

VILLAGE OF SHOREWOOD HILLS

BOARD OF TRUSTEES

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

Monday October 16, 2017

Village Hall, 810 Shorewood Boulevard

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Procedures Orientation
 - i) Committee Minutes
5. Appearances and Communications
 - i) Golf Program Update -Derek Schnarr, head golf pro at the Blackhawk Country Club
6. Board Matters
 - A. Payment of Bills
 - B. Consent Agenda
 - i) Minutes of September 18
 - C. Ordinances
 - D. New Business Resolutions and Motions
 - i) Consider approval of special exception permit to exceed height limit 3616 Lake Mendota Drive
 - ii) Consider approval of conditional permit for new home construction 3616 Lake Mendota Drive
 - iii) Resolution R-2017-8 Adopting the Village of Shorewood Hills Annex to the Dane County Hazard Mitigation plan
 - iv) Consider approval of quote to replace air handling unit at Village Hall
 - v) Consider Administrative office reorganization and promotion of Deputy Clerk to Clerk and Administrative Assistant /Emergency Services Corridor to Administrative Services Manager/Deputy Clerk both at Grade 16 Step 4 exempt effective November 1, 2017
 - vi) Consider extension of Resolution R-2015-11 providing a health insurance opt out incentive
 - vii) Consider authorizing compensation to salaried staff for data crash recovery work
 - viii) Consider additional compensation to Pool Manager for extended season work
 - ix) Approve final payment to Riesling Group for Police Chief recruitment services
 - x) Consider proposed Business Continuity Planning Initiative
 - xi) Appointments
 - E. Reports of Officials and Committees
 - i) Village President

- (a) Review future meeting dates
- ii) Village Administrator
 - (a) Update on computer system failure and data restoration

- F. Personnel Committee
- G. Finance Committee
- H. Plan Commission
- I. Public Works Committee
- J. Services Committee
- K. Public Health & Safety Committee
- L. Recreation Committee
- M. Ad hoc Sustainability Committee
- N. Ad hoc Heiden Haus Area Committee
- O. Parks Committee
- P. Golf Committee
- Q. Pool Committee
- R. Joint West Committee

7. Adjourn

Please take notice that the Board may adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in closed session (data crash compensation and reorganization promotions).

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

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

NOTES TO THE AGENDA OCTOBER 16, 2017

Payment of Bills – The bills are enclosed. The monthly general fund YTD financial statement is also included in the packet. This represents a major accomplishment and milestone symbolic of the efforts of our Village Clerk, Deputy Clerk and Administrative Assistant/Emergency Services Coordinator’s work on the accounting system data recovery and restoration project.

September prepaids:	\$40,995.73
October bills:	\$288,051.92
TOTAL:	\$329,047.65

Consent Agenda

Minutes of September 18 – Draft minutes are enclosed.

Board Matters

Consider approval of special exception permit to exceed height limit 3616 Lake Mendota Drive – The Plan Commission is recommending approval of this permit that will allow an exception to the height restriction of 30 feet for this new home by up to 48 inches. The Plan Commission findings on the request are enclosed as is the application and plan set. No one other than the applicant registered support or opposition at the public hearing. One letter of support was submitted. The property is across from the golf course and the topography is challenging with its significant slope toward the lake. The home complies with floor area limits.

Consider approval of conditional permit for new home construction 3616 Lake Mendota Drive – The Plan Commission is recommending approval of this permit that will allow for construction of a new home at 3616 Lake Mendota Drive. A copy of the application, plan set and the Plan Commission findings are enclosed.

Resolution R-2017-8 Adopting the Village of Shorewood Hills Annex to the Dane County Hazard Mitigation plan – The resolution, copy of the plan and a support memo from David Sykes is include in the packet. This is a county initiative with support and involvement of Dane County municipalities.

Consider approval of quote to replace air-handling unit at Village Hall – This matter was deferred at the last meeting. Crew Chief John Mitmoen has verified that the unit the Village is purchasing is the highest efficiency unit available. It also matches efficiency of the highest efficiency unit we could purchase from the firm with the higher quote. Additional-supporting documentation is included in the packet. The low quote including a hail guard the Crew Chief recommends is from Harker Heating at a cost of \$16,366.

In 2017, the Village issued debt for capital improvements spending (\$200,000) that can be used for the air handling expenses or residual money in the capital fund may also be used. This unit is over twenty years old, is failing and in poor condition. Nickel and dime repairs are in excess of \$1,000 per occurrence. It was scheduled for replacement in 2018/19.

Consider Administrative office reorganization and promotion of Deputy Clerk to Clerk and Administrative Assistant /Emergency Services Corridor to Administrative Services Manager/Deputy Clerk both at Grade 16 Step 4 exempt effective November 1, 2017 –The Personnel Committee recommends that the Village proceed with the Administrative office reorganization and organization succession plan. The old job description questionnaires for the Clerk, Deputy Clerk and Administrative Assistant were reviewed and work reallocated between a redefined Clerk position and a new job to be titled Administrative Services Manager/Deputy Clerk. Carlson Dettmann has reviewed the new job duties (marked up job description questionnaires) and recommends that both positions be placed in Grade 16 step 4 of the pay plan with a corresponding salary increase of approximately 10%. Their memo is attached. In deciding upon the step placement, average overtime was also considered. The new positions will be classified exempt and will not be subject to overtime. The new positions are also two grades below the present retiring Village Clerk.

The recommended action is to promote Deputy Clerk Karla Endres (10 years of service) to the position of Clerk to be classified at Grade 16 step 4 of the pay plan at \$28.20 per hour based on 2080 hours or \$58,656 per year. Administrative Assistant/Emergency Services Coordinator David Sykes (32 years of service) to be promoted to a newly created position titled Administrative Services Manager/Deputy Clerk also in grade 16 step 4, both effective November 1, 2017. The positions are exempt. The recommended changes provide a career opportunity for existing staff, leaves salary room for hiring a new employee to fill some vacated duties, provides for an orderly transition and will save the Village money over present payroll costs in the department. The extent of the savings will depend upon the pay rate of the new hire. In consultation with Police and Administrative staff, we will also be considering possible opportunities with the newly created position to include cross training and duties in the Police Department and/or Court to back up and help relieve workload of the Police/Court Clerk. Whether that will be workable practically is not known presently, but staff will be exploring it.

It is important to understand that this is a departmental reorganization and succession plan. The Village Administrator will act as department head, the existing Clerk/Finance Coordinator job is being eliminated and restructured into two positions each taking responsibilities of the current Clerk as well as retaining numerous of their existing responsibilities as Deputy Clerk and Administrative Assistant. This reorganization plan does not make practical sense unless the two existing office staff are utilized. They will retain numerous and significant existing duties they already perform and adding new ones. Cross training with each other and mentoring with the Clerk has been ongoing getting prepared to assume these new responsibilities. After they take on their new roles, a new position will need to be created and filled for duties they shed.

For your reference, the 2017 pay plan is also attached.

Consider extension of Resolution R-2015-11 providing a health insurance opt out incentive
The Village extended this 2015 resolution last year with a sunset clause. The resolution is enclosed. There are seven employees who have chosen to opt out of the Village's health insurance plan. One more than last year. .A eleven employees participate in the insurance plan. One less than last year. Six on family and five single. The 2018 Village employer monthly share

of premium under a family plan is \$1561.70 and the single employer share is \$664. 18. The opt out provision is working very well for the Village and the staff.

2016 Board minute excerpts:

iii) Consider extension of Resolution R-2015-11 providing a health insurance opt out Incentive Ms. Borisy-Rudin moved and Mr. Lederer seconded a motion to provide full time employees who are eligible for health insurance coverage through the Village but decline it, and who provide proof of alternative health insurance, a \$2,000 annual incentive to be paid out in 24 equal installments coinciding with the biweekly Village payroll. Without Board action to extend it, the opt out incentive will sunset at the end of 2017. Motion passed unanimously.

Consider authorizing compensation to salaried staff for data crash recovery work

The Personnel and Finance Committees are recommending that some salaried staff be provided compensation for time devoted to the data crash recovery. In some pay periods, the two-week hourly totals have been in excess of 130. The Village will be filing an insurance claim when the recovery effort is done. Consulting help using our software support (Civics Systems) costs \$125 – \$175 per hour and most of the work would literally be impossible for them to do and certainly would be much more expensive. A closed session is on the agenda to further discuss this matter.

Consider additional compensation to Pool Manager for extended season work - UW Varsity Swimming is using the pool in the offseason for 2 hrs, 4 days a week at \$250/hr. That comes out to \$500/day or \$2000/week of income. That is on top of what UW pays to cover the cost for heat, electric, water, and chemical usage to keep the pool running. If you take out the \$600/week the Pool Committee recommends in additional wages for the manager, the pool brings nets income of \$1400/week. Its sounds like last week was the last week of the "extended/rental season" so for 4 weeks the pool will net an extra \$5,600. The additional duties that are required of the manager are attached.

Approve final payment to Riesling Group for Police Chief recruitment services – The Board authorized \$39,024 for the services of interim Chief Jerry Jansen and the Riseling Group for the Chief recruitment and organization review. The Riseling Group had to do more on the recruitment end than was originally anticipated, and there were a few more twists and turns than expected. The consulting charge was \$125 an hour, where Mr. Jansen was at \$42. The Village still broke close to even taking the wage and benefits costs of the Chief who retired in June into account. The last invoice is enclosed which will bring the final cost to \$43,169.

Consider proposed Business Continuity Planning Initiative - Trustee DeVito has graciously lended his expertise and drafted the enclosed document. It details a process with the goal to help ensure the Village identifies and is prepared to deal with and mitigate the potential for interruptions in business continuity.

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-211539 DENTAL INSURANCE - EMPLOYEE							
4213	DELTA DENTAL OF WISCONSIN	EMPLOYEE PREMIUM	4107	09/26/2017	1,066.05	1,066.05	09/26/2017
Total 100-211539 DENTAL INSURANCE - EMPLOYEE:					1,066.05	1,066.05	
100-51-5143-300 PERSONNEL: RETIREES INS PREM							
4213	DELTA DENTAL OF WISCONSIN	ANNUITANT PREMIUM	4107	09/26/2017	322.26	322.26	09/26/2017
Total 100-51-5143-300 PERSONNEL: RETIREES INS PREM:					322.26	322.26	
100-51-5112-310 COMMITTEES: SUP & EXPENSE							
10635	JP MORGAN CHASE BANK NA	CAPITAL NEWSPAPERS-PH OX	9252017	09/25/2017	26.11	26.11	09/30/2017
Total 100-51-5112-310 COMMITTEES: SUP & EXPENSE:					26.11	26.11	
100-51-5130-210 LEGAL: GEN. ADVICE & COUNSEL							
10635	JP MORGAN CHASE BANK NA	STAFFORD-GEN MUNICIPAL A	9252017	09/25/2017	971.00	971.00	09/30/2017
Total 100-51-5130-210 LEGAL: GEN. ADVICE & COUNSEL:					971.00	971.00	
100-51-5130-211 LEGAL: ORDINANCE PROSECUTIONS							
10635	JP MORGAN CHASE BANK NA	STAFFORD-ORD ENFORCEME	9252017	09/25/2017	634.00	634.00	09/30/2017
Total 100-51-5130-211 LEGAL: ORDINANCE PROSECUTIONS:					634.00	634.00	
100-51-5141-380 ADMIN: STAFF SUNSHINE FUND							
10635	JP MORGAN CHASE BANK NA	PICK N SAVE-SUNSHINE FUND	9252017	09/25/2017	42.64	42.64	09/30/2017
Total 100-51-5141-380 ADMIN: STAFF SUNSHINE FUND:					42.64	42.64	
100-51-5142-310 CLERK: SUP & EXPENSES							
10635	JP MORGAN CHASE BANK NA	CREDIT FOR FRAUD CHARGE-	9252017	09/25/2017	115.92-	115.92-	09/30/2017
10635	JP MORGAN CHASE BANK NA	H&M CHARGE-FRAUDULENT C	9252017	09/25/2017	115.92	115.92	09/30/2017
10635	JP MORGAN CHASE BANK NA	PELLITTER-DATA SHRED ADMI	9252017	09/25/2017	11.65	11.65	09/30/2017
10635	JP MORGAN CHASE BANK NA	GORDON FLESCH-COPIER AD	9252017	09/25/2017	137.37	137.37	09/30/2017
10635	JP MORGAN CHASE BANK NA	AMAZON-AED BATTERY	9252017	09/25/2017	130.58	130.58	09/30/2017
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					279.60	279.60	
100-51-5143-200 PERSONNEL: RECRUITMENT							
10635	JP MORGAN CHASE BANK NA	JIMMY JOHNS-FOOD POLICE C	9252017	09/25/2017	65.61	65.61	09/30/2017
Total 100-51-5143-200 PERSONNEL: RECRUITMENT:					65.61	65.61	
100-51-5145-210 D.P.: CONTRACTUAL SERVICES							
10635	JP MORGAN CHASE BANK NA	GOOGLE-APP USAGE AUGUST	9252017	09/25/2017	165.79	165.79	09/30/2017
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					165.79	165.79	
100-51-5145-340 D.P.: OPERATIONS EXPENSE							
10635	JP MORGAN CHASE BANK NA	CHARTER-TV & INTERNET	9252017	09/25/2017	200.74	200.74	09/30/2017

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-51-5145-340 D.P.: OPERATIONS EXPENSE:					200.74	200.74	
100-51-5160-222 BLDGS & PLANT: TELEPHONE							
10635	JP MORGAN CHASE BANK NA	ATT-MONTHLY PHONES-AUGU	9252017	09/25/2017	401.20	401.20	09/30/2017
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					401.20	401.20	
100-51-5160-240 BLDGS & PLANT: CONTRACTUAL							
10635	JP MORGAN CHASE BANK NA	BAYTOWEL-DPW TOWELS, MA	9252017	09/25/2017	62.81	62.81	09/30/2017
10635	JP MORGAN CHASE BANK NA	BAYTOWEL=DPW TOWELS, MA	9252017	09/25/2017	125.62	125.62	09/30/2017
Total 100-51-5160-240 BLDGS & PLANT: CONTRACTUAL:					188.43	188.43	
100-52-5210-210 POLICE: CONTRACTUAL SERVICES							
10635	JP MORGAN CHASE BANK NA	MOBILE VISION-CAMERA REPA	9252017	09/25/2017	842.28	842.28	09/30/2017
Total 100-52-5210-210 POLICE: CONTRACTUAL SERVICES:					842.28	842.28	
100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP							
10635	JP MORGAN CHASE BANK NA	PELLITTERI-DATA SHRED POLI	9252017	09/25/2017	11.65	11.65	09/30/2017
10635	JP MORGAN CHASE BANK NA	GORDON FLESCH-COPIER PD	9252017	09/25/2017	32.92	32.92	09/30/2017
10635	JP MORGAN CHASE BANK NA	WALGREENS-SYMPATHY CAR	9252017	09/25/2017	4.21	4.21	09/30/2017
10635	JP MORGAN CHASE BANK NA	USPS-CITATION SENT CERTIFI	9252017	09/25/2017	3.84	3.84	09/30/2017
Total 100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP:					52.62	52.62	
100-52-5210-322 POLICE: TRAINING EXPENSES							
10635	JP MORGAN CHASE BANK NA	TN FOX VALLEY TECH-SERVIC	9252017	09/25/2017	3.00	3.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	FOX VALLEY TECH-OD DEATH I	9252017	09/25/2017	55.00	55.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	CHULA VISTA-PIERCE DINNER	9252017	09/25/2017	15.24	15.24	09/30/2017
10635	JP MORGAN CHASE BANK NA	KIESLER POLICE SUPPLY	9252017	09/25/2017	2,157.57	2,157.57	09/30/2017
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					2,230.81	2,230.81	
100-52-5210-340 POLICE: OPERATING EXPENSE							
10635	JP MORGAN CHASE BANK NA	AMAZON-CAT CARRIER FOR A	9252017	09/25/2017	26.36	26.36	09/30/2017
10635	JP MORGAN CHASE BANK NA	B&H PHOTO-CITATION PAPER	9252017	09/25/2017	299.28	299.28	09/30/2017
10635	JP MORGAN CHASE BANK NA	UPH SELF PAY-BLOOD DRAW J	9252017	09/25/2017	32.00	32.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	ECONOPRINT-PARKING CITATI	9252017	09/25/2017	259.00	259.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	AMAZON-GLOBA/SAT USB GPS	9252017	09/25/2017	28.40	28.40	09/30/2017
10635	JP MORGAN CHASE BANK NA	POSITIVE PROMOTIONS	9252017	09/25/2017	243.40	243.40	09/30/2017
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					888.44	888.44	
100-52-5210-341 POLICE: UNIFORM EXPENSE							
10635	JP MORGAN CHASE BANK NA	GALLS- CHIEF COLLAR BRASS	9252017	09/25/2017	34.20	34.20	09/30/2017
10635	JP MORGAN CHASE BANK NA	JG UNIFORMS-VEST COVER-D	9252017	09/25/2017	137.91	137.91	09/30/2017
10635	JP MORGAN CHASE BANK NA	JG UNIFORMS- CHARGED IN E	9252017	09/25/2017	137.91	137.91	09/30/2017
10635	JP MORGAN CHASE BANK NA	LARK-BALLISTIC VEST-A DOST	9252017	09/25/2017	917.00	917.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	LARK-POLO SHIRT J JANSEN	9252017	09/25/2017	45.45	45.45	09/30/2017
10635	JP MORGAN CHASE BANK NA	LARK PANTS, SHIRT-N DODSW	9252017	09/25/2017	132.90	132.90	09/30/2017
10635	JP MORGAN CHASE BANK NA	LARK-SHIRT CREDIT DOSTALE	9252017	09/25/2017	15.00-	15.00-	09/30/2017
10635	JP MORGAN CHASE BANK NA	JG UNIFORMS-CREDIT FOR CH	9252017	09/25/2017	137.91-	137.91-	09/30/2017
10635	JP MORGAN CHASE BANK NA	MONETTI TAILORING-PATCHES	9252017	09/25/2017	20.00	20.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	MONETTI TAILORING-HEM PAN	9252017	09/25/2017	16.00	16.00	09/30/2017

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-52-5210-341 POLICE: UNIFORM EXPENSE:					1,288.46	1,288.46	
100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT							
10635	JP MORGAN CHASE BANK NA	KAYSER-SQUAD 15 REPAIRS	9252017	09/25/2017	1,394.65	1,394.65	09/30/2017
Total 100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT:					1,394.65	1,394.65	
100-52-5210-370 POLICE: FUEL & OIL							
10635	JP MORGAN CHASE BANK NA	KAYSER-SQUAD 13 OIL CHANG	9252017	09/25/2017	35.00	35.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	KAYSER-SQUAD 15 OIL CHANG	9252017	09/25/2017	35.00	35.00	09/30/2017
Total 100-52-5210-370 POLICE: FUEL & OIL:					70.00	70.00	
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
10635	JP MORGAN CHASE BANK NA	POMPS-PAINT TRAILER TIRES	9252017	09/25/2017	131.44	131.44	09/30/2017
10635	JP MORGAN CHASE BANK NA	SHERWIN WILLIAMS-SUPPLIES	9252017	09/25/2017	31.56	31.56	09/30/2017
10635	JP MORGAN CHASE BANK NA	SHERWIN WILLIAMS-GLASS BE	9252017	09/25/2017	479.35	479.35	09/30/2017
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					642.35	642.35	
100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT							
10635	JP MORGAN CHASE BANK NA	FARM & FLEET-EQUIPMENT GR	9252017	09/25/2017	44.98	44.98	09/30/2017
10635	JP MORGAN CHASE BANK NA	MPC-ROLLER MOWER	9252017	09/25/2017	60.94	60.94	09/30/2017
10635	JP MORGAN CHASE BANK NA	BOBCAT OFMADISON-CLIP,BUL	9252017	09/25/2017	41.23	41.23	09/30/2017
10635	JP MORGAN CHASE BANK NA	MADISON TRUCK EQUIPMENT-	9252017	09/25/2017	136.00	136.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	NAPA PARTS-AIR FILTERS, TIR	9252017	09/25/2017	104.95	104.95	09/30/2017
Total 100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT:					388.10	388.10	
100-53-5320-370 GARAGE: FUEL & OIL							
10635	JP MORGAN CHASE BANK NA	AMSOIL-OIL, DIESEL, FREIGHT	9252017	09/25/2017	313.11	313.11	09/30/2017
Total 100-53-5320-370 GARAGE: FUEL & OIL:					313.11	313.11	
100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC							
10635	JP MORGAN CHASE BANK NA	PELLITTERI-SHACKELTON/AUG	9252017	09/25/2017	8,172.03	8,172.03	09/30/2017
Total 100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC:					8,172.03	8,172.03	
100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP							
10635	JP MORGAN CHASE BANK NA	FARM & FLEET-CRAIGS CLOTH	9252017	09/25/2017	44.98	44.98	09/30/2017
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					44.98	44.98	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
10635	JP MORGAN CHASE BANK NA	MENARDS-HEIDEN HAUS	9252017	09/25/2017	49.96	49.96	09/30/2017
10635	JP MORGAN CHASE BANK NA	FASTENAL-FLOOR SIGNS	9252017	09/25/2017	38.68	38.68	09/30/2017
10635	JP MORGAN CHASE BANK NA	MIDWEST ALARM-SECURITY P	9252017	09/25/2017	2,327.76	2,327.76	09/30/2017
10635	JP MORGAN CHASE BANK NA	MPC-SLEEVES	9252017	09/25/2017	7.47	7.47	09/30/2017
10635	JP MORGAN CHASE BANK NA	NASSCO-BROWN ROLL TOWEL	9252017	09/25/2017	53.73	53.73	09/30/2017
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					2,477.60	2,477.60	
100-55-5500-700 COMMUNITY GARDENS							
10635	JP MORGAN CHASE BANK NA	MENARDS-GARDEN WATER	9252017	09/25/2017	29.89	29.89	09/30/2017

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-55-5500-700 COMMUNITY GARDENS:					29.89	29.89	
100-55-5520-340 PARKS:OPERATING EXPENSE							
10635	JP MORGAN CHASE BANK NA	TREE STUFF-SAFETY SIGNAGE	9252017	09/25/2017	180.89	180.89	09/30/2017
10635	JP MORGAN CHASE BANK NA	KELENY TOP SOIL-STUMP REM	9252017	09/25/2017	90.00	90.00	09/30/2017
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					270.89	270.89	
100-55-5523-350 HORTICULTURE:PLANTINGS							
10635	JP MORGAN CHASE BANK NA	PICK N SAVE-VH PLANTINGS-M	9252017	09/25/2017	96.00	96.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	PICK N SAVE-VH PLANTINGS-M	9252017	09/25/2017	56.00	56.00	09/30/2017
Total 100-55-5523-350 HORTICULTURE:PLANTINGS:					152.00	152.00	
100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN							
10635	JP MORGAN CHASE BANK NA	STEFANS SOCCER-UNIFORMS,	9252017	09/25/2017	2,014.50	2,014.50	09/30/2017
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					2,014.50	2,014.50	
200-53-5361-340 OPERATING SUPPLIES EXPENSE							
10635	JP MORGAN CHASE BANK NA	FARM& FLEET-BRYANS CLOTH	9252017	09/25/2017	119.95	119.95	09/30/2017
10635	JP MORGAN CHASE BANK NA	FABICK CAT 2	9252017	09/25/2017	8.87	8.87	09/30/2017
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					128.82	128.82	
200-53-5361-350 OUTSIDE SERVICES							
10635	JP MORGAN CHASE BANK NA	ATT-TELEMETRY LINE	9252017	09/25/2017	128.29	128.29	09/30/2017
Total 200-53-5361-350 OUTSIDE SERVICES:					128.29	128.29	
210-51-5160-222 BLDG/PLANT: TELEPHONE							
10635	JP MORGAN CHASE BANK NA	5NINES DATA- WIRELESS SER	9252017	09/25/2017	75.00	75.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	5NINES DATA- WIRELESS SER	9252017	09/25/2017	75.00	75.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	SMK SURVEY MONKEY-SURVE	9252017	09/25/2017	35.00	35.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	ATT-UVERSE INTERNET	9252017	09/25/2017	50.83	50.83	09/30/2017
10635	JP MORGAN CHASE BANK NA	MSFT-OFFICE FOR COMPUTER	9252017	09/25/2017	9.96	9.96	09/30/2017
10635	JP MORGAN CHASE BANK NA	MAILCHIMP-EMAIL SYSTEM	9252017	09/25/2017	25.00	25.00	09/30/2017
Total 210-51-5160-222 BLDG/PLANT: TELEPHONE:					270.79	270.79	
210-51-5160-340 BLDG/PLANT: OPERATING SUPPLIES							
10635	JP MORGAN CHASE BANK NA	MENARDS-AIR HOSE & RV ANT	9252017	09/25/2017	51.91	51.91	09/30/2017
Total 210-51-5160-340 BLDG/PLANT: OPERATING SUPPLIES:					51.91	51.91	
210-55-5542-340 POOL: OPERATING SUPPLY & EXP.							
10635	JP MORGAN CHASE BANK NA	WHENIWORK-SCHEDULDING S	9252017	09/25/2017	99.00	99.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	NASSCO-TOILET PAPER, CLEA	9252017	09/25/2017	635.43	635.43	09/30/2017
10635	JP MORGAN CHASE BANK NA	BAYTOWEL-POOL TOWELS, MA	9252017	09/25/2017	79.40	79.40	09/30/2017
10635	JP MORGAN CHASE BANK NA	HELLENBRAND WATER-SOFTE	9252017	09/25/2017	63.92	63.92	09/30/2017
10635	JP MORGAN CHASE BANK NA	HELLENBRAND WATER-SOFTE	9252017	09/25/2017	95.88	95.88	09/30/2017
10635	JP MORGAN CHASE BANK NA	ECONOPRINT-TIMECARDS	9252017	09/25/2017	39.40	39.40	09/30/2017
10635	JP MORGAN CHASE BANK NA	SHOPKEEP.COM-CHECKER DE	9252017	09/25/2017	69.00	69.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	BAYTOWEL-POOL TOWELS, MA	9252017	09/25/2017	111.85	111.85	09/30/2017
Total 210-55-5542-340 POOL: OPERATING SUPPLY & EXP.:					1,193.88	1,193.88	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
210-55-5542-343 CONCESSIONS EXPENSE							
10635	JP MORGAN CHASE BANK NA	BAGELS FOREVER-BAGELS FO	9252017	09/25/2017	6.85	6.85	09/30/2017
10635	JP MORGAN CHASE BANK NA	PICK N SAVE-CONC PROD	9252017	09/25/2017	8.32	8.32	09/30/2017
10635	JP MORGAN CHASE BANK NA	BAGELS FOREVER-BAGELSFO	9252017	09/25/2017	6.60	6.60	09/30/2017
10635	JP MORGAN CHASE BANK NA	ENGELHARDT DAIRY-CONCES	9252017	09/25/2017	301.40	301.40	09/30/2017
10635	JP MORGAN CHASE BANK NA	SHOPKEEP.COM-CONC POS	9252017	09/25/2017	69.00	69.00	09/30/2017
Total 210-55-5542-343 CONCESSIONS EXPENSE:					392.17	392.17	
210-55-5542-344 SPECIAL EVENTS EXPENSE							
10635	JP MORGAN CHASE BANK NA	ROCKY ROCOCO PIZZA-MS PA	9252017	09/25/2017	90.96	90.96	09/30/2017
10635	JP MORGAN CHASE BANK NA	ROCKY ROCOCO PIZZA-MS PA	9252017	09/25/2017	233.36	233.36	09/30/2017
10635	JP MORGAN CHASE BANK NA	WALMART-DRINKS FOR MS PA	9252017	09/25/2017	114.40	114.40	09/30/2017
10635	JP MORGAN CHASE BANK NA	SNAP GEOFILTERS-MS PARTY	9252017	09/25/2017	5.00	5.00	09/30/2017
10635	JP MORGAN CHASE BANK NA	PICK N SAVE-ICE FOR MS PAR	9252017	09/25/2017	17.90	17.90	09/30/2017
Total 210-55-5542-344 SPECIAL EVENTS EXPENSE:					461.62	461.62	
210-55-5542-350 REPAIR/MAINT: SUPPLY & EXPENSE							
10635	JP MORGAN CHASE BANK NA	INTUIT IN SIGN EDGE- RULE B	9252017	09/25/2017	450.00	450.00	09/30/2017
Total 210-55-5542-350 REPAIR/MAINT: SUPPLY & EXPENSE:					450.00	450.00	
210-55-5542-351 REPAIR/MAINT: POOL EQUIPMENT							
10635	JP MORGAN CHASE BANK NA	BADGER SWIMPOOLS-GAUGE	9252017	09/25/2017	70.70	70.70	09/30/2017
Total 210-55-5542-351 REPAIR/MAINT: POOL EQUIPMENT:					70.70	70.70	
210-59-5910-200 COMPUTERS-CHEM AUTOMATION							
10635	JP MORGAN CHASE BANK NA	SPLASHTOP.COM-REMOTE DE	9252017	09/25/2017	60.00	60.00	09/30/2017
Total 210-59-5910-200 COMPUTERS-CHEM AUTOMATION:					60.00	60.00	
400-53-5327-810 COLD STORAGE BUILDING							
10635	JP MORGAN CHASE BANK NA	ULINE-COLD STORAGE SHELV	9252017	09/25/2017	3,190.71	3,190.71	09/30/2017
10635	JP MORGAN CHASE BANK NA	ULINE-CREDIT FOR CHARGE IN	9252017	09/25/2017	3,190.71-	3,190.71-	09/30/2017
10635	JP MORGAN CHASE BANK NA	ULINE-CHARED IN ERROR	9252017	09/25/2017	3,190.71	3,190.71	09/30/2017
Total 400-53-5327-810 COLD STORAGE BUILDING:					3,190.71	3,190.71	
450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN							
10635	JP MORGAN CHASE BANK NA	STAFFORD-ATT PLAZA REDEV	9252017	09/25/2017	336.00	336.00	09/30/2017
Total 450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN:					336.00	336.00	
450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS							
10635	JP MORGAN CHASE BANK NA	WAUSAU TILE-MORNING MOSS	9252017	09/25/2017	3,400.00	3,400.00	09/30/2017
Total 450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS:					3,400.00	3,400.00	
470-51-5141-120 PLANNING LEGAL & ADMIN-PYARE							
10635	JP MORGAN CHASE BANK NA	STAFFORD-PYARE/LODGE RE	9252017	09/25/2017	336.00	336.00	09/30/2017
Total 470-51-5141-120 PLANNING LEGAL & ADMIN-PYARE:					336.00	336.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
10635	JP MORGAN CHASE BANK NA	SAFETY FIRST-SEMI-ANN GAS	9252017	09/25/2017	95.00	95.00	09/30/2017

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					95.00	95.00	
600-53-0682-210 OUTSIDE SERVICES							
10635	JP MORGAN CHASE BANK NA	LW ALLEN-PUMP REPAIR/BUIL	9252017	09/25/2017	3,978.70	3,978.70	09/30/2017
Total 600-53-0682-210 OUTSIDE SERVICES:					3,978.70	3,978.70	
100-57-5752-815 CAP OUTLAY: PD SAFETY EQPT							
2000013	CHAPIN, AARON P	REIMBURSE VEST PURCHASE	4108	09/29/2017	815.00	815.00	09/29/2017
Total 100-57-5752-815 CAP OUTLAY: PD SAFETY EQPT:					815.00	815.00	
Grand Totals:					40,995.73	40,995.73	

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
1106	ACE HILLDALE (DPW)	PAINT	33813	10/05/2017	40.99	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					40.99	.00	
100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP							
1106	ACE HILLDALE (DPW)	RESPIRATOR	33813	10/05/2017	15.99	.00	
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					15.99	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
1106	ACE HILLDALE (DPW)	VAC BAGS	33813	10/05/2017	17.18	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					17.18	.00	
100-55-5500-700 COMMUNITY GARDENS							
1106	ACE HILLDALE (DPW)	GARDEN WATER	33635	09/12/2017	6.86	.00	
Total 100-55-5500-700 COMMUNITY GARDENS:					6.86	.00	
100-52-5210-340 POLICE: OPERATING EXPENSE							
1108	ACE HILLDALE (POLICE)	EPOXY	33053	06/28/2017	7.59	.00	
1108	ACE HILLDALE (POLICE)	SHOP RAGS	33645	09/13/2017	11.99	.00	
1108	ACE HILLDALE (POLICE)	CELL PHONE CHARGER	33704	09/20/2017	9.99	.00	
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					29.57	.00	
100-55-5520-340 PARKS:OPERATING EXPENSE							
1111	ACE HILLDALE (FORESTER) 1111	PLANTER POTS & SOIL	33633	09/12/2017	45.45	.00	
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					45.45	.00	
100-51-5145-350 WEBSITE COSTS							
1850	AVENET LLC	ANNUAL SERVICE/WEB HOSTI	41496	10/11/2017	600.00	.00	
Total 100-51-5145-350 WEBSITE COSTS:					600.00	.00	
100-51-5142-310 CLERK: SUP & EXPENSES							
2003	BADGER STATE INDUSTRIES	ENVELOPES	927-170571	09/18/2017	45.08	.00	
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					45.08	.00	
100-51-5160-222 BLDGS & PLANT: TELEPHONE							
3220	CENTURY LINK	CENTREX LINES:SEPTEMBER	1421701650	09/30/2017	8.60	.00	
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					8.60	.00	
210-55-5542-343 CONCESSIONS EXPENSE							
3352	CITI CARDS (COSTCO)	CONCESSION PRODUCT	10062017	10/06/2017	13.79	13.79	10/06/2017
Total 210-55-5542-343 CONCESSIONS EXPENSE:					13.79	13.79	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-53-5330-230	STR MAINT/REPAIR: ANNUAL CNTCT						
3700	CRACK FILLING SERVICE	CRACK FILL-LOCUST,ROSE,TA	9252017	09/25/2017	8,000.00	.00	
Total 100-53-5330-230 STR MAINT/REPAIR: ANNUAL CNTCT:					8,000.00	.00	
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
4005	D.R.S. LIMITED INC	ASPHALT BLACKHAWK	037154	09/18/2017	138.69	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					138.69	.00	
100-45-4511-000 COURT FINES							
4038	DANE CO TREASURER	SHARED COURT FINES	10122017	10/12/2017	417.50	.00	
Total 100-45-4511-000 COURT FINES:					417.50	.00	
220-51-5160-290 CONTRACTUAL: PIER/BUOY							
4200	DEANO DOCK & LIFT LLC	CONTRACTUAL PIER/BOUY INS	151152	07/18/2017	7,779.66	.00	
4200	DEANO DOCK & LIFT LLC	BARGE SERVICE TO RESET PI	151154	07/19/2017	750.00	.00	
Total 220-51-5160-290 CONTRACTUAL: PIER/BUOY:					8,529.66	.00	
100-51-5160-530 BLDGS & PLANT: RENTAL EXPENSE							
4207	DEGEN AND ASSOCIATES LLC	RENT - 5133 UNIVERSITY AVE	10112017	10/11/2017	2,177.07	.00	
Total 100-51-5160-530 BLDGS & PLANT: RENTAL EXPENSE:					2,177.07	.00	
100-52-5210-322 POLICE: TRAINING EXPENSES							
6645	FOX VALLEY TECHNICAL COLLEGE	WI CRIME VICTIM TRAINING	TPB000042524	08/16/2017	125.00	.00	
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					125.00	.00	
500-53-5364-340 OPERATING SUPPLIES AND EXPENSE							
7625	GOOD OAK LLC	HERBICIDE APPLICATION-BIGF	17-403	09/21/2017	73.99	.00	
Total 500-53-5364-340 OPERATING SUPPLIES AND EXPENSE:					73.99	.00	
210-51-5160-350 BLDG/PLANT: REPAIR/MAINT EXP.							
7716	GREG'S RITE NOW ROOTER LLC	UNRINAL DRAIN CLEANOUT	5256	09/05/2017	174.00	.00	
Total 210-51-5160-350 BLDG/PLANT: REPAIR/MAINT EXP.:					174.00	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
8229	HELT DIVERSIFIED LLC	JUNK FROM QUARRY	307639	09/13/2017	45.00	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					45.00	.00	
100-51-5142-322 CLERK: TRAINING/SEMINARS							
9577	INTL INSTITUTE MUNICIPAL CLERK	MEMBERSHIP DUES:ENDRES	10122017	10/12/2017	160.00	.00	
Total 100-51-5142-322 CLERK: TRAINING/SEMINARS:					160.00	.00	
600-53-0630-340 SUPPLIES AND EXPENSE							
13010	MAILCOM CONSULTING LLC	PRINT,MAIL & STUFF SEPTEMB	14676	09/29/2017	537.10	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					537.10	.00	
100-51-5160-220 BLDGS & PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	810/1008 SHOREWOOD BLVD	40472110	10/09/2017	3,831.56	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-51-5160-220 BLDGS & PLANT: GAS & ELECTRIC:					3,831.56	.00	
100-51-5160-530 BLDGS & PLANT: RENTAL EXPENSE							
13040	MADISON GAS & ELECTRIC	5133 UNIVERSITY AVE	40472110	10/09/2017	23.41	.00	
Total 100-51-5160-530 BLDGS & PLANT: RENTAL EXPENSE:					23.41	.00	
100-53-5300-340 AIDABLE WORK: OPERATING EXP.							
13040	MADISON GAS & ELECTRIC	4502 OLD MIDDLETON	40472110	10/09/2017	33.12	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					33.12	.00	
100-53-5342-220 STREET LIGHTING: POWER							
13040	MADISON GAS & ELECTRIC	2914 OXFORD/900 SW BLVD/14	40472110	10/09/2017	42.12	.00	
13040	MADISON GAS & ELECTRIC	STREET LIGHTING	40472110	10/09/2017	1,543.81	.00	
Total 100-53-5342-220 STREET LIGHTING: POWER:					1,585.93	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/3100 HARVA	40472110	10/09/2017	94.50	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					94.50	.00	
200-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	3336 LMD	40472110	10/09/2017	81.00	.00	
Total 200-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					81.00	.00	
210-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE CT-CONCE	40472110	10/09/2017	284.20	.00	
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE COURT-PO	40472110	10/09/2017	3,974.31	.00	
Total 210-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					4,258.51	.00	
220-51-5160-220 BLDG/PLANT: GAS & ELECTRIC							
13040	MADISON GAS & ELECTRIC	3400/4898 LMD	40472110	10/09/2017	75.94	.00	
Total 220-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					75.94	.00	
600-53-0620-220 POWER FOR PUMPING							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK DR/3561 TAL	40472110	10/09/2017	1,400.14	.00	
Total 600-53-0620-220 POWER FOR PUMPING:					1,400.14	.00	
100-52-5210-322 POLICE: TRAINING EXPENSES							
13082	MADISON CITY TREASURER	INSTRUCTOR DEVELOP COUR	13104	09/25/2017	350.00	.00	
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					350.00	.00	
100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT							
13085	MADISON TREASURER, CITY OF	4694 UNIVERSITY AVE-STORM	12027193	09/22/2017	14.88	.00	
Total 100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT:					14.88	.00	
100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE							
13085	MADISON TREASURER, CITY OF	WATER/FIRE-810 SW BLVD	12025285	09/21/2017	27.71	.00	
13085	MADISON TREASURER, CITY OF	810 SW BLVD-FIRE PROTECTIO	12027103	09/22/2017	19.80	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					47.51	.00	
600-53-0610-601 PURCHASED WATER							
13085	MADISON TREASURER, CITY OF	810 SW BLVD-FLAT RATE	12025280	09/22/2017	447.60	.00	
13085	MADISON TREASURER, CITY OF	PIT-LAKE MENDOTA DRIVE	12025281	09/21/2017	2,149.50	.00	
13085	MADISON TREASURER, CITY OF	PIT-SW BLVD AT TRACKS	12025282	09/21/2017	126.45	.00	
13085	MADISON TREASURER, CITY OF	PIT-MAPLE TER-LOCUST	12025284	09/21/2017	16,472.16	.00	
Total 600-53-0610-601 PURCHASED WATER:					19,195.71	.00	
400-53-5327-810 COLD STORAGE BUILDING							
13120	MCKEE ASSOCIATES INC	2017 PUBLIC WORKS COLD ST	5	10/11/2017	107,160.88	.00	
Total 400-53-5327-810 COLD STORAGE BUILDING:					107,160.88	.00	
100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP							
13365	MIDDLETON FARMERS CO-OP INC	RAKES	299795	09/25/2017	23.96	.00	
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					23.96	.00	
210-55-5542-339 POOL: CHEMICALS							
13384	MIDWEST POOL SUPPLY COMPAN	BULK CHLORINE	70919	09/12/2017	419.94	.00	
13384	MIDWEST POOL SUPPLY COMPAN	BULK CHLORINE	70994	09/20/2017	292.00	.00	
13384	MIDWEST POOL SUPPLY COMPAN	BULK CHLORINE	71097	09/29/2017	344.00	.00	
Total 210-55-5542-339 POOL: CHEMICALS:					1,055.94	.00	
600-53-5403-590 PAYMENT IN LIEU OF TAX							
16850	PUBLIC SERVICE COMMISSION	2017-18 ADVANCE ASSESSME	RA18-I-05450	09/28/2017	455.39	.00	
Total 600-53-5403-590 PAYMENT IN LIEU OF TAX:					455.39	.00	
100-52-5210-370 POLICE: FUEL & OIL							
19311	SHELL OIL CO:POLICE ACCT	FUEL FOR SQUADS	10062017	10/06/2017	651.94	.00	
Total 100-52-5210-370 POLICE: FUEL & OIL:					651.94	.00	
100-51-5160-221 BLDGS & PLANT: WATER							
19337	SHOREWOOD HILLS WATER & SE	910100 W/S 810 SHOREWOOD	9302017	10/12/2017	90.17	.00	
19337	SHOREWOOD HILLS WATER & SE	3589000 W/S HEIDEN	9302017	10/12/2017	152.39	.00	
19337	SHOREWOOD HILLS WATER & SE	1058300 W/S RINK	9302017	10/12/2017	114.75	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 W/S GARDENS	9302017	10/12/2017	201.78	.00	
19337	SHOREWOOD HILLS WATER & SE	1058000 W/S 1008 SHOREWOOD	9302017	10/12/2017	381.08	.00	
Total 100-51-5160-221 BLDGS & PLANT: WATER:					940.17	.00	
100-51-5160-223 BLDGS & PLANT:STORMWATER CHRGR							
19337	SHOREWOOD HILLS WATER & SE	910300 SE 810 SHOREWOOD B	9302017	10/12/2017	27.54	.00	
19337	SHOREWOOD HILLS WATER & SE	2303000 SE BIG FOOT PARK	9302017	10/12/2017	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	3477500 SE 2700 OXFORD LOT	9302017	10/12/2017	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	1058500 SE 1008 SHOREWOOD	9302017	10/12/2017	102.82	.00	
19337	SHOREWOOD HILLS WATER & SE	1112500 SE 1001 EDGEHILL LO	9302017	10/12/2017	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	908700 SE 3264 UNIV AVE LOT	9302017	10/12/2017	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	1128500 SE OAK WAY LOTS	9302017	10/12/2017	55.08	.00	
19337	SHOREWOOD HILLS WATER & SE	2237500 SE FOUR CORNERS L	9302017	10/12/2017	36.72	.00	
19337	SHOREWOOD HILLS WATER & SE	1056500 SE ENTRYWAY PARKS	9302017	10/12/2017	36.72	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 SE GARDENS	9302017	10/12/2017	9.18	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
19337	SHOREWOOD HILLS WATER & SE	1058000 SE 1008 SHOREWOOD	9302017	10/12/2017	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	2331400 SE MCKENNA PARK	9302017	10/12/2017	73.44	.00	
19337	SHOREWOOD HILLS WATER & SE	910200 SE 810 SHOREWOOD B	9302017	10/12/2017	154.22	.00	
19337	SHOREWOOD HILLS WATER & SE	3589000 SE HEIDEN	9302017	10/12/2017	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	1126300 SE QUARRY	9302017	10/12/2017	110.16	.00	
19337	SHOREWOOD HILLS WATER & SE	2285500 SE KOVAL WOODS	9302017	10/12/2017	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	1030500 SE TALLY HO BOOSTE	9302017	10/12/2017	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	3378500 SE BRADLEY PARK	9302017	10/12/2017	18.36	.00	
Total 100-51-5160-223 BLDGS & PLANT:STORMWATER CHRGR:					752.76	.00	
100-55-5533-340 TENNIS: OPERATING EXPENSES							
19337	SHOREWOOD HILLS WATER & SE	3403100 SE POST FARM LOT	9302017	10/12/2017	303.86	.00	
Total 100-55-5533-340 TENNIS: OPERATING EXPENSES:					303.86	.00	
210-51-5160-221 BLDG/PLANT: WATER							
19337	SHOREWOOD HILLS WATER & SE	3403000 W/S COMMUNITY CEN	9302017	10/12/2017	3,155.85	.00	
19337	SHOREWOOD HILLS WATER & SE	3402900 W/S CONCESSIONS	9302017	10/12/2017	99.56	.00	
Total 210-51-5160-221 BLDG/PLANT: WATER:					3,255.41	.00	
210-51-5160-223 BLDGS & PLANT:STORMWATER CHRGR							
19337	SHOREWOOD HILLS WATER & SE	3402900 SE CONCESSIONS	9302017	10/12/2017	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	3403100 SE POST FARM LOT	9302017	10/12/2017	303.86	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 SE COMMUNITY CENT	9302017	10/12/2017	9.18	.00	
Total 210-51-5160-223 BLDGS & PLANT:STORMWATER CHRGR:					322.22	.00	
500-53-5364-340 OPERATING SUPPLIES AND EXPENSE							
19640	SOUTH CENTRAL CONTRACTING	BIGFOOT NEW OVERFLOW	1916	10/11/2017	4,760.00	.00	
19640	SOUTH CENTRAL CONTRACTING	RUSTIC BRIDGE REPAIR & WA	1917	10/11/2017	4,820.00	.00	
Total 500-53-5364-340 OPERATING SUPPLIES AND EXPENSE:					9,580.00	.00	
600-53-0682-210 OUTSIDE SERVICES							
19640	SOUTH CENTRAL CONTRACTING	CURB STOP REPAIR 1505 WOO	1891	09/25/2017	705.00	.00	
Total 600-53-0682-210 OUTSIDE SERVICES:					705.00	.00	
100-55-5537-341 SPEC EVENTS: FIREWORKS EXPENSE							
19670	SPIELBAUER FIREWORKS COMPA	FIREWORKS:2017	17MA4142	04/04/2017	8,740.89	.00	
Total 100-55-5537-341 SPEC EVENTS: FIREWORKS EXPENSE:					8,740.89	.00	
100-53-5365-370 RECYCLING/YARDWASTE:FUEL & OIL							
19841	STOP-N-GO DPW GAS	GAS - DPW	9302017	09/30/2017	543.14	.00	
Total 100-53-5365-370 RECYCLING/YARDWASTE:FUEL & OIL:					543.14	.00	
100-53-5365-370 RECYCLING/YARDWASTE:FUEL & OIL							
19845	STOP-N-GO DPW DIESEL	DIESEL - DPW	09302017	09/30/2017	245.87	.00	
Total 100-53-5365-370 RECYCLING/YARDWASTE:FUEL & OIL:					245.87	.00	
100-56-5640-210 PROF CONSULTANT:PLAN REVIEW							
20670	TOWN & COUNTRY ENGINEERING I	2017 MISCELLANEOUS	18114	10/05/2017	245.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-56-5640-210 PROF CONSULTANT:PLAN REVIEW:					245.00	.00	
400-52-5210-814 TRAFFIC CALMING MEASURES							
20670	TOWN & COUNTRY ENGINEERING I	2017 UNIVERSITY BAY DR TRA	18115	10/05/2017	140.00	.00	
Total 400-52-5210-814 TRAFFIC CALMING MEASURES:					140.00	.00	
400-53-5327-810 COLD STORAGE BUILDING							
20670	TOWN & COUNTRY ENGINEERING I	COLD STORAGE BUILDING	18112	10/05/2017	1,403.65	.00	
Total 400-53-5327-810 COLD STORAGE BUILDING:					1,403.65	.00	
470-51-5141-120 PLANNING LEGAL & ADMIN-PYARE							
20670	TOWN & COUNTRY ENGINEERING I	LOCUST ST AREA IMPROVEME	18113	10/05/2017	7,584.20	.00	
Total 470-51-5141-120 PLANNING LEGAL & ADMIN-PYARE:					7,584.20	.00	
100-51-5151-210 FINANCE: AUDIT SERVICES							
22370	BAKER TILLY VIRCHOW KRAUSE L	PROFESSIONAL AUDIT-RECRE	BT1163182	10/02/2017	1,658.00	.00	
Total 100-51-5151-210 FINANCE: AUDIT SERVICES:					1,658.00	.00	
100-45-4511-000 COURT FINES							
23350	WI DEPT ADMINISTRATION: COURT	SHARED COURT FINES	10122017	10/12/2017	753.60	.00	
Total 100-45-4511-000 COURT FINES:					753.60	.00	
100-52-5210-321 POLICE: DUES & SEMINARS							
23506	WIS CHIEFS OF POLICE ASSOC	ANNUAL DUES	10112017	10/11/2017	130.00	.00	
Total 100-52-5210-321 POLICE: DUES & SEMINARS:					130.00	.00	
100-51-5151-300 BOND ISSUE EXPENSES							
999610	ASSOCIATED TRUST COMPANY	GO REFUNDING BONDS:ANNU	7179	09/11/2017	475.00	.00	
Total 100-51-5151-300 BOND ISSUE EXPENSES:					475.00	.00	
100-55-5523-341 HORTICULTURE: CONSULTANT							
1000852	MURRAY, SUSAN B	HORT CONSULTANT-DESIGN S	239410	10/11/2017	475.17	.00	
Total 100-55-5523-341 HORTICULTURE: CONSULTANT:					475.17	.00	
470-53-5344-862 STREET IMPROVEMENTS: TIF 4							
2000012	DANE COUNTY CONTRACTING LLC	LOCUST & UNIV BAY DR IMPRO	1	10/12/2017	88,256.14	.00	
Total 470-53-5344-862 STREET IMPROVEMENTS: TIF 4:					88,256.14	.00	
Grand Totals:					288,051.92	13.79	

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

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

VILLAGE OF SHOREWOOD HILLS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>TAXES</u>						
100-41-4111-000	GENERAL PROPERTY TAXES	.00	.00	2,563,496.00	(2,563,496.00)	.00
100-41-4131-000	PAYMENTS IN LIEU OF TAX	.00	.00	60,000.00	(60,000.00)	.00
100-41-4181-000	INTEREST & PENALTIES ON TAXES	.00	.00	500.00	(500.00)	.00
	TOTAL TAXES	.00	.00	2,623,996.00	(2,623,996.00)	.00
<u>INTERGOVERNMENTAL REVENUE</u>						
100-43-4330-000	FED/STATE DISASTER RELIEF	.00	.00	.00	.00	.00
100-43-4341-000	STATE SHARED REVENUE	.00	.00	20,889.00	(20,889.00)	.00
100-43-4342-000	FIRE INSURANCE PREMIUM-2% DUES	.00	21,217.17	19,576.00	1,641.17	108.38
100-43-4351-000	STATE AID: EXEMPT COMPUTERS	.00	.00	44,075.00	(44,075.00)	.00
100-43-4352-100	LAW ENFORCEMENT TRAINING AIDS	.00	.00	1,800.00	(1,800.00)	.00
100-43-4352-105	PUBLIC SAFETY EQUIPMENT AIDS	.00	.00	.00	.00	.00
100-43-4352-110	GRANTS TO POLICE DEPARTMENT	.00	896.50	.00	896.50	.00
100-43-4353-000	STATE AID: HIGHWAY	.00	149,107.86	298,862.00	(149,754.14)	49.89
100-43-4353-100	LOCAL ROADS GRANT	.00	.00	.00	.00	.00
100-43-4353-300	STATE FEMA GRANT	.00	.00	.00	.00	.00
100-43-4358-000	FORESTRY GRANTS	.00	.00	.00	.00	.00
100-43-4360-000	DANE CTY GRANT: LAND CONS DEPT	.00	.00	.00	.00	.00
	TOTAL INTERGOVERNMENTAL REVENUE	.00	171,221.53	385,202.00	(213,980.47)	44.45
<u>LICENSES & PERMITS</u>						
100-44-4411-000	LICENSES: LIQUOR/MALT BEVERAGE	.00	4,880.00	5,050.00	(170.00)	96.63
100-44-4412-000	LICENSES: OTHER BUS/OCCUPATION	.00	2,750.00	3,000.00	(250.00)	91.67
100-44-4421-000	LICENSES: BICYCLE	.00	6.00	60.00	(54.00)	10.00
100-44-4422-000	LICENSES: DOG & CAT	(2,695.75)	1,008.25	4,000.00	(2,991.75)	25.21
100-44-4423-000	LICENSES: MISC	.00	930.00	700.00	230.00	132.86
100-44-4431-000	PERMIT/INSPCTN FEES: BUILDINGS	.00	19,440.10	17,000.00	2,440.10	114.35
100-44-4432-000	PERMIT/INSPCTN FEES: HVAC	.00	7,322.47	6,000.00	1,322.47	122.04
100-44-4433-000	PERMIT/INSPCTN FEES: ELECTRICAL	.00	6,367.94	7,000.00	(632.06)	90.97
100-44-4434-000	PERMIT/INSPCTN FEES: PLUMBING	.00	5,405.00	5,000.00	405.00	108.10
100-44-4435-000	PERMIT/INSPCTN FEES: SIGNS	.00	2,200.82	100.00	2,100.82	2,200.82
100-44-4436-000	PERMIT/INSPCTN FEES: SPRNK/FIRE	.00	.00	.00	.00	.00
100-44-4439-000	PERMIT/INSPCTN FEES: MISC.	.00	300.00	450.00	(150.00)	66.67
100-44-4441-000	ZONING FEES	.00	1,900.00	2,300.00	(400.00)	82.61
100-44-4491-000	CABLE TV FRANCHISE FEES	.00	19,381.76	29,000.00	(9,618.24)	66.83
100-44-4492-000	% SURCHARGE FOR RECREATION	.00	.00	7,500.00	(7,500.00)	.00
	TOTAL LICENSES & PERMITS	(2,695.75)	71,892.34	87,160.00	(15,267.66)	82.48
<u>FINES, FORFEITS, & PENALTIES</u>						
100-45-4511-000	COURT FINES	(2,732.40)	16,385.47	30,000.00	(13,614.53)	54.62
100-45-4513-000	PARKING VIOLATIONS	.00	27,780.00	45,000.00	(17,220.00)	61.73

VILLAGE OF SHOREWOOD HILLS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-45-4514-000 POLICE DONATIONS/MISC REVENUES	.00	1,389.74	.00	1,389.74	.00
TOTAL FINES, FORFEITS, & PENALTIES	(2,732.40)	45,555.21	75,000.00	(29,444.79)	60.74
<u>PUBLIC CHARGES FOR SERVICES</u>					
100-46-4611-000 CLERK: MATERIAL & SUPPLY SALES	.00	23.70	.00	23.70	.00
100-46-4612-000 CLERK: EMPLOYEE SUNSHINE FUND	.00	338.80	200.00	138.80	169.40
100-46-4613-000 CLERK: PARKING PERMITS	.00	316.00	800.00	(484.00)	39.50
100-46-4621-000 LAW ENFORCEMENT FEES	.00	348.90	400.00	(51.10)	87.23
100-46-4642-000 WIS MUNICIPAL RECYCLING GRANT	.00	14,891.96	14,138.00	753.96	105.33
100-46-4642-100 RECYCLING PROCEEDS	.00	.00	.00	.00	.00
100-46-4645-000 DISPOSAL REPAIR FEES	.00	.00	.00	.00	.00
100-46-4670-000 BOOK PUBLISHING REVENUES	.00	123.30	250.00	(126.70)	49.32
100-46-4670-100 RESALE BOOK PUBLISHING REVENUE	.00	.00	.00	.00	.00
100-46-4671-000 BOOK SHIPPING INCOME	.00	.00	.00	.00	.00
100-46-4672-000 CONTRIBUTIONS: PARKS & FORESTRY	.00	500.00	.00	500.00	.00
100-46-4672-100 GARDEN PLOT REVENUES	.00	2,520.00	2,000.00	520.00	126.00
100-46-4672-110 CONTRIBUTIONS: GARDEN CLUB	.00	2,500.00	2,500.00	.00	100.00
100-46-4672-130 CONTRIBUTIONS: HORT CONSULTANT	.00	.00	.00	.00	.00
100-46-4673-100 RECREATION: FOUR CORNERS	.00	14,935.00	14,000.00	935.00	106.68
100-46-4673-200 RECREATION: LAND REC	.00	16,888.30	14,250.00	2,638.30	118.51
100-46-4673-210 RECREATION: LAND REC GRANT	.00	.00	.00	.00	.00
100-46-4673-300 RECREATION: TENNIS	.00	25,665.00	28,000.00	(2,335.00)	91.66
100-46-4673-400 RECREATION: BASEBALL	.00	.00	.00	.00	.00
100-46-4673-500 RECREATION: BASKETBALL	.00	2,200.00	2,200.00	.00	100.00
100-46-4673-600 RECREATION: GOLF	.00	3,823.75	7,000.00	(3,176.25)	54.63
100-46-4673-700 RECREATION: KAYAK/CANOE	.00	771.00	700.00	71.00	110.14
100-46-4673-800 RECREATION: INDOOR SOCCER	.00	.00	.00	.00	.00
100-46-4673-900 RECREATION: OUTDOOR SOCCER	.00	1,280.00	8,780.00	(7,500.00)	14.58
100-46-4674-100 COMMUNITY CENTER RENTALS	.00	268.00	3,500.00	(3,232.00)	7.66
100-46-4674-210 JULY 4TH FAMILY PICNIC	.00	1,254.00	1,200.00	54.00	104.50
100-46-4674-220 JULY 4TH FIREWORKS	.00	7,958.79	8,100.00	(141.21)	98.26
TOTAL PUBLIC CHARGES FOR SERVICES	.00	96,606.50	108,018.00	(11,411.50)	89.44
<u>INTERGOVERNMENTAL SERV CHGS</u>					
100-47-4741-000 WATER DEPT: REIMB FOR SERVICES	.00	.00	13,230.00	(13,230.00)	.00
100-47-4742-000 SEWER DIV: REIMB FOR SERVICES	.00	.00	10,710.00	(10,710.00)	.00
100-47-4743-000 WATERFRONT: REIMB FOR SERVICES	.00	.00	16,700.00	(16,700.00)	.00
100-47-4744-000 STORMWATER:REIMB FOR SERVICES	.00	.00	9,000.00	(9,000.00)	.00
TOTAL INTERGOVERNMENTAL SERV CHGS	.00	.00	49,640.00	(49,640.00)	.00
<u>MISCELLANEOUS REVENUE</u>					
100-48-4810-000 INTEREST ON INVESTMENTS	.00	10,845.80	10,000.00	845.80	108.46
100-48-4810-100 BUILD AMERICA BOND SUBSIDY	.00	4,430.42	8,502.00	(4,071.58)	52.11
100-48-4812-000 CAPITAL PROJECT BOND INTEREST	.00	.00	.00	.00	.00

VILLAGE OF SHOREWOOD HILLS
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-48-4815-000 INTEREST ON WATER LOAN	.00	.00	.00	.00	.00
100-48-4821-000 RENT: DUE FROM POOL	.00	.00	40,000.00	(40,000.00)	.00
100-48-4822-000 RENT: BLACKHAWK C.C.	.00	74,997.00	100,300.00	(25,303.00)	74.77
100-48-4823-000 BCC INSURANCE REIMBURSEMENT	.00	.00	.00	.00	.00
100-48-4825-000 RENT: PARKING SPACES	.00	.00	.00	.00	.00
100-48-4827-000 DEVELPR SHARE MAD FIRE EXPENSE	.00	.00	9,584.00	(9,584.00)	.00
100-48-4830-000 MISCELLANEOUS SALES	.00	.00	.00	.00	.00
100-48-4831-000 POLICE/ FIRE SALES	.00	4,801.99	3,500.00	1,301.99	137.20
100-48-4833-000 VILLAGE TREE SALES	.00	9,107.00	4,000.00	5,107.00	227.68
100-48-4836-000 DPW VEHICLE SALES	.00	.00	.00	.00	.00
100-48-4838-000 DANE CTY CALENDARS	.00	796.21	600.00	196.21	132.70
100-48-4840-000 INSURANCE DIVIDENDS	.00	8,888.00	.00	8,888.00	.00
100-48-4850-000 INSURANCE CLAIMS	.00	.00	.00	.00	.00
100-48-4855-000 SHWD LEAGUE/FOUNDATN RECEIPTS	.00	.00	.00	.00	.00
100-48-4895-000 TIF REFUND	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	.00	113,866.42	176,486.00	(62,619.58)	64.52
<u>OTHER FINANCING SOURCES</u>					
100-49-4941-000 MISCELLANEOUS REVENUES	(240.00)	15,001.68	17,000.00	(1,998.32)	88.25
100-49-4944-000 FUND BALANCE APPLIED	.00	.00	141,401.00	(141,401.00)	.00
TOTAL OTHER FINANCING SOURCES	(240.00)	15,001.68	158,401.00	(143,399.32)	9.47
TOTAL FUND REVENUE	(5,668.15)	514,143.68	3,663,903.00	(3,149,759.32)	14.03

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>VILLAGE BOARD</u>						
100-51-5111-310	VILLAGE BOARD: SUP & EXPENSE	.00	3,342.60	1,500.00	(1,842.60)	222.84
100-51-5111-720	VILLAGE BOARD: DONATIONS	.00	.00	.00	.00	.00
	TOTAL VILLAGE BOARD	.00	3,342.60	1,500.00	(1,842.60)	222.84
<u>COMMITTEES</u>						
100-51-5112-310	COMMITTEES: SUP & EXPENSE	.00	226.45	900.00	673.55	25.16
	TOTAL COMMITTEES	.00	226.45	900.00	673.55	25.16
<u>JUDICIAL</u>						
100-51-5120-110	JUDICIAL: SALARY & ALLOWANCES	228.00	2,109.00	2,965.00	856.00	71.13
100-51-5120-120	JUDICIAL: COURT CLERK WAGES	1,800.86	16,276.78	21,822.00	5,545.22	74.59
100-51-5120-150	JUDICIAL: BENEFITS	520.67	4,653.70	6,237.00	1,583.30	74.61
100-51-5120-310	JUDICIAL: OFFC. SUP & EXPENSE	.00	1,201.24	1,700.00	498.76	70.66
100-51-5120-321	JUDICIAL: DUES	.00	140.00	140.00	.00	100.00
100-51-5120-322	JUDICIAL: SEMINARS & TRAINING	.00	1,031.23	1,665.00	633.77	61.94
	TOTAL JUDICIAL	2,549.53	25,411.95	34,529.00	9,117.05	73.60
<u>LEGAL</u>						
100-51-5130-210	LEGAL: GEN. ADVICE & COUNSEL	.00	13,855.78	18,000.00	4,144.22	76.98
100-51-5130-211	LEGAL: ORDINANCE PROSECUTIONS	.00	24,865.68	27,000.00	2,134.32	92.10
	TOTAL LEGAL	.00	38,721.46	45,000.00	6,278.54	86.05
<u>ADMINISTRATION</u>						
100-51-5141-120	ADMIN: WAGES	7,136.59	61,216.10	86,769.00	25,552.90	70.55
100-51-5141-150	ADMIN: BENEFITS	1,807.10	15,620.76	19,447.00	3,826.24	80.32
100-51-5141-320	ADMIN: DUES & SEMINARS	.00	1,614.00	1,700.00	86.00	94.94
100-51-5141-340	ADMIN: MONTHLY BULLETIN	.00	.00	.00	.00	.00
100-51-5141-380	ADMIN: STAFF SUNSHINE FUND	.00	406.73	300.00	(106.73)	135.58
	TOTAL ADMINISTRATION	8,943.69	78,857.59	108,216.00	29,358.41	72.87

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>CLERK</u>						
100-51-5142-120	CLERK: WAGES	7,020.97	60,109.26	84,014.00	23,904.74	71.55
100-51-5142-130	EXTRA OFFICE HELP	1,847.93	14,486.86	17,919.00	3,432.14	80.85
100-51-5142-150	CLERK: BENEFITS	1,649.15	14,439.51	18,862.00	4,422.49	76.55
100-51-5142-310	CLERK: SUP & EXPENSES	12.98	2,465.05	3,900.00	1,434.95	63.21
100-51-5142-322	CLERK: TRAINING/SEMINARS	151.08	1,560.95	800.00	(760.95)	195.12
100-51-5142-340	CLERK: POSTAL EXPENSES	.00	2,182.19	3,500.00	1,317.81	62.35
100-51-5142-500	CLERK: DANE CTY CALENDARS	.00	.00	600.00	600.00	.00
100-51-5142-700	CLERK: LICENSE COSTS	.00	.00	.00	.00	.00
TOTAL CLERK		10,682.11	95,243.82	129,595.00	34,351.18	73.49
<u>PERSONNEL</u>						
100-51-5143-158	PERSONNEL: UNEMPLOYMENT COMP	.00	194.40	.00	(194.40)	.00
100-51-5143-160	PERSONNEL: WORKMAN'S COMP INS	10,887.00	43,253.00	42,547.00	(706.00)	101.66
100-51-5143-190	PERSONNEL: PROVIDED FOR EVALS	.00	1,112.50	.00	(1,112.50)	.00
100-51-5143-200	PERSONNEL: RECRUITMENT	4.99	17,951.26	.00	(17,951.26)	.00
100-51-5143-210	PERSONNEL: MEDICAL EVALUATIONS	.00	316.78	.00	(316.78)	.00
100-51-5143-300	PERSONNEL: RETIREES INS PREM	2,103.46	19,275.67	9,600.00	(9,675.67)	200.79
TOTAL PERSONNEL		12,995.45	82,103.61	52,147.00	(29,956.61)	157.45
<u>ELECTIONS</u>						
100-51-5144-140	ELECTIONS: PER DIEM WAGES	.00	1,526.23	1,100.00	(426.23)	138.75
100-51-5144-340	ELECTIONS: OPERATING SUPPLIES	.00	601.52	400.00	(201.52)	150.38
TOTAL ELECTIONS		.00	2,127.75	1,500.00	(627.75)	141.85
<u>DATA PROCESSING</u>						
100-51-5145-210	D.P.: CONTRACTUAL SERVICES	.00	17,417.78	19,000.00	1,582.22	91.67
100-51-5145-340	D.P.: OPERATIONS EXPENSE	.00	1,411.21	2,700.00	1,288.79	52.27
100-51-5145-350	WEBSITE COSTS	.00	220.91	570.00	349.09	38.76
TOTAL DATA PROCESSING		.00	19,049.90	22,270.00	3,220.10	85.54
<u>FINANCE</u>						
100-51-5151-210	FINANCE: AUDIT SERVICES	.00	46,215.00	26,000.00	(20,215.00)	177.75
100-51-5151-290	LIFE QUEST FEES/OTHER PAYMENTS	.00	.00	.00	.00	.00
100-51-5151-300	BOND ISSUE EXPENSES	575.00	2,950.00	.00	(2,950.00)	.00
TOTAL FINANCE		575.00	49,165.00	26,000.00	(23,165.00)	189.10

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>TREASURY</u>					
100-51-5152-340	TREASURY: OPERATIONS	.00	.00	.00	.00
100-51-5152-390	TREASURY: WRITE-OFF EXPENSE	.00	.00	.00	.00
TOTAL TREASURY		.00	.00	.00	.00
<u>ASSESSOR</u>					
100-51-5153-210	ASSESSOR: CONTRACTUAL EXPENSE	6,472.00	40,447.12	32,000.00 (8,447.12)	126.40
TOTAL ASSESSOR		6,472.00	40,447.12	32,000.00 (8,447.12)	126.40
<u>RISK & PROPERTY MANAGEMENT</u>					
100-51-5154-511	LIABILITY INS (LEAGUE)	11,037.00	44,048.00	43,729.00 (319.00)	100.73
100-51-5154-512	PROPERTY INS (LGPIF)	.00	14,708.00	14,708.00	100.00
TOTAL RISK & PROPERTY MANAGEMENT		11,037.00	58,756.00	58,437.00 (319.00)	100.55
<u>BUILDINGS & PLANT</u>					
100-51-5160-220	BLDGS & PLANT: GAS & ELECTRIC	3,343.15	30,649.31	41,000.00 10,350.69	74.75
100-51-5160-221	BLDGS & PLANT: WATER	.00	2,727.78	8,000.00 5,272.22	34.10
100-51-5160-222	BLDGS & PLANT: TELEPHONE	10.48	3,382.02	5,000.00 1,617.98	67.64
100-51-5160-223	BLDGS & PLANT:STORMWATER CHRG	.00	3,670.17	5,500.00 1,829.83	66.73
100-51-5160-240	BLDGS & PLANT: CONTRACTUAL	.00	2,823.71	3,410.00 586.29	82.81
100-51-5160-530	BLDGS & PLANT: RENTAL EXPENSE	2,212.30	22,624.04	17,290.00 (5,334.04)	130.85
TOTAL BUILDINGS & PLANT		5,565.93	65,877.03	80,200.00 14,322.97	82.14

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD		BUDGET		% OF	
	ACTUAL	YTD ACTUAL	AMOUNT		BUDGET	
<u>POLICE DEPARTMENT</u>						
100-52-5210-110	POLICE: SALARIES & ALLOWANCES	6,764.80	58,820.56	90,282.00	31,461.44	65.15
100-52-5210-120	POLICE: CLERICAL WAGES	5,618.21	50,419.97	71,238.00	20,818.03	70.78
100-52-5210-121	POLICE: OFFICER WAGE & HOLIDAY	24,278.88	218,796.37	312,868.00	94,071.63	69.93
100-52-5210-122	POLICE: OVERTIME WAGES	2,306.57	11,700.50	8,500.00	(3,200.50)	137.65
100-52-5210-124	POLICE: PART-TIME DUTY WAGES	5,205.00	49,942.20	48,000.00	(1,942.20)	104.05
100-52-5210-125	POLICE: DIFFERENTIAL	174.40	1,394.57	2,000.00	605.43	69.73
100-52-5210-128	POLICE: COM SERVICE OFFICERS	996.00	4,578.00	4,400.00	(178.00)	104.05
100-52-5210-129	POLICE: CROSSING GUARD WAG	216.90	3,747.55	5,500.00	1,752.45	68.14
100-52-5210-130	POLICE: EMPLOYMENT BONUS	.00	.00	.00	.00	.00
100-52-5210-150	POLICE: BENEFITS	13,465.44	130,306.81	189,482.00	59,175.19	68.77
100-52-5210-170	POLICE: EDUCATION REIMB	.00	.00	.00	.00	.00
100-52-5210-210	POLICE: CONTRACTUAL SERVICES	5,675.93	8,134.84	11,000.00	2,865.16	73.95
100-52-5210-310	POLICE: OFFICE SUPPLIES & EXP	674.54	2,336.07	2,900.00	563.93	80.55
100-52-5210-321	POLICE: DUES & SEMINARS	.00	929.00	1,500.00	571.00	61.93
100-52-5210-322	POLICE: TRAINING EXPENSES	229.20	3,641.34	8,000.00	4,358.66	45.52
100-52-5210-340	POLICE: OPERATING EXPENSE	.00	9,863.30	14,200.00	4,336.70	69.46
100-52-5210-341	POLICE: UNIFORM EXPENSE	.00	4,039.46	4,500.00	460.54	89.77
100-52-5210-345	POLICE: PROMOTION	.00	.00	.00	.00	.00
100-52-5210-350	POLICE: VEHICLE REPAIR & MAINT	15.80	3,910.12	4,000.00	89.88	97.75
100-52-5210-370	POLICE: FUEL & OIL	590.18	5,981.68	7,000.00	1,018.32	85.45
100-52-5210-380	POLICE: DRUG PREVENTION	.00	.00	200.00	200.00	.00
100-52-5210-390	POLICE: INSURANCE COSTS	.00	.00	.00	.00	.00
	TOTAL POLICE DEPARTMENT	66,211.85	568,542.34	785,570.00	217,027.66	72.37
<u>FIRE DEPARTMENT</u>						
100-52-5220-210	FIRE: CONTRACTUAL EXPENSE	.00	522,280.06	522,280.00	(.06)	100.00
100-52-5220-215	FIRE: 2% DUES TO MAD FIRE DEPT	.00	21,217.17	19,576.00	(1,641.17)	108.38
100-52-5220-310	FIRE: OFFICE SUPPLIES & EXP.	.00	.00	.00	.00	.00
100-52-5220-590	FIRE: HYDRANT RENTAL	.00	.00	168,281.00	168,281.00	.00
	TOTAL FIRE DEPARTMENT	.00	543,497.23	710,137.00	166,639.77	76.53
<u>INSPECTIONS</u>						
100-52-5240-150	INSPECTIONS: BENEFITS	224.60	2,432.78	2,333.00	(99.78)	104.28
100-52-5240-211	INSPECTIONS: BUILDINGS	1,457.05	14,938.54	18,000.00	3,061.46	82.99
100-52-5240-212	INSPECTIONS: HVAC	499.56	5,328.64	5,000.00	(328.64)	106.57
100-52-5240-213	INSPECTIONS: ELECTRICAL	790.97	8,960.45	5,000.00	(3,960.45)	179.21
100-52-5240-214	INSPECTIONS: PLUMBING	249.78	3,122.25	2,500.00	(622.25)	124.89
100-52-5240-340	INSPECTIONS: OPERATIONS	.00	689.00	323.00	(366.00)	213.31
	TOTAL INSPECTIONS	3,221.96	35,471.66	33,156.00	(2,315.66)	106.98

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>EMERGENCY COMMUNICATION</u>					
100-52-5260-290 DANE COUNTY RADIO CONTRACT	.00	4,851.00	2,600.00	(2,251.00)	186.58
TOTAL EMERGENCY COMMUNICATION	.00	4,851.00	2,600.00	(2,251.00)	186.58
<u>PUBLIC WORKS</u>					
100-53-5300-121 AIDABLE WORK: LABOR	4,278.68	43,856.86	62,841.00	18,984.14	69.79
100-53-5300-150 AIDABLE WORK: BENEFITS	909.37	9,421.87	13,416.00	3,994.13	70.23
100-53-5300-340 AIDABLE WORK: OPERATING EXP.	59.76	12,838.49	19,000.00	6,161.51	67.57
100-53-5300-450 SCHOOL SAFE ZONE	.00	.00	.00	.00	.00
100-53-5300-600 AIDABLE: INSURANCE REPAIRS	.00	.00	.00	.00	.00
TOTAL PUBLIC WORKS	5,247.81	66,117.22	95,257.00	29,139.78	69.41
<u>MUNICIPAL GARAGE</u>					
100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT	90.00	13,019.27	18,000.00	4,980.73	72.33
100-53-5320-370 GARAGE: FUEL & OIL	2,703.74	8,702.63	9,000.00	297.37	96.70
TOTAL MUNICIPAL GARAGE	2,793.74	21,721.90	27,000.00	5,278.10	80.45
<u>STREET MAINTENANCE & REPAIR</u>					
100-53-5330-210 STR MAINT/REPAIR: ENGINEERING	.00	782.72	.00	(782.72)	.00
100-53-5330-230 STR MAINT/REPAIR: ANNUAL CNTCT	.00	.00	10,000.00	10,000.00	.00
TOTAL STREET MAINTENANCE & REPAIR	.00	782.72	10,000.00	9,217.28	7.83
<u>STREET LIGHTING</u>					
100-53-5342-220 STREET LIGHTING: POWER	1,553.80	14,141.72	16,000.00	1,858.28	88.39
100-53-5342-340 STREET LIGHTING: CONTRACTUAL	.00	5,751.38	20,000.00	14,248.62	28.76
TOTAL STREET LIGHTING	1,553.80	19,893.10	36,000.00	16,106.90	55.26
<u>STORM SEWERS</u>					
100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT	14.88	115.22	33.00	(82.22)	349.15
TOTAL STORM SEWERS	14.88	115.22	33.00	(82.22)	349.15

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>COMMUNITY CENTER</u>					
100-55-5514-121	COMMUNITY CTR: WAGES	18.48	558.91	415.00 (143.91)	134.68
100-55-5514-150	COMMUNITY CTR: WAGE BENEFITS	2.68	80.87	89.00	90.87
100-55-5514-220	COMMUNITY CTR: GAS & ELECTRIC	.00	5,102.25	7,000.00	1,897.75
	TOTAL COMMUNITY CENTER	21.16	5,742.03	7,504.00	1,761.97
<u>PARKS</u>					
100-55-5520-121	FORESTER: WAGES	4,392.01	40,606.13	60,964.00	20,357.87
100-55-5520-122	GRANT FUNDED HORT WAGES	.00	.00	.00	.00
100-55-5520-125	HORT ASSISTANT WAGES	99.00	12,381.50	14,500.00	2,118.50
100-55-5520-150	FORESTER: WAGE BENEFITS	1,224.70	11,909.26	17,022.00	5,112.74
100-55-5520-320	PARKS:PROJECTS	.00	5,429.86	6,500.00	1,070.14
100-55-5520-340	PARKS:OPERATING EXPENSE	11.98	3,104.90	4,350.00	1,245.10
100-55-5520-342	VILLAGE TREE SALES COSTS	.00	10,734.45	4,000.00 (6,734.45)	268.36
100-55-5520-350	MCKENNA PARK	.00	.00	.00	.00
100-55-5520-370	FORESTER: FUEL & OIL	.00	.00	.00	.00
	TOTAL PARKS	5,727.69	84,166.10	107,336.00	23,169.90
<u>HORTICULTURIST</u>					
100-55-5523-341	HORTICULTURE: CONSULTANT	280.00	1,522.50	.00 (1,522.50)	.00
100-55-5523-343	HORTICULTURE: REFORESTATION	.00	7,736.50	8,000.00	263.50
100-55-5523-350	HORTICULTURE:PLANTINGS	.00	2,194.12	1,700.00 (494.12)	129.07
100-55-5523-550	FORESTRY GRANTS	.00	.00	.00	.00
100-55-5523-600	TREE MAINTENANCE	.00	21,399.50	32,000.00	10,600.50
100-55-5523-650	TREE REMOVALS	.00	19,073.00	20,000.00	927.00
	TOTAL HORTICULTURIST	280.00	51,925.62	61,700.00	9,774.38
<u>FOUR CORNERS PROGRAM</u>					
100-55-5531-121	FOUR CORNERS: WAGES	.00	14,299.19	14,000.00 (299.19)	102.14
100-55-5531-150	FOUR-CORNERS: BENEFITS	.00	1,093.95	1,071.00 (22.95)	102.14
100-55-5531-340	FOUR CORNERS: OPERATING EXPNSE	.00	2,029.49	2,600.00	570.51
	TOTAL FOUR CORNERS PROGRAM	.00	17,422.63	17,671.00	248.37

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>LAND RECREATION PROGRAM</u>					
100-55-5532-121	LAND RECREATION: WAGES	.00	15,681.26	13,300.00 (2,381.26)	117.90
100-55-5532-150	LAND RECREATION: BENEFITS	.00	1,198.78	1,017.00 (181.78)	117.87
100-55-5532-340	LAND RECREATION: OPERATING EXP	.00	2,188.15	2,000.00 (188.15)	109.41
	TOTAL LAND RECREATION PROGRAM	.00	19,068.19	16,317.00 (2,751.19)	116.86
<u>TENNIS PROGRAM</u>					
100-55-5533-121	TENNIS: WAGES	.00	18,699.75	18,500.00 (199.75)	101.08
100-55-5533-150	TENNIS: BENEFITS	.00	1,430.54	1,415.00 (15.54)	101.10
100-55-5533-340	TENNIS: OPERATING EXPENSES	.00	2,146.29	3,500.00 1,353.71	61.32
	TOTAL TENNIS PROGRAM	.00	22,276.58	23,415.00 1,138.42	95.14
<u>BASEBALL PROGRAM</u>					
100-55-5534-140	BASEBALL: UMPIRE PER DIEM EXP	.00	.00	.00 .00	.00
100-55-5534-340	BASEBALL: OPERATING EXPENSES	.00	.00	.00 .00	.00
	TOTAL BASEBALL PROGRAM	.00	.00	.00 .00	.00
<u>BASKETBALL PROGRAM</u>					
100-55-5535-121	BASKETBALL: WAGES	1,408.66	1,408.66	1,000.00 (408.66)	140.87
100-55-5535-150	BASKETBALL: BENEFITS	107.78	107.78	77.00 (30.78)	139.97
100-55-5535-340	BASKETBALL: OPERATING EXPENSE	20.00	1,173.66	775.00 (398.66)	151.44
	TOTAL BASKETBALL PROGRAM	1,536.44	2,690.10	1,852.00 (838.10)	145.25
<u>MISC RECREATION PROGRAMS</u>					
100-55-5536-121	INDOOR SOCCER: WAGES	.00	.00	.00 .00	.00
100-55-5536-150	INDOOR SOCCER: BENEFITS	.00	.00	.00 .00	.00
100-55-5536-340	INDOOR SOCCER: OPERATING EXPEN	.00	.00	.00 .00	.00
	TOTAL MISC RECREATION PROGRAMS	.00	.00	.00 .00	.00

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>DEPARTMENT 5537</u>						
100-55-5537-340	SPEC EVENTS: JULY 4TH EXPENSE	.00	88.79	1,300.00	1,211.21	6.83
100-55-5537-341	SPEC EVENTS: FIREWORKS EXPENSE	.00	.00	9,000.00	9,000.00	.00
100-55-5537-342	SPEC EVENTS: RECOGNITION NIGHT	.00	4,306.81	4,300.00	(6.81)	100.16
TOTAL DEPARTMENT 5537		.00	4,395.60	14,600.00	10,204.40	30.11
<u>DEPARTMENT 5538</u>						
100-55-5538-340	OUTDOOR SOCCER: OPERATNG EXPEN	1,050.00	2,726.00	8,200.00	5,474.00	33.24
TOTAL DEPARTMENT 5538		1,050.00	2,726.00	8,200.00	5,474.00	33.24
<u>DEPARTMENT 5540</u>						
100-55-5540-340	GOLF: OPERATING EXPENSES	.00	3,535.00	6,000.00	2,465.00	58.92
TOTAL DEPARTMENT 5540		.00	3,535.00	6,000.00	2,465.00	58.92
<u>DEPARTMENT 5550</u>						
100-55-5550-390	KAYAK/CANOE RENTAL EXPENSES	.00	.00	550.00	550.00	.00
TOTAL DEPARTMENT 5550		.00	.00	550.00	550.00	.00
<u>DEPARTMENT 5630</u>						
100-56-5630-150	PLANNER	.00	600.00	.00	(600.00)	.00
TOTAL DEPARTMENT 5630		.00	600.00	.00	(600.00)	.00
<u>DEPARTMENT 5640</u>						
100-56-5640-210	PROF CONSULTANT:PLAN REVIEW	1,145.88	1,825.03	.00	(1,825.03)	.00
TOTAL DEPARTMENT 5640		1,145.88	1,825.03	.00	(1,825.03)	.00
<u>DEPARTMENT 5735</u>						
100-57-5735-775	CAP OUTLAY: CREW MOWER UNIT	.00	.00	.00	.00	.00
TOTAL DEPARTMENT 5735		.00	.00	.00	.00	.00

VILLAGE OF SHOREWOOD HILLS
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>CAPITAL OUTLAY: GEN'L GOV'T</u>					
100-57-5751-800	CAP OUTLAY: COMPUTERS	.00	.00	.00	.00
100-57-5751-810	CAP OUTLAY: GEN ADM EQUIPMENT	.00	.00	.00	.00
100-57-5751-825	CAP OUTLAY: ADMIN DP SOFTWARE	.00	.00	1,500.00	1,500.00
100-57-5751-830	CAP OUTLAY:FD/EMS CAPITL EQUIP	.00	.00	.00	.00
100-57-5751-845	CAP OUTLAY:PAINT BURBANK RAIL	.00	.00	.00	.00
100-57-5751-850	CAP OUTLAY:DPW CAPITAL EQUIPMT	.00	.00	.00	.00
	TOTAL CAPITAL OUTLAY: GEN'L GOV'T	.00	.00	1,500.00	1,500.00
<u>CAPITAL OUTLAY: PUBLIC SAFETY</u>					
100-57-5752-811	CAP OUTLAY: PD COMMNCTNS EQPT	.00	.00	.00	.00
100-57-5752-813	CAP OUTLAY: PD VEHICLE REPL	.00	.00	.00	.00
100-57-5752-815	CAP OUTLAY: PD SAFETY EQPT	.00	3,070.50	.00	(3,070.50)
100-57-5752-817	CAP OUTLAY: PD EQUIPMENT	.00	.00	.00	.00
100-57-5752-821	CAP OUTLAY: FD COMMNCTNS EQPT	.00	.00	.00	.00
100-57-5752-822	CAP OUTLAY: FD OPERATING EQUIP	.00	.00	.00	.00
100-57-5752-825	CAP OUTLAY: FD SAFETY EQPT	.00	.00	.00	.00
100-57-5752-826	CAP OUTLAY: FD HOSE & APPLNCS	.00	.00	.00	.00
100-57-5752-828	CAP OUTLAY: FD VEHICLE REPLACE	.00	.00	.00	.00
100-57-5752-831	CAP OUTLAY: EMS COMMNCTN EQPT	.00	.00	.00	.00
100-57-5752-832	CAP OUTLAY: EMS OPERATING EQPT	.00	.00	.00	.00
	TOTAL CAPITAL OUTLAY: PUBLIC SAFETY	.00	3,070.50	.00	(3,070.50)
<u>DEPARTMENT 5910</u>					
100-59-5910-900	CONTINGENT ACCOUNT	.00	.00	.00	.00
	TOTAL DEPARTMENT 5910	.00	.00	.00	.00
<u>DEPARTMENT 5920</u>					
100-59-5920-900	DUE TO DEBT SERVICE	.00	661,549.00	772,327.00	110,778.00
	TOTAL DEPARTMENT 5920	.00	661,549.00	772,327.00	110,778.00
<u>TOTAL FUND EXPENDITURES</u>					
		162,219.24	2,935,002.17	3,663,903.00	728,900.83
<u>NET REVENUES OVER EXPENDITURES</u>					
		(167,887.39)	(2,420,858.49)	.00	(3,878,660.15)

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

Monday, September 18, 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, John Imes and Anne Readel. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Interim Police Chief Jerry Jansen, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Approximately twenty-five 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) **Aaron Chapin—Shorewood Hills’ new Police Chief**
Chief Chapin introduced himself and provided a brief summary of his background. He thanked the Trustees for the opportunity to work for the Village. His first day on the job will be October 2, 2017.
 - ii) **Dane County Executive Joe Parisi—Yahara Chain of Lakes Clean Up Initiative** Mr. Parisi described Dane County’s “Suck the Muck” initiative, designed to improve water quality in the Yahara chain of lakes. Kyle Minks and John Reimer from Dane County’s Land and Water Resources Department reviewed the County’s research to identify the sources of phosphorous, one of the main contributors to lake algae blooms. Their analysis revealed that over decades a significant amount of phosphorous has accumulated on the bottom of the County’s waterways. The phosphorous diffuses into the water, negatively affecting its quality. The County plans to use a vacuum system to suck the phosphorous-laden muck from 33 miles of streams at a cost of \$12 million. Mr. Parisi said the four-year effort is expected to remove 870,000 pounds of phosphorus that otherwise would continue to contribute to lake pollution.
6. **Board Matters**
 - D. New Business Resolutions and Motions** (agenda item taken out of order)
 - i) **Consider one-year extension of Planned Unit Development (PUD) and Specific Development Plan (SDP) zoning for Ronald McDonald House (RMH) expansion** The Trustees approved the PUD and SDP for the expansion of the RMH in June, 2016. The zoning changes expire without Village action to extend them. Kevin Huddleston, Director of the RMH, said they have reached 80% of their fundraising goal to finance the House expansion. They hope to break ground on the project next spring. Steve Hoff, RMH Board member, said there have been no changes to the plans the Trustees approved last year. Mr. Imes moved and Mr. Wade seconded a motion to extend the PUD and SDP zoning for the project until June 27, 2018. Motion passed unanimously.
 - ii) **Consider approval of conditional permit for emergency generator at 3321 Tally Ho Lane** The Plan Commission unanimously recommended that the Trustees approve the conditional use permit. Ms. Readel moved and Mr. DeVito seconded a motion to approve the conditional permit for the emergency generator at 3321 Tally Ho Lane. Motion passed unanimously.
 - iii) **Consider approval of special exception permit to exceed floor area limit at 3140 Oxford Road** The Plan Commission unanimously recommended that the Trustees approve the special

exception permit: the addition will not change the house's footprint, it addresses a water leak issue, the property backs onto University Houses fields, and the neighbors who commented had no objections. Mr. Imes moved and Mr. Wade seconded a motion to approve the special exception permit to exceed the floor area limit at 3140 Oxford Road. Motion passed unanimously.

A. Payment of Bills Mr. Cote reviewed the bills and recommended their payment. Mr. Wade moved and Mr. DeVito seconded a motion that the Board authorize the payment of the end of August pre-paid bills in the amount of \$34,366.38 and \$225,755.67 for September Board bills, for a total amount of \$260,122.05. Motion passed unanimously.

Mr. Cote was excused from the meeting at 8:00 p.m.

C. Ordinances (agenda item taken out of order)

i) Third 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 Board's consideration of the Ordinance this evening followed the process proposed by Mr. Benforado: the Trustees who had submitted ideas for amendments to the Ordinance were given an opportunity to describe the changes they proposed; members of the audience who cared to comment were given three minutes to express their views; the Trustees discussed the Ordinance at the Board level. After deliberation, Ms. Borisy-Rudin moved and Mr. Lederer seconded a motion to amend proposed Section 17.06(10)(a)(9) of Ordinance L-2017-2 so it read (strikeouts indicate words removed; italics indicate words added): "Allow the pet, while on another person's property without ~~permission from~~ *consent of* the property owner, to harass, injure, or kill any animal." Motion passed 5 – 2 with Mr. DeVito and Mr. Imes voting no.

Ms. Readel moved and Mr. Lederer seconded a motion to amend three proposed portions of Ordinance L-2017-2 relating to antipredation devices (strikeouts indicate words removed; italics indicate words added):

1) Section 17.06(4)(b) "Antipredation Device means a device that effectively warns other animals of the pet's presence, such as, ~~but not limited to,~~ a bell that is audible at least 15 feet way..."

2) Section 17.06(7)(a)(10) "In addition to the required identification, an effective ~~anti-predation~~ antipredation device shall be attached to the collar of any cat..."

3) Section 17.06(10)(c)(3) "A cat shall not be considered to be running at large if ~~its~~ *it is wearing its* license and an antipredation device. ~~bell is attached to the collar of the cat.~~

Motion passed 5 – 1 – 1 with Mr. Wade voting no and Ms. Borisy-Rudin abstaining.

Mr. Lederer moved and Ms. Readel seconded a motion to waive the third reading of Ordinance L-2017-2 and approve it as amended. Motion passed 6 – 1 with Mr. DeVito voting no.

Mr. Benforado said he would work with the Village Clerk to incorporate the amendments in the final version of the Ordinance.

The Trustees took a recess at 9:52 p.m. Ms. Borisy-Rudin was excused from the meeting then. The Trustees reconvened at 9:57 p.m.

D. New Business Resolutions and Motions

iv) Consider approval of quote to replace Police Department carpet Interim Chief Jansen reviewed his memo to the Board dated September 14, 2017. Ms. Readel moved and Mr. Imes seconded a motion to approve Bisbee's Flooring's bid to install carpet on the Police side of Village Hall, without the inclusion of carpet on the tiled floor, at a cost not to exceed \$6,612. The Village's Department of Public Works will recycle the removed carpet at a cost of \$100 to \$200, which will be included as a capital expense. Motion passed unanimously. Chief Jansen will ask Bisbee's Flooring if it will decrease its bid since it will not need to dispose of the carpet.

B. Consent Agenda

i) Minutes of August 21, 2017 Board meeting and closed and open sessions of August 30, 2017 Special Board meeting

ii) Block Party Permit: Tally Ho Lane – September 24, 2017

iii) Class B beer and Class C wine license: First Unitarian Society

Mr. Benforado requested the removal of the August 21, 2017 Board minutes from the Consent Agenda. Mr. Imes moved and Mr. Wade seconded a motion to approve the remaining items on the Consent Agenda. Motion passed unanimously.

i) Minutes of the August 21, 2017 Board meeting Mr. Benforado moved and Ms. Readel seconded a motion to approve the August 21, 2017 meeting minutes with the following revisions (strikeouts indicate words removed; italics indicate words added):

Item 6.C.ii “... running at large if the cat is wearing a collar with a bell ~~is restored~~ *remains as is...*”

Item 6.C.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 *the west side* of Edgehill Drive between Edgehill Parkway and Lake Mendota Drive”

Motion passed unanimously.

D. New Business Resolutions and Motions

v) Consider approval of quote to replace air handling unit at Village Hall Amid questions about the efficiency of the alternative options, the agenda item was tabled until more information was available.

vi) Consider issuance of Municipal Revenue Obligation (MRO) for 700 University Bay Drive LLC Through an oversight, the owner of 700 University Bay Drive LLC neglected to request payment of the approved MRO when the building was complete and occupied in 2016. He is requesting it now. Ms. Readel moved and Mr. Imes seconded a motion to issue the MRO according the originally agreed upon schedule. Motion passed 4 – 1 – 1 with Mr. Lederer voting no and Mr. DeVito abstaining.

vii) Appointments

a) Ad hoc Sustainability Committee Mr. Benforado moved and Mr. Wade seconded a motion to approve the following residents to the Committee: Ms. Readel, Chair; Mark Redsten; Anne Helsley-Marchbanks; Sarah Goldenberg; Tracy Bailey; Matt Silverman; Cara Coburn Faris; Fritz Grutzner; Karen Knetter; Eric Adelman; Ty Cashen; and Nadeem Afghan. Motion passed unanimously.

b) Public Works Committee No appointments were made.

7. Reports of Officials and Committees

A. Village President

a) Begin discussions with Marshall Court property owners to complete the bike path in the 2018 construction year The properties required for the construction of the missing link of the bike path south of Marshall Court belong to Stone House Development, University Station, and Psychiatric Services, S.C. Mr. Benforado is interesting in beginning a dialog with them to enable the construction of the bike path next year.

B. Village Administrator

a) Cybersecurity report Discussion of this agenda item was tabled until a future Board meeting.

b) Update on computer system failure and data restoration A report was included in the Board Packet. Mr. Frantz said Mr. DeVito has proposed that the Village tap resident expertise to provide advice about computer security, etc. Mr. DeVito will prepare a memo outlining his thoughts for the Trustees’ consideration.

c) Tobacco use issue on University Bay Drive Mr. Frantz said that, according to Juli Aulik, UW Health Community Relations Director, the UW Hospital is working on the issue. He plans to contact her in November to learn the results of their efforts.

H. Finance Committee At its last meeting the Committee was updated on the server crash. It will be working on the 2018 budgets over the next weeks.

J. Public Works Committee The Committee's next meeting will be a listening session to hear residents' thoughts about traffic. There is an interest in addressing traffic calming from a Village-wide perspective.

K. Services Committee Mr. Wade said he toured the new storage building; he suggested the other Trustees might want to do the same. The Committee is considering alternatives to make the Community Center handicapped accessible.

O. Golf Committee Due to a conflict, the Blackhawk Country Club golf pros were unable to attend the meeting this evening; Mr. Wade has extended the invitation to the October Board meeting.

P. Pool Committee The Committee is considering capital improvements; the Pool has little debt remaining.

The remaining Committee chairpersons had nothing further to report.

8. **Adjourn** Meeting adjourned at 11:34 p.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk



19 September 2017

Village of Shorewood Hills, WI
810 Shorewood Boulevard
Madison, WI 53705-2115

**RE: LETTER OF INTENT
CONDITIONAL USE AND SPECIAL EXCEPTION FOR
3616 LAKE MENDOTA DRIVE**

Conditional Use Request

It is the intent of the owners to build a private single family residence at the above address. The lot is currently vacant with a small boathouse at the lake shore. Construction will start in Spring of 2018 and be finished before the end of 2018.

A previous Conditional Use Permit was granted earlier this year for the landscaping in the area along the lake shore. That work is under progress.

The proposed residence and this submission conforms with the requirements of Section 10-1-108 of the Village Zoning Code. See attached fact sheet.

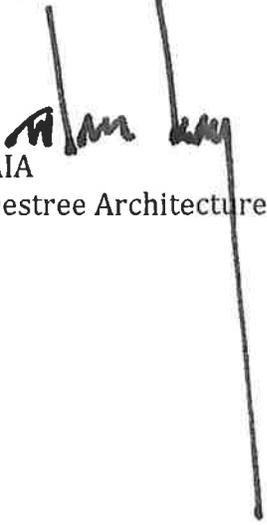
Special Exception Request

The owners wish to have a home that will be handicapped accessible. You will note the location of a future elevator near the front door and stairwell. The lot slopes seven (7) feet from the face of the garage to the lakeside of the house. The need for level floor plates That do not require internal stairs, combined with the sloping lot pushes the roof through the maximum height requirement of thirty (30) feet above the existing grade. Hence, we are also applying for a Special Exception Permit to allow a small portion of the sloped roof to project above the plane a maximum of 48" to the peak of the roof.

The proposed special exception will conform to the standards for conditional use as set forth in section 10-1-52 of the Village Zoning Code. The additional conditions are answered as follows.

1. The proposed use, single family residential, is the same as all neighbors along the lake shore. A golf course is across the street. No change of use.
2. There will be no substantial impact on the supply of light and air to the adjacent properties, nor will it increase the danger of fire, as the yard setbacks are all in compliance.
3. 4. & 5 Does not increase erosion, change existing flow of water or change the infiltration of water.
6. Emergency personnel and fire fighters will not be hampered in their duties by the special exception. The building design gives greater access via the enlarged entry court.

If you have any questions, please do not hesitate to call.



Arlan Kay, AIA
Architect, Destree Architecture & Design

Fact Sheet
3616 Lake Mendota Drive
Shorewood Hills, WI

Owners LMD, LLC
 1303 Edgehill Drive
 Madison, WI 53705

Agent Arlan Kay, AIA
 Destree Architecture & Design
 222 W. Washington Ave, #310
 Madison, WI 53703
 608-235-1920 arlan@kontextarchitects.com

Site Area 22,780 SF

FAR calculation

Base area allowed	3,850	SF
+ 0.02 x lot area	455.6	SF
+ garage allowance	<u>500</u>	<u>SF</u>
Allowable area above grade	4,806	SF
Allowable maximum area for accessory building	500	SF
Proposed Dwelling		
Main level	2,933	SF
Upper level	<u>1,859</u>	<u>SF</u>
Total	4,792	SF
Existing Boathouse	292.3	SF

Easements:

There are two utility easements shown on the site plan. The sanitary sewer easement is approximately 60' from the shore line. The electrical easement at the front of the lot is being rewritten at this time to be reduced in size to conform with the plan of the proposed residence.

Special Exception information

Total area of upper roof	2,296 SF
Area of Special Exception	479 SF or 21 % of upper roof area above the 30' limit.
Maximum height request	48" above thirty foot limitation.
Maximum roof height allowed in balance of Shorewood Hills	35'

For Office Use:	Date		Date
Application given by _____	_____	Referred to Plan Comm/Board	_____
Received by Zoning Administrator _____	_____	Public Hearing Set	_____
Fee received by Clerk _____	_____	Date Notices Mailed	_____
Zoning Certified _____	_____	Public Hearing Published	_____
Filed with Clerk _____	_____	Public Hearing Held	_____
Referred for Staff Review _____	_____	Final Action	_____

Village of Shorewood Hills
 810 Shorewood Boulevard
 Madison, WI 53705-2115
 (608) 267-2680 phone
 (608) 267-5929 fax

APPLICATION FOR CONDITIONAL USE PERMIT
 (A non-refundable \$350 fee must accompany this application upon filing)

FOR OFFICE USE ONLY

Receipt # _____

Date of Petition: 19 SEPTEMBER 2017

The undersigned, being all the owners of the real property covered by this conditional use request hereby petition the Village of Shorewood Hills as follows:

- Name and address of each owner: (Please attach additional pages as necessary)
 3616 LMD LLC
 1303 Edgehill Drive
 Madison, WI 53705
- Name and address of applicant if not an owner. Describe interest in site (if tenancy, attach copy of current lease):
 Alan Kay, Architect, Destree Architecture & Design
 222 W. Washington Ave., #310
 Madison, WI 53703
- Address of site: 3616 Lake Mendota Drive, Shorewood Hills, WI
- Tax parcel number of site: 181/0709-173-0226-8
- Accurate legal description of site (state lot, block and recorded subdivision or metes and bounds description) (Attach copy of owner's deed):
 Shorewood Addn, Block 2, Lot 16 and SWly 1/2 of Lot 17, Shorewood Plat, Village of Shorewood Hills, WI
- Present zoning classification: R-3
- Requested conditional use: To build a single family residence on a lake shore lot.
- Brief description of each structure presently existing on site: A single boat house at the lake shore. The balance of the lot is vacant.

9. Brief description of present use of site and each structure on site: Same as above.

10. Brief description of any proposed change in use of structures if request for conditional use is granted (include change in number of employees on site): Not Applicable

11. The following arrangements have been made for serving the site with municipal sewer and water:
Municipal services are available at the site.

12. Name, address, and tax parcel number of the owners of each parcel immediately adjacent to the boundaries of the site and each parcel within 200 feet including street and alley right-of-way of each exterior boundary of the site:
See Attached list

13. A scale map or survey map must be attached showing the following:
a. Location, boundaries, dimensions, uses, and size of the site and structures and its relationship to adjoining lands.
b. The approximate location of existing structures on the site, easements, streets, alleys, off street parking, loading areas and driveways, highway access and access restrictions, existing street, side and rear yards, proposed surface drainage, grade elevations.

14. State in detail, the evidence indicating proof that the proposed conditional use shall conform to each of the standards for conditional uses set forth in section 10-1-108 of the Village Zoning Code.
See letter of Intent.

WHEREFORE, the undersigned property owners hereby state that the foregoing information and all attachments to this Petition are true and correct to the best of our knowledge.

Dated this 19 day of SEPT., 2017.

[Signature]
Property ~~Owner~~ AGENT

Property owner

I certify that that I have reviewed this application for completeness.

Date: _____ Zoning Administrator: _____

For Office Use:	Date		Date
Application given by _____	_____	Referred to Plan Comm/Board	_____
Received by Zoning Administrator _____	_____	Public Hearing Set	_____
Fee received by Clerk _____	_____	Date Notices Mailed	_____
Zoning Certified _____	_____	Public Hearing Published	_____
Filed with Clerk _____	_____	Public Hearing Held	_____
Referred for Staff Review _____	_____	Final Action	_____

Village of Shorewood Hills
 810 Shorewood Boulevard
 Madison, WI 53705-2115
 (608) 267-2680 phone
 (608) 267-5929 fax

APPLICATION FOR SPECIAL EXCEPTION PERMIT
 (A non-refundable \$350 fee must accompany this application upon filing)

FOR OFFICE USE ONLY

Receipt # _____

Date of Petition: 19 SEPTEMBER 2017

The undersigned, being all the owners of the real property covered by this special exception request hereby petition the Village of Shorewood Hills as follows:

- Name and address of each owner: (Please attach additional pages as necessary)
 3616 LMD, LLC
 1303 Edgehill Drive
 Madison, WI 3705
- Name and address of applicant if not an owner. Describe interest in site (if tenancy, attach copy of current lease):
 Arlan Kay, Architect Destree Architecture & Design
 222 W. Washington Ave, #310
 Madison, WI, 53703
- Address of site: 3616 Lake Mendota Drive, Shorewood Hills, WI
- Tax parcel number of site: 181/0709-173-0226-8
- Accurate legal description of site (state lot, block and recorded subdivision or metes and bounds description) (Attach copy of owner's deed):
 Shorewood Addin Block 2, Lot 16 and SWly 1/2 of Lot 17, Shorewood Plat, Village of Shorewood Hill, WI
- Requested special exception: Requesting special exception to allow roof peak to be 48" above the 30 foot limit to allow home to be handicapped accessible.
- Name, address, and tax parcel number of the owners of each parcel immediately adjacent to the boundaries of the site and each parcel within 200 feet including street and alley right-of-way of each exterior boundary of the site:
 See Attached list

8. A scale map or survey map must be attached showing the following:

- a. Location, boundaries, dimensions, uses, and size of the site and structures and its relationship to adjoining lands.
- b. The approximate location of existing and proposed structures on the site, easements, streets, alleys, off street parking, loading areas and driveways, street access and access restrictions, existing street, side and rear yards, existing and proposed surface drainage, grade elevations, building heights, and square footage existing and proposed.

9. State in detail, the evidence indicating proof that the proposed special exception shall conform to each of the standards for conditional uses set forth in section 10-1-52 of the Village Zoning Code. The applicant shall respond to each of the standards.

A special exception shall not be granted unless the applicant demonstrates that the building or buildings on the lot that exceed the floor area ratio will meet the conditions set forth in Sec. 10-1-52 of this Code. For purposes of this section references to "use" or "conditional use" in Sec. 10-1-52 shall be deemed to be references to the building or buildings for which a special exception is requested. In addition, the applicant shall demonstrate compliance with the following additional conditions:

- (1) The uses, values, views, vistas and enjoyment of other property in the neighborhood for purposes already established shall be in no foreseeable manner substantially impaired or be diminished by the special exception.
- (2) The special exception will not substantially impair an adequate supply of light and air to adjacent property, or increase the danger of fire within the neighborhood.
- (3) The special exception will not substantially increase erosion;
- (4) The special exception will not substantially cause the flow of surface water to be changed so as to adversely affect other lots or the natural environment.
- (5) The special exception will not substantially adversely affect infiltration of surface water into the ground.
- (6) The special exception will not substantially adversely affect access to property or structures by fire fighters and other emergency personnel.

 See letter of intent.

WHEREFORE, the undersigned property owners hereby state that the foregoing information and all attachments to this Petition are true and correct to the best of our knowledge.

Dated this 19 day of SEPT, 2017

 Property Owner ~~Owner~~ **AGENT**

 Property owner

I certify that that I have reviewed this application for completeness.

Date: _____ Zoning Administrator: _____

October 4, 2017

Mr. Karl Frantz
Village Administrator
Village of Shorewood Hills
810 Shorewood Boulevard
Madison, WI 53705-2115
VIA Email

Dear Mr. Frantz,

We are writing in support of the conditional use permit for 3616 Lake Mendota Drive.

We are unable to attend the Plan Commission meeting on October 10, 2017 when the matter of 3616 Lake Mendota will be addressed. We have had the chance to review the plans for the proposed work. The proposed roof height exception is well integrated into the overall house design. The stated reason of providing for handicap access makes sense for the long-term residency of the owners.

We encourage the Plan Commission to endorse the project.

Regards,

A handwritten signature in cursive script that reads "James G. Berbee".

James G. Berbee
Karen A. Walsh
3534 Lake Mendota Drive
Madison, WI 53705

Village of Shorewood Hills

Address: 3616 Lake Mendota Drive

Zoning: R-3

Floor Area/Lot Coverage Calculations

4/11/2017

Lot Size: 27680 square feet (taken from survey)
 4404 Max. allowable floor area (square feet)
 6920 Max. allowable lot coverage (square feet)

Garage: 653 square feet
 500 Garage Allowance (square feet)
 Basement
 x First Floor
 Detached

Basement

Perimeter: 271 feet
 Exposure Length: 0 feet
 Exposure %: 0.0%
 Floor Area: 3775 square feet
 Garage Allowance: 0 square feet
 Counted Floor Area: 0 square feet

First Floor

Floor Area: 2998 square feet
 Garage Allowance: 500 square feet
 Counted Floor Area: 2498 square feet

Second Floor

Floor Area: 1888 square feet

Floor Area Check		
0	Basement	
2498	First Floor	
1888	Second Floor	
<hr/>		
4386	Floor Area	
4386	<	4404
OK		
Lot Coverage Check		
3381	Footprint	
12.2%	<	25.0%
OK		

Setbacks	Min. (ft)	Actual (ft)	
Side Yard - 1:	7.5	7.75	OK
Side Yard - 2:	7.5	8	OK
Front Yard:	25	68	OK
Rear Yard:	25	70	OK

3616 LMD LLC

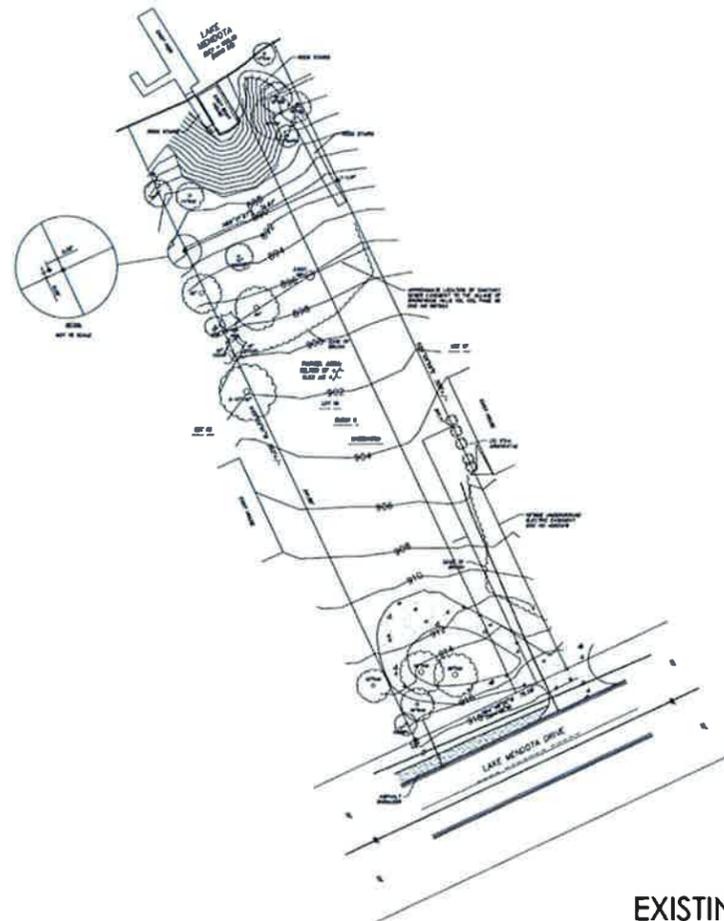
3616 LAKE MENDOTA DRIVE
SHOREWOOD HILLS WI



ARCHITECT/AGENT:
DESTREE DESIGN ARCHITECTS, INC.

222 WEST WASHINGTON AVE. SUITE 310
MADISON, WI 53703
PH: 608.268.1499
FAX: 608.268.1498
WWW.DESTREEARCHITECTS.COM
ARLAN KAY: ARLAN@KONTEXARCHITECTS.COM
JASON EKSTROM: JASON@DESTREEARCHITECTS.COM

OWNER:
3616 LMD LLC



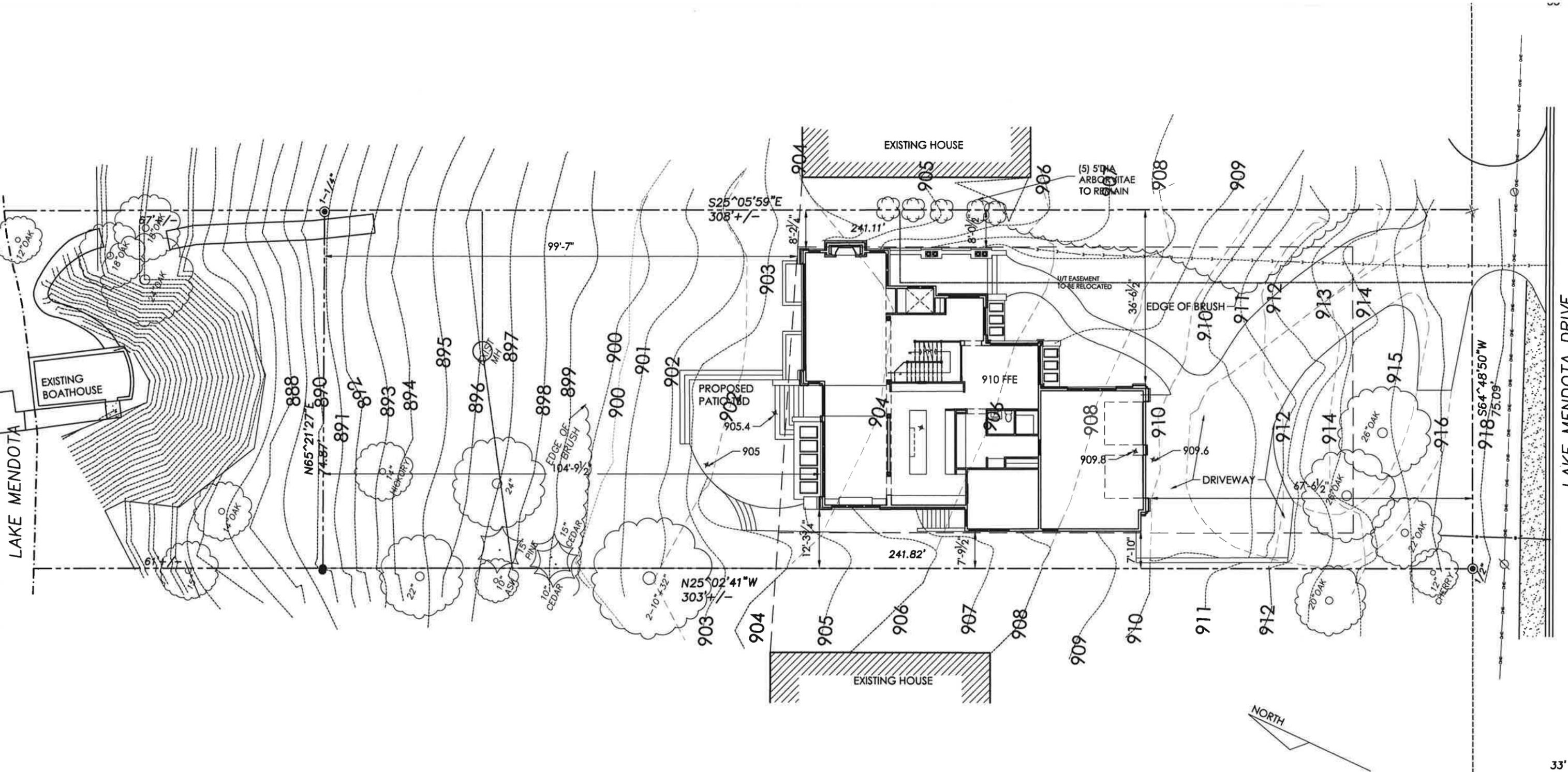
EXISTING SITE PLAN
NTS

FIRST FLOOR AREA:	2933 SF
SECOND FLOOR AREA:	1859 SF
TOTAL:	4792 SF
F.A.R TOTAL (INC GARAGE)	4805 SF

SHEET INDEX:

- TITLE
- COVER
- ARCHITECTURAL**
- SITE PLAN
- SITE GRADING PLAN
- LOWER LEVEL PLAN
- FIRST FLOOR PLAN
- SECOND FLOOR PLAN
- ROOF PLAN
- EXTERIOR ELEVATIONS
- EXTERIOR ELEVATIONS
- RENDERING 1
- RENDERING 2
- HEIGHT DIAGRAM 1
- HEIGHT DIAGRAM 2

GENERAL NOTES:
ALL EXISTING TREES TO REMAIN



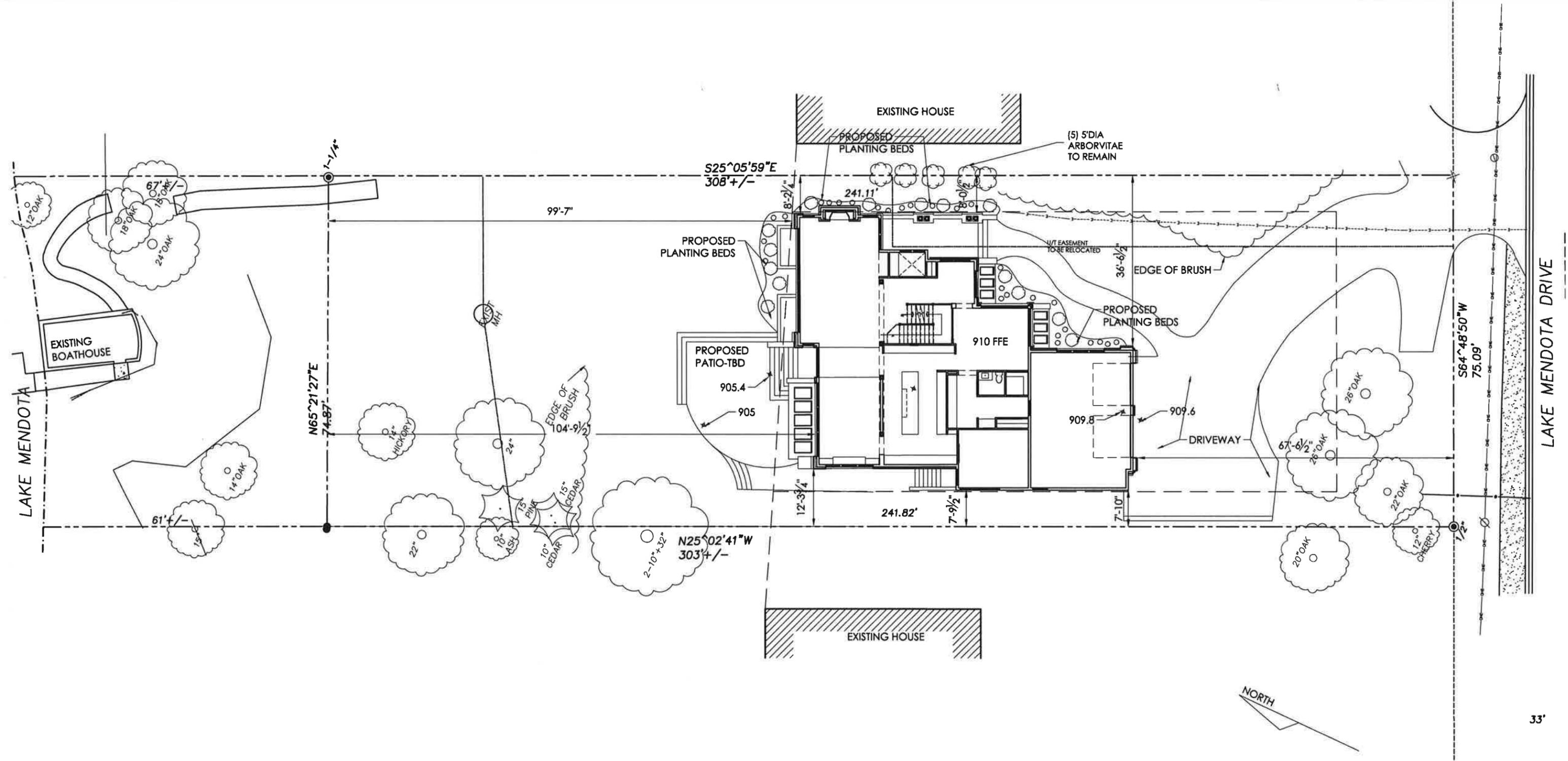
SEPTEMBER 20 2017

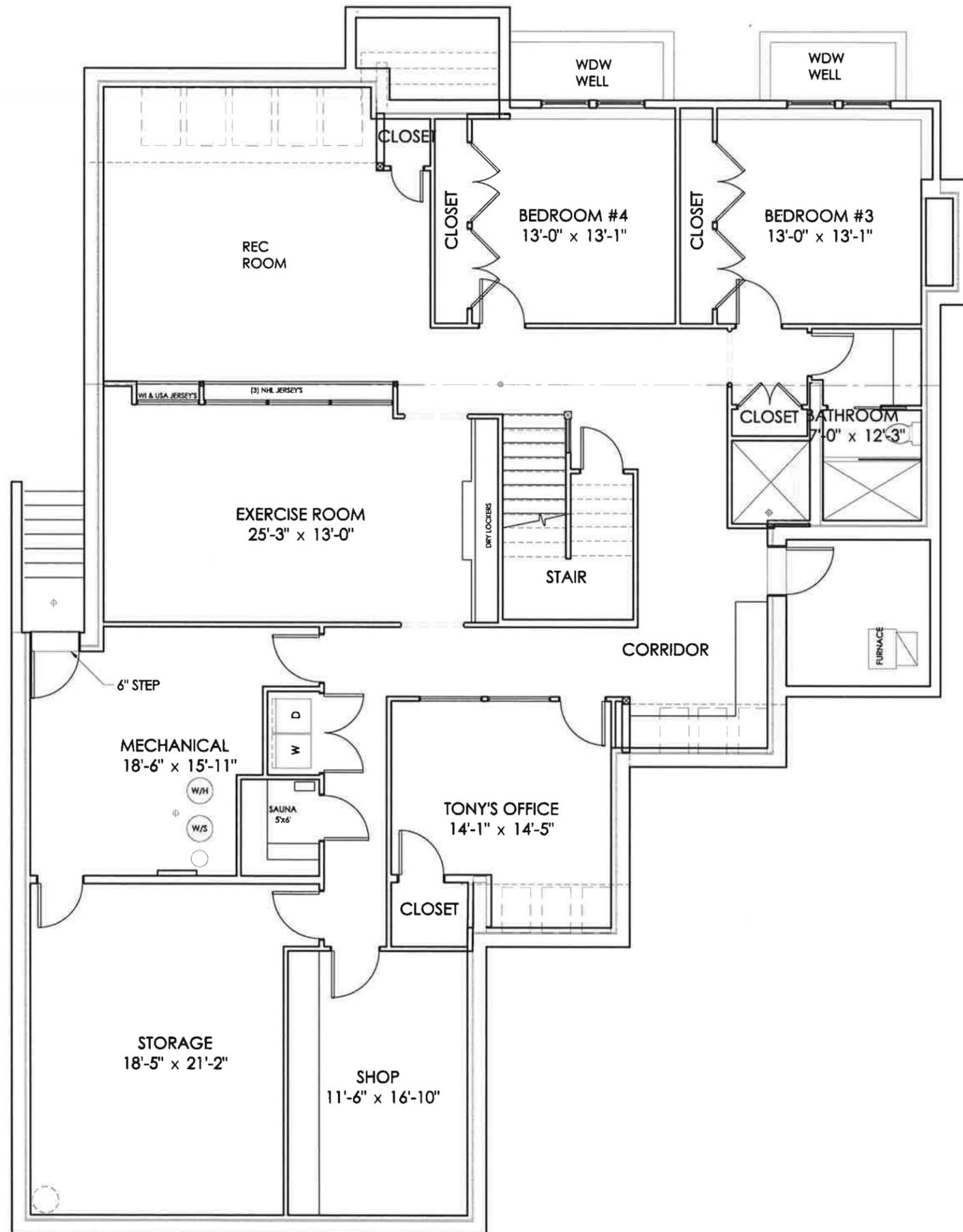
SCALE: 1" = 20'-0"

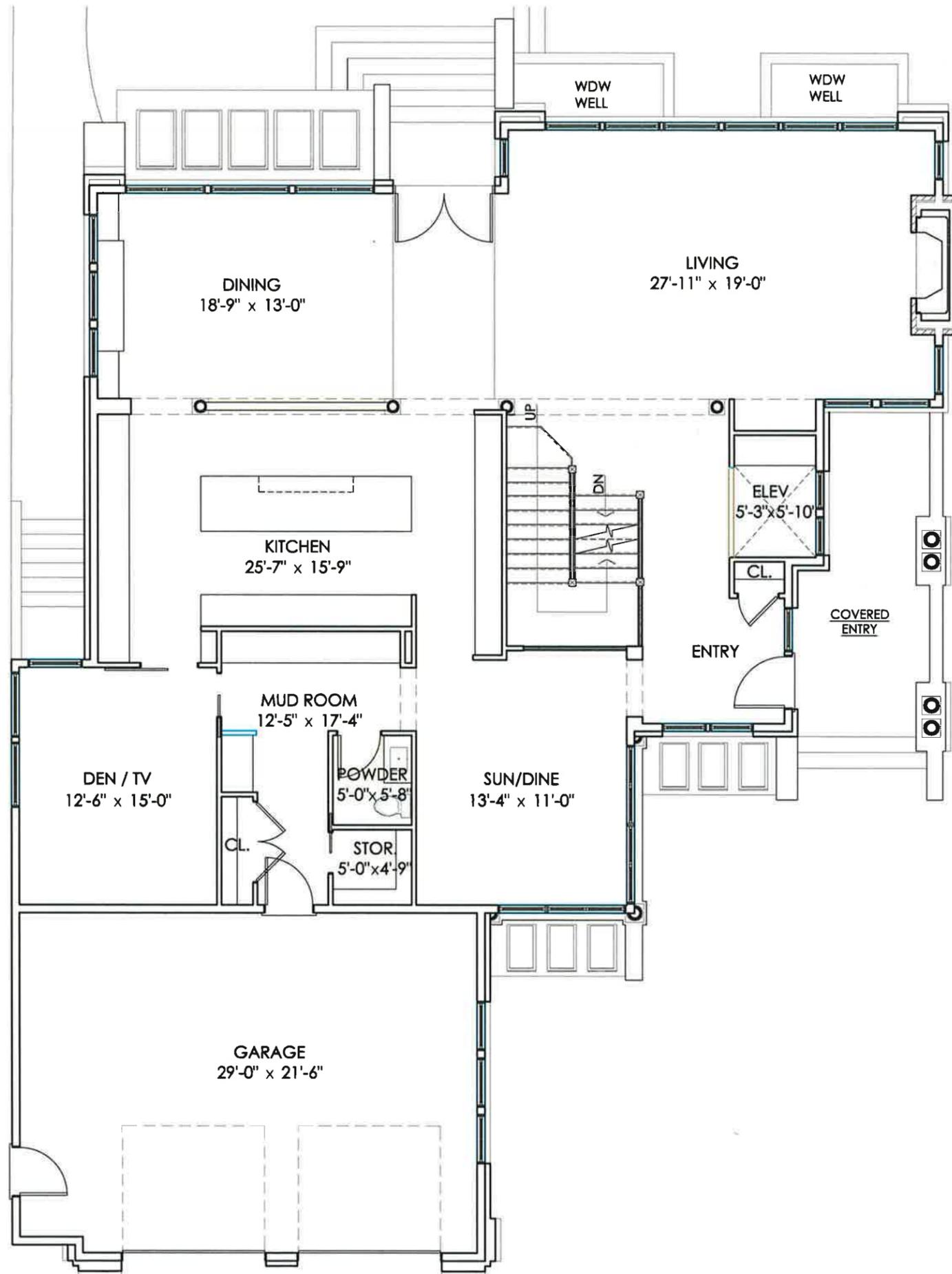
3616 LMD LLC
3616 LAKE MENDOTA DR

SITE GRADING PLAN

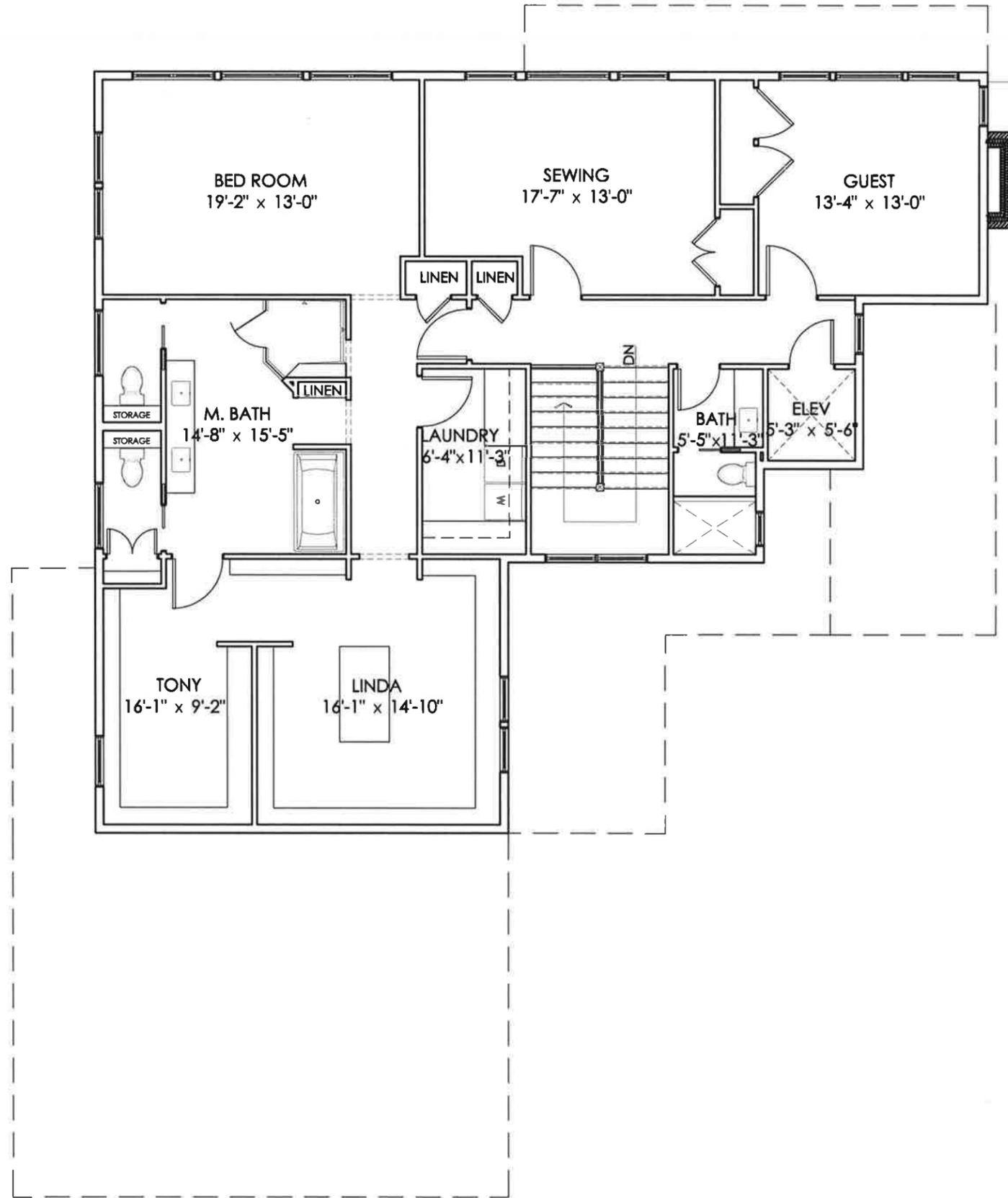
GENERAL NOTES:
ALL EXISTING TREES TO REMAIN







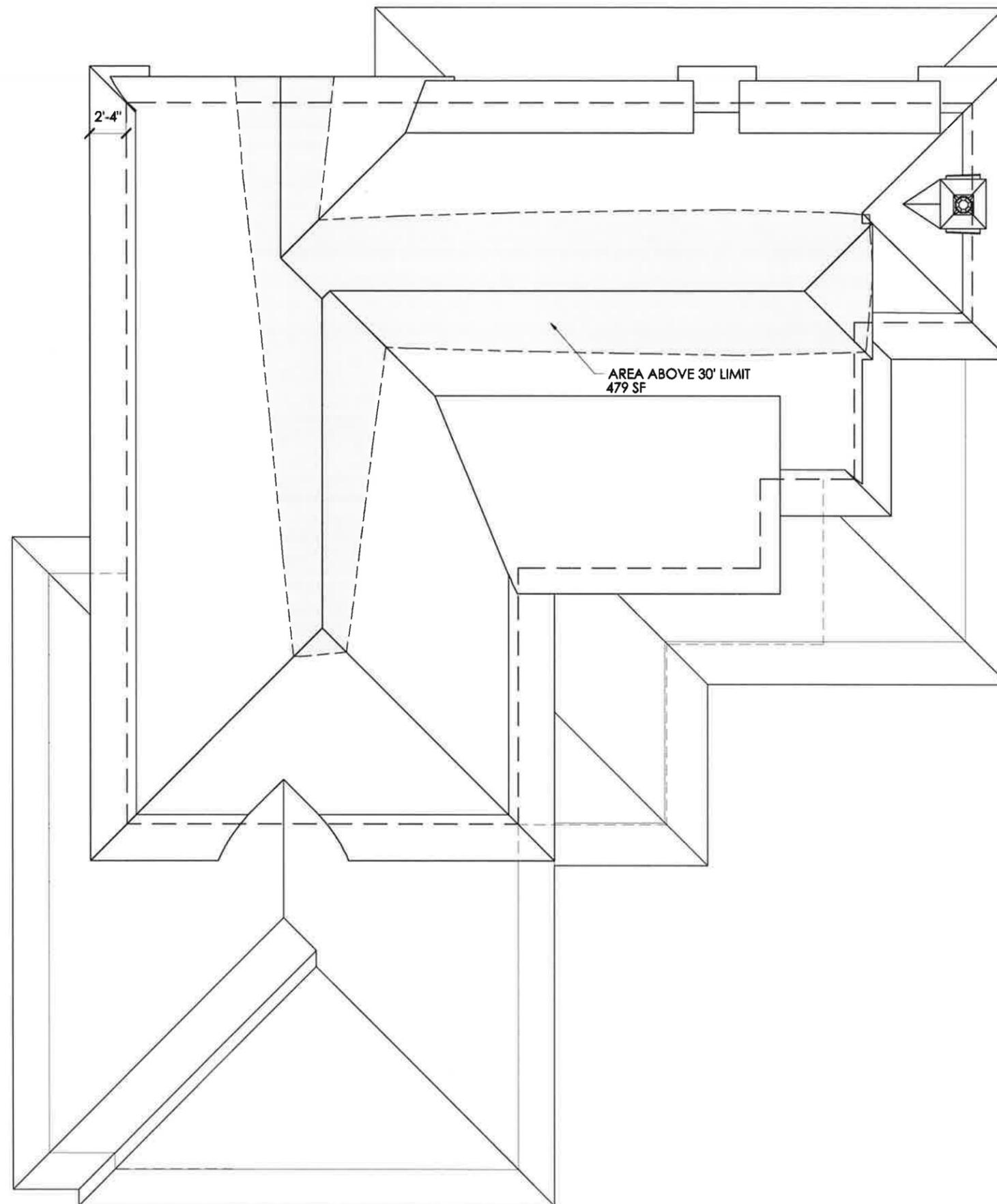
FIRST FLOOR AREA:	2933 SF
SECOND FLOOR AREA:	1859 SF
TOTAL:	4792 SF
F.A.R TOTAL (INC GARAGE)	4805 SF



FIRST FLOOR AREA: 2933 SF
 SECOND FLOOR AREA: 1859 SF

TOTAL: 4792 SF

F.A.R TOTAL 4805 SF
 (INC GARAGE)



GENERAL MATERIAL NOTES:
 4" LIMESTONE VENEER
 CEMENT SHINGLE SIDING 5" EXP
 COMPOSITE TRIM BOARDS
 COMPOSITE SLATE ROOF SHINGLE
 STANDING SEAM METAL ROOF



**SOUTH ELEVATION
 (STREET VIEW)**



EAST ELEVATION

GENERAL MATERIAL NOTES:
 4" LIMESTONE VENEER
 CEMENT SHINGLE SIDING 5" EXP
 COMPOSITE TRIM BOARDS
 COMPOSITE SLATE ROOF SHINGLE
 STANDING SEAM METAL ROOF



**NORTH ELEVATION
 (LAKE VIEW)**



WEST ELEVATION



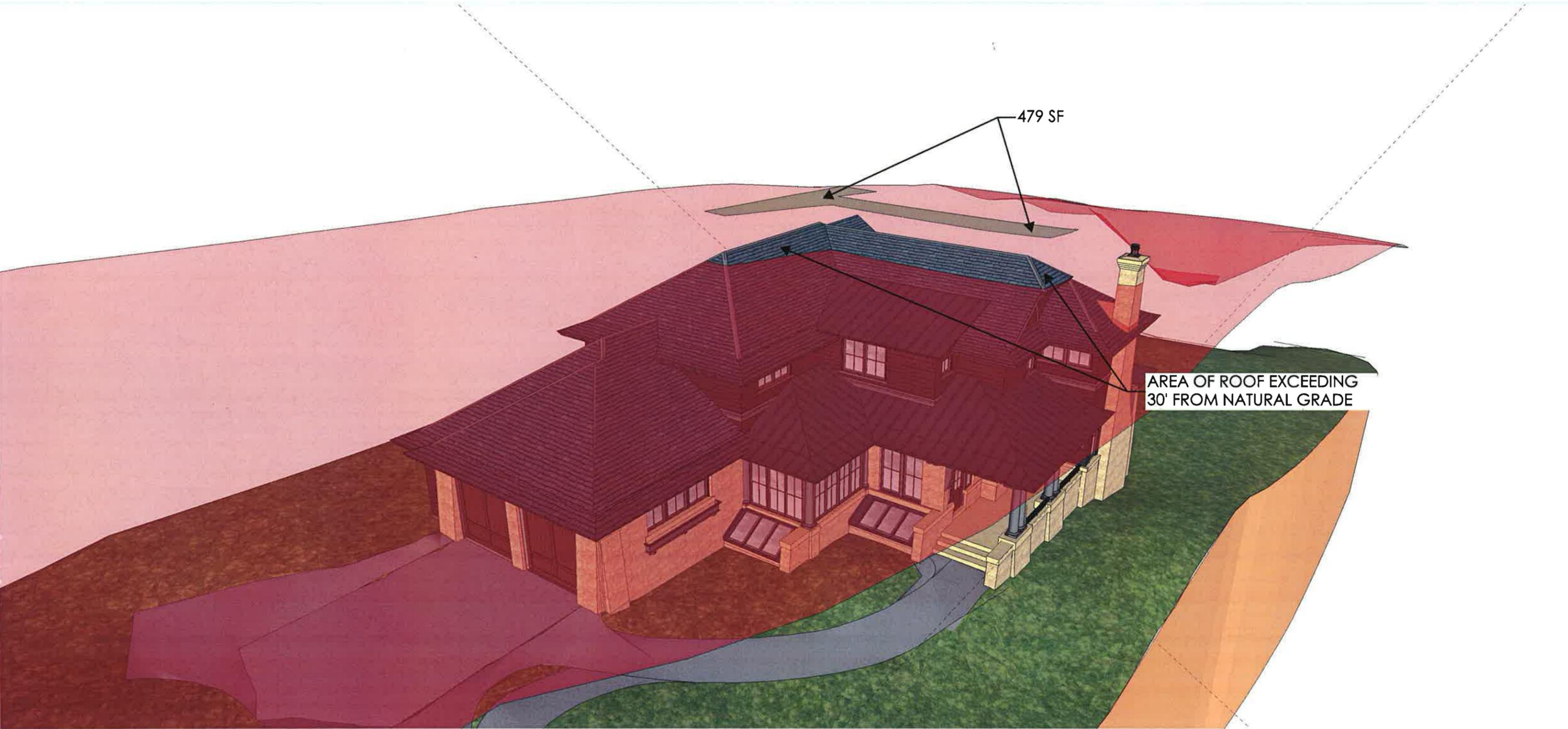
PROPOSED RENDERING
STREET ELEVATION

3616 LAKE MENDOTA DRIVE
SHOREWOOD HILLS WI



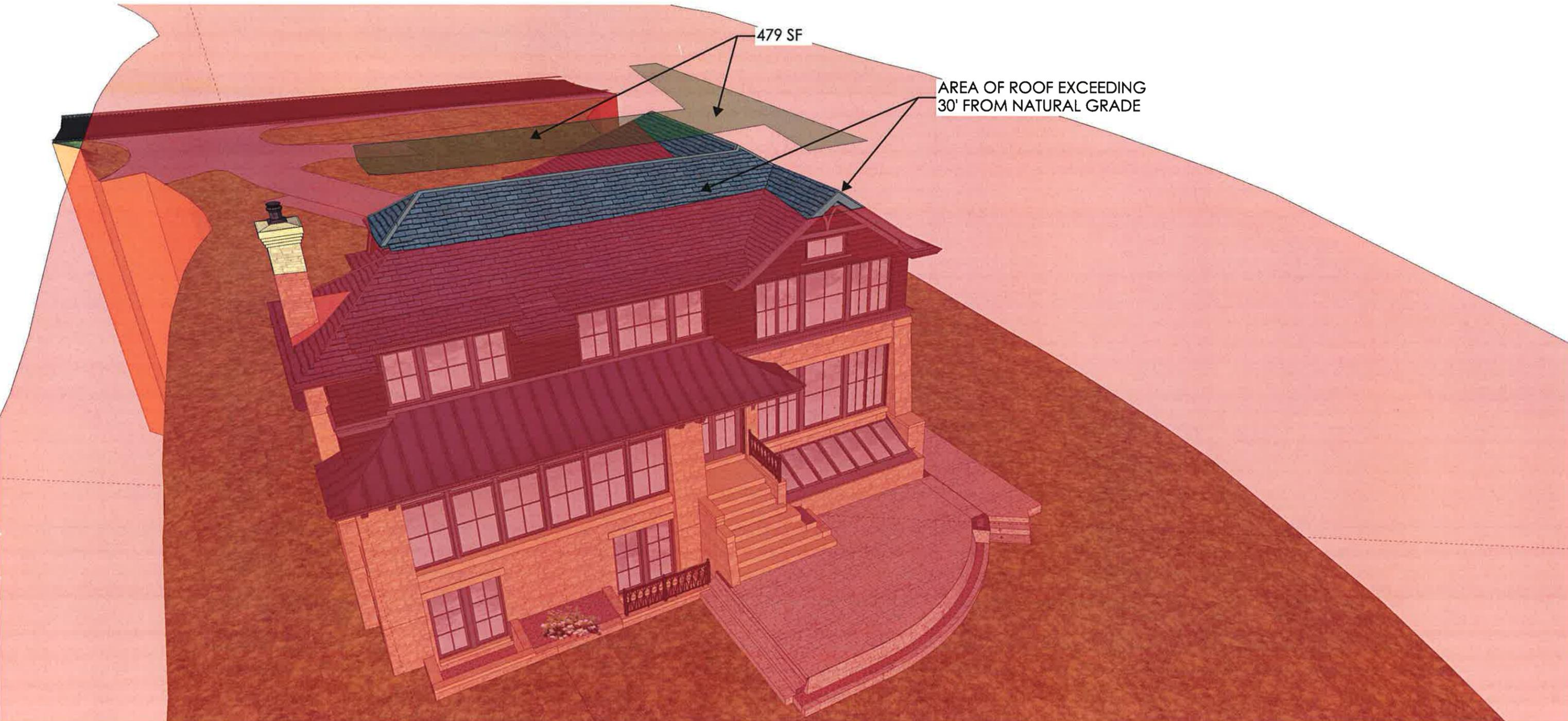
PROPOSED RENDERING
LAKE ELEVATION

3616 LAKE MENDOTA DRIVE
SHOREWOOD HILLS WI



HEIGHT DIAGRAM

3616 LAKE MENDOTA DRIVE
SHOREWOOD HILLS WI



479 SF

AREA OF ROOF EXCEEDING
30' FROM NATURAL GRADE



DESTREE
architecture

HEIGHT DIAGRAM

3616 LAKE MENDOTA DRIVE
SHOREWOOD HILLS WI

3616 LMD LL

Plan Commission Special Exception Permit Review 3616 Lake Mendota Drive

A special exception shall not be granted unless the applicant demonstrates that the building or buildings on the lot that exceed the floor area and height limit will meet the conditions set forth in Sec. 10-1-52 of this Code. For purposes of this section references to “use” or “conditional use” in Sec. 10-1-52 shall be deemed to be references to the building or buildings for which a special exception is requested. The applicant shall demonstrate compliance with the following:

1. The uses, values, views, vistas and enjoyment of other property in the neighborhood for purposes already established shall be in no foreseeable manner substantially impaired or be diminished by the special exception.

Finding: It is demonstrated that the special exception that allows the 30 foot height limitation to be exceeded by up to forty-eight inches in no foreseeable manner substantially impairs or diminishes the uses, values, views, vistas and enjoyment of other property in the neighborhood for purposes already established.

2. The special exception will not substantially impair an adequate supply of light and air to adjacent property, or increase the danger of fire within the neighborhood.

Finding: Demonstrated.

3. The special exception will not substantially increase erosion.

Finding: The project will not be approved for construction until an erosion control plan demonstrates this and is approved by the Village Engineer.

4. The special exception will not substantially cause the flow of surface water to be changed so as to adversely affect other lots or the natural environment.

Finding: The project will not be approved for construction until a stormwater management plan is submitted and approved by the Village Engineer that demonstrates this.

5. The special exception will not substantially adversely affect infiltration of surface water into the ground.

Finding: This is not applicable to a height exception, but there is no adverse affect.

6. The special exception will not substantially adversely affect access to property or structures by fire fighters and other emergency personnel.

Finding: *It will not adversely affect access.*

The Plan Commission may consider the following:

1. If other residences along the same side of the street adjoining the residence have similar floor areas: *Allowable floor areas are similar. Not all existing floor areas are.*
2. If the lot has large trees and/or mature landscaping which obscures the scale of the residence. *All existing trees to remain per plan.*
3. If the property has unique topographic features which reduce the scale of the residence: *The lot slopes downward to lake from street.*
4. If the residence setback from the public street is significantly greater than minimum requirements: *The home is minimally set back 67 feet from the street.*

The Plan Commission shall review the application according to the standards below. No application shall be recommended for approval by the Plan Commission unless it finds that the following are met:

1. That the establishment, maintenance or operation of the special exception will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Finding: *Standards met*

2. That the uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the special exception and the proposed special exception is compatible with the use of adjacent land.

Finding: *Standards met*

3. That the establishment of the special exception will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district, and will not be contrary to an adopted comprehensive plan of the Village.

Finding: *Standards met*

4. That adequate utilities, access roads, drainage and other necessary site improvements have been, are being or will be provided.

Finding: *Standards met*

5. That the establishment, maintenance or operation of the special exception is unlikely to increase the level of traffic congestion or reduce the level of safety at any point on the public streets.

Finding: *Standards met*

6. That the special exception shall conform to all applicable regulations of the district in which it is located.

Finding: *Standards met*

7. That the special exception does not violate flood plain regulations governing the site.

Finding: *Project is not in floodplain*

8. That, when applying the above standards to any new construction of a building, or an addition to an existing building, the Plan Commission and Board shall bear in mind the statement of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purposes and objectives of the zoning district.

Finding: *Standards are met. This is a single family home in a residential single family zoning district.*

The Plan Commission shall also evaluate the effect of the special exception upon:

- The maintenance of safe and healthful conditions.

Finding: *Evaluated and no adverse effect*

- The prevention and control of water pollution including sedimentation.

Finding: *Evaluated and no adverse effect*

- Existing topographic and drainage features and vegetative cover on the site.

Finding: *Evaluated and no adverse effect*

- The location of the site with respect to floodplains and floodways of rivers and streams.

Finding: *Evaluated and no adverse effect*

- The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.

Finding: *Evaluated and no adverse effect*

- The location of the site with respect to existing or future access roads.

Finding: *Evaluated and no adverse effect*

- The need of the proposed use for a shoreland location.

Finding: *Evaluated and no adverse effect*

- Its compatibility with uses on adjacent land.

Finding: *It is compatible*

Regarding the establishment, maintenance or operation of the special exception applied for, the Plan Commission shall specify whatever reasonable conditions it deems necessary and appropriate to fulfill the intent of this Chapter. The conditions may include requirements relating to any of the following:

- Landscaping conditions required: *Landscaping plans to be evaluated and approved by Village staff.*
- Type of construction conditions required: *Compliance with Village noise regulations and quiet hours. Parking plan and permits for construction parking and mobilization to be submitted and approved by Police department. Two way traffic on Lake Mendota Drive, will be maintained at all times, with exceptions approved by the Police department.*
- Construction commencement and completion dates required: *Building permit is good for two years from date of permit approval.*
- Surety required: *Not applicable.*
- Lighting required: *All outdoor lighting including landscape lighting must be approved by Village Electrical Inspector and must comply with Village Dark Sky ordinance.*

- Fencing required: *No permanent fencing is allowed unless contained and approved in the conditional use permit application.*
- Deed restrictions required: *Not applicable.*
- Access restrictions required: *Not applicable*
- Setbacks and yards required: *Compliance with R-3 zoning regulations is required*
- Planting screens required: *Not applicable*
- Modifications in parking required: *Not applicable*
- Architecture, exterior colors and exterior materials required: *As delineated in application*

Any other requirements necessary to fulfill the purpose and intent of the Zoning Code of the Village of Shorewood Hills conditions required:

Plan Commission Conditional Use Permit Review 3616 Lake Mendota Drive Project

The Plan Commission hereby forwards its written advisory recommendation to the Village Board within thirty (30) days after receipt of the application from the Zoning Administrator. The Plan Commission recommends approval subject to specified conditions, contained herein.

A conditional use shall be approved under this paragraph only if the applicant demonstrates by clear and convincing evidence the following:

1. Views of Lake Mendota from points off the lot on which the development or excavation proposed will not be adversely affected.

The new home conforms to the front and side yard setbacks in the R-3 zoning district and is placed behind the lake setback line defined in the R-3 section of the code. The home will not adversely affect views of the lake from the homes on either side. The home will impact views of the lake from the street side. However as stated the home conforms to all side yard setbacks and views of the lake are maintained within the required setbacks. The height and mass of the home will impact views of the lake as there is no home on the lot presently, but the zoning for this property allows for the construction of single family residential homes. The height of the home whether 30 feet or at the proposed exception does not have an impact on the lake view from the street. In addition there are no homes directly across the street. The home conforms to the Village floor area limit regulations. The Plan Commission finds that the new home will not adversely impact views from points off the lot given that the new home is being built within regulations in the R-3 zoning districts and also conforms to floor area limits. The proposed height of the home at its highest point does not impact views from adjacent points off the lot. The proposed ridge line allows the entire project to be handicap accessible, a goal of the applicant. The conditional use demonstrates by clear and convincing evidence that views of the lake will not be adversely affected given that this project is an approved use of the land in this zoning district.

2. Erosion will not be increased.

The project will have to abide by Village erosion control regulations during construction and Village stormwater management regulations will be triggered that will control run off. Erosion will not be increased.

3. The flow of surface water will not be changed so as to adversely affect other lots, the lake and other aspects of the natural environment.

Village stormwater management regulations are in place and a stormwater management plan will not be approved by the Village that adversely affects other lots, the lake and other aspects of the natural environment.

4. Infiltration of surface water into the ground will not be adversely affected.

Infiltration of water into the ground will not be adversely affected.

5. Access to properties and structures by firefighters and other emergency personnel will not be adversely affected.

Access will not be adversely affected. Village setback regulations are complied with.

The Plan Commission shall review the application according to the standards below. No application shall be recommended for approval by the Plan Commission unless it finds that the following conditions are met:

1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Finding: The Commission finds the above conditions are met and will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

2. That the uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the use of adjacent land.

Finding: The Commission finds that the uses, values and enjoyment of other property in the neighborhood for purposes already permitted are in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the use of adjacent land.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district, and will not be contrary to an adopted comprehensive plan of the Village.

Finding: The Commission finds that the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district, and will not be contrary to an adopted comprehensive plan of the Village.

4. That adequate utilities, access roads, drainage and other necessary site improvements have been, are being or will be provided.

Finding: The Commission finds that adequate utilities, access roads, drainage and other necessary site improvements have been, are being or will be provided.

5. That the establishment, maintenance or operation of the conditional use is unlikely to increase the level of traffic congestion or reduce the level of safety at any point on the public streets.

Finding: The Commission finds that that the establishment, maintenance or operation of the conditional use is unlikely to increase the level of traffic congestion or reduce the level of safety at any point on the public streets.

6. That the conditional use shall conform to all applicable regulations of the district in which it is located.

Finding: The Commission finds that the conditional use conforms to all applicable regulations of the district in which it is located, with the exception of height which an exception has been provided for.

7. That the conditional use does not violate flood plain regulations governing the site.

Finding: The Commission finds that the project is not in a floodplain.

8. That, when applying the above standards to any new construction of a building, or an addition to an existing building, the Plan Commission and Board shall bear in mind the statement of purpose for the zoning district such that the proposed building or addition at its location does not defeat the purposes and objectives of the zoning district.

Finding: The Commission finds that the statement of purpose for the zoning district is such that the proposed building or addition at its location does not defeat the purposes and objectives of the zoning district.

The Plan Commission shall also evaluate the effect of the proposed conditional use upon:

- The maintenance of safe and healthful conditions.

Evaluated and no adverse impact

- The prevention and control of water pollution including sedimentation.

Evaluated and no adverse impact

- Existing topographic and drainage features and vegetative cover on the site.

Evaluated and no adverse impact

- The location of the site with respect to floodplains and floodways of rivers and streams.

Evaluated and no adverse impact

- The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover.

Evaluated and no adverse impact

- The location of the site with respect to existing or future access roads.

Evaluated and no adverse impact

- The need of the proposed use for a shoreland location.

Evaluated and no adverse impact

- Its compatibility with uses on adjacent land.

The Commission evaluated and concluded that the proposed use as single family home is compatible with the adjacent uses which are single family homes.

- Any other requirements necessary to fulfill the purpose and intent of the Zoning Code of the Village of Shorewood Hills conditions required:

Compliance with dark sky regulations and hours of construction is required. Parking plan and permits for construction workers and equipment to be approved by Police Department. Two way traffic on Lake Mendota Drive will be maintained at all times, with exceptions approved by the Police department.

**VILLAGE OF SHOREWOOD HILLS
RESOLUTION NO. R-2017-8
ADOPTING THE VILLAGE OF SHOREWOOD HILLS ANNEX
TO THE DANE COUNTY NATURAL HAZARD MITIGATION PLAN**

WHEREAS, the Village of Shorewood Hills recognizes the threat that natural hazards pose to people and property within our community; and

WHEREAS, the Village of Shorewood Hills recognizes the importance of reducing or eliminating vulnerability to disasters caused by natural hazards for the overall good and welfare of the community, and

WHEREAS, the Village of Shorewood Hills has been an active participant in the Dane County Hazard Mitigation Planning Committee, which has established a comprehensive, multi-jurisdictional, Natural Hazard Mitigation Plan to identify natural hazards and develop strategies to mitigate natural hazards, and

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires jurisdictions to prepare and adopt a hazard mitigation plan to be eligible for future pre-disaster and post-disaster federal funding for mitigation purposes,

WHEREAS, the Village of Shorewood Hills has identified and justified a number of proposed projects and programs needed to mitigate the vulnerabilities to the impacts of future disasters to be included in the Shorewood Hills Annex to the Dane County Natural Hazard Mitigation Plan, and

NOW, THEREFORE, BE IT RESOLVED that,

1. The Village of Shorewood Hills Board hereby proposes to accept and approve the Village of Shorewood Hills Annex to the Dane County Natural Hazard Mitigation Plan; and
2. The Village of Shorewood Hills will continue to participate in the updating and revision of the Shorewood Hills Annex to the Dane County Hazard Mitigation Plan with a plan review and revision to occur within a five year cycle, and designated staff will provide annual progress reports on the status of implementation of the plan to the Village Board; and
3. On behalf of the Village of Shorewood Hills, Dane County is authorized to submit this plan adoption resolution to Wisconsin Emergency Management and Federal Emergency Management Agency, Region V officials to enable final acceptance and recognition of the Natural Hazard Mitigation Plan.

ADOPTED by the Village of Shorewood Hills Board at a duly scheduled meeting on _____, 2017.

David Benforado, Village President

Colleen Albrecht, Village Clerk

Intra - Office

M • E • M • O



to:	Board of Trustees
from:	David Sykes, Emergency Services Coordinator
re:	Dane County Hazard Mitigation Plan
date:	October 11, 2017

The Village has been participating in the Dane County Multi-Jurisdictional Natural Hazard Mitigation Plan since 2008. Former Fire Chief Anderson developed the Shorewood Hills Annex to the Plan in 2010 and began the 2015 update prior to his retirement. The Shorewood Hills Annex was updated over the past two years by Village staff (Sykes, Mitmoen, Frantz) with the assistance of personnel from Dane County Emergency Management.

Dane County Emergency Management (DCEM) submitted the draft plan to FEMA and has received notice that it meets FEMA's requirements. Once all of the participating County jurisdictions approve resolutions adopting their individual Annex plans, DCEM will submit the final plan to FEMA for approval.

Hazard mitigation planning is a basic prerequisite for local units of government to remain eligible for a number of FEMA funded disaster recovery and mitigation assistance programs.

A natural hazard mitigation plan can identify initiatives and projects that will eliminate or reduce damages caused by natural hazards. FEMA approval of the updated natural hazard mitigation plan will qualify the county and participating local jurisdictions to become eligible for pre-disaster and post-disaster hazard mitigation project funds from the federal government.

Village of Shorewood Hills Annex

Community Profile

The Village of Shorewood Hills is located in the center of the County, just south of Lake Mendota and surrounded on all sides by the City of Madison. Land use is dominated by agriculture and woodlands, and dispersed one, two and multi-family homes. According to the United States Census Bureau, the Village of Shorewood Hills has a total area of .81 square miles, all of it land.

As of the 2010 Census, there were 1,565 people, 620 households, and 478 families residing in the Village of Shorewood Hills. The population density is 1,951 per square mile. There are 660 housing units at an average density of 822.9 per square mile. The municipality population distributed by the Wisconsin Department of Administration indicates that the 2015 population for Village of Shorewood Hills was 1,928 people. Table 1 shows the population profile by age for the Village of Shorewood Hills according to the 2010 Census.

Table 1 Population Profile for the Village of Shorewood Hills

Category	Number	Percent
Total population	1,565	100.0
Under 5 years	74	4.7
5 to 9 years	107	6.8
10 to 14 years	129	8.2
15 to 19 years	113	7.2
20 to 24 years	27	1.7
25 to 29 years	37	2.4
30 to 34 years	31	2.0
35 to 39 years	76	4.9
40 to 44 years	106	6.8
45 to 49 years	125	8.0
50 to 54 years	131	8.4
55 to 59 years	166	10.6
60 to 64 years	132	8.4
65 to 69 years	99	6.3
70 to 74 years	72	4.6
75 to 79 years	49	3.1
80 to 84 years	58	3.7
85 years and over	33	2.1

Data Source: 2010 U.S. Census

American Community Survey estimates for 2014 indicate that the median income for a household in the Village of Shorewood Hills is \$143,906 and the median income for a family is \$166,875. The per capita

income for the Village is \$68,248. 99.3% of the population has at least a high school degree, while 87.2% of the population holds at least a bachelor's level degree.

Hazard Identification and Risk Assessment

A hazard identification and vulnerability analysis was completed for the Village of Shorewood Hills using the same methodology in the base plan. The information to support the hazard identification and risk assessment for this Annex was collected through a Data Collection Guide, which was distributed to each participating municipality to complete.

The first step in a hazard analysis is to identify which hazards the community is vulnerable to. Table 2 outlines the hazard identification for the Village of Shorewood Hills based on the Data Collection Guide issued in 2015. The Data Collection Guide listed all of the hazards that could impact anywhere in Dane County. The purpose of this worksheet was to identify and rank the hazards and vulnerabilities specific to the jurisdiction. The Village of Shorewood Hills's planning team members were asked to complete the matrix by ranking each category on a scale of 0 to 5 based on the experience and perspective of each planning team member. A ranking of 0 indicated "no concern" while a ranking of 5 indicated "highest concern."

This matrix reflects that the Village of Shorewood Hills is most vulnerable to tornadoes, windstorms and winter storms. The vulnerability established here is a qualitative assumption based on the impacts, geographic extent, probability of future occurrence, and magnitude/severity.

Table 2 Vulnerability Assessment Matrix for the Village of Shorewood Hills

Hazard	Hazard Attributes			Impact Attributes						Total
				Primary Impact (Short Term - Life and Property)			Secondary Impact (Long Term – Community Impacts)			
	Area of Impact	Past History, Probability of Future Occurrence	Short Term Time Factors	Impact on General Structures	Impact on Critical Facilities	Impact on At-Risk Populations	Social Impact	Economic Impact	Severity Of Other Associated Secondary Hazards	
	(1-5)	(1-5)	(1-5)	(0-5)	(0-5)	(0-5)	(0-5)	(0-5)	(0-5)	
Dam Failure	1	1	1	1	0	1	0	1	1	7
Extreme Cold	2	1	1	2	2	3	1	2	2	16
Extreme Heat	2	1	1	1	1	3	1	2	2	14
Drought	2	2	1	0	0	0	1	2	2	10
Expansive soils	0	0	0	0	0	0	0	0	0	0
Flood	3	2	2	2	2	1	1	2	2	17
Fog	1	1	1	0	0	0	0	0	0	3
Hail Storm	2	1	1	1	1	1	1	1	1	10
Landslide	2	1	1	2	1	1	1	2	2	13
Lightning	4	2	2	2	2	2	1	2	3	20
Tornado	4	2	2	3	3	3	3	4	4	28
Wildfire	1	1	1	0	0	0	0	0	0	3
Windstorm	4	2	2	2	2	2	2	3	3	22
Winter Storm	5	3	1	2	2	2	2	3	3	23

Village of Shorewood Hills Data Collection Guide

Previous Hazard Events

Through the Data Collection Guide, the Village of Shorewood Hills noted specific historic hazard events to include in the community profile. These events have been incorporated into the appropriate hazard chapters in the main mitigation plan. These events had a particular impact on the community beyond the impacts and events recorded in the Dane County Hazard Mitigation Plan. This is not a comprehensive summary of past incidents, as the hazard profiles collected in the main Mitigation Plan include other events that may have historically impacted the jurisdiction. The events noted by this jurisdiction in the Data Collection Guide include:

Blizzard, December 20, 2012

Over 16 inches of heavy snow fell on the Village, causing power outages and blocking streets for several hours. Nearly all businesses in the community closed due to the storm. Park trees were damaged. The large storm did not affect area schools as it occurred over winter break.

Flooding, June 26, 2013

A heavy rainfall overloaded the storm sewer system and caused the discharge of sediment and debris. The main area hit was the high traffic area of University Avenue from University Bay Drive to Midvale Boulevard. Traffic was re-routed for several hours and several businesses suffered minor damage.

Asset Inventory

Assets include the people, property, and critical facilities within the Village of Shorewood Hills that are exposed to hazards in general. Inventories of property, essential infrastructure, and natural, cultural or historic resources help provide a comprehensive picture of the community and provide a method of assessing exposure to hazards by establishing the improved and total values, capacities and populations for these assets. It also forms the basis for estimating potential losses, where possible.

Population

Table 3. Vulnerable Population Summary

Disability Status from the 2014 American Community Survey	Number	Percent of Group with Disability
Population Under 5 years old with a Disability	0	0%
Population 5-17 years old with a Disability	0	0
Population 18-64 with a Disability	54	5.7
Population Over 65 years old with a Disability	71	18.4
Total Population with Disability	125	7.0

Other Vulnerable Populations	Estimate	Percentage
Families Below Poverty Level	17	3.2
Individuals Below Poverty Level	71	4.0
Of those poverty: Individuals Under 18	14	3.1
Of those poverty: Individuals Over 65	14	3.6
Total Population Over 5 who Speak English less than "very well"	31	1.8
2014 ACS Total Population Estimate	1783	100%

Source: 2010 US Census, 2014 ACS

General Property

Table 4 Property Exposure Summary

Property Type	Total Parcel Count	Improved Parcel Count	Improved Values (\$)	Content (\$)	Total Value (\$)
Totals	726	647	249,269,027	124,634,514	373,903,541
Agriculture	0	0	0	0	0
Commercial	27	19	39,517,096	19,758,548	59,275,644
Utilities	0	0	0	0	0
Industrial	0	0	0	0	0
Institutional/ Governmental	13	0	0	0	0
Other	25	1	447,200	223,600	670,800
Residential	661	627	209,304,731	104,652,366	313,957,097

Source: Dane County Land Information Office

Critical Facilities

The Village of Shorewood Hills has identified the following critical facilities important to protect from disaster impacts. These are collected in Table 5. Table 5 is based on the Village of Shorewood Hills Data Collection Guide

Table 5 Critical Facility Summary/Essential Infrastructure

Name of Asset	Type*	Replacement value	Occupancy/capacity
University Avenue	EI	\$3-4M	
SH Police Dept**	EI	\$1M	6/20
SH Village Hall**	EI	\$1M	Varies/125+
SH Public Works	EI	\$2M	10/75+
Sanitary Sewer Lift Stations	EI	\$800K	

Name of Asset	Type*	Replacement value	Occupancy/capacity
Water System Pumps	EI	\$1M	
SH Community Center***	VF	\$1.5M	Varies/246
SH Swimming Pool***	VF	\$1.5M	Seasonal/250
Meeting House Nursery School	VF		100+/100+
SH Elementary School	VF		450+/450+
University Station Clinics	VF		
Blackhawk Country Club Maintenance Bldg (fertilizer)	HM		
SH Pool (chemical storage)	HM		
** Note: Assets occupy the same building			
*** Note: Assets occupy the same building			

Source: Village of Shorewood Hills Data Collection Guide, 2015.

*EI: Essential Infrastructure; VF: Vulnerable Facilities; HM: Hazardous Materials Facilities;

Vulnerability to Specific Hazards

This section details vulnerability to specific hazards, where quantifiable, and where it differs from that of the overall County. The previous inventory tables quantify what is exposed within the Village of Shorewood Hills. Table 6 cross-references the hazards with the various tables where exposure or vulnerability specifics are found. Hazard specific vulnerabilities are noted, where known.

Table 6 Hazard Vulnerability Specifics

Hazard	Populations	Structures	Critical Facilities	Future Damage Potential
Dam Failure	None	None	None	Specifics unknown; See hazard profile in County Plan
Drought	Minimal	None	Minimal	Specifics unknown; See hazard profile in County Plan
Flooding	See section below	See section below	See section below	See section below
Fog	Minimal	None	None	Specifics unknown; See hazard profile in County Plan
Hailstorm	Minimal	See Property Exposure table 3	See Critical Facility Inventory Table(s)	Specifics unknown; See hazard profile in County Plan
Landslide/ Sinkholes/ Erosion	Minimal	Minimal	Minimal	Specifics unknown; See hazard profile in County Plan

Hazard	Populations	Structures	Critical Facilities	Future Damage Potential
Lightning	See Table 2 Population	See Table 3 Property Exposure	See Critical Facility Inventory Table(s)	Specifics unknown; See hazard profile in County Plan
Severe Cold	See Table 2 Population	See Table 3 Property Exposure	See Critical Facility Inventory Table(s)	Specifics unknown; See hazard profile in County Plan
Severe Heat	See Table 2 Population	None	Minimal	Specifics unknown; See hazard profile in County Plan
Severe Winter Storm	See Table 2 Population	See Table 3 Property Exposure	See Critical Facility Inventory Table(s)	Specifics unknown; See hazard profile in County Plan
Tornado	See Table 2 Population	See section below	See Critical Facility Inventory Table(s)	See section below
Wildfire	Minimal	Minimal	Minimal	Specifics unknown; See hazard profile in County Plan
Windstorm	See Table 2 Population	See Table 3 Property Exposure	See Critical Facility Inventory Table(s)	Specifics unknown; See hazard profile in County Plan

Flood

Structures and Properties in the Floodplain

Refer to the flood profile in the mitigation plan for a description of the methodology used to identify potentially flood-prone properties. Figure 1 shows mapped floodplains, future growth areas, and critical or vulnerable facilities. Tables 7 and 8 outline the primary structures and properties with primary structures on them within the City of Sun Prairie. Potential number of individuals at risk figures are based on primary residential structures and the average household size within Dane County.

Table 7 Primary Structures in the Floodplain

Total Floodway Structures	Floodway Residential Structures	Total Structures in 100 year Floodplain	Residential Structures in 100 year Floodplain	Potential Number of Individuals at Risk in 100 year Flood	Total Structures in 500 year Floodplain	Residential Structures in 500 year Floodplain	Potential Number of Individuals at Risk in 500 year Flood
0	0	1	1	2.33	0	0	0

Source: Analysis based on Dane County Land Information Office Data

Table 8 Properties with Primary Structures in the Floodplain

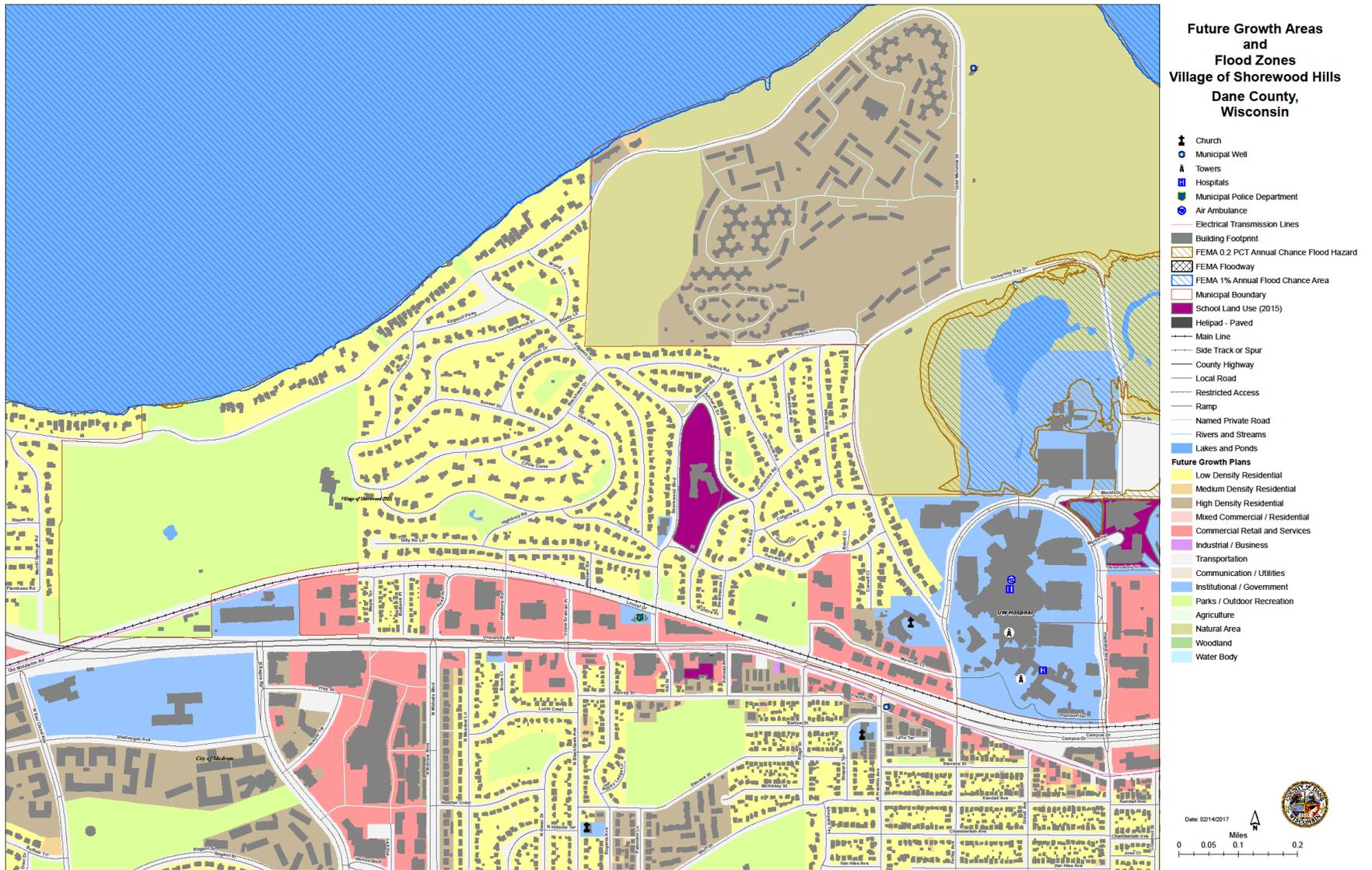
Total Floodway Properties	Floodway Improved Values	Floodway Residential Properties	Total Properties in 100 year Floodplain	Total Improved Value of Properties in 100 year Floodplain	Residential Properties in 100 year Floodplain	Total Properties in 500 year Floodplain	Total Improved Value of Properties in 500 year Floodplain	Residential Properties in 500 year Floodplain
0	\$0	0	1	\$0	1	0	\$0	0

Source: Analysis based on Dane County Land Information Office Data

Repetitive Loss Properties and Flood Insurance Policies

No repetitive losses have been reported. The Village of Shorewood Hills does not have any flood insurance policies or flood damage loss claims.

Figure 1 Flood Hazards and Future Land Use Map



Tornado

While it is difficult to estimate specific losses to a tornado due to the random nature of the event, a methodology was developed that was applied to each jurisdiction during the 2015 update. The table below estimates the percent area of the jurisdiction that could be impacted based on the average sized tornado (F2) in Dane County. High value exposure is based on 100% loss, medium 50% loss, and low is 25% loss to the property potentially impacted. The loss ratio, which is the ratio of the damaged building value to total exposed building value, is a measure of the impact to the jurisdiction as a whole. Communities with loss ratios 10% or more may have difficulty recovering from a disaster. Refer to the tornado hazard profile in the main mitigation plan for more details on this methodology.

Table 9. Tornado Loss Estimate

% Area of Impact	Improved Parcel Count	Affected Structure Estimate	Total Exposed Value	Estimated Loss \$ - High Damage Range	Estimated Loss \$ - Moderate Damage Range	Estimated Loss \$ - Low Damage Range	Loss Ratio for Moderate Damage Range
100.00%	698	698	\$518,249,375	\$518,249,375	\$259,124,687.25	\$129,562,343.63	50.0%

Data Source: Analysis Based on Dane County Land Information Office's data

Growth and Development Trends

Planned land use is shown in Figure 1, in relation to the flood hazard. Table 10 illustrates how the Village of Shorewood Hills has grown in terms of population and number of housing units between 2010 and 2014-15. Housing data is to 2014 due to data availability. Table 11, drawn from the Demographics Services Center at the Wisconsin Department of Administration, shows population projections through 2035.

Table 10. Village of Shorewood Hills Change in Population and Housing Units, 2000-2014/15

2010 Population	2015 Population	Percent Change (%) 2010-2015	2010 # of Housing Units	2014 # of Housing Units	Percent Change (%) 2010- 2014
1,565	1,928	23.1	660	689	4.3

Data Source: Dane County and the Village of Shorewood Hills

Table 11. Village of Shorewood Hills Population Projections 2015-2035

Population Change	5 year Growth %	2015	2020	2025	2030	2035
Increase by same percentage each year	4.26%	1928	2339	2837	3441	4174

Problems or Additional Vulnerability Issues

Three new apartment buildings have been built in the community's commercial district since 2013. Four to five additional mixed use apartment buildings could be built in the next three years. The population density in these areas has and will continue to increase.

Capability Assessment

Capabilities are the programs and policies currently in use to reduce hazard impacts or that could be used to implement hazard mitigation activities. This capabilities assessment summarizes regulatory mitigation capabilities, administrative and technical mitigation capabilities, and fiscal mitigation capabilities for the Village of Shorewood Hills.

Mitigation Capabilities Summary

Table 12 lists planning and land management tools typically used by local jurisdictions to implement hazard mitigation activities, or by themselves contribute to reducing hazard losses. The table also indicates which of these tools are currently utilized in the Village of Shorewood Hills.

Table 12 Village of Shorewood Hills Regulatory Mitigation Capabilities.

Regulatory Tool (ordinances, codes, plans)	Yes/No	Comments
General or Comprehensive plan	Yes	On-line at www.shorewood-hills.org
Zoning ordinance	Yes	On-line at www.shorewood-hills.org
Subdivision ordinance	No	
Growth management ordinance	Yes	On-line at www.shorewood-hills.org (included in the Comprehensive Plan)
Floodplain ordinance	Yes	On-line at www.shorewood-hills.org
Other special purpose ordinance (stormwater, steep slope, wildfire)	Yes	Stormwater ordinance on-line at www.shorewood-hills.org
Building code	No	State UDC
Fire department ISO rating	No	Contract w/City of Madison for fire and ambulance service October 1, 2013
Erosion or sediment control program	Yes	
Stormwater management program	Yes	
Site plan review requirements	Yes	Plan Commission / Administrator / Madison Fire
Capital improvements plan	No	
Economic development plan	No	
Local emergency operations plan	No	Development / update in progress
Flood insurance study or other engineering study for streams	No	

Data Source: Village of Shorewood Hills Data Collection Guide, 2015

Table 13 identifies the personnel responsible for mitigation and loss prevention activities as well as related data and systems in the Village of Shorewood Hills.

Table 13 Responsible Personnel and Departments for the Village of Shorewood Hills

Personnel Resources	Yes/No	Department/Position	Comments
Planner/engineer with knowledge of land development/land management practices	Yes	Contracted Engineer	Town & Country Engineers
Engineer/professional trained in construction practices related to buildings and/or infrastructure	Yes	Contracted Engineer, Contracted Building Inspector	Town & Country Engineers, Carl Anderson
Planner/engineer/scientist with an understanding of natural hazards	Yes	Contracted Planner, Contracted Engineer	Vierbicher, Town & Country Engineers
Personnel skilled in GIS	Yes	Contracted Engineer, Village Forester	Town & Country Engineers, Corey George
Full time building official	No	Part-Time Building Inspector	Carl Anderson
Floodplain manager	Yes	Contracted Engineer, Village Administrator	Town & Country Engineers, Karl Frantz
Emergency manager	Yes	Emergency Services Coordinator, Police Chief, Contracted Fire Chief	David Sykes, Aaron Chapin, Madison Fire
Grant writer	No		
GIS Data Resources (Hazard areas, critical facilities, land use, building footprints, etc.)	Yes	Contracted Engineer	Town & Country Engineers
Warning Systems/Services (Reverse 9-11, cable override, outdoor warning signals)	No	Dane County Emergency Management	

Data Source: Village of Shorewood Hills Data Collection Guide, 2015

Table 14 identifies financial tools or resources that the Village of Shorewood Hills could potentially use to help fund mitigation activities.

Table 14 Financial Resources for the Village of Shorewood Hills

Financial Resources	Accessible/Eligible to Use (Yes/No)	Comments
Community Development Block Grants	Yes	Available as a sub-governmental unit to Dane County
Capital improvements project funding	Yes	Tax Increment District funds
Authority to levy taxes for specific purposes	Yes	Possible resource but haven't done so to date
Fees for water, stormwater, sewer, gas, or electric services	Yes	Water, stormwater, sewer only
Impact fees for new development	No	
Incur debt through general obligation bonds	Yes	
Incur debt through special tax bonds	No	
Incur debt through private activities	Yes	Possible but rarely utilized

Financial Resources	Accessible/Eligible to Use (Yes/No)	Comments
Withhold spending in hazard prone areas	No	

Data Source: Village of Shorewood Hills Data Collection Guide, 2015

Additional Capabilities

- Periodic information articles in the Village’s monthly newsletter available on-line.
- Additional information available on the Village’s website.
- The Village of Shorewood Hills has a full-time Forester who is instrumental in environmental education.

National Flood Insurance Program Participation

The Village is currently sanctioned by the NFIP.

Table 15 NFIP Participation for the Village of Shorewood Hills

Floodplain Ordinance	Comments	Dane County FIRM Panels	NFIP Participation	Init FHBM Identified	Init FIRM Identified	Curr Eff Map Date	Reg-Emer Date
No	Sanctioned by NFIP	404,408	No	1/31/1975	6/17/2003	9/17/2014	1/31/1976

Source: FEMA Community Status Book Report

Public Involvement Activities

The Village of Shorewood Hills community participated in the County public outreach process. This was a series of public workshops held around the County in which an overview of natural hazard mitigation was given and the County plan was discussed. Residents were then given the opportunity to give their input on mitigation actions that could be taken, and filled out informational surveys that assessed the level of risk the perceived within their own community. More information on these meetings can be found in the County base plan.

Mitigation Actions

Completed Mitigation Actions

The Village of Shorewood Hills has taken action towards becoming more resilient to natural hazards. The actions thus far include:

- Reconstruction of University Avenue west of Shorewood Boulevard included a stormwater culvert which alleviated most of the flooding problems along that section of University Avenue.
- Preliminary plans have been made to reconstruct University Avenue east of Shorewood Boulevard within the next 5 year which would further improve the transport of stormwater from the southwest part of Madison to Lake Mendota without causing surface flooding problems.

-
- Residents educated on the benefits of participating in the NFIP.
 - Floodplain zoning ordinance approved in July 2009.

Proposed Mitigation Actions

Objective 1: Continue sound floodplain management practices, utilizing the floodplain zoning ordinance to control development and ensure detrimental effects on the community are mitigated.

Steps:

- 1) Ensure floodplain ordinance compliance.
- 2) Continued creation and maintenance of existing rain gardens, swales and other stormwater management features can mitigate this problem. Identify areas where new stormwater control features can be installed.

Lead Implementing Agencies:

- Village of Shorewood Hills Administration
- Village of Shorewood Hills Planning Commission
- Village of Shorewood Hills Board of Trustees

Possible Funding and Technical Assistance:

- Stormwater Utility Fund

Timeline: Continual

Priority: Low

Estimated Costs: Minimal – Staff Time

Objective 2: Standing water accumulates on University Avenue east of Shorewood Boulevard after heavy rains. Reconstruction of University Avenue east of Shorewood Boulevard is in the planning stages and could be completed within the next 5 years. Increasing the stormwater transit pipe(s) to mitigate the standing water problem on University Avenue is included in the plan. The mitigation action is to continue this process.

Lead Implementing Agencies:

- Village of Shorewood Hills Administration
- Village of Shorewood Hills Public Works
- Village of Shorewood Hills Board of Trustees
- City of Madison
- Dane County

Estimated Costs: \$4,000,000

Possible Funding and Technical Assistance:

Cost share with City of Madison, Dane County, grant funds, Village TID Funds

Timeline: Completion in next five years

Priority: High



87 W. Bellline Hwy. • Madison, WI 53713
(608) 255-6902 • Fax (608) 255-2001

September 6, 2017

Mr. John Mitmoen
Village of Shorewood Hills
810 Shorewood Blvd.
Madison, WI 53705
PH: (608) 209-5024
Email: jmitmoen@shorewood-hills.org

Project Description: Replacement of package cooling unit at the Village Hall.
Project Address: 810 Shorewood Blvd. Madison, WI 53705

Replacement of package roof top unit:

- Remove & properly dispose of existing equipment & refrigerant.
- Install (1) new Trane cooling only R410a package roof top unit.
- Reconnect Low voltage.
- Startup and verify proper operation of the units.
- Installation labor
- Crane rental & city permits (\$800.00 Value).
- Electric Construction for necessary electrical (\$800.00 Value).
- HVAC permit fees (\$60.00 Value)
- One year parts and labor warranty
- Manufactures warranty

Option #1: Install (1) Trane HIGH EFFICIENCY cooling only unit.
COST OF OPTION #1 INSTALATION \$15,787.00 *

Option #2: Install (1) Trane STANDARD EFFICIENCY cooling only unit.
COST OF OPTION #2 INSTALATION \$14,307.00 *

Option #3: Install Trane Hail Guards on the new cooling only unit.
COST OF OPTION #3 INSTALATION \$549.00 *

This price is only valid at the time of selecting option #1 or #2.

Terms & Conditions:

- The price above reflects the reconnecting of a standard commercial thermostat; if the building has a zone system then additional cost will be incurred for communication boards etc.
- If customer chooses they can retain the services of a licensed contractor to perform the work. If this is the case then simply deduct the amount listed.
- Work to be performed during normal business hours of Monday-Friday 7:30am to 4:00pm
- The pricing provided is valid for 30 Days.
 - Terms are net 30 days.
 - After which finance charges will be applied.
- If payment is not received within 30 Days the equipment/ installation warranty is null & void.
- This price reflects the Harker cash or check discount.
 - If credit card is to be used add 3.5% on to cost.

Authorization Signature

Date



John Mitmoen <jmitmoen@shorewood-hills.org>

Follow up to phone call conversation

1 message

Brian Hoffman <BrianH@harkerheating.com>
To: jmitmoen@shorewood-hills.org

Wed, Sep 27, 2017 at 11:38 AM

Hello John,

Follow up to our phone conversation today.

- Yes, an economizer is included. Economizers are required by code on anything 4.5 tons and greater.
- Below is the information Trane Co. sent me in regards to efficiency.
 - On this big of equipment they use **IEER** (Integrated Energy Efficiency Ratio) & **EER** (Energy Efficiency Rating),
 - Annual Estimated savings with the higher efficiency unit is \$289.00
 - Estimated 3 year Annual savings with the higher efficiency \$868.00
 - Estimated 5 year annual savings with the higher efficiency \$1446.00

Hope this helps.

Regards,

**Brian Hoffman** •

Director of Commercial Service Accounts
t. 608.255.6902 **f.** 608.255.2001 **c.** 608.509-3844
e. www.harkerheating.com
87 W Beltline Hwy • Madison, WI 53713



Trane Option:

Performance Features

- EER (Energy Efficiency Rating)
 - High Efficiency: 12.1 EER
 - Standard Efficiency: 11 EER
- Gas efficiencies up to 82%
- Innovative non-corrosive composite condensate pan
- Solid-state control for on-board diagnostics with LED error code
- Burner control logic and energy saving indoor fan motor delay
- Tubular heat exchanger with stainless steel burners
- Pre-painted exterior panels and primer-coated interior panels

Maintenance Features

- Control terminal board facilitating simple safety circuit troubleshooting
- Access panels with easy grip handles
- Two-inch disposable return air filters
- Scroll compressors with internal line-break overload protection
- 24-volt control circuit protected with resettable circuit breaker
- Low pressure and high-pressure switch protection
- Anti-cycle protection for gas heat operation
- Solid-state electronic direct spark ignition system and flame roll-out safety protector

Standard Limited Warranty

- 5 years parts only heat exchanger - aluminized
- 5 years parts only compressor
- 1 year parts only on all other parts



Shown with hail guards

Energy Savings Estimator ~ Prepared Exclusively for Harker

Date: Sep-27-2017

Basic Data

	State. City	WI, Madison	
	Unit	1	
	Nominal Tonnage per Unit	15	
	# of Units	1	
	IEER % Difference	14.8%	
	HGBP 1st Cost Savings / Unit	0	
	Utility Rate	\$0.11	Default Utility Rate Cents/kWh
	Cooling Load Hours (CLH)	1400	

Total Savings Energy + 1st Cost - All Unit Sizes

Annual Estimated Svgs	\$289
3 Yr Estimated Svgs	\$868
5 Yr Estimated Svgs	\$1,446

Here is the info I have. The EER for the standard unit is 11 and the IEER is 12.2. The EER for high efficiency unit is 12.1 and the IEER is 14. Our system calculates savings off the IEER. See attached report on cost savings if you upgrade to high efficiency unit/s. Let me know if you have any questions.

Thanks,

Joe Mulder

Account Manager-Trane Supply



Virus-free. www.avast.com



September 8, 2017

MEMORANDUM

To: Karl Frantz
Fr: Charles Carlson

Re: Administration Reorganization

Village Clerk Colleen Albrecht has provided advance notification of her intent to retire at the end of the year. We have been assisting you in exploring replacement alternatives. Specifically, the Village has two employees who you feel are ready to assume greater responsibility. They are Karla Endres, Deputy Clerk, and David Sykes, Emergency Services Coordinator & Administrative Assistant. You are considering dividing Ms. Albrecht's responsibilities between Ms. Endres and Mr. Sykes and recommending them for a higher pay grade, and you have asked us for a recommendation.

To prepare for this possibility, Ms. Endres, Mr. Sykes, Ms. Albrecht, and you each completed a Gallup Strengths Finder analysis and met with Jenna Bidwell of our firm to review position responsibilities, individual talents, and interests to determine optimal assignments. Accordingly, you have decided upon duty assignments and are now ready for compensation recommendations.

Ms. Albrecht will not be easily replaced. She is a long-serving staff member and in many ways served as deputy administrator in my view. Her current salary is ~~\$36.81~~^{37.18} per hour. We reviewed salary level for twenty-four village and city clerks in communities in southern Wisconsin with population less than 10,000, and the average salary is \$32.00 per hour. Ms. Albrecht is being paid above average because of her length of service and management contributions to the Village.

Ms. Endres is currently being paid ~~\$23.77~~^{24.00} per hour, and Mr. Sykes is at ~~\$24.93~~^{25.17} per hour. Both are at the maximum rate of their current ranges. Assuming you go forward with promoting them, given their sharing of responsibilities, I would recommend titling Ms. Endres as Village Clerk and Mr. Sykes as Administrative Services Manager. I further recommend allocating both

Charles E. Carlson
charles.carlson@carlsondettmann.com
608.239.7991

positions to Grade 16 of your pay plan. The Grade 16 pay range is \$25.97 to \$33.39, and I believe they should be classified as FLSA Exempt.

In terms of step placement, both have been treated in their current roles as FLSA Non-exempt, and they have been receiving some overtime compensation in addition to their base pay. Accordingly, I think you should give some consideration to these overtime amounts in recommending step placement in Grade 16. How much consideration to give this historic overtime is a judgment call you should make; however, I have two specific recommendations. First, I recommend placing them on the same step in Grade 16 when you make this change. Second, I recommend the placement reflect approximately a 10% increase.

Please note that the maximum of the pay range is slightly higher than the average pay of the 24 communities surveyed with populations up to 10,000. I think this would be a fair fit. I'm assuming the net salary savings from this change would be used for adding some administrative support to pick up delegated duties as the two assume their larger roles.

Resolution R - 2015 - 11

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

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

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

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

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

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

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

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

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

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

APPROVED: _____
Mark L Sundquist, President

Attest: _____
Colleen Albrecht, Village Clerk

Extended Rental Season Manager/Admin Duties

FACILITY – CLEANING

1. Blowing off pool deck (daily)
2. Clearing out deck drains (daily)
3. Clearing off pool gutters (daily)
4. Cleaning entryway (2-3 week)
5. Toilets (2-3 week)
6. Sinks (2-3 week)
7. Trash (2-3 week)
8. Stocking toiletries (2-3 week)
9. Locker room floors (1-2 week) **may also use hourly staff for bigger floor cleans**

MAINTENANCE – POOL

1. Water test (at least twice a day)
2. Water meter reading (twice a day)
3. Backwashing Filters (about twice a week)
4. Changing Filter Baskets (2-3 times a week)
5. Check boilers (once a day)
6. Check chemical pumps (once a day)
7. Pool Vacuum (at least twice a week)

ADMINISTRATIVE – GENERAL

1. Orders (locker room supplies, chemicals, etc)
2. Chemical Deliveries
3. Check In/Out Rental Groups
4. Timecards
5. Bills
6. Rental Setup/Charges

“INTAGABLES”

1. Being “on call” for any issues that arise
2. Dealing with any mechanical issues that arise
3. Storms/Power Outages – emptying water, shutting down pool

APPROX 20hrs/week + Intangibles

Recommendation for Additional Staff Hours

Manager - \$600/week (Approx \$25/hr + \$100 for intangibles)

Additional hourly staff used as needed – at hourly wage



Village of
Shorewood Hills

Village of Shorewood Hills Pool

901 Swarthmore Ct. Madison, WI 53705

www.shorewoodpool.com

info@shorewoodpool.com

608-266-2559

RENTAL AGREEMENT

Group: University of Wisconsin-Madison Athletic Dept. (Swim Team)

Rental Period: Fall 2017 – beginning 9/5/2017. (end date TBD)

Rental Days/Times: Mon-Fri 2:00pm-4:00pm

Rental Rate: \$25/hr per lane (\$250/hr for all 10 lanes)

****In addition to rental rate, renter is also responsible for their portion of all operational costs (gas, electric, water, and chemicals)****

Rental Details:

1. *Renter will be issued a key to open and lock up the facility. The key will be returned at the end of the rental period. Lost key charge - \$500*
2. *The Shorewood Hills Pool is not providing staff (guards) during rental period, so the renter is responsible for the safety of the athletes while using the facility.*
3. *Renters will complete “check-in/check-out” procedures before and after each use as outlined by the facility manager.*
4. *Renters will ensure that only members of their club will enter the facility.*
5. *Village of Shorewood Hills reserves the right to terminate rental period at any point if it is deemed necessary.*

Renter Signature: _____

Renter Name: _____

Renter Title: _____

Village of Shorewood Hills
810 Shorewood Blvd.
Madison, WI 53705
(608) 267-2680

Invoice 17-005

The Riseling Group, LLC

1802 Monroe Street
Suite 201
Madison, WI 53711

The Riseling Group

Date
October 8, 2017

To
Karl Frantz
Village of Shorewood Hills
810 Shorewood Blvd
Madison WI 53705-2115

Hours	Description	Rate	Total
13 hours	Dale G. Burke Month of August	\$125.00	\$1,625.00
15 hours	Debra J. Hettrick Month of August	\$125.00	\$1,875.00
8 hours	Dale Burke Month of September	\$125.00	\$1,000.00
11 hours	Debra J. Hettrick Month of September	\$125.00	\$1,375.00
2 hours	Sue Riseling Review Background	N/C	N/C
Work Completed by D Burke and D Hettrick: Review resumes, assisted with interview panels, conducted background investigation and prepared investigation report.			
Subtotal			\$5,875.00
Sales Tax			n/a
Shipping & Handling			n/a
Total Due By 8.31.2017			\$5,875.00

Thank you for your business!

Tel: 608 444-3547

Email: Sue@riselinggroup.com

Web: www.riselinggroup.com

Memorandum

To: Board of Trustees

From: David DeVito

Date: October 4, 2017

Subject: Proposed Business Continuity Planning (BCP) Initiative

I. Summary

Business Continuity Planning (BCP) refers to the internal efforts to assure the capability exists to continue essential functions in response to a broad spectrum of emergencies or operational interruptions. BCP is an ongoing process that is driven in part by growth and change in information systems, personnel, and mission critical needs. Operational interruptions may include routine business renovation or maintenance; mechanical failure of heating or other building systems; fire; inclement weather or other acts of nature; or a range of threatened or actual attacks. Other events that may interrupt departmental activity include failure of information technology (IT) systems and telecommunications due to malfunction or cyber-attack.

It should be the policy of the Village of Shorewood Hills to respond quickly in the event of an emergency or threat resulting from human, technological, natural or other causes, and to ensure the ability to perform essential functions under all circumstances.

To meet these objectives, I propose the Village of Shorewood Hills establish a BCP, which sets forth a concept of operations, identifies essential functions and outlines a risk assessment in each area.

The plan can incorporate the all or some of following key elements:

- Emergency concepts, actions, and procedures
- Identification and prioritization of essential functions
- Line of succession to essential positions required in an emergency
- Delegations of authority and pre-delegations of emergency authorities to key officials
- Emergency operations centers and alternate (work-site) facilities
- Interoperable communications
- Protection of government resources, facilities and personnel
- Safeguarding of vital records and databases
- Tests, training and exercises

II. Proposed Shorewood Hills Business Continuity Planning Initiative

I propose that Shorewood Hills adopt a formal Business Continuity Planning (BCP) initiative. This imitative would start with a small working group who will consider the above planning details. A potential mission statement for the BCP working group could be as follows:

The Business Continuity Planning (BCP) Committee is responsible for researching, recommending, developing and maintaining policies and procedures which help ensure that the Village of Shorewood Hills can maintain services, records and IT capacity in the event of man-made or naturally-caused interruptions of normal business methods.

The BCP working group would consist of a Board member, the Village Administrator and members of Village staff.

After sufficient policies and procedures are established the monitoring and refreshment of the BCP functions will fall under the Finance Committee.

III. Conclusion

The adoption of a formal BCP initiative in Shorewood Hills is crucial to an increasingly complex world of IT systems and record-keeping. I ask the Board to support such an initiative.

IV. Resources

[Business Continuity Planning from the municipal perspective](#)

[MUNICIPALITY, DEPARTMENT and BUSINESS CONTINUITY OF OPERATIONS PLAN \(COOP\) Template](#)

[Disaster Recovery and Business Continuity Plan](#)

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Wednesday, June 7, 2017 7:00 a.m.

1. **Call to Order** Chairperson John Imes called the meeting to order at 7:03 a.m. Present, in addition to Mr. Imes, were Committee members Mary Gulbrandsen, Erica Moeser, Amy Neeno-Eckwall, Anne Readell, Paula Hogan and David Vitse. Consultant Dale Burke of the Riseling Group, Village Administrator Karl Frantz, Sergeant-Detective Corey Denzer and Village Clerk Cokie Albrecht were also in attendance
 - a. **Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.
 - b. **Approve minutes from previous meetings** Ms. Hogan moved and Ms. Neeno-Eckwall seconded a motion to approve the minutes of the Personnel Committee meeting of May 17, 2017. Motion passed unanimously.

2. **Meet interim Police Chief Jerry Jansen and discuss process to recruit and hire new Chief and management/organization study during interim period** Chief Jansen was unable to attend the meeting; Mr. Burke represented the Riseling Group in his absence. Mr. Burke said he and co-worker Debra Hettrick will assist the Village in recruiting and selecting the candidates to be considered for the Police Chief position. The consultants plan to meet individually with interested members of the Police staff, Board of Trustees, and Personnel and Public Health and Safety Committees to identify the qualities those employees and residents would like to see in a Police Chief. Those conversations will inform the development of a job description—the consultants are looking for candidates who will be a good fit for the Shorewood Hills community. They then will coordinate the advertisement of the Chief opening and will review the applications received to narrow the candidates to a reasonable number to interview. Additionally, the Riseling Group will undertake a review the Police Department to identify its strengths and areas needing improvement, if any.

3. **Update on process to fill position after retirement of Village Clerk and proposed office staffing structure realignment** Mr. Frantz provided an update on the process to realign the staffing of the Administrative office when Ms. Albrecht retires. Job descriptions have been reviewed to assist with the reassignment of Deputy Clerk Karla Endres and Emergency Services Coordinator David Sykes' duties in preparation for their assumption of the Village Clerk's roles. Carlson Dettmann Consulting has been hired to do CliftonStrengths personality analyses of the Administrative staff. The information gleaned will facilitate the division of responsibilities. Carlson Dettmann will also be asked to provide guidance about the appropriate salaries to be paid the staff when they assume their new duties. Mr. Frantz anticipates an employee will be hired in 2018 to assist with some of the work load currently handled by Ms. Endres and Mr. Sykes.

4. **Discussion and possible recommendation on additional recognition programs for Village staff and the Personnel Committee's role** This item will be tabled until Ms. Neeno-Eckwall and Mr. Imes have discussed their interest in including it on a future agenda.

5. **Review and recommendation on any seasonal hires** There were none to consider.

6. **Next meeting dates and agenda items** The Committee members will be polled later to identify a meeting time ~ the week of July 23, 2017.

7. **Adjourn** Meeting adjourned at 8:05 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Thursday September 28, 2017 7:00 a.m.

1. **Call to Order** Chairperson John Imes called the meeting to order at 7:03 a.m. Present, in addition to Mr. Imes, were Committee members Mary Gulbrandsen, Erica Moeser, Amy Neeno-Eckwall, Paula Hogan and David Vitse. Anne Readel was recently appointed Chair of the Village's new Sustainability Committee, in addition to her other Trustee duties, and has stepped down from the Personnel Committee. Village Administrator Karl Frantz, Deputy Clerk Karla Endres and Village Clerk Cokie Albrecht were also in attendance
a. Note compliance with open meeting law Mr. Frantz confirmed the meeting had been properly posted and noticed.
2. **Approve minutes from previous meetings** Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to approve the minutes of the Personnel Committee meeting of June 7, 2017. Motion passed unanimously.
3. **Consider compensation to Pool Manager for off-season work associated with the UW Swim Team rental of the Pool** The UW Swim team is renting the Shorewood Hills Pool in the off-season for two hours a day, four days a week, while its facility is being remodeled. The University is paying a rent of \$250/hour and the heat, electricity, water and chemical expenses required to keep the Shorewood Hills space open. The Pool Committee has recommended that Pool Manager Erik Johnson receive \$600/week, in addition to his annual salary, in compensation for the anticipated 20 hours/week of his labor the UW rental will require. Under this arrangement, the Pool will net \$1400/week. Ms. Gulbrandsen moved and Ms. Hogan seconded a motion to recommend the payment of the additional wage to the Pool Manager with the caveat that if this were to happen again, the opportunity for the extra hours would be open to others. After discussion, Ms. Gulbrandsen withdrew the motion and the agenda item was tabled. Since the UW rental arrangement is almost over, Mr. Imes and Mr. Frantz will speak with Pool Committee Chair Barb Center and Mr. Johnson about the actual number of staff hours the rental required, and how this arrangement will be handled in the future.
4. **Consider a policy establishing a provision for the conversion of unused sick leave at retirement to be converted to deferred compensation** Several years ago the *Personnel Policy Manual* allowed sick leave balances to be paid out in cash to employees who retired from the Village. This policy was later revised to avoid the necessity of staff paying taxes on that benefit: the *Personnel Policy Manual* now says sick leave balances can be used to pay health premiums after the retirement of employees who are participating in the Village's health insurance program. The payments are made monthly by the Village directly to ETF until the retiree's sick leave balance is exhausted. The amount available for premiums is calculated by multiplying the employee's sick leave hours (to a cap of 960 hours) times his/her wage at retirement. The policy change has meant that employees who retire while not on the Village's health insurance program—and who have saved the Village considerable sums through the years by obtaining health insurance from other sources—can not participate in this benefit. Recently an employee who foresaw being unable to take advantage of the sick leave policy when he retires, asked if there were options available to him. Staff learned that sick leave balances could be paid to deferred compensation retirement plans without jeopardizing their tax exempt status. These could be paid out on the same monthly schedule that health premiums are paid. Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to recommend that the Board of Trustees extend the payout of sick leave balances of employees who are not on the Village health program when they retire

to deferred compensation plans. The Committee asked staff to analyze the anticipated fiscal impact of the policy change. Motion passed unanimously.

- 5. Consider additional compensation to salaried employees (Village Clerk) working overtime to recover from computer data loss** Mr. Frantz discussed his memo dated September 13, 2017 regarding the Village file server failure.

Closed Session At 7:58 a.m., Mr. Imes said the Personnel Committee may adjourn to closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility and may reconvene to open session as per Wisconsin Statutes 19.85(2) to address any business that may be the result of the deliberation made in closed session (Compensation and promotion matters: Clerk, Deputy Clerk, Administrative Services Coordinator). The roll call vote was: Mr. Imes – aye; Ms. Gulbrandsen – aye; Ms. Moeser – aye; Ms. Neeno-Eckwall – aye; Ms. Hogan – aye; and Mr. Vitse – aye. Mr. Frantz was asked to stay; the other non-committee attendees left the meeting.

Open Session At 8:20 a.m., the Personnel Committee reconvened to Open Session. The roll call vote was: Mr. Imes – aye; Ms. Gulbrandsen – aye; Ms. Moeser – aye; Ms. Neeno-Eckwall – aye; Ms. Hogan – aye; and Mr. Vitse – aye.

- 6. Consider Administrative staff reorganization plan and filling positions of Clerk and Administrative Services Manager/Deputy Clerk with grade and step placement of current Deputy Clerk and Emergency Services Coordinator/Administrative Assistant into positions**
While in Closed Session the Committee members unanimously voted to recommended to the Trustees that Deputy Clerk Karl Endres be promoted to the position of Village Clerk at Grade 16, Step 4 (\$28.20 per hour) and that Emergency Services Coordinator/Administrative Assistant David Sykes be promoted to the position of Administrative Services Manager/Deputy Clerk at Grade 16, Step 4 (\$28.20 per hour), both commencing with Village Clerk Colleen Albrecht's retirement November 1, 2017.
- 7. Notification from Wisconsin Employment Relations Commission of petition for election (Police)** – The Committee was provided a letter from WERC concerning an election request received from the Wisconsin Professional Police Officers Association. The Committee was briefed that the Village had responded as requested.
- 8. Establish meeting dates with staff regarding 2018 compensation and benefits**
A meeting will be set up next week if possible.
- 9. Adjourn** Meeting adjourned at 8:35 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk

Karl Frantz
Village Administrator

Village of Shorewood Hills
Personnel Committee
Approved Meeting Minutes
Tuesday, October 3, 2017 7:00 a.m.

1. **Call to Order** Chairperson John Imes called the meeting to order at 7:07 a.m. Present, in addition to Mr. Imes, were Committee members Mary Gulbrandsen, David Vitse and Amy Neeno-Eckwall. Erica Moeser and Paula Hogan were excused. Village Clerk Cokie Albrecht was also in attendance
 - a. **Note compliance with open meeting law** Ms. Albrecht confirmed the meeting had been properly posted and noticed.

2. **Approve minutes from previous meetings** Ms. Neeno-Eckwall moved and Mr. Vitse seconded a motion to approve the minutes of the regular and closed sessions of the Personnel Committee meeting on September 28, 2017. Motion passed unanimously.

3. **Meet with departmental employees regarding 2018 compensation and other employment matters that may arise**
 - a. **Police** Chief Aaron Chapin, Sergeant-Detective Corey Denzer and Court Clerk/Police Department Administrative Assistant Martha Davis attended the meeting. Sergeant-Detective Denzer said that compared to other Dane County municipalities the wages of Shorewood Hills' command level staff are too low. Ms. Davis said that she appreciated the decision to have a sworn officer attend court hearings. She had been concerned for her safety in the past and the officer's presence has been reassuring. She is hopeful her computer will be replaced soon—it is old and slow. She was disappointed to not have been included in the conversations about the Village Clerk's succession. There are limited opportunities for advancement in Shorewood Hills' government and she would have liked to have been considered when the Village Clerk's duties were being reassigned. Ms. Davis feels her court and police responsibilities are more than a fulltime job. In the past her position had assistance from other Police administrative staff; that help is no longer available. Ms. Davis said her duties require a variety of skills but she has no back-up personnel trained and available to assume her tasks when she is out of the office. The Committee discussed safety: Chief Chapin said that the implementation of security measures requires an analysis of probabilities with a consideration of cost. The use of a "panic button" to summons help in the Court Room might be worthwhile to explore.
 - b. **Public Works** At 7:55 a.m. the Police left the meeting, and the Department of Public Works (DPW) staff joined it. They included Public Works Chief John Mitmoen and crew members Mark Moyer, Tary Handschke, Craig Steinle and Bryan Bennett. Mr. Mitmoen said that the DPW staff would appreciate a raise comparable to this year's: grid step plus 1% and 2% for those off the grid. Mr. Mitmoen would like a provision for overtime in his salaried position since he is required to work many hours beyond 40/week. Further, his administrative tasks require time away from his public works duties, increasing his hours/placing additional workload on other crew staff. The rent of the Pool to the UW swim team this fall has been problematic for the DPW since historically this is the time they have allocated for closing the Pool for the season—the crew will have other tasks to accomplish later in October and a hard frost now could damage Pool equipment. The DPW staff agreed equipment storage is tight. A space-needs study determined that the department needed 6,000 square feet of additional storage; the building under construction is that size but Mr. Mitmoen said 20% of that will be allocated to the Police Department. If the Village continues to follow the equipment replacement schedule, their department's equipment needs will be met. Mr. Handschke and Mr. Stienle share on-call duties—they each take weekly shifts—and would like to see the on-call compensation increased. It

currently is \$100/week, one of the lowest in Dane County. If they respond while on-call, the overtime wages they earn boost their pay for the week. If they are not required to work, however, being on-call impacts them without providing adequate compensation (i.e., 24/7 for the on-call week they have to remain within a half-hour's drive of the Village; no alcohol is allowed; etc.). Mr. Handschke suggested that the Village consider a two-step pay plan for on-call work: for example, \$150 a week if they are not called in; \$100 if their on-call pay is supplemented by the overtime wages paid for responding. Mr. Moyer said that the DPW could use more help with cleaning. The crew is down a portion of a staff person since, unlike the recent past, one of them now has cleaning duties several hours a week. Mr. Handschke asked the Personnel Committee to consider broadening bereavement leave; he feels the definition of "immediate family," as applied to bereavement, is quite restrictive.

c. Forestry The DPW members left and Village Forester Corey George joined the meeting at 8:30 a.m. Mr. George distributed a copy of the "Forestry and Parks Narrative" that he had prepared for inclusion in the 2018 Budget document. He said he has appreciated the assistance he has received from the DPW—the crew has allocated a significant amount of Mr. Stienle's time to assist with Forestry duties. Mr. George would like to see that arrangement formalized so he can plan on the help. The Bobcat utility vehicle gets a lot of use by DPW, Police and Forestry, particularly in the summer. The rental of an additional Bobcat for the summer season would be on his equipment wish list. Mr. George believes the Emerald Ash Borer (EAB) has arrived in the Village—some trees seem to be showing symptoms of the disease, although the beetle has not been found. Mr. George is hopeful the Village will not be seriously impacted since less than 150 of the public trees are ash. The Forestry Department is treating ~ 80 trees for EAB biennially, largely financed by donations. Mr. George asked the Committee to review the placement of his position on the pay grid. He has stepped off the grid so his raises have been smaller than in the past. He feels he has many of the responsibilities of a department head, including budgeting, purchasing supplies, managing contractors, and supervising seasonal and volunteer staff.

d. Administration Mr. George left and the Administrative staff, including Deputy Clerk Karla Endres, Emergency Services Coordinator David Sykes and Administrative Assistant Betsy Kramer joined the meeting at 8:57 a.m. Ms. Endres said the data loss associated with the server crash has significantly impacted the Administrative staff—all of them have been working additional hours. Ms. Kramer said that Cheri Carbon, with whom she shares the position, and she work part time so do not qualify for leave time or longevity. They would like the Village to consider extending those benefits to them. Additionally, Ms. Kramer said Ms. Carbon and she assumed some of the Records Clerk's duties when he retired, with no increase in wage.

4. Adjourn Meeting adjourned at 9:20 a.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk

Village of Shorewood Hills
Finance Committee
Approved Meeting Minutes
Wednesday, June 21, 2017 5:30 p.m.

1. **Call to Order** Finance Committee Chairperson Fred Wade called the meeting to order at 5:30 p.m.
2. **Roll Call** Present, in addition to Mr. Wade, were Committee members Gard Strother, Sean Cote, Carl Gulbrandsen, Karl Wellensiek and David DeVito. Dave Ahmann was excused. Village Trustee Mark Lederer, Village accountants Vicki Hellenbrand and Stephanie Nelson of Baker Tilly, Village Administrator Karl Frantz, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht were also in attendance. Mr. Wade asked Ms. Albrecht to take the minutes this evening.
3. **Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Review/approve previous Finance meeting minutes** Mr. Cote moved and Mr. Strother seconded a motion to approve the minutes of March 15, 2017. Motion passed unanimously.
5. **Review/accept the 2016 Financial Statements** Ms. Hellenbrand discussed highlights of the draft documents prepared by Baker Tilly as part of the Village's 2016 audit.
Communication to Those Charged with Governance and Management: Ms. Hellenbrand said the inherent weaknesses in the Village's finances—including the difficulty in segregating duties—are not unusual for a government the Village's size. She called attention to Pages 4 and 5 of the document, emphasizing that the communication between the auditors and the Village, including the governing body, is two-way—she encouraged the Finance Committee members and Trustees to contact Baker Tilly if they had questions/concerns. Ms. Hellenbrand said cyber security is a growing issue in municipalities. Per the newly implemented GASB 68 reporting requirements, the Village's Financial Statement must now include information about the value of its retirement system. Whether the Village's share is an asset or liability is based on the value of the Wisconsin Retirement System (WRS) on one day/year, December 31. The WRS is one of few retirement funds in the country which is fully funded. The information provided by GASB 68 reporting is helpful to bond buyers in evaluating the credit-worthiness of municipal bonds.
Report to the Finance Committee and Village Board: This document provides highlights of the information in the Financial Statement. The Village's unassigned Fund Balance is at \$838,493, 29% of its expenditures. Ms. Hellenbrand said typical would be 15% to 30% of expenditures. The Village is at 55% of its statutory debt limit. Ms Hellenbrand said the Village is in "fine shape" with regards to this metric—it would be expected that communities with TIDs, like the Village, would have higher amounts of debt. Shorewood Hills' percent of debt service/expenditures is also satisfactory. The Village's General Fund revenues have increased through the years but so have its equalized values so this is okay—its revenue sources are consistent with its peers. Public safety is the largest expenditure category, again similar to other municipalities. Ms. Hellenbrand expects the financial health of the utilities will improve with the rate increases approved last fall. The Finance Committee thanked the auditors for the information. Mr. Wellensiek moved and Mr. Gulbrandsen seconded a motion to commend the reports to the Board of Trustees. Motion passed unanimously.
6. **Next meeting date** No date was selected.
7. **Adjourn** Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Colleen Boyle Albrecht, Village Clerk

**Village of Shorewood Hills
Finance Committee
Approved Meeting Minutes
Wednesday, September 13, 2017 5:30 p.m.**

1. **Call to Order** Finance Committee Chairperson Fred Wade called the meeting to order at 5:30 p.m.
2. **Roll Call** Present, in addition to Mr. Wade, were Committee members Gard Strother, Karl Wellensiek, Sean Cote and David DeVito. Dave Ahmann and Carl Gulbrandsen were excused. Also in attendance were Village Administrator Karl Frantz and Village Clerk Cokie Albrecht.
3. **Note Compliance with open meeting laws** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Review/approve previous Finance meeting minutes** This agenda item was deferred until the next Finance Committee meeting.
5. **Report on Village computer system hard drive crash, backups and progress in restoring data** Mr. Frantz reviewed his memo, "Summary of Village File Server Failure and Progress Report," dated 9/13/17 (attached to these minutes). He said, given the time Shorewood Hills staff members have invested in restoring data, lost productivity during those staff hours, and incidental expenses, the costs to the Village to recover from the Computer Magic's backup failure could exceed \$200,000. Computer Magic is working with its insurer to identify the extent of its coverage for Errors and Omissions. Information on that is expected in a couple weeks. In the meantime, Village staff members are documenting the time spent on data recovery and other expenses associated with the data loss. By consensus, the Committee recommended that prior to the resolution of the insurance claim, salaried employees should be compensated for the hours they have worked on restoring lost data.
6. **Consider 2018 Village fund budgets and recommendations, with a focus on the General Fund budget** Mr. Frantz said that the Village's Unassigned Fund Balance at the end of 2016 was \$838,493. The 2017 budget assumes a fund balance at the end of the year of ~ \$800,000. The maximum levy permitted the Village for 2018 is \$2,770,382, \$206,886 more than last year's levy. The increase is due to \$154,037 more in debt service, an increase of \$30,324 due to 1.693% in new construction in the Village, and \$22,525 allowed because of unused past levy capacity. Expenses in the draft 2018 General Fund budget total \$3,978,230, \$314,327 more than the 2017 budget. Portions of the increase include: \$154,094 in debt service; \$30,400 in retirements; \$27,720 in the Fire/EMS contract with the City of Madison; \$19,000 in data processing; and \$17,000 in computer hardware. The draft 2018 budget currently projects the same raise for employees as 2017: a 1% plus step for those on the pay grid and 2% for those who have stepped off the grid.

Revenues for 2018 total \$4,027,622. These include: a levy of \$2,770,382; insurance recovery of \$200,000; and repayment of TIF and Water Fund advances of \$48,000 and \$18,465, respectively. No fund balance use is anticipated.

7. **Next meeting dates**
 - a. **September 27, 2017 at 5:30 p.m.**
 - b. **October 11, 2017 at 5:30 p.m.**
 - c. **October 18 and/or 25, 2017 at 5:30 p.m.**

The Committee decided to meet next Wednesday, September 20, 2017.

6. **Adjourn** Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk

**Village of Shorewood Hills
Finance Committee
Approved Meeting Minutes
Wednesday, September 20, 2017 5:30 p.m.**

1. **Call to Order** Finance Committee Chairperson Fred Wade called the meeting to order at 5:30 p.m.
2. **Roll Call** Present, in addition to Mr. Wade, were Committee members Gard Strother, Karl Wellensiek, Sean Cote, Dave Ahmann and Carl Gulbrandsen. David DeVito was excused. Also in attendance were Village Administrator Karl Frantz and Village Clerk Cokie Albrecht.
3. **Note Compliance with open meeting laws** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Review/approve previous Finance meeting minutes** Agenda Item 5 of the June 21, 2017 minutes was revised to read (italics indicate words added): "...The Village is at 55% of its *statutory* debt limit..." Mr. Strother moved and Mr. Cote seconded a motion to approve the June 21, 2017 minutes as amended. Motion passed unanimously. Two sections of Agenda Item 6 of the September 13, 2017 minutes were revised to read (italics indicate words added): "...Expenses in the *draft* 2018 General Fund budget total..." and "...The *draft* 2018 budget currently projects the same raise..." Mr. Strother moved and Mr. Cote seconded a motion to approve the September 13, 2017 minutes as amended. Motion passed unanimously
5. **Consider 2017/2018 Village budgets and recommendations with a focus on the General Fund** Mr. Frantz reviewed his memo dated September 20, 2017. The projections for the end of 2017 in the "Admin" and "Clerk" wages and benefits accounts were increased to reflect additional staff time this fall required to recover data lost from the server crash. Portions of those expenses will be allocated to other funds. The unassigned fund balance at the end of 2016 was \$838,493. Mr. Frantz anticipates ending 2017 with a fund balance in excess of \$800,000. Revenue from the insurance claim associated from the crash has been removed from the draft 2018 budget. Mr. Frantz said he anticipates staff expenses handling lost data will exceed \$100,000. He foresees doubling that due to lost productivity. The Village is documenting other crash-related costs including the legal and accounting fees incurred. The draft 2018 budget now reflects revenues of \$3,819,622. The revenues include the maximum levy and repayments to the General Fund of a TIF advance of \$48,602 and a water advance of \$18,465. A \$151,608 deficit remains. Options to deal with the shortfall include: moving \$35,000 in capital purchases to the Capital Fund; transferring ~\$160,000 in forestry expenses from the General Fund to a new Forestry Utility; adjusting anticipated expenses or revenues, including budgeting for one-time revenues; using fund balance; holding a referendum to authorize additional levy. Mr. Frantz discussed the memo, "Creating an Urban Forestry Special Charge." The Parks Committee is exploring the creation of a Forestry Utility to cover the costs to maintain and manage the Village's trees. The expenses would be included on property owners' utility bills and would not

impact the Village's levy limit. Mr. Frantz anticipates that such a utility, if authorized, would take several months to set up. Mr. Cote said as Village Treasurer he reviews the Village's expenses monthly and does not see areas where the draft budget could be tightened significantly; he is comfortable with using fund balance. The Committee members agreed they did not want to include one time, uncertain revenues, like building permit fees and insurance recoveries, in the 2018 budget. The draft budget reflects some preliminary estimates—a clearer picture of the Village's 2018 finances will develop as final revenue and expense numbers become available.

- 6. Update on Village computer system hard drive crash, backups and restoration of system progress and any recommendations** Further discussion of this agenda item was deferred until a future meeting.

- 7. Next possible meeting dates**
 - a. September 27, 2017 at 5:30 p.m.**
 - b. October 11, 2017 at 5:30 p.m.**
 - c. October 18 and/or 25, 2017 at 5:30 p.m.**The Committee decided to meet Wednesday, October 11, 2017.

- 6. Adjourn** Meeting adjourned at 6:47 p.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk

MINUTES FOR THE VILLAGE OF SHOREWOOD HILLS
PLAN COMMISSION

The Tuesday, September 12, 2017 meeting of the Plan Commission was called to order at 7:00 p.m. by Dave Benforado. On call of the roll members present were: Earl Munson, Debra Remington, John Imes. Brauna Hartzell and Karl Wellensiek. Jim Etmanczyk was excused. Also present was Karl Frantz, Village Administrator and Karla Endres, Deputy Clerk.

Called to order at 7:00 pm at the Village Hall

Minutes deferred

Public hearing on conditional use permit request for an accessory use emergency electric generator 3321 Tally Ho Lane

Public hearing opened at 7:01 pm.

Ron Burnette, owner of 3321 Tally Ho Lane, gave a brief background on the proposed generator. He stated the generator would be used when there is a power outage for appliances and lighting. He purchased the Honda 2000 and it runs on L.P. gas. The sound level is below 59 DB, which is below the normal noise level in a restaurant. There will be a small housing around it of a space by 3x3x3. This will reduce the noise down to 50 decibels which is not any louder than a normal conversation level. It will be away from any sideyard setbacks the necessary distance. He spoke with neighbors Ted and Fay Lauf but didn't have a chance to speak with Carey Hunkel. The generator will not be fed by the general electric grid to avoid any unnecessary electrical issues. Mr. Benforado suggested that the applicant agrees that the generator will not be connected to the electrical system so it doesn't affect the lineman that might be working on restoring power at any point. He clarified that the generator will not be hard wired into the system and will not have the back feed opportunity to create a safety hazard.

Closed the public hearing at 7:12 pm

Consider action on conditional use permit application 3321 Tally Ho Lane

Mr. Benforado suggested the applicant agrees that the generator will not be plugged in to the homes electric system and instead will simply be used to provide a direct electric feed to an appliance or two.

Mr. Imes moved and Mr. Munson seconded a motion to recommend to the board of trustees approval of the conditional use permit for an accessory use emergency electric generator at 3321 Tally Ho Lane.

Plan Commission went through the findings with comments included in the findings.

Voted:6-0

Passed Unanimously

Public hearing on special exception permit request to floor area limit 3140 Oxford Road

Public hearing opened at 7:26pm

Mr. Benforado gave a brief background on the floor area ratio ordinance.

Kurt Roots, owner of 3140 Oxford Road, gave a brief background on the proposed project. He stated there is a small leak in the basement and it is covered by the porch surface which is of wood material. The previous owners attempted to fix the leaking several times with a rubber membrane, landscaping efforts and different flooring in hopes this would help. He stated this is

not increasing the footprint of the home but creating a livable space where the porch currently is. He stated he has signatures of support from the neighbors.

Mr. Imes asked if he had assurance from the builder that this addition will keep the water out. Kurt Roots stated yes. They will not know the complete problem until they demo it. He stated the landscaper is also working with the drainage at the back of the lot to have it slope away from the home.

Mr. Munson confirmed that the lot coverage is no different than what previously existed. Mr. Frantz confirmed the reason this issue came to the Plan Commission is because of the way staff deals with projects like this. The increase in square footage is 255 feet.

Mr. Imes asked if there is a grandfather clause for homes previously existing.

Mr. Frantz stated that there is a grandfather clause for houses built prior to the ordinance.

Mr. Benforado explained the floor area check and that it was covered by the special exception permit and the lot coverage would go before the Board of Zoning Appeals.

Kurt Roots would like to start this project prior to the snow melting in 2018.

Mr. Imes stated it was approximately 700 square feet to large existing and now they are adding 255 square feet. So the house will now be 915 square feet over the square footage allowable.

Closed public hearing at 7:43

Consider action on special exception permit application 3140 Oxford Road

Mr. Munson moved and Mrs. Hartzell seconded a recommendation a motion to approve the speial exception permit for 3140 Oxford Road.

Mr. Benforado is comfortable with this process and moving ahead with the additional floor area requested because of the existing excess floor area and the footprint is not changing with this process. He went through the findings with comments added.

Mr. Frantz stated the village engineer will take a look at the stormwater run off to ensure it is diverted in the correct direction on this property and not affect neighbor's runoff.

Voted 6-0

Passed unanimously.

Approve previous meeting minutes

Mr. Imes moved and Mr. Munson seconded a motion to approve the July 11, 2017 minutes with recommended changes.

Voted 4-0-2, Mr. Wellensiek and Mrs. Hartzell abstained

Motion passed.

University Bay Fields status (no new information)

No updates to report

Adjourn

The meeting was then adjourned at 8:24 pm.

Respectfully submitted,

Karla Endres, Deputy Clerk



TO: VILLAGE OF SHOREWOOD HILLS BOARD OF TRUSTEES

FROM: AARON P. CHAPIN, CHIEF OF POLICE

RE: POLICE DEPARTMENT SUMMARY

DATE: OCTOBER 11, 2017

I would like to thank the Village of Shorewood Hills for the kind reception as I begin the role of Chief of Police for the Village. The information included in this summary is based on the Shorewood Hills Police Department's (SHPD) activity during the month of September. If there is additional information you would like to see in future summaries, please share that with me.

CALLS FOR SERVICE:

During the month of September, the department addressed 313 calls for service. 18 of the calls for service were classified by the officers as a criminal offense including 2 thefts (non-retail), 2 retail thefts, 1 stolen bicycle, 4 fraud investigations, 2 drug investigations, 3 disturbances, 2 domestic disturbances, 1 stalking complaint and 1 trespass complaint. There were 22 9-1-1 calls that were not related to another investigation.

Officers conducted 6 crash investigations and had 2 arrests for Operating a Motor Vehicle While under the Influence. There were 47 parking cases for vehicles parked illegally on the village streets and 6 complaints of illegal parking on private property. Officers also conducted 65 traffic stops for various violations.

The rest of the calls for service were of a routine nature including foot patrols, check areas, check property and other non-investigative police services.

Shorewood Hills Police Department
Chief Aaron P. Chapin
810 Shorewood Boulevard
Madison, WI 53705-2115
Phone: 608-267-1110 / Fax: 608-267-1155
www.shorewood-hills.org

TRAINING:

The month of September offered some opportunity for training for the SHPD staff. Staff members partnered with the Veteran's Administration (VA) Police Department and FBI for an active shooter related training at the VA Hospital. The partnership between the organizations is beneficial for future training and is creating and fostering relationships between staff members.

Officer Weitzel attended the Background Investigation training conducted by the Madison Police Department. This training is beneficial and will assist with conducting background investigations for future employment processes.

FUTURE ISSUES/CONCERNS:

Over the next three months, the department will be participating in the 4th quarter inservice training with the University of Wisconsin Police Department (UWPD.) SHPD will be utilizing staff to assist with instruction during the training.

SHPD will also be conducting training on working with individuals who have Dementia and Alzheimer's diagnosis. This will be combined training with VA Police.

There have been cases of theft from vehicles within the village and a motor vehicle stolen from within the community. The vehicle was recovered and additional investigation is ongoing with the motor vehicle theft and thefts from motor vehicles. Residents should be aware of suspicious behavior and report suspicious behavior to police.

Respectfully Submitted,

Aaron P Chapin, Chief of Police

Sustainability Committee Minutes
Village of Shorewood Hills
Tuesday, October 11, 2017
Village Hall – 810 Shorewood Blvd.

1. Meeting called to order at 6:31 pm by Committee chair Anne Readel
 - **Roll Call:** Members present: Mark Redsten, Sarah Goldenberg, Tracy Bailey, Matt Silverman, Cara Coburn Faris, Fritz Grutzner, Karen Knetter, Eric Adelman, Ty Cashen, Nadeem Afghan, and Anne Readel. Village Administrator, Karl Frantz was also present.
 - **Compliance with Open Meeting Law:** The meeting was properly posted.
2. **Goals/Expectations:** The Committee strongly felt that there will need to be two phases to its efforts: (a) the creation and adoption of a Sustainability Plan (the “Plan”), and (b) an implementation phase following the Plan’s adoption. Public input and buy in will be crucial throughout the process. Public input must come from residents who will help the Committee determine the scope and focus of the Plan goals. Public input must also come from local businesses (and developers involved with the Village), including information on existing business sustainability practices. Other Village Committees must also be involved in the process. The Village staff should be involved in helping to identify gaps in sustainability practices as well.

The Committee agreed that we must also look at how we can integrate our objectives with those of surrounding communities. The Committee also discussed examining the sustainability plans of the following organizations or municipalities for helping to identify goals: (a) the UW; (b) neighboring communities; (c) other Midwestern communities of similar size as the Village; and (d) communities already recognized for their sustainability efforts, such as Seattle and Portland.

In terms of implementation, the Committee would like to think about potential partnerships, such as MGE pilot programs, that it could become involved with in the future. The Committee agreed that it will also need to identify quantitative measures for assessing progress. Baseline measurements, and a process for tracking those measurements, will need to be identified. Further, the Village may want to score its overall sustainability. For example, Sustain Dane is developing a scorecard that the Village could use to measure its sustainability score over time and against other communities.

The Committee recognized that it must adopt a definition of sustainability and identify the scope of the Plan before it begins to form subcommittees and draft the Plan.

3. **Path Forward:**
 - Define “sustainability” (which could have a very broad or narrow definition)
 - Create general categories for the Plan (which may be amended later after the public listening session and survey help identify the Plan scope)
 - Offer a public informational session

- Create a Powerpoint that informs the community about the Committee, the Committee's goals, and identifies practices/goals that other communities are implementing
- Seek public input on what practices/goals the community is interested in pursuing in the Village
- Create a survey to help determine scope of the Plan (i.e., what level of sustainability would people like for the Village and how interested people are on various sustainability topics)
- Define scope of the Plan based on the public informational session and survey results
- Form subcommittees to start drafting the Plan

4. Action Items:

- Propose a definition for “sustainability” – Fritz/Anne
- Create a list of potential sustainability initiatives/goals and email them to Anne (for the public listening session Powerpoint presentation): Everyone
- Document the Village's past and current sustainability practices/policies/initiatives: Karl/Anne

5. Topics for Next Meeting:

- Review definition of “sustainability”
- Review list of potential sustainability initiatives/goals
- Plan public informational session

6. Adjourned. The Committee adjourned at 7:37 pm.



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Draft JOINT WEST CAMPUS AREA COMMITTEE

Wednesday, June 7, 2017

4:45 PM

Union South, 3rd Flr Landmark Room
1308 West Dayton Street
Madison WI 53715

****Note** Quorum of the Joint Southeast Campus Area Committee was in attendance at this meeting.**

CALL TO ORDER / ROLL CALL

Co-chair Carlson called the meeting to order at 4:52 pm.

Present: 16 - Sara Eskrich; Bradley A. Cantrell; Susan M. De Vos; Mary Czyszczak-Lyne; Julia Billingham; Douglas K. Carlson; Leslie G. Orrantia; Gary A. Brown; Rob Kennedy; Kelly Ignatoski; Mark C. Wells; Lisa M. Reese; Karl Frantz; John R. Imes; Felice Borisy-Rudin and Liz E. Vowles

Absent: 3 - Arvina Martin; Sharon Devenish and Liz Douglas

Excused: 3 - Shiva Bidar-Sielaff; Stephanie G. Jones and Beth M. Richmond

PUBLIC COMMENT

One person registered in support of the UW's Campus Institutional (CI) Master Plan.

DISCLOSURES AND RECUSALS

None.

1. **Campus Master Plan Update – ACTION, recommendation to City of Madison Plan Commission (Campus-Institutional District Master Plan)**

Note that the meeting was held with the Joint Southeast Campus Area Committee, and the discussion below contains points from members of both Committees.

Gary Brown presented on the UW's Campus Master Plan, which is proposed for adoption under the City's Campus Institutional (CI) zoning district:

- The approval schedule for CI zoning, contents of the CI Master Plan document, and the existing zoning of the UW campus were reviewed. Brown said that privately held properties within the UW campus boundary are not part of the approval process and would remain as they are zoned now. The UW is requesting that Lot 76, Union South and the Charter Street heating plant be rezoned from PD to CI.
- Czyszczak-Lyne asked if the Kohl Center will remain in PD zoning. Brown said yes.
- All development in CI would go through a new approval process - projects would not go to PC or UDC.
- Cantrell asked about the proposed UW use of property by the MMSD Doyle Administration Building. Brown said any project in that area is not finalized in terms of use, and would be at least 10 years away.

make sure people know of projects early on in the design process. The new notification procedure would take the place of the notifications for projects that currently go to the Plan Commission for approval.

- Bergamini said that public participation in design review is significantly reduced under CI zoning because there are fewer members of the public on the DRB. Brown emphasized that the JW/JSE representative on the DRB will have to be from neighborhoods, and could not be from the UW. The UW hopes to run the DRB on a consensus basis.
- DeVos suggested that Ad Hoc DRB members could be alternates who could vote if the DRB does not have its full membership at a given meeting.
- Cantrell said that, as a Plan Commission member, he voted for the zoning ordinance that includes the CI zoning district and the procedure for adopting a CI master plan. The Plan Commission is familiar with the CI district and knows that a plan like the UW's is the result of previous work on the City's updated zoning ordinance. He said that there needs to be an appeals process to the Plan Commission integrated into the UW's CI Master Plan. The DRB may not be able to come to consensus on all projects.
- Crandall asked if there will be any changes to what the current Campus Planning Committee (CPC) does. Brown said that the CPC deals with budgeting, and that there will be no change to that process. The CPC representative on the DRB will provide an overall campus perspective to the DRB process.
- Borisy-Rudin said she is concerned with the proposed ratio on the DRB - the UW has a majority of members, which means there is no power to the City or the public.
- Eskrich said that a lot of power rests in approval of the CI Master Plan that is in front of the Joint West and Joint Southeast Committees tonight, and that the DRB can only consider projects that are included in the CI Master Plan.
- Brown said that projects that involve historic buildings, even if they are not landmarks, must be reviewed by the Historical Society, and there are a lot of buildings that fall under that purview, including the WARF building. Additionally, an Environmental Impact Statement (EIS) is required for all projects, and that process requires public input. Not many people have tended to show up to EIS hearings, but that is another opportunity for public comment.
- Bergamini said that many people weighed in on the heating plant project EIS, and that the Historical Society is short staffed and may not be able to give the proper amount of attention to project reviews. Four of the seven on the proposed DRB are UW representatives, and there is no one on the proposed DRB whose primary mission is transportation. We should not be changing the approval structure to say that anything in the CI Master Plan is OK for construction. Brown emphasized that the Joint Committees will have multiple opportunities to make recommendations to the DRB on any project that moves forward under CI zoning, and that hot-button issues, such as parking structures, the potential Energy Institute expansion, and any Camp Randall modifications will all still go through the older process involving the Plan Commission.
- Imes asked if the involvement of the Ad Hoc members could be triggered if consensus is not achieved at the DRB. Brown said that idea could be examined further as the rules of the DRB are written.
- Cantrell said that it may be appropriate to have the City send out the same type of notification to the neighborhood for CI projects as was done when projects went in front of the Plan Commission. That would help avoid questions later in the process that can result if people learn about the project late in the approval process.
- Frantz said that if new projects not illustrated in the Master Plan come forward the plan would need to be amended through a public process. Brown said that is true, and mentioned that projects in the Master Plan are not locked into the estimated construction timeframes in the plan - projects can be shifted forward if funding becomes available sooner than expected.
- Borisy-Rudin said that the DRB's majority are UW-affiliated members, and asked if the DRB could choose not to follow a JW or JSE recommendation. Brown said

- include roof access.
- Borisy-Rudin asked about the green wall on the proposed plans. Walker said that it is a temporary exterior green feature to soften the west façade.
 - Borisy-Rudin asked whether the project includes skylights. Walker said that those will not be included.
 - Czyszczak-Lyne asked if new bike racks are included. Walker said that no additional bike racks will be installed as part of the project, and that all access will be card access through an existing WIMR entrance.
 - Materials and colors will be the same as the building between WIMR tower 1 and tower 2. Glazing on Towers 1 and 2 will match as well.
 - Czyszczak-Lyne asked if the building includes glass that is safe for birds. Brown said that the front of the building will have trees, and said that the project has not gotten as far as selecting glass yet, but the project team will look at what can be done for birds when the project reaches the point of selecting what type of glass will be used.
 - Imes asked about the plants that will be used for the green wall. Walker said that a vertical creeping vine will be used - the exact species has not been selected yet.
 - The green roof design was reviewed, though the green roof will not be installed until Tower 3 is constructed.
 - The construction schedule was reviewed. Construction is expected to be complete in September 2019.
 - Czyszczak-Lyne asked about the best way to make a motion, considering the project is in the Village of Shorewood Hills, and most JW members are from the City and UW. Cantrell said that any motion is simply a recommendation to the Village, and they are free to consider it, or not, at their discretion.

Cantrell moved to recommend of approval of the WIMR west wedge addition to the Village of Shorewood Hills. Seconded by Czyszczak-Lyne. A friendly amendment was offered and accepted by Cantrell to forward the draft JW minutes to the Village. Frantz said that he will vote on the project since all phases of the WIMR project were previously approved, in a slightly different form, by the Village Board.

The motion was approved 13-0, with Borisy-Rudin and Imes abstaining.

4. LOCAL AGENCY UPDATES

Co-chair Carlson said that, unless there were objections from the Committee, all updates would be postponed until the next scheduled JW meeting. There were no objections.

5. NEIGHBORHOOD ASSOCIATION UPDATES

Co-chair Carlson said that, unless there were objections from the Committee, all updates would be postponed until the next scheduled JW meeting. There were no objections.

ADJOURNMENT

Eskrich moved to adjourn. Kennedy seconded. Motion passed unanimously by voice vote. The meeting adjourned at 6:59pm.