



NOTICE

Please take notice that meetings of the **STANDING COMMITTEES** and the **REGULAR VILLAGE BOARD** will be held in hybrid meeting format (in-person and videoconference) on **Monday, September 16, 2024 in the Village Hall, 3930 N Murray Ave., at the times listed below.**

Please note: the videoconference platform has been modified to Zoom.

Committee of the Whole, Board Room, 6:00 pm

Join via Zoom: <https://zoom.us/j/91916687048?pwd=jkRWfnpPtpXAhbKft5ZGaJqZBa8du8.1>

Meeting ID: 919 1668 7048

Passcode: 783997

Join via phone: 1-312-626 6799

1. 2025 budget overview.
2. Discuss 2025 budget poll.

REGULAR MEETING OF THE VILLAGE BOARD, Board Room, 7:30pm

Join via Zoom: <https://zoom.us/j/91916687048?pwd=jkRWfnpPtpXAhbKft5ZGaJqZBa8du8.1>

Meeting ID: 919 1668 7048

Passcode: 783997

Join via phone: 1-312-626 6799

Members of the public will be muted and will have their video turned off upon entry. Comments will be taken during citizen's comments and if the Village Board accepts comments at other times during an agenda item. When the Village Board starts accepting citizen's comments, members of the public will have the ability to unmute themselves and appear by video by raising their virtual hand (selecting the raise hand icon under "Reactions" at the bottom banner of Zoom) after being called upon by the Chair. IF YOU PLAN ON SPEAKING AT THE MEETING, please email the Village Clerk at tharrell@shorewoodwi.gov by 3 p.m. on the meeting day.

The President will be leading the meeting and Board members will be called upon to speak. If there are members of the public on the call that desire to speak on a topic that is NOT on the agenda, they will be provided an opportunity to do so under "Citizen's to be Heard" on the agenda. The President may also allow for the public to speak following Village Board member discussion on an item following the Village Board discussion. To ensure an efficient meeting, members of the public should not speak until called upon to do so.

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Special Order of Business

- a. Semi-annual Police Department Report - presentation
 - b. North Shore Fire Department budget – presentation
 - i. Resolution recommending Single or Multi Year Capital Budget for 2025-2029
 - ii. Resolution Recommending 2025 North Shore Fire Department Fee Schedule
 - iii. Resolution Recommending adoption of a resolution allowing an option for a member municipality of the NSFD an exception to the levy limit for charges for the NSFD pursuant to 2005 Wisconsin Act 484
 - c. North Shore Health Department budget – presentation
 - d. Bayside Communications budget – report
5. Consent Agenda Items - items under the consent agenda may be acted upon by one motion. If in the judgement of any Village Board Members, a consent agenda item needs discussion, the item can be placed in the items removed from the consent agenda.
- a. Presentation of Accounts – September 16, 2024
 - b. Consider regular Village Board meeting minutes – September 3, 2024
 - c. Consider appointment of additional 2024-2025 election inspectors.
 - d. Consider application for special privilege permit for a retaining wall – 4421 Maryland Avenue.
 - e. Consider approval for truck 32 repairs.
6. Items Removed from the Consent Agenda
7. Public Hearing
8. Citizens to be Heard – this item is for matters not on the agenda. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings.
9. New Business
- a. Consider Resolution 2024-11 Amendment to the Fee Schedule.
 - b. Consider extension to Waste Management recycling agreement.
 - c. Consider service agreement for turf maintenance 2025-2027.
 - d. Consider service agreement for streetscape 2025-2027.
 - e. Consider 2025 budget poll.
10. Report of Village Officials
- a. Village President
 - i. [Intergovernmental Cooperation Council – September 9, 2024](#)
 - ii. [North Shore Fire Department Board Meeting – September 10, 2024](#)
 - iii. Proclamation – Lake Bluff 100th Anniversary
 - b. Village Trustees – Provide committee updates as either a liaison or member.
 - c. Village Manager
11. Future Items of Consideration
12. Adjournment

Dated this 12th day of September at Shorewood, 2024

Toya Harrell, CMC, Village Clerk

Should you have any questions or comments regarding any items on this agenda, contact the Village Clerk at 414-847-2608. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend 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 all individual abilities.

The Village Board of Shorewood currently holds meetings in person at Village Hall, or an alternative physical location as allowed by the Village Code. As a courtesy to citizens, Board meetings will also be made available live on the Zoom virtual platform for viewing and possible participation. However, the Village cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously, or that the platform will work with every computer or mobile device. The only way to guarantee the ability to offer public comment, or view the Board meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: 2025 Budget Options Review and Executive Summary

Date: September 16, 2024

Presenter: Krisztina Dommer

Department: Finance

Overview – As noted in the 2025 Budget Outlook, as presented on August 5, 2024, various impacts are available to help finance the budget for the Village’s capital and operations for the fiscal year ending December 31, 2025.

The remaining timeline in the 2025 Budget Communication Plan includes:

Budget Town Hall at the Village Center on September 19 and via Zoom meeting on September 23. A Village Board meeting to review the budget by fund scheduled to take place on October 7 with a Village Board meeting on October 14 to conclude the budget discussion in preparation for the finalization of the budget in the upcoming month on November 18, 2024.

Specifically, the following options are being considered as solutions.

1. Levy increases up to 8% due to [Expenditure Restraint](#)
2. Recycling-Refuse charge
3. Vehicle registration fee
4. Streetlight system replacement plan charge
5. Parking utility fund balance
6. Delay capital equipment purchases and establish capital equipment policy

This initial budget presentation and book will be available to review as a draft for the meeting for discussion to productively collaborate on the various possible solutions.

Across various funds, this budget contains all requested departmental budget items for board consideration, including salary and related wage increases for a 3% COLA increase (\$170,000) and for an additional approximately \$252,000 for Village employees with a pay range that falls outside of the benchmarks in the market and surrounding peer communities. This is a total increase in salaries of \$422,000 across all the Village’s funds.

In the Capital Projects Fund, it also presents a full listing of all capital requests made and a staff assessment of the request's urgency.

All other costs as outlined in the Long-Range Plan are also currently included without adjustment or delay across the various funds. More details regarding the specific costs and funding options can be found throughout this summary.

The goal of the additional discussion points in this process is to consider all constituents’ feedback to deliver a final balanced budget for the Village to finance the fiscal year ending December 31, 2025.

An overall summary of the budget outlook as provided previously during the [Long-Range Plan](#) discussion is referenced again below to allow for reflection on the various financing options and overall outlook for the Village's budget for 2025.

Long Range Financial Plan 2025 - 2034

Operational Forecast



The schedule below summarizes the revenues and expenditures for the General Fund, Library, Senior Resource Center, Capital Projects, and Debt Service funds. The capital projects revenues and expenditures lines are based on the supplemental schedule in the next section. Please also note that the debt service projected revenues and expenditures includes TID debt and the non-tax levy TID transfers received to make those payments.

This schedule starts with the current budget, followed by future revenue and expenditure projections. The future projections are based primarily on other revenues increasing at a rate of 1% per year while expenditures increase by 4% in 2025 and 3% for the remaining years. As a result of this structural imbalance, with baseline expenditures expected to increase at a higher rate than non-tax revenues, a cumulative funding gap would develop over time. This prospective funding gap, shown at the bottom of the schedule, illustrates the potential long-term impact of this imbalance. As a result, this gap must be addressed each year as part of the annual budget process, which requires a balanced budget to avoid this cumulative effect.

	budget 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Property Taxes											
Property Tax Levy - All Funds	\$ 12,598,328	\$ 12,850,295	\$ 13,107,300	\$ 13,369,446	\$ 13,636,835	\$ 13,909,572	\$ 14,187,764	\$ 14,471,519	\$ 14,760,949	\$ 15,056,168	\$ 15,357,292
Other Revenues (non-tax)											
General Fund (1%)	4,585,387	4,884,450	4,933,294	4,982,627	5,032,453	5,082,778	5,133,606	5,184,942	5,236,791	5,289,159	5,342,051
Library (1%)	138,608	139,994	141,394	142,808	144,236	145,678	147,135	148,607	150,093	151,594	153,109
Elder Services (1%)	107,366	108,440	109,524	110,619	111,725	112,843	113,971	115,111	116,262	117,425	118,599
Shorewood Today (1%)	101,000	102,010	103,030	104,060	105,101	106,152	107,214	108,286	109,369	110,462	111,567
Capital Projects (schedule)	3,005,000	6,535,000	4,506,000	24,250,000	3,517,000	4,672,000	4,075,000	4,210,000	3,875,000	950,000	1,000,000
TID Debt Service	1,031,316	1,013,263	1,057,225	1,068,738	3,168,800	974,738	997,738	1,018,163	585,213	564,738	494,000
Subtotal Other Revenues	8,968,677	12,783,156	10,850,467	30,658,853	12,079,316	11,094,189	10,574,664	10,785,108	10,072,727	7,183,377	7,219,326
Total Revenues	21,567,005	25,633,451	23,957,768	44,028,299	25,716,151	25,003,761	24,762,427	25,256,627	24,833,676	22,239,546	22,576,617
Expenditures											
General Fund (3%)	\$ 13,335,505	\$13,868,925	\$14,284,993	\$14,713,543	\$15,154,949	\$15,609,597	\$16,077,885	\$16,560,222	\$17,057,029	\$17,568,740	\$18,095,802
Library (3%)	1,091,974	1,135,653	1,169,723	1,204,814	1,240,959	1,278,187	1,316,533	1,356,029	1,396,710	1,438,611	1,481,770
Elder Services (3%)	153,710	159,858	164,654	169,594	174,682	179,922	185,320	190,879	196,606	202,504	208,579
Marketing (3%)	-	-	-	-	-	-	-	-	-	-	-
Shorewood Today (3%)	106,500	110,760	114,083	117,505	121,030	124,661	128,401	132,253	136,221	140,307	144,517
Capital Projects (schedule)	3,190,000	7,180,810	5,171,184	24,934,801	4,222,907	5,398,602	4,823,671	4,981,131	4,669,265	1,768,093	1,842,636
Debt Service (projected)	3,689,316	3,887,163	4,360,925	5,248,038	8,825,800	6,726,438	7,045,138	7,364,263	7,281,013	8,338,038	8,268,100
Total Expenditures	21,567,005	26,343,170	25,265,562	46,388,295	29,740,326	29,317,406	29,576,948	30,584,777	30,736,843	29,456,293	30,041,402
Prospective Funding Gap	-	(709,719)	(1,307,794)	(2,359,996)	(4,024,175)	(4,313,647)	(4,814,521)	(5,328,151)	(5,903,166)	(7,216,747)	(7,464,785)
Increase in Levy		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Increase in expenditure (input)		4.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

8

Levy Increases

In past years, the Village has utilized excess funds in our general fund balance that were generated over the last two decades (referred to as debt stabilization) to maintain a 2% increase even though expenditures have increased 3-4.5% annually. It is helpful to know the history of the village's debt stabilization that has ended with the 2024 budget cycle. With this resource coming to an end for supplementing the village budget, various funding resources must be considered to solve the challenges of competing projects and costs in the immediate and long-term future.

Although it would be simpler to achieve a balanced budget by only utilizing an increase in the levy, it is recommended and more conservative to limit the increase in the levy to fall under the Village's ceiling for expenditure restraint of 8%, rather than grace it. As a start, we have projected a budget with an increase of 6% in the property taxes as an estimate. Since this is using half of what is available as the mid-point, the total increase in revenue is projected to be \$504,000 because of this additional 2% levy increase to 6%. The impact on a \$340,000 home is \$103.

Recycling-Refuse Charge

Residential property owners receive recycling and refuse services. Currently all property owners, residential and commercial, are contributing to the service based upon their assessed value and payment of property taxes. Providing a line-item recycling-refuse user charge of approximately \$150 on the tax bill for those that use the services allocates the expense directly to those who benefit from the service. The Village currently subsidizes composting for approximately 350 residential property owners by contributing \$6,300 annually for composting service that reduces property owners' individual charges from the composting provider. Transitioning to a recycling-refuse user charge would remove the subsidy and provide the property owner the availability to continue service with the composting provider paying the full cost for their household.

Staff still agree that the additional revenue of approximately \$550,000 is a valuable consideration, however the budget as presented does not include this item, although it is referenced as a placeholder in the revenues for tracking and discussion purposes.

An overall salary impact of increases across all Village employees of \$252,000 is presented as a starting point for the board to consider. The impact of a COLA only increase to these employees is an additional \$170,000 which will also be presented in the draft budget.

Options include, 1) increasing and funding the entire balance, which can be achieved through a combination of a 6-8% tax levy increase, fees as detailed in this summary, available balances in the parking utility and consideration of utilizing a recycling-refuse user charge to cover the balance. 2) phasing in the increases over multiple budget periods.

Vehicle Registration Fee

Wisconsin State Statute 341.35 allows a town, village or county to collect an annual municipal or county vehicle registration fee (wheel tax) in addition to the regular annual registration fee paid for a vehicle by passing a local ordinance. The Village has approximately 7,800 registered vehicles. If the Village implemented a \$30 wheel tax it would generate approximately \$234,000 annually, less a DMV administrative charge of \$0.03 per vehicle. A municipality receiving a registration fee may only use the funds for transportation related purposes. Milwaukee County and the City of Milwaukee are the only two entities in Milwaukee County that have a registration fee, both in the amount of \$30. A fee may sunset, however most communities have not sunset the fee.

To consider utilizing this as a solution for the 2025 budget process, staff have included the approximate \$234,000 in revenue collections in the budget for the general fund as "Vehicle Registration Fee." These revenues may be found under the "Village Board – 100" function of the 2025 Budget – V1 as drafted for the meeting. To demonstrate that this would be transferred to the capital projects fund to be used to pay for future capital equipment and vehicle requests that are not funded by bonding, it is also in the budget in function 9000 – Other Financing Uses to show the transfer out of the General Fund to the Capital Projects Fund in the budget.

Streetlight System Replacement Charge

To directly offset and correlate the streetlighting replacement system project to financing through a special charge that would be added to the tax bill for residential parcels at \$153 and commercial parcels based on incremental value ranging from \$306-\$1,528 detailed in a fee schedule.

The charge would occur yearly, providing financing of approximately \$17.4 million in total to implement a new street lighting system project to occur over a five-year period. The charge would be calculated to coincide with the yearly debt service on the bonds issued to finance the project.

To consider utilizing this as a solution for the 2025 budget process, staff have included the approximate \$700,000 estimate for the 2025 budget in revenue collections in the budget for the general fund as "Streetlight Charge." These revenues may be found under the "Village Board – 100" function of the 2025 Budget – V1 as drafted for the meeting. To demonstrate that this would be transferred to the debt service fund to be used to pay for the debt service on the bonds issued to finance the project, it is also in the budget in function 9000 – Other Financing Uses to show the transfer out of the General Fund to the Debt Service Fund in the budget.

Parking Utility Resources

The parking utility has resources available of \$475,000 to finance the 2025 budget. Considerable discussion related to the use of this as a one-time resource has been an undertone of this solution. If the Village plans to consider more options related to parking prior to committing to this solution, staff recommend consideration of this as a budget option for the 2026 budget process. However, considering other solutions such as the recycling and refuse charge, this could be considered as a replacement for those options as staff and the board continue to navigate detailed budget options.

Delay Capital Equipment Purchases and Establish Capital Equipment Policy

The Village Manager's office and Finance met with various departments to discuss the budget and arrive at solutions for capital requests. Staff will adjust and bring forward for board approval an update to the capital replacement policy in place currently with updates showing a delay in planned asset replacement. The Department of Public Works staff has compiled and maintained a list of all equipment and assets that has been shared with Finance to assist with the remaining budget process and discussions upcoming at a detailed level with the board. While many departments had significant budget requests for capital planning purposes, the Village focused on including only critical items in the budget for 2025. In summary, an overall request of \$909,600 was provided, with critical updates noted of \$162,100 (Gator, PD Security Cameras, APS Signals, EAB removal, Maryland mill and overlay).

As part of the budget process, the Village considers a list of capital items requested by department heads annually. On an ongoing basis, departments need necessary capital equipment/vehicle repairs and replacements. Planning ahead is encouraged, however, there are often unforeseen circumstances that occur with necessary course correction to the capital budget. To acknowledge this in the budget, staff have suggested a Capital Budget Contingency line-item in the budget of \$100,000 amounting to \$1,009,600 in total capital vehicle, equipment, and infrastructure repair requests. Any unused Capital Budget Contingency amount will be moved into the capital budget discussion for the fiscal year 2026 budget process.

Competitive Employee Marketplace

On September 3, 2024 the Village Board reviewed a salary survey prepared by staff, summarizing various data from other local communities and the marketplace. Upon reviewing like positions with 9 peer municipalities and comparing to positions within the Village of Shorewood, it was found that 71% of our positions were below the market average. Furthermore, 26% of our positions' maximum pay was below the average pay of the 9 peer municipalities. This led to a recommendation to establish new wage midpoints informed by the market average and reevaluation of employees' standing in their current range, which has been built into the budget process as we continue to formulate it.

In the budget as presented, staff has included the following adjustments related to previously presented information.

An overall salary impact of increases across all Village employees of \$252,000 is presented as a starting point for the board to consider. Options include, 1) increasing and funding the entire balance, which can be achieved through a combination of a 4-6% tax levy increase, fees as detailed in this summary, available balances in the parking utility and consideration of utilizing a recycling-refuse user charge to cover the balance, or 2) phasing in the increases over multiple budget periods.

2025 Budget Workshop Sessions

Updated 9/11/2024

Monday (Session 1)	September 16, 2024 Regular Village Board Meeting	Introduction – Village Draft Budget V1 Review Staff: Village Manager/Finance
Public Input (Various)	In Person September 19, 2024 Zoom September 23, 2024	Budget Town Hall with Public Input
Monday (Session 2)	October 7, 2024 Special Budget and Finance Meeting	Budget Review by Fund Special Revenue: Library, SRC, Shorewood Today, Capital Funds: General Capital budget, Debt Service, TID's Operating: General Fund department budgets Utilities: Parking, Water, Sewer Staff: Village Manager / Finance / Department Head
Monday (Session 3)	October 14, 2024	Wrap-Up and Review, Final Board Input
Monday (Session 4)	November 18, 2024	Public Hearing on the 2025 Budget

Executive Summary by Department

Village General Fund

Village Board – 1100
Municipal Court – 1200
Village Manager’s Office – 1410
Clerk/Customer Service – 1420
Finance Department - 1510
Other General Administration – 1900

Public Safety
Police Department – 2100
Planning and Development Department – 2400
Other Public Safety

Public Works – Village Services – 3000s

Other Financing Sources and Uses – 9000

The biggest shift in the makeup of the budgeted departments in the General Fund is related to the outsourced services provided for an entire fiscal period for 2025.

The Village’s General Fund does not include any capital related items and is a summary of the operational budget of the Village overall, excluding the additional functions separately presented and referenced later in the summary.

Considerations were added for the planning of the collection of revenues estimated at \$700,000 for the anticipated Streetlight System Replacement Charge. Also, the Vehicle Registration Fee estimated revenues of \$234,000 were added to the public village revenues, presented under the Village Board function, 1100. The sum of these amounts is also presented as a transfer out in the “other financing sources and uses”, 9000 section to recognize the transfer of \$234,000 to the Capital Projects Fund to finance future capital improvements and the transfer of \$700,000 to the Debt Service Fund to finance debt service on bonds issued to finance the streetlight replacement program.

The budget also includes an estimated increase of 6% in the property tax levy, which concludes in an overall remaining deficit of approximately \$50,000. The Village could consider a transfer from the parking utility to plan for this remaining deficit.

Special Revenue Funds

Library - 200
Senior Center - 210
Shorewood Today – 230

Debt Service Fund – 300

The 2025 budget for this fund includes a transfer in of resources in the amount of \$700,000 for the anticipated Streetlight System Replacement Charge.

Capital Projects Fund – 400

The 2025 budget for this fund includes a transfer in of \$234,000 for the anticipated Vehicle Registration Fees.

Tax Increment Financing Funds

TID No. 3 – 430
TID No. 4 – 440
TID No. 5 – 450

The estimates will be updated from information provided by the Department of Revenue, according to the TID plans.

Enterprise Funds

Parking Utility – 600

As noted previously, if considered, a transfer could be made from this fund from resources available to fund the deficit in the General Fund of approximately \$50,000.

Public Works – Water – 610

The budget currently contains estimated rate increases overall of 64%, however, City Water is working with the PSC on a plan to potentially phase in these additional revenues/user charges as part of the PSC rate increase. The current projection presents the effect of the increase all in one fiscal year for 2025.

Public Works – Sewer - 620

The budget currently contains estimated rate increases of 8% as discussed in the budget overview and Long-Range Planning process.



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider 2025 budget poll.

Date: September 16, 2024

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History

September 3, 2024 – the Village Board approved a 2025 budget public engagement plan that included a poll to the community.

Overview

Attached please find the draft poll. At the meeting on Monday the Village Board is requested to provide comments and suggestions for improvement. At the conclusion of the meeting, the Village Board will be requested to approve the poll content for distribution to the community on September 17, 2024.

Financial Impact: n/a

Possible motions:

"I move to approve the 2025 budget poll with the following revisions (list here)."

Attachments:

1. Draft 2025 budget poll

Let's Talk: High Impact Options Poll - 2025 Budget Communications

Thank you for participating in the 2025 budget process.

Some or all the options identified in the poll may be implemented with the 2025 budget. By completing this poll, you will prioritize your preference for each item.

Please visit the website at www.villageofshorewood.org/letstalk to review the materials.

* Indicates required question



High level options for consideration

These high impact options will be considered in the 2025 budget. To learn more about each option, please click below.

Levy Increases ([Link](#) to materials)

Recycling-Refuse charge ([Link](#) to materials)

Vehicle registration fee ([Link](#) to materials)

Streetlight system replacement charge ([Link](#) to materials)

Parking utility fund balance ([Link](#) to materials)

Delay capital equipment purchases/establish capital equipment policy ([Link](#) to materials)

RANKING OF OPTIONS

- Given what you know about each of the options, please rank the options in order of your preference (click one response per column).

Mark only one oval per row.

	1st choice	2nd choice	3rd choice	4th choice	5th choice	6th choice
Levy Increases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recycling-Refuse charge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle Registration fee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streetlight system replacement charge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking utility fund balance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delay capital equipment purchases/establish capital equipment policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Levy Increases

- Do you have any comments to add about levy increases? *

Mark only one oval.

- Yes *Skip to question 3*
- No *Skip to question 4*

Comments: Levy Increases

3. Comments: Levy Increases

Recycling-Refuse Charge

4. Do you have any comments to add about a Recycling-Refuse charge? *

Mark only one oval.

Yes *Skip to question 5*

No *Skip to question 6*

Comments: Recycling-Refuse charge

5. Comments: Recycling-Refuse charge

Vehicle Registration fee

6. Do you have any comments to add about a Vehicle registration fee? *

Mark only one oval.

Yes *Skip to question 7*

No *Skip to question 8*

Comments: Vehicle registration fee

7. Comments: Vehicle registration fee

Streetlight system replacement charge

8. Do you have any comments to add about a Streetlight system replacement charge? *

Mark only one oval.

Yes *Skip to question 9*

No *Skip to question 10*

Comments: Streetlight system replacement charge

9. Comments: Streetlight system replacement charge

Parking Utility fund balance

10. Do you have any comments to add about using the Parking utility fund balance?

Mark only one oval.

Yes *Skip to question 11*

No *Skip to question 12*

Comments: Parking Utility fund balance

11. Comments: Parking Utility fund balance

Delay capital equipment purchases and establish capital equipment policy

12. Do you have any comments to add about delaying capital equipment purchases and/or establishing a capital equipment policy?

Mark only one oval.

Yes Skip to question 13

No Skip to question 14

Comments: Delay capital equipment purchases and establish capital equipment policy

13. Comments: Delay capital equipment purchases and establish capital equipment policy

Addition of Parking meters

14. In 2022, the Village Board explored the idea and decided not to proceed with the installation of parking meters in the business corridor (Oakland Ave. and Capitol Dr.). Should the Village Board reconsider this decision and explore the idea of parking meters in the Village?

Mark only one oval.

Strongly agree

Agree

Neutral

Disagree

Strongly disagree

15. Do you have any comments to add about the installation of parking meters in the business corridor?

Mark only one oval.

Yes *Skip to question 16*

No

Comments: Parking meters

16. Comments: Parking meters

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Google Forms



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Communication Regarding Police Department January to June 2024 Semi-Annual Report

Date: September 16, 2024

Presenter: Chief Heather Wurth

Department: Police Department

History - Chief Heather Wurth was sworn in on May 2, 2022. On June 20, 2022, an update was provided to the Public Safety Committee; link [here](#). An additional update was provided on August 1, 2022, link [here](#). Briefly, Chief Wurth provided a 30-day, 60-day, and 90 to 120-day plan for her leadership transition of the Shorewood Police Department in which she focused on communication with her personnel, a review of and prioritization of remaining Weiss Organizational Study recommendations, Public Messaging, Training, and Mental Health Wellness Services for the Department.

Recommendation 5 – Item 35 of the Weiss Study suggested a semi-annual report in which use of force incident and internal investigation information would be included.

Agenda Item Discussion

Provided as an attachment to this memorandum is the Police Department 2024 January to June Semi-Annual Report. The report outlines the Mission, Vision, and Core Values of the Police Department, Year 2 accomplishments, goals and initiatives, and bi-annual statistics.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Recommended motion: No Action Required / Recommended

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

SHOREWOOD POLICE DEPARTMENT



SEMI-ANNUAL REPORT

January – June, 2024

**VILLAGE OF SHOREWOOD
DEPARTMENT / COMMITTEE SEMI-ANNUAL REPORT**

Name of Department / Committee: Police Department

Name of Department Head / Committee Chair: Chief Heather Wurth

Other Department Managers / Committee Members:

Captain Fernando Santiago – Administration
Captain Mark Wroblewski – Patrol Operations

Identify your most significant department / committee services and activities performed in the past year.

Police Department 2024 Semi-Annual Report (January to June 2024):

Contributors to the semi-annual report: Chief Wurth, Captain Santiago, and Captain Wroblewski

Topics:

Mission Statement and Core Values

Year 2 Accomplishments

Goals and Initiatives

Bi-Annual Report

MISSION STATEMENT AND CORE VALUES

Mission Statement: To protect and serve our community.

Vision Statement: To be recognized as the standard of excellence in law enforcement.

Core Values:

- **Service:** *We strive for excellence, accountability, and effectiveness in our performance. We dedicate ourselves to continual knowledge building and training to guarantee our practices and procedures meet and exceed the community's evolving needs.*
- **Honesty:** *Honesty and truthfulness are fundamental elements of integrity. Our behavior, words, and deeds shall earn and sustain the confidence of our community.*
- **Professionalism:** *We discharge our duties with composure and determination. We put the needs of the community and the goals of our department first. We mentor, promote, train, and improve standards through advice and guidance. We assume responsibility to treat each other considerately and support their professional development.*
- **Duty:** *We render service to the community promptly and efficiently. We empower our employees to be leaders, take responsible risks, pursue excellence, and make a difference in the Village of Shorewood. We accept our moral responsibility to act against injustice and wrongdoing.*
- **Collaboration:** *We strive to work with other agencies, organizations, and the community to achieve shared goals. We focus on building relationships, improving communication, and understanding community perspectives.*
- **Objectivity:** *We exercise discretion worthy of public trust and remain balanced and unbiased when making decisions. We are committed to sensitivity and impartiality in our interactions with the people we serve.*
- **Pride:** *We are all responsible for the department's performance, reputation, and morale. We hold honor in the nobility of law enforcement and will guard against behavior that discredits our profession, department, and ourselves.*

A goal for 2023 Q4 – 2024 Q1 was to refine the Shorewood Police Department's mission, vision, and core values. During the 1:1 employee check-in, Police Department staff were asked to provide input on those values meaningful to them and the agency, and those values of which they would be proud. Chief Wurth compiled the feedback and conducted research to create the revised mission, vision, and core values. The acronym for our values is SHPDCOP. The values are designed to embody our beliefs and drive our actions as individuals and as law enforcement officers, specifically as a "cop" in Shorewood.

YEAR 2 ACCOMPLISHMENTS

Year 2 Accomplishments (May 2023 to May 2024)

Team Development

Q1 1:1 Employee Check-Ins and Reflection

- Chief Wurth continued check-ins with all personnel.

Weiss Study

- Chief Wurth prepared several documents published on the Police Department website.
- Chief Wurth completing the three (3) outstanding Weiss recommendations.
- Chief Wurth met with members of Shorewood Moving Forward / Police Accountability Task Force on two (2) separate occasions (July 26 and September 26, 2023) to discuss “Racial Justice in the Street,” particularly addressing pretextual stops (traffic stops).

Training

Chief Wurth and the Police Department are committed to training.

- Chief Wurth:
 - October 2023 – Attended the International Association of Chiefs of Police Conference in San Diego, CA and presented (as part of a Chief panel), Leadership in Police Organizations.
 - In April 2024, Chief Wurth attended the National Association of Women Law Enforcement Executives (NAWLEE) training conference in Las Vegas, NV.
- Specialty Training Attended (by Department Members):
 - Autism Awareness and Law Enforcement Response
 - Open Records Law
 - Field Force Operations (Crowd Control)
 - Supervisory / Leadership Development
 - Dynamics of Officer and Citizen Encounters
 - Computer Forensics
 - Tactical Emergency Medic Training
 - Female Enforcers / Women in Law Enforcement
- De-escalation Training:
 - Critical Communication and Decision Making for the Patrol Officer
- Other Training:
 - January 2024, Captain Fernando Santiago attended the Wisconsin Law Enforcement Executive Development Conference
 - Other officers attended training sessions in Instructor Development, Master Taser Instruction, New Detective

Development, and mandated Firearms and Vehicle Operations courses, among others.

Communications

- The Police Department created an internal communications plan for the purpose:
 - Providing PD staff clear directions when responding to media requests
 - Outlining how and when Village Stakeholders receive relevant information.
 - Creating a more useful and robust social media platform on Facebook
 - Presented to Public Safety on August 7, 2023
 - In March 2024, the Police Department launched a phone app which includes the following features:
 - Ability to receive public alerts during critical incidents.
 - Submit anonymous tips, complaints, or praise for officers.
 - Request vacation or zone checks.
 - View police and victim resources.
 - Get connected to other Village services.
 - Review crime trends

Community Engagement: A policing strategy that promotes collaborative partnerships, positive community interactions, and builds trust between community and police. Officers are expected to communicate with participants and be visible to provide information, while also ensuring a sense of safety and security.

- March 4, 2024 – Citizen’s Academy Begins
 - Graduation – May 9, 2024
- June 1 and 2, 2024 – St. Roberts Festival
- June 8, 2024 – Shorewood Men’s Club Annual BBQ
- June 15, 2024 – First Ride / Bike Rodeo
- June 21, 2024 – Criterium Bike Race
- July 4, 2022 – Parade and Fireworks
- Block Parties
 - Residential Block Party: An event on a public way that does not involve any commercial sales or vendors, intended as a social gathering for adjoining property owners and/or neighbors.
 - Officers attended 3 block parties.
- Bike Patrol
 - 2023: 76.75 hours
 - 2024 (YTD): 52.5 hours
- Business Checks (Includes Vacation Checks, Community Engagement, Crime Prevention, and Park Checks) – In 2023, calls for service were refined to reflect activity more appropriately (BUSCHK- Business check, PARCHK- Park check (includes Atwater Beach and nature preserve), SCHCHK- School check, VACCHK- Vacation check (home lookout))

- For 2024 (YTD): 1289 vacation/business checks
- For 2024 (YTD): 203 school checks
- For 2024 (YTD): 209 park checks

GOALS AND INITIATIVES

Collaboration

- SPD receives crime summaries from the Milwaukee Police Department every day.
- Chief Wurth attends monthly meetings with the North Shore Police Chiefs and the Milwaukee County Law Enforcement Executives.

Process Improvements

- Evaluation document revised to reflect job responsibilities and roles more accurately.
 - Employees receive biannual evaluations and 2 supervisory check-ins to gauge performance.
- Police Department command staff identified and implemented procedures to improve efficiency in the use of overtime.
 - Quarterly reviews are conducted for overtime and budgetary assessments.
- Reviewed and revised position responsibilities for the following positions:
 - Administrative Manager
 - Public Safety Clerk
 - Community Service Officer
 - Police Officer
 - Detective
 - Sergeant
 - Captain
- Court process reviews with Judge
- Addition of Automated License Plate Reader System
 - 01/28/24: Stolen Vehicle Hit (Recovered)
 - 2/20/24: Stolen Vehicle Hit (Recovered)
 - 02/24/24: Stolen Plate Hit (Recovered)
 - 03/01/24: Stolen Vehicle Hit (Recovered)
 - 03/04/24: Stolen Vehicle Hit (Vehicle Fled – Unable to Locate)
 - 06/30/24: Stolen Vehicle Hit (Recovered)
- Review and revision of Standard Operating Procedures is on-going.
 - 45 policies updated

Promotions, Hiring, and Retention

- Hiring of Robert Browne to Police Officer

- Hiring of Greg Geniesse to Police Officer
- Fully Staffed
- Consider Salary Survey for Market Competitiveness

Year 2-4 Goals:

- Continued impletion of the Weiss Organizational Study
- Voluntary Physical Fitness Program with a focus on Officer Wellness ✓
 - Physical Fitness test conducted on Saturday, June 29 with Village-wide staff participation
 - Creation of SHPD Workout Room
- Creation of Standard Operating Procedure for Awards (Internal Recognition)
- Accountability Measures and Expectation Setting for Supervision
- Accountability Measures and Expectation Setting for Patrol Performance
- Review and refinement of position responsibilities ✓
- SHPD as a Host Training Site
- Development and Implementation of Employee Death or Serious Injury Packets ✓
- Enhanced Pedestrian and Bicycle Safety Efforts (On-Going) ✓
- Continued Review and Revision of Standard Operating Procedures
- Exterior Beautification of SHPD (Pending – Possible Consideration for Donation of Design, Labor, and Materials)
- Bicycle Patrol Operations
- Retention Efforts
 - As noted above and to understand pay compression issues
- Improvements in Inventory Procedures and Property Room
- Consider staffing study to determine appropriate staffing levels

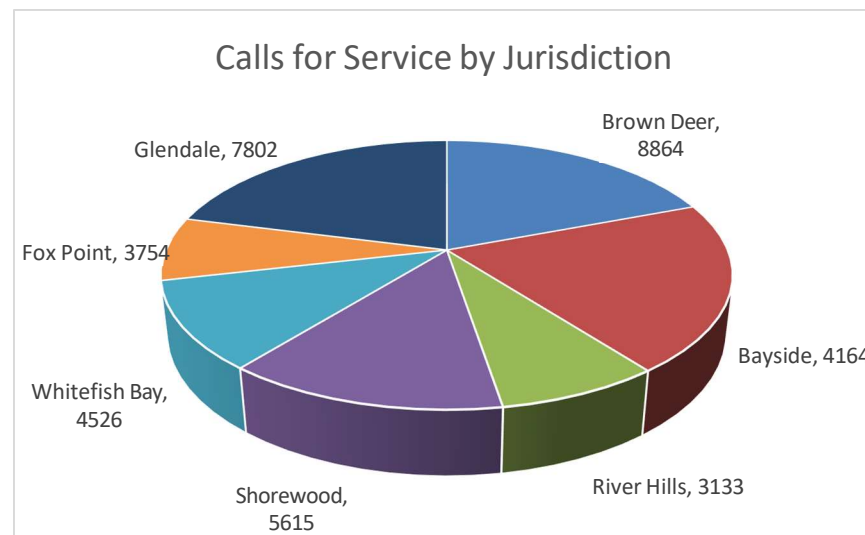
Attachment – Shorewood Police Department Bi-Annual Report (6 month compiled monthly report document):

Activity Report:

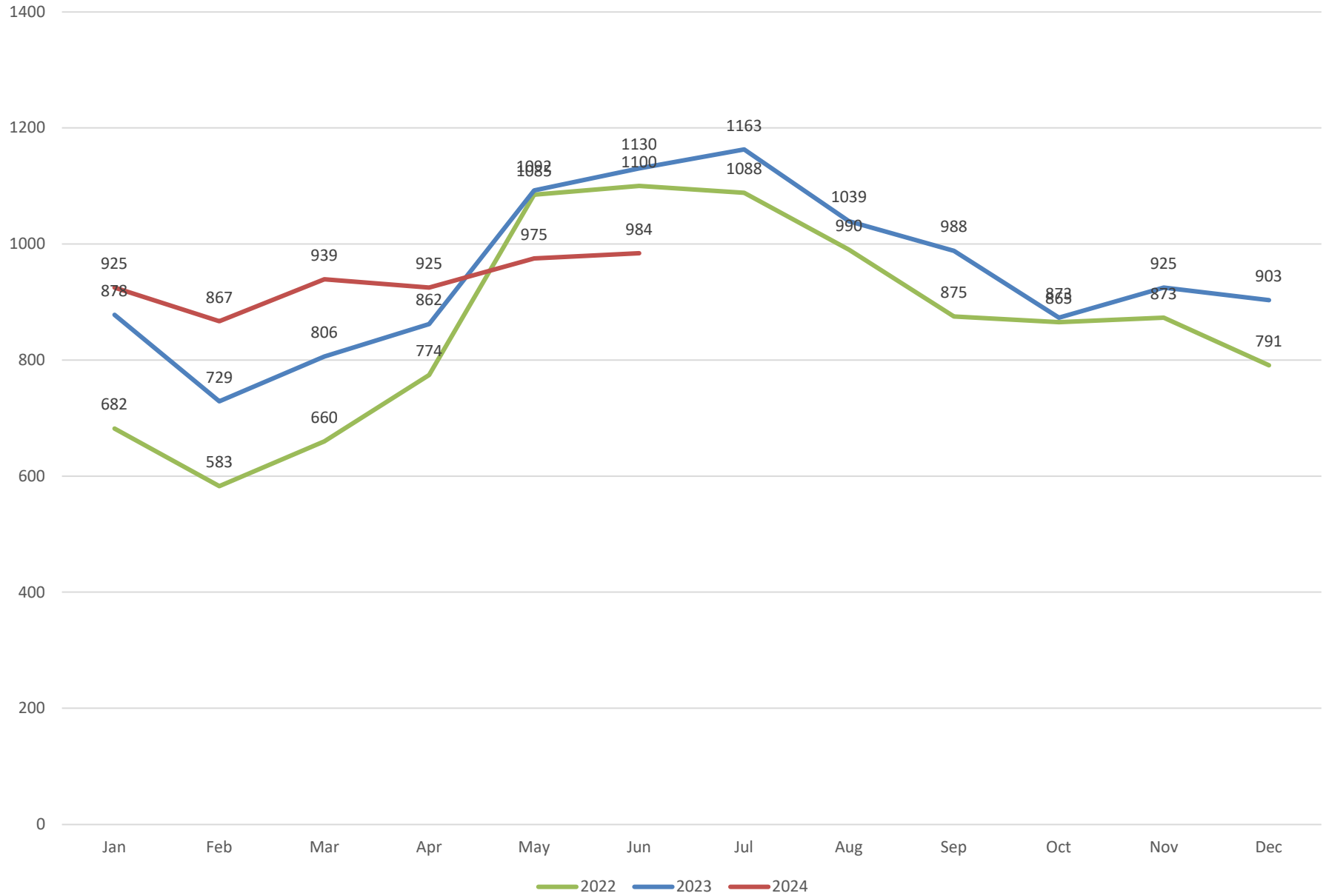
During the period from January through June 2024, the Shorewood Police Department responded to 5,615 calls for service, issued 8,268 parking citations, and issued 121 non-traffic related citations.

Notable Citations

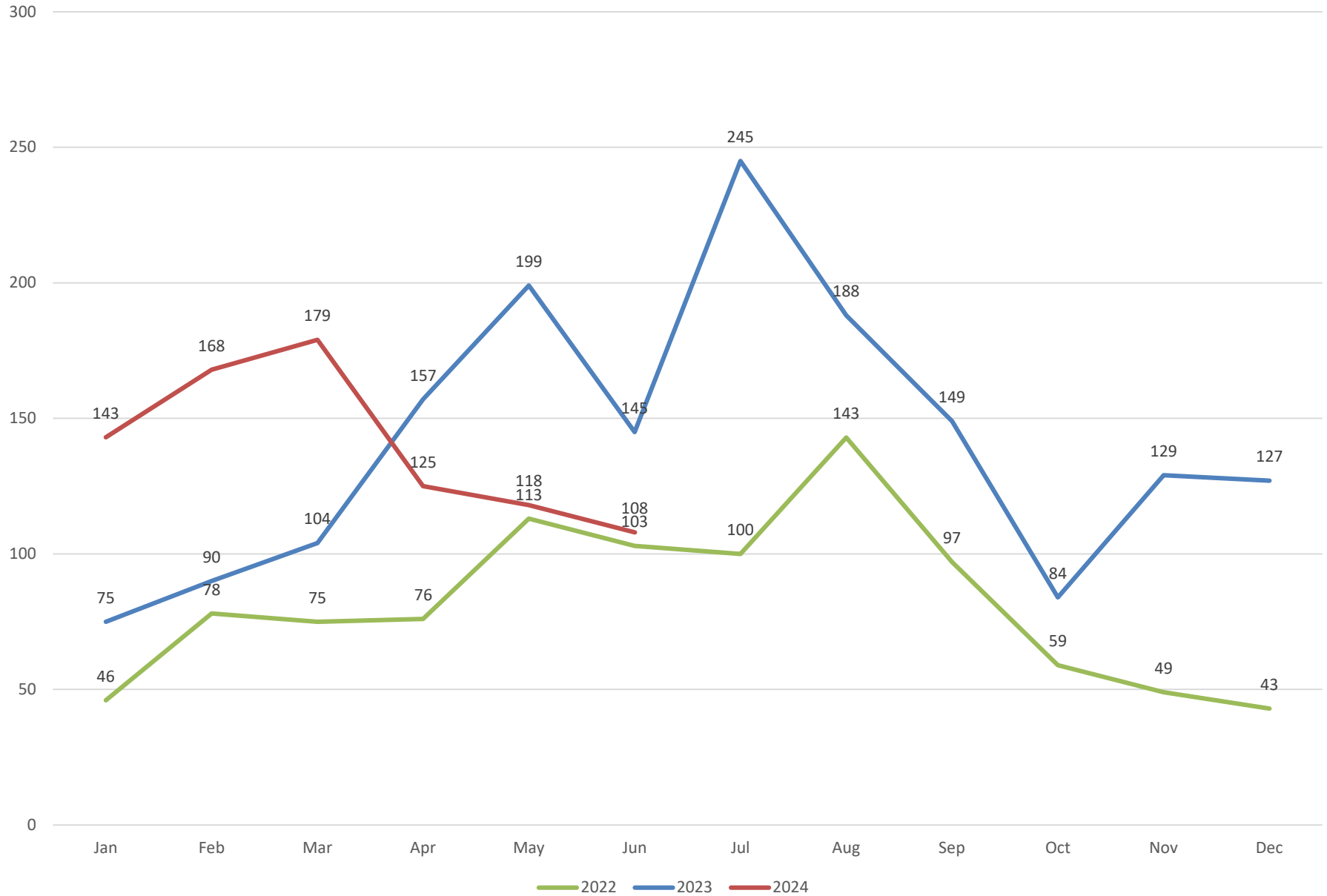
Possession of THC	11
Possession of Drug Paraphernalia	10
Theft/Retail Theft	47
Trespassing	15
Resisting/Obstructing an Officer	15
Disorderly Conduct	9
Property Damage	2



Year to Date Calls for Service



Municipal Ordinances & Traffic Citations YTD

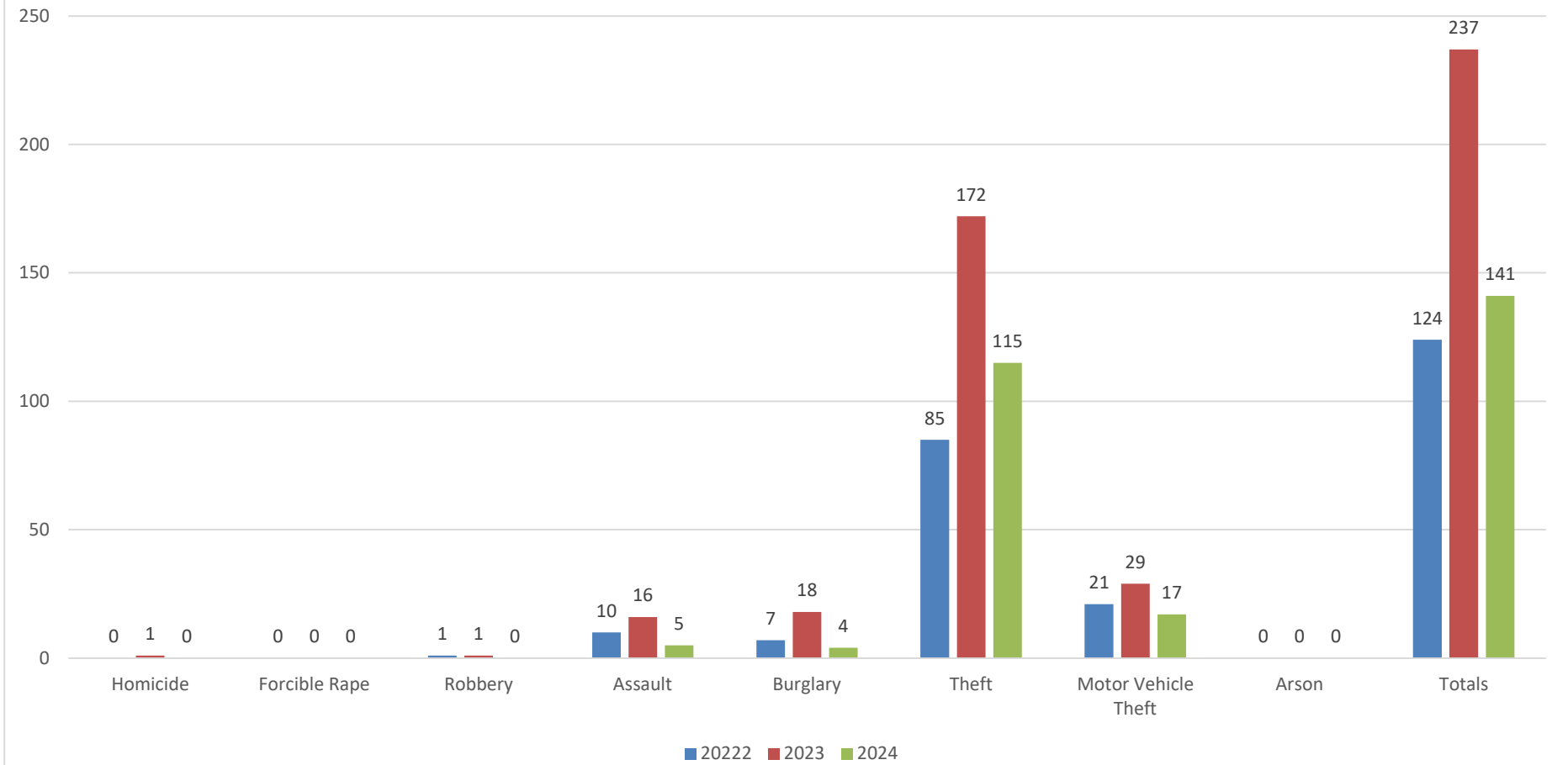


**Village of Shorewood Police
Department Crime Data 2024**

Crime 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Homicide	0	0	0	0	0	0						
Forcible Rape	0	0	0	0	0	0						
Robbery	0	0	0	0	0	0						
Assault	0	0	0	1	1	3						
Burglary	1	1	0	0	1	1						
Theft	15	12	24	11	26	27						
Motor Vehicle Theft	2	0	2	8	1	4						
Arson	0	0	0	0	0	0						
Totals	18	13	26	20	29	35	0	0	0	0	0	0

2024 GUN RECOVERIES		January 1 – June 30
During Traffic Stops		5
Evidence (Includes TS)		9
All Other		
TOTAL		12

CRIME COMPARISON BY YEAR



Note: Data for 2024 reflects the reporting period of January 1, 2024, through June 30, 2024. If current trends continue it will result in a 25 % increase in thefts and a 15% increase in crime totals from 2023.

PARKING CITATION ISSUED BY VIOLATION TYPE

		2022	2023	2024 YTD
PK01	Parking Where Prohibited by Official Sign	818	832	450
PK02	Parking Past Posted Time Limits	1691	1061	525
PK03	Parking on Posted Private Property	84	123	50
PK04	Parked Too Close to Crosswalk	199	93	100
PK05	Other Parking	119	115	78
PK06	Night Parking	11893	12038	7228
PK07	Parked Too Close to Hydrant	38	59	33
PK08	Parked Too Close to Drive	248	199	99
PK09	Parked on Street During Snow Emergency	0	0	0
PK10	Winter Restrictions 12/1 Thru 2/28	174	280	100
PK11	Parking on Public Lot W/O Permit	539	619	360
PK12	Parked Left Wheels to Curb	16	17	9
PK13	Parked in Handicapped Space	44	25	17
PK14	Parked in Alley	14	7	2
PK15	Parked on Odd Side of the Street	1058	805	449
PK16	Parked on Even Side of the Street	1035	857	566

Use of Force Incidents

	2022	2023	2024
Jan	0	3	2
Feb	2	2	0
Mar	2	2	0
Apr	0	3	1
May	2	3	1
Jun	1	2	1
Jul	1	0	
Aug	3	3	
Sep	1	0	
Oct	0	0	
Nov	2	0	
Dec	1	2	
Total	15	20	5

	2022	2023	2024
Total Calls For Service	10396	11289	5615
Use of Force Incidents	15	20	5
Percentage of Calls That Resulted in a Use of Force	0.1%	0.2%	0.09%

- 3 of 5 (60%) incidents are Shorewood residents – 2 white males and 1 white female.
- 4 of 5 (80%) incidents involved pointing and aiming a firearm (high risk/felony stops)
- 1 of 5 (20%) incidents involved a black male non-resident
- 1 of 5 (20%) incidents involved a white male non-resident
- 2 of 5 (40%) incidents involved white male residents
- 1 of 5 (20%) incidents involved a white female resident

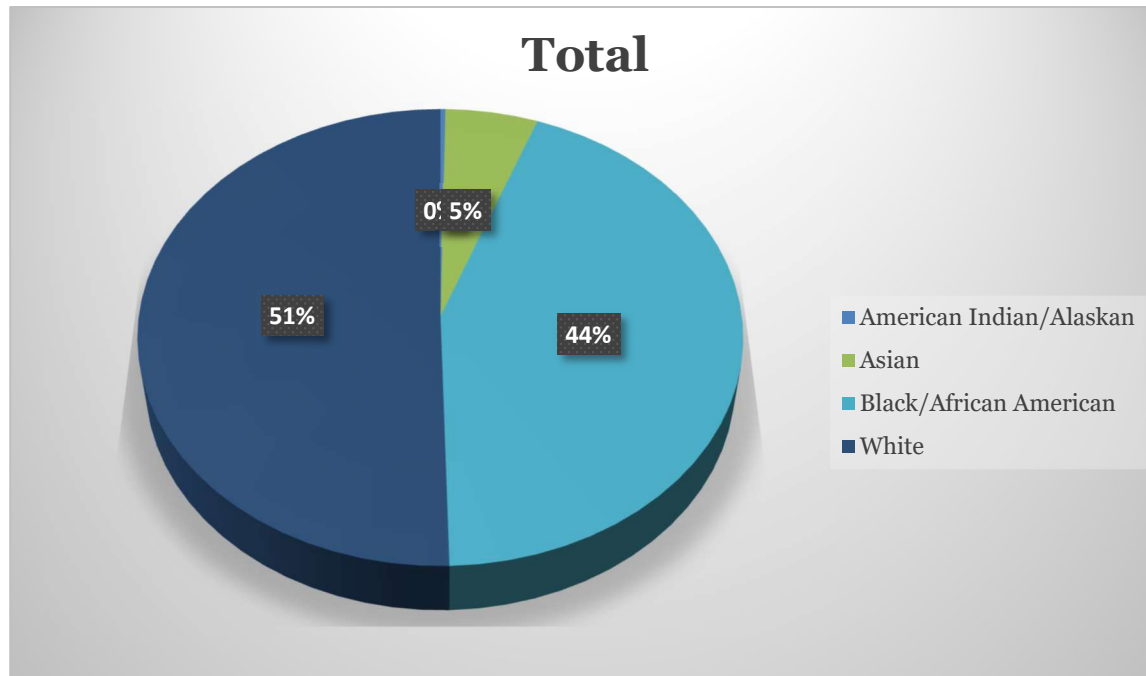
Complaints Received

	2022	2023	2024
Jan	0	0	0
Feb	1	1	0
Mar	0	0	0
Apr	0	0	1
May	1	1	0
Jun	0	0	0
Jul	0	0	
Aug	1	0	
Sep	0	0	
Oct	2	0	
Nov	0	0	
Dec	1	0	
Total	6	2	1

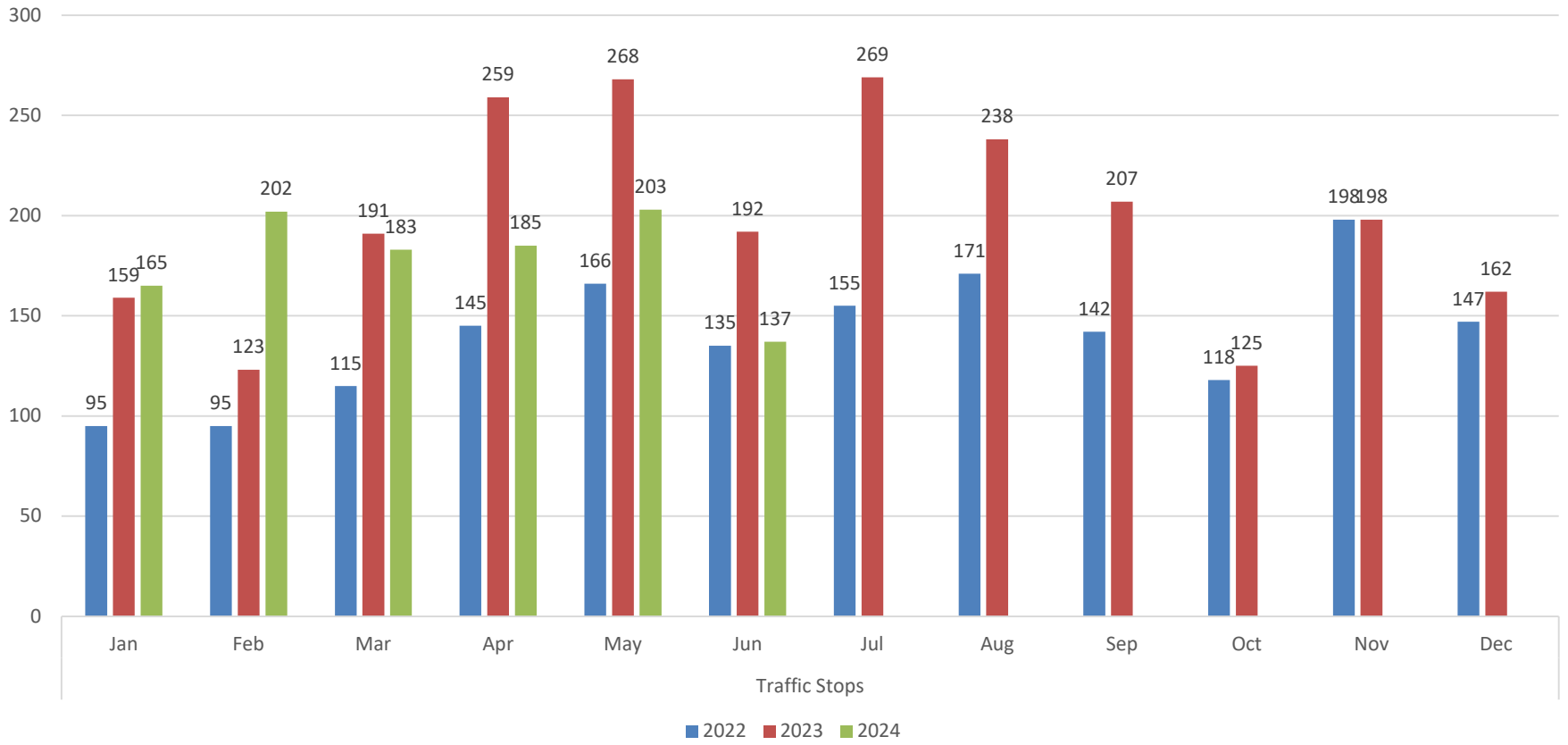
	2022	2023	2024
Total Calls For Service	10396	11289	5615
Citizen Complaints	6	2	1
Percentage of Calls That Resulted in a Citizen Complaint	0.06%	0.02%	0.02%

2024 YTD Traffic Stop Data

2024	Cited	Warned	TOTAL
American Indian/Alaskan Native	1	1	2
Asian	10	28	38
Black/African American	92	216	308
White	78	276	354
TOTAL	181	521	702



TRAFFIC STOPS YEARLY COMPARISON



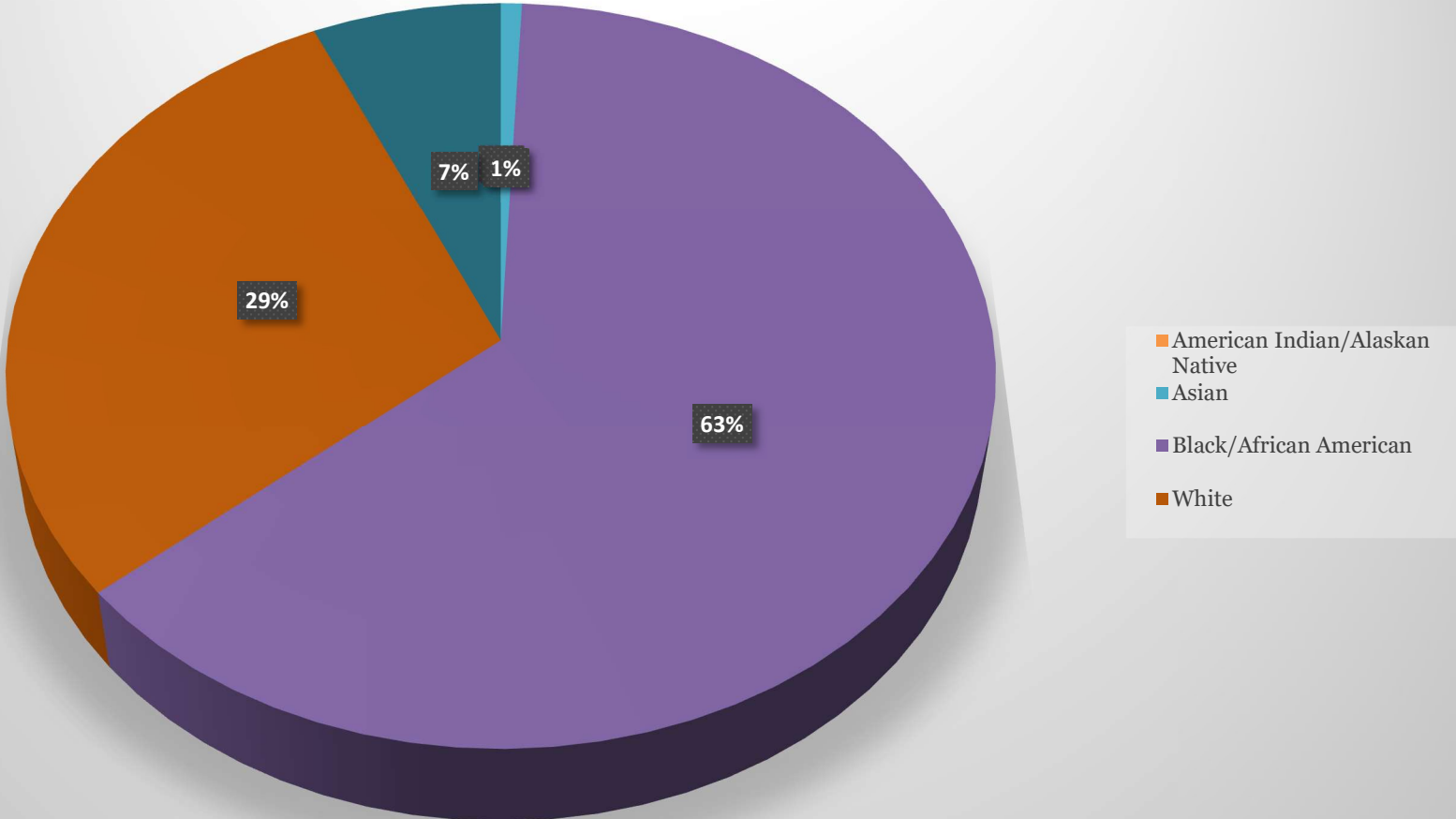
Summary Arrests/Physical Custody	
American Indian/Alaskan Native	0
Asian	1
Black/African American	84
White	39
Hispanic	9
Total	133

Warrants	
American Indian/Alaskan Native	0
Asian	0
Black/African American	6
White	3
Hispanic	1
Total	10

Common Charges by Race		Amer.Ind/Alaskan	Asian	Black	White
Carrying a Concealed Weapon	4	0	0	3	1
Drug Possession/Distribution	23	0	0	19	4
Resisting/Obstructing an Officer	17	0	0	14	3
Trespassing	14	0	0	10	4
Operating while Intoxicated	28	0	0	13	15
Retail Theft/Theft	47	1	0	44	3
Total	133				

- Shorewood does not issue municipal warrants for violations of Village Code
 - Shorewood does not receive information on outstanding municipal warrants from the City of Milwaukee
- A warrant is an order issued by a judge or court commissioner based on probable cause commanding arrest of a person (misdemeanor or felony offenses) – nondiscretionary

2024 YTD Summary Arrests/Physical Custody by Race



Traffic Stop Disposition 2024 YTD

Race	Written Warning	Verbal Warning	No Action	Citation Issued	Arrested	Totals
American Indian/Alaskan Native	1			1		2
Asian	12	16		10		38
Black/African American	65	151		92	11	319
Unknown	1	10		1		12
White	88	188	3	78	3	360
Grand Total	167	365	3	182	14	731

Percentages by Disposition	Written Warning	Verbal Warning	No Action	Citation Issued	Arrested
American Indian/Alaskan Native	1%	0	0	1%	0%
Asian	7%	4%	0	5%	0%
Black/African American	39%	41%	0	51%	79%
Unknown	0%	3%	0	1%	0%
White	53%	52%	100%	43%	21%

END DOCUMENT

NORTH SHORE FIRE/RESCUE

Office of the Fire Chief

Robert Whitaker

To: NSFD Municipalities
Date: September 6th, 2024
Subject: Resolution 24-01

The North Shore Fire Department Board of Directors has unanimously recommended Resolution 24-01, a Single or Multi-Year Capital Budget for 2025 - 2029, to the seven member communities. The North Shore Fire Services Agreement requires such Resolutions be unanimously recommended by the Board of Directors to the seven communities and for all seven communities to adopt a local resolution regarding the budget.

Amendment 6 to the North Shore Fire Services Agreement states that funding for capital improvement expenses for the Department may be funded using “Single or Multi-Year Capital Budgets”. Since 2012, the Department has utilized this method to fund replacement of major apparatus.

A Single or Multi-Year Capital Budget for replacement of major apparatus was passed by the Board in 2023 for the years 2024-2028 to fund replacement of three fire engines and three ambulances. This resolution is meant to take the place of the prior resolution ensuring funding between years 2025 – 2029. The Department intends for a new resolution to be drafted annually and to replace the prior resolution to ensure continued funding for the current Capital Improvement plan in place.

Finance Director Harrigan’s enclosed memo provides details on funding requirements. Also enclosed is a Resolution adopted by the Board of Directors and a boilerplate resolution for use by the municipal governing bodies.

RESOLUTION NO. 2024-12

**A Resolution Approving a “Single or Multi-Year
Capital” Budget To Purchase Large Apparatus
Equipment from 2025 - 2029**

WHEREAS, the Board of Directors of the North Shore Fire Department unanimously adopted Resolution No. 24-01, on September 10th, 2024 (the “NSFD Capital Budget Resolution”). The NSFD Capital Budget Resolution (a copy is attached hereto and made part of this Resolution), adopts the “Single or Multi-Year Capital” Budget to purchase Large Apparatus Equipment as identified in the current 2025-2029 North Shore Fire Department Capital Improvement Plan. The 2025-2029 NSFD Capital Improvement Plan currently includes the following Large Apparatus purchases; one ladder truck, three fire engines and four ambulances. The NSFD Board of Directors further unanimously recommends approval of the capital contribution budget as outlined in the NSFD Capital Budget Resolution by each of the member municipalities by adoption of this Resolution; and

WHEREAS, a “Single or Multi-Year Capital” Budget must be submitted to the governing bodies of the Villages of Bayside, Brown Deer, Fox Point, River Hills, Shorewood and Whitefish Bay and the City of Glendale for approval by each of the seven (7) municipalities; and

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Shorewood that the Village of Shorewood hereby approves the “Single or Multi-Year Capital Budget” for the purchase of one ladder truck, three fire engines and four ambulances and agrees to payments to the NSFD in accordance with the provisions of the Financing Formula of the Agreement (with the estimated payments and due dates as outlined in the NSFD Budget Resolution) within 30 days of receipt of a statement from the NSFD and further directs the Village Clerk to provide a certified copy of this Resolution to the NSFD.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood this _____ 16th day of September, 2024.

VILLAGE OF SHOREWOOD

Ann McKaig, Village President

Countersigned:

Toya Harrell, Village Clerk

NORTH SHORE FIRE/RESCUE

Office of the Fire Chief

Robert Whitaker

To: Village Boards/Common Council
Date: September 10, 2024
Subject: 2025 Fee Schedule

Enclosed is the proposed 2025 Fee for Service Schedule and Resolution 24-02 for your consideration.

The Fee Schedule is annually updated by the Board of Directors and requires that at least five of the seven member municipalities pass a local resolution regarding the fee schedule at the Council/Board level. There are three different types of fees charged by the Department, fees for emergency services, fees for fire prevention permits/inspections and administrative fees. The North Shore Fire Department Board recommended approval of this fee schedule to the member municipalities at its September 10, 2024 Meeting.

Fees for Emergency Services

This area primarily consists of fees for emergency medical services provided by the Department. Since 2013, the Board has recommended adjustment of EMS fees based on the average change year-to-year in the Medical Care Commodities and Medical Care Service CPI.

The average of the CPI factors referenced earlier for 2024 is 2.6%. It is my recommendation that if the Board wishes to continue to use this CPI as a barometer for the fee changes, the Board adjust EMS Fees up by 2.6%.

Fire Prevention Permits/Inspections

The fee schedule in this area has no changes from 2024.

Administrative Fees

The fee schedule in this area has no changes from 2024.

STATE OF WISCONSIN : VILLAGE OF SHOREWOOD: MILWAUKEE COUNTY

RESOLUTION NO. 2024-13

**A Resolution Approving the 2025 North Shore Fire
Department Fees For Service Schedule.**

WHEREAS, the Board of Directors of the North Shore Fire Department has recommended that the 2025 North Shore Fire Department Fees for Services, attached to and made a part of this Resolution (hereinafter the "Service Fees"), be approved by each of the municipalities a party to the 1994 Amended and Restated North Shore Fire Department Agreement (hereinafter "the Agreement"); and

WHEREAS, the Agreement requires that all fees for service must be submitted to the governing bodies of the Villages of Bayside, Brown Deer, Fox Point, River Hills, Shorewood and Whitefish Bay and the City of Glendale for approval by not less than five (5) of these seven (7) municipalities; and

WHEREAS, upon approval by not less than five (5) of these seven (7) municipalities the appropriate North Shore Fire Department officials are authorized to charge and collect the Service Fees; and

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Shorewood that the Village of Shorewood hereby approves the Service Fees in the form presented as attached and directs the Village Clerk to provide a certified copy of this Resolution to the North Shore Fire Department.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood this 16th day of September, 2024.

VILLAGE OF SHOREWOOD

Ann McKaig, Village President

Countersigned:

Toya Harrell, Village Clerk

Item	2024	2025
BLS service and/or treatment without transport (Resident)	149.12	153.00
BLS service and/or treatment without transport (Non-Resident)	222.96	228.75
BLS service lift assist not in EMS High-Utilizer Program	222.20	227.98
Paramedic service and/or treatment without transport (Resident)	185.31	190.13
Paramedic service and/or treatment without transport (Non-Resident)	253.36	259.95
BLS service with transport (Resident)	901.25	924.68
BLS service with transport (Non-Resident)	1040.95	1068.01
Paramedic service with transport Level - ALS-1 (Resident)	1028.70	1055.44
Paramedic service with transport Level - ALS-2 (Resident)	1130.71	1160.11
Paramedic service with transport Level - ALS-1 (Non-Resident)	1159.66	1189.82
Paramedic service with transport Level - ALS-2 (Non-Resident)	1337.74	1372.52
Paramedic service and invasive treatment without transport (Resident)	185.31	190.13
Paramedic service and invasive treatment without transport (Non-Resident)	260.60	267.37
Defibrillation	171.40	175.86
IV and supplies	89.76	92.10
Intubation	193.73	198.77
ALS supplies	142.83	146.55
Oxygen and supplies	111.48	114.38
Mileage (rate per loaded mile)	24.00	24.62
EKG	149.12	153.00
Drugs, Group-1: Albuterol, Amioderone (30 mg), Aspirin, Atropine, Benadryl, Calcium Gluconate, D10, Duoneb, D5W, Glucose (oral), Nitroglycerin, Sodium Normal Saline (bags & carpujet), Zofran Tabs, Zofran IV, acetaminophen/Tylenol, Ketorolac/Torodol	47.78	49.02
Drugs, Group-2: Calcium Chloride, Lidocaine	55.01	56.44
Drugs, Group-3: Cardizen/Diltiazem, Fentanyl, Ketamine, Midazolam, Narcan, Noephinephrine, Epinephrine, Sodium Bicarbonate	70.94	72.79
Dexamethasone	86.87	89.13
Epinephrine by Epi-pen	141.88	145.57
Adenosine	133.19	136.66
Glucagon, up to 1 Mg	239.96	246.20
Solmedrol, 41-125 Mg	86.87	89.13
E-Z IO	178.08	182.71
Spinal Immobilization	185.31	190.13
Triage barcode wristbands	4.34	4.46
Cyano-kits	1571.17	1612.02
CPAP mask	79.99	82.07
LUCAS Suction Cup and ResQPOD	274.19	281.32

Fire Prevention Permits/Inspections:**2024****2025**

Fire Department Services for Vehicles	\$500	\$500
Occupancy Inspection	\$75.00 (\$25/multi-family unit with \$75 minimum)	\$75.00 (\$25/multi-family unit with \$75 minimum)
Work without Permit	Double normal fee	Double normal fee
Re-inspection Fee	\$75	\$75
Special Plan Review/Inspection	Subject to actual cost	Subject to actual cost
Variance Requests	\$100/code section	\$100/code section
Inspection Request (less than 72 hrs notice)	\$75/hr 2 hr. minimum	\$75/hr 2 hr. minimum
Inspection Non-Business Hours	\$100/hr 2 hr. minimum	\$100/hr 2 hr. minimum

Plan Review (Includes Site Inspection):**2024**

Construction Compliance with Fire Code	\$.07/sq. ft. (\$75 minimum)	\$.07/sq. ft. (\$75 minimum)
Performance Based or Alternative Design	\$.07/sq. ft. (\$100 minimum)	\$.07/sq. ft. (\$100 minimum)
Fire Alarm and Detection Systems	\$.07/sq. ft. (\$75 minimum)	\$.07/sq. ft. (\$75 minimum)
Audio/Visual Annunciation Systems	\$250 up to 20 devices, \$500 over 20 devices	\$250 up to 20 devices, \$500 over 20 devices
Hood and Duct Suppression Systems	\$100 per system	\$100 per system
Other Suppression Systems (FM200, Cardox, etc.)	\$100/plan	\$100/plan
Smoke Evacuation	\$75/plan	\$75/plan
Water-based Sprinkler Systems (new or altered <20 heads)	100	100
Water-based Sprinkler Systems (new or altered >20 heads)	\$.07/sq. ft. (\$100 minimum)	\$.07/sq. ft. (\$100 minimum)
Spray Booth Operations	100	100

Acceptance Tests:**2024****2025**

Hydro-test of Sprinkler Piping (2 hr. test)	\$125	\$125
Fire Pump	\$100	\$100
Fire Alarm and Detection System	\$100	\$100
Hood and Duct Suppression System	\$100	\$100
Other Suppression	\$100	\$100
Smoke Evacuation System	\$100	\$100
Spray Booth System	\$100	\$100

Other Permit Items:**2024****2025**

Bonfires, Cermonial Fires, Vegetation Burns	\$50	\$50
Hot Work	\$25	\$25
Indoor Vehicle Exhibits	\$25	\$25
Building Demolition	\$250	\$250
Tents for Public Assembly >400 sq. ft.	\$50	\$50
Temporary Fuel Storage	\$50	\$50
Fireworks Displays	\$125	\$125
Code Consulting/Emergency Planning	\$75/hour	\$75/hour

Administrative/Other Fees:

	2024	2025
CPR Certification Skill Check-Off Only	\$55/student	\$55/student
CPR Certification	\$75/student	\$75/student
Open Records Requests	\$.10/page	\$.10/page
Record Locating Fees	As determined by the record custodian only if over \$50 per request.	As determined by the record custodian only if over \$50 per request.
Event Stand-by	Cost of personnel (loaded wage), vehicles/ supplies, plus 25% administrative fee.	Cost of personnel (loaded wage), vehicles/ supplies, plus 25% administrative fee.

NORTH SHORE FIRE/RESCUE

Office of the Fire Chief

Robert Whitaker

To: NSFD Member City Council/Village Boards
Date: September 10, 2024
Subject: Resolution 24-03

Section 66.0602(3)(h) provides that levy limits otherwise applicable to municipalities under Chapter 66 of Wisconsin Statutes do not apply to the amount that a city or village may levy in that year to pay for charges assessed by a joint fire department to the extent that the amount levied to pay for such charges would cause the city or village to exceed the limits imposed under Section 66.0602, Wis. Stats.

The exemption applies if the total charges assessed by the Department for the budget year do not exceed the previous year's charges by a percentage that is less than or equal to the percentage change in the US Consumer Price Index for all urban consumers, US City Average, as determined by the US Department of Labor for the 12 months ending on August 31 of the year of the levy plus 2%. Additionally, the Statute requires that for the exemption to be applicable, the governing bodies of all the cities and villages served by the Department must adopt a resolution in favor of exceeding such levy limit.

The applicable CPI change is 3.2% (estimated), so under State Statute, the allowable increase is 5.2%. The Department's actual increase in charges is 3%.

It is my understanding that several member municipalities are interested in using the levy limit exemption for 2025. The North Shore Fire Department Board of Directors voted to recommend approval of this resolution to the seven member communities at its meeting on September 10, 2024. Enclosed is a resolution for consideration by each member municipality. It is important each community consider this resolution prior to November 15, 2024.

If approved, please forward a signed copy of your municipality's resolution.

**In the Matter of Authorizing an Exception to
the Levy Limits for Charges for the North
Shore Fire Department Pursuant to 2005
Wisconsin Act 484**

RESOLUTION NO. 2024-14

WHEREAS, the Village of Shorewood is a participating member of the North Shore Fire Department under the North Shore Fire Services Agreement, and

WHEREAS, the Wisconsin Legislature has enacted 2005 Wisconsin Act 484 on May 30, 2006, published on June 13, 2006; and

WHEREAS, Act 484 creates Section 66.0602(3)(h), Wis. Stats., which statute provides that levy limits otherwise applicable do not apply to the amount that a city or village may levy in that year to pay for charges assessed by a joint fire department to the extent that the amount levied to pay for such charges would cause the city or village to exceed the limits imposed under Section 66.0602, Wis. Stats.; and

WHEREAS, the exception to the levy limit applies only if the total charges assessed by the joint fire department for the current year increase, relative to the total charges assessed for the previous year, by a percentage that is less than or equal to the percentage change in the US Consumer Price Index for all urban customers, US city average, as determined by the US Department of Labor for the 12 months ending on August 31 of the year of the levy, plus 2%; and

WHEREAS, the exception to levy limits under Act 484 further only applies if the governing body of each city and village served by the North Shore Fire Department adopts a resolution in favor of exceeding such levy limit as may be applicable;

NOW THEREFORE, BE IT RESOLVED that the Village of Shorewood hereby authorizes a levy for charges assessed by the joint fire department which exceeds the limit as described and imposed by Section 66.0602, Wis. Stats., but only to the extent as authorized by Section 66.0602(3)(h)2a, Wis. Stats., and

BE IT FURTHER RESOLVED that this resolution shall not be construed as authorizing the North Shore Fire Department to adopt any particular budget, but rather that the Act 484 budget formula shall be deemed a maximum limit on any budget increase which is duly adopted under all applicable procedures and requirements of the North Shore Fire Services Agreement.

PASSED AND ADOPTED by the City Council/Village Board of the Village of Shorewood, this 16th day of September, 2024.

Ann McKaig, Mayor/Village President

Countersigned:

Toya Harrell, Village Clerk

2025 Budget Narrative

Program Description:

The North Shore Health Department provides public health services for the North Shore communities of Brown Deer, Bayside, Fox Point, Glendale, River Hills, Shorewood, and Whitefish Bay. Our mission is to work in partnership with the communities we serve to assure, promote, and protect the health and safety of our residents. We want everyone who works, plays, lives, and prays in the North Shore to live healthy, fulfilling lives.

Budget Highlights:

As of August 31, 2024, NSHD is on-track to have a slight budget surplus at year's end. In August, the NSHD successfully consolidated our two offices (Brown Deer and Shorewood) into a single, shared building with North Shore Fire/Rescue in Glendale Station 82. To date, a few unbudgeted expenses have been successfully managed so, but we know 2025 will be a year of acclimating to new savings and new expenses. We move into 2025 prepared to navigate this new situation.

In 2025, we currently are calculating a budget deficit of between \$15,000 to \$20,000, an amount we feel will correct itself before year's end. This deficit exists because of the following changes.

- **COVID grants expiring** at the end of 2024. In the past few years, these funding streams have provided several hundred thousand dollars of funding for NSHD. We feel great about the mindfulness with which those dollars were spent (new building, staff professional development, clinical improvements), but the loss of these dollars is considerable.
- **The Public Health Emergency Preparedness (PHEP) grant** administered by WI DHS was cut by \$25,000 due to a WI DHS error. We advocated valiantly to retain these funds, but this situation was beyond our control.
- **Clinic fees** are significantly lower than COVID years because the COVID vaccine is now widely available and no longer available at NSHD without substantial upfront cost.
- **The cost of wages** continues to increase. As a necessary response to the current market, we have budgeted a 3% annual increase to retain NSHD's best and brightest employees.

To address the deficit, we have made or will make several strategic adjustments over the next few months.

- In July, the NSHD office administrator left the position, and they will not be replaced. Historically, the role was part-time, and the duties have successfully been reassigned across leadership, resulting in a +\$60,000 impact.
- The North Shore Environmental Health Consortium will attempt to increase licensing fees for the 2025-2026 licensing year by 6%, an amount aligned with other municipalities in the area, but that requires approval at all 7 North Shore boards/councils; this will have an +\$11,000 impact.
- In 2025, at this time, NSHD will not offer paid internship positions; this will have a +\$14,000 impact.
- NSHD staff will continue to seek additional grant funding. Currently, and not represented in the 2025 at this time, are over \$100,000 of outstanding program applications that will provide additional funding to NSHD programming.

NSHD is 100% committed to continuing to provide the same high-level of service. As always, residents are welcome to visit our office or find us out in the community, where we conduct outreach year-round.

North Shore Health Department Services Provided:

- Communicable Disease Prevention and Control
- Public Health Education
- Harm Reduction Programming
- Chronic Disease Prevention and Management
- Environmental Health Inspections and Surveillance
- Injury Prevention
- Public Health Emergency Preparedness
- Maternal Child Health

Leadership and Administration:

The NSHD is advised by a Board of Health, comprised of a subject-matter expert from each of the North Shore communities. The health officer and medical advisor, who is new to the department in 2024, round out the board. The Village of Brown Deer remains the fiscal agent for the NSHD, supporting the administration of both municipal and grant funding.

The 2025 budget includes the following core staffing plan: NSHD employs a team of highly qualified public health practitioners. Combined, the team has over 85 years of professional public health service.

Core Positions	Personnel	Credential	FTE
Health Officer	Rowland	BA, MPH, MBA	1.0
Deputy Health Officer/ Sr Environmental Health Specialist	Simerly	BS, REHS	1.0
Public Health Nurse Supervisor	Champagne	MPH, BSN, RN	1.0
Public Health Nurse	Kay Voss Peterson	BSN, RN MSN, RN BSN, RN	2.5
Public Health Strategist	Bohacheff	BBA, MPH	1.0
Public Health Specialist	Ross	BS, MPH	1.0
Environmental Health Specialist	Wroblewski	BA, RDN, CD, CLC, REHS	1.0
Medical Advisor	Balachandran	MD	0.0

Current Funding Sources:

Funding	Funder	Acceptable Use
Maternal Child Health	WI DHS	Improve health equity and increase community engagement in the MCH population
Immunizations	WI DHS	Surveillance, outreach, and the provision of childhood immunizations
Prevention	WI DHS	Prevention activities identified by community health improvement planning
Public Health Emergency Preparedness	WI DHS OPEHC	Activities related to public health emergency preparedness and planning
Beach Water	WI DNR	Costs associated with beach testing 4 North Shore beaches, Memorial Day to Labor Day
City Readiness Initiative	WI DHS OPEHC	Supplies for emergency preparedness and planning in an urban environment
Lead	WI DHS	Lead surveillance, assessment, and case management
Overdose	WI DHS OD2A	Costs related to opiate fatality review and training
Communicable Disease	WI DHS	Surveillance, disease outbreak investigations, TB case management
COVID Vaccines	WI DHS (COVID)	Immunization activities, outreach, case management
Public Health Infrastructure	WI DHS	Costs related to enhancing the foundational public health services provided by NSHD
CDBG	MKE COUNTY	Costs related to the provision of case management services in the North Shore

GL Number	Description	2023 Activity	06/30/2024 Amended Budget	YTD As Of 06/30/2024	2024 Projected	2025 SCENARIO 1
--- Estimated Revenue ---						
140-000-35-4-50-10	State Aids	0.00	0.00	0.00	0.00	0.00
140-000-49-4-20-30	Permits	170,265.00	169,000.00	146,090.00	171,000.00	179,140.00
140-000-65-4-10-13	Clinic Fees	4,962.15	25,000.00	949.84	6,000.00	2,000.00
140-000-73-4-50-10	Bayside Contribution	30,522.00	33,895.45	25,422.00	33,895.45	34,919.09
140-000-73-4-50-20	Brown Deer Contribution	121,283.00	115,937.70	86,952.00	115,937.70	119,439.01
140-000-73-4-50-30	Fox Point Contribution	50,082.00	52,000.01	38,041.00	52,000.01	53,570.40
140-000-73-4-50-40	Glendale Contribution	101,938.00	111,316.72	83,487.00	111,316.72	114,678.48
140-000-73-4-50-50	River Hills Contribution	12,144.00	12,345.85	9,261.00	12,345.85	12,718.70
140-000-73-4-50-70	Shorewood Contribution	121,283.00	108,212.29	81,159.00	108,212.29	111,480.31
140-000-73-4-50-80	Whitefish Bay Contribution	100,057.00	110,703.51	83,028.00	110,703.51	114,046.76
140-000-73-4-50-85	TB Dispensary	1,072.60	-	-	-	-
140-000-73-4-50-90	TB Dispensary Medicaid	-	-	-	-	-
140-000-73-4-50-95	CASE MANAGER INTERGOVERNMENTAL	-	-	21,624.22	43,248.44	94,098.00
140-000-74-4-10-10	Interdepartmental Grant Fund	57,495.01	33,206.00	-	33,206.00	26,434.63
140-000-81-4-00-10	Investment Interest	24,596.92	5,000.00	10,321.32	15,000.00	10,000.00
140-000-82-4-00-50	Miscellaneous Revenue	100.70	-	550.15	-	250.00
140-000-85-4-40-10	Donations - NSHD	-	-	36.00	-	-
140-000-93-4-00-10	Transfer from Reserves	-	-	-	-	-
Total Estimated Revenue:		795,801.38	776,617.53	586,921.53	812,865.97	872,775.38
--- Appropriations ---						
140-410-41-5-10-10	Salaries/Wages	216,553.62	361,987.00	165,969.91	331,939.82	386,201.77
140-410-41-5-14-00	Overtime	-	-	192.02	384.04	-
140-410-41-5-15-10	WI Retirement	16,464.87	24,840.00	11,393.19	22,786.38	25,859.45
140-410-41-5-15-15	FICA	18,612.39	27,538.00	12,201.60	24,403.20	30,509.06
140-410-41-5-15-20	Group Insurance	30,669.84	49,385.00	25,050.58	50,101.16	41,882.40
140-410-41-5-15-25	Worker Compensation Ins	32,001.31	30,000.00	-	30,000.00	30,000.00
140-410-41-5-20-20	Professional Services	2,200.75	10,000.00	5,455.76	10,911.52	16,000.00
140-410-41-5-20-40	Printing Services	84.83	500.00	25.64	51.28	2,500.00
140-410-41-5-20-50	Medical Disposal Services	-	500.00	218.40	436.80	800.00
140-410-41-5-30-10	Office Supplies, Equip & Exp	703.86	2,500.00	844.94	1,689.88	3,000.00
140-410-41-5-30-90	Miscellaneous Supplies	1,231.69	8,000.00	1,092.93	2,185.86	5,000.00
140-410-41-5-34-55	Clinical Supplies	3,920.34	8,000.00	-	-	2,000.00
140-410-41-5-34-70	Laboratory Supplies	-	2,000.00	-	-	-
140-410-41-5-35-40	Equip Repair/Maint Supplies	507.82	10,000.00	1,620.41	3,240.82	6,500.00
140-410-41-5-39-81	TRAVEL	112.49	2,500.00	-	-	-
140-410-41-5-45-10	Professional Memberships	-	600.00	62.37	124.74	400.00
140-410-41-5-45-20	Professional Publications	501.25	350.00	197.93	395.86	500.00
140-410-41-5-45-30	Professional Training	15.98	-	232.38	464.76	1,000.00
140-410-41-5-45-40	Mileage Reimbursement	1,145.29	2,000.00	408.25	816.50	1,500.00
140-410-41-5-53-20	Rent Expense	-	25,000.00	-	25,000.00	12,525.00
140-410-41-5-53-30	Administrative Charges	38,463.00	39,000.00	-	39,000.00	40,170.00

140-411-41-5-10-10	Salaries/Wages	141,013.70	117,085.00	74,620.44	149,240.88	137,789.48
140-411-41-5-14-00	Overtime	-	-	-	-	-
140-411-41-5-15-10	WI Retirement	9,521.65	8,034.00	5,148.42	10,296.84	10,540.87
140-411-41-5-15-15	FICA	10,452.60	8,907.00	5,428.14	10,856.28	9,576.16
140-411-41-5-15-20	Group Insurance	24,290.07	15,974.00	12,591.85	25,183.70	21,233.49
140-411-41-5-30-10	Environmental Health Supplies	2,497.19	1,800.00	961.26	1,922.52	1,000.00
140-411-41-5-39-25	License fee to State	9,851.00	11,000.00	-	11,000.00	10,500.00
140-411-41-5-45-10	Professional Memberships	25.00	400.00	7.99	15.98	150.00
140-411-41-5-45-20	Professional Publications	-	-	-	-	-
140-411-41-5-45-30	Professional Training	1,709.90	1,500.00	242.99	485.98	750.00
140-412-41-5-10-10	Salaries/Wages	2.93	-	14,764.54	29,529.08	58,803.23
140-412-41-5-14-00	Overtime	-	-	-	-	-
140-412-41-5-15-10	WI Retirement	-	-	1,018.73	2,037.46	4,103.03
140-412-41-5-15-15	FICA	-	-	1,031.83	2,063.66	4,498.44
140-412-41-5-15-20	Group Insurance	-	-	4,809.12	9,618.24	26,693.31
140-412-41-5-39-70	Program Supplies & Expenses	-	-	-	-	-
Total Appropriations:		564,355	781,334	345,592	796,183	891,986
Net of Revenues & Appropriations:		231,446	(4,716)	241,330	16,683	(19,210)

GL Number	Description	2023 Activity	06/30/2024 Amended Budget	YTD As Of 06/30/2024	2025 SCENARIO 1
--- Estimated Revenue ---					
141-421-41-4-50-10	MCH-Maternal/Child Health	0.00	15,912.00	0.00	16,018.00
141-422-41-4-50-15	Immunization Grant	0.00	15,022.00	0.00	14,378.00
141-423-41-4-50-17	PREVENTION GRANT	0.00	6,256.00	0.00	6,345.00
141-442-41-4-50-45	Public Health Preparedness	0.00	76,792.00	0.00	52,603.00
141-448-41-4-50-69	BEACH WATER GRANT	0.00	8,705.00	0.00	12,377.00
141-450-41-4-50-47	CRI NSHD	0.00	21,080.00	0.00	22,934.00
141-451-41-4-50-96	INFRASTRUCTURE REVENUE	0.00	0.00	9,142.00	61,363.01
141-452-41-4-50-49	LEAD GRANT	0.00	4,208.00	0.00	4,208.00
141-461-41-4-50-79	OVERDOSE TO ACTION	27,289.00	30,846.00	14,836.00	10,000.00
141-464-41-4-50-84	COMMUNICABLE DISEASE	0.00	5,400.00	0.00	5,310.00
141-467-41-4-50-91	IMM COVID SUPP3 CONS REVENUE	23,447.00	59,524.00	18,580.00	60,000.00
141-475-35-4-50-10	CDBG HEALTH	0.00	0.00	0.00	40,000.00
Total Estimated Revenue:		1,127,659.06	319,094.00	144,165.00	305,536.01
--- Appropriations ---					
141-421-41-5-10-10	Salaries/Wages	20,538.09	10,148.00	11,763.91	20,215.26
141-421-41-5-15-10	WI Retirement	1,365.45	696.00	811.73	1,378.73
141-421-41-5-15-15	FICA	1,544.25	772.00	843.29	1,546.49
141-421-41-5-15-20	Group Insurance	173.93	1,384.00	2,518.16	3,047.52
141-421-41-5-39-70	Program Supplies & Expenses	288.53	1,321.00	808.67	1,000.00
141-421-41-5-53-30	Administrative Charges	1,593.00	1,591.00	0.00	843.00
141-422-41-5-10-10	Salaries/Wages	12,026.99	10,148.00	5,988.89	10,035.07
141-422-41-5-15-10	WI Retirement	798.93	696.00	413.18	684.42
141-422-41-5-15-15	FICA	889.96	772.00	433.69	767.69
141-422-41-5-15-20	Group Insurance	763.18	1,384.00	1,111.83	1,512.82
141-422-41-5-39-70	Program Supplies & Expenses	1,723.14	520.00	524.82	437.80
141-422-41-5-53-30	ADMINISTRATIVE CHARGES	0.00	1,502.00	0.00	940.20
141-423-41-5-10-10	Salaries/Wages	2,760.07	0.00	205.10	0.00
141-423-41-5-15-10	WI Retirement	0.00	0.00	14.15	0.00
141-423-41-5-15-15	FICA	0.00	0.00	15.52	0.00
141-423-41-5-15-20	Group Insurance	0.00	0.00	1.08	0.00
141-423-41-5-39-70	Program Supplies & Expenses	5,484.31	5,631.00	2,662.55	5,711.00
141-423-41-5-53-30	Administrative Charges	0.00	625.00	0.00	634.00
141-442-41-5-10-10	Salaries/Wages	48,296.87	45,492.00	32,273.97	28,379.95
141-442-41-5-15-10	WI Retirement	3,265.13	3,122.00	2,226.92	1,935.58
141-442-41-5-15-15	FICA	3,515.40	3,461.00	2,407.21	2,171.10
141-442-41-5-15-20	Group Insurance	11,713.76	6,206.00	3,500.09	4,278.38

141-442-41-5-20-20	Professional Services	874.73	0.00	1,295.50	3,720.00
141-442-41-5-39-70	Program Supplies & Expenses	3,245.63	7,349.00	2,081.72	3,600.00
141-442-41-5-39-74	EQUIPMENT	0.00	0.00	0.00	0.00
141-442-41-5-39-80	Expenses related to PY Grant	0.00	0.00	0.00	0.00
141-442-41-5-39-81	TRAVEL	3,799.93	3,645.00	2,239.64	2,948.74
141-442-41-5-39-82	CONTRACTUAL	0.00	0.00	0.00	0.00
141-442-41-5-39-84	OTHER	0.00	0.00	0.00	0.00
141-442-41-5-45-10	PROFESSIONAL MEMBERSHIPS	510.00	0.00	0.00	940.00
141-442-41-5-53-30	Administrative Charges	8,008.42	7,697.00	0.00	4,629.00
141-448-41-5-10-10	Salaries/Wages	5,245.00	3,918.00	0.00	6,180.06
141-448-41-5-15-10	WI Retirement	0.00	269.00	0.00	421.49
141-448-41-5-15-15	FICA	0.00	298.00	0.00	472.78
141-448-41-5-15-20	Group Insurance	0.00	535.00	0.00	931.67
141-448-41-5-39-70	Program Supplies & Expenses	2,637.26	3,683.00	1,083.72	4,371.00
141-448-41-5-53-30	Administrative Charges	0.00	0.00	0.00	0.00
141-450-41-5-10-10	Salaries & Wages	9,949.12	8,980.00	6,123.92	13,299.55
141-450-41-5-15-10	WRS	676.67	616.00	422.54	907.06
141-450-41-5-15-15	FICA	729.61	683.00	461.85	1,017.43
141-450-41-5-15-20	Group Insurance	1,604.30	1,225.00	291.18	2,004.95
141-450-41-5-39-70	Program Supplies & Expenses	4,719.88	3,536.00	1,015.17	3,106.58
141-450-41-5-39-74	EQUIPMENT	0.00	0.00	0.00	0.00
141-450-41-5-39-81	TRAVEL	1,902.97	255.00	0.00	306.00
141-450-41-5-39-82	CONTRACTUAL	0.00	0.00	0.00	0.00
141-450-41-5-39-84	OTHER	0.00	3,606.00	5,115.13	0.00
141-450-41-5-53-30	Administrative Charges	3,190.59	2,179.00	0.00	2,292.43
141-451-41-5-10-10	Salaries & Wages	0.00	0.00	0.00	38,596.42
141-451-41-5-15-10	WRS	0.00	0.00	469.45	2,632.37
141-451-41-5-15-15	FICA	0.00	0.00	512.16	2,952.67
141-451-41-5-15-20	Group Insurance	0.00	0.00	(308.43)	5,818.55
141-451-41-5-39-70	Program Supplies & Expenses	0.00	0.00	7,412.40	5,227.00
141-451-41-5-53-30	Administrative Charges	0.00	0.00	0.00	6,136.00
141-452-41-5-10-10	Salaries & Wages	3,570.47	2,732.00	2,122.93	2,701.75
141-452-41-5-15-10	WRS	242.91	187.00	146.51	184.27
141-452-41-5-15-15	FICA	266.11	208.00	157.18	206.69
141-452-41-5-15-20	Group Insurance	228.78	373.00	246.59	407.29
141-452-41-5-39-70	Program Supplies & Expenses	1,785.00	408.00	169.22	288.00
141-452-41-5-53-30	Administrative Charges	0.00	300.00	0.00	420.00
141-461-41-5-10-10	Salaries/Wages	26,033.31	16,992.00	7,268.72	6,175.43
141-461-41-5-15-10	WI Retirement	1,756.72	1,166.00	501.47	421.18
141-461-41-5-15-15	FICA	1,903.09	1,293.00	528.47	472.43

141-461-41-5-15-20	Group Insurance	2,858.15	2,318.00	652.19	930.96
141-461-41-5-39-70	Program Supplies & Expenses	692.31	680.00	15.98	1,000.00
141-461-41-5-39-74	EQUIPMENT	0.00	0.00	0.00	0.00
141-461-41-5-39-81	TRAVEL	2,952.04	4,969.00	306.11	0.00
141-461-41-5-39-82	CONTRACTUAL	0.00	0.00	0.00	0.00
141-461-41-5-39-83	ADVERTISING	0.00	428.00	215.00	0.00
141-461-41-5-39-84	OTHER	0.00	0.00	0.00	0.00
141-461-41-5-45-30	PROFESSIONAL TRAINING/CONFERENCE	90.00	3,000.00	0.00	0.00
141-461-41-5-53-30	Administrative Charges	0.00	0.00	0.00	1,000.00
141-464-41-5-10-10	Salaries/Wages	5,756.49	3,513.00	2,223.51	3,473.68
141-464-41-5-15-10	WI Retirement	384.28	241.00	153.45	236.91
141-464-41-5-15-15	FICA	425.85	267.00	160.96	265.74
141-464-41-5-15-20	Group Insurance	194.50	479.00	414.80	523.67
141-464-41-5-39-70	Program Supplies & Expenses	2,693.95	360.00	7.64	270.00
141-464-41-5-53-30	Administrative Charges	0.00	540.00	0.00	540.00
141-467-41-5-10-10	Salaries/Wages	14,095.58	23,417.00	14,964.77	30,105.21
141-467-41-5-15-10	WI Retirement	970.56	1,607.00	1,032.55	2,053.25
141-467-41-5-15-15	FICA	1,063.20	1,781.00	1,137.51	2,303.08
141-467-41-5-15-20	Group Insurance	1,513.79	3,195.00	271.89	4,538.47
141-467-41-5-39-70	Program Supplies & Expenses	224.27	21,524.00	3,510.97	10,000.00
141-467-41-5-39-72	PHONES	0.00	0.00	0.00	0.00
141-467-41-5-39-73	COMPUTERS	0.00	0.00	0.00	5,000.00
141-467-41-5-45-30	Professional Training	0.00	0.00	0.00	0.00
141-467-41-5-53-30	Administrative Charges	5,000.00	8,000.00	0.00	6,000.00
141-475-41-5-10-10	Salaries/Wages	0.00	0.00	6,554.17	24,701.71
141-475-41-5-15-10	WI Retirement	0.00	0.00	452.28	1,684.72
141-475-41-5-15-15	FICA	0.00	0.00	469.77	1,889.71
141-475-41-5-15-20	Group Insurance	0.00	0.00	1,519.68	3,723.87
141-475-41-5-39-70	Program Supplies & Expenses	0.00	0.00	471.50	5,000.00
141-475-41-5-45-30	Professional Training	0.00	0.00	414.24	0.00
141-475-41-5-53-30	Administrative Charges				3,000.00
Total Appropriations:		1,151,970.96	319,272.00	627,646.15	317,548.78
Net of Revenues & Appropriations:	Net of Revenues & Appropriations:	(24,311.90)	(178.00)	(483,481.15)	(12,012.77)

Memorandum

To: Shorewood Village Board

From: Liane Scharnott, Director of Communications

Date: September 9, 2024

Subject: 2025 Proposed Bayside Communications Center Budget



Dear Shorewood Village Board Members,

I am writing to provide an overview of the proposed 2025 Bayside Communications Center budget. Like many communities and departments, we continue to face challenges where costs and expenses are exceeding revenues. This mirrors the trends highlighted in Village Manager Rebecca Ewald's August 5 memo regarding Shorewood's budget status, and similar patterns are being seen in municipalities across the state.

The Bayside Communications Center budget is particularly impacted by personnel expenses, which make up 83% of the total budget. As the scope of dispatching services evolves, requiring advanced skills and training, personnel costs are steadily increasing. These advancements, while necessary for maintaining high-quality emergency services, contribute significantly to the budget's upward pressure.

In addition to rising personnel costs, we are experiencing substantial increases in software maintenance and licensing fees, especially as new technological upgrades come online. For example, the implementation of the Emergency Medical Dispatch Protocol requires new maintenance and service contracts that were not previously part of the budget. The introduction of new hardware, such as the Motorola MC7500 consoles, now also require maintenance agreements, whereas these costs were not incurred in the past.

Despite these growing expenses, the overall budget for 2025 is scheduled for a 3% increase. This increase is the result of difficult decisions, including the elimination of one position and other cost modifications aimed at achieving a balanced budget.

As we move forward, it is important to recognize that the fiscal challenges faced by Bayside Communications Center reflect broader trends affecting communities statewide. Ensuring that we maintain essential services while managing costs will require continued vigilance and strategic decision-making.

I apologize in advance that I am unable to attend the meeting on September 16th due to previously schedule commitment. Please let me know if you have any questions or require further details regarding the proposed budget.

Sincerely,

Liane M Scharnott

		2023 Actual	2024 Adopted	2024 June	2024 Projected	2025 Reocmmended
PUBLIC SAFETY COMMUNICATIONS						
Revenues						
26-00000-41100	Property Tax	313,023	316,779	316,779	316,779	326,954
26-00000-46220	Intergovernment Revenue	562,210	517,813	224,907	449,813	462,316
26-00000-47130	Contract Revenue	2,191,162	2,217,456	1,108,728	2,217,456	2,288,823
26-00000-48100	Consolidated Service Revenue	74,699	112,485	87,801	115,656	142,850
Total		\$3,141,094	3,164,533	\$1,738,215	\$3,099,704	3,220,943
Expenditures						
Personnel						
26-51000-51100	Wages	1,597,948	1,773,538	823,880	1,717,538	1,795,520
26-51000-51110	Overtime	110,979	35,000	41,260	76,000	47,301
26-51000-51160	Holiday Pay	32,822	36,928	9,134	31,603	34,772
26-51000-51170	Health Insurance Buyout	7,365	16,800	12,729	26,828	36,900
26-51000-51190	Dental Insurance Buyout	430	544	366	797	1,223
26-51000-51400	Longevity	-	3,110	-	-	-
26-51000-51500	Wisconsin Retirement System	115,687	127,552	59,407	125,934	130,310
26-51000-51510	Social Security	125,547	142,701	64,736	141,736	146,557
26-51000-51520	Life Insurance	2,325	2,808	1,623	3,007	2,815
26-51000-51530	Health Insurance	275,408	377,691	191,932	328,502	361,832
26-51000-51540	Dental Insurance	5,889	7,628	3,805	6,581	6,969
Subtotal		\$2,274,400	\$2,524,300	\$1,208,872	\$2,458,526	\$2,564,199
Professional Services						
26-51000-51800	Recruitment	4,850	2,500	342	500	-
26-51000-52000	Facility Maintenance & Supplies	36,528	13,817	10,514	16,470	15,670
26-51000-52010	Cleaning & Janitorial Services	12,403	12,688	6,800	13,012	14,040
26-51000-52100	Contractual Services	40,491	23,583	35,083	49,701	12,519
26-51000-52130	Legal Counsel-Personnel		1,000	-	1,000	-
26-51000-52140	Audit Services	1,822	1,962	1,747	1,962	1,932
26-51000-52200	Utilities	27,064	26,480	11,792	24,420	24,525

26-51000-52210	Telecommunications	96,501	91,721	26,414	94,670	76,380
26-51000-52250	Computer Support Services	3,033	5,000	1,107	5,500	2,500
26-51000-52260	Benefit Administrative Fees	400	860	616	860	860
26-51000-52300	Materials and Supplies	13,396	10,000	2,202	10,000	7,000
26-51000-52310	Fleet Maintenance	-	-	-	-	1,000
26-51000-52360	Licensing & Maintenance	214,028	276,806	324,413	284,431	350,008
26-51000-53100	Office Supplies	48	-	-	-	-
26-51000-53110	Postage	432	500	-	500	500
26-51000-53210	Dues & Subscriptions	2,074	2,500	581	2,500	2,500
26-51000-53220	Training, Safety & Certifications	11,392	14,500	2,592	5,700	10,650
26-51000-53300	Clothing/Employee Expense	-	840	191	840	840
26-51000-53500	Equipment Replacement					
26-51000-53400	Fuel	-	-	69	500	1,000
26-51000-53900	Employee Recognition	150	250	122	250	250
26-51000-55000	Contingency	-	19,918	-	-	
26-51000-55100	General Liability Insurance	7,275	5,654	6,724	6,724	6,852
26-51000-55110	Auto Liability Insurance	-	-	-	-	1,163
26-51000-55120	Boiler Insurance	-	488	-	-	-
26-51000-55130	Workers Compensation	2,385	18,686	2,650	10,600	11,500
26-51000-55150	Commercial Crime Policy	118	124	74	74	77
26-51000-55160	Property Insurance	4,350	4,350	4,761	4,761	4,762
26-59217-59000	Administrative/Transfer to	102,421	106,006	106,006	106,006	109,716
	Subtotal	\$581,161	\$640,233	\$1,164,800	\$1,260,981	\$656,244
	TOTAL	\$2,855,561	\$3,164,533	\$2,373,672	\$3,719,507	\$3,220,443

VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD



Agenda Item: Voucher Report

Presenter: Paul Eilbes

Department: Finance

Overview – Consistent with the Village’s Policy #21, Purchasing and Accounts Payable, the attached reports have been prepared by the Finance Department for presentation to the Village Board.

In addition to providing the information required for the Village Board to maintain the general oversight of expenditures, these reports also serve to enhance the transparency of the Village’s expenditures of public funds by making these reports part of the public record.

Please feel free to contact me if there are any questions on specific items.

Vision 2025 Plan – Financial Responsibility

Sustainability – N/A

Recommended motion – Move to accept the attached presentation of accounts reports.

Fiscal Note / Budget Impact – To the best of our knowledge, these items have been processed in accordance with the Village’s purchasing policies as administered by the applicable department heads.

Attachments: - Accounts Payable and Payroll Vouchers Summary
Detailed Presentation of Accounts

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

DATE: September 16, 2024
TO: Budget and Finance Committee
FROM: Finance Office
COPY TO: Village Board
RE: Accounts Payable and Payroll Vouchers for Presentation and Approval

Presented for your approval are the following accounts payable vouchers: 09/01/2024 - 09/15/2024

100 - General Fund		62,039.74
200 - Library		18,619.52
210 - Senior Services		6,175.00
230 - Shorewood Today Magazine		23,277.36
300 - Debt Service Fund		-
400 - Capital Projects Fund		56,408.00
430 - TIF #3		-
440 - TIF #4		-
450 - TIF #5		-
600 - Parking Utility Fund		-
610 - Water Utility Fund		61,632.17
620 - Sewer Utility Fund		442.99
700 - CDA		-
800 - Property Tax Fund		338.12
900 - Cash Fund		-
	Subtotal:	<u>\$ 228,932.90</u>
PLUS: Payroll vouchers per payroll register dated: 9/6/2024		221,873.32
		-
	Grand Total	<u><u>\$ 450,806.22</u></u>
	Begin Ck #	End Chk #
Accounts Payable Checks - North Shore Bank:	39955	39955
Accounts Payable Checks - Town Bank:	55195	55263
Accounts Payable Electronic Checks:	3134	3134
Payroll Checks:	2819	2819
Payroll Direct Deposits:	DD30899	DD31001
Payroll Electronic Check Remittances:	EFT2247	EFT2252

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 0000							
100-0000-15200	Prepaid (A/P)	ELECTION SYSTEMS & SOF	EXPRESSVOTE VOTING EQUIPMENT MAINT.	CD0096832	09/11/24	502.13	55211
Total For Dept 0000						502.13	
Dept 1100 Board							
100-1100-53140	Communications/Publication	GANNETT WISCONSIN LOCA	PUBLIC NOTICES AUG 2024	0006598272	09/11/24	130.39	55213
Total For Dept 1100 Board						130.39	
Dept 1200 Court							
100-1200-45120	Court Fines - Current	MILW CNTY TREASURER	COURT FINES&FEES-COUNTY-AUGUST	08312024	09/11/24	183.21	55239
100-1200-45120	Court Fines - Current	STATE OF WISCONSIN	COURT FINES&FEES-STATE-AUGUST	08312024	09/11/24	810.77	55254
100-1200-45190	Court Fines - Aging	MILW CNTY TREASURER	COURT FINES&FEES-COUNTY-AUGUST	08312024	09/11/24	732.00	55239
100-1200-45190	Court Fines - Aging	STATE OF WISCONSIN	COURT FINES&FEES-STATE-AUGUST	08312024	09/11/24	3,242.00	55254
Total For Dept 1200 Court						4,967.98	
Dept 1410 Manager							
100-1410-53200	Memberships & Subscriber	MEA-SEW	2024-25 MEA-SEW MEMBERSHIP DUES	08232024	09/11/24	30.00	55235
100-1410-54130	Awards/Recog	PETTY CASH	2024 EMPLOYEE SERVICE AWARDS	2024 AWARDS	09/05/24	1,000.00	55195
100-1410-54130	Awards/Recog	HUBBARD PARK LODGE	2024 EMPLOYEE APPRECIATION LUNCHEON	09122024	09/12/24	1,356.60	55263
Total For Dept 1410 Manager						2,386.60	
Dept 1420 Clerk / Customer Service							
100-1420-51120	Poll Worker Stipends	GUADAGNINO, CHARLES	AUGUST 2024 ELECTION INSPECTOR PAY	2024-0813-46	09/11/24	66.00	55220
100-1420-51900	08222024 ELECTION SECURITY	HARRELL, TOYA	AUGUST MILEAGE REIMBRUSEMENTS	09042024	09/11/24	112.56	55221
100-1420-51900	0827 -08302024 WMCA CONFEE	HARRELL, TOYA	AUGUST MILEAGE REIMBRUSEMENTS	09042024	09/11/24	127.30	55221
Total For Dept 1420 Clerk / Customer Service						305.86	
Dept 1510 Finance							
100-1510-52130	Professional Fees Financial	LAUTERBACH & AMEN, LLP	FINANCE SERVICES - AUGUST	95283	09/11/24	13,000.00	55230
Total For Dept 1510 Finance						13,000.00	
Dept 1900 Other General Admin							
100-1900-52120	Professional Fees Legal	VON BRIESEN & ROPER SC	LEGAL FEES-PERSONNEL-JULY	467906	09/11/24	724.50	55259
100-1900-52190	Professional Fees - Insuranc	R & R INSURANCE SERVIC	EMPLOYEE NAV FEE 8/15/24-12/31/24	08312024	09/11/24	387.50	55245
100-1900-52230.55-00	Phone / Internet - Village	RINGCENTRAL INC.	PHONE SERVICES 08/28-09/27/2024	CD_000898745	09/11/24	565.55	55247
100-1900-52230.77-00	Phone / Internet - Village	RINGCENTRAL INC.	PHONE SERVICES 08/28-09/27/2024	CD_000898745	09/11/24	155.68	55247
100-1900-52900.55-00	Cleaning and Pest Control	BATZNER PEST CONTROL	EXTERMINATING - VILLAGE HALL	66333031	09/11/24	60.50	55200
100-1900-52900.55-00	Cleaning and Pest Control	GIBB BUILDING MAINTENA	JANITORIAL SERVICE - SEPTEMBER	19153	09/11/24	1,142.08	55216
100-1900-52900.77-00	Cleaning and Pest Control	GIBB BUILDING MAINTENA	JANITORIAL SERVICE - SEPTEMBER	19153	09/11/24	527.72	55216
100-1900-53100.55-00	Building Supplies - Villa	GIBB BUILDING MAINTENA	SUPPLIES - AUGUST	19158	09/11/24	159.62	55216
100-1900-53100.77-00	Building Supplies - Villa	GIBB BUILDING MAINTENA	SUPPLIES - AUGUST	19158	09/11/24	61.44	55216
100-1900-53130	Postage Meter Costs - VH	QUADIENT LEASING USA,	QUARTERLY LEASE 07012024 - 09302024	Q1482825	09/11/24	1,050.24	55244
Total For Dept 1900 Other General Admin						4,834.83	
Dept 2100 Police							
100-2100-51900	Professional Education	GARDNER, NICHOLAS	NG TRAFFIC SAFETY MEAL & MILE REIMB	NGTRAFFICSAFETY	09/11/24	220.87	55214
100-2100-51900	Professional Education	MADISON COLLEGE	SMITH VEH CONTACTS INSTR COURSE	6993730	09/11/24	125.00	55234
100-2100-52230	Phone and Internet	RINGCENTRAL INC.	PHONE SERVICES 08/28-09/27/2024	CD_000898745	09/11/24	614.42	55247
100-2100-52900	Cleaning and Pest Control	CINTAS CORP	MAT REPLACEMENT	4203950887	09/11/24	215.12	55205
100-2100-52900	Cleaning and Pest Control	GIBB BUILDING MAINTENA	JANITORIAL SERVICE - SEPTEMBER	19153	09/11/24	1,148.73	55216
100-2100-52990	AIMS Contracts & Fees	FIRST RESPONDERS PSYCH	THERAPY SESSIONS	0824SPD	09/11/24	450.00	55212
100-2100-53100	Office Supplies	GIBB BUILDING MAINTENA	SUPPLIES - AUGUST	19158	09/11/24	209.19	55216
100-2100-53100	Office Supplies	SHOREWOOD PRESS	ENVELOPES	8843	09/11/24	195.00	55251
100-2100-53500	Dept/Program Supplies	SHRED-IT USA LLC	AUG SHREDDING SERVICE	8008212464	09/11/24	62.50	55252
100-2100-56140	Officer Equipment / repair	STOP STICK, LTD	CORD REEL	0034966-IN	09/11/24	116.00	55255

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 2100 Police							
Total For Dept 2100 Police						3,356.83	
Dept 2900 Other Public Safety							
100-2900-52995	Atwater Beach Lifeguards	LUCIER, IVY	ATWATER LIFEGUARDS 08/12/24-08/18/2	2024-6	09/11/24	2,346.00	55233
Total For Dept 2900 Other Public Safety						2,346.00	
Dept 3100 Public Works Admin.							
100-3100-52230	Phone and Internet	RINGCENTRAL INC.	PHONE SERVICES 08/28-09/27/2024	CD_000898745	09/11/24	196.72	55247
100-3100-52230	Phone and Internet	US CELLULAR	CELL SERVICE 8/12 TO 9/11	0672632139	09/11/24	83.09	55257
100-3100-53120	Copy & Print Costs	GREATAMERICA FINANCIAL	PRINTING 7/29-8/28/24	37375497	09/11/24	68.38	55219
100-3100-54150	Safety Expenses	CINTAS	AED MAINTENANCE	9286413827	09/11/24	48.34	55204
100-3100-54150	Safety Expenses	CINTAS	MEDICAL SUPPLIES	5228455920	09/11/24	52.83	55204
Total For Dept 3100 Public Works Admin.						449.36	
Dept 3230 Bldg Maint - Public Works							
100-3230-53350	Outsourced Repairs	GIBB BUILDING MAINTENA	JANITORIAL SERVICE - SEPT	19154	09/11/24	373.74	55216
100-3230-53500	Dept/Program Supplies	BLIFFERT LUMBER	WOOD HANDRAIL	2408-851637	09/11/24	179.84	55201
100-3230-53500	Dept/Program Supplies	GRAINGER W W INC	AUTO DRAIN VALVE	9226515261	09/11/24	131.56	55217
100-3230-53500	Dept/Program Supplies	GRAINGER W W INC	HANDWHEEL	9232539263	09/11/24	18.56	55217
100-3230-53500	Dept/Program Supplies	HOME DEPOT CREDIT SERV	ANGLE VALVE	3022802	09/11/24	19.46	55223
100-3230-53500	Dept/Program Supplies	HOME DEPOT CREDIT SERV	WALL PLATES - VH	3051342	09/11/24	117.01	55223
100-3230-53500	Dept/Program Supplies	HOME DEPOT CREDIT SERV	UTILITY KNIFE	9034136	09/11/24	54.88	55223
100-3230-53500	Dept/Program Supplies	HOME DEPOT CREDIT SERV	LAMPS ELECTRICAL	9064567	09/11/24	123.95	55223
100-3230-53500	Dept/Program Supplies	HOME DEPOT CREDIT SERV	HANDRAIL	8016896	09/11/24	52.77	55223
Total For Dept 3230 Bldg Maint - Public Works						1,071.77	
Dept 3300 Municipal Garage							
100-3300-53350	Outsourced Repairs	KRIETE LEASING & RENTA	TRUCK 74	R101015621:02	09/11/24	1,417.01	55228
100-3300-53350	Outsourced Repairs	KRIETE LEASING & RENTA	TRUCK 74	R101015621:01	09/11/24	19,526.11	55228
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	VEHICLE 25	2514-844266	09/11/24	28.08	55196
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	VEHICLE 81	2514-842239	09/11/24	118.67	55196
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	SHOP STOCK	2514-843683	09/11/24	103.42	55196
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	SHOP STOCK	2514-843733	09/11/24	72.77	55196
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	VEHICLES 25/26	2514-844414	09/11/24	79.86	55196
100-3300-53400	Vehicle Maintenance	ALSCO, INC.	SHOP TOWELS	IMIL2046146	09/11/24	41.32	55197
100-3300-53400	Vehicle Maintenance	GRAINGER W W INC	SLINGS	9231720682	09/11/24	54.58	55217
100-3300-53400	Vehicle Maintenance	KRIETE LEASING & RENTA	TRUCK 73	X101098255:01	09/11/24	284.98	55228
100-3300-53400	Vehicle Maintenance	NAPA AUTO PARTS	SQUAD 8	818506	09/11/24	23.99	55241
100-3300-53410	Fuel and Oil	HARTLAND LUBRICANTS AN	LUBE	SI290611	09/11/24	440.80	55222
100-3300-53410	Fuel and Oil	LINCOLN CONTRACTORS SU	OIL 5GL	J16754	09/11/24	276.00	55231
Total For Dept 3300 Municipal Garage						22,467.59	
Dept 3410 Street and Alley							
100-3410-53500	Dept/Program Supplies	STARK PAVEMENT CORP	POTHoles	05068506	09/11/24	110.60	55253
Total For Dept 3410 Street and Alley						110.60	
Dept 3430 Street Lights							
100-3430-53500	Supplies - Street Lightin	GRAYBAR ELECTRIC CO.,	LED LAMPS	9338571405	09/11/24	908.40	55218
Total For Dept 3430 Street Lights						908.40	
Dept 3510 Refuse Disposal							
100-3510-53510	Supplies - Recycling	REFRIGERANT DEPOT LLC	E-WASTE RECYCLING	2141	09/11/24	1,640.00	55246
Total For Dept 3510 Refuse Disposal						1,640.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 3530 Yard Waste / Leaf							
100-3530-53500	Dept/Program Supplies	SHERWIN WILLIAMS	PAINT	0156-0	09/11/24	142.98	55248
Total For Dept 3530 Yard Waste / Leaf						142.98	
Dept 3610 Forestry							
100-3610-52940	Landscaping Contracts - Me	VILLANI LANDSHAPERS LA	STREETSCAPE MAINTENANCE - SEPT	MMI-0005941	09/11/24	2,980.75	55258
100-3610-53515	Forestry - Trees	JOHNSONS NURSERY INC	TREES	101508	09/11/24	365.00	55226
Total For Dept 3610 Forestry						3,345.75	
Dept 3620 Parks and Beautification							
100-3620-53500	Dept/Program Supplies	HOME DEPOT CREDIT SERV	TRIMMER STRING	8023640	09/11/24	51.94	55223
100-3620-53500	Dept/Program Supplies	HOME DEPOT CREDIT SERV	SIDEWALK REPAIR CONCRETE	3021118	09/11/24	20.73	55223
Total For Dept 3620 Parks and Beautification						72.67	
Total For Fund 100 General Fund						62,039.74	
Fund 200 Library							
Dept 5110 Library							
200-5110-52230	Phone and Internet (villag	AT&T WISCONSIN	LIBRARY ALARM LINES 08/22/24-09/21	41496724050824	09/11/24	54.35	55198
200-5110-52230	Phone and Internet (villag	RINGCENTRAL INC.	PHONE SERVICES 08/28-09/27/2024	CD 000898745	09/11/24	372.26	55247
200-5110-52300	Other Intergov'tal pymts	MILW CNTY FEDERATED LI	SERVICES & PRODUCTS FROM MCFLS	FL-03673	09/11/24	1,456.26	55238
200-5110-52900	Cleaning and Pest Control	GIBB BUILDING MAINTENA	JANITORIAL SERVICE - SEPTEMBER	19153	09/11/24	1,583.15	55216
200-5110-52900	Cleaning and Pest Control	GIBB BUILDING MAINTENA	JANITORIAL SERVICE - SEPTEMBER	19153	09/11/24	350.00	55216
200-5110-52910	Software Purch/Maint	MILW CNTY FEDERATED LI	SERVICES & PRODUCTS FROM MCFLS	FL-03673	09/11/24	4,558.08	55238
200-5110-52990	Other Service Contracts &	GREATAMERICA FINANCIAL	COPIER PRINTER LEASE 7/29-8/28/24	37375496	09/11/24	321.93	55219
200-5110-53101	Building supplies	GIBB BUILDING MAINTENA	SUPPLIES - AUGUST	19158	09/11/24	184.33	55216
200-5110-53720	Periodicals	CHICAGO TRIBUNE	SUBCRIP PAYMENT	TRIB SEPT24	09/11/24	222.76	55203
200-5110-54000	Programming	KRISTINA VALENTI	TAROT LIBRARY PROGRAM	TAROT PROG OCT 1	09/11/24	150.00	55229
Total For Dept 5110 Library						9,253.12	
Dept 5111 Adult Materials							
200-5111-53730	Materials	BAKER & TAYLOR	LARGE PRINT BOOKS	LARGE PRT AUG 20	09/11/24	325.38	55199
200-5111-53730	MATERIALS	BAKER & TAYLOR	ADULT FICTION BOOKS	AF AUG 2024	09/11/24	474.92	55199
200-5111-53730	Materials	BAKER & TAYLOR	AD NON FICTION	ANF AUG 2024	09/11/24	1,611.61	55199
200-5111-53730	Materials	BAKER & TAYLOR	NON FICTION	CIRC CONT AUG 20	09/11/24	91.89	55199
200-5111-53740	DVD's	BAKER & TAYLOR	MOVIE DVDS	ADVD AUG2024	09/11/24	1,367.72	55199
200-5111-53750	Audiobooks	BAKER & TAYLOR	AUDIOBOOKS	ABKCD AUG 2024	09/11/24	257.86	55199
200-5111-53770	Music	BAKER & TAYLOR	MUSIC CDS	ACD AUG 2024	09/11/24	304.78	55199
Total For Dept 5111 Adult Materials						4,434.16	
Dept 5112 Childrens Materials							
200-5112-53730	Materials	BAKER & TAYLOR	CHILDREN'S BOOKS	JUV AUG 2024	09/11/24	674.74	55199
200-5112-53730	Materials	BAKER & TAYLOR	NON FICTION CHILDREN'S BKS	JUV CONT AUG 202	09/11/24	113.40	55199
200-5112-53740	DVD's	MIDWEST TAPE LLC	MOVIE DVD	505943466	09/11/24	14.99	55237
Total For Dept 5112 Childrens Materials						803.13	
Dept 5113 Young Adult Materials							
200-5113-53730	Materials	BAKER & TAYLOR	YOUNG ADULT BKS	YA AUG 2024	09/11/24	375.24	55199
200-5113-53730	Materials	BAKER & TAYLOR	ADULT FICTION BOOKS	AF AUG 2024	09/11/24	96.73	55199
Total For Dept 5113 Young Adult Materials						471.97	
Dept 5121 GMF - enhanced							
200-5121-53700	Collection Enhancements	BAKER & TAYLOR	BEQUEST ADLT BKS	LANGE AUG 2024	09/11/24	377.53	55199
200-5121-53700	Collection Enhancements	BAKER & TAYLOR	BEQUEST ENHANCEMENTS JUV	LANGE JUV AUG24	09/11/24	36.46	55199
200-5121-53700	Collection Enhancements	PLAYAWAY PRODUCTS LLC	LANGE KID'S WONDERBKS	474063	09/11/24	174.97	55243

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 200 Library							
Dept 5121 GMF - enhanced							
Total For Dept 5121 GMF - enhanced						588.96	
Dept 5122 Friends - enhanced							
200-5122-53700	Collection Enhancements	BAKER & TAYLOR	FRIENDS GIFT KIDS' BOOKS	FRND JUV AUG 201	09/11/24	223.06	55199
200-5122-53700	Collection Enhancements	BAKER & TAYLOR	FRIENDS GIFT DVDS	FRND ADLT MED AU	09/11/24	225.69	55199
200-5122-53700	Collection Enhancements	BAKER & TAYLOR	FRIENDS FOREIGN LANG & TRAVEL BKS	FRND ADLT BKS AU	09/11/24	19.94	55199
200-5122-53700	Collection Enhancements	BAKER & TAYLOR	FRIENDS FOREIGN LANG & TRAVEL BKS	FRND ADLT BKS AU	09/11/24	13.34	55199
200-5122-53700	Collection Enhancements	BAKER & TAYLOR	FRIENDS FOREIGN LANG & TRAVEL BKS	FRND ADLT BKS AU	09/11/24	184.38	55199
200-5122-53700	Collection Enhancements	BAKER & TAYLOR	FRIENDS FOREIGN LANG & TRAVEL BKS	FRND ADLT BKS AU	09/11/24	52.62	55199
200-5122-53760	Lucky Day	BAKER & TAYLOR	LUCKY DAY FRIENDS	LUCKY DAY AUG 20	09/11/24	398.64	55199
200-5122-54010	Program Enhancements	DANIELLE MICHAELS	WOMEN/CIVIL WAR PROGRAM	NOV 7 PROGRAM	09/11/24	150.00	55208
Total For Dept 5122 Friends - enhanced						1,267.67	
Dept 5123 Other - enhanced							
200-5123-53700	Collection Enhancements	BAKER & TAYLOR	ONUFROCK GIFT BKS	ONUFROCK AUG24	09/11/24	1,800.51	55199
Total For Dept 5123 Other - enhanced						1,800.51	
Total For Fund 200 Library						18,619.52	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-54140	Shorewood Connects	LOZIER, VASHTI MCCOLLU	SHOREWOOD CONNECTS	AUGUST2024	09/11/24	425.00	55232
Total For Dept 4600 Senior Services						425.00	
Dept 4650 SRC Benjamin Services							
210-4650-52100	Professional Fees	HYTTINEN, ROGER	ZUMBA AT RIVER PARK	AUGUST2024	09/11/24	125.00	55224
210-4650-52100	Professional Fees	JEWISH HOME & CARE CEN	BRAIN HEALTH CLASS	AUGUST 2024	09/11/24	100.00	55225
210-4650-52180	Consultant Services	LOZIER, VASHTI MCCOLLU	SHOREWOOD CONNECTS	AUGUST2024	09/11/24	425.00	55232
210-4650-54000	SRC Programming	SHOREWOOD HISTORICAL S	WALKING HISTORY HONORARIUM	SEPT2024	09/11/24	100.00	55250
210-4650-54010	Programming Support	EASTSIDE SENIOR SERVIC	PROGRAM SUPPORT	2024	09/11/24	5,000.00	55210
Total For Dept 4650 SRC Benjamin Services						5,750.00	
Total For Fund 210 Senior Services						6,175.00	
Fund 230 Shorewood Today							
Dept 1910 Shorewood Today							
230-1910-52100	Professional Fees	BOEHM, MICHELLE	FALL 2024 SHOREWOOD TODAY	09032024	09/11/24	14,125.00	55202
230-1910-53120	SHOREWOOD TODAY COPY & PR	BOEHM, MICHELLE	FALL 2024 SHOREWOOD TODAY	09032024	09/11/24	42.36	55202
230-1910-53120	Copy & Print Costs	THE FOX COMPANY INC	SHOREWOOD TODAY - FALL 2024	37303	09/11/24	8,285.00	55256
230-1910-53130	Postage/Mailings	THE FOX COMPANY INC	SHOREWOOD TODAY - FALL 2024	37303	09/11/24	825.00	55256
Total For Dept 1910 Shorewood Today						23,277.36	
Total For Fund 230 Shorewood Today						23,277.36	
Fund 400 General Capital Projects							
Dept 2100 Police							
400-2100-56400	Vehicles	GENERAL COMMUNICATIONS SQ 910-	80836 INSTALL & SET UP	335087	09/11/24	23,982.15	55215
400-2100-56400	Vehicles	GENERAL COMMUNICATIONS SQ #912	-86523 INSTALL & SET UP	335086	09/11/24	23,817.00	55215
Total For Dept 2100 Police						47,799.15	
Dept 3410 Street and Alley							
400-3410-56321.25-01	Lake Drive Design	WI DEPT OF TRANSPORTAT	LAKE DRIVE 06/30 TO 08/31/24	395-0000366371	09/11/24	5,609.25	55261
Total For Dept 3410 Street and Alley						5,609.25	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 400 General Capital Projects							
Dept 3620 Parks and Beautification							
400-3620-56500	Land Improvements	WALLACE TREE & LANDSCA	ASH REMOVAL	388	09/11/24	3,000.00	55260
Total For Dept 3620 Parks and Beautification						3,000.00	
Total For Fund 400 General Capital Projects						56,408.40	
Fund 610 Water Utility							
Dept 3710 Water Administration							
610-3710-51330	Uniform Expense	DAVE KUNZE	REIMBURSEMENT FOR UNIFORM	KUNZE_SEPT2024	09/11/24	164.95	55209
610-3710-52100	Professional Fees	CITY WATER LLC	LSL INVENTORY	1133	09/11/24	831.50	55206
610-3710-52230	Phone and Internet	RINGCENTRAL INC.	PHONE SERVICES 08/28-09/27/2024	CD_000898745	09/11/24	98.36	55247
610-3710-52230	Phone and Internet	US CELLULAR	CELL SERVICE 8/12 TO 9/11	0672632139	09/11/24	42.58	55257
610-3710-52300	WATER SERVICE CHARGE	MILW WATER WORKS	WATER 40,296 CCF-AUG 2024	08312024	09/11/24	48,355.20	55240
610-3710-52300	WATER USAGE CHARGE CCF	MILW WATER WORKS	WATER 40,296 CCF-AUG 2024	08312024	09/11/24	709.75	55240
610-3710-53120	Copy & Print Costs	GREATAMERICA FINANCIAL	PRINTING 7/29-8/28/24	37375497	09/11/24	68.39	55219
610-3710-54150	Safety Expenses	CINTAS	AED MAINTENANCE	9286413827	09/11/24	48.33	55204
610-3710-54150	Safety Expenses	CINTAS	MEDICAL SUPPLIES	5228455920	09/11/24	52.83	55204
Total For Dept 3710 Water Administration						50,371.89	
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	CORE & MAIN LP	WATER SUPPLIES	V456940	09/11/24	3,659.58	55207
610-3730-53500	Dept/Program Supplies	CORE & MAIN LP	PIPE FITTING	V499842	09/11/24	4,597.00	55207
610-3730-53500	Dept/Program Supplies	KOHLER PIT INC	RECYCLED CONCRETE	176851	09/11/24	86.50	55227
610-3730-53500	Dept/Program Supplies	STARK PAVEMENT CORP	ASPHALT WO#2024-11	05068361	09/11/24	210.70	55253
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	SLURRY WO#2024-09	164274	09/11/24	792.00	55262
Total For Dept 3730 Maint Mains						9,345.78	
Dept 3740 Maint Services							
610-3740-53500	Dept/Program Supplies	KOHLER PIT INC	RECYCLED CONCRETE	176850	09/11/24	85.00	55227
Total For Dept 3740 Maint Services						85.00	
Dept 3750 Maint Meters							
610-3750-53500	Dept/Program Supplies	MIDWEST METER, INC.	METER	0170345-IN	09/11/24	157.50	55236
Total For Dept 3750 Maint Meters						157.50	
Dept 3770 Maint Misc Plan							
610-3770-53500	Dept/Program Supplies	HOME DEPOT CREDIT SERV	HAMMER DRILL KIT	8034338	09/11/24	297.00	55223
Total For Dept 3770 Maint Misc Plan						297.00	
Dept 3780 Customer Accounts							
610-3780-53130	Postage/Mailings	SHOREWOOD PRESS	UTILITY BILLING - AUGUST 2024	9009	09/11/24	122.50	55251
Total For Dept 3780 Customer Accounts						122.50	
Dept 3790 Other Water							
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	BACTERIA TESTING	2414959	09/11/24	412.50	55242
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	BACTERIA TESTING	2414312	09/11/24	840.00	55242
Total For Dept 3790 Other Water						1,252.50	
Total For Fund 610 Water Utility						61,632.17	
Fund 620 Sewer Utility							
Dept 3810 Sewer Administration							
620-3810-52230	Phone and Internet	RINGCENTRAL INC.	PHONE SERVICES 08/28-09/27/2024	CD_000898745	09/11/24	98.36	55247
620-3810-52230	Phone and Internet	US CELLULAR	CELL SERVICE 8/12 TO 9/11	0672632139	09/11/24	52.58	55257
620-3810-53120	Copy & Print Costs	GREATAMERICA FINANCIAL	PRINTING 7/29-8/28/24	37375497	09/11/24	68.39	55219

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 DB: Village Of Shore

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF SHOREWOOD
 INVOICE DUE DATES 09/01/2024 - 09/15/2024
 JOURNALIZED
 PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 620 Sewer Utility							
Dept 3810 Sewer Administration							
620-3810-54150	Safety Expenses	CINTAS	AED MAINTENANCE	9286413827	09/11/24	48.33	55204
620-3810-54150	Safety Expenses	CINTAS	MEDICAL SUPPLIES	5228455920	09/11/24	52.83	55204
Total For Dept 3810 Sewer Administration						320.49	
Dept 3880 Customer Accounts							
620-3880-53130	Postage/Mailings	SHOREWOOD PRESS	UTILITY BILLING - AUGUST 2024	9009	09/11/24	122.50	55251
Total For Dept 3880 Customer Accounts						122.50	
Total For Fund 620 Sewer Utility						442.99	
Fund 800 Tax Agency Fund							
Dept 0000							
800-0000-24700	Due to BID	SHOREWOOD BUSINESS IMP	TAX SETTLEMENT-AUGUST 2024	08152024	09/11/24	338.12	55249
Total For Dept 0000						338.12	
Total For Fund 800 Tax Agency Fund						338.12	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 100 General Fund			62,039.74		
			Fund 200 Library			18,619.52		
			Fund 210 Senior Services			6,175.00		
			Fund 230 Shorewood Today			23,277.36		
			Fund 400 General Capital Projects			56,408.40		
			Fund 610 Water Utility			61,632.17		
			Fund 620 Sewer Utility			442.99		
			Fund 800 Tax Agency Fund			338.12		
Total For All Funds:							228,933.30	
--- TOTALS BY GL DISTRIBUTION ---								
	100-0000-15200		Prepaid (A/P)			502.13		
	100-1100-53140		Communications/Publications			130.39		
	100-1200-45120		Court Fines - Current			993.98		
	100-1200-45190		Court Fines - Aging			3,974.00		
	100-1410-53200		Memberships & Subscriptions			30.00		
	100-1410-54130		Awards/Recog			2,356.60		
	100-1420-51120		Poll Worker Stipends			66.00		
	100-1420-51900		08222024 ELECTION SECURITY CONFERENCE			239.86		
	100-1510-52130		Professional Fees Financial			13,000.00		
	100-1900-52120		Professional Fees Legal			724.50		
	100-1900-52190		Professional Fees - Insurance			387.50		
	100-1900-52230.55-00		Phone / Internet - Village Hall			565.55		
	100-1900-52230.77-00		Phone / Internet - Village Center			155.68		
	100-1900-52900.55-00		Cleaning and Pest Control - VH			1,202.58		
	100-1900-52900.77-00		Cleaning and Pest Control - VC			527.72		
	100-1900-53100.55-00		Building Supplies - Village Hall			159.62		
	100-1900-53100.77-00		Building Supplies - Village Center			61.44		
	100-1900-53130		Postage Meter Costs - VH			1,050.24		
	100-2100-51900		Professional Education			345.87		
	100-2100-52230		Phone and Internet			614.42		
	100-2100-52900		Cleaning and Pest Control			1,363.85		
	100-2100-52990		AIMS Contracts & Fees			450.00		
	100-2100-53100		Office Supplies			404.19		
	100-2100-53500		Dept/Program Supplies			62.50		
	100-2100-56140		Officer Equipment / repairs			116.00		
	100-2900-52995		Atwater Beach Lifeguards			2,346.00		
	100-3100-52230		Phone and Internet			279.81		
	100-3100-53120		Copy & Print Costs			68.38		
	100-3100-54150		Safety Expenses			101.17		
	100-3230-53350		Outsourced Repairs			373.74		
	100-3230-53500		Dept/Program Supplies			698.03		
	100-3300-53350		Outsourced Repairs			20,943.12		
	100-3300-53400		Vehicle Maintenance			807.67		
	100-3300-53410		Fuel and Oil			716.80		
	100-3410-53500		Dept/Program Supplies			110.60		
	100-3430-53500		Supplies - Street Lighting			908.40		
	100-3510-53510		Supplies - Recycling			1,640.00		
	100-3530-53500		Dept/Program Supplies			142.98		
	100-3610-52940		Landscaping Contracts - Medians			2,980.75		
	100-3610-53515		Forestry - Trees			365.00		
	100-3620-53500		Dept/Program Supplies			72.67		
	200-5110-52230		Phone and Internet (village)			426.61		
	200-5110-52300		Other Intergov'tal pymts			1,456.26		
	200-5110-52900		Cleaning and Pest Control			1,933.15		
	200-5110-52910		Software Purch/Maint			4,558.08		
	200-5110-52990		Other Service Contracts & Fees			321.93		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		200-5110-53101	Building supplies			184.33	
		200-5110-53720	Periodicals			222.76	
		200-5110-54000	Programming			150.00	
		200-5111-53730	Materials			2,503.80	
		200-5111-53740	DVD's			1,367.72	
		200-5111-53750	Audiobooks			257.86	
		200-5111-53770	Music			304.78	
		200-5112-53730	Materials			788.14	
		200-5112-53740	DVD's			14.99	
		200-5113-53730	Materials			471.97	
		200-5121-53700	Collection Enhancements			588.96	
		200-5122-53700	Collection Enhancements			719.03	
		200-5122-53760	Lucky Day			398.64	
		200-5122-54010	Program Enhancements			150.00	
		200-5123-53700	Collection Enhancements			1,800.51	
		210-4600-54140	Shorewood Connects			425.00	
		210-4650-52100	Professional Fees			225.00	
		210-4650-52180	Consultant Services			425.00	
		210-4650-54000	SRC Programming			100.00	
		210-4650-54010	Programming Support			5,000.00	
		230-1910-52100	Professional Fees			14,125.00	
		230-1910-53120	SHOREWOOD TODAY COPY & PRINT			8,327.36	
		230-1910-53130	Postage/Mailings			825.00	
		400-2100-56400	Vehicles			47,799.15	
		400-3410-56321.25-01	Lake Drive Design			5,609.25	
		400-3620-56500	Land Improvements			3,000.00	
		610-3710-51330	Uniform Expense			164.95	
		610-3710-52100	Professional Fees			831.50	
		610-3710-52230	Phone and Internet			140.94	
		610-3710-52300	WATER SERVICE CHARGE			49,064.95	
		610-3710-53120	Copy & Print Costs			68.39	
		610-3710-54150	Safety Expenses			101.16	
		610-3730-53500	Dept/Program Supplies			9,345.78	
		610-3740-53500	Dept/Program Supplies			85.00	
		610-3750-53500	Dept/Program Supplies			157.50	
		610-3770-53500	Dept/Program Supplies			297.00	
		610-3780-53130	Postage/Mailings			122.50	
		610-3790-54740	Water Testing			1,252.50	
		620-3810-52230	Phone and Internet			150.94	
		620-3810-53120	Copy & Print Costs			68.39	
		620-3810-54150	Safety Expenses			101.16	
		620-3880-53130	Postage/Mailings			122.50	
		800-0000-24700	Due to BID			338.12	



**Committee of the Whole
Meeting Minutes
September 3, 2024
DRAFT**

Review of 2024 Salary Survey.

Agenda Item Discussion: Upon reviewing like positions with 9 peer municipalities and comparing to positions within the Village of Shorewood, it was found that 71% of our positions were below the market average. Furthermore, 26% of our positions' maximum pay was below the average pay of the 9 peer municipalities.

This led to a recommendation to establish new wage midpoints informed by the market average and reevaluation of employees' standing in their current range. As Lauterbach & Amen works toward preparing the annual budget, the Village Manager's Office has developed a recommendation on how to address the findings of the salary survey in Year 1.

Five key employees of the Village have been prioritized based on the following factors: time for recruitment and selection if a vacancy were to occur, specialized skills/knowledge, and the dynamic roles current staff members perform within these positions. The five positions are: Department of Public Works Director, Village Clerk, Assistant Village Manager, Planning Director, and Library Director.

Trustee Couto moved to adjourn the meeting, and it was seconded by Trustee Stokebrand. The meeting was adjourned at 7:21pm.

**Village Board
Meeting Minutes
September 3, 2024
DRAFT**

1. Call to Order

President McKaig called the meeting to order at 7:31 pm.

2. Roll Call

President noted all members of the board were present.

3. Statement of Public Notice

Clerk Harrell stated the meeting was properly noticed and posted according to law.

4. Special Order of Business

a. Review Basin 6 Inflow and Infiltration Study. (7:32 p.m.)

No action was taken.

5. Consent Agenda Items – Trustee Ircink moved to approve the consent agenda, and it was seconded by Trustee Lynn. Trustee Couto requested item 5e be removed. Motion carried by a unanimous vote of 7-0. (8:29 p.m.)

6. Items Removed from the Consent Agenda

a. 5e. Consider surveyor proposal for public works site. (8:30 p.m.)

Manager Ewald provided the responses to Trustee Couto's inquiries regarding the updates to and the process of the survey, Trustee Stokebrand's inquiry regarding the actual proposal for the public works site, as well as Trustee Arndorfer's inquiry regarding next steps recommendation. Trustee Couto then moved to approve Chaput surveyor proposal in the amount of \$8,700 and Chicago Title fee in the amount of \$1,250 utilizing ARPA funds. Seconded by Trustee Ircink. Motion carried by a unanimous vote of 7-0.

7. Public Hearing (8:40 p.m.)

a. Public Hearing on Ordinance 3066: An Ordinance to Repeal and Replace Chapter 536 Zoning – Floodplain Regulations.

President McKaig opened the floor for public comment at 8:42pm. No public comments were made in person or virtually. President McKaig closed public comment at 8:43pm.

8. Citizens to be Heard (8:43 p.m.)

Kate Cooper, 3922 N Maryland, spoke regarding the traffic concerns on the block of Menlo and Shorewood where she observed three vehicles avoiding the stop sign and she was almost hit by one of the vehicles as a pedestrian. The concern could be due to the height of the sign or the driver's unfamiliarity of the area. With school in session, this would be more problematic. Requested the Public Safety Committee investigate this matter.

9. New Business

a. Consider Ordinance 3066: An Ordinance to Repeal and Replace Chapter 536 Zoning - Floodplain Regulations (8:49 p.m.)

Trustee Lynn moved to approve Ordinance 3066: An Ordinance to Repeal and Replace Chapter 536 Zoning – Floodplain Regulations, as drafted. Seconded by Trustee Stokebrand. Motion carried by a roll call vote of 7-0.

b. Consider Ordinance 3064: solid waste code updates. (8:50 p.m.)

Trustee Ircink moved the approval of Ordinance 3064, an ordinance repealing and replacing Section 2 “Refuse collection service” of Article 1 “Refuse Collection and Disposal” of Chapter 455 “Solid Waste” of the Municipal Code of the Village of Shorewood. Seconded by Trustee Arndorfer. Motion carried by a roll call vote of 7-0.

c. Consider Ordinance 3065: forestry code updates. (8:51 p.m.)

Trustee Ircink moved the approval of Ordinance 3065, an Ordinance Repealing and Replacing Chapter 466 of the Municipal Code of the Village of Shorewood. Seconded by Trustee Lynn. Motion carried by a roll call vote 7-0.

d. Consider public engagement plan for 2025 budget. (8:52 p.m.)

Trustee Stokebrand moved to approve the public engagement plan for the 2025 budget, specifically with reducing the staff popup time involved and it was seconded by Trustee Lynn. After discussion by members of the board, Trustee Stokebrand made a friendly amendment to approve the public engagement plan for the 2025 budget, apart from staff being required to participate in the popup time involved. Seconded by Trustee Lynn. Motion carried by a unanimous vote 7-0.

e. Review of high impact options for 2025 budget. (9:09 p.m.)

No action was taken.

10. Report of Village Officials

a. Village President (10:14 p.m.)

i. [North Shore Fire Department Board Meeting – August 13, 2024](#)

b. Village Trustees

Trustee Ircink stated that volunteers are still needed for the upcoming Shorewood Feast event on September 14th.

c. Village Manager

No report

11. Future Items of Consideration - none

12. Closed Session

- a. Trustee Lynn moved adjourn to go into closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, where competitive or bargaining reasons require a closed session, to discuss prospective properties for the new DPW site. Seconded by Trustee McGovern. Motion carried by a roll call vote of 7-0. The board went into closed session at 10:18pm.

Tr. Stokebrand moved, seconded by Tr. Couto to reconvene into open session at 10:50 p.m. Motion carried 7-0.

13. Final Adjournment

Tr. Couto moved, seconded by Tr. Stokebrand to adjourn at 10:50 p.m. Motion carried 7-0.

Respectfully submitted,



Toya Harrell, CMC
Village Clerk



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider Appointment of Additional 2024-2025 Election Inspectors

Date: September 16, 2024

Presenter: Toya Harrell, CMC, Village Clerk

Department: Clerk Department

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is not relevant history, N/A should be entered in this space.

Wisconsin municipalities are required by law to provide a list of poll workers to the governing body no later than the last regular meeting in December of odd-numbered years. The governing body of the municipality appoints the poll workers for a two-year term before December 31st. Election Inspectors/Poll Workers staff the polling place during In-Person Absentee Voting as well as on Election Day. They register and record electors, issue ballots, monitor the voting equipment, count votes, complete required paperwork, and maintain order in the polling place.

December 18, 2023, the Village Board approved 108 election inspectors for the 2024-2025 election cycle.

March 18, 2024, the Village Board approved 7 additional election inspectors for the 2024-2025 election cycle.

August 5, 2024 the Village Board approved 5 additional election inspectors for the 2024-2025 election cycle.

Agenda Item Discussion – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

Clerk Harrell has been continuously working to increase the number of interested election inspectors, resulting in a substantial interest of individuals desiring to serve in the Village of Shorewood during the 2024 through 2025 election cycle.

Fiscal Note – If applicable, please address the financial impacts of the item.

None

Community and Business Outreach – If applicable, did you notify the community groups and business that are directly impacted by this agenda item. Please specify in the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.

Yes No

Action Required / Recommended – Please include the recommended motion of possible actions for this agenda item.

Recommended motion: “I move to appoint the 16 additional individuals referenced in the attached list to serve as Election Inspectors for the Village of Shorewood during the 2024 through 2025 election cycle.”

Attachments – Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.

1. List of additional election inspectors (16) for the 2024-2025 election cycle.

Jennifer Startt
4330 N Wildwood Ave
Shorewood, WI

Susan Hahn
5423 N Oakland Ave #304
Shorewood, WI

Miller Gretchen
2418 E Menlo Blvd
Shorewood, WI

Robert Dvorak
4133 N Prospect Ave
Shorewood, WI

Jon Becker
1313 E Randolph Ct., Unit D
Shorewood, WI

Julie Roubik
3800 N Oakland Ave
Shorewood, WI

Nancy Lizdas
1120 E Congress Street
Shorewood, WI

John Markson
4109 N Farwell Ave
Shorewood, WI

Catherine Tillman
3900 N Estabrook Pkwy
Shorewood, WI

Eve Detwiler
3916 N Oakland, Apt 225
Shorewood, WI

Agatha Ressel
3552 N Cramer St
Shorewood, WI

Liza Forseth
2002 E Kensington Blvd
Shorewood, WI

Michael Puizis
38255 N Maryland Ave
Shorewood, WI

Angela Brunhart (SVD only)
4019 N Downer Ave
Shorewood, WI

Julia Beilke
3825 N Maryland Ave
Shorewood, WI

Barabara Melendez
4175 N Oakland Ave #414
Shorewood, WI



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider Application for Special Privilege Approval for a retaining wall within the public right of way at 4421 N. Maryland Ave.

Date: September 12, 2024

Presenter: Bart Griepentrog, AICP

Department: Planning and Development

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

Per Village Code [466-18](#), special privilege approval is required for “obstruction or excavation on, or projections over, public thoroughfares.” The Village Board, subject to site review and confirmation of insurance documentation, has granted permanent Special Privileges for fences, retaining walls, landscaping, signs, and the like at both commercial and residential properties. All such approvals provide the Village the right to discontinue the special privilege for any reason at any time.

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

Navdip Kaur, property owner, has applied for approval to install a retaining wall and landscaping in front of his residential property at 4421 N. Maryland Ave. The initial retaining wall abuts the sidewalk and has landscaping behind it; however, the property line lies 4 ft. behind the sidewalk. The additional retaining walls and pre-existing stairs are located approximately 5 feet behind the sidewalk on private property.

The DPW reviewed the plans and noted that there are no current conflicts. As is standard, the property owner will be made aware that the Village will not be responsible for any damage or cost associated with rebuilding or repairing the wall or landscaping within this location, should it ever interfere with public improvements.

Fiscal Note – *Please include the budget impact for this agenda item.*

A \$50 fee was taken in with this request. The revenue from this application has been deposited in the Planning & Development Department’s “Other Permit” account (100-2400-44350).

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

_____ Yes

___X___ No

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

I move to approve the Application for Special Privilege Approval for a retaining wall in the public right of way at 4421 N. Maryland Ave.

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Application for Special Privilege Approval – 4421 N. Maryland Ave.

47387



APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood
 Planning & Development Department
 3930 N. Murray Avenue, Shorewood,
 WI 53211
 Phone 414.847.2640
 Email: PAD@villageofshorewood.org
www.villageofshorewood.org

OFFICE USE ONLY		FEE	\$50.00
Permit ID	24-1375	Received	9/3/24
Insurance Certificate Exp.	10/10/25		
P & D Approval	N/A		
Village Board Date	9/16/24	Approved	Y N

Approval by the Village Board of Trustees 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: 4421 N. Maryland Ave., Shorewood, WI 53211	
Improvement Category (check one)	
<input checked="" type="checkbox"/> Plantings Plantings	<input type="checkbox"/> Carriage Walk
Description of Public Way Improvement:	
Flower Bed planters are constructed.	
Reason for Public Way Improvement: Improvement are done for aesthetic appeal of the house with flower bed.	
APPLICANT INFORMATION	PROPERTY OWNER INFO (if different from applicant)
Name NAVIDIP KAUR	Name NAVIDIP KAUR (SAME)
Address 4421 N. Maryland Ave.	Address
City/State/Zip Shorewood, WI 53211	City/State/Zip
Phone 414-916-2757 Alt. Phone 414-530-2757	Phone Alt. Phone
Email navdip.navdip@gmail.com	Email

Material Submission

An Insurance Declaration Page listing the Village of Shorewood as additionally insured in the sum of \$100,000 - \$300,000 bodily injury, and \$25,000 property damage. This certificate must be kept current throughout the existence of this privilege.

Site plan showing proposed item(s) in public way with dimensions and pictures of location.

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

General Conditions for Special Privilege Approval

1. 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.

2. The petitioner agrees to remove said privilege whenever public necessity so requires or when ordered upon resolution adopted by the Village Board.
3. The petitioner agrees to comply with all laws of the State of Wisconsin and all ordinances of the Village of Shorewood, to abide by any order or resolution of the Village Board affecting this privilege, to be primarily liable for damages to person or property by reason of granting such privilege, and to hold the Village of Shorewood harmless from any or all liability.
4. Petitioner agrees that if in the opinion of the Planning & Zoning Administrator of the Village of Shorewood, the privileges, projections or encroachments permitted herein become out of repair, unsafe or unsightly, and upon receipt of written notice thereof, petitioner will, within five (5) days from the receipt thereof, maintain, repair, or remove such privilege, projection or encroachment at petitioner's expense. It is further agreed and understood that should petitioner fail to comply with said notice to maintain, repair or remove said privilege, projection or encroachment, the Village of Shorewood will have the right to maintain, repair or remove such privilege, projection or encroachment and charge the cost of same to petitioner or property owner.
5. Should this special privilege be discontinued for any reason whatsoever, petitioner agrees to remove all construction work executed pursuant to this special privilege, to restore to its former condition (subject to the approval of the Planning & Zoning Administrator), any curb, pavement, or other public improvement which was removed, changed or disturbed by reason of the granting of this privilege. Petitioner further agrees not to contest the validity of Section 66.0425 of the Wisconsin Statutes, or the legality of this special privilege in any way.
6. 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.

As the petitioner, I have read the above and agree to all of the conditions.

Nandip Kaur
Signature

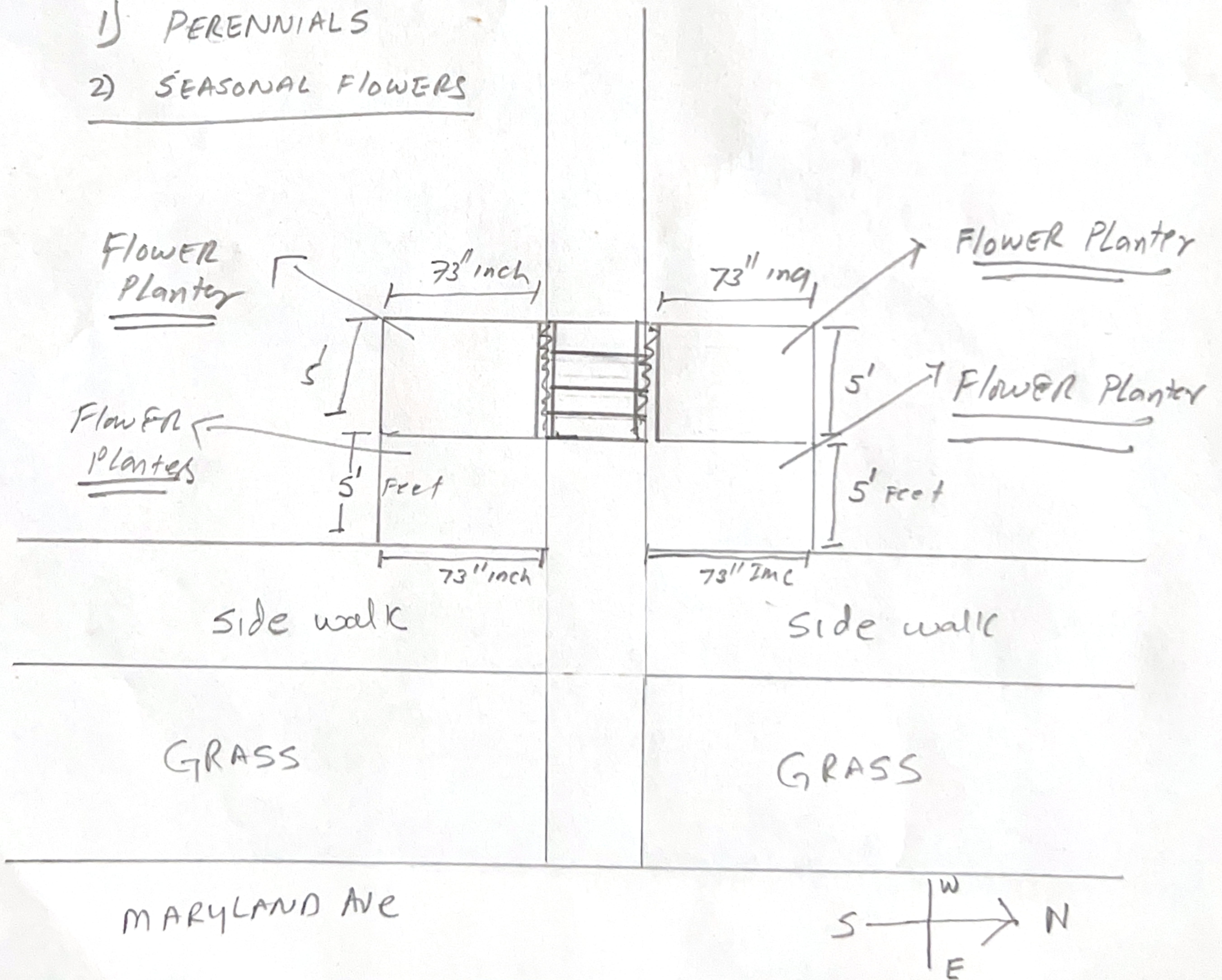
09/03/24
Date



N Maryland Ave

Plants Type

- 1) PERENNIALS
- 2) SEASONAL FLOWERS





EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
8/30/2024

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY American Advantage - IMC 788 N Jefferson St #720 Milwaukee, WI 53202		PHONE (A/C, No, Ext): (414) 225-6240	COMPANY Berkshire Hathaway Guard Insurance Companies Po Box A-H 16 S River St Wilkes Barre, PA 18703	
FAX (A/C, No): (414) 225-6250		E-MAIL ADDRESS:		
CODE:		SUB CODE:		
AGENCY CUSTOMER ID #: KAURNA0002				
INSURED	NAVDIP KAUR 4421N Maryland Ave Shorewood, WI 53211		LOAN NUMBER	POLICY NUMBER NAH0411296
		EFFECTIVE DATE 6/10/2024	EXPIRATION DATE 6/10/2025	<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:				

PROPERTY INFORMATION

LOCATION/DESCRIPTION
Loc # 1, 4421 N Maryland Ave, Milwaukee, WI 53211

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	PERILS INSURED				AMOUNT OF INSURANCE	DEDUCTIBLE
	BASIC	BROAD	SPECIAL			
Loc # 1						
Dwelling				\$802,759		1,000
Other Structures				\$80,276		
Personal Property				\$561,932		
Loss of Use				\$240,828		
Personal Liability Each Occurrence				\$300,000		
Medical Payments Each Person				\$3,000		

REMARKS (Including Special Conditions)

Special Conditions:
Village of Shorewood is listed as an additional insured

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS Village of Shorewood 3930 N Murray Avenue Shorewood, WI 53211	<input checked="" type="checkbox"/>	ADDITIONAL INSURED	<input type="checkbox"/>	LENDER'S LOSS PAYABLE	<input type="checkbox"/>	LOSS PAYEE
	<input type="checkbox"/>	MORTGAGEE	<input type="checkbox"/>			
	LOAN #					
AUTHORIZED REPRESENTATIVE <i>Jasmine Ries</i>						



RESIDENTIAL INSPECTION REPORT
SECOND NOTICE
ACTION REQUIRED

Date: 08/15/2024

Owners Name: Navdip Kaur
Owners Address: 4421 N. Maryland Avenue
City, State, Zip: SHOREWOOD, WI 53211

Property Address: 4421 N MARYLAND AVE
Tax Key: 239-0122-000
Enforcement #: EEN24-000829

Dear: Navdip Kaur

On **08/06/2024** a letter was sent to the above address regarding an inspection due to a complaint that revealed the following deficiencies according to the Village Code. A re-inspection of the property shows that the deficiencies have not all been taken care of 08/15/2024.

Failure to respond to this letter **within 3 DAYS** may trigger forfeitures. You are hereby ordered to correct each violation listed below **within 10 days of the service of this order**. Failure to complete all corrections will result in monthly Reinspection Fee's as outlined in this letter. Unless we hear from you regarding this matter a follow-up inspection will be performed after **08/25/2024**.

CODE REFERENCE **CODE DEFICIENCY**

Uncorrected

Work Without Permit 225-3 F. (5) If any construction or work governed by the provisions of this section or any applicable building codes is commenced prior to the issuance of a permit, triple fees shall be charged.

ACTION REQUIRED:

1. Obtain a special privilege application and provide proof of insurance as listed on the application for the installation of the block planters in the public right of way(4ft from the interior edge of the sidewalk) prior to securing the approval and permit, triple permit fee's will apply.

Failure to correct the violations noted herein within the set time, may subject you to a forfeiture in a sum not less than \$25 nor more than \$2,581 and the cost of prosecution per the Village Code. Everyday such violations continue shall constitute a separate offense.

REINSPECTION FEES

In accordance with section 326-18 of the Village Code, a fee may be charged for any reinspection, except no fee shall be charged for the final reinspection when compliance is recorded. **The fee is \$50 for the first reinspection, \$75 for the second, \$150 for the third, and \$250 for the fourth and all subsequent reinspections. Reinspection fees will be**

RESIDENTIAL INSPECTION REPORT
SECOND NOTICE
ACTION REQUIRED

invoiced, or if unpaid, a lien shall be applied upon the real estate where the reinspections were made and shall be assessed and collected as a special tax. If you wish to contest the assessment of a reinspection fee, contact the inspector.

I invite you to contact me to discuss and establish a completion timeline. If you have any questions please feel free to contact me **at (414) 847-2640 Monday thru Friday 8:00 A.M. to 4:30 P.M.** or by email at tkoep@shorewoodwi.gov.

Respectfully,



Tim Koep
Code Compliance Inspector
Planning & Development Department
3930 N. Murray Avenue
Shorewood, WI 53211





VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider approval for truck #32 repairs

Date: September 16, 2024

Presenter: Dan Heyen

Department: Public Works

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is not relevant history, N/A should be entered in this space.

NA

Agenda Item Discussion – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

Truck #32 is an aerial lift truck used primarily for maintenance of the village’s streetlight system and needs \$15,007 in repairs. These deficiencies were notice during truck’s annual lift inspection by USSI. The repairs needed are for the lift boom that can cause safety related issues if the repairs are not done. If the repairs for truck #32 are not completed, it must be taken out of service. There is no back up for truck #32 and there will major disruption to fixing street light outages without its use.

Fiscal Note – Please include the budget impact for this agenda item.

The account (outsourced repairs 100-3300-5350) the repairs need to be taken from will be over budget by \$6,116.09 following completion of the repairs. The 2024 budgeted amount for this account is \$50,000. Th overage can be covered by the Fuel and Oil account, as there is projected to be available funds in this account at the end of the year.

Community and Business Outreach – If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.

Yes No

If yes, identify what community groups and businesses were notified.

Action Required / Recommended – Please include the recommended motion of possible actions for this agenda item.

“I move to approve the repairs need to fix truck #32.”

Attachments and Links – The following PDF documents are attached or linked:

Purchasing Document
USSI quote
Vehicle rating sheet

2024 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	1FDVF5GYICEC70818
Fleet #:	32
Year:	2012
Make:	Ford
Model:	F550
Shared ownership:	No
Fuel type:	Gas
Body type:	Versa-Lift / Bucket Truck
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Street Light Maintenance
Supported operations:	Community Event Support / Celebrations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	12	3
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	30327	2
Body Condition:	Fair	3
Maintenance cost:	\$2010.17	3
Total:		16



412 Randolph Drive, Appleton, WI 54913 · 888-999-8090 · 920-788-2699

ESTIMATE

DATE 9/10/2024
JOB#
EST NO. 240850

CUSTOMER: Village of Shorewood 32

Prepared By: Tom Leitermann

We are pleased to provide the following estimate for your review. This estimate is an approximation of costs that covers only the items as listed. If after the job has started and additional work is requested or required, you will be notified of any additional estimated cost, which will be subject to your approval.

**** Note: This Estimate is not a Contract or a bill. Parts and labor costs may change based on the extent of the repairs needed. If additional parts or labor are required, you will be notified before proceeding with any further work. ****

Repairs to: Versalift SST37EIH SN:DR120107

Line Item #		CODE	
7	(Diagnose 1Hr) PTO is wet with oil on bottom	R	\$145.92
10	Hydraulic fluid type placard missing (Replace placard)	R	\$59.41
12	Upper boom saddle is bent and starting to crack (Replace boom rest)	R	\$313.85
13	Lower boom top insulated section decals are peeling off (Replace decals)	R	\$48.99
14	Torque seal missing through unit	R	\$145.92
15	Upper boom pin retainer bolts at hinge are loose (Remove hardware reinstall with loctite and torque)	R	\$72.96
16	4 #6 non conductive hoses in lower cat track have damaged insulation and should be replaced (NOTE: This will be estimated at the worst case condition and reevaluated after the boom is apart)	R	\$13,407.35
17	Upper boom tip top insulated section decal is peeling, 1 max decal at boom tip damaged (Replace decals)	R	\$122.99
18	(Diagnose 1hr) Basket rotator is weak and should be investigated	R	\$145.92
19	Upper control handle loose (Adjusted)	R	\$189.70
20	Basket rest tube is cracking (Replace)	R	\$353.98

Total Estimated Including Labor, Parts, Shop Supplies & Environmental Charge \$15,007

Deficiency Codes: U- Unsafe to operate, R - Requires Repair or Adjustment, M - Monitor

This Estimate is Good For: 30 Days

This Estimate Does Not Include Freight or Applicable Sales Tax

This Estimate Does Not Include Inspection Cost or Work Done prior to the Estimate

Travel Fees An Travel Expenses Are Not Included

Note: We will not operate the unit from the basket above the ground without a current ANSI inspection

If you have any questions about this estimate, please call at your convenience. Thank you for considering Utility Sales and Service, Inc. to meet your specialized needs in equipment maintenance. We look forward to serving you.

Purchasing – supporting documentation

Department (division): ~~734~~ Fleet

Staff processing order: 734

Date: 9/10/24

Description of product needed: Hydraulic hoses + lift bucket repairs that are needed to make truck #32 lift safe. The truck is used to maintain our street lights

Product pricing information:

ordered

Vendor: USSI Cost: 15,007

Vendor: _____ Cost: _____

Vendor: _____ Cost: _____

Vendor: _____ Cost: _____

Reason if not low cost selected: USSI is the manufacturer of the lift and they do our yearly safety inspections and perform all work on our lift trucks.

Approvals:

Department Head: Jim Heyman

Date: 9/10/24

Village Manager (if applicable): _____

Date: _____

Village Board (if applicable): _____

Date: _____



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO THE VILLAGE BOARD

Agenda Item: Consider Resolution 2024-11 A Resolution Amending the Village Fee Schedule.

Date: September 16, 2024

**Presenter: Rebecca Ewald, Village Manager
Office**

Department: Village Manager's

History

Annually the fee schedule is reviewed by each department and updated to reflect fees for services.

On September 3, 2024 the Budget & Finance Committee recommended the amended schedule to the Village Board.

Overview

The annual review of fee schedule has been completed and notable changes have been made under Planning & Development described in further detail below, and location cost for law enforcement records for audio or video content pursuant to [Act 253](#).

Planning & Development

Proposed updates to the fees within the Planning & Development section include clarification of inspection types, removal of unnecessary or unclear language, removal of unused fees, and consolidation of fixtures, devices and permits into like categories. Along with those typographical updates, certain fees, primarily minimum permit fees, would be increased to help cover the costs of the associated work, which oftentimes including mobilizing staff to perform on-site inspections and follow-up administration. Notably, minimum permit fees for residential building, electrical, HVAC and plumbing permits would be increased from \$65 to \$70. Per value and per square foot fees would also be increased by similar proportions. These permit fees were last raised in 2022. The proposed increase is within the range of comparable communities, who charge between \$55 and \$70. These permits represent the bulk of work performed within the Department and presuming consistent permit applications would increase revenues by approximately \$8,000 - \$10,000.

Other proposed fee increases, which are less utilized, are as follows: Reinspection and permit reinstatement fees would be raised to \$50 from \$30. Zoning fees would all increase by at least \$25 to more accurately cover the time associated with their reviews. Fees associated with applications that go to the Plan Commission and Board of Appeals would similarly be raised. Permits for capping or installing sanitary and storm sewers and water service, on both the private and public side of the system would be increased from \$50 to \$65. Reflecting the cost of actual services, Engineering fees listed within the scheduled would be raised from \$200 to \$210 / hour. Fees for beekeeping permits are requested to be raised to the same level as chicken keeping permits: \$100 for initial permit and \$50 for renewals. Miscellaneous occupancy fees related to temporary permits or renewals and amendments would be increased to cover the

costs of associated inspections and administration. Lastly, the cost of underground tank removal permits would also be raised.

Implementation Timeline

While the fees may be effective following passage of the resolution, implementation of each fee amendment will take place upon update of the necessary software, forms and fees online to accommodate the approved amendments, but no later than January 1, 2025.

Financial Impact – associated fees are aligned to reflect the charge for services provided.

Possible motions

“I move to approve Resolution 2024-11 A Resolution Amending the Village Fee Schedule.”

Attachments:

1. Resolution 2024-11
2. Amended Fee Schedule - redlined

VILLAGE OF SHOREWOOD - FEE SCHEDULE

Effective TBD

ALL DEPARTMENTS

Photocopying (municipal records only): Letter size (B&W) - per side 0.10
First 5 copies of personal information / month FREE

Photocopying (municipal records only): Letter size (Color) - per side 0.15

Open Records Requests

(As applicable under Wisconsin State Statutes §§ 19.31 - 19.39)

Record Category - Paper

Printed copies - color 0.15

Printed copies - black/white (letter, legal, ledger size) 0.10

Printing an electronic record SAME AS ABOVE

** In rare instances, specialized skills, equipment, or technology may result in additional copy costs.*

* Printing of oversized documents based on cost.

Record Category - Electronic

Email, pdf or other existing electronic medium WAIVED

DVD 0.25

Flash drive \$3.50 per 16 GB

Record Category - Photos

If paper copy is acceptable - at rates above
if not at actual cost to reproduce.

Location Costs

Costs are imposed if the cost of location along is \$50 or more.

The cost includes searching for and identifying responsive records.

No charges will be assessed for redaction.

Law enforcement recorded audio or video content 21.75 ~~58~~/hr.

50.00/hr.

NSF checks / Returned payments

35.00

(Late Payment Charge (all municipal invoices) (1.5% monthly)

VILLAGE CLERK

Amusements	50.00
Amusements, Games of	
Less than 5 machines per licensed Class B premise	N/A
Others with devices (each machine)	50.00
License transfer	25.00
Reapplication for license	25.00
Assessment Roll (report / export)	100.00
Background check per person	7.00
Beverage Licenses:	
Class "A" (malt bev/original container/off-premises consumption)	100.00
Class "B" (malt bev/on premise or off premises consumption)	100.00
Wholesaler's Fermented Malt Beverage	25.00
Class "A" (liquor/original container/off-premises consumptions)	500.00
Class "B" (liquor by the glass for on-premises consumption, and wine in original containers for consumption off-premises)	500.00
Class "B" Reserve	10,000.00
Operators Licenses (annual, fee includes background check)	40.00 50.00
Provisional Operators License	15.00
Temporary Operators License (14 days)	10.00
Temporary Class "B" picnic beer (club), 14 days	10.00
Temporary Class "B" picnic wine, 14 days	10.00
Class "C" wine (on premises by glass/or in one open container on premise)	100.00
Change of Agent	10.00
Alcohol License - Late Fee for Filing Renewal – received after April 15	100.00
Publication Fee	15.00
Billiard Room (same as Amusement, games of)	50.00
Business License Late Fee (non-Liquor) for Filing Renewal - received after May 15	50.00
Cabaret (amplified sound)	
Annual (\$25.00 non-refundable if denied)	305.00
Short term 3-day license (3 per year)	40.00
Carnival permit - each day	50.00
Cigarettes/Tobacco Products Retailer	100.00
Dry Cleaning (per machine)	45.00

Park and Beach Permit	
Application Fee (non-refundable if denied)	50.00
Daily Fee	50.00
Other requested village services	add'l billed
Parade Permit	100.00
Pawnbroker (not including background check fee)	210.00
Pet Licenses	
Dog -unaltered	24.00
altered	12.00
puppy (after July 1)	6.00
Cat -unaltered	24.00
altered	12.00
Dog/Cat late fee - unaltered *	12.00
Dog/Cat late fee - altered *	6.00
*effective April 1, after 30 days of residence or after the dog/cat exceeds five months of age	
Duplicate tags	1.00
Extra Pet – (over 2 pets licensed per housing unit)	50.00
Real Estate Status Reports:	
Routine (3-5 business days)	25.00
Rush (within 2 business days)	50.00
Secondhand Article Dealer (consignment) (not including background check fee)	27.50
Secondhand Jewelry Dealer (not including background check fee)	30.00
Security Alarm System Permit – 5 yr.	60.00
Special Event Permit	
Without street closure	100.00
With street closure	\$1,500
State Tax Exempt Property Report Filing Fee (even years only)	10.00
Tax Roll (report / export)	100.00
Transient Merchant	100.00
Weights & Measures License (inspections billed separately)	25.00 \$12.50

FIRE DEPARTMENT

<https://www.nsfire.org/194/Fee-Schedule> for full list of fees

HEALTH DEPARTMENT

www.nshealthdept.org for full list of fees

PARKING

Off-Street Parking Lot Permit Fees

24-hour lots (monthly)	50.00
Overnight only lots (monthly)	30.00
Special Accommodation Off-Street Parking (up to two weeks per year)	5.00

On-Street Parking Permit Fees

Overnight Permit (monthly)	40.00
Residential Congested Commuter Area (annual)	10.00
Residential Daytime Parking Permit Districts (annual)	10.00
Special Daytime On-Street Parking Permits – E. Capitol Dr. Employees (annual)	10.00
Single Night, On-Street Overnight Parking Permission (20 er year, per license plate)	FREE

(Parking refunds on advance purchased permits only if requested prior to start of permit month)

PLANNING & DEVELOPMENT DEPARTMENT

FEES APPLICABLE TO ALL PLANNING & DEVELOPMENT PERMITS

Permit Re-inspection - where additional inspections are made necessary **by reason of neglect** to correct work found faulty, defective or incomplete **at the expiration of the time limit set for re-inspection as specified in notice duly served**

minimum ~~30.00~~ 50.00

Code Enforcement Re-inspection - to compensate for inspection and administrative costs **related to code enforcement, the following fees may be charged for any re-inspection to determine whether a condition identified in a notice of Violation under Sections 220 and 326 of the village codes.**

first re-inspection	50.00
second re-inspection	75.00
third re-inspection	150.00
subsequent re-inspections	250.00

Failure to Procure Permit before starting work Triple Permit Fee

Failure to call for Rough Inspection 50.00

Failure to call for Final Inspection 50.00

within 15 working days after work is complete

Permit Reinstatement Fee ~~30.00~~ 50.00

On-Site Consultation – per initial 1 hour 100.00

per each additional hour 50.00

PLAN REVIEW

Plan Review – Residential - Building 50.00

~~Plan Review – Commercial (Electrical) ~~50.00~~~~

~~Plan Review – Commercial – Plumbing ~~50.00~~~~

Plan Review – Commercial

Area (Square Feet)	Building Plans	HVAC Plans
Less than 2,500	\$250	\$150
2,501 – 5,000	\$300	\$200
5,001 – 10,000	\$500	\$300
10,001 – 20,000	\$700	\$500 \$400
20,001 – 30,000	\$1,100	\$600
30,001 – 40,000	\$1,400	\$800
40,001 – 50,000	\$1,900	\$1,100
50,001 – 75,000	\$2,600	\$1,400
75,001 – 100,000	\$3,300	\$2,000
100,001 – 200,000	\$5,400	\$2,600
200,001 – 300,000	\$9,500	\$6,100
300,001 – 400,000	\$14,000	\$8,800
400,001 – 500,000	\$16,700	\$10,800
Over 500,000	\$18,000	\$12,100 \$12,000

BUILDING

Building Permit (Residential)

Minimum	65.00 75.00
Repair/remodeling	9.00 12.00 / \$1,000 value
New Construction/Additions	0.35 0.40/SF

Building Permit (Commercial)

Minimum	75.00 100.00
Repair/remodeling	10.00 15.00 / \$1,000 value
New Construction/Additions	0.35 0.45/SF

Wisconsin Uniform Building Permit - 1 & 2 Unit New Construction Seal

~~80.00~~ 35.00

ELECTRICAL

Electrical Permit, Minimum

~~65.00~~ 75.00

Level A Devices – each or per foot

1.00

Fixtures; Switches; Receptacles; Luminaires; Tubular discharge lamps, vesture mounted; Dimmers, recessed – 1,000 watts and above; Strip lighting; Plug-in strip; Trolley duct; Busways; Wireways; Underfloor raceways; and Other similar devices

Level B Devices – each

5.00

Arc, mercury, quartz, A.V., or other search or flood lights; Illuminated signs; Pole-mounted fixtures; Low-voltage transformers; Residential exhaust hoods or fans; and Other similar devices

Level C Devices – each

15.00

Automatic heating system, oil or gas; Other individual heating devices: wall, duct, floor, etc.; Residential central air conditioners; Unit air conditioners, wall insert – 3HP & up; Other refrigeration: air handling, compressors; Water heaters; Wiring for ranges; Built-in oven and/or range tops; Clothes dryer; Garbage disposal (permanent or plug-in); Dishwasher; Central vacuum cleaner; CSST grounding; Commercial building grounding; Whirlpool tubs; and Other similar devices

Level D Devices – each

25.00

Commercial central air conditioners – 3HP & up; Commercial exhaust systems; and Other similar devices

Level E Devices

50.00

Fire Alarm System; Exit System; Fuel Dispensing System; and Other similar devices	
Devices (fixtures, switches, receptacles, etc.) – each	0.75
Luminaires – each	0.75
All tubular discharge lamps (fixture mounted) – per tube	0.50
Arc, Mercury, Quartz, A.V., other search or floodlights – each	5.00
Illuminated signs – each	5.00
Dimmers, recessed (1000 watts and above) – each	3.00
Strip Lighting; Plug-in strip; trolley duct; etc. – per foot	0.50
Pole mounted fixtures – each	10.00
Automatic Heating System, Oil or Gas – each	15.00
Other Individual Heating Devices; Wall, Duct, Floor, etc. – each	15.00
Central Air Conditioners – Residential	15.00
Central Air Conditioners – Commercial (3HP & up)	25.00
Unit Air Conditioners, Wall insert type (up to 3 HP)	12.00
Other Refrigeration: Air Handling, Compressors – each	12.00
Water Heaters – each	12.00
Wiring for Ranges – each	12.00
Built-in Oven and/or Range Tops – each	12.00
Clothes Dryer	12.00
Garbage Disposal (Permanent or Plug-in) – each	12.00
Dishwasher – each	12.00
Central Vacuum Cleaner – each	5.00
Low Voltage Transformers – each	5.00
Busways; Wireways; Underfloor Raceways; etc. – per foot	1.00
Fire Alarm System/Exit System	50.00
Fuel Dispensing System	50.00
CSST Grounding	15.00
Commercial Building Grounding	15.00
Whirlpool Tubs	12.00
Exhaust Hoods or Fans – each	5.00
Exhaust System-Commercial	25.00
Motors: Each HP or Fraction - Total - per HP	0.75
Services:	
1. 0 through 100 amperes – each	30.00
2. 101-200 amp service - each	45.00
3. Thereafter each add'l or fraction per 100 amperes	15.00
4. Additional service switch - each	15.00
Generators: Rectifiers; Transformers - per KW	1.50
Solar	0.60/KW, not to exceed 250.00

HEATING/VENTILATING

HVAC Permit, Minimum	65.00 75.00
Air conditioners, other than wall units – each	40.00
Air handler	40.00
Backflow Preventers - each	15.00
Boiler	
150,000 BTU input or under	40.00
for each additional 50,000 BTU or fraction	15.00
Commercial Exhaust Hood(s)	40.00

Ductwork	40.00
General Devices	40.00
Air conditioners; Air handlers; Backflow preventers; Commercial exhaust hoods; Ductwork; Humidifiers; In-floor heating; Radiators; and Other similar devices	
Heating Unit, including ductwork	
0 to 150,000 BTU Units - each	40.00
for each add'l 50,000 BTU or fraction	15.00
Humidifiers - each	20.00
In floor heating; radiators	40.00
Permanently installed wall units	20.00

PLUMBING

Plumbing Permit, Minimum	65.00 75.00
Cap sanitary/storm/water – each	50.00 65.00
Downspout Connections (permit required)	NO FEE
Fixtures - Installed, Removed, Relocated or Replaced – each	10.00
Building Sanitary and Storm Sewers, and Water Service, private property - each	
First 100 ft. or fraction thereof	50.00 65.00
Over 100 ft. - per foot	0.50
Storm Sewers	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.30 0.50
Building Sanitary Drain and Storm Drains – each	50.00 65.00
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.50 0.30
Water Service	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.30 0.50
Sanitary and Storm Sewers, and Water Service - from Main to Lot Line - each	
Minimum	50.00 65.00
Over 100 ft. - per foot	0.50
Storm Sewer from Main to Lot Line	
Minimum	50.00
Over 100 ft. - per foot	0.50
Water Service from Main to Lot Line	
2" or under	50.00
Over 2"	55.00
Sprinkler System Connection Charge	50.00 65.00
Water Distribution	50.00 65.00

ZONING

Zoning Review – Residential Addition or Accessory Structure	50.00 75.00
Zoning Review – Residential New Construction	125.00 150.00
Zoning Review – Commercial Accessory Structure	125.00 150.00
Zoning Review – Commercial Addition	250.00 300.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 210.00 / hr
Zoning Review – Commercial New Construction	350.00 500.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 210.00 / hr
Zoning Review – Sales of Property	

Residential	50.00	75.00
Commercial	150.00	200.00
Board of Appeals (Appeal of Interpretation, Special Exception, Variance)	200.00	250.00
Conditional Use Permit	125.00	250.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00	210.00 / hr
Conditional Use Solar System	75.00	
Design Review Board		
Residential		60.00
Commercial Level 1 – projects under \$25,000, including signs		100.00
Commercial Level 2 – new construction and projects over \$25,000		500.00
Design Adjustment		200.00
Special Exception – Signage		200.00
Planned Development District	500.00	
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr	
Plan Commission		
Planning Adjustment	200.00	250.00
Special Exception – Parking	200.00	250.00
Zoning / Lot Amendment Application Fee		500.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00	210.00 / hr
OTHER PERMITS		
Alter the Public Way - insurance and bond required	100.00	
Sidewalk Replacement/Excavation in Parkway		100.00
Driveway Approach/Apron – Residential		100.00
Driveway Approach/Apron – Commercial		150.00
Curb Line/Street Opening (5 Day Max)		
Residential Streets	150.00 per	opening/excavation
Oakland and Capitol	250.00 per	opening/excavation
plus Engineer/Staff Review Fees, as deemed necessary	200.00	210.00 / hr
Antennas		100.00
Beekeeping Permit		
Original application	25.00	100.00
Renewal application	10.00	50.00
Boiler Operator's Exam		25.00
Boiler Operator's License: New & renewal		40.00
Chicken Keeping Permit		
Original application		100.00
Renewal application		50.00
Erosion Control Permit *		250.00
*outside additional engineering costs may apply		
Obstruct the Public Right of Way – insurance required		
General Obstruction		75.00
Drive Lane Closure – Residential Streets		150.00
Drive Lane Closure – Capitol and Oakland		200.00
Full Street Closure – Residential Streets		200.00
Full Street Closure – Capitol and Oakland		250.00
Dumpster and Storage Units – Residential Streets (40 day limit)		75.00
Dumpster and Storage Units – Capitol and Oakland (40 day limit)		100.00
Bagster – parkway only (40 day limit)		75.00
Occupancy Permit - Initial:		

Commercial/ Industrial	150.00
Temporary Occupancy (each 30 day period)	25.00 50.00
New Residential – Per Unit	50.00
Residential Addition	25.00 50.00
Failure to procure permit before occupancy	Triple Fee
Occupancy Permit – Renewal or Amendment:	
Occupied space less than 400 sq. ft.	25.00 50.00
Occupied space 401 – 1000 sq. ft.	50.00 100.00
Occupied space 1001 sq. ft. or greater	75.00 150.00
Solid Landfill Permit	
 Transfer/Deposit	250.00
 Truck Permit	25.00
Special Privilege Permit (requires bond or insurance)	
General	
Residential	50.00
Commercial	100.00
Loading Zones (30 ft.)	
Application fees (annual)	
Initial or Modified (includes signage)	150.00
Renewal	100.00
Additional fees (annual)	
Zone up to 30 lineal feet	250.00
Each additional 10 lineal feet / portion thereof	100.00
Parklets	
Application fees (annual)	
Initial or Modified	250.00
Renewal	100.00
Additional fees (monthly)	
Per 20 lineal feet / portion thereof	75.00
Storm Water Management Permit – impervious surfaces	200.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Tax Incremental Finance Creation and Assistance	
Phase I application	\$5,500*
Phase II application	\$8,000*
*plus additional review fees, if required based on actual costs	
Temporary Storage Units & Temporary Dumpsters	
Storage Units on Private Property (less 20 days)	25.00
Dumpsters and Storage Units on Private Property (40 days)	50.00
Underground Tank Removal	
Less than 1,000 gallons – each	50.00 75.00
1,000 gallons – 2,000 gallons – each	100.00 125.00
Each add'l 1,000 gallons or fraction	10.00 25.00

POLICE DEPARTMENT

Bicycle Registration (Life of bike with same family in Shorewood)	10.00
Certifications (background check, notarized letter)	10.00

False Alarms	
Residential -- Second and subsequent false alarms fee	50.00
Commercial false alarm fee	100.00
Fingerprinting – resident/non-resident	12.00 20.00/25.00
No parking signs - usage fee	10.00
refundable deposit	10.00
Parking Ticket Forfeitures (per ordinance 500-49d7)	
Towing vehicles	
Administrative Fee	25.00
Plus Towing Costs	125.00
Unpaid Parking Tickets (per ordinance 500-49d7)	
Administrative fee	10.00
State Recording fee	5.00
Warrant Service Fee for serving others' warrants	25.00

PUBLIC WORKS DEPARTMENT

Disposal Fees (residents only):	
Car/Minivan	12.00
Truck/Van/ or SUV/Minivan (seats removed)	17.00
Cube van/moving truck	77.00
Trailers (additional)	7.00
Additional Dumping charges (residents only):	
Electronics	
TV's smaller than 32"	35.00
TV's 32" or larger	35.00
TV's with broken glass/housing	50.00
CPU computer towers	n/c
CRT computer monitors	10.00
All other small electronics (up to 5 items)	n/c
Tires (each)	4.00
Additional Kart Purchase (Refuse / Recycling / Compost)	65.00 70.00
Plus additional - annual collection charge (refuse only)	235.00
Special curbside pick-up:	
1/4 hr. & 500 lbs.	50.00
Each additional 1/4 hr.	20.00
Over 500 lbs. (non-recyclable) - per lb.	0.04
Trash left at curb with no special collection arranged plus \$5 photo documentation fee	Double fees

Curbside brush pick-up :	
First ¼ hour	Free
Each additional 1/4 hr.	20.00
 Delinquent Property Maintenance Enforcements:	
Snow Removal / Grass cutting / weeds	
Administrative fee	50.00
Plus costs of service	as required

WATER / SEWER UTILITY FEES

<https://www.villageofshorewood.org/877/Utility-Billing-Rates-and-Information>



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider extension to Waste Management recycling agreement

Date: 9/16/2024

Presenter: Leeann Butschlick, Public Works Director

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is not relevant history, N/A should be entered in this space.

The [current collections contract with Waste Management](#) was approved in 2017. Prior to that, services were also provided by Waste Management under a [contract issued in 2005](#) with an original 10-year term.

DATE	EVENT
October 2014	DPW staff preliminary evaluation completed; compilation of labor, maintenance and fuel costs; interviews with Shorewood and other municipal collections employees; review of metro area municipal collections services and best management practices; equipment data and demonstrations and preliminary RFP review and design.
3/2/2015	Village Board approves one-year contract extension with Waste Management ; identical terms
4/20/2015	Village Board approves contract with RW Management Group for collections review.
8/24/2015	Consultant collections report and evaluation presented to Village Board.
1/25/16	Village Board special meeting to evaluate collection alternatives for RFP (meeting materials)
2/16/16	Village Board discussion regarding RFP scope of services (meeting materials)
3/7/16	Village Board approves RFP document with two base level service delivery scenarios and collection frequency options. Pricing for all alternatives requested (meeting materials)
3/8/16	Request for Proposals issued
6/6/16	Village Board receives update on RFP response
10/17/16	Village Board presentation of RFP response cost alternatives (meeting materials)
11/7/16	Village Board establishes preferred service level option as “enhanced alley” and directs staff to request updated costs for both weekly and bi-weekly recycling collection (meeting materials)
1/3/17	RFP addendum issued.
3/6/17	Village Board awards contract to Waste Management (contract document)
3/20/17	Village Board authorizes purchase of refuse equipment (trucks) (meeting materials)
9/5/17	Village Board approves Transfer Station Operation Agreement with Whitefish Bay (extension)
October 2017	New contract pricing in effect
10/16/17	Village Board authorizes purchase of recycling carts (meeting materials)
March/April 2018	Recycling carts delivered to residences
February 2018	New trucks in service
July 2018	New compactor in service
October 2023	WM Contract term ends; service continues under original terms

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

The Village contracts with Waste Management for recycling services, including curbside residential collection, weekly servicing of street and park recycling cans, servicing of larger recycling units (dumpsters) at Village and School buildings and the maintenance of the containers at the recycling drop-off center in the DPW parking lot.

The most recent contract term concluded in October 2023. Given the discussion regarding the future of the Public Works facility at the time, Waste Management agreed to continue to provide the services at the previous contract terms. Given that nearly one year has passed with no conclusive determination about the future of the current facility make-up, WM has requested formal extension of the agreement.

The attached proposed contract document extends the terms of the previous contract.

As you know, the Village’s purchasing policy requires an RFP process for large value contracts every five years. Understanding the relative uncertainty regarding the future of the public work site and transfer station location and availability and the very significant amount of time and effort that goes into a collections RFP, staff requests an exception to the purchasing policy to allow for a year-to-year extension of the Waste Management contract at the terms agreed to in 2017. Staff believes these terms to be very favorable to the Village and anticipates that costs for this service would increase if proposals were requested under an RFP process.

Community and Business Outreach – *If applicable, did you notify the community groups and business that are directly impacted by this agenda item. Please specify in the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If yes, identify and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion of possible actions for this agenda item.*

Suggested motion: I move that a waiver of the purchasing policy requirement be granted and that an extension of the recycling services contract with Waste Management be approved.

Attachments –

Waste Management recycling contract

MUNICIPAL RECYCLING AGREEMENT

This Municipal Recycling and Solid Waste Agreement (the "Agreement") is entered into on _____, 2024 (the "Effective Date"), by and between the Village of Shorewood, a municipal corporation created under the laws of the State of Wisconsin ("Village"), and **Waste Management of Wisconsin, Inc.** ("WM"), a Wisconsin corporation.

Recitals

- A. The Village desires to provide its citizens with environmentally sound recyclable materials collection;
- B. WM and its affiliates have extensive experience in providing recyclable materials collection, disposal and processing; and
- C. The Village has determined that it would be in the best interests of its citizens to contract with WM for the collection of its residential recyclable materials according to the terms and conditions contained herein.

Agreements

I. DEFINITIONS

- a. Acceptable Waste – shall mean all non-hazardous solid waste generated by households in the ordinary course including food wastes and discarded papers, cardboard, plastics, cloth, glass and metal materials, but excluding Excluded Waste as defined herein. Waste shall be considered "Acceptable Waste" only if properly contained in dumpsters as described herein on the proper weekly collection day. As used herein, the term "waste" shall mean Acceptable Waste unless the context demonstrates otherwise. Title to Acceptable Waste shall transfer to WM upon collection in WM vehicles.
- b. Excluded Waste – shall mean, without limitation, any regulated quantity of a Hazardous Waste or Hazardous Substance as defined by federal, state or local laws or regulations; containerized wastes, the contents of which are not able to be identified; sludges; waste from a pollution control process or cleanup of a spill of a chemical substance or commercial product; waste tires; biohazards or regulated medical waste; friable asbestos; construction and demolition waste; soil, sod, tree branches and stumps; paint; motor oil; excessive storm debris or debris resulting from weather events such as hurricanes or tropical storms; or any item too large or heavy to be contained within Village issued Cart; or any material that is prohibited from being received, managed or disposed of at the recycling facility.
- c. Recyclables or Recyclable Materials – are defined in Exhibit A. Title to Recyclable Materials shall transfer to WM upon collection in WM vehicles.
- d. Residential Unit – shall mean a dwelling within the corporate limits of the Village. Apartment or condominium buildings with four (4) or more individual dwellings shall not be considered Residential Units and are, therefore, not covered by this Agreement.

II. TERM

The initial term of this Agreement shall be for five (5) years and three (3) months commencing on October 1, 2023, and ending on December 31, 2028, and thereafter shall automatically renew for successive renewal terms of one-year each, unless either Party gives the other Party written notice of its intention to terminate the Agreement at least three hundred and sixty-four (364) days prior to the end of the then-current term. All notices shall be served by certified mail, return receipt requested, or by a nationally recognized overnight courier service.

III. SERVICES

- a. WM shall furnish the labor, equipment, licenses, permits, and other requirements necessary to provide Recyclable Materials collection to all Residential Units of the Village, which currently consists of approximately 4160 Residential Units (the "Service"). As part of the Service, WM shall:
 - i. Cart Supply. Each Residential Unit has already been provided a Cart for Recyclable Materials. New Residential Units will be provided a 96-gallon Cart for Recyclable Materials by the Village, as Units are added to the Village. The Carts and equipment the Village furnishes Residents and the Village shall remain the Village's property.
 - ii. Residential Recyclable Materials Collection Frequency, Days and Times. WM shall provide recycling collection services to Residential Units on an every other week basis, subject to the terms and conditions in Exhibit A. WM reserves the right to change the service day with advance written notice to the Village and Residents. The Village and Residential Units shall ensure that only materials acceptable in accordance with Exhibit A are placed in the recycling containers. WM reserves the right to refuse recycling services where the materials are not properly segregated from waste or other non-recyclable material. Properties with alley access will be serviced via the alley.
 - iii. Village Owned Locations – Collections: WM shall furnish a dumpster and/or the Village will supply carts* and WM shall haul away Acceptable Waste and/or Recyclables at least once per week or as stated below at the following Village Owned Locations for the term of the Agreement. The dumpster and/or cart size can be adjusted for actual need upon mutual consent of the Village and WM.

Village Owned Location	Recyclables dumpsters and frequency of service	Acceptable Waste dumpsters and frequency of service
Village Hall	one (1) 2yd dumpsters serviced once weekly	three (3) 2yd dumpsters serviced once weekly
Lake Bluff Elementary	One (1) 4yd dumpster and eighteen (18) carts serviced once weekly	One (1) 6yd dumpster and one (1) 2yd dumpster serviced three days per week
Atwater Elementary School	One (1) 4yd dumpster serviced weekly	One (1) 6yd dumpster serviced three days per week
High School	One (1) 6yd dumpster and 25 carts* serviced weekly	Two (2) 6yd dumpsters serviced three days per week
Intermediary School	One (1) 6yd dumpster and 12 carts* serviced twice weekly	6yd dumpster serviced three days per week
Police Department	One (1) 2yd dumpster serviced weekly	One (1) 2yd dumpster serviced weekly
Library	One (1) 2 yd dumpster serviced weekly	One (1) 2yd dumpster serviced weekly
Street Cans and Parks carts located in various locations as mutually agreed to		

- iv. Exclusions from the Service – Notwithstanding anything to the contrary herein, the Service shall not include residential waste collection, yard waste collection, bulk or white goods collection, construction or demolition waste collection, or Christmas tree collection. Services to commercial establishments are not covered by this Agreement.
- v. Disposal. WM shall dispose or arrange to dispose of the Acceptable Waste collected under this Agreement only at landfills that are licensed and permitted to accept such waste material.
- vi. Holiday Schedule. The following shall be designated holidays on which the Service shall not be provided: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a designated holiday falls on a regularly scheduled Service day, the Service will be performed on the next weekday.
- b. Compliance with Laws. The Service shall be performed in accordance with all applicable statutes, laws, rules, regulations and ordinances.
- c. Personnel and Equipment. The Service shall be performed by properly trained and licensed personnel in adequate numbers and with adequate vehicles and equipment to complete the Service in a safe and timely manner.
- d. Complaints and Missed Pick-Ups. All complaints as to WM’s provision of the Service, including alleged missed pick-ups, shall be given prompt and courteous attention. WM shall attempt to resolve all complaints promptly, and shall cure all missed pick-ups that are not the result of *force majeure* events within one (1) weekday, conditions permitting.
- e. Anti-Discrimination. In performing the Service, WM shall not discriminate against any person on the basis of race, religion, sex, national origin, political affiliation, or physical and mental disability.
- f. Exclusive. The Village grants the exclusive right to perform the Services set forth in this Agreement. The Village agrees that it will not allow anyone other than WM to engage in the collection of residential Recyclables within the Village

IV. HOUSE COUNT AND ADJUSTMENTS

The estimated house count at the commencement of the term hereunder shall be 4,160 Residential Units; however, the Parties shall verify this house count prior to the initial billing under this Agreement and shall adjust the house count for billing purposes accordingly. Either Party may propose a prospective adjustment to the house count at any time during the term of this Agreement upon reasonable notice to the other Party, which adjustment shall be investigated jointly by the Parties to establish a new house count to apply thereafter. WM shall keep accurate route sheets and/or a Residential Unit database that shall be provided to Village promptly upon its request.

V. FEES AND PAYMENTS

- a. Service Fee per Residential Unit. The fee per Residential Unit, per month, shall be Three-dollars and ninety-cents (**\$3.90**). The monthly fee paid to WM by the Village shall be calculated based upon the current house count at the time each invoice is generated, times the fee per Residential Unit [*e.g.*, Current House Count x Fee = Monthly Invoice Amount].
- b. Service Fee for Village Owned Locations. The fee for Village Owned Locations, per month, shall be one-thousand eight-hundred and two dollars and twenty-five cents (\$1,802.25) for the commercial dumpster locations and one-hundred fifty-nine dollars and sixty-cents (\$159.60) for the street cans and park locations carts.
- c. Service Fee for Drop Off Center Recycling Container. The fee for the 30yd roll off container for Recyclables located at the Village’s Department of Public Works shall be four-hundred fifty-dollars (\$450.00) per month. This roll off container will be serviced twice per week.
- d. Annual Increase. Annually, the monthly fee per Residential Unit, Village owned locations, and the Drop Off Center Recycling Container, shall be adjusted on each anniversary of the effective date of this Agreement for increases in the Consumer Price Index (“CPI”) for Water, Sewer and Trash Collection Services published by U.S. Bureau of Labor Statistics, with such increases in CPI being measured from the Effective Date and shall not exceed five percent (5%).

e. Invoices and Payment. WM will submit monthly invoices to the Village and the Village shall have thirty (30) days from the invoice date to remit payment in full. Payment by Village shall be made by check or wire transfer or ACH debit. The maximum interest permitted by law shall be applied to balances due and unpaid after more than fifteen (15) days beyond the due date.

f. Changes in Law. Notwithstanding anything to the contrary in this Agreement, WM may modify the rates to account for any increase in costs due to uncontrollable circumstances, including, without limitation, changes in local, state or federal laws or regulations, disposal or processing costs, third party transportation costs, imposition of taxes, fees or surcharges, municipal franchise fee increases and acts of God such as floods, fires, etc.

VI. DEFAULT AND TERMINATION

The failure of either Party to perform a material obligation under this Agreement shall be considered a breach of this Agreement, and the breaching Party shall be in default. In the event of default, the non-defaulting Party shall give written notice of the default, and the defaulting Party shall have: (i) ten (10) days from the receipt of the notice to cure any failure to pay money under this Agreement, or (ii) thirty (30) days from the receipt of the notice to cure any other default under this Agreement. If the defaulting Party fails to cure the breach within the allotted time, the non-defaulting Party may, at its option, immediately terminate the Agreement. In the event of a default, the defaulting Party agrees to pay all damages caused by said default, to include, without limitation reasonable attorneys' fees and costs associated with enforcement of this Agreement. Under no circumstances shall the Parties be liable for any consequential, indirect, punitive or special damages for any alleged default under this Agreement.

VII. FORCE MAJEURE

WM's performance of the Service may be suspended and its obligations hereunder excused during the pendency of a cause or causes beyond its reasonable control, such as by way of example and not limitation: acts of war, public enemy, civil disturbance, riot or disorder; epidemic or pandemic; acts of God such as landslide, lightning, earthquake, fire, storm, the impending approach of a storm, or flood; explosion; restraining orders, interference by civil or military authorities, strike, statute, ordinance, government order or ruling; or other similar causes. In the event of an occurrence of a *force majeure* event, WM shall notify the Village immediately, in writing, describing the particulars of the circumstances preventing performance of the Service and its expected duration. Notice shall be provided after the effect of such occurrence has ceased.

VIII. INDEMNIFICATION

a. To the fullest extent permitted by law, the Village agrees to indemnify, defend, and hold WM harmless from and against all claims and actions, suits, debts, damages, liabilities and costs whatsoever, including but not limited to attorneys' fees and costs of defense, based upon or arising out of the Village's breach of this Agreement, and based upon or arising out of any injuries (including death) to persons, or damage to property, to the extent caused in whole or in part by the negligent acts or omissions of the Village, or any of its directors, officers, employees, agents, or subcontractors, in the performance of this Agreement.

b. WM agrees to indemnify, defend, and hold the Village harmless from and against all claims and actions, suits, debts, damages, liabilities and costs whatsoever, including but not limited to attorneys' fees and costs of defense, based upon or arising out of the breach of this Agreement, and based upon or arising out of any injuries (including death) to persons, or damage to property, to the extent caused in whole or in part by the negligent acts or omissions of WM, or any of its directors, officers, employees, agents, or subcontractors, in the performance of this Agreement.

c. Notwithstanding any provisions to the contrary, WM shall not be responsible for any damage to pavement or curbing that is the result of ordinary wear and tear during the performance of the Service.

d. The indemnification obligations of this section shall survive the termination or expiration of this Agreement for any reason.

IX. INSURANCE

WM shall maintain at its own cost and expense the following minimum limits of occurrence-based insurance during the term of this Agreement:

	<u>Type</u>	<u>Amount</u>
A.	Worker's Compensation	Statutory
B.	Employer's Liability	\$500,000
C.	Comprehensive General Liability	\$500,000 per occurrence \$1,000,000 aggregate
D.	Automobile Liability (owned and non-owned)	
	i. Bodily Injury	\$1,000,000 per occurrence
	ii. Property Damage Liability	\$500,000 per occurrence
E.	Excess/Umbrella	\$500,000 per occurrence

The Village, its elected and appointed officials and employees, shall be included as additional insured parties under the CGL, Automobile and Excess/Umbrella coverages. Prior to commencement of the Service, WM shall deliver to Village a certificate of insurance evidencing the required coverages. This certificate shall provide that any change restricting or reducing coverage, or the cancellation of any policies under which certificates are issued, shall not be valid unless at least 30 days' written notice of cancellation is provided.

X. MISCELLANEOUS PROVISIONS

a. Independent Contractor. WM shall perform the Service as an independent contractor. WM, its officers, employees, agents, contractors or subcontractors, are not and shall not be considered employees, agents or servants of the Village for any purpose whatsoever under this Agreement or otherwise. WM at all times shall have exclusive control of the performance of the Service. Nothing

in this Agreement shall be construed to give the Village any right or duty to supervise or control WM, its officers, employees, agents, contractors, or subcontractors, nor to determine the manner in which WM shall perform its obligations under the Agreement.

b. Amendments. No amendment to this Agreement shall be made except upon the written consent of both Parties.

c. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the Parties hereto with respect to the subject matter and supersedes any prior and contemporaneous agreements and understandings, express or implied.

d. Waiver. A waiver by either Party of any breach of any provision hereof shall not be taken or held to be a waiver of any subsequent breach, whether similar or dissimilar, or as a waiver of any provision itself. No payment or acceptance of compensation for any period subsequent to any breach shall be deemed a waiver of any right or acceptance of defective performance.

e. Severance. In the event that any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid, or unenforceable, the balance of this Agreement shall remain in effect and binding on the Parties.

f. Choice of Law. This Agreement shall be governed by the laws of the state where the services are being performed, without regard to choice of law rules.

g. Assignment. Neither Party may assign its rights and obligations under this Agreement without the prior written consent of the other Party, except that WM may assign its rights and obligations under this Agreement to any WM affiliate without the Village's consent. An assignment shall not relieve the assignee of any obligations under this Agreement.

h. Notice. All notices required or permitted under this Agreement shall be in writing and shall be personally delivered, sent by certified mail, return receipt requested, or by overnight courier, with copies to counsel for the respective Parties.

IN WITNESS THEREOF, the parties have executed this Municipal Recycling Agreement as of the Effective Date indicated above.

Waste Management of Wisconsin, Inc.

Village of Shorewood, WI

Signature:

Signature:

Printed
Name:

Printed
Name:

Title:

Title:

Exhibit A
SINGLE STREAM SPECIFICATIONS

RECYCLABLES must be dry, loose (not bagged), unshredded, empty, and include **ONLY** the following:

Aluminum cans	Newspaper
PET bottles with the symbol #1 - with screw tops only	Mail
HDPE plastic bottles with the symbol #2 (milk, water bottles detergent, and shampoo bottles, etc.)	Uncoated paperboard (ex. cereal boxes; food and snack boxes)
PP plastic bottles and tubs with symbol # 5 - empty	Uncoated printing, writing and office paper
Steel and tin cans	Old corrugated containers/cardboard (uncoated)
Glass food and beverage containers* - brown, clear, or green	Magazines, glossy inserts and pamphlets

NON-RECYCLABLES include, but are not limited to the following:

Plastic bags and bagged materials (even if containing Recyclables)	Microwavable trays
Porcelain and ceramics	Mirrors, window or auto glass
Light bulbs	Coated cardboard
Soiled paper, including paper plates, cups and pizza boxes	Plastics not listed above including but not limited to those with symbols #3*, #4*, #6*, #7* and unnumbered plastics, including utensils
Expanded polystyrene	Coat hangers
Glass and metal cookware/bakeware	Household appliances and electronics,
Hoses, cords, wires	Yard waste, construction debris, and wood
Flexible plastic or film packaging and multi-laminated materials	Needles, syringes, IV bags or other medical supplies
Food waste and liquids, containers containing such items	Textiles, cloth, or any fabric (bedding, pillows, sheets, etc.)
Excluded Materials or containers which contained Excluded Materials	Napkins, paper towels, tissue, paper plates, and paper cups
Any paper Recyclable materials or pieces of paper Recyclables less than 4" in size in any dimension	Propane tanks, batteries

DELIVERY SPECIFICATIONS:

Material delivered by or on behalf of Customer may not contain Non-Recyclables or Excluded Materials. "Excluded Materials" means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous or toxic substance or material, or regulated medical or hazardous waste as defined by, characterized or listed under applicable federal, state, or local laws or regulations, materials containing information (in hard copy or electronic format, or otherwise) which information is protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances or other materials that are deleterious or capable of causing material damage to any part of Company's property, its personnel or the public or materially impair the strength or the durability of Company's structures or equipment.

Company may reject in whole or in part, or may process, in its sole discretion. Company reserves the right upon notice to discontinue acceptance of any category of materials set forth above as a result of market conditions related to such materials and makes no representations as to the recyclability of the materials. Collected Recyclables for which no commercially reasonable market exists may be landfilled.



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider services agreement for turf maintenance 2025-2027

Date: September 16, 2024

Presenter: Leeann Butschlick

Department: Public Works

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is not relevant history, N/A should be entered in this space.

- 1992 Shorewood begins contracting turf maintenance
- 2005 Village begins using some organic components under a pilot program at the Village Center
- 2006 Menlo Boulevard added to natural turf maintenance pilot program
- 2009 Village adopts natural turf management of all municipal turf lawn. Program is pesticide/herbicide free and includes managed cutting to promote root development and control weed growth.
- 2009 Village contracts with Green Team for turf management services.
- 2015 Village of Shorewood is awarded [MMSD Green Luminary Award](#) for natural turf management
- 11/19/2018 Contract awarded to Green Team for 2019-2021 seasons.
- 5/3/2021 Contract awarded to Villani Landshapers for 2022-2024 seasons.
- 2/5/2024 Village Board approves issuance of RFP for 2025-2027 contract term
- 5/20/2024 Village Board directs staff to separate natural turf management tasks from the mowing agreement and negotiate proposals from vendors

Agenda Item Discussion – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

Please recall that a Request for Proposals was issued for the Village’s Natural Turf management earlier this year. The only response received was submitted by the current contractor, Villani Landshapers. The Village’s previous natural turf contactor declined to submit despite a specific request by staff.

During a May 2024 review of the item, staff suggested that the natural turf management tasks may be impacting the interest of area mowing contractors and provided an option to bring those specific tasks in-house. Following discussion, the Board directed staff to contact vendors and negotiate proposals for turf mowing only services.

Earlier this year, staff did not recommend award of the contract to Villani based upon past performance issues. There has been substantial staff turnover at the company and, as of late, the performance has shown improvement.

Mowing-only Service Proposals

Staff contacted approximately 10 additional vendors. Villani was also given the opportunity to submit a mowing-only proposal. Three updated proposals were received and are summarized below:

	Proposal Cost	Est. per cut cost (26)
Cruz	80,470	3,095
David J Frank	58,980	2,268
Villani Landshapers	28,080	1,080

Staff estimates the cost of the annual natural management tasks, performed in-house, to be an additional \$4,000. This amount includes the necessary equipment rental and materials (Milorganite, seed) but does not include labor costs.

Staff has no experience working with either Cruz or David J. Frank. Cruz was suggested by a school district staff member and David J. Frank is one of the largest landscape contractors in the Metro area.

Fiscal Note – *Please include the budget impact for this agenda item.*

Funding for this item is allocated in the annual Public Works operating budget through line item 100-3620-52940. The 2024 allocation is \$48,000.

The submitted 2025 DPW operating budget included the cost of the original David J. Frank services and staff-performed natural lawn maintenance tasks at a total cost of \$67,700. That amount would decrease by approximately \$35,000 if the work were awarded to Villani.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If yes, identify what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion of possible actions for this agenda item.*

Given the significant cost difference, staff recommends the work be awarded to Villani Landshapers. Please note that the suggested motion does not include a total contract amount as the cost will vary dependent upon the total number of cuts each season; rather it references the proposal which details the costs per cut for each area in the Village.

Suggested motion: *I move acceptance of the proposal from Villani Landshapers, Inc. for mowing-only services for 2025-2027.*

Attachments and Links – The following PDF documents are attached or linked:

- Cruz proposal
- David J. Frank proposal REVISED
- Villani Landshapers proposal REVISED

September 10, 2024

Ben Habanek
The Village of Shorewood
3801 N Morris Blvd
Shorewood, WI 53211



2025 GROUNDS MAINTENANCE AGREEMENT

David J. Frank Landscape Contracting Inc. agrees to provide landscape horticultural services as set forth in the attached schedules and to furnish the labor, equipment, and materials necessary to perform these services in an efficient and professional manner.

The client agrees to pay David J. Frank Landscape Contracting, Inc. the following amounts:

1-year Contract Option:

2025: \$58,980.00 tax exempt

Services rendered will be billed at the end of each month April - November

3-year Contract Option:

2025: \$58,980.00 tax exempt

Services rendered will be billed at the end of each month April - November

2026: \$58,980.00 tax exempt

Services rendered will be billed at the end of each month April - November

2027: \$58,980.00 tax exempt

Services rendered will be billed at the end of each month April - November

This proposal may be withdrawn by us if not accepted within 60 days.

Terms: Net due 30 days from invoice. A finance charge of 1% will be added to any unpaid account 30 days past due for each month or part thereof that any part of the balance due remains unpaid.

Sincerely,

Meridith Wagner
David J Frank Landscape Contracting, Inc.

Client Acceptance

Date

N120 W21350 Freistadt Road
P O Box 70
Germantown, WI 53022
Tel: 262-255-4888
Fax: 262-628-4729
mail@davidjfrank.com



Proposal No. 240113

Prepared for
Leeann Butschlick

By
Dan Glidden

VoS - Natural Turf Maintenance 25-27
3801 N Morris Boulevard
Shorewood, WI 53211

Hubbard Park Services

Hubbard Park Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and/or steel blade stick edged as needed throughout the mowing season.

Price for Each Hubbard Park Mowing: \$148.61

Hubbard Park Rough Cutting

Rough Cutting service to be performed for two wild areas on top of footbridge over Capitol Dr. To be scheduled for late summer.

Price for Each Hubbard Park Rough Cutting: \$212.31

Village Center Services

Village Center Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and/or steel blade stick edged as needed throughout the mowing season.

Price for Each Village Center Mowing: \$89.41

Atwater Park Services

Atwater Park Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each Atwater Park Mowing: \$67.07

Humble Park Services

Humble Park Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each Humble Park Mowing: \$22.37

Police Dept Services

Police Dept Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each Police Dept Mowing: \$22.35

Wilson Drive Services

Wilson Drive Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Menlo Blvd Services

Menlo Blvd Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each Menlo Blvd Mowing: \$134.11

Triangle Park Services

Triangle Park Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each Triangle Park Mowing: \$44.69

Capitol Drive Services

Capital Drive Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each Capital Drive Mowing: \$22.37

River Park Parking Services

River Park Parking Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each River Park Parking Mowing: \$111.74

River Park Fields Services

River Park Fields Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 24 mowing visits, typically on a 7 to 10-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each River Park Fields Mowing: \$237.99

Misc Islands Services

Misc Islands - Bi Weekly Mowing

Mowing of turf will be performed based on contract specifications. This contract includes 12 mowing visits, typically on a 10 to 14-day rotation. Turf grass shall be cut no more than once weekly if necessary to remove no more than 1/3 of the grass blade. This contract calls for cutting height to be no lower than 4". Mowing patterns will be alternated on a weekly basis to lessen soil compaction and turf rutting as long as area allows this for this type of rotation. Excess watering or heavy rains for any period of time may cause peel marks in the turf panels especially on hills, ditch lines and confined areas due to the hydrostatic turning which will be addressed on a case by case basis in which Villani Landshapers will repair within reason. Collection of paper debris, sticks and twigs before or during fine turf mowing services. Grass clippings will be mulched during fine turf mowing under normal conditions. Blow and/or sweep clippings from paved and planting bed areas as necessary. All trees rings, posts, bed edges, fire hydrants, etc. will be line trimmed and or steel blade stick edged as needed throughout the mowing season.

Price for Each Misc Islands - Bi Weekly Mowing: \$111.73

CONTRACT TERMS

Villani Landshapers reserves the right to re-bid any proposals that are not accepted within 30 days of the bid date listed on bottom of page. If a snow proposal is not accepted within 21 days, we reserve the right to decline the opportunity due to capacity limits. Landshapers shall, upon request, provide to the Property Manager/Owner, or their designated representative, evidence of the following insurance coverage: Workman's Compensation, General Liability and Property Damage Liability. All work will be completed in a workmanlike manner according to standard industry practices. Any alteration or deviation from the above specifications, except as noted herein, will be performed only upon the customers' written order, and will become a modification of the charges of this contract. The contractor will do his utmost to maintain the performance schedules outlined in this contract, but the contractor cannot be held responsible for delay in performance due to exceptional weather conditions. Fuel & material costs, situations beyond the contractors control (acts of God). Landshapers reserves the right to add surcharges reflective of actual increases in costs (as a result of unforeseen supply and demand that causes prices to fluctuate) to any seasonal or per-service contracts at any time upon 10 days written notice. Time and Material not listed above will be an extra charge.

Alterations / deviations to contract if applicable:

Initials of Landshapers Representative: _____

Initials of Property Manager: _____

TIME & MATERIAL RATES	
Maintenance Services:	\$60.00 per Hour
Lawn Care Services:	\$70.00 per Hour
Debris:	\$35.00 per Cubic Yard
Materials:	Bid Separately per Item

PAYMENT TERMS:

Net 30 Days: This contract is for the period beginning on 4/1/2025 and ending on 11/30/2027. A service charge of 1.5% per month will be charged on all balances over 30 days. This contract can be cancelled by either party with a 45 day written notice via certified mail. Landshapers reserves the right to stop all services on past due accounts. Within 5 days of early termination, Landshapers will provide a final invoice of all monies due and that invoice is due on receipt. Applicable sales tax will be added to all invoicing.



Job #: 240113

Name: VoS - Natural Turf Maintenance 25-27

ACCEPTANCE OF PROPOSAL:

The above price(s), specifications, and conditions are satisfactory and hereby accepted. Villani Landshapers Lawn & Landscape Maintenance Inc., is authorized to do the work specified. I understand and agree to the terms and conditions listed on this proposal and that this proposal becomes a legally binding contract upon acceptance.

Authorized Signature: _____ Date: _____

Representative: Villani Landshapers

Authorized Signature: _____ Date: _____

Print As Signed Above: _____



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider streetscape maintenance agreement 2025-2027

Date: September 16, 2024

Presenter: Leeann Butschlick

Department: Public Works

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is not relevant history, N/A should be entered in this space.

- 2010 WisDOT reconstruction of E. Capitol Drive within Shorewood limits
 - 2011 Capitol Drive project landscaping installed includes 7,500 SF median planting beds and 41,00 SF of right-of-way planting area
 - 2011 Village contracts with Green Team for streetscape maintenance
 - 9/2018 Completion of Wilson Drive adds approximately 3,900 SF median plantings and 3,000 SF right-of-way plantings
 - 11/19/2018 Village contracts with Villani Landshapers for 2018-2021 streetscape maintenance
 - 5/3/2021 Village contracts with Villani Landshapers for 2022-2024 streetscape maintenance
 - 2/5/2024 Village Board approves 2025-2027 Streetscape Maintenance RFP
-

Agenda Item Discussion – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

Please recall that an RFP was issued for streetscape maintenance services earlier this year. Two proposals were received and are summarized below:

	Year 1 price
SJ Landscaping	67,809
Villani Landshapers	25,039

The current contract is held by Villani; their proposal, which addressed all items in the RFP.

Fiscal Note – Please include the budget impact for this agenda item.

Funding for this item is allocated in the annual Public Works operating budget through line item 100-3610-52940. The 2024 budgeted amount is \$24,000.

Community and Business Outreach – If applicable, did you notify the community groups and business that are directly impacted by this agenda item. Please specify in the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.

Yes No

If yes, identify what community groups and businesses were notified.

Action Required / Recommended –

Suggested motion: I move acceptance of the proposal from Villani Landshapers, Inc. for streetscape maintenance services for 2025-2027 at an annual cost of \$25,039.00.

Attachments – The following PDF documents are attached:

1. SJ Landscaping proposal
2. Villani proposal

COST PROPOSAL FORM
SHOREWOOD STREETScape MAINTENANCE

2025	Cost	Estimated Hours
Task 1	\$36,737.00	30-40 mh / service
Task 2 (except bioswale)	\$5,500.00	Incl Planting Maint
bioswale device maintenance	\$18,822.00	Incl Bio Maint
Task 3	\$5,000.00	Dep. on need.
Task 4	\$1,500.00	1 mh / service
Task 5	\$250.00	1 -2 man hours
TOTAL	\$67,809.00	

2026	Cost	Estimated Hours
Task 1	\$37,839.00	30-40 mh / service
Task 2 (except bioswale)	\$5,665.00	Incl Planting Maint
bioswale device maintenance	\$19,386.00	Incl Bio Maint
Task 3	\$5,150.00	Dep. on need.
Task 4	\$1,545.00	1 mh / service
Task 5	\$258.00	1-2 man hours
TOTAL	\$69,843.00	

2027		
Task 1	\$38,975.00	30-40 mh / service
Task 2 (except bioswale)	\$5,835.00	Incl Planting Maint
bioswale device maintenance	\$19,968.00	Incl Bio Maint
Task 3	\$5,305.00	Dep. on need.
Task 4	\$1,592.00	1 mh / service
Task 5	\$265.00	1-2 man hours
TOTAL	\$71,940.00	



Proposal No. 240112

Prepared for
Leeann Butschlick

By
Dan Glidden

VoS Streetscape Landscape - Maitenance 25-27
3801 N Morris Boulevard
Shorewood, WI 53211

Maintenance Services

1 Visit - Labor to Install Client Provided Mulch

Includes Bed Edging in Early Spring of any planting bed or tree circle adjacent to turf. Edge to be approx. 3-4" deep using spade shovel

Install 1" of Client provided mulch to all applicable landscape beds

Does not include biofilters

1 Visit - Spring Cleanup

Performed in early spring as weather allows typically late March through April.

Remove winter debris (branches, garbage, etc.,) and leaf accumulations from turf areas, planting beds, and paved surfaces.

Sweep or blow paved surfaces to clear debris. This does not include parking lots, roadways, and curb lines.

Cutback ornamental grasses and perennials left standing for winter interest.

Prune deciduous shrubs such as spirea, potentilla, sumac, diervilla, and hydrangea to deadhead and/or reduce in size. Prune deadwood from roses. Prune winter damage in evergreens and shrubs.

Remove minor clumps of turf or replace displaced turf from snowplow damage.

1 Visit - Spring Cleanup

Performed in early spring as weather allows typically late March through April.

Remove winter debris (branches, garbage, etc.,) and leaf accumulations from turf areas, planting beds, and paved surfaces.

Sweep or blow paved surfaces to clear debris. This does not include parking lots, roadways, and curb lines.

Cutback ornamental grasses and perennials left standing for winter interest.

Prune deciduous shrubs such as spirea, potentilla, sumac, diervilla, and hydrangea to deadhead and/or reduce in size. Prune deadwood from roses. Prune winter damage in evergreens and shrubs.

Remove minor clumps of turf or replace displaced turf from snowplow damage.

24 Visits - Bed Care

Includes Weed Control in Paver Areas
All Natural, No Pesticides

Hand weed and/or apply liquid herbicide to landscape beds, tree rings, paved surfaces, and refuse areas to maintain a weed free appearance. Plant material and trees will be monitored for watering, insect and disease, and other environmental issues. You will be notified of any problems and a treatment program would be proposed separately. This proposal is based upon the number of visits specified in your proposal. If additional visits are required above those budgeted for the season, it will be brought to your attention by your client service representative prior to work being completed.

24 Visits - Horticultural Services

Includes Hand Pruning of Shrubs to Keep a Natural Look
Includes Deadheading and Bulb Foliage Removal

Deadhead and stake perennials as needed throughout the season. Transplanting of plant material. Identify and treat for insect and disease issues (separate proposal may be required for materials). Hand prune small ornamental trees under fifteen (15) feet. Trim and hand prune shrubs outside of normal shrub trimming contract. Other gardening type requests can be performed under this service.

1 Visit - Rough Cutting

Rough Cutting to be performed on the top of the walking bridge over Capital Drive. Cut at 3" (Both Sides)

1 Visit - Fall Cleanup

Fall Cleanup: (1 visit in November) Remove leaves and debris from turf, planting beds, parking lot curb lines, and sidewalks. Cut back perennials. Some perennials and ornamental grasses will be left standing for winter interest. A discussion with your client service representative can outline which plants can be left standing. Remove summer annuals or fall mums. Mow fine turf areas short for winter. Cut back certain shrubs to reduce in size and to shape (i.e., spirea, potentilla). This can also be done during spring cleanup. Remove all debris from site. Note: If service is interrupted due to early snowfall, a partial clean up may only be performed or the service may not be completed. Service would then resume in spring of the following season. No refunds will be given since services will be completed the following season. Several species of trees hold their leaves beyond the cleanup season and will need to be cleaned up in spring.

24 Visits - Porting Service

Includes Debris in Biofilters and Landscape Beds
Includes Landscape Debris, Leaves & Branches

Remove all debris/litter in parking areas, curbsides, and dumpster areas. If applicable, empty outside refuse containers.

Total All Services: \$25,039.00

Sales Tax: \$0.00

Total: \$25,039.00

8 Monthly Payments of: \$3,129.88

CONTRACT TERMS

Villani Landshapers reserves the right to re-bid any proposals that are not accepted within 30 days of the bid date listed on bottom of page. If a snow proposal is not accepted within 21 days, we reserve the right to decline the opportunity due to capacity limits. Landshapers shall, upon request, provide to the Property Manager/Owner, or their designated representative, evidence of the following insurance coverage: Workman's Compensation, General Liability and Property Damage Liability. All work will be completed in a workmanlike manner according to standard industry practices. Any alteration or deviation from the above specifications, except as noted herein, will be performed only upon the customers' written order, and will become a modification of the charges of this contract. The contractor will do his utmost to maintain the performance schedules outlined in this contract, but the contractor cannot be held responsible for delay in performance due to exceptional weather conditions. Fuel & material costs, situations beyond the contractors control (acts of God). Landshapers reserves the right to add surcharges reflective of actual increases in costs (as a result of unforeseen supply and demand that causes prices to fluctuate) to any seasonal or per-service contracts at any time upon 10 days written notice. Time and Material not listed above will be an extra charge.

Alterations / deviations to contract if applicable:

Initials of Landshapers Representative: _____

Initials of Property Manager: _____

TIME & MATERIAL RATES	
Maintenance Services:	\$60.00 per Hour
Lawn Care Services:	\$70.00 per Hour
Debris:	\$35.00 per Cubic Yard
Materials:	Bid Separately per Item

PAYMENT TERMS:

Net 30 Days: This contract is for the period beginning on 4/1/2025 and ending on 11/30/2027. A service charge of 1.5% per month will be charged on all balances over 30 days. This contract can be cancelled by either party with a 45 day written notice via certified mail. Landshapers reserves the right to stop all services on past due accounts. Within 5 days of early termination, Landshapers will provide a final invoice of all monies due and that invoice is due on receipt. Applicable sales tax will be added to all invoicing.



Job #: 240112

Name: VoS Streetscape Landscape - Maitenance 25-27

ACCEPTANCE OF PROPOSAL:

The above price(s), specifications, and conditions are satisfactory and hereby accepted. Villani Landshapers Lawn & Landscape Maintenance Inc., is authorized to do the work specified. I understand and agree to the terms and conditions listed on this proposal and that this proposal becomes a legally binding contract upon acceptance.

Authorized
Signature: _____ Date: _____

Representative: Villani Landshapers

Authorized
Signature: _____ Date: _____

Print As Signed Above: _____



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider 2025 budget poll.

Date: September 16, 2024

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History

September 3, 2024 – the Village Board approved a 2025 budget public engagement plan that included a poll to the community.

Overview

Attached please find the draft poll. At the meeting on Monday the Village Board is requested to provide comments and suggestions for improvement. At the conclusion of the meeting, the Village Board will be requested to approve the poll content for distribution to the community on September 17, 2024.

Financial Impact: n/a

Possible motions:

"I move to approve the 2025 budget poll with the following revisions (list here)."

Attachments:

1. Draft 2025 budget poll

Let's Talk: High Impact Options Poll - 2025 Budget Communications

Thank you for participating in the 2025 budget process.

Some or all the options identified in the poll may be implemented with the 2025 budget. By completing this poll, you will prioritize your preference for each item.

Please visit the website at www.villageofshorewood.org/letstalk to review the materials.

* Indicates required question



High level options for consideration

These high impact options will be considered in the 2025 budget. To learn more about each option, please click below.

Levy Increases ([Link](#) to materials)

Recycling-Refuse charge ([Link](#) to materials)

Vehicle registration fee ([Link](#) to materials)

Streetlight system replacement charge ([Link](#) to materials)

Parking utility fund balance ([Link](#) to materials)

Delay capital equipment purchases/establish capital equipment policy ([Link](#) to materials)

RANKING OF OPTIONS

1. Given what you know about each of the options, please rank the options in order of your preference (click one response per column). *

Mark only one oval per row.

	1st choice	2nd choice	3rd choice	4th choice	5th choice	6th choice
Levy Increases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recycling-Refuse charge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vehicle Registration fee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Streetlight system replacement charge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking utility fund balance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delay capital equipment purchases/establish capital equipment policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Levy Increases

2. Do you have any comments to add about levy increases? *

Mark only one oval.

- Yes Skip to question 3
- No Skip to question 4

Comments: Levy Increases

3. Comments: Levy Increases

Recycling-Refuse Charge

4. Do you have any comments to add about a Recycling-Refuse charge? *

Mark only one oval.

Yes *Skip to question 5*

No *Skip to question 6*

Comments: Recycling-Refuse charge

5. Comments: Recycling-Refuse charge

Vehicle Registration fee

6. Do you have any comments to add about a Vehicle registration fee? *

Mark only one oval.

Yes *Skip to question 7*

No *Skip to question 8*

Comments: Vehicle registration fee

7. Comments: Vehicle registration fee

Streetlight system replacement charge

8. Do you have any comments to add about a Streetlight system replacement charge? *

Mark only one oval.

Yes *Skip to question 9*

No *Skip to question 10*

Comments: Streetlight system replacement charge

9. Comments: Streetlight system replacement charge

Parking Utility fund balance

10. Do you have any comments to add about using the Parking utility fund balance?

Mark only one oval.

Yes *Skip to question 11*

No *Skip to question 12*

Comments: Parking Utility fund balance

11. Comments: Parking Utility fund balance

Delay capital equipment purchases and establish capital equipment policy

12. Do you have any comments to add about delaying capital equipment purchases and/or establishing a capital equipment policy?

Mark only one oval.

Yes Skip to question 13

No Skip to question 14

Comments: Delay capital equipment purchases and establish capital equipment policy

13. Comments: Delay capital equipment purchases and establish capital equipment policy

Addition of Parking meters

14. In 2022, the Village Board explored the idea and decided not to proceed with the installation of parking meters in the business corridor (Oakland Ave. and Capitol Dr.). Should the Village Board reconsider this decision and explore the idea of parking meters in the Village?

Mark only one oval.

Strongly agree

Agree

Neutral

Disagree

Strongly disagree

15. Do you have any comments to add about the installation of parking meters in the business corridor?

Mark only one oval.

Yes *Skip to question 16*

No

Comments: Parking meters

16. Comments: Parking meters

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Google Forms

PROCLAMATION

LAKE BLUFF 100TH ANNIVERSARY

WHEREAS, Lake Bluff Elementary was designed for children and meant to be a comfortable place to stimulate their imagination and to help master their basic skills and grow physically and socially; and

WHEREAS, the Village of Shorewood continues to celebrate the Historical Society's focus on the immense growth that has transformed the Village in the decade of the 1920s; and

WHEREAS, the Village of Shorewood realizes that we are, indeed, fortunate to have such a historically rich environment in our mile-by-mile square Village; and

WHEREAS, the Historical Society's founders' mission was to enhance life in the Village by providing context from the past to help explain and enrich the present and support wise future decisions; and

WHEREAS, the 100-year-old Eschweiler and Eschweiler designed Lake Bluff School still serves us well today, is an excellent example of that mission;

NOW THEREFORE, BE IT RESOLVED that the Village recognizes Lake Bluff 100th Anniversary.

DATED at Shorewood, Wisconsin this 16th day of September, 2024.

Ann McKaig, Village President
Village of Shorewood