



AGENDA - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
7:30 P.M. – Monday, December 5, 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 December 5, 2016
 - b. Appointments to Board, Committees, and Commissions
 - 1) Paul Krechel – Elder Services Advisory Board, term expiration 2019
5. Items removed from the Consent Agenda
6. October 18, 2016 Special Village Board Minutes
7. November 7, 2016 Village Board Minutes
8. November 14, 2016 Special Village Board Minutes
9. November 21, 2016 Village Board Minutes
10. 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.
11. New Business
 - a. Budget & Finance
 1. Consideration of 2017 Wage Ordinances
 - b. Public Safety
 1. Update and Discussion on Police Building Construction
 2. Consideration of possible addition of stop sign at Murray and Beverly
 - c. Public Works
 1. Consideration of special privilege application for a business monument sign within the public right-of-way at 4121 N. Wilson Drive for North Shore Legion Post #331

- d. Judiciary, Personnel & Licensing
 - 1. Consideration of Authorization to fill vacant positions in the Public Works Department
- 12. Reports of Village Officials
 - a. Village President
 - 1. Appointment of Craig Bulluck to the Police Commission
 - b. Village Trustees
 - c. Village Manager
- 13. Items for Future Consideration
- 14. Adjournment

DATED at Shorewood, Wisconsin this 1st day of December, 2016.

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

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

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

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



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

BUDGET & FINANCE – Trustee Michael Maher, Chairperson

Monday, December 5, 2016 at 6:15 p.m. – to consider:

1. Presentation of Accounts December 5, 2016
2. Consideration of 2017 Wage Ordinances

PUBLIC SAFETY COMMITTEE – Trustee Allison Rozek, Chairperson

Monday, December 5, 2016 at 6:40 p.m. – to consider:

1. Consideration of possible addition of stop sign at Murray and Beverly

COMMUNITY & BUSINESS RELATIONS – Trustee Tammy Bockhorst, Chairperson

Monday, December 5, 2016 at 7:00 p.m. – to consider:

1. Discussion regarding Videotaping Village Meetings

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

Monday, December 5, 2016 at 6:15 p.m. – to consider:

1. Consideration of Appointments to Boards, Committees, and Commissions
2. Consideration of Authorization to fill vacant positions in the Public Works Department
3. Discussion on Special Event Policy
4. Discussion on Committee Quorum, Attendance Policies, and Term Limits
5. Discussion on Committee Volunteer Application and Interview Process
6. Discussion on Committee Orientation and Collaboration

PUBLIC WORKS COMMITTEE – Tr. Davida Amenta, Chairperson

Monday, December 5, 2016 at 7:15 p.m. – to consider:

1. Consideration of special privilege application for a business monument sign within the public right-of-way at 4121 N. Wilson Drive for North Shore Legion Post #331

DATED this 1st day of December, 2016. Tanya O'Malley, WCPC, Village Clerk/Treasurer

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

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

DATE: November 29, 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	\$	266,500.26
200 - Library		5,245.59
210 - Elder Service Fund		4,224.09
220 - Marketing & Communications Fund		147.90
230 - Shorewood Today Magazine		1,700.00
240 - Special Funds		-
250 - Public Art Funds		-
300 - Debt Service Fund		-
400 - Capitol Projects Fund		64,722.23
410 - TIF #1		60.00
430 - TIF #3		-
440 - TIF #4		399,871.88
450 - TIF #5		-
600 - Parking Utility Fund		1,100.98
610 - Water Utility Fund		13,444.71
620 - Sewer Utility Fund		172,565.03
800 - Property Tax Fund		-
900 - Cash Fund		-
	Subtotal:	\$ 929,582.67
PLUS: Payroll vouchers per check register dated 11/25/2016		181,315.31

Grand Total **\$ 1,110,897.98**

	Begin Ck #	End Chk #
Accounts Payable Checks:	25192	25268
Accounts Payable Electronic Checks:	E1807	E1819
Payroll Checks:	2544	2554
Payroll Direct Deposits:	DD10923	DD11015
Payroll Electronic Check Remittances:	EFT641	EFT648

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 0000							
100-0000-21150	Other Accrued Payables	LAW, INC. HEALTH TRUST	VEBA PREMIUMS - POLICE DEPT NOV 16	1905	11/30/16	192.00	25230
100-0000-21520	ADDITIONAL PREMIUMS	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS OCT	NOV PAY OCT PR	11/30/16	700.00	1818
100-0000-21520	GENERAL CLASS	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS OCT	NOV PAY OCT PR	11/30/16	28,195.76	1818
100-0000-21520	PROTECTIVE SERVICE	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS OCT	NOV PAY OCT PR	11/30/16	32,756.18	1818
100-0000-21530	HEALTH VILLAGE PORTION	UNITED HEALTH CARE OF	HEATH INSURANCE PREMIUMS DEC 2016	0042092077	11/30/16	120,565.07	1812
100-0000-21531	DENTAL VILLAGE PORTION	DELTA DENTAL PLAN OF	CURRENT DENTAL PREMIUMS NOV 2016	960836	11/30/16	5,102.95	1807
100-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX OCT 16	SALES TAX OCT16	11/30/16	44.81	1819
Total For Dept 0000						187,556.77	
Dept 1100 Board							
100-1100-51900	Hotel Reservation for Preside	HOLIDAY INN STEVENS P	Hotel Reservation for President Johnson	10/24/2016	11/30/16	218.00	1808
Total For Dept 1100 Board						218.00	
Dept 1200 Court							
100-1200-51900	Professional Education	DEMET, DONAL M	JUDGE DEMET LAW AND HUMANITIES SE	133379	11/30/16	135.61	25211
100-1200-52990	Other Service Contracts & Fee	PIE	CEZAR TINOCO DEAF INTERPRETATION F	62292	11/30/16	500.00	25245
Total For Dept 1200 Court						635.61	
Dept 1410 Manager							
100-1410-51900	Airport parking at Milwaukee	GENERA MIT INTL AIRQ4	Airport parking at Milwaukee Airport for I	09/30/2016	11/30/16	62.00	1808
100-1410-51900	Food for meeting with North	JIMMY JOHNS - 78 - MOT	Food for meeting with North Shore Mana	10/20/2016	11/30/16	82.00	1808
100-1410-51900	Hotel Reservation for Chris S	MARRIOTT HOTEL KANSA	Hotel Reservation for Chris Swartz at ICM	09/30/2016	11/30/16	895.08	1808
100-1410-51900	Hotel Reservation for Tyler Bu	MARRIOTT HOTEL KANSA	Hotel Reservation for Tyler Burkart at IC	09/30/2016	11/30/16	895.08	1808
100-1410-51900	Registration for 5 Village staff	PAYPAL *WCPEDBAWISC	Registration for 5 Village staff to attend L	10/05/2016	11/30/16	500.00	1808
100-1410-52910	Manager's enewsletter	CTC*CONSTANTCONTACT	Manager's enewsletter	10/11/2016	11/30/16	45.00	1808
100-1410-53100	Office Supplies	US CELLULAR	CELLULAR PHONE CHARGES	0164380927	11/30/16	118.37	25262
100-1410-54100	Purchase Film for Conservatio	BULLFROG FILMS INC 610	Purchase Film for Conservation Committe	09/29/2016	11/30/16	125.00	1808
100-1410-54130	new police officer breakfast	BAKERS-SQUARE-REST #0	new police officer breakfast	10/11/2016	11/30/16	24.91	1808
100-1410-54130	Customer Service Week- no r	GOODY GOURMETS SHO	Customer Service Week- no receipt	10/05/2016	11/30/16	150.00	1808
100-1410-54130	Customer Service Week	WALGREENS #3109 MIL	Customer Service Week	10/11/2016	11/30/16	30.00	1808
Total For Dept 1410 Manager						2,927.44	
Dept 1420 Clerk							
100-1420-51900	Hotel Deposit for 2017 WMC	KALAHARI RESORTS 608-	Hotel Deposit for 2017 WMCA Conferenc	10/12/2016	11/30/16	129.00	1808
100-1420-51900	WMCA District Meeting - O'M	WISCONSIN MUNICIPAL C	WMCA District Meeting - O'Malley	09/30/2016	11/30/16	30.00	1808
100-1420-51900	WMCA District Meeting - De	WISCONSIN MUNICIPAL C	WMCA District Meeting - DeWindt-Hall	09/30/2016	11/30/16	30.00	1808
100-1420-53100	background check	DOJ EPAY RECORDS CHEC	background check	10/03/2016	11/30/16	7.00	1808
100-1420-53100	background check	DOJ EPAY RECORDS CHEC	background check	09/26/2016	11/30/16	14.00	1808
100-1420-53100	background check	DOJ EPAY RECORDS CHEC	background check	10/19/2016	11/30/16	14.00	1808
100-1420-53100	background check	DOJ EPAY RECORDS CHEC	background check	10/12/2016	11/30/16	7.00	1808
Total For Dept 1420 Clerk						231.00	
Dept 1430 Customer Service							
100-1430-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER O	OCT 2016	11/30/16	181.99	1810

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund Dept 1430 Customer Service							
Total For Dept 1430 Customer Service						181.99	
Dept 1510 Finance							
100-1510-52130	Professional Fees Financial	EHLERS & ASSOC., INC.	2017 LRP	72121	11/30/16	500.00	25213
Total For Dept 1510 Finance						500.00	
Dept 1900 Other General Admin							
100-1900-52200	Electric - Village Hall	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	971.21	1816
100-1900-52210	Gas - Village Hall	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	176.01	1816
100-1900-53150	Job Posting/Testing/Hiring	AURORA HEALTH CARE	WEISFLOG MEDICAL TESTING	600007786	11/30/16	30.00	25199
Total For Dept 1900 Other General Admin						1,177.22	
Dept 2100 Police							
100-2100-46210	Warrant Fees	KENOSHA CIRCUIT COUR	BAIL COLLECTED FOR MANCHIAN	16-009919	11/30/16	300.00	25227
100-2100-48900	shipping costs for recovered p	UPS*1ZCHT135A8992354	shipping costs for recovered property (rifl	10/20/2016	11/30/16	103.77	1808
100-2100-51330	Uniform Expense	CARINI, KEVIN	DUTY JACKET	11252016	11/30/16	130.94	25204
100-2100-51330	Uniform Expense	CY KADERLIK	KNIT BEANIE, TACTICAL GLOVES	OAKLEYSI1114201	11/30/16	59.68	25209
100-2100-51330	Uniform Expense	LARK UNIFORM OUTFITT	WOLBER FUR TROOPER HAT	232286	11/30/16	53.95	25229
100-2100-51330	Uniform Expense	RED THE UNIFORM TAILO	WOLBER'S VEST AND VEST PLATE	OW64492A	11/30/16	730.70	25248
100-2100-51330	Uniform Expense	THE POLICE AND SHERIFF	ID CARD FOR HALSTON	87765	11/30/16	32.49	25258
100-2100-51350	Education Reimb	CARINI, KEVIN	EDUCATIONAL REIMBURSEMENT	LANGUAGE OF LEA	11/30/16	1,000.00	25204
100-2100-51355	EMPLOYEE PENSION - POLICE	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS OCT	NOV PAY OCT PR	11/30/16	503.09	1818
100-2100-51900	hotel room for training for L V	COUNTRY INN AND SUITE	hotel room for training for L Vander Scha	10/03/2016	11/30/16	328.00	1808
100-2100-51900	parking for IACP conference	GENERA MIT INTL AIRQ4	parking for IACP conference	10/20/2016	11/30/16	35.00	1808
100-2100-51900	hotel room for IACP confernc	GRAND HYATT SAN DIEG	hotel room for IACP confernce	10/20/2016	11/30/16	1,289.60	1808
100-2100-51900	lunch at IACP conference	HARD ROCK TWO O SEVE	lunch at IACP conference	10/17/2016	11/30/16	20.78	1808
100-2100-51900	pizza for staff	PAPA JOHN'S 00857 414-	pizza for staff	09/26/2016	11/30/16	53.98	1808
100-2100-51900	cab fare mileage for IACP conf	SD SILVER CAB SAN DIEG	cab fare mileage for IACP conference	10/20/2016	11/30/16	16.33	1808
100-2100-52200	ELECTRIC EXPENSE	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 10/4-11/2	7425530193 ELC O	11/30/16	705.16	1815
100-2100-52210	GAS AND HEAT EXPENSE	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 10/4-11/2/	7425530193 GAS	11/30/16	224.49	1815
100-2100-52230	Phone and Internet	US CELLULAR	PHONE AND DATA CHARGES	0162508101	11/30/16	160.50	25261
100-2100-53100	coffee for staff	DISCOUNT COFFEE COM	coffee for staff	10/20/2016	11/30/16	70.00	1808
100-2100-53100	storage boxes	OFFICE DEPOT #141 MIL	storage boxes	09/30/2016	11/30/16	22.29	1808
100-2100-53100	fingerprint ink pads	SIRCHIE FINGER PRINT L 9	fingerprint ink pads	10/17/2016	11/30/16	46.45	1808
100-2100-53100	envelopes for suspension noti	ULINE *SHIP SUPPLIES 80	envelopes for suspension notices	10/11/2016	11/30/16	163.16	1808
100-2100-53100	trash bags, key	VILLAGE ACE HDWE GLEN	trash bags, key	09/29/2016	11/30/16	33.54	1808
100-2100-53100	folder tabs	WALGREENS #15188 SHO	folder tabs	10/12/2016	11/30/16	2.42	1808
100-2100-53100	AA batteries fpr department	WALGREENS #15188 SHO	AA batteries fpr department	09/26/2016	11/30/16	30.98	1808
100-2100-53131	postage for returned boots	THE UPS STORE 1971 SH	postage for returned boots	10/05/2016	11/30/16	30.19	1808
100-2100-53131	ship blood draw sample	USPS 5675850213250447	ship blood draw sample	10/13/2016	11/30/16	2.64	1808
100-2100-53131	certified mailings	USPS 5675850213250447	certified mailings	09/26/2016	11/30/16	5.94	1808
100-2100-53131	certified mailings	USPS 5675850213250447	certified mailings	09/27/2016	11/30/16	17.28	1808
100-2100-53420	Radio Expense	MILW CNTY TREASURER	OASIS PUBILC SAFETY RADIO SYSTEM	IGA-28	11/30/16	2,460.00	25236

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 2100 Police							
100-2100-53500	phone charger	AMAZON MKTPLACE PM	phone charger	10/24/2016	11/30/16	17.98	1808
100-2100-53500	range supplies- rapid fire cent	AMAZON.COM AMZN.CO	range supplies- rapid fire center targets	10/11/2016	11/30/16	23.56	1808
100-2100-53500	gun cleaner	AMAZON.COM AMZN.CO	gun cleaner	10/11/2016	11/30/16	12.15	1808
100-2100-53500	training gun for range	GALLS 859-266-7	training gun for range	09/26/2016	11/30/16	91.20	1808
100-2100-53500	coffee airpot	THE WEBSTAIRANT STO	coffee airpot	10/07/2016	11/30/16	43.48	1808
100-2100-53500	Dept/Program Supplies	LEADER TOWING & TRAN	JEEP LIBERTY SILVER - 10946	47452	11/30/16	125.00	25231
Total For Dept 2100 Police						8,946.72	
Dept 2400 Planning and Development							
100-2400-51900	credit for room	Cambria Suites	credit for room	10/27/2016	11/30/16	(31.62)	1808
100-2400-51900	Planning conference Lang	RADISSON PAPER VALLEY	Planning conference Lang	09/26/2016	11/30/16	218.00	1808
100-2400-52230	Phone and Internet	AT&T	WIRELESS DATA CHARGES	287244812582X11	11/30/16	54.83	25198
100-2400-53100	laptop battery replacement B	AMAZON MKTPLACE PM	laptop battery replacement Burris	10/24/2016	11/30/16	70.25	1808
Total For Dept 2400 Planning and Development						311.46	
Dept 2900 Other Public Safety							
100-2900-51355	EMPLOYEE PENSION - FIRE	WI DEPT OF EMPLOYEE T	MONTHLY RETIREMENT PREMIUMS OCT	NOV PAY OCT PR	11/30/16	4,158.68	1818
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	11/7-11/13	12343438	11/30/16	1,829.00	25260
100-2900-52990	Other Service Contracts & Fee	TWIN CITY SECURITY INC	11/14/16-11/20/16	12343503	11/30/16	1,829.00	25260
Total For Dept 2900 Other Public Safety						7,816.68	
Dept 3100 Public Works Admin.							
100-3100-51330	Uniform Expense	DEICHLER, RON	UNIFORM REIMBURSEMENT	112716	11/30/16	130.84	25210
100-3100-51330	Uniform Expense	FALKOWSKI RUSSELL	UNIFORM REIMBURSEMENT	112516	11/30/16	213.18	25215
100-3100-51330	Uniform Expense	KAISER, JUDITH	REIMBURSEMENT FOR UNIFORM	111916	11/30/16	136.93	25225
100-3100-51330	Uniform Expense	KAISER, JUDITH	UNIFORM REIMBURSEMENT	112516	11/30/16	36.39	25225
100-3100-51330	Uniform Expense	PINZER, KYLE	UNIFORM REIMBURSEMENT	112516	11/30/16	380.99	25246
100-3100-51900	Class Registration for P. Meer	ACT*ACTRiveredgeNatur	Class Registration for P. Meer	09/29/2016	11/30/16	135.00	1808
100-3100-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0164380927	11/30/16	226.45	25262
100-3100-53100	Office Supplies	OFFICE DEPOT #141 MIL	Office Supplies	09/29/2016	11/30/16	131.93	1808
100-3100-53120	Copy & Print Costs	GREATAMERICA FINANCI	COPIER LEASE	19641792	11/30/16	43.00	25220
100-3100-54150	Safety Expenses	US HEALTHWORKS MEDI	RANDOM EMPLOYEE SCREENING	0043558-WI	11/30/16	104.00	25263
Total For Dept 3100 Public Works Admin.						1,538.71	
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINATING AT V. HALL	2178719	11/30/16	45.00	25201
100-3230-53500	Dept/Program Supplies	FILLINGER, A INC	SUPPLIES FOR BLDG MAINT	835998	11/30/16	19.59	25216
100-3230-53500	Dept/Program Supplies	J&H HEATING, INC.	REPAIRS TO PD HVAC	28782	11/30/16	1,299.15	25223
100-3230-53500	Dept/Program Supplies	MENARDS	SUPPLIES FOR BLDG MAINT	16840	11/30/16	119.97	25233
100-3230-53500	Dept/Program Supplies	NATIONAL ELEVATOR INS	INSPECTION OF ELEVATOR AT LIBRARY	0251882	11/30/16	88.00	25240
100-3230-53500	Dept/Program Supplies	NATIONAL ELEVATOR INS	ELEVATOR INSPECTION VILLAGE HALL	0251934	11/30/16	88.00	25240
100-3230-53500	Dept/Program Supplies	NEPTUNE CROSS CONNE	REPLACE WATER HEATER IN SAFETY BUIL	16-235	11/30/16	3,211.57	25241
100-3230-53500	Dept/Program Supplies	OTIS ELEVATOR CO.	VILLAGE HALL ELEVATOR	65588C16	11/30/16	295.50	25244

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	SAFETY FIRST	CALIBRATION OF GAS MONITORS	25312	11/30/16	180.00	25253
Total For Dept 3230 Bldg Maint - Public Works						5,346.78	
Dept 3300 Municipal Garage							
100-3300-52200	DPW GARGAGE	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	148.35	1816
100-3300-52200	INCINERATOR	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	1,110.65	1816
100-3300-52210	DPW GARAGE GAS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	131.52	1816
100-3300-53400	#76 fuel gauge	AMAZON MKTPLACE PM	#76 fuel gauge	10/07/2016	11/30/16	29.57	1808
100-3300-53400	shipping for oil samples	USPS 5675850213250447	shipping for oil samples	10/03/2016	11/30/16	23.76	1808
100-3300-53400	Vehicle Maintenance	ALSCO	TOWELS FOR SHOP	1138448	11/30/16	26.15	25196
100-3300-53400	Vehicle Maintenance	AMERICAN BOLT CORPO	STOCK ORDER FOR MECHANICS	587503	11/30/16	15.22	25197
100-3300-53400	Vehicle Maintenance	AMERICAN BOLT CORPO	STOCK FOR MECHANICS	608952	11/30/16	23.94	25197
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	PARTS FOR SQ 4 & 6	2514-516633	11/30/16	25.17	25205
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK FOR MECHANICS	2514-516421	11/30/16	11.29	25205
100-3300-53400	Vehicle Maintenance	CARQUEST AUTO PARTS	STOCK ORDER FOR MECHANICS	2514-516920	11/30/16	55.43	25205
100-3300-53400	Vehicle Maintenance	KAESTNER AUTO ELECTRI	PARTS FOR #37	247353	11/30/16	67.12	25224
100-3300-53400	Vehicle Maintenance	MSC INDUSTRIAL SUPPLY	SUPPLIES FOR MECHANICS	8846753001	11/30/16	143.85	25238
100-3300-53400	Vehicle Maintenance	MSC INDUSTRIAL SUPPLY	SUPPLIES FOR MECHANICS	8846753002	11/30/16	23.48	25238
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	PARTS FOR #109	468961	11/30/16	23.38	25239
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	PARTS FOR #108	468794	11/30/16	2.99	25239
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	PARTS FOR #108	468614	11/30/16	8.99	25239
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	PARTS FOR #110	468647	11/30/16	23.96	25239
100-3300-53400	Vehicle Maintenance	OLD DOMINION BRUSH	IGNITION SWITCH FOR #63	0096578	11/30/16	89.56	25243
100-3300-53400	Vehicle Maintenance	OLD DOMINION BRUSH	PARTS FOR LEAF VAC	0097192	11/30/16	584.34	25243
100-3300-53400	Vehicle Maintenance	RITTER ENGINEERING CO	HOSE ASSEMBLY FOR MECHANICS	45328-001	11/30/16	97.93	25250
Total For Dept 3300 Municipal Garage						2,666.65	
Dept 3430 Street Lights							
100-3430-52200	STREET LIGHTING	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	5,981.71	1816
100-3430-52200	ALLEY LIGHTING	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	1,293.94	1816
Total For Dept 3430 Street Lights						7,275.65	
Dept 3440 Street Signals							
100-3440-52200	TRAFFIC LIGHTS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	1,231.14	1816
100-3440-52200	FLASHERS	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	6.21	1816
Total For Dept 3440 Street Signals						1,237.35	
Dept 3460 Winter							
100-3460-53500	snow plow rodeo lunch	JIMMY JOHNS - 78 - MOT	snow plow rodeo lunch	10/17/2016	11/30/16	46.69	1808
100-3460-53500	Brine Pump Relay	RADWELL INTL INC 800-3	Brine Pump Relay	10/11/2016	11/30/16	148.21	1808
100-3460-53500	Dept/Program Supplies	RIGHT CHOICE JANITORIA	SALT FOR WALKS	115416	11/30/16	1,190.00	25249
Total For Dept 3460 Winter						1,384.90	
Dept 3510 Refuse Disposal							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 100 General Fund							
Dept 3510 Refuse Disposal							
100-3510-52950	Disposal Contracts	WASTE MANAGEMENT O	YARD AND SOLID WASTE DISPOSAL	0049815-2286-7	11/30/16	13,999.43	25267
Total For Dept 3510 Refuse Disposal						13,999.43	
Dept 3530 Yard Waste / Leaf							
100-3530-51100	Salaries and Wages	SERVICE FIRST STAFFING I	TEMPORARY EMPLOYEES PAY	187254	11/30/16	1,506.38	25254
100-3530-51100	Salaries and Wages	SERVICE FIRST STAFFING I	TEMPORARY EMPLOYEE HELP	187379	11/30/16	1,371.19	25254
100-3530-52950	Disposal Contracts	WASTE MANAGEMENT O	YARD AND SOLID WASTE DISPOSAL	0049815-2286-7	11/30/16	4,316.30	25267
Total For Dept 3530 Yard Waste / Leaf						7,193.87	
Dept 3620 Parks and Beautification							
100-3620-52200	HUBBARD PARK	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	153.62	1816
100-3620-52200	HUMBOLDT PARK	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	18.83	1816
100-3620-52210	RIVER CLUB	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	14.83	1816
100-3620-52940	Landscaping Contracts	GREEN TEAM	LANDSCAPING FOR VILLAGE	6990	11/30/16	4,650.00	25221
100-3620-52990	Other Service Contracts & Fee	GREEN TEAM	DELINQUENT PROPERTY CLEAN UP	6982	11/30/16	265.41	25221
100-3620-53510	Landscape/Forestry Plantings	KARTHAUSER & SONS INC	HOLIDAY GREENS FOR PLANTERS	51943	11/30/16	1,643.30	25226
100-3620-53510	Landscape/Forestry Plantings	KARTHAUSER & SONS INC	HOLIDAY GREENS FOR PLANTERS	35777	11/30/16	621.60	25226
Total For Dept 3620 Parks and Beautification						7,367.59	
Dept 4000 Health							
100-4000-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 10/4-11/2/169	2847051434 OCT1	11/30/16	352.32	1814
100-4000-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10/02-10/31/16	1215377040 OCT	11/30/16	35.27	1814
Total For Dept 4000 Health						387.59	
Dept 5140 Village Center							
100-5140-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 10/4-11/2/169	2847051434 OCT1	11/30/16	245.80	1814
100-5140-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10/02-10/31/16	1215377040 OCT	11/30/16	24.61	1814
Total For Dept 5140 Village Center						270.41	
Dept 5200 Atwater Beach and Park							
100-5200-52200	ATWATER BEACH	WE ENERGIES - VILLAGE	VILLAGE BUILDINGS GAS/ELECTRIC USAG	0000417818 OCT	11/30/16	85.22	1816
100-5200-53900	Miscellaneous Expenses	LYONS ELECTRIC COMPA	REPAIRS TO SCULPTURE	34773	11/30/16	786.35	25232
Total For Dept 5200 Atwater Beach and Park						871.57	
Dept 5300 Village Celebrations							
100-5300-53900	Miscellaneous Expenses	BARRICADE FLASHER SER	BARRICADES FOR GHOST TRAIN EVENT	125070	11/30/16	378.00	25200
Total For Dept 5300 Village Celebrations						378.00	
Dept 7000 Shared Expenses							
100-7000-51325	Flexible Benefit Contribution	DIVERSIFIED BENEFIT SER	FSA ADMIN SERVICES NOV 16	231803	11/30/16	326.70	25212
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	PRI SERVICE ACCT 706845701 11/18-12/1	706845701 DEC 16	11/30/16	535.96	25259
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	BLDG FBR APT1 DPW ACCT 706976601 11	706976601 DEC 16	11/30/16	649.42	25259
100-7000-52230	Phone and Internet	TIME WARNER ENTERTAI	VHALL INTERNET ACCT 706976501 11/22-	706976501 DEC 16	11/30/16	587.14	25259
100-7000-53131	Shared Postage Costs (Allocat	TOTAL FUNDS BY HASLER	POSTAGE REPLENISH FOR MACHINE NOV	NOV 16	11/30/16	3,050.00	1811

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Fund 100 General Fund							
Dept 7000 Shared Expenses							
Total For Dept 7000 Shared Expenses						5,149.22	
Dept 7200 Village Center Shared							
100-7200-52200	Electric	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 10/4-11/2/169	2847051434 OCT1	11/30/16	4,096.70	1814
100-7200-52210	Gas	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10/02-10/31/16	1215377040 OCT	11/30/16	410.18	1814
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 10/4-11/2/169	2847051434 OCT1	11/30/16	(4,096.70)	1814
100-7200-57900	Expenditures Charged To Oth	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10/02-10/31/16	1215377040 OCT	11/30/16	(410.17)	1814
Total For Dept 7200 Village Center Shared						0.01	
Dept 7300 Public Safety Shared							
100-7300-52200	ELECTRIC EXPENSE	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 10/4-11/2	7425530193 ELC O	11/30/16	1,410.32	1815
100-7300-52210	GAS AND HEAT EXPENSE	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 10/4-11/2/	7425530193 GAS	11/30/16	448.97	1815
100-7300-57900	Expenditures Charged To Oth	WE ENERGIES - POLICE	POLICE BLDG ELECTRIC USAGE 10/4-11/2	7425530193 ELC O	11/30/16	(705.16)	1815
100-7300-57900	Expenditures Charged To Oth	WE ENERGIES - POLICE	POLICE BUILDING GAS USAGE 10/4-11/2/	7425530193 GAS	11/30/16	(224.49)	1815
Total For Dept 7300 Public Safety Shared						929.64	
Total For Fund 100 General Fund						266,500.26	
Fund 200 Library							
Dept 5110 Library							
200-5110-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 10/4-11/2/169	2847051434 OCT1	11/30/16	3,154.46	1814
200-5110-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10/02-10/31/16	1215377040 OCT	11/30/16	315.83	1814
200-5110-52900	Window Alert decals	AMAZON.COM AMZN.CO	Window Alert decals	10/17/2016	11/30/16	68.48	1808
200-5110-52910	Monthly Charge for Web stati	HTTP GIMLET DOT US 60	Monthly Charge for Web statistics reporti	10/21/2016	11/30/16	20.00	1808
200-5110-53120	Copy & Print Costs	CDW GOVERNMENT	CYAN TONER FOR ADULT AREA PRINTER	FZP9806	11/30/16	192.37	25206
200-5110-53200	WI Library Assoc Conference	WISCONSIN LIBRARY ASS	WI Library Assoc Conference Registration	10/14/2016	11/30/16	185.00	1808
200-5110-53710	\$21.95 Reference book 200-5	AMAZON MKTPLACE PM	\$21.95 Reference book 200-5110-53710	10/17/2016	11/30/16	21.95	1808
200-5110-54000	\$141.92 Teen games/toys 200	AMAZON MKTPLACE PM	\$141.92 Teen games/toys 200-5110-5400	10/17/2016	11/30/16	143.15	1808
200-5110-54000	paper, markers, toy vet kit - p	AMAZON MKTPLACE PM	paper, markers, toy vet kit - programmin	10/21/2016	11/30/16	72.40	1808
200-5110-54000	Sterilite storage boxes - childr	Amazon.com AMZN.COM	Sterilite storage boxes - children's progra	10/21/2016	11/30/16	24.40	1808
200-5110-54000	Cheesecloth - Halloween prog	AMAZON.COM AMZN.CO	Cheesecloth - Halloween programming	10/17/2016	11/30/16	7.17	1808
200-5110-54000	Display supplies	MICHAELS STORES 2855	Display supplies	09/26/2016	11/30/16	33.44	1808
200-5110-54000	Halloween Happening progra	OTC BRANDS INC. 800-22	Halloween Happening program supplies	10/13/2016	11/30/16	114.40	1808
200-5110-54000	Teen program snacks	WAL-MART #2452 MILW	Teen program snacks	10/19/2016	11/30/16	51.92	1808
200-5110-56130	Friends gift purchase (will rei	TRASHCANSUNLIMITED 8	Friends gift purchase (will reimburse)	10/24/2016	11/30/16	703.71	1808
Total For Dept 5110 Library						5,108.68	
Dept 5111 Adult Materials							
200-5111-53730	Gardening book - adult non-fi	AMAZON MKTPLACE PM	Gardening book - adult non-fiction	10/17/2016	11/30/16	15.99	1808
200-5111-53730	Southern WI map	MILWAUKEE MAP SERVIC	Southern WI map	09/27/2016	11/30/16	24.95	1808
200-5111-53730	WI Atlas and Field guides	SPORTSMANS CONNECTI	WI Atlas and Field guides	10/21/2016	11/30/16	36.00	1808
200-5111-53750	Audiobooks	FINDAWAY WORLD LLC	LIBRARY AUDIO BOOK MP3 PLAYERS NOV	201764	11/30/16	59.97	25217
Total For Dept 5111 Adult Materials						136.91	

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Fund 200 Library							
Total For Fund 200 Library						5,245.59	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-52100	Professional Fees	CURRAN, CAROLYN MASS	MUSICAL DIRECTION	NOVEMBER2016	11/30/16	275.00	25208
210-4600-52100	Professional Fees	MILEWSKI, SHERROD	QIGONG	DEC2016	11/30/16	135.00	25235
210-4600-52100	Professional Fees	WATTS, MEREDITH	YOGA CLASSES	DEC2016	11/30/16	358.00	25268
210-4600-52200	ELECTRIC EXPENSE	WE ENERGIES - LIBRARY	LIBRARY ELECTRIC USAGE 10/4-11/2/169	2847051434 OCT1	11/30/16	344.12	1814
210-4600-52210	GAS AND HEAT EXPENSE	WE ENERGIES - LIBRARY	LIBRARY GAS USAGE 10/02-10/31/16	1215377040 OCT	11/30/16	34.45	1814
210-4600-52990	Fruit for Oct. Soup Lunch	OUTPOST NATURAL FOO	Fruit for Oct. Soup Lunch	10/11/2016	11/30/16	10.25	1808
210-4600-52990	October Soup Lunch	PANERA BREAD #601558	October Soup Lunch	10/11/2016	11/30/16	165.88	1808
210-4600-52990	Other Service Contracts & Fee	RIVERSEDGE CATERING	NOVEMBER LUNCHEON	10143	11/30/16	624.00	25251
210-4600-53120	Copy & Print Costs	CLARK GRAPHICS	JANUARY 2017 CALENDAR	154444	11/30/16	196.01	25207
210-4600-53200	National Institute of Senior Ce	NISC MEMBERSHIP NCOA	National Institute of Senior Centers Mem	09/30/2016	11/30/16	145.00	1808
210-4600-54000	Fall Tour Museum Admission	THE MUSEUM OF WI ART	Fall Tour Museum Admission	10/20/2016	11/30/16	577.00	1808
210-4600-54000	Fall Tour Luncheon	TIMMER'S RESTAURANT	Fall Tour Luncheon	10/21/2016	11/30/16	1,359.38	1808
Total For Dept 4600 Senior Services						4,224.09	
Total For Fund 210 Senior Services						4,224.09	
Fund 220 Marketing & Communications							
Dept 6700 Marketing & Communications							
220-6700-54645	Marketing Summit meeting -	FALBO BROS PEATSTREET	Marketing Summit meeting - NO RECEIPT	10/19/2016	11/30/16	49.78	1808
220-6700-54645	Marketing Summit meeting	WAL-MART #6394 MILW	Marketing Summit meeting	10/19/2016	11/30/16	39.12	1808
220-6700-56120	Used to store photos, articles	BC.BASECAMP 2870262 3	Used to store photos, articles and archive	10/21/2016	11/30/16	20.00	1808
220-6700-56120	Used to showcase Shorewood	ISSUU 844-477-8	Used to showcase Shorewood Today mag	10/20/2016	11/30/16	39.00	1808
Total For Dept 6700 Marketing & Communications						147.90	
Total For Fund 220 Marketing & Communications						147.90	
Fund 230 Shorewood Today							
Dept 1910 Shorewood Today							
230-1910-53130	Postage/Mailings	US POSTMASTER	POSTAGE SHWD TODAY WINTER 2016	SHWD WINTER 20	11/30/16	1,700.00	1813
Total For Dept 1910 Shorewood Today						1,700.00	
Total For Fund 230 Shorewood Today						1,700.00	
Fund 300 Debt Service Fund							
Dept 8000 Debt Service							
300-8000-58100	Principal	JP MORGAN CHASE	PRIN/INT GO BONDS 2012A DUE 12/1/20	WIRES DEC1 2016	11/30/16	190,000.00	1809
300-8000-58100	Principal	WELLS FARGO	PRINC/INT DUE 2012B BONDS 12/1/2016	DEC 1 16 PI	11/30/16	100,000.00	1817
300-8000-58200	Interest	JP MORGAN CHASE	PRIN/INT GO BONDS 2012A DUE 12/1/20	WIRES DEC1 2016	11/30/16	80,603.13	1809
300-8000-58200	Interest	WELLS FARGO	PRINC/INT DUE 2012B BONDS 12/1/2016	DEC 1 16 PI	11/30/16	29,268.75	1817
Total For Dept 8000 Debt Service						399,871.88	
Dept 9000 Other Financing Sources/Uses							

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Fund 300 Debt Service Fund							
Dept 9000 Other Financing Sources/Uses							
300-9000-49404	Transfers from TID #4	JP MORGAN CHASE	PRIN/INT GO BONDS 2012A DUE 12/1/20	WIRES DEC1 2016	11/30/16	(80,603.13)	1809
300-9000-49404	Transfers from TID #4	JP MORGAN CHASE	PRIN/INT GO BONDS 2012A DUE 12/1/20	WIRES DEC1 2016	11/30/16	(190,000.00)	1809
300-9000-49404	Transfers from TID #4	WELLS FARGO	PRINC/INT DUE 2012B BONDS 12/1/2016	DEC 1 16 PI	11/30/16	(100,000.00)	1817
300-9000-49404	Transfers from TID #4	WELLS FARGO	PRINC/INT DUE 2012B BONDS 12/1/2016	DEC 1 16 PI	11/30/16	(29,268.75)	1817
Total For Dept 9000 Other Financing Sources/Uses						<u>(399,871.88)</u>	
Total For Fund 300 Debt Service Fund						0.00	
Fund 400 General Capital Projects							
Dept 1100 Board							
400-1100-56360	Streetscape (Lights,Signs,Benc	MSA PROFESSIONAL SER	WILSON DRIVE CONCEPTS	R15054007.0	11/30/16	5,560.05	25237
Total For Dept 1100 Board						5,560.05	
Dept 1410 Manager							
400-1410-56120	Other Technology	ROMAN ELECTIC INC	ADDITIONAL OUTLETS IN COURTROOM	67554	11/30/16	263.18	25252
Total For Dept 1410 Manager						263.18	
Dept 2100 Police							
400-2100-56400	Vehicles	BAYCOM INC	CAMERA CABLE	95993	11/30/16	615.00	25203
Total For Dept 2100 Police						615.00	
Dept 3410 Street and Alley							
400-3410-56310	Regular Maintenance	FAHRNER ASPHALT SEALE	CRACKFILLING	37071	11/30/16	26,823.00	25214
400-3410-56310	Regular Maintenance	FRANK ARMSTRONG ENT	ASPHALT STREET AND ALLEY REPAIRS	2418	11/30/16	30,461.00	25218
Total For Dept 3410 Street and Alley						57,284.00	
Dept 3620 Parks and Beautification							
400-3620-56500.16-09	GHOST TRAIN PROJECT	TAPCO	CAPITOL HUMBOLDT ANTENNA - GHOST	I546188	11/30/16	1,000.00	25257
Total For Dept 3620 Parks and Beautification						1,000.00	
Total For Fund 400 General Capital Projects						64,722.23	
Fund 410 TID No. 1 Capital							
Dept 6600 TID Administration							
410-6600-53140	CDA coffee	STONE CREEK SHR #006 S	CDA coffee	10/14/2016	11/30/16	60.00	1808
Total For Dept 6600 TID Administration						60.00	
Total For Fund 410 TID No. 1 Capital						60.00	
Fund 440 TID No. 4 Capital							
Dept 9000 Other Financing Sources/Uses							
440-9000-59300	Transfers to Debt Service	JP MORGAN CHASE	PRIN/INT GO BONDS 2012A DUE 12/1/20	WIRES DEC1 2016	11/30/16	80,603.13	1809
440-9000-59300	Transfers to Debt Service	JP MORGAN CHASE	PRIN/INT GO BONDS 2012A DUE 12/1/20	WIRES DEC1 2016	11/30/16	190,000.00	1809
440-9000-59300	Transfers to Debt Service	WELLS FARGO	PRINC/INT DUE 2012B BONDS 12/1/2016	DEC 1 16 PI	11/30/16	100,000.00	1817
440-9000-59300	Transfers to Debt Service	WELLS FARGO	PRINC/INT DUE 2012B BONDS 12/1/2016	DEC 1 16 PI	11/30/16	29,268.75	1817

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
Fund 440 TID No. 4 Capital							
Dept 9000 Other Financing Sources/Uses							
Total For Dept 9000 Other Financing Sources/Uses						399,871.88	
Total For Fund 440 TID No. 4 Capital						399,871.88	
Fund 600 Parking Utility							
Dept 0000							
600-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX OCT 16	SALES TAX OCT16	11/30/16	928.99	1819
Total For Dept 0000						928.99	
Dept 3900 Parking							
600-3900-48900	Miscellaneous Revenue	WI DEPT OF REVENUE - S	SALES AND STADIUM TAX OCT 16	SALES TAX OCT16	11/30/16	(10.00)	1819
600-3900-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER O	OCT 2016	11/30/16	181.99	1810
Total For Dept 3900 Parking						171.99	
Total For Fund 600 Parking Utility						1,100.98	
Fund 610 Water Utility							
Dept 3710 Water Administration							
610-3710-51330	Uniform Expense	KUNZE, DAVID	UNIFORM REIMBURSEMENT	112416	11/30/16	73.53	25228
610-3710-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0164380927	11/30/16	32.96	25262
610-3710-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER O	OCT 2016	11/30/16	363.87	1810
610-3710-53100	Office Supplies	OFFICE DEPOT #141 MIL	Office Supplies	10/17/2016	11/30/16	64.96	1808
610-3710-53121	Shared Copy Costs	GREATAMERICA FINANCI	COPIER LEASE	19641792	11/30/16	43.00	25220
610-3710-53200	membership renewal AWWA	AWWA.ORG 303-347-6	membership renewal AWWA	09/29/2016	11/30/16	200.00	1808
610-3710-54721	PSC rate costs	PUBLIC SERVICE COMM O	WATER RATE ASSESSMENT FEES	1610-I-05440	11/30/16	2,238.82	25247
Total For Dept 3710 Water Administration						3,017.14	
Dept 3730 Maint Mains							
610-3730-53500	Gate valve packing	APPLETON PACKING & G	Gate valve packing	10/14/2016	11/30/16	83.44	1808
610-3730-53500	Dept/Program Supplies	STARK PAVEMENT CORP	UTILITY CUTS	40179	11/30/16	983.00	25255
Total For Dept 3730 Maint Mains						1,066.44	
Dept 3740 Maint Services							
610-3740-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	SUPPLIES FOR WATER DEPT	376193	11/30/16	1,642.19	25222
610-3740-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	SUPPLIES FOR WATER DEPT	410387	11/30/16	625.74	25222
610-3740-53500	Dept/Program Supplies	HD SUPPLY WATERWORK	PARTS FOR WATER DEPT	410400	11/30/16	178.40	25222
610-3740-53500	Dept/Program Supplies	MID CITY PLBG-HTG INC	REPLACED WATER SERVICE AT 3827 MUR	81348	11/30/16	5,800.00	25234
Total For Dept 3740 Maint Services						8,246.33	
Dept 3770 Maint Misc Plan							
610-3770-53500	water main wachs saw	Amazon.com AMZN.COM	water main wachs saw	10/17/2016	11/30/16	36.41	1808
Total For Dept 3770 Maint Misc Plan						36.41	
Dept 3780 Customer Accounts							
610-3780-53130	Postage/Mailings	US POSTMASTER	4TH QTR 2016 UTILITY BILL POSTAGE	4TH QTR 2016	11/30/16	740.00	1813
610-3780-53130	Postage/Mailings	GLENNCO, INC	UTILITY BILLS MAILING DEC BILLS	1047	11/30/16	98.39	25219

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Fund 610 Water Utility Dept 3780 Customer Accounts							
Total For Dept 3780 Customer Accounts						838.39	
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	WATER TESTING	305795	11/30/16	240.00	25242
Total For Dept 3790 Other Water						240.00	
Total For Fund 610 Water Utility						13,444.71	
Fund 620 Sewer Utility Dept 3810 Sewer Administration							
620-3810-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0164380927	11/30/16	26.66	25262
620-3810-52930	CREDIT CARD EXPENSE	POINT N PAY	CREDIT CARD FEES WEB AND COUNTER O	OCT 2016	11/30/16	363.87	1810
620-3810-53100	Office Supplies	GREATAMERICA FINANCI	COPIER LEASE	19641792	11/30/16	43.00	25220
Total For Dept 3810 Sewer Administration						433.53	
Dept 3820 Sewer Maintenance							
620-3820-53500	New trailer lock	ETRAILER 800-298-8	New trailer lock	10/17/2016	11/30/16	51.94	1808
620-3820-53500	Dept/Program Supplies	USA BLUE BOOK	CUTTER WHEEL	101129	11/30/16	99.21	25264
620-3820-53500	Dept/Program Supplies	VEOLIA WATER MILWAU	OCTOBER SEWER DEBRIS	00062714	11/30/16	472.42	25265
Total For Dept 3820 Sewer Maintenance						623.57	
Dept 3830 Storm Maintenance							
620-3830-53500	supplies for SWP fish & feath	HOBBY-LOBBY #257 WES	supplies for SWP fish & feather	10/03/2016	11/30/16	55.19	1808
Total For Dept 3830 Storm Maintenance						55.19	
Dept 3880 Customer Accounts							
620-3880-53130	Postage/Mailings	US POSTMASTER	4TH QTR 2016 UTILITY BILL POSTAGE	4TH QTR 2016	11/30/16	740.00	1813
620-3880-53130	Postage/Mailings	GLENNCO, INC	UTILITY BILLS MAILING DEC BILLS	1047	11/30/16	98.40	25219
Total For Dept 3880 Customer Accounts						838.40	
Dept 3890 Other Sewer							
620-3890-56600.15-06	Utility Infastructure	BAXTER AND WOODMAN	COMBINED SEWER ASSESSMENT	0189266	11/30/16	20,403.75	25202
620-3890-56600.16-07	Utility Infastructure	VISU-SEWER CLEAN & SE	2016 SANITARY SEWER LINING	28137	11/30/16	143,651.35	25266
620-3890-56600.16-08	Utility Infastructure	STRAND ASSOCIATES INC	2016 COMBINED SEWER IMPROVEMENT	0124662	11/30/16	6,559.24	25256
Total For Dept 3890 Other Sewer						170,614.34	
Total For Fund 620 Sewer Utility						172,565.03	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check #
			Fund Totals:				
			Fund 100 General Fund			266,500.26	
			Fund 200 Library			5,245.59	
			Fund 210 Senior Services			4,224.09	
			Fund 220 Marketing & Communications			147.90	
			Fund 230 Shorewood Today			1,700.00	
			Fund 300 Debt Service Fund			0.00	
			Fund 400 General Capital Projects			64,722.23	
			Fund 410 TID No. 1 Capital			60.00	
			Fund 440 TID No. 4 Capital			399,871.88	
			Fund 600 Parking Utility			1,100.98	
			Fund 610 Water Utility			13,444.71	
			Fund 620 Sewer Utility			172,565.03	
			Total For All Funds:			<hr/> 929,582.67	



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE CLERK'S MEMO

DATE: November 30, 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 October 17, 2016, the Judiciary, Personnel, and Licensing Committee interviewed an applicant for appointment for Village Boards, Committees, and Commissions. After the interview the Judiciary, Personnel, and Licensing Committee directed the Village Clerk-Treasurer to place the following appointment on the December 5, 2016 agenda for approval by the Village Board:

- Elder Services Advisory Board – Paul Krechel, term expiration 2019

The application for this individual can be found in the dropbox folder or is available upon request from the Village Clerk-Treasurer.

SUGGESTED MOTIONS

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

Tanya O'Malley

From: Allison Rozek <allison.rozek@gmail.com>
Sent: Monday, November 21, 2016 12:40 PM
To: Tanya O'Malley; Chris Swartz
Cc: Trustee Amenta; President Johnson
Subject: Suggested changes to village board meeting minutes

Hi Chris/Tonya. I am in Florida visiting family for the holidays. I was able to access the Board Packet online and have the following suggestions with regard to the meeting minutes.

October 18th Minutes

Marketing Fund: Can we clarify that the motion to reduce the marketing fund by \$12,000 was to eliminate the identified cost of \$12,000 related to the consultant fee for coordination services,

Alley Program: Please add "Trustee Rozek state that she prefers to increase funding for 2017 alley reconstruction to an amount sufficient to reconstruct more than 1 alley.

November 7th Minutes

MOU: Trustee Rozek questioned the necessity of transferring the \$50,000 for facade funding to the BID since it is no edged to cover facade payments and since the funding will be transferred to the CDA by year end, Trustee Rozek also questioned the legal method that the Village would use to claw back the \$50,000 from the BID at yr end when all facade funding transfers to the Village as the fiscal agent for the CDA.

MOU: Trustee Rozek requested a clause be added to the MOU that specifies that " the Village Board retains the right to abolish the Facade Program at a future date if the public and elected officials determine (by majority vote of the Village Bd) that the program is no longer needed or desired by the publicly elected officials. Funding would remain with the CDA, however, the Board could require CDA to create a new program with a different policy focus (Ex provided: housing affordability program for seniors).

Loan Program: Chair Peter discussed major revisions....please add "including lowering the maximum loan amount to \$45,000,"

Facade Program: There was additional discussion about new language that....please add "that requires the Village to follow the new facade application and agreement procedures for facade grant requests made directly to the Village outside the CDA Facade Program maximums."

Page 4: The Board would like language to reflect CDA meeting minutes with regards to th added requirement that requires the Village to follow the updated facade application and agreement procedures (as outlined in the newly adopted facade program) for any new facade fundigng request made to the Village outside the CDA Facade Program and which exceed the program's new maximum of \$10,000.

Public Safety: 1. Residential Parking district: Trustee Rozek conveyed that the Public Safety Committee was recommending that a Residential Parking Permit Area be designated for Prospect and Downer Streets 9as opposed to the Designation as a Residential Congested Commuter Area) to ensure that the test for congestion as outlined in current ordinance would be applied for future resident requests for further designations of residential streets outside of the university related on jested area boundary.

Alley Reconstruction Program

Trustee Rozek stated her support for increasing funding for alleys (over the \$250,000) to ensure more than 1 alley could be reconstructed in 2017 and requested staff assist the Board in coming up with alternatives for the Board to consider that would increase funding in the proposed 2017 without the need for additional debt financing. Trustee Rozek stated her concern over engineering for all 4 alleys if the only option for funding above the proposed budget amount of \$250,000 would be to bond (borrow more money).

Village Trustee Report:

Trustee Rozek reported on a League Workshop that she attended called Pirotity Budgeting. She mentioned the Board might want to consider requesting the presenters come to Shorewood to host a workshop for he trustees and budgeting staff.

November 14th Minutes

4. A BID 2017 operating Plan

Trustee Rozek requested that the Village remain the administrator for the Bike Races and asked if by adopting the BID Operating Plan, the Board was forfeiting their right to vote on the administration of this event. Trustee McCai mentioned that the Markting Leadershio Team desired to have all 3 of the annual village event be administrated by other community entities as the Village should not be in the business of fundraising. Trustee Rozek asked for confirmation that once event management (for all 3 events) has been deter,inked, the Village Board would have a formal vote n the proposed event management entities. Staff confirmed that the Board would have a future vote on the matter.

4. C. Please add: "Trustee Amenta moved, seconded by Trustee Rozek, to transfer undoing from Sheffiled Road Construction to alley reconstruction Capitol budget in the amount of \$90,000 (?)." Motion failed 5-2 with Trustee Amenta and Trustee Rozek voting ney.

I left his a voice mail asking proper protocol for making these suggestions in my absence. If a trustee needs to make the suggestions at the actual Board meeting, I am requesting that Trustee Amenta by copy of this email assist me in making them on my behalf.

Thank you and happy Thanksgiving :)

Respectively,
Trustee Rozek

--
Allison J. Rozek



VILLAGE OF SHOREWOOD
VILLAGE BOARD MINUTES
SPECIAL BOARD MEETING

October 18, 2016

1. Call to Order

President Johnson called the meeting of the Village Board to order at 6:05 p.m. in Village Hall.

2. Roll Call

President Guy Johnson called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Ann McKaig, Michael Maher, Allison Rozek, Paul Zovic and President Guy Johnson.

Others Present: Village Manager Chris Swartz, Finance Director Mark Emanuelson, Assistant Village Manager Tyler Burkart, Planning and Development Director Ericka Lang, Lead Building Inspector David Henson and Building Inspector/Code Compliance Officer Tim Koepf.

3. Consideration of 2017 Budget Hearing Recommendations

Finance Director Mark Emanuelson provided a summary of previous meetings, including items to be revisited, which are attached as part of these minutes.

Village Board - Professional education.

A motion by Trustee Rozek, seconded by Trustee Amenta, to increase village board professional education to \$3,000. With Trustees McKaig, Maher, Zovic and President Johnson voting nay, the motion failed 4-3.

Village Manager- Interest on Taxes.

Staff change accepted.

Village Manager - Professional Education.

Motion by Trustee Amenta, seconded by Trustee Rozek to reduce the education budget of the village manager's office by \$5,750 with Trustees Bockhorst, McKaig, Maher, Zovic and President Johnson voting nay, the motion failed 5-2.

Elections - Election supplies.

Staff change accepted.

Elections - Increasing poll worker pay.

Discussion was held on providing additional incentives to recruit poll workers, such as increased pay, flexible hours, shorter hours, etc. No action was taken, but the board members want to explore this further for future elections.

Planning - Planning Revenues.

Remained as requested without further action.

Planning - Code Compliance.

A motion by Trustee Amenta, seconded by Trustee Rozek, to reduce the code compliance position to ½ time. With Trustees Bockhorst, McKaig, Maher, Zovic and President Johnson voting nay, the motion failed 5-2.

Debt service stabilization.

Remain as proposed without action.

Capital Projects - Wilson Drive

Remained at \$10,000 without action.

Capital Projects - Fund master plan review related to zoning code and parking policies.

A motion by Trustee Rozek, seconded by Trustee Amenta to add \$10,000 to capital projects to review the village's zoning code to assure it's in compliance with the village's master plan and to study village of Shorewood parking policies.

A motion to amend the motion by President Johnson, seconded by Trustee McKaig, to add \$5,000 to capital projects fund to review the village's zoning code to assure it's in compliance with the village's master plan and to study village of Shorewood parking policies. The motion was withdrawn.

A motion by Trustee Rozek, seconded by Trustee Amenta, to include \$5,000 in the capital projects fund to apply toward review of the villages' zoning code to assure its compliance with the village's master plan and to study village of Shorewood parking policies, to be funded by general fund reserves. Motion Carried 6-1, T The amended motion was carried 6-1, Trustee McKaig voting no.

Capital Projects - Boardroom Chairs.

A motion by Trustee Maher, seconded by Trustee McKaig, to remove \$6,000 from the capital budget for boardroom chairs. The motion was amended by Trustee Rozek, seconded by Trustee Bockhorst to remove funding for the board room chairs in the amount of \$6,000 and redirect \$2,000 to fund Village Board education. Motion passed 4-3, Trustees Maher, McKaig, and Jonson voting no. The amended motion was carried 6-1, Trustee McKaig voting no.

Marketing and Communications fund.

A motion by Trustee Rozek, seconded by Trustee Amenta, to reduce the marketing and communications fund tax levy contribution by \$12,000. An amendment to the motion by Trustee McKaig, seconded by Trustee Bockhorst, to

reduce the marketing and communications fund tax levy contribution by \$6,000. Motion pass 5-2, Trustees Amenta and Rozek voting no. The amended motion was approved 5-2, Trustee Amenta and Trustee Rozek voting no.

Shorewood Today - Tax Support of \$11,200.

A motion by Trustee Amenta, seconded by Trustee Rozek, to remove tax support from Shorewood Today in the amount of \$11,200. With Trustees Bockhorst, McKaig, Maher, Zovic and President Johnson, the motion failed 5-2.

The amount for other capital projects that were removed prior to Board consideration were discussed. Discussion focused on the 2017 alley program, IT vulnerability study and agenda management software.

Trustee Rozek stated that there was no discussion on Trustee pay increases as she requested. Discussion will be held outside the budget process.

Finance Director Mark Emanuelson summarized the changes made by the Board based on the decisions made during the meeting; \$10,000 less in tax levy.

4. Adjournment

A motion by Trustee Maher, seconded by Trustee Rozek, to adjourn at 9:10 p.m. Motion Carried

Respectfully submitted,

M. Chris Swartz
Village Manager



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

Draft

1. Call to Order
President Johnson called the meeting of the Village Board to order at 7:50 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, Trustee Paul Zovic.

Others Present: Village Attorney Nathan Bayer, Village Manager Chris Swartz, Assistant Village Manager Tyler Burkart
3. Statement of Public Notice
Assistant Village Manager Burkart stated that the meeting had been posted and noticed according to law.
4. Consent Agenda Items
 - a) Presentation of Accounts November 7, 2016
 - b) Disallowance of Claim – Stephen Vogel
 - c) Appointment to Elder Services Advisory Board – Katy Rollins, term expiration 2019Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Motion carried 7-0. Presentation of Accounts November 7, 2016 was pulled from the consent agenda.
5. Items removed from the Consent Agenda

Tr. Maher moved, seconded by Tr. Bockhorst to approve the Presentation of Accounts November 7, 2016. There was a question and discussion about a \$50,000 transfer for a façade grant. Tr. Amenta made a motion to amend the Presentation of Accounts November 7, 2016 to postpone the \$50,000 transfer to the BID until the November 21 meeting for further discussion and consideration. Tr. Rozek seconds the motion. Village Attorney Bayer provided a summary of the Village's role as it relates to authorizing façade grants in the BID. BID Director Jim Plaisted provided some background to the transfer and the specific façade grant submission. CDA member Peter Petrie and Finance Director Mark Emanuelson mentioned some potential procedural options relating to the Village, BID and TID #1. Amendment to motion approved 7-0. The amended motion was approved 7-0.
6. October 17, 2016 Village Board Minutes

Tr. Amenta moved, seconded by Tr. Bockhorst to approve the October 17, 2016 Village Board minutes. Motion carried 7-0.
7. Citizens to be heard

No citizens present to express concern or topic to the Village Board.

8. New Business

a. Community Development Authority

1. Consideration of Revisions to Village of Shorewood Business Loan Program

President Johnson provided a summary and some background introducing the CDA business items. CDA Chair Peter Hammond presented to the Village Board some of the major revisions made to the business loan program. The CDA recommended unanimously to move forward the revised versions of the business loan program to the Village Board. Trustees McKaig and Rozek expressed their gratitude towards the CDA and their involvement in revising the program.

Tr. Maher moved, seconded by Tr. Rozek to approve the revised Shorewood Business Loan Program. Motion carried 7-0.

2. Consideration of Revisions to the Village of Shorewood Façade Program

Mr. Hammond gave a brief summary outlining the changes proposed to the façade program. Once again, the CDA recommended unanimously to move forward the revised versions of the façade program to the Village Board. Mr. Hammond presented to the Board some of the limitations and maximum grants set in place for the program. There was some discussion about the steps involved in the application process and how the CDA will uphold the guidelines included in the revised version of the façade program. There was additional discussion about exclusions to the guidelines and steps involved in those particular circumstances, which Mr. Hammond mentioned is clarified in the revised façade program. Additional questions related to size of signs and records retention.

Tr. Maher recommended changing the language so that the line "records will be stored and accessible at Village Hall" struck on page 5. Tr. Amenta inquired about limitations to the grants if there is an exclusion to any of the guidelines. There was a comment that the façade grant agreement should be 12 months instead of 6 months (on page 8) so the time span matches in both documents. Tr. Maher also mentioned that the (30) days on page 9 should be (90) days instead and language in section III should be unstruck. In addition, language on page 10 under IV should be struck and following roman numerals should be adjusted based on this change. On page 4, the Board would like the language to reflect the CDA meeting minutes so that it is clearer. In addition, the Board would like to have the CDA add more specific language to application in Attachment D.

Tr. Bockhorst moved, seconded by Tr. McKaig to approve the revised Shorewood Façade Improvement Program. Tr. Bockhorst rescinded her original motion. Tr. Bockhorst moved, seconded by Tr. Zovic to approve the revised Shorewood Façade Improvement Program reflecting the edits made during discussion. Motion carried 7-0.

3. Consideration of MOU between the Village of Shorewood and the CDA

Mr. Hammond provided a brief summary of the MOU and that the CDA unanimously approved and recommended the MOU to the Village Board.

There was discussion on the Village Board's role once the CDA has obtained the transferred funds.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the memorandum of understanding between the Village of Shorewood and the Community Development Authority of the Village of Shorewood to complete the transfer of \$838,500 from TID #1 to the CDA and uphold the included terms of the MOU. Motion carried 5-2. Yeas: Tr. Bockhorst, Tr. Maher, Tr. McKaig, Tr. Zovic, President Johnson. Nays: Tr. Amenta, Tr. Rozek

4. Consideration of the Business Loan Transfers

This topic was deferred to a future meeting.

b. Budget and Finance

1. Consideration of Resolution 2016-18 Approving the 2017 North Shore Fire Department Fees for Service Schedule

Tr. Maher mentioned the Budget and Finance Committee did not have time to review the item. This is a routine annual item that comes to the Village Board annually.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the 2017 North Shore Fire Department Fees for service schedule. Motion carried 7-0. Ayes: Tr. Maher, Tr. Rozek, Tr. McKaig, Tr. Bockhorst, Tr. Zovic, Tr. Amenta, President Johnson. Nays: None.

c. Public Safety

1. Consideration of Ordinance to Amend the Residential Congested Commuter Area Parking District

Tr. Rozek summarized this item, defining parking permit districts and residential congested commuter areas. The Public Safety committee determined to consider turning the designated area in the residential commuter area district and create ordinance for the next Village Board meeting on November 21.

2. Consideration of amending electrical code to comply with State law changes

Tr. Rozek introduced this item to the Village Board. Village staff is recommending changing the ordinance to meet State law changes. These changes will be brought to the November 21 meeting.

d. Public Works

1. Consideration of Village Entrance Sign Proposals

Tr. Amenta mentioned the Public Works committee deferred this topic for the committee to discuss at a later date. Tr. Amenta mentioned there needs to be more discussion on timing of the signs especially as it relates to Wilson Drive, the overall design and the role of a past ad hoc

committee or potentially the Design Review Board on the sign guidelines and specifications.

2. Consideration of special privilege application for installing a drop off box for proposed business, The Sharp Brothers, at 1522 E. Capitol Drive

Tr. Amenta mentioned the new business is proposing to have a drop box for residents to have knives and other objects to be sharpened. The property owners want to make improvements to the property with their own funds.

Tr. Amenta moved, seconded by Tr. McKaig to approve the special privilege application for installing a drop box within the public way at commercial property 1522 E. Capitol Drive. Motion carried 7-0.

3. Consideration of 2017 Alley Reconstruction Program

Tr. Amenta summarized the discussion on the 2017 alley reconstruction program and the Village's potential options for addressing poor conditioned alleys. There was a question about when the Village Board should discuss alternatives to fund an additional \$250,000 for added alley projects starting in 2017 prior to the adoption of the budget and also considering the action taken earlier on alleys this year. Resident Steve Kavalauskas mentioned his support for a progressive alley reconstruction program that funds the reconstruction of multiple alleys. There was some discussion on the impacts of adding the cost onto the Village levy or if funded through General Fund reserves. President Johnson mentioned the idea of approving engineering services for all 4 engineering services but reconstructing 2 of the 4 alleys for 2017. Village Manager Chris Swartz asked the Board if DPW can start receiving information for engineering costs for alleys.

Tr. Amenta moved, seconded by Tr. Zovic to approve 2017 program at \$500,000 funding level reconstructing alleys A, B and D. The 2017 Village Budget would include \$250,000 in alley funding with an additional \$250,000 to be determined by Village staff. Tr. Amenta withdrew her motion. Tr. Maher moved, seconded by Tr. McKaig to move forward with securing cost estimates for engineering services for all four alley reconstruction projects. Motion carried 6-1. Yeas: Tr. Amenta, Tr. Bockhorst, Tr. Maher, Tr. McKaig, Tr. Zovic, President Johnson. Nays: Tr. Rozek.

Village staff will provide some additional recommendations in regards to the alley reconstruction program at the November 14 meeting.

4. Discussion of Refuse and Recycling Collection Options

Department of Public Works Director Leeann Butschlick provided a summary on the refuse and recycling collection options to the Village Board. Staff is recommending the Village Board to continue its discussion to determine the preferred collections service level. These services need to be determined by January at the latest. Tr. Amenta recommended staff get proposals for enhanced alley service (defined as

karts only; refuse and recycling are collected from the alley if one exists; no items outside the karts) along with weekly and biweekly costs for recycling and hauling collection services. The Village Board confirmed this as a direction for staff to proceed.

9. Reports of Village Officials
 - a. Village President
No report.
 - b. Village Trustees
President Johnson as well as Trustees Bockhorst and Rozek attended the League of Wisconsin Municipalities conference. Tr. Rozek reported on a League workshop she attended called Priority Budgeting. She mentioned the Board might want to consider requesting the presenters to come to Shorewood to host a workshop for the Trustees and budgeting staff. Tr. Maher mentioned the Shorewood Connects yard clean-up was last weekend and went very well.
 - c. Village Manager
There will be a PSC hearing for the rate increase on November 15 at 10 a.m. in the Committee Room. Mr. Emanuelson will be providing a summary to the Village Board. Mr. Swartz also reminded the Board that he sent the items of future consideration spreadsheet to the Village Board. The CDA requests to have a copy of the spreadsheet so they can implement something similar.
10. Items for Future Consideration
Tr. Rozek requests overnight parking and CDA research programs that financially assist elderly residents on affordability and improvements on homes.
11. Adjournment
Tr. Bockhorst moved, seconded by Tr. Maher to adjourn at 10:47 p.m. Motion carried 7-0.

Respectfully submitted,

Tyler Burkart
Assistant Village Manager



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
November 14, 2016

Draft

1. Call to Order
President Johnson called the meeting of the Village Board to order at 6:35 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, Trustee Paul Zovic.

Others Present: Village Attorney Nathan Bayer, Village Manager Chris Swartz, Assistant Village Manager Tyler Burkart, Village Clerk-Treasurer Tanya O'Malley, Director of Public Works Leeann Butschlick, Assistant Director of Public Works Joel Kolste, Finance Director Mark Emanuelson, Planning and Development Director Ericka Lang, Library Director Rachel Collins

3. Public Hearing: Proposed Village of Shorewood 2017 Budget
 - a) Staff Presentation
Finance Director Emanuelson provided an overview of the 2017 Budget.
 - b) Citizens to be heard/public comment
President Johnson opened the public hearing at 6:57 p.m.

No members of the public were present.

President Johnson closed the public hearing at 6:57 p.m.

4. New Business – Budget and Finance
 - a) Consider Approval of Resolution 2016-19 for the Shorewood Business Improvement District 2017 Operating Plan and the 2016 Special Assessment Levy
Jim Plaisted, Shorewood BID Executive Director, and Becky Reinhart, Shorewood BID Treasurer, were present to provide information and answer questions.

Tr. Maher moved, seconded by Tr. Zovic to adopt Resolution 2016-19 for the Shorewood Business Improvement District 2017 Operating Plan and the 2016 Special Assessment Levy. Motion carried by roll call vote 7 – 0.
 - b) Discussion on Review of 2017 Village of Shorewood Budget Proposal
 - c) Consider Approval of Resolution 2016-20 Adopting the 2017 Budget and authorizing the 2016 General Property Tax Levy against all taxable property in the Village of Shorewood
Items 4.b) and 4.c) were taken up together.

Tr. Maher moved, seconded by Tr. McKaig to adopt Resolution 2016-20 Adopting the 2017 Budget and authorizing the 2016 General Property Tax Levy against all taxable property in the Village of Shorewood.

Tr. Rozek moved, seconded by Tr. Amenta to amend the motion to add \$4,250 to

the Capital Budget from the Capital Reserves for the funding of video recording equipment for Board or other meetings. Motion carried 7 – 0.

Tr. Amenta moved, seconded by Tr. Rozek to amend the motion to transfer \$70,000 from General Fund Reserves to the Capital Projects Fund for the purpose of alley reconstruction in 2017. With Trustees Bockhorst, Maher, McKaig, Zovic, and President Johnson voting nay, the motion failed 2 – 5.

With Trustees Rozek and Amenta voting nay, the main motion as amended carried by roll call vote 5 – 2.

- d) Consider Approval of Resolution 2016-21 Authorizing a Special Charge to be levied for Delinquent Water and Sewer Bills
Tr. Maher moved, seconded by Tr. Zovic to adopt Resolution 2016-21 Authorizing a Special Charge to be levied for Delinquent Water and Sewer Bills. Motion carried by roll call vote 7 – 0.
- e) Consider Approval of Resolution 2016-22 Authorizing a Special Charge to be levied for Delinquent Grass Cutting Bills
Tr. Maher moved, seconded by Tr. Zovic to adopt Resolution 2016-22 Authorizing a Special Charge to be levied for Delinquent Grass Cutting Bills. Motion carried by roll call vote 7 – 0.
- f) Consider Approval of Resolution 2016-23 Authorizing a Special Charge to be levied for Delinquent Special Refuse Collections and Disposals
Tr. Maher moved, seconded by Tr. Zovic to adopt Resolution 2016-23 Authorizing a Special Charge to be levied for Delinquent Special Refuse Collections and Disposals. Motion carried by roll call vote 7 – 0.
- g) Consider Approval of Resolution 2016-24 Authorizing a Special Charge to be levied for Delinquent Snow Removal Fees
Tr. Maher moved, seconded by Tr. Zovic to adopt Resolution 2016-24 Authorizing a Special Charge to be levied for Delinquent Snow Removal Fees. Motion carried by roll call vote 7 – 0.
- h) Consider Approval of Resolution 2016-25 Authorizing a Special Charge to be levied for Delinquent Re-Inspection Charges
Tr. Maher moved, seconded by Tr. Zovic to adopt Resolution 2016-25 Authorizing a Special Charge to be levied for Delinquent Re-Inspection Charges. Motion carried by roll call vote 7 – 0.
- i) Consider Approval of Resolution 2016-26 Authorizing a Special Charge to be levied for Delinquent Private Alarm Charge
Tr. Maher moved, seconded by Tr. Zovic to adopt Resolution 2016-26 Authorizing a Special Charge to be levied for Delinquent Private Alarm Charge. With Trustee Rozek voting nay, the motion carried by roll call vote 6-1.
- j) Consider Approval of Resolution 2016-27 Authorizing a Special Tax for the Cost of Replacement of Sidewalks, Carriage Walks, Driveway Approaches, Streets, and Alleys to be levied against each Lot Affected for the year 2015 that was deferred until 2016 in accordance with the terms of the special assessments for such work
Tr. Maher moved, seconded by Tr. Zovic to adopt Resolution 2016-27

Authorizing a Special Tax for the Cost of Replacement of Sidewalks, Carriage Walks, Driveway Approaches, Streets, and Alleys to be levied against each Lot Affected for the year 2015. Motion carried by roll call vote 7 – 0.

5. Adjournment

Tr. Bockhorst moved, seconded by Tr. Zovic to adjourn at 8:07 p.m. Motion carried 7 – 0.

Respectfully submitted,

Tanya O'Malley, WCPC
Village Clerk-Treasurer



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

Draft

1. Call to Order
Trustee McKaig called the meeting of the Village Board to order at 7:33 p.m. in Village Hall.
2. Roll Call
Trustee McKaig called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Michael Maher, Paul Zovic. Absent: Trustees Allison Rozek and President Johnson.

Others Present: Village Attorney Nathan Bayer, Village Manager Chris Swartz, Village Clerk-Treasurer Tanya O'Malley, Director of Public Works Leeann Butschlick, 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 November 21, 2016
 - b) Appointments to Board, Committees, and Commissions
 - 1) Peter Jordan – Design Review Board, term expiration 2019
 - 2) Elisabeth Witt – Conservation Committee, term expiration 2019
 - 3) Lisa Even – Recreation Advisory Committee, term expiration 2019Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Motion carried 5 – 0.
5. Items removed from the Consent Agenda - None
6. October 18, 2016 Special Village Board Minutes
Tr. Maher requested to replace “village manager’s professional training” with “education budget of the Village Manager’s office” in the section on the Village Manager – Professional Education.

Tr. Maher requested to change any reference to the Marketing Fund to “Marketing and Communications Fund”.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the amended October 18, 2016 Special Village Board minutes. The motion was withdrawn and the item was deferred to a later meeting.
7. November 7, 2016 Village Board Minutes
The item was deferred to a later meeting.
8. November 4, 2016 Special Village Board Minutes
The item was deferred to a later meeting.
9. Citizens to be heard - None

10. Public Hearing – Proposed Zoning Amendment for the River Site
Trustee McKaig opened the Public Hearing at 7:40 p.m. There were no members of the public desiring to be heard. Trustee McKaig closed the Public Hearing at 7:43 p.m.
11. New Business
The Board suspended the rules to take up agenda item 11.b.1.
 - b. Public Safety
 1. Consideration of Ordinance to Amend the Residential Daytime Parking Permit Districts
Tr. Maher moved, seconded by Tr. Zovic to adopt Ordinance 2064 to Amend the Residential Daytime Parking Permit Districts. With all Trustees voting aye, motion carried 5 – 0.
 - a. Plan Commission Public Safety
 1. Consideration of Ordinance to rezone properties from B-4 River District and Planned Development District to P-3 Parks Preservation District and Zoning Map amendment
Tr. Maher moved, seconded by Tr. Bockhorst to adopt Ordinance 2066 to Rezone Properties from B-4 River District and Planned Development District to P-3 Parks Preservation District. With all Trustees voting aye, motion carried 5 – 0.
 - b. Public Safety
 2. Consideration of Body Camera Agreement
Tr. Maher moved, seconded by Tr. Bockhorst to approve the Master Services and Purchasing Agreement with Taser International, Inc. to purchase 20 Axon body cameras, 6 fleet cameras, and evidence.com licensing and storage for an initial cost of \$31,468. Motion carried 5 – 0.
 3. Consideration of amending electrical code to comply with State law changes
Tr. Maher moved, seconded by Tr. Zovic to adopt Ordinance 2065 to Repeal the Requirement that Electricians Obtain Licensing from the Village of Shorewood. With all Trustees voting aye, motion carried 5 – 0.
 - c. Public Works
 1. Consideration of Professional Services Agreement for Engineering for Alleys
Tr. Amenta moved, seconded by Tr. Zovic to approve the professional services agreement with Strand Associates in the amount of \$45,000. Motion carried 5 – 0.
 2. Consideration of Professional Services Agreement for Engineering for Sidewalks
Tr. Amenta moved, seconded by Tr. Zovic to approve the professional services agreement with Clark Dietz in the amount of \$19,900 for the 2017 Shorewood Sidewalk Replacement Program. Motion carried 5 – 0.
 - d. Judiciary, Personnel & Licensing
 1. Consideration of Weights and Measures License Assessments
Tr. Zovic moved, seconded by Tr. Maher to approve the proposed assessment schedule of Weights and Measures for the July 1, 2015 to June 30, 2016 period. Motion carried 5 – 0.

12. Reports of Village Officials
 - a. Village President - None
 - b. Village Trustees

Tr. Amenta reported that on November 30 the Wilson Drive Consultant would be presenting three alternatives for Wilson Drive.

Tr. Zovic reported that the Judiciary, Personnel, and Licensing Committee would be holding a discussion on updating the handbook for Boards, Committee, and Commission.
 - c. Village Manager

Manager Swartz reported that the Clerk/Treasurer and Customer Service Departments, as well as the election inspectors that assisted, did a stellar job of organizing in person absentee voting prior to the Election.
13. Items for Future Consideration

Tr. Amenta requested an update on the Marketing Summit and any contracts or changes to the contracts resulting from the Summit. Tr. McKaig responded that a summary was scheduled to be distributed shortly.
14. Adjournment

Tr. Zovic moved, seconded by Tr. Maher to adjourn at 8:23p.m. Motion carried 7 – 0.

Respectfully submitted,

Tanya O'Malley, WCPC
Village Clerk-Treasurer



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE MANAGER'S OFFICE MEMO

TO: Michael Maher, Chair of the Finance and Budget Committee
President Guy Johnson
Village Board

FROM: M. Chris Swartz, Village Manager
Tyler Burkart, Assistant Village Manager / Human Resources Manager

DATE: December 5, 2015

RE: Wage Ordinance Changes for 2017

SUMMARY

The Village of Shorewood annually proposes and adopts ordinances to reflect the new wages for (1) general class, management and Department of Public Works as well as (2) Police command staff personnel. Village staff is working on adjusting pay ranges for all non-union employees, which includes transitioning from a step system to our current system for DPW and some Police employees. Staff will bring this plan to the Village Board for review in January, and regardless when the plan is considered by the Village Board, the plan will have no impact on wages for employees the first half of 2017.

Below is a summary of each of the wage ordinances.

BACKGROUND – GENERAL CLASS, MANAGEMENT AND DPW STAFF

It is proposed for all staff to receive a 1.5% wage increase for 2017. Footnotes are identified in the ordinance for some special circumstances. Majority of these circumstances have additional increases for employees who began employment or began a new position within the last three years and agreed to annual wage adjustments in a letter of agreement with the Village Manager. Other circumstances involve increasing employees' hourly rate to meet the minimum of their pay band for their position.

BACKGROUND – LIEUTENANTS AND SERGEANTS STAFF

It is proposed for all lieutenants and sergeants to also receive 1.5% wage increases for 2017. Other than updating the years in additional language included in the wage ordinance for lieutenants and sergeants, there are no other changes.

SUGGESTED MOTION

- Move to adopt Ordinance ____: 2017 Wage and Fringe Benefits for Village Personnel of General Classification and Management Commencing January 1, 2017.
- Move to adopt Ordinance ____: 2017 Wage and Fringe Benefits for Lieutenants and Sergeants Commencing January 1, 2017.

ORDINANCE NO. XXXX

An ordinance related to 2017 wage and fringe benefits for Village personnel of General Classification and Management commencing January 1, 2017

At a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the 5th day of December 2016, a quorum being present and a majority of the Board voting therefore, said Board does ordain as follows:

SECTION 1

That the Village Board of the Village of Shorewood does hereby approve a wage schedule for employees of the General Classification and Management of the Village for a period commencing January 1, 2017 as more specifically described in the attached schedule marked "Exhibit A". Copies are available for inspection at Shorewood Village Hall and as attached.

SECTION 2

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

SECTION 3

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

PASSED AND ADOPTED this 5th day of December, 2016, by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin.

Guy W. Johnson, Village President

Countersigned

Tanya O'Malley, Village Clerk

EXHIBIT A

Effective January 1, 2017 – 1.50% Increase

GENERAL CLASSIFICATION PERSONNEL

Title	Dept	FT/PT	2016	2017
			1-Jan	1-Jan
			1.75%	1.5%
Hourly				
Administrative Payroll Specialist	VMO	FT	20.43	20.74
Assistant to the Finance Director	FINANCE	P (94%)	26.08	26.47
Administrative Assistant II, PDD	PDD	FT	18.00	18.27
Building Inspector	PDD	FT	29.40	29.84
Code Enforcement Officer	PDD	FT	24.91	25.28
Customer Service Associate (2)	CS	FT	16.52	16.77
Administrative Assistant II, DPW	DPW	P (95%)	21.63	21.95
Senior Resource Coordinator	SRC	P (90%)	25.60	25.98
Senior Resource Program Assistant	SRC	P (30%)	14.00	14.21
Administrative Assistant II, Police	PD	FT	22.64	22.98
Court Clerk	PD	FT	22.59	22.93
Public Safety Clerk, CSO	PD	FT	18.25	18.52

MANAGEMENT

Title	Dept	F/PT	2016	2017
			1-Jan	1-Jan
			1.75%	1.5%
Hourly (Exempt Status)				
¹ Assistant Director of Public Works	DPW	FT	37.02	37.98
² Assistant Village Manager	VMO	FT	33.65	35.34
Customer Service Director/Deputy Clerk	CS	FT	31.31	31.78
Deputy Police Chief	PD	FT	46.46	47.16
Director of Public Works	DPW	FT	42.07	42.70
Finance Director	FINANCE	FT	41.35	41.97
Lead Building Inspector	PDD	FT	34.24	34.75
Planning and Zoning Administrator	PDD	FT	29.39	29.83
³ Police Chief	PD	FT	49.52	52.40
⁴ Village Clerk/Treasurer	CT	FT	37.02	37.98
Village Manager	VMO	FT	51.94	52.72

¹ Per Letter of Agreement upon hiring dated June 2015.

² Per Letter of Agreement upon hiring dated March 2015.

³ Per Employment Agreement upon hiring dated April 2015.

⁴ Per Letter of Agreement upon hiring dated June 2015.

DEPARTMENT OF PUBLIC WORKS

	2016 1-Jan	2017 1-Jan
Range 1 – General Laborer	1.75%	1.5%
Step 1 – Probation	15.42	15.65
Step 2 – 6 months	18.50	18.78
Step 3 – 18 months	18.82	19.11
Step 4 – 30 months	19.16	19.45
Step 5 – 42 months	19.51	19.80
Step 6 – 54 months	20.11	20.41
Range 2 – Equipment Operator, Forester 1	1.75%	1.5%
Step 1 – Probation	18.50	18.78
Step 2 - - 6 months	23.65	24.00
Step 3 – 18 months	24.07	24.43
Step 4 – 30 months	24.50	24.86
Step 5 – 42 months	24.94	25.32
Step 6 - 54 months	25.71	26.10
Range 3 – Forester II, Route Collector, Utility Equipment Operator	1.75%	1.5%
Step 1 – Probation	18.72	19.00
Step 2 – 6 months	23.93	24.29
Step 3 – 18 months	24.28	24.65
Step 4 – 30 months	24.77	25.14
Step 5 – 42 months	25.24	25.62
Step 6 – 54 months	26.04	26.43
Range 4 – Utility Operator 1, Street Leader	1.75%	1.5%
Step 1 – Probation	19.12	19.41
Step 2 – 6 months	24.34	24.71
Step 3 – 18 months	24.63	25.00
Step 4 – 30 months	25.12	25.50
Step 5 – 42 months	25.68	26.07
Step 6 – 54 months	26.38	26.78
Range 5 – Utility Operator II, Forestry Leader, Craftsman, Mechanic, Electrician	1.75%	1.5%
Step 1 – Probation	19.63	19.92
Step 2 – 6 months	24.85	25.22
Step 3 – 18 months	25.16	25.53
Step 4 – 30 months	25.71	26.10
Step 5 – 42 months	26.22	26.61
Step 6 – 54 months	27.01	27.43

Range 6 – Chief Mechanic, Chief Craftsman, Chief Electrician

1.75% **1.5%**

Step 1 – Probation	20.26	20.57
Step 2 – 6 months	25.53	25.92
Step 3 – 18 months	25.84	26.23
Step 4 – 30 months	26.40	26.81
Step 5 – 42 months	26.99	27.40
Step 6 – 54 months	27.79	28.21

Range 7 – Utility Foreman

1.75% **1.5%**

Step 1 – Probation	21.04	21.35
Step 2 – 6 months	26.27	26.67
Step 3 – 18 months	26.63	27.02
Step 4 – 30 months	27.23	27.63
Step 5 – 42 months	27.79	28.21
Step 6 – 54 months	28.64	29.07

ORDINANCE NO. XXXX

An ordinance related to 2017 Wages and Fringe Benefits
For Lieutenants and Sergeants commencing January 1, 2017

At a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the 5th day of December, 2016, a quorum being present and a majority of the Board voting therefore, said Board does ordain as follows:

SECTION 1

That the Village Board of the Village of Shorewood does hereby approve a wage and benefit schedule for employees who obtain the rank of Lieutenant or Sergeant with the Police Department for a period commencing January 1, 2017 as more specifically described in the attached schedule marked "Exhibit A" and the attached fringe benefits marked "Exhibit B". A copy of each exhibit is available for inspection at Shorewood Village Hall and as attached.

SECTION 2

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

SECTION 3

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

PASSED AND ADOPTED this 5th day of December, 2016, by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin.

Guy W. Johnson, Village President

Countersigned

Tanya O'Malley, Village Clerk

EXHIBIT A

Title and Step(s)	2016 1-Jan	2017 1-Jan
Sergeant/Det. Sergeant (hourly)		
	4.55%	1.5%
Start	39.35	39.94
After 1 yr	39.77	40.37
After 2 yrs	40.71	41.32
Lieutenant of Police (hourly)	45.66	46.34

EXHIBIT B

VILLAGE OF SHOREWOOD LIEUTENANTS AND SERGEANTS OF THE POLICE DEPARTMENT WAGE AND FRINGE BENEFITS 2017

COVERAGE

The provisions contained in this Exhibit A cover Lieutenants and Sergeants, hereinafter referred to as "employee" or "employees," unless specifically provided otherwise.

WAGES

See attached Exhibit A.

WORK HOURS AND OVERTIME

- A. The scheduling of hours worked and duty shifts will remain under the control and discretion of the Chief of the Police Department. Lieutenants are not eligible for any overtime payments whatsoever. Overtime, however, shall be paid to Sergeants at the rate of time and one-half (1-1/2) based on the standards set forth in the Human Resource Manual. Briefing time of fifteen (15) minutes prior to the start of a shift shall be compensated as follows. Subject to provisions of Federal and State law:
1. Sergeants shall have the option of having overtime paid in cash or compensatory time off.
 2. Compensatory time off, if requested by the Sergeant, shall be at the discretion of the Chief or his/her designee.
- Regulation of compensatory time for Sergeants shall remain within the guidelines set forth in the Fair Labor Standards Act where it applies to law enforcement personnel, and that the work period shall be twenty-eight (28) days in length. Wages received while in training will be limited to eight (8) hours of straight time per day.
- B. A recall of a Sergeant to duty for any reason will be paid at the rate of time and one-half (1-1/2) with a minimum guarantee of three (3) hours.
- C. A guaranteed minimum of three (3) hours at time and one-half (1-1/2) will be paid for court time for all off duty Sergeants.
- D. Overtime will only commence upon reporting for duty and end upon completion of said duty. Travel time reporting for duty, and travel time after completion of duty will not be considered compensable unless traveling in a department vehicle. All time spent using a department vehicle traveling to and from a destination point while on official police business or at the direction of the Chief of Police, shall be compensable time and the employee shall be considered on duty. The Village will make a vehicle available for all Village related business unless circumstances exist that preclude the Village from being able to make a vehicle

available. If a vehicle is not available, then the employee will take his own car and collect mileage from the Village. In this case the employee will not be considered on duty until the employee reaches the point of destination and will be considered off duty as soon as he leaves the point of destination provided that he is through working for the day. If there is more than one point of destination which the employee will be required to attend on Village business, then all travel time between point of destination will be considered as on duty time. The Village may, if the situation warrants it, direct the employee to use his vehicle to attend a school or training seminar. Mileage on a regularly scheduled work day will be the mileage in excess to that the employee would travel from their home to work and back. On an off day, all mileage to and from a seminar or training will be paid. Wages received while in training will be limited to eight (8) hours of straight time per day.

- E. Any Sergeant who is ordered to be on a standby status by the Chief of Police or by the court shall receive compensatory time off for that time on a straight time rate basis. Each member shall notify the Department Shift Commander at the start and conclusion of the “standby” period. Any Sergeant who fails to give notification as above set forth and give the shift commander such information as he/she may require, shall forfeit “standby overtime.” Sergeants who are in court and are told to be on standby will not have the option of remaining at court at the overtime rate.
- F. Briefing Time: Sergeants accrue 3.75 hours per month or 45 hours per year. Lieutenants will receive 5 flex days that will be taken during the year based on a schedule mutually agreeable to the employee and the Chief of Police.
- G. Training: When training is requested by the employee and is not departmentally required, such training must be approved by the Chief of Police. The Chief or his/her designee can change the employee’s work schedule to accommodate the school and department.

VACATION

- A. Vacations will be granted to employees in accordance with the Human Resource Manual dated 12/17/2012.
- B. Vacation selection shall be in accordance with the procedure set forth in Appendix “A” which is attached to this document and made a part thereof.

HOLIDAYS

Employees shall receive eleven (11) holidays under the following provisions:

- A. At the discretion of the Chief, the holidays may be given in the form of time off on a straight time basis, or the holidays may be paid as provided in paragraph B below. Whenever possible the Chief shall give consideration to the request of the employees of the department with regard to such holidays. Holidays in the form of time off will not be assigned unless requested by the employee.
- B. Payment for holidays not taken or previously requested and approved shall be made on the last pay period in October on a separate paycheck and shall be for eight (8) hours at straight time of the employee’s hourly rate in effect on the last pay period in October. Calculations for holidays will be made on an October 1 cut-off date in each calendar year to be paid on a separate check. Employees will receive compensation at 2016 rates at ~~time and one-half (1~~

~~1/2)~~ straight time for three holidays. Employees will receive compensation at 2017~~6~~ rates at straight time for the remaining eight holidays. Compensation for these holidays will be applied to the last payroll in October 2017~~6~~. All times hereafter will follow the ordinance language as described.

- C. For purposes when an employee first begins employment or resigns employment with the Village, an employee will accrue holidays when they occur in the calendar based on the ten holidays listed in the Village of Shorewood Human Resources Manual. President's Day will serve as the additional holiday lieutenants and sergeants are able to accrue.

RETIREMENT

- A. The retirement of employees will be governed by the applicable Wisconsin State Statutes, Village Ordinances and General Rules of the Shorewood Police Department subject to Federal Law.
- B. Employees who contemplate retirement shall give the Chief of Police or his/her designee sixty (60) days written notice of the employee's effective retirement date. Compliance with this section shall make employees eligible for a cash payout of briefing time earned but not used at the time of retirement. Failure to comply with this section shall cause said employees to lose their compensable briefing time earned if not used before retirement.
- C. The Village's contribution of an employee's share of pension under the Wisconsin Retirement System for those employees covered under this contract shall be the difference between the employee's contribution and the full employee's share. **Effective January 1, 2015, employee shall contribute an amount equal to the contribution by the Shorewood Police Association members or the amount mandated by state law, if applicable.**

CLOTHING ALLOWANCE

- A. Employees shall be entitled to a clothing allowance to be accumulated in a drawing account for the purpose of purchasing all leather goods pertinent to the uniform, uniforms, equipment, and for the purpose of cleaning uniforms. For all uniformed employees, the clothing allowance shall be five hundred seventy-five dollars (\$575). The Chief of Police shall have complete discretion in the approval or disapproval of items eligible for purchase. Payments from such allowance are to be made to the vendor or to the employee, if he/she has paid the bill, upon presentation of an itemized voucher verified and approved by the Police Chief and allowed by the Village Board. Any unused accumulation in any drawing account shall at all times remain the property of the Village and a part of the general fund; under no circumstances shall it be considered as salary. Any unused accumulation in any drawing account at the end of each calendar year may be carried over into the following year.
- B. The Village agrees to reimburse any employee who damages his/her clothing or personal items while acting in their official capacity as a law enforcement officer, provided however, personal items that are replaced shall not be replaced for a cost exceeding one hundred dollars (\$100) per incident, subject to the approval of the Chief of Police. Payment for these replaced items shall not be deducted from the officer's personal clothing allowance account.
- C. The Village will provide armor vests to employees who request them. Employees who have a vest provided by the Village shall be required to wear the vest at all times, unless the employee

is in training, in court, teaching a class, or any other event which is mutually agreed to by the Police Chief or his/her designee and the employee that a vest is not required to be worn.

EDUCATIONAL INCENTIVE PROGRAM

- A. Employees will be reimbursed for tuition and books paid for successful completion (i.e. "B" or better) of undergraduate college level courses which are job-related and approved by the Chief, such as courses required for obtaining a bachelor's degree in Law Enforcement or Criminal Justice. Such reimbursement shall be limited to a maximum of one hundred fifty dollars (\$150) per credit, per course. Master's Degree level courses shall be reimbursed, limited to a maximum of two hundred dollars (\$200) per credit, per course.
- B. Prior to enrolling in any course covered herein, the employee shall submit to the Chief of Police a description of the course in addition to tuition costs to be reimbursed.

DRUG TESTING POLICY AND PROCEDURE

Employees shall be subject to the Drug Testing Policy and Procedure attached hereto as Appendix B.

ADDITIONAL EMPLOYMENT

- A. Members of the Shorewood Police Department may engage in outside employment or work when they are not scheduled for work with the Shorewood Police Department or are not so engaged in duty. Such outside employment or work shall be limited to off-duty hours and shall be considered supplementary and secondary to their duties as members of the Shorewood Police Department.
- B. The primary responsibility and obligation of each member of the Shorewood Police Department is to the Village of Shorewood as an employee; that such employment shall take precedence at all times over any other employment members of said Department may engage in; that such supplementary or secondary employment shall not interfere or conflict with their duties as members of the Shorewood Police Department or be of such a nature as to embarrass the Village of Shorewood.
- C. Members of the Police Department who engage in such outside employment will not conduct any business related to such outside employment on Village premises or during hours in which such employees are working for the Shorewood Police Department. It is further agreed and understood by the parties herein that such members so engaged in outside employment shall not advertise said outside employment either directly or indirectly on Village premises or during duty hours with the Police Department.
- D. Prior to accepting or undertaking any employment, an employee shall furnish to the Chief of the Police Department a statement setting forth the name of his employer or indicate if self-employed, verifying the statement of the employee and agreeing to all of the terms and conditions of such part-time employment and provisions in this agreement.
- E. In addition to the information required under section "D" above, said member shall, prior to undertaking any part-time employment, waive, in writing, any and all claims for sick leave compensation or any other benefits arising by reason of the fact that such disability occurred while he was engaged in part-time employment.

- F. No member shall engage in any part-time employment, which employment requires the securing of a taxi-cab owner or operator's license, or a liquor, beer or bartender license, or which employment requires the securing of a license from the Village of Shorewood.

- G. In the event the Chief is of the belief that any part-time employment is decreasing the efficiency of the member, or interfering with his availability for duty, he may order the member to terminate his part-time employment. The member upon receipt of such order, shall terminate his employment immediately. He may, however, appeal from the determination of the Police Chief to the Board of Police Commissioners. The appeal shall be made in accordance with such rules and regulations as the Board shall establish. The decision of the Board of Police Commissioners shall be subject to judicial review ordinarily available with respect to decisions of the Board of Police Commissioners.

APPENDIX A

VACATION SELECTION

In order to ensure flexibility and equity in the matter of vacation selections by Departmental personnel, the following procedures will be followed:

1. Available vacation time for purposes of selection will be the first Saturday in January to the third Friday in December.
2. Vacations must be selected on a Saturday through Friday basis in blocks of a week at a time; provided, however, it is understood that a week of vacation is equal to five vacation days.
3. Prime vacation time shall be considered the last Saturday in May through the first Friday in September inclusive. Only one selection of a week or a block of consecutive weeks may be made during this time. Additional weeks or non-consecutive weeks must be selected outside of the prime vacation time range.
4. Departmental vacation selections will be implemented by the use of a vacation sign-up sheet passed among all employees with appropriate weekly blanks for the initial and last name of the selecting employee.
5. Vacation selections by individuals will be made as follows:
 - A. Only one Sergeant or Lieutenant from the same shift may be on vacation at the same time. The Lieutenants will have first vacation selection in each year.
 - B. No Sergeant or Lieutenant can schedule vacation during the last two (2) weeks of the year (holiday season). It will be up to both Sergeants and Lieutenants to work out who will cover their respective shifts.
 - C. Every employee may keep the vacation sign-up list for a maximum of four (4) "working days". The list must be returned to the Chief's designee who will pass it on to the next senior employee. Failure to return the list to the Chief's designee after four (4) "working days" will result in the offending employee losing his/her turn and must wait until everyone else on their shift makes their selection first before making theirs.
6. After vacations are selected, modifications or changes will be allowed in accordance with the above policy-procedure with the approval of the Chief of Police and/or his/her designee.

APPENDIX B

DRUG TESTING POLICY AND PROCEDURE

I. Purpose

The purpose of this policy is to provide all sworn employees of the Police Department with notice of the provisions of the Department Drug Testing Program.

II. Discussion

It is the policy of this department that the critical mission of law enforcement justifies maintenance of a drug-free work environment through the use of a reasonable employee drug testing program.

The law enforcement profession has several uniquely compelling interests that justify the use of employee drug testing. The public has a right to expect that those who are sworn to protect them are, at all times, both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus job performance.

Where law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement professional and public confidence in that integrity are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

Therefore in order to ensure the integrity of the department and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this department shall implement a drug testing program to detect prohibited drug use by sworn employees.

III. Definitions

- A. "Sworn Employee" means those full time employees who have been formally vested with full law enforcement powers and authority.
- B. "Supervisor" means those sworn employees assigned to a position having day-to-day responsibility for supervising subordinates, or are responsible for commanding a work element.
- C. "Drug test" means the compulsory production and submission of urine by an employee, in accordance with departmental procedures, for chemical analysis to detect prohibited drug usage.
- D. "Reasonable suspicion" means that quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts, and any rationally derived inferences from those facts about the conduct of an individual that would lead a reasonable person to suspect that the individual is or has been using drugs while on or off duty.
- E. "Drugs of Abuse/Controlled Substance" means cocaine, heroin, amphetamines, barbiturates, or any other major drug of abuse or illegal drug (excluding alcohol).
- F. "Officer" means all full-time sworn officers of the Shorewood Police Department.

IV. Procedures

A. Prohibited Activity

The following rules shall apply to all applicants, probationary, and sworn employees while on and off duty:

1. No employee shall illegally possess any controlled substance.
2. No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
3. Any employee who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.
4. Any employee having a probable basis to believe that another employee is illegally using or is in possession of any controlled substance, shall immediately report the facts and circumstances to his/her supervisor.
5. Discipline of sworn employees for violation of this policy shall be in accordance with the due process rights provided in the department's discipline and grievance procedures.

B. Applicant Drug Testing

1. Applicants for the position of sworn law enforcement officer shall be required to take a drug test as a condition of employment during a pre-employment medical examination.
2. Applicants shall be disqualified from further consideration for employment under the following circumstances:
 - 1) Refusal to submit to a required drug test; or
 - 2) A confirmed positive drug test indicating drug use prohibited by this policy.

C. Probationary Employee Drug Testing

All probationary employees shall be required, as a condition of employment, to participate in unannounced drug tests prior to the completion of the probationary period. The frequency and timing of such testing shall be determined by the Chief of Police or his/her designee.

D. Employee Drug Testing

Sworn officers will be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use as provided below:

1. A supervisor may order an employee to take a drug test upon documented reasonable suspicion that the employee is or has been using drugs. A summary of facts supporting the order shall be made available to the employee prior to the actual test.
2. A drug test will be administered as part of all promotional procedures.

3. Sworn officers, as a condition of their employment, shall submit to random drug testing no more than one time in a calendar year.
4. Any sworn officer of this department who is directly involved in a serious incident defined by the following cases:
 - 1) Discharge of a firearm at a human being or a vehicle in which human beings are contained;
 - 2) Auto accident involving an officer's vehicle in which a personal injury occurs and which requires a report as defined by Wisconsin State Statute 346.70;

may be required by the supervisor to participate in a drug screening test immediately following the event, or as soon as the tactical situation allows. A directly involved officer is the officer who actually discharges the weapon in case #a, and is the driver of the police vehicle in case #b. If the involved officer is injured and unable to produce a urine sample, the employee agrees to a blood test and agrees to allow the results of the test to be released to the employer.
5. Any officer, who in the carrying on of his/her duties, ingests, either directly or indirectly, any drug or narcotic substance, is required to document, as soon as possible thereafter, such contact. Documentation should occur in writing explaining all circumstances, and the employee's supervisor should be notified as soon as possible. Drug tests will be administered and no disciplinary action will be taken if the tests are positive under the following conditions:
 - 1) The officer was in physical danger if he did not ingest the drug or narcotic substance.
 - 2) Nothing in this policy shall be construed as granting permission for officers and/or narcotics agents to ingest any illegal drug, marijuana, narcotic substance, or controlled substance under any circumstances except as cited in #5a
6. On a yearly basis, random drug testing may be conducted on up to five sworn employees of the Police Department, including the employees covered by this ordinance.
 - 1) The random selection pool may include all officers.
 - 2) The random selection of the names will be observed by the Chief of Police or his/her designee.
7. Any employee required to comply with this procedure on off-duty time shall be entitled to overtime pursuant to department policy.

E. Drug Testing Procedures

1. The testing procedures and safeguards provided in this policy to ensure the integrity of department drug testing shall be adhered to by all personnel administering drug tests.

2. Personnel authorized to administer drug tests shall require positive identification from each officer to be tested before they enter the testing area. This shall consist of a picture ID or driver's license.
3. A pre-test interview shall be conducted by testing personnel with each officer in order to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result.
4. The bathroom facility of the testing area shall be private and secure.
5. Where the officer appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug test report form. The officer shall be permitted no more than eight hours to give a sample, during which time he/she shall remain in the testing area. Reasonable amounts of water may be given to the officer to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test unless the officer agrees to a blood test and agrees to allow the results of the test to be released to the employer.
6. The officer shall have the right to request that his/her urine sample be split and stored in case of legal disputes. The urine samples must be provided at the same time, and marked and placed in identical specimen containers by authorized testing personnel. One sample shall be submitted for immediate drug testing. The other sample shall remain at the facility in frozen storage for one year. This sample shall be made available to the officer or his/her attorney should the original sample result in a legal dispute or the chain of custody be broken. The officer may request a second test of the master sample be performed at a NIDA certified laboratory of his/her choice and the parties mutually agree to maintain the chain of custody.
7. Specimen samples shall be sealed in the presence of the participants, labeled, and checked against the identity of the officer to ensure the results match the tested specimen. All collections are handled forensically, which means they are labeled, double-sealed, double-checked for accuracy and completeness, stored in a secure, locked refrigerator until testing, and accompanied by a forensic chain of custody.
8. Whenever there is a reason to believe that the officer may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately under direct observation of the testing personnel.

F. Drug Testing Methodology

1. The testing or processing phase shall consist of a two-step procedure:
 - 1) Initial screening test
 - 2) Confirmation test
2. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather, it will be classified as "confirmation pending". Notification of test results to the supervisor or other departmental designee shall be held until the confirmation test results are obtained.

3. A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.
4. The drug screening tests selected shall be capable of identifying marijuana, cocaine and every major drug of abuse including heroin, amphetamines and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in collection procedures.
5. Concentrations of a drug at or above the following levels shall be considered a positive test result when using a FPIA immunoassay drug screening test:

Amphetamines 500 ng/l
 Barbiturates 500 ng/l
 Cocaine 300 ng/l
 Opiates 300 ng/l
 THC 100 ng/l
 PCP 25 ng/l
 Benzodiazepines 200 ng/l
 Methadone 25 ng/l

Concentration of a drug at or above the following levels shall be considered a positive test result when performing a confirmatory GC/MS test on a urine specimen that tested positive using a technologically different initial screening method.

Marijuana metabolite 15*
 Cocaine metabolite 150**
 Opiates:
 Morphine 300***
 Codeine 300

Phencyclidine 25

Amphetamines:

Amphetamine 500

Methamphetamine 500

* Delta-9 tetrahydrocannabinol-9-carboxylic acid

** Benzoylecgonine

*** 25 ng/ml if immunoassay-specific for free morphine

6. The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise, and demonstrated proficiency in urinalysis.
7. Officers having negative drug test results shall receive a memorandum stating that no illegal drugs were found. If the officer requests such, a copy of the letter will be placed in the officer's personnel file.
8. Any officer who breaches the confidentiality of testing information shall be subject to discipline.

G. Chain of Evidence – Storage

1. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain of custody.
2. Where a positive result is confirmed, urine specimens shall be maintained in secured, refrigerated storage for one year.

H. Drug Test Results

1. All records pertaining to department-required drug tests shall remain confidential, and shall not be provided to other employers or agencies without the written permission of the person whose records are sought.
2. Drug test results and records shall be maintained by the Chief of Police for an indefinite period of time in a secured file.

V. Actions Taken/Positive Results

- A. If an officer tests positive, and the tests identify cocaine, heroin, amphetamines, barbiturates, not prescribed by a physician, or any other major drug of abuse of illegal drug, the officer's employment may be terminated.
- B. An officer who tests positive for marijuana shall be subject to discipline and referred to the Employee Assistance Program.
 1. The officer shall be subject to mandatory random testing for a period of two years.
 2. The Employee Assistance Program or other recognized facility at the officer's own expense shall not be a substitute for disciplinary action if other rules and regulations have been violated or crimes committed.
 3. A second positive test for marijuana may be grounds for termination.

VI. Refusal To Submit

Officers who refuse to submit to a required drug test under this policy may be terminated from employment as an officer of the Shorewood Police Department

SHOREWOOD POLICE DEPARTMENT

MEMORANDUM



To: Public Safety Committee
 From: Thomas Liebenthal, Lieutenant
 CC: Peter A. Nimmer, Chief of Police
 Date: December 5, 2016
 Re: Traffic Control at the Intersection of Murray Ave and Beverly Rd

Updated Information:

On November 29, 2016, and November 30, 2016, officers monitored traffic at the intersection of Murray Avenue and Beverly Road. Officers were assigned there in an unmarked squad from 7:15 am to 8:00 am during Dayshift and from 3:15 pm to 4:00 pm on Early Shift each of those days. Officers observed no traffic violations at that intersection during that those frames on either day.

Listed below are the traffic volume totals for the intersection on each of the respective days broken down by the vehicle's the direction of travel as it entered the intersection.

		North	South	East	West	Total
11/29/2016	7:15 am to 8 am	19	32	26	19	96
	3:15 pm to 4 pm	23	43	24	16	106
	Total	42	75	50	35	202

		North	South	East	West	Total
11/30/2016	7:15 am to 8 am	14	34	16	24	88
	3:15 pm to 4 pm	17	39	23	13	92
	Total	31	73	39	37	180

		North	South	East	West	Total
Total	7:15 am to 8 am	33	66	42	43	184
	3:15 pm to 4 pm	40	82	47	29	198
	Total	73	148	89	72	382

Updated Information from November 21, 2016:

This memo is the same memo from the November 7, 2016 PSC meeting. I have added an attachment, the Manual on Uniform Traffic Control Devices for your review. It should be noted that the MUTCD gives the following guidance: The decision to install multiway stop control should be based on an engineering study.

In addition, the Ped and Bike Safety Committee met on November 15, 2016 and discussed this topic and recommended the stop sign be installed.

The financial impact to install the stop sign and mark the pavement would be approximately \$500.00.

Background:

On Sunday, September 18, 2016, I met with Shorewood resident Kate Greenway regarding her concerns involving the intersection of Murray Avenue and Beverly Road. Ms. Greenway reported that she has noticed a general increase in the speeds of vehicles that utilize Beverly Road. She states she has especially noticed the increased speeds since recent completion of the roadway construction near this intersection. She also expressed concern over the lack of traffic control mechanisms in place at that intersection. She provided examples of northbound and southbound traffic on Murray making abrupt turns onto Beverly at high speeds and examples of eastbound and west bound traffic on Beverly failing to stop of the stop sign or "rolling" through the stop sign at that intersection. She stated she has observed several "close calls" at the intersection involving both motorized and pedestrian traffic due to the aforementioned concerns. Based on her concerns, Ms. Greenway would like to see the following traffic controls placed at this intersection:

- A four-way stop controlling traffic coming from each direction.
- Stop signs that are larger in size than the current signs used at this intersection
- A crosswalk painted onto the roadway at that intersection.

I looked at the physical traffic control mechanisms in place at the intersection. Eastbound and westbound traffic on Beverly is controlled by a stop sign in place for traffic flowing in those directions. The signs are well placed and highly visible from a distance as well as up close. There are no traffic controls in place for northbound and southbound traffic on Murray. Additionally, there is no crosswalk painted on the roadway at that location.

Analysis:

Over the past 12 months, there has been one personal injury traffic crash and one driving complaint for a subject that failed to obey the stop sign at that intersection. The personal injury crash involved a bicyclist that failed to stop for the stop sign and collided with an oncoming vehicle that had the right of way. The cyclist was issued a citation from that incident.

I compared this data with data for the intersection of Murray Ave and Newton Ave. That intersection also has a stop sign controlling eastbound and westbound traffic and no traffic controls for northbound and southbound traffic. There is also no painted crosswalk at that intersection.

Over the past 12 months, there have been no crashes at that intersection and one complaint of an individual failing to obey the stop sign. Our CAD shows a call created for a PDO crash at that intersection March 8, 2016. However, the call was created in error as the caller was in the City of Milwaukee at the intersection of Murray Ave and Newport Ave.

I also looked at the data from the intersection of Murray Ave and Shorewood Blvd. That intersection has a four-way stop sign as well as a painted crosswalk on the roadway. There were no crashes and no complaints for failure to obey the stop sign at that intersection over the past 12 months.

In looking at the intersection of Murray Ave and Beverly Rd, I found multiple factors that may warrant adding additional traffic controls at this intersection. First of all is Murray Ave is a traffic artery for westbound traffic on Capitol Drive that wishes to go southbound from Capitol Dr. Due to the no left turn sign at Capitol Dr. and Oakland Ave, and the fact that Cramer St does don't go through southbound from Capitol Dr., drivers wishing to go south would need to use Murray Ave in order to travel southbound.

Secondly, the intersection of Shorewood Blvd and Oakland Ave is controlled by a traffic control light. This could delay drivers wishing to turn left (southbound) onto Oakland Ave from Shorewood Blvd. Conversely, the intersection of Beverly and Oakland is controlled by a two-way stop sign controlling eastbound and westbound traffic on Beverly Rd. Drivers wishing to avoid the traffic control signal would use Beverly Rd in order to ultimately go south on Oakland Ave. If those drivers were already using Murray Ave to travel southbound, as described above, they would travel through the intersection of Murray Ave and Beverly Rd to accomplish this.

Next, the intersection of Murray Ave and Beverly Rd is near the proximity of Shorewood High School, School Village Hall, Shorewood Library and Atwater School. Each of these buildings has the potential to add additional motorized and foot traffic in the general area; especially on weekdays during the school year. Many of those additional pedestrians and drivers would be teenagers who would be less likely to be aware of the potential hazards that exist at intersections.

Lastly, there are multiple large apartment complexes on Murray Ave (between Shorewood Blvd. and Capitol Dr), on Shorewood Blvd (between Murray Ave and Oakland Ave), and on Oakland Ave (Between Shorewood Blvd and Capitol Drive). The amount of residents in those building alone greatly adds to the potential pedestrian and motorized traffic in the area. Not to mention that traffic wishing to travel eastbound in the area would have to utilize Capitol Dr. or Beverly Rd due to Shorewood Blvd being a one-way street from Frederick Ave. to Murray Ave. This would also lead to increased traffic at the intersection of Murray Ave and Beverly Rd.

Recommendations:

Based on these factors and Ms. Greenway's reported observations, I would recommend the following:

- Make the intersection of Murray Ave and Beverly Rd a four-way stop intersection controlled by stop signs in each direction.
- Add a painted crosswalk to the roadway to increase visibility of the intersection to oncoming traffic and provide a defined crosswalk for pedestrian traffic.

Motion:

I move that we adopt the village ordinance regarding stop signs at North Murray Avenue and East Beverly Road.

ORDINANCE NO: 2067

An Ordinance Regarding Stop Signs at North Murray Avenue and East Beverly Road

At a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin held on this 5th day of December, 2016, a quorum being present and a majority of the Board voting therefore said Board does ordain as follows:

SECTION 1

That Subsection B of Section 33, Traffic control lights, stop signs, and yield signs, of Article X, Traffic Control, of Chapter 500, Vehicles and Traffic, of the General Ordinances of the Village of Shorewood, may be amended and supplemented by adding the following:

The northwest and southeast corners of North Murray Avenue at East Beverly Road.

SECTION 2

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

SECTION 3

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

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this 5th day of December, 2016.

Guy Johnson, Village President

Countersigned:

Tanya O'Malley, Village Clerk

November 29, 2016



TO: Village Board

Cc: Village Manager Chris Swartz
Village Attorney Nathan Bayer

FROM: Planning Director Ericka Lang

RE: **Special Privilege Application for business monument sign at Legend Post 331,
4121 N. Wilson Drive**

Background

Business manager Lawrence Fox of the American Legend Post 331 submitted a *Special Privilege* application to modify a monument sign within the public right-of-way at 4121 N. Wilson Drive. The Village does not have a special privilege application on file for the existing sign.

Analysis

The building is located 40 feet from the western curb of Wilson Drive and the private property boundary begins 24 feet from the curb (see site map). The existing monument sign is located fully within the public way, beginning approximately 17 feet from the curb. The existing wooden sign structure is 7'5" tall by 56 inches wide. The new sign keeps the existing frame and replaces only the face of the sign with a metal panel 50"x 46". The Design Review Board will review the proposed sign December 15th.

Recommendation

Staff recommends approval of the monument sign within the public way because the sign does not obstruct any vehicle vision sight lines.

Suggested Motion:

Motion to approve special privilege application for a business monument sign within the public way at property 4121 N. Wilson Drive for the American Legend Post 331.



APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

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

OFFICE USE ONLY	FEE \$50.00 0.00
Permit ID 16-2387	Received
Insurance Certificate Exp.	
P & D Approval	
Village Board Date 12.5.16	Approved Y N

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

Property Address: 4121 N Wilson Dr.	
Description of Improvement: Replacing a Monument sign - only face of sign.	
Reason for Improvement: Old sign no longer servicable	
Is this petition for the approval of OUTDOOR CAFÉ SEATING ? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Total number of outdoor seats:	
APPLICANT INFORMATION	PROPERTY OWNER INFO (if different from applicant)
Name Lawrence L Fox Commander Amer Leg Post 331	Name
Address 4121 N Wilson Dr.	Address
City/State/Zip Shorewood, WI 53211	City/State/Zip
Phone 414-961-2123	Phone
Alt. Phone 414-4914278 (C)	Alt. Phone
Email lfoxmfox@earthlink.net	Email

Material Submission

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

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

Conditions for Special Privilege Approval

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

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

Outdoor Seating within the Public Right-of-Way

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

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


Signature

11/16/2016
Date

COMMANDER
American Legion Post 331



4121 Wilson



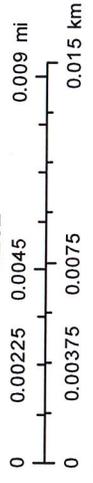
August 24, 2016

Address Numbers

Parcels

Streets

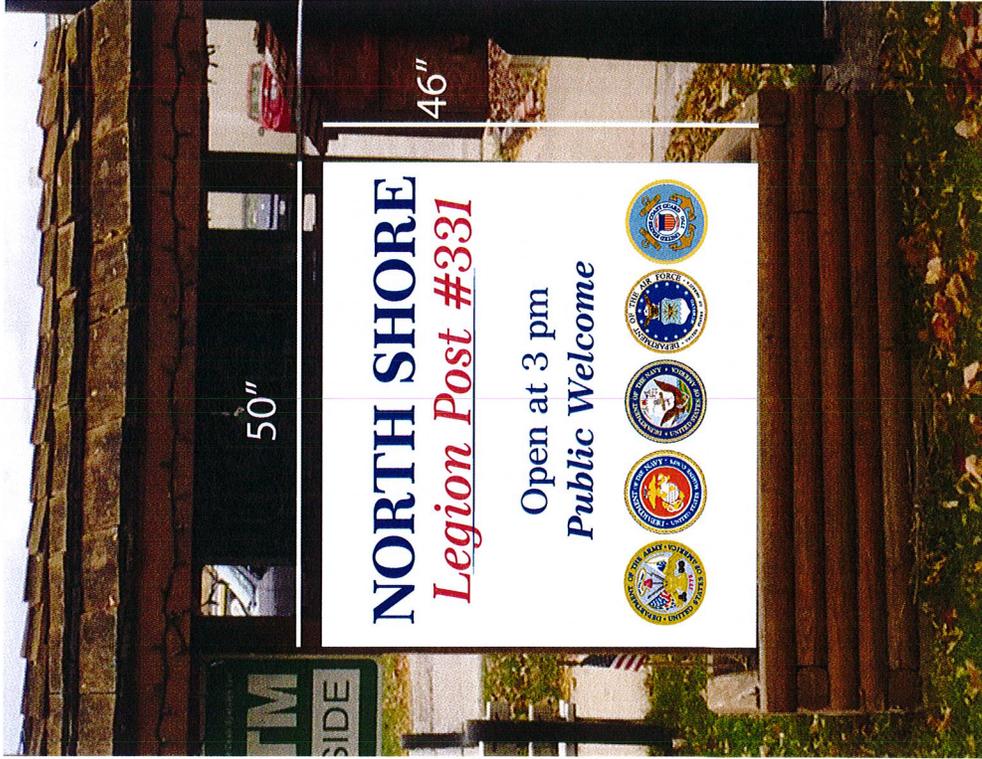
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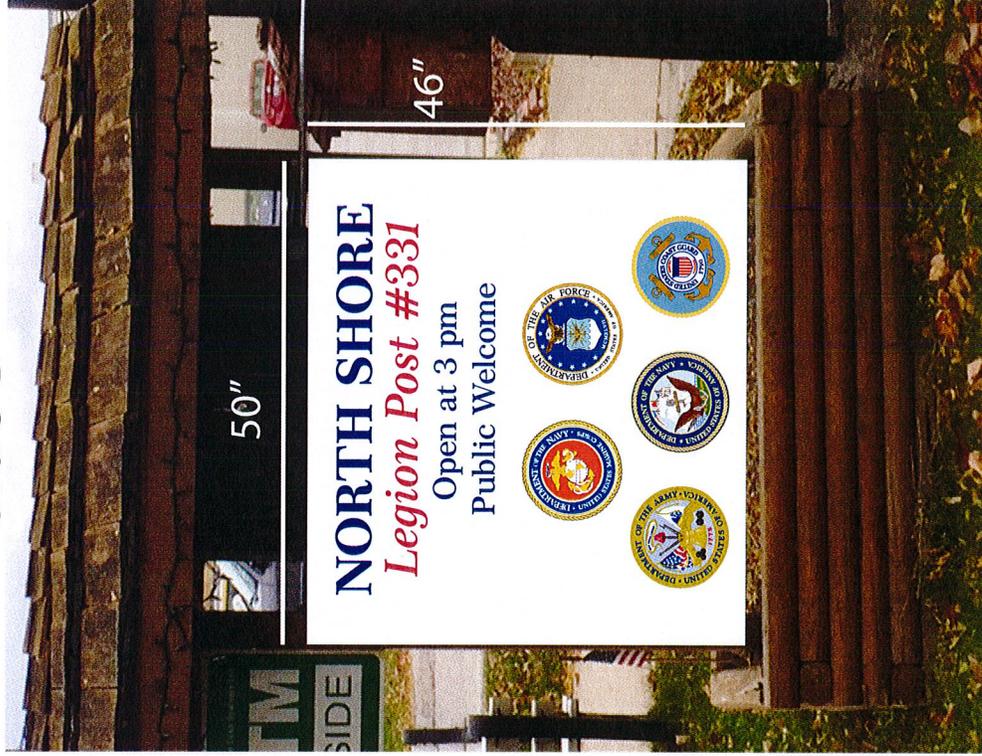
Milwaukee County Land Information Office



Side A



Side B



MEMORANDUM

December 1, 2016

To: Trustee Ann McKaig, Chairperson
Judiciary, Personnel & Licensing Committee

From: Leeann Butschlick, Director of Public Works

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

Re: DPW authorization to hire



Your December 5 Village Board agenda includes an authorization to hire in the Department of Public Works.

Background/Update

The Department is currently operating with 18 employees, one short of the approved level of 19. As announced previously, longtime employee Forester Mike Dondlinger will retire on December 31, 2016.

Recently employees Russ Falkowski and Judy announced their intention to retire at year's end. They have since adjusted that date and indicated an intention to remain here through at least 2017.

One of the Department's greatest strengths is our veteran workforce. The first table on the reverse shows the age and years of seniority of our current staff (identified by payroll number rather than name). The second table illustrates the employee average of these same measures for the years 2012-2016. Please note the general trend in both the employee age and years of service as the longtime members of our staff move into retirement.

Please also note that two additional veteran members of time (29 years and 22 years) have indicated an intention to retire in 2017.

Authorization to Hire

Staff is requesting authorization to fill the current vacancy and the position to be vacated with Mr. Dondlinger's retirement. It is anticipated that the new candidates would begin work in January 2017.

Suggested motion: I move that staff be authorized to fill two positions in the Department of Public Works.

I am unable to attend your meeting on December 5th; Joel Kolste will be present to present this item. However, please do not hesitate to contact me at 847-2650 in the meantime if you should have any questions regarding this matter.

2016			
Employee	Age	Year Hired	Yrs Seniority
vacant			
711	28	2016	0
713	65	1993	23
714	64	1994	22
716	57	1987	29
721	47	1997	19
722	54	1998	18
725	57	1998	18
726	29	2013	3
728	33	2016	0
729	53	1990	26
730	56	1985	31
731	53	1998	18
732	50	1992	24
733	37	2008	8
735	57	1999	17
738	58	2001	15
778	26	2014	2
914	26	2016	0
AVERAGE	47.2		15.2

	Employee Average	
	Age	Yrs Seniority
2012	51.4	16.9
2013	49.7	15.7
2014	48.8	15.0
2015	49.3	16.0
2016	47.2	15.2
2017 PROJECTED		11.8



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

MEMORANDUM

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

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

DATE: November 21, 2016

RE: Shorewood Village Board and Committee Meetings

OVERVIEW

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

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

IMPACT

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

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

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

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

CONCLUSION

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

The next step for the Community and Business Relations Committee is to determine which meetings should be video recorded. Based on past conversations, one proposal was to include all Village Board (full and committee) meetings as well as CDA meetings to be video recorded. The committee will also determine if staff's recommendation to only tape meetings in the Court Room and Committee Room (not the Village Manager's Office committee room or elsewhere). This topic will continue to be an agenda item for the Community and Business Relations Committee for December and will go to the full Board once the committee arrives at a recommendation.



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE CLERK'S MEMO

DATE: November 30, 2016

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

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: Discussion for Village Boards, Commissions, and Committees

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.

INTERVIEW SCHEDULE

At this time no additional interviews have been scheduled.

VACANCIES

Attached is an updated listing of current vacancies on the various Village Boards, Committees, and Commissions. This listing assumes that any appointments listed on the Village Board agenda for consideration are approved.

RECOMMENDATIONS

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

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

Village Boards, Committees, and Commissions

Committee	Number of Vacancies	Notes
Board of Appeals	0	
Board of Review	3	1 Regular - Expiration 2020 1 Alternate - Expiration 2018 1 Alternate - Expiration 2017
Community Development Authority	0	
Conservation Committee	0	
Design Review Board	0	
Elder Services Advisory Board	0	
Library Board	0	
Parks	0	
Ped & Bike Safety	0	
Plan Commission	0	
Police	1	1 - Expiration 2021
Public Art Committee	1	1 - Expiration 2019
Recreation Advisory Committee	0	



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

MEMORANDUM

TO: Tr. Ann McKaig, Chair of Judiciary, Personnel and Licensing Committee
Village Board of Trustees

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

DATE: November 21, 2016

RE: Special Events Policy

OVERVIEW

In a typical year, the Village receives several requests from outside groups to conduct special events that may require staff time and other significant Village resources. It is a best practice to have a special event policy that sets the rules and processes outside groups need to follow when it comes to seeking appropriate Village resources. A special event can be defined as a temporary entertainment and/or amusement activity open to the general public and organized, produced or sponsored by a person, group or organization.

A policy allows the Village an opportunity to set clear guidelines and an approval process involving both Village staff and the Village Board. The policy also discusses guidelines towards Village communications of these events, financial responsibilities, and additional provisions for fun runs. The policy draft attached to this memorandum has been created and reviewed by all departments involved in the process (Department of Public Works, Police Department, Clerk/Treasurer's Office, and the Village Manager's Office).

Adopting a special events policy will also change some of the ordinance language we have in the Village Code. Currently we have two sections that address special events: Chapter 397 on Parades and Chapter 462 on Street Festivals. Both of these items are covered under the new special events policy. Therefore, both of these ordinances will be removed from the Village Code and replaced with new language on special events, which will be inserted into Chapter 462.

NEXT STEPS

Village staff is asking the Judiciary, Personnel and Licensing (JPL) Committee to review the drafted special events policy and new ordinance language along with providing comments and feedback to staff. It is anticipated that this policy will be reviewed and discussed at several JPL Committee meetings before taking the policy to the Village Board. Staff is asking the Village Board to take action on this policy before April 1, 2017.



Policy No. xx	Page: 1	Page 1-4 Policy Page 5-7 Application
Title: Special Events		
Authority: Shorewood Village Board		

A. PURPOSE

The purpose of this policy is to set rules and processes that will guide the Village staff in seeking an appropriate use of Village resources, clearly defined financial responsibilities, a formal event approval process and consistent promotion and communication of special events within the Village.

B. DEFINITIONS

A special event is a temporary entertainment and/or amusement activity, open to the general public and organized, produced or sponsored by a person, group or organization or the Village. The event is extraordinary in that:

- The event is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur,
- The event cannot be held completely within the confines of an existing building on such premises,
- And for which event it is reasonably anticipated that the number of persons attending will at any time exceed the maximum occupancy of the existing building(s) on the property or will substantially exceed the regular normal average patronage and traffic generated otherwise attending such premises as a result of its regular normal average and lawful use.

Such special events include, but are not limited to: festivals, carnivals, 5K or ‘Fun Run’s, firework displays, parades, concerts, picnics and fairs. Exceptions to these examples would be neighborhood block parties. Block parties will require the Block Party Application form.

A Village-Sponsored event is an event that the Village of Shorewood agrees to help coordinate on an annual basis. Examples of Village-Sponsored events include but are not limited to: 4th of July Parade and firework display, Summer Concert Series, Plein Air Shorewood and National Night Out.

Legacy Events that exempted from this policy include but are not limited to: the Shorewood Criterium Bike Race, Shorewood Men’s Club summer BBQ and Business Improvement District events.

C. PROCESS FOR APPLICATION AND APPROVAL

1. The interested group, organization or individual will meet with the Village Clerk to determine the type of permit required for their event. At which time, the Clerk will then distribute the appropriate forms and applications required, along with any other pertinent information needed based on timeline of event.

2. Upon return of the materials, the Village Clerk or a representative will collect the permit fee and review the application. If appropriate, the application will then be reviewed by the Clerk to determine completeness and accuracy of Village participation. If more information is required, the Clerk or relevant department may contact the interested party directly to obtain it.

3. If necessary, the application materials will then be subject to departmental (Police, Public Works and in some cases Planning Departments) review and/or revision. Departmental review will be scheduled on an as-needed basis by the Village Clerk. The maximum number of days for staff review will depend on the event. Departmental review may result in recommended conditions of approval to be considered by the Village Clerk, Village Manager or the Village Board. If needed, Village Staff will reach out to other entities.

4. After review, the group, organization or individual or their designee will then be asked to meet with the involved departments at a mutually agreed upon time and place so that all information can be shared and if any changes were made (as a result of departmental review listed in step 3), materials can be updated at that time.

5. After Village staff and the applicant reach an agreement for the Special Event, the event will then be presented to the Village Board at the next available meeting for review and possible approval. If approval has been granted by the Village Board, the event may proceed as scheduled and also may be promoted by the Village, if the event fits the criteria as set forth in Section E of this policy.

A. If the application is approved, the applicant will receive a permit, and the event shall not be modified without prior approval of the Village Board, Village Manager or of the Village Clerk. The Village Clerk is authorized to approve minor modifications. Modifications that require Village Manager approval include, but are not limited to: changes in the dates, duration and location of the event.

B. If the application is denied, the Clerk or their designee will provide notification to the applicant stating reasons for the denial.

6. Decisions of the Village Board to approve or deny an application, and any conditions of an approved permit may be appealed to the Village Board of Appeals as provided in the Village Code. And the Village Board of Appeals will follow the appeals process as stated in Village Code §535-56.

It should be noted that all Special Event applications *must* be considered by the Village Board. Applications will not be scheduled for Village Board review and approval until all required information has been provided and all staff reviews have been completed.

D. CRITERIA FOR APPROVAL

New events that are unique in nature will be evaluated on a case by case basis and will also be subject to Village Board approval.

Special events sponsored by and held on the property owned by other governmental agencies including, but not limited to the Shorewood School District, Milwaukee County, and the State of Wisconsin are required to obtain special events permits from the Village but will have their fees waived.

The fee amount will be based upon if the applicant is for- or non-profit and listed in the Village's annual Fee Schedule.

Parks throughout the Village are not able to be reserved. These areas are for public use and if the event takes place in a Village park area, it is acknowledged that it will remain open to residents and/or visitors

during said event. It should be noted that Estabrook Park is a Milwaukee County Park and not subject to this Village policy.

All approved Special Events that require street and/or public parking lot closures can begin no earlier than 11:00am (including setup) and must end no later than 5:00pm (including cleanup) on the same day. Additionally, these events may only take place on Saturdays or Sundays.

A limit of 5 total private events that require street and/or public parking lot closure will be allowed per calendar year, excluding neighborhood block parties and Village-sponsored events.

The Village of Shorewood has set a Special Event limit as follows: any business, group, organization or individual may not hold more than two (2) Special Events per year.

Non Village-Sponsored events that require the closure of Capitol Drive and/or Oakland Avenue and adjacent areas will be denied by the Village Clerk without departmental review.

If the event includes an admission charge, sale of event promotional items such as, but not limited to clothing and souvenirs, charges to exhibitors or vendors for booth or display space, sponsorship involving cash donations to the sponsoring organization, on-site solicitation of donations or any other cash income, an event budget shall be submitted showing estimated income by source, estimated event production expenditures and identifying the planned beneficiary or beneficiaries of any excess of income over expenditures.

E. VILLAGE COMMUNICATION & PROMOTION POLICY

The Village of Shorewood has many communication resources, including but not limited to: the weekly Manager's Memo, social media platforms, Village website, the Library's Civic Information Center and the Village Center's Information Board.

When a resident or any individual would like to apply to use Village communication resources for promotion of their event, it will be at the Village Manager or his/her designee's discretion.

Events that the Village will not allow, promote, advertise or assist in under any circumstances include but are not limited to:

- A business solely using Village resources for commercial or solicitation purposes.
- Any obscene, profane, defamatory libelous or false advertising or language.
- Gambling or illegal purpose or activity.
- Promotion or endorsement of commercial products or services.
- A violation of the Village's policies and ordinances, or any purposes that violates State or Federal laws.
- Any event that is not open to the general public.
- Any event that is discriminatory and/or prejudiced towards others.
- Political candidates for local, state or federal office, or to individuals or links to personal home or campaign pages.
- To prevent the appearance of impropriety, any event/organization that is subject to a Village governmental action, whether seeking Village Board approval, code amendment or administrative action, or which is the subject of enforcement. Should something similar be

promoted, the Village Manager or his/her designee has authority to remove and/or stop promotion of said event.

By promoting and/or advertising an event, it does not constitute an endorsement of said organization or individual or of any particular actions or positions taken by any organization or individual.

F. VILLAGE FINANCIAL RESPONSIBILITIES

Village staff will be responsible for determining additional resources needed for the special events and the cost for those resources will be billed to the applicant.

Requested Village services can be but are not limited to: traffic control, parking restrictions, special barricading, emergency services, additional collections or cleanup, on-site security monitoring of events or other special event needs. The financial impact of these requests may be the responsibility of the applicant(s) and a subsequent cost estimate may be given by the involved departments as required. If applicable, a deposit for the estimated costs may be asked upon and provided prior to the application being considered by the Village Clerk's office.

The Village Board shall from time to time by resolution as it deems necessary and appropriate provide for and set all rates, charges and fees for Street Festival Permit applications, use of, or impact to, Village facilities and other costs related to special events.

Except as provided for with respect to Village-Sponsored Events, fee waivers for Street Festival Permit application fees, rental fees and other related costs are prohibited.

G. ADDITIONAL PROVISIONS FOR 'FUN RUN' EVENTS

Definition: a 'Fun-Run' is an untimed, non-competitive charity event in where participants run a defined amount of distance, the start and/or end of which must be contained within the Village limits.

Roads in the Village for running and other fitness events will not be closed unless the event is considered a legacy or regional event (examples include but are not limited to: the Lakefront Marathon and UPAF Ride for the Arts).

Village staff reserves the right to work with the applicant to determine the most appropriate route or course for each event so that automobile and pedestrian traffic, reasonable noise levels and other conditions are not adversely affected and are safe and orderly for all involved. Applicants proposing the closure of Village streets must obtain the appropriate permits as set forth in of the Shorewood Village Code.

All participants will be subject to applicable traffic laws. Participants are also required to wait at intersections until it is clear of vehicle traffic. The applicant will supply a certificate of liability insurance naming the Village as an additionally insured. Volunteers that are being used to flag and alert traffic do not have the authority to stop or direct traffic.

Walkers are required to use the sidewalk. Runners should use the parking lane on Village streets and stay as close to the left as possible (facing traffic approaching). Children are to be supervised by adults and not allowed to run in the streets unattended.

The Village encourages applicants to use cones throughout the route to notify neighbors and residents of the route/course and potential runners in the area.



Special Event Permit Application – Fee (based on Schedule)

SUMMARY OF EVENT

Event Title: _____ Date(s) of Event: _____

Event Location: _____

Nature of Event: Street Festival Parade (March, Procession, Bike Race/Ride, Foot Race/Ride)

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance, naming the Village of Shorewood as an additional insured party, must be attached before permit can be issued.

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): _____

Is this a multi-day event? Yes No If so, how many days? _____

Start Date: _____

End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: _____

Group Represented: _____

Address: _____

Phone: _____ Email: _____

Person In Charge of Event: _____

On-Site Contact: _____ On-Site Phone: _____

Billing Address: _____

DETAILED EVENT INFORMATION

Event Set Up Date: _____ Time: _____

Start Time For Event: _____ a.m./p.m. End Time For Event: _____ a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: _____

**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Barricades Needed? Yes No Amount Needed & Locations: _____

Will A Temporary Structure or Tent Be On-Site? Yes No Does the Tent have Sidewalls? Yes No

Police Services Requested? Yes No Hours & Dates Police Services Needed: _____

Trash Receptacles Needed? Yes No Amount Needed & Locations _____

Applicant(s) have agreed to take responsibility for the setup of any barrels/barricades and cleanup of the event. Yes No

Person(s) Responsible for Setup before & Clean Up after the Event: _____

Picnic Tables Needed? Yes No Amount Needed & Locations _____

Will Your Event Involve Live Performances, Loud Speakers or a DJ*? Yes No

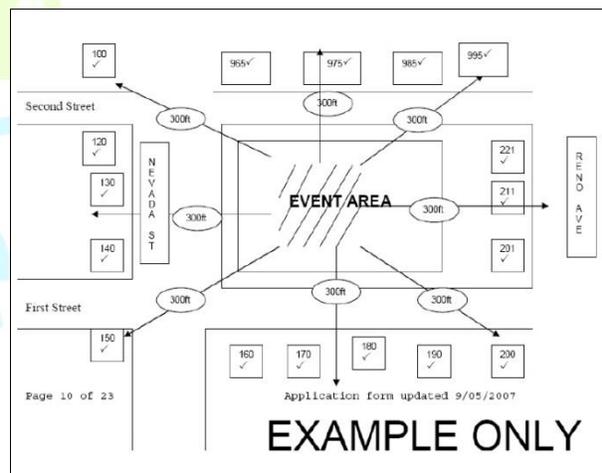
**An application for a 3-day Cabaret license must be submitted and approved.*

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event.

Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Shorewood to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Shorewood in the conduct of the Special Event described herein.

Signature of Applicant

Date of Signature

I/We, the undersigned, agree to abide by all Village Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the Village of Shorewood, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.

Signature of Applicant

Date of Signature

VILLAGE OF SHOREWOOD STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO

VILLAGE MANAGER REVIEW

Approval Recommended: YES NO

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO

VILLAGE CLERK REVIEW

Approval Recommended: YES NO

PLANNING DEPARTMENT REVIEW

Approval Recommended: YES NO

VILLAGE BOARD CONSIDERATION

Village Board Meeting Date: _____

Village Board Approval Date: _____

Permit Number: _____

Notes: _____

PROPOSED ORDINANCE LANGUAGE

Chapter 462 Special Events

§ 462-1 Purpose.

The purpose is to establish rules and processes that will guide the Village in seeking an appropriate use of Village resources, clearly defined financial responsibilities, a formal event approval process and consistent promotion and communication of special events within the Village.

§ 462-2 Definitions.

APPLICANT

Any person, group or organization that is applying or has applied for a special event permit.

SPECIAL EVENT

A temporary entertainment and/or amusement activity, open to the general public and organized, produced or sponsored by a person, group or organization or the Village. The event is extra ordinary in that:

- The event is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur,
- The event cannot be held completely within the confines of an existing building on such premises,
- And for which event it is reasonably anticipated that the number of persons attending will at any time exceed the maximum occupancy of the existing building(s) on the property or will substantially exceed the regular normal average patronage and traffic generated otherwise attending such premises as a result of its regular normal average and lawful use.

VILLAGE SPONSORED EVENT

An event that the Village of Shorewood agrees to help coordinate on an annual basis.

§ 462-3 Permit required; exceptions.

- A. No person shall engage in, participate in, aid, form, or start any special event unless a special event permit has been obtained from the Village Clerk, which shall be approved by the Village Board.
- B. This chapter shall not apply to neighborhood block parties. Block parties will require a Block Party Application form.

§ 462-4 Application for permit.

An applicant seeking issuance of a special event permit shall file an application with the Village

Clerk on forms provided by such officer or their designee.

- A. Filing. An application for a special event permit shall be filed with the Village Clerk not less than 30 days before consideration by the Village Board.
- B. Late applications. The Village Clerk, where good cause is shown therefor, shall have the authority to consider any application hereunder which is filed less than 30 days before the date such event is proposed to be conducted.
- C. Fee. There shall be a fee charged for a special event permit. (See Village Fee Schedule.)

All special event applications are required to include all information on the appropriate form.

§ 462-5 Permit issuance.

The Village Clerk, upon approval of the Village Board, shall issue a permit from a consideration of the application and from such other information as may otherwise be obtained.

§ 462-6 Appeal of permit denial.

Any applicant aggrieved shall have the right to appeal the denial of a special event permit to the Village Board of Appeals. The appeal shall follow the standard process in Village Code §535-56.

§ 462-7 Duties of applicant.

An applicant shall comply with all permit directions and conditions and with all applicable policies, laws and ordinances. The special event coordinator or other person heading or leading such activity shall carry the special event permit during the conduct of the event.

§ 462-8 Insurance requirement.

Each applicant shall furnish a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin, approved by the Village and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors. The certificate shall provide that the company will furnish the Village with a ten-day written notice of cancellation, nonrenewal or material change. The policy insurance shall provide minimum combined single limits for bodily injury and property damage of \$1,000,000 or such other insurance as deemed to be adequate by the Village Attorney.

§ 462-9 Revocation of permit.

The Village Clerk, with written approval of the Village Manager and the Chief of Police, shall have the authority to revoke a special event permit issued hereunder upon appropriate circumstances and review.

§ 462-10 Violations and penalties.

[Amended 5-20-1991 by Ord. No. 1602]

Except where a penalty is otherwise prescribed, the penalty for violation of any provision of this chapter shall be as set forth in § **115-1** of the Village Code.

CURRENT ORDINANCE LANGUAGE TO REMOVE

Chapter 397 Parades

[HISTORY: Adopted by the Village Board of the Village of Shorewood as Ch. 13, Art. 11 and § 13-1703 of the 1986 Code. Amendments noted where applicable.]

§ 397-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

CHIEF OF POLICE

The Chief of Police of the Village of Shorewood.

PARADE

Any number of people engaged in a march, ceremony, show, exhibition, pageant, demonstration, or procession of any kind, or any similar display in or upon any street, sidewalk, alley, park, parkway, or any other public way or public place in the Village.

PARADE PERMIT

A permit as required by this chapter.

PERSON

Any person, firm, partnership, association, corporation, company or organization of any kind.

VILLAGE

The Village of Shorewood.

§ 397-2. Permit required; exceptions.

- A. No person shall engage in, participate in, aid, form, or start any parade unless a parade permit shall have been obtained from the Village Clerk, which shall be approved by the Chief of Police and the Village Manager.
- B. This chapter shall not apply to:
 - (1) Funeral processions.
 - (2) Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities.
 - (3) A governmental agency acting within the scope of its function.

§ 397-3. Application for permit.

A person seeking issuance of a parade permit shall file an application with the Village Clerk on forms provided by such officer.

- A. Filing. An application for a parade permit shall be filed with the Village Clerk not less than 15 days before the date on which it is proposed to conduct the parade.

- B. Contents. The application for a parade permit shall set forth the following information:
- (1) The name, address, and telephone number of the person seeking to conduct such parade;
 - (2) If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization;
 - (3) The name, address, and telephone number of the person who will be the parade chairman and who will be responsible for its conduct;
 - (4) The date when the parade is to be conducted;
 - (5) The route to be traveled, the starting point, and the termination point;
 - (6) The approximate number of persons who, and animals and vehicles which, will constitute such parade, the type of animals and the description of the vehicles;
 - (7) The hours when such parade will start and terminate;
 - (8) A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed;
 - (9) The location by streets of any assembly areas for such parade;
 - (10) The time at which units of the parade will begin to assemble at any such assembly area or areas;
 - (11) The interval of space to be maintained between units of such parade;
 - (12) If the parade is designed to be held by or in behalf of or for any person other than the applicant, the applicant for such permit shall file with the Village Clerk a communication in writing from the person proposing to hold the parade authorizing the applicant to apply for the permit on his behalf; and
 - (13) Any additional information which the Village Clerk shall find reasonably necessary to a fair determination as to whether a permit should be issued.
- C. Late applications. The Village Clerk, where good cause is shown therefor, shall have the authority to consider any application hereunder which is filed less than 15 days before the date such parade is proposed to be conducted.
- D. Fee. There shall be a fee charged for a parade permit. (See Village Fee Schedule.)

§ 397-4. Standards for issuance.

The Village Clerk, upon written approval of the Village Manager and Chief of Police, shall issue a permit as provided for hereunder when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- A. The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
- B. The conduct of the parade will not require the diversion of so great a number of police officers of the Village to properly police the line of movement and the areas contiguous thereto as to prevent adequate police protection to the Village;
- C. The conduct of such parade will not prevent or interfere with the operation of any public service within the Village which it may be necessary to provide during the period the parade is in progress;
- D. The concentration of persons and vehicles at assembly points of the parade will not unduly interfere with proper police and fire service or ambulance service to areas contiguous to such assembly points;

- E. The conduct of the parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct, or to create a disturbance;
- F. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route; and
- G. The parade is not to be held for the sole purpose of advertising any product or goods and is not designed to be held purely for private profit.

§ 397-5. Action on application.

The Village Clerk shall act upon the application for a parade permit within three days after the filing thereof. If the application is not approved, the Village Clerk shall mail to the applicant, within five days after the date upon which the application was filed, a notice of the action, stating the reasons for the denial of the permit.

§ 397-6. Appeal of permit denial.

Any person aggrieved shall have the right to appeal the denial of a parade permit to the Village Board. The appeal shall be taken within 10 days after notice. The Village Board shall act upon the appeal at its next meeting after the receipt of same or within a reasonable time thereafter.

§ 397-7. Alternative permit.

The Village Clerk, in denying an application for a parade permit, with the written approval of the Village Manager and Chief of Police, shall be empowered to authorize the conduct of the parade on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternative permit shall, within five days after notice of the action of the Village Clerk, file a written notice of acceptance with the Village Clerk. An alternate parade permit shall conform to the requirements of and shall have the effect of a parade permit under this chapter.

§ 397-8. Contents of permit.

Each parade permit shall state the following information:

- A. Starting time;
- B. Speed of travel;
- C. Maximum interval of space to be maintained between units of parade;
- D. The portions of the streets to be traversed that may be occupied by the parade;
- E. The maximum length of the parade; and
- F. Such other information as the Village Clerk shall find necessary to the enforcement of this chapter.

§ 397-9. Duties of permittee.

A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade chairman or other person heading or leading such activity shall carry the parade permit upon his person during the conduct of the parade.

§ 397-10. Public conduct during parades.

- A. Interference. No person shall unreasonably hamper, obstruct or impede, or interfere with any parade or parade assembly, or with any person or vehicle participating or used in a parade.
- B. Driving through parades. No driver of a vehicle shall drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade.
- C. Parking on parade route. The Chief of Police shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of a parade. Signs shall be posted to such effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street unposted in violation of this chapter.

§ 397-11. Revocation of permit.

The Village Clerk, with written approval of the Village Manager and the Chief of Police, shall have the authority to revoke a parade permit issued hereunder upon application of the standards of issuance as herein set forth.

§ 397-12. Violations and penalties.

[Amended 5-20-1991 by Ord. No. 1602[1]]

Except where a penalty is otherwise prescribed, the penalty for violation of any provision of this chapter shall be as set forth in § **115-1** of the Village Code.

[1]

Editor's Note: Amended at time of adoption of Code (see Ch. **1**, General Provisions, Art. **I**).

CURRENT ORDINANCE LANGUAGE TO REMOVE

Chapter 462 Street Festivals

[HISTORY: Adopted by the Village Board of the Village of Shorewood as Ch. 10, Art. 3 of the 1986 Code. Amendments noted where applicable.]

GENERAL REFERENCES

Parades — See Ch. **397**.

Rummage sales — See Ch. **437**.

Streets, sidewalks and public areas — See Ch. **466**.

§ 462-1. Purpose.

It is recognized that the primary purpose of a public street, alley or sidewalk is to permit pedestrian and vehicular travel and to provide access to abutting properties. It is further recognized that the commercial use of the public streets, alleys or public ways for the sale or vending of merchandise or other material is a privilege rather than a right which may be prohibited or closely regulated to encourage the safe, convenient and uninterrupted use of the public streets for travel. It is, therefore, declared to be the purpose of this chapter to regulate commercial street activity as otherwise specifically provided for by this chapter.

§ 462-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

GOODS

Food, property and personal property of any kind and includes goods provided incidental to services offered or sold.

OTHER PUBLIC PREMISES

Any premises owned or controlled by the Village, or any board or agency thereof, and dedicated for use by the public generally and includes premises appurtenant to public buildings.

PERMANENT MERCHANT

A vendor who, for at least one year prior to the consideration of the application, has continuously operated an established place of business in this Village.

PUBLIC WAY

Any public thoroughfare dedicated, condemned, acquired or created in accordance with the statutes for street, alley or pedestrian way purposes.

STREET FESTIVAL

Any fair or event taking place on any public way or other public premises, including open markets and farmers' markets, but exclusive of parades, processions, bicycle or foot races.

VENDOR

Any person who sells goods or takes sales orders for the later delivery of goods on any public way or other public premises.

§ 462-3. Permit required.

- A. No person may hold a street festival on any public way or other public premises in this Village without having obtained a permit under this chapter.
- B. No person may act as a vendor on any public way or other public premises except as permitted under this chapter.
- C. The requirements of this chapter, including the described permit, shall be in addition to any ordinance, permit or license requirement of the Village Code or state law.

§ 462-4. Exemptions.

The following shall be exempt from all provisions of this chapter:

- A. Food sales regulated under Chapter **299**, Food, Lodging and Recreational Safety and Licensing.
- B. Transient merchants regulated under Chapter **480** of this Code.
- C. Permanent merchants conducting a temporary sidewalk sale.
- D. Any vendor who sells goods or takes orders for the later delivery of goods within the designated area of any Village-permitted street festival, provided that the person is registered and operating with the permission of the applicant for the street festival permit.

§ 462-5. Application for permit.

- A. Applicants for a street festival permit shall complete and return an application form furnished by the Village Clerk. Such application shall include the name and address of the applicant and shall describe the proposed location of the street festival and delineate the location of the borders of the area intended to be used with particularity. The application shall describe the types of merchandise to be sold, marketing methods to be used, public need or convenience, the appropriateness of the location, the public safety factors affected (for example and without limitation, noise, litter, congestion, impediment to traffic and travel) and the overall effect the festival would have on the general neighborhood. In addition:
 - (1) Street festival sales. All permit applications for street festivals as defined in § **462-1** shall include a list of all persons and their respective permanent addresses who have obtained permission from the festival applicant to sell goods or take orders for the later delivery of goods within the designated area of the street festival; such list shall be finalized no later than two working days prior to each event for all nonfood vendors and seven working days for food vendors.
 - (2) Indemnification. The street festival permit application shall contain the following statement: "The applicant agrees to defend, indemnify and save harmless the Village from and against all liabilities, claims, demands, judgments, and losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or

death of any person or loss or damage to the property of any person, firm, organization or corporation, including both parties hereto and their agents and employees, arising from the holding of such street festival." No permit may be issued unless the applicant has agreed to the terms of this statement on the written application.

- (3) Insurance. Each applicant shall furnish a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin, approved by the Village and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors. The certificate shall provide that the company will furnish the Village with a ten-day written notice of cancellation, nonrenewal or material change. The policy insurance shall provide minimum combined single limits for bodily injury and property damage of \$1,000,000 or such other insurance as deemed to be adequate by the Village Attorney.
 - (4) Cleanup. The applicant shall agree to restore the designated area to as near the present condition as possible as determined by the Village, including but not limited to the removal of all rubbish and debris; in the event that cleanup and restoration are not done to the satisfaction of the Village and after notice seeking compliance, the Village may proceed to do so; any costs incurred by the Village to clean and restore the designated area will be paid by the applicant.
- B. Completed application forms will be transmitted to the Health Department, the Police Department, the Planning and Development Department and the Department of Public Works for review. After approval by each of these departments, all applications for street festivals will be submitted to the Village Board of Trustees for consideration at least 30 days in advance of the event. An application may be for one date or for a series of recurring dates which may not exceed a two-month period.
 - C. A street festival permit may also have additional restrictions and limitations placed upon it as deemed appropriate by the Village Board.
 - D. Fee. Each application shall be accompanied by a fee as designated within the Village Fee Schedule.

§ 462-6. Inspections; suspension or revocation of permit.

- A. Inspection. The Village Health Officer, the Police Chief or their duly designated agents, after proper identification, shall be permitted to inspect and investigate any vendor and the vendor's wares and records regarding sales, in the designated street festival area, for the purpose of determining compliance with the provisions of this chapter and other applicable Village and state regulations.
- B. Suspension. Whenever the Village Health Officer, the Village Police Chief, or their designees find unsanitary or other conditions in the operation of a vendor's business which are determined to constitute a substantial hazard to the public, they may, without warning, notice or hearing, issue an order to the permittee, operator or employee in charge of said business citing such conditions and specifying the corrective action to be taken and the time period to be allowed for completion of the corrective action. If conditions warrant, such order may also include immediate suspension of the permit, and all further vending shall cease immediately. Failure to allow inspection is grounds for suspension.
- C. Revocation. For serious or repeated violators of any of the requirements of this chapter or other applicable Village and state regulations, or for interference with Village officers or inspectors in the performance of their duties, the permit granted hereunder may be

permanently revoked. The permit holder shall be given notice, in writing, with the notice stating that the permit shall be revoked on a date certain five days after the notice is given, unless the permit holder requests a hearing prior to the date certain.

§ 462-7. Appeals.

Any permit holder whose permit has been suspended or revoked or any applicant that has been denied a street festival permit may, upon written request to the Village Clerk, appeal the suspension, revocation or denial to the Village Board of Appeals pursuant to § **535-56** of this Code.

§ 462-8. Violations and penalties.

Except where a penalty is otherwise prescribed, the penalty for violation of any provision of this chapter shall be as set forth in § **115-1** of the Village Code

[1]

Editor's Note: Amended at time of adoption of Code (see Ch. **1**, General Provisions, Art. **I**).



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

MEMORANDUM

TO: Judiciary, Personnel and Licensing (JPL) Committee
FROM: Tyler Burkart, Assistant Village Manager
DATE: November 7, 2016
RE: Volunteer Committee and Board Attendance Policy

OVERVIEW

Village staff was asked by the Judiciary, Personnel and Licensing (JPL) Committee to review other volunteer committee and board attendance policies, determine the best practices associated with these types of policies, and draft a policy to include in the handbook to address this issue. Currently in the handbook, the JPL Committee has the ability to remove a volunteer from a committee for any reason. Removal from a committee does require a 2/3 vote of the Village Board. Establishing more-detailed language on volunteer committee attendance in the handbook will provide further direction to the Village Board when determining the removal of a volunteer strictly due to lack of attendance. Such a policy will help the committees maintain active volunteers and avoid quorum issues for future meetings.

The following language is proposed to be included under the Attendance heading (Part D) and under the Removal heading (Part E) in Section 1 on page 2 of the Boards, Committees and Commissions Handbook. Track changes below demonstrate the proposed language:

D. Attendance

It should be emphasized that regular attendance at meetings is critical to the effective operation of any Board, Committee, or Commission. Such attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. ~~A member who often misses meetings may be subject to removal and/or replacement. A member failing to attend three consecutive regular meetings or more than fifty percent of all regular meetings over a calendar year will be subject to removal and/or replacement.~~ All staff liaisons or members of the public should contact the Judiciary, Personnel and Licensing Committee for further review if a committee member violates the attendance requirement. The Judiciary, Personnel and Licensing Committee will then uphold the guidelines outlined in Section 1.E Removal in order to remove a volunteer committee member if action is needed. If a member is unable to attend a meeting because of business, vacation or illness, please advise the chairperson and staff liaison of your board, commission or committee in advance of the meeting. The purpose of this policy is to help assure all Boards, Committees or Commissions can maintain, to the greatest extent possible, a full complement of active, participating members.

E. Removal

A member may be removed from participating on a Board, Committee or Commission for any reason. The matter will be brought to the attention of the Judiciary, Personnel and Licensing committee for review. Upon review it may be determined that the Judiciary, Personnel and Licensing committee would meet with the member or the member will be contacted and asked to resign from their appointment. If the member does not voluntarily resign from their appointment, notification will be sent to the member that the matter will be placed on the Village Board agenda for review. Removal of the member requires a 2/3 vote of the Village Board.

ANALYSIS

The language is drafted so that it applies to meetings that either meet monthly or quarterly. For those that meet monthly, members would be subject for removal if they missed 7+ of the last 12 meetings in a calendar year or 3 consecutive meetings at any time. For those that meet quarterly, members would be subject for removal if they missed 3+ of the last 4 meetings in a calendar year or 3 consecutive meetings at any time.

Currently there is no proposed language in the policy addressing exemptions to being removed. Usually the main exemption discussed in this matter relates to a significant long-term illness. It is recommended as a best practice to avoid any exemptions in an attendance policy for two reasons. First of all, if a member misses meetings due to health and is removed from the committee, the resident can re-apply at any time afterwards when they are healthy to do so and the Village Board can consider their application and reappointment at that time. Secondly, listing no exemptions will help the JPL Committee along with the Village Board execute an equitable process when it comes to managing attendance for all boards, committees and commissions.

Lastly, some policies and handbooks will provide two separate guidelines for attendance based on whether or not the member's absences were excused and communicated in advance to the chair and/or staff liaison. Staff can certainly look at additional language if the JPL Committee would like to explore that direction.



AT THE EDGE OF THE CITY AND
THE HEART OF EVERYTHING

VILLAGE CLERK'S MEMO

DATE: September 15, 2016

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

FROM: Tanya O'Malley, Village Clerk/Treasurer

Re: Village Boards, Commissions, and Committees

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.



Shorewood

MEMORANDUM

Village Attorney's Office

Nathan J. Bayer
William P. Dineen

TO: Chris Swartz, Village Manager
FROM: Nathan Bayer, Village Attorney
DATE: September 1, 2016
RE: Quorums for Committees and Boards

I was asked to prepare a short memorandum addressing quorum requirements with respect to citizen boards and committees. In order to create a convenient reference guide I am also including a brief discussion of the standing committees established by the Village Board pursuant to Shorewood Village Code § 155-9.

Most of the village ordinances establishing committees and boards specifically address the number of members necessary to form a quorum in order to hold meetings and conduct business, and these are addressed below. Where no number is specified, or where any ambiguity arises, the default number to constitute a quorum is a simple "majority" of the number of members of that committee or board. Wisconsin Statute § 99.001(8)(m) dictates that when no other number is specified "a quorum of a public body is a majority of the number of members fixed by law." This is also consistent with Robert's Rules of Orders, which the board adheres to pursuant to Village Code § 155-7.

My understanding is the request for a primer on "quorums" arose primarily over concerns that the Design Review Board has had difficulty gathering enough members to constitute a quorum. The good news is that the code section setting up the Design Review Board offers some creative ways in which a quorum may be convened. For starters, even though the Design Review Board shall consist of nine members, Village Code § 225-12 states that only four members of the Board constitutes a quorum. Beyond that, under certain conditions, *former* members of the Board can attend meetings in order to reach a quorum. Village Code § 225-12(C) authorizes "3 former members of the Design Review Board" to "serve as alternate members pursuant to subsection D(4) of this section." Village Code § 225-12(D)(4) further provides that "In the event that there are at least 3 [active] members present, a specified former member may serve as a voting member for the purpose of providing a quorum to conduct the meeting." Thus, in a situation where only three of the nine active members of the Design Review Board can attend a meeting, a former member previously designed as an "alternate member" can be contacted, attend a meeting, and even vote.

Some questions have also recently arisen with respect to the Wilson Drive Task Force and its subgroups. The individuals that comprise the Task Force and subgroups are citizen volunteers who have agreed to give advice and make recommendations to the Strategic Initiatives Committee ("SIC"), which is a standing committee of the Village Board. The Task Force and the subgroups have no power to take direct action on behalf of either the SIC or the Board. Accordingly, the SIC can establish whatever rules it deems fit to govern meetings of the Task Force and its subgroups. The Task Force and the subgroups could meet and confer with less than a majority, unless the SIC has promulgated a rule dictating that a quorum is necessary to meet. Absent that, there is no minimum number to meet. Pursuant to our previous discussions, we do recommend that all meetings of the Task Force and subgroups continue to be publicly noticed and open to the public.

Village Code § 155-9 establishes the following six standing committees of the Village Board: Community and Business Relations, Budget and Finance, Public Works, Strategic Initiatives, Judiciary, Personnel and Licensing, and Public Safety. As there are only three appointed members on each of these committees, two members constitute a quorum. However, even though the Village President and Village Manager are also listed as "ex officio" members of all standing committees, as well as all special committees, commissions and boards, their attendance should not be counted in determining whether a quorum exists. Also, the Village President and Village Manager should not vote on any committee or board on which they are acting only as "ex officio" members.

The Village Code also enumerates the specific number of members that must be present at a meeting to constitute a quorum for the following boards and committees:

Pursuant to Village Code § 16-4, the Traffic Safety Committee shall have 8 members, and 5 shall constitute a quorum.

Pursuant to Village Code § 16-21, the Pedestrian and Bicycle Safety Committee shall have 7 members, and 4 shall constitute a quorum.

Pursuant to Village Code § 16-22, the Public Arts Committee shall have 7 members, and 4 shall constitute a quorum.

Pursuant to Village Code § 26-3, the Community Relations Committee have 9 members, and 5 shall constitute a quorum.

Pursuant to Village Code § 68-15, the Board of Review shall have 5 members, and 3 shall constitute a quorum.

Pursuant to Village Code § 125-2, the Civil Service Commission shall consist of 5 members, and 3 shall constitute a quorum.

Pursuant to Village Code § 530-3, the Library Board shall have 7 members, and 4 shall constitute a quorum.

Pursuant to Village Code § 535-54, the Board of Appeals shall have 5 members, and 3 shall constitute a quorum.

Please let me know if there are any follow up questions associated with establishing a quorum for the various boards and committees.