

VILLAGE OF SHOREWOOD HILLS

BOARD OF TRUSTEES

Meeting Announcement & Agenda at 7:00 p.m. **Monday, May 18, 2020**

*The Board meeting will be livestreaming on the Village's Facebook page [[@VillageOfShorewoodHills](#)].
Or, to listen to the meeting live, dial (312) 626-6799 US (Chicago).*

Meeting ID: 865 3343 6644

Login: 119103

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Procedures Orientation
5. Appearances and Communication
 - i) Introduce Ms. Elaena Noffsinger – Pool Manager
 - ii) Introduce Mr. Mike Meier – DPW Crew Chief
 - iii) Dr. Amy Buencamino M.D. and Dr. Nasir Safdar M.D. – Overview on COVID-19 including best practices and Village options for spring, fall and summer activities (opportunity for Board questions, discussion, next steps).
 - iv) John Rader, Baker Tilly LLC. Manager in charge of the Village audit will highlight the 2019 Village Financial statements (Including Board questions and actions accepting the statements).
6. Board Matters
 - A. Payment of Bills
 - B. Consent Agenda
 - i) Board meeting minutes of April 21, 2020
 - ii) Approve conditional hire/wages of seasonal Forestry staff
 - iii) Approve conditional hire/wages of seasonal DPW staff
 - iv) Approve conditional hire/wages of seasonal Pool staff
 - v) Approve conditional hire/wages of seasonal Four Corners staff
 - vi) Approve conditional hire/wages of seasonal Land Rec staff
 - vii) Approve striping of University Bay Drive
 - C. Ordinances
 - D. New Business Resolutions and Motions
 - i) Resolution R-2020-4 Extending Village COVID-19 Declaration of Emergency
 - ii) Resolution R-2020-5 Waiving Tax Penalties
 - iii) Installation of speed humps on Edgehill Drive
 - iv) Review and approve draft village letter to City of Madison Plan Commission regarding Madison Yards Project
 - E. Appointments

7. Reports of Officials and Committees
 - A. Village President
 - i) Committee chairs should inform Committee members who wish to provide input on Lake Mendota Bridge to attend summer public information meetings
 - ii) Updating committee records and member terms
 - iii) Discussion regarding committees
 - B. Village Administrator
 - i) COVID-19 and Village operational responses
 - C. Police Chief
 - D. Personnel Committee
 - E. Finance Committee
 - F. Plan Commission
 - G. Public Works Committee
 - H. Services Committee
 - I. Public Health & Safety Committee
 - J. Recreation Committee
 - K. Ad hoc Disaster Preparedness Committee
 - L. Ad hoc Stormwater Committee
 - M. Parks Committee
 - N. Blackhawk Liaison Committee
 - O. Golf Committee
 - P. Pool Committee
 - Q. Waterfront Committee
 - R. Joint Campus Committee
 - S. Dane County Lakes and Watershed Commission
8. Adjourn

Next meeting date June 15, 2020

Please Note:

- *Written comments on the agenda can be sent to info@shorewood-hills.org before 8:00 am on May 18, 2020.*
- *To register to speak on an agenda item, send an email to info@shorewood-hills.org before 8:00 am on May 18, 2020 detailing which item is of interest. Your comments may be limited to 3 minutes.*

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 – MONDAY MAY 18, 2020

The Board meeting will be livestreaming on the Village's Facebook page [[@VillageOfShorewoodHills](#)].

Or, to listen to the meeting live, dial (312) 626-6799 US (Chicago).

Meeting ID: 865 3343 6644

Login: 119103

Appearances and Communications

Introduce Ms. Elaena Noffsinger – Pool Manager – We welcome Ms. Noffsinger who has been hard at work, all while she and her family move here from Idaho! She will attend the meeting and introduce herself to the Board.

Introduce Mr. Mike Meier – DPW Crew Chief – We welcome Mr. Meier who comes to us from a previous position with the City of Middleton. He will attend the meeting and introduce himself to the Board.

Dr. Amy Buencamino M.D. and Dr. Nasir Safdar M.D. – Overview on COVID-19 including best practices and Village options on spring, fall and summer activities (opportunity for Board questions, discussion, next steps) – The Village is fortunate, as a small community, to so often be able to draw on its residents who have expertise and the civic willingness to share and assist/advise us on policy matters and issues we face as a community. This presentation and Q&A is a great example of this and will help the Village with future COVID-19 operational planning in conjunction with Dane County Public Health guidance and orders. Enclosed are guidance documents from WEDC that provides useful information, however we are under County orders and how the County will utilize these criteria and develop guidance will be up to the County Public Health Department.

John Rader, Baker Tilly Manager in charge of the Village audit and Leah Wipperfurth will highlight the 2019 Village Financial statements (including Board questions and actions accepting the statements) – Attached are the 2019 audited financial statements and accompanying Insights and Reporting. The accompanying format has changed from previous years. The Finance Committee has reviewed the Financial Statements with management and the audit team. The Committee recommends that the Board acknowledge receipt. Mr. Rader and Ms. Wipperfurth will provide a summary and also will be available to answer questions.

Management is pleased to indicate that we achieved just slightly better than break even in the general fund in 2019 and increased our unassigned fund balance to \$956,371 from \$764,270 in 2018 resulting in a 24.5% ratio to annual expenditures compared to 19.6% in 2018. This is primarily due to restricted/reserved balances dropping down to the unassigned category. TIF 5 for instance repaid its general fund advance. Combined general fund balances increased to \$1,009,486 or by \$1,197.00. Village policy call for maintaining an unassigned unrestricted fund balance of between 15-25% of expenses. It appears there has been some movement in municipalities toward carrying higher levels of fund balances than 25% and the Finance Committee will be evaluating that potential.

Events the Village has faced over the past few years demonstrate the need to have adequate fund balance. The 2007 economic downturn, 2018 flood and current COVID-19

pandemic are examples of events that can lead to the possible need to draw on our reserves; if there are adequate reserves to make that an option. Through the diligent work of the Finance Committee, Village Board and staff we find ourselves in such a position, giving us flexibility as we look to the next budget cycles which may prove to be difficult due to fallout from COVID-19. On that note, please be advised that staff are instructed to approach 2019 spending very conservatively and we will likely defer some discretionary capital projects, as well as avoid discretionary operational spending. We are also evaluating the necessity to fill vacant positions, hiring delays and utilization of part-time and seasonal labor.

All Village funds outside of the Marina (small deficit due to capital spending) show positive results in 2019, although results in the Capital and TIF funds are partially due to 2019 debt issuance, thereby temporarily increasing their balances in anticipation of spending projects. Specifically, it is good to see all of our utility and TID funds operating in a surplus generating status. The Madison water utility has a large rate case pending at the PSC that will force us to look at our rates.

The Village audit notes some material deficiencies in internal controls that we are accustomed to seeing. These are largely due to having a small staff and resulting inability to fully segregate accounting duties. There are also a small number of journal entries that our auditors perform for us.

Board Matters

Payment of Bills – April: \$62,709.66; May: \$144,851.09; Total: \$207,560.75

Consent Agenda

Board meeting minutes of April 21, 2020 – Draft minutes are enclosed.

Approve conditional hire/wages of seasonal Pool staff

Approve conditional hire/wages of seasonal DPW staff

Approve conditional hire/wages of seasonal Forestry staff

Approve conditional hire/wages of seasonal Land Rec staff

Approve conditional hire/wages of seasonal Four Corners staff

The Personnel Committee has reviewed and recommends the conditional hire and wages of the above staff per the documentation included in the packet. Obviously, if there are no programs or they are restricted; hours and number of staff employed will be impacted. The Village is ensuring we are in a position to offer programming should that become a viable and safe option.

Approve striping of University Bay Drive – When University Bay Drive was seal coated last year the double yellow stripe, shared lane bicycle sharows and bump out demarcations were covered. These should be redone due to the traffic volumes, shared bike status and for traffic calming purposes. A quote for \$7,726 has been obtained, reviewed by the Village Engineer and recommended by the Public Works Committee. This work will be done using epoxy for long life. The capital find had planned expenditures of \$70,000 for some street resurfacing dependent upon a Dane County 50% matching grant that will now not be available to the Village until 2022, so a small amount of those funds would be utilized for this project.

New Business Resolutions and Motions

Resolution R-2020-4 Extending Village COVID-19 Declaration of Emergency – The order previously passed by the Board expires June 15, prior to the next Board meeting. This resolution will extend until August 15 or can be amended anytime if the Board acts to do so.

Resolution R-2020-5 Waiving Tax Penalties – The Finance Committee has recommended approval of this resolution. Dane County has approved a process that allows municipalities to waive interest and penalties on the second installment of taxes until October 2. The due date of July 31 remains in place, but if taxes are paid at any time before October 2 there will be no penalties or interest charged. Municipalities that wish to provide taxpayers the ability to delay payment without penalties must pass the resolution enclosed in the packet. The purpose of this is to provide some temporary relief to taxpayers who may be experiencing financial difficulties due to COVID-19, however any taxpayer may take advantage of the waiver. There are no restrictions. This does not extend in any way to installments that were due in January. If those were not paid in full by the due date, unpaid amounts will continue to accrue until payment is made.

Installation of speed humps on Edgehill Drive – The Village Board in November authorized the Village Engineer to create specs and obtain quotes on installing speed humps on Edgehill Drive as well as authorizing Strand Inc. to measure speed and traffic volume on Edgehill Drive, Oak Way and Shorewood Blvd. The Public Works Committee has worked further on this matter in light of COVID-19 and Trustee Bailey will update the Board. Further action may be considered.

Review and approve draft Village letter to City of Madison regarding Madison Yards project – The Plan Commission recommends that the enclosed letter drafted by the Village President be approved by the Village Board and sent to the City Plan Commission.

Included on the posted agenda:

Please Note:

- *Written comments on the agenda can be sent to info@shorewood-hills.org before 8:00 am on May 18, 2020.*
- *To register to speak on an agenda item, send an email to info@shorewood-hills.org before 8:00 am on May 18, 2020 detailing which item is of interest. Your comments may be limited to 3 minutes.*

VILLAGE OF SHOREWOOD HILLS

Madison, Wisconsin

FINANCIAL STATEMENTS

Including Independent Auditors' Report

As of and for the Year Ended December 31, 2019

VILLAGE OF SHOREWOOD HILLS

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INDEPENDENT AUDITORS' REPORT

To the Village Board
Village of Shorewood Hills
Madison, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Shorewood Hills, Wisconsin, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Village of Shorewood Hills' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Village of Shorewood Hills' preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Village of Shorewood Hills' internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Shorewood Hills, Wisconsin, as of December 31, 2019 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note I, the Village of Shorewood Hills adopted the provisions of GASB Statement No. 84, *Fiduciary Activities*, effective January 1, 2019. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
May 1, 2020

VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2019

The management of the Village of Shorewood Hills offers all persons interested in the financial position of the village this narrative overview and analysis of the village's financial performance during the fiscal year ending December 31, 2019. You are invited to read this narrative in conjunction with the village's financial statements.

FINANCIAL HIGHLIGHTS

- > The assets of the Village of Shorewood Hills exceeded its liabilities by \$3,433,639. Of this amount, (\$2,278,050) is considered unrestricted net position (deficit) and \$4,808,115 is net investment in capital assets. The remainder is restricted.
- > The village's total net position increased \$1,608,095. Governmental activities net position increased by \$641,710, and business-type activities net position increased by \$966,385.
- > On December 31, 2019, the village's governmental funds reported combined fund balances of \$3,253,573, an increase of \$1,044,891 from 2018.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the village's basic financial statements. These financial statements consist of two parts: Management's Discussion and Analysis (this section) and the basic financial statements. The basic financial statements include two kinds of statements that present different views of the village:

- > The first two statements are government-wide financial statements that provide both long-term and short-term information about the village's overall financial status.
- > The remaining statements are fund financial statements that focus on individual parts of the village government, reporting the village's operations in more detail than the government-wide statements.

These financial statements also include notes that explain some of the information in the financial statements and provide more detail data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

GOVERNMENT-WIDE STATEMENTS

The government-wide statements report information about the village as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets, deferred outflows, liabilities, and deferred inflows. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2019

OVERVIEW OF THE FINANCIAL STATEMENTS (cont.)

GOVERNMENT-WIDE STATEMENTS (cont.)

The two government-wide statements report the village's net position and how it has changed. Net Position – the difference between the village's assets and liabilities and deferred outflows/inflows – is one way to measure the village's financial health, or position. Over time, increases or decreases in the village's net position are an indicator of whether its financial health is improving or deteriorating. To assess the overall health of the village you need to consider additional nonfinancial factors such as changes in the village's property tax base and the condition of the village's roads.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenue and expenses reported in this statement for some items will only result in cash flows in future fiscal periods.

As noted in Note I.B of the financial statements, the village implemented GASB Statement No. 84 – *Fiduciary Activities* on January 1, 2019.

FUND FINANCIAL STATEMENTS

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the village can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The village maintains eight individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, swimming pool, debt service fund, capital improvement fund, Tax Incremental District No. 3 fund, Tax Incremental District No. 4 fund, and Tax Incremental District No.5 fund, each of which are considered to be major funds. The village has one nonmajor fund: waterfront, which is also presented on the governmental balance sheet and statement of revenues, expenditures, and changes in fund balances.

The village adopts an annual appropriated budget for all its funds.

VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED
As of and for the Year Ended December 31, 2019

OVERVIEW OF THE FINANCIAL STATEMENTS (cont.)

FUND FINANCIAL STATEMENTS (cont.)

Proprietary Funds – The village maintains three different types of proprietary funds (water, sewer, and stormwater utilities), each of which are enterprise funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the village's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information – In addition to the basis financial statements and accompanying notes, *required supplementary information* presents a detailed budget comparison schedule for the general fund and swimming pool fund to demonstrate compliance with the budget.

FINANCIAL ANALYSIS OF THE VILLAGE AS A WHOLE

An analysis of the village's financial position begins with a review of the Statement of Net Position and the Statement of Activities. These two statements report the village's net position and changes therein. It should be noted that the financial position can also be affected by nonfinancial factors, including economic conditions, population growth and new regulations. Internal balances have been shown at gross.

A summary of the village's Statement of Net Position is presented below in Table 1.

Table 1
Condensed Statements of Net Position

	Governmental Activities		Business-type Activities		Totals	
	2019	2018	2019	2018	2019 *	2018 *
Current and other assets	\$ 8,051,316	\$ 6,904,601	\$ 175,429	\$ 141,018	\$ 8,226,745	\$ 7,045,619
Capital assets	10,964,821	9,173,374	5,826,522	5,213,683	16,791,343	14,387,057
Total Assets	<u>19,016,137</u>	<u>16,077,975</u>	<u>6,001,951</u>	<u>5,354,701</u>	<u>25,018,088</u>	<u>21,432,676</u>
Deferred outflows of resources	<u>925,239</u>	<u>549,156</u>	<u>83,965</u>	<u>52,751</u>	<u>1,009,204</u>	<u>601,907</u>
Long-term debt outstanding	14,463,579	12,004,172	2,083,274	2,255,665	16,546,853	14,259,837
Other liabilities	852,120	614,055	402,042	564,964	1,254,162	1,179,019
Total Liabilities	<u>15,315,699</u>	<u>12,618,227</u>	<u>2,485,316</u>	<u>2,820,629</u>	<u>17,801,015</u>	<u>15,438,856</u>
Deferred inflows of resources	<u>4,760,400</u>	<u>4,728,989</u>	<u>32,238</u>	<u>41,194</u>	<u>4,792,638</u>	<u>4,770,183</u>
Net investment in capital assets	2,192,143	234,475	3,743,248	2,959,527	4,808,115	2,789,092
Restricted	903,574	696,782	-	20,474	903,574	717,256
Unrestricted (deficit)	<u>(3,174,092)</u>	<u>(1,651,342)</u>	<u>(231,234)</u>	<u>(434,372)</u>	<u>(2,278,050)</u>	<u>(1,680,804)</u>
Total Net Position	<u>\$ (78,375)</u>	<u>\$ (720,085)</u>	<u>\$ 3,512,014</u>	<u>\$ 2,545,629</u>	<u>\$ 3,433,639</u>	<u>\$ 1,825,544</u>

* The total column reflects a capital debt adjustment. See Note I.D.9. for further information.

VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2019

FINANCIAL ANALYSIS OF THE VILLAGE AS A WHOLE (cont.)

One portion of the village's net position reflects its investment in capital assets (e.g., land, buildings, machinery and equipment, and infrastructure), less any debt used to acquire those assets that is still outstanding. The village uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the village's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The remaining balance of unrestricted net position may be used to meet the government's ongoing obligations to citizens and creditors.

**Table 2
Condensed Statement of Activities**

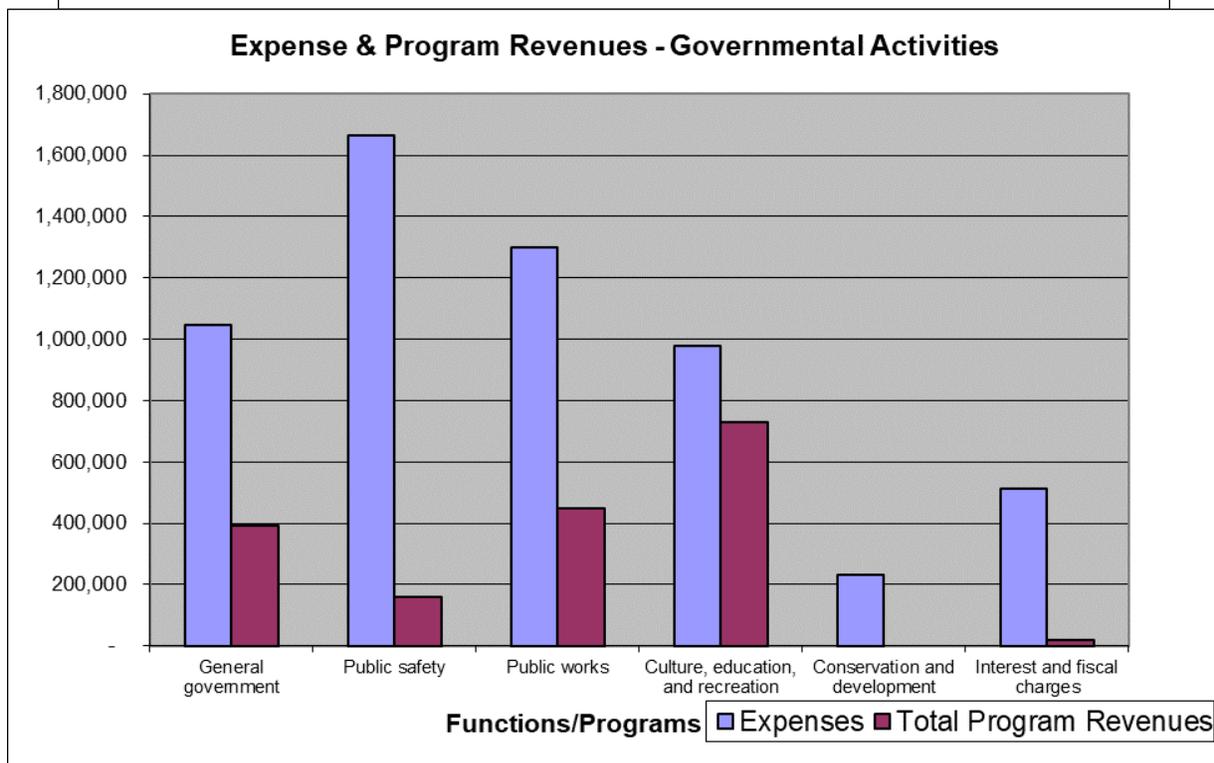
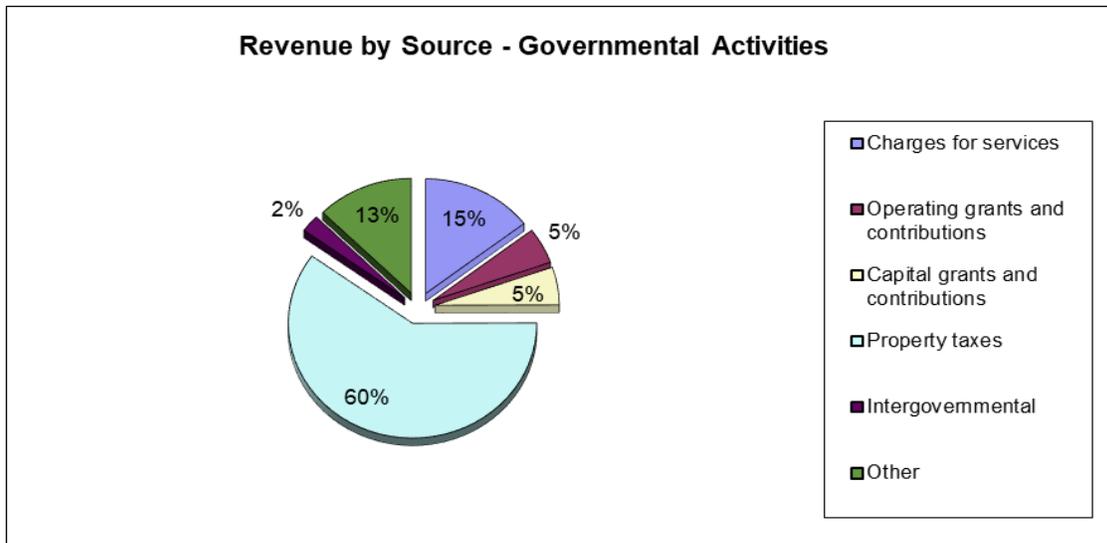
	Governmental Activities		Business-type Activities		Totals	
	2019	2018	2019	2018	2019	2018
Revenues:						
Program Revenues						
Charges for services	\$ 1,020,497	\$ 1,002,923	\$ 1,154,274	\$ 1,076,448	\$ 2,174,771	\$ 2,079,371
Operating grants and contributions	355,830	366,831	15,460	16,271	371,290	383,102
Capital grants and contributions	373,680	-	-	-	373,680	-
General Revenues						
Property taxes	4,207,295	3,876,879	-	-	4,207,295	3,876,879
Intergovernmental	170,641	161,136	-	-	170,641	161,136
Other	883,490	471,751	-	-	883,490	471,751
Total Revenues	<u>7,011,433</u>	<u>5,879,520</u>	<u>1,169,734</u>	<u>1,092,719</u>	<u>8,181,167</u>	<u>6,972,239</u>
Expenses:						
General government	1,047,381	1,138,160	-	-	1,047,381	1,138,160
Public safety	1,664,353	1,748,478	-	-	1,664,353	1,748,478
Public works	1,299,498	875,446	-	-	1,299,498	875,446
Culture, education and recreation	978,812	815,021	-	-	978,812	815,021
Conservation and development	232,036	150,377	-	-	232,036	150,377
Water	-	-	369,431	430,905	369,431	430,905
Sewer	-	-	310,685	296,921	310,685	296,921
Stormwater	-	-	157,829	140,893	157,829	140,893
Interest and fiscal charges	513,047	349,172	-	-	513,047	349,172
Total Expenses	<u>5,735,127</u>	<u>5,076,654</u>	<u>837,945</u>	<u>868,719</u>	<u>6,573,072</u>	<u>5,945,373</u>
Income Before Transfers	1,276,306	802,866	331,789	224,000	1,608,095	1,026,866
Transfers	<u>(634,596)</u>	<u>56,960</u>	<u>634,596</u>	<u>(56,960)</u>	<u>-</u>	<u>-</u>
Changes in Net Position	641,710	859,826	966,385	167,040	1,608,095	1,026,866
Beginning Net Position (deficit)	<u>(720,085)</u>	<u>(1,579,911)</u>	<u>2,545,629</u>	<u>2,378,589</u>	<u>1,825,544</u>	<u>798,678</u>
Ending Net Position (deficit)	<u>\$ (78,375)</u>	<u>\$ (720,085)</u>	<u>\$ 3,512,014</u>	<u>\$ 2,545,629</u>	<u>\$ 3,433,639</u>	<u>\$ 1,825,544</u>

VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED
As of and for the Year Ended December 31, 2019

FINANCIAL ANALYSIS OF THE VILLAGE AS A WHOLE (cont.)

As previously noted, the Statement of Net Position shows the change in financial position of net position. The specific nature or source of these changes then becomes more evident in the Statement of Activities as shown above in Table 2.



VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED
As of and for the Year Ended December 31, 2019

FINANCIAL ANALYSIS OF THE VILLAGE AS A WHOLE (cont.)

GOVERNMENTAL ACTIVITIES

Governmental activities increased the village's net position by \$641,710. This increase is a result of donation of land for improvements.

BUSINESS-TYPE ACTIVITIES

Business-type activities increased the village's net position by \$966,385. This increase is primarily a result of the following items:

- > The water utility had an increase in net position of \$482,115. Operating income for the water utility was \$293,471. The nonoperating expenses, net of revenues, were \$46,596. In addition, there were transfers out of \$113,162 and \$292,054 contributions of capital paid by the municipality.
 - > The sewer utility had an increase in net position of \$167,370. This was due to an operating income of \$87,418, nonoperating revenue of \$3,095, interest expense of \$20,259, and capital paid by the municipality of \$97,116.
 - > The stormwater utility had an increase in net position of \$373,248. This was due to an operating income of \$36,344, nonoperating revenue of \$4,636, interest expense of \$26,320, and capital paid in by the municipality of \$358,588.
-

FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS

GOVERNMENTAL FUNDS

General Fund

The village's general fund is the chief operating fund of the village. Total fund balance in the general fund increased \$1,197. Income before transfers was \$921,477.

The village evaluates general fund balance by measuring the unassigned general fund balance as a percentage of the current year's general fund budget. For 2019, unassigned fund balance is \$956,371 and the general fund expenditure budget was \$3,899,719, resulting in an unassigned fund balance of 24.5%.

Swimming Pool Fund

The village's swimming pool fund accounts for resources committed to supporting expenditures for the swimming pool program. Total fund balance in the swimming pool fund is \$344,635, which is an increase of \$19,029 from the prior year.

VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED
As of and for the Year Ended December 31, 2019

FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS (cont.)

GOVERNMENTAL FUNDS (cont.)

Debt Service Fund

The village's debt service fund accounts for resources that are restricted to expenditures for the payment of general long-term debt principal, interest, and related costs, other than TID or enterprise debt. Total fund balance in the debt service fund is \$19,890, which is an increase of \$19,890 from the prior year.

Capital Improvement Fund

The village's capital improvement fund accounts for proceeds from long-term borrowing and other resources to be used for capital improvement projects. Total fund balance in the capital improvement fund is \$895,973, which is an increase of \$118,820 from the prior year.

TID No. 3

The village's TID No. 3 fund accounts for expenditures outlined in the TID project plan and related revenues and proceeds from long-term borrowing. Total fund balance in the TID No. 3 fund is \$606,937, which is an increase of \$520,484 from the prior year.

TID No. 4

The village's TID No. 4 fund accounts for expenditures outlined in the TID project plan and related revenues and proceeds from long-term borrowing. Total fund balance in the TID No. 4 fund is \$329,635, which is an increase of \$329,292 from the prior year.

TID No. 5

The village's TID No. 5 fund accounts for expenditures outlined in the TID project plan and related revenues and proceeds from long-term borrowing. Fund balance in the TID No. 5 fund is \$3,515, which is an increase from a \$45,529 deficit in the prior year. TID No. 5 began collecting TIF increment in 2018.

Nonmajor Governmental Fund - Waterfront

Fund balance for the nonmajor governmental fund, waterfront, is \$43,502, which is a decrease of \$9,350 from the prior year.

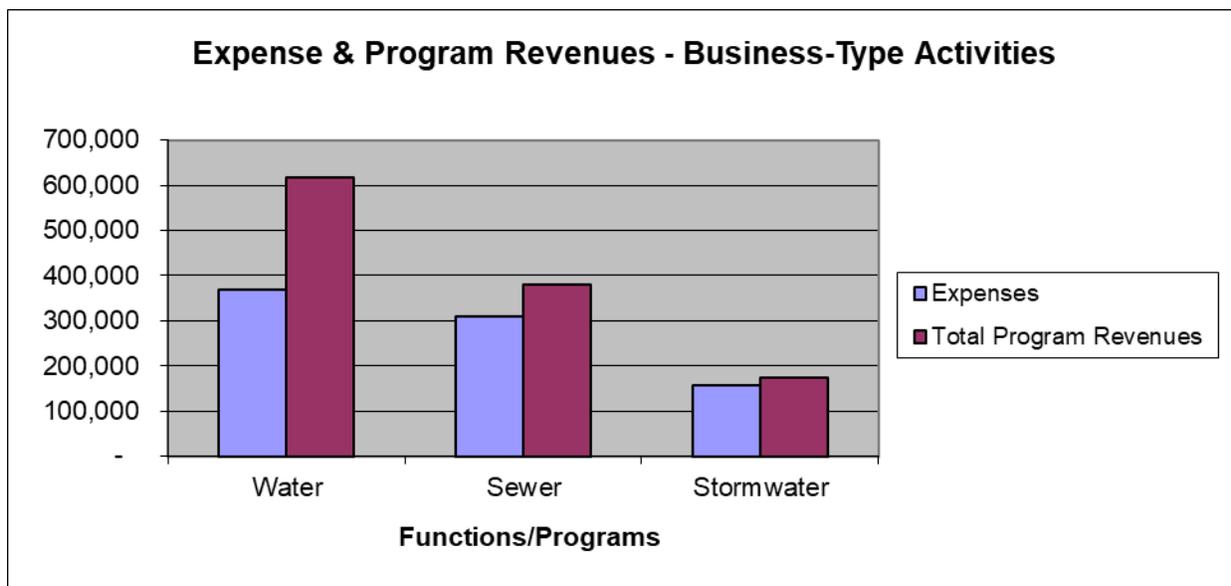
VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED
As of and for the Year Ended December 31, 2019

FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS (cont.)

PROPRIETARY FUNDS

The Village of Shorewood Hills' proprietary fund financial statements provide the same type of information found in the government-wide financial statements, but in more detail. Factors concerning the finances of these funds have already been addressed in the discussion of the village's business-type activities.



GENERAL FUND BUDGETARY HIGHLIGHTS

The original General Fund budget had total revenues and other sources of approximately \$3,899,719; and total appropriations of approximately \$3,899,719. The budget was not amended during the year.

Total revenues and other sources were \$4,081,291, which was \$181,572 greater than the budget. This was primarily due to insurance recoveries received not budgeted for, as well as a larger than budgeted interest on investments.

Actual expenditures and other uses were \$4,080,094, resulting in a negative variance of \$180,375. This was primarily due to negative variances in public safety and public works. The negative variance in public safety was primarily due to an increase in part-time duty wages. The negative variance in public works was due to unbudgeted expenses related to flood recovery, and an increase in non-aidable wages and benefits. Variances within general government expenditures, between administration and clerk, are a result of part-time clerk wages allocated to administration during 2019. In the 2020, these wages will be budgeted and expensed in the clerk department.

VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED As of and for the Year Ended December 31, 2019

CAPITAL ASSETS

At the end of 2019, the village had invested a total of \$16,791,343 in capital assets. This investment in capital assets includes land, buildings, machinery and equipment, and infrastructure. This investment does not include infrastructure acquired prior to 2004, which the village is not required to record.

**Table 3
Capital Assets**

	Governmental Activities		Business-type Activities		Totals	
	2019	2018	2019	2018	2019	2018
Land	\$ 1,971,448	\$ 1,288,934	\$ 11,512	\$ 11,512	\$ 1,982,960	\$ 1,300,446
Land improvements	1,122,475	1,122,475	-	-	1,122,475	1,122,475
Construction in progress	144,986	28,555	-	-	144,986	28,555
Buildings	3,114,565	3,102,465	-	-	3,114,565	3,102,465
Machinery and equipment	2,287,337	1,743,338	-	-	2,287,337	1,743,338
Infrastructure	6,214,043	5,585,136	-	-	6,214,043	5,585,136
Intangibles	51,980	19,500	-	-	51,980	19,500
Utility plant	-	-	7,390,799	6,677,253	7,390,799	6,677,253
Total Capital Assets	14,906,834	12,890,403	7,402,311	6,688,765	22,309,145	19,579,168
Less: Accumulated Depreciation	(3,942,013)	(3,717,029)	(1,575,789)	(1,475,082)	(5,517,802)	(5,192,111)
Net Capital Assets	\$ 10,964,821	\$ 9,173,374	\$ 5,826,522	\$ 5,213,683	\$ 16,791,343	\$ 14,387,057

Additional information on the village's capital assets can be found in Note III. C.

LONG-TERM DEBT

At December 31, 2019, the village had \$15,770,000 of general obligation long-term notes and bonds outstanding.

Total long-term notes and bonds outstanding at December 31, 2019 increase by \$1,630,000. This was due to issuance of debt in current year.

In accordance with Wisconsin Statutes, total general obligation indebtedness of the village may not exceed 5% of the equalized value of taxable property within the village's jurisdiction. The debt limit as of December 31, 2019 was \$31,768,515. Total general obligation debt outstanding at year-end was \$15,770,000. Therefore, the village was at 49.6% of its legal debt limit.

**Table 4
Long-term Debt**

	Governmental Activities		Business-type Activities		Totals	
	2019	2018	2019	2018	2019	2018
General Obligation Debt	<u>\$13,740,566</u>	<u>\$11,898,838</u>	<u>\$ 2,029,434</u>	<u>\$ 2,241,162</u>	<u>\$15,770,000</u>	<u>\$14,140,000</u>

Additional information on the village's long-term debt can be found in Note III. F.

VILLAGE OF SHOREWOOD HILLS

MANAGEMENT'S DISCUSSION AND ANALYSIS – UNAUDITED
As of and for the Year Ended December 31, 2019

CURRENTLY KNOWN FACTS/ECONOMIC CONDITIONS

In December 2019, a novel strain of coronavirus was reported in Wuhan, Hubei province, China. In the first several months of 2020, the virus, SARS-CoV-2, and resulting disease, COVID-19, spread to the United States, including to areas impacting the Village. As of the date above, the Village's evaluation of the effects of these events is ongoing. The extent of the impact of COVID-19 on the Village's operational and financial performance will depend on future developments, including the duration and spread of the outbreak and related governmental or other regulatory actions.

All other currently known facts and economic conditions were considered in preparing the 2020 village budget.

REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the village's finances. If you have questions about this report, or need additional financial information, contact Karl Frantz, Village Administrator.

VILLAGE OF SHOREWOOD HILLS

STATEMENT OF NET POSITION As of December 31, 2019

	Governmental Activities	Business-type Activities	Totals
ASSETS			
Cash and investments	\$ 3,297,636	\$ 40,396	\$ 3,338,032
Receivables			
Taxes receivable	4,320,553	-	4,320,553
Accounts	123,918	135,033	258,951
Delinquent personal property taxes	7,171	-	7,171
Internal balances	358,386	(358,386)	-
Capital Assets			
Land	1,971,448	11,512	1,982,960
Construction in progress	144,986	-	144,986
Other capital assets, net of depreciation	<u>8,848,387</u>	<u>5,815,010</u>	<u>14,663,397</u>
Total Assets	<u>19,072,485</u>	<u>5,643,565</u>	<u>24,716,050</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pension related amounts	881,564	60,501	942,065
Loss on refunding	<u>43,675</u>	<u>23,464</u>	<u>67,139</u>
Total Deferred Outflows of Resources	<u>925,239</u>	<u>83,965</u>	<u>1,009,204</u>
LIABILITIES			
Accounts payable and accrued expenses	479,021	78,142	557,163
Deposits	250	-	250
Due to other governmental units	542	-	542
Short term notes payable	50,000	-	50,000
Noncurrent Liabilities			
Due within one year	1,580,735	200,262	1,780,997
Due in more than one year	12,882,844	1,883,012	14,765,856
Net pension liability	<u>322,307</u>	<u>21,862</u>	<u>344,169</u>
Total Liabilities	<u>15,315,699</u>	<u>2,183,278</u>	<u>17,498,977</u>
DEFERRED INFLOWS OF RESOURCES			
Unearned revenues	4,318,812	-	4,318,812
Pension related amounts	<u>441,588</u>	<u>32,238</u>	<u>473,826</u>
Total Deferred Inflows of Resources	<u>4,760,400</u>	<u>32,238</u>	<u>4,792,638</u>
NET POSITION			
Net investment in capital assets	2,192,143	3,743,248	4,808,115
Restricted	903,574	-	903,574
Unrestricted (deficit)	<u>(3,174,092)</u>	<u>(231,234)</u>	<u>(2,278,050)</u>
TOTAL NET POSITION (DEFICIT)	<u>\$ (78,375)</u>	<u>\$ 3,512,014</u>	<u>\$ 3,433,639</u>

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

STATEMENT OF ACTIVITIES For the Year Ended December 31, 2019

<u>Functions/Programs</u>	<u>Expenses</u>	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General government	\$ 1,047,381	\$ 18,486	\$ -	\$ 373,680
Public safety	1,664,353	137,496	24,187	-
Public works	1,299,498	135,198	312,842	-
Culture, education and recreation	978,812	729,317	-	-
Conservation and development	232,036	-	-	-
Interest and fiscal charges	<u>513,047</u>	<u>-</u>	<u>18,801</u>	<u>-</u>
Total Governmental Activities	<u>5,735,127</u>	<u>1,020,497</u>	<u>355,830</u>	<u>373,680</u>
Business-type Activities				
Water	369,431	608,577	7,729	-
Sewer	310,685	377,844	3,095	-
Stormwater	<u>157,829</u>	<u>167,853</u>	<u>4,636</u>	<u>-</u>
Total Business-type Activities	<u>837,945</u>	<u>1,154,274</u>	<u>15,460</u>	<u>-</u>
Total	<u>\$ 6,573,072</u>	<u>\$ 2,174,771</u>	<u>\$ 371,290</u>	<u>\$ 373,680</u>

General Revenues

 Taxes

 Property taxes, levied for general purposes

 Property taxes, levied for TIF districts

 Intergovernmental revenues not restricted to specific programs

 Public gifts and grants

 Investment income

 Miscellaneous

 Total General Revenues

Transfers

Change in net position

NET POSITION (Deficit) - Beginning of Year

NET POSITION (DEFICIT) -

END OF YEAR

See accompanying notes to financial statements.

Net (Expenses) Revenues and Changes in Net Position

<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
\$ (655,215)	\$ -	\$ (655,215)
(1,502,670)	-	(1,502,670)
(851,458)	-	(851,458)
(249,495)	-	(249,495)
(232,036)	-	(232,036)
<u>(494,246)</u>	<u>-</u>	<u>(494,246)</u>
<u>(3,985,120)</u>	<u>-</u>	<u>(3,985,120)</u>
-	246,875	246,875
-	70,254	70,254
-	<u>14,660</u>	<u>14,660</u>
-	<u>331,789</u>	<u>331,789</u>
<u>(3,985,120)</u>	<u>331,789</u>	<u>(3,653,331)</u>
2,838,963	-	2,838,963
1,368,332	-	1,368,332
170,641	-	170,641
26,463	-	26,463
103,088	-	103,088
<u>753,939</u>	<u>-</u>	<u>753,939</u>
<u>5,261,426</u>	<u>-</u>	<u>5,261,426</u>
<u>(634,596)</u>	<u>634,596</u>	<u>-</u>
641,710	966,385	1,608,095
<u>(720,085)</u>	<u>2,545,629</u>	<u>1,825,544</u>
<u>\$ (78,375)</u>	<u>\$ 3,512,014</u>	<u>\$ 3,433,639</u>

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

BALANCE SHEET GOVERNMENTAL FUNDS As of December 31, 2019

	General	Swimming Pool	Debt Service	Capital Improvement Fund
ASSETS				
Cash and investments	\$ 1,012,783	\$ 319,529	\$ 19,890	\$ 691,018
Receivables				
Taxes	2,979,248	-	-	-
Delinquent personal property taxes	7,171	-	-	-
Accounts receivable	-	30,014	93,854	-
Due from other funds	56,348	-	-	-
Advances to other funds	-	-	-	303,326
	<u>\$ 4,055,550</u>	<u>\$ 349,543</u>	<u>\$ 113,744</u>	<u>\$ 994,344</u>
TOTAL ASSETS				
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 26,236	\$ 2,445	\$ -	\$ 48,371
Accrued liabilities	41,006	1,951	-	-
Due to other governments	27	512	-	-
Due to other funds	1,288	-	-	-
Deposits	-	-	-	-
Short-term notes payable	-	-	-	50,000
Total Liabilities	<u>68,557</u>	<u>4,908</u>	<u>-</u>	<u>98,371</u>
Deferred Inflows of Resources				
Unearned revenues	2,977,507	-	-	-
Unavailable revenues	-	-	93,854	-
Total Deferred Inflows of Resources	<u>2,977,507</u>	<u>-</u>	<u>93,854</u>	<u>-</u>
Fund Balances				
Nonspendable	7,171	-	-	-
Restricted	2,500	-	19,890	374,638
Committed	-	344,635	-	-
Assigned	43,444	-	-	521,335
Unassigned	956,371	-	-	-
Total Fund Balances	<u>1,009,486</u>	<u>344,635</u>	<u>19,890</u>	<u>895,973</u>
	<u>\$ 4,055,550</u>	<u>\$ 349,543</u>	<u>\$ 113,744</u>	<u>\$ 994,344</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				

See accompanying notes to financial statements.

<u>Tax Incremental District No. 3</u>	<u>Tax Incremental District No. 4</u>	<u>Tax Incremental District No. 5</u>	<u>Nonmajor Governmental Fund - Waterfront</u>	<u>Totals</u>
\$ 867,309	\$ 339,455	\$ 3,515	\$ 44,137	\$ 3,297,636
889,312	290,162	161,831	-	4,320,553
-	-	-	-	7,171
-	-	-	50	123,918
-	-	-	-	56,348
-	-	-	-	303,326
<u>\$ 1,756,621</u>	<u>\$ 629,617</u>	<u>\$ 165,346</u>	<u>\$ 44,187</u>	<u>\$ 8,108,952</u>
\$ 259,672	\$ 9,120	\$ -	\$ -	\$ 345,844
700	700	-	432	44,789
-	-	-	3	542
-	-	-	-	1,288
-	-	-	250	250
-	-	-	-	50,000
<u>260,372</u>	<u>9,820</u>	<u>-</u>	<u>685</u>	<u>442,713</u>
889,312	290,162	161,831	-	4,318,812
-	-	-	-	93,854
<u>889,312</u>	<u>290,162</u>	<u>161,831</u>	<u>-</u>	<u>4,412,666</u>
-	-	-	-	7,171
606,937	329,635	3,515	-	1,337,115
-	-	-	43,502	388,137
-	-	-	-	564,779
-	-	-	-	956,371
<u>606,937</u>	<u>329,635</u>	<u>3,515</u>	<u>43,502</u>	<u>3,253,573</u>
<u>\$ 1,756,621</u>	<u>\$ 629,617</u>	<u>\$ 165,346</u>	<u>\$ 44,187</u>	<u>\$ 8,108,952</u>

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION As of December 31, 2019

Total Fund Balances - Governmental Funds	\$ 3,253,573
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental funds are not financial resources and therefore are not reported in the funds.

Land	1,971,448
Land improvements	1,122,475
Construction in progress	144,986
Intangible assets	51,980
Buildings	3,114,565
Machinery and equipment	2,287,337
Infrastructure	6,214,043
Less: Accumulated depreciation	(3,942,013)

Some receivables that are not currently available are reported as unavailable revenues in the fund financial statements but are recognized as revenue when earned in the government-wide statements.	93,854
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Deferred outflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	881,564
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Deferred inflows of resources related to pensions do not relate to current financial resources and are not reported in the governmental funds.	(441,588)
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Some liabilities, including long-term debt, are not due and payable in the current period and, therefore, are not reported in the funds.

Bonds and notes payable	(13,740,566)
Compensated absences	(396,373)
Unamortized premium on debt issuance	(275,043)
Unamortized loss on advance refunding	43,675
Accrued interest	(88,388)
Village share of landfill district deficit	(51,597)
Net pension obligation	<u>(322,307)</u>

NET POSITION OF GOVERNMENTAL ACTIVITIES	<u>\$ (78,375)</u>
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VILLAGE OF SHOREWOOD HILLS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

For the Year Ended December 31, 2019

	General	Swimming Pool	Debt Service	Capital Improvement Fund
REVENUES				
Taxes	\$ 2,839,262	\$ -	\$ -	\$ -
Intergovernmental	383,381	1,298	-	4,000
Licenses and permits	97,966	-	-	-
Fines, forfeitures and penalties	84,096	-	-	-
Public charges for services	107,315	586,699	-	-
Investment income	101,408	-	1,381	-
Miscellaneous revenues	354,701	461,415	12,755	10,000
Total Revenues	<u>3,968,129</u>	<u>1,049,412</u>	<u>14,136</u>	<u>14,000</u>
EXPENDITURES				
Current				
General government	635,978	-	-	-
Public safety	1,560,758	-	-	-
Public works	529,661	-	-	-
Culture, recreation and education	278,426	485,992	-	-
Conservation and development	34,791	-	-	-
Capital Outlay	7,038	619,542	-	391,142
Debt Service				
Principal	-	-	793,577	-
Interest and fiscal charges	-	-	204,932	4,038
Total Expenditures	<u>3,046,652</u>	<u>1,105,534</u>	<u>998,509</u>	<u>395,180</u>
Excess (deficiency) of revenues over expenditures	<u>921,477</u>	<u>(56,122)</u>	<u>(984,373)</u>	<u>(381,180)</u>
OTHER FINANCING SOURCES (USES)				
Debt issued	-	-	-	500,000
Refunding bonds issued	-	-	435,000	-
Premium on debt issued	-	-	52,259	-
Transfers in	113,162	89,374	963,341	-
Transfers out	(1,033,442)	(14,223)	-	-
Payment to fiscal agent	-	-	(446,337)	-
Total Other Financing Sources (Uses)	<u>(920,280)</u>	<u>75,151</u>	<u>1,004,263</u>	<u>500,000</u>
Net Change in Fund Balances	1,197	19,029	19,890	118,820
FUND BALANCES (DEFICIT) - Beginning of Year	<u>1,008,289</u>	<u>325,606</u>	<u>-</u>	<u>777,153</u>
FUND BALANCES - END OF YEAR	<u>\$ 1,009,486</u>	<u>\$ 344,635</u>	<u>\$ 19,890</u>	<u>\$ 895,973</u>

See accompanying notes to financial statements.

Tax Incremental District No. 3	Tax Incremental District No. 4	Tax Incremental District No. 5	Nonmajor Governmental Fund - Waterfront	Totals
\$ 957,353	\$ 227,566	\$ 183,413	\$ -	\$ 4,207,594
137,038	687	67	-	526,471
-	-	-	-	97,966
-	-	-	-	84,096
-	-	-	66,375	760,389
-	-	-	-	102,789
-	-	-	33,712	872,583
<u>1,094,391</u>	<u>228,253</u>	<u>183,480</u>	<u>100,087</u>	<u>6,651,888</u>
-	-	-	-	635,978
-	-	-	-	1,560,758
-	-	-	-	529,661
-	-	-	104,387	868,805
335,366	184,162	137,951	-	692,270
1,948,405	-	-	-	2,966,127
314,660	90,035	-	-	1,198,272
234,906	48,528	-	-	492,404
<u>2,833,337</u>	<u>322,725</u>	<u>137,951</u>	<u>104,387</u>	<u>8,944,275</u>
<u>(1,738,946)</u>	<u>(94,472)</u>	<u>45,529</u>	<u>(4,300)</u>	<u>(2,292,387)</u>
1,845,000	405,000	-	-	2,750,000
855,000	-	-	-	1,290,000
133,267	18,764	-	-	204,290
-	-	-	-	1,165,877
-	-	-	(5,050)	(1,052,715)
<u>(573,837)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,020,174)</u>
<u>2,259,430</u>	<u>423,764</u>	<u>-</u>	<u>(5,050)</u>	<u>3,337,278</u>
520,484	329,292	45,529	(9,350)	1,044,891
86,453	343	(42,014)	52,852	2,208,682
<u>\$ 606,937</u>	<u>\$ 329,635</u>	<u>\$ 3,515</u>	<u>\$ 43,502</u>	<u>\$ 3,253,573</u>

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES For the Year Ended December 31, 2019

Net change in fund balances - total governmental funds	\$	1,044,891
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of net position the cost of these assets is capitalized and they are depreciated over their estimated useful lives and reported as depreciation expense in the statement of activities.

Capital outlay is reported as an expenditure in the fund financial statements but is capitalized in the government-wide financial statements		2,966,127
Some items reported as capital outlay were not capitalized		(744,109)
Depreciation is reported in the government-wide financial statements		(386,410)
Net book value of assets retired		(44,161)

Receivables not currently available are reported as revenue when collected or currently available in the fund financial statements but are recognized as revenue when earned in the government-wide financial statements.		(14,135)
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Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.		
Debt issued		(4,040,000)
Principal repaid		1,198,272

Advance refunding of bond issuances are reported as an other financing use in the governmental funds. However, advance refunding are considered a change in long-term liabilities in the Statement of Net Position.		1,020,174
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Governmental funds report debt premiums and discounts as other financing sources (uses) or expenditures. However, in the statement of net position, these are reported as additions to or deductions from long-term debt. These are allocated over the period the debt is outstanding in the statement of activities and are reported as interest expense.		
Current year premium		(204,291)
Amortization of debt premium		34,581

Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		
Compensated absences		(16,572)
Accrued interest on debt		(26,312)
Amortization of deferred charge on refunding		(28,911)
Net pension asset (liability)		(583,014)
Deferred outflows of resources related to pensions		384,820
Deferred inflows of resources related to pensions		70,784

The proportionate share of the change in net position related to joint ventures reported in the statement of activities neither provides nor uses current financial resources and is not reported in the fund financial statements.		9,976
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>641,710</u>
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See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

STATEMENT OF NET POSITION PROPRIETARY FUNDS As of December 31, 2019

	Business-type Activities - Enterprise Funds			
	Water Utility	Sewer Utility	Stormwater Utility	Totals
ASSETS				
Current Assets				
Cash and investments	\$ -	\$ -	\$ 40,396	\$ 40,396
Receivables				
Accounts	70,173	45,312	19,548	135,033
Due from other funds	651	514	123	1,288
Total Current Assets	70,824	45,826	60,067	176,717
Noncurrent Assets				
Restricted Cash and Investments				
Capital Assets				
Land	11,512	-	-	11,512
Property and equipment	3,816,386	1,679,643	1,894,770	7,390,799
Less: Accumulated depreciation	(851,754)	(474,204)	(249,831)	(1,575,789)
Total Noncurrent Assets	2,976,144	1,205,439	1,644,939	5,826,522
Total Assets	3,046,968	1,251,265	1,705,006	6,003,239
DEFERRED OUTFLOWS OF RESOURCES				
Pension related amounts	27,794	20,587	12,120	60,501
Deferred charge on refunding	8,925	6,336	8,203	23,464
Total Deferred Outflows of Resources	36,719	26,923	20,323	83,965

See accompanying notes to financial statements.

	Business-type Activities - Enterprise Funds			Totals
	Water Utility	Sewer Utility	Stormwater Utility	
LIABILITIES				
Current Liabilities				
Accounts payable	\$ 11,198	\$ 44,570	\$ -	\$ 55,768
Accrued interest	9,140	4,656	4,692	18,488
Accrued wages	1,648	1,185	1,053	3,886
Due to other funds	56,348	-	-	56,348
Current portion of general obligation debt	<u>85,262</u>	<u>50,000</u>	<u>65,000</u>	<u>200,262</u>
Total Current Liabilities	<u>163,596</u>	<u>100,411</u>	<u>70,745</u>	<u>334,752</u>
Noncurrent Liabilities				
Long-Term Debt				
General obligation debt, including unamortized premium	1,047,167	358,951	476,894	1,883,012
Advances from other funds	296,985	6,341	-	303,326
Net pension liability	<u>9,966</u>	<u>7,394</u>	<u>4,502</u>	<u>21,862</u>
Total Noncurrent Liabilities	<u>1,354,118</u>	<u>372,686</u>	<u>481,396</u>	<u>2,208,200</u>
Total Liabilities	<u>1,517,714</u>	<u>473,097</u>	<u>552,141</u>	<u>2,542,952</u>
DEFERRED INFLOWS OF RESOURCES				
Pension related amounts	<u>14,632</u>	<u>10,938</u>	<u>6,668</u>	<u>32,238</u>
Total Deferred Inflows of Resources	<u>14,632</u>	<u>10,938</u>	<u>6,668</u>	<u>32,238</u>
NET POSITION				
Net investment in capital assets	1,843,715	796,488	1,103,045	3,743,248
Unrestricted (deficit)	<u>(292,374)</u>	<u>(2,335)</u>	<u>63,475</u>	<u>(231,234)</u>
TOTAL NET POSITION	<u>\$ 1,551,341</u>	<u>\$ 794,153</u>	<u>\$ 1,166,520</u>	<u>\$ 3,512,014</u>

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION PROPRIETARY FUNDS

For the Year Ended December 31, 2019

	Business-type Activities - Enterprise Funds			Totals
	Water Utility	Sewer Utility	Stormwater Utility	
OPERATING REVENUES				
Public charges for services	\$ 603,679	\$ 377,844	\$ 167,853	\$ 1,149,376
Other operating revenue	4,898	-	-	4,898
Total Operating Revenues	608,577	377,844	167,853	1,154,274
OPERATING EXPENSES				
Operation and maintenance	240,904	256,870	97,200	594,974
Depreciation	70,956	33,556	34,309	138,821
Taxes	3,246	-	-	3,246
Total Operating Expenses	315,106	290,426	131,509	737,041
Operating Income	293,471	87,418	36,344	417,233
NONOPERATING REVENUES (EXPENSES)				
Interest and fiscal charges	(55,811)	(20,829)	(27,007)	(103,647)
Amortization on debt premium	2,919	1,286	2,009	6,214
Amortization of loss on advance refunding	(1,433)	(716)	(1,322)	(3,471)
Build America Bond subsidy	7,729	3,095	4,636	15,460
Total Nonoperating Revenues (Expenses)	(46,596)	(17,164)	(21,684)	(85,444)
Income Before Contributions and Transfers	246,875	70,254	14,660	331,789
CONTRIBUTIONS AND TRANSFERS				
Capital paid in by municipality	292,054	97,116	358,588	747,758
Transfers out	(113,162)	-	-	(113,162)
Total Contributions and Transfers	178,892	97,116	358,588	634,596
Change in Net Position	425,767	167,370	373,248	966,385
NET POSITION - Beginning of Year	1,125,574	626,783	793,272	2,545,629
NET POSITION - END OF YEAR	\$ 1,551,341	\$ 794,153	\$ 1,166,520	\$ 3,512,014

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

STATEMENT OF CASH FLOWS PROPRIETARY FUNDS

For the Year Ended December 31, 2019

	Business-type Activities - Enterprise Funds			
	Water Utility	Sewer Utility	Stormwater Utility	Totals
CASH FLOWS FROM OPERATING ACTIVITIES				
Received from customers	\$ 516,056	\$ 359,767	\$ 162,218	\$ 1,038,041
Received from municipality for services	56,348	-	-	56,348
Paid to suppliers for goods and services	(184,020)	(213,034)	(34,449)	(431,503)
Paid to employees for services	(60,678)	(36,968)	(48,639)	(146,285)
Net Cash Flows From Operating Activities	<u>327,706</u>	<u>109,765</u>	<u>79,130</u>	<u>516,601</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Paid to municipality for tax equivalent	(56,814)	-	-	(56,814)
Net Cash Flows From Noncapital Financing Activities	<u>(56,814)</u>	<u>-</u>	<u>-</u>	<u>(56,814)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Refunding bonds issued	405,000	165,000	245,000	815,000
Debt retired	(86,728)	(50,000)	(60,000)	(196,728)
Payments to escrow for refunding	(418,526)	(170,511)	(253,183)	(842,220)
Interest paid	(45,472)	(15,149)	(20,810)	(81,431)
Premium from debt issuance	22,636	9,222	13,693	45,551
Debt issuance costs	(9,110)	(3,712)	(5,511)	(18,333)
Acquisition and construction of capital assets	(8,225)	-	-	(8,225)
Build America Bond subsidy	7,729	3,095	4,636	15,460
Paid on long-term advances	(138,196)	(47,710)	-	(185,906)
Net Cash Flows From Capital and Related Financing Activities	<u>(270,892)</u>	<u>(109,765)</u>	<u>(76,175)</u>	<u>(456,832)</u>
Net Change in Cash and Cash Equivalents	-	-	2,955	2,955
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>-</u>	<u>-</u>	<u>37,441</u>	<u>37,441</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,396</u>	<u>\$ 40,396</u>

See accompanying notes to financial statements.

	Business-type Activities - Enterprise Funds			
	Water Utility	Sewer Utility	Stormwater Utility	Totals
RECONCILIATION OF OPERATING INCOME TO NET CASH FLOWS FROM OPERATING ACTIVITIES				
Operating income	\$ 293,471	\$ 87,418	\$ 36,344	\$ 417,233
Adjustments to Reconcile Operating Income to Net Cash Flows From Operating Activities				
Depreciation	70,956	33,556	34,309	138,821
Depreciation charged to other funds	4,322	-	-	4,322
Changes in assets, deferred outflows, liabilities and deferred inflows				
Accounts receivable	(40,495)	(18,077)	(5,635)	(64,207)
Accounts payable	(5,866)	2,726	-	(3,140)
Other current liabilities	622	471	574	1,667
Prepaid items	-	-	10,990	10,990
Pension related deferrals and assets/liabilities	4,696	3,671	2,548	10,915
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>\$ 327,706</u>	<u>\$ 109,765</u>	<u>\$ 79,130</u>	<u>\$ 516,601</u>
NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES				
Gain (Loss) on refunding	<u>\$ (3,526)</u>	<u>\$ (5,511)</u>	<u>\$ (3,183)</u>	<u>\$ (12,220)</u>
Amortization of loss on refunding	<u>\$ 1,433</u>	<u>\$ 716</u>	<u>\$ 1,322</u>	<u>\$ 3,471</u>
Capital contributions from municipality	<u>\$ 292,054</u>	<u>\$ 97,116</u>	<u>\$ 358,588</u>	<u>\$ 747,758</u>

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

STATEMENT OF FIDUCIARY NET POSITION CUSTODIAL FUND As of December 31, 2019

	Tax Collection Fund
ASSETS	
Cash and investments	\$ 5,633,972
Tax roll receivable	<u>3,068,961</u>
Total Assets	<u>8,702,933</u>
LIABILITIES	
Due to other governments	<u>8,702,933</u>
Total Liabilities	<u>8,702,933</u>
NET POSITION	
TOTAL NET POSITION	<u><u>\$ -</u></u>

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION CUSTODIAL FUND For the Year Ended December 31, 2019

	<u>Tax Collection Fund</u>
ADDITIONS	
Tax collections	\$ 6,197,508
Total	<u>6,197,508</u>
Total Additions	<u>6,197,508</u>
DEDUCTIONS	
Tax distributions to other governments	<u>6,197,508</u>
Total Deductions	<u>6,197,508</u>
Change in Fiduciary Net Position	-
NET POSITION - Beginning of Year	<u>-</u>
NET POSITION - END OF YEAR	<u>\$ -</u>

See accompanying notes to financial statements.

VILLAGE OF SHOREWOOD HILLS

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VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Village of Shorewood Hills, Wisconsin (the "village") conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

A. REPORTING ENTITY

This report includes all of the funds of the village. The reporting entity for the village consists of the primary government and its component units. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The village has not identified any organizations that meet this criteria.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

In January 2017, the GASB issued statement No. 84 - *Fiduciary Activities*. This statement establishes criteria for identifying fiduciary activities of all state and local governments for accounting and financial reporting purposes and how those activities should be reported. This standard was implemented January 1, 2019.

In March 2018, the GASB issued statement No. 88 - *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. This Statement defines debt for purposes of disclosure in notes to financial statements and establishes additional financial statement note disclosure requirements related to debt obligations of governments, including direct borrowings and direct placements. This standard was implemented January 1, 2019.

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The village does not allocate indirect expenses to functions in the statement of activities. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not included among program revenues are reported as general revenues. Internally dedicated resources are reported as general revenues rather than as program revenues.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (cont.)

Fund Financial Statements

Financial statements of the village are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position/fund balance, revenues, and expenditures/expenses.

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the village or meets the following criteria:

- a. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10% of the corresponding total for all funds of that category or type, and
- b. The same element of the individual governmental or enterprise fund that met the 10% test is at least 5% of the corresponding total for all governmental and enterprise funds combined.
- c. In addition, any other governmental or enterprise fund that the village believes is particularly important to financial statement users may be reported as a major fund.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The village reports the following major governmental funds:

- General Fund - accounts for the village's primary operating activities. It is used to account for and report all financial resources except those accounted for and reported in another fund.
- Swimming Pool Special Revenue Fund - used to account for and report local revenues committed to supporting expenditures for the swimming pool program.
- Debt Service Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditure for the payment of general long-term debt principal, interest, and related costs, other than TID or enterprise debt.
- Capital Improvement Fund Capital Projects Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets for the capital improvement program.
- Tax Incremental District (TID) No. 3 Capital Projects Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditures outlined in the TID project plan.
- Tax Incremental District (TID) No. 4 Capital Projects Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditures outlined in the TID project plan.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (cont.)

Fund Financial Statements (cont.)

The village reports the following major governmental funds: (cont.)

Tax Incremental District (TID) No. 5 Capital Projects Fund - used to account for and report financial resources that are restricted, committed, or assigned to expenditures outline in the TID project plan.

The village reports the following major enterprise funds:

Water Utility - accounts for operations of the water system
Sewer Utility - accounts for operations of the sewer system
Stormwater Utility - accounts for operations of the stormwater system

The village reports the following nonmajor governmental fund:

Special Revenue Fund - used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes (other than debt service or capital projects).

Waterfront

In addition, the village reports the following fund type:

Custodial Fund - used to account for and report assets controlled by the village and the assets are for the benefit of individuals, private organizations, and/or other governmental units.

Tax Collection Fund

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Taxes receivable for the following year are recorded as receivables and deferred inflows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Special assessments are recorded as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION (cont.)

Government-Wide Financial Statements (cont.)

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the village's water, sewer, and stormwater utilities and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property taxes are recorded in the year levied as receivables and deferred inflows. They are recognized as revenues in the succeeding year when services financed by the levy are being provided.

Intergovernmental aids and grants are recognized as revenues in the period the village is entitled the resources and the amounts are available. Amounts owed to the village which are not available are recorded as receivables and unavailable revenues. Amounts received before eligibility requirements (excluding time requirements) are met are recorded as liabilities. Amounts received in advance of meeting time requirements are recorded as deferred inflows.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, special assessments and interest. Other general revenues such as fines and forfeitures, inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as described previously in this note.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the water, sewer, and stormwater utilities are charges to customers for sales and services. Special assessments are recorded as receivables and contribution revenue when levied. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION (cont.)

All Financial Statements

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY

1. Deposits and Investments

For purposes of the statement of cash flows, the village considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of village funds is restricted by Wisconsin state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank or trust company.
- b. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority, or the Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.
- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

The village has adopted an investment policy. That policy follows the state statute for allowable investments. To address custodial credit risk, it is the village's policy that investment amounts are limited to the maximum of state guarantee fund and FDIC insurance limits for each institution unless collateralized. To address credit risk, the village does not invest in stocks, corporate bonds, futures, or derivatives and has limited deposits and investments of village funds to those that meet the policy's objective of safety, meaning deposits and investments shall be undertaken in a manner that seeks to ensure the preservation of principal and to minimize credit risk.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

1. Deposits and Investments (cont.)

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on commingled investments of municipal accounting funds is allocated based on average balances. The difference between the bank statement balance and carrying value is due to outstanding checks and/or deposits in transit.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2019, the fair value of the village's share of the LGIP's assets was substantially equal to the amount as reported in these statements.

See Note III. A. for further information.

2. Receivables

Property taxes are levied in December on the assessed value as of the prior January 1. In addition to property taxes for the village, taxes are collected for and remitted to the state and county governments as well as the local school district and technical college district. Taxes for all state and local governmental units billed in the current year for the succeeding year are reflected as receivables and due to other taxing units on the accompanying statement of fiduciary net position.

Property tax calendar - 2019 tax roll:

Lien date and levy date	December 2019
Tax bills mailed	December 2019
Payment in full, or	January 31, 2020
First installment due	January 31, 2020
Second installment due	July 31, 2020
Personal property taxes in full	January 31, 2020
Tax sale - 2019 delinquent real estate taxes	October 2022

Accounts receivable have been shown net of an allowance for uncollectible accounts. Delinquent real estate taxes as of July 31 are paid in full by the county, which assumes the collection thereof. No provision for uncollectible accounts receivable has been made for the water, sewer, and stormwater utilities because they have the right by law to place substantially all delinquent bills on the tax roll, and other delinquent bills are generally not significant.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

2. Receivables (cont.)

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "due to and from other funds." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the governmental-wide financial statements as internal balances.

In the governmental fund financial statements, advances to other funds are offset equally by a nonspendable fund balance account which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation or by a restricted fund balance account, if the funds will ultimately be restricted when the advance is repaid.

3. Prepaid Items

Governmental fund inventory items are charged to expenditure accounts when purchased. Year-end inventory was not significant. Proprietary fund inventories are generally used for construction and/or for operation and maintenance work. They are not for resale.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. Capital Assets

Government-Wide Statements

Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial cost of more than \$5,000 for general capital assets and \$25,000 for infrastructure assets, and an estimated useful life in excess of one year. All capital assets are valued at historical cost, or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Additions to and replacements of capital assets of business-type activities are recorded at original cost, which includes material, labor, overhead, and an allowance for the cost of funds used during construction when significant. For tax-exempt debt, the amount of interest capitalized equals the interest expense incurred during construction netted against any interest revenue from temporary investment of borrowed fund proceeds. No interest was capitalized during the current year. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

4. Capital Assets (cont.)

Government-Wide Statements (cont.)

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Buildings	10-40 Years
Land Improvements	10-20 Years
Machinery and Equipment	5-25 Years
Utility System	40-100 Years
Infrastructure	50 Years
Intangibles	10 Years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

5. Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net position/fund balance that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that future time.

A deferred charge on refunding arises from the advance refunding of debt. The difference between the cost of the securities placed in trust for future payments of the refunded debt and the net carrying value of that debt is deferred and amortized as a component of interest expense over the shorter of the term of the refunding issue or the original term of the refunded debt. The unamortized amount is reported as a deferred outflow of resources in the government-wide and proprietary fund financial statements.

6. Compensated Absences

Under terms of employment, employees are granted sick leave and vacations in varying amounts. Only benefits considered to be vested are disclosed in these statements.

All vested vacation and sick leave pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements, and are payable with expendable resources.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

6. Compensated Absences (cont.)

The village provides postemployment health insurance benefits for all eligible employees. Eligibility is based on retirement from the village. The benefits are based on contractual agreements with employee groups, local ordinances, or employee benefit policies. Employees may convert 100% of accumulated sick leave to pay for health care premiums. The cost of those premiums is recognized as an expenditure as the premiums are paid. The entire cost is paid by the village. Funding for those costs is provided out of the current operating budget of the village. The contributions are financed on a pay as you go basis. Total expenditures for such premiums during the year were not material. The number of participants currently eligible to receive benefits is two. The total amount outstanding at year-end to be paid in the future is \$64,883 and is included in the government-wide statement of net position.

Payments for vacation and sick leave will be made at rates in effect when the benefits are used. Accumulated vacation and sick leave liabilities at December 31, 2019, are determined on the basis of current salary rates and include salary related payments.

7. Long-Term Obligations

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term obligations consist primarily of notes and bonds payable and accrued compensated absences.

Long-term obligations for governmental funds are not reported as liabilities in the fund financial statements. The face value of debts (plus any premiums) are reported as other financing sources and payments of principal and interest are reported as expenditures. The accounting in proprietary funds is the same as it is in the government-wide statements.

For the government-wide statements and proprietary fund statements, bond premiums and discounts are amortized over the life of the issue using the straight-line method. The balance at year end is shown as an increase or decrease in the liability section of the statement of net position.

8. Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net position/fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

9. Equity Classifications

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net positions that do not meet the definitions of "restricted" or "net investment in capital assets."

The net position section includes an adjustment for capital assets owned by the business-type activities column, but financed by the debt of the governmental activities column. The amount is a reduction of "net investment in capital assets", and an increase in "unrestricted" net position, shown only in the total column. A reconciliation of this adjustment is as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Adjustment</u>	<u>Total</u>
Net investment in capital assets	\$ 2,192,143	\$ 3,743,248	\$ (1,127,276)	\$ 4,808,115
Unrestricted	(3,174,092)	(231,234)	1,127,276	(2,278,050)

When both restricted and unrestricted resources are available for use, it is the village's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Statements

Governmental fund balances are displayed as follows:

- a. Nonspendable - Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. Restricted - Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

9. Equity Classifications (cont.)

Fund Statements (cont.)

- c. Committed - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Village Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Village Board that originally created the commitment.
- d. Assigned - Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Village Board has, by resolution, adopted a financial policy authorizing the Board to assign amounts for a specific purpose. Assignments may take place after the end of the reporting period.
- e. Unassigned - Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those purposes.

Proprietary fund equity is classified the same as in the government-wide statements.

The village considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this, such as in grant agreements requiring dollar for dollar spending. Additionally, the village would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The village has a formal minimum fund balance policy. That policy is to maintain a working capital fund of 15% of the general fund's current year expenditure budget. The balance at year-end was \$956,371, or 24.5%, and is included in unassigned general fund balance.

See Note III. H. for further information.

10. Pension

For purposes of measuring the net pension asset (liability), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

D. ASSETS, DEFERRED OUTFLOWS OF RESOURCES, LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION OR EQUITY (cont.)

11. Basis for Existing Rates

Water Utility

Current water rates were approved by the Public Service Commission of Wisconsin on May 2, 2019.

Sewer Utility

Current sewer rates were approved by the Village Board on August 15, 2016.

Stormwater Utility

Current stormwater rates were approved by the Village Board on July 15, 2019.

NOTE II - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. EXCESS EXPENDITURES AND OTHER FINANCING USES OVER APPROPRIATIONS

<u>Funds</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures and Other Financing Uses</u>	<u>Excess Expenditures and Other Financing Uses Over Budget</u>
Capital Improvements	\$ 211,500	\$ 395,180	\$ 183,680
Debt Service	958,205	1,444,846	486,641
TID No. 3	2,909,415	3,407,174	497,759
Waterfront	85,724	109,437	23,713

The village controls expenditures at the department level. Some individual departments experienced expenditures which exceeded appropriations. The detail of those items can be found in the village's year-end budget to actual report.

B. DEFICIT BALANCES

Generally accepted accounting principles require disclosure of individual funds that have deficit balances at year end.

As of December 31, 2019, no individual funds held a deficit balance.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE II - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (cont.)

C. LIMITATIONS ON THE VILLAGE'S TAX LEVY

Wisconsin law limits the village's future tax levies. Generally the village is limited to its prior tax levy dollar amount (excluding TIF Districts), increased by the greater of the percentage change in the village's equalized value due to new construction or zero percent. Changes in debt service from one year to the next are generally exempt from this limit with certain exceptions. The village is required to reduce its allowable levy by the estimated amount of fee revenue it collects for certain services, if those services were funded in 2013 by the property tax levy. Levies can be increased above the allowable limits if the amount is approved by referendum.

NOTE III - DETAILED NOTES ON ALL FUNDS

A. DEPOSITS AND INVESTMENTS

The village's deposits and investments at year end were comprised of the following:

	Carrying Value	Statement Balances	Associated Risks
Deposits	\$ 6,170,070	\$ 6,185,516	Custodial credit
LGIP	2,801,724	2,801,724	Credit
Petty cash	210	-	N/A
Total Deposits and Investments	<u>\$ 8,972,004</u>	<u>\$ 8,987,240</u>	
Reconciliation to financial statements			
Per statement of net position			
Unrestricted cash and investments	\$ 3,338,032		
Per statement of net position - fiduciary fund			
Custodial Fund	5,633,972		
Total Deposits and Investments	<u>\$ 8,972,004</u>		

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest-bearing and noninterest-bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has been considered in computing custodial credit risk.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

A. DEPOSITS AND INVESTMENTS (cont.)

The village maintains collateral agreements with its banks. At December 31, 2019, the banks had pledged various government securities in the amount of \$5,979,708 to secure the village's deposits.

Custodial Credit Risk

Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the village's deposits may not be returned to the village.

The village does not have any deposits exposed to custodial credit risk.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations.

The village had investments in the external Wisconsin Local Government Investment Pool which is not rated.

See Note I.D.1. for further information on deposit and investment policies.

B. RECEIVABLES

All of the receivables on the balance sheet are expected to be collected within one year with the exception of \$7,171 reported in the general fund for delinquent personal property taxes.

Governmental funds report *unavailable or unearned revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Property taxes levied for the subsequent year are not earned and cannot be used to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the current fiscal year, the various components of *unavailable revenue* and *unearned revenue* reported in the governmental funds were as follows:

	<u>Unearned</u>	<u>Unavailable</u>
Property taxes receivable for subsequent year	\$ 4,318,812	\$ -
Receivable not collected in period of availability	-	93,854
 Total Unearned/Unavailable Revenue for Governmental Funds	 \$ 4,318,812	 \$ 93,854

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

C. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Governmental Activities				
Capital assets not being depreciated				
Land	\$ 1,288,934	\$ 682,514	\$ -	\$ 1,971,448
Construction in progress	<u>28,555</u>	<u>144,986</u>	<u>28,555</u>	<u>144,986</u>
Total Capital Assets Not Being Depreciated	<u>1,317,489</u>	<u>827,500</u>	<u>28,555</u>	<u>2,116,434</u>
Capital assets being depreciated				
Land improvements	1,122,475	-	-	1,122,475
Buildings	3,102,465	34,000	21,900	3,114,565
Machinery and equipment	1,743,338	727,686	183,687	2,287,337
Infrastructure	5,585,136	628,907	-	6,214,043
Intangibles	<u>19,500</u>	<u>32,480</u>	<u>-</u>	<u>51,980</u>
Total Capital Assets Being Depreciated	<u>11,572,914</u>	<u>1,423,073</u>	<u>205,587</u>	<u>12,790,400</u>
Total Capital Assets	<u>12,890,403</u>	<u>2,250,573</u>	<u>234,142</u>	<u>14,906,834</u>
Less: Accumulated depreciation for				
Land improvements	(791,812)	(28,711)	-	(820,523)
Buildings	(1,134,239)	(64,104)	21,900	(1,176,443)
Machinery and equipment	(998,559)	(143,864)	139,526	(1,002,897)
Infrastructure	(787,008)	(147,131)	-	(934,139)
Intangibles	<u>(5,411)</u>	<u>(2,600)</u>	<u>-</u>	<u>(8,011)</u>
Total Accumulated Depreciation	<u>(3,717,029)</u>	<u>(386,410)</u>	<u>161,426</u>	<u>(3,942,013)</u>
Net Capital Assets Being Depreciated	<u>7,855,885</u>	<u>1,036,663</u>	<u>44,161</u>	<u>8,848,387</u>
Total Governmental Activities Capital Assets, Net of Accumulated Depreciation	<u>\$ 9,173,374</u>	<u>\$ 1,864,163</u>	<u>\$ 72,716</u>	<u>\$ 10,964,821</u>

Depreciation expense was charged to functions as follows:

Governmental Activities	
General government	\$ 45,645
Public safety	38,550
Public works	225,477
Culture, education and recreation	<u>76,738</u>
Total Governmental Activities Depreciation/Amortization Expense	<u>\$ 386,410</u>

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

C. CAPITAL ASSETS (cont.)

Business-type Activities

	Beginning Balance	Additions	Deletions	Ending Balance
<u>Water</u>				
Capital assets not being depreciated				
Land and land rights	\$ 11,512	\$ -	\$ -	\$ 11,512
Total Capital Assets Not Being Depreciated	11,512	-	-	11,512
Capital assets being depreciated				
Pumping	302,983	-	-	302,983
Transmission and distribution	3,213,339	300,279	33,277	3,480,341
General	33,062	-	-	33,062
Total Capital Assets Being Depreciated	3,549,384	300,279	33,277	3,816,386
Total Capital Assets	3,560,896	300,279	33,277	3,827,898
Less: Accumulated depreciation for				
Water utility plant	(809,753)	(75,278)	33,277	(851,754)
Total Accumulated Depreciation	(809,753)	(75,278)	33,277	(851,754)
Net Capital Assets Being Depreciated	2,739,631	225,001	-	2,964,632
Net Water Capital Assets	\$ 2,751,143	\$ 225,001	\$ -	\$ 2,976,144
	Beginning Balance	Additions	Deletions	Ending Balance
<u>Sewer</u>				
Capital assets being depreciated				
Collection system	\$ 1,202,813	\$ 97,116	\$ 9,159	\$ 1,290,770
Collection system pumping	80,707	-	-	80,707
Treatment and disposal	233,373	-	-	233,373
General	74,793	-	-	74,793
Total Capital Assets Being Depreciated	1,591,686	97,116	9,159	1,679,643
Less: Accumulated depreciation for				
Sewer utility plant	(449,807)	(33,556)	9,159	(474,204)
Total Accumulated Depreciation	(449,807)	(33,556)	9,159	(474,204)
Net Capital Assets Being Depreciated	1,141,879	63,560	-	1,205,439
Net Sewer Capital Assets	\$ 1,141,879	\$ 63,560	\$ -	\$ 1,205,439

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

C. CAPITAL ASSETS (cont.)

Business-type Activities (cont.)

	Beginning Balance	Additions	Deletions	Ending Balance
<u>Stormwater</u>				
Capital assets being depreciated				
Collection system	\$ 1,536,182	\$ 358,588	\$ -	\$ 1,894,770
Total Capital Assets Being Depreciated	1,536,182	358,588	-	1,894,770
Less: Accumulated depreciation for				
Collection system	(215,522)	(34,309)	-	(249,831)
Total Accumulated Depreciation	(215,522)	(34,309)	-	(249,831)
Net Capital Assets Being Depreciated	1,320,660	324,279	-	1,644,939
Net Stormwater Capital Assets	\$ 1,320,660	\$ 324,279	\$ -	\$ 1,644,939
Business-type Capital Assets, Net of Accumulated Depreciation	\$ 5,213,682	\$ 612,840	\$ -	\$ 5,826,522

Depreciation expense was charged to functions as follows:

Business-type Activities

Water	\$ 70,956
Sewer	33,556
Storm	34,309
Total Business-type Activities Depreciation Expense	\$ 138,821

Depreciation expense may be different from business-type activity accumulated depreciation additions because of joint metering, salvage, cost of removal, internal allocations, or costs associated with the disposal of assets.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

D. INTERFUND ADVANCES AND TRANSFERS

Interfund Receivables/Payables

The following is a schedule of interfund receivables and payables including any overdrafts on pooled cash and investment accounts:

Receivable Fund	Payable Fund	Amount
General Fund	Water Utility	\$ 56,348
Stormwater Utility	General Fund	123
Water Utility	General Fund	651
Sewer Utility	General Fund	<u>514</u>
Total - Fund Financial Statements		<u>\$ 57,636</u>
Less: Government-wide eliminations		(2,576)
Add: Interfund advances		<u>303,326</u>
Total Internal Balances - Government-Wide Statement of Net Position		<u>\$ 358,386</u>
Receivable Fund	Payable Fund	Amount
Governmental Activities	Business-type Activities	\$ 359,674
Business-type Activities	Governmental Activities	<u>(1,288)</u>
Total Government-Wide Financial Statements		<u>\$ 358,386</u>

All amounts are due within one year.

The balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Advances

The capital improvements fund is advancing funds to the water and sewer utilities. The amount advanced is determined by the negative cash balances. No interest is being charged and no repayment schedule has been established.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

D. INTERFUND ADVANCES AND TRANSFERS (cont.)

Advances (cont.)

The following is a schedule of interfund advances:

Receivable Fund	Payable Fund	Amount	Amount Not Due Within One Year
Capital improvement fund	Water Utility	\$ 296,985	\$ 296,985
Capital improvement fund	Sewer Utility	<u>6,341</u>	6,341
Total - Fund Financial Statements		<u><u>\$ 303,326</u></u>	

Transfers

The following is a schedule of interfund transfers:

Fund Transferred To	Fund Transferred From	Amount	Principal Purpose
General fund	Water utility	\$ 56,814	Tax equivalent Reimbursement of hydrant rental
General fund	Water utility	56,348	
Debt service fund	General fund	944,068	Debt service
Debt service fund	Swimming pool fund	14,223	Debt service
Debt service fund	Waterfront fund	5,050	Debt service
			Prior year insurance reimbursements for pool damages
Swimming Pool Fund	General Fund	<u>89,374</u>	
Total - Fund Financial Statements		1,165,877	
Less: Fund eliminations		(1,052,715)	
Add: Transfer of capital assets to utility funds		<u>(747,758)</u>	
Total Transfers - Government-Wide Statement of Activities		<u><u>\$ (634,596)</u></u>	
Fund Transferred To	Fund Transferred From	Amount	
Governmental Activities	Business-type Activities	\$ 113,162	
Business-type Activities	Governmental Activities	<u>(747,758)</u>	
Total Government-wide Financial Statements		<u><u>\$ (634,596)</u></u>	

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

D. INTERFUND ADVANCES AND TRANSFERS (cont.)

Transfers (cont.)

Generally, transfers are used to (1) move revenues from the fund that collects them to the fund that the budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

E. SHORT-TERM DEBT ACTIVITY

The village issued short-term debt for \$50,000.

Short-term debt activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Issued	Redeemed	Ending Balance
General obligation debt from direct borrowings and direct placements	\$ -	\$ 50,000	\$ -	\$ 50,000

F. LONG-TERM OBLIGATIONS

Long-term obligations activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
Governmental Activities					
Bonds and Notes Payable					
General obligation debt	\$ 11,898,838	\$ 4,040,000	\$ 2,198,272	\$ 13,740,566	\$ 1,429,738
Premiums	105,334	204,291	34,582	275,043	34,580
Sub-totals	12,004,172	4,244,291	2,232,854	14,015,609	1,464,318
Other Liabilities					
Vested compensated absences	379,801	119,644	103,072	396,373	116,417
Village share of landfill deficit	61,573	-	9,976	51,597	-
Total Other Liabilities	441,374	119,644	113,048	447,970	116,417
Total Governmental Activities Long-Term Liabilities	\$ 12,445,546	\$ 4,363,935	\$ 2,345,902	\$ 14,463,579	\$ 1,580,735

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS (cont.)

	Beginning Balance	Increases	Decreases	Ending Balance	Amounts Due Within One Year
Business-type Activities					
Bonds and Notes Payable					
General obligation debt	\$ 2,241,162	\$ 815,000	\$ 1,026,728	\$ 2,029,434	\$ 200,262
Premiums	14,503	45,552	6,215	53,840	-
Sub-totals	2,255,665	860,552	1,032,943	2,083,274	200,262
Total Business-type Activities Long-Term Liabilities	\$ 2,255,665	\$ 860,552	\$ 1,032,943	\$ 2,083,274	\$ 200,262

In accordance with Wisconsin Statutes, total general obligation indebtedness of the village may not exceed 5% of the equalized value of taxable property within the village's jurisdiction. The debt limit as of December 31, 2019, was \$31,768,515. Total general obligation debt outstanding at year end was \$15,820,000.

General Obligation Debt

All general obligation notes and bonds payable are backed by the full faith and credit of the village. Notes and bonds in the governmental funds will be retired by future property tax levies or tax increments accumulated by the debt service fund. Business-type activities debt is payable by revenues from user fees of those funds or, if the revenues are not sufficient, by future tax levies.

Governmental Activities

General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance December 31, 2019
Taxable G.O. corp purpose bonds	07/12/10	05/01/30	1.10 - 5.50%	\$ 1,975,000	\$ 105,000
G.O. corp purpose bonds	05/16/12	03/01/27	2.00 - 2.50	2,605,000	845,000
Taxable G.O. corp purpose bonds	06/10/13	05/01/30	2.00 - 3.55	3,155,000	2,195,000
G.O. refunding bonds	08/05/13	05/01/33	2.00 - 4.00	2,500,000	1,888,483
G.O. promissory notes	06/08/15	05/01/25	1.50 - 2.50	2,032,083	1,342,083
G.O. promissory note	05/03/17	05/01/27	2.00 - 3.00	3,585,000	3,325,000
G.O. promissory note	11/13/19	05/01/29	2.00 - 3.00	1,790,000	1,790,000
G.O. promissory note	01/07/19	05/01/28	3.00 - 4.00	2,250,000	2,250,000

Total Governmental Activities - General Obligation Debt \$ 13,740,566

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS (cont.)

General Obligation Debt (cont.)

Business-type Activities

General Obligation Debt	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance December 31, 2019
Taxable G.O. corp purpose bonds	07/12/10	05/01/30	1.10 - 5.50%	\$ 1,425,000	\$ 70,000
G.O. corp. purpose bonds	05/16/12	03/01/27	2.00 - 2.50	145,000	80,000
G.O. refunding bonds	08/05/13	05/01/33	2.00 - 4.00	560,000	451,517
G.O. promissory notes	06/08/15	05/01/25	1.50 - 2.50	167,917	107,917
G.O. promissory note	05/03/17	05/01/27	2.00 - 3.00	515,000	505,000
G.O. promissory note	11/13/19	05/01/19	2.00 - 3.00	815,000	<u>815,000</u>
Total Business-type Activities - General Obligation Debt					<u>\$ 2,029,434</u>

Debt service requirements to maturity are as follows:

Years	Governmental Activities General Obligation Debt		Business-type Activities General Obligation Debt	
	Principal	Interest	Principal	Interest
2020	\$ 1,429,738	\$ 373,992	\$ 200,262	\$ 54,137
2021	1,511,204	339,979	203,796	49,993
2022	1,563,272	303,221	206,728	45,814
2023	1,650,942	261,551	234,058	40,741
2024	1,725,079	212,826	244,921	34,219
2025-2029	5,119,178	494,909	760,822	100,118
2030-2033	<u>741,153</u>	<u>40,469</u>	<u>178,847</u>	<u>14,425</u>
Totals	<u>\$ 13,740,566</u>	<u>\$ 2,026,947</u>	<u>\$ 2,029,434</u>	<u>\$ 339,447</u>

Other Debt Information

Estimated payments of compensated absences are not included in the debt service requirement schedules. The compensated absences liability attributable to governmental activities will be liquidated primarily by the general fund.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

F. LONG-TERM OBLIGATIONS (cont.)

Advance Refunding

On November 13, 2019, the village issued \$2,605,000 in general obligation bonds (\$500,000 for new capital projects) with an average coupon rate of 2% to advance refund \$1,830,000 of outstanding bonds with an average coupon rate of 3%. The net proceeds were used to purchase U.S. government securities. Those securities were deposited in an irrevocable trust with an escrow agent to provide for all future debt service payments on the refunded bonds. As a result, the refunded bonds are considered defeased and the liability for those bonds has been removed from the statement of net position.

The cash flow requirements on the refunded debt prior to the advance refunding was \$2,633,223 from 2019 through 2030. The cash flow requirements on the 2019 G.O. Promissory Notes are \$2,525,562 from 2019 through 2029. The advance refunding resulted in an economic gain (difference between the present values of the debt service payments on the old and new debt) of \$92,449.

G. LEASE DISCLOSURES

Lessor - Operating Leases

The village is leasing real estate, including buildings and structures presently located thereon, to Blackhawk Country Club, Inc. for use as a golf course and country club. The land originally cost the village \$57,000. The clubhouse and additional structures were paid for by Blackhawk Country Club, Inc. but are subject to the provisions of the lease.

Base rent for the period January 1, 2015 through December 31, 2015 was \$100,000. Beginning January 1, 2016 and on January 1 of each lease year through and including January 1, 2024, base rent shall increase to an amount equal to the greater of: (1) base rent for the immediately preceding year or (2) \$100,000 plus the product calculated by multiplying \$300 by net new members, as defined in the lease. On January 1, 2025, base rent shall increase to an amount equal to the greater of: (1) base rent for the immediately preceding lease year, or (2) inflation adjusted base rent, as defined in the lease. On January 1, 2026 and on January 1 of each lease year thereafter, including an extended term of the lease, base rent shall be modified by adjusting the base rent for the immediately preceding lease year by 100% of the post-2025 adjustment multiplier, as defined in the lease.

The lease term currently ends on December 31, 2034; however, the lease provides an option to extend the term of the lease for one additional ten-year period ending December 31, 2044, subject to certain conditions provided in the lease.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

H. NET POSITION/FUND BALANCES

Net position reported on the government wide statement of net position at December 31, 2019, includes the following:

Governmental Activities

Net Investment in Capital Assets	
Land	\$ 1,971,448
Construction in progress	144,986
Other capital assets, net of accumulated depreciation	8,848,387
Less: Long-term debt outstanding	(13,740,566)
Plus: Unspent capital related debt proceeds	1,920,656
Plus: Noncapital debt proceeds	3,322,275
Less: Unamortized debt premium	<u>(275,043)</u>
Total Net Investment in Capital Assets	<u>2,192,143</u>
Restricted	
Debt service	25,356
TIF projects	875,718
Wellness program	<u>2,500</u>
Total Restricted	<u>903,574</u>
Unrestricted (deficit)	<u>(3,174,092)</u>
Total Governmental Activities Net Position	<u>\$ (78,375)</u>

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

H. NET POSITION/FUND BALANCES (cont.)

Governmental Funds

Governmental fund balances reported on the fund financial statements at December 31, 2019, include the following:

	General Fund	Swimming Pool Fund	Debt Service Fund	Capital Improve- ment Fund	Tax Incre- mental District No. 3	Tax Incre- mental District No. 4	Tax Incre- mental District No. 5	Nonmajor Govern- mental Fund - Waterfront	Totals
Fund Balances									
Nonspendable:									
Delinquent personal property taxes	\$ 7,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,171	
Sub-total	<u>7,171</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,171</u>	
Restricted for:									
Debt service	-	-	19,890	-	-	-	-	19,890	
TIF projects	-	-	-	-	606,937	329,635	3,515	940,087	
Unspent bond proceeds	-	-	-	374,638	-	-	-	374,638	
Wellness Program	2,500	-	-	-	-	-	-	2,500	
Sub-total	<u>2,500</u>	<u>-</u>	<u>19,890</u>	<u>374,638</u>	<u>606,937</u>	<u>329,635</u>	<u>3,515</u>	<u>1,337,115</u>	
Committed to:									
Future pool projects	-	344,635	-	-	-	-	-	344,635	
Future marina projects	-	-	-	-	-	-	43,502	43,502	
Sub-total	<u>-</u>	<u>344,635</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>43,502</u>	<u>388,137</u>	
Assigned to:									
Four Corners Land recreation	1,292	-	-	-	-	-	-	1,292	
Baseball Indoor basketball	28	-	-	-	-	-	-	28	
Outdoor basketball	79	-	-	-	-	-	-	79	
Indoor soccer	600	-	-	-	-	-	-	600	
Outdoor soccer	68	-	-	-	-	-	-	68	
Park bench	14,468	-	-	-	-	-	-	14,468	
Heiden house Capital projects	3,301	-	-	-	-	-	-	3,301	
	10,510	-	-	-	-	-	-	10,510	
Sub-total	<u>43,444</u>	<u>-</u>	<u>-</u>	<u>521,335</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>521,335</u>	
Unassigned:	<u>956,371</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>956,371</u>	
Total Fund Balances	<u>\$ 1,009,486</u>	<u>\$ 344,635</u>	<u>\$ 19,890</u>	<u>\$ 895,973</u>	<u>\$ 606,937</u>	<u>\$ 329,635</u>	<u>\$ 3,515</u>	<u>\$ 43,502</u>	<u>\$ 3,253,573</u>

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE III - DETAILED NOTES ON ALL FUNDS (cont.)

H. NET POSITION/FUND BALANCES (cont.)

Business-type Activities

Net Investment in Capital Assets	
Land	\$ 11,512
Other capital assets, net of accumulated depreciation	5,815,010
Less: Long-term debt outstanding	(2,029,434)
Less: Unamortized debt premium	<u>(53,840)</u>
Total Net Investment in Capital Assets	<u>\$ 3,743,248</u>

NOTE IV - OTHER INFORMATION

A. EMPLOYEES' RETIREMENT SYSTEM

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>.

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits provided. Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement participants, if hired on or before 12/31/2016) are entitled to retirement benefit based on a formula factor, their average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings period. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Vested participants may retire at age 55 (50 for protective occupation employees) and receive an actuarially reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-retirement adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

<u>Year</u>	<u>Core Fund Adjustment</u>	<u>Variable Fund Adjustment</u>
2009	(2.1)%	(42.0)%
2010	(1.3)	22.0
2011	(1.2)	11.0
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$103,880 in contributions from the village.

Contribution rates for the plan year reported as of December 31, 2019 are:

<u>Employee Category</u>	<u>Employee</u>	<u>Employer</u>
General (Executives & Elected Officials)	6.7%	6.7%
Protective with Social Security	6.7%	10.7%
Protective without Social Security	6.7%	14.9%

Pension Liability (asset), Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2019, the village reported a liability (asset) of \$344,169 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2017 rolled forward to December 31, 2018. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The village's proportion of the net pension liability (asset) was based on the village's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2018, the village's proportion was 0.00967397%, which was an increase of 0.00020377% from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the village recognized pension expense of \$242,686.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

At December 31, 2019, the village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 268,055	\$ 473,826
Changes in assumptions	58,014	-
Net differences between projected and actual earnings on pension plan investments	502,636	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	12,191	-
Employer contributions subsequent to the measurement date	101,169	-
Totals	\$ 942,065	\$ 473,826

\$101,169 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31:	Deferred Outflows of Resources and Deferred Inflows of Resources (net)
2020	\$ 134,455
2021	36,486
2022	58,133
2023	137,996

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Actuarial assumptions. The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2017
Measurement Date of Net Pension Liability (Asset):	December 31, 2018
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	7.0%
Discount Rate:	7.0%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	Wisconsin 2018 Mortality Table
Post-retirement Adjustments*:	1.9%

** No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality and separation rates. The Total Pension Liability for December 31, 2018 is based upon a roll-forward of the liability calculated from the December 31, 2017 actuarial valuation.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Long-term expected return on plan assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Core Fund Asset Class</u>	<u>Current Asset Allocation %</u>	<u>Long-Term Expected Nominal Rate of Return %</u>	<u>Long-Term Expected Real Rate of Return %</u>
Global Equities	49%	8.1%	5.5%
Fixed Income	24.5	4.0	1.5
Inflation Sensitive Assets	15.5	3.8	1.3
Real Estate	9	6.5	3.9
Private Equity/Debt	8	9.4	6.7
Multi-Asset	4	6.7	4.1
Total Core Fund	110	7.3	4.7
 <u>Variable Fund Asset Class</u>			
U.S Equities	70	7.6	5.0
International Equities	30	8.5	5.9
Total Variable Fund	100	8.0	5.4

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.5%

Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

Single discount rate. A single discount rate of 7.00% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.00% and a long term bond rate of 3.71%. Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

A. EMPLOYEES' RETIREMENT SYSTEM (cont.)

Sensitivity of the village's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents the village's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.00 percent, as well as what the village's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 percent) or 1-percentage-point higher (8.00 percent) than the current rate:

	1% Decrease to Discount Rate (6.00%)	Current Discount Rate (7.00%)	1% Increase to Discount Rate (8.00%)
Village's proportionate share of the net pension liability (asset)	\$1,367,765	\$344,169	\$(416,953)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

At December 31, 2019, the village reported a payable to the pension plan which represents contractually required contributions outstanding as of the end of the year.

B. RISK MANAGEMENT

The village is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; workers compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded the commercial coverage in any of the past three years. There were no significant reductions in coverage compared to the prior year.

C. COMMITMENTS AND CONTINGENCIES

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments are only reported in governmental funds if it has matured. Claims and judgments are recorded in the government-wide statements and proprietary funds as expenses when the related liabilities are incurred.

From time to time, the village is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the village attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the village's financial position or results of operations.

The village has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

C. COMMITMENTS AND CONTINGENCIES (cont.)

Tax Increment Project Revenue Bonds

Over the years, the village has authorized the issuance of Tax Incremental Project Revenue Bonds for the purpose of financing certain projects to eliminate blight and encourage development. The principal and interest on the bonds is solely payable from tax increments on the respective properties of the tax incremental districts. In conjunction with authorization of these debt issues, the village entered into developer agreements with local businesses to provide development incentives to assist in undertaking the projects. The details related to the debt issues are:

Date of Agreement	TID No.	Name of Project	Interest Rate	Scheduled Principal Payable	Original Amount	Principal Outstanding 12/31/2019
June 22, 2013	4	Walnut Grove	5.00%	2016 - 2030	\$ 900,000	\$ 720,233
March 16, 2015	3	700 University Bay Drive	5.00	2017 - 2029	2,100,000	1,726,249
January 19, 2016	3	The Boulevard	5.00	2018 - 2028	495,000	431,248
April 27, 2016	5	Lodge - Phase 2	5.00	2019 - 2043	2,490,000	2,437,828

The bonds include provisions that provide if tax increments are insufficient to pay principal or interest when due, such amounts will be accumulated and payable on the next scheduled payment date. In addition, the agreements state that the village has no obligation to pay any amount of principal or interest on the bonds which remain unpaid after the final scheduled payment date.

D. JOINT VENTURES

Metropolitan Refuse District, Inc.

The Village of Shorewood Hills and the City of Middleton, and the Village of Waunakee jointly operate the sanitary landfill, which is called the Metropolitan Refuse District, Inc. (district) and provides the communities share in the operation of the district based on equalized values. The village's share is 6.15%.

The governing body is made up of citizens from each community. Local representatives are appointed by the municipalities. The governing body has authority to adopt its own budget and control the financial affairs of the district. The village is obligated by the joint venture agreement to remit an amount annually to the district. The village made a payment to the district of \$10,250 in 2019.

Financial information of the district as of December 31, 2019 is available directly from the district's office.

The equity interest is reported in the governmental activities column of the government-wide statement of net position. Changes in the equity interest are reported on the statement of activities.

The district reporting follows Governmental Accounting Standards Board Statement No. 18, "Accounting for Municipal Solid Waste Landfill Closure and Postclosure Care Costs." The district's fund balance at December 31, 2019 is a deficit of \$838,850. Reporting standards require the village to report its share of the net deficit. The village's proportionate share of the operations of the district is 6.15%, which amounts to \$51,597 of the district's net deficit. The village's share of the net deficit has been reported as a noncurrent liability in the government-wide statements.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

E. SUBSEQUENT EVENT

COVID-19

In December 2019, a novel strain of coronavirus was reported in Wuhan, Hubei province, China. In the first several months of 2020, the virus, SARS-CoV-2, and resulting disease, COVID-19, spread to the United States, including to areas impacting the Village. As of the date above, the Village's evaluation of the effects of these events is ongoing; however, the Village anticipates this situation could impact declines in revenues from state aids, charges for services, and fees and fines as well as a decreased demand for utilities, and an increase in demand for services as a result of increased unemployment.

The extent of the impact of COVID-19 on the Village's operational and financial performance will depend on future developments, including the duration and spread of the outbreak and related governmental or other regulatory actions.

F. TAX ABATEMENT

Tax abatements are a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax revenues to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

The village is disclosing all abatement agreements individually.

The village through its Tax Incremental Financing Districts (TIF) No. 3, 4, and 5 has entered into tax abatement agreements with a developers in the form of tax incremental financing incentive payments to stimulate economic development. The abatements are authorized through the TID project plans. The developers pay property taxes as they become due, and after meeting the criteria established in the development agreements, are entitled to future incentive payments that directly correlate to the taxes paid.

VILLAGE OF SHOREWOOD HILLS

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE IV - OTHER INFORMATION (cont.)

F. TAX ABATEMENT (cont.)

<u>Agreement Description</u>	<u>Calculation Method</u>	<u>Developer Commitment</u>	<u>2019 Payments</u>
TID No. 3	Excess increment	Developer agreed to remove a blighted structure and build 54 apartments, 9 of which are designated affordable housing, and 9,000 square feet of commercial space.	\$ 188,936
TID No. 3	Excess increment	Developer agreed to remove a blighted structure and build 38 apartments and approximately 11,700 square feet of commercial space.	94,195
TID No. 4	Excess increment	Developer agreed to remove a blighted structure and build 100 apartment units and a commercial development.	91,284
TID No. 5	Excess increment	Developer agreed to remove a blighted structure and build 94 apartments, 8 of which are designated affordable housing.	134,283

G. EFFECT OF NEW ACCOUNTING STANDARDS ON CURRENT-PERIOD FINANCIAL STATEMENTS

The Governmental Accounting Standards Board (GASB) has approved the following:

- > Statement No. 87, *Leases*
- > Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- > Statement No. 91, *Conduit Debt Obligations*

When they become effective, application of these standards may restate portions of these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

VILLAGE OF SHOREWOOD HILLS

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND For the Year Ended December 31, 2019

	Original and Final Budget	Actual	Variance with Final Budget
REVENUES			
TAXES			
Property	\$ 2,840,159	\$ 2,838,963	\$ (1,196)
Interest and penalties on taxes	20	299	279
Total Taxes	<u>2,840,179</u>	<u>2,839,262</u>	<u>(917)</u>
INTERGOVERNMENTAL			
State shared revenues	20,888	25,255	4,367
Fire insurance tax (2% fire dues)	20,773	22,587	1,814
State aid - exempt computer	20,000	18,055	(1,945)
State aid - law enforcement	2,920	1,600	(1,320)
State aid - road allotment	294,065	293,930	(135)
State aid - recycling	14,885	14,912	27
Build America Bond subsidy	7,500	7,042	(458)
Total Intergovernmental	<u>381,031</u>	<u>383,381</u>	<u>2,350</u>
LICENSES AND PERMITS			
Business and occupational licenses	2,700	2,225	(475)
Liquor and malt beverage licenses	5,450	4,780	(670)
Cable television franchise fees	29,000	28,156	(844)
Dog and cat licenses	3,600	3,216	(384)
Other nonbusiness licenses	1,150	1,140	(10)
Building permits	16,500	32,285	15,785
Electrical permits	6,400	7,286	886
Plumbing permits	5,200	7,700	2,500
Heating and air conditioning permits	6,300	5,566	(734)
Other permits	2,115	3,162	1,047
Zoning permits and fees	3,600	2,450	(1,150)
Total Licenses and Permits	<u>82,015</u>	<u>97,966</u>	<u>15,951</u>
FINES, FORFEITURES AND PENALTIES			
Court penalties and costs	29,000	34,801	5,801
Parking violations	50,000	49,295	(705)
Total Fines, Forfeitures and Penalties	<u>79,000</u>	<u>84,096</u>	<u>5,096</u>

See independent auditors' report and accompanying notes to required supplementary information.

VILLAGE OF SHOREWOOD HILLS

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND For the Year Ended December 31, 2019

	Original and Final Budget	Actual	Variance with Final Budget
PUBLIC CHARGES FOR SERVICES			
Clerk's fees	\$ 1,000	\$ 1,322	\$ 322
Law enforcement fees	500	563	63
Parks	2,750	2,760	10
Recreation - four corners	19,000	22,063	3,063
Recreation - tennis	23,135	28,418	5,283
Recreation - basketball	2,760	1,990	(770)
Recreation - golf	4,000	5,066	1,066
Recreation - land	26,500	24,925	(1,575)
Recreation - soccer	10,346	10,595	249
Recreation - kayak/canoe	560	525	(35)
Recreation - surcharges	9,200	9,088	(112)
Total Public Charges for Services	99,751	107,315	7,564
INVESTMENT INCOME			
Interest on investments	18,000	101,408	83,408
Total Investment Income	18,000	101,408	83,408
MISCELLANEOUS			
Rent	140,900	137,375	(3,525)
Insurance recoveries	-	49,197	49,197
Donations	9,700	24,839	15,139
Developer share of Madison Fire expense	60,000	56,068	(3,932)
Reimbursement for services - utilities	34,270	34,270	-
Reimbursement for services - Waterfront	17,375	17,375	-
Other miscellaneous	33,460	35,577	2,117
Total Miscellaneous	295,705	354,701	58,996
Total Revenues	3,795,681	3,968,129	172,448
EXPENDITURES			
GENERAL GOVERNMENT			
Village board	3,200	2,339	861
Committees	300	1,885	(1,585)
Judicial	36,609	39,032	(2,423)
Legal	46,000	42,000	4,000
Administrator	116,868	132,371	(15,503)
Clerk	128,170	106,943	21,227
Personnel	73,631	60,471	13,160
Elections	10,850	8,975	1,875
Data processing	60,220	62,767	(2,547)
Finance	29,425	38,071	(8,646)
Assessment of property	10,190	10,333	(143)
Risk and property management	58,772	61,143	(2,371)
Buildings and plant	59,560	63,754	(4,194)
Village hall	5,649	5,894	(245)
Total General Government	639,444	635,978	3,466

See independent auditors' report and accompanying notes to required supplementary information.

VILLAGE OF SHOREWOOD HILLS

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND For the Year Ended December 31, 2019

	Original and Final Budget	Actual	Variance with Final Budget
PUBLIC SAFETY			
Police	\$ 844,653	\$ 882,838	\$ (38,185)
Fire protection	596,248	639,036	(42,788)
Inspection	32,503	34,607	(2,104)
Dispatch	6,061	4,277	1,784
Total Public Safety	<u>1,479,465</u>	<u>1,560,758</u>	<u>(81,293)</u>
PUBLIC WORKS			
Public works department - aidable	100,298	106,731	(6,433)
Public works department - nonaidable	148,891	163,744	(14,853)
Garage	27,000	29,425	(2,425)
Street maintenance and repair	-	850	(850)
Street lighting	33,000	19,945	13,055
Storm sewer maintenance	175	230	(55)
Bus service - disabled	30,000	30,000	-
Refuse and garbage collection	96,289	97,864	(1,575)
Landfill	10,250	10,250	-
Leaf collection	59,779	54,553	5,226
Other expenses - flood	-	16,069	(16,069)
Total Public Works	<u>505,682</u>	<u>529,661</u>	<u>(23,979)</u>
CULTURE, EDUCATION AND RECREATION			
Community center	8,351	2,775	5,576
Parks	175,122	175,498	(376)
Special events	15,100	16,058	(958)
Recreation - four corners	15,500	18,565	(3,065)
Recreation - tennis	22,400	26,641	(4,241)
Recreation - basketball	2,150	3,204	(1,054)
Recreation - golf	4,500	5,528	(1,028)
Recreation - land	15,200	20,305	(5,105)
Recreation - soccer	7,000	9,852	(2,852)
Total Culture, Education and Recreation	<u>265,323</u>	<u>278,426</u>	<u>(13,103)</u>
CONSERVATION AND DEVELOPMENT			
Forestry	40,000	27,402	12,598
Planning	1,600	7,389	(5,789)
Total Conservation and Development	<u>41,600</u>	<u>34,791</u>	<u>6,809</u>
CAPITAL OUTLAY			
Computers	<u>10,000</u>	<u>7,038</u>	<u>2,962</u>
Total Expenditures	<u>2,941,514</u>	<u>3,046,652</u>	<u>(105,138)</u>
Excess of revenues over expenditures	<u>854,167</u>	<u>921,477</u>	<u>67,310</u>

See independent auditors' report and accompanying notes to required supplementary information.

VILLAGE OF SHOREWOOD HILLS

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND For the Year Ended December 31, 2019

	Original and Final Budget	Actual	Variance with Final Budget
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ 104,038	\$ 113,162	\$ 9,124
Transfers out	<u>(958,205)</u>	<u>(1,033,442)</u>	<u>(75,237)</u>
Total Other Financing Sources (Uses)	<u>(854,167)</u>	<u>(920,280)</u>	<u>(66,113)</u>
 Net Change in Fund Balance	 -	 1,197	 1,197
 FUND BALANCE - Beginning of Year	 <u>1,008,289</u>	 <u>1,008,289</u>	 <u>-</u>
 FUND BALANCE - END OF YEAR	 <u><u>\$ 1,008,289</u></u>	 <u><u>\$ 1,009,486</u></u>	 <u><u>\$ 1,197</u></u>

See independent auditors' report and accompanying notes to required supplementary information.

VILLAGE OF SHOREWOOD HILLS

DETAILED SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - SWIMMING POOL
For the Year Ended December 31, 2019

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
REVENUES			
INTERGOVERNMENTAL			
Build America Bond subsidy	\$ 1,400	\$ 1,298	\$ (102)
Total Intergovernmental	<u>1,400</u>	<u>1,298</u>	<u>(102)</u>
PUBLIC CHARGES FOR SERVICES			
Membership fees	445,000	464,284	19,284
Team register fees	32,500	30,415	(2,085)
Daily admissions	19,500	12,992	(6,508)
Pop machine sales	2,500	2,634	134
Concession sales	25,500	30,968	5,468
Rent: private clubs	28,500	45,406	16,906
Total Public Charges for Services	<u>553,500</u>	<u>586,699</u>	<u>33,199</u>
MISCELLANEOUS			
Insurance claims	-	456,429	456,429
Donations	-	3,362	3,362
Other miscellaneous	-	1,624	1,624
Total Miscellaneous	<u>-</u>	<u>461,415</u>	<u>461,415</u>
Total Revenues	<u>554,900</u>	<u>1,049,412</u>	<u>494,512</u>
EXPENDITURES			
CULTURE, EDUCATION AND RECREATION			
Legal	-	42	(42)
Accounting	42,411	37,975	4,436
Insurance	3,495	3,495	-
Staff	251,678	255,750	(4,072)
Repair and maintenance	82,100	74,204	7,896
Other operating expenditures	109,300	114,526	(5,226)
Total Culture, Education, and Recreation	<u>488,984</u>	<u>485,992</u>	<u>2,992</u>
CAPITAL OUTLAY			
Culture, education, and recreation	114,950	619,542	(504,592)
Total Capital Outlay	<u>114,950</u>	<u>619,542</u>	<u>(504,592)</u>
Total Expenditures	<u>603,934</u>	<u>1,105,534</u>	<u>(501,600)</u>
Excess (deficiency) of revenues over expenditures	(49,034)	(56,122)	(7,088)
OTHER FINANCING SOURCES (USES)			
Transfers in	-	89,374	89,374
Transfers out	(14,223)	(14,223)	-
Total Other Financing Sources (Uses)	<u>(14,223)</u>	<u>75,151</u>	<u>89,374</u>
Net Change in Fund Balance	(63,257)	19,029	82,286
FUND BALANCE - Beginning of Year	<u>325,606</u>	<u>325,606</u>	<u>-</u>
FUND BALANCE - END OF YEAR	\$ 262,349	\$ 344,635	\$ 82,286

See independent auditors' report and accompanying notes to the required supplementary information.

VILLAGE OF SHOREWOOD HILLS

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION (ASSET) LIABILITY - WISCONSIN RETIREMENT SYSTEM For the Year Ended December 31, 2019

Fiscal Year Ending	Proportion of the Net Pension (Asset) Liability	Proportionate Share of the Net Pension (Asset) Liability	Covered Payroll	Proportionate Share of the Net Pension (Asset) Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
12/31/19	0.00967397%	\$ 344,169	\$ 1,253,582	27.45%	96.45%
12/31/18	0.00947020%	(281,181)	1,202,624	23.38%	102.93%
12/31/17	0.00974032%	80,283	1,152,310	6.97%	99.12%
12/31/16	0.01027825%	167,020	1,184,084	14.11%	98.20%
12/31/15	0.01069970%	(262,814)	1,229,578	21.37%	102.74%

SCHEDULE OF EMPLOYER CONTRIBUTIONS - WISCONSIN RETIREMENT SYSTEM For the Year Ended December 31, 2019

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
12/31/19	\$ 101,169	\$ 101,169	-	\$ 1,248,019	8.11%
12/31/18	104,361	104,361	-	1,255,993	8.31%
12/31/17	98,797	98,797	-	1,202,624	8.22%
12/31/16	86,650	86,650	-	1,097,438	7.90%
12/31/15	92,261	92,261	-	1,179,169	7.82%

See independent auditors' report and accompanying notes to the required supplementary information.

VILLAGE OF SHOREWOOD HILLS

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION For the Year Ended December 31, 2019

BUDGETARY INFORMATION

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note I. C.

The budgeted amounts presented are as presented in the original budget and no amendments were adopted during the year. The village administrator may authorize transfer of budgeted amounts within departments. Transfers between departments and changes to the overall budget must be approved by a two-thirds board action.

Appropriations lapse at year-end unless specifically carried over. There were no carryovers to the following year. Budgets are adopted at the department level of expenditure.

WISCONSIN RETIREMENT SYSTEM

The amounts determined for each fiscal year were determined as of the calendar year-end and occurred within the fiscal year.

The village is required to present the last ten years of data; however, accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

Changes in benefit terms. There were no changes of benefit terms for any participating employer in the Wisconsin Retirement System.

Changes in assumptions. Actuarial assumptions are based upon an experience study conducted in 2018 using experience from 2015 - 2017. Based on this experience study conducted in 2018, actuarial assumptions used to develop the Total Pension Liability changed, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality and separation rates.

Reporting and insights from 2019 audit:

Village of Shorewood Hills

May 1, 2020



Executive summary

We have completed our audit of the financial statements of Village of Shorewood Hills for the year ended December 31, 2019, and have issued our report thereon dated May 1, 2020. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your Village's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

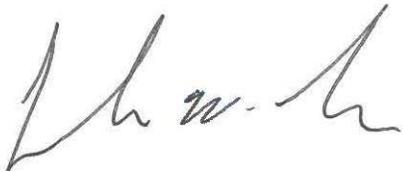
Additionally, we have included information on key risk areas the Village of Shorewood Hills should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

- Vicki Hellenbrand, Partner: Vicki.Hellenbrand@bakertilly.com or +1 (608) 240 2387
- John Rader, Firm Director: John.Rader@bakertilly.com or +1 (608) 240 2431
- Leah Wipperfurth, Senior Associate: Leah.Wipperfurth@bakertilly.com or +1 (608) 240 2346

Sincerely,

Baker Tilly Virchow Krause, LLP

A handwritten signature in black ink, appearing to read "John Rader". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

John Rader, Firm Director

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THIS COMMUNICATION IS INTENDED SOLELY FOR THE INFORMATION AND USE OF THOSE CHARGED WITH GOVERNANCE, AND, IF APPROPRIATE, MANAGEMENT, AND IS NOT INTENDED TO BE AND SHOULD NOT BE USED BY ANYONE OTHER THAN THESE SPECIFIED PARTIES.

Audit objectives



Audit objectives

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the Village's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of those charged with governance:
 - Are free from material misstatement
 - Present fairly, in all material respects, and in accordance with accounting principles generally accepted in the United States of America
- Performing tests related to compliance with certain provisions of laws, regulations, contracts and grants, as required by *Government Auditing Standards*

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of those charged with governance, including:

- Qualitative aspects of the Village's accounting practices including policies, accounting estimates and financial statement disclosures
- Significant difficulties encountered
- Disagreements with management
- Corrected and uncorrected misstatements
- Internal control matters
- Significant estimates
- Other findings or issues arising from the audit

Management's responsibilities

Management	Auditor
 Prepare and fairly present the financial statements	Our audit does not relieve management or those charged with governance of their responsibilities
 Establish and maintain effective internal control over financial reporting and compliance with laws, regulations, contracts and grants	An audit includes consideration of internal control over financial reporting, but not an expression of an opinion on those controls
 Provide us with written representations at the conclusion of the audit	See Appendix B for a copy of management's representations

Audit status



Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

Audit approach and results



Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the Village and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Implementation of new accounting standards

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the Village's current year results.

Implementation of GASB No. 84 reporting fiduciary activities

During the current year, your government implemented GASB Statement No. 84 – *Fiduciary Activities*. This standard was issued to provide a clear foundation and reduce inconsistencies in reporting of fiduciary activities. Implementation of this standard required the evaluation of various activities and application of specific criteria to determine the fiduciary activities that required reporting. As a result of this standard you will note the following changes in your financial statements from prior years:

- Change in the activity that is reported through the tax collection custodial fund
- Presentation of additions and deductions on the statement of changes in fiduciary net position for the tax collection custodial fund

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion
Improper revenue recognition due to fraud	Confirmation or validation of certain revenues supplemented with detailed predictive analytics based on non-financial data and substantive testing of related receivables	Procedures identified provided sufficient evidence for our audit opinion

Other key areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other key areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension liability	Long-term debt
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

Internal control matters

We considered the Village's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinions on the financial statements. We are not expressing an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We identified the following deficiencies as material weaknesses:

Inadequate Segregation of Duties

A properly designed system of internal control includes adequate staffing as well as policies and procedures to properly segregate duties. This includes systems that are designed to limit the access or control of any one individual to your government's assets or accounting records, and to achieve a higher likelihood that errors or irregularities in your accounting processes would be discovered by your staff in a timely manner.

At this time, due to staffing and financial limitations, the proper internal controls are not in place to achieve adequate segregation of duties. As a result, errors, irregularities or fraud could occur as part of the financial reporting process that may not be discovered by someone in your organization. Therefore, we are reporting a material weakness related to the internal control environment.

- Missing Key Controls

There are certain controls that are not currently in place related to significant transaction cycles. As a result, there is a risk that erroneous or unauthorized transactions or misstatements could occur without the knowledge of management or the governing body. Our recommendations for strengthening controls are listed below.

Controls Over Accounts Payable/Disbursements

- There should be a process to review, record, and approve retainages and year end.

Controls Over Utility Billing

- Persons involved in the cash receipting process should be independent of other billing duties.

Controls Over Monthly and Year-end Accounting

- Account reconciliations prepared throughout the year should be performed by someone independent of processing transactions in the account.
- Bank reconciliations should be prepared and reviewed in a timely manner (monthly).

Since the controls listed above or other compensating controls are not currently in place, errors or irregularities could occur as part of the accounting processes that might not be discovered by management or the governing body. Therefore, the absence of these controls is considered to be a material weakness.

We recommend that a designated employee review the segregation of duties, risks, and these potential controls and determine whether additional controls should be implemented. This determination should take into consideration a cost / benefit analysis.

- **Financial Statement Close Process**

Properly designed systems of internal control provide your organization with the ability to process and record accurate monthly and year-end transactions and annual financial reports.

Our audit includes a review and evaluation of the internal controls relating to financial reporting. Common attributes of a properly designed system of internal control for financial reporting are as follows:

- There is adequate staffing to prepare financial reports throughout the year and at year-end.
- Material misstatements are identified and corrected during the normal course of duties.
- Complete and accurate financial statements, including footnotes, are prepared.
- Financial reports are independently reviewed for completeness and accuracy.

Our evaluation of the internal controls over financial reporting has identified control deficiencies that are considered material weakness surrounding the preparation of financial statements and footnotes, adjusting journal entries identified by the auditors, and an independent review of financial reports.

Management has not prepared financial statements that are in conformity with generally accepted accounting principles. In addition, material misstatements in the general ledger were identified during the financial audit.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identified any deficiencies as significant deficiencies.

Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Village are described in Note I to the financial statements. As described in Note I, the Village changed accounting policies related to Fiduciary Activities and certain disclosures related to debt, including direct borrowings and placements, by adopting GASB Statement No. 84 and GASB Statement No. 88 in 2019. We noted no transactions entered into by the Village during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.
- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Net pension liability and related deferrals	Evaluation of information provided by the Wisconsin Retirement System (modify as necessary)	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the Village or that otherwise appear to be unusual due to their timing, size or nature.

Difficulties encountered during the audit

We encountered no significant difficulties in dealing with management and completing our audit.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management's consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The Appendix includes copies of other material written communications, including a copy of the management representation letter.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate misstatements identified during the audit, other than those that are clearly trivial and to communicate accumulated misstatements to management. Management is in agreement with the misstatements we have identified, and they have been corrected in the village's financial statements. The schedule within the Appendix C summarizes the material corrected misstatements that, in our judgment, may not have been detected except through our auditing procedures. The internal control matters section of this report describes the effects on the financial reporting process indicated by the corrected misstatements, other than those that we consider to be of lesser magnitude than significant deficiencies and material weaknesses.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the Village's ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date the financial statements are issued or available to be issued, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the Village that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the Village's related parties.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation
- Adjusting journal entries and conversion entries
- Depreciation schedules
- TIF compilations
- Compiled regulatory reports
- Utility rate consulting
- Civic systems software

In addition, we prepared GASB No. 34 conversion entries which are summarized in the “Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position” and the “Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities” in the financial statements.

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

An aerial photograph of a winding asphalt road with white dashed lane markings, curving through a dense green forest. In the upper right, a rocky stream flows through a grassy clearing. The text is centered over the road.

Accounting changes relevant to Village of Shorewood Hills

Accounting changes relevant to the Village

Future accounting standards updates

GASB Statement Number	Description	Potentially Impacts you	Effective Date
87	Leases	✓	12/31/20
89	Accounting for Interest Incurred before the End of a Construction Period	✓	12/31/20
91	Conduit Debt	✓	12/31/21

Further information on upcoming [GASB pronouncements](#)

Preparing for the new lease standard

GASB's new single model for lease accounting will be effective for the upcoming year. This standard will require governments to identify and evaluate contracts that convey control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction. Contracts meeting the criteria for control, term and other items within the standard will result in recognizing a right to use asset and lease liability or a receivable and deferred inflow of resources.

We recommend the Village review this standard and start planning now as to how this will affect your financial reporting. We recommend that you begin by completing an inventory of all contracts that might meet the definition of a lease. The contract listing should include key terms of the contracts such as:

- Description of contract
- Underlying asset
- Contract term
- Options for extensions and terminations
- Service components, if any
- Dollar amount of lease

In addition, the Village should begin to establish a lease policy to address the treatment of common lease types, including a dollar threshold for each lease. We are available to discuss this further and help you develop an action plan.

Learn more about [GASB 87](#).

Planning for the new conduit debt reporting

Conduit debt includes arrangements where there are three separate parties involved including a third party that is obligated for payment, a debt holder or lender and an issuing party which is often a government. This standard provides additional criteria for identifying and classifying conduit debt with the intent of providing consistency in how the debt is recorded and reported in governmental financial statements. The Village should identify any existing debt arrangements involving third party obligors and evaluate how those arrangements will be reported under the new standard in order to determine the potential impact of this standard on future financial reporting.

A photograph of the Aurora Borealis (Northern Lights) in shades of green and teal, dancing across a dark, starry night sky. The lights are reflected in a calm body of water in the foreground, with dark mountain ranges visible on the horizon.

Trending challenges for organizations

Trending challenges for organizations

Management and the governing body of the Village must keep the future in mind as they evaluate strategies to achieve future growth. Keeping a balance between risk and sustainability is key, and organizations need to think beyond their immediate needs to their long term goals. Economic uncertainty, coupled with key risk areas and fast paced technology change, make strategic planning complex. Begin the discussion with your management team to find your path to your future.

2020 strategic risks for boards



Evaluating and mitigating the greatest risks

Public sector organizations face a multitude of internal and external risks in an evolving landscape. Risks can stem from strategy, finances, legal situations, operations, regulatory compliance, information technology, economic environment, and/or fraud, waste and abuse.

By employing a risk assessment, areas with the greatest needs and highest risks are evaluated. Then a risk mitigation plan can be developed and deployed.

Learn about [risk assessment](#) types, tools and strategies.

Cybersecurity

Operational reporting on cybersecurity effectiveness

As boards engage management in cybersecurity risk discussions, directors should expect management to produce reports on the effectiveness of the organization's cybersecurity-risk management program. Management can (and should) collect and analyze relevant performance measures and metrics to determine if cybersecurity safeguards and controls are operating as intended, and whether any corrective action should be taken to strengthen management's risk-mitigation approaches. While not an exhaustive list, some key processes on which management should report include these:

- Incident management
- Risk management and governance
- Independent assurance on the cybersecurity program

[Learn more](#) about cybersecurity risk management.



[WATCH: On demand webinar about board governance over cybersecurity.](#)

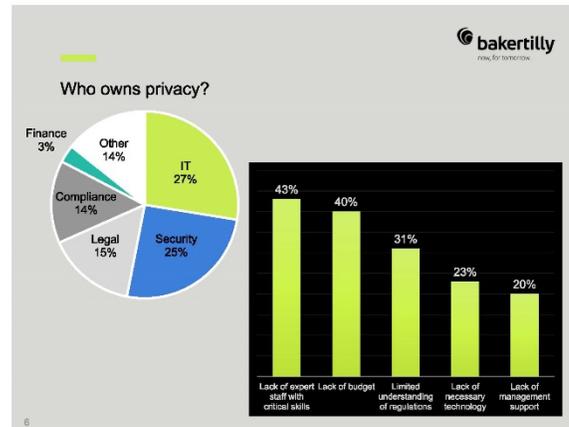
Data privacy

Elevating privacy risks to the forefront of board agendas

Organizations around the world are still scrambling to comply with the General Data Protection Regulation in the European Union, which went into effect in May 2018. While the data privacy regulatory environment changes rapidly, organizations can take proactive steps to ensure that they stay informed of the existing regulations and of those developing on the near horizon.

Adequate oversight remains a key part of staying on top of data privacy developments. Some regulations specify oversight requirements, and can depend on the type of the organization, the quantity and type of personal data processed, and the locations where operations take place. In many cases, a data protection officer (DPO) must lead the effort. Since the DPO is responsible for overseeing practices related to data protection strategy and implementation, having one in place early on will help ensure that the privacy program is comprehensive and consistent.

Learn more about [data privacy risk management](#).



[WATCH: On demand webinar about a risk-based approach to oversight, compliance and management of privacy](#)

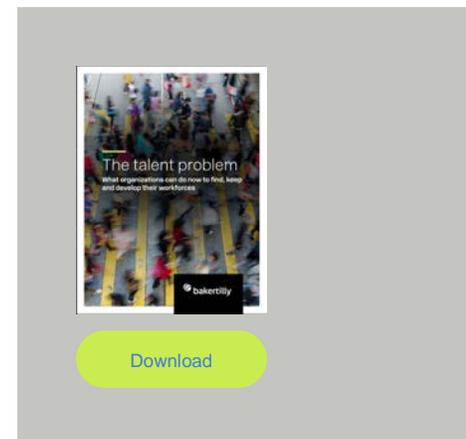
The talent problem

Establishing a lifeline for your shifting workforce

Employee recruitment and retention challenges are an all too common struggle in the public sector:

- Aging workers with institutional knowledge retire
- High demand for small qualified candidate pool
- Perception of geographic disadvantages
- Wage/benefit competition with private sector
- Lean operations exclude investments in recruitment, on-the-job training and technology
- Unclear growth and career advancement tracks

Sustainable organizations must have a robust workforce development and succession planning program. Learn how to get started and incorporate a workforce/succession planning program with existing operational practices.



Innovation

Anticipating disruptive innovation and digital transformation

To stay competitive and relevant in a rapidly changing business landscape, organizations in every industry must navigate an increasingly disruptive, technology-enabled environment. Companies that do not address and embrace new and emerging technologies will be less competitive or may even face obsolescence.

Given these challenges to companies, what does innovation mean in this era of digital transformation? Innovation now involves finding the right problems worth solving; building new offerings, business models, and experiences; and generating value at scale for customers.

Furthermore, the rapid digital transformation of advanced technologies such as blockchain, robotic process automation (RPA), and artificial intelligence (AI) now portend similar effects in industries from financial services and healthcare to communications and manufacturing. Boards must become

knowledgeable about these digital disruption trends in order to be able to conduct meaningful oversight that management can use successfully as the company embraces new technologies.

Anticipating Disruptive Innovation and Digital Transformation

To stay competitive and relevant in a rapidly changing business landscape, organizations in every industry must navigate an increasingly disruptive, technology-enabled environment.

[Read the blog post.](#)

Learn more about [innovation opportunities](#).

Public sector executive recruitment

Navigating recruitments and smart hiring

Competing for top executive talent in the public sector space takes industry knowledge, familiarity with the general applicant pool and experience navigating recruitments. Search consultants draw upon their understanding of organizational management and human resources to serve as a successful agent for government entities. In turn, public sector organizations can adopt a foundational understanding about search firms to ensure optimal collaboration on hiring opportunities.

[Read the three part series](#) to learn what your entity should be thinking about and how Baker Tilly can help.

Three part series on public sector executive recruitment

Navigate the changing workforce landscape with confidence, read the executive recruitment series.

1. [Five myths about search firms](#)
2. [Recruiting for difficult positions](#)
3. [Hiring recommendations for government entities](#)

Customer experience

Finding your edge in a competitive market

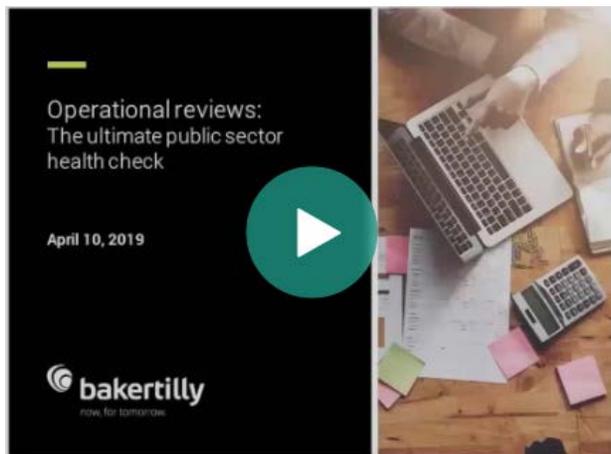
All industries are facing an increasingly competitive marketplace due to more connected consumers, partners and vendors. Where a company may have had a geographic advantage in the past, they now need to be able to compete against non-local organizations.

One of the key factors in maintaining your place in the market is ensuring a positive, fast and easy customer experience. Whether this means enhancing your customer support services through online chat bots or developing a mobile app to allow your customer access to their information around the clock, your organization needs to take your customer experience strategy seriously. Management and board members should understand where your experience is currently and what strategies you are evaluating to enhance it.

Learn more about [why your customer experience is so important](#).

Operational and organizational sustainability

Aligning resources with strategy



As new demands confront the public sector industry, it's easy to solve an immediate problem instead of pausing to take a holistic view. Rippling inefficiencies, increasing financial pressures, taxing staff resources and plummeting constituent satisfaction can pile atop organizations already facing pressure to improve efficiency, effectiveness, relevance and financial viability.

An operational review follows a systematic, strategic approach to understanding an entity's operations and performance. Opportunities to improve processes, bolster internal controls and reduce costs are uncovered in order to realign organizational resources and strategic objectives.

Learn invaluable methods for [executing an operational review](#) while maintaining day-to-day operations.

Appendix A: Client service team



Client service team



Vicki Hellenbrand, CPA

Partner

10 Terrace Ct
Madison, WI 53707
United States

T +1 (608) 240 2387 | Madison



John Rader, CPA, MBA

Firm Director

10 Terrace Ct
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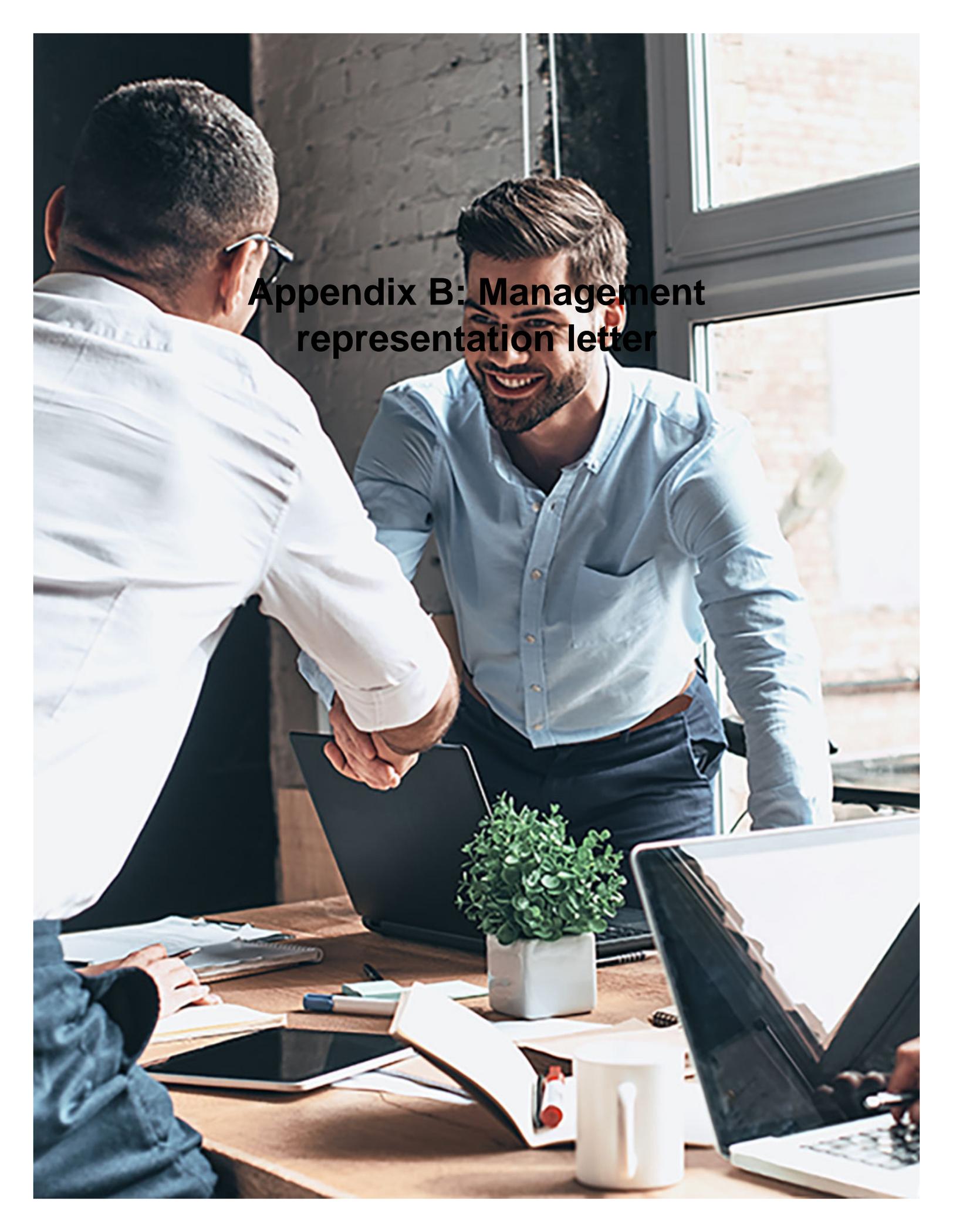


Leah Wipperfurth, CPA

Senior Associate

10 Terrace Ct
Madison, WI 53707
United States

T +1 (608) 240 2346 | Madison

A photograph of two men in a professional office environment. The man on the right, with a beard and wearing a light blue button-down shirt, is smiling broadly and shaking hands with the man on the left. The man on the left is seen from the back, wearing a white shirt and glasses. They are standing over a wooden desk cluttered with various office items: a laptop, a tablet, a white mug, a small potted plant, and some papers. A window in the background shows a bright, sunny day with a brick building visible outside.

**Appendix B: Management
representation letter**



Village of
Shorewood Hills

May 1, 2020

Baker Tilly Virchow Krause, LLP

Ten Terrace Ct
P.O. Box 7398
Madison, Wisconsin 53707-7398

Dear Baker Tilly Virchow Krause, LLP:

We are providing this letter in connection with your audit of the financial statements of the Village of Shorewood Hills as of December 31, 2019 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Shorewood Hills and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter.
- 2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

810 Shorewood Boulevard Madison, WI 53705-2115 • Phone: 608-267-2680 • Fax: 608-266-5929

www.shorewood-hills.org

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, if any, are reasonable.
- 6) All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.
- 7) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 8) All known audit and bookkeeping adjustments have been included in our financial statements, and we are in agreement with those adjustments.
- 9) There are no known or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.
- 10) Guarantees, whether written or oral, under which the Village is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of Village Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) We have not completed an assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.

- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
- 15) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) There are no known related parties or related party relationships and transactions of which we are aware.

Other

- 17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 18) We have identified to you any previous financial audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 19) The Village has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 20) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- 21) There are no:
 - a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.
 - b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
 - c) Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.
 - d) Rates being charged to customers other than the rates as authorized by the applicable authoritative body.

22) In regards to the nonattest services performed by you listed below, we have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.

- a) Financial statement preparation
- b) Adjusting journal entries
- c) Compiled TIF financial statements
- d) Compiled regulatory reports
- e) Civic Systems software
- f) Utility rate consulting
- g) Depreciation schedules

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

- 23) The Village of Shorewood Hills has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 24) The Village of Shorewood Hills has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- 25) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations, if any.
- 26) The financial statements properly classify all funds and activities.
- 27) All funds that meet the quantitative criteria in GASB Statement No. 34 and No. 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 28) Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
- 29) The Village of Shorewood Hills has no derivative financial instruments such as contracts that could be assigned to someone else or net settled, interest rate swaps, collars or caps.
- 30) Provisions for uncollectible receivables, if any, have been properly identified and recorded.
- 31) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 32) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.

- 33) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 34) Special and extraordinary items are appropriately classified and reported.
- 35) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).
- 36) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.
- 37) Tax-exempt bonds issued have retained their tax-exempt status.
- 38) We have appropriately disclosed the Village of Shorewood Hills's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.
- 39) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 40) With respect to the supplementary information, (SI):
 - a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 41) We assume responsibility for, and agree with, the findings of specialists in evaluating the (describe assertion) and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had impact on the independence or objectivity of the specialists.
- 42) We have evaluated and considered all potential tax abatements and believe all material tax abatements have been properly reported and disclosed.
- 43) All activities that meet the criteria in GASB Statement No. 84 for presentation as fiduciary activities have been identified and presented as such.
- 44) Any direct borrowings, direct placements, lines of credit or debt default clauses have been identified and properly disclosed.

Sincerely,

Village of Shorewood Hills

Signed: *Kath Egan*

Signed: *Paul J. [unclear]*

Appendix C: Corrected misstatements



Material corrected misstatements

Description	Opinion unit	Amount
To accrue accounts payable	Various	\$352,613
To reverse prior audit accruals	Sewer and Storm Utility	\$52,576
To record current year tax equivalent	Water Utility	\$56,814
To record current year depreciation	Water, Sewer, Storm Utility	\$143,143
To adjust debt payment	Debt Service and Storm Utility	\$58,098
To adjust current portions of debt	Storm Utility	\$5,000
To record GASB 68 changes	Storm Utility	\$10,883
To record pool receipt	Swimming Pool	\$30,014
To adjust pooled cash for prior period civic variance	Capital Improvements	\$111,126
To transfer flood reimbursement	Swimming Pool	\$89,374
To record current year plant activity	Water, Sewer, Storm Utility	\$779,951

The remaining misstatements that were identified and corrected by management were not material individually or in the aggregate to the financial statements taken as a whole.

A close-up photograph of a person's hands and arms at a wooden table. The person is wearing a light blue long-sleeved shirt and a black watch with a white face and a brown leather strap. They are holding a black pen over an open document. In the background, another person's hands are visible, gesturing as if in conversation. The scene is set in a meeting or office environment.

**Appendix D: Two-way communication
regarding your audit**

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

- a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.
- b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:
 - Identify types of potential misstatements.
 - Consider factors that affect the risks of material misstatement.
 - Design tests of controls, when applicable, and substantive procedures.
- c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations, and provisions of contracts or grant programs.
- d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America.

We are very interested in your views regarding certain matters. Those matters are listed here:

- a. We typically will communicate with your top level of management unless you tell us otherwise.
- b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.
- c. We need to know your views about your organization's objectives and strategies, and the related business risks that may result in material misstatements.
- d. We anticipate that the Village will receive an unmodified opinion on its financial statements.
- e. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?
- f. Have you had any significant communications with regulators or grantor agencies?
- g. Are there other matters that you believe are relevant to the audit of the financial statements?

Also, is there anything that we need to know about the attitudes, awareness, and actions of the governing body concerning:

- a. The entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control?
- b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of October-December, and sometimes early January. Our final financial fieldwork is scheduled during the spring to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing, and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

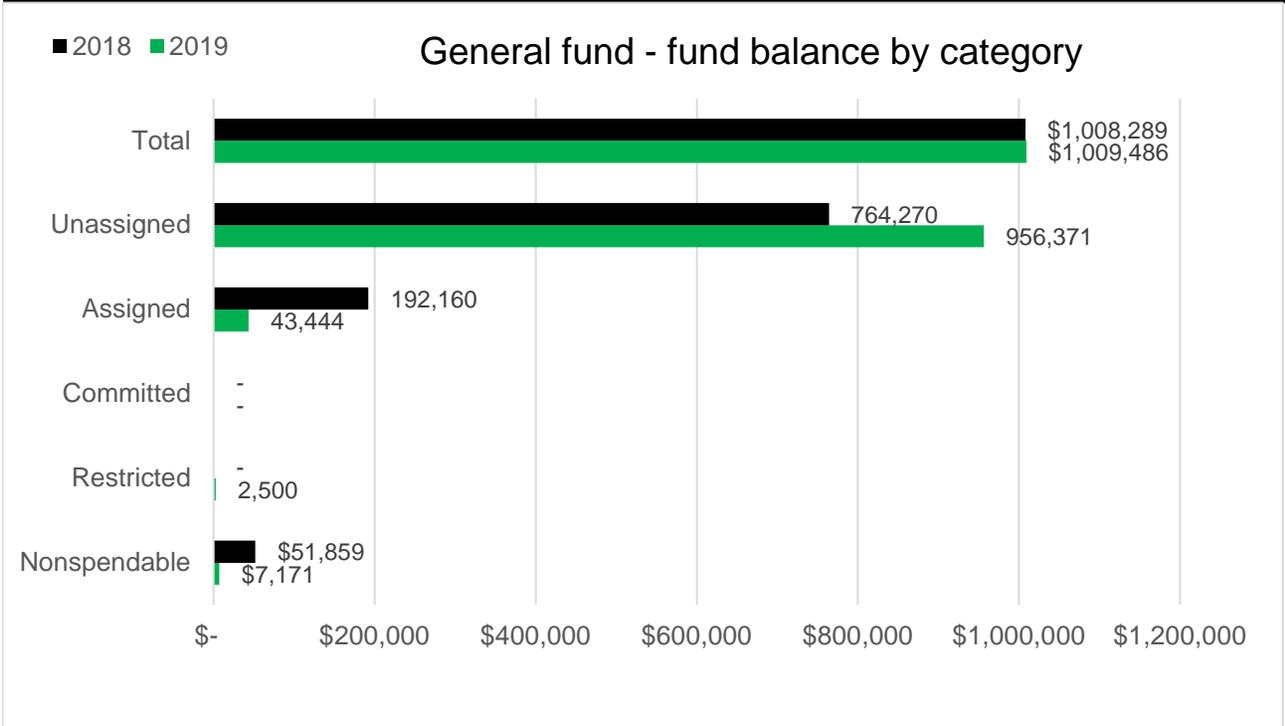
Appendix E: Audit results





Village of Shorewood Hills

General fund results



Summarized income statement

	<u>Actual</u>	<u>Final budget</u>	<u>Variance</u>
Revenues and other financing sources	\$ 4,081,291	\$ 3,899,719	\$ 181,572
Expenditures and other financing uses	4,080,094	3,899,719	(180,375)
Net change in fund balance	<u>\$ 1,197</u>	<u>\$ -</u>	<u>\$ 1,197</u>

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

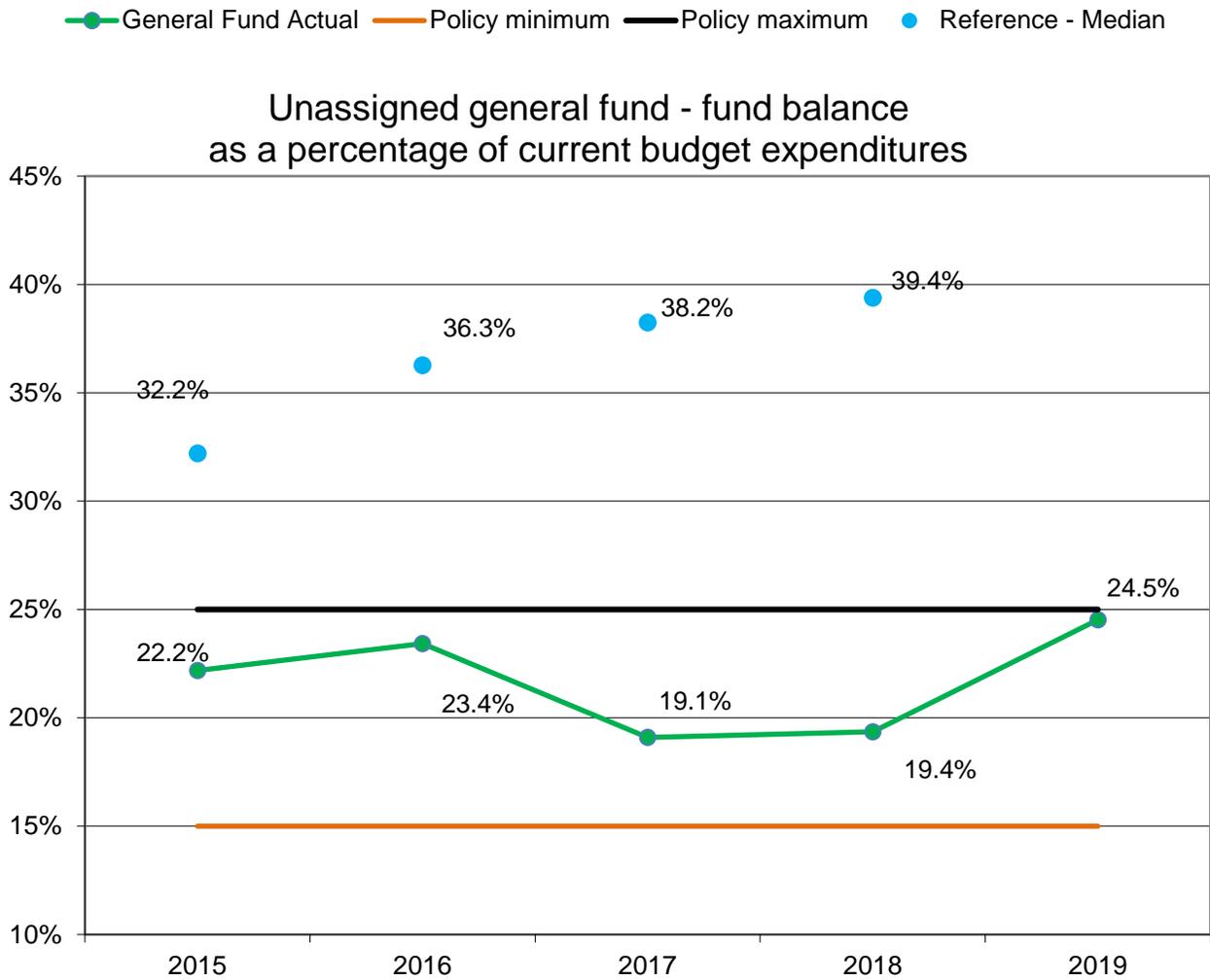
Unassigned - residual amounts that have not been classified within other categories above.

Village of Shorewood Hills

General fund - fund balance trends

Fund balance policy:

15-25% of general fund current year budgeted expenditures



Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2015 - 2018 Baker Tilly municipal client data for population ranges from 17,500 to 30,000.

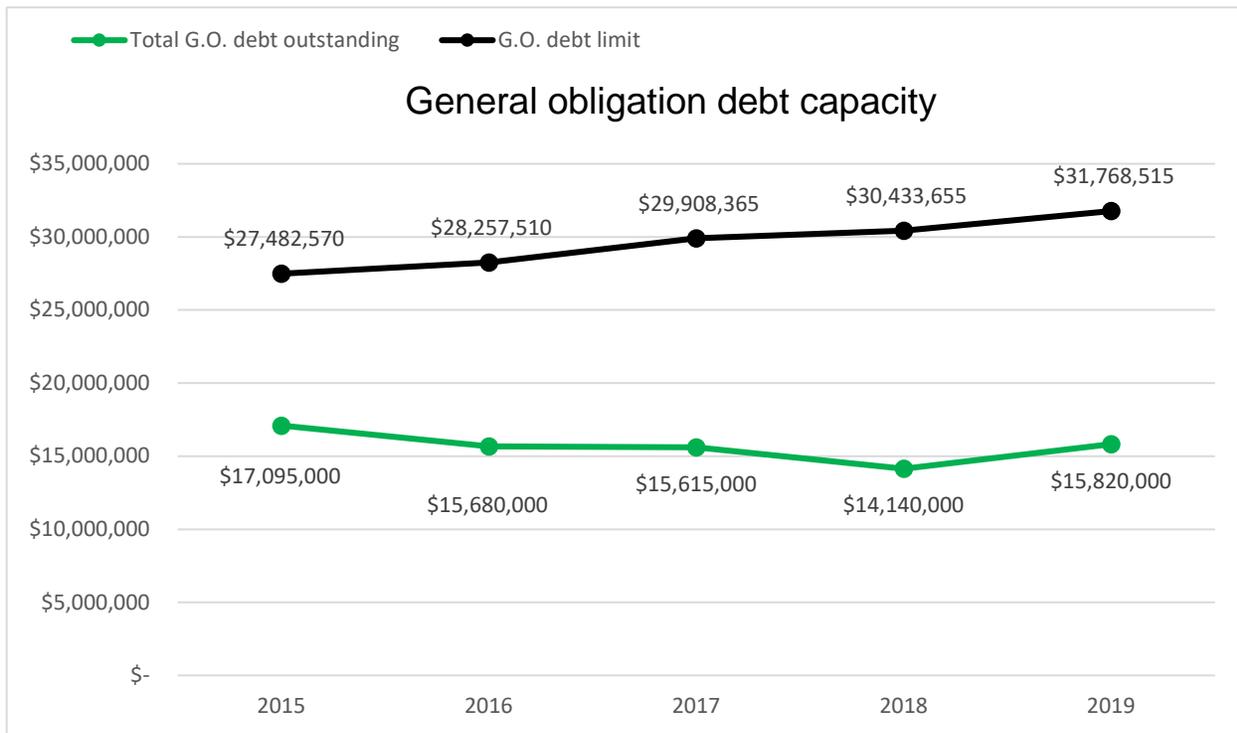
Village of Shorewood Hills

General obligation debt

Debt management policy:

The Village does not currently have a debt management policy.

Actual percentage of debt limit at 12/31/19: **50%**



Total debt outstanding by type at 12/31/2019

	General obligation	Revenue debt	Other	Total
Village \$	13,790,566	\$ -	\$ -	\$ 13,790,566
Utility	2,029,434	-	-	2,029,434
Other	-	-	-	-
Total \$	15,820,000	\$ -	\$ -	\$ 15,820,000

Comparative metrics available online through the Wisconsin Policy Forum.

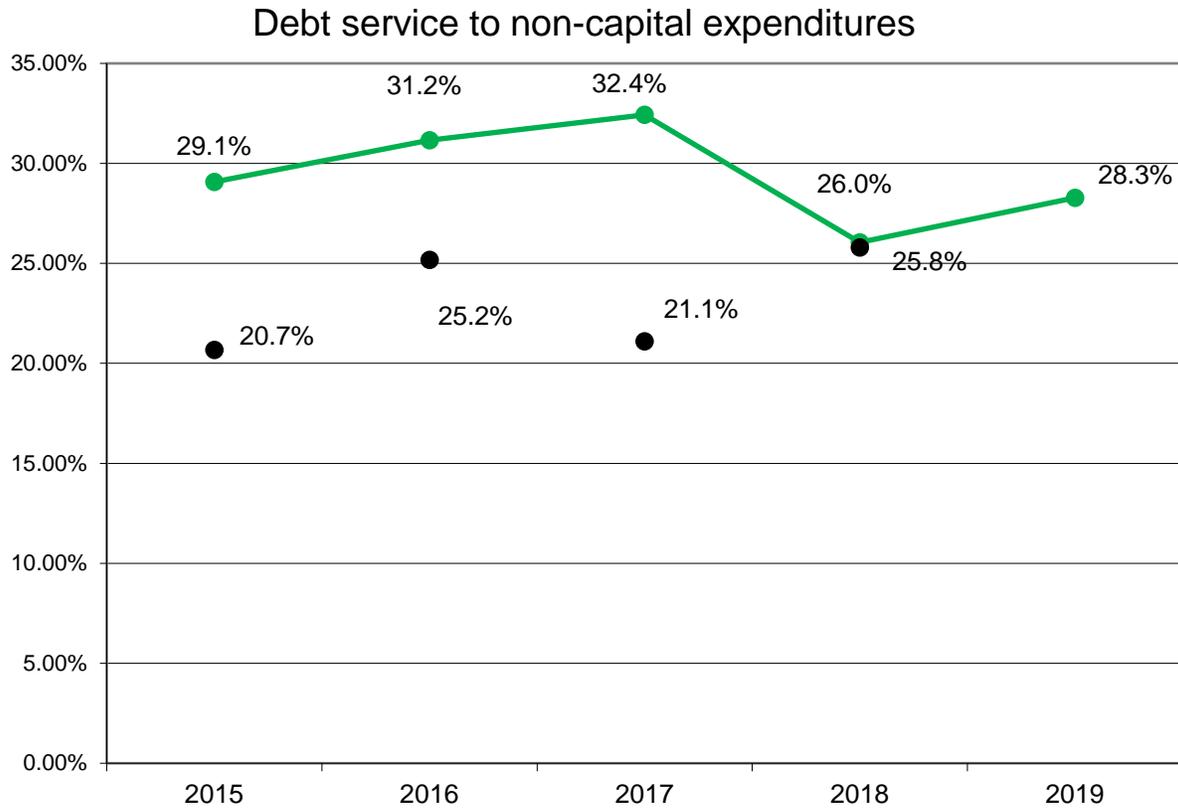
<https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/>

Select "Debt" -- options for custom comparisons or comparisons by county

Village of Shorewood Hills

Governmental funds - debt service

● Village of Shorewood Hills ● Reference - Median



Current and prior year data

	<u>2019</u>	<u>2018</u>
Principal	\$ 1,198,272	\$ 1,150,340
Interest	492,404	363,520
Total	<u>\$ 1,690,676</u>	<u>\$ 1,513,860</u>
Non-capital expenditures	<u>\$ 5,978,148</u>	<u>\$ 5,811,387</u>

Other reference values

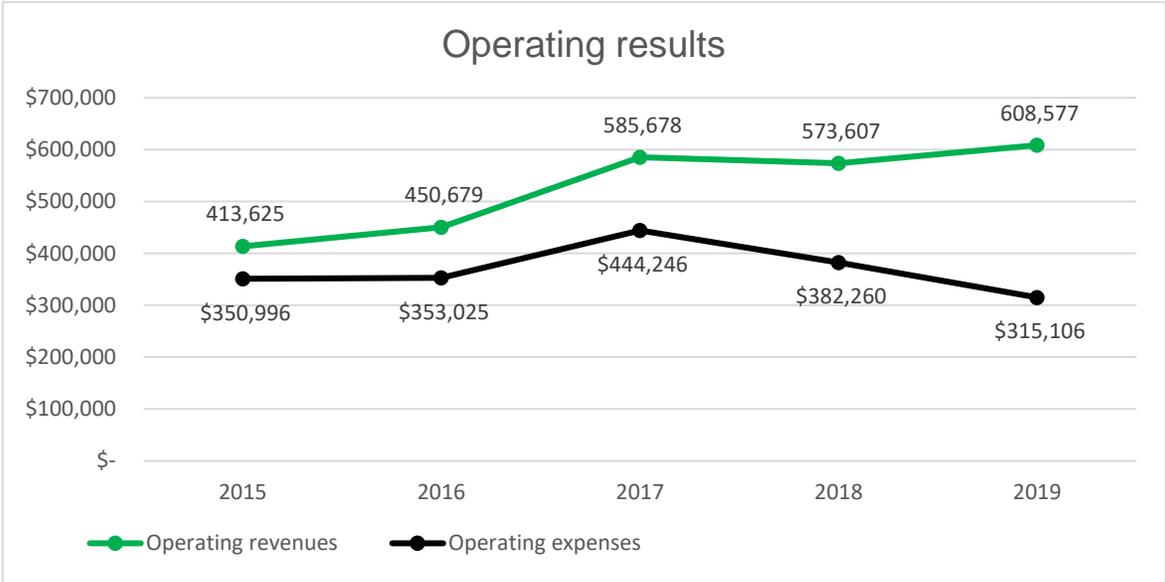
Median reference value generated from 2015 - 2018 Baker Tilly municipal client data for population ranges from 17,500 to 30,000.



Village of Shorewood Hills

Water Utility Results

	<u>Current Year</u>	<u>Prior Year</u>
Actual Rate of Return	8.75%	5.10%
Authorized Rate of Return	5.00%	5.00%

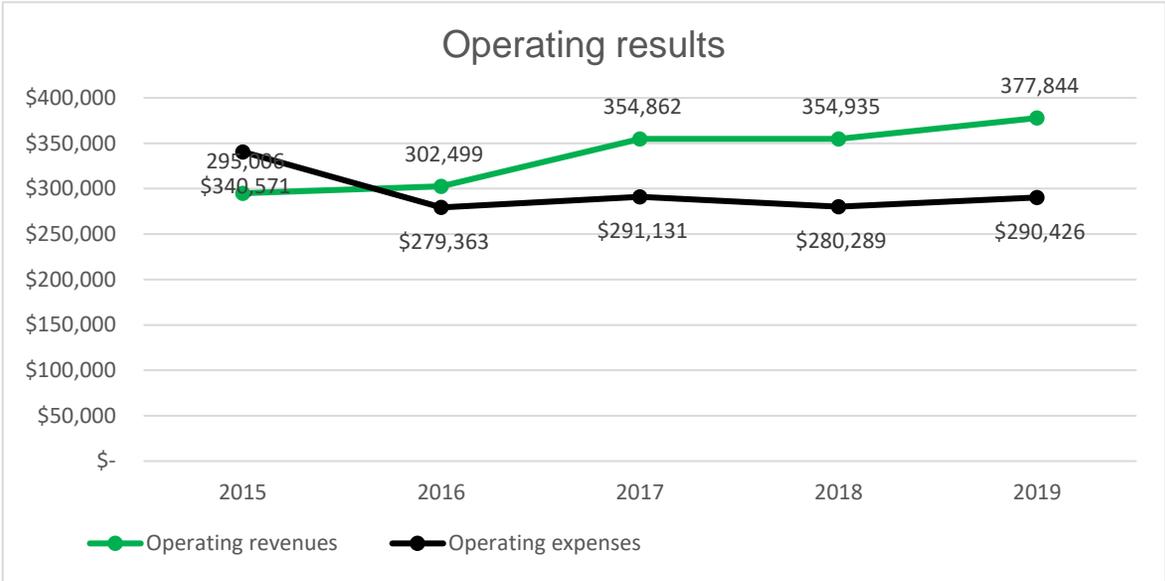


Investment in Capital





Village of Shorewood Hills Sewer Utility Results



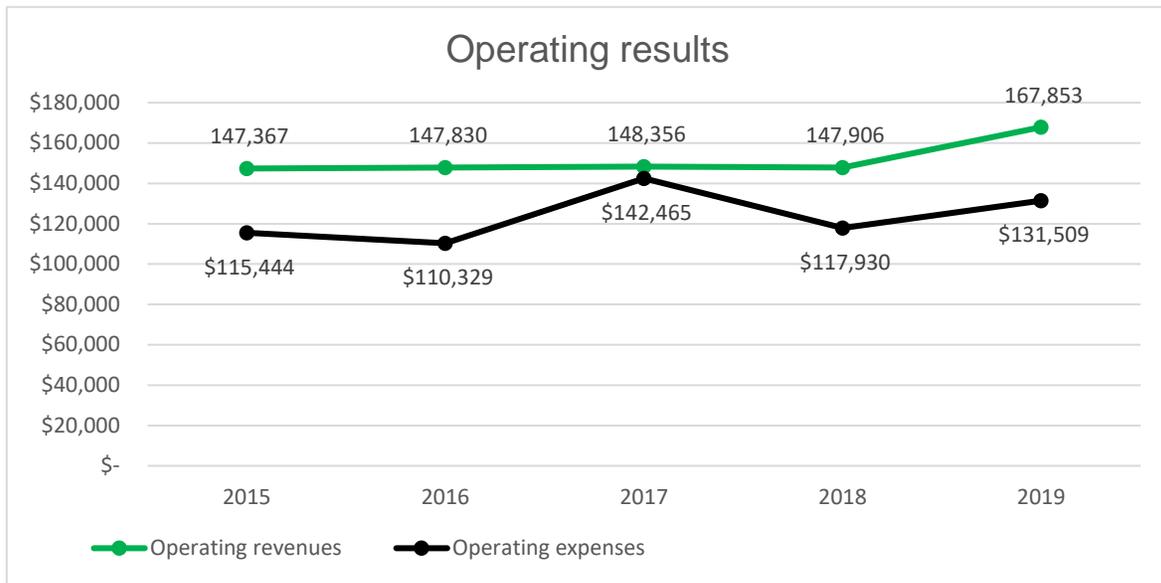
Investment in Capital





Village of Shorewood Hills

Stormwater Utility Results



Unrestricted Reserves

	2015	2016	2017	2018	2019
Year end balance	\$ 182,498	\$ 157,069	\$ 96,405	\$ 35,931	\$ 40,396
Months on hand	14.86	12.75	7.80	2.92	2.89

Investment in Capital



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
400-53-5330-820 FOUR CORNERS BATHROOMS							
2002	BACHMAN CONSTRUCTION CO	4 CORNERS RESTROOM REMO	#3	01/28/2020	21,750.25	21,750.25	05/19/2020
Total 400-53-5330-820 FOUR CORNERS BATHROOMS:					21,750.25	21,750.25	
100-211539 DENTAL INSURANCE - EMPLOYEE							
4213	DELTA DENTAL OF WISCONSIN	EMPLOYEE PREMIUM	4212020	04/21/2020	1,162.44	1,162.44	05/19/2020
Total 100-211539 DENTAL INSURANCE - EMPLOYEE:					1,162.44	1,162.44	
100-51-5143-300 PERSONNEL: RETIREES INS PREM							
4213	DELTA DENTAL OF WISCONSIN	ANNITANT PREMIUM	4212020	04/21/2020	289.17	289.17	05/19/2020
Total 100-51-5143-300 PERSONNEL: RETIREES INS PREM:					289.17	289.17	
100-51-5143-158 PERSONNEL: UNEMPLOYMENT COMP							
23408	WI DWD-UNEMPLOYMENT INSURA	BENEFIT CHARGES-GLASS	10032317	04/23/2020	87.43	87.43	05/19/2020
Total 100-51-5143-158 PERSONNEL: UNEMPLOYMENT COMP:					87.43	87.43	
100-51-5130-210 LEGAL: GEN. ADVICE & COUNSEL							
217500	US BANK	BOARDMAN&CLARK/FSLA ISSU	43020	04/30/2020	176.00	176.00	04/30/2020
217500	US BANK	STAFFORD&ROSENBAUM/MUNI	43020	04/30/2020	2,199.00	2,199.00	04/30/2020
Total 100-51-5130-210 LEGAL: GEN. ADVICE & COUNSEL:					2,375.00	2,375.00	
100-51-5130-211 LEGAL: ORDINANCE PROSECUTIONS							
217500	US BANK	STAFFORD & ROSENBAUM/OR	43020	04/30/2020	2,639.50	2,639.50	04/30/2020
Total 100-51-5130-211 LEGAL: ORDINANCE PROSECUTIONS:					2,639.50	2,639.50	
100-51-5142-310 CLERK: SUP & EXPENSES							
217500	US BANK	US CELLULAR/ADMIN	43020	04/30/2020	2.12	2.12	04/30/2020
217500	US BANK	STAPLS/LAMINATING SHEETS/	43020	04/30/2020	57.44	57.44	04/30/2020
217500	US BANK	GORDN FLESH/COPIES ADMIN	43020	04/30/2020	177.36	177.36	04/30/2020
217500	US BANK	PELLITTERI/SHRED ADMIN	43020	04/30/2020	12.99	12.99	04/30/2020
217500	US BANK	MSFT/DISPUTING CHARGE	43020	04/30/2020	10.00	10.00	04/30/2020
217500	US BANK	USPS/MAILING 8038 FORM TO I	43020	04/30/2020	4.10	4.10	04/30/2020
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					264.01	264.01	
100-51-5142-340 CLERK: POSTAL EXPENSES							
217500	US BANK	POSTAL SOURCE/MAINTENAN	43020	04/30/2020	160.00	160.00	04/30/2020
Total 100-51-5142-340 CLERK: POSTAL EXPENSES:					160.00	160.00	
100-51-5144-340 ELECTIONS: OPERATING SUPPLIES							
217500	US BANK	MINUTEMAN/ABSENTEE BALLO	43020	04/30/2020	386.26	386.26	04/30/2020
217500	US BANK	BAGELS FOREVER/ELECTION	43020	04/30/2020	22.41	22.41	04/30/2020
217500	US BANK	STAPLS/LABELS FOR ABSENTE	43020	04/30/2020	121.86	121.86	04/30/2020
Total 100-51-5144-340 ELECTIONS: OPERATING SUPPLIES:					530.53	530.53	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-51-5145-210 D.P.: CONTRACTUAL SERVICES							
217500	US BANK	GOOGLE - G SUITE	43020	04/30/2020	242.11	242.11	04/30/2020
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					242.11	242.11	
100-51-5145-340 D.P.: OPERATIONS EXPENSE							
217500	US BANK	AT&T/OFFICE PHONES	43020	04/30/2020	519.20	519.20	04/30/2020
217500	US BANK	SPECTRUM/TV	43020	04/30/2020	106.06	106.06	04/30/2020
Total 100-51-5145-340 D.P.: OPERATIONS EXPENSE:					625.26	625.26	
100-51-5160-222 BLDGS & PLANT: TELEPHONE							
217500	US BANK	SPECTRUM/TIME WARNER CA	43020	04/30/2020	420.95	420.95	04/30/2020
217500	US BANK	SPECTRUM/INTERNET	43020	04/30/2020	394.57	394.57	04/30/2020
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					815.52	815.52	
100-51-5160-240 BLDGS & PLANT: CONTRACTUAL							
217500	US BANK	WIL KIL/PEST CONTROL	43020	04/30/2020	55.00	55.00	04/30/2020
217500	US BANK	BAY TOWEL/MATS/MOPS/TOWE	43020	04/30/2020	77.45	77.45	04/30/2020
217500	US BANK	BAY TOWEL/MATS/MOPS/TOWE	43020	04/30/2020	77.45	77.45	04/30/2020
Total 100-51-5160-240 BLDGS & PLANT: CONTRACTUAL:					209.90	209.90	
100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP							
217500	US BANK	GORDN FLSH/COPIES PD	43020	04/30/2020	50.18	50.18	04/30/2020
Total 100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP:					50.18	50.18	
100-52-5210-322 POLICE: TRAINING EXPENSES							
217500	US BANK	NWTC-REFUND CPTED TRAINI	43020	04/30/2020	225.00-	225.00-	04/30/2020
217500	US BANK	WI ASSOC -REUND WAWP CON	43020	04/30/2020	175.00-	175.00-	04/30/2020
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					400.00-	400.00-	
100-52-5210-340 POLICE: OPERATING EXPENSE							
217500	US BANK	SIRCHIE-PPE GEAR	43020	04/30/2020	210.16	210.16	04/30/2020
217500	US BANK	SERV CALL/VIDEO SYS	43020	04/30/2020	192.00	192.00	04/30/2020
217500	US BANK	STAPLES/LYSOL SPRAY	43020	04/30/2020	33.48	33.48	04/30/2020
217500	US BANK	US CELLULAR/PD	43020	04/30/2020	374.92	374.92	04/30/2020
217500	US BANK	ACE/BATTERIES/GLUE/KLOROX	43020	04/30/2020	29.05	29.05	04/30/2020
217500	US BANK	PELLITTERI/SHRED PD	43020	04/30/2020	12.99	12.99	04/30/2020
217500	US BANK	AMAZON/DUFFLE BAGS FOR P	43020	04/30/2020	58.17	58.17	04/30/2020
217500	US BANK	INTOXIMETER-PBT	43020	04/30/2020	485.00	485.00	04/30/2020
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					1,395.77	1,395.77	
100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT							
217500	US BANK	BELCO/REPLACE BROKN SPOT	43020	04/30/2020	262.00	262.00	04/30/2020
Total 100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT:					262.00	262.00	
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
217500	US BANK	FARM/FLEET/SALT EQUIP	43020	04/30/2020	54.35	54.35	04/30/2020
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					54.35	54.35	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-53-5362-290	REFUSE COLL: CONTRACTUAL SERVC						
217500	US BANK	PELLITTERI/TRASH PICKUP/RE	43020	04/30/2020	8,238.93	8,238.93	04/30/2020
Total 100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC:					8,238.93	8,238.93	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
217500	US BANK	AMAZN/PAPERTOWELS FOR BA	43020	04/30/2020	68.35	68.35	04/30/2020
217500	US BANK	KRANZ/CLEANING	43020	04/30/2020	71.18	71.18	04/30/2020
217500	US BANK	R&R DOORS/FIX DOOR AT 1008	43020	04/30/2020	113.00	113.00	04/30/2020
217500	US BANK	CRESCENT ELEC/BULBS 810 S	43020	04/30/2020	22.25	22.25	04/30/2020
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					274.78	274.78	
100-55-5520-340 PARKS:OPERATING EXPENSE							
217500	US BANK	US CELLULAR/FORESTER	43020	04/30/2020	44.51	44.51	04/30/2020
217500	US BANK	ACE/PAINT FOR COVER UP OF	43020	04/30/2020	62.52	62.52	04/30/2020
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					107.03	107.03	
100-55-5523-650 TREE REMOVALS							
217500	US BANK	HAMMS /TREE REMOVALS @ 4	43020	04/30/2020	4,935.00	4,935.00	04/30/2020
Total 100-55-5523-650 TREE REMOVALS:					4,935.00	4,935.00	
200-53-5361-340 OPERATING SUPPLIES EXPENSE							
217500	US BANK	US CELLULAR/DPW SEWER	43020	04/30/2020	45.59	45.59	04/30/2020
217500	US BANK	AT&T/SEWER PHONE	43020	04/30/2020	265.62	265.62	04/30/2020
217500	US BANK	SEWR EQUIP/JETTER HOSE	43020	04/30/2020	1,583.11	1,583.11	04/30/2020
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					1,894.32	1,894.32	
210-51-5160-222 BLDG/PLANT: TELEPHONE							
217500	US BANK	MAILCHIMP/EMAIL	43020	04/30/2020	34.99	34.99	04/30/2020
217500	US BANK	MICROSOFT OFFICE SUBSCRI	43020	04/30/2020	105.49	105.49	04/30/2020
217500	US BANK	AT&T/POOL INTERNET	43020	04/30/2020	53.50	53.50	04/30/2020
Total 210-51-5160-222 BLDG/PLANT: TELEPHONE:					193.98	193.98	
210-55-5542-340 POOL: OPERATING SUPPLY & EXP.							
217500	US BANK	WHENIWORK/STAFF SCHEDULI	43020	04/30/2020	99.00	99.00	04/30/2020
217500	US BANK	SHOPKEEP/FRNT DESK POS	43020	04/30/2020	89.68	89.68	04/30/2020
217500	US BANK	AUDIBLE/MISTAKEN PURCHAS	43020	04/30/2020	15.77	15.77	04/30/2020
217500	US BANK	AUDIBLE REFUND	43020	04/30/2020	15.77-	15.77-	04/30/2020
217500	US BANK	AUDIBLE REFUND	43020	04/30/2020	15.77-	15.77-	04/30/2020
Total 210-55-5542-340 POOL: OPERATING SUPPLY & EXP.:					172.91	172.91	
210-55-5542-343 CONCESSIONS EXPENSE							
217500	US BANK	SHOPKEEP/CONCESSION POS	43020	04/30/2020	89.68	89.68	04/30/2020
Total 210-55-5542-343 CONCESSIONS EXPENSE:					89.68	89.68	
220-55-5546-340 PARK: OPERATING EXPENSE							
217500	US BANK	MENARDS/FIX BOARDS/RAILIN	43020	04/30/2020	41.92	41.92	04/30/2020
Total 220-55-5546-340 PARK: OPERATING EXPENSE:					41.92	41.92	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
400-53-5363-200 STORMWATER IMPROVEMENTS							
217500	US BANK	CAPITAL NEWSPAPRS/2020 ST	43020	04/30/2020	197.15	197.15	04/30/2020
Total 400-53-5363-200 STORMWATER IMPROVEMENTS:					197.15	197.15	
400-54-5440-800 FIRE/EMS/PD/DPW RADIO EQUIPMNT							
217500	US BANK	WATCHGUARD/PARTIAL BWC V	43020	04/30/2020	5,915.00	5,915.00	04/30/2020
217500	US BANK	BELCO-REPLAC SPOTLIGHT	43020	04/30/2020	1,389.00	1,389.00	04/30/2020
Total 400-54-5440-800 FIRE/EMS/PD/DPW RADIO EQUIPMNT:					7,304.00	7,304.00	
470-51-5141-119 PLANING LEGAL ADMIN-WALNUT GRV							
217500	US BANK	STAFFORD&ROSENBAUM/GAR	43020	04/30/2020	162.00	162.00	04/30/2020
Total 470-51-5141-119 PLANING LEGAL ADMIN-WALNUT GRV:					162.00	162.00	
500-53-5364-340 OPERATING SUPPLIES AND EXPENSE							
217500	US BANK	MACQUEEN EQUIP/CURB BRO	43020	04/30/2020	590.00	590.00	04/30/2020
Total 500-53-5364-340 OPERATING SUPPLIES AND EXPENSE:					590.00	590.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
217500	US BANK	US CELLULAR/DPW H2O	43020	04/30/2020	45.49	45.49	04/30/2020
217500	US BANK	MIDWEST METER/H2O METERS	43020	04/30/2020	5,929.00	5,929.00	04/30/2020
217500	US BANK	ACE/MISC SUPPLIES	43020	04/30/2020	20.05	20.05	04/30/2020
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					5,994.54	5,994.54	
Grand Totals:					62,709.66	62,709.66	

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
600-53-0630-340 SUPPLIES AND EXPENSE							
1045	ABT MAILCOM INC	BILL PROCESSING & MAILING-	36540	04/30/2020	409.37	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					409.37	.00	
100-51-5153-210 ASSESSOR: CONTRACTUAL EXPENSE							
1730	ASSOCIATED APPRAISAL CONSULT	PROFESSIONAL ASSESSMENT	148190	05/01/2020	678.60	.00	
Total 100-51-5153-210 ASSESSOR: CONTRACTUAL EXPENSE:					678.60	.00	
400-53-5330-820 FOUR CORNERS BATHROOMS							
2002	BACHMAN CONSTRUCTION CO	4 CORNERS RESTROOM REMO	5	05/05/2020	38,855.00	.00	
Total 400-53-5330-820 FOUR CORNERS BATHROOMS:					38,855.00	.00	
100-52-5210-340 POLICE: OPERATING EXPENSE							
2060	BAYCOM INC	CITATION PAPER	026355	05/02/2020	215.00	.00	
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					215.00	.00	
100-51-5160-222 BLDGS & PLANT: TELEPHONE							
3220	CENTURY LINK	CENTREX LINES - APRIL	1491347057	04/30/2020	29.92	.00	
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					29.92	.00	
100-51-5144-340 ELECTIONS: OPERATING SUPPLIES							
4009	DANE CO CLERK	CODING & BALLOTS	2020-01	05/05/2020	494.48	.00	
Total 100-51-5144-340 ELECTIONS: OPERATING SUPPLIES:					494.48	.00	
100-45-4511-000 COURT FINES							
4038	DANE CO TREASURER	SHARED COURT FINES	43020	04/30/2020	213.40	.00	
Total 100-45-4511-000 COURT FINES:					213.40	.00	
600-53-0682-210 OUTSIDE SERVICES							
8950	HYDROCORP	CROSS CONNECTIONS	0057151-IN	04/30/2020	122.00	.00	
Total 600-53-0682-210 OUTSIDE SERVICES:					122.00	.00	
100-56-5630-150 PLANNER							
13014	MSA PROFESSIONAL SERVICES IN	10 YEAR COMP PLAN	R05956008.0-1	05/06/2020	6,350.00	.00	
Total 100-56-5630-150 PLANNER:					6,350.00	.00	
100-51-5160-220 BLDGS & PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	810 SHOREWOOD BLVD AND 10	40679763	05/08/2020	3,126.29	.00	
Total 100-51-5160-220 BLDGS & PLANT: GAS & ELECTRIC:					3,126.29	.00	
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
13040	MADISON GAS & ELECTRIC	4502 OLD MIDDLETON	40679763	05/08/2020	116.38	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					116.38	.00	
100-53-5342-220 STREET LIGHTING: POWER							
13040	MADISON GAS & ELECTRIC	900 SHOREWOOD BLVD	40679763	05/08/2020	45.46	.00	
13040	MADISON GAS & ELECTRIC	STREET LIGHTING	40679763	05/08/2020	1,510.43	.00	
Total 100-53-5342-220 STREET LIGHTING: POWER:					1,555.89	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/3100 HARVA	40679763	05/08/2020	109.89	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					109.89	.00	
200-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	3336 LMD	40679763	05/08/2020	165.51	.00	
Total 200-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					165.51	.00	
210-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE CT	40679763	05/08/2020	792.67	.00	
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE CT	40679763	05/08/2020	183.58	.00	
Total 210-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					976.25	.00	
220-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	3400/3700 LMD	40679763	05/08/2020	75.63	.00	
Total 220-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					75.63	.00	
600-53-0620-220 POWER FOR PUMPING							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/3561 TALLY	40679763	05/08/2020	1,087.19	.00	
Total 600-53-0620-220 POWER FOR PUMPING:					1,087.19	.00	
200-53-5361-223 SEWER TREATMENT EXPENSE							
13046	MADISON METRO SEWERAGE DIS	SEWER SERVICE 1ST QUARTE	16054	04/15/2020	46,607.74	.00	
Total 200-53-5361-223 SEWER TREATMENT EXPENSE:					46,607.74	.00	
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
13065	MADISON TRUCK EQPT INC	FIX SPINNER MOTOR FOR SAL	4-92044	04/22/2020	535.00	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					535.00	.00	
100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT							
13085	MADISON TREASURER, CITY OF	STORM H2O	042720	04/27/2020	21.28	.00	
Total 100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT:					21.28	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
13085	MADISON TREASURER, CITY OF	FIRE PROTECTION H2O	042720	04/27/2020	38.71	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					38.71	.00	
600-53-0610-601 PURCHASED WATER							
13085	MADISON TREASURER, CITY OF	PIT LAKE MENDOTA DR.	042720	04/27/2020	2,346.44	.00	
13085	MADISON TREASURER, CITY OF	FLAT RATE H2O	042720	04/27/2020	1,326.17	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
13085	MADISON TREASURER, CITY OF	PIT SW BLVD @ RR TRACKS	042720	04/27/2020	7,039.88	.00	
13085	MADISON TREASURER, CITY OF	PIT UBD & TRACKS	042720	04/27/2020	1,338.66	.00	
Total 600-53-0610-601 PURCHASED WATER:					12,051.15	.00	
200-53-5361-340 OPERATING SUPPLIES EXPENSE							
13105	MC CANN'S SEWER & DRAIN SERV	CLEANED SEWER	17125	04/20/2020	1,000.00	.00	
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					1,000.00	.00	
100-55-5500-700 COMMUNITY GARDENS							
13365	MIDDLETON FARMERS CO-OP INC	GARDEN SUPPLY	337472	04/29/2020	34.97	.00	
Total 100-55-5500-700 COMMUNITY GARDENS:					34.97	.00	
100-55-5520-340 PARKS:OPERATING EXPENSE							
13365	MIDDLETON FARMERS CO-OP INC	GRASS SEED & STRAW	337897	05/07/2020	160.98	.00	
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					160.98	.00	
100-51-5160-221 BLDGS & PLANT: WATER							
19337	SHOREWOOD HILLS WATER & SE	1058000 SW/1008 SHWD LOT	43951	04/30/2020	98.07	.00	
19337	SHOREWOOD HILLS WATER & SE	910100 W/S 810 SHOREWOOD	43951	04/30/2020	10.81	.00	
19337	SHOREWOOD HILLS WATER & SE	34032 W/S GARDENS	43951	04/30/2020	17.71	.00	
19337	SHOREWOOD HILLS WATER & SE	3589000 W/S HEIDEN	43951	04/30/2020	38.88	.00	
19337	SHOREWOOD HILLS WATER & SE	1058300 W/S RINK	43951	04/30/2020	146.50	.00	
Total 100-51-5160-221 BLDGS & PLANT: WATER:					311.97	.00	
100-51-5160-223 BLDGS & PLANT:STORMWATER CHR							
19337	SHOREWOOD HILLS WATER & SE	1058500 SW/1008 SHWD LOT	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1056500/SW/ENTRY WAY PARK	43951	04/30/2020	26.00	.00	
19337	SHOREWOOD HILLS WATER & SE	908700 SW/3264UNIV AVE LOT	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2237500 SW/4 CORNERS LOTS	43951	04/30/2020	26.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3403100/S/W/POST FARM LOT	43951	04/30/2020	215.15	.00	
19337	SHOREWOOD HILLS WATER & SE	910200/SW/810 SHOREWOOD B	43951	04/30/2020	109.20	.00	
19337	SHOREWOOD HILLS WATER & SE	910300 SW/810 SHRWD/LOT 2	43951	04/30/2020	19.50	.00	
19337	SHOREWOOD HILLS WATER & SE	1030500 S/W TALLY HO BOOST	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1126300 SW QUARRY	43951	04/30/2020	78.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1128500 SW OAK WAY	43951	04/30/2020	39.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3378500 SW BRADLEY PARK	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2285500 SW KOVAL WOODS	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	2303000 SW BIG FOOT PARK	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1058500 SW 1008 SHOREWOOD	43951	04/30/2020	72.80	.00	
19337	SHOREWOOD HILLS WATER & SE	2331400 SW MCKENNA PARK	43951	04/30/2020	52.00	.00	
19337	SHOREWOOD HILLS WATER & SE	1112500 SW 1001 EDGEHILL LO	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3477500 SW 2700 OXFORD	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 SW.GARDENS	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3589000 SW/HEIDEN	43951	04/30/2020	13.00	.00	
Total 100-51-5160-223 BLDGS & PLANT:STORMWATER CHR:					767.65	.00	
100-55-5533-340 TENNIS: OPERATING EXPENSES							
19337	SHOREWOOD HILLS WATER & SE	3403100/S/W/POST FARM LOT	43951	04/30/2020	215.15	.00	
Total 100-55-5533-340 TENNIS: OPERATING EXPENSES:					215.15	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
210-51-5160-221 BLDG/PLANT: WATER							
19337	SHOREWOOD HILLS WATER & SE	3403000 W/S	43951	04/30/2020	368.73	.00	
19337	SHOREWOOD HILLS WATER & SE	3402900 W/S CONCESSIONS	43951	04/30/2020	34.83	.00	
Total 210-51-5160-221 BLDG/PLANT: WATER:					403.56	.00	
210-51-5160-223 BLDGS & PLANT:STORMWATER CHRGR							
19337	SHOREWOOD HILLS WATER & SE	3402900 SW/CONCESSIONS	43951	04/30/2020	13.00	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 SW	43951	04/30/2020	13.00	.00	
Total 210-51-5160-223 BLDGS & PLANT:STORMWATER CHRGR:					26.00	.00	
100-52-5240-340 INSPECTIONS: OPERATIONS							
19940	SWWBIA	BLDG CODE TRAINING:ANDER	050620	05/06/2020	205.00	.00	
Total 100-52-5240-340 INSPECTIONS: OPERATIONS:					205.00	.00	
100-56-5640-210 PROF CONSULTANT:PLAN REVIEW							
20670	TOWN & COUNTRY ENGINEERING I	MISC 2019 SUPPORT	21563	05/07/2020	253.75	.00	
Total 100-56-5640-210 PROF CONSULTANT:PLAN REVIEW:					253.75	.00	
200-53-5361-210 REPAIR & MAINT: CONTRACTUAL							
20670	TOWN & COUNTRY ENGINEERING I	MMSD INTERCEPTOR	21567	05/07/2020	376.25	.00	
Total 200-53-5361-210 REPAIR & MAINT: CONTRACTUAL:					376.25	.00	
400-53-5330-820 FOUR CORNERS BATHROOMS							
20670	TOWN & COUNTRY ENGINEERING I	2019 4 CORNERS	21564	05/07/2020	1,401.25	.00	
Total 400-53-5330-820 FOUR CORNERS BATHROOMS:					1,401.25	.00	
400-53-5363-200 STORMWATER IMPROVEMENTS							
20670	TOWN & COUNTRY ENGINEERING I	2020 FLOOD DAMAGE	21565	05/07/2020	3,268.75	.00	
Total 400-53-5363-200 STORMWATER IMPROVEMENTS:					3,268.75	.00	
450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS							
20670	TOWN & COUNTRY ENGINEERING I	UNIV AVE RECONSTRUCTION	21561	05/07/2020	543.75	.00	
20670	TOWN & COUNTRY ENGINEERING I	2019 MARSHALL CT	21562	05/07/2020	1,795.30	.00	
Total 450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS:					2,339.05	.00	
500-56-5620-210 CONTRACTUAL SERVICES							
20670	TOWN & COUNTRY ENGINEERING I	2020 MISC STORM H2O	21566	05/07/2020	312.50	.00	
Total 500-56-5620-210 CONTRACTUAL SERVICES:					312.50	.00	
100-211534 UNION DUES							
23342	WI PROFESSIONAL POLICE ASSOC	UNION DUES - MAY	05012020	05/01/2020	168.00	.00	
Total 100-211534 UNION DUES:					168.00	.00	
100-45-4511-000 COURT FINES							
23350	WI DEPT ADMINISTRATION: COURT	SHARED COURT FINES	043020	04/30/2020	720.01	.00	
Total 100-45-4511-000 COURT FINES:					720.01	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-52-5210-210 POLICE: CONTRACTUAL SERVICES							
23374	WI DEPT OF JUSTICE-TIME	TIME ACCESS	455TIME-0000	04/10/2020	270.00	.00	
Total 100-52-5210-210 POLICE: CONTRACTUAL SERVICES:					270.00	.00	
100-52-5210-340 POLICE: OPERATING EXPENSE							
120030	LARSON FAMILY ELECTRIC	WIRING FOR WATCHGUARD SY	3225	03/19/2020	285.00	.00	
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					285.00	.00	
100-52-5210-370 POLICE: FUEL & OIL							
232040	WEX BANK	FUEL PD	042020	05/02/2020	171.49	.00	
Total 100-52-5210-370 POLICE: FUEL & OIL:					171.49	.00	
100-53-5320-370 GARAGE: FUEL & OIL							
232040	WEX BANK	DPW FUEL	042020	05/02/2020	725.89	.00	
Total 100-53-5320-370 GARAGE: FUEL & OIL:					725.89	.00	
210-55-5542-350 REPAIR/MAINT: SUPLY & EXPENSE							
1000114	DEWITT, DAVID	DB AND CLOUD	51420	05/14/2020	250.00	250.00	05/19/2020
Total 210-55-5542-350 REPAIR/MAINT: SUPLY & EXPENSE:					250.00	250.00	
100-51-5145-210 D.P.: CONTRACTUAL SERVICES							
1000688	COMPUTER MAGIC INC	SERVER MANAGED SUPPORT	4975	04/30/2020	600.00	.00	
1000688	COMPUTER MAGIC INC	WORKSTATION MANAGEMENT	4975	04/30/2020	2,077.00	.00	
1000688	COMPUTER MAGIC INC	BACKUP SERV W/CLOUD RETE	4975	04/30/2020	331.00	.00	
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					3,008.00	.00	
400-54-5440-800 FIRE/EMS/PD/DPW RADIO EQUIPMNT							
1000688	COMPUTER MAGIC INC	CREDIT: REFUND COST OF SQ	4975	04/30/2020	926.71-	.00	
Total 400-54-5440-800 FIRE/EMS/PD/DPW RADIO EQUIPMNT:					926.71-	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
1000818	STOPPLEWORTH PLUMBING LTD.	FIX ROOF DRAIN IN PD	38285	05/05/2020	93.90	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					93.90	.00	
100-55-5500-700 COMMUNITY GARDENS							
1000820	TIMOTHY J LAWHERN	GARDEN TILLING	50420-1	05/04/2020	450.00	.00	
1000820	TIMOTHY J LAWHERN	FOLLOW UP TILLING	50420-2	05/06/2020	120.00	.00	
Total 100-55-5500-700 COMMUNITY GARDENS:					570.00	.00	
100-52-5210-340 POLICE: OPERATING EXPENSE							
2300040	WATCH GUARD	BWC MOUNTS	25005	04/23/2020	489.00	.00	
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					489.00	.00	
400-54-5440-800 FIRE/EMS/PD/DPW RADIO EQUIPMNT							
2300040	WATCH GUARD	SQUAD VIDEO & BODY CAM SY	4REINV001052	03/31/2020	14,115.00	.00	
Total 400-54-5440-800 FIRE/EMS/PD/DPW RADIO EQUIPMNT:					14,115.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Grand Totals:					<u>144,851.09</u>	<u>250.00</u>	

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Percent of year elapsed = 33.33%		April 30, 2020				April 30, 2019		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
REVENUES								
TAXES								
100-41-4111-000	GENERAL PROPERTY TAXES	0	2,977,507	(2,977,507)	0.00%	0	2,840,159	0.00%
100-41-4131-000	PAYMENTS IN LIEU OF TAX	0	62,000	(62,000)	0.00%	0	62,000	0.00%
100-41-4181-000	INTEREST & PENALTIES ON TAXES	7	50	(43)	14.40%	288	20	1438.55%
INTERGOVERNMENTAL REVENUE								
100-43-4330-000	FED/STATE DISASTER RELIEF	0	38,042	(38,042)	0.00%	0	0	0.00%
100-43-4341-000	STATE SHARED REVENUE	0	30,370	(30,370)	0.00%	0	20,888	0.00%
100-43-4342-000	FIRE INSURANCE PREMIUM-2% DUES	0	22,500	(22,500)	0.00%	0	20,773	0.00%
100-43-4351-000	STATE AID: EXEMPT COMPUTERS	0	18,055	(18,055)	0.00%	0	20,000	0.00%
100-43-4352-100	LAW ENFORCEMENT TRAINING AIDS	0	1,600	(1,600)	0.00%	0	1,920	0.00%
100-43-4352-105	PUBLIC SAFETY EQUIPMENT AIDS	0	0	0	0.00%	0	0	0.00%
100-43-4352-110	GRANTS TO POLICE DEPARTMENT	4,000	0	4,000	0.00%	0	1,000	0.00%
100-43-4353-000	STATE AID: HIGHWAY	0	293,925	(293,925)	0.00%	146,965	294,065	49.98%
100-43-4353-100	LOCAL ROADS GRANT	0	0	0	0.00%	0	0	0.00%
100-43-4353-300	STATE FEMA GRANT	0	0	0	0.00%	0	0	0.00%
100-43-4358-000	FORESTRY GRANTS	0	0	0	0.00%	0	0	0.00%
100-43-4360-000	DANE CTY GRANT: LAND CONS DEPT	0	0	0	0.00%	0	0	0.00%
LICENSES & PERMITS								
100-44-4411-000	LICENSES: LIQUOR/MALT BEVERAGE	10,077	5,450	4,627	184.89%	0	5,450	0.00%
100-44-4412-000	LICENSES: OTHER BUS/OCCUPATION	150	2,600	(2,450)	5.77%	410	2,700	15.19%
100-44-4421-000	LICENSES: BICYCLE	0	0	0	0.00%	0	0	0.00%
100-44-4422-000	LICENSES: DOG & CAT	3,411	4,500	(1,089)	75.80%	3,715	3,600	103.19%
100-44-4423-000	LICENSES: MISC	70	1,300	(1,230)	5.38%	810	1,150	70.43%
100-44-4431-000	PERMIT/INSPCTN FEES: BUILDINGS	4,428	17,000	(12,572)	26.05%	4,013	16,500	24.32%
100-44-4432-000	PERMIT/INSPCTN FEES: HVAC	1,771	6,300	(4,529)	28.12%	805	6,300	12.78%
100-44-4433-000	PERMIT/INSPCTN FEES: ELECTRICAL	3,091	6,500	(3,409)	47.55%	2,359	6,400	36.86%
100-44-4434-000	PERMIT/INSPCTN FEES: PLUMBING	2,877	6,000	(3,123)	47.95%	1,640	5,200	31.54%
100-44-4435-000	PERMIT/INSPCTN FEES: SIGNS	0	800	(800)	0.00%	1,578	800	197.19%
100-44-4436-000	PERMIT/INSPCTN FEES: SPRNK/FIRE	0	0	0	0.00%	0	0	0.00%
100-44-4439-000	PERMIT/INSPCTN FEES: MISC.	155	1,000	(845)	15.50%	318	1,315	24.19%
100-44-4441-000	ZONING FEES	1,325	3,100	(1,775)	42.74%	1,050	3,600	29.17%
100-44-4491-000	CABLE TV FRANCHISE FEES	9,015	26,000	(16,985)	34.67%	7,225	29,000	24.92%

Percent of year elapsed = 33.33%		April 30, 2020				April 30, 2019		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-44-4492-000	% SURCHARGE FOR RECREATION	0	9,000	(9,000)	0.00%	0	9,200	0.00%
FINES, FOREITS & PENALTIES								
100-45-4511-000	COURT FINES	10,377	32,000	(21,623)	32.43%	15,286	29,000	52.71%
100-45-4513-000	PARKING VIOLATIONS	8,908	50,000	(41,092)	17.82%	21,259	50,000	42.52%
100-45-4514-000	POLICE DONATIONS/MISC REVENUES	1,111	1,000	111	111.08%	889	2,200	40.39%
PUBLIC CHARGES FOR SERVICE								
100-46-4611-000	CLERK: MATERIAL & SUPPLY SALES	24	30	(6)	78.73%	85	0	0.00%
100-46-4612-000	CLERK: EMPLOYEE SUNSHINE FUND	0	500	(500)	0.00%	0	400	0.00%
100-46-4613-000	CLERK: PARKING PERMITS	240	600	(360)	40.00%	212	600	35.33%
100-46-4621-000	LAW ENFORCEMENT FEES	85	500	(415)	16.93%	222	500	44.48%
100-46-4642-000	WIS MUNICIPAL RECYCLING GRANT	0	14,912	(14,912)	0.00%	0	14,885	0.00%
100-46-4642-100	RECYCLING PROCEEDS	0	0	0	0.00%	0	0	0.00%
100-46-4645-000	DISPOSAL REPAIR FEES	0	0	0	0.00%	0	0	0.00%
100-46-4670-000	BOOK PUBLISHING REVENUES	0	32	(32)	0.00%	0	60	0.00%
100-46-4670-100	RESALE BOOK PUBLISHING REVENUE	0	0	0	0.00%	0	0	0.00%
100-46-4671-000	BOOK SHIPPING INCOME	0	0	0	0.00%	0	0	0.00%
100-46-4672-000	CONTRIBUTIONS: PARKS & FORESTRY	900	2,500	(1,600)	36.00%	0	5,000	-
100-46-4672-100	GARDEN PLOT REVENUES	2,605	3,000	(395)	86.83%	2,510	2,750	91.27%
100-46-4672-110	CONTRIBUTIONS: GARDEN CLUB	0	3,000	(3,000)	0.00%	3,000	2,500	120.00%
100-46-4672-130	CONTRIBUTIONS: HORT CONSULTANT	0	0	0	0.00%	0	0	0.00%
100-46-4673-100	RECREATION: FOUR CORNERS	9,700	22,100	(12,400)	43.89%	18,663	19,000	98.22%
100-46-4673-200	RECREATION: LAND REC	7,725	25,000	(17,275)	30.90%	19,825	26,500	74.81%
100-46-4673-210	RECREATION: LAND REC GRANT	0	0	0	0.00%	0	0	0.00%
100-46-4673-300	RECREATION: TENNIS	275	28,500	(28,225)	0.96%	14,169	23,135	61.24%
100-46-4673-400	RECREATION: BASEBALL	0	0	0	0.00%	0	0	0.00%
100-46-4673-500	RECREATION: BASKETBALL	0	2,010	(2,010)	0.00%	850	2,760	30.80%
100-46-4673-600	RECREATION: GOLF	0	5,066	(5,066)	0.00%	1,365	4,000	34.13%
100-46-4673-700	RECREATION: KAYAK/CANOE	0	525	(525)	0.00%	105	560	18.75%
100-46-4673-800	RECREATION: INDOOR SOCCER	0	0	0	0.00%	0	0	0.00%
100-46-4673-900	RECREATION: OUTDOOR SOCCER	70	10,346	(10,276)	0.68%	1,510	10,346	14.60%
100-46-4674-100	COMMUNITY CENTER RENTALS	0	500	(500)	0.00%	2,153	2,400	89.71%
100-46-4674-210	JULY 4th FAMILY PICNIC	0	1,000	(1,000)	0.00%	0	1,200	0.00%
100-46-4674-220	JULY 4th FIREWORKS	0	9,500	(9,500)	0.00%	0	9,500	0.00%

Percent of year elapsed = 33.33%		April 30, 2020				April 30, 2019		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
INTERGOVERNMENTAL SERVICE CHARGES								
100-47-4741-000	WATER DEPT: REIMB FOR SERVICES	0	14,040	(14,040)	0.00%	0	13,764	0.00%
100-47-4742-000	SEWER DIV: REIMB FOR SERVICES	0	11,365	(11,365)	0.00%	0	11,142	0.00%
100-47-4743-000	WATERFRONT: REIMB FOR SERVICES	0	17,723	(17,723)	0.00%	0	17,375	0.00%
100-47-4744-000	STORMWATER:REIMB FOR SERVICES	0	9,552	(9,552)	0.00%	0	9,364	0.00%
MISCELLANEOUS REVENUE								
100-48-4810-000	INTEREST ON INVESTMENTS	0	80,000	(80,000)	0.00%	30,277	18,000	168.20%
100-48-4810-100	BUILD AMERICA BOND SUBSIDY	0	0	0	0.00%	3,711	7,500	49.48%
100-48-4812-000	CAPITAL PROJECT BOND INTEREST	0	0	0	0.00%	0	0	0.00%
100-48-4815-000	REPAYMENT: WATER UTILTY ADVANC	0	0	0	0.00%	0	0	0.00%
100-48-4821-000	RENT: DUE FROM POOL	0	39,500	(39,500)	0.00%	0	38,500	0.00%
100-48-4822-000	RENT: BLACKHAWK C.C.	24,999	100,000	(75,001)	25.00%	33,332	100,000	33.33%
100-48-4823-000	BCC INSURANCE REIMBURSEMENT	0	0	0	0.00%	0	0	0.00%
100-48-4825-000	RENT: PARKING SPACES	0	0	0	0.00%	0	0	0.00%
100-48-4827-000	DEVELPR SHARE MAD FIRE EXPENSE	0	55,771	(55,771)	0.00%	56,068	60,000	93.45%
100-48-4830-000	MISCELLANEOUS SALES	0	0	0	0.00%	0	0	0.00%
100-48-4831-000	POLICE/ FIRE SALES	0	0	0	0.00%	0	0	0.00%
100-48-4833-000	VILLAGE TREE SALES	0	5,000	(5,000)	0.00%	0	5,000	0.00%
100-48-4836-000	DPW VEHICLE SALES	0	0	0	0.00%	0	0	0.00%
100-48-4838-000	DANE CTY CALENDARS	0	0	0	0.00%	0	700	0.00%
100-48-4840-000	INSURANCE DIVIDENDS	0	0	0	0.00%	0	0	0.00%
100-48-4845-000	INSURANCE PREMIUM REFUNDS	0	0	0	0.00%	0	0	0.00%
100-48-4850-000	INSURANCE CLAIMS	0	0	0	0.00%	7,252	0	0.00%
100-48-4851-000	2018 FLOOD INSURANCE REIMB	0	0	0	0.00%	480,440	0	0.00%
100-48-4855-000	SHWD LEAGUE/FOUNDATN RECEIPTS	0	0	0	0.00%	0	0	0.00%
100-48-4895-000	REPAYMENT: TIF ADVANCE	0	0	0	0.00%	0	42,038	0.00%
OTHER FINANCING SOURCES								
100-49-4941-000	MISCELLANEOUS REVENUES	1,420	17,000	(15,580)	8.35%	3,421	17,000	20.12%
100-49-4944-000	FUND BALANCE APPLIED	0	0	0	0.00%	0	0	0.00%
EXPENSES								
VILLAGE BOARD								
100-51-5111-310	VILLAGE BOARD: SUP & EXPENSE	2,790	1,500	1,290	185.98%	1,201	3,200	37.53%
100-51-5111-720	VILLAGE BOARD: DONATIONS	0	0	0	0.00%	0	0	0.00%

Percent of year elapsed = 33.33%		April 30, 2020				April 30, 2019		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-51-5112-310	COMMITTEES: SUP & EXPENSE	477	500	(23)	95.48%	408	300	135.99%
100-51-5120-110	JUDICIAL: SALARY & ALLOWANCES	1,280	3,600	(2,320)	35.55%	912	3,054	29.86%
100-51-5120-120	JUDICIAL: COURT CLERK WAGES	8,137	24,539	(16,402)	33.16%	7,650	23,319	32.80%
100-51-5120-150	JUDICIAL: BENEFITS	2,328	6,880	(4,552)	33.83%	2,217	6,596	33.61%
100-51-5120-310	JUDICIAL: OFFC. SUP & EXPENSE	167	1,700	(1,533)	9.84%	706	1,700	41.55%
100-51-5120-321	JUDICIAL: DUES	190	190	0	100.00%	145	140	103.57%
100-51-5120-322	JUDICIAL: SEMINARS & TRAINING	700	1,800	(1,100)	38.89%	919	1,800	51.03%
100-51-5130-210	LEGAL: GEN. ADVICE & COUNSEL	4,448	15,000	(10,552)	29.65%	4,468	17,000	26.28%
100-51-5130-211	LEGAL: ORDINANCE PROSECUTIONS	11,183	25,000	(13,817)	44.73%	12,030	29,000	41.48%
100-51-5141-120	ADMIN: WAGES	32,587	92,172	(59,585)	35.35%	31,752	89,176	35.61%
100-51-5141-150	ADMIN: BENEFITS	9,976	26,281	(16,304)	37.96%	9,699	25,592	37.90%
100-51-5141-320	ADMIN: DUES & SEMINARS	1,334	1,800	(466)	74.09%	1,251	1,700	73.59%
100-51-5141-340	ADMIN: MONTHLY BULLETIN	0	0	0	0.00%	0	0	0.00%
100-51-5141-380	ADMIN: STAFF SUNSHINE FUND	884	750	134	117.88%	431	400	107.76%
100-51-5142-120	CLERK: WAGES	20,717	77,387	(56,670)	26.77%	18,301	74,329	24.62%
100-51-5142-130	EXTRA OFFICE HELP	3,980	19,386	(15,406)	20.53%	5,820	19,011	30.61%
100-51-5142-150	CLERK: BENEFITS	5,862	27,440	(21,578)	21.36%	5,712	26,430	21.61%
100-51-5142-310	CLERK: SUP & EXPENSES	1,327	2,800	(1,473)	47.39%	1,821	3,500	52.03%
100-51-5142-322	CLERK: TRAINING/SEMINARS	158	2,300	(2,142)	6.87%	133	2,200	6.07%
100-51-5142-340	CLERK: POSTAL EXPENSES	533	2,100	(1,567)	25.37%	2,133	2,100	101.59%
100-51-5142-500	CLERK: DANE CTY CALENDARS	0	0	0	0.00%	0	600	0.00%
100-51-5142-700	CLERK: LICENSE COSTS	10,000	0	10,000	0.00%	0	0	0.00%
100-51-5143-158	PERSONNEL: UNEMPLOYMENT COMP	0	0	0	0.00%	0	0	0.00%
100-51-5143-160	PERSONNEL: WORKMAN'S COMP INS	33,121	71,738	(38,617)	46.17%	13,928	44,000	31.65%
100-51-5143-190	PERSONNEL: PROVIDED FOR EVALS	250	0	250	0.00%	0	0	0.00%
100-51-5143-200	PERSONNEL: RECRUITMENT	0	0	0	0.00%	0	200	0.00%
100-51-5143-210	PERSONNEL: MEDICAL EVALUATIONS	0	300	(300)	0.00%	0	300	0.00%
100-51-5143-300	PERSONNEL: RETIREES INS PREM	2,813	10,381	(7,568)	27.09%	10,203	29,131	35.02%
100-51-5144-140	ELECTIONS: PER DIEM WAGES	2,190	5,760	(3,570)	38.02%	1,738	2,750	63.18%
100-51-5144-340	ELECTIONS: OPERATING SUPPLIES	6,186	1,600	4,586	386.61%	38	8,100	0.47%
100-51-5145-210	D.P.: CONTRACTUAL SERVICES	20,481	53,000	(32,520)	38.64%	18,913	51,200	36.94%
100-51-5145-340	D.P.: OPERATIONS EXPENSE	1,865	8,400	(6,535)	22.21%	2,405	8,400	28.63%
100-51-5145-350	WEBSITE COSTS	0	670	(670)	0.00%	0	620	0.00%

Percent of year elapsed = 33.33%		April 30, 2020				April 30, 2019		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-51-5151-210	FINANCE: AUDIT SERVICES	45,519	31,000	14,519	146.84%	25,269	26,000	97.19%
100-51-5151-290	LIFE QUEST FEES/OTHER PAYMENTS	0	0	0	0.00%	0	0	0.00%
100-51-5151-300	BOND ISSUE EXPENSES	475	3,425	(2,950)	13.87%	325	3,425	9.49%
100-51-5152-340	TREASURY: OPERATIONS	0	0	0	0.00%	0	0	0.00%
100-51-5152-390	TREASURY: WRITE-OFF EXPENSE	0	0	0	0.00%	0	0	0.00%
100-51-5153-210	ASSESSOR: CONTRACTUAL EXPENSE	4,904	10,190	(5,286)	48.13%	4,904	10,190	48.13%
100-51-5154-511	LIABILITY INS (LEAGUE)	23,566	47,000	(23,434)	50.14%	23,252	44,609	52.12%
100-51-5154-512	PROPERTY INS (LGPIF)	20,479	20,094	385	101.92%	18,579	14,163	131.18%
100-51-5160-220	BLDGS & PLANT: GAS & ELECTRIC	13,845	53,647	(39,802)	25.81%	11,030	42,000	26.26%
100-51-5160-221	BLDGS & PLANT: WATER	2,203	6,000	(3,797)	36.72%	2,118	6,000	35.29%
100-51-5160-222	BLDGS & PLANT: TELEPHONE	2,475	9,000	(6,525)	27.50%	3,679	0	0.00%
100-51-5160-223	BLDGS & PLANT:STORMWATER CHRG	2,974	7,500	(4,526)	39.66%	2,110	6,560	32.16%
100-51-5160-240	BLDGS & PLANT: CONTRACTUAL	8,568	5,000	3,568	171.35%	3,097	5,000	61.94%
100-51-5160-530	BLDGS & PLANT: RENTAL EXPENSE	0	0	0	0.00%	0	0	0.00%
PUBLIC SERVICES								
100-52-5210-110	POLICE: SALARIES & ALLOWANCES	33,619	100,811	(67,192)	33.35%	30,227	98,654	30.64%
100-52-5210-120	POLICE: CLERICAL WAGES	24,664	76,021	(51,357)	32.44%	20,296	73,210	27.72%
100-52-5210-121	POLICE: OFFICER WAGE & HOLIDAY	125,084	376,208	(251,124)	33.25%	109,619	369,913	29.63%
100-52-5210-122	POLICE: OVERTIME WAGES	6,880	9,000	(2,120)	76.44%	3,178	9,000	35.31%
100-52-5210-124	POLICE: PART-TIME DUTY WAGES	9,570	25,000	(15,430)	38.28%	20,600	23,000	89.57%
100-52-5210-125	POLICE: DIFFERENTIAL	873	2,000	(1,127)	43.64%	745	2,000	37.25%
100-52-5210-128	POLICE: COM SERVICE OFFICERS	0	4,400	(4,400)	0.00%	0	4,400	0.00%
100-52-5210-129	POLICE: CROSSING GUARD WAG	2,210	6,000	(3,790)	36.83%	2,470	6,000	41.17%
100-52-5210-130	POLICE: EMPLOYMENT BONUS	0	0	0	0.00%	0	0	0.00%
100-52-5210-150	POLICE: BENEFITS	68,827	208,842	(140,015)	32.96%	62,614	190,976	32.79%
100-52-5210-170	POLICE: EDUCATION REIMB	0	0	0	0.00%	0	0	0.00%
100-52-5210-210	POLICE: CONTRACTUAL SERVICES	7,132	15,000	(7,868)	47.55%	4,373	15,000	29.15%
100-52-5210-310	POLICE: OFFICE SUPPLIES & EXP	298	3,000	(2,702)	9.92%	1,162	3,000	38.74%
100-52-5210-321	POLICE: DUES & SEMINARS	604	3,000	(2,396)	20.13%	576	2,500	23.04%
100-52-5210-322	POLICE: TRAINING EXPENSES	2,463	10,000	(7,537)	24.63%	4,549	9,000	50.54%
100-52-5210-340	POLICE: OPERATING EXPENSE	5,994	16,000	(10,006)	37.46%	6,485	16,000	40.53%
100-52-5210-341	POLICE: UNIFORM EXPENSE	4,859	7,500	(2,641)	64.78%	8,966	6,000	149.44%
100-52-5210-345	POLICE: PROMOTION	0	0	0	0.00%	0	0	0.00%

Percent of year elapsed = 33.33%		April 30, 2020				April 30, 2019		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-52-5210-350	POLICE: VEHICLE REPAIR & MAINT	1,251	7,000	(5,749)	17.87%	5,173	5,000	103.46%
100-52-5210-370	POLICE: FUEL & OIL	2,134	8,000	(5,866)	26.67%	2,825	10,000	28.25%
100-52-5210-380	POLICE: DRUG PREVENTION	0	1,000	(1,000)	0.00%	1,000	1,000	100.00%
100-52-5210-390	POLICE: INSURANCE COSTS	0	0	0	0.00%	0	0	0.00%
100-52-5220-210	FIRE: CONTRACTUAL EXPENSE	0	553,322	(553,322)	0.00%	0	575,475	0.00%
100-52-5220-215	FIRE: 2% DUES TO MAD FIRE DEPT	0	22,500	(22,500)	0.00%	0	20,773	0.00%
100-52-5220-590	FIRE: HYDRANT RENTAL	0	0	0	0.00%	0	0	0.00%
100-52-5240-150	INSPECTIONS: BENEFITS	609	2,012	(1,403)	30.25%	744	2,303	32.30%
100-52-5240-211	INSPECTIONS: BUILDINGS	3,668	13,000	(9,332)	28.21%	4,746	14,500	32.73%
100-52-5240-212	INSPECTIONS: HVAC	1,378	5,000	(3,622)	27.56%	1,665	5,500	30.28%
100-52-5240-213	INSPECTIONS: ELECTRICAL	1,736	6,000	(4,264)	28.93%	2,872	7,500	38.30%
100-52-5240-214	INSPECTIONS: PLUMBING	1,007	2,300	(1,293)	43.80%	375	2,600	14.41%
100-52-5240-340	INSPECTIONS: OPERATIONS	0	340	(340)	0.00%	205	100	205.00%
100-52-5260-290	DANE COUNTY RADIO CONTRACT	1,302	7,928	(6,626)	16.42%	1,411	6,061	23.28%
PUBLIC WORKS								
100-53-5300-121	AIDABLE WORK: LABOR	16,102	73,385	(57,283)	21.94%	29,480	70,214	41.99%
100-53-5300-150	AIDABLE WORK: BENEFITS	3,152	14,391	(11,239)	21.90%	5,988	12,084	49.55%
100-53-5300-340	AIDABLE WORK: OPERATING EXP.	19,523	18,000	1,523	108.46%	7,110	18,000	39.50%
100-53-5300-450	SCHOOL SAFE ZONE	0	0	0	0.00%	0	0	0.00%
100-53-5300-600	AIDABLE: INSURANCE REPAIRS	0	0	0	0.00%	0	0	0.00%
100-53-5320-350	GARAGE: VEHICLE REPAIR & MAINT	2,905	15,000	(12,095)	19.36%	5,449	15,000	36.33%
100-53-5320-370	GARAGE: FUEL & OIL	5,887	13,000	(7,113)	45.28%	3,651	12,000	30.43%
100-53-5330-210	STR MAINT/REPAIR: ENGINEERING	0	0	0	0.00%	0	0	0.00%
100-53-5330-230	STR MAINT/REPAIR: ANNUAL CNTCT	0	0	0	0.00%	850	0	0.00%
100-53-5342-220	STREET LIGHTING: POWER	6,904	18,000	(11,096)	38.36%	4,618	18,000	25.66%
100-53-5342-340	STREET LIGHTING: CONTRACTUAL	0	5,000	(5,000)	0.00%	1,131	15,000	7.54%
100-53-5344-350	STORM SEWERS: DISCHARGE PERMIT	81	235	(154)	34.28%	57	175	32.40%
100-53-5352-300	BUS SERVICE	0	30,000	(30,000)	0.00%	0	30,000	0.00%
100-53-5362-290	REFUSE COLL: CONTRACTUAL SERVC	24,854	99,000	(74,146)	25.10%	32,625	96,289	33.88%
100-53-5363-290	METRO LANDFILL EXPENSE	4,980	9,960	(4,980)	50.00%	5,125	10,250	50.00%
100-53-5365-121	RECYCLING/YARDWASTE:LABOR	13,160	41,117	(27,957)	32.01%	8,043	45,115	17.83%
100-53-5365-150	RECYCLING/YARDWASTE:BENEFITS	2,167	8,098	(5,931)	26.76%	1,604	7,764	20.66%
100-53-5365-340	RECYCLING/YARDWASTE: SUP EXP	1,288	4,100	(2,812)	31.42%	200	4,100	4.88%

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Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-53-5365-370	RECYCLING/YARDWASTE:FUEL & OIL	0	3,000	(3,000)	0.00%	661	2,800	23.62%
VILLAGE HALL								
100-54-5400-130	VILLAGE HALL: CLEANING	1,611	4,782	(3,171)	33.70%	1,297	4,819	26.92%
100-54-5400-150	VILLAGE HALL: BENEFITS	428	1,490	(1,062)	28.73%	420	829	50.63%
NON-AIDABLE SERVICES								
100-55-5500-121	NON-AIDABLE WORK: LABOR	28,595	118,163	(89,568)	24.20%	33,312	105,700	31.52%
100-55-5500-150	NON-AIDABLE WORK: BENEFITS	5,645	23,172	(17,527)	24.36%	7,118	18,191	39.13%
100-55-5500-340	NON-AIDABLE: OPERATING EXPENSE	13,987	25,000	(11,013)	55.95%	11,979	25,000	47.92%
100-55-5500-600	NON-AIDABLE: INSURANCE COSTS	0	0	0	0.00%	0	0	0.00%
100-55-5500-700	COMMUNITY GARDENS	0	500	(500)	0.00%	90	500	18.00%
100-55-5510-340	2018 FLOOD EXPENSES	2,465	0	2,465	0.00%	422,707	0	0.00%
100-55-5514-121	COMMUNITY CTR: WAGES	149	1,403	(1,254)	10.62%	0	811	0.00%
100-55-5514-150	COMMUNITY CTR: WAGE BENEFITS	47	275	(228)	17.11%	0	140	0.00%
100-55-5514-220	COMMUNITY CTR: GAS & ELECTRIC	2,995	5,000	(2,005)	59.90%	1,962	7,400	26.52%
100-55-5520-121	FORESTER: WAGES	20,645	64,988	(44,343)	31.77%	18,558	64,191	28.91%
100-55-5520-122	GRANT FUNDED HORT WAGES	0	0	0	0.00%	0	0	0.00%
100-55-5520-125	HORT ASSISTANT WAGES	3,523	16,000	(12,477)	22.02%	1,990	23,000	8.65%
100-55-5520-150	FORESTER: WAGE BENEFITS	5,641	18,008	(12,367)	31.32%	5,238	17,581	29.79%
100-55-5520-320	PARKS:PROJECTS	2,525	12,500	(9,975)	20.20%	723	12,500	5.78%
100-55-5520-340	PARKS:OPERATING EXPENSE	1,167	4,800	(3,633)	24.31%	1,840	4,800	38.33%
100-55-5520-342	VILLAGE TREE SALES COSTS	0	5,000	(5,000)	0.00%	261	5,000	5.22%
100-55-5520-350	McKENNA PARK	0	0	0	0.00%	0	0	0.00%
100-55-5520-370	FORESTER: FUEL & OIL	0	0	0	0.00%	0	0	0.00%
100-55-5523-341	HORTICULTURE: CONSULTANT	0	500	(500)	0.00%	0	0	0.00%
100-55-5523-343	HORTICULTURE: REFORESTATION	0	0	0	0.00%	690	14,000	4.93%
100-55-5523-350	HORTICULTURE:PLANTINGS	0	2,500	(2,500)	0.00%	0	3,000	0.00%
100-55-5523-550	FORESTRY GRANTS	0	0	0	0.00%	0	0	0.00%
100-55-5523-600	TREE MAINTENANCE	35,395	35,000	395	101.13%	17,416	40,000	43.54%
100-55-5523-650	TREE REMOVALS	14,150	35,000	(20,850)	40.43%	15,567	30,000	51.89%
100-55-5531-121	FOUR CORNERS: WAGES	0	11,000	(11,000)	0.00%	0	13,000	0.00%
100-55-5531-150	FOUR-CORNERS: BENEFITS	0	900	(900)	0.00%	0	1,000	0.00%
100-55-5531-340	FOUR CORNERS: OPERATING EXPNSE	0	1,000	(1,000)	0.00%	0	1,500	0.00%
100-55-5532-121	LAND RECREATION: WAGES	0	11,000	(11,000)	0.00%	0	12,500	0.00%

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Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-55-5532-150	LAND RECREATION: BENEFITS	0	1,000	(1,000)	0.00%	0	1,000	0.00%
100-55-5532-340	LAND RECREATION: OPERATING EXP	0	1,200	(1,200)	0.00%	0	1,700	0.00%
100-55-5533-121	TENNIS: WAGES	0	16,000	(16,000)	0.00%	0	18,000	0.00%
100-55-5533-150	TENNIS: BENEFITS	0	1,300	(1,300)	0.00%	0	1,400	0.00%
100-55-5533-340	TENNIS: OPERATING EXPENSES	0	4,000	(4,000)	0.00%	1	3,000	0.02%
100-55-5534-140	BASEBALL: UMPIRE PER DIEM EXP	0	0	0	0.00%	0	0	0.00%
100-55-5534-340	BASEBALL: OPERATING EXPENSES	0	0	0	0.00%	0	0	0.00%
100-55-5535-121	BASKETBALL: WAGES	0	1,200	(1,200)	0.00%	0	1,300	0.00%
100-55-5535-150	BASKETBALL: BENEFITS	0	125	(125)	0.00%	0	100	0.00%
100-55-5535-340	BASKETBALL: OPERATING EXPENSE	0	750	(750)	0.00%	0	750	0.00%
100-55-5536-121	INDOOR SOCCER: WAGES	0	0	0	0.00%	0	0	0.00%
100-55-5536-150	INDOOR SOCCER: BENEFITS	0	0	0	0.00%	0	0	0.00%
100-55-5536-340	INDOOR SOCCER: OPERATING EXPEN	0	0	0	0.00%	0	0	0.00%
100-55-5537-340	SPEC EVENTS: JULY 4th EXPENSE	0	1,400	(1,400)	0.00%	0	1,350	0.00%
100-55-5537-341	SPEC EVENTS: FIREWORKS EXPENSE	0	9,500	(9,500)	0.00%	0	9,000	0.00%
100-55-5537-342	SPEC EVENTS: RECOGNITION NIGHT	6,501	5,000	1,501	130.01%	4,970	4,750	104.62%
100-55-5538-340	OUTDOOR SOCCER: OPERATNG EXPEN	1,972	7,000	(5,028)	28.18%	2,034	7,000	29.06%
100-55-5540-340	GOLF: OPERATING EXPENSES	0	4,500	(4,500)	0.00%	0	4,500	0.00%
100-55-5550-390	KAYAK/CANOE RENTAL EXPENSES	0	550	(550)	0.00%	0	550	0.00%
CONSERVATION & DEVELOPMENT								
100-56-5630-150	PLANNER	2,142	11,000	(8,858)	19.47%	0	800	0.00%
100-56-5640-210	PROF CONSULTANT:PLAN REVIEW	1,306	1,000	306	130.58%	1,720	800	214.94%
CAPITAL OUTLAY: GENERAL								
100-57-5735-775	CAP OUTLAY: CREW MOWER UNIT	0	0	0	0.00%	0	0	0.00%
100-57-5751-800	CAP OUTLAY: COMPUTERS	9,330	5,000	4,330	186.60%	787	10,000	7.87%
100-57-5751-810	CAP OUTLAY: GEN ADM EQUIPMENT	0	0	0	0.00%	0	0	0.00%
100-57-5751-825	CAP OUTLAY: ADMIN DP SOFTWARE	0	0	0	0.00%	0	0	0.00%
100-57-5751-850	CAP OUTLAY:DPW CAPITAL EQUIPMT	0	0	0	0.00%	0	0	0.00%
100-57-5752-811	CAP OUTLAY: PD COMMNCTNS EQPT	0	0	0	0.00%	0	0	0.00%
100-57-5752-813	CAP OUTLAY: PD VEHICLE REPL	0	0	0	0.00%	0	0	0.00%
100-57-5752-815	CAP OUTLAY: PD SAFETY EQPT	0	0	0	0.00%	0	0	0.00%
100-57-5752-817	CAP OUTLAY: PD EQUIPMENT	0	0	0	0.00%	0	0	0.00%
100-57-5752-821	CAP OUTLAY: FD COMMNCTNS EQPT	0	0	0	0.00%	0	0	0.00%

Percent of year elapsed = 33.33%		April 30, 2020				April 30, 2019		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-57-5752-825	CAP OUTLAY: FD SAFETY EQPT	0	0	0	0.00%	0	0	0.00%
*** DELETED A FEW EXTINCT CAPITAL OUTLAY ACCOUNTS								
OTHER FINANCING USES								
100-59-5910-900	CONTINGENT ACCOUNT	0	0	0	0.00%	0	0	0.00%
100-59-5920-900	DUE TO DEBT SERVICE	(3,855)	1,015,814	(1,019,669)	-0.38%	870,088	958,205	90.80%
TOTAL REVENUES		108,815	4,096,171	(3,987,356)	2.66%	887,780	3,899,719	22.77%
TOTAL EXPENSES		874,498	4,005,619	(3,131,121)	21.83%	2,073,535	3,899,719	53.17%
LGIP General Acct. Interest Rate		Apr-20	0.51%					
LGIP Tax Acct. Interest Rate		Apr-20	0.51%					
Park Bank Tax Acct. Interest Rate		Apr-20	1.44%					

Interest on Investments (2020) Rates/Amounts

Account	Month	Interest Rate	Amount
LGIP General	January	1.61%	3,189.52
	February	1.62%	3,015.72
	March	1.14%	2,266.41
	April	0.51%	1,005.82
	May		
	June		
	July		
	August		
	September		
	October		
	November		
	December		
	TOTAL		9,477.47

LGIP Tax	January	1.61%	721.78
	February	1.62%	679.01
	March	1.14%	510.30
	April	0.51%	220.74
	May		
	June		
	July		
	August		
	September		
	October		
	November		
	December		
	TOTAL		2,131.83

Park Bank Tax	January	1.73%	5,672.33
	February	1.73%	5,851.81
	March	1.63%	3,644.62
	April	1.44%	2,413.61
	May		
	June		
	July		
	August		
	September		
	October		
	November		
	December		
	TOTAL		17,582.37

	GRAND TOTAL		29,191.67
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**Village of Shorewood Hills
Board of Trustees Minutes
Tuesday, April 21, 2020**

1. Called to Order Village President David Benforado called the meeting to order at 7:00 pm via Zoom.

2. Roll Call Members of the Board present were Mr. Benforado and Trustees Scott Friedman, John Imes, Tracy Bailey, Shabnam Lotfi, Cokie Albrecht, Laura Valderrama and Village Treasurer Sean Cote. Also in attendance were Village Administrator Karl Frantz, Administrative Services Manager/Deputy Clerk David Sykes, Police Chief Aaron Chapin, Village Engineer Brian Berquist and Village Clerk Karla Endres.

3. Statement of Public Notice Karl Frantz stated the meeting has been properly noticed.

4. Procedures Orientation – Mr. Benforado explained that the meeting was being conducted by Zoom.

5. Appearances and Communications -None.

6. Board Matters

A. Payment of Bills

Mr. Cote reviewed the March prepaids in the amount of \$26,854.31 and the April Board Bills in the amount of \$135,589.51 for a total of \$162,443.82.

Mr. Imes moved and Mr. Friedman seconded a motion to approve the payment of the March prepaids in the amount of \$26,584.31 and the April Board Bills in the amount of \$135,589.51 for a total of \$162,443.82.

Motion passed 7-0.

B. Consent Agenda

i. Board meeting minutes of March 16 and April 6, 2020

ii. Approve hire of Mr. Mike Meier as Department of Public Works Crew Chief effective May 16, 2020 per terms of employment offer letter dated March 17, 2020

iii. Approve promotion of Tary Handschke to Lead Crew Grade 11 step 7

iv. Approve promotion of Craig Steinle to Crew II Grade 10 step 6

v. Dissolve Heiden Haus Ad hoc Committee

vi. Part-time police officer hires

Ms. Albrecht moved and Mr. Imes seconded a motion to approve the consent agenda.

Motion passed 7-0.

C. Ordinances- None.

D. New Business Resolutions and Motions

i. Elect Village President pro tem

Ms. Lotfi moved and Ms. Bailey seconded a motion to elect John Imes as President Pro Tem.

Motion passed 7-0.

ii. Consider bids and award of contract for 2020 Stormwater Improvements and Flood Repairs

Mr. Berquist explained the project is a combination of several areas that resulted from damage in the 2018 flood for repairs as well as a bio retention area on Edgehill.

Ms. Bailey moved and Ms. Valderrama seconded a motion to award the bid for the 2020 stormwater improvements and floor repairs to Badgerland Excavating Corporation for \$187,681 with a 10% contingency.

Mr. Berquist stated there is no set start for the projects at this point but the contractor is eager to get started.

Motion passed 7-0.

iii. Consider MMSD sanitary sewer interceptor project

Ms. Bailey gave a brief update of communications the Village sent to MMSD outlining the preferred routes for the interceptor. She explained that the MMSD preferred route behind the pool is the most invasive for the Village but they have an easement. MMSD was willing to do the project off peak season so that it is less disruptive to the pool season and the Village.

Mr. Imes asked if the interceptor could be run behind the shopping center but north of the railroad.

Mr. Berquist stated the railroad will only consider the right of way north of the railroad due to space needs.

Ms. Bailey stated that each of the three phases in the Village would be done at different times in a one year time frame. Each phase would take a season to complete.

Mr. Benforado asked if the Blackhawk Country Club was aware of the western most intersection of pipe that would affect the Country Club.

Mr. Berquist stated that this plan will be more disruptive for the tree line of the golf course than originally planned.

MMSD has indicated that they will go to lengths with the Village to restore the area and will consider additional sustainable enhancements to help mitigate adverse impacts. The Board requested that the Public Works Committee develop a list of requests to include in the project and present them to MMSD for consideration and response

The Village would like MMSD to present to the Village one or two times a year with updates on the project plans.

No further action was taken.

iv. Confirm essential operations of the Village government per Administrator memo of April 1 including consideration /discussion regarding future meetings of Village Boards, Commissions and Committees

Mr. Benforado had a discussion with the Board of Trustees on what functions and services are essential for the Village Staff to maintain.

Mr. Frantz gave a brief description of what he has determined to be essential services for the Village Board Trustees to govern as essential.

Ms. Bailey stated that if “safer at home” orders continues through to summer, it is going to be difficult to socially distance on the streets of the Village.

There was a discussion on what has worked for the Village Staff and what has been difficult with working remotely.

Mr. Benforado asked the Board of Trustees to endorse Mr. Frantz’s letter of essential services.

Ms. Albrecht moved and Ms. Bailey seconded a motion to adopt the list of eleven bullet points determined as essential Village governmental functions.

Motion passed 7-0.

Mr. Benforado engaged the Board in a short discussion on the short-term and long-term effects of the social distancing. There was a discussion on the recreation programs and if they should proceed for the summer or if they should be postponed for the year.

No further action was taken.

v. Consider upcoming two elections and ways to encourage absentee voting

There was a discussion on the desire to have each Village Resident vote by mail in the upcoming elections and to request a ballot by MyVote.wi.gov.

Mr. Benforado also suggested Mr. Frantz write a letter to Representative Shiela Stubbs and Senator Fred Risser in support of legislation to support funding for elections to encourage absentee voting by mail.

No further action was taken.

E. Appointments

i. Village President's Trustee Committee/Commission/Board appointments-

Mr. Benforado stated he would like to continue to chair the Ad hoc Stormwater Committee until it dissolves in the future as well as Chair the Joint Review Board and Plan Commission. He went through the Committees and their appointments.

Mr. Imes will chair the Finance Committee and be a member of the Joint Area Campus Committee, Joint Review Board and Plan Commission.

Ms. Lotfi will chair the Blackhawk Liason Committee and Services Committee.

Ms. Albrecht will chair the Personnel Committee and be a member of the Finance Committee.

Mr. Friedman will chair Public Health and Safety, be an alternate on the Board of Zoning Appeals and a member on the Waterfront Committee.

Ms. Bailey will chair the Ad hoc Disaster Committee, Public Works Committee and Recreation Committee.

Ms. Valderrama will chair the Parks Committee and be a member of the Pool Committee and Public Works Committee.

Mr. Cote will continue to serve as Village Treasurer and as a member on the Finance Committee.

Doug Rahn will chair the Board of Review.

Gary Johnson will chair the Board of Zoning Appeals.

Michael Stineman will chair the Golf Committee.

Mr. Frantz will be a member of the Joint Area Campus Committee.

Mark Lederer will chair the Pool Committee.

John Voegeli will chair the Waterfront Committee.

Ms. Albrecht moved and Mr. Friedman seconded a motion to approve the appointments as listed above.

Motion passed 7-0.

ii. Nadeem Afghan to Public Health and Safety

Mr. Friedman moved and Ms. Lotfi seconded a motion to approve Nadeem Afghan to the Public Health and Safety Committee.

Motion passed 7-0.

7. Reports of Officials and Committees

A. Village President- Nothing to report.

- B. Village Administrator-** Nothing to report
- C. Personnel Committee-**Previously discussed hires and promotions.
- D. Finance Committee-** Did not meet.
- E. Plan Commission-**Trying to set up a meeting with MSA for the comprehensive plan.
- F. Public Works Committee-** The speed humps were planned to be installed during September, after traffic data was collected. The Committee will meet to discuss if the project should proceed without the traffic data being collected first. The project will not need to be bid because it is under the bidding threshold.
- G. Services Committee-** Did not meet.
- H. Public Health & Safety Committee-** Did not meet.
Chief Chapin gave a brief update on the status of their PPE supply.
- I. Recreation Committee-**Did not meet.
- J. Ad hoc Recognition Committee-**Did not meet.
- K. Ad hoc Disaster Preparedness Committee-**Did not meet
- L. Ad hoc Stormwater Committee-**Did not meet
- M. Ad hoc Heiden Haus Committee-**Committee has dissolved.
- N. Parks Committee-**Did not meet.
- O. Blackhawk Liaison Committee-**Did not meet.
- P. Pool Committee-** Interviews are complete for the pool staff. Cokie Albrecht, Mark Lederer and Michelle Reynolds assisted with the interviews.
- Q. Waterfront Committee-**Did not meet.
- R. Joint Campus Committee-**Did not meet.

8. Next meeting date: May 19, 2020

9. Adjourn

Meeting was adjourned at 10:12 pm.

Respectfully submitted,

Karla Endres
Village Clerk

MEMO TO: Karl Frantz
FROM: Corey George, Village Forester
DATE: May 4, 2020

SUBJECT: Forestry/Parks Staff and Wage Increase Consideration

Dear Members of the Personnel Committee,

We have a great team ready to go this spring/summer! The current starting wage for seasonal and part-time employees is \$12/hour. I would like to propose an increase to the starting minimum wage for seasonal and part-time employees. We can better recruit and retain quality employees that way. My recommendation would be to set the starting wage at \$15/hour and offer a \$1/hour increase for returning workers (maxed at \$17/hour). All three of these employees would be part-time (20 hours/week or less) and we have budgeted for the following recommendations.

Please consider the following for our 2020 Forestry/Parks staff wages:

Position	Name	\$/hour
Parks/Natural Areas Lead Crew	Adam Lohrmann	\$17.02
Horticulture/Soils Specialist	Annalisa Stevenson	\$16.00
Forestry Intern	Tory Armstrong	\$15.00

Adam Lohrmann is a year-round (part-time) employee and on the pay grid. He was hired October, 2018 as a year-round part-time Forestry/Parks staff member. His starting wage was \$15.00/hour and was placed at Grade 5, Step 1 in 2019. Adam has a M.S. degree in Environmental Studies. He has over 10 years of experience in the field of ecological restoration, working with the US Forest Service, professional restoration companies, non-profit organizations, and private landowners.

Annalisa Stevenson worked with us last year and performed exceptionally. She grew up in the Village (Viburnum Drive) and is currently studying soil science at UW-Madison. She is a member of the Garden Club and is passionate about making the Village more “Green”. She has even proposed biking at work with a wagon and tools ☺

Tory Armstrong is studying Forestry at UW Madison and is also in the Marines! He has been working with us for a few weeks as an LTE and has done a great job. We are currently paying him \$12/hour. I would like to recommend his hire as a seasonal employee at \$15/hour.

Thank you for your time and consideration on this matter.

Corey George, Forester

MEMO TO: Karl Frantz

FROM: DPW Staff

DATE: May 12, 2020

SUBJECT: Summer DPW Hires

Proposed hires for summer 2020:

Joseph Clark	Second Year	\$13.00/hr
Sawyer Ladd	Second Year	\$13.00/hr
Benjamin Rashid	Second Year	\$13.00/hr

2020 OFFICIAL Shorewood Hills Pool Staff

Checker/Concessions/Cashier/Lesson Assistant

Last Name	First Name	Phone Number	Age/Grade	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Offered Positions?	Accepted Positions
Aman-Lavicky	Kate	608-509-2049	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Anderson	Emi	608-692-6869	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Carbon	Taylor	608-772-2828	9	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	Yes	Yes
Collins	Benjamin	608-571-8340	9	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	Yes	Yes
Cooper	Amelia	608-556-4449	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Cranley	Lucy	608-886-8182	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	
Gadau	Lucia	608-469-8439	9	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	No	
Harlow-Dederich	Hanna	608-772-9541	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
House	Charles	608-609-0640	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	
Hueth	Dani	608-695-5265	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Keck	John (Basil)	608-422-2323	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Lauer	Josie	608-217-1061	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Maly	Chris	608-212-5955	12	2017	4	Checker/Concess	\$8.00	Lesson Assistant	\$8.00	Yes	Yes
Mattison	Dietrich	608-421-3382	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Mattison	Elliot	608-886-1348	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
McGlenn	Tess	608-669-5558	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	
McMurray	Estella	608-556-1270	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Puchalski	Gwen	608-698-2807	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Schick	Erika	608-770-4430	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Sheehan	Austin	608-571-8513	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Scheer	Madelyn	608-572-3835	9	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	Yes	Yes
Schliem-Guzman	Sophia	608-622-3849	9	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		Yes
Sloan	Mathilde	608-628-2434	9	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	Yes	
Ward	Maggie	608-345-3927	8	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Ward	Lila	608-870-7980	9	2020	1	Checker/Concess	\$7.25	Lesson Assistant	\$7.25	Yes	Yes
Watson	Nora	608-219-9507	10	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	Yes	
Zahed	Lucas	608-332-1505	9	2019	2	Checker/Concess	\$7.50	Lesson Assistant	\$7.50	Yes	
Zinnen	Claire	608-571-8598	9	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	Yes	Yes

Total Cashier/Concessions: 25

Part-Time Guards/Lesson Instructor/Checker/Concessions/Cashier

Last Name	First Name	Phone Number	Age/Grade	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Position 3	Wage (3)
Cranley	Joe	608-692-4618	11	2018	3	PT Guard/Instructor	\$9.25	Little Sharks	\$11.25		
Falk	Sam	608-709-6323	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		
House	Jackie	608-224-9939	11	2019	2	PT Guard/Instructor	\$9.25				
Jordan	Avana	608-443-6794	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		
Locher	Matthew	608-622-1551	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		
Messner	Kate	608-320-6400	11	2018	3	PT Guard/Instructor	\$9.25	Swim Coach	\$1,975		
Miller	Eliza	608-960-1511	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50		
Sullivan	Bridget	608-320-5411	11	2018	3	PT Guard/Instructor	\$9.25				

Weiss	Jaden	608-515-4375	Grad	2016	5	PT Guard/Instructor	\$9.75	Head Swim Coach	\$3,750.00		
Wells	Rian	608-422-2010	10	2020	1	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.25		
Chikowero	Makanaka	608-572-9182	10	2020	1	FT Guard/Instructor	\$9.00			Yes	
Collins	Josie	608-807-6761	10	2019	2	FT Guard/Instructor	\$9.00			Yes	
Dennis	Stella	608-338-6093	10	2020	1	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.25	Yes	Yes
Lahey	Ryan	608-381-8893	10	2020	1	FT Guard/Instructor	\$9.00			Yes	
Lemmenes	Emily	608-424-5392	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	Yes	Yes
McKinney	Emma	608-662-6898	10	2019	2	PT Guard/Instructor	\$9.00	Checker/Concess	\$7.50	yes	
Richmond	Nathaniel	608-772-9731	10	2019	2	FT Guard/Instructor	\$9.00			Yes	
Rosenthal	Maia	608-843-3332	10	2020	1	FT Guard/Instructor	\$9.00			Yes	Yes
Stair	Sofia	608-692-6463	10	2020	1	FT Guard/Instructor	\$9.00			Yes	Yes

Full-Time Guard/Lesson Instructor

Last Name	First Name	Phone Number	Age/Grade	Yr. Started	# yrs total	Position 1	Wage (1)	Position 2	Wage (2)	Offered Positions?	Accepted Positions
Gotzler	Jane	608-622-2424	11	2018	3	FT Guard/Instructor	\$9.25			yes	
Gotzler	Ella	608-695-5857	FR	2017	4	FT Guard/Instructor	\$10.00			Yes	
Hackworthy	James	608-334-5237	11	2020	1	FT Guard/Instructor	\$9.00			Yes	Yes
Hirschfield	Halia	608-572-3143	11	2020	1	FT Guard/Instructor	\$9.00			Yes	yes
Hoffman	Aidan	608-512-2173	11	2019	2	FT Guard/Instructor	\$9.25			Yes	Yes
Jordahl	Serena	608-957-5144	11	2018	3	FT Guard/Instructor	\$9.25	Little Sharks	\$11.25	Yes	Yes
Knisley	Katherine	608-294-8014	11	2018	3	FT Guard/Instructor	\$9.25			Yes	Yes
Lemmenes	Alexander	608-395-4622	12	2019	2	FT Guard/Instructor	\$9.25	Little Sharks	\$11.25	Yes	
Link	Phoebe	608-669-2478	FR	2019	2	FT Guard/Instructor	\$9.25			Yes	
Link	Grace	608-576-1052	JR	2017	4	FT Guard/Instructor	\$10.00	Swim Coach	\$1,975	Yes	
Morgan	Maggie	608-658-3855	12	2017	2	FT Guard/Instructor	\$9.25			Yes	Yes
Pollock	Natalie	608-438-0199	11	2018	3	FT Guard/Instructor	\$9.25			Yes	Yes
Schick	Natalie	608-628-3511	11	2018	3	FT Guard/Instructor	\$9.25	Little Sharks	\$11.25	Yes	Yes
Stark-Torrentera	Gabriela	608-712-0124	11	2019	2	FT Guard/Instructor	\$9.25			Yes	Yes
Tracy	Anna	608-327-9926	11	2018	3	FT Guard/Instructor	\$9.25	Water Ballet Instructor	\$850	Yes	Yes

Total FT Lifeguards: 24

Sub Guards

Last Name	First Name	Phone Number	Age	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Offered Positions?	Accepted Positions
Cranley	Owen	608-886-3004	Grad	2015	6	Sub Guard	\$10.00	Head Coach	\$3,750.00	Yes	Yes
Jaye	Anna	608-515-4483	Grad	2014	6	Sub Guard	\$10.50			Yes	Yes
Jordahl	Ella	608-957-5810	Grad	2016	5	Sub Guard	\$10.00	Swim Coach	\$2,655	Yes	Yes
Klodd	Alexa	608-215-9616	12	2018	3	Sub Guard	\$9.75			Yes	
Mickelson	Emma	608-556-8848	JR	2015	6	Sub Guard	\$10.50			Yes	
Moran	Lauren	608-712-7018	Grad	2016	3	Sub Guard	\$9.75			Yes	Yes
Purtell	Mitchell	608-770-9175	12	2019	2	Sub Guard	\$9.25			Yes	
Quattrucci	Izzy	608-239-5733	Grad	2016	5	Sub Guard/Instructor	\$10.25	Swim Coach	\$2,655	Yes	Yes
Sheehan	Dane	608-960-1742	Grad	2016	4	Sub Guard	\$10.00	Swim Coach	\$1,975	Yes	Yes
Tracy	Emma	608-347-4005	Grad	2014	7	Sub Guard	\$10.25			Yes	Yes

Total Sub Guards: 9

Other Coaches

Last Name	First Name	Phone Number	Age	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Offered Positions?	Accepted Positions
Chitwood	Mickey	608-238-6066	Grad	2007	14	Water Aerobics	\$20.75			Yes	
Ford	Elyse	608-354-6768	Grad			Water Ballet Coach	\$1,075.00				
Kilian	Petra	608-279-4550	Grad	2020	1	Masters Coach Sub	\$15.50			Yes	
LeBarre	Melanie	608-225-1310	Grad	2016	5	Water Aerobics (Sub)	\$18.50			Yes	Yes
Michelson	Leah	608-692-0041	?	2019	2	Diving Coach	\$1,375			Yes	
Millholland	Carl	608-381-5314	Grad	2019	2	Masters Coach	\$15.75			No-Email has not gone through	
Peterson-Weber	Alex	608-556-6361	23-Grad	2013	8	Masters Coach	\$16.50			Yes	Yes
Reilly	Susan	608-358-6320	Grad	2013	7	Water Aerobics	\$19.25			Yes	Yes
Williams	Steffanie	608-438-1235	Grad	?	?	Water Ballet Coach	\$1,150	Lesson Instructor \$12.00		Yes	
Williams	Josh	608-438-1234	Grad	??	?	Head Diving Coach	\$\$2175			Yes	

Total Other Coaches: 9**Assistant Managers/Head Guard**

Last Name	First Name	Phone Number	Age	Yr. Started	# yrs total	Position 1	Wage (1)	Position2	Wage (2)	Offered Positions?	Accepted Positions
Ellmaker	Amanda	414-477-5506	Grad	2013	8	Assistant Manager	\$15.25			Yes	
Landgraf	Luke	608-712-1476	Grad	2008	?	Assistant Manager	\$13.00			Yes	Yes
Melnick	Noah	608-609-8101	JR	2015	6	Assistant Manager	\$13.00	Sub Guard	\$10.50	Yes	
Messner	Molly	608-443-6503	Grad	2016	5	Assistant Manager	\$13.00	Swim Coach	\$2,075	Yes	Yes
Nettum	Signe	608-712-9668	SO	2016	5	Head Guard	\$13.00				Yes

Total Assistant Coaches/HG: 5**Total Number of Employees: 86**

Name	Position	Grade	New or returning	Weeks	Rate
Paul Cranley	Director	12	Returning	1-8	\$12.00
Elise Schmitt	Director	12	Returning	1-8	\$12.00
Molly Dorr	Head Counselor	11	Returning	1-8	\$10.50
Hannes Berghahn	Counselor	11	Returning	1-8	\$9.75
Amelia Matthew	Counselor	11	Returning	1-8	\$9.75
Nora Cote	Counselor	11	Returning	5-8	\$9.75
Brendan Hurley	Counselor	10	Returning (CIT last year)	1-4	\$9.50
Lila Ward	Counselor	9	New	1-4	\$9.50
Ben Altaweel	Counselor	10	New	5-8	\$9.50
Maia Sherman	CIT	11	Returning (CIT last year)	1-2	\$8.50
Eliza Seibers	CIT	10	New	3-4	\$8.25
Stella Wickman	CIT	9	New	5-6	\$8.25
Sophie Schlimovitz	CIT	9	New	7-8	\$8.25

2020 Four Corners Program

2020 Land Recreation Program

Name	Applying for	Prior Land Rec Experience	Age > 18	Wage	Offer letter accepted
Ava Ridders	CIT	None	No	8.25	yes
Stella Wickman	CIT	No	No	8.25	yes
Sam Kuemmel	CIT	No	No	8.25	yes
Sophie Shlimovitz	CIT	no	No	8.25	yes
William Barford	Counselor	2016, 2017, 2018, 2019	Yes	10.25	yes
Amelia "Mia" Matthews	Counselor	2019-subbed and did 4C	No	9.50	yes
Owen Tsao	Counselor	2019 (1st session)	No	9.50	yes
John Soberon-Cehade	Counselor	CIT	No	9.50	yes
Ben Altaweel	Counselor	2019	No	9.50	yes
Maia Sherman	Counselor	2018, 2019	No	9.75	yes
Brendan Hurley	Counselor- DIT		No	9.75	yes
Benji Matthew	Director	2016, 2017, 2018, 2019	Yes	11.50	yes
Ryan Buencamino	Director	2017, 2018, 2019 (Director in Training)	No	11.50	yes



ESTIMATE

2935 S. Fish Hatchery Road, #343
Fitchburg, WI 53711-6434

Date	Estimate #
4/9/2020	12067

Name / Address

Town & Country Engineering, Inc
2912 Marketplace Drive, Suite 103
Madison, WI 53719

Project
<i>Village of Shorewood Hills</i>

Description	Qty	Total
Lineal Ft. of 4" double yellow reflective epoxy line painted	942	5,652.00
Lineal Ft. of 18" white reflective line painted for stop bar	18	234.00
Lineal Ft. of 6" reflective epoxy line painted	100	500.00
Job charge for layout & striping of bike sharrows	10	500.00
Added per email from Tim Stieve 04-27-2020		
Lineal Ft. of 4" single white reflective epoxy line painted around 6 "bumpouts". 28 lineal feet per.	168	840.00
*Priced for one mobilization and one coat of reflective epoxy paint		
Call us. We'll keep you in line!	Total	\$7,726.00

Phone #

6083456497

Signature _____

RESOLUTION NO. 2020-4
VILLAGE OF SHOREWOOD HILLS
A RESOLUTION DELEGATING EXECUTIVE AUTHORITY
DURING THE STATE OF EMERGENCY

WHEREAS, on March 12, 2020, Governor Tony Evers issued Executive Order # 72, declaring a public health emergency in response to the COVID 19 Coronavirus; and,

WHEREAS, on March 13, 2020, President Donald Trump issued a proclamation declaring that the COVID 19 outbreak in the United States constitutes a national emergency; and,

WHEREAS, the Village Board of the Village of Shorewood Hills determined on March 16, 2020, that a public health emergency threatens the Village and Village residents, and that it should delegate certain executive authority to the Village Administrator in response to public health emergency;

NOW, THEREFORE, the Village Board of the Village of Shorewood Hills hereby resolves as follows:

1. That a public health emergency threatens the Village and Village residents;
2. That the following powers are delegated to the Village of Shorewood Hills Village Administrator, who will report back, at least monthly, to the Village Board with electronic updates as needed:
 - a. To suspend or cancel Village programs;
 - b. To close or restrict access to Village buildings and facilities;
 - c. To arrange for meetings of the Village Board, committees, commissions and boards to be conducted in a manner that protects the members and the public and mitigates the risk of further transmitting the COVID 19 Coronavirus;
 - d. To cancel meetings of boards, committees and commissions;
 - e. To authorize Village staff to work from home;
 - f. To authorize leave from work, consistent with State and Federal laws and Village policies, for coronavirus reasons, including exposure to the Coronavirus, symptoms of the virus, the need to care for a family member who has been exposed to the virus or exhibits symptoms of the virus, or who

needs to care for a minor child because the child's school or place of care has been closed or childcare provider is unavailable;

- g. To suspend the operation of any Village policy that is inconsistent with State or Federal laws, policies or emergency declarations;
- h. To approve and authorize payment of Village bills within budgeted amounts;
- i. To authorize the expenditure of contingency funds.

2 Any actions taken by the Village Administrator on or after March 1, 2020, and prior to the adoption of this Resolution, that would have been authorized by this Resolution, are hereby ratified.

3 If the Village Administrator is absent or incapacitated, the powers described in Section 1 may be exercised by the Village President or in his absence the Village President Pro Tem.

4 Village Departments are directed to track expenses related to efforts to protect the public and prevent the spread of COVID-19.

5 This delegation of authority provided for in this resolution shall be effective until modified or terminated by further action of the Village Board, or August 15, 2020, whichever comes first.

Approved this 18th Day of May, 2020.

By: _____
David Benforado, Village President

Attest: _____
Karla Endres, Village Clerk

RESOLUTION 2020-5

A RESOLUTION WAIVING INTEREST AND PENALTIES ON CERTAIN DELINQUENT PROPERTY TAX INSTALLMENT PAYMENTS DUE IN 2020.

WHEREAS, a health emergency has been declared in Wisconsin due to the ongoing COVID-19 pandemic; and

WHEREAS, the COVID-19 pandemic and various emergency health orders issued in response thereto have created financial hardship for Village businesses, families and every taxpayer in the Village; and

WHEREAS, on April 15, 2020 the Wisconsin Legislature enacted 2019 Act 185 which, among other things, authorizes local taxation districts to waive penalties and interest that would otherwise become due on late payments of property tax installments which were due on or before April 1, 2020, provided that the county authorizes such a waiver by resolution; and

WHEREAS, on May 7, 2020, the Dane County Board adopted its Resolution 2020 RES-020 authorizing all taxation districts in Dane County to waive interest and penalties as provided in 2019 Act 185; and

WHEREAS, the Dane County Board has determined that all property tax payers in Dane County are experiencing hardship within the meaning of 2019 Act 185; and

WHEREAS, the Village Board finds that waiving penalties and interest on late property tax installment payments as authorized by 2019 Act 185 and Dane County resolution 2020 RES-020 will promote the public interest;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Village Board finds that all property taxpayers in the Village have suffered, and will continue to suffer financial hardship within the meaning of 2019 Act 185 due to the COVID-19 pandemic and the various federal, state and local governmental rules, regulations, emergency orders and other efforts taken to mitigate its effects.
2. The Village hereby waives all otherwise applicable penalties and interest on any installment payment of general property taxes payable in 2020 on property within the Village that is due and payable after April 1, 2020, provided that the total amount due and payable in 2020 is paid on or before October 1, 2020. Interest and penalties shall accrue from October 1, 2020 for any property taxes payable in 2020 that are delinquent after October 1, 2020.
3. This Resolution is intended to implement the authority granted by §105(25) of 2019 Act 185 and Dane County Resolution 2020 RES-020 and shall be interpreted and applied consistent with those enactments.

ADOPTED at a regular meeting of the Village of Shorewood Hills Board this 18th day of May, 2020.

APPROVED: _____
David J. Benforado, Village President

Attested: _____
Karla Endres, Village Clerk

May XX, 2020

RE: Village of Shorewood Hills Comments on Madison Yards Project.

Dear City of Madison Plan Commission,

As you know, the Village of Shorewood Hills is immediately across University Avenue from the proposed Madison Yards Project, so we are monitoring it closely. We are particularly concerned with the top areas mentioned by way of questions to the developers at the January 30, 2020, neighborhood meeting hosted by District 11 Alderperson Martin.

- **Stormwater**: we hope the City will work with the developer to encourage maximum stormwater features, over and above the minimum requirements, that will hold back significant quantities of stormwater so that stormwater from the project will not exacerbate the existing stormwater flooding emergencies that occur along the University Avenue corridor immediately to the east of the project. Please see the photo below of dangerous flash flooding at the intersection of University Ave./Midvale Blvd. on August 20, 2018 (9:30 PM). That flash flood caused tens of millions of dollars of damage along the entire University Ave corridor, \$1,000,000 alone at the Shorewood Hills Pool. While that was an extraordinary weather event, less deep but still dangerous flash flooding of this corridor (a major ambulance route to UW Hospital Emergency Room) routinely happens many times each year, making it impassable.



- **Traffic**: always a concern with any development, of particular high concern with this development because of its enormous scope and size. We are disturbed to learn that the State's new parking ramp is not being utilized by State employees who instead park their vehicles on surrounding residential streets rather than pay the State's hefty employee parking ramp fees; we encourage the City to work with the State and the project developers to provide a solution that does not impose unnecessary traffic externalities from this project onto neighboring residential streets;
- **Pedestrian/Bicycle Access**: we hope that the City encourages the developers give maximum consideration to seamless pedestrian and bicycle access throughout the project footprint, North/South/East/West; and
- **Sustainable Features**: we hope that the City encourages the developers to think big and bold here; no excuses.

Thank you for your consideration.

On behalf of the Shorewood Hills Village Board and with best regards,

Dave

Dave Benforado, Village President
Village of Shorewood Hills
dbenforado@shorewood-hills.org

APPROVED MINUTES FOR THE VILLAGE OF SHOREWOOD HILLS PLAN COMMISSION

The Tuesday, March 10, 2020 meeting of the Plan Commission was called to order at 7:00 pm by Chair Dave Benforado. Members present were: Mr. Benforado, Deb Remington, Jim Etmanczyk, Karl Wellensiek, Earl Munson, Brauna Hartzell and John Imes. Also present was Karl Frantz, Village Administrator, Matt Frater and Jason Valerius of MSA, and David Sykes, Administrative Services Manager/Deputy Clerk. Three guests were in the audience.

Mr. Frantz confirmed the meeting had been properly posted and noticed.

Public hearing on special exception permit concerning roof height and conditional use permit for a deck and stairway that would extend beyond the lake front setback line at 3334 Lake Mendota Drive

Mr. Benforado called the public hearing to order at 7:02 pm. Dan Wanke of Michael F. Simon Builders reviewed the proposed remodeling project. The home has an existing flat roof. They would prefer a gabled roof for the interior height and to install insulation. The top of the roof extends above the 30' limit in the zoning code but it is on the side facing McKenna Park and should not impact any neighbors. In addition, they would like to install a raised deck from the main living space with stairs extending beyond the lake setback line. Their neighbors at 3330 Lake Mendota Drive submitted a letter of support indicating they felt the deck would not impact them. Even with the deck extending beyond the lake setback line, it is still 115' for the lake's ordinary high water mark. An existing deck at ground level is much larger and extends beyond the lake setback line and into the McKenna Park lot. The old deck will be removed including any portion that is not on their property.

Homeowners David Frances and Jackie Youde spoke about the remodeling plan. They want to maintain the original character of the home but update the interior with a plan that makes it livable for the long term. There is currently no insulation that makes that portion of the house difficult to use in the winter. A raised deck off the main living area would be more useable than the existing deck.

Ms. Hartzell asked about the slope of the lot. The grade of the lot slopes significantly from the front to the back of the house.

The public hearing was closed at 7:39 pm.

Plan Commission findings and action on special exception permit application for a roof height exception and conditional use permit application for a deck and stairway at 3334 Lake Mendota Drive

Mr. Wellensiek felt the special exception for the roof height was inconsequential because it is below the full roof height of the existing home. Also, he is generally not in favor of anything protruding north of the lake setback line but in this case McKenna Park is on one side and the neighbors on the other side support the project.

Mr. Munson was concerned about the impact of this decision on future similarly proposed projects. Will the Zoning Board of Appeals (ZBA) use the Plan Commission's prior approvals as a precedent? Mr. Frantz explained that the ZBA has a different standard for approval and may be stricter than the Plan Commission has been. Each case is unique and does not set a precedent.

Mr. Wellensiek echoed Mr. Frantz comment that applications are considered on a case-by-case basis and do not set precedent.

Mr. Benforado indicated he was OK with the special exception for the roof height. With respect to the deck, he feels that homeowners should be able to enjoy their property within the Zoning

Code but they will be removing a non-conforming deck for a smaller less intrusive deck, so he supports the conditional use permit.

Mr. Etmanczyk moved and Mr. Imes seconded a motion to approve the special exception permit for a roof height exception and a conditional use permit for a deck and stairway extending beyond the lake setback line at 3334 Lake Mendota Drive.

The Commission members agreed to vote on these motions separately.

Vote on special exception permit for a roof height exception: Approved 7-0.

Vote on conditional use permit for a deck and stairway that extends beyond the lake setback line: Approved 5-2 (Mr. Munson, Ms. Remington voting no).

Initiate Comprehensive Plan update with MSA Professional Services

Matt Frater and Jason Valerius, Planners with MSA, introduced themselves and reviewed their proposal to update the Village's Comprehensive Plan.

They will review the existing land use map and provide any needed adjustments/clarifications.

They discussed the timeline and work plan for the update process.

They discussed public input with community surveys. They suggested breaking up it up into two shorter surveys including specific elements of the Plan.

They discussed some optional features in the proposal and considerations related to the potential pandemic restrictions to allow for participation remotely.

They will distribute a stakeholders questionnaire to see where the Village has been and where it is headed in the next 10-20 years.

The Commission members answered some additional high-level questions that will help focus the Comprehensive Plan update.

Mr. Benforado recused himself at 9:45 pm and joined the audience.

Mr. Imes reminded the Commission that they previously established a joint meeting with the Village Board for a public hearing on the Garden Homes amendment to the Comprehensive Plan on April 14. However, that meeting would be during the lame duck timeframe. Therefore, the Board is considering an alternate date after Trustees take office on April 21, 2020. The Plan Commission members are not required to be at the public hearing.

Mr. Benforado rejoined the meeting at 9:49 pm.

Minutes: February 11, 2020

Mr. Munson moved and Mr. Wellensiek seconded a motion to approve the February 11, 2020 minutes as proposed.

Vote: 7-0 approved.

Adjourn

The meeting was adjourned at 9:49 pm.

Respectfully submitted,

David Sykes
Administrative Services Manager/Deputy Clerk

Village of Shorewood Hills Services Committee Draft Minutes of the May 15, 2020 Meeting

1. Call to Order

The meeting was called to order at 11:09 AM by Chairperson Shabnam Lotfi. Committee members present included Shabnam Lotfi, David Logan, Charlie Field, and Jerry Stein. Others in attendance were David Sykes, Rocky Van Asten, and the new Public Works Chief Mike Meier.

a. Open Meetings Law: David Sykes confirmed compliance with the Open Meetings Law.

2. Review design of bus shelter renovations

Rocky Van Asten presented a new design for replacing the 3 bus shelters in the Village. The current bus shelters are rotted. The new design is made using cedar wood on street pavers (sett). The design does not have a bench in the shelter so that families can donate a bench in the name of a loved one. The design leaves plenty of room for wheelchair accessibility.

The estimated cost is about \$5,700 per shelter. These are high-quality bus shelters that make the Village aesthetically more attractive. The committee decided that if the Village wants to paint the bus shelters burgundy, then the cedar wood should be swapped out for a different material.

Charlie Field moved, and David Logan seconded, that the Services Committee recommend to the Village Board that the rotted bus shelters be replaced with this new design (see attached) with an estimated budget of no more than \$6,000 + 5% per shelter.

3. Meet and greet new Public Works Chief Mike Meier

Mike Meier introduced himself. He is excited to join the Shorewood Hills staff. He is from Waunakee and has extensive experience working as a fireman and first responder. We welcome Mike to our meetings and look forward to working with him.

4. Rescheduling 2020-2021 Services Committee meetings

We will stick with the current meeting schedule as planned: the second Wednesday of every other month at 5:30 PM.

The next meeting is scheduled for July 8, 2020, at 5:30 PM.

5. Adjourn

The meeting was adjourned at 11:37 AM.

Respectfully submitted,

Shabnam Lotfi

WISCONSIN

GENERAL GUIDANCE FOR ALL BUSINESSES



BEST PRACTICES TO REOPEN

This guidance was developed to share general best practices for getting ready to reopen your business during the COVID-19 pandemic. Best business practices for COVID-19 may change over time. You are encouraged to visit www.dhs.wisconsin.gov/covid-19 or www.wedc.org/reopen-guidelines for the latest information and resources related to Wisconsin's response to this health emergency.

Every business can act now to develop policies that will protect against workplace exposure to COVID-19 by protecting employees, educating customers and keeping your workplace safe and sanitary. Getting ready now will help you maintain stronger business operations and a healthier work environment for your employees and customers.



What is COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include a cough or shortness of breath and may also include fever, chills, muscle pain, headache, sore throat, and a new loss of taste or smell. The virus is thought to spread mainly from person-to-person:

- ▶ Between people who are in close contact with one another (within about six feet)
- ▶ Through droplets produced when an infected person coughs, sneezes, or talks

The virus may be spread by people who are not showing symptoms. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their face. Older adults and those with serious underlying medical conditions may be at higher risk for more serious complications.

When can I open my business?

- ▶ Businesses will open at different times based on the [Badger Bounce Back plan](#). Each phase of the plan is based on meeting gating criteria and core responsibilities. These metrics are based on the federal guidelines from April 2020.
- ▶ This guidance will help your business take the steps necessary to be able to open and serve customers when it is safe to do so. Businesses are expected to proactively ensure compliance with rules and take action to enforce the rules.
- ▶ Check WEDC's website at wedc.org for updates on reopening and essential businesses.
- ▶ You can also call WEDC with reopening questions at **855.INWIBIZ (855.469.4249)**.
- ▶ Check the Department of Health Service's website for additional workplace safety information at www.dhs.wisconsin.gov
- ▶ Remember, best business practices for COVID-19 may change over time. Contact the state COVID-19 hotline at **211** or WEDC at **855.INWIBIZ (855.469.4249)** for the latest guidance.

How can I get ready for return?

Plan to protect employees

- ▶ The Badger Bounce Back plan recommends that people over age 60 and those who are [medically vulnerable](#) should continue to shelter in place through Phases 1 and 2 for some businesses and operations. Refer to the Badger Bounce Back plan for details.
- ▶ Have conversations with employees if they express concerns. Some people may be at higher risk of severe illness. This includes older adults and people of any age with serious underlying medical conditions.
- ▶ By using strategies that prevent the spread of COVID-19 in the workplace, you will protect all employees, including those at higher risk. These strategies include:
 - ▶ Implement telework and other social distancing practices.
 - ▶ Require employees to stay home when sick.
 - ▶ Promote handwashing.
 - ▶ Provide appropriate personal protective equipment (PPE) and supplies for cleaning and disinfecting workspaces.
 - ▶ In workplaces where it's not possible to eliminate face-to-face contact, consider assigning higher-risk employees work tasks that allow them to maintain a six-foot distance from others.

Inform and educate workers and customers

- ▶ Place posters at the entrance to your workplace and where employees and customers are likely to see them. The U.S. Centers for Disease Control and Prevention (CDC) has [print resources](#) available.
- ▶ Post signage on the front door letting customers know about changes to your policies and instruct them to stay away if they are experiencing COVID-19-like symptoms.
- ▶ Provide regular updates to let employees know what they can expect.
- ▶ Develop training materials to share with employees covering these topics:
 - ▶ Social distancing measures that will be in place
 - ▶ How to protect yourself and others through hygiene and sanitation
 - ▶ The importance of not going to work or public places if you are feeling ill

Put policies in place

All employers are encouraged to develop and implement policies consistent with industry best practices to address these topics.

Social distancing

- ▶ Maintaining social distancing is one of the most important ways to reduce the risk of infection. Physical space should be increased between employees and customers to maintain at least a six-foot distance at all times. The capacity of customer-facing businesses should be reduced to ensure that adequate distancing is possible.
- Workplace changes to allow distancing can also include these steps:**
- ▶ Discourage handshaking.
 - ▶ Consider options to increase physical space between employees and customers, such as opening a drive-through, erecting partitions and marking floors to guide spacing at least six feet apart.
 - ▶ Implement touchless payment options to minimize handling of cash, credit cards and mobile or electronic devices when possible.
 - ▶ Downsize operations.
 - ▶ Deliver products through curbside pick-up or delivery.
 - ▶ Discourage workers from sharing phones, desks, offices and other work tools and equipment if possible. Instruct employees to sanitize shared workplace items before and after each use.

Meetings

- ▶ Implement flexible meeting and travel options (for example, postponing nonessential meetings or events).
- ▶ Deliver services remotely via phone, video or web.
- ▶ Hold meetings in open, well-ventilated spaces when teleconferencing is not possible.
- ▶ Consider supporting work from home where feasible.
- ▶ Consider alternating work teams where possible to reduce worker exposure.



Personal protective equipment (PPE) and cloth face coverings

- ▶ Train workers who need to use PPE on how to put it on, use/wear it, and take it off correctly. Training materials should be easy to understand and available in the appropriate language.
- ▶ Workers who have frequent, close contact with customers or other workers may need to wear some combination of a face mask, a face shield and/or goggles. PPE for workers will vary by work task and the types of exposures workers have on the job.
- ▶ Gloves can be a source of contamination if they are not removed properly. Without training, gloves may pose a greater risk of contamination than not wearing them. Use of gloves is not always recommended for every industry or job task.
- ▶ The CDC recommends [wearing cloth face coverings](#) in public settings, especially in areas of community transmission. A cloth face covering does not protect the wearer from viruses, but it may prevent the spread of viruses from the wearer to other people. Face coverings are **not** PPE and are not appropriate where masks or respirators are required.
- ▶ Employees should continue to follow their routine policies and procedures (if any) for PPE that they would ordinarily use for their job tasks.

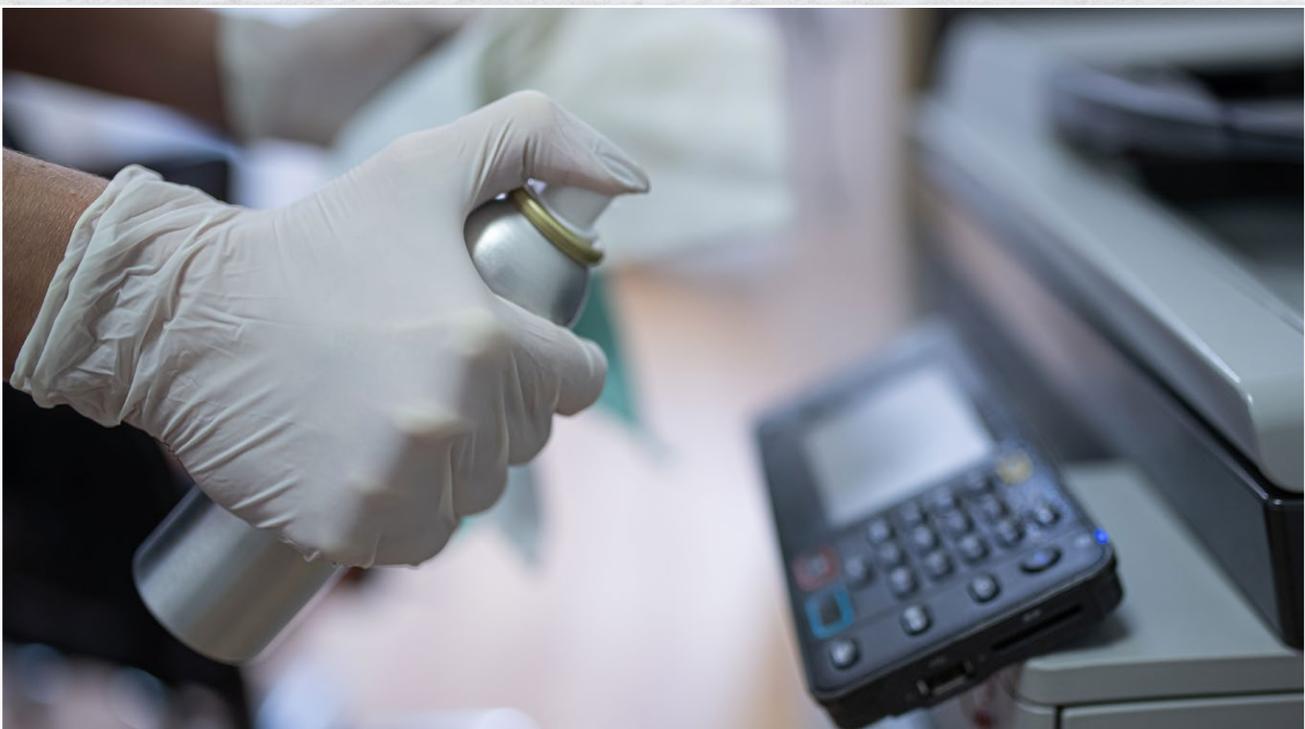
Temperature checks and/or symptom screening: identify and isolate sick people

- ▶ Screening employees is recommended for some business sectors. If temperature checks are performed, employees taking temperatures should take precautions. The most protective methods involve maintaining a distance of six feet from others and/or physical barriers to minimize close contact with employees. If you screen employees, follow [CDC guidelines](#).

- ▶ Policies for prompt identification and isolation of sick people should include the following steps:
 - ▶ Encourage employees to self-monitor symptoms.
 - ▶ Develop a procedure for employees to report when they are sick.
 - ▶ Develop procedures for isolating ill employees, and train workers to implement them. Potentially infectious people should be moved to a location away from others, provided with a face mask or cloth face covering, and sent home.
- ▶ Establish policies for employee quarantine/return to work (see the **"Reopening your business"** section).

Sanitation

- ▶ **Before opening:** Sanitize your business to limit the spread of virus to your employees and customers. Minimize exposure by involving as few employees in this process as possible.
 - ▶ Clean and disinfect all areas. Give special attention to tools, workstations, restrooms, food service areas, phones, computers, and other electronics.
 - ▶ Replace HVAC air filters following the manufacturer's guidance. Workplaces should consult with HVAC professionals when considering ventilation changes to reduce the risk of COVID-19.
- ▶ Ensure that all water systems and features are safe to use after a prolonged facility shutdown. Consult Public Health Madison & Dane County's [fact sheet](#) or [CDC's webpage](#).
- ▶ **After opening:** Disinfect common and high-traffic areas
 - ▶ Common areas include door handles, desks, phones, light switches, and faucets. More information is on the [CDC website](#).
 - ▶ Consider assigning people to clean and disinfect surfaces throughout the workplace, and provide training for disinfecting contaminated areas.
 - ▶ Always wear gloves appropriate for the chemicals being used when cleaning and disinfecting.
 - ▶ Never mix household bleach with ammonia or any other cleaner.
 - ▶ Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with [Occupational Safety and Health Administration standards](#).
- ▶ Handwashing
 - ▶ Provide soap and water in the workplace. Consider scheduling handwashing breaks so employees can wash their hands with soap and water for at least 20 seconds. CDC [handwashing posters](#) are available.
 - ▶ Use hand sanitizer that contains at least 60% alcohol if soap and water are not available. Place hand sanitizer in multiple locations to encourage good hand hygiene practices.
 - ▶ Provide tissues and no-touch trash receptacles.
- ▶ Cleaning and disinfecting machinery or equipment.
 - ▶ If machinery or equipment is suspected to be contaminated and can be cleaned, follow CDC's [cleaning and disinfection](#) recommendations.



- ▶ First, clean dirty surfaces with soap and water.
- ▶ Second, disinfect surfaces using products that meet [Environmental Protection Agency \(EPA\) criteria](#) for use against SARS-CoV-2 and are appropriate for the surface.
- ▶ If machinery or equipment is suspected to be contaminated and cannot be cleaned, it can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of seven days before handling.

Business travel

- ▶ Consider stopping or postponing all nonessential travel.
- ▶ Check the [CDC Traveler's Health Notices for the latest guidance, travel advisories, and recommendations](#).
- ▶ Advise employees to self-monitor for symptoms of COVID-19 before travel and cancel if they become sick.
- ▶ Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a health care provider for advice if needed.
- ▶ If outside the U.S., sick employees should follow company policy for obtaining medical care or contact a health care provider or overseas medical assistance company to assist them with finding an appropriate health care provider in that country. A U.S. consular officer may be able to help locate health care services.

Other best practices

- ▶ Assess leave policies for quarantined/isolated workers and workers caring for sick family members.
 - ▶ Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies. Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
 - ▶ Employers should not require sick employees to provide a COVID-19 test result or a health care provider's note to validate their illness, qualify for sick leave, or to return to work. Health care provider offices and medical facilities may not be able to provide this documentation in a timely manner.
- ▶ Monitor COVID-19 procedures and concerns.
 - ▶ Consider designating an employee on each shift to monitor procedures.
 - ▶ Consider designating a person who is responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

- ▶ Determine how you will operate if absenteeism spikes.
 - ▶ Develop plans to continue your essential business functions in case you experience higher-than-usual absenteeism.
 - ▶ Prepare to institute flexible workplace and leave policies.
 - ▶ Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Reopening your business

Remember, best business practices may change over time, so periodically check DHS/CDC/OSHA and other resources for guidance and best practices updates.

Protect vulnerable employees

- ▶ Activate your strategies and policies (see the "[How can I get ready for return?](#)" section) to protect older workers and people with serious medical conditions.

Inform and educate workers and customers

- ▶ Implement your strategies, training and policies to let workers and customers know what to expect.
- ▶ Employees should follow their employer's policies and procedures.
- ▶ Connect employees to employee assistance program resources, if available, and community resources as needed. The Wisconsin COVID-19 hotline (211) is one way to connect to community resources.



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Identify and isolate newly ill persons

- ▶ *One of my employees appears to have COVID-19 symptoms. What do I do?*
 - ▶ Do NOT allow symptomatic people to work. Send them home if they arrive at work. Do not allow them to return until they meet one of the [CDC strategies](#) to discontinue isolation and have consulted with a health care provider or health department.
 - ▶ If you identify multiple employees who are ill and have worked closely together, contact your [local health department](#) for guidance.
 - ▶ Cooperate fully with any state or local health department contact tracing efforts. The health of your workers and their families may be at risk.



▶ **What should I do at my workplace if an employee is suspected or confirmed to have COVID-19?**

- ▶ In most cases, you do not need to shut down your facility. Close off any areas used for prolonged periods of time by the sick person. Use [CDC cleaning and disinfection recommendations](#) if an employee has been diagnosed with COVID-19 and has used the facility in the last six days. Disinfection is not necessary if it has been more than seven days since the person with suspected/confirmed COVID-19 visited or used the facility.
- ▶ Wait 24 hours before cleaning and disinfecting to minimize the potential exposure. If waiting 24 hours is not feasible, wait as long as possible.
- ▶ During this waiting period, open outside doors and windows to increase air circulation in these areas.
- ▶ Clean dirty surfaces with soap and water before disinfecting them.
- ▶ To disinfect surfaces, use products that meet [EPA criteria for use against SARS-CoV-2](#) and are appropriate for the surface.
- ▶ Always wear gloves and protective clothing appropriate for the chemicals being used when you are cleaning and disinfecting.

▶ **When should an employee suspected or confirmed to have COVID-19 return to work?**

- ▶ Sick employees should follow the CDC-recommended steps to prevent the spread of COVID-19.
- ▶ Employees should not return to work until they meet one of the [CDC strategies](#) to discontinue home isolation and have consulted with a health care provider and state or local health department. These strategies may change, so check the CDC's website frequently for updates.

▶ **What do I do about potentially exposed or unexposed workers after a worker becomes sick with COVID-19?**

- ▶ In addition to cleaning and disinfecting, employers should contact their [local health department](#) to discuss the appropriate management of potentially exposed employees.
- ▶ If an employee is confirmed to have COVID-19, employers should inform employees of their possible exposure but maintain confidentiality as required by the Americans with Disabilities Act.
- ▶ Exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- ▶ Employees not considered exposed by public health should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.



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RESOURCES AND REFERENCES

Badger Bounce Back plan: www.dhs.wisconsin.gov

The Wisconsin On-Site Safety and Health Consultation Program ("WisCon") is a free and confidential resource for small businesses on occupational safety and health issues. These experienced occupational health and safety consultants will provide free services statewide. To request WisCon's free services, call 800.947.0553 or visit www.slh.wisc.edu

CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19): www.cdc.gov

CDC Guide to Cleaning and Disinfecting Your Facility: www.cdc.gov

OSHA's COVID-19 Safety and Health Topic Page: www.osha.gov

OSHA Guidance on Preparing Workplaces for COVID-19: www.osha.gov

Washington COVID-19 Prevention: General Requirements and Prevention Ideas for Workplaces: www.lni.wa.gov

CDC Guide to Prepare your Small Business and Employees for the Effects of COVID-19: www.cdc.gov

Workplace safety and health information (with many materials also in Spanish), including recommended PPE for over 1,600 workplace chemicals, is available through the New Jersey Right to Know Hazardous Substance Fact Sheets Program at web.doh.state

OSHA's Personal Protective Equipment Standard www.osha.gov and Hazard Communication www.osha.gov

This guidance was developed to share general best practices for getting ready to reopen your business during the COVID-19 pandemic. Best business practices for COVID-19 may change over time. You are encouraged to visit www.dhs.wisconsin.gov/covid-19 or www.wedc.org/reopen-guidelines for the latest information and resources related to Wisconsin's response to this health emergency.



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GUIDANCE ON PREPARING WORKPLACES FOR COVID-19



ENTERTAINMENT AND AMUSEMENT



The entertainment and amusement sector includes a diverse array of businesses dedicated to bringing people together. The sector encompasses more than 4,000 businesses and 65,000 employees dedicated to providing meaningful social interactions among Wisconsin residents and visitors. However, almost all of these businesses have been shuttered completely to prevent the spread of COVID-19. This industry is important for social connections and fosters a sense of celebration and togetherness among residents, but the communal nature of these facilities makes it especially challenging to accommodate necessary social distancing and sanitation during this time. This document is intended to provide guidance for businesses looking to take steps to allow their businesses to reopen as soon as it is safe to do so.

This guide includes instructions for entertainment and amusement venues that cater to groups of people in indoor or outdoor settings, including but is not limited to theaters, amusement parks, waterparks, arcades, trampoline parks, sports simulator/practice facilities, bowling alleys and related establishments.

In addition, please see the "**General Guidance for All Businesses**" document for guidance that applies to all industries, and please consult the other available industry guides as relevant for your specific business type.

Keeping employees and customers safe is the number-one priority for all businesses. This resource provides guidelines for protecting both of these groups. Businesses are expected to be proactive about compliance with rules and take definitive action to enforce the rules. It is not sufficient to post signage requesting that guests maintain distancing or to anticipate that staff will be able to manage customer interactions in real time (e.g., by directing guests verbally to separated facilities or wiping down surfaces as guests approach).

Recommendations for Entertainment and Amusement

Entertainment and amusement businesses face unique challenges, as successful business operations typically require daily interaction with a large number of people. The following minimum requirements apply to businesses in this category that are planning to reopen.

Employee health and hygiene

- ▶ Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- ▶ Maintain an adequate supply of paper goods, soap and hand sanitizer to allow proper hand hygiene among employees and customers.
- ▶ Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.
- ▶ Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before preparing or eating food; after using the bathroom; and after blowing your nose, coughing or sneezing.
- ▶ Wear single-use disposable gloves when performing cleaning and disinfection/sanitizing duties.

- ▶ Ensure first aid and lifeguard staff have proper personal protective equipment (PPE) to wear for first aid and rescues. (Visit the American [Red Cross](#) website for advice about safer first aid, CPR and lifeguarding.)

Clean and disinfect

- ▶ Single-use gloves should be worn.
- ▶ Rides or amusements that cannot be sanitized between uses (for example, play equipment in common areas) should be closed.
- ▶ High-contact areas such as doorknobs, buttons, counters, armrests, bleachers and stair rails should be cleaned frequently, or after each user if feasible.



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- ▶ Bathrooms, locker rooms and shower rooms should be cleaned and sanitized frequently.
- ▶ Sanitizing wipes should be discarded after each use or when visibly soiled. Use one wipe per item/area.
- ▶ Guest touch locations such as kiosks, interactive displays and video/arcade games should have sanitizing wipes provided nearby.
- ▶ Attractions utilizing shared equipment (e.g., controls/handles, harnesses, helmets, shoes, balls, tables, seats) should be sanitized between uses.
- ▶ All cloth materials should be washed at the highest possible heat setting and dried thoroughly.
- ▶ Follow restaurant guidelines for food service areas.
- ▶ At swimming pools and waterparks, staff must monitor table and chair usage and sanitize chair and table surfaces between patrons.
- ▶ Lifeguards must not be assigned to additional duties.
- ▶ Sanitize surfaces using an [U.S. Environmental Protection Agency-registered disinfectant](#) or a bleach solution. Prepare a bleach solution by mixing:
 - ▶ 5 tablespoons (one-third of a cup) bleach per gallon of water for non-food contact surfaces.
 - ▶ 1 teaspoon bleach per gallon of water for food contact surfaces.
 - ▶ *Do not mix* bleach and ammonia-based chemical solutions.

Face masks and cloth face coverings

- ▶ Employers should recommend that employees wear face masks or cloth face coverings when social distancing is not feasible in the work environment. They may also recommend usage of face masks or cloth face coverings for public-facing activities.

- ▶ Ensure your employees are wearing face coverings properly. The U.S. Centers for Disease Control and Prevention (CDC) provides guidance on how to properly wear a face covering and offers [tutorials for how to make one](#).
- ▶ If customers will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks for customers to use at your facility if they did not bring one, and provide adequate trash receptacles for disposing of used masks. Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.

Business operations

- ▶ Ensure that you have an adequate supply of single-use paper towels, utensils, PPE (masks, if available and single-use gloves) and soap/sanitizer on hand to ensure employees are able to follow best practices. Enforce use of these items when interacting with customers unless otherwise specified in the guidelines.
- ▶ Encourage staff to avoid sharing work tools and equipment (such as desks and phones) if possible. If it is necessary to share, sanitize the tool/equipment before and after each use.
- ▶ Provide employees with training on new processes and procedures.
- ▶ Consider creating alternating work teams where possible, to ensure that should some staff become infected, you will have adequate staff to maintain operations while following isolation/quarantine guidelines for any team members who worked with infected persons.

Customer health and safety

- ▶ Customer capacity should be reduced to ensure adequate social distancing if at all possible.
- ▶ Customers should be denied entry once the maximum capacity for safe social distancing has been reached. Offer to notify waiting customers via text message when space becomes available.
- ▶ Eliminate unnecessary physical contact between staff and visitors, and maintain social distancing with a six-foot distance between individuals whenever possible.
- ▶ Install stickers or arrows on the floor/ground, directing customer traffic patterns to minimize interactions, and maintain a six-foot distance between customers at queuing areas such as cashier stations or loading areas.
- ▶ For businesses that require queuing, consider using a digital tool/platform to allow guests to reserve times, and thus minimize on-site lines. Space out appointment intervals to accommodate additional cleaning and sanitizing of equipment between users.
- ▶ Consider use of physical barriers between adjacent areas such as bowling lanes, driving range tees or queuing areas.
- ▶ Amusements with seating should maintain a minimum of six feet between household groups. Non-compliant benches, booths, seats and machines should be physically marked with tape or barriers to prevent use.
- ▶ Theater seating should provide at least two empty seats between household groups. The maximum household group size allowed should be six people. Offer cashless and contactless transactions whenever possible.
- ▶ When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter rather than directly into your hand. Place money on the counter (not in hand) when providing change back to customers. Clean the counter between each customer at checkout.
- ▶ Consider adding clear plastic barrier protection at the cashier or entrance desk with a pass-through opening to exchange items as necessary. Registration and/or cashier desks must be six feet apart.
- ▶ At swimming pools and waterparks, attendants must ensure that tables and chairs maintain adequate distance and that group size does not exceed 10 people.
- ▶ Lifeguards must not be assigned to additional duties.

Additional customer protections

- ▶ Post signage at entrances to facilities letting customers know about changes to your policies and reminding individuals experiencing COVID-like symptoms to stay at home.
- ▶ Install sanitizing stations (with at least 60% alcohol if hand sanitizer is provided) at the entrance to your facility and at key locations throughout the facility where customers are likely to contact shared equipment. Encourage customers to use them.



- ▶ Remove all unnecessary touchpoints, especially those that cannot be sanitized between uses. Examples include the use of pens to sign receipts (cashless and contactless transactions are recommended), benches, interactive displays, drinking fountains, photo props or shared equipment.
- ▶ No reusable items (e.g., theater popcorn boxes, refillable drink containers) should be allowed.
- ▶ Utilize disposable instead of reusable items whenever possible.
- ▶ Provide adequate trash receptacles and increase removal frequency to accommodate additional waste.
- ▶ Continue offering virtual experiences and curbside pickup of physical goods to accommodate all customers if possible.
- ▶ Discourage customers from touching other participants' equipment (e.g., retrieving other customer's stray ball).
- ▶ Equipment should be secured and provided to guests upon request. No shared equipment (e.g., tubes, balls, toys) should be used.

Programmed event guidelines

- ▶ Programmed events should be limited to 10 persons at a time in any given space, expanding to 50 people in Phase 2 of the Badger Bounce Back plan.
- ▶ Where possible, event attendance should be staggered to minimize overlap and reduce density of participants.
- ▶ Consider designating alternate offerings for at-risk populations.
- ▶ Gatherings should be invitation-only or include a process to collect participant lists, in case contact tracing becomes necessary.

Specific considerations for swimming pools and water attractions

- ▶ Follow the general guidance above and CDC guidance for swimming pools and water attractions when posted at [CDC Healthy Swimming](#).
- ▶ Each licensed public pool or water attraction facility must develop and follow a safety plan that includes enhanced cleaning and sanitizing of surfaces, employee health and hygiene, and ensuring that the pool or water attraction is properly operated with appropriate disinfectant levels.
- ▶ Each licensed facility must have a designated person on site to ensure that guidelines and regulations are followed. A facility may appoint an attendant or other staff member to perform these duties, as long as the facility is otherwise properly staffed. **A lifeguard, while serving as a lifeguard, may not perform duties of the attendant** or be given additional duties that distract from the responsibilities of lifeguarding.
- ▶ For any pool, adequate disinfection will inactivate coronavirus, so careful attention must be paid to ensure that the pool has adequate disinfectant, proper ORP values in pools where that value is measured, and proper recirculation.
- ▶ The usual [CDC protocol for fecal accidents](#) must be followed.

Low-use pools (condo, apartment, homeowner association, hotel/motel)

- ▶ The maximum number of patrons allowed in an enclosure must be based on the consideration that patrons may travel between the deck and the basin. Pool capacity must be reduced to half of the normal maximum patron load to allow for six feet of space (a six-foot radius, or 144 square feet) for each patron (except for family groups) in the pool and on the deck at all times. Occupancy of the enclosure will be limited to the number of patrons allowed in the pool basin, as patrons are expected to move into and out of the water, and will need adequate space to do so given limited deck space.
- ▶ For whirlpools, measure the whirlpool and ensure six feet of distance and enforce this. This means a whirlpool may potentially need to be limited to one person using it at a time.
- ▶ Low-use pools may want to consider a reservation system to control access. For example, a family could reserve the pool for half an hour at a time, depending on demand.

Competition pools or pool areas used for lap swimming (with lanes seven to eight feet wide)

- ▶ One patron per lane at a time is allowable for lap swimming or competition. Patrons are expected to swim in the middle of the lane to allow for maximum distance between heads (approximately seven feet).

Wading pools and splash pads

- ▶ Wading pools and splash pads must be staffed by an attendant who is on site to monitor use.
- ▶ Maintain six feet of distance between people not from the same household group.
- ▶ Travel routes through a splash pad must allow for six feet of distance, so patrons should be encouraged to take turns moving through the splash pad.

Municipal pools, fitness centers, school pools and all pools at waterparks

- ▶ There must be an adequate number of attendants on hand to ensure proper distancing and limit group sizes to 10 people or families.

Leisure rivers

- ▶ Traffic in the river must allow for six feet of distancing between riders who are not members of the same family.

Slides

- ▶ Timing of sending riders down the slide must allow for only one person to be in the plunge basin at a time.
- ▶ Wave pools and other rides that involve water moving patrons in a manner that may cause unavoidable close contact between patrons
- ▶ Patron load must always be restricted to ensure adequate spacing during the activity.

Swimming lessons

- ▶ Follow "[Learn to Swim](#)" [guidance from the American Red Cross](#). This is likely to mean that only lessons for more advanced swimmers or parent-child lessons will be allowable initially, in order to avoid close contact of non-family members.

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GUIDANCE ON PREPARING WORKPLACES FOR COVID-19



OUTDOOR GATHERINGS



Outdoor activities have always been a key element of daily life in Wisconsin communities, and have perhaps become even more important during the COVID-19 pandemic, since they play a critical role in physical and mental health. While most public spaces have been open for passive use during the pandemic, most active uses have been limited, and facilities may need to make adjustments to operate safely in light of COVID-19. Allowing people to resume as many of their regular activities as possible with the necessary precautions

This document is intended to provide guidance for municipalities and civic organizations looking to accommodate small group gatherings in a safe way once it is permitted to do so. This guide includes instructions regarding outdoor gatherings, whether public or charitable in nature, including but not limited to farmers markets, outdoor fitness or educational programming, and other types of small-scale community celebrations or gatherings. In addition, please see the **"General Guidance for All Businesses"** document for guidance that applies to all industries, and please consult the other available industry guides as relevant for your specific business type.

Keeping employees and customers safe is the number-one priority for all businesses. This resource provides guidelines for protecting both of these groups. Organizations, municipalities and management entities are expected to be proactive in ensuring compliance and take definitive action to enforce the rules. It is not sufficient to post signage requesting that guests maintain distancing or to anticipate that staff will be able to manage customer interactions in real time (e.g., by installing signage instructing visitors to comply with distancing but not actually utilizing visual cues or physical barriers to support compliance).

Recommendations for Outdoor Gatherings

Employee health and hygiene

- ▶ Employees who have a fever or other symptoms of COVID-19 should not be allowed to work.
- ▶ Maintain an adequate supply of paper goods, soap and hand sanitizer to allow proper hand hygiene among employees.
- ▶ Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.
- ▶ For farmers markets, suspend fines for no-shows to ensure vendors don't feel pressured to work when sick.
- ▶ Consider suspending the use of hand stamps or wrist bands.

Face masks and cloth face coverings

- ▶ Face masks or cloth face coverings may be required based on the level of interaction with attendees (e.g., point-of-sale interactions).

- ▶ Instruct your employees in how to properly put on and remove a face mask or cloth face covering. The U.S. Centers for Disease Control and Prevention (CDC) provides guidance on how to properly wear a face covering and offers [tutorials for how to make one](#).
- ▶ If attendees will not be able to stay six feet away from others, recommend that they bring their own face mask or covering. Provide face masks at the event for any attendees who do not bring their own. Provide adequate no-touch trash receptacles for used masks. Considerations should be made for individuals who are unable or unwilling to wear a mask or cloth face cover.



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Clean and disinfect

- ▶ High customer contact areas such as doorknobs, buttons, touchscreens, tables and stair rails should be cleaned every two hours, or after each user if feasible.
- ▶ Bathrooms should be sanitized frequently.
- ▶ Disinfecting wipes should not be used to wipe more than one surface. Use one wipe per item or area.
- ▶ Clean and sanitize any food contact surfaces between users. Food should not be sampled during an event.
- ▶ For farmers markets, consider closing areas that require customers to use tongs or scoops. If tongs and scoops are used, vendors must sanitize them frequently. Consider offering different sizes of prepacked items instead.

Social distancing

- ▶ Programmed events should be limited to 10 persons at a time in any given space, expanding to 50 people in Phase 2 of the [Badger Bounce Back plan](#).
- ▶ Where possible, event attendance should be staggered to minimize overlap and reduce density of participants.
- ▶ Consider designating alternate offerings for at-risk populations.
- ▶ For any gatherings that do occur (such as farmers markets or small-group programming), spacing between stations/booths should be at least 15 feet.
- ▶ Facilities that promote interaction among unrelated individuals (e.g., playgrounds, play areas, picnic shelters) should be closed if they cannot be adequately sanitized. A visible barrier such as tape, markings or a physical barrier should be used to indicate closure.

- ▶ Reduce parking at popular public spaces to disperse attendees among various entry points and/or minimize utilization by deterring visitors.
- ▶ Consider making walking or biking paths one-way to minimize unintentional interactions, especially during gatherings or events. Utilize directional arrows in chalk paint on surfaces to reinforce new patterns. If it is safe to do so, municipalities may consider expanding pedestrian and cycling corridors into the current vehicular right of way to allow for adequate spacing.
- ▶ Eliminate unnecessary physical contact between individuals, and maintain social distancing with a six-foot distance between individuals whenever possible.
- ▶ Offer cashless and contactless transactions whenever possible.
- ▶ When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter/table rather than directly into your hand. Place money on the counter (not in hand) when providing change back to customers. Clean the counter between each customer at checkout.



Additional attendee protections

- ▶ Post signage at entry points to public spaces reminding individuals experiencing COVID symptoms to stay at home and asking visitors to maintain social distancing.
- ▶ Install handwashing or sanitizing stations (with at least 60% alcohol if providing hand sanitizer) at entry points and key locations throughout the area in which the gathering is being held, including areas where attendees will come into contact with shared equipment and/or food service areas. Encourage attendees to use them.
- ▶ Remove all unnecessary touchpoints, especially those that cannot be sanitized between uses. Examples include the use of pens to sign receipts or visitor logs (cashless and contactless transactions are recommended), benches and drinking fountains.
- ▶ Utilize disposable instead of reusable items whenever possible, and provide adequate trash receptacles to accommodate waste.
- ▶ Increase the number of trash receptacles and frequency of trash pickup to accommodate increased use.
- ▶ Continue offering virtual experiences and curbside pickup of physical goods to accommodate all customers if possible.
- ▶ Do not allow visitors to utilize reusable bags or to bring activity items from home to an event if the activity items would be used by multiple participants.
- ▶ Discourage users from coming into contact with other participants' equipment. For example, sports field users should not return another user's stray balls or share equipment with unrelated parties.



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