	09/14/16	550.00	24471
100-3300-53400	Vehicle Maintenance	CUMMINS NPOWER LLC	INSITE QSOL SOFTWARE UPGRADE FOR	0017922	09/14/16	(5.15)	24471
100-3300-53400	Vehicle Maintenance	HOME DEPOT CREDIT SER	SUPPLIES FOR VARIOUS DEPTS	072816	09/14/16	6.76	24496
100-3300-53400	Vehicle Maintenance	INTERSTATE BATTERY	BATTERIES FOR STOCK	100666017	09/14/16	225.90	24499
100-3300-53400	Vehicle Maintenance	KAESTNER AUTO ELECTRI	PARTS FOR #55	244863	09/14/16	269.95	24505
100-3300-53400	Vehicle Maintenance	MATHESON TRI GAS INC	CYLINDER GAS RENTAL	13943654	09/14/16	120.00	24517
100-3300-53400	Vehicle Maintenance	MSC INDUSTRIAL SUPPLY	STOCK ORDER FOR MECHANICS	8648391001	09/14/16	122.50	24528

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Fund 100 General Fund							
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	PARTS FOR #34	459492	09/14/16	16.98	24529
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	PARTS FOR SQ 5	459754	09/14/16	68.70	24529
100-3300-53400	Vehicle Maintenance	OLD DOMINION BRUSH	RUBBER CONNECTOR FOR SWEEPER	0092794	09/14/16	153.57	24537
100-3300-53400	Vehicle Maintenance	PROVEN POWER INC	DRIVE SHAFT FOR #200	02-197586	09/14/16	270.27	24547
100-3300-53400	Vehicle Maintenance	SAFE LITE AUTO GLASS	INSTALL WINDSHIELD ON #76	487959	09/14/16	109.81	24561
100-3300-53400	Vehicle Maintenance	SILVER SPRING AUTOMO	REPAIRS TO #55	28051	09/14/16	123.95	24577
100-3300-53400	Vehicle Maintenance	VIKING COMMUNICATIO	REPAIR RADIOS	101922	09/14/16	285.44	24603
100-3300-53400	Vehicle Maintenance	YES EQUIPMENT & SUPPL	PARTS	00271068	09/14/16	549.39	24613
100-3300-53400	Vehicle Maintenance	ZARNOTH BRUSH WORKS	GUTTER BROOM FOR SWEEPER	0161405	09/14/16	654.00	24615
100-3300-53410	Fuel and Oil	HERBST OIL INC	UNLEADED FUEL	62688	09/14/16	1,965.99	24495
100-3300-53410	Fuel and Oil	HERBST OIL INC	DIESEL FUEL	62718	09/14/16	765.39	24495
Total For Dept 3300 Municipal Garage						6,869.43	
Dept 3410 Street and Alley							
100-3410-53500	Dept/Program Supplies	SHERWIN INDUSTRIES IN	HOT MIX	036440	09/14/16	134.06	24571
Total For Dept 3410 Street and Alley						134.06	
Dept 3430 Street Lights							
100-3430-53500	Dept/Program Supplies	GRAINGER W W INC	FITTINGS FOR ADAPTERS	9203492542	09/14/16	20.09	24489
100-3430-53500	Dept/Program Supplies	GRAINGER W W INC	SUPPLIES FOR ELECTRIC DEPT	9212053681	09/14/16	45.21	24489
100-3430-53500	Dept/Program Supplies	LINCOLN CONTRACTORS	RED MARKING PAINT	K66965	09/14/16	93.36	24512
100-3430-53500	Dept/Program Supplies	NEHER ELECTRIC SUPP IN	BULBS FOR ELECTRIC DEPT	349062-01	09/14/16	2,191.15	24530
100-3430-53500	Dept/Program Supplies	NEHER ELECTRIC SUPP IN	STOCK FOR ELECTRIC DEPT	349062-00	09/14/16	1,179.85	24530
Total For Dept 3430 Street Lights						3,529.66	
Dept 3450 Street Signs							
100-3450-53500	Dept/Program Supplies	TAPCO	BLINKER SIGNAGE	538562	09/14/16	403.75	24592
Total For Dept 3450 Street Signs						403.75	
Dept 3510 Refuse Disposal							
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	VILLAGE, SCHOOLS, PARK SOLID AND REC	5951680-2275-3	09/14/16	1,261.19	24604
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD DISPOSAL	0049020-2286-4	09/14/16	12,208.04	24604
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD DISPOSAL	0049116-2286-0	09/14/16	14,392.81	24604
Total For Dept 3510 Refuse Disposal						27,862.04	
Dept 3520 Recycling							
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	DPW RECYCLING ROLL OFFS	5954863-2275-2	09/14/16	3,143.56	24604
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	VILLAGE, SCHOOLS, PARK SOLID AND REC	5951680-2275-3	09/14/16	981.93	24604
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	OAKLAND AVE RECYCLING	5956087	09/14/16	349.14	24604
100-3520-52950	Disposal Contracts	WASTE MANAGEMENT O	RESIDENTIAL CURBSIDE RECYCLING	5956086-2275-8	09/14/16	9,776.00	24604
Total For Dept 3520 Recycling						14,250.63	
Dept 3530 Yard Waste / Leaf							
100-3530-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD DISPOSAL	0049020-2286-4	09/14/16	1,757.26	24604

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Fund 100 General Fund							
Dept 3530 Yard Waste / Leaf							
100-3530-52950	Disposal Contracts	WASTE MANAGEMENT O	SOLID AND YARD DISPOSAL	0049116-2286-0	09/14/16	1,549.91	24604
Total For Dept 3530 Yard Waste / Leaf						3,307.17	
Dept 3610 Forestry							
100-3610-53500	Dept/Program Supplies	HOME DEPOT CREDIT SER	SUPPLIES FOR VARIOUS DEPTS	072816	09/14/16	123.67	24496
100-3610-53500	Dept/Program Supplies	JENSEN EQUIPMENT CO I	SUPPLIES FOR FORESTRY	567856	09/14/16	199.50	24501
100-3610-53500	Dept/Program Supplies	SIEVERT TRUCKING INC.	TOP SOIL DELIVERY	89825	09/14/16	626.00	24576
Total For Dept 3610 Forestry						949.17	
Dept 3620 Parks and Beautification							
100-3620-52940	Landscaping Contracts	GREEN TEAM	MOW TRIM VILLAGE	6732	09/14/16	4,162.50	24490
100-3620-52990	Other Service Contracts & Fee	GREEN TEAM	CAPITOL DR. BED MAINTENANCE	6757	09/14/16	3,599.38	24490
100-3620-53500	Dept/Program Supplies	SITEONE LANDSCAPE SUP	SUPPLIES FOR IRRIGATION	77354024	09/14/16	44.66	24579
Total For Dept 3620 Parks and Beautification						7,806.54	
Dept 4000 Health							
100-4000-52900	Cleaning and Pest Control	AMERICAN ANIMAL CON	PEST CONTROL AUG 16	20254	09/14/16	200.00	24429
100-4000-52900	Cleaning and Pest Control	BATZNER PEST, INC.	PEST CONTROL SERVICE VILLAGE CENTER	2126508	09/14/16	6.19	24445
100-4000-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12594 CLEANING	09/14/16	180.26	24486
100-4000-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES 8/22-9/21/16	414967240508 SE	09/14/16	14.79	24436
100-4000-53101	Shared Office Costs	GIBB BUILDING MAINTEN	LIBRARY SUPPLIES CLEANING SEP 2016	12594 LIB SUP	09/14/16	34.57	24486
Total For Dept 4000 Health						435.81	
Dept 5140 Village Center							
100-5140-52230	Phone and Internet	AT&T	LIBRARY ALARM LINES 8/22-9/21/16	414967240508 SE	09/14/16	10.32	24436
100-5140-52900	Cleaning and Pest Control	BATZNER PEST, INC.	PEST CONTROL SERVICE VILLAGE CENTER	2126508	09/14/16	4.32	24445
100-5140-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12594 CLEANING	09/14/16	106.97	24486
Total For Dept 5140 Village Center						121.61	
Dept 5200 Atwater Beach and Park							
100-5200-52940	Landscaping Contracts	MAREK LANDSCAPING	ADDITIONAL PLANTING FOR THE BLUFF	3073	09/14/16	3,473.00	24515
100-5200-53900	Miscellaneous Expenses	PORT-A-JOHN	ATWATER BEACH RESTROOMS	1260688	09/14/16	380.00	24545
100-5200-53900	Miscellaneous Expenses	US CELLULAR	CELLULAR PHONE CHARGES	0150864853	09/14/16	5.90	24599
Total For Dept 5200 Atwater Beach and Park						3,858.90	
Dept 5300 Village Celebrations							
100-5300-53900	Miscellaneous Expenses	GIBB BUILDING MAINTEN	LIBRARY SUPPLIES CLEANING SEP 2016	12594 LIB SUP	09/14/16	24.12	24486
Total For Dept 5300 Village Celebrations						24.12	
Dept 7000 Shared Expenses							
100-7000-51325	Flexible Benefit Contribution	DIVERSIFIED BENEFIT SER	FSA ADMIN SERVICES AUG 2016	226721	09/14/16	336.07	24476
100-7000-53101	Shared Office Costs	GIBB BUILDING MAINTEN	VILLAGE HALL SUPPLIES CLEANING SEP 16	12594 BH SUP SEP	09/14/16	171.83	24486
100-7000-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	RENTAL AND COLOR CHARGES	19358929	09/14/16	182.00	24500
100-7000-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	RENTAL AND COLOR CHARGES	19358929	09/14/16	121.94	24500

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Fund 100 General Fund							
Dept 7000 Shared Expenses							
100-7000-53121	Shared Copy Costs	JAMES IMAGING SYSTEM	RENTAL AND COLOR CHARGES	19358929	09/14/16	334.11	24500
100-7000-55100	Liability & Property Insurance	R & R INSURANCE SERVIC	GEN LIABILITY PREMUIIN OCT INSTALLME	1610420	09/14/16	37,323.00	24552
100-7000-55110	Workers Comp	R & R INSURANCE SERVIC	WORKERS COMP PREM OCT INSTALLMEN	1610419	09/14/16	47,709.00	24552
Total For Dept 7000 Shared Expenses						<u>86,177.95</u>	
Total For Fund 100 General Fund						<u>198,284.41</u>	
Fund 200 Library							
Dept 5110 Library							
200-5110-46710	Library Fines	IAN GILSON	REFUND FOR LOST ITEM PAID FOR THEN	LIR GILSON	09/14/16	10.99	24498
200-5110-46710	Library Fines	MARISA CAPUTO	REFUND FOR LOST ITEM PAID FOR THEN	LIR CAUPTO	09/14/16	12.99	24516
200-5110-46710	Library Fines	MEGAN MARQUIS	REFUND FOR LOST ITEM PAID FOR THEN	LIR MARQUIS	09/14/16	29.99	24521
200-5110-46710	Library Fines	STEPHEN PEREZ	REFUND FOR LOST ITEM PAID FOR THEN	LIR PEREZ	09/14/16	14.95	24584
200-5110-51900	Professional Education	PASSEY, EMILY	REIMBURSEMENT FOR MILEAGE EXPENSE	PASSEY MILGAUG	09/14/16	81.00	24540
200-5110-52900	Cleaning and Pest Control	BATZNER PEST, INC.	PEST CONTROL SERVICE VILLAGE CENTER	2126508	09/14/16	55.44	24445
200-5110-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12594 CLEANING	09/14/16	1,513.38	24486
200-5110-52990	Other Service Contracts & Fee	JAMES IMAGING SYSTEM	LIBRARY PUBLIC COPIER LEASE MONTHLY	19319444	09/14/16	195.37	24500
200-5110-53100	Office Supplies	QUILL CORPORATION	INV 8625956_8850443_8557897 STAMP	QUILL AUG 2016	09/14/16	35.99	24551
200-5110-53100	Office Supplies	QUILL CORPORATION	INV 8625956_8850443_8557897 STAMP	QUILL AUG 2016	09/14/16	39.32	24551
200-5110-53100	Office Supplies	QUILL CORPORATION	INV 8625956_8850443_8557897 STAMP	QUILL AUG 2016	09/14/16	29.99	24551
200-5110-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES 8/22-9/21/16	414967240508 SE	09/14/16	132.38	24436
200-5110-53101	Shared Office Costs	GIBB BUILDING MAINTEN	LIBRARY SUPPLIES CLEANING SEP 2016	12594 LIB SUP	09/14/16	309.50	24486
200-5110-53120	Copy & Print Costs	CDW GOVERNMENT	STAFF PRINTER YELLOW TONER	FCQ9946	09/14/16	132.48	24461
200-5110-53120	Copy & Print Costs	SHOREWOOD PRESS	LIBRARY LETTERHEAD ENVELOPES & COD	17599 17613	09/14/16	149.00	24574
200-5110-53120	Copy & Print Costs	SHOREWOOD PRESS	LIBRARY LETTERHEAD ENVELOPES & COD	17599 17613	09/14/16	250.00	24574
200-5110-53130	Postage/Mailings	CAVENDISH SQUARE PUB	CHILDREN'S NON FICTION BOOKS - COUN	3024695	09/14/16	16.01	24460
200-5110-53500	Dept/Program Supplies	BUDGET LIBRARY SUPPLI	SINGLE DVD CASES - LIBRARY PROCESSIN	14534	09/14/16	135.00	24456
200-5110-53500	Dept/Program Supplies	DEMCO	LIBRARY PROCESSING SUPPLIES- EASY BIN	5941531	09/14/16	161.14	24473
200-5110-54000	Programming	ANTON, LINDA	LIBRARY SPECIAL SATURDAY SIGN LANG P	SIGN FALL16	09/14/16	75.00	24435
200-5110-54000	Programming	SANDY, STEPHANIE - YOG	LIBRARY SPECIAL SATURDAY YOGA NOV 5	YOGA FALL16	09/14/16	60.00	24562
200-5110-54000	Programming	WI CONSERVATORY OF M	LIBRARY SPECIAL SATURDAY MUSIC SEPT	MUSIC FALL16	09/14/16	75.00	24609
200-5110-54510	Auermiller Expenses	BAKER & TAYLOR	LIBRARY AUERMILLER GRANT PURCHASE	AUER AUG16	09/14/16	2,863.02	24443
200-5110-54900	Onufrock Expenses	BAKER & TAYLOR	LIBRARY ITEMS PURCHASED WITH GIFT F	GIFT AUG16	09/14/16	1,007.39	24443
200-5110-56130	Equipment/Furniture	3BRANCH PRODUCTS, IN	DEPOSIT PAYMENT ON TRAIN SET FOR LI	1007	09/14/16	1,621.00	24426
Total For Dept 5110 Library						<u>9,006.33</u>	
Dept 5111 Adult Materials							
200-5111-53730	Materials	BAKER & TAYLOR	LIBRARY ADULT FICTION MATERIALS AUG	AF AUG16	09/14/16	271.92	24443
200-5111-53730	Materials	BAKER & TAYLOR	LIBRARY ADULT NON FICITON MATERIALS	ANF AUG16	09/14/16	1,837.92	24443
200-5111-53730	Materials	BAKER & TAYLOR	ADULT CIRC CONTINUATIONS (ANF) AUG	CIRC AUG16	09/14/16	84.92	24443
200-5111-53730	Materials	BAKER & TAYLOR	LIBRARY ITEMS PURCHASED WITH GIFT F	GIFT AUG16	09/14/16	291.04	24443
200-5111-53730	Materials	BAKER & TAYLOR	LIBRARY REFERENCE MATERIALS AUG 201	REF AUG16	09/14/16	5.77	24443
200-5111-53740	DVD's	BAKER & TAYLOR	LIBRARY DVDS / MOVIES AUG 2016	ADVD AUG16	09/14/16	676.74	24443

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Fund 200 Library							
Dept 5111 Adult Materials							
200-5111-53750	Audiobooks	BAKER & TAYLOR	LIBRARY AUDIO BOOKS AUG 2016	ABKCD AUG16	09/14/16	237.57	24443
200-5111-53770	Music	BAKER & TAYLOR	LIBRARY MUSIC CDS AUG 2016	ACD AUG16	09/14/16	352.82	24443
Total For Dept 5111 Adult Materials						3,758.70	
Dept 5112 Childrens Materials							
200-5112-53730	Materials	BAKER & TAYLOR	LIBRARY CHILDREN'S MATERIALS AUG 20	JUV AUG16	09/14/16	1,356.98	24443
200-5112-53730	Materials	BAKER & TAYLOR	LIBRARY JUVENILE CONTINUATION MATE	JUV CONT AUG16	09/14/16	144.58	24443
200-5112-53730	Materials	CAVENDISH SQUARE PUB	CHILDREN'S NON FICTION BOOKS - COUN	3024695	09/14/16	177.90	24460
200-5112-53730	Materials	PENWORTHY	LIBRARY CHILDREN'S BOOKS AUG 2016	0518866	09/14/16	343.58	24542
200-5112-53730	Materials	RAINBOW BOOK COMPA	CHILDREN'S FOREIGN LANGUAGE BOOKS	01222978	09/14/16	764.62	24554
200-5112-53730	Materials	SCHOLASTIC LIBRARY	LIBRARY CHILDREN'S BOOKS AUG 2016\	11469134	09/14/16	152.10	24566
200-5112-53740	DVD's	BAKER & TAYLOR	LIBRARY JUVENILE DVDS/MOVIES AUG 20	JDVD AUG16	09/14/16	322.40	24443
Total For Dept 5112 Childrens Materials						3,262.16	
Dept 5113 Young Adult Materials							
200-5113-53730	Materials	BAKER & TAYLOR	LIBRARY YOUNG ADULT MATERIALS AUG	YA AUG16	09/14/16	200.24	24443
Total For Dept 5113 Young Adult Materials						200.24	
Total For Fund 200 Library						16,227.43	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-52100	Professional Fees	DEWITT CLINTON, LLOYD	YOGA CLASSES	AUGUST2016	09/14/16	120.00	24475
210-4600-52100	Professional Fees	MILEWSKI, SHERROD	AUGUST 2016 QIGONG	082416	09/14/16	225.00	24525
210-4600-52100	Professional Fees	MILEWSKI, SHERROD	QIGONG CLASSES	SEPTEMBER 2016	09/14/16	135.00	24525
210-4600-52100	Professional Fees	WATTS, MEREDITH	YOGA CLASSES	SEPTEMBER 2016	09/14/16	172.00	24605
210-4600-52900	Cleaning and Pest Control	BATZNER PEST, INC.	PEST CONTROL SERVICE VILLAGE CENTER	2126508	09/14/16	6.05	24445
210-4600-52900	Cleaning and Pest Control	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12594 CLEANING	09/14/16	180.26	24486
210-4600-53101	TELEPHONE EXPENSE	AT&T	LIBRARY ALARM LINES 8/22-9/21/16	414967240508 SE	09/14/16	14.44	24436
210-4600-53101	Shared Office Costs	GIBB BUILDING MAINTEN	LIBRARY SUPPLIES CLEANING SEP 2016	12594 LIB SUP	09/14/16	33.76	24486
210-4600-53120	Copy & Print Costs	CLARK GRAPHICS	EXTRA SEPT & OCT CALENDARS	153921	09/14/16	42.00	24465
210-4600-54000	Programming	ANDERSON, ALAN	MUSICAL PROGRAM	SEPT 2016	09/14/16	150.00	24431
210-4600-54000	Programming	BECK, KATHY L	CARD STAMPING	SEPT2016	09/14/16	50.00	24448
210-4600-54000	Programming	BOLLES, MARTHA	ART HISTORY	SEPT2016	09/14/16	360.00	24450
210-4600-54000	Programming	CREATIVE LIGHTING DESI	MEN'S MORNING PROGRAM	SEPT2016	09/14/16	250.00	24468
210-4600-54000	Programming	GIBB BUILDING MAINTEN	MONTHLY JANITORIAL SERVICE/PARTITIO	12594 CLEANING	09/14/16	130.00	24486
210-4600-54000	Programming	KNOWLEDGE VENTURES	HISTORY PROGRAM	SEPT2016	09/14/16	75.00	24510
210-4600-54000	Programming	ORMSBY, MEGHAN M	TECH TUTOR	0000001	09/14/16	80.00	24539
210-4600-54000	Programming	SCHMEDEMAN, JANN	CARD STAMPING	SEPT2016	09/14/16	50.00	24565
210-4600-54000	Programming	SWEET NUTRITION COUN	DIETITIAN	SEPT2016	09/14/16	50.00	24591
210-4600-54140	Shorewood Connects	SUE KELLEY CONSULTING	SHOREWOOD CONNECTS	AUG2016	09/14/16	450.00	24588
Total For Dept 4600 Senior Services						2,573.51	

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Fund 210 Senior Services							
Total For Fund 210 Senior Services						2,573.51	
Fund 220 Marketing & Communications							
Dept 6700 Marketing & Communications							
220-6700-48570	Donations - Bike Race	DR. TIMOTHY HART	REFUND MONIES FOR JUMBOTRON	REFUND 2016	09/14/16	1,500.00	24478
220-6700-52100	PROJ MGNT PLAM EXEC CENT	BOEHM, MICHELLE	MARKETING SERVICES AUG 2016	AUG 2016	09/14/16	2,043.75	24449
220-6700-52100	MEDIA RELATIONS/SOCIAL M	BOEHM, MICHELLE	MARKETING SERVICES AUG 2016	AUG 2016	09/14/16	337.50	24449
220-6700-54115	Summer Concert programs	BOEHM, MICHELLE	MARKETING SERVICES AUG 2016	AUG 2016	09/14/16	500.00	24449
220-6700-54120	PLEIN AIR	BOEHM, MICHELLE	MARKETING SERVICES AUG 2016	AUG 2016	09/14/16	180.00	24449
220-6700-54170	Welcoming Neighbors	BOEHM, MICHELLE	MARKETING SERVICES AUG 2016	AUG 2016	09/14/16	312.50	24449
Total For Dept 6700 Marketing & Communications						4,873.75	
Total For Fund 220 Marketing & Communications						4,873.75	
Fund 230 Shorewood Today							
Dept 1910 Shorewood Today							
230-1910-52100	SHWD TODAY PROF FEES	BOEHM, MICHELLE	MARKETING SERVICES AUG 2016	AUG 2016	09/14/16	9,062.50	24449
230-1910-53120	SHWD TODAY PROOFS	BOEHM, MICHELLE	MARKETING SERVICES AUG 2016	AUG 2016	09/14/16	75.43	24449
230-1910-53120	Copy & Print Costs	THE FOX COMPANY INC	SHOREWOOD TODAY FALL 2016 INDICIA	25508	09/14/16	7,756.95	24593
230-1910-53130	Postage/Mailings	GLENCO, INC	SHOREWOOD TODAY MAGAZINE FALL 20	984	09/14/16	376.90	24487
Total For Dept 1910 Shorewood Today						17,271.78	
Total For Fund 230 Shorewood Today						17,271.78	
Fund 250 Public Art Fund							
Dept 5400 Public Art							
250-5400-54050	Music / Entertainment	A.W.E	PLEIN AIR PERFORMANCE	2016-028	09/14/16	395.00	24427
250-5400-54050	Music / Entertainment	ANDERSON, JENNY	PLEIN AIR PERFORMANCE	9172016	09/14/16	100.00	24433
250-5400-54050	Music / Entertainment	O'HARA JOHN	PLEIN AIR PHOTOGRAPHER	9172016	09/14/16	100.00	24536
250-5400-54050	Music / Entertainment	PIKE III, FREDERICK B	PLEIN AIR PERFORMANCE	992017	09/14/16	150.00	24543
250-5400-54050	Music / Entertainment	SCHROEDER, PATRICK	PLEIN AIR PERFORMANCE	9172016	09/14/16	300.00	24567
Total For Dept 5400 Public Art						1,045.00	
Total For Fund 250 Public Art Fund						1,045.00	
Fund 400 General Capital Projects							
Dept 1100 Board							
400-1100-56360	Streetscape (Lights,Signs,Benc	PLANNING & DEVLPMNT	PETTY CASH REIMBURSEMENT	091216	09/14/16	4.53	24544
400-1100-56360	Streetscape (Lights,Signs,Benc	PLANNING & DEVLPMNT	PETTY CASH REIMBURSEMENT	091216	09/14/16	1.36	24544
400-1100-56360.17-02	Bike Share costs	R A SMITH	BIKE SHARE DESIGN	126047	09/14/16	839.99	24553
Total For Dept 1100 Board						845.88	
Dept 2100 Police							
400-2100-56200	POLICE BLDG	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED JUL	428513	09/14/16	5,631.70	24557
Total For Dept 2100 Police						5,631.70	
Dept 3410 Street and Alley							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 400 General Capital Projects							
Dept 3410 Street and Alley							
400-3410-56310	Regular Maintenance	NORTHERN LAKE SERVICE	WATER TESTING	301300	09/14/16	15.00	24533
400-3410-56310.16-02	Regular Maintenance	DAILY REPORTER (THE)	BID FOR RELOCATION OF LIGHTING CABI	742912286	09/14/16	199.58	24472
400-3410-56320.16-01	Large Construction Projects	CROWLEY CONSTRUCTIO	CAPITOL DRIVE TAPING	9741	09/14/16	8,152.25	24469
400-3410-56320.16-01	Large Construction Projects	STARK PAVEMENT CORP	2016 ROAD RECONSTRUCTION	PAYMENT #5	09/14/16	127,990.18	24582
Total For Dept 3410 Street and Alley						136,357.01	
Dept 3610 Forestry							
400-3610-52940	Landscaping Contracts	SITEONE LANDSCAPE SUP	SUPPLIES FOR EAB	77353809	09/14/16	36.00	24579
400-3610-52940	Landscaping Contracts	SITEONE LANDSCAPE SUP	SUPPLIES FOR EAB	77353809	09/14/16	45.00	24579
400-3610-52940	Landscaping Contracts	SITEONE LANDSCAPE SUP	SUPPLIES FOR EAB	77353809	09/14/16	110.00	24579
400-3610-52940	Landscaping Contracts	SITEONE LANDSCAPE SUP	SUPPLIES FOR EAB	77353809	09/14/16	30.00	24579
400-3610-52940	Landscaping Contracts	SITEONE LANDSCAPE SUP	SUPPLIES FOR EAB	77353809	09/14/16	(100.00)	24579
400-3610-52940	Landscaping Contracts	SITEONE LANDSCAPE SUP	SUPPLIES FOR EAB	77498583	09/14/16	241.60	24579
Total For Dept 3610 Forestry						362.60	
Dept 3620 Parks and Beautification							
400-3620-56500.16-09	GHOST TRAIN PROJECT	AYRES ASSOCIATES INC	GHOST TRAIN PROJECT JULY 2016	164880	09/14/16	130.00	24441
400-3620-56500.16-09	GHOST TRAIN PROJECT	CREATIVE LIGHTING DESI	LIGHTING DESIGN FOR GHOST TRAIN	1620	09/14/16	20,127.33	24468
400-3620-56500.16-09	GHOST TRAIN PROJECT	PRWORKS LLC	GHOST TRAINS APRIL MAY TIME	JUNE62016	09/14/16	945.00	24548
Total For Dept 3620 Parks and Beautification						21,202.33	
Dept 3830 Storm Maintenance							
400-3830-56600.16-05	Utility Infastructure	BAXTER AND WOODMAN	COMBINED AREA ENVIRONMENTAL ASSE	0187557	09/14/16	5,728.75	24446
400-3830-56600.16-06	PPII MMSD	CLARK DIETZ INC	PROFESSIONAL SERVICES RENDERED JUN	419517	09/14/16	2,660.00	24464
Total For Dept 3830 Storm Maintenance						8,388.75	
Total For Fund 400 General Capital Projects						172,788.27	
Fund 410 TID No. 1 Capital							
Dept 0000							
410-0000-17000	Long-Term Loans Receivable	NORTHWOODS	NORTHWOODS REISSUE CORRECTED DRA	REISSUE DRAW 2	09/14/16	39,795.00	24534
Total For Dept 0000						39,795.00	
Dept 6600 TID Administration							
410-6600-52100	GENERAL CONSULTATION TIF	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED JUL	428513	09/14/16	1,500.00	24557
Total For Dept 6600 TID Administration						1,500.00	
Total For Fund 410 TID No. 1 Capital						41,295.00	
Fund 430 TID No. 3 Capital							
Dept 6650 TID Projects							
430-6650-56500	MKE RIVER WETLAND SURVEY	CLARK DIETZ INC	PROFESSIONAL SERVICES RENDERED JUN	419517	09/14/16	5,090.00	24464
Total For Dept 6650 TID Projects						5,090.00	
Total For Fund 430 TID No. 3 Capital						5,090.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 450 TID No. 5 Capital							
Dept 6650 TID Projects							
450-6650-52120	ROUNDYS BLOCK DEV	REINHART, BOERNER, VA	PROFESSIONAL SERVICES RENDERED JUL	428513	09/14/16	1,291.25	24557
						<u>1,291.25</u>	
Total For Dept 6650 TID Projects						1,291.25	
Total For Fund 450 TID No. 5 Capital						<u>1,291.25</u>	
Fund 610 Water Utility							
Dept 3710 Water Administration							
610-3710-51330	Uniform Expense	BRUNKER, DAVID S	UNIFORM REIMBURSEMENT	081416	09/14/16	126.71	24455
610-3710-51330	Uniform Expense	BRUNKER, DAVID S	UNIFORM REIMBURSEMENT	082716	09/14/16	133.83	24455
610-3710-52100	Professional Fees	CITY WATER LLC	UTILITY FOREMAN TRAINING	360	09/14/16	3,500.00	24463
610-3710-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0150864853	09/14/16	42.11	24599
610-3710-53100	Office Supplies	UPS STORE #1971	WATER SAMPLES	22559	09/14/16	17.27	24598
610-3710-54150	Safety Expenses	VERONA SAFETY SUPPLY,	SAFETY GLASSES	155505	09/14/16	20.16	24602
610-3710-54150	Safety Expenses	WI DEPT OF NATURAL RE	D. BRUNKER RENEWAL OPERATOR CERTI	081116	09/14/16	45.00	24611
Total For Dept 3710 Water Administration						<u>3,885.08</u>	
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	RCM	CLEAN FILL	161395	09/14/16	125.00	24555
610-3730-53500	Dept/Program Supplies	RCM	BACK FILL FROM MAIN BREAK	161440	09/14/16	100.00	24555
610-3730-53500	Dept/Program Supplies	RCM	FILL FROM MAIN BREAKS	1611504	09/14/16	175.00	24555
610-3730-53500	Dept/Program Supplies	SHERWIN INDUSTRIES IN	BINDER AND HOT MIX	036563	09/14/16	1,331.13	24571
610-3730-53500	Dept/Program Supplies	SHERWIN INDUSTRIES IN	UTILITY CUTS	036637	09/14/16	296.96	24571
610-3730-53500	Dept/Program Supplies	STARK PAVEMENT CORP	SUPPLIES FOR UTILITY CUTS	39310	09/14/16	1,559.50	24582
610-3730-53500	Dept/Program Supplies	STARK PAVEMENT CORP	UTILITY CUTS	39469	09/14/16	302.50	24582
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	SLURRY FOR OAKLAND	67155	09/14/16	514.00	24616
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	SLURRY NEWTON	67480	09/14/16	925.20	24616
Total For Dept 3730 Maint Mains						<u>5,329.29</u>	
Dept 3740 Maint Services							
610-3740-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	SUPPLIES FOR WATER DEPT	948448	09/14/16	291.71	24493
610-3740-53500	Dept/Program Supplies	MID CITY PLBG-HTG INC	REPLACE WATER LATERAL 4411 WOODB	81063	09/14/16	5,500.00	24524
610-3740-53500	Dept/Program Supplies	MID CITY PLBG-HTG INC	REPLACE WATER LATERAL 4237 WOODB	81062	09/14/16	5,500.00	24524
Total For Dept 3740 Maint Services						<u>11,291.71</u>	
Dept 3750 Maint Meters							
610-3750-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	SUPPLIES FOR WATER DEPT	982026	09/14/16	1,399.31	24493
Total For Dept 3750 Maint Meters						<u>1,399.31</u>	
Dept 3760 Maint Hydrants							
610-3760-53500	Dept/Program Supplies	SHOREWOOD PRESS	HYDRANT FLUSHING FLYERS	17579	09/14/16	385.00	24574
Total For Dept 3760 Maint Hydrants						<u>385.00</u>	
Dept 3770 Maint Misc Plan							
610-3770-53500	Dept/Program Supplies	EH WACHS	DIAMOND WIRE SAW	125821	09/14/16	752.74	24479

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 610 Water Utility							
Dept 3770 Maint Misc Plan							
610-3770-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	SUPPLIES FOR WATER DEPT	985293	09/14/16	568.00	24493
610-3770-53500	Dept/Program Supplies	LINCOLN CONTRACTORS	BLUE MARKING PAINT	K66967	09/14/16	364.03	24512
Total For Dept 3770 Maint Misc Plan						1,684.77	
Dept 3780 Customer Accounts							
610-3780-53130	Postage/Mailings	GLENNCO, INC	UTILITY BILLS MAILING SEPT BILLS	980	09/14/16	134.47	24487
Total For Dept 3780 Customer Accounts						134.47	
Dept 3790 Other Water							
610-3790-52920	Surveys/Studies & Plans	SHORT ELLIOT HENDRICK	MIL MWW RATE CASE ASSIST	319583	09/14/16	918.36	24575
610-3790-54740	Water Testing	NORTH SHORE WATER C	BACTERIOLOGICAL ANALYSIS	082016	09/14/16	60.00	24532
Total For Dept 3790 Other Water						978.36	
Total For Fund 610 Water Utility						25,087.99	
Fund 620 Sewer Utility							
Dept 3810 Sewer Administration							
620-3810-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0150864853	09/14/16	26.66	24599
620-3810-54150	Safety Expenses	VERONA SAFETY SUPPLY,	SAFETY GLASSES	155505	09/14/16	20.16	24602
Total For Dept 3810 Sewer Administration						46.82	
Dept 3820 Sewer Maintenance							
620-3820-53400	Vehicle Maintenance	KAESTNER AUTO ELECTRI	PARTS FOR DRILL RIG	244998	09/14/16	99.95	24505
Total For Dept 3820 Sewer Maintenance						99.95	
Dept 3830 Storm Maintenance							
620-3830-53500	Dept/Program Supplies	DONLEVY, KAE M	2016 SHOREWOOD WATER PROJECT	090616	09/14/16	831.00	24477
Total For Dept 3830 Storm Maintenance						831.00	
Dept 3880 Customer Accounts							
620-3880-53130	Postage/Mailings	GLENNCO, INC	UTILITY BILLS MAILING SEPT BILLS	980	09/14/16	134.47	24487
Total For Dept 3880 Customer Accounts						134.47	
Dept 3890 Other Sewer							
620-3890-56600.16-08	2016 COMBINED SEWER CON	CLARK DIETZ INC	PROFESSIONAL SERVICES RENDERED JUN	419517	09/14/16	720.00	24464
620-3890-56600.16-08	Utility Infastructure	GLOBE CONTRACTORS IN	2016 COMBINED SEWER	PAYMENT #5	09/14/16	201,450.21	24488
620-3890-56600.16-08	Utility Infastructure	NORTHERN LAKE SERVICE	WATER TESTING	300308	09/14/16	90.00	24533
620-3890-56600.16-08	Utility Infastructure	NORTHERN LAKE SERVICE	WATER TESTING	301300	09/14/16	15.00	24533
620-3890-56600.16-08	Utility Infastructure	STRAND ASSOCIATES INC	2016 COMBINED SEWER IMPROVEMENT	0122310	09/14/16	37,988.53	24585
Total For Dept 3890 Other Sewer						240,263.74	
Total For Fund 620 Sewer Utility						241,375.98	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
			Fund Totals:				
			Fund 100 General Fund			198,284.41	
			Fund 200 Library			16,227.43	
			Fund 210 Senior Services			2,573.51	
			Fund 220 Marketing & Communications			4,873.75	
			Fund 230 Shorewood Today			17,271.78	
			Fund 250 Public Art Fund			1,045.00	
			Fund 400 General Capital Projects			172,788.27	
			Fund 410 TID No. 1 Capital			41,295.00	
			Fund 430 TID No. 3 Capital			5,090.00	
			Fund 450 TID No. 5 Capital			1,291.25	
			Fund 610 Water Utility			25,087.99	
			Fund 620 Sewer Utility			241,375.98	
			Total For All Funds:			<hr/> 727,204.37	



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE CLERK'S MEMO

DATE: September 15, 2016
TO: Judiciary, Personnel and Licensing Committee
Village Board
FROM: Tanya O'Malley, Village Clerk/Treasurer
Re: Temporary Cabaret License Application

BACKGROUND

The Village has received an application for Temporary Cabaret License from the following:

- Colectivo Coffee Roasters Theater Event, 4500 N Oakland Ave, December 2, 2016

Staff has reviewed this request and does not have any concerns.

RECOMMENDATION

Grant the license listed in the Consent Agenda as presented.

VILLAGE OF SHOREWOOD
3930 N MURRAY AVENUE, SHOREWOOD WI 53211

Application Fee: \$40
License Fee: \$40
Total Fee: \$80
Application Number: 12/2/16-10:00 PM

APPLICATION FOR CABARET LICENSE

3-day License: \$40

To the Village Board of the Village of Shorewood, Wisconsin: I hereby make application for a Cabaret License in the Village of Shorewood, Wisconsin, from (Date/Time) 12/2/16 12:00 pm through (Date/Time) 12/2/16 10:00 pm (unless sooner revoked) pursuant to the provisions and limitations of Wisconsin Statutes and Village Ordinance 1052, and hereby agree to comply with all laws, resolutions, ordinances and regulations affecting said activity, if a license be granted me.

PLEASE TYPE or PRINT IN BLACK INK, ALL INFORMATION

Full Name of Applicant: Curtis Ward Fowler (President - Colectivo Coffee Roasters)

Home Address: 4477 N. Farwell Ave., Shorewood, WI 53211

Phone Number: (414) 962-7374 E-mail: ward@colectivocoffee.com

Driver's License Number F460-1196-4211-09

Trade Name: Colectivo Coffee Roasters

Business Address: 4500 N. Oakland Ave., Shorewood, WI 53211

Mailing Address [if different]: 2999 N. Humboldt Blvd., Milwaukee, WI 53212

Name & Address of Owner of Premises: Wired Properties, 2022 E. North Ave., Suite 300, Milwaukee, WI 53202

Are you acting as agent for anyone? no If yes, please explain:

Do you intend to provide dancing facilities for your customers? no

Describe the type of instrumental music you intend to provide: singing, theatrical performance

Name of Group Performing: Milwaukee Repertory Theater

Have you had previous experience in operating a restaurant and/or bar that provided instrumental music and dancing? yes

If yes, please list the location and dates of such operation: Colectivo Coffee cafes - multiple locations & dates

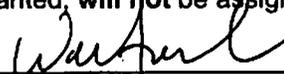
Do you presently hold or have an application on file for any other license in the Village of Shorewood? yes

If yes, please indicate type: Sidewalk Cafe, Restaurant (North Shore Env. Health Consort.)

Have you ever been convicted of violating any Federal Law? no State Law? no Local Ordinance? no

If yes, please give details:

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that the aforementioned information is correct to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license, if granted, will not be assigned to another.



Signature of Applicant

OFFICE USE ONLY

Police Chief Approval _____ Date _____

Building Inspector Approval _____ Date _____



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE CLERK'S MEMO

DATE: September 15, 2016

TO: Village Board

CC: Trustee Ann McKaig, Chair of the Judiciary, Personnel and Licensing Committee
Judiciary, Personnel and Licensing Committee

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: Appointments for Village Boards, Commissions, and Committees

BACKGROUND

On June 6, 2016, June 16, 2016, June 20, 2016, July 20, 2016, and September 6, 2016 the Judiciary, Personnel, and Licensing Committee interviewed applicants for appointments for Village Boards, Committees, and Commissions. After the interviews the Judiciary, Personnel, and Licensing Committee directed the Village Clerk-Treasurer to place the following appointments on the September 19, 2016 agenda for approval by the Village Board:

- Conservation Committee – Meenal Atre - term expiration 2019
- Parks Commission – Jenny Vulpas – term expiration 2018

SUGGESTED MOTIONS

Move to confirm the appointments as listed on the Consent Agenda.



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE CLERK'S MEMO

DATE: September 15, 2015
TO: Village Board
FROM: Tanya O'Malley, Village Clerk/Treasurer
Re: August 15, 2016 Village Board Minutes

The draft August 15, 2016 Village Board minutes have not been finalized. This matter is being deferred and no action will be taken at the September 19, 2016 meeting.

Action on this matter will possibly be placed on the November 3, 2016 agenda.



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
September 6, 2016

Draft

1. Call to Order
President Johnson called the meeting of the Village Board to order at 7:51 p.m. in Village Hall.
2. Roll Call
President Johnson called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Michael Maher, Ann McKaig, Allison Rozek. Absent: Trustee Paul Zovic.

Others Present: Village Attorney Nathan Bayer, Assistant Village Manager Tyler Burkart, Village Clerk-Treasurer Tanya O'Malley, Police Chief Peter Nimmer
3. Statement of Public Notice
Clerk-Treasurer O'Malley stated that the meeting had been posted and noticed according to law.
4. Consent Agenda Items
 - a. Presentation of Accounts September 6, 2016
 - b. Approve Parade Permit for Badgerland Striders Lakefront Marathon on Sunday, October 2, 2016
 - c. Approve Temporary Class "B"/"Class B" Retailer's License for the Shorewood Business Improvement District, Plein Air, Atwater Park, September 17, 2016
Tr. Bockhorst moved, seconded by Tr. McKaig to approve the consent agenda.
Motion carried 6 – 0.
5. Items removed from the Consent Agenda - None
6. August 29, 2016 Special Village Board Minutes
Tr. Maher moved, seconded by Tr. Bockhorst to approve the August 29, 2016 minutes.
Motion carried 6 – 0.
7. Citizens to be heard
Lynn Rothrock, 4024 N Prospect Ave, addressed the Board regarding implementing restricted daytime parking in her neighborhood. Many of her neighbors are interested in some type of restricted parking in the area. University faculty parks in the neighborhood during most days.
8. New Business
 - a. Public Safety
 1. Consideration of Door Security Agreement
Tr. Rozek stated that this item had been approved in the budget.

Tr. Rozek moved, seconded by Tr. Bockhorst to authorize the Village Manager to execute an agreement with Engineered Security Solutions to install door security at Village Hall for a total cost of \$9,319 with the condition for the Village Attorney to review and approve the agreement with the door security vendor. Motion carried 6 – 0.

- b. Judiciary, Personnel, and Licensing
 - 1. Consideration of Class “B” Fermented Malt Beverage and “Class C” Wine Licenses for MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Super Fast Pizza, 9250 76th Street, Suite A, Pleasant Prairie WI 53158, business address: 4151 N Oakland Ave
Tr. McKaig reported that this item was being deferred to the September 19, 2016 meeting at the request of the applicant.

- c. Community & Business Relations
 - 1. Consideration of Citizens Academy Proposal
Tr. Bockhorst moved, seconded by Tr. McKaig to authorize staff to implement the Village of Shorewood Citizen’s Academy as outlined in the program proposal.

The Board discussed the possibility of having the presentations recorded and provided to the public.

Tr. Rozek moved, seconded by Tr. Amenta to amend the motion to authorize staff subject to a condition that all sessions are recorded with the exception of any tours or off-site sessions, unless declined by the speaker. With Trustees Maher and McKaig and President Johnson voting nay, the motion failed 3 – 3.

With Trustees Amenta, Bockhorst and Rozek voting nay, the main motion failed 3 – 3.

Tr. Amenta moved, seconded by Tr. McKaig to approve the program as presented subject to the Board receiving copies of the evaluations and a report from the Village Manager’s office on effectiveness of the program and that in 2017 the Board reconsider the question of videotaping the sessions. Tr. Amenta withdrew the motion.

Tr. Amenta moved, seconded by Tr. Bockhorst to approve the program as presented subject to the Board receiving copies of the evaluations and a report from the Village Manager’s office on effectiveness of the program and that in 2017 the Board reconsider the question of videotaping the sessions. Motion carried 6 – 0.

9. Reports of Village Officials

- a. Village President
President Johnson reminded the Trustees that the Foundation Dinner would be held on September 24, 2016 from 6 – 9 p.m. Tickets are available online or at the Village’s Customer Service Department.
- b. Village Trustees
Tr. McKaig reported that Surf@water was a big success. She reported that the new surf shop was open.

Tr. Amenta reported that the Strategic Initiatives Committee had a discussion on the community survey and the continuity of the questions from survey to survey. Trustees should contact staff with any thoughts about the questions.

Tr. Rozek reported that there was a great turnout at the National Night Out Event. She also reported that the BID was doing a strategic planning process that would eventually be presented to the Board.

Tr. Maher reported that there was a Budget Session on Tuesday, September 13, 2016.

c. Village Manager

Assistant Manager Burkart reported that the Shorewood open forum was now available on the village website and it was a great opportunity for civic engagement.

10. Items for Future Consideration

Tr. Amenta asked to discuss the budget for consulting efforts for Wilson Drive Task Force planning.

Tr. Rozek asked to discuss and consider adding one or two more cameras to videotape committee meetings.

Tr. Bockhorst asked to discuss scheduling the standing committee meetings in such a way that they do not overlap.

Tr. Maher asked for the Judiciary Personnel and Licensing Committee to have a discussion regarding staff initiatives to increase diversity of staff.

Tr. Bockhorst asked for the Judiciary Personnel and Licensing Committee to have a discussion regarding in-person absentee voting options and to provide the full Board the opportunity to take action.

Tr. Rozek asked to discuss how to determine what documents are posted in the Document Center on the Village website.

11. Adjournment

Tr. Bockhorst moved, seconded by Tr. Maher to adjourn at 9:15 p.m. Motion carried 6 – 0.

Respectfully submitted,

Tanya O'Malley, WCPC
Village Clerk-Treasurer

VILLAGE OF SHOREWOOD POLICE DEPARTMENT

MEMORANDUM



To: Village of Shorewood Board Members
From: Peter A. Nimmer, Chief of Police
Date: September 19, 2016
Re: Consideration of agreement for construction management services

DETAILS:

As you are aware at the July 11, 2016, Village Board Meeting the board reviewed and authorized a Request for Proposal (RFP) for Construction Management Services for the future Shorewood Police Department building at 4057 North Wilson Drive. A copy of the approved RFP is attached to this memo.

The RFP was published on October 16, 2016 to the Daily Reporter (a local trade publication) consistent with past practice as well as being posted on the Village of Shorewood's website. The deadline for submittal of the RFP was August 26, 2016.

We received six RFP proposals. Staff reviewed the six proposals submitted. One proposal did not meet the specifications of the RFP and was eliminated. We contacted the remaining five companies to set up interviews and received responses from four of the five companies.

On September 9, 2016, I along with Chris Swartz, Leeann Butschlick, Trustee McKaig, and Trustee Rozek interviewed the following companies:

Camosy Construction
Moore Construction
Riley Construction
Scherrer Construction

The interviews consisted of an approximately 30 minute presentation by each company, followed by approximately 15 minutes of questions by the panel. The interview panel rated the companies on the following criteria: Experience with similar projects, Professional Service fees, Project scope and Understanding of the RFP, Team experience, and Details on safety, schedule, budget, and change orders.

Each person on the interview panel ranked the companies based upon the above criteria. Upon reviewing the individual rankings, each panel member ranked Riley Construction as #1.

Financial Impact:

If Riley Construction was approved their approximate cost for the construction management fee, architect fee, construction general conditions costs, and insurance costs would be approximately \$157,000.

MOTION: To authorize the Village Manager and the Police Chief to enter into an agreement with Riley Construction to provide Construction Management Services upon review of the Village Attorney.

Respectfully submitted,

Peter A. Nimmer
Chief of Police



**Request for Proposals
Village of Shorewood
Construction Management Services relating to Shorewood Police Department Renovation Project
August 2016**

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EXHIBITS

I. INTRODUCTION

A. Project Summary

The Village of Shorewood ("Village") is soliciting proposals for construction management services to assist with completion of renovations on the property located at 4057 N Wilson Drive, Village of Shorewood, Milwaukee County, Wisconsin. The building was recently purchased by the Village with the intent of converting it to meet the needs of a modern community police department.

The total cost of the Shorewood Police Department Renovation Project, inclusive of architectural services, construction management services, construction services, and all related materials, is not to exceed \$1 million. Project phasing and cost estimates are included as Exhibit "A" of this document.

B. Project Contact Person

Questions for clarification concerning the RFP should be directed to:

Peter Nimmer, Chief of Police
Shorewood Police Department
3936 N. Murray Avenue
Shorewood, WI 53211
414-847-2618
pnimmer@villageofshorewood.org

C. Directions for Submittal of Proposals

One unbound proposal and 10 copies shall be submitted in a sealed envelope with the bidder's name and address and be clearly marked:

"Municipal Police Department Proposal"

These materials must be received at the office of the Chief of Police by **3:00 p.m. on Friday, August 26, 2016**, at the following address:

Shorewood Village Hall
3930 N. Murray Avenue
Shorewood, WI 53211

Envelopes or packages containing proposals and related materials received after the date and time stated above will be returned unopened.

II. COMMUNITY BACKGROUND

The Village of Shorewood was established on the western shores of Lake Michigan over 100 years ago. Bordered on the east by the steep bluffs and the sandy shores of Lake Michigan, on the south by the City of Milwaukee and the University of Wisconsin-Milwaukee (UWM) and on the west by the Milwaukee River, the Village of Shorewood encompasses approximately 1.5 square miles. Shorewood's traditional development pattern, accessible business districts and charming neighborhoods create an outstanding walkable community. Approximately 80% of the Village is zoned as residential with a fairly stable population of 13,724.

The Village of Shorewood Police Department is a progressive, community-oriented agency. The Department consists of 25 sworn officers and 6 civilian employees who are committed to providing the highest quality of police service in a professional and courteous manner.

III. PROJECT DESCRIPTION

The Village of Shorewood (“Village”) is soliciting proposals for construction management services to assist with completion of renovations on the property located at 4057 N Wilson Drive, Village of Shorewood, Milwaukee County, Wisconsin. The building was recently purchased by the Village with the intent of converting it to meet the needs of a modern community police department. Zimmerman Architectural Studios, Inc. has completed limited preliminary design development drawings at the direction of the Village for the purpose of developing a concept and direction for the plan. It is intended that these preliminary drawings, which are attached hereto, will provide guidance on development of final plans and specifications through coordination between the Village, the construction manager, and an architect yet to be selected. Specific tasks for the construction manager are delineated in the “Scope of Services” below.

The purpose of this process is to identify qualified firms which may submit proposals to provide the construction management services needed to assist the Village in proceeding with the Shorewood Police Department Renovation Project pursuant to the Project Summary/General Scope of Work, and the Scope of Services outlined below. All actual construction services on the project will be bid pursuant to Wis. Stat. § 61.54 and Wis. Stat. § 61.15. The Village requests Statements of Qualifications as well as proposals for the provision of construction management services as set forth herein.

IV. ANTICIPATED PROJECT SCHEDULE

August 26, 2016	Proposals Due
August 30 and August 31, 2016	Finalist Interviews
September 6, 2016	Village Board of Trustees consideration of contract award
September 12, 2016	Contract Implementation
January 2017	Renovations begin
July 1, 2017	Renovations complete

V. SCOPE OF SERVICES

It is anticipated that the construction manager will create continuity during both the design and construction phases of work and assist the municipality in keeping the project on time and on budget, while retaining the most qualified building construction contractors pursuant to the public bidding process as dictated by Wis. Stat. § 61.54 and Wis. Stat. § 61.15, for the Shorewood Police Department Renovation Project.

- A. Pre-Construction (Design Development) services provided in conjunction with the selected architect are to include:
- a. Meet with the Village to gain a thorough understanding of the project and budget, and assist in selection of an architect for design and development of final plans, specifications and construction documents.
 - b. Develop appropriate construction phases and schedules under which all work will eventually be completed pursuant to Village budget planning.
 - c. Facilitate development of two (2) schematic design alternatives based upon and consistent with the preliminary design development drawings created by Zimmerman Architectural Studios, Inc., and designed to be constructed within the budget constraints as outlined herein.
 - d. Facilitate development of color relevant renderings of a selected schematic design.
 - e. Develop schedules and deadlines for the multiple phases of the construction project, to be determined by the Village based upon budgeting parameters.
 - f. Provide all necessary services during planning and approval process, including but not limited to verifying code compliance, adherence to land use restrictions, compliance with storm water requirements, fire department requirements and any other governmental/ regulatory requirements. Attend public meetings and or meeting with regulatory officials as required for plan approvals.
 - g. Facilitate creation of full construction documents for all work which will be constructed under phase one budget parameters and phasing defined in the design development process. Include all design work, including civil, structural, architectural and mechanical/electrical/ plumbing.
- B. Construction phase services are to include:
- a. Assistance in preparing invitations to bid and bid packages based upon final project plans and specifications, , for all final construction work to be bid pursuant to Wis. Stat. § 61.54 and Wis. Stat. § 61.15, so the Village can identify and select the lowest qualified bidders.
 - b. Determination of appropriate design/construction contingencies and owner contingencies and define how they will be managed.
 - c. Development of a detailed construction schedule. Identify all phasing and sequencing required for the execution of the work. Insure that the schedule meets the needs of all major stakeholders and facility users.
 - d. Advising Village on material selection, construction means and methods and constructability issues. Advise on requirements to pre-purchase materials or issues necessary for maintaining schedule.
 - e. Development and implementation of a quality control program. Identify in advance any Village involvement in the submittal review process. Define a testing program and identify a scope and budget for testing services.
 - f. Provision of project supervision and management. Please provide the level of on-site supervision that is required during construction for this project scope. The services of construction project management and design contract administration will be per the requirements of the American Institute of Architects, and agreed upon in advance with the Village.
 - g. Provision of a secured web site or FTP site which shall be capable of providing all project information to include, but not limited to: plans, specifications, submittals,

correspondence, photos, reports, meeting minutes, schedules, pay applications and other documents as may be required.

- h. Implementation of a safety program, both for the workers and for the users of the existing facilities during construction.
 - i. Facilitation of job status meetings involving the project manager and the Village no less than twice monthly.
 - j. Preparation of monthly project reports in a level of detail required by the Village to manage the project, and at a level of detail which can be used as a communication tool for the Village.
 - k. Development and management of processes for monthly pay applications, direct-owner purchase invoicing, contingency use, change management and change order review and processing.
 - l. Coordination of work with the Village's staff, vendors, suppliers and any direct contractors related to furnishings, fixtures, equipment and technology.
- C. Post construction phase services to include:
- a. Preparation of punch list, commissioning, operations and maintenance manuals and owner training for each phase of work in conjunction with the turnover of those phases. Provide as-built drawings in both paper and electronic (both .pdf and .dwg) formats. Implement a warranty process.
 - b. Provision of record drawings, operation manuals and warranties at conclusion of construction.

VI. PROPOSAL REQUIREMENTS

Please include the following in the submission package:

- A. Executive Summary: submit a one-page cover letter describing the respondent's qualifications, capacity, capability to perform and commitment to the project budget within the prescribed timeframe.
- B. History of Firm(s): provide an overview of the respondent's company history and philosophy.
- C. Firm(s) Organization: submit an organizational chart for this project, to include the proposed team, names and roles on the project. Key personnel must be assigned to this project and cannot be removed without written authorization from the Owner. The selected firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating all the activities of the firm's personnel and that of all designers and subcontractors. The firm must submit the names of any consulting firms it plans to utilize, their proposed staff, and relevant experience.
- D. Approach to Project: describe the respondent's approach to the project.
- E. Past Projects & References: include a list of similar projects and contact names, phone numbers and email addresses.
- F. Safety Record: the respondent shall submit its safety rating for the past 5 years along with its approach to safety on this project. Explain what specifically will be done for this project to be proactively maintaining a safe environment for the workers.

- G. Change Orders: provide an analysis of change orders on recent past projects, including the number of change orders were required, if the project budget compliance and adherence to schedule.
- H. Workload: provide a list of current and anticipated future workload within the contemplated time frame for this project
- I. Bonding: include a letter from the respondent's bonding company stating ability to bond this project.
- J. Cost Proposal: please provide a fee proposal for Scope of Services described herein, including breakdown of hours of all staff and contracted services by function and hourly rate.

VII. EVALUATION

The Village selection team will evaluate proposals with the following priorities:

- A. Experience with similar projects related police facility design and construction by firm and individual members of project team
- B. Firm's history meeting budget and timetable targets
- C. Professional services fees
- D. Project understanding, including requirement to design effectively and efficiently for current and future phases
- E. Responses from references

VIII. TERMS AND CONDITIONS

The Village of Shorewood reserves the right to reject and or all proposals or to award a contract to the vendor whose proposal is deemed to be in the best interest of the Village of Shorewood.

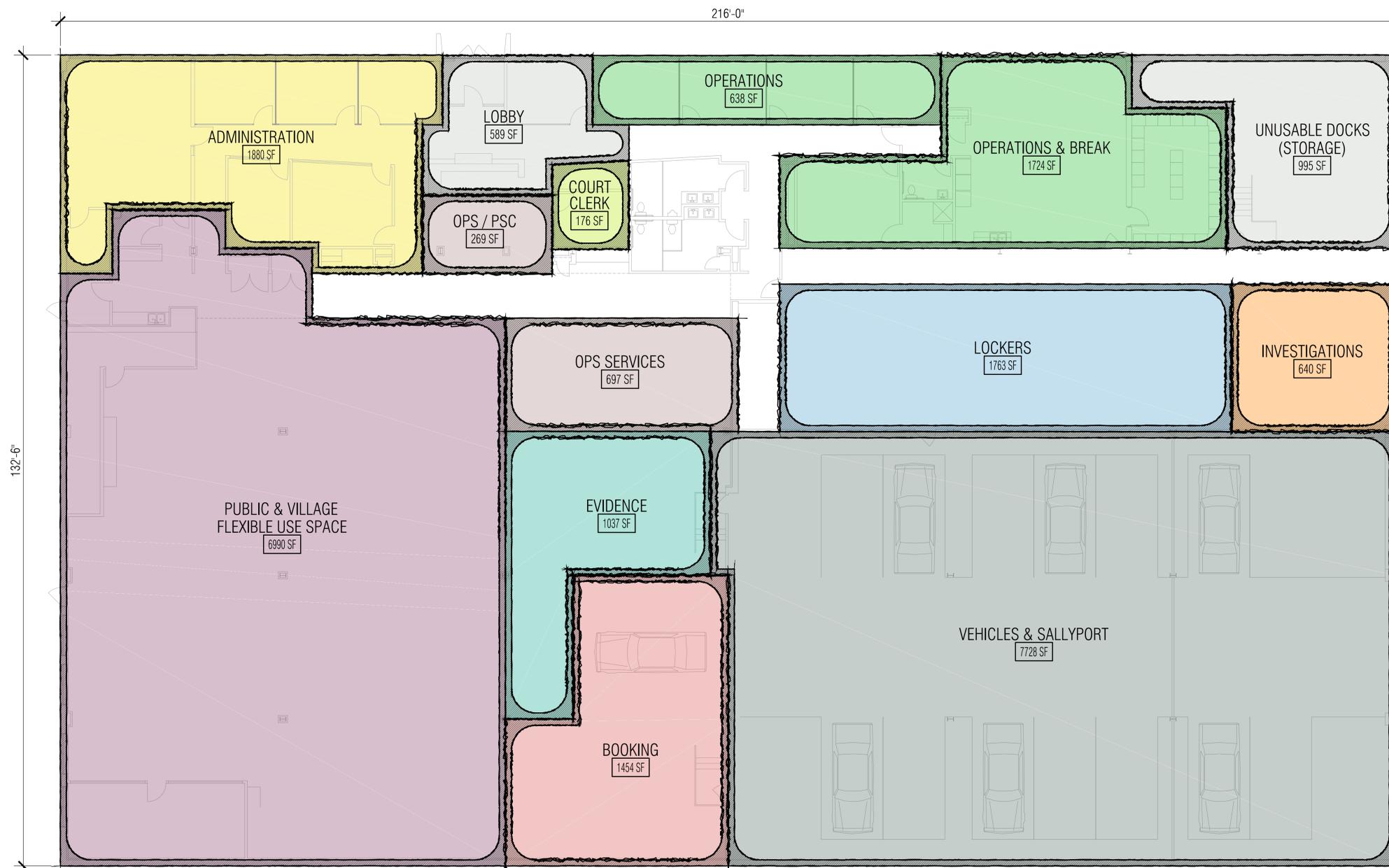
Valid submissions must describe the liability insurance coverage carried by your firm. Please indicate the capability of your firm to hold harmless, indemnify and defend the Village for losses, costs and expense arising from liability claims resulting from alleged negligence of your firm, its officers, employees and subcontractors.

Proposals shall remain valid for a minimum of ninety (90) days.

Changes to the RFP document will be by written addendum only.

There is no expressed or implied obligation for the Village of Shorewood to reimburse responding providers for any expenses incurred in preparing proposals in response to this request.

Proposals submitted are considered public information in accordance with Wisconsin statutes governing data practices. Should you have any sections of this proposal that are considered trade secrets, please identify those in a separate document at the end of the proposal.



ADMINISTRATION	1,880 S.F.
COURT CLERK	176 S.F.
OPS / PSC SERVICES	858 S.F.
LOCKERS & BREAK	1,724 S.F.
FLEXIBLE USE SPACE	6,990 S.F.
OPERATIONS	2,401 S.F.
LOBBY & DOCKS	1,584 S.F.
BOOKING	1,369 S.F.
EVIDENCE	1,123 S.F.
INVESTIGATIONS	640 S.F.
VEHICLES & SALLYPORT	7,728 S.F.
COMMON SPACE / CIRCULATION	2,148 S.F.
TOTAL:	28,620 S.F.


COLOR CODED FIRST FLOOR SPACE PLAN
 SCALE: 1/8" = 1'-0"

EXHIBIT

VILLAGE of SHOREWOOD
 Police Department
 Estimate of Probable Construction Cost

Construction values	Garage + Booking	All Other PD	Public Space	
Demolition				
Environmental				
Earthwork				
Utilities				
Fencing				
Landscape + Paving				
Concrete				
Masonry				
Steel				
misc Metals				
Carpentry				
finish carpentry				
millwork				
Roofing				
Caulking				
Security Sealant				
Doors, Frames and Hardware				
Overhead Doors				
Glass and Glazing				
Aluminum Storefront				
Studs and Drywall				
Ceramic tile				
Acoustic Ceilings				
Security ceilings				
Flooring				
Painting				
Building Sign				
Toilet accessories				
Toilet partitions				
Lockers				
Partitions				
Fire Sprinkler				
Plumbing				
HVAC				
CCTV				
Fire alarm				
Access Control				
Electrical				
Data Cabling				
sub total				
General conditions				
GC fee				

SF
unit cost

Total construction costs

Total construction costs PD only

	\$0		\$0

Other Project costs	Garage + Booking	All Other PD	Public Space	New construction
Professional Fees				
Permits				
Utilities				
Telecom Tech and Security				
Furniture Furnishings + Equipment				
Special Equipment				
Occupancy Expenses				
Administrative				

Total other costs

--	--	--	--

GRAND TOTAL BUDGET			
---------------------------	--	--	--

Comparison	<i>remodel</i> \$0		<i>new</i> \$0
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EXHIBIT

VILLAGE of SHOREWOOD
 Police Department
 Estimate of Probable Construction Cost

OTHER COST	Garage + Booking	All Other PD	Public Space	New construction
	\$0	\$0	\$0	\$0
total building area	28,620			
area of garage, booking	9,097	\$0.00		
area of residual	11,538	\$0.00		
area left un modified	995	----		
area of public space	6,990	\$0.00		
	<u>28,620</u>			

Professional Fees				
	\$0	\$0	\$0	\$0
• Architect (S/P/M/E)				
• Civil Engineering				
• Interior Design				
• Landscaping Design				
• Telecom- Data-Security Design				
• Geotechnical Investigation				
• Constr Materials Testing				
• <i>Commissioning - no LEED - commissioning is a prerequisite of certification</i>				
• Document Reproduction				
- Design Phase				
- Bidding & Construction				
• Consultant Reimbursables				
• Commerce plan review				
• Environmental Assessment				
• Survey				

sub-total				
------------------	--	--	--	--

Permits				
• Building Permits				
• Electrical Service Connection				
• Water Service Connection				
• Gas Service Connection				
• Telecommunications Connect				
• Storm sewer connection				
• Sanitary sewer connection				

sub-total				
------------------	--	--	--	--

Utilities				
• Water quality assessment				
• Sanitary sewer assessment				
• Storm sewer assessment				
• Flow/hydrant assessment				
• Relocate existing site utilities				
• Usage charges during constr				
Electrical Service				
Water Service				
Gas Service				
Telecommunications Service				

sub-total				
------------------	--	--	--	--

MEMORANDUM

September 14, 2016



To: Trustee Davida Amenta, Chairperson
Public Works Committee

From: Leeann Butschlick, Director of Public Works

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

Re: Lighting Control Cabinet Relocation

Your September 19 Village Board agenda includes award of a contract for the relocation of a streetlight control cabinet from the backyard of the property at 3549 N. Summit Avenue to Village right-of-way at approximately 3610 N. Lake Drive.

Background/Program Area

In 2012, the then-owner of the property at 3549 N. Summit Avenue contacted DPW staff with a request to relocate the lighting control cabinet located at the rear of the property. Records indicate that the cabinet was placed in this location through an easement with a previous property owner (a Village Trustee at the time of the cabinet’s location). Please see the reverse for photos of the cabinet.

This cabinet, which staff estimates to be forty or so years old, holds the controls for the streetlight system serving approximately the SE quarter of the Village. An engineering assessment of the relocation options, completed by Graef Inc., recommends relocation to the east side of the 3600 block of N. Lake Drive, very near the location of the Nature Preserve path entrance.

Bids

The project was bid as statutorily required. Two bids were submitted:

Contractor	Bid
Wil-Surge Electric, Inc.	\$44,322.00
MP Systems (Pieper)	\$51,649.36

Please see the attached recommendation of award from Clark Dietz, the project engineer. A total of \$50,000 was budgeted for the replacement of the cabinet in 2016. The Village’s street light system includes 4 additional cabinets scheduled for replacement in the Village’s 2017-2026 Long Range Financial Plan.

Action

Suggested motion: I authorize award of a contract to Wil-Surge Electric, Inc. for the 2016 Lighting Control Cabinet Relocation project in the amount of forty four thousand three hundred twenty two dollars and no cents (\$44,322.00).

I will be in attendance at your meeting Monday evening. In the meantime, if you should have any questions regarding this item, please do not hesitate to contact me at 847.2650.



September 13, 2016

Joel Kolste
Assistant Director of Public Works
Village of Shorewood
3801 N. Morris Blvd.
Shorewood, WI 53211

Re: Lighting Cabinet Relocation - Bid Results

Dear Joel:

Clark Dietz, Inc. has opened Bids for the above referenced project which consists of relocating the existing lighting controller cabinet from the current private property location at 3549 Summit Blvd. to Lake Drive.

Included in this project is the rerouting of the existing circuits which run along Menlo Blvd and Summit Ave. This will include directional drilling conduit along both the east and west side of Lake Drive and along the north side of Menlo Blvd.

The As-Read Results are:

Contractor	Bid
Wil-Surge Electric, Inc.	\$44,322.00
MP Systems (Pieper)	\$51,649.36

It is recommended that this contract be awarded to Wil-Surge, In. for the base bid amount of \$44,322.00.

Sincerely,

Clark Dietz, Inc.

Kevin Risch
Project Engineer
E-mail kevin.risch@clarkdietz.com@clarkdietz.com

cc: Village of Shorewood

Capital Projects Funds – Capital Projects Fund
Capital Request Supporting Document

Department: Public Works
Item Name: streetlight control cabinet
Estimated Cost: \$50,000
Cost Based On: consultant estimate
Estimated Useful Life (years): 40
Account Number:

Detailed description and justification for purchase (include quotes, pictures, estimates and specifications):

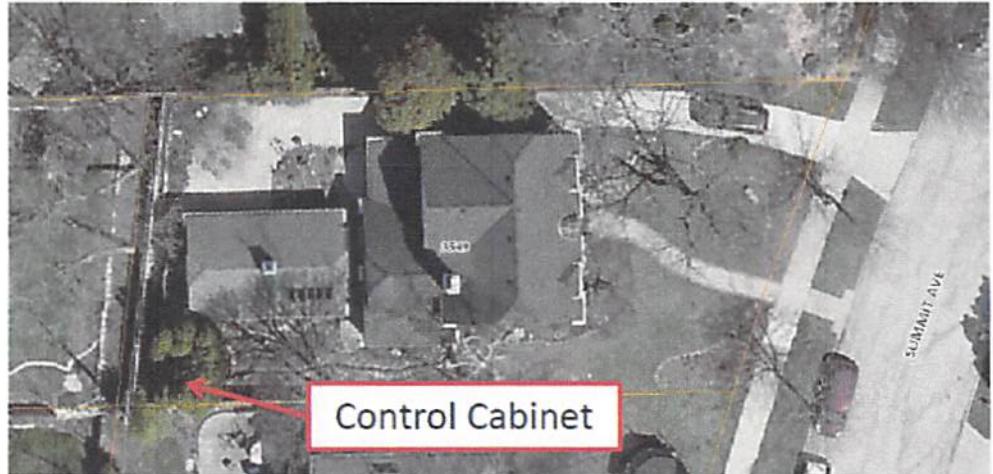
The Village's street lighting system has a series of control cabinets in various locations. All cabinets are nearing the end of their useful life and are in need of replacement. With one exception, all are located on public property or within the public right-of-way. The exception is located in the rear yard of the property at 3549 Summit Avenue. Staff is proposing to begin the replacement program with this cabinet, which would be relocated to an area near the entrance to the Nature Preserve.

Operating budget impact (i.e. will you incur higher/lower bills for repairs, fuel, supplies, or maintenance due to this purchase):

Cabinet failures would increase labor and maintenance costs.

Revenue support for purchase (indicate if this purchase can be funded through a grant, special assessments, or charge for services).

None.



MEMORANDUM

September 13, 2016

To: Trustee Davida Amenta, Chairperson
Public Works Committee



From: Leeann Butschlick, Director of Public Works

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

Re: 2017 Engineering Services Agreement

Your September 19 Village Board agenda includes consideration of an engineering services agreement for the proposed 2017 water main relay project.

Background/Program Area

The Village's Long Range Financial Plans have for several years included water main replacement programs in conjunction with major infrastructure programs in even calendar years and as stand-alone projects in odd calendar years. While main segments are identified for replacement based upon condition and repair history in both types of programs, the even year main replacements areas are driven by road or sewer project areas with the odd year programs areas are identified exclusively on main condition.

Staff has identified water main in the 1600-1700 blocks of E. Lake Bluff Boulevard as a top priority for replacement. As proposed, the project will include approximately 600 feet of eight inch water main, the replacement 3-5 gate valves and the replacement of 18 municipal water services utilizing the protocol adopted for the 2016 construction programs.



Proposals

Proposals were received from three firms as outlined below. Estimated construction cost for the project is \$330,000.00

	<i>Proposal Fee</i>
City Water	4,000.00
Clark Dietz	7,150.00
Strand	20,000.00

A total of \$35,000 was included in the 2016 Water Utility budget for this work. Staff has worked extensively with City Water believes they are very qualified to perform the work.

Engineering

Design work will be complete for an early winter bid. It is anticipated that prior to releasing the project for bidding, the Village Board will review the current lead service replacement program.

Action

Suggested motion: I authorize approval of an engineering design services agreement with City Water for the 2017 Lake Bluff Water Main Relay Project in the amount of four thousand dollars and no cents (\$4,000.00).

I will be in attendance at your meeting Monday evening. In the meantime, if you should have any questions regarding this item, please do not hesitate to contact me at 847.2650.



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE CLERK'S MEMO

DATE: September 15, 2016

TO: Judiciary, Personnel and Licensing Committee
Village Board

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: Class "B" Fermented Malt Beverage and "Class C" Wine Licenses – MOD Super Fast Pizza

BACKGROUND

MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Super Fast Pizza, 9250 76th Street, Suite A, Pleasant Prairie WI 53158, business address: 4151 N Oakland Ave., has applied for Class "B" Fermented Malt Beverage and "Class C" Wine Licenses, with Gregory Snyder serving as agent. This application was published in the September 1, 2016 North Shore NOW and deferred at the September 6, 2016 Village Board meeting.

The Police Department has reviewed the application and approved the license.

Under Village Code 335-6(E), the Village shall issue no more than five Class "B" Fermented Malt Beverage Licenses. If approved, this will be the third licensed of this type issued and the Village will still have two licenses available.

Under Village Code 335-6(F), the Village shall issue no more than four licenses of this type. If approved, this will be the second "Class C" Retail Wine License issued and the Village will still have two licenses available.

UPDATED INFORMATION

The original application, which was included in the September 6, 2016 Village Board packet, was missing some information. The applicant has provided a supplement to that application, in the form of a letter from Kate Becker dated September 15, 2016. This letter is attached.

SUGGESTED MOTION

Move to grant the Class "B" Fermented Malt Beverage and "Class C" Retail Wine Licenses to MOD Super Fast Pizza (Wisconsin), LLC d/b/a MOD Super Fast Pizza, 4151 N Oakland Ave, Gregory Snyder, agent, and direct the Village Clerk to issue the licenses contingent upon payment of the prorated license fees.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

Applicant's WI Seller's Permit No.:		FEIN Number:	
		81-2562202	
LICENSE REQUESTED ▶			
TYPE		FEE	
<input type="checkbox"/>	Class A beer	\$	
<input checked="" type="checkbox"/>	Class B beer	\$	
<input checked="" type="checkbox"/>	Class C wine	\$	
<input type="checkbox"/>	Class A liquor	\$	
<input type="checkbox"/>	Class A liquor (cider only)	\$	N/A
<input type="checkbox"/>	Class B liquor	\$	
<input type="checkbox"/>	Reserve Class B liquor	\$	
<input type="checkbox"/>	Class B (wine only) winery	\$	
Publication fee		\$	
TOTAL FEE		\$	

For the license period beginning July 1 20 16 ;
ending June 30 20 17

TO THE GOVERNING BODY of the: Town of }
 Village of } Shorewood
 City of }

County of Milwaukee Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): MOD Super Fast Pizza (Wisconsin), LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Manager, President, & CEO</u>	<u>Scott Svenson</u>	<u>7735 Overlake Drive West, Medina, WA 98039</u>
Vice President/Member	<u>SVP</u>	<u>Chris Schultz</u>	<u>4320 Lake Sammamish Pkwy SE, #107, Issaquah, WA 98027</u>
Secretary/Member	<u>Manager, CFO, Sec. & Treas.</u>	<u>Robert Barton</u>	<u>925 269th Avenue SE, Sammamish, WA 98075</u>
Treasurer/Member	<u>Member</u>	<u>MOD Super Fast Pizza, LLC</u>	<u>2035 158th Court NE, Suite 200, Bellevue, WA 98008</u>

3. Trade Name MOD Super Fast Pizza Business Phone Number TBD
4. Address of Premises 4151 N Oakland Avenue Post Office & Zip Code Shorewood 53211

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 4/25/16 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) See attached.

10. Legal description (omit if street address is given above): N/A
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? _____

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

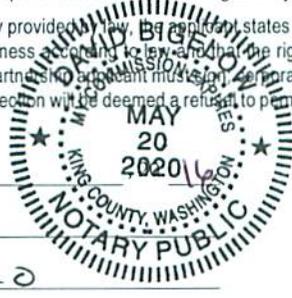
READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership or limited liability company, corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 15th day of JULY

[Signature]
(Clerk/Notary Public)

My commission expires 5/20/20



[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

**MOD Super Fast Pizza (Wisconsin), LLC
Written Description of Premises for
MOD Super Fast Pizza
4151 N. Oakland Avenue
Shorewood, WI 53211**

The building is a one story building. Food and alcoholic beverages will be sold and consumed throughout the restaurant public area and adjacent outdoor seating area. The alcohol will be stored in a controlled and locked storeroom located in the storage area at the back of the store as marked on the attached floor plan. See the attached floor plan depicting the entire restaurant, including the interior and outdoor seating areas.

September 15, 2016

Ms. Tanya O'Malley
Village of Shorewood
3930 N. Murray Avenue
Shorewood, WI 53211

Re: MOD Super Fast Pizza (Wisconsin), LLC

Dear Ms. O'Malley:

I am writing in regards to the application for an On-Sale Wine and Beer License submitted to your office by MOD Super Fast Pizza (Wisconsin), LLC for their restaurant located at 4151 N. Oakland Avenue, Shorewood, WI 53211. In response to your questions regarding their application, please see below.

1. Name and address of Agent:

Gregory John Snyder
903 Hancock Ct.
Oconomowoc, WI 53066

2. Question 7: Does any other alcohol beverage retail licensee or wholesale permittee have any interest or control in this business?

The reason that MOD answered "yes" is because it also holds a Class C Wine License and Class B Beer License for its other Wisconsin restaurant location in New Berlin, WI. In addition, MOD also has similar applications pending in Pleasant Prairie, WI and Fitchburg, WI which are anticipated to be approved in the next 30-60 days.

3. Question 8(b): Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?

MOD Super Fast Pizza (Wisconsin), LLC is a subsidiary of MOD Super Fast Pizza, LLC which is an Oregon LLC.

4. Question 8(c): Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?

The reason that MOD answered "yes" is because it also holds a Class C Wine License and Class B Beer License for its other Wisconsin location in New Berlin, WI. In addition, MOD also has similar applications pending in Pleasant Prairie, WI and Fitchburg, WI which are anticipated to be approved in the next 30-60 days.

In addition, Gregory Snyder is also the Agent for MOD Super Fast Pizza (Wisconsin), LLC's location in New Berlin, WI.

5. Description of Premises:

Sold and consumed in the restaurant public areas including outdoor seating area, stored in designated storage area at back of store.

If you have any questions or require additional information, please do not hesitate to contact me.

Very truly yours,

BECKER LAW FIRM, P.A.



Katherine E. Becker



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE CLERK'S MEMO

DATE: September 15, 2016

TO: Trustee Ann McKaig, Chair of the Judiciary, Personnel and Licensing Committee
Judiciary, Personnel and Licensing Committee
Village Board

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: In-Person Absentee Voting

BACKGROUND

On July 29, 2016, Federal Court Judge Peterson issued a decision in the *One Wisconsin Institute* case that impacted many of Wisconsin's election laws. With regard to in-person absentee voting, the decision generally removed two limitations:

1. The number of locations that can be utilized for conducting in-person absentee voting within a municipality, and
2. The number of days in-person absentee voting can be conducted and the times during the day that in-person absentee voting can take place.

With these restrictions removed, in-person absentee voting can begin as soon as ballots are available for an election and continue through the Sunday before the election. Absentee voting may not be conducted on the Monday before the election. Municipalities can set the times and number of days (including weekends) to conduct in-person voting. There is no minimum or maximum number of days that in-person voting must be conducted and there are no restrictions on the specific times during the days it can be conducted, other than the day before the election.

ANALYSIS

Each municipality is able to set their own dates and hours for conducting in-person absentee voting. Staff has polled the other North Shore communities and other Milwaukee area communities to determine the dates and times set by others. That information is provided at the end of this memo.

Beginning Date

Staff recommends that the Village conduct in-person absentee voting beginning Monday, October 10, 2016, which will allow voters 4 weeks during which to vote in-person. Regardless of the dates set for in-person absentee voting, through Thursday, November 3, 2016 voters are always able to request an absentee ballot to be mailed. Ballots are mailed within one business day of receipt of the request and the voter is able to complete the ballot at their own convenience.

It will not be feasible to begin in-person absentee voting during the week of September 26. Three of the five staff members who are able to issue absentee ballots will be displaced due to carpet replacement in the Customer Service/Clerk-Treasurer Office areas. Additionally, there will be carpet installers, DPW staff members, and IT staff that will have access to this area and it will be difficult to secure and limit access to the ballots during this time.

Weekends

Staff does not recommend offering any weekend hours for in-person absentee voting. Based on past experience, very few voters take advantage of this opportunity and staff does not feel that the benefit for voters outweighs the use of resources.

Extended Hours

The Village is required by law to remain open until 5:00 p.m. on Friday, November 4, 2016 for in-person absentee voting. With that exception, staff does not recommend offering extended hours. As with weekends, past experience has shown that very few voters take advantage of this opportunity.

If it is determined that offering extended hours is important, staff recommends extending the hours to 8:00 a.m. – 6:00 p.m. on Wednesday, October 26, 2016 and Wednesday, November 2, 2016.

Voter Registration

The other consideration during this time is offering residents the opportunity to register to vote. The law allows residents to register by mail through Wednesday, October 19, 2016 and to register in-person at Village Hall through Friday, November 4, 2016.

Additionally, Village staff has trained and deputized the Librarians at the Shorewood Library to act as Special Registration Deputies, allowing them to be able to register residents through Wednesday, October 19, 2016. This service will provide residents with an opportunity to be able to register during the evenings and weekends, when Village Hall is closed.

RECOMMENATION

Set the dates and times for in-person absentee voting as Monday, October 10, 2016 through Friday, November 4, 2016, Monday through Friday from 8:00 a.m. – 4:30 p.m., with extended hours until 6:00 p.m. on Wednesday October 26, 2016 and Wednesday, November 2, 2016 and extended hours until 5:00 p.m. on Friday, November 4, 2016.

North Shore

Municipality	Beginning date	Weekends	Extended Hours
Village of Whitefish Bay	October 24	No	No
Village of Fox Point	October 24	No	Extended on 4 Evenings
Village of Brown Deer	October 24	No	Extended on 4 Evenings
City of Glendale	September 26	1 Saturday	Extended on 3 Evenings
Village of Bayside	September 26	No	Extended on 1 Evening
Village of River Hills	October 24	No	NO

Other Milwaukee Area

Municipality	Beginning date	Weekends	Extended Hours
City of South Milwaukee	October 24	No	No
City of St. Francis	October 24	No	No
Village of Pleasant Prairie	October 3	No	No
Village of West Milwaukee	October 24	No	Extended on 3 Evenings
City of Cudahy	October 24	No	Extended on 2 Evenings
City of Milwaukee	September 26	4 Saturdays 2 Sundays	Varying Hours
City of Wauwatosa	October 17	1 Saturday	Extended on 3 Evenings and 2 Mornings



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

September 15, 2016



To: Strategic Initiatives Committee, Chair Paul Zovic
Village Board

From: Planning Director Ericka Lang & Wilson Drive Steering Committee Chairs Henk Joubert and Steve Kavalas

RE: Wilson Drive Design Recommendation

Background

On August 24th the Wilson Drive Steering Committee (WDSC) agreed that design concepts are needed before recommendations can be made to the Village Board's Strategic Initiatives Committee. They directed staff to create a service scope and reach out to professional design consultants. Planning staff distributed a project description and scope to three planning/engineering consulting firms August 31st. The WDSC reviewed the three responses at their September 14th meeting and approved services from MSA Professionals pending approval by the SIC and Village Board.

Analysis

The attached response from MSA Professionals details two meetings, various deliverables, parking and traffic review, and preliminary cost estimates for \$13,000. The WDSC wants all road scenarios evaluated and slightly modified the scope, adding grant review, an additional meeting, and at least three alternative designs to present to the public and SIC.

MSA Professionals are reviewing the changes that may be available for your meeting. Staff anticipates an increase in consultant fees and recommends your board increase the amount to \$17,000.

If in your favorable approval, the WDSC requests the initial consultant meeting on September 28th, to review all the materials, ensuring the consultant understands the concerns and ideas.

Currently there is \$9,823 in the Wilson Drive account. A contract of \$17,000 would require additional funding level of \$7,177 to be funded by capitol reserves.

Suggested Motion

Move to approve the Wilson Drive Steering Committee engage in design services with MSA Professionals for creating conceptual road designs for the Wilson Drive corridor in the amount up to \$17,000, the balance of \$7,177 to come from capitol reserves.



September 13, 2016

Ericka Lang
Village of Shorewood
Planning & Development Department
3930 N. Murry Avenue
Shorewood, WI 53211

Re: Wilson Drive Corridor Design Services

Dear Ms. Lang,

The Village of Shorewood and the Wilson Drive Task Force (WDTF) are looking for a consultant to aid in the selection of a preferred street profile for Wilson Drive which is scheduled for reconstruction in 2018. MSA Professional Services, Inc. (MSA), is that firm. MSA will bring years of experience in urban design, collaboration efforts, meeting facilitation, and 2D/3D illustrative capabilities to help turn your vision into a tangible design.

Wilson Drive, a key north/south connection between Capitol Drive to Hampton Avenue, runs parallel to Estabrook Park and Oak Leaf Trail along the Village's western boundary. The potential redesign for Wilson Drive should look to provide a balance between pedestrian safety, bicycle safety, controlled (but efficient) vehicular movement, and aesthetic beautification. To that end, MSA will provide conceptual plans and sections that illustratively inform the WDTF's decision between the four potential scenarios:

1. Keep road width the same (56 feet)
2. Reconstruct road with boulevard (median)
3. Narrow the road a little (48 feet)
4. Narrow the road a lot (42 feet)

Scope of Services:

1. MSA will review existing documented public and WDTF concerns and interests as provided by Village Staff. In addition, MSA will review existing on-street parking occupancy and vehicular traffic count data as provided by Village Staff.
2. MSA will evaluate the most appropriate road features for the corridor and surrounding land use, utilizing best practices for pedestrian safety, bicycle safety, vehicular traffic impact and land use amenities and integration of WDTF concerns and interests.
3. MSA will prepare road design proposals for each design scenario, including:
 - A An illustrated conceptual site plan for a 1-2 block stretch illustrating the typical road layout for the area encompassing the Wilson Drive right-of-way (see Cross Plains example page A8).
 - B A 3D illustrative typical section representing the predominate road width, incorporating the existing context from both sides of the street (see Two Rivers example page A7).
 - C A base map of the corridor including topographic and parcel lines as provided by the Village, to aid in discussion of improvements throughout the corridor (e.g., greenspace, crosswalk enhancements, etc.)
4. MSA will meet with Village Staff and the Wilson Drive Steering Committee to present and discuss the proposed concepts for the four road scenarios.

5. Based on feedback obtained at the meeting, a final preferred scenario will be developed. This preferred scenario will include the following deliverables:
 - A. A scaled illustrative site concept plan covering the entire project corridor within the Village;
 - B. Revised 3D illustrative typical section (if needed);
 - C. One streetview perspective with preferred roadway profile superimposed on an existing photo illustrating the before and after conditions at the intersection of Kensington or Congress (see Sauk City example page A9). An illustrative perspective rendering could substitute the superimposed image, if desired (see Waupaca example page A10); and,
 - D. Preliminary planning level cost estimates for improvements in the corridor right-of-way.
6. MSA will meet with Village Staff and the Wilson Drive Steering Committee to present and discuss the final preferred scenario.

Deliverables:

MSA will provide copies of all project materials to Village Staff in digital PDF format. In addition, our fees include providing a 22" x 34" colored plot for each scenario to aid discussion at project meetings.

Base Fee:

MSA proposed fees for the above scope of services, including reimbursable expenses, is \$13,000.00.

Optional Services:

MSA can provide the following optional services at the Village's discretion on a time and material basis:

1. Attendance at a Public Involvement Meeting. MSA can attend a meeting at which either all scenarios and/or just the preferred scenario is discussed. Estimated fee \$800-\$1,000.
2. Identify Applicable Grant Opportunities. MSA can research potential state and federal grant programs which may aid in implementation funding. MSA will provide a list of potential grant programs, including identification of grant name, funding agency, application deadlines, eligibility requirements, funding maximums and local match requirements. Estimated fee \$400-\$800.

Potential Cost Containment Measures:

Our Scope of Services and Base Fee addresses those items requested in the Village's RFP and MSA's suggested project approach. Potential opportunities if desired to lower the Base Fee include:

1. Remove item 5C from the Scope of Services. MSA believes there is value in providing a streetview perspective with the preferred roadway profile superimposed on an existing photo illustrating the before and after conditions to aid in visualizing the preferred concept for the public. However, it may not be a necessary component of the project given MSA is already providing a 3D typical section and the preferred scenario has already been selected. MSA can reduce its Base Fee by \$1,600 should the Village decide not to pursue this scope item.
2. Revise item 3B of the Scope of Service. MSA proposes to create 3D illustrative typical sections for each scenario. At the Village's discretion, MSA could create 2D typical sections which would reduce our Base Fee by \$1,000. However, given one of the main purposes of the project is to visualize how each scenario will impact the neighborhood MSA advises against creating simplistic 2D typical sections which do not have the added value of incorporating the context of adjacent properties.

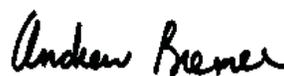
Please feel free to contact me directly via phone, (608) 242-6605, or email, abremer@msa-ps.com, with any questions regarding our proposal.

Sincerely,

MSA Professional Services



Stephen Tremlett, AICP, CNU-A
Project Manager



Andrew Bremer, AICP
Principal in Charge

CORPORATE OVERVIEW

As a full service consulting firm, MSA Professional Services (MSA) is all about creating communities that work. We partner with our clients to help them solve today's complex and multi-faceted infrastructure challenges and improve the quality of their neighborhoods. Our focus is on providing exceptional professional services to build strong communities.

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of more than 300 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions. Based in 14 offices across four states, our technical teams collaborate to assist communities throughout the Upper Midwest.

AREAS OF EXPERTISE

Engineering (Staff: 190)

- » *Agricultural*
- » *Construction Management*
- » *Construction Observation*
- » *Facilities Management and Operations*
- » *Mechanical, Electrical and Plumbing*
- » *Municipal Infrastructure*
- » *Structural*
- » *Transportation*
- » *Urban Reconstruction*
- » *Wastewater*
- » *Water Supply*

Funding (Staff: 10)

- » *Tax Incremental Financing (TIF)*
- » *Grant Writing*
- » *Grant Administration*
- » *Project Financing*

Planning & Design (Staff: 11)

- » *Branding and Marketing*
- » *Community and Urban Design*
- » *Strategic and Comprehensive Planning*
- » *Downtown Revitalization*
- » *Economic Development*
- » *Housing and Neighborhood Planning*
- » *Land Use Regulations and Administration*
- » *Real Estate Development*
- » *Transportation/Mobility Planning*
- » *Park and Recreation*
- » *Landscape Architecture*



Architecture (Staff: 7)

- » *Building Analysis*
- » *Feasibility Studies*
- » *Space Needs Planning*
- » *Master Planning*
- » *Design/Site Planning*
- » *Mechanical, Engineering and Plumbing*
- » *Cost Estimating*
- » *Construction Documentation*
- » *Construction Administration*
- » *Structural Engineering*
- » *Bidding*
- » *Post Occupancy Review*

Water Resources (Staff: 7)

- » *MS4 Compliance Planning*
- » *TMDL Compliance Planning*
- » *WinSLAMM Water Quality Modeling*
- » *Stormwater Management*
- » *Floodplain Management*
- » *Wetland Management*
- » *Dam Engineering*
- » *Stormwater Utilities*
- » *Grant Funding*

Environmental (Staff: 13)

- » *Brownfields*
- » *Planning and Permitting*
- » *Remediation and Site Restoration*
- » *Waste Management*
- » *Wetlands and Natural Resources*

Surveying (Staff: 29)

- » *Asset Management*
- » *Boundary Survey and Land Services*
- » *Plats*
- » *Topographic Surveys*
- » *Mobile GIS*
- » *Web-Based GIS*
- » *Web and Mobile Delivery*
- » *Utility Mapping*
- » *Asset Manpower*
- » *Tree Inventories*
- » *Traffic Sign Inventories*
- » *Permit Management*
- » *Right of Way Easements*

MSA PROFESSIONAL SERVICES

PLANNING SERVICES



COMPREHENSIVE PLANNING

A community's comprehensive plan serves as its official guide for growth and improvement. MSA's planners help communities establish broad goals and specific, feasible actions to help reach those goals.

NEIGHBORHOOD AND CORRIDOR PLANNING

People want to live and invest in great places. We can help you fine-tune the mix of uses, building design, street design, landscaping, signage, etc. to create memorable, sustainable places.

PARK AND RECREATION PLANNING

Recreational amenities enhance health and quality of life in a community. MSA can help you with the planning, funding, design, bidding, and construction assistance needed to successfully complete your park/recreation project.

DOWNTOWN REVITALIZATION

Downtown, be it Main Street, a public square, or an entire district, is the heart of the community. At MSA, we work alongside our communities to make an honest assessment of current strengths and weaknesses, identify a common vision, and develop revitalization strategies tied to realistic funding options.

HOUSING

Housing is a complex and vital component of every community. We can help you identify gaps in your housing market and recommend actions to better meet the needs of all residents. We can also help you apply for, retain and manage Community Development Block Grant housing assistance funds.

ECONOMIC DEVELOPMENT

Successful economic development requires an understanding of the global economy, but it really depends upon the strength of local relationships and resources. We help our clients find their "value proposition" and compete favorably in a changing economy.

PROJECT FUNDING

Project success depends on more than just enthusiasm and good design – funding is critical. MSA helps reduce the funding burden by tailoring plans for grant eligibility and by helping to write applications and manage grants. We are also experts in the creation and management of Tax Incremental Finance (TIF) districts.

CAPITAL IMPROVEMENT AND STRATEGIC PLANNING

Short-term plans are an essential part of good governance. Our planners can help your board or council establish strategic focus on a few key objectives over the next one to three years. We can also help you manage your public infrastructure. Our engineers can evaluate the maintenance and capacity needs of your physical systems and then help you prioritize spending on those needs over the next five years.

PUBLIC ADMINISTRATION

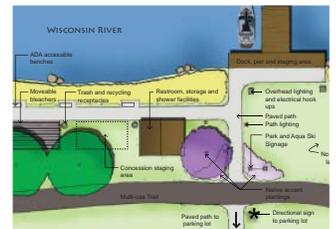
MSA planners and administrators can provide help with day-to-day operations. We routinely manage zoning ordinances and TIF districts as part of the community staff team. When key staff leave, we can step in to fill the gap on an interim basis. We can also help you recruit and select new staff.

URBAN DESIGN

Our urban design team can create streetscape visions, redevelopment concepts and regulatory standards for public and private development. We use illustrations that allow the community to envision future changes, and then craft policies and ordinances that will enable you to reach that outcome.

TRANSPORTATION PLANNING

MSA planners can help you figure out how to optimize your parking network, enhance bike and pedestrian resources, or protect the long-term viability of your airport.





Stephen Tremlett, AICP, CNU-A

Project Manager | Urban Designer

With more than nine years of consulting experience, Mr. Tremlett has taken on primary roles in downtown planning and design projects, commercial/residential development concept plans, bike/pedestrian plans, and the development of comprehensive plans and design standards. His architectural and planning background includes emphases in mixed-use and green building design, urban redevelopment, and urban design using a variety of applications, including AutoCAD, Photoshop, InDesign, GIS, SketchUp and Microsoft Office applications.

EDUCATION

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee

B.S., Architecture
University of Wisconsin - Milwaukee

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

Congress of New Urbanism – Accredited
American Planning Association

AREAS OF EXPERTISE

- Urban Design and Redevelopment
- Comprehensive Planning
- Park Planning
- Streetscape Planning
- 3-D Modeling

SELECTED PROJECT EXPERIENCE

Downtown Plan, Verona, WI

Developed long-term redevelopment concepts based on the traffic redesign scenarios (i.e. one-way couplet and enlarged signalized intersection). Conceptually designed an expansion of the existing downtown park to make it the centerpiece of the downtown for socialization and community gathering. Established a downtown streetscaping design theme that included an interchangeable menu of sidewalk cross sections that can work with either the existing (or expanded) sidewalk and right-of-way widths. Created perspective images showing public and private investments in the mid-term (Stage 1 improvements) and long-term (Stage 2 improvements).

US 14 Streetscape Plan and Implementation, Cross Plains, WI

Managed the project from the initial planning streetscape plan through bidding out the implementation. Initially designed the wayfinding signage system, community banners, informational kiosks and gateway entry signs. Identified locations for streetscape improvements, including decorative paving, furniture and landscaping locations, and selected street lights, benches, bike racks, and trash receptacles with the ad-hoc streetscape working group.

River East (William Waters) Plaza, Oshkosh, WI

Developed two concepts using Sketchup, and providing each in a three-dimensional model. Facilitated a public meeting using the Sketchup models as the tool to illustrate the designs. Based on feedback, a final preferred alternative was developed in Sketchup, and preliminary cost estimates were established to implement the design.

Arsenal Gateway Revitalization Plan, Rock Island, IL

Developed this plan to revitalize a diverse area near the City's downtown district, including the plan's recommendations, strategies and graphics. Plan featured strategies to attract investment and jobs, improve bike and pedestrian safety, enhance connections with surrounding neighborhoods, and establish a stronger, more positive place identity.



Andrew Bremer, AICP

Principal in Charge | Senior Planner

Andrew has more than 15 years of community planning experience in public and academic settings. His experience spans the fields of natural resource management, community development, transportation planning, economic development, geographic information systems (GIS) and public engagement/public facilitation. He has been invited to speak at numerous professional conferences. Prior to joining MSA, Andrew worked for the Southwestern Wisconsin Regional Planning Commission, the Cities of New Berlin and Lake Geneva, and the Michigan Department of Natural Resources.

EDUCATION

M.S., Urban Planning/GIS
University of Wisconsin - Milwaukee

B.S., Natural Resources – Forest Science
University of Wisconsin - Madison

AFFILIATIONS

American Institute of Certified Planners

AREAS OF EXPERTISE

- Transportation Planning Downtown and Corridor Planning
- Zoning Administration and Ordinance Development
- Tax Increment Financing
- Comprehensive Planning
- Economic Development
- Redevelopment Planning
- Park and Open Space Planning

SELECTED PROJECT EXPERIENCE

Downtown & Corridor Planning

Facilitated meetings, public participation outreach, performed site inventory, parking assessment, park planning, developed design guidelines, redevelopment concepts and market analysis. Multiple communities (Tomah, Mauston, Holmen, Rothschild, Plymouth).

Zoning Administration/Planner of Record

Reviews zoning, conditional use, site plan, variance, land division, and annexation applications. Attends Planning Commission meetings as needed. Reviews and revises ordinances as needed. Update Official Zoning Ordinances and Maps as needed. Address zoning inquiries from residents and staff as needed. Multiple communities (Palmyra, Dane, Brodhead, Marshall, Tomah, Town of Lowell).

Tax Increment Financing

Lead all work in the process to create or amend TIF Project Plans, including: facilitating meetings, pro-forma analysis, mapping, base packet submittal, and coordination with the Department of Revenue. Services also include negotiation of development agreements and annual TID reporting. Multiple communities (Cross Plains, Tomah, Randolph, Footville, Orfordville, Rosendale, Cottage Grove, Marshfield, McFarland, Sun Prairie, Rothschild).

Comprehensive Plans

Facilitated meetings, public participation outreach, created plan and developed maps to accompany plan. Multiple communities 80+ plans.

Comprehensive Outdoor Recreation Plans

Facilitated meetings, public participation outreach, created plan and developed maps to accompany plan. Multiple communities (Waunakee, Waupun, Verona, Beaver Dam, Wisconsin Dells, Port Washington, Palmyra, Brodhead, Biron, Belleville).



Sarah McDonald, PLA, CLARB, ASLA

Landscape Architect

Ms. McDonald has over seven years of landscape architecture and planning experience in private and public sectors, from residential design-build to district-wide implementation plans. As both a planner and landscape architect, Ms. McDonald strives to improve the relationship between people's quality of life and the built environment. Her design experience with urban planning, parks and recreation, education and medical office buildings, assisted living and healing gardens has afforded her a level of knowledge that has proven invaluable to every project she has been engaged with.

EDUCATION

M.S., Urban and Regional Planning
University of Wisconsin - Madison

B.S., Landscape Architecture
University of Wisconsin - Madison

REGISTRATIONS

Professional Landscape Architect, WI

AREAS OF EXPERTISE

- Landscape Architecture
- Park and Open Space Planning and Design
- Comprehensive Planning
- Redevelopment Planning
- Public Participation and Citizen Engagement
- Sustainable Design
- Planting Design
- Streetscape Design

SELECTED PROJECT EXPERIENCE

US 14 Streetscape Plan and Implementation, Cross Plains, WI

Prepared conceptual streetscape plans and final construction documents and specifications for various streetscape improvements along Mill Creek Parkway and Main Street.

Arsenal Gateway Revitalization Plan, Rock Island, IL

Collected and digitized local municipal future land use maps to develop maps for regional future planning. Developed growth scenario pattern alternatives and assisted in development of transportation alternatives.

Pulaski Road Streetscape Improvements, Alsip, IL*

Developed conceptual design including enhanced bus shelter and corner paving and landscape improvements. Produced construction documentation construction documentation for landscape improvements along Pulaski road corridor from 115th to 127th Street.

Ardmore Avenue Streetscape, Villa Park, IL*

Developed conceptual design, construction documentation and specifications for streetscape improvements including enhanced corners, custom gateway columns crosswalks, site furnishings and landscaping along Ardmore Avenue from Terrace Street to W Schiller Street.

West Dundee Downtown Plan, West Dundee, IL*

Managed project, facilitated public engagement, developed concept and redevelopment alternatives and cost estimates for downtown and river park. Created graphics and assembled presentations, exhibits and final report with detailed implementation costs, tasks, and timeline.

The Lake Michigan Gateway Implementation Strategy, Michigan City, IN*

Facilitated stakeholder involvement, assisted in project management, created illustrations, assembled presentations, exhibits and final reports with detailed implementation cost, tasks and timeline. Prepared conceptual streetscape improvements for a variety of street types and conditions.

*Denotes experience prior to joining MSA.



Kevin Ruhland, PE

Senior Traffic Engineer

Mr. Ruhland is experienced in various types of traffic engineering studies and designs, including Traffic Impact Analyses, corridor studies, crash analyses, warrant studies and other traffic flow studies. He has designed more than 50 intersections with traffic signals across Wisconsin that feature the latest in design and technology, including monotubes, emergency vehicle preemption, radio interconnection and fiber optic interconnection. Mr. Ruhland is also a WisDOT Qualified Roundabout Designer.

EDUCATION

B.S., Civil Engineering
University of Wisconsin-Madison

REGISTRATIONS

Professional Engineer, WI, MN, IA, IL

CERTIFICATIONS

WisDOT Qualified Level 1
Roundabout Designer

WisDOT Certified TIA Preparer

AREAS OF EXPERTISE

- WisDOT Coordination and Design Standards
- Intersection Control Evaluation and Design
- Traffic Signal & Roundabout Design
- Traffic Impact Analysis Preparation and Review
- Highway Corridor and Access Studies
- Traffic Signal Warrant Studies
- Speed and Traffic Calming Studies

SELECTED PROJECT EXPERIENCE

Elm Lawn School Traffic Review, Middleton, WI

Conducted analysis of drop-off and pick-up of students to reduce safety concerns and queuing onto public streets. Provided recommendations and strategies that included policy updates and physical improvements.

UW-Oshkosh Transportation Plan, Oshkosh, WI

Completed traffic analysis related to proposed roadway network changes throughout the UW-Oshkosh campus as a part of the campus master plan updates.

Central Avenue Reconstruction, Marshfield, WI

Modeled three interconnected signal systems and designed four new traffic signals, including monotubes.

Main Street Reconstruction, Sun Prairie, WI

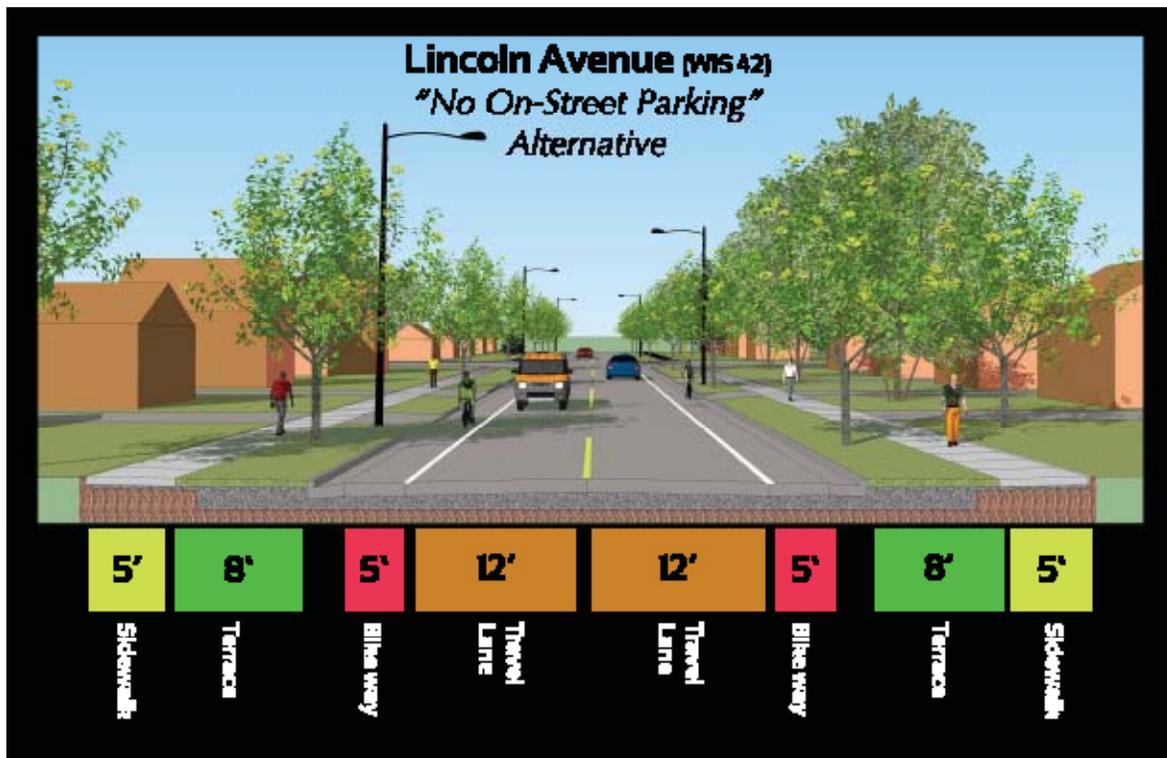
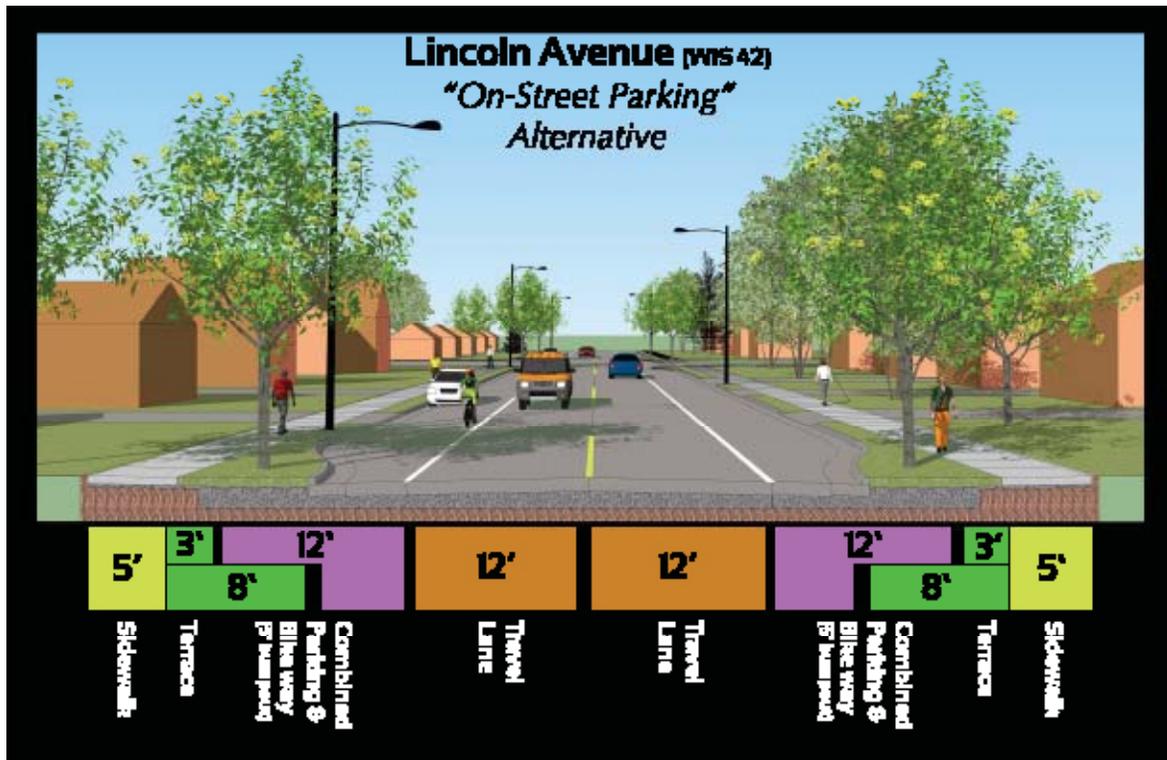
Evaluated typical sections alternatives, traffic control options and pedestrian safety for the reconstruction of the Main Street through the City. Completed Access Management study and final signal design plans.

CTH C and Westside Neighborhood Development, Sun Prairie, WI

Completed an access study for proposed development neighborhood, a video based origin-destination study, review of development TIA reports and design of six traffic signals.

3D ILLUSTRATIVE TYPICAL SECTIONS

LINCOLN AVENUE (WIS 42)



REPRESENTATIVE DELIVERABLES

DETAILED ILLUSTRATIVE CONCEPT SITE PLAN MAIN ST & MILL CREEK PKWY (CROSS PLAINS, WI)



REPRESENTATIVE DELIVERABLES

“BEFORE & AFTER” SUPERIMPOSED GRAPHIC
DOWNTOWN VISION PLAN (SAUK CITY, WI)



REPRESENTATIVE DELIVERABLES

PERSPECTIVE IMAGES

DOWNTOWN VISION IDEAS⁺ (WAUPACA, WI)



(+) IDEAS PRESENTED AT INTERVIEW



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

MEMORANDUM

TO: Paul Zovic, Chair of the Strategic Initiatives Committee
Village Board of Trustees
Guy Johnson, Village President
FROM: Tyler Burkart, Assistant Village Manager
DATE: September 19, 2016
RE: 2016 Community Survey Questions

BACKGROUND

The Village Board approved an \$8,000 contract with the Strategic Research Institute (SRI) at St. Norbert College and Dr. Joseph Cera to help administer the 2016 community wide survey. In years past, the Village completed community wide surveys to ask residents to provide feedback on Village services and significant issues.

The Strategic Initiatives Committee met on multiple occasions and met with Dr. Cera to create a list of questions to insert in the 2016 community survey. The Village Board was given an opportunity to provide suggestions to the Strategic Initiatives Committee prior to the SIC finalizing the full list of questions to the Village Board. SRI and Dr. Cera were able to provide feedback and give their approval on the recommended list of questions and changes for 2016.

Attached is a list of the 2008 and 2013 survey questions with the proposed recommended changes for the 2016 community survey. Please note there are new questions proposed in the survey. The new questions are marked with the following: “(New)”. The Strategic Initiatives Committee will be considering the full Village Board to discuss and approve the following list of questions for this year’s survey.

Following this action and if approved, the SRI will help collaborate on the survey and mailer design, host and deliver the survey, and help prepare the data sets. Dr. Cera will also help with the survey and mailer design along with creating a report summarizing the survey results. SRI and Dr. Cera will work with Village staff to have the survey ready in time for the first week of October and allow residents three weeks to take the survey.

RECOMMENDED MOTION

“I move to approve the list of questions to be used for the 2016 community survey.”



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

INTRODUCTION

Dear Shorewood Resident:

The Shorewood Village Board wants to know what you think.

The purpose of this important survey is to provide the Shorewood Village Board with your perceptions and opinions about services, and current and future initiatives. Your answers will help direct Village officials as they establish policies for the type and level of services to be provided. Your input as a resident of Shorewood will serve as an important guide for the Village Board as it plans to meet the needs of Shorewood residents—now and in the future.

Every household in the Village will receive access to this survey either online or in hard copy at designated areas. All of the responses are CONFIDENTIAL. You will not be asked to record your name anywhere on the survey. The information from the survey will be used to provide summaries only. We sincerely appreciate and value your opinion. Your feedback is extremely valuable and we ask that you take a few minutes to fill out the questionnaire.

Please answer according to the opinions and perceptions of the adults in your household. If there is a strong difference of opinions among the adults in your home, each adult can complete the online survey, or additional hard copies of the survey can be obtained by calling the Village Manager's office at 847-2701, going to the library, or Village Hall.

The Village of Shorewood is working with the Strategic Research Institute (SRI) at St. Norbert College for the administration of this survey. SRI has considerable experience working with Wisconsin communities and organizations in conducting survey research.

Should you have any questions about the questionnaire, or if you would like more information about the project, please contact Chris Swartz, Village Manager, by telephone at 847-2701, or by email at cswartz@villageofshorewood.org. For the citizen involvement process to be its most effective, we are asking each household to please complete the survey by Friday, October 28. A report of the survey results will be made available to the public in November at the Village Hall and on the Village website (www.villageofshorewood.org).

Thank you for your participation and helping make Shorewood the great community that it is.

Sincerely,

Shorewood Village Board

PERCEPTION / SATISFACTION GENERAL QUESTIONS

1. Please rate the following characteristics as they relate to Shorewood as a whole:

- Sense of Community
- Overall Appearance
- Reputation
- Variety of Housing Options
- Quality of Businesses
- Recreation Opportunities
- Access to Health and Wellness
- Opportunities to Participate in Community Matters
- Ease of Walking
- Ease of Biking
- Traffic Flow on Major Streets
- Schools

Options for Answers:	Excellent, Good, Fair, Poor, No Opinion
Years Asked:	2008, 2013
Recommendation:	No changes for 2016

2. Please tell us your perceptions of the following neighborhood conditions over the last three years:

- Availability of Parking
- Housing Maintenance
- Public Safety/Crime
- Noise/Nuisance Issues
- Traffic Issues
- (New) Road Conditions
- (New) Alley Conditions
- (New) Pedestrian Safety

Options for Answers:	Excellent, Good, Fair, Poor, No Opinion
Years Asked:	2008, 2013
Recommendation:	Add (1) Road/Alley Conditions and (2) Pedestrian Safety

2a. Which of the above (in question #2) or other issue requires the most attention?

Options for Answers:	Comment box
Years Asked:	2008, 2013
Recommendation:	Make Question 3

3. Please rate your satisfaction with Village customer service over the last three years in the following departments:

- ~~Assessor~~
- ~~Clerk-Treasurer~~
- ~~Front Desk~~
- ~~Building Inspections~~

- ~~Library~~
- ~~North Shore Fire Department~~
- ~~Police Department~~
- ~~Department of Public Works~~
- ~~Senior Resource Center~~
- ~~Health Department~~
- ~~Village Manager's Office~~

Options for Answers:	Excellent, Good, Fair, Poor, No Interaction, No Opinion
Years Asked:	2008, 2013
Recommendation:	Consolidate bullet points with question 4 so questions 3 and 4 merge into one question. This question will then be omitted.

4. Please rate your satisfaction with the following services:

- Alleys **Maintenance**
- **Assessor Customer Service**
- Building Inspection
- Emergency Medical Services
- Fire Protection
- **Front Desk Customer Service at Village Hall**
- Garbage Collection
- Health Services
- Library Services
- Parking
- Parks
- Plowing and Salting
- Police Protection
- Public Building Maintenance
- **Recycling Collection**
- Senior Services
- Streets **Maintenance**
- **Yard Waste and Leaf Collection**

Options for Answers:	Very Satisfied, Satisfied, Dissatisfied, Very Dissatisfied, Not Used, No Opinion
Years Asked:	2008, 2013
Recommendation:	Consolidate bullet points with question 3 so questions 3 and 4 merge into one question. This will be the question that stays in the survey.

PARKING QUESTIONS

1. How easy or difficult is it to find parking in the following situations:

- On your street **during the day**
- **On your street** at night
- In the Business District
- **(New) In Public Lots**

Options for Answers:	Very Easy, Somewhat Easy, Somewhat Difficult, Very Difficult, No Opinion
Years Asked:	2013
Recommendation:	Change situations to be: (1) On your street during the day, (2) On your street at night, (3) In the Business District, (4) In Public Lots

2. (New) Currently residents and visitors are able to use 20 free night parking permissions per license each year. After exhausting the 20 free night parking permissions, only those that qualify for a hardship permit or live in certain apartments are able to acquire an overnight on-street parking permit.

Should the Village ease parking restrictions so that all residents and visitors have an opportunity to purchase an overnight on-street parking permit?

Options for Answers:	Yes, No
Years Asked:	New
Recommendation:	Add question to provide clarification on overnight on-street parking.

3. Please provide any comments about parking in the Village.

Options for Answers:	Comment box
Years Asked:	2013
Recommendation:	No changes for 2016

TAX QUESTIONS

1. ~~The Village of Shorewood implemented several new initiatives to enhance the community and increase the property tax base.~~ Please rate your perceptions of the following:

- Business Façade Improvements
- Business District Redevelopment
- Conservation and Green Initiatives
- ~~Development of New Public Spaces~~ **Improvements of Parks and Public Spaces**
- Marketing of Shorewood
- Park Improvements and Upgrades
- Pedestrian and Bicycle Safety **Initiatives / Enhancements**
- Streetscaping on Oakland and Capitol

Options for Answers:	Very Positive, Positive, Negative, Very Negative, Unaware, No Opinion
Years Asked:	2008, 2013
Recommendation:	Changes listed above, which includes rephrasing the question, clarifying Pedestrian and Bicycle Safety “Initiatives/Enhancements”, and consolidating two of the options into one that now states “Improvements of Parks and Public Spaces”.

2. ~~The Village Board is attempting to determine whether it is more important to maintain the current level of Village services or to minimize an increase in property taxes and/or user fees. Maintaining services at the current level may require increased expenditures due to factors such as inflation, cost increases, etc. Considering level of services and the possible effects on user fees and/or property taxes, which possible option would you prefer?~~ **The Village Board is continually challenged with increased costs and decreases in State aid. Increasing taxes and fees are necessary to maintain services. Considering the level of services you currently receive, which possible option would you prefer moving forward?**

Options for Answers:	<ul style="list-style-type: none"> • Expand services, which may require an increase in user fees and/or property taxes more than the rate of inflation • Maintain services, which may increase user fees and/or property taxes at no more than the rate of inflation • Reduce services as needed to try to maintain current user fees and/or property taxes • Reduce as many services as needed to try to reduce user fees and/or property taxes • No Opinion
Years Asked:	2008, 2013
Recommendation:	Rephrasing question since previous language was outdated. Removing one of the options listed.

3. ~~The cost of Village services can be paid through property taxes, user fees and charges, or a combination of both. In addition, establishing new or raising current user fees for Village services could be used to offset increases in property taxes. However, property taxes are deductible on state and federal income taxes while user fees and charges are not deductible. If you had to choose between increasing property taxes or increasing fees and charges, which option would you prefer?~~

Options for Answers:	<ul style="list-style-type: none"> • Increase property taxes; do not increase user fees and charges. • Use a combination of increased property taxes and increased user fees and charges. • Increase user fees and charges; do not increase property taxes. • No opinion.
Years Asked:	2008, 2013
Recommendation:	Remove question.

ENVIRONMENTAL QUESTIONS

1. ~~The Village of Shorewood has been using environmentally friendly products throughout the Village. These services and products may have a higher cost. How much do you favor the use of environmentally friendly services and products, even though it may cost more?~~

Options for Answers:	Strongly Favor, Favor, Oppose, Strongly Oppose, No Opinion
Years Asked:	2008, 2013
Recommendation:	Remove question.

1. (New) How often do you need recycling collection?

Options for Answers:	Weekly or Bi-weekly
Years Asked:	New
Recommendation:	Add new question in response of Village Board reviewing garbage and recycling proposals.

2. (New) How often do you need garbage collection?

Options for Answers:	Weekly or Bi-weekly
Years Asked:	New
Recommendation:	Add new question in response of Village Board reviewing garbage and recycling proposals.

SHARED SERVICES QUESTIONS

1. The Village currently shares service delivery with other North Shore communities, including fire protection and emergency medical response (North Shore Fire Department), emergency police and fire dispatch (Bayside dispatch), refuse and yard waste collection center (Whitefish Bay) and public health (North Shore Health Department). Would you favor or oppose the Village exploring the following opportunities for sharing services?

- Building Inspection
- (New) Collections
- Library Services
- Municipal Court
- Police Department
- ~~Public Works~~
- (New) Road Maintenance
- Senior Services

Options for Answers:	Strongly Favor, Favor, Oppose, Strongly Oppose, No Opinion
Years Asked:	2008, 2013
Recommendation:	Remove Public Works as an option and include Collections and Road Maintenance as new options.

ALLEYS QUESTIONS

1. ~~The Village currently pays for alley resurfacing with property taxes so all property owners share in the costs. Many communities use “special assessments” for alley resurfacing, where property owners adjacent to the alley being resurfaced are charged for some or all of the costs. Property taxes are deductible on state and federal income taxes; special assessments are not deductible. If you had to choose between using general property taxes or special assessments for alley resurfacing, which option would you prefer?~~

Options for Answers:	<ul style="list-style-type: none"> • Use only general property taxes for alley resurfacing; do not use special assessments. • Use a combination of general property taxes and special assessments for alley resurfacing. • Use only special assessments for alley resurfacing; do not use general property taxes. • No opinion.
Years Asked:	2008, 2013
Recommendation:	Remove question based on earlier Village Board action.

2. ~~Is your residence adjacent to an alley?~~

Options for Answers:	Yes or No
Years Asked:	2008, 2013
Recommendation:	Remove question based on earlier Village Board action.

UTILITY INFRASTRUCTURE QUESTIONS

1. Due to the street flooding and basement back-ups that occurred during the July 2010 rain storms and during other storms of recent years, the Village of Shorewood began planning for a Comprehensive Sanitary Sewer and Stormwater Drainage Facility Plan. The plan outlines a 10-year, \$30-35 million program for making improvements to sanitary sewer pipes, stormwater collection systems, combined sewer pipes and private property laterals. In general, how would you describe your level of support for the Village comprehensive sewer improvements?

Options for Answers:	Very Supportive, Somewhat Supportive, Not Very Supportive, Not at all Supportive, Not sure/Undecided
Years Asked:	2013
Recommendation:	No changes for 2016.

COMMUNICATION QUESTIONS

1. The Village currently communicates with the public using a variety of methods. How valuable are these sources of information to you?

- **(New) Civic Information Center in the Shorewood Public Library**
- Flyers on Garbage Carts
- Milwaukee Journal Sentinel
- ~~Shorewoodpatch.com~~
- Official Public Meeting Notices & Minutes
- Postcards on Meetings/Hearings/etc.
- Shorewood NOW
- Shorewood Today Magazine
- **Village** Facebook
- Village Manager’s Memo
- **Village** Twitter
- Village Website

Options for Answers:	Very Valuable, Somewhat Valuable, Not at all Valuable, Unaware of Method, No Opinion
Years Asked:	2008, 2013
Recommendation:	Remove Shorewoodpatch.com, Add Civic Information Center in the Shorewood Public Library, and include Village to clarify Village sponsored social media channels

SHOREWOOD FOUNDATION

- 1. The Shorewood Foundation has provided a way for Shorewood residents and friends to support the community's institutions, facilities, and services. The Shorewood Foundation's mission is to enhance the character and quality of life in Shorewood. How familiar are you with the Shorewood Foundation?**

Options for Answers:	Very Familiar, Somewhat Familiar, Not Very Familiar, Not at all Familiar
Years Asked:	New
Recommendation:	The Shorewood Foundation is currently completing their strategic plan. The Foundation asked the Village to be a part of the survey in order to receive feedback towards their mission and role in the community.

- 2. In your opinion, what important need related to the character and quality of life in Shorewood is not currently being met?**

Options for Answers:	Comment box
Years Asked:	New
Recommendation:	The Shorewood Foundation is currently completing their strategic plan. The Foundation asked the Village to be a part of the survey in order to receive feedback towards their mission and role in the community.

DEMOGRAPHIC QUESTIONS

- 1. How long have you been a resident of Shorewood?**

Options for Answers:	Less than 1 year, 1-5 years, 6-15 years, 16 or more years
Years Asked:	2008, 2013
Recommendation:	No changes for 2016

- 2. How many adults and children under the age of 18 live in your household?**

Options for Answers:	Fill in blank for number of adults and children.
Years Asked:	2008, 2013
Recommendation:	No changes for 2016

- 3. How many adult members of your household are employed, not employed or retired?**

Options for Answers:	Fill in blank for number of employed, not employed or retired.
Years Asked:	2008, 2013
Recommendation:	No changes for 2016

- 4. Do you rent or own your home?**

Options for Answers:	Rent, Own
Years Asked:	2008, 2013
Recommendation:	No changes for 2016

5. In what kind of housing do you live?

Options for Answers:	Single Family, Duplex, Condo, Apartment
Years Asked:	2008, 2013
Recommendation:	No changes for 2016

6. Which of the following categories best describes your total annual household income before taxes?

Options for Answers:	Less than \$25,000; \$25,000-\$49,999; \$50,000-\$74,999; \$75,000-\$99,999; \$100,000-\$149,999; \$150,000-\$199,999; Over \$200,000
Years Asked:	2008, 2013
Recommendation:	No changes for 2016

7. How many cars are in your household?

Options for Answers:	None, 1, 2, 3 or more
Years Asked:	New
Recommendation:	Provide further information to assist with parking analysis.

8. How frequently do you commute via the following transportation options:

- a. Biking**
- b. Bus**
- c. Walking**
- d. Zipcar**
- e. Automobile**

Options for Answers:	Everyday, Once a week to a few times a week, Once a month to a few times a month, Less than once a month, Never
Years Asked:	New
Recommendation:	Provide further information to assist with alternative transportation as well as pedestrian and bicycle safety analysis.

9. Do you have any comments or suggestions that you would like to add?

Options for Answers:	Fill in response
Years Asked:	2008, 2013
Recommendation:	No changes for 2016



AT THE EDGE OF THE CITY AND
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VILLAGE CLERK'S MEMO

DATE: September 15, 2016

TO: Trustee Ann McKaig, Chair of the Judiciary, Personnel and Licensing Committee
Judiciary, Personnel and Licensing Committee

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: Interviews for Village Boards, Commissions, and Committees

BACKGROUND

On May 16, 2016, the Judiciary, Personnel and Licensing (JP&L) Committee, directed the Village Clerk to begin scheduling interviews for filling upcoming/existing vacancies on Village Boards, Committees, and Commissions. The JP&L conducted interviews on June 6, 2016, June 16, 2016, June 20, 2016, July 20, 2016, and September 6, 2016.

INTERVIEW SCHEDULE

The following interviews have been scheduled:

September 19, 2016

5:30 – Ellie Berg
5:45 - Carol Carr
6:15 – Katie Gnau

Applications for these individuals can be found in the dropbox folder or are available upon request from the Village Clerk-Treasurer.

INTERVIEW QUESTIONS

There are four general questions that have been used to facilitate discussion. The questions are as follow:

1. Have you reviewed the mission and objectives of the committee you have applied for and do you have any questions about them? (If the applicant has not reviewed them, the chair or liaison provides a brief overview.)
2. Explain the relationship between committee and the Village Board and community. In essence, there can and will be differences of opinion, but the goal of serving the greater good is the same. The committee takes on different tasks and can be guided by an adopted plan. The tasks include advising the Village Board, prioritizing objectives, proposing or implementing initiatives related to the adopted plan or committee's will, volunteering for different activities to connect with community. Are these relationships and tasks of interest to you?
3. What is your personal work or communication style when participating in a group? Have you had experience on committees and what have you found to be the biggest challenges and/or accomplishments?
4. Are you still interested? Do you need more information?

VACANCIES

Attached is an updated listing of current vacancies on the various Village Boards, Committees, and Commissions.

RECOMMENDATIONS

If appropriate, direct the Village Clerk-Treasurer to schedule additional interviews

If appropriate, direct the Village Clerk-Treasurer to place specific appointments on an upcoming agenda for JP&L and Village Board consideration

Village Boards, Committees, and Commissions

Committee	Who Appoints Resident Members	Number of Vacancies	Notes
Board of Appeals	President appoints Chair - No confirmation needed Other Members - through JPL and confirmed by Board	0	
Board of Review	Through JPL and confirmed by Board	3	1 Regular - Expiration 2020 1 Alternate - Expiration 2018 1 Alternate - Expiration 2017
Community Development Authority	Through JPL and confirmed by Board	0	
Conservation Committee	Through JPL and confirmed by Board	1	1 - Expiration 2019
Design Review Board	Through JPL and confirmed by Board	1	1 - Expiration 2019
Elder Services Advisory Board	Through JPL and confirmed by Board	2	2 - Expiration 2019
Library Board	Through JPL and confirmed by Board	0	
Parks	Through JPL and confirmed by Board	0	
Ped & Bike Safety	Through JPL and confirmed by Board	0	
Plan Commission	Through JPL and confirmed by Board	0	
Police	President appoints - No confirmation needed	1	1 - Expiration 2021
Public Art Committee	Through JPL and confirmed by Board	1	1 - Expiration 2019
Recreation Advisory Committee	Through JPL and confirmed by Board	1	1 - Expiration 2019



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VILLAGE CLERK'S MEMO

DATE: September 15, 2016

TO: Trustee Ann McKaig, Chair of the Judiciary, Personnel and Licensing Committee
Judiciary, Personnel and Licensing Committee

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: Village Boards, Commissions, and Committees

BACKGROUND

The Judiciary, Personnel and Licensing (JPL) Committee is taking a closer look at volunteer committees, commissions and boards. Specifically, the JPL Committee is assessing the structure of the terms as well as attendance and membership requirements for each volunteer committee. The JPL Committee requested staff to compile a list of characteristics for each volunteer committee. This information has been compiled into a spreadsheet, which is attached to this memorandum. The JPL Committee will be using this spreadsheet for further analysis and discussion.

Board of Appeals

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 535-52	5, 2 alternates	3 year terms		Chair - Village President w/o confirm by Village Board, others - JPL	Residents, Village Clerk is secretary	3 (535-54C)	2 allowed by code		2nd Tuesday each month, as needed.

Board of Review

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 68-15	5, 4 alternates	5 year terms		Village President w/JPL, confirm by Village Board	Residents	3 (\$70.47)	4 allowed by Code		At least once during 30 days after 2nd Monday in May, then as needed.

Community Development Authority

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
\$66.431, \$66.40	7 total, 2 from Village Board	4 year terms		two - Village President w/confirm by Village Board. Others, JPL	Residents	Majority, 4			1st Friday of each month, as needed.

Conservation Committee

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-14	13 members	3 year terms		Village President w/JPL and Village Board, 1 student by SHS Principal	Residents, SHS Student	Majority, 7			1st Thursday of each month or by Chair, any three members or any Village official.

Design Review Board

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 225-12	9, 3 alternates	3 year terms		Village President w/JPL, confirmation by Village Board	2 architects, 2 architects/design professionals, 1 real estate broker and four additional members	Majority, 4	3 allowed by code	Village Manager, Village Attorney and Planning/Zoning Administrator or their designees	2nd and 4th Thursdays each month, 1st and 3rd Thursdays in Nov/Dec.

Elder Services Advisory Board

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
	7 members	3 year terms		Village President w/JPL, confirmation by Village Board		Majority, 4			1st Thursday of each month.

Library Board

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
§43, VC: 350-1	7 members	3 year terms	3 terms, per Library Board of Trustees Bylaws	Village President w/JPL, confirmatoin by Village Board, 1 by School District.	Residents	Majority, 4			2nd Wednesday of the month and by call of director/president as necessary.

<http://shorewoodlibrary.org/content/content/GOV-2%20Library%20Board%20Bylaws.pdf>

Parks Commission

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
§3.1501, §3.1504, VC: 16-8	7 members	3 year terms		Village President w/JPL, confirmation by Village Board	Residents	Majority, 4			2nd Tuesday each month.

Pedestrian & Bicycle Safety Committee

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-18	7 members	3 year terms		Village President w/JPL, confirmation by Village Board	Residents/Business Owners	Majority, 4			2nd Tuesday each month.

Plan Commission

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-1, §61.35, §62.23	9 total - Village President & 1 Trustee, 7 members	Village President & Trustee - 1 year term, members - 3 year terms		Village President with confirmation by Village Board	Residents	Majority, 5		Village Planner & Building Inspector	4th Tuesday each month, as needed.

Police Commission

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-6, §3.503	5 members	5 year terms		Village President without confirmation by Village Board	Residents	Majority, 3			Meets on an as needed basis.

Public Art Committee

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-22	7 members	3 year terms		Village President w/JPL, confirmation by Village Board	Appropriate skills, knowledge, experience	Majority, 4			Call of the chair when requested by Staff, member or Chair. As needed on Wednesdays and Fridays.

Recreation & Community Services Advisory Committee

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 16-12, §3.1505	10 members	3 year terms		5 by Village President w/JPL & Village Board. 5 by School Board.		Majority, 6			Meetings are held on a quarterly basis.

Village Board

Statute/Code	Members	Term Length	Term Limits	Appointing Agent	Requirements for Membership	Quorum	Alternates	Ex-Officio Voting Rights	Meetings
VC: 155, §1.101, §1.125	7 total - 6 Trustees, 1 President	3 year terms		Village President w/JPL, confirmation by Village Board		Majority, 4. Lesser may adjourn			1st and 3rd Mondays each month.