

VILLAGE OF SHOREWOOD HILLS

BOARD OF TRUSTEES

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

Monday August 21, 2017

Village Hall, 810 Shorewood Boulevard

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Procedures Orientation
5. Appearances and Communications
 - i) Fourth of July Fireworks Report – Gary Johnson
6. Board Matters
 - A. Payment of Bills
 - B. Consent Agenda
 - i) Minutes of July 17 regular session
 - ii) Block Party Permit: Oxford Road, September 4, 2017
 - C. Ordinances
 - i) Third reading of an Ordinance L-2017-1 Creating Section 7.17 of the Village Code Restricting Entering or Staying on Highways (tabled)
 - ii) Second reading of an Ordinance L-2017-2 Amending Section 17.06(10)(a) of the Village code Licensing of Dogs and Cats, Regulation of Pets
 - iii) Second and possible third reading of an Ordinance L-2017-3 Amending Section 7.08 of the Village code Parking, Stopping, and Standing Regulated creating a no parking zone on Edgehill Drive between Edgehill Parkway and Lake Mendota Drive
 - D. New Business Resolutions and Motions
 - i) Consider quote to replace Police Department Carpet
 - ii) Set date for special meeting to consider conditional offer of employment for position of Police Chief
 - iii) Appointments
 - (a) Pool – Jonathon Garland, Kristine Michelson
 - (b) Public Works
7. Reports of Officials and Committees
 - A. Village President
 - i) Report on outreach to multifamily residents
 - B. Joint West Committee
 - C. Ad hoc Heiden Haus Area Committee
 - D. Personnel Committee
 - E. Finance Committee
 - F. Plan Commission
 - G. Public Works Committee
 - H. Services Committee

- I. Public Health & Safety Committee
 - i) Riseling Group Police Department Report
 - J. Recreation Committee
 - K. Parks Committee
 - L. Golf Committee
 - M. Pool Committee
8. Adjourn

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

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

NOTES TO THE AGENDA AUGUST 21, 2017

Fourth of July Fireworks Report – Gary Johnson

Mr. Johnson will present his annual report. The Village owes so much to Gary for what he, as well as David Sykes and the EMS & Fire Association do for us. They contribute so much to what makes this such a special community to live and work in. Their civic mindedness is incredible.

Board Matters

Payment of Bills – The bills will not be completed by the time the Board packet is put together. Staff will provide the reports as soon as possible.

Consent Agenda

Minutes of July 17 regular session – Enclosed.

Block Party Permit: Oxford Road, - September 4, 2017- Enclosed and recommended for approval.

Ordinances

Tabled third reading of an Ordinance L-2017-1 Creating Section 7.17 of the Village Code Restricting Entering or Staying on Highways – The ordinance is enclosed. This matter was tabled at the last meeting due to some questions regarding the penalty provisions. A memo from Attorney Holly Wilson is enclosed that will clarify that. The penalty provisions are the same as Madison in order to be externally consistent, but we do not need to be consistent with Madison if we do not want too. The Board could set its own provision using the \$5.00 - \$500.00 range in our bond schedule for internal consistency. That provision would default to a penalty of \$124.00 that is set for miscellaneous penalties.

Second reading of an Ordinance L-2017-2 Amending Section 17.06(10)(a) of the Village code

Licensing of Dogs and Cats, Regulation of Pets – The ordinance section being amended is enclosed. The Public Health and Safety Committee is also recommending an additional change to delete the code section that allows cats to roam at large with a bell and that is included in the that enclosure. That entire code section is also included for context.

Second and possible third reading of an Ordinance L-2017-3 Amending Section 7.08 of the Village code Parking, Stopping, and Standing Regulated creating a no parking zone on Edgehill Drive between Edgehill Parkway and Lake Mendota Drive – The proposed ordinance is enclosed. It cures an oversight when the Village undertook a comprehensive rewrite of the no parking section of the Village code.

New Business Resolutions and Motions

Police Carpet – The carpeting in the Police Department needs to be replaced badly. We were able to shampoo the other carpets. We initially thought the Board Room and stairs would need to be replaced too. We contemplated the larger project in the 2017 borrowing. We have one quote from EBI in the amount of \$7,021.83 and expect to have a second by Monday.

Set date for special meeting to consider conditional offer of employment for position of Police Chief

– The final interview panel will convene August 28 and will likely have a recommendation by the end that night. The Board could meet soon thereafter to make a conditional offer. Physical, psychological, drug testing and a background investigation will take place after the approval of the conditional offer by the Board and arrangements for these have been made.

SHFD Fireworks Fund 2017

	Donations	Expenses	Balance
balance carried over from 2016			\$ 300.00
deposit 9/27/16	\$ 400.00		\$ 700.00
deposit 12/13/16	\$ 25.00		\$ 725.00
City of Madison display permit - check 225		\$ 250.00	\$ 475.00
deposit 4/17/17	\$ 100.00		\$ 575.00
check printing fee		\$ 8.12	\$ 566.88
City of Madison Shooter Permit - check 226		\$ 250.00	\$ 316.88
deposit 6/17/17	\$3140.00		\$3456.88
fund letter printing - check 227		\$ 219.38	\$3237.50
deposit 7/1/17	\$1800.00		\$5037.50
deposit 7/6/17	\$2866.00		\$7903.50
truck rentals - check 228		\$ 277.21	\$7626.29
postage - check 229		\$ 402.50	\$7223.79
deposit 8/18/17	\$1035.00		\$8258.79
<hr style="border-top: 3px double #000;"/>			
Totals	\$9366.00	\$1407.21	
 proceeds to Village - check 230			 \$7958.79
balance carried over to 2018			\$ 300.00

SHFD Fireworks Fund History

	<u>Fireworks</u>	<u>Donations</u>	<u>Expenses</u>	<u>to Village</u>	<u>Village Cost</u>	<u>Blackhawk Cost</u>
1995	\$7018.80	\$3375.72	\$ 450.35	\$2925.37	\$2046.71	\$2046.72
1996	\$7223.80	\$2813.76	\$ 200.00	\$2613.76	\$2305.02	\$2305.02
1997	\$7782.90	\$4472.99	\$ 957.88b	\$3515.11	\$2133.89	\$2133.90
1998	\$6772.15	\$5084.60	\$ 480.86	\$4603.74	\$1084.20	\$1084.21
1999	\$7358.25	\$5761.05	\$1280.59c	\$4480.46	\$1438.89	\$1438.90
2000	\$7410.15	\$5909.17	\$ 620.50d	\$5288.63	\$1060.76	\$1060.76
2001	\$7772.15	\$6393.78	\$ 564.54	\$5829.24	\$ 971.45	\$ 971.46
2002	\$8000.85	\$6897.64	\$ 487.59	\$6410.05	\$ 795.40	\$ 795.40
2003	\$8022.85	\$5022.00	\$ 508.10	\$4513.90	\$1754.47	\$1754.48
2004	\$8182.85	\$6002.25	\$ 686.85e	\$5315.40	\$1433.72	\$1433.73
2005	\$8408.80	\$6851.34	\$1045.32ef	\$5806.02	\$1301.39	\$1301.39
2006	\$8668.50	\$6424.54	\$1293.43ef	\$5131.11	\$1768.69	\$1768.70
2007	\$8770.00	\$5244.00	\$1053.21ef	\$4190.79	\$2289.60	\$2289.61
2008	\$8659.00	\$6133.46	\$1328.87ef	\$4804.59	\$1927.20	\$1927.21
2009	\$9141.44	\$6030.23	\$ 786.82e	\$5243.41	\$1949.01	\$1949.02
2010	\$9226.82	\$6959.70	\$1226.57e	\$5733.13	\$1746.84	\$1746.85
2011	\$8679.97	\$6262.95	\$ 954.14e	\$5308.81	\$1685.58	\$1685.58
2012	\$8634.14	\$5054.00	\$1113.79e	\$3940.21	\$2346.97	\$2346.96
2013	\$8461.56	\$8757.19	\$ 927.57e	\$7829.60	\$ 315.98	\$ 315.98
2014	\$8901.50	\$9309.66	\$1260.10eg	\$8049.56	\$ 425.97	\$ 425.97
2015	\$8987.20	\$10,057.00	\$1625.91ek	\$8432.09	\$ 278.06	\$ 278.05
2016	\$9355.99	\$9240.83	\$1785.52ek	\$7455.31	\$ 950.34	\$ 950.34
2017	\$8740.89	\$9366.00	\$1407.21ek	\$7958.79	\$ 391.05	\$ 391.05

- d special \$500.00 payment to Sunset Fireworks in 1997
- c special \$712.40 payment to Sunset Fireworks in 1999
- d special \$200.00 payment to All City Swim 2000 for portable radios
- e truck rental 2004 - 2017
- f special \$500.00 payment to Madison Municipal Band in 2005 - 2008
- g \$250.00 for City of Madison permit
- h \$562.50 for new mortars
- k \$500.00 for City of Madison permits

**Village of Shorewood Hills
Board of Trustees Meeting
Draft Minutes**

Monday, July 17, 2017 7:00 p.m.

1. **Call to Order** Village President David Benforado called the meeting to order at 7:00 p.m.
2. **Roll Call** Members of the Board present were Mr. Benforado and Trustees Fred Wade, Felice Borisy-Rudin, David DeVito, Mark Lederer and John Imes. Anne Readel was excused. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Approximately fifteen visitors were in the audience.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Procedures Orientation** There was none this evening.
5. **Appearances and Communications**
 - i) **Presentation on UW Madison WIMR West Wedge Infill Project** Gary Brown and Peter Heaslett of UW's Facilities and Planning, Mark Wells of the UW Medical School, and consultants Laura Serebin and Marc Walker of Flad Architects, attended the meeting. Mr. Walker provided an overview of the planned two-story addition to the west of the WIMR II Building. He indicated that the venting of the HVAC system to the east side of the building will mitigate the impact of that equipment's noise on the Village. The current temporary parking lot will be converted to green space. A third WIMR building, to be built to the west of this wedge building, was approved by the Village several years ago as part of the conditional use permit for the entire project. No plans for the construction of that are contemplated currently.
 - ii) **Progress report on Heiden Haus area plans and establishment of an ad hoc committee** Village resident and PTO President Tracy Kozial commented on the status of the plans to improve the Shorewood Hills Elementary School grounds. The Shorewood Hills Foundation, Shorewood Hills Community League, and BerbeeWalsh Foundation have pledged to contribute \$145,000 toward the project. Ms. Kozial also discussed the tentative plans to improve the Heiden Haus building and surrounding area. An ad hoc Village committee to consider the plans will be appointed. A bocce ball tournament and silent auction will be held in latter August as a fundraiser for the Heiden Haus improvements.
6. **Board Matters**
 - C. **Ordinances** (agenda item taken out of order)
 - i) **Third reading of an Ordinance L-2017-1 creating Section 7.17 of the Village Code Restricting Entering or Staying on Highways** Ms. Borisy-Rudin moved and Mr. Lederer seconded a motion to waive the third reading of Ordinance L-2017-1. After discussion, the Trustees concluded there should be further consideration of the penalties for violating the ordinance, to make them consistent with the fines levied for other offenses. The Trustees unanimously agreed to table the motion until the August Board meeting.
 - ii) **First reading of an Ordinance L-2017-2 Amending Section 17.06(10)(a) of the Village Code Licensing of Dogs and Cats, Regulation of Pets** Ms. Borisy-Rudin moved and Mr. Lederer seconded a motion to read Ordinance L-2017-2. Ms. Borisy-Rudin read the ordinance aloud and said the Public Health and Safety Committee added Section 17.06(10)(a)9 which states no person shall "Allow a pet to habitually be on another person's property without permission

from the property owner.” Village residents Michael and Trina Schuler and Joni Stein reiterated their concerns about the impact of free-roaming house cats on health and the environment. After discussion, the Trustees agreed that the word “habitually,” as included in the ordinance, should be defined. A parenthetical statement was added to Section 17.06(10)(a) 9 so it reads (italics indicate words added): “Allow a pet to habitually (*i.e., more than once within a year*) be on another person’s property without permission from the property owner.” There was a Board motion to amend Ordinance L-2017-2 to include the parenthetical insert and approve the first reading. Motion passed unanimously.

D. New Business Resolutions and Motions (agenda item taken out of order)

i) Consider conditional use permit request for 3616 Lake Mendota Drive The Plan Commission unanimously recommended, with two conditions (as outlined in Mr. Benforado’s email of July 15, 2017), that the Board approve Linda and Anthony Granato’s conditional use permit application. The permit includes the installation of a new stairway to the lake, a resurfacing of the roof of the boathouse, and the landscaping of their property at 3616 Lake Mendota Drive. Mr. Imes moved and Ms. Borisy-Rudin seconded a motion to approve the conditional use permit, with the two conditions included. Motion passed unanimously. In the future staff will use a different word than “True” when addressing the “Findings” in the Plan Commission’s Conditional Use Permit Reviews.

C. Ordinances (agenda item taken out of order)

iii) First reading of an Ordinance L-2017-3 Amending Section 7.08 of the Village Code Parking, Stopping, and Standing Regulated creating a no parking zone on Edgehill Drive between Edgehill Parkway and Lake Mendota Drive Mr. Lederer moved and Mr. DeVito seconded a motion to waive the first reading of Ordinance L-2017-3, with the correction of the spelling of Edgehill Drive and Edgehill Parkway in the text of the ordinance. Motion passed unanimously.

The Trustees took a recess at 9:25 p.m. and reconvened at 9:29 p.m.

A. Payment of Bills Mr. Cote reviewed the bills and recommended their payment. Mr. Wade moved and Mr. Lederer seconded a motion that the Board authorize the payment of the end of June pre-paid bills in the amount of \$46,017.50 and \$105,542.18 for July Board bills, for a total of \$151,559.68. Motion passed unanimously.

B. Consent Agenda

i) Minutes of June 28, 2017 Board meeting

ii) Street Use permit—Red Tutu Trot, October 22, 2017

iii) Block Party Permit—Edgehill Drive, September 8, 2017

Mr. Wade requested the removal of the June 28, 2017 Board minutes from the Consent Agenda. Mr. Imes moved and Mr. DeVito seconded a motion to approve the remaining items on the Consent Agenda. Motion passed unanimously.

i) Minutes of June 28, 2017 Board meeting

Revisions to the minutes requested by the Trustees (strikeouts indicate words removed; italics indicate words added):

5i) ...Village accountants Vicki Hellenbrand and ~~Stephanie Nelson~~ of Baker Tilly Virchow Krause, LLP...

...Ms Hellenbrand said the Village received a “clean audit opinion” ~~indicating no financial or management issues were uncovered.~~

5ii) ...Residents in the area have reported a marked reduction in noise levels and tone since the improvements were completed. *UW staff and their teams will continue to monitor mechanical maintenance and noise.* The Trustees thanked the UW staff for their efforts to address the Village’s concerns.

7L. Seventeen residents are registered for the Junior Golf program *conducted by the Blackhawk Country Club*.

7A(revisited). ...Mr. Cote expressed concern that the Village will not be able to ~~afford the work until some of its debt is paid off and~~ *comply with its existing financial policies if project borrowing takes place too soon, especially considering the anticipated Village share of the reconstruction of University Ave. is known.*

Mr. Wade moved and Mr. Lederer seconded a motion to approve the June 28, 2017 Board minutes as revised. Motion passed unanimously.

7. Reports of Officials and Committees (agenda item taken out of order)

A. Village President

i) Village Bulletin distribution Mr. Benforado said a meeting of the managers of the apartments and Mr. Wade, Village staff—including Mr. Frantz, Mr. Sykes and Deputy Clerk Karla Endres—and himself will be arranged. The group will discuss ways for the Village to communicate effectively with apartment residents.

ii) Initial discussion regarding long term Village building plans The Trustees discussed the Village's anticipated capital improvement needs, including road reconstruction and the possibility of renovating/replacing Village buildings, given financial constraints. They asked staff to revise the capital needs spreadsheet for the Trustees' further consideration at a future Board meeting.

6. Board Matters

D. New Business Resolutions and Motions

ii) Consider cost revision to agreement with Riseling Group for services related to the Police Chief recruitment/study Unanticipated circumstances have required changes in the Riseling Group's staffing to accomplish the review of the Village's police department and its assistance in the hiring of a new chief. Mr. Frantz will discuss with the Group the Village's expectation that the \$39,000 contact amount will cover its services. If not, ample prior notice and discussion with the Village will be required.

iii) Appointments

(a) Trustee as an alternate on Board of Zoning Appeals Mr. Benforado appointed Ms. Borisy-Rudin.

(b) Ad hoc Heiden Haus Area Committee Mr. Benforado appointed Anne Readel, Santhia Brandt, Lucy Richards, Nancy Heiden, Tracy Koziel, Andy Mendyk and Tracy Bailey to the Committee. James Berbee and Karen Walsh were appointed as ex officio members.

(c) Police Chief Interview Panel Mr. Benforado said the interview panel members will be Ms. Borisy-Rudin, Mr. Imes, Josh Sotos, Mary Gulbrandsen, and himself.

Mr. Imes moved and Mr. Wade seconded a motion to support the appointments made by Mr. Benforado. Motion passed unanimously.

(d) Public Health and Safety Mr. Benforado moved and Ms. Borisy-Rudin seconded the appointment of Jeremy Tunis to this Committee. Motion passed unanimously.

7. Reports of Officials and Committees

B. Village Administrator

i) Cyber security threats and Village technology This agenda item was tabled until a future meeting.

C. Joint West Committee The Committee members met with their Joint East Committee counterparts for an overview of UW projects across the campus.

D. Personnel Committee The Committee discussed the hiring of the Police Chief.

F. Plan Commission The Plan Commission did not support the request to install a fence in the front yard of 3668 Lake Mendota Drive. The property owners withdrew their conditional use permit application.

G. Public Works Committee The members walked Marshall Court; no action was taken since the meeting did not have a quorum.

L. Golf Committee Seventeen juniors are enrolled this summer. Mr. Wade would like member(s) of the Blackhawk Country Club to attend a future Board meeting so the Village can thank them for the golf program.

The remaining Committee chairpersons had nothing further to report.

8. **Adjourn** Meeting adjourned at 10:53 p.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk



Village of Shorewood Hills Neighborhood Block Party Permit

Permit No.:

17-18

Application Fee: \$10.00

Event Organizer Information:

Name of Group: Oxford Road Block Party Contact Name: Louise Schwartz
 Address: 3110 Oxford Rd, City/State/Zip: Madison WI 53705
 Home Phone: 238-0709 Cell Phone: 628-6036
 E-mail: PAPEL@IC

Event Information:

Name of Event: Oxford Rd, 2017 Block Party
 Describe Event: evening party for Oxford Rd. residents
 Individual(s) in Charge of Event (must be present during entire event) / Phone # (cell # preferred):
Louise Schwanz 608-628-6036

Location Requested (indicate street(s) being used below and on attached map):

Oxford Rd, between Bowdoin + Shorewood Blvd.

Date of Event: Mo, Sept. 4, 2017 Rain Date (if applicable): Su. Sept. 9, 2017
 Time of Event: Set-up: 5:00 Estimated Attendance: 40-50
 Event Starts: 5:30
 Event Ends: 8:30 pm Barricades or Cones Needed? Yes No
 Take-down: 9:00 pm

Have the nearby residents been advised of this event? Yes No
 Is there a plan to clean up the area after the event? Yes No

This permit is subject to all ordinances, statutes and laws appropriate in addition to all rules and regulations detailed in this permit application instructions and guidelines. The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. This permit is subject to all Municipal Ordinances as defined by the Village of Shorewood Hills. The applicant has attached all of the appropriate permit applications for this event.

Louise Schwartz Print Applicant's Name
Louise Schwartz Applicant's Signature
8/8/17 Date

Approved: SHPD: [Signature] DPW: [Signature] MFD: _____
 Denial recommended by: _____ because _____
 Submitted to Village Board on: _____ Approved Denied
 Signed: _____
 Village Clerk or Deputy Clerk

Print Form

FOR OFFICIAL USE ONLY
PAID
 CK. NO. 0254
 DATE 8/8/17

VILLAGE OF SHOREWOOD HILLS
DANE COUNTY, WISCONSIN

ORDINANCE NO. L-2017-1

AN ORDINANCE CREATING SECTION 7.17 OF THE
VILLAGE OF SHOREWOOD HILLS MUNICIPAL CODE

RECITALS

A. The Village Board is committed to protecting the health, safety, and welfare of pedestrians and drivers in the Village, and ensuring the free flow of traffic with the Village.

B. The primary purpose of peedestrian refuge islands and medians are to enhance the safety of and free flow of traffic on highways by separating opposing lanes of vehicular traffic, channeling traffic for turning purposes, and, in some cases, providing a temporary refuge for pedestrians crossing busy and/or wide highways.

C. Village staff has compiled three reports (Exhibit 1: 2016 Calls for Service, Exhibit 2: 2016 Calls for Service Summary No Chart, and Exhibit 3: 2016 Accidents at the Following Intersections) that indicate certain intersections, identified as Covered Intersections, which experience significant accident rates, significant numbers of calls for police services and significant numbers of traffic stops.

D. Village staff also has identified certain intersections, identified as Covered Intersections, which experience significant volumes of traffic and significant speeds.

E. Prolonged pedestrian use of such Covered Intersections poses a safety hazard to the user and passing motor vehicles and can inhibit the free flow of traffic.

F. The Village Board finds it is in the best interests of the public health, safety, and welfare to adopt this Ordinance to protect pedestrians and motorists on Covered Intersections.

ORDINANCE

The Village Board of the Village of Shorewood Hills, Dane County, Wisconsin, ordains as follows:

1. Section 7.17 of the Municipal Code of the Village of Shorewood Hills is created as follows:

7.17 Entering or Staying Upon Highways Restricted.

(1) **Purpose.** ~~Pedestrians are increasingly using highways in ways for which the roads were not designed. These uses include approaching vehicles when in use or staying upon Pedestrian Refuge Islands for purposes other than crossing the highway. These activities create safety hazards for pedestrians and distract drivers, making automobile crashes more likely.~~ This ordinance is designed to decrease the safety hazards by regulating pedestrians faced by pedestrians and motorists. These safety ~~concerns-hazards~~ are most acute on the busiest streets within the Village of Shorewood Hills, defined as Covered Intersections.

(2) **Definitions.** As used in this ordinance,

(a) “Covered Intersection” is defined in sub. (7).

(b) A vehicle is “in operation” when it has an operator, as defined in Wis. Stat. § 340.01(41).

(c) “Median” is the area that lies between and divides two opposite directions of a divided highway and is not intended for vehicular travel.

(3) No pedestrian shall be on a Median within 200 feet of a Covered Intersection and approach any vehicle in operation, except a vehicle that is legally parked at the curb or the shoulder.

(4) No pedestrian shall remain upon a Median within 200 feet of a Covered Intersection through two consecutive opportunities to cross the highway in a legal manner under this Chapter and the state traffic laws adopted herein. This may include a change in the traffic control signal or lack of traffic, as applicable. After such two consecutive opportunities, such person shall not be considered to be “using the safety zone or crosswalk to cross the highway” for purposes of the exception in sub. (6)(a).

(5) No operator of a vehicle shall park, stop or leave standing a vehicle on a Covered Intersection where prohibited or suddenly decrease the speed of said vehicle or deviate from a traffic lane for the purpose of responding to persons violating subs. (3) or (4).

(6) **Exceptions.** This Ordinance does not apply to (a) pedestrians using the safety zone or crosswalk to cross the highway; (b) persons engaged in law enforcement or rescue activities, including providing assistance to an injured or disabled vehicle or person;

(c) persons entering a vehicle as an invited passenger where it is lawful to do so, including activity permitted under Wis. Stat. § 346.29(1) (taxis); (d) persons engaged in repair or maintenance activities on the highway under the direction or authority of the Village of Shorewood Hills or the State of Wisconsin; or (e) streets or portions thereof that have been closed pursuant to a street use permit or other express authorization from the Village.

(7) **Covered Intersections.** This ordinance applies only to Covered Intersections, the portions of highways within the Village of Shorewood Hills that have the most traffic, listed as follows (refer to attached map):

- (a) University Avenue and Rose Place
- (b) University Avenue and Shorewood Boulevard
- (c) University Avenue and Highbury Road
- (d) University Avenue and Marshall Court
- (e) University Avenue and University Bay Drive

(8) **Penalty.** Any person violating this ordinance may be required to forfeit not less than twenty-five dollars (\$25) nor more than three hundred dollars (\$300). Officers are encouraged to provide a warning for a first offense.

2. This Ordinance shall take effect upon passage and publication pursuant to law.

The above and foregoing ordinance was duly adopted by the Village Board of the Village of Shorewood Hills at its meeting held on _____, 2017.

APPROVED:

Dave Benforado, Village President

ATTEST:

Colleen Albrecht, Village Clerk

Holly J. Wilson

222 West Washington Avenue, Suite 900
P.O. Box 1784
Madison, WI 53701-1784
hwilson@staffordlaw.com
608.259.2691

August 18, 2017

**Confidential Memorandum
Privileged Lawyer-Client Communication**

To Karl P. Frantz, Village Administrator
Village of Shorewood Hills Village Board

From Holly J. Wilson 

Date August 18, 2017

Re Restricting Entering Highways Ordinance Penalties

You asked me to provide a brief memorandum regarding the forfeiture provision contained in the draft ordinance creating § 7.17, regulating the entering or staying upon highways.

In the current draft ordinance, the penalty section, paragraph (8), states: “Any person violating this ordinance may be required to forfeit not less than twenty-five dollars (\$25) nor more than three hundred dollars (\$300). Officers are encouraged to provide a warning for a first offense.” This penalty range is the same penalty range contained in the City of Madison’s ordinance, regulating the same behavior. As you know, the Village used Madison’s ordinance as a model. It is my understanding that the Safety Committee did not change the penalties because it wanted to keep the Village ordinance consistent with the Madison ordinance.

L:\DOCS\006480\002618\MEMOS\3DZ7755.DOCX
0818170756

Madison Office

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August 18, 2017

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In any event, the Village Board may choose to take a different approach to the forfeiture. One option is to specify a different range of forfeitures in § 7.17. Another approach is not specify a forfeiture in § 7.17, in which case the general forfeiture provisions in § 31.05(1), will apply. The allowable forfeiture range would then be \$5.00 to \$500.00.

The range of forfeitures specified by ordinance is only one element that determines what a person would actually be required to pay. When a police officer issues a citation, they are required to insert a “deposit amount” on the citation. The deposit amount is comprised of a forfeiture amount, plus certain court costs and assessments. The deposit amount for a particular violation is specified in the Village’s “deposit schedule,” which must be approved by the village board and municipal court judge. Each deposit amount must be within the forfeiture range set forth in the Village ordinances. For example, if the ordinance provides a forfeiture range of \$25 to \$300, the forfeiture piece of the deposit amount must fall within that range.

The Village’s current deposit schedule does not provide a specific forfeiture amount for a violation of the draft ordinance. If the ordinance is adopted and the current deposit schedule is not changed, the deposit schedule provides a catchall deposit amount for ordinance violations not specifically provided for in the deposit schedule. Under that catchall amount, the deposit amount is a \$50 forfeiture plus costs for a total deposit amount of \$124.

It should be noted that the deposit amount is not the last word on what a defendant might be ordered to pay. If a person enters a not guilty plea and is subsequently found guilty, the municipal court judge has the authority to impose any forfeiture within the range specified in the ordinance. If the general forfeiture provision in §31.05(1) applies, the court could impose a forfeiture between \$5 and \$500, and court costs and assessments would be added that whatever forfeiture is imposed.

Please let us know if you have any questions, or if we can provide any further assistance with this matter.

VILLAGE OF SHOREWOOD HILLS
DANE COUNTY, WISCONSIN

ORDINANCE NO. L-2017-2

AN ORDINANCE CREATING AND RENUMBERING SEC. 17.06(10)(A)9. AND 10.
AND REPEALING SEC. 17.06(10)(C)3.
OF THE VILLAGE OF SHOREWOOD HILLS MUNICIPAL CODE

The Village Board of the Village of Shorewood Hills, Dane County, Wisconsin, ordains as follows:

1. Section 17.06(10)(a)9. and 10. of the Municipal Code of the Village of Shorewood Hills is created and renumbered as follows:

17.06 Licensing of Dogs and Cats; Regulation of Pets.

(10) *Restriction on Keeping of Pets.*

(a) No person having the possession or ownership of a pet shall:

9. Allow a pet to habitually (i.e. more than once within a year) be on another person's property without permission from the property owner.

109. Have an unlicensed dog or cat, except in accordance with section 17.06(7)(a)9.

2. Section 17.09(10)(c)3. of the Municipal Code of the Village of Shorewood Hills is repealed as follows:

17.06 Licensing of Dogs and Cats; Regulation of Pets.

(10) *Restriction on Keeping of Pets.*

(c) *Dogs and cats running at large.*

~~3. — A cat shall not be considered to be running at large if a bell is attached to the collar of the cat which shall be capable of being heard for at least a distance of fifteen feet when worn by said cat. The bell shall be attached to the collar in such a way as to prevent the cat from silencing the bell.~~

3. This Ordinance shall take effect upon passage and publication pursuant to law.

The above and foregoing ordinance was duly adopted by the Village Board of the Village of Shorewood Hills at its meeting held on _____, 2017.

APPROVED:

Dave Benforado, Village President

ATTEST:

Colleen Albrecht, Village Clerk

Village Code of Ordinances
Section 17.06 (last revised September 19, 2016 from Ordinance L-2016-2)
Included in this section redlined revisions for proposed Ordinance L-2017-2

17.06 Licensing of Dogs and Cats; Regulation of Animals.

- (1) **Authority.** This Chapter is adopted under the authority granted by Wis. Stats. §29.415, §61.34(5), and §95.21 and Chapters 172, 173, 174, and 951.
- (2) **Intent and Purposes.** The intent and purposes of this section are to regulate and restrict the keeping of all animals and to promote and protect the comfort, health, safety, and general welfare of the people.
- (3) **Interpretation.**
 - (a) In their interpretation and application, the provisions of this section shall be held to be minimum requirements and shall be liberally construed in favor of the Village and shall not be construed to be a limitation or repeal of any other power now possessed by the Village.
 - (b) The Village does not guarantee, warrant, or represent that only those animals that have not received rabies vaccinations will be subject to rabies. There shall be no liability on the part of the Village Board, its agencies, or employees for any rabies infections that may occur as a result of reliance on and conformance to this section.
- (4) **Definitions.** In this section the following terms have the following meanings, unless the context or subject matter otherwise require:
 - (a) *Animal* means mammals, reptiles, and birds.
 - (b) *At large* means to be off the premises of the owner and not under the control of some person either by leash or otherwise.
 - (c) *Cat* is feline, regardless of age or sex.
 - (d) *Chicken* means the common domestic fowl of the subspecies *Gallus gallus domesticus*. *Chicken* does not include other birds or domestic fowl such as ducks, geese, or turkeys.
 - (e) *Dog* is canine, regardless of age or sex.
 - (f) *Family* is one or more persons residing at one address.
 - (g) *Kennel* is any commercial establishment wherein or whereon animals are kept for the purpose of breeding, sale, or sporting purposes.
 - (h) *Live box-type traps* are traps which capture and hold an animal in an alive and unharmed condition.
 - (i) *[NOTE: missing (h)]*
 - (j) *Neutered* as used herein to describe a dog or cat shall mean a dog or cat having non-functioning reproductive organs due to surgery.
 - (k) *Officer* is a law enforcement officer or humane officer, per Wis. Stats. §967.02(5) or §58.07.
 - (l) *Owner* is any person owning or keeping a dog, cat or chicken. The occupant of any premises on which a dog, cat or chicken remains or to which it customarily returns daily for a period of ten days is presumed to be harboring or keeping the dog or cat within the meaning of this section and presumed to be its owner.

- (m) *Pet* is any animal, tamed or domesticated, or maintained under domestic circumstances for companionship, entertainment, or education.
 - (n) *Residential lot* is a parcel of land zoned as residential, occupied or to be occupied by a dwelling, platted or un-platted, and under common ownership. For the purpose of this section, any vacant parcel or parcels adjoining a dwelling and under the same ownership shall constitute one lot.
- (5) **Rabies Vaccination Required for License.** Every dog or cat shall be vaccinated against rabies by a veterinarian within thirty days after it reaches four months of age and shall be re-vaccinated within one year after the initial vaccination. Every dog or cat brought into the Village after it has reached four months of age shall be vaccinated against rabies within thirty days after arrival in the Village unless it has been vaccinated as evidenced by a current certificate of rabies vaccination. Every dog or cat shall be re-vaccinated against rabies by a veterinarian prior to the immunization expiration date stated on the certificate of vaccination or, if no date is specified, within three years after the previous vaccination. The certificate of vaccination shall meet the requirements of Wis. Stats. §95.21(2).
- (6) **Rabies Quarantine.** The provisions of Wis. Stats. §95.21 are hereby adopted and incorporated herein by reference.
- (7) **Issuance Of Dog And Cat Licenses; Kennels.**
- (a) *Dog and cat licenses.* The provisions of Wis. Stats. §174.05 are herein incorporated by reference and are adopted in the licensing of cats.
 1. The fee for the licenses shall be set from time to time by resolution of the Village Board. These amounts shall be reduced by one-half if the animal became five months of age after July 1 during the license year.
 2. Licenses may be issued for animals over the household limit, upon approval by the clerk pursuant to section 17.06(8)(b) of this Code.
 3. The license year shall commence January 1 and end December 31.
 4. The clerk shall assess and collect a late fee as set from time to time by resolution of the Village Board from every owner of a dog or cat five months of age or over if the owner failed to obtain a license prior to April 1 of each year, or within thirty days of acquiring ownership of a licensable dog or cat or if the owner failed to obtain a license on or before the dog or cat reached licensable age. Said late fee shall be charged in addition to the required license fee.
 5. Upon payment of the required license fee, and upon presentation of evidence of current immunization against rabies, as required by section 17.06(5) of this Code, the clerk shall complete and issue to the owner a license for each dog or cat and a tag of durable material bearing the same serial number as the license, the name of the county, and the license year.
 6. The owner shall securely attach the tag to a collar and the collar with the tag attached shall be kept on the dog or cat for which the license is issued at all times, except when the animal is securely confined indoors.
 7. Any officer shall seize and impound any dog or cat, for which a license is required, which is found without such tag attached. A dog or cat found without a tag shall be presumptive evidence the dog or cat is unlicensed.
 8. Replacement tag. In the event a tag is lost, replacement tags can be obtained from

the clerk.

9. Dogs trained to lead the blind or deaf shall be exempted from licensing according to Wis. Stats. §174.055.
10. In addition to the required identification, there shall be attached to the collar of any cat a bell which shall be capable of being heard for at least a distance of fifteen feet when worn by said cat. The bell shall be attached to the collar in such a way as to prevent the cat from carrying the bell in its mouth.

(b) *Kennels.* Kennels are prohibited.

(8) Issuance of Permit to Keep Chickens.

- (a) The fee for a permit to keep chickens shall be set from time to time by resolution of the Village Board.
- (b) The permit shall be effective when issued and shall be for a term of three years.
- (c) Upon payment of the permit fee, and upon presentation of evidence of current registration with the Wisconsin Department of Agriculture, Trade and Consumer Protection, the clerk shall complete and issue to the applicant a permit to keep chickens on the permitted premises.
- (d) All applicable provisions of the Village's zoning regulations, including the provisions of sections 10-1-100, shall apply to keeping chickens.

(9) Limitation of Number of Household Pets.

- (a) *Purpose.* The keeping of a large number of dogs or cats in one household detracts from, and is detrimental to, healthful and comfortable life within the Village. The keeping of a large number of dogs or cats is, therefore, declared a public nuisance.
- (b) *Number limited.* No more than three dogs and/or cats, in the aggregate, may be kept in one household, without the prior approval of the clerk, except a litter of offspring from one female dog, cat, or other pet, or a portion of a litter, may be kept for not more than sixteen weeks from birth.

(10) Restriction on Keeping of Animals.

- (a) No person having the possession or ownership of a pet shall:
 1. Allow the pet to habitually pursue any vehicle upon any public street or ally.
 2. Allow the pet to destroy or materially harm property, including, but not limited to, lawns, flower beds, plants, shrubs, trees, or gardens.
 3. Allow the pet to run at large within the Village, except under paragraph (c) below.
 4. Allow the pet to habitually bark, howl, meow, or cry to an extent that a reasonable person would be annoyed.
 5. Allow the pet, off the property of its owner, to chase, confront or approach a person on an adjacent public or private property in a menacing fashion that puts a reasonable person in fear of being attacked.
 6. Allow the pet, while on the property of its owner, to chase, confront or approach a person on an adjacent public or private property in a menacing fashion that puts a reasonable person in fear of being attacked.

7. Allow the pet to assault or attack any person or property
8. Keep or own a pet the person knows to be infected with rabies or to have been bitten by an animal known to have been infected with rabies unless the animal is being kept in accordance with the requirements of section 17.06(6).

9. Allow a pet to habitually (i.e. more than once within a year) be on another person's property without permission from the property owner.

9.10. Have an unlicensed dog or cat, except in accordance with section 17.06(7)(a)9.

(b) *Vicious pets.*

1. No vicious pet shall be allowed off the premises of its owner unless muzzled or on a leash and in the charge of the owner or a member of the owner's immediate family over sixteen years of age.
2. A vicious pet means:
 - a. it has inflicted serious injury to one or more persons or pets in unprovoked circumstances;
 - b. within any two-year period, it has two or more incidents of biting one or more persons or pets in unprovoked circumstances; or
 - c. within its lifetime, it has three or more incidents of biting one or more persons or pets in unprovoked circumstances.
3. Any vicious pet that is found off the premises of its owner other than as provided above may be seized by an officer or a person authorized by the Village and, upon delivery to the proper authorities, may, upon establishment to the satisfaction of a court of competent jurisdiction of the vicious character of said pet by testimony under oath reduced to writing, be killed by the police authorities. Any person who violates this paragraph shall forfeit not less than \$250.00 and not more than \$1,000.00.

(c) *Dogs and cats running at large.*

1. No dog shall run at large within the Village. The owner of any dog, whether licensed or unlicensed, shall keep the animal tied or enclosed in a proper enclosure so as not to allow said animal to interfere with the passing public or neighbors. Any dog running at large may be seized and impounded by an officer.
2. A dog shall not be considered to be running at large if it is on a leash and under the control of a person physically able to control it or in the company of a person to which it immediately responds and obeys, e.g., a dog playing a game of fetch in a field, or walking alongside its owner or a member of the owner's immediate family over the age of twelve years.
3. ~~A cat shall not be considered to be running at large if a bell is attached to the collar of the cat which shall be capable of being heard for at least a distance of fifteen feet when worn by said cat. The bell shall be attached to the collar in such a way as to prevent the cat from silencing the bell.~~

(d) *Finding of public nuisance.* Pets whose behavior violates the provisions of section 17.06 are declared to be a public nuisance. A pet is considered to be in violation when two formal, written complaints are filed with the police department within a four week

period, or when such behavior is witnessed by an officer.

- (e) *Owner's liability for damage caused by pets; Penalties.* Further, the provisions of Wis. Stats. §174.02 relating to the owner's liability for damage caused by dogs, together with the penalties therein set forth, are hereby adopted and incorporated herein by reference, and shall apply, for purposes of this section, to dogs, cats and other pets.

(11) Animal Feces.

- (a) The owner or person in charge of any animal shall not permit solid fecal matter of said animal to be deposited on any street, alley, or other public or private property, unless such matter is immediately removed therefrom by said owner or person in charge. No person shall walk an animal beyond the limits of his or her own property without carrying or having in his or her possession an item designed to pick up and remove fecal matter; further it is unlawful for any person to dispose of fecal matter on public or private property, other than his own property or a village-designated animal waste disposal container.
- (b) The owner or person in charge of an animal must prevent accumulation of animal waste on his or her own property by regularly patrolling and properly disposing of the fecal matter.

(12) Crimes Against Animals. The provisions of Wis. Stats. §951 are hereby adopted and incorporated herein by reference.

(13) Prohibited and Protected Animals, Fowl, Reptiles, and Insects.

- (a) *Protected animals.* The provisions of Wis. Stats. §29.415 are hereby adopted and incorporated herein by reference.
- (b) *Dangerous animals; prohibition on keeping.* It shall be unlawful for any person to keep, maintain or have in possession or under control within the Village any poisonous or dangerous animal.

(14) Trapping of Animals.

- (a) *Trapping restricted to live box-type traps.* It shall be unlawful for any person to set, place, or tend any trap, including, but not limited to, traps commonly known as leg traps, pan-type traps or other traps designed to kill, catch, wound, or molest any animal, except by use of live box-type traps. Any animals caught in live box traps shall be promptly released to an officer or to the wild in another location, as appropriate. It is unlawful to confine an animal caught in a live box trap until the animal dies.
- (b) *Trapping within buildings or homes.* This section shall not apply to trapping within the confines of buildings or homes, except it shall be unlawful for any person to intentionally lure, or otherwise allow a wild or domestic animal into a building or home for the purpose of trapping it in any way other than by a live box-type trap.

(15) Vehicle Accidents. The operator of any vehicle involved in an accident resulting in injury to or death of an animal that appears to be a pet shall promptly notify an officer and the owner of said animal, if known.

(16) Impoundment of Animals.

- (a) *Animal control agency.* The Village may contract with or enter into an agreement with such person, persons, organization, or corporation to provide for the operation of an animal shelter, impoundment of stray animals, confinement of certain animals, disposition of impounded animals and for assisting in the administration of rabies

vaccination programs and may delegate any such animal control agency the authority to act.

- (b)** *Impounding of animals.* In addition to any penalty provided herein for a violation of this section, any officer may impound any dog, cat, or other animal that is in violation of any part of section 17.06(5) through 17.06(8) of this Code. In order for an animal to be impounded, the officer must see or hear the violation of section 17.06(9) or have in his or her possession a signed statement of a complaining witness made under oath alleging the facts regarding the violation and containing an agreement to reimburse the Village for any damages it sustains for improper or illegal seizure.

The provisions of Wis. Stats. §174.046(7), (8), and (9) are hereby adopted and incorporated herein by reference.

VILLAGE OF SHOREWOOD HILLS
DANE COUNTY WISCONSIN

ORDINANCE NO. L-2017-3

AN ORDINANCE AMENDING SECTION 7.08(2) OF THE VILLAGE CODE OF ORDINANCES
RELATING TO PARKING

The Village Board of the Village of Shorewood Hills, Dane County, Wisconsin, ordains as follows:

1. Section 7.08(2) of the Municipal Code of the Village of Shorewood Hills is amended as follows:

7.08 Parking, Stopping, and Standing Regulated.

(2) No parking. No owner or operator of a motor vehicle may permit the same to stop, to be parked or to be left standing, upon any portion of the following streets at the following locations, except temporarily for the purpose of and while actually engaged in loading or unloading or in receiving or discharging passengers and while the motor vehicle is attended by a licensed operator so that it may be promptly be moved in case of an emergency or to avoid obstruction of traffic:

- On Beloit Court during the hours of 6:00 am to 7:00 pm (excluding Saturdays, Sundays, and holidays) except by resident permit;
.....
- Along the West side of Edgehill Drive between Edgehill Parkway to Lake Mendota Drive.

2. This Ordinance shall take effect upon passage and publication pursuant to law.

The above and foregoing ordinance was duly adopted by the Village Board of the Village of Shorewood Hills at its meeting held on _____, 2017.

APPROVED:

Dave Benforado, Village President

ATTEST:

Colleen Albrecht, Village Clerk



Carpet Proposal



Adrienne Stahl

608-515-7374

4604 Hammersley

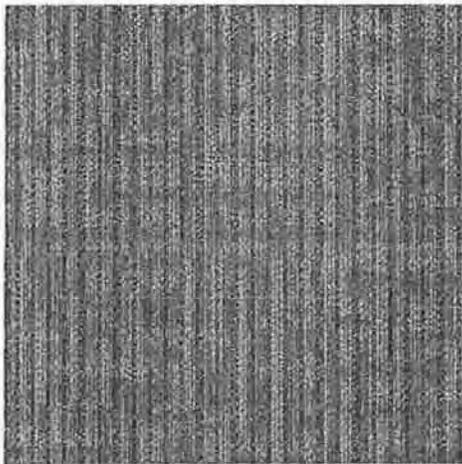
Madison, WI 53711

Project Service Scope/Schedule

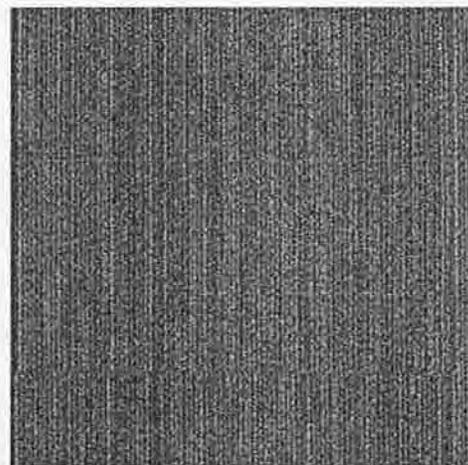
- 3.5 days to complete
- Day one: Open office area tear out and lay new tiles on left side of hall and left station in open office
- Day two: finish right side of hall and right side of open office – end on day 2 all walk off tile is in place.
- Day 3- Four private offices tear out and lay new tiles.
- Day 4 (half day)- final offices and storage areas tear out and lay tiles.
- Customer to provide dumpster
- Floor prep, if needed will be additional.

Standard Carpet Tile: Private Offices,
Interview Room, Storage

Walk-off Carpet Tile: Corridor and Open
Office



DOO WOP
00770



SAPPHIRE
00410

Ebi EMMONS
BUSINESS
INTERIORS
COMMERCIAL • RESIDENTIAL • OFFICE

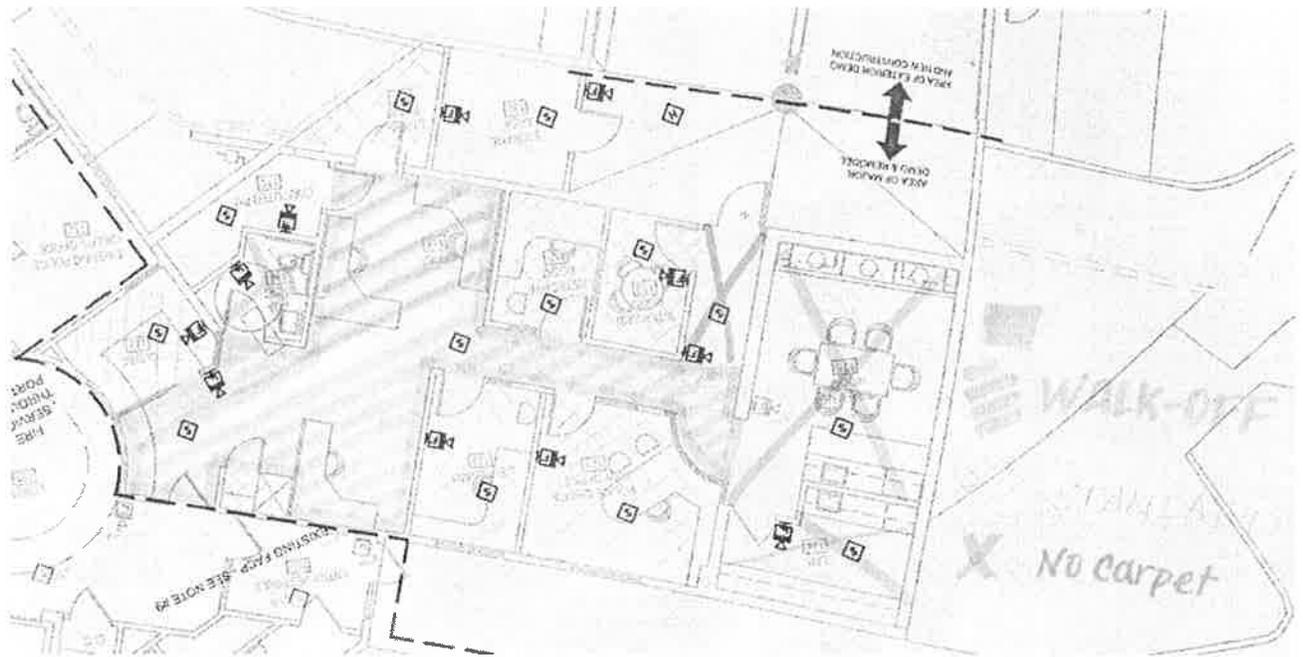
Adrienne Stahl

| 608-515-7374

| 4604 Hammersley

| Madison, WI 53711

Plan



Line Item Quote

TAG: 1-Project					
1	1		FLOORING FOR SHOREWOOD POLICE DEPT.	\$0.00	\$0.00
				Tag Subtotal:	\$0.00
TAG: 2-Materials					
2	14	CARTONS	PATCRAFT MID CENTURY MAD PATTERN - ORBITAL COLOR - DOO WOP	\$83.00	\$1,162.00
3	13	CARTONS	PATCRAFT PATTERN - BEYOND THE DOOR PASEO - COLOR - SAPPHIRE	\$199.56	\$2,594.26
4	2	PAILS	PATCRAFT CARPET TILE ADHESIVE #5100	\$85.71	\$171.42
5	1		PATCRAFT FREIGHT	\$344.16	\$344.16
6	3	CARTONS	JOHNSONITE 4" COVE 1/8" GAUGE VINYL BASE	\$84.42	\$253.26
7	2	PIECES	JOHNSONITE REDUCERS	\$19.48	\$38.96
8	1		JAECKLE WHOLESALE FREIGHT	\$84.42	\$84.42
				Tag Subtotal:	\$4,648.50
TAG: Disposal/Floor Prep					
9	1		OWNER TO PROVIDE DUMPSTER ALL FLOOR PREP IF NECESSARY IS ADDITIONAL	\$0.00	\$0.00
				Tag Subtotal:	\$0.00

TAG: Labor					
10	1		RECEIVE, DELIVER AND INSTALL	\$1,733.33	\$1,733.33
			DURING REGULAR HOURS		
11	1	Install	INSTALL ASSISTANT	\$640.00	\$640.00
				Tag Subtotal:	\$2,373.33
TAG: Tax					
12	1		5.5% USE TAX INCLUDED	\$0.00	\$0.00
				Tag Subtotal:	\$0.00
				Total Sell:	\$7,021.83

**Applicable Sales Tax is additional
EBI Terms and Conditions apply
Deposit required - 50% down at time of order**

Authorized Customer Signature: _____

Printed Name / Title: _____

Date: _____

Highlights from the meeting to Improve Village of Shorewood Hills Communications with Multifamily Properties and their Residents

Attendance- Tiffany Lesch, Arbor Crossing Apartments, Michelle Fargen, 700 University Bay Drive, Josh Romano, The Lodge and The Boulevard, Mr. Fred Wade, Mr. Dave Benforado, Karl Frantz, David Sykes and Karla Endres

Round Robin Discussion regarding methods of communications- Per the request of the managers, it is best to communicate electronically. The managers will post anything the Village sends them electronically on their bulletin boards or in the elevators for the residents. They all stated US mail was not a good means of communications and a waste of resources. Dave Benforado suggested the apartment managers promote Nextdoor Neighbor as a means of social media. We briefly discussed social media and Facebook seems to be the most familiar with their demographics of residents.

The managers also indicated that a high percentage of their residents are hospital staff/students and do not get involved in events hosted by the apartments themselves. The lodge indicated they have 50% of their residents as UW hospital employees. The Boulevard stated 80%, 700 University Bay Drive had 40% and Arbor stated they had a lot of hospital employees.

The Boulevard has two families and 700 University Bay Drive has three families residing there.

What action the Village is taking-

1. Give door flyers to the apartments to place on each individual apartment door for new residents
 2. Create a required form with a due date for new residents to fill out at the same time they sign their lease to provide the Village with their email to sign up for the monthly bulletin.
 3. Village Staff, Karla and David, will place reminders on their calendar's to contact the apartment managers each quarter as a means of "touching base". The managers do not want paper copies of anything to be sent to residents because they feel it is a waste of resources. The residents would prefer electronic communications
 4. In or around February or March of each year, the Village will provide a flyer to be posted in the elevators of the apartments as well as the bulletin boards listing all the recreation programs available to them.
 5. The Lodge and 700 University Bay Drive are hosting welcome events for their residents. They asked if a village representative would be present at each event to answer any questions their residents may have about the village. Arbor was going to look into hosting an event as well.
 6. Karla followed up after the meeting with an email link to the managers to sign up for the village bulletin if they are not already.
-

Public Health and Safety Committee, Wed. July 5, 2017, 7:00 pm
Approved Minutes

Location: Village Hall

1. Call to Order 7:05 pm
2. Roll Call: Bill Muehl, Jim Rogers, Tim Crisp, Felice Borisy-Rudin
Staff: Karl Frantz; Chief Jerry Jansen by telephone
Guest: Jeremy Tunis
3. Telephone call with Police Chief Jansen
Has met with every officer and civilian staff to get a bigger picture of the department. He retired 12 years ago – some things have change and others have stayed the same. Will finish with all the part-timers tomorrow. Has kept in contact with the department over the years. Has met with Karl and Cokie a few times over the years. Loves the village, worked 25 years for the Village. Reads bulletin every month.
Way forward: has created a to-do list for the things that aren't getting done. Was brought on to review the policies and procedures in the department now. Knows that many of the policies are current, but not modified to our department, need tweaking to fit our policy manual. Other polices don't have any bearing on a department our size and should be removed – plans to streamline to what we need. Will be recommending some other changes. Will start a few things himself during these next three months and monitor. Other things he will put into a document that he will provide to our final candidate in a hand-off document. Wants to get department updated on 21st century policing. Policing has changed drastically in last 2 to 5 years. Very concerned for officer safety. Even though we are a small village, our department needs to be trained up to the same standards as everyone else. Need to address de-escalation, and race relations. Jim Rogers encourages him to bring his recommendations forward, and asks who the recommendations will go to. Chief Jansen says that they should come first to this committee for review, and our committee can decide whether or not it should go to the board for review. It will go to us first before going to the new chief.
Bill Muehl wants to bring community to feel that they can support our police department physically and emotionally, as they previously supported our fire department, which will require some changes in what is rewarded in comments from the Chief. Wants to enhance situation for our community and our police officers. Chief Jansen feels that the community does support our police department. Bill Muehl suggests that there are behaviors that could make our police examples of how our residents want all police to function.
Jim Rogers asks that Chief Jansen's recommendations come forward even if they disagree in part with the Riseling group's report. Also asks if he is looking at mission statement. Believes that everything should be able to fall in alignment with the mission statement.
4. Report on Police Chief recruitment process: Committee will be from personnel (John Imes or Anne Readel, Mary Gulbrandsen) from PH&S (Felice Borisy-Rudin and Josh Sotos), and Dave Benforado. Aiming for 3 finalists. Applications are coming in. Due date is towards end of July.
5. Animal licensing ordinance. Chief Jansen says that this is a "wicked problem" that has no good answers, and would place the police department in the middle. He doesn't want the police department to become the hammer in a feud between neighbors. Jim Rogers moves to recommend renumbering 17.06(10)(a)9. To 17.06(10)(a)10., and creating 17.06(10)(a)9. To read

“Allow the pet to habitually be on another person’s property without permission from the property owner.”Tim Crisp seconds. All in favor 4:0.

6. Moved to recommend to Board to appoint Jeremy Tunis to committee. Bill Muehl moved, Tim Crisp seconded, all in favor 4:0.
7. Review of ordinance L-2017-1 sec. 7.17 Entering or Staying upon Highways Restricted if necessary. Committee reviewed purpose section and recommended wording change, pending attorney approval, to “This ordinance is designed to decrease safety hazards faced by pedestrians and motorists on and abutting the busiest streets within the Village of Shorewood Hills, defined as Covered Intersections.” Bill Muehl moved, Tim crisp seconded, all in favor 4:0.
8. Next meeting date and time: Monday, July 24, 7 pm, agenda: Riseling report, hirings, policies & procedures.

DRAFT MINUTES Public Health and Safety Committee 7-24-17

Location: Village Hall

Call to Order 7:05 pm.

Roll Call: Bill Muehl, Jeremy Tunis, Jim Rogers, Josh Sotos, Felice Borisy-Rudin, Tim Crisp

Staff: Interim Police Chief Jerry Jansen; Village Administrator Karl Frantz

Minutes from 7/05/17. Josh Sotos moved, Jeremy Tunis 2nd, all in favor 6:0.

Update on Police Chief recruitment process by Karl Frantz: Application deadline was Friday. About 13 or 14 applications, all or most of which meet the minimum qualifications. Next phase will be the law enforcement panel. Those that pass the law enforcement panel will be forwarded to the interview committee, and to desk interviews by Karl Frantz. Karl Frantz, Chief Jansen and the Riseling Group will develop the interview questions. Chief Jansen recommends that the interview panel consider using follow-up questions to personalize the interviews. Committee members provided feedback for developing interview questions. Committee discussed time frame for checking references, and recommends that references of the 2 or 3 best candidates be checked. If only 2 or 3 forwarded to interview committee by law enforcement panel, then the process of checking references should be started before the interviews. If more, then the 2 or 3 best candidates should have their references checked after the interviews. Committee recommends that references be checked before any candidate's name is forwarded to the Board for approval.

Review of the Riseling Group's report: Chief Jansen summarizes the report, that the department has run fairly well, has a few nuts & bolts areas with room for improvement, and communication could be improved. Karl Frantz also agrees that the main area for improvement is interdepartmental and intradepartmental communication. The Riseling Group found that our staffing levels are adequate, but that there may be a need to shift around our existing staffing and reallocate supervisory staff to accomplish the power shift needs. Chief Jansen notes that we are top-heavy on supervisors/experienced staff, and three of them work the same shift at the same time (e.g. 1st shift), while 2nd and 3rd shift go with younger, newer officers. In addition, the senior level staff's duties are not well-delineated. Shifting some of the supervisors would provide a higher level of experience at the more critical times. Chief Jansen will work on creating a recommendation for a new structure. Chief Jansen will be creating a document with his recommendations for the new Police Chief, separate from the Riseling Group's report. Jim Rogers asks that the Riseling Group's recommendations be added in summary or bullet form to the report.

Animal Licensing Ordinance: Trustee Borisy-Rudin reports on first reading of the animal ordinance amendment. Committee discusses the amended language that passed the first reading: No person shall . . . "Allow the pet to habitually, i.e., more than once within a year, be on another person's property without permission from the property owner." Felice moves recommending removing the ordinance that exempts belled cats from being at large. Jim 2nds. Motion passes 4:2. Next meeting September 11, 2017, 7 pm. Agenda items: police chief hiring process, animal ordinance, Chief Jansen's recommendations, budget issues.

Meeting ends 9:15 pm.

Respectfully submitted by Trustee Felice Borisy-Rudin

The Riseling Group



Dale Burke, Debra Hettrick, and Sue Riseling
The Riseling Group, LLC

www.riselinggroup.com

Executive Summary

The Village of Shorewood Hills has been served the past twelve years by Chief Denny Pines. When he announced his retirement, effective in June of 2017, the Village wanted to review the police department to ensure its key policies and practices were in keeping with today's professional standards. Additionally, the Village wanted to conduct an executive search for a new leader for the Police Department.



The Riseling Group was selected to lead the review and executive search process. The Village hired former Village Police Chief Jerry Jansen to serve as an interim Chief to see the Village through the transition. An unexpected illness sidelined Chief Jansen for a few weeks, however he worked and lead the organization part time.

A series of interviews were conducted by TRG, twenty-three key policies and evidence handling procedures were reviewed. While some minor issues with equipment were found, there were no major policies issues to note. For the most part the Village Administration, Board and village residents respect the Police Department and the services the Department provides.

The Department appears adequately staffed although a new leader may want to consider altering the schedule that supervision currently follows to ensure all members of the department have regular access to a supervisor when the employees are working evenings, late shift and weekends.

Interviews revealed what traits the Village and staff are looking for in a new Chief. Based on those key characteristics a job description was written and advertised. The closing date has just passed and the review of resumes and applications will begin shortly with the anticipated start date of October 1, 2017.



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Introduction

The Village of Shorewood Hills is surrounded by the City of Madison in Dane County and is located along the shore of Lake Mendota, adjacent to the west side of the University of Wisconsin-Madison campus. The most current population estimate is 2,077. The Village is growing quickly due to the construction of several multi-unit apartment complexes. It is a full-service municipality with Police, Public Works, Water and Sewer Utilities and Administration provided by the Village. Shorewood Hills contracts with the City of Madison for Fire and Emergency Medical Services. Shorewood Hills prides itself on providing a high level of personalized, efficient service, and is a community where resident involvement in community affairs is very important.

The Shorewood Hills Police Department is a full-time, full-service agency serving the community 24 hours a day, 7 days a week, 365 days a year. It consists of six (6) full time, including Chief, Lieutenant, and Sergeant/Detective and twelve (12) part time Police Officers. The Village and Police Department have been served for the past 12 years by Chief Dennis Pine, who retired in June 2017.

The Village Board of Trustees and Administration asked The Riseling Group (TRG) to perform a review of the Police Department's Policies and Procedures, an analysis of the management structure and staffing levels, evidence/property handling and storage procedures, service levels, as well as satisfaction with the Police Department, both by employees and community members. The Riseling Group was also asked to conduct an executive search for a new Chief of Police.

On June 4, 2017, Dale Burke and Debra Hettrick of The Riseling Group began the review process by interviewing members of the Shorewood Hills Police Department and community members. In all, we interviewed nine (9) community members, specifically Village Board Trustees, as well as Public Health and Safety and Personnel Committee members and fourteen (14) employees, including sworn police and civilian employees. We also



reviewed, and determined to be adequate, twenty-three (23) Village of Shorewood Hills Police Department Policies.

The Riseling Group developed a job description and application process designed to recruit candidates who truly possess the characteristics and abilities that are desired by the Village. The application packet was made available on the Village of Shorewood Hills website and information on applying was posted on the Wisconsin Department of Justice Law Enforcement Network (WILENET). Applications close on July 21, 2017 and interviews by two panels will occur in August 2017, with a hopeful appointment date of October 1, 2017.

I. Policy Review

TRG requested and received 23 policies from the Shorewood Hills Police Department to be reviewed. These policies were specifically requested as they are either required by law or have been deemed critical to risk

management and liability reduction for the municipality. A sampling of those reviewed were Use of Force, Police Pursuits, Officer Involved Shooting, Domestic Abuse, Citizen Complaints, Juvenile Procedures, Records Retention, Victim/Witness Services, and Blood Borne Pathogen handling.

Each of these policies were developed in accordance with the standards set by the Wisconsin Law Enforcement Accreditation Group (WILEAG). WILEAG sets policy standards focused on key federal and state statutory mandates related to law enforcement, requirements arising from case law, inherent issues related to high risk law enforcement operations and sensitive issues involving community relations.

We were informed that a review and updating of the entire Shorewood Hills Police Department Policy & Procedures manual has been underway for some time now and those policies we reviewed were found to be current



and to meet acceptable state and professional standards as of 2014. The remainder of the manual will be reviewed by Interim Police Chief Jerald Jansen over the next several months.

The consultants would counsel against significant rewrites of SHPD policies or procedures unless deemed necessary until after a new Chief of Police is installed. Since the manual should reflect how the Shorewood Hills Police Department is expected to function daily, the new Chief should be the catalyst for any major changes going forward.

II. Management Structure and Staffing Levels

The current management structure includes a Chief, Lieutenant, and a combined Sergeant Detective position, all of whom work during the day. We learned that the current structure had its origins several decades ago and were at the time employee specific and were never intended to become permanent. Since then title and pay adjustments have occurred to address specific employee issues with little or no expectation that this was either a long-term need or solution to service efficiency. While this structure may have been intended to provide for a chain of command and a path for promotion within the organization, it does not appear to optimize efficiency of service or supervision of personnel, based on our interviews with current full and part-time staff. While the Riseling Group has opinions on how resource allocation and supervisory efficiency might be improved, we believe that the responsibility for making appropriate use of personnel ultimately rests with the new Chief. We would be happy to discuss findings and options with that individual once installed.

After hearing from all the full-time staff and many of the part-time staff of the department, and considering current call volume, it appears that there is no identifiable, urgent need to add full time staffing. This is a result of the exemplary commitment demonstrated and quality experience that currently exists in the part-time staff. We would recommend and encourage the new chief to be diligent in the collection and scrutinizing of calls for service data so trends can be identified and responded to with



appropriate staffing going forward, knowing that the population and demographics of the village are changing.

III. Service Levels

There was general consensus that not only what the police department does, but how they do it, is more than satisfactory and overall very much appreciated. No community members interviewed expressed any significant concerns with the quality or efficiency of service provided by the Shorewood Hills Police Department. While community members and staff alike acknowledged there are always things that could and should be improved, none indicated anything that would rise to the level of what we would categorize as a “concern.” It is not a surprise nor is it unusual that the concerns of the residents are most frequently focused on what are referred to as “quality of life” issues while the police departments concerns are centered on issues involving personal safety and violent behavior. Both are important and a partnership of understanding between the residents and the police will go a long way towards achieving the desired results to both sets of concerns. TRG will discuss with the new Chief some areas which were identified as having the potential for improvement.

IV. Employee Satisfaction

There is overall satisfaction with the department from the both full and part-time staff. The overwhelming majority indicated their satisfaction with their current compensation and most valued and appreciated the training relationship they have with the UW Police Department.

They feel their equipment is overall acceptable although computers (slow and some service provider issues). Steps should also be taken to ensure that budgeting includes yearly periodic upgrades of technology (hardware and software) to maintain acceptable and supportable technological standards over time.

Improved lines of communication both within the department and between the department and village administration were identified as a priority and



in need of improvement. This is an issue that could and should be addressed by the new Chief of Police.

V. Evidence/Property Handling and Storage

An audit and review of evidence handling and storage was conducted as requested. SHPD Detective Sergeant Corey Denzer has primary management responsibility of this area and assisted us in this process.

The Shorewood Hills Police Department uses the Law Enforcement Records Management System (LERMS) in partnership with the Madison Police Department and several other Dane County law enforcement agencies.

Detective Sergeant Denzer explained to the consultant a series of examples of how evidence and/or property is taken in by officers, correctly packaged and labeled and then entered into the LERMS database prior to being securely stored. As the need arises, Detective Sergeant Denzer then moves evidence/property from temporary storage (lockers located inside a room adjacent to the department garage) to permanent storage (basement of the Village Hall) and updates the chain of custody in LERMS.

LERMS is a quality records management system (RMS) that, when used correctly, creates a solid, identifiable chain of custody record. As with most systems, if errors are to be made, they will most likely occur because of human mistakes - either in the packaging of items or in the data entry process. That is why having the necessary checks and balances in place to identify, eliminate and correct errors is critical. Officers can only accomplish so much within LERMS before it moves to another level of handling and oversight, which currently only Detective Sergeant Denzer and Lieutenant Martens have access to. The Detective Sergeant and Lieutenant are responsible for checking to make sure the packaging, labeling, initial data entry and secure storage were accomplished according to department expectations and specifications. If all is in order, items can then be transferred from the temporary ground level lockers off the garage to the more permanent storage location in the basement. Every keystroke entered in LERMS is captured and recorded and identifiable to a specific individual so any change or manipulation of the data can always be traced

to the individual responsible. While all full- and part-time officers have the necessary punch code access to the evidence/property intake room adjacent to the garage, they can only put things into the storage lockers and lock them. The Chief, Lieutenant and Detective Sergeant are the only individuals who have the ability to remove items from these lockers.

The basement permanent secured storage facility is located inside a locked, see through, metal cage which is located inside an unlocked “vault” (Village Hall was once a bank) which is located inside another locked room (currently containing exercise equipment) in the basement of Village Hall. The “exercise room” is locked at all times but it is believed that most if not all village employees have a key to this room. The “vault” door is supposed to be closed but unlocked as village records are stored within this room in addition to the police evidence/property storage. The key that allows entry into the police secure storage cage is currently kept in a small, locked metal box inside an upstairs closet just inside the police department front door. Currently the Chief, Lieutenant, Detective Sergeant, and Administrative Assistant have keys to access that box.

SHPD Administrative Assistant Martha Davis was requested to provide the consultants with some random examples of evidence/property under the categories of weapons, currency, and drugs, currently being held by the SHPD. We then took those lists that were provided and randomly selected cases from each of those classifications. We then requested Detective Sergeant Denzer to demonstrate the chain of custody record for each, up to and including the actual inspection of the item in storage. In each case we reviewed, we found all items to have been packaged and labeled appropriately, entered, and tracked within LERMS correctly and located exactly where they were supposed to be stored. It was our opinion that LERMS has been and is being used correctly and appropriately by SHPD and that reasonable safeguards are in place to minimize potential risk or corruption.



Observations/Recommendations related to Evidence/Property control:

Although there is an overhead camera within the garage that would capture an officer(s) going in and out of the adjacent evidence/property intake room, we recommend a camera be placed within the room itself to add an additional level of security, accountability, and oversight.

TRG recommends the set of keys for the downstairs metal cage that serves as permanent secure evidence/property storage should be stored separately from other spare keys currently housed in a closet near the front entrance to the PD as an additional layer of security. Access to these keys should be very narrowly limited and no civilian employee should have access to them as is currently the case.

We would also recommend the addition of a camera within the main floor evidence processing room. This room is locked and is monitored by a card reader. Access is currently limited to the Chief, Lieutenant, and Detective Sergeant, but the ability to see and record what is happening inside the room adds an additional level of security and removes any potential temptation to engage in illegal or unethical behavior.

Regarding the basement evidence/property storage facility, there are several concerns noted and improvements recommended. The space assigned to the police department within this room is quite limited and the SHPD evidence/property stored there is secured within a see-through, locked metal cage. The larger room (vault) that the cage sits within is used for Village Hall administration records storage, and is not secured. The room you must go through to get to the "vault" is locked but the assumption is that many if not all village employees have a key to this room. We would therefore recommend the placement of a camera within the vault which would allow for the monitoring of the secured storage cage as an additional level of security.

There is also insufficient lighting within the cage that should be supplemented with at least a hanging, moveable lighting source. There was moisture noted on the floor of this room during our inspection which may



necessitate adding a dehumidifier to protect the integrity of all stored items/records. Knowing this, we would recommend that no card board boxes ever be stored on the floor in this room as a precaution against potential moisture contamination.

While the current storage practices turned up no discrepancies, best practices for law enforcement evidence/property storage and management call for separately securing firearms, narcotics, and currency as an added level of protection and risk management. Therefore, we recommend the purchase of two small floor safes, one for narcotics and one for currency, and an additional gun safe for firearms storage. We believe ample room exists to locate these within the current secured storage space.

To respond to concerns about limited storage space, we recommend the immediate development of an SHPD evidence/property disposal policy which would allow the department to properly and legally transfer or dispose of items no longer required to be maintained, thereby freeing up much needed storage space for future needs.

It was noted that there is a lack of air conditioning within the garage that during the summer frequently requires the officers to raise the doors several feet on either side to allow for some air movement and reprieve from high heat/humidity. Doing this of course presents a security concern (access to the PD and property) and is not ideal but understandable. We are not able to necessarily label this a “need” but do feel it is a legitimate request and would hope that air conditioning for this space would receive careful consideration.

Detective Sergeant Denzer indicated that he had not received formal evidence/property management training upon being assigned to this responsibility many years ago. We recommend that prior to or very shortly after Detective Sergeant Denzer’s retirement, that his replacement be provided with formal training on this critical responsibility to ensure best practices are maintained and continued.



VI. Employee and Committee/Board Member Interviews

In June 2017, TRG interviewed fourteen (14) employees of the Village of Shorewood Hills and nine (9) community members. The employees included full- and part-time employees, while the community members were members of the Public Health & Safety Committee and Personnel Committee; some were Board members, some were not.

Methodology: Employees were given questions to consider in advance. They were also encouraged to add thoughts outside the parameters of the questions. While some answered the questions directly, others simply spoke openly about their thoughts and opinions. Likewise, most community members preferred to simply talk about the issue, several came with prepared comments or lists (as did most employees), and others simply preferred to be asked questions.

On questions not relating specifically to employment conditions, employees and community members have many of the same opinions and identified many of the same qualities as desirable in a Chief of Police.

Employee Questions and Interviews:

1. What are the best things about the SHPD?
2. If you could change/improve one or two things about the department, what would they be and why did you identify these specifically?
3. What characteristics do you consider to be most important for the next police chief to possess?
4. Describe your perception of the relationship between the SHPD and the SH community.
5. What would you say is the most pressing crime and/or quality of life issue facing the village?
6. Rank these in priority order with number 1 being most important to you:
 - a. Compensation
 - b. Training
 - c. Equipment (cars, weapons, uniforms, computers, cameras, etc.)



- d. Work environment (facilities, admin. Support, professional, respectful, and fair treatment from supervisors and peers)
- e. Community relations (supportive and appreciated?)

Responses to Numbered Questions:

1. Responses to the best things about SHPD:
 - a. Every employee interviewed indicated that among the best things are the friendships, the fact that coworkers are like family, the cooperation between employees, and the quality of the people.
 - b. About half of the employees appreciated the training opportunities, the small-town atmosphere, and the flexibility that is afforded.
2. Some things that could be improved:
 - a. Seven employees indicated that they believed the Police Department should be more involved with the school and that more community activities were desirable. It was noted, however, that it has been very difficult to get citizens to participate in department-community activities. For example, at the “Catch with the Cops” event, no one from the community came, although four people who were walking by did decide to stay. Along these lines, Board and Committee members riding along with the Police was suggested by several interviewees.
 - b. Seven police employees also indicated that while there is sufficient staff to cover shifts with the command staff, full-time and part-time officers, the best use is not being made of personnel. All felt that a new Chief should be a working Chief, and that the command staff (Chief, Lieutenant, and Sergeant) and officers could be better utilized by creating either a “power shift” (which usually runs 6 p.m. to 2 a.m. or similar hours) or having a supervisor on second shift, power shift or night shift.
 - c. Three of the people interviewed indicated that there needed to be better communication from the Chief to the staff



- regarding new policies or procedural changes, and better communication in general.
- d. Also suggested were: Add bicycle patrol; Define command structure; Add internal training; Plan for the next generation; Need a policy regarding part-time people working regularly; Too much oversight by Public Health & Safety on minor purchases; Need improvements to building; Need a better phone system; Computer system needs to keep up with technology change.
3. Employees were very consistent in their responses to characteristics needed by a new Chief of Police.
 - a. Every employee interviewed said some variation of the following:
 - i. The new Chief needs to have the ability to relate to people, to work with Administration, the Board, Committees, and Staff. He or she needs the ability to bridge gaps.
 - ii. The new Chief needs the ability to listen, must be even-tempered, not hold grudges, dispense fair and equal treatment, and be flexible.
 - b. Twelve employees indicated that the new Chief must be a working Chief, a Chief who will get to know the agency and the community, get out and talk with people, and have the ability and willingness to work a shift.
 - c. Eleven employees indicated that the Chief needs to be a good communicator.
 - d. Ten employees interviewed mentioned a variation of the following: The new Chief need to be a real manager; who is able to delegate; hold regularly scheduled meetings with command staff, administration, and employees; conduct employee evaluations; do regular reporting, including producing an annual report.
 - e. Half those interviewed said that the Chief should have management training and experience; be progressive, can inspire and motivate; be consistent and accountable.



4. Answers were very consistent regarding the perception of the relationship between the Shorewood Hills Police Department and the Shorewood Hills community.
 - a. A total of twelve people said that they felt the community was supportive and/or that the Police Department was well-liked and respected by the community.
 - b. Staff acknowledged that they deal with some difficult and sensitive issues such as animal complaints and underage drinkers within the community and that at times, residents and the department do not agree on how situations should be handled. In May of 2016, this resulted in a community “listening session”, in which some officers felt the department was unable to speak on its own behalf.
 - c. A common theme was that it is very difficult to get community members to participate in community activities, as mentioned above.
 - d. Several people mentioned that the population is changing and that the “old” community and the growing community in the new apartment buildings may have different perceptions and relationships with the department.
5. While there were several different responses to the most pressing crime or quality of life issue facing the village, several themes emerged.
 - a. More than half those interviewed talked about the fact that the population was growing and changing, with the addition of seven new apartment buildings comprised of four hundred and fifty units and that it would be important for the department to learn to change with it. In these discussions, community policing came up often, as well as the changing demographics as apartment dwellers may be younger, more diverse, and more transient (shorter term residents without such an investment in the community).
 - b. More than half also spoke of the fact that there was more crime, that much of it was retail theft, fraud, and crimes of opportunity, since many residents were often too relaxed regarding safety and security.



- c. Mental health issues were mentioned by five staff interviewed; drug use, traffic safety and the elderly were also listed.
6. While not every person who rated the issues below, rated them in the same order, the tabulation of responses, revealed the following priorities:
 - a. Work environment. Not only important, but satisfying.
 - b. Community relations. Generally supportive, well-liked by the community.
 - c. Training. While there were suggestions made, staff felt training was adequate and most valued the training relationship with the UWPD.
 - d. Equipment. While there were some suggestions here as well, in general, employees were very satisfied with equipment.
 - e. Compensation. Compensation was the issue of least or next to the least importance for all but one employee.

Community Member Interviews:

All Village Board, Public Health and Safety, and Personnel Committee members were given the opportunity for an interview. Ten (10) people were scheduled; nine (9) appeared and were interviewed.

While the community members were not asked the specific questions listed for the staff, their comments are organized in the same manner as they touched on the same areas.

It should be noted that TRG conducted a complete and thorough review of all citizen input recorded during a “Community listening session” held in May of 2016 which was held to address concerns specifically related to police department practices and behavior. TRG then spoke with both citizens and village staff who participated in that session and included their feedback into the listing of desirable qualities and characteristics in the new Chief of Police.

Community Member Comments and Responses:

1. Regarding the best things about the Police Department, many community members indicated that in general they were happy with



- the department, that they felt it was responsive and they were aware that the department dealt with many issues that a larger department such as Madison would not be willing to deal with.
2. In discussing things that could be improved about the department, comments were as follows:
 - a. Many felt that the population was changing, particularly with the addition of the new apartment buildings and felt it was important for the department to change along with it. Particular emphasis was given in some cases to the fact that officers would be dealing with a more diverse population, particularly in age and transiency, as well as the possibility of more racial diversity.
 - b. Every community member mentioned the importance of community policing, of the officers and community interacting in more ways. Here it must be noted that while activities such as ride-along, “Catch with a Cop”, “Coffee with a Cop” and Citizen Police Academy were considered desirable, officers indicated that they get almost no community response to such offerings. We would suggest that to promote these activities, Board and Committee members could assist by either attending or encouraging others to do so.
 - c. Community members suggested that there should be better communication and more interaction on the part of the Police Chief with Village Administration, the Village Board, and the Committees.
 3. About desirable qualities for the new Chief of Police to possess, community members mentioned many of the same characteristics which were listed by employees and several in addition:
 - a. The new Chief should be a good communicator, a team builder, coach, and mentor to his or her employees.
 - b. The new Chief should be visible. He or she should be out in a car or on foot, talking to people and getting to know the community.
 - c. While it would be desirable for the new Chief to live in the community, people realized that was probably unrealistic, but



felt it was very important for the Chief to understand the culture of the Village of Shorewood Hills.

- d. The Chief must know how to manage his or her employees, have management experience and training and a thorough knowledge of the law.
- e. The Chief should be trustworthy and accountable, with an excellent personnel record.
- f. It is important for the Chief to realize that he or she is part of a team with the other managers, administration, and government of the Village, and to be comfortable interacting with them.
- g. The new Chief should be resourceful, aware that in a small Village, he or she may have to wear many different hats. The Chief should be solution oriented, have creative problem-solving skills, and be aware of budgetary constraints.
- h. The Chief should be committed to the concepts of community and problem oriented policing.
- i. The Chief should set goals for the department, rather than simply going from day to day “putting out fires”.
- j. The Chief should be capable of tracking and interpreting data, and using that data to make informed decisions.
- k. The Chief must be capable of planning, monitoring, and maintaining an annual department budget.
- l. The Chief should understand and be dedicated to the concept of continuous improvement.
- m. The Chief should have the ability to delegate and to efficiently organize the department.
- n. One person mentioned that the Chief should be committed to stay, while others indicated that this was less important than finding someone excellent, regardless of the length of employment.
- o. The Chief should be cognizant of events occurring in the country today regarding race relations, particularly relations between persons of color and the police. He or she should be committed to ensuring that officers are trained in the issues involved and in methods of diffusing volatile situations.



4. Regarding the perception of the relationship between the SHPD and the community, most community members indicated satisfaction with the Police Department in general and felt most residents of the Village shared that view. They were aware that not every situation was resolved to every resident's liking, but felt that a positive relationship existed overall.
5. On the matter of the most pressing crime or quality of life issue facing the Village, the following were noted:
 - a. There is more crime in general, particularly in the commercial areas.
 - b. Traffic safety and the speed limit is very, very important to Village residents and to a person they indicated that they did not feel Village residents should be treated any differently than non-residents.
 - c. In general, crimes of opportunity occur because people are not crime prevention "smart". For example, residents leave cars unlocked, often with keys and valuable items inside.
 - d. Animal complaints, particularly the cat ordinance, is an issue.
 - e. Drugs and the opiate epidemic is a growing concern.
 - f. Race relations is an area that everyone, the Police Department, and community alike, need to be sensitive to.
 - g. Relationships with young people in the community, the issue of underage drinking, and how to deal with it are important to Village residents. Again, community members did not want young people who reside in the Village to be given preferential treatment.
 - h. The population is changing and growing and it is important for the Police Department and the Village to understand that.

VII. Job Description and Application Process

Analysis of the comments and responses given by staff and community members assisted us in completing the job description. This was accomplished working with Village Administrator Karl Frantz. Following the completion of the job description, the position was posted on the Wisconsin Department of Justice WILENET (Wisconsin Law Enforcement



Network), which is accessible to the public. Interim Chief Jansen also requested that the Dane County Chiefs of Police announce the opening. An application deadline was set as July 21, 2017 at 5 p.m.

The application process was designed to recruit candidates who truly possess the characteristics and abilities that are desired by the Village of Shorewood Hills.

The application materials are available on the Village of Shorewood Hills website. Applicants may download the application materials, but are required to submit the completed materials in hard copy. The application packet must include:

1. A cover letter;
2. A current resume;
3. Wisconsin Law Enforcement form DJ-LE-330;
4. Village of Shorewood Hills Employment Application;
5. Five (5) professional references in addition to the personal references on the Employment Application;
6. Completely answered pre-interview questions.

When the deadline has past and all applications have been received, the consultants will review them and those which meet the job requirements will move on to the interview process.

VIII. Proposed Interview Process

The intended interview process is as follows and will occur in August 2017:

1. Interview with a three (3) person law enforcement panel, consisting of executive level Wisconsin Police Officers. The intention is to recommend the best three (3) candidates.
2. Interview with a five (5) person community panel. This will consist of three (3) Village Board members, including the President and the Chairs of the Public Health and Safety and Personnel Committees or their designees, and two (2) non-elected members, one from each committee.



Appendix A

The Village of Shorewood Hills

The Village of Shorewood Hills, Wisconsin is seeking a Police Chief with a unique combination of leadership and supervisory skills, professional knowledge, and a progressive management style to provide innovative leadership to the Shorewood Hills Police Department. The Shorewood Hills Police Department is a full-time, full-service agency consisting of six full time and twelve-part time Police Officers, including Chief, Lieutenant, and Sergeant/Detective.

The Village of Shorewood Hills is surrounded by the City of Madison in Dane County and is located along the shore of Lake Mendota, adjacent to the west side of the University of Wisconsin-Madison campus. The most current population estimate is 2,077. The Village is growing quickly due to the construction of several multi-unit apartment complexes. It is a full-service municipality with Police, Public Works, Water and Sewer Utilities and Administration provided by the Village. Shorewood Hills contracts with the City of Madison for Fire and Emergency Medical Services. Shorewood Hills prides itself on providing a high level of personalized, efficient service, and is a community where resident involvement in community affairs is very important.

Shorewood Hills has a large number of businesses, mostly located along University Avenue. There is a public elementary school, which receives students not only from the Village, but from the UW-Madison Family Housing facilities. The Village also has a community pool, tennis courts, community center, marina, ice skating rink, and the Blackhawk Country Club. Residents hail from around the world, creating a unique and diverse community.

The Police Chief must be capable of providing strong leadership and professionalism. He or she must be open to input and able to communicate well with elected officials, Department and Village staff, and the public. The duties and responsibilities, as well as the required and desired qualifications are listed on the attached job description.

The compensation package for the Police Chief includes a hiring salary ranging from \$85,000 to \$90,000, dependent on education, experience and qualifications. The Chief will also receive an attractive benefit package including health insurance, participation in the Wisconsin Retirement System, life and disability insurance, paid vacations and holidays.



To apply, you may download the Police Chief Job Description and application packet, complete it and submit it in hard copy to: **Colleen Albrecht, Village Clerk, Village of Shorewood Hills, 810 Shorewood Blvd., Madison, WI 53705.**

Your completed application packet must include a Cover Letter, Application, Form DJ-LE-330, Resume, and Pre-Interview Questionnaire. Incomplete applications will not be considered. **The deadline for receipt of applications is 5:00 p.m., July 21, 2017.**



Appendix B

VILLAGE OF SHOREWOOD HILLS POLICE CHIEF JOB DESCRIPTION

General

Under the general direction of the Village Administrator the person in this position will organize and supervise all department activities. The Chief is responsible for maintaining policies and procedures consistent with current police practices, state and federal laws. The Police Chief must provide strong leadership and professionalism in order to foster strong community relations and an atmosphere of respect for its staff and the public.

Duties and Responsibilities

The position of Chief of Police includes, but is not limited to the following duties and responsibilities:

1. Oversee enforcement of local ordinances, state and federal laws, and other regulations and rules.
2. Plan, organize, and supervise the day-to-day operation of the Police Department.
3. Develop, update and implement departmental policies and procedures.
4. Oversee training and education of department personnel consistent with current standards and best practice methods.
5. Maintain department discipline and ethics.
6. Consult with Village Administrator and Personnel Committee on discipline issues involving suspension or dismissal.
7. Ensure that the work schedule is filled covering all patrol shifts.
8. Recommend necessary personnel changes consistent with the Village Personnel Manual.
9. Develop a recruitment plan to maintain the authorized staffing, and to the extent possible, anticipate resignations and consult with the Village Administrator on hiring authorization.
10. Prepare and present the annual department budget to the Village Administrator, Public Health and Safety Committee, and the Finance Committee; administer the adopted budget responsibly and efficiently.
11. Develop a long-range strategic plan for the department in consultation with the Village Administrator and Public Health and Safety Committee for presentation to the Village Board, where appropriate.
12. Attend meetings of the Village Board, Public Health and Safety Committee, Personnel Committee, Finance Committee, and other committees or groups as requested.
13. Act as the official custodian of all police department records.
14. Oversee purchases and maintenance of all department vehicles and equipment.



Qualifications – Required

The Police Chief must be certified or capable of being certified as a law enforcement officer by the State of Wisconsin and possess the requisite characteristics, knowledge and abilities to perform this job. These include, but are not limited to, the following:

1. A minimum of seven (7) years of full-time law enforcement experience, with a minimum of three (3) years supervisory experience.
2. Residency in Dane County within six (6) months of appointment.
3. Ability to provide strong leadership, to be a team builder, a team leader, a team player and coach.
4. Thorough knowledge of modern policing principles, best practices in crime prevention, investigation, problem-solving techniques; the ability to implement community oriented policing practices and programs.
5. General knowledge of court practices and procedures.
6. Extensive knowledge of firearms, vehicle operation, evidence collection, and basic first aid, including CPR and AED use.
7. Demonstrated ability to plan, organize, assign, and supervise work.
8. Ability to clearly explain and interpret local ordinances as well as applicable state and federal laws.
9. Ability to maintain accurate and complete records and prepare clear and detailed reports; ability to track and understand data, and apply that data to make informed decisions.
10. Ability to work and partner with members of a diverse community, the Village Administrator and Village Board; an excellent communicator with the interpersonal skills to talk with and listen to persons from all walks of life.
11. Ability to perform patrol duties and work patrol shifts as needed or assigned, for the benefit of the Department and Village.
12. Familiarity with current technology, including the ability to utilize social media to maximum benefit.
13. Knowledge of, and ability to implement, continuous improvement practices.

Qualifications – Desired

1. Specialized police management training.
2. Knowledge of the Village, surrounding communities, and the UW–Madison Campus.
3. Knowledge of availability of grants and other funding available to enhance the administration or operation of the police department and the ability to apply for such funding.
4. Bachelor's degree.

Appendix C

VILLAGE OF SHOREWOOD HILLS APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) applied for:	Date of application:	
Name: Last	First	Middle Initial
Address: Number Street	City	State Zip Code
Telephone Number(s): Home: Work: Cell Phone:	WI Driver's License Number:	
e-mail Address:		

Will you be 18 years old or older when your Village employment starts? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes
 No

Have you ever filed an application with us before? Yes No
If yes, give date(s) _____

Have you ever been employed with us before? Yes No
If yes, give date(s) _____

Are you currently employed? Yes No

May we contact your current employer? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

Are you available to work: Full-Time? Part-Time? Shift Work? Temporary?

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Have you been convicted of any offense including civil forfeiture, misdemeanor or felony,
or are you the subject of any pending charges? Yes No
If yes, please identify the nature the conviction and the circumstances surrounding it:

The existence of a conviction or pending charges will not necessarily disqualify an applicant from employment



PERSONAL REFERENCES

1.		
	(Name)	(Phone #)
	(Address)	
2.		
	(Name)	(Phone #)
	(Address)	
3.		
	(Name)	(Phone #)
	(Address)	
4.		
	(Name)	(Phone #)
	(Address)	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized party of the Village of Shorewood Hills.

I understand that any false or misleading information given in my application or interview(s) may result in me not being considered for the position or, if hired, termination of my employment. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

Please return the completed form along with Cover Letter, Resume, DJ-LE-330 and Pre-Interview Questionnaire. The Resume must include education, work experience, additional specialized training, affiliations, professional group memberships, volunteer experience and 5 Professional References, in addition to the Personal References listed on the Application.



