

VILLAGE OF SHOREWOOD HILLS

BOARD OF TRUSTEES

Meeting Announcement & Agenda at 7:00 p.m.

Monday, October 17, 2016

Village Hall, 810 Shorewood Boulevard

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Procedures Orientation
5. Appearances and Communications
 - i) Pellitteri Waste Systems
6. Board Matters
 - A. Payment of Bills
 - B. Consent Agenda
 - i) September 19, 22 and 26 regular and closed session minutes
 - ii) Solicitors Permit - Wisconsin Public Television
 - iii) Set \$15.00 hourly wage for LTE Public Works seasonal worker Kira Reuchel effective September 19, 2016
 - iv) Set \$12.00 hourly wage for Forestry LTE seasonal worker Carter Thomas
 - v) Hire and set wage for Police Patrol Officer John Pierce at Step 4 Grade 12 \$22.94 per hour
 - vi) Adopt organ donor policy
 - C. Ordinances
 - D. New Business Resolutions and Motions
 - i) Consider contract award for assessing and revaluation services
 - ii) Consider whether to require affordable units as part of Boulevard project
 - iii) Consider extension of Resolution R-2015-11 providing a health insurance opt out incentive
 - iv) Consider extension of contract for waste and recycling collection services
 - E. Appointments
7. Reports of Officials and Committees
 - A. Village President
 - B. Village Administrator
 - C. Personnel Committee
 - D. Finance Committee
 - E. Plan Commission
 - F. Public Works Committee
 - G. Services Committee
 - H. Public Health & Safety Committee
 - I. Recreation Committee
 - J. Ad hoc Post Farm Park Playground Committee
 - K. Parks Committee

L. Pool Committee

Please take notice that the Board may adjourn to Closed Session as per §19.85(1)(e) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and bargaining reasons and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in closed session (concerning property tax litigation brought by Walgreens, assessing services, The Boulevard Tax increment agreement).

8. Adjourn

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.

NOTES TO THE AGENDA OCTOBER 17, 2016

Appearances and Communications

Pellitteri Waste Systems – A representative from Pellitteri will present an overview of operations, be available to answer questions and review the proposed contract extension that is on the agenda for consideration. Information related to this matter is enclosed in your packet and an action item is included later on the agenda.

Board Matters

Payment of Bills –September prepaids: \$52,994.64 October bills: \$92,110.58
Total: \$145,105.22

Consent Agenda

September 19, 22 and 26 regular and closed session minutes –Enclosed.

Solicitors Permit - Wisconsin Public Television- Enclosed and recommended for approval.

Set \$15.00 hourly wage for LTE Public Works seasonal worker Kira Reuchel effective September 19, 2016 - The Personnel Committee recommends a wage increase for seasonal employee Kira Reuchel from \$10.50 per hour to \$15.00 per hour. This is the second summer season that Ms. Reuchel has worked for the Village. She now has completed her B.S. and has been looking for work in and out of her field that will pay more. We are currently one FTE short in Public Works and are not in a position to fill that position until we know for sure whether the incumbent will be coming back to work or will end his employment here and retire.

With leaf season approaching, it will be very helpful be at full staff and Ms. Reuchel has informed us she is able to continue in seasonal status until mid-November. She is an excellent employee. By mid-November we will likely know the status of the FTE. If he is not able to return to work, we can also likely delay a new FTE hire until after this winter as the Forester is able and willing to help with winter snow plowing activities. Up until the opportunity with Ms. Reuchel surfaced, the Crew Chief was planning to recommend the hire of a new part time employee at a pay rate of \$15 per hour to assist the crew, in a more limited capacity than what Ms. Reuchel will provide. The Village is also not paying the budgeted wages for one FTE and that also results in a cost saving. See September 21 Personnel minutes also.

Set \$12.00 hourly wage for Forestry LTE seasonal worker Carter Thomas –See September 21 Personnel Committee minutes for recommendation.

Hire and set wage for Police Patrol Officer John Pierce at Step 4 Grade 12 \$22.94 per hour
See September 21 Personnel Committee minutes and enclosed memo from Police Chief Pine.

Adopt organ donor policy - The Personnel Committee recommended at their October 12 meeting that Village adopt the enclosed policy. A copy of the applicable state statute requiring the policy is also enclosed. The Village fits into the less rigorous 25 -50 employee category. The following background is excerpted from correspondence with legal counsel.

Effective July 1, 2016, Wisconsin's Bone Marrow and Organ Donation Leave Act took effect, which provides qualifying employees with the right to take leave from work for the purposes of serving as a bone marrow or organ donor.

The new law requires that all employers with 50 or more employees display a copy of a poster in one or more conspicuous places. Employers with 25 or more employees are required to post their particular leave policy for bone marrow and organ donation leave. The penalty for not posting the poster is \$100 for each offense. A copy of the poster may be obtained from the Department of Workforce Development's website

It is also recommended that employers place a copy of their bone marrow or organ donor leave policy in their handbooks.

The donor leave law is very similar to the Wisconsin Family and Medical Leave Act. While there are no regulations published yet for the donor law, many of the definitions in the law are identical or similar to those in the WFMLA and it is likely the laws will be interpreted similarly.

The donor leave law applies to all employers in Wisconsin who employ at least 50 employees on a "permanent basis." However, only employees who have worked for the employer for 52 consecutive weeks and have worked at least 1,000 hours in the last 52 weeks are eligible for leave to serve as a bone marrow or organ donor. The employee may take up to six weeks of leave in a twelve-month period for the purpose of serving as a bone marrow or organ donor, and may only take leave for the period necessary for the employee to undergo their donation procedure and to recover from the procedure. It is likely that the "12-month period" during which leave is counted will be the calendar year; the anticipated regulations will likely clarify this point.

An employee who wishes to request donor leave must give notice of the need for leave in a reasonable and practicable manner and must schedule the donation procedure so that it does not unduly disrupt the employer's operations, subject to the approval of the donee's healthcare provider.

As a condition of approving the leave, the employer may require medical certification that states the following: (1) the donee has a serious health condition that necessitates a bone marrow or organ transplant; (2) the employee is eligible and has agreed to be a bone marrow or organ donor for the donee; and (3) the amount of time expected to be necessary for the employee to recover from the donation procedure.

Employees may substitute paid or unpaid time or any other type provided by the employer. Employees who take donor leave are not entitled to any right, employment benefit, or position to which they would not otherwise have been entitled had the leave not been taken. Employees are also not entitled to the accrual of any seniority or employment benefit during a donor leave. On the hand, employers may not reduce or deny any benefit that accrued prior to the employee's leave. In addition, an employee who takes donor leave must be returned to his or her former

position, or if that position is not vacant, the employee must be returned to a position with equivalent pay, benefits, working shift, hours, and other terms and conditions of employment. If the employee wishes to return to work prior to the end of the scheduled leave, the employer must return the employee to work within a reasonable time.

Employees who claim a violation of the bone marrow or organ donor leave laws may file administrative complaints similar to those authorized under the Wisconsin FMLA. As with the Wisconsin FMLA, employees have 30 days from the date of the alleged violation, or from the date the employee should reasonably have known of the violation, to file a complaint.

This Bone Marrow and Organ Donation Law poster requirement serves as a reminder that employers who have not reviewed their handbooks or posters recently should do so as laws are frequently being added or modified.

New Business Resolutions and Motions

Consider contract award for assessing and revaluation services – Trustees Benforado, Wade Clerk Colleen Albrecht and Administrator Karl Frantz over the course of four hours’ interviewed and then evaluated assessment service proposals. In depth reference checks and significant independent research was also undertaken. The interview group is recommending that Associated Appraisal Consultants be retained by the Village to perform a 2017 full revaluation and then to provide maintenance services in years 2108 – 21. The cost of the full revaluation is \$42,500 and annual maintenance is \$8,000. A compensation proposal is enclosed. Staff recommends that the Village use the payment plan option, the payment plan option results in the same total cost over the course of the contractor but is \$10,500 less upfront. This option preserves fund balance as much as possible. The Village may be borrowing for a storage facility and TIF projects in the near term and a higher fund balance will be helpful when and if a financing is rated. The relative cost of the two proposals are nearly identical so cost is not a factor. That is a good position to be in, especially when evaluating professional services. If a closed session is necessary due to bargaining reasons it is noticed, although it may not be necessary. The actual agreement will conform to Department of Revenue recommended templates that were contained in the proposal you received from Associated at the last meeting and that can also be reviewed by the Village Attorney before signature.

One of the significant reasons to perform the revaluation is that commercially zoned areas of the Village including apartments are assessed at about 80% of full value. The Village has also not had a walkthrough of properties and exterior measurements taken in likely over twenty years and our records are out of date. A major goal of the revaluation is to equitably distribute taxes. It does not act to increase taxes but ensures taxes that are levied are distributed fairly. Overall, the Village is now assessed at about 90% of full value

Consider whether to require affordable units as part of Boulevard project – The Board initiated discussion at its last two meetings. The materials in the previous packet are provided again.

The cost of the Boulevard affordable housing to TIF 3 including financing costs is about \$715,000. The amount of surplus available for University Avenue will be roughly \$1,000,000. If other planned projects in TIF 3 were not undertaken there would be more that could be applied to University Avenue. The local cost share estimate from the City is still in the \$2-\$3M range. A small amount of TIF 4 surplus could be used for reconstruction activities from Shorewood Boulevard to about 50 feet easterly past the intersection, (expenses must be within ½ mile of the TIF) but this may not amount to more than a couple hundred thousand dollars.

Consider extension of Resolution R-2105-11 providing a health insurance opt out incentive

The Village passed this resolution last year with a sunset clause. The resolution is enclosed. There are currently six employees who have chosen to opt out of the Village's health insurance plan. A total of twelve employees participate in the plan. Six on family and six single. The 2017 Village employer monthly share of premium under a family plan is \$1541.70 and single employer share is \$558.18. The opt out provision appears to be working very well.

Consider extension of contract for waste and recycling collection services – Information is included in the packet and was referred to as part of appearances and communications. The Village has experienced very few problems with Pelliteri and very few complaints. The few issues that have arisen such as missed pickup are quickly resolved with a phone call. The Village projects 2016 costs at approximately \$94,000- \$96,000.00. The 2017- 2018 expenses under the contract extension are estimated at \$94,000 with 2% increases in 2019, 20 and 21 and 1.9% in 2022.

**AMENDMENT TO REFUSE AND RECYCLING
COLLECTION SERVICES CONTRACT**

This amendment to Refuse and Recycling Collection Services Contract (the "Amendment") is entered into this 17th day of October, 2016 by and between the Village of Shorewood Hills, a Wisconsin municipal corporation (the "Village"), and Pellitteri Waste Systems, Inc., a Wisconsin corporation ("Pellitteri").

WHEREAS, the Village and Pellitteri are parties to that certain Refuse and Recycling Collection Services Contract dated November 19, 2012, and attached hereto as Exhibit A and incorporated herein (the "Contract"); and

WHEREAS, Pellitteri has proposed that the parties amend the Terms of said Contract; and

WHEREAS, the Village Board of Trustees voted to accept Pellitteri's proposals at the Village Board Meeting of October 17, 2016; and

WHEREAS, the Parties wish to memorialize the terms of Pellitteri's proposal herein.

NOW THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration the receipt and sufficiency of which is acknowledged, the Parties agree as follows:

1. The contract is hereby extended for an additional five (5) year term and shall terminate on December 31, 2022.
2. Automated refuse collection pricing per unit per month will be based on the 6-year pricing outlined in the chart below.

Year	Trash	Recycling	Total
2017	9.01	3.22	12.23
2018	9.01	3.22	12.23
2019	9.21	3.27	12.48
2020	9.41	3.32	12.73
2021	9.61	3.37	12.98
2022	9.81	3.42	13.23

3. Except as specifically amended herein, all provisions of the Contract shall remain in full force and effect during the remainder of the Contract term (as defined in the Contract) and during the Extension Term.

4. This Amendment may be executed in counterparts, and all counterparts executed by the Parties shall constitute one and the same agreement. Facsimile signatures hereto shall have the same effect as original signatures.

In Witness Whereof, this agreement is effective, October 17, 2016.

**VILLAGE OF SHOREWOOD HILLS
INC.**
("Village")

PELLITTERI WASTE SYSTEMS,
("Pellitteri")

By: _____

By: _____
Mark Sundquist, Village President David Pellitteri,
Vice President

By: _____

Karl Frantz, Village Administrator

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SERVICE
Since 1939

Pellitteri
WASTE SYSTEMS

Contract Extension Proposal for Village of Shorewood Hills Automated Solid Waste Disposal and Collection Services



September 6, 2016.

Karl Frantz
Administrator



Narrative for Village of Shorewood Hills Automated Solid Waste Disposal and Collection Services Extension Proposal

Meeting the needs of our customers has always been the first priority at Pellitteri Waste Systems. We are pleased to offer a contract extension proposal to the Village of Shorewood Hills and its residents.

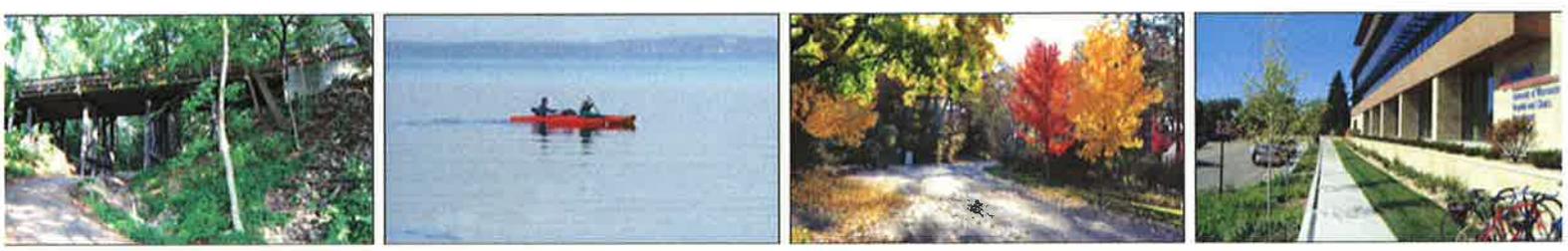
In addition to our 'customer first' service approach, there are many aspects of Pellitteri Waste Systems that set us apart in our industry:

- Being a family-owned and operated company for over 37 years allows us to offer your community a personalized family-to-family approach. We hope we have exceeded your expectations by providing unmatched service and response to meet each resident's individual needs.
- We now own and operate a state-of-the-art recycling material recovery facility (MRF), Kipp Street Station. We are devoted to helping our customers increase the amount of items and materials that can be recycled instead of filling a landfill up. This leads to solutions for our customers that are environmentally and fiscally responsible.
- Pellitteri Waste Systems continues to offer innovation, value, and outstanding service to our customers as evidenced by the following:
 - We implemented fully-automated residential refuse and recycling service systems in the Villages of Brooklyn, Oregon, Shorewood Hills, Waunakee, Arlington and Arena, Towns of Verona, Sun Prairie, Montrose, Newport and Dunn, and the City of Middleton. We have taken over cart service systems in the Town of Pleasant Springs, the Villages of Belleville and McFarland, and the Cities of Fitchburg, Sun Prairie, Wisconsin Dells and Brodhead. We now have over 42,650 residential customers using Pellitteri fully-automated collection services.
 - We have been selected to receive and sort the City of Madison's 20,000 annual tons of collected recyclable material because of our ever expanding list of recyclables and our recycling education training facility. Exclusive waste hauling company for Dane County to service County-owned facilities and parks for the last 10 years and more to come.
 - Hired by University Hospital, Meriter Hospital, St. Mary's Hospital, University Clinics and Group Health Cooperative because of our dependability and the high level of service we provide.
- **Pellitteri Data Destruction** is trusted by the above mentioned customers to handle the confidential document destruction servicing of their organizations by our industry leading NAID AAA-rated service – a service that recycles over 99% of materials handled.



Proposal Details

- A five year extension to the current contract, effective January 1, 2017.
- The current Fuel Surcharge Table will be used throughout the contract.
 - Current fuel costs are at \$2.34 per gallon which translates to no surcharge or rebate per household under the current agreement. While we don't have a crystal ball, we don't see this changing much in the near future.
- Our quote includes all current landfill fees, taxes and surcharges as of September 1, 2016. Pellitteri Waste Systems will be reimbursed for any additional expenses created by any new or amended laws, statutes, or ordinances that add new or increased environmental taxes or fees or require mandatory collection and/or disposal of refuse other than the manner described in this proposal or increased rates by the Dane County Landfill.





Value Added Benefits From a Local Family Owned Company

Unlimited recyclables pick-up at no added charge.

Coupons for our other services on the annual residential service calendars.

Newspaper and email notification of Holiday service day changes.

Website webpage dedicated specifically to Village of Shorewood Hills residents – soon to be upgraded with additional features for residents regarding holiday notices and interaction through social media.

Prompt and timely reporting.

A local Customer Service team that has a committed residential specialist dedicated to helping Shorewood Hills residents and Village Administration with anything they may need.

- Numerous reuse and recycling options given prior to setting up 'bulky item' pick-ups.
- Talk to a Pellitteri anytime.





Village of Shorewood Hills Pricing (based on current 643 units)

Year	Trash	Recycling	Total	Annualized
2017	\$9.01	\$3.22	\$12.23	\$94,367

FEE SCHEDULE – 5YR Extension Option:

AUTOMATED MONTHLY COST PER HOUSEHOLD
 BASE RATE - 95 GAL TRASH, 65 GAL RECYCLING
 Weekly Trash and Every Other Week Recycling

Year	Trash	Recycling	Total	Annualized	Change
2017	9.01	3.22	12.23	94,367	
2018	9.01	3.22	12.23	94,367	0
2019	9.21	3.27	12.48	96,296	2.0%
2020	9.41	3.32	12.73	98,225	2.0%
2021	9.61	3.37	12.98	100,154	2.0%
2022	9.81	3.42	13.23	102,083	1.9%

If a resident has more trash than will fit inside their cart for each servicing, they may contract directly with Pellitteri Waste Systems for a second cart. The resident’s annual charge for a second trash cart is \$96.00 annually and the resident will be invoiced in advance for this additional service.



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SERVICE
Since 1939

Pellitteri
WASTE SYSTEMS

That's stable pricing with annual
increases averaging only

1.6%

per year the next six years!

Pre-Arranged Bulky Item Pricing

Households with Bulky Items must contact Pellitteri Waste Systems prior to pick up and prepay for disposal by check, cash, or credit card (AE, Visa, MasterCard, or Discover). Those large items will be included in the next available scheduled large item pickup. Items must be at the curb or end of driveway on the scheduled pickup day. All large household items must be no more than five (5) feet from the street. Large household items needing special picked up is available once per week.

White Goods, Electronic Waste (collected at individual residences) and Other Bulk Items:

ITEM	2017	2018	2019	2020	2021	2022
White Goods without refrigerants	\$43.00	\$44.00	\$45.00	\$46.00	\$47.00	\$48.00
White Goods, with refrigerants	\$53.00	\$54.00	\$55.00	\$56.00	\$57.00	\$58.00
Car Tire, without rim	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00
Car Tire with rim	\$21.00	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00
Truck Tire, without rim	\$21.00	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00
Truck Tire, with rim	\$28.00	\$29.00	\$30.00	\$31.00	\$32.00	\$33.00
Additional Refuse, per cubic yard	\$21.00	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00
Additional 30-Gallon Bag Refuse	\$4.20	\$4.40	\$4.60	\$4.80	\$5.00	\$5.20
Construction and Demolition Waste, per cubic yard	\$33.00	\$34.00	\$35.00	\$36.00	\$37.00	\$38.00
Furniture, fixtures, other	\$29.00	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00
Electronics, Computers	\$29.00	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00

In light of recent disasters, both locally and nationally, we will guarantee two 20-yard dumpsters free of charge, for emergency clean-up, if the Village declares a 'state of emergency'. We will also guarantee the Village the continued availability and use of one 20-yard dumpsters to load and refill at normal rates during the emergency period.

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-211535 AFLAC INSURANCE							
1210	AFLAC	INSURANCE PREMIUM	9282016	09/28/2016	325.88	325.88	10/11/2016
Total 100-211535 AFLAC INSURANCE:					325.88	325.88	
100-51-5112-310 COMMITTEES: SUP & EXPENSE							
10635	JP MORGAN CHASE BANK NA	PANERA-BOT RETREAT	09252016	09/25/2016	114.88	114.88	10/12/2016
Total 100-51-5112-310 COMMITTEES: SUP & EXPENSE:					114.88	114.88	
100-51-5120-322 JUDICIAL: SEMINARS & TRAINING							
10635	JP MORGAN CHASE BANK NA	HOLIDAY INNS-COURT CLERK	09252016	09/25/2016	164.00	164.00	10/12/2016
Total 100-51-5120-322 JUDICIAL: SEMINARS & TRAINING:					164.00	164.00	
100-51-5141-380 ADMIN: STAFF SUNSHINE FUND							
10635	JP MORGAN CHASE BANK NA	COPPS-SODA FOR VILLAGE OF	09252016	09/25/2016	10.53	10.53	10/12/2016
Total 100-51-5141-380 ADMIN: STAFF SUNSHINE FUND:					10.53	10.53	
100-51-5142-310 CLERK: SUP & EXPENSES							
10635	JP MORGAN CHASE BANK NA	GORDON FLESCH-COPIER AD	09252016	09/25/2016	118.08	118.08	10/12/2016
10635	JP MORGAN CHASE BANK NA	DOJ EPAY RECORDS CHECK-S	09252016	09/25/2016	7.00	7.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	VERIZON-CELLPHONES ADMIN	09252016	09/25/2016	1.32	1.32	10/12/2016
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					126.40	126.40	
100-51-5142-322 CLERK: TRAINING/SEMINARS							
10635	JP MORGAN CHASE BANK NA	WI MUNI CLERKS-DISTRICT ME	09252016	09/25/2016	25.00	25.00	10/12/2016
Total 100-51-5142-322 CLERK: TRAINING/SEMINARS:					25.00	25.00	
100-51-5144-340 ELECTIONS: OPERATING SUPPLIES							
10635	JP MORGAN CHASE BANK NA	A RIFKIN CO-VOTER STICKERS	09252016	09/25/2016	22.27	22.27	10/12/2016
10635	JP MORGAN CHASE BANK NA	WI MUNI CLERKS-ELECTION T	09252016	09/25/2016	35.00	35.00	10/12/2016
Total 100-51-5144-340 ELECTIONS: OPERATING SUPPLIES:					57.27	57.27	
100-51-5145-210 D.P.: CONTRACTUAL SERVICES							
10635	JP MORGAN CHASE BANK NA	GOOGLE-APPS	09252016	09/25/2016	175.00	175.00	10/12/2016
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					175.00	175.00	
100-51-5145-340 D.P.: OPERATIONS EXPENSE							
10635	JP MORGAN CHASE BANK NA	CHARTER-TV/INTERNET	09252016	09/25/2016	217.45	217.45	10/12/2016
Total 100-51-5145-340 D.P.: OPERATIONS EXPENSE:					217.45	217.45	
100-51-5160-222 BLDGS & PLANT: TELEPHONE							
10635	JP MORGAN CHASE BANK NA	ATT-MONTHLY PHONES-AUGU	09252016	09/25/2016	308.02	308.02	10/12/2016
10635	JP MORGAN CHASE BANK NA	ATT--MONTHLY PHONES AUGU	09252016	09/25/2016	394.20	394.20	10/12/2016

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					702.22	702.22	
100-51-5160-240 BLDGS & PLANT: CONTRACTUAL							
10635	JP MORGAN CHASE BANK NA	HELLENBRAND-SOFTENER SA	09252016	09/25/2016	31.00	31.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	BAY TOWEL-TOWELS, MATS, M	09252016	09/25/2016	95.29	95.29	10/12/2016
10635	JP MORGAN CHASE BANK NA	BAY TOWEL-TOWELS, MOPS,	09252016	09/25/2016	95.29	95.29	10/12/2016
10635	JP MORGAN CHASE BANK NA	MONONA PLUMBING-SPRINKL	09252016	09/25/2016	269.00	269.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	SCHINDLER ELEVATOR-QTRLY	09252016	09/25/2016	361.32	361.32	10/12/2016
Total 100-51-5160-240 BLDGS & PLANT: CONTRACTUAL:					851.90	851.90	
100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP							
10635	JP MORGAN CHASE BANK NA	GORDON FLESCH-COPIER POL	09252016	09/25/2016	45.04	45.04	10/12/2016
Total 100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP:					45.04	45.04	
100-52-5210-321 POLICE: DUES & SEMINARS							
10635	JP MORGAN CHASE BANK NA	GREEN LAKE CONF-INTERNET	09252016	09/25/2016	120.00	120.00	10/12/2016
Total 100-52-5210-321 POLICE: DUES & SEMINARS:					120.00	120.00	
100-52-5210-322 POLICE: TRAINING EXPENSES							
10635	JP MORGAN CHASE BANK NA	KIESLER POLICE SUPPLY-AMM	09252016	09/25/2016	243.20	243.20	10/12/2016
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					243.20	243.20	
100-52-5210-340 POLICE: OPERATING EXPENSE							
10635	JP MORGAN CHASE BANK NA	WALGREENS-ONE SD PHOTO	09252016	09/25/2016	6.95	6.95	10/12/2016
10635	JP MORGAN CHASE BANK NA	MICHAELS-SHADOW BOX FOR	09252016	09/25/2016	50.96	50.96	10/12/2016
10635	JP MORGAN CHASE BANK NA	LARK UNIFORMS-UNIFORM PO	09252016	09/25/2016	122.44	122.44	10/12/2016
10635	JP MORGAN CHASE BANK NA	CHAMPIONSHIP AWARDS-YEA	09252016	09/25/2016	24.66	24.66	10/12/2016
10635	JP MORGAN CHASE BANK NA	VORTEX OPTICS-REPLACED T	09252016	09/25/2016	418.80	418.80	10/12/2016
10635	JP MORGAN CHASE BANK NA	OFFICE DEPOT-NET GEAR SWI	09252016	09/25/2016	34.99	34.99	10/12/2016
10635	JP MORGAN CHASE BANK NA	COPPS-BAGGIES FOR BAD WE	09252016	09/25/2016	20.44	20.44	10/12/2016
10635	JP MORGAN CHASE BANK NA	VERIZON-CELLPHONES PD	09252016	09/25/2016	173.78	173.78	10/12/2016
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					853.02	853.02	
100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT							
10635	JP MORGAN CHASE BANK NA	KAYSER-REPLACED DRIVERS	09252016	09/25/2016	278.69	278.69	10/12/2016
10635	JP MORGAN CHASE BANK NA	KAYSER-2010 SQUAD A/C REP	09252016	09/25/2016	232.75	232.75	10/12/2016
Total 100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT:					511.44	511.44	
100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT							
10635	JP MORGAN CHASE BANK NA	BROOKS TRACTOR-HYDRO LIN	09252016	09/25/2016	138.57	138.57	10/12/2016
10635	JP MORGAN CHASE BANK NA	POMPS-TIRE MOWER	09252016	09/25/2016	117.50	117.50	10/12/2016
10635	JP MORGAN CHASE BANK NA	FASTENAL-SHOP SUPPLIES	09252016	09/25/2016	172.73	172.73	10/12/2016
Total 100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT:					428.80	428.80	
100-53-5320-370 GARAGE: FUEL & OIL							
10635	JP MORGAN CHASE BANK NA	AMSOIL-OIL	09252016	09/25/2016	314.08	314.08	10/12/2016
Total 100-53-5320-370 GARAGE: FUEL & OIL:					314.08	314.08	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC							
10635	JP MORGAN CHASE BANK NA	PELLITTERI-TRASH/RECYCLE	09252016	09/25/2016	293.75	293.75	10/12/2016
10635	JP MORGAN CHASE BANK NA	PELLITTERI-TRASH/RECYCLE 8	09252016	09/25/2016	7,703.14	7,703.14	10/12/2016
Total 100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC:					7,996.89	7,996.89	
100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP							
10635	JP MORGAN CHASE BANK NA	POMPS-TIRE LEAF PICKER	09252016	09/25/2016	220.00	220.00	10/12/2016
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					220.00	220.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
10635	JP MORGAN CHASE BANK NA	MIDWEST ALARMS-NEW PHON	09252016	09/25/2016	130.00	130.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	HILL ELECTRIC-REPAIR LIGHT/	09252016	09/25/2016	98.00	98.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	HILL ELECTRIC-REPAIR TENNI	09252016	09/25/2016	263.50	263.50	10/12/2016
10635	JP MORGAN CHASE BANK NA	BILLS KEYS-LOCKS	09252016	09/25/2016	160.50	160.50	10/12/2016
10635	JP MORGAN CHASE BANK NA	MIDDLETON POWER CTR-FILL	09252016	09/25/2016	20.85	20.85	10/12/2016
10635	JP MORGAN CHASE BANK NA	FIRST SUPPLY-BUBBLER PART	09252016	09/25/2016	49.50	49.50	10/12/2016
10635	JP MORGAN CHASE BANK NA	JEFFERSON FIRE-FIRE EXTING	09252016	09/25/2016	320.40	320.40	10/12/2016
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					1,042.75	1,042.75	
100-55-5520-340 PARKS:OPERATING EXPENSE							
10635	JP MORGAN CHASE BANK NA	VERIZON-CELLPHONES FORES	09252016	09/25/2016	45.74	45.74	10/12/2016
10635	JP MORGAN CHASE BANK NA	WISCONSIN CUTLERY-TOOL S	09252016	09/25/2016	56.00	56.00	10/12/2016
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					101.74	101.74	
100-55-5520-342 VILLAGE TREE SALES COSTS							
10635	JP MORGAN CHASE BANK NA	JOHNSON NURSERY-PRIVATE	09252016	09/25/2016	925.00	925.00	10/12/2016
Total 100-55-5520-342 VILLAGE TREE SALES COSTS:					925.00	925.00	
100-55-5523-343 HORTICULTURE: REFORESTATION							
10635	JP MORGAN CHASE BANK NA	JOHNSON NURSERY-PUBLIC P	09252016	09/25/2016	307.00	307.00	10/12/2016
Total 100-55-5523-343 HORTICULTURE: REFORESTATION:					307.00	307.00	
100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN							
10635	JP MORGAN CHASE BANK NA	STEFANS SOCCER-SOCCER JE	09252016	09/25/2016	1,512.00	1,512.00	10/12/2016
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					1,512.00	1,512.00	
100-57-5752-815 CAP OUTLAY: PD SAFETY EQPT							
10635	JP MORGAN CHASE BANK NA	SAFETY FIRST-REPLACED LED	09252016	09/25/2016	35.79	35.79	10/12/2016
Total 100-57-5752-815 CAP OUTLAY: PD SAFETY EQPT:					35.79	35.79	
100-57-5752-817 CAP OUTLAY: PD EQUIPMENT							
10635	JP MORGAN CHASE BANK NA	WPSG INC-REPLACED BROKE	09252016	09/25/2016	34.98	34.98	10/12/2016
10635	JP MORGAN CHASE BANK NA	MOBILE VISION-L3 COMPUTER	09252016	09/25/2016	2,974.00	2,974.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	MOBILE VISION-L3 COMPUTER	09252016	09/25/2016	13,385.50	13,385.50	10/12/2016
Total 100-57-5752-817 CAP OUTLAY: PD EQUIPMENT:					16,394.48	16,394.48	
200-53-5361-210 REPAIR & MAINT: CONTRACTUAL							
10635	JP MORGAN CHASE BANK NA	LW ALLEN-RE-AIMED BEACH A	09252016	09/25/2016	223.96	223.96	10/12/2016

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 200-53-5361-210 REPAIR & MAINT: CONTRACTUAL:					223.96	223.96	
210-51-5160-222 BLDG/PLANT: TELEPHONE							
10635	JP MORGAN CHASE BANK NA	MICROSOFT-OFFICE SUBSCRI	09252016	09/25/2016	9.98	9.98	10/12/2016
10635	JP MORGAN CHASE BANK NA	MAILCHIMP-EMAIL SYSTEM	09252016	09/25/2016	25.00	25.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	ATT-U-VERSE	09252016	09/25/2016	50.00	50.00	10/12/2016
Total 210-51-5160-222 BLDG/PLANT: TELEPHONE:					84.98	84.98	
210-51-5160-340 BLDG/PLANT: OPERATING SUPPLIES							
10635	JP MORGAN CHASE BANK NA	BILLS KEYS-POOL LOCKS	09252016	09/25/2016	160.50	160.50	10/12/2016
Total 210-51-5160-340 BLDG/PLANT: OPERATING SUPPLIES:					160.50	160.50	
210-51-5160-350 BLDG/PLANT: REPAIR/MAINT EXP.							
10635	JP MORGAN CHASE BANK NA	VALLEY CHEMICAL-POOL VAC	09252016	09/25/2016	324.31	324.31	10/12/2016
Total 210-51-5160-350 BLDG/PLANT: REPAIR/MAINT EXP.:					324.31	324.31	
210-51-5160-360 BIDG/PLANT: LEAK/BOILER REP							
10635	JP MORGAN CHASE BANK NA	H&H INDUSTRIES-BOILER REP	09252016	09/25/2016	316.88	316.88	10/12/2016
Total 210-51-5160-360 BIDG/PLANT: LEAK/BOILER REP:					316.88	316.88	
210-55-5542-340 POOL: OPERATING SUPPLY & EXP.							
10635	JP MORGAN CHASE BANK NA	HELLENBRAND WATER-SOFTE	09252016	09/25/2016	62.00	62.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	COPPS-CLEANING SUPPLIES	09252016	09/25/2016	22.89	22.89	10/12/2016
10635	JP MORGAN CHASE BANK NA	SHOPKEEP-CHECKER DESK P	09252016	09/25/2016	49.00	49.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	BAY TOWEL-TOWELS, MOPS,	09252016	09/25/2016	284.52	284.52	10/12/2016
10635	JP MORGAN CHASE BANK NA	NASSCO-SOAP, CLEANING SU	09252016	09/25/2016	724.22	724.22	10/12/2016
Total 210-55-5542-340 POOL: OPERATING SUPPLY & EXP.:					1,142.63	1,142.63	
210-55-5542-343 CONCESSIONS EXPENSE							
10635	JP MORGAN CHASE BANK NA	BADGER POPCORN-CONCESSI	09252016	09/25/2016	408.20	408.20	10/12/2016
10635	JP MORGAN CHASE BANK NA	COPPS-CONC PRODUCT	09252016	09/25/2016	11.12	11.12	10/12/2016
10635	JP MORGAN CHASE BANK NA	BAGELS FOREVER-BAGELS FO	09252016	09/25/2016	13.95	13.95	10/12/2016
10635	JP MORGAN CHASE BANK NA	SHOPKEEP-CONC POS	09252016	09/25/2016	49.00	49.00	10/12/2016
Total 210-55-5542-343 CONCESSIONS EXPENSE:					482.27	482.27	
210-55-5542-351 REPAIR/MAINT: POOL EQUIPMENT							
10635	JP MORGAN CHASE BANK NA	BADGER SWIMPOOLS-FILTER	09252016	09/25/2016	292.90	292.90	10/12/2016
10635	JP MORGAN CHASE BANK NA	AMERICNA PARK & REC-END C	09252016	09/25/2016	19.99	19.99	10/12/2016
Total 210-55-5542-351 REPAIR/MAINT: POOL EQUIPMENT:					312.89	312.89	
220-55-5546-340 PARK: OPERATING EXPENSE							
10635	JP MORGAN CHASE BANK NA	BILLS KEYS-MARINA SHED LO	09252016	09/25/2016	58.00	58.00	10/12/2016
10635	JP MORGAN CHASE BANK NA	BUCKYS PORTABLE RESTROO	09252016	09/25/2016	110.00	110.00	10/12/2016
Total 220-55-5546-340 PARK: OPERATING EXPENSE:					168.00	168.00	
450-53-5320-100 UNIVERSITY BAY DRIVE WIDENING							
10635	JP MORGAN CHASE BANK NA	CAPITAL NEWSPAPERS-AD FO	09252016	09/25/2016	133.47	133.47	10/12/2016

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 450-53-5320-100 UNVERSIY BAY DRIVE WIDENING:					133.47	133.47	
600-53-0630-340 SUPPLIES AND EXPENSE							
10635	JP MORGAN CHASE BANK NA	VERIZON-CELLPHONES DPW	09252016	09/25/2016	47.19	47.19	10/12/2016
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					47.19	47.19	
100-211535 AFLAC INSURANCE							
23012	WAGEWORKS	SERVICE FEE	9122016	09/12/2016	127.00	127.00	09/12/2016
Total 100-211535 AFLAC INSURANCE:					127.00	127.00	
100-211531 HEALTH INSURANCE - EMPLOYEE							
23370	WI DEPT OF EMPLOYE TRUST FUN	HEALTHCARE PREMIUM	09222016	09/22/2016	14,958.60	14,958.60	09/22/2016
Total 100-211531 HEALTH INSURANCE - EMPLOYEE:					14,958.60	14,958.60	
100-51-5143-300 PERSONNEL: RETIREES INS PREM							
23370	WI DEPT OF EMPLOYE TRUST FUN	ANNUITANT PREMIUM	09222016	09/22/2016	620.20	620.20	09/22/2016
Total 100-51-5143-300 PERSONNEL: RETIREES INS PREM:					620.20	620.20	
100-51-5145-340 D.P.: OPERATIONS EXPENSE							
999617	RESOURCE SOLUTIONS	RECYCLED VLG ITEMS	4070	09/26/2016	70.00	70.00	09/26/2016
Total 100-51-5145-340 D.P.: OPERATIONS EXPENSE:					70.00	70.00	
Grand Totals:					52,994.64	52,994.64	

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
1106	ACE HILLDALE (DPW)	SIGN BOLTS	30901	08/26/2016	83.98	.00	
1106	ACE HILLDALE (DPW)	STREET REPAIR CONCRETE P	31019	09/13/2016	8.59	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					92.57	.00	
100-55-5520-340 PARKS:OPERATING EXPENSE							
1106	ACE HILLDALE (DPW)	MISC FORESTRY ITEMS	31035	09/15/2016	17.98	.00	
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					17.98	.00	
100-55-5520-342 VILLAGE TREE SALES COSTS							
1106	ACE HILLDALE (DPW)	TREE SALES COSTS-MUMS	31007	09/12/2016	53.94	.00	
Total 100-55-5520-342 VILLAGE TREE SALES COSTS:					53.94	.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
1106	ACE HILLDALE (DPW)	WATER LATERAL REPAIR	31018	09/13/2016	22.78	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					22.78	.00	
100-52-5210-340 POLICE: OPERATING EXPENSE							
1108	ACE HILLDALE (POLICE)	OFFICE SUPPLIES	9232016	09/28/2016	41.02	.00	
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					41.02	.00	
210-55-5542-340 POOL: OPERATING SUPPLY & EXP.							
1109	ACE HILLDALE (POOL)	CREDIT MEMO	10112016	10/11/2016	28.48-	.00	
1109	ACE HILLDALE (POOL)	HARDWARE	30152	05/17/2016	3.49	.00	
1109	ACE HILLDALE (POOL)	HARDWARE	30156	05/18/2016	17.99	.00	
1109	ACE HILLDALE (POOL)	HARDWARE	30222	05/24/2016	5.99	.00	
Total 210-55-5542-340 POOL: OPERATING SUPPLY & EXP.:					1.01-	.00	
210-55-5542-346 SWIM/DIVE/BALLET EXPENSES							
1109	ACE HILLDALE (POOL)	PAINT FOR DIVE TEAM BENCH	30364	06/14/2016	62.96	.00	
Total 210-55-5542-346 SWIM/DIVE/BALLET EXPENSES:					62.96	.00	
100-51-5145-350 WEBSITE COSTS							
1850	AVENET LLC	GOV OFFICE WEB HOSTING	39606	09/27/2016	600.00	.00	
Total 100-51-5145-350 WEBSITE COSTS:					600.00	.00	
100-51-5154-511 LIABILITY INS (LEAGUE)							
2049	BAER INSURANCE SERVICES LLC	BLANKET CRIME POLICY	60586	09/27/2016	1,461.00	.00	
Total 100-51-5154-511 LIABILITY INS (LEAGUE):					1,461.00	.00	
100-57-5751-800 CAP OUTLAY: COMPUTERS							
3140	CDW GOVERNMENT INC	CABLE FOR FOLDING MACHIN	FGS6877	09/08/2016	3.72	.00	
3140	CDW GOVERNMENT INC	UPS FOR OFFICER WEITZEL	FKQ6834	09/21/2016	43.60	.00	
3140	CDW GOVERNMENT INC	UPS FOR L3 SERVER & SPARE	FLC8850	09/22/2016	87.20	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-57-5751-800 CAP OUTLAY: COMPUTERS:					134.52	.00	
100-51-5160-222 BLDGS & PLANT: TELEPHONE							
3220	CENTURY LINK	CENTREX LINES	1389215455	09/30/2016	9.44	.00	
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					9.44	.00	
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
4005	D.R.S. LIMITED INC	PATCHING MIX ROADS	36466	09/15/2016	110.40	.00	
4005	D.R.S. LIMITED INC	STREET REPAIRS	36489	09/29/2016	104.19	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					214.59	.00	
100-51-5144-340 ELECTIONS: OPERATING SUPPLIES							
4009	DANE CO CLERK	ABSENTEE ENVELOPES	2016-3	09/07/2016	44.00	.00	
Total 100-51-5144-340 ELECTIONS: OPERATING SUPPLIES:					44.00	.00	
100-51-5142-500 CLERK: DANE CTY CALENDARS							
4012	DANE COUNTY CULTURAL AFFAIR	2016 CALENDAR SALE SETTLE	9272016	09/27/2016	774.06	.00	
Total 100-51-5142-500 CLERK: DANE CTY CALENDARS:					774.06	.00	
100-45-4511-000 COURT FINES							
4038	DANE CO TREASURER	SHARED COURT FINES: SEPTE	10102016	10/10/2016	1,086.60	.00	
Total 100-45-4511-000 COURT FINES:					1,086.60	.00	
220-51-5160-290 CONTRACTUAL: PIER/BUOY							
4200	DEANO DOCK & LIFT LLC	MARINA TAKEOUT	14107	10/06/2016	7,842.68	.00	
Total 220-51-5160-290 CONTRACTUAL: PIER/BUOY:					7,842.68	.00	
220-55-5546-350 WATER DAMAGE REPAIR							
4200	DEANO DOCK & LIFT LLC	PIER REPAIR FROM STORM DA	14106	10/06/2016	9,185.00	.00	
Total 220-55-5546-350 WATER DAMAGE REPAIR:					9,185.00	.00	
100-51-5160-530 BLDGS & PLANT: RENTAL EXPENSE							
4207	DEGEN AND ASSOCIATES LLC	RENT - 5133 UNIVERSITY AVE	10102016	10/10/2016	2,113.66	.00	
Total 100-51-5160-530 BLDGS & PLANT: RENTAL EXPENSE:					2,113.66	.00	
500-53-5364-340 OPERATING SUPPLIES AND EXPENSE							
7625	GOOD OAK LLC	RAINGARDEN MAINTENANCE	16-346	09/27/2016	438.00	.00	
7625	GOOD OAK LLC	RAINGARDEN MAINTENANCE	16-367	10/11/2016	1,851.00	.00	
Total 500-53-5364-340 OPERATING SUPPLIES AND EXPENSE:					2,289.00	.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
13010	MAILCOM CONSULTING LLC	PRINT, STUFF AND MAIL UTILIT	14184	09/30/2016	570.00	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					570.00	.00	
100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN							
13017	MADISON AREA YOUTH SOCCER A	MAYSA LEAGUE FEES	2016-042	10/09/2016	1,183.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					1,183.00	.00	
100-51-5160-220 BLDGS & PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	810/1008 SHOREWOOD BLVD	40394835	10/10/2016	2,958.32	.00	
Total 100-51-5160-220 BLDGS & PLANT: GAS & ELECTRIC:					2,958.32	.00	
100-51-5160-530 BLDGS & PLANT: RENTAL EXPENSE							
13040	MADISON GAS & ELECTRIC	5133 UNIVERSITY AVE (DEGEN	40394835	10/10/2016	28.50	.00	
Total 100-51-5160-530 BLDGS & PLANT: RENTAL EXPENSE:					28.50	.00	
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
13040	MADISON GAS & ELECTRIC	4502 OLD MIDDLETON (SALT S	40394835	10/10/2016	29.05	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					29.05	.00	
100-53-5342-220 STREET LIGHTING: POWER							
13040	MADISON GAS & ELECTRIC	STREET LIGHTING(1008 SHWD	40394835	10/10/2016	1,483.16	.00	
13040	MADISON GAS & ELECTRIC	2914 OXFORD/900 SHWD BLVD/	40394835	10/10/2016	47.71	.00	
Total 100-53-5342-220 STREET LIGHTING: POWER:					1,530.87	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/3100 HARVA	40394835	10/10/2016	99.23	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					99.23	.00	
200-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	3336 LAKE MENDOTA DRIVE	40394835	10/10/2016	76.35	.00	
Total 200-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					76.35	.00	
210-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE CT-POOL	40394835	10/10/2016	3,757.40	.00	
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE CT (CONCE	40394835	10/10/2016	284.03	.00	
Total 210-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					4,041.43	.00	
220-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	3400/4898 LMD	40394835	10/10/2016	74.70	.00	
Total 220-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					74.70	.00	
600-53-0620-220 POWER FOR PUMPING							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/ 3561 TALLY	40394835	10/10/2016	840.07	.00	
Total 600-53-0620-220 POWER FOR PUMPING:					840.07	.00	
100-51-5120-310 JUDICIAL: OFFC. SUP & EXPENSE							
13041	MDS/SWAP	DAYMINDER MONTHLY PLANN	09/16MD22889	10/11/2016	9.63	.00	
Total 100-51-5120-310 JUDICIAL: OFFC. SUP & EXPENSE:					9.63	.00	
100-51-5142-310 CLERK: SUP & EXPENSES							
13041	MDS/SWAP	ADMIN OFFICE SUPPLIES	09/16MD22889	10/11/2016	139.72	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					139.72	.00	
100-51-5144-340 ELECTIONS: OPERATING SUPPLIES							
13041	MDS/SWAP	BIC PENS FOR ELECTIONS	09/16MD22889	10/11/2016	5.78	.00	
Total 100-51-5144-340 ELECTIONS: OPERATING SUPPLIES:					5.78	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
13041	MDS/SWAP	DPW JANITORIAL SUPPLIES	09/16MD22889	10/11/2016	251.44	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					251.44	.00	
100-52-5210-210 POLICE: CONTRACTUAL SERVICES							
13082	MADISON CITY TREASURER	RMS ANNUAL MAINTENANCE &	7018	09/22/2016	4,806.91	.00	
Total 100-52-5210-210 POLICE: CONTRACTUAL SERVICES:					4,806.91	.00	
100-52-5210-340 POLICE: OPERATING EXPENSE							
13082	MADISON CITY TREASURER	REPAIRS TO LT. MARTENS RA	6845	09/13/2016	27.41	.00	
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					27.41	.00	
100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT							
13085	MADISON TREASURER, CITY OF	4694 UNIV AVE-STORMWATER	10158955	09/21/2016	286.05	.00	
Total 100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT:					286.05	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
13085	MADISON TREASURER, CITY OF	WATER/FIRE- 810 SW BLVD	10156954	09/20/2016	22.03	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					22.03	.00	
600-53-0610-601 PURCHASED WATER							
13085	MADISON TREASURER, CITY OF	810 SHOREWOOD BLVD-FLAT	10156949	09/21/2016	447.60	.00	
13085	MADISON TREASURER, CITY OF	PIT-SW BLVD AT RAILROAD TR	10156951	09/20/2016	286.05	.00	
13085	MADISON TREASURER, CITY OF	PIT-UNIV.BAY DR.-TRACKS	10156952	09/20/2016	56.85	.00	
13085	MADISON TREASURER, CITY OF	PIT-MAPLE TER.-LOCUST	10156953	09/20/2016	7,809.45	.00	
13085	MADISON TREASURER, CITY OF	PIT-LAKE MENDOTA DRIVE	10160942	09/21/2016	827.92-	.00	
Total 600-53-0610-601 PURCHASED WATER:					7,772.03	.00	
210-55-5542-339 POOL: CHEMICALS							
13384	MIDWEST POOL SUPPLY COMPAN	CHLORINE, BICARB	65079	09/09/2016	203.99	.00	
13384	MIDWEST POOL SUPPLY COMPAN	CHLORINE, BICARB	65192	09/19/2016	318.98	.00	
Total 210-55-5542-339 POOL: CHEMICALS:					522.97	.00	
100-211532 LIFE INSURANCE - EMPLOYEE							
13397	SECURIAN FINANCIAL GROUP, INC	PREMIUM	10122016	10/12/2016	832.07	.00	
Total 100-211532 LIFE INSURANCE - EMPLOYEE:					832.07	.00	
600-53-5403-590 PAYMENT IN LIEU OF TAX							
16850	PUBLIC SERVICE COMMISSION	2016-2017 ADVANCE ASSESSM	RA17-I-05450	09/30/2016	411.62	.00	
Total 600-53-5403-590 PAYMENT IN LIEU OF TAX:					411.62	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-52-5210-370 POLICE: FUEL & OIL							
19311	SHELL OIL CO:POLICE ACCT	FUEL FOR SQUADS	10062016	10/06/2016	714.55	.00	
Total 100-52-5210-370 POLICE: FUEL & OIL:					714.55	.00	
100-51-5160-221 BLDGS & PLANT: WATER							
19337	SHOREWOOD HILLS WATER & SE	3589000 W/S HEIDEN HAUS	9302016	09/30/2016	349.02	.00	
19337	SHOREWOOD HILLS WATER & SE	1058300 W/S RINK	9302016	09/30/2016	113.81	.00	
19337	SHOREWOOD HILLS WATER & SE	1058000 W/S 1008 SHOREWOOD	9302016	09/30/2016	192.31	.00	
19337	SHOREWOOD HILLS WATER & SE	910100 W/S 810 SHOREWOOD	9302016	09/30/2016	82.35	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 W/S GARDENS	9302016	09/30/2016	156.33	.00	
19337	SHOREWOOD HILLS WATER & SE	2251500 W/S 4 CORNERS SHEL	9302016	09/30/2016	663.77	.00	
Total 100-51-5160-221 BLDGS & PLANT: WATER:					1,557.59	.00	
100-51-5160-223 BLDGS & PLANT:STORMWATER CHRG							
19337	SHOREWOOD HILLS WATER & SE	908700 SE 3264 UNIVERSITY A	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	910200 SE 810 SHOREWOOD B	9302016	09/30/2016	231.00	.00	
19337	SHOREWOOD HILLS WATER & SE	910300 SE 810 SHOREWOOD B	9302016	09/30/2016	41.25	.00	
19337	SHOREWOOD HILLS WATER & SE	1030500 SE TALLY HO BOOSTE	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	1056500 SE ENTRYWAY PARKS	9302016	09/30/2016	55.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1128500 SE OAK WAY LOTS	9302016	09/30/2016	82.50	.00	
19337	SHOREWOOD HILLS WATER & SE	3378500 SE BRADLEY PARK	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	2285500 SE KOVAL WOODS	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	2303000 SE BIG FOOT PARK	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	1058500 SE 1008 SHOREWOOD	9302016	09/30/2016	154.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2237500 SE FOUR CORNERS L	9302016	09/30/2016	55.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2331400 SE MCKENNA PARK	9302016	09/30/2016	110.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1112500 SE 1001 EDGEHILL LO	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	3477500 SE 2700 OXFORD LOT	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	1126300 SE QUARRY	9302016	09/30/2016	165.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2251500 SE 4 CORNERS SHEL	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	3589000 SE HEIDEN HAUS	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	1058000 SE STORMWATER 100	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 SE GARDENS	9302016	09/30/2016	27.50	.00	
Total 100-51-5160-223 BLDGS & PLANT:STORMWATER CHRG:					1,196.25	.00	
100-55-5533-340 TENNIS: OPERATING EXPENSES							
19337	SHOREWOOD HILLS WATER & SE	3403100 SE POST FARM LOT 1/	9302016	09/30/2016	455.13	.00	
Total 100-55-5533-340 TENNIS: OPERATING EXPENSES:					455.13	.00	
210-51-5160-221 BLDG/PLANT: WATER							
19337	SHOREWOOD HILLS WATER & SE	3403000 W/S COMMUNITY CEN	9302016	09/30/2016	3,545.86	.00	
19337	SHOREWOOD HILLS WATER & SE	3402900 W/S CONCESSION	9302016	09/30/2016	145.05	.00	
Total 210-51-5160-221 BLDG/PLANT: WATER:					3,690.91	.00	
210-51-5160-223 BLDGS & PLANT:STORMWATER CHRG							
19337	SHOREWOOD HILLS WATER & SE	3403100 SE POST FARM LOT 1/	9302016	09/30/2016	455.12	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 SE COMMUNITY CENT	9302016	09/30/2016	27.50	.00	
19337	SHOREWOOD HILLS WATER & SE	3402900 SE CONCESSION	9302016	09/30/2016	27.50	.00	
Total 210-51-5160-223 BLDGS & PLANT:STORMWATER CHRG:					510.12	.00	
100-53-5320-370 GARAGE: FUEL & OIL							
19841	STOP-N-GO DPW GAS	GAS - DPW	9302016	09/30/2016	562.22	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-53-5320-370 GARAGE: FUEL & OIL:					562.22	.00	
100-53-5320-370 GARAGE: FUEL & OIL							
19845	STOP-N-GO DPW DIESEL	DIESEL FUEL	9302016	09/30/2016	482.64	.00	
Total 100-53-5320-370 GARAGE: FUEL & OIL:					482.64	.00	
100-56-5640-210 PROF CONSULTANT:PLAN REVIEW							
20670	TOWN & COUNTRY ENGINEERING I	2016 MISCELLANEOUS	17086	10/06/2016	490.00	.00	
Total 100-56-5640-210 PROF CONSULTANT:PLAN REVIEW:					490.00	.00	
400-53-5327-810 COLD STORAGE BUILDING							
20670	TOWN & COUNTRY ENGINEERING I	COLD STORAGE BUILDING	17084	10/06/2016	457.90	.00	
Total 400-53-5327-810 COLD STORAGE BUILDING:					457.90	.00	
400-53-5344-869 2016 ROADS:RESURFACE REMAINING							
20670	TOWN & COUNTRY ENGINEERING I	2016 STREET IMPROVEMENTS	17085	10/06/2016	8,871.34	.00	
Total 400-53-5344-869 2016 ROADS:RESURFACE REMAINING:					8,871.34	.00	
450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN							
20670	TOWN & COUNTRY ENGINEERING I	UNIVERSITY AVE/UBD INTERS	17083	10/06/2016	3,166.36	.00	
Total 450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN:					3,166.36	.00	
100-45-4511-000 COURT FINES							
23350	WI DEPT ADMINISTRATION: COURT	SHARED COURT FINES-SEPTE	10102016	10/10/2016	2,036.10	.00	
Total 100-45-4511-000 COURT FINES:					2,036.10	.00	
100-55-5523-600 TREE MAINTENANCE							
23353	WHITNEY TREE SERVICE LLC	TREE MAINT /PRUNING & REM	8699	10/10/2016	12,442.50	.00	
Total 100-55-5523-600 TREE MAINTENANCE:					12,442.50	.00	
100-51-5151-300 BOND ISSUE EXPENSES							
999610	ASSOCIATED TRUST COMPANY	ANNUAL FEES: G.O. BONDS	3958	09/12/2016	363.00	.00	
Total 100-51-5151-300 BOND ISSUE EXPENSES:					363.00	.00	
100-55-5523-600 TREE MAINTENANCE							
1000844	H & H ARBORISTS	TREE MAINTENANCE-PRUNING	0002394	09/29/2016	150.00	.00	
Total 100-55-5523-600 TREE MAINTENANCE:					150.00	.00	
100-55-5523-600 TREE MAINTENANCE							
1000845	HAVENS TREE CARE	TREE MAINTENANCE & BRUSH	1105	10/12/2016	2,400.00	.00	
Total 100-55-5523-600 TREE MAINTENANCE:					2,400.00	.00	
Grand Totals:					92,110.58	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

**Village of Shorewood Hills
Board of Trustees Meeting Draft Minutes
Monday, September 19, 2016 7:00 p.m.**

1. **Call to Order** Village President Mark Sundquist called the meeting to order at 7:00 p.m.
2. **Roll Call** Members of the Board present were Mr. Sundquist and Trustees David Benforado, Anne Readel, Mark Lederer, Fred Wade and John Imes. Felice Borisy-Rudin arrived later. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Department of Public Works Chief John Mitmoen, Police Chief Dennis Pine, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. There were no visitors in the audience.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Procedures Orientation** There was none this evening.
5. **Appearances and Communications** There were none.
6. **Board Matters**
 - A. **Payment of bills** Mr. Cote reviewed the bills and recommended their payment. Ms. Readel moved and Mr. Wade seconded a motion to approve the payment of the end of August bills in the amount of \$78,216.93 and \$110,829.80 for September expenses, for a total of \$189,046.73. Motion passed unanimously.
Ms. Borisy-Rudin arrived at 7:05 p.m.
 - B **Consent Agenda**
 - i) **August 15 and 31, 2016 regular and closed session Board minutes**
 - ii) **Street Use Permits – Red Tutu Trot, November 6; Run for Refugees, October 9; Waisman Whirl, October 16**
 - iii) **Block Party Permits – Tally Ho Block Party, October 8**
 - iv) **Deny claim for costs incurred due to tree removal at 3456 Crestwood Drive**
 - v) **Approve appointment of poll workers**Approval of the Board minutes of the regular session of the August 15, 2016 meeting were withdrawn from the Consent Agenda. Mr. Imes moved and Mr. Benforado seconded a motion to approve the remaining items. Motion passed unanimously.
 - i) **August 15, 2016 regular session minutes** After discussion, Mr. Wade moved and Mr. Benforado seconded a motion to approve the August 15, 2016 minutes with a correction of the pagination on the first page. Motion passed unanimously.
 - C. **Ordinances**
 - i) **Consider possible third reading of an Ordinance L-2016-2 amending section 17.07(10)(b) of the Municipal Code regarding vicious dogs**
Ms. Borisy-Rudin moved and Mr. Benforado seconded a motion to waive the third reading of Ordinance L-2016-2 and approve it. Motion passed unanimously. The Trustees agreed the Ordinance would be referred to as the “regulation of pets” rather than “vicious dogs.”
 - D. **New Business Resolutions and Motions**
 - i) **Consider quote from South Central Construction for preparatory work associated with storage building project** Mr. Benforado moved and Mr. Lederer seconded a motion to accept South Central Contracting Inc.’s bid to complete preparatory work on the site of the proposed cold storage building. The project, described in “Work Area #3” of the bid, is accepted at a cost not to exceed \$23,820. Motion passed unanimously.
 - ii) **Consider whether to require affordable units as part of Boulevard project** The Trustees discussed whether The Boulevard building will be required to include four affordable units. Staff

was asked to discuss with the developer what his TIF requirements would be if no affordable units were included in The Boulevard, clarify if the TID 4 increment could be applied toward the Village's share of University Avenue's reconstruction, obtain a more accurate sense of the Village's costs for the University Avenue reconstruction project, and identify how much the TID 3 increment is expected to be. The issue will be considered further at the next Board meeting.

iii) Consider process to select assessment/revaluation services Two assessment firms, Accurate Appraisal and Associated Appraisal Consultants, responded to the Village's request for proposals to do a revaluation of real estate property. An ad hoc committee consisting of Mr. Cote, Mr. Wade, Mr. Benforado, Mr. Frantz, Ms. Albrecht, and David Brown of the Board of Review, if he were available, will interview the firms and make a recommendation to the Trustees.

E. Appointments There were none.

7. **Reports of Officials and Committees**

A. Village President

i) Mr. Sundquist will be out of town on October 17, 2016. Mr. Benforado will serve as president pro tem at that Board meeting.

B. Village Administrator

i) **Absentee voting hours** Ms. Albrecht said a recent court decision overturned some State restrictions on absentee voting. Previously, in-office absentee voting was limited to the business days two weeks prior to the election; an absentee ballot could not be issued prior to 8:00 a.m. each day. However, as a result of the court ruling, municipalities can now set their own absentee ballot issuance times. The Village received the absentee ballots this previous Friday afternoon and absentee voting started this morning. Voting at Village Hall will be possible during all office hours and by appointment at other times until the Sunday before the election.

ii) **2017 budget update** Mr. Frantz said 2016 budget projections indicate there will be a surplus at the end of the year but a shortfall in 2017. The Finance Committee is working on the budget.

iii) **September 22, 2016 session on Village facilities** The meeting is open to the public but the Trustees decided that various Village committees would not specifically be invited to this working session.

C. Personnel Committee The Committee will hold its annual meetings with the staff of each department. It will develop recommendations to the Board regarding employee compensation next year.

F. Public Works Committee Street resurfacing projects are underway; the Committee will meet with residents to discuss the reconfiguration of the west end of Locust Drive; temporary pylons have been installed on University Bay Drive as a pilot project to determine the impact of bump-outs on traffic speeds; the Committee is looking at the stormwater flow from Crestwood Drive to Big Foot Park.

H. Public Health and Safety Committee The Police Department will be hiring more part time officers. The staff will be trained on community policing activities. In response to some resident concern, the Committee is looking at the need for a Village policy on coyotes.

I. Joint West Committee The University is holding hearings on its draft Master Plan. There is nothing in the Plan regarding University Bay Fields.

L. Parks Committee The Committee is looking at ways to fund Emerald Ash Borer treatments. It is working with resident Sarah Goldenberg regarding improvements to McKenna Park.

The remaining Committee chairpersons had nothing further to report.

8. **Adjourn** Meeting adjourned at 9:28 p.m.

Respectfully submitted,

Colleen Boyle Albrecht, Village Clerk

**Village of Shorewood Hills
Board of Trustees Special Work Session
Draft Minutes
Thursday, September 22, 2016 5:30 p.m.**

1. **Call to Order** Village President Mark Sundquist called the meeting to order at 5:32 p.m.
2. **Roll Call** Members of the Board present were Mr. Sundquist and Trustees David Benforado, Anne Readell, Mark Lederer, Felice Borisy-Rudin, Fred Wade and John Imes. Also in attendance were Village Administrator Karl Frantz, Police Chief Denny Pine, Department of Public Works Chief John Mitmoen and Village Clerk Cokie Albrecht. There was one visitor in the audience.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Board matters**
 - A. **Planning/needs discussion regarding Village properties and facilities**

Mr. Wade referenced Mr. Frantz's memo dated September 22, 2016 regarding the Village's debt capacity. If more borrowing were undertaken for facilities, the Village's internal debt policy may need to be revised. The Trustees acknowledged other capital needs may arise in the future, including road reconstruction, replacement of water/sewer mains and the installation of sidewalks on the west side of the Village.

The Trustees chose to discuss the Village facilities individually. Some of the comments:

Community Center/Pool

 - The Community Center is outdated. It needs to be made handicapped accessible, it requires roof repairs and cosmetic updates. Its use has dropped off.
 - There has been conversation about needed improvements to the Community Center since 1997. Kubala Washatko's plans for its renovations are beautiful but would be expensive to implement.
 - The Pool is not a year-round facility; there is significant interest in a swimming venue that is open all year.
 - What does the Village want there? The more popular/attractive the Pool and Community Center are, the greater impact on traffic and parking.
 - Idea: rearrange facilities at Post Farm Park, e.g., move the tennis courts to the parking lot, parking to Marshall Court.
 - Per Mr. Mitmoen, if the Pool were improved, all mechanicals should be evaluated.
 - What are the goals of Pool improvements? How many members does the Village want to join the Pool?
 - The Pool Committee is looking at installing a diving well on its east side, where the tennis courts are presently located.
 - Members of the Services Committee are not interested in discussing renovations to the Community Center; they feel it should be torn down and reconstructed.
 - Given current debt levels, only incremental improvements to the facility should be considered at this time.
 - Renovations to the Community Center/Pool should be considered as part of a comprehensive plan to improve all of Post Farm Park, including the possible relocation of tennis courts and rerouting of traffic.
 - Incremental repairs/improvements can be made to the Community Center until a comprehensive plan is developed.
 - The Pool Committee determined the installation of an inflatable dome over the pool for part of the year was impractical. The construction of a covered facility in the future may be possible—perhaps enclosing a new diving well/smaller pool.

- The Pool will pay off its debt in 2017 and then will have large financial capacity to make improvements.
- The Pool Committee would be willing to participate in upgrades to the Community Center. It is waiting for guidance from the Trustees to inform its thinking about whether it should concentrate on renovations to the pool facility only.
- There was concurrence that a master plan for the entire Post Farm Park is needed. The future of the Scout Shack would be part of that discussion.

Village Hall

- Chief Pine would like to see clearer separation of court and police functions and a reception area.

Department of Public Works (DPW) Building (“1008”)

- The DPW Building is underutilized. Its central location would make it a great gathering spot for the Village community. A request for proposals could identify a vendor who would run a café/coffee shop in a portion of the building.
- Ten to 15 years from now, Shorewood Hills could finance the reconstruction of the building by selling other property. A new municipal building could be built there, which would include a ~ three story building for all government functions.
- Parking at the 1008 property is limited.
- Idea: relocate DPW Building to Marshall Court.
- Mr. Mitmoen said space at the DPW Building is tight, though the new cold storage facility to be built on Old Middleton Road will help.
- Currently the required co-mingling of activities at the DPW Building is not safe.
- Possible to relocate all DPW activities to the proposed storage location on Old Middleton Road? Mr. Mitmoen replied that the site is not large enough to accommodate a building that would serve all of the DPW needs.
- Possible to renovate the DPW Building to provide more storage bays? Mr. Mitmoen said it would be possible to remodel the building so it was more usable.
- An alternative would be to tear down 1008 and construct a building that better meets the DPW’s needs. The new building could include the café/gathering space.
- The EMS and Fire Association does not need a permanent, dedicated space at the DPW Building. However, the Mac fire truck is stored in one of its bays.
- A reconstructed DPW Building may cost \$1-\$2 million.
- Any improvements to a building at 1008 would require careful consideration of its architecture; it would need to be compatible with the residential neighborhood.
- TIF could not be used to finance a municipal building.
- Idea: offer some space in the new building to be built at Old Middleton Road to Blackhawk Country Club in exchange for more property on the site. Then a larger DPW Building could be constructed there. Other Village departments could be relocated to 1008.
- Mr. Mitmoen said he would prefer to have all DPW functions in one place. He likes the current central location of the DPW Building—relocating to Old Middleton Road would make the Village less accessible for DPW activities.
- If a portion of 1008 were used as a community meeting spot, it would have to be staffed.
- Several years ago relocating the DPW Building to under Post Farm Park was considered. Under that plan, the building would have opened onto Marshall Court.
- Idea: sell 1008 for townhouses and a café.
- Look into what would be needed to make the present DPW Building a two to three story building with offices, a community space/café/library and a DPW facility.
- Renovation of the DPW Building would command a higher priority than the master plan for the Post Farm Park facilities.

Boathouse

- The inside of the Boathouse was upgraded with new paint and storage racks.
- The roof of the facility continues to require patching.
- Proposed improvements to the facility—new lights, roof, etc., —could be done without spending a lot of money.

Heiden Haus

- The facility could be improved with updated doors, deck, bathroom. The latter is routinely vandalized.
- Resident Tracy Kozial said a group of residents is developing a master plan for Shorewood Hills Elementary School's south playground. Renovations to the Heiden Haus would be included in the plan. The proposed improvements would be funded largely through donations.

Marina Building

- Mr. Mitmoen said the building was recently painted; the roof is adequate; it serves its purpose as a storage facility.
- Chief Pine said vandalism is an issue at both the Marina Building and Boathouse. He will look into the cost of installing cameras there.

Four Corners Park

- The play structure needs to be replaced at a cost of \$30,000 - \$60,000.
- The bathrooms need to be updated.

Conclusions

- The Finance Committee will be asked to evaluate how much can be borrowed in the next few years. Future borrowing may require the revision of the Village's internal debt policy.
- Improvements to the DPW Building will take precedence over the Post Farm Park master plan. The latter will look at all the facilities in the Park.
- The Post Farm Park master plan will be developed with extensive citizen input.
- The Shorewood Hills League is interested in investing in cosmetic upgrades to the Community Center, including new floors, blinds, etc. These improvements will not be made if the building were slated for demolition.
- The Pool Committee and Shorewood Hills League could be told, at some point in the future, "The Village is willing to do X with the Community Center/Pool at \$X cost. The Pool's cost would be \$X; fund raising could provide \$X." Mr. Frantz will talk with the Shorewood Hills League and Pool Committee to get their thoughts.
- Fund raising for a portion of the Post Farm Park improvement costs is envisioned.
- An ad hoc committee could be formed to oversee the Post Farm Park master planning process. The plan may take a few years to develop, with community input.
- DPW functions will remain centered at 1008. Its staff will look at the department's space needs in a mixed use building there. This will include a two to three story portion for offices and a community meeting room/coffee shop. The building would also provide storage bays and work areas for the DPW. Its exterior will be compatible with the residential neighborhood.
- Proposals to relocate the DPW to another area—on Old Middleton Road or under Post Farm Park were rejected: the former because of the space's inefficiency and the latter because it would be politically impractical.

5. **Adjourn** Meeting adjourned at 8:57 p.m.

Respectfully submitted,

Colleen Boyle Albrecht, Village Clerk

**Village of Shorewood Hills
Board of Trustees Special Meeting
Draft Minutes
Monday, September 26, 2016 7:45 a.m.**

1. **Call to Order** Village President Mark Sundquist called the meeting to order at 7:47 a.m.
2. **Roll Call** Members of the Board present were Mr. Sundquist and Trustees David Benforado, Anne Readel, Mark Lederer and Felice Borisy-Rudin. Fred Wade and John Imes were excused. Also in attendance were Village Counsel Meg Vergeront of Stafford Rosenbaum, Village Administrator Karl Frantz and Village Clerk Cokie Albrecht. There were no visitors in the audience.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Procedures Orientation** There was none this evening.
5. **Appearances and Communications** There were none.
6. **Board matters**

Closed Session At 7:47 a.m., Mr. Sundquist announced the Trustees would consider going into Closed Session per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in closed session (concerning property tax litigation brought by Walgreen Co.). The roll call vote was: Mr. Sundquist – yes; Mr. Benforado – yes; Mr. Lederer – yes; Ms. Borisy-Rudin – yes; and Ms. Readel – yes. Ms. Vergeront, Mr. Frantz and Ms. Albrecht were asked to stay.

While in closed session Ms. Vergeront and Trustees discussed the status of Walgreen Co.'s objection to the assessment of its property in Shorewood Hills in tax years 2014, 2015 and 2016, and the Village's response.

Open Session At 8:45 a.m., Mr. Sundquist announced the Trustees would reconvene to open session. The roll call vote was: Mr. Sundquist – yes; Mr. Benforado – yes; Mr. Lederer – yes; Ms. Borisy-Rudin – yes and Ms. Readel – yes.
7. **Adjourn** Meeting adjourned at 8:45 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk

Village of Shorewood Hills
810 Shorewood Boulevard
Madison, WI 53705-2115
(608) 267-2680

16-10

Solicitor's Permit Application (Fee = \$15.00)

1. Applicant: Bourin-Schreiter, Jessica M Date of Birth: [REDACTED]
Last First M.I.
 Residence Street Address: 149 E Gilman, #3 Telephone: (920) 366-9101
 City: Madison State: WI Zip: 53703
 Driver's License Number: [REDACTED] State Issuing D.L.: WI
 Sex: F Height: 5'09" Weight: 170 Eye Color: Haz Hair Color: Bra

2. Name of Business or Employer: Wisconsin Public Television
 Street Address: 975 Observatory Dr Telephone: (608) 890-3996
 City: Madison State: WI Zip: 53706

3. Brief description or nature of business, activity, or goods to be sold:
membership building for Wisconsin Public Television

4. Date(s) and hours of the day you intend to do business in Shorewood Hills:
~~September, 2016~~ October & November 2016
3:00pm - 8:00pm

5. Names, addresses and phone of at least two Dane County property owners who can certify to your good character and business responsibility:

Name:	Address:	Telephone:
Amber Dilger	202 E Dean Ave, Monona	608 534 1220
John Maartens	418 Hegg Ave, Madison	608 221 2828

6. List all residences in the past five years:

Date (from / to):	Street Address:	City, State, Zip
8/15/16 to present	149 E Gilman St, #3	Madison, WI 53703
8/15/15 to 8/15/16	145 W Wilson St, #1	" "
8/15/14 to 8/15/15	211 Langdon St, #2	" "
8/15/13 to 8/15/14	408 N Henry St, #2	" "
8/15/12 to 8/15/13	1402 Regent St, #421	" "
to		

7. Have you ever been convicted of the following violations? If so, list details below:

Felonies

No

Yes

Misdemeanors (past five years)

No

Yes

Traffic or Local Ordinance Offenses (past five years)

No

Yes

Date:	Location:	Offense:	Disposition:
July 2015	Madison	Speeding 1-10	
July 2015	Madison	speeding 1-10	

8. List three cities/towns/villages where you have conducted similar business:

1. Madison	2. Sun Prairie	3. Stoughton
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9. Applicant will present the following items to the Village Clerk for examination:

Driver's License / Photo ID

State Certification of Examination and Approval from the Sealer of Weights and Measures (when applicant's business requires weighing and measuring devices)

Other: _____

10. Description of vehicle(s) involved in sale or solicitations:

Make:	Model:	Year:	Color:
Mercedes Benz	E320	1999	Silver

11. I, Jessica Bawin-Schreiter, applicant for the Solicitor's Permit under Section 17.05 of the Shorewood Hills Municipal Code, hereby appoint _____, Village Clerk of the Village of Shorewood Hills, my agent to accept service and process in any civil action brought against me arising out of any sale, service performed, or solicitation activities be me in the event that I cannot, after reasonable effort, be served personally.

I have read Section 17.05 of the Shorewood Hills Municipal Code and fully understand the prohibitive practices relating to my license application and agree to comply with those requirements.

Having been duly sworn on oath, say that I am the person who made and signed the foregoing application for a Solicitor's Permit, and that all statements made by me are true.

Subscribed and sworn to me this ~~10~~ 5

day of October, 20 16,

in Dane County, Wisconsin.

Notary Public: Karla Endres

My Commission Expires: 2-5-17

[Signature]
Applicant's Signature

**KARLA ENDRES
NOTARY PUBLIC
STATE OF WISCONSIN**

FOR OFFICIAL USE ONLY

Fee Collected \$ 15.00 Received by DTS Date 10/5/16

[Signature] Investigation finds no reason why this Permit should not be granted

[Signature] Investigator cannot recommend this application for the reasons contained in the attached report.

Case No. [Signature] Investigator's Signature Date 100716

Presented to the Village Board on _____, 20_____.

Action: _____ Approved _____ Approved with conditions: _____
_____ Disapproved

License expires on _____
Village Clerk Signature

SHOREWOOD HILLS POLICE DEPARTMENT

810 SHOREWOOD BOULEVARD
MADISON, WI 53705
608-267-1110 FAX 608-267-1155
POLICE CHIEF DENNY PINE

TO: Personnel Committee/Karl Frantz

FROM: Chief Denny Pine

DATE: September 14, 2016

RE: Recommendation to Hire

On September 12, 2016, Officer Nicolas Pine left our department to begin a career with the City of Madison Police Department. Nick's dedication to this department and all his hard work will be dearly missed. But it is time to move forward and fill his position as soon as we can.

After Officer Pine submitted his resignation, we posted a week-long internal posting. As a result of that posting, I received two internal applications for the position; Nicholas Dodsworth and John Pierce. Interviews of both candidates were conducted on August 29 and August 30, 2016. The interview panel consisted of Chief Pine, Administrator Karl Frantz, Lieutenant Martens and Detective Sergeant Denzer. The interviews were held in the police department break room.

The interview panel met with John Pierce on August 29th and Nicholas Dodsworth on August 30th. Both candidates interviewed well and great consideration went into both candidates. After returning from vacation and speaking to both Lieutenant Martens and Sergeant Denzer, it was determined that we would make a recommendation to hire John Pierce. John was in the U.S. Marine Corps from 1990 to 1996 and in the reserves from 1996 to 2002. John worked full-time for the Oregon Police Department from 1996 to 2016. John has been working part-time with our department since March 16, 2015. John has considerable experience and can step right into the position vacated by Officer Pine. John carries several certifications that we need in this department: Field training officer, Taser certified, EVOC and DAAT just to name a few. Officer Pierce will be working the "C" shift (11:00 p.m. to 7:00 a.m.) There will be an 18 month probationary period.

At this time I would like to recommend to the Personnel Committee and the Village Board that we immediately hire Officer John Pierce for the full-time position vacated by Officer Nicholas Pine.

Officer Pierce's starting date would be September 24, 2016, at a starting wage of \$22.94 per hour with the normal increase in 2017.

Thank you for your consideration. I look forward to your decision.

Chief Denny Pine

Compensation Proposal for the VILLAGE OF SHOREWOOD HILLS

Services Performed For:

VILLAGE OF
SHOREWOOD HILLS
Mr. Karl Frantz
Village Administrator
810 Shorewood Boulevard
Madison, WI 53507

**Associated Appraisal
Consultants, Inc.**

Appleton ■ Hurley ■ Lake Geneva



Fee Schedule

The total value for the Services pursuant to this proposal shall not exceed \$40,450.00 (Maintenance - This figure is based on 5 years of professional services) \$42,500.00 (Full Revaluation Optional – 2017, 2018 or 2019)– This figure is based on 6 years of professional services, unless otherwise agreed to by both parties.

MAINTENANCE/ REVALUATION Contract Proposal	2017 Revaluation Contract	2018 Maintenance Contract	2019 Maintenance Contract	2020 Maintenance Contract	2021 Maintenance Contract	2021 Maintenance Contract	Total Cost of Contract(s)
MAINTENANCE	-	\$8,000.00	\$8,000.00	\$8,000.00	\$8,225.00	\$8,225.00	\$40,450.00
REVALUATION	\$42,500	-	-	-	-	-	\$42,500.00
PAYMENT PLAN OPTION	\$32,000	\$10,190.00	\$10,190.00	\$10,190.00	\$10,190.00	\$10,190.00	\$82,950.00
OPTION #1							

Out-of-Pocket Expenses / Invoice Procedures

MAINTENANCE: The compensation due the Assessor shall be paid in monthly installments throughout the 2018, 2019, 2020, 2021 and 2022 Maintenance assessment years.

REVALUATION: Payment shall be made on a monthly basis for services and expenses incurred during the Revaluation. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review.

No additional cost for newly constructed homes.

All Associated Appraisal Consultants, Inc., staff members are certified at an appropriate level according to the State of Wisconsin Department of Revenue standards.

the General Development Plan and Specific Development Plan for the Property approved by the Village Board on September 21, 2015, and any approved amendments thereto.

6. Property. The lands shown as “Lot 1” on the unrecorded Certified Survey Map attached as Attachment A.

7. Village Property. Certain property owned by the Village that is described in Attachment B, and is intended to be conveyed to Developer pursuant to this Agreement,

8. Value Increment. The fair market value of the Property in a given year, as shown on the real property tax bill for the Property for that year, minus the Base Value.

9. Village Fire and EMS Payment. The payment the Village is required to make to the City of Madison each year for fire protection and emergency medical service, pursuant to Section 4 of the Fire Protection and Emergency Medical Service Agreement Between the City of Madison and the Village of Shorewood Hills, signed by Village President Mark Sundquist on August 19, 2013 and Mayor Paul Soglin on September 17, 2013, and as that agreement may be amended from time to time.

B. DEVELOPER OBLIGATIONS.

1. Construct the Project. Developer shall use good faith efforts to commence construction of the Project within 120 days after the date of this Agreement and to substantially complete the Project within 15 months from the date of commencement.

2. Tax Agreement. Within 30 days after this execution of this Agreement, Developer shall execute and record a Tax Agreement that is not subordinate to any lien against the Property, in the form attached as Attachment G.

3. Land Use Restriction Agreement. Within 30 days after the execution of this Agreement, Developer and the Village shall execute and record a Land Use Restriction Agreement that is not subordinate to any lien against the Property. The Land Use Restriction Agreement shall be in substantially the same form as attached as Attachment H. If the Village does not give written notice of the Affordable Election pursuant to Section B. 4. of this Agreement on or before September 30, 2016, the Village shall execute and record an instrument terminating the Land Use Restriction Agreement.

4. Affordable Housing Units. The Village may elect to require the Project to include four Affordable Housing Units (the “Affordable Election”). The Village shall make such Affordable Election by giving written notice to Developer on or before September 30, 2016. If the Village does not give written notice of the Affordable Election on or before September 30, 2016, the Village’s right to make such election shall terminate. If the Village timely makes the Affordable Election, then all of the following shall apply:

(a) Except as otherwise provided in Section 2.1 of the Land Use Restriction Agreement attached as Attachment H, the Project’s 38 residential housing units shall include not fewer than 1 three-bedroom Affordable Housing unit, 2 two-bedroom Affordable Housing units, and 1 one-bedroom Affordable Housing unit.

(b) Developer and the Village shall use their best efforts to enter into an agreement that conforms substantially to Attachment C (the “Compliance Monitoring Agreement”) with the Wisconsin Housing and Economic Development Authority (WHEDA). If WHEDA is unwilling to enter such an agreement, then Developer and the Village shall use their best efforts to enter into a Compliance Monitoring Agreement with a mutually agreed third party to perform the tasks under the Compliance Monitoring Agreement. If the Developer and Village do not enter into a Compliance Monitoring Agreement with a mutually agreed third party, then Developer and the Village shall enter into a Compliance Monitoring Agreement, modified such that the Village will perform the compliance monitoring tasks under the agreement. Developer shall be responsible for paying the compliance monitoring costs under the Compliance Monitoring Agreement to WHEDA, a third party or the Village, as the case may be.

5. Payment of Village Administrative Costs. Developer shall reimburse the Village for all costs (“Administrative Costs”) that have been and may be incurred by the Village for services performed by or on behalf of the Village in conjunction with the Project, including but not limited to attorneys fees, engineering fees, planning and financial consulting fees, and publication costs. Developer acknowledges that Administrative Costs have been and may be incurred in connection with, among other things, processing Developer’s application to rezone the Property, processing Developer’s application for approval of a certified survey map of the Property, processing Developer’s request for a tax increment grant, and negotiating and preparing this Agreement and the attachments hereto. Consulting, engineering, and legal fees shall be the actual costs to the Village on the basis of submitted invoices. Bills shall be considered delivered upon personal delivery or mailing to Developer. Developer shall pay the Administrative Costs within thirty (30) days of the time when the Village delivers its bill. Developer acknowledges and understands that the legal, engineering, planning and other professional consultants retained by the Village are acting exclusively on behalf of the Village and not Developer.

6. Equal Opportunity. Developer shall advertise the Affordable Housing units in a manner designed to reach persons of diverse financial, racial and ethnic populations. Developer shall market and advertise the Affordable Housing units in accordance with the marketing and advertising plan attached as Attachment I, or as modifications to such plan may be approved by the Village. Developer shall comply with all federal, state and local laws and regulations prohibiting discrimination in renting housing units.

7. Contribution to Village Fire and EMS Payment. Developer shall contribute to the Village Fire and EMS Payments the Village is required to pay to the City of Madison, beginning with the Village Fire and EMS Payment in 2018, and ending with the Village Fire and EMS Payment in the last year the District exists. Prior to December 31, 2017, and prior to each December 31 thereafter during the life of the District, the Village shall notify Developer in writing of the amount of the Village Fire and EMS Payment for the following year, and of the amount of the Developer’s contribution to the Village Fire and EMS Payment for the following year. The Developer’s contribution for a given year shall be the difference between the following:

(a) The actual Village Fire and EMS payment for the given year; and

(b) The amount the Village Fire and EMS payment would have been for the given year if the Value Increment and population attributed to the Property were not included in calculating the Village Fire and EMS Payment for that year. The population of the Property shall be the monthly average number of people residing on the Property during the applicable year. Developer shall report the population of the Property to the Village for a given year by December 15 of that year. Upon the

Village's request, Developer shall provide documentation supporting the reported population of the Property.

One-half of Developer's contribution for a given year shall be paid to the Village by May 1 of the given year, and Developer's contribution shall be paid to the Village in full by September 1 of the given year.

C. CONVEYANCE OF VILLAGE PROPERTY, CERTIFIED SURVEY MAP, AND EASEMENTS.

1. Within 15 business days after this Agreement is fully executed, the Village shall deliver a quit claim deed to Developer that conveys the Village Property to Developer. At the time the Village delivers the quit claim deed to Developer, Developer shall pay \$_____ to the Village as consideration for the conveyance of the Village Property to Developer. The Village makes no warranties regarding the title to or condition of the Village Property, and Developer agrees to accept the Village Property as is.

2. After the Village delivers a quit claim deed conveying the Village Property to Developer, Developer shall record a certified survey map in substantially the same form attached as Attachment A.

3. After a certified survey map conforming substantially to Attachment A is recorded, and not more than 20 business days after this Agreement is fully executed, the Village, Developer and Shorewood Commons Limited Partnership shall execute and record the Easement Agreement attached as Attachment D.

D. DEVELOPMENT INCENTIVE GRANT – MUNICIPAL REVENUE OBLIGATION.

Not earlier than 30 days prior to (i) the completion of and the issuance of occupancy permits for all housing units within the Project; and (ii) the completion of the building core and shell, ready for construction of tenant improvements for all commercial space within the Project, Developer shall provide to the Village a written request for issuance of a Municipal Revenue Obligation. Within forty-five days after submittal of the written request for issuance of the Municipal Revenue Obligation, or within 30 days after the conditions described in (i) and (ii) above have been satisfied, whichever is later, the Village shall issue a Municipal Revenue Obligation to Developer. If the Village timely makes the Affordable Election pursuant to Section B. 4 of this Agreement, then the principal amount of the Municipal Revenue Obligation shall be One Million Fifteen Thousand U.S. Dollars (\$1,015,000.00.) If the Village does not timely make the Affordable Election pursuant to Section B. 4 of this Agreement, then the principal amount of the Municipal Revenue Obligation shall be Four Hundred Ninety Five Thousand U.S. Dollars (\$495,000.00). The Municipal Revenue Obligation shall be in the form attached hereto as Attachment F, under the following terms and conditions:

1. The Municipal Revenue Obligation shall bear interest at an annual rate of 5 percent. Interest shall begin to accrue on the Municipal Revenue Obligation on the date on which the Municipal Revenue Obligation is issued.

2. Any payment on the Municipal Revenue Obligation which is due on any Payment Date shall be payable solely from and only to the extent that the Village has received as of such Payment Date Actual Tax Increment, and such Actual Tax Increment has been appropriated by the Village Board to payment of the Municipal Revenue Obligation.

Project #	Project Name	Affordable vs Market Rate	Total Units
1424	700 University Bay	Affordable	9
		Market Rate	45
		Total	54
1114	Arbor Crossing I	Affordable	26
		Market Rate	54
		Total	80
1339	Marshall Court *	Affordable	7
		Market Rate	88
		Total	95
1121	Walnut Grove (Lodge I)	Affordable	0
		Market Rate	100
		Total	100
1403	Pyare Square (Lodge II)	Affordable	8
		Market Rate	86
		Total	94
1357	Shorewood Boulevard	Affordable	4
		Market Rate	34
		Total	38
Totals		Affordable	54
		Market Rate	407
		Total	461

* Should this project move forward there is the potential the second building could be financed as a Section 42 project resulting in substantially more affordable units.

Resolution R - 2015 - 11

*Of the Village of Shorewood Hills, Wisconsin,
Providing a Health Insurance Op-Out Incentive*

WHEREAS, the Village of Shorewood Hills provides health insurance benefits to eligible employees through the State of Wisconsin Employee Trust Fund's health insurance plan for local government employees;

WHEREAS, State rules regulating the program previously prohibited participating employers from offering an incentive for employees who elect to not participate in the health insurance program;

WHEREAS, effective with the 2016 plan year, State regulations allow local government employers to offer an opt-out incentive;

WHEREAS, the Village's share of the health insurance premium in 2016 will be \$16,650.36 for a family plan and \$6,698.16 for a single plan and there are currently six employees eligible for health insurance who have chosen to not enroll in the program, saving the Village significant expense annually, some for many years;

WHEREAS, there may also be other employees enrolled in the Village plan who, if provided this incentive, could elect to participate in alternative health insurance plans, providing them and the Village a financial advantage;

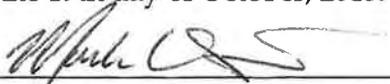
WHEREAS, the Village encourages employees eligible for health insurance to enroll in Shorewood Hills' plan unless they have other suitable options to obtain health insurance that makes opting out a safe decision without compromising their healthcare;

THEREFORE BE IT RESOLVED, the Village of Shorewood Hills will provide full time employees who are eligible for health insurance coverage through the Village but decline it, and provide proof of alternative health insurance, a \$2,000 annual incentive to be paid out in 24 equal installments coinciding with the biweekly Village payroll.

Without Board action to extend it, this resolution will sunset at the end of 2016.

The foregoing resolution was duly adopted by the Board of Trustees of the Village of Shorewood Hills at a legal meeting on the 19th day of October, 2015.

APPROVED: _____


Mark L. Sundquist, President

Attest: _____


Colleen Albrecht, Village Clerk

Village of Shorewood Hills
Personnel Committee Approved Meeting Minutes
Tuesday, September 13, 2016 7:00 a.m.

1. **Call to Order** Personnel Committee Chairperson John Imes called the meeting to order at 7:07 a.m. Present were Mr. Imes and Committee members Mary Gulbrandsen, Anne Readel, David Vitse, Amy Neeno-Eckwall and Erica Moeser. Paula Hogan was excused. Village Administrator Karl Frantz and Village Clerk Cokie Albrecht were also in attendance.
a. Note compliance with open meeting law Mr. Frantz confirmed the meeting had been properly posted and noticed.
2. **Approve previous meeting minutes** Ms. Gulbrandsen moved and Mr. Vitse seconded a motion to approve the minutes of the Personnel Committee meeting of September 7, 2016. Motion passed unanimously.
3. **Meet with Village staff by department to discuss compensation and employment matters and possible recommendations**
Police Department: The staff attending the meeting included Police Chief Dennis Pine, Police Lieutenant Courtland Martens, Police Officer Ashley Dostalek and Part-time Police Officer Tim Dostalek. Court/Police Clerk Marty Davis and CSO/Police Administrative Clerk Tyler Eldridge arrived later. The discussion with the Police staff included: with the resignation of Nick Pine, the roster is down one. Internal candidates have been interviewed and Chief Pine will be recommending the selection of one of them for the open patrol officer position; Chief intends to hire more part-time officers; the patrol officer indicated she is satisfied with the proposed 2017 compensation; Chief suggested a \$.25 raise for part-time officers to \$20.00/hour; management officers would like a boost in their wages; the Committee members agreed they would discuss the handling of Ms. Dostalek's anticipated leave, including the donation of leave time by other employees, at another meeting; the purchase of body cameras is on hold, needed safety equipment was included in the 2017 budget; the conflict of combining court and police duties in the office remains but the staff has found work-arounds; staff indicated they would like more support when dealing with human resource matters. Ms. Readel was excused from the meeting at 8:00 a.m. The police staff left the meeting at the same time.
Administration: The staff attending the meeting included Deputy Clerk Karla Endres, Emergency Services Coordinator David Sykes, and Administrative Assistants Cheri Carbon and Betsy Kramer. The discussion with the Administrative staff included: the retirement of Ms. Albrecht in fall, 2017, will create a vacancy—the remaining staff members are interested in promotion and advancement; to be determined: will the Clerk position remain as currently defined or will those duties be reassigned/reorganized; the Admin Assistants would like their position's grade on the payroll grid evaluated since they feel their responsibilities have increased with the retirement of the records clerk. Ms. Gulbrandsen was excused from the meeting at 8:35 a.m. The administrative staff left the meeting at 8:40 a.m.
4. **Consider part time position hire/process for Department of Public Works**
5. **Consider bone marrow organ transplant leave policy**
6. **Consider development of policy on leave donations from one employee bank to another**
Discussion of Agenda Items 4, 5, and 6 was deferred to a future meeting.
7. **Consider next meeting dates** The next meetings of the Committee will be Wednesday, September 21, 2016 at 7:00 a.m.
8. **Adjourn** Meeting adjourned at 8:50 a.m.

Respectfully submitted, Colleen Boyle Albrecht, Village Clerk

Village of Shorewood Hills
Personnel Committee Approved Meeting Minutes
Tuesday, September 21, 2016 7:00 a.m.

1. **Call to Order** Personnel Committee Chairperson John Imes called the meeting to order at 7:03 a.m. Present were Mr. Imes and Committee members Mary Gulbrandsen, Anne Readel, David Vitse, Amy Neeno-Eckwall and Erica Moeser. Paula Hogan was excused. Village Administrator Karl Frantz and Village Clerk Cokie Albrecht were also in attendance.
a. Note compliance with open meeting law Mr. Frantz confirmed the meeting had been properly posted and noticed.
2. **Approve previous meeting minutes** Ms. Readel moved and Ms. Gulbrandsen seconded a motion to approve the minutes of the Personnel Committee meeting of September 13, 2016. Motion passed unanimously.
4. **Consider part time position/hire/wage for Department of Public Works (DPW)** (agenda item taken out of order) DPW Chief John Mitmoen said the Crew is down one position with the long term illness of a regular full time employee. He would like to retain seasonal employee Kira Ruechel until November, 2016, to help with the DPW's fall workload. He felt a raise to \$15/hour would be appropriate. Ms. Gulbrandsen moved and Ms. Moeser seconded a motion to recommend that the Board of Trustee hire Ms. Ruechel as a limited term employee at \$15 per hour, effective September 19, 2016. Motion passed unanimously.
3. **Meet with Village staff by department to discuss compensation and employment matters and possible recommendations**
Public Works Department: The DPW staff, Mr. Mitmoen, Craig Steinle, Tary Handschke and Mark Moyer, joined the meeting at 7:10 a.m. The Crew members commented that since the department is down one position, their workload is heavy. The DPW building is currently crowded; the new cold storage building will help with equipment handling when completed later in 2017. The Crew recommended the Village continue to follow its equipment replacement plan. Mr. Handschke would like an increase in the On Call pay rate, which is currently \$100/pay period. The Committee will consider it at a future meeting. The DPW staff left the meeting at 7:40 a.m.
Court: Court/Police Clerk Martha Davis said she would like the Personnel Committee to consider the Court staff's feedback, separate from the Police Department's, in future Committee visits with staff. Ms. Davis is concerned about courtroom security; she plans to discuss possible options with the Municipal Judge prior to making a specific request. The Committee will consider the issue at a future meeting. Ms. Davis left the meeting at 7:50 a.m.
Forestry: Village Forester Corey George joined the meeting at 7:50 a.m. He distributed the "October 2015 Forestry Report" and the "Forestry and Park Narrative" for the 2017 budget as examples of his department's accomplishments/activities. He said the \$10/hour starting wage for summer interns is not competitive. Mr. George said he would like to hire a part time assistant for year-round work. Mr. Frantz said it would be helpful to combine the Forestry and DPW seasonal employee pool so the interns are utilized most efficiently. Additionally, a portion of the next full time DPW employee's time, when he/she is hired, will be allocated for Forestry activities. Mr. George said that one of this summer's employees, Carter Thomas, has agreed to work two half-days a week this fall.

Mr. George would like to see Mr. Thomas' wage increased from \$10 to \$12/hour; the Forestry 2016 budget would absorb the additional cost. Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to recommend that the Board of Trustee raise Mr. Thomas' wage to \$12/hour effective September 19, 2016. Motion passed unanimously. Mr. George left the meeting at 8:07 a.m.

5. **Consider hire/wage for Police Patrol Officer to fill vacancy** Police Chief Denny Pine, Sergeant-Detective Corey Denzer and Officer Ashley Dostalek joined the meeting at 8:07 a.m. Chief Pine discussed his memo to the Personnel Committee dated September 14, 2016, regarding his recommendation that the Village hire current part time Officer John Pierce to fill the position recently vacated by Officer Nick Pine. Ms. Readel moved and Ms. Gulbrandsen seconded a motion to recommend that the Board of Trustee hire John Pierce as a full time patrol officer. Motion passed unanimously.

Chief Pine said a recommendation coming out of the Community Listening Forum of a few weeks ago was an increase in Shorewood Hills' community policing activities. The Department plans to initiate training in that: Officer Dostalek is scheduled to attend training and share what she learns with the other officers. There was a discussion of the Community Listening Forum, including the role of the Personnel Committee. Mr. Frantz said the decision to hold the Forum did not reflect on a specific officer; it was not considered a personnel matter. Instead, the Public Health and Safety Committee, which oversees police matters, took the lead in organizing the meeting.

Officer Dostalek will go on desk duty in mid-October. In that capacity she will help in the office, assist in the courtroom and work on community policing activities.

Mr. Frantz said the 2017 budget currently has a grid step plus 1% raise, the police officer adjustments recommended by the Personnel Committee at its meeting of September 7, 2016 and a 1% raise for those off the grid.

6. **Consider bone marrow organ transplant leave policy**
7. **Consider development of policy on leave donations from one employee bank to another**

Discussion of Agenda Items 6 and 7 was deferred to a future meeting.

8. **Consider next meeting dates** The next meetings of the Committee will be Wednesday, October 12, 2016 at 7:00 a.m.
9. **Adjourn** Meeting adjourned at 8:57 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk

MINUTES OF THE FINANCE COMMITTEE
VILLAGE OF SHOREWOOD HILLS

Wednesday, September 28, 2016

(to be scheduled for review at the next meeting of the Finance Committee)

1. Call to Order:

The meeting was called to order at 5:31 pm.

2. Roll call:

Committee members present were Chair/Village Trustee Fred Wade, Village President Mark Sundquist, Village Treasurer Sean Cote, Dave Ahmann, Gard Strother, Karl Wellensiek and Carl Gulbrandsen. Village Administrator Karl Frantz and Village Clerk Cokie Albrecht were also present.

3. Meeting Notice:

Karl Frantz confirmed compliance with the open meetings law.

4. Approval of Minutes of July 11, 2016:

A motion to approve the draft minutes of the Committee's meeting on July 11, 2016 was made by Mark Sundquist and seconded by Sean Cote. The motion passed (7-0).

5. Consideration of 2017 General Fund Budget

Village Administrator Karl Frantz began the session by discussing a memorandum that was distributed to the Committee before the meeting. The Memorandum contained a proposal that would balance the 2017 General Fund budget at \$3,642,327, if the Committee and the Board of Trustees decide to accept the monetary and policy decisions set forth in the Memorandum that brought estimated revenues and expenses into balance (A copy of the Memorandum is attached to these minutes).

Among other things, Mr. Frantz estimated that the unassigned fund balance for 2016 would increase by \$318,000, in large part because of a \$280,000 sale of Village land to developer John Flad in connection with his construction of the Boulevard project for apartments and retail businesses. He also noted that the state's statutory levy limit will permit the Village to increase the Village levy by no more than \$14,889, which would equate to an increase of \$72.44 for an average home valued at \$588,000.

The Committee proceeded to consideration of some of the monetary and policy decisions set forth in the Memorandum. These decisions had been used to eliminate what was initially calculated to be a potential deficit for 2017 of \$335,637.

The following decisions were made by the Committee:

A. \$70,000 of Land Sale Proceeds Should Be Used in 2017 General Fund Budget

Karl Wellensiek moved, with a second by Sean Cote, that the proceeds of the \$280,000 land sale be classified as assigned fund balance, with the understanding that they would be used, beginning in 2017, and continuing in 2018, 2019, and 2020, to pay for General Fund expenses in the amount of \$70,000 per year. The motion passed 7-0.

B. \$14,889 Should Be Added to the Levy, the Maximum Permitted for 2017

Mark Sundquist moved that the levy should be increased by \$14,889, the maximum permitted for 2017. The motion passed 7-0.

C. \$88,416 of Fund Balance Should Be Applied to the 2017 General Fund Budget

The 2016 General Fund budget assumed that it would be necessary to use \$88,416 of unassigned fund balance to pay for general fund expenses during 2016, but higher than expected revenues made the use of that sum unnecessary. Sean Cote moved that the sum of \$88,416 be carried over from the 2016 budget and applied to the 2017 General Fund Budget. The motion was seconded by Gard Strother and passed 7-0.

D. \$94,460 in Expenses Should Be Paid by the Capital Fund Rather than the General Fund

The initial draft of the 2017 General Fund Budget included \$45,000 for a brush chipper, \$28,960 for a new squad vehicle, \$16,000 for equipment for the Police Department, and a computer expense of \$4,500, but Karl Frantz reported that the sewer and water utility will repay \$100,000 during 2017, which is part of a \$457,000 advance that the Capital Fund made to the utility. Under these circumstances, Karl Wellensiek moved that these expenses be removed from the General Fund Budget and paid by the Capital Fund with the proceeds of the \$100,000 repayment to that Fund.

The motion received a second by Sean Cote, and passed 7-0.

E. \$10,000 in Line Item Expenditures Should Be Cut to Reduce Expenditures

Karl Frantz advised the Committee that he had identified approximately \$25,000 of potential cuts in line item expenditures, including a total of \$5,000 in legal expenses. However, Sean Cote expressed the view that \$4,000 more was needed for legal expenses, and that an additional \$11,000 should be included in the budget for the contractual street lighting item. Assuming that Mr. Cote's changes would cost about \$15,000, Mark Sundquist moved, with a second by Dave Ahmann, that the remaining cuts identified by Mr. Frantz totaling \$22,110 in line item expenditures should be cut to reduce expenses. The motion passed 7-0.

F. Additional Repayments Might Be Sufficient to Balance the 2017 General Fund Budget

As noted above, the sewer and water utility will repay \$100,000 during 2017, which is part of a

\$457,000 advance that the Capital Fund made to the utility. The Committee considered the option of using the remainder of that repayment (in excess of the \$94,460 in expenses that would be moved to the Capital Fund under item D above), but no formal decision was made.

In addition, Karl Frantz noted that the General Fund will receive up to \$143,000 over time in repayment of an advance that was made to TIF District No. 4. Karl Frantz was asked to seek more information as to the amount and timing of any repayments that the TIF district might make over time.

6. Report on Special Board Meeting on Facilities

Karl Frantz and Mark Sundquist reported information about a special meeting of the Village Board, on September 22, 2016, which considered the facilities needs of the Village. Mark Sundquist emphasized the decision of the Board to give a new facility for the Department of Public Works, on the existing Shorewood Boulevard site, a priority. The Board also wants to move ahead with a new Community Center.

Fred Wade noted the Board asked the Finance Committee to consider whether the Village should revise its internal policy that annual debt service payments should amount to no more than 25% of General Fund expenditures, if that may be necessary to fund the new facilities (if the Village were to adopt a 2017 expenditure budget \$3,642,327, the debt service could be increased by \$138,229, from \$772,327 to \$910,556, without changing the policy). It was understood that this question would be considered after the Committee completed work on the 2017 budgets.

Karl Frantz noted that the Village currently has about \$1 million of remaining debt capacity under this internal policy, and that it is scheduled to retire principal of \$580,000 to \$770,000 annually from 2018 through 2024, that is being serviced with proceeds from the General Fund levy. His memorandum to the Board, dated September 22, 2016, was provided to the Committee and notes:

The Village could replace the amount of annual principal paid with new borrowings of the same amount each year and remain within policy. There is close to \$5MM in total [additional] capacity 2018-2024. Annual increases in budgeted revenue will further increase the borrowing capacity.

7. Next Meeting Dates

The Committee agreed that the next meeting will be on Wednesday, October 19, 2016, at 5:30 pm. If necessary, a second October meeting could be held on October 26, 2016.

8. Adjournment

The meeting was adjourned at 7:03 pm.

**Recreation Committee Minutes
Village of Shorewood Hills**

Monday, June 6, 2016
Old Village Hall/DPW Building, 1008 Shorewood Boulevard

1. Meeting called to order at 7:09 by committee chair Anne Readel.
 - a. **Roll Call:** Members Present: Gloria Beach, Janet McClain, Santhia Brandt, Andy Alexander, and Anne Readel.
 - b. **Compliance with Open Meeting Law:** The meeting was properly posted.
 - c. **Approval of Minutes.** Andy moved the May meeting minutes for approval and Santhia seconded. The minutes were approved unanimously.
2. **Old Village Hall Use.** The Committee discussed the opening of the new library in the Old Village Hall. The library is scheduled to open on June 8. A Shutterfly group was started to communicate information about the library. The Committee discussed potentially working with the Foundation to address fundraising goals.
3. **Community Center Use.** The Committee discussed reviewing other community center use policies for comparison with Shorewood's. The Committee also discussed obtaining feedback on community center use via an online survey to determine what is and is not working.
4. **Future Agenda Items.** The Committee determined that it would like to discuss the how the Village could encourage more community involvement from residents in the apartments.
5. **Adjourned.** The Committee adjourned at 8:11 pm.

**Recreation Committee Minutes
Village of Shorewood Hills**

Monday, July 25, 2016
Old Village Hall/DPW Building, 1008 Shorewood Boulevard

Meeting called to order at 7:28 by committee chair Anne Keadei.

- a. **Roll Call:** Members Present: Gloria Beach, Santhia Brandt, Lucy Richards, and Anne Keadei. Village Administrator Karl Frantz, and _____ was also present.
 - b. **Compliance with Open Meeting Law:** The meeting was properly posted.
 - c. **Approval of Minutes.** NO minutes were submitted for approval.
2. **Shorewood Hills Elementary Playground.** Village resident _____ informed the Committee about the Shorewood Hills Elementary School playground fundraising efforts that are currently underway. Residents have begun fundraising for a new natural playground that is accessible to all needs. Installation will be staggered to coincide with funds available. The group has currently raised \$20,000, which will be used to install some new play structures this month. The group is trying to raise an additional \$60,000 for more improvements next summer.
 3. **Post Farm Park Playground.** Lucy informed the Committee that a 6' hollow log will be donated for a play structure in the Park.
 4. **Old Village Hall Use.** The Firehouse Library had a successful opening on June 8. Santhia has continued to get more bookshelves and book donations. There have been some challenges in informing residents when the library is open and obtaining volunteers. Santhia believes that it may be easier to get volunteers during the school year when schedules are more consistent. The library has currently only been open on Wednesday nights from 5:30-7:00 pm. In this 1.5 hour shift, Santhia estimated that residents were taking approximately 10-20 books per shift and that between 3 and 12 residents visited the library per shift. The Committee discussed potentially opening the library for story times or free events (like an art show, guitar lessons, yoga) during the fall.
 5. **Board Facilities Work Session.** The Committee discussed the upcoming Board Facilities Work Session and provided some individual feedback regarding the Community Center. Santhia stated that she would like the Community Center to remain adjacent to the pool as many people schedule their summers around tennis, swim team, and other activities that are held at Post Farm Park. Lucy stated that the Four Corners program needs space in the event of severe weather, which would ideally be a community center since the DPW is not appropriate for child activities. She also stated that the Community Center should be more accessible, needed air conditioning, adequate parking,

and a functional kitchen. Gloria stated that the impact on traffic from a new community center would need to be carefully considered as increased traffic could pose safety issues for people at the pool and nearby residents.

6. **Future Agenda Items.** The Committee recognized that it has been difficult to get volunteers for the Four Corners and Land Rec programs. The Committee discussed the need to consider how we should run our summer programs in the future. One alternative to the current structure is to increase fees and hire outside directors and counselors. If fees increased, however, the programs may need to provide more scholarships for children who could not otherwise afford to attend.
7. **Adjourned.** Meeting was adjourned at 9:02 pm.