

# VILLAGE OF SHOREWOOD HILLS

## BOARD OF TRUSTEES

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

**Tuesday, April 17, 2018**

**Village Hall, 810 Shorewood Boulevard**

Administration of oath of office to newly elected officials

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Procedures Orientation
5. Appearances and Communications
  - i) Pool Committee Chair Barbara Center and Pool Manager Eric Johnson will discuss pool facility planning and capital improvements with the Board
6. Board Matters
  - A. Payment of Bills
  - B. Consent Agenda
    - i) Board Minutes of March 19, 2018
    - ii) Street Use Permit: Ronald McDonald House Construction; Bucky's Race for Rehab (April 21); Let's Eat Out food carts (June 5-August 3)
    - iii) Block Party Permits: Shorewood Hills League Bocce Ball Tournament (June 2)
    - iv) Transient Merchant Permit: Let's Eat Out food carts
    - v) Temporary Class B License: Shorewood Hills League (June 2)
    - vi) Earth Day Proclamation
    - vii) Underground electric service easement for MG&E
  - C. Ordinances
  - D. Discussion and possible action on communication from Robert Hurley regarding use of Board room
  - E. New Business Resolutions and Motions
    - i) Board action to fill Trustee vacancy and remaining term of former Trustee Felice Borisy-Rudin
    - ii) Resolution R-2018-3 Thanking Marilyn Townsend for her service as Municipal Judge
    - iii) Resolution R-2018-4 Thanking Felice Borisy-Rudin for her service as Trustee
    - iv) Resolution R-2018-5 Thanking David DeVito for his service as Trustee
    - v) Consider additional appointments to ad hoc Heiden Haus Committee
    - vi) Consider providing further direction to ad hoc Heiden Haus Committee
    - vii) Consider date for Socially Ergonomic Environmental Design planning session facilitated by Gwen Drury

- F. Appointments
  - i) Village President's Trustee Committee/Commission/Board appointments
  - ii) Village President Pro tem
  - iii) Other Committee/Board appointments
- 7. Reports of Officials and Committees
  - A. Village President
  - B. Village Administrator
    - i) Submittal of UNPS Grant application for marina outfall remediation
    - ii) Development of Records Retention Program
    - iii) Phone System Status Report
    - iv) Water Utility water purchase wholesale billing /use credit issues with City Utility
  - C. Personnel Committee
  - D. Finance Committee
  - E. Plan Commission
  - F. Public Works Committee
  - G. Services Committee
  - H. Public Health & Safety Committee
  - I. Recreation Committee
  - J. Ad hoc Sustainability Committee
  - K. Ad hoc Heiden Haus Committee
  - L. Parks Committee
  - M. Blackhawk Liaison Committee
  - N. Golf Committee
  - O. Pool Committee
  - P. Waterfront Committee
  - Q. Joint West Committee
- 8. Confirm next meeting date
- 9. Adjourn

Please take notice that the Board may adjourn to closed session pursuant to Section 19.85(1)(e) of the Wisconsin State Statutes) due to bargaining reasons and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in closed session (data loss claim).

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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 APRIL 17, 2018

**Administration of oath of office to newly elected officials** – The Village Clerk will administer the oath of office to newly elected Trustees and the Municipal Judge.

**Appearances and Communications** - Pool Committee Chair Barbara Center and Pool Manager Eric Johnson will discuss pool facility planning and capital improvements with the Board. An introductory memo is in the packet for review.

### **Board Matters**

**Payment of Bills** – March Prepays \$45,112.96 April Board Bills \$81,820.74

Total \$126,933.70

### **Consent Agenda**

Board Minutes of March 19, 2018 are enclosed in the packet.

**Street Use Permit: Ronald McDonald House Construction, Bucky's Race for Rehab, April 21, Food Carts** – The applications are in the packet, have been reviewed by staff and are recommended for approval. The Ronald McDonald house permit involved a meeting with staff (minutes enclosed) and alterations were made to the initial application based on staff review.

**Transient Merchant – Food carts** – In order to provide more and a better variety of carts due to scheduling synergy Food Cart night will be Thursdays.

**Block Party Permits: Shorewood Hills League Bocce Ball Tournament (June 2)** Reviewed and recommended for approval.

**Temporary Class B License: Shorewood Hills League (June 2)** - The application is enclosed and recommended for approval.

**Earth Day Proclamation** – A proclamation is enclosed.

**Underground electric service easement for MG&E** – The easement document is enclosed. This is to bury an overhead electric service for the home on Sunset that is being renovated. The power comes in from the back of the lot via overhead pole. They wish to bury the line but it will cross a village path going into Four Corners Park necessitating the new underground easement. The Village Engineer has reviewed the easement and recommends approval.

**Discussion and possible action on communication from Robert Hurley regarding use of Boardroom** – A copy of the communication is enclosed. There is no written policy on use of the boardroom. We generally try and limit its use to Village functions, but there have been and continue to be others regularly or sporadically using it. Those are:

- The Garden Club uses it maybe once or twice per year for a luncheon speaker event and potluck

- An investment club uses it a once or so per month and has been doing that for at least 15 years
- The school district uses it occasionally, when they want off site meetings involving Shorewood School staff
- It has been used for community listening sessions by federal legislators
- The Shorewood League uses it for the candidates forum
- Dane County Police Chief Association meets in that room occasionally
- City of Madison meetings and listening sessions
- Dane County Regional Transportation Workshops
- Fire/Ems Association
- Clerks Association

We may want to consider a policy on use of the boardroom. If the policy allows for outside use, we have to be careful to develop a policy that is not discriminatory. That is one reason why it is now somewhat difficult for staff to know where to draw the line. Enclosed is a League article that sheds some light on the topic. The article focuses on rooms that are made available for outside meetings.

One solution might be to restrict the use of the boardroom to official governmental functions only. There is now a community meeting room available at old village hall, not to mention the community center. Wear and tear in the boardroom is also starting to show.

### **New Business Resolutions and Motions**

**Board action to fill Trustee vacancy and remaining term of former Trustee Felice Borisy-Rudin** – Expressions of interest from four individuals are enclosed. The Village Clerk will provide each board member with a ballot. The ballot will include the names of the individuals as well as the name of the Trustee casting the vote. The completed ballots are public documents. The Village Clerk will then tabulate the ballots. The winning candidate may then be appointed by the Board to take office at the May 21 meeting.

**Resolution R-2018-3 Thanking Marilyn Townsend for her service as Municipal Judge** – The resolution is enclosed.

**Resolution R-2018-4 Thanking Felice Borisy-Rudin for her service as Trustee** – The resolution is enclosed.

**Resolution R-2018-5 Thanking David DeVito for his service as Trustee** – The resolution is enclosed.

**Consider additional appointments to ad hoc Heiden Haus Committee** – The ad hoc Heiden Haus Area Committee has been meeting since last August and has reviewed a few different design concepts to date. At the last of two listening sessions hosted by the Committee some residents expressed concern that the immediate neighborhood was not represented on the Committee and that some of the potential improvements seemed to expansive. In response, the Board decided, at its March meeting, to add three additional members to the ad hoc Heiden Haus

Area Committee and a process for consideration was detailed in the March bulletin. Residents who would like to be considered for appointment are:

John Voegli 1004 Yale Road  
Farah Kaiksow 1106 Edgehill Drive  
Kathy Acher 1015 Oak Way  
Nancy Holyoke 920 Columbia Road  
Peggy Scallon 1002 Shorewood Boulevard  
Sarah Corden 923 Columbia Road

Their expressions of interest are enclosed.

**Consider providing further direction to ad hoc Heiden Haus Committee** – An informative memo from Trustee and Committee member Anne Readel and Committee Chair Tracy Koziol is enclosed.

**Consider date for “Socially Ergonomic Environmental Design planning session facilitated by Gwen Drury** – This Board workshop is to kickoff planning for Village facilities. Possible dates for a 5:00 p.m. meeting are May 29, 30, 31 or June 4,5,6,7.

#### **Village Administrator Reports**

**Development of Records Retention Program** - The Village has followed state record retention regulations. However, it would be beneficial to formally adopt by ordinance a records retention schedule and adhere to it. The Village is in possession of some records that are very aged and are beyond required retention times. The staff have been working on this, and recommends simply adopting the schedule designed and approved by the Historical Society, and that complies with state law. Background information is included in the packet and a template schedule suggested by the State.

**Water Utility water purchase, loss, wholesale billing / use credit issues with City Utility**  
Similar to the situation we faced a few years ago we are dealing with a problem reconciling our wholesale purchased water with our consumption and water sold. This issue was also identified in the 2018 water utility budget memo. We were able to locate and fix two leaks that were not coming to the surface and a few very minor leaks one of which was in a private lateral. However, these leaks do not account for the major share of the problem. There again seems to be a problem with the City billing and credit methodology. We now have perfected our own ability to read and track all of the City metering points entering and exiting the system and are recording all the data daily. Once we get a little more data under our belt we should be able to get this figured out and will approach the City for a remedy.

## **Opening Remarks of the Pool Committee to the Village Board**

On behalf of the Pool Committee and the approximately 3000 members it represents, 25% of which are Village residents, we thank the Board for this opportunity to discuss with you our initial plan for future capital investment. It has been several decades since the last significant expansion of the pool and related facilities, having last occurred in 1996. Since that time, the Committee has been focused on annual improvements to those facilities while paying down the debt incurred from the 1996 expansion and remodel. Since the expansion, the pool budget has been able to adequately cover the significant annual debt service within its budget each season. After completing many years of spending over \$100,000, the budgeted debt service has now dropped to approximately \$15,000 for 2018 and will remain at a similar amount until the final payment in 2030. The current pool fund balance is \$243,000. The 2018 budget anticipates a surplus of \$45,000 with future expectations potentially reaching \$100,000 annually. We have always recognized that capital investment is one of the essential components of maintaining the quality and competitiveness of the facility and retaining the loyalty of our members. In that spirit we come before you with our very preliminary plans for future capital spending.

Our plan is roughly divided into short-term, medium-term and long-term spending. Our short-term plan, as set forth in our 2018 budget, is focused on continued maintenance and improvements to the facility, as well as enhancements to the pool member experience as a whole. For example, we've budgeted for modest locker room improvements (new toilets/urinals, countertops, ventilation improvements, etc), as well as a large inflatable obstacle course and log rolling for pool entertainment. These are just a few examples of the

types of annual improvements that have allowed us to enjoy the continued success of the pool and the satisfaction of our members.

Before proceeding to describe our medium-term plans, particularly as they relate to the Community Center and locker room building, it is useful to introduce separate terms to describe the first and second floors. In our remarks, we refer to the second floor as the “Community Center” so as not to confuse it with the entire building. We refer to the pool office, locker rooms, storage areas, and guard/staff room as the “first floor.”

Our medium-term plans cover roughly the years 2019 – 2022. During this time period, we are planning to replace the pool heating boilers. Despite ongoing preventative maintenance, the boilers are of an age and a condition where potential catastrophic failure is an increasing probability, which if experienced, could potentially force the closure of the pool in mid-season. In order to avoid this outcome, the Committee feels the boilers should be replaced in the fall of 2018, or the spring of 2019 at the latest. The ballpark cost of this project is estimated to be around \$100,000. The current pool fund balance is adequate to pay for this necessary expense, but doing so will significantly diminish the fund.

We understand that the other major anticipated expense during the medium-term is an extensive repair or replacement of the roof of the Community Center. Historically, decisions regarding the Community Center space, its budget, and its utilization, have been the responsibility of the Village Services Committee. It’s our understanding that to a significant degree, the decision on the approach and timing of this repair or replacement has been postponed as the future of the building has been discussed. From the Pool Committee’s perspective, only the first floor of the building has been deemed essential for the purpose of

operating the pool. While more space is generally preferable to less, the Pool Committee anticipates the cost of renovating the second floor would significantly exceed any benefits to the pool membership.

Even if the Pool Committee had the final say as to the future of the building, which the Pool Committee recognizes is vested in the Board, the Pool Committee is not far enough along in its plans to recommend whether it would replace the building with a one-story structure, renovate the first floor and demolish the second story, or simply renovate the first floor. The Committee is of the opinion that only the first floor can cost effectively serve the needs of the pool membership. Therefore, the Committee will be looking for guidance (instruction) from the Board as to the future of the second floor. In trying to renovate or replace the facility in a cost efficient manner, the Committee is hopeful that plans would allow for any new facility to use the same basic footprint, with the possibility of a modest expansion to the north of its current location. Maintaining the building in its current location would avoid the added expense of rerouting existing below ground infrastructure related to both the pool mechanicals and the building itself.

The Pool Committee has identified several needs when considering any replacement or improvement to the first floor. Examples of these include improved men's and women's shower areas, the addition of men's, women's, and family locker room facilities, full-facility handicap access, increased administrative office space, and increased storage and facility maintenance areas. As noted earlier, this might include an expansion of the building to the north, but would otherwise conform to the existing footprint. The Committee also recognizes some enhanced benefit to the membership in having a large outdoor rooftop viewing area.

Thus far, the Committee's discussion on medium-term plans do not meaningfully encroach upon space used by or reserved for other Village groups. Longer-term, the Committee would like the Board to consider expansions that would address how the land in Post Farm Park is used. In particular, the existing parking lot is aging and its size is inadequate during the peak season. Redesigning the lot in its current location is one possibility. Another is potentially relocating the lot or adding an additional lot to the east adjoining Marshall Court, thereby dramatically shifting the traffic pattern. The Committee is aware that completing the bike path is a priority and that this project will be focused on the intersection of Marshall Court and University Avenue. Given the number of interested parties and the complexity of the redesigning of these spaces, the Committee looks to the Board for guidance in what options might be realistically considered.

In summary, the Committee seeks the Board's guidance as to its future plans for the Community Center so that the Committee might further narrow and more specifically explore its options for the renovation of the first floor. Finally, the Committee will benefit from hearing the Board's perspective with regard to the future of both parking and access to Post Farm Park.

Thank you again for your time with these requests. We look forward to your comments, questions, and dialogue, and we are excited to be in the position to be able to explore potential enhancements to this great Village facility.

## 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
<b>100-211535 AFLAC INSURANCE</b>							
1210	AFLAC	INSURANCE PREMIUM	3202018	03/31/2018	524.85	524.85	03/31/2018
Total 100-211535 AFLAC INSURANCE:					524.85	524.85	
<b>100-51-5130-210 LEGAL: GEN. ADVICE &amp; COUNSEL</b>							
10635	JP MORGAN CHASE BANK NA	STAFFORDROSENBAUM/MUNI	03252018	03/25/2018	962.50	962.50	03/31/2018
10635	JP MORGAN CHASE BANK NA	BOARDMAN CLARK/EMPLOYM	03252018	03/25/2018	41.00	41.00	03/31/2018
Total 100-51-5130-210 LEGAL: GEN. ADVICE & COUNSEL:					1,003.50	1,003.50	
<b>100-51-5130-211 LEGAL: ORDINANCE PROSECUTIONS</b>							
10635	JP MORGAN CHASE BANK NA	STAFFORDROSENBAUM/ORDE	03252018	03/25/2018	2,577.97	2,577.97	03/31/2018
Total 100-51-5130-211 LEGAL: ORDINANCE PROSECUTIONS:					2,577.97	2,577.97	
<b>100-51-5142-310 CLERK: SUP &amp; EXPENSES</b>							
10635	JP MORGAN CHASE BANK NA	STAPLS/PENS/STAPLES/RULER	03252018	03/25/2018	36.69	36.69	03/31/2018
10635	JP MORGAN CHASE BANK NA	DOA POS DOC/RECORD BOXE	03252018	03/25/2018	52.05	52.05	03/31/2018
10635	JP MORGAN CHASE BANK NA	GORDNFLESC/COPIES MAINT	03252018	03/25/2018	149.95	149.95	03/31/2018
10635	JP MORGAN CHASE BANK NA	STAPLS/STAPLERS	03252018	03/25/2018	17.90	17.90	03/31/2018
10635	JP MORGAN CHASE BANK NA	STAPLS/MOUSE PAD	03252018	03/25/2018	2.75	2.75	03/31/2018
10635	JP MORGAN CHASE BANK NA	STAPLS/REDTAG/ADDRESS LA	03252018	03/25/2018	32.62	32.62	03/31/2018
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					291.96	291.96	
<b>100-51-5142-322 CLERK: TRAINING/SEMINARS</b>							
10635	JP MORGAN CHASE BANK NA	WIMUNICIPALCL/WMCA TRAINI	03252018	03/25/2018	25.00	25.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	WIMUNICIPALCL/WMCA TRAINI	03252018	03/25/2018	35.00	35.00	03/31/2018
Total 100-51-5142-322 CLERK: TRAINING/SEMINARS:					60.00	60.00	
<b>100-51-5142-340 CLERK: POSTAL EXPENSES</b>							
10635	JP MORGAN CHASE BANK NA	USPS/CERTIFIED LETTER	03252018	03/25/2018	3.95	3.95	03/31/2018
Total 100-51-5142-340 CLERK: POSTAL EXPENSES:					3.95	3.95	
<b>100-51-5144-340 ELECTIONS: OPERATING SUPPLIES</b>							
10635	JP MORGAN CHASE BANK NA	STPLS/LABEL WRITER 4"	03252018	03/25/2018	10.84	10.84	03/31/2018
Total 100-51-5144-340 ELECTIONS: OPERATING SUPPLIES:					10.84	10.84	
<b>100-51-5145-210 D.P.: CONTRACTUAL SERVICES</b>							
10635	JP MORGAN CHASE BANK NA	GOOGLE/G SUITE CLOUD	03252018	03/25/2018	156.59	156.59	03/31/2018
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					156.59	156.59	
<b>100-51-5145-340 D.P.: OPERATIONS EXPENSE</b>							
10635	JP MORGAN CHASE BANK NA	CHARTR COMM/INTERNET & T	03252018	03/25/2018	202.26	202.26	03/31/2018
Total 100-51-5145-340 D.P.: OPERATIONS EXPENSE:					202.26	202.26	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
<b>100-51-5160-222 BLDGS &amp; PLANT: TELEPHONE</b>							
10635	JP MORGAN CHASE BANK NA	AT&T BUS PHONE/MARCH BILLI	03252018	03/25/2018	408.80	408.80	03/31/2018
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					408.80	408.80	
<b>100-51-5160-240 BLDGS &amp; PLANT: CONTRACTUAL</b>							
10635	JP MORGAN CHASE BANK NA	SCHINDLER ELEV/INSPECTION	03252018	03/25/2018	1,121.28	1,121.28	03/31/2018
10635	JP MORGAN CHASE BANK NA	MONONA PLMBING/SPRINKLER	03252018	03/25/2018	165.00	165.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	BAYTOWL/MATS/MOPS/TOWEL	03252018	03/25/2018	188.43	188.43	03/31/2018
Total 100-51-5160-240 BLDGS & PLANT: CONTRACTUAL:					1,474.71	1,474.71	
<b>100-52-5210-310 POLICE: OFFICE SUPPLIES &amp; EXP</b>							
10635	JP MORGAN CHASE BANK NA	STAPLS/DRYERASE BD/SUPPLI	03252018	03/25/2018	60.42	60.42	03/31/2018
10635	JP MORGAN CHASE BANK NA	FNKLNCOVEY/DAY PLNR CHIEF	03252018	03/25/2018	30.95	30.95	03/31/2018
10635	JP MORGAN CHASE BANK NA	ECONOPRNT/#10 ENVELOPES	03252018	03/25/2018	151.50	151.50	03/31/2018
10635	JP MORGAN CHASE BANK NA	STALS/PAPER&NOTEBOOKS	03252018	03/25/2018	241.38	241.38	03/31/2018
Total 100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP:					484.25	484.25	
<b>100-52-5210-322 POLICE: TRAINING EXPENSES</b>							
10635	JP MORGAN CHASE BANK NA	LISMORE HTL/JW TRAINING	03252018	03/25/2018	182.00	182.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	PUBLICAGCYTRAIN/WEITZEL/I	03252018	03/25/2018	475.00	475.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	HOLIDY INN/JD TRAINING	03252018	03/25/2018	164.00	164.00	03/31/2018
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					821.00	821.00	
<b>100-52-5210-340 POLICE: OPERATING EXPENSE</b>							
10635	JP MORGAN CHASE BANK NA	PSYC CENTER/EXAM ALLBAUG	03252018	03/25/2018	874.00	874.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	OFFICE DEPOT/ CHAIR	03252018	03/25/2018	75.99	75.99	03/31/2018
10635	JP MORGAN CHASE BANK NA	GORDON FLESCH/COPIER	03252018	03/25/2018	48.16	48.16	03/31/2018
10635	JP MORGAN CHASE BANK NA	AMAZON/CHALK FOR PARKING	03252018	03/25/2018	16.87	16.87	03/31/2018
10635	JP MORGAN CHASE BANK NA	ACE HILD/LCAR WASH SUPPLI	03252018	03/25/2018	18.96	18.96	03/31/2018
10635	JP MORGAN CHASE BANK NA	B&H PHOTO/TRERMAL PRINTE	03252018	03/25/2018	309.99	309.99	03/31/2018
10635	JP MORGAN CHASE BANK NA	STAPLS/SPEAKERS/MOUSE	03252018	03/25/2018	47.97	47.97	03/31/2018
10635	JP MORGAN CHASE BANK NA	CARDIAN SCIENCE/NEW AEDS	03252018	03/25/2018	2,625.00	2,625.00	03/31/2018
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					4,016.94	4,016.94	
<b>100-52-5210-341 POLICE: UNIFORM EXPENSE</b>							
10635	JP MORGAN CHASE BANK NA	LARK UNIFORM/JW PANTS	03252018	03/25/2018	64.99	64.99	03/31/2018
10635	JP MORGAN CHASE BANK NA	LARK UNIFORM/JW PANTS	03252018	03/25/2018	55.95	55.95	03/31/2018
Total 100-52-5210-341 POLICE: UNIFORM EXPENSE:					120.94	120.94	
<b>100-52-5210-350 POLICE: VEHICLE REPAIR &amp; MAINT</b>							
10635	JP MORGAN CHASE BANK NA	KAYSERFORD/TRN SIGNL REP	03252018	03/25/2018	376.62	376.62	03/31/2018
Total 100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT:					376.62	376.62	
<b>100-52-5210-370 POLICE: FUEL &amp; OIL</b>							
10635	JP MORGAN CHASE BANK NA	KAYSER FORD/2015 SQD OIL C	03252018	03/25/2018	35.00	35.00	03/31/2018
Total 100-52-5210-370 POLICE: FUEL & OIL:					35.00	35.00	
<b>100-53-5300-340 AIDABLE WORK: OPERATING EXP.</b>							
10635	JP MORGAN CHASE BANK NA	NAPA/SALT LIGHT TRUCK 8	03252018	03/25/2018	58.66	58.66	03/31/2018

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					58.66	58.66	
<b>100-53-5320-350 GARAGE: VEHICLE REPAIR &amp; MAINT</b>							
10635	JP MORGAN CHASE BANK NA	POMPS TIRE/WATER TRAILER	03252018	03/25/2018	152.62	152.62	03/31/2018
10635	JP MORGAN CHASE BANK NA	FASTENAL/POLARTRAK PLOW	03252018	03/25/2018	11.91	11.91	03/31/2018
Total 100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT:					164.53	164.53	
<b>100-53-5320-370 GARAGE: FUEL &amp; OIL</b>							
10635	JP MORGAN CHASE BANK NA	NAPA/OIL FILTERS	03252018	03/25/2018	200.42	200.42	03/31/2018
Total 100-53-5320-370 GARAGE: FUEL & OIL:					200.42	200.42	
<b>100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC</b>							
10635	JP MORGAN CHASE BANK NA	PELLITERI/MARCH SERVICE	03252018	03/25/2018	7,921.76	7,921.76	03/31/2018
10635	JP MORGAN CHASE BANK NA	PELLITERI/SHACKELTON SQ C	03252018	03/25/2018	308.14	308.14	03/31/2018
Total 100-53-5362-290 REFUSE COLL: CONTRACTUAL SERVC:					8,229.90	8,229.90	
<b>100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP</b>							
10635	JP MORGAN CHASE BANK NA	NORTHERN TOOL/LEAF BOX	03252018	03/25/2018	84.95	84.95	03/31/2018
10635	JP MORGAN CHASE BANK NA	WIEDENBECK/METAL FOR LEA	03252018	03/25/2018	257.08	257.08	03/31/2018
10635	JP MORGAN CHASE BANK NA	FASTENAL/LEAFBOX	03252018	03/25/2018	93.07	93.07	03/31/2018
10635	JP MORGAN CHASE BANK NA	FARM&FLEET/LEAF BOX BINDE	03252018	03/25/2018	95.67	95.67	03/31/2018
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					530.77	530.77	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
10635	JP MORGAN CHASE BANK NA	HILL ELEC/INSTALLED LED RET	03252018	03/25/2018	749.05	749.05	03/31/2018
10635	JP MORGAN CHASE BANK NA	BILLSKEYLOCK/DOOR LOCKS	03252018	03/25/2018	410.00	410.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	INTRSTAT PWR SYS/GENERAT	03252018	03/25/2018	730.00	730.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	MENARDS/COFFEE	03252018	03/25/2018	14.96	14.96	03/31/2018
10635	JP MORGAN CHASE BANK NA	KRANZ INC/TOILET BOWL CLEA	03252018	03/25/2018	23.19	23.19	03/31/2018
10635	JP MORGAN CHASE BANK NA	KLEENMARK DIST/FLOOR WAX	03252018	03/25/2018	235.00	235.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	FASTSIGNS/VILLAGE SIGN UBD	03252018	03/25/2018	275.00	275.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	AMERLOKSET/DOOR CLOSER	03252018	03/25/2018	502.40	502.40	03/31/2018
10635	JP MORGAN CHASE BANK NA	LAKESIDE CURATIVE/VINYL GL	03252018	03/25/2018	37.90	37.90	03/31/2018
10635	JP MORGAN CHASE BANK NA	KLEENMARK/FLOOR WAX	03252018	03/25/2018	75.00	75.00	03/31/2018
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					3,052.50	3,052.50	
<b>100-55-5523-650 TREE REMOVALS</b>							
10635	JP MORGAN CHASE BANK NA	ARBORCARE/OAK REMOVALS	03252018	03/25/2018	3,870.90	3,870.90	03/31/2018
Total 100-55-5523-650 TREE REMOVALS:					3,870.90	3,870.90	
<b>200-53-5361-210 REPAIR &amp; MAINT: CONTRACTUAL</b>							
10635	JP MORGAN CHASE BANK NA	INTRSTAT PWR SYS/SEWER G	03252018	03/25/2018	730.00	730.00	03/31/2018
Total 200-53-5361-210 REPAIR & MAINT: CONTRACTUAL:					730.00	730.00	
<b>200-53-5361-340 OPERATING SUPPLIES EXPENSE</b>							
10635	JP MORGAN CHASE BANK NA	STAPLS/LABEL MACHINE TAPE	03252018	03/25/2018	8.66	8.66	03/31/2018
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					8.66	8.66	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
<b>210-51-5160-222 BLDG/PLANT: TELEPHONE</b>							
10635	JP MORGAN CHASE BANK NA	AT&T UVERSE/MARCH PAYMEN	03252018	03/25/2018	40.80	40.80	03/31/2018
10635	JP MORGAN CHASE BANK NA	MSFT/OFFICE SUBSCRIPTION	03252018	03/25/2018	4.49	4.49	03/31/2018
10635	JP MORGAN CHASE BANK NA	5NINESDATA/WIRELESS SERVI	03252018	03/25/2018	75.00	75.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	SURVEY MONKEY/SURVEY SY	03252018	03/25/2018	35.00	35.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	MAILCHIMP/EMAIL SYSTEM/MO	03252018	03/25/2018	25.00	25.00	03/31/2018
Total 210-51-5160-222 BLDG/PLANT: TELEPHONE:					180.29	180.29	
<b>210-55-5542-310 POOL STAFF: OFC SPLY &amp; EXP</b>							
10635	JP MORGAN CHASE BANK NA	STAPLS/POOL PACKET	03252018	03/25/2018	15.43	15.43	03/31/2018
Total 210-55-5542-310 POOL STAFF: OFC SPLY & EXP:					15.43	15.43	
<b>210-55-5542-340 POOL: OPERATING SUPPLY &amp; EXP.</b>							
10635	JP MORGAN CHASE BANK NA	BADGER HERALD/EMPLOYMEN	03252018	03/25/2018	67.00	67.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	SHOPKEEP/FRONT DESK POS	03252018	03/25/2018	9.99	9.99	03/31/2018
Total 210-55-5542-340 POOL: OPERATING SUPPLY & EXP.:					76.99	76.99	
<b>210-55-5542-343 CONCESSIONS EXPENSE</b>							
10635	JP MORGAN CHASE BANK NA	SHOPKEEP/CONCESSIONS PO	03252018	03/25/2018	9.99	9.99	03/31/2018
Total 210-55-5542-343 CONCESSIONS EXPENSE:					9.99	9.99	
<b>400-53-5330-814 DPW: LEAF PICKER</b>							
10635	JP MORGAN CHASE BANK NA	NORTHN TOOL/LF PICKER FUE	03252018	03/25/2018	961.12	961.12	03/31/2018
10635	JP MORGAN CHASE BANK NA	MENARDS/LEAF BOX	03252018	03/25/2018	161.22	161.22	03/31/2018
Total 400-53-5330-814 DPW: LEAF PICKER:					1,122.34	1,122.34	
<b>400-54-5440-800 FIRE/EMS/PD/DPW RADIO EQUIPMNT</b>							
10635	JP MORGAN CHASE BANK NA	CAPTL FIRE/SEC-ACSS CONTL	03252018	03/25/2018	12,038.00	12,038.00	03/31/2018
Total 400-54-5440-800 FIRE/EMS/PD/DPW RADIO EQUIPMNT:					12,038.00	12,038.00	
<b>450-51-5141-120 PLANNING, LEGAL &amp; ADMINISTRATN</b>							
10635	JP MORGAN CHASE BANK NA	STAFFORDROSENBAUM/MUNI	03252018	03/25/2018	466.00	466.00	03/31/2018
10635	JP MORGAN CHASE BANK NA	STAFFORDROSENBAUM/RONL	03252018	03/25/2018	325.00	325.00	03/31/2018
Total 450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN:					791.00	791.00	
<b>600-53-0630-340 SUPPLIES AND EXPENSE</b>							
10635	JP MORGAN CHASE BANK NA	STAPLS/LABEL MACHINE TAPE	03252018	03/25/2018	8.66	8.66	03/31/2018
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					8.66	8.66	
<b>600-53-0682-210 OUTSIDE SERVICES</b>							
10635	JP MORGAN CHASE BANK NA	INTRSTAT PWR SYS/WATER BO	03252018	03/25/2018	730.00	730.00	03/31/2018
Total 600-53-0682-210 OUTSIDE SERVICES:					730.00	730.00	
<b>600-53-5641-340 MISC. OPERATIONS EXPENSE</b>							
10635	JP MORGAN CHASE BANK NA	POLLARDWATER/LEAK FINDER	03252018	03/25/2018	30.31	30.31	03/31/2018
Total 600-53-5641-340 MISC. OPERATIONS EXPENSE:					30.31	30.31	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-211532	LIFE INSURANCE - EMPLOYEE						
13397	SECURIAN FINANCIAL GROUP, INC.	APRIL PREMIUMS	4122	03/31/2018	613.23	613.23	03/20/2018
Total 100-211532 LIFE INSURANCE - EMPLOYEE:					613.23	613.23	
<b>100-45-4511-000 COURT FINES</b>							
2000038	CURTIS MILLER	TAX INTERCEPT	4123	03/31/2018	80.20	80.20	03/27/2018
Total 100-45-4511-000 COURT FINES:					80.20	80.20	
Grand Totals:					45,112.96	45,112.96	

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
<b>600-53-0630-340 SUPPLIES AND EXPENSE</b>							
1045	ABT MAILCOM INC	BILL PROCESSING & MAILING-	30923	03/30/2018	414.05	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					414.05	.00	
<b>100-53-5320-350 GARAGE: VEHICLE REPAIR &amp; MAINT</b>							
1106	ACE HILLDALE (DPW)	FUEL TANK	34957	03/21/2018	2.39	.00	
1106	ACE HILLDALE (DPW)	FITTINGS	FITTINGS	03/21/2018	2.39	.00	
Total 100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT:					4.78	.00	
<b>100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP</b>							
1106	ACE HILLDALE (DPW)	LEAF BOX	34868	03/08/2018	11.97	.00	
1106	ACE HILLDALE (DPW)	LEAF BOX	34910	03/14/2018	6.00	.00	
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					17.97	.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
1106	ACE HILLDALE (DPW)	WHITE BOARD LETTERS	34785	02/23/2018	37.89	.00	
1106	ACE HILLDALE (DPW)	SIGN	34786	02/23/2018	5.67	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					43.56	.00	
<b>200-53-5361-340 OPERATING SUPPLIES EXPENSE</b>							
1106	ACE HILLDALE (DPW)	SEWER	34841	03/05/2018	14.18	.00	
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					14.18	.00	
<b>100-51-5153-210 ASSESSOR: CONTRACTUAL EXPENSE</b>							
1730	ASSOCIATED APPRAISAL CONSULT	PROFESSIONAL ASSESSMENT	133694	04/01/2018	861.10	.00	
Total 100-51-5153-210 ASSESSOR: CONTRACTUAL EXPENSE:					861.10	.00	
<b>100-51-5142-310 CLERK: SUP &amp; EXPENSES</b>							
2003	BADGER STATE INDUSTRIES	#10 WINDOW ENVELOPES	927171478	03/30/2018	49.67	.00	
2003	BADGER STATE INDUSTRIES	#10 WINDOW ENVELOPES	927171856	03/22/2018	49.67	.00	
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					99.34	.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
2003	BADGER STATE INDUSTRIES	PAPER TOWEL MULTIFOLD	306174709	03/20/2018	37.70	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					37.70	.00	
<b>100-51-5160-222 BLDGS &amp; PLANT: TELEPHONE</b>							
3220	CENTURY LINK	CENTREX LINES MARCH	33118	03/31/2018	7.04	.00	
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					7.04	.00	
<b>100-53-5300-340 AIDABLE WORK: OPERATING EXP.</b>							
4017	DANE CO HWY & TRANS DEPT	BRINE 250 GAL	27089	02/28/2018	82.50	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					82.50	.00	
<b>100-52-5210-322 POLICE: TRAINING EXPENSES</b>							
4036	DANE CO TREASURER	FIREARMS RANGE USE 4TH QT	32554	03/20/2018	120.00	.00	
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					120.00	.00	
<b>100-45-4511-000 COURT FINES</b>							
4038	DANE CO TREASURER	SHARED COURT FINES	04022018	04/02/2018	681.80	.00	
Total 100-45-4511-000 COURT FINES:					681.80	.00	
<b>220-51-5160-820 CAP IMPROVEMENT: PIER/BUOY</b>							
4200	DEANO DOCK & LIFT LLC	BUOY'S	151859	03/12/2018	2,205.00	.00	
Total 220-51-5160-820 CAP IMPROVEMENT: PIER/BUOY:					2,205.00	.00	
<b>200-53-5361-340 OPERATING SUPPLIES EXPENSE</b>							
4215	DELUXE DISTRIBUTORS	LIFT STATION DEGREASER	4903	03/12/2018	731.00	.00	
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					731.00	.00	
<b>600-53-0682-210 OUTSIDE SERVICES</b>							
6230	FERGUSON WATERWORKS	PUMP HOUSE PAINTING	0242550	03/28/2018	7,400.00	.00	
Total 600-53-0682-210 OUTSIDE SERVICES:					7,400.00	.00	
<b>400-53-5330-814 DPW: LEAF PICKER</b>							
8228	HELLENBRAND WELDING	NEW FLOOR IN TRUCK	7197	03/23/2018	1,372.00	.00	
Total 400-53-5330-814 DPW: LEAF PICKER:					1,372.00	.00	
<b>600-53-0682-210 OUTSIDE SERVICES</b>							
8950	HYDROCORP	INSPECTIONS	46485-IN	03/19/2018	128.00	.00	
Total 600-53-0682-210 OUTSIDE SERVICES:					128.00	.00	
<b>100-51-5160-220 BLDGS &amp; PLANT: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	810/1008 SHOREWOOD BLVD	40510919	04/09/2018	2,923.40	.00	
Total 100-51-5160-220 BLDGS & PLANT: GAS & ELECTRIC:					2,923.40	.00	
<b>100-53-5300-340 AIDABLE WORK: OPERATING EXP.</b>							
13040	MADISON GAS & ELECTRIC	4502 OLD MIDDLETON	40510919	04/09/2018	137.54	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					137.54	.00	
<b>100-53-5342-220 STREET LIGHTING: POWER</b>							
13040	MADISON GAS & ELECTRIC	900 SHOREWOOD BLVD	40510919	04/09/2018	44.41	.00	
13040	MADISON GAS & ELECTRIC	2700 MARSHALL CT	40510919	04/09/2018	1,512.64	.00	
Total 100-53-5342-220 STREET LIGHTING: POWER:					1,557.05	.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/3100 HARVA	40510919	04/09/2018	129.19	.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:					129.19	.00	
<b>100-55-5514-220 COMMUNITY CTR: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE CT/COM CE	40510919	04/09/2018	953.25	.00	
Total 100-55-5514-220 COMMUNITY CTR: GAS & ELECTRIC:					953.25	.00	
<b>200-51-5160-220 BLDG/PLANT: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	3336 LMD	40510919	04/09/2018	123.07	.00	
Total 200-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					123.07	.00	
<b>210-51-5160-220 BLDG/PLANT: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE CT/CONCE	40510919	04/09/2018	113.29	.00	
Total 210-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					113.29	.00	
<b>220-51-5160-220 BLDG/PLANT: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	3400/4896 LMD	40510919	04/09/2018	73.97	.00	
Total 220-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					73.97	.00	
<b>600-53-0620-220 POWER FOR PUMPING</b>							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/3561 TALLY	40510919	04/09/2018	1,326.79	.00	
Total 600-53-0620-220 POWER FOR PUMPING:					1,326.79	.00	
<b>100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT</b>							
13085	MADISON TREASURER, CITY OF	4694 UNIVERSITY AVE-STORM	12988060	03/22/2018	14.88	.00	
Total 100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT:					14.88	.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
13085	MADISON TREASURER, CITY OF	WATER/FIRE 810 SW BLVD	12986182	03/22/2018	29.40	.00	
13085	MADISON TREASURER, CITY OF	810 SW BLVD-FIRE PROTECTIO	12987973	03/23/2018	19.80	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					49.20	.00	
<b>600-53-0610-601 PURCHASED WATER</b>							
13085	MADISON TREASURER, CITY OF	810 SW BLVD-FLAT RATE	12986177	03/22/2018	447.60	.00	
13085	MADISON TREASURER, CITY OF	PIT-LAKE MENDOTA DRIVE	12986178	03/22/2018	1,680.15	.00	
13085	MADISON TREASURER, CITY OF	PIT-SW BLVD AT RAILROAD TR	12986179	03/22/2018	48.15	.00	
13085	MADISON TREASURER, CITY OF	PIT-MAPLE TER/LOCUST	12986181	03/22/2018	18,275.05	.00	
Total 600-53-0610-601 PURCHASED WATER:					20,450.95	.00	
<b>100-55-5523-600 TREE MAINTENANCE</b>							
13950	MY TREE GUY LLC	TREE REMOVAL-OAK WAY	232218	03/15/2018	1,200.00	.00	
Total 100-55-5523-600 TREE MAINTENANCE:					1,200.00	.00	
<b>100-55-5523-650 TREE REMOVALS</b>							
13950	MY TREE GUY LLC	PRUNING - OAK WAY	232218	03/15/2018	1,200.00	.00	
Total 100-55-5523-650 TREE REMOVALS:					1,200.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
<b>100-52-5210-370 POLICE: FUEL &amp; OIL</b>							
19311	SHELL OIL CO:POLICE ACCT	FUEL FOR SQUADS	04052018	04/05/2018	723.68	.00	
Total 100-52-5210-370 POLICE: FUEL & OIL:					723.68	.00	
<b>100-51-5160-221 BLDGS &amp; PLANT: WATER</b>							
19337	SHOREWOOD HILLS WATER & SE	WATER/SEWER 1008 SHOREW	042018	03/20/2018	92.05	.00	
19337	SHOREWOOD HILLS WATER & SE	WATER/SEWER 810 SHOREWO	042018	03/20/2018	10.81	.00	
19337	SHOREWOOD HILLS WATER & SE	WATER/SEWER GARDENS	042018	03/20/2018	16.00	.00	
19337	SHOREWOOD HILLS WATER & SE	WATER/SEWER HEIDEN H	042018	03/20/2018	26.12	.00	
19337	SHOREWOOD HILLS WATER & SE	WATER/SEWER RINK	042018	03/20/2018	42.68	.00	
19337	SHOREWOOD HILLS WATER & SE	WATER/SEWER ADMIN	042018	03/20/2018	199.14	.00	
Total 100-51-5160-221 BLDGS & PLANT: WATER:					386.80	.00	
<b>100-51-5160-223 BLDGS &amp; PLANT:STORMWATER CHR</b>							
19337	SHOREWOOD HILLS WATER & SE	STORMWATER MCKENNA PARK	042018	03/20/2018	36.72	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER 1001 EDGEHILL	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER 2700 OXFORD	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER QUARRY	042018	03/20/2018	55.08	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER OAK WAY	042018	03/20/2018	27.54	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER BRADLEY PARK	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER KOVAL WOODS	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATERBIGFOOT PARK	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER 1008 SHOREWO	042018	03/20/2018	51.41	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER 4 CORNERS	042018	03/20/2018	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER POST FARM LO	042018	03/20/2018	303.86	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER 810 SHOREWO	042018	03/20/2018	77.11	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER #2 810 SHOREW	042018	03/20/2018	13.77	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER TALLY HO BOOS	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER ENTRYWAY PAR	042018	03/20/2018	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER 3264 UNIV AVE	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	WATER/SEWER 1008 SHOREW	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER GARDENS	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER HEIDEN H	042018	03/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	STORMWATER ADMIN	042018	03/20/2018	9.18	.00	
Total 100-51-5160-223 BLDGS & PLANT:STORMWATER CHR:					703.19	.00	
<b>210-51-5160-221 BLDG/PLANT: WATER</b>							
19337	SHOREWOOD HILLS WATER & SE	WATER/SEWERCONCESSIONS	042018	03/20/2018	21.81	.00	
Total 210-51-5160-221 BLDG/PLANT: WATER:					21.81	.00	
<b>210-51-5160-223 BLDGS &amp; PLANT:STORMWATER CHR</b>							
19337	SHOREWOOD HILLS WATER & SE	STORMWATER CONCESSIONS	042018	03/20/2018	9.18	.00	
Total 210-51-5160-223 BLDGS & PLANT:STORMWATER CHR:					9.18	.00	
<b>100-53-5320-370 GARAGE: FUEL &amp; OIL</b>							
19841	STOP-N-GO DPW GAS	DPW - GAS	033118	03/31/2018	794.77	.00	
Total 100-53-5320-370 GARAGE: FUEL & OIL:					794.77	.00	
<b>100-53-5320-370 GARAGE: FUEL &amp; OIL</b>							
19845	STOP-N-GO DPW DIESEL	DIESEL FUEL	03312018	03/31/2018	208.26	.00	

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Total 100-53-5320-370 GARAGE: FUEL & OIL:					208.26	.00	
<b>100-56-5640-210 PROF CONSULTANT:PLAN REVIEW</b>							
20670	TOWN & COUNTRY ENGINEERING I	2018 MISCELLANEOUS	18694	04/05/2018	127.50	.00	
Total 100-56-5640-210 PROF CONSULTANT:PLAN REVIEW:					127.50	.00	
<b>400-53-5327-810 COLD STORAGE BUILDING</b>							
20670	TOWN & COUNTRY ENGINEERING I	COLD STORAGE BLDG	18691	04/05/2018	150.00	.00	
Total 400-53-5327-810 COLD STORAGE BUILDING:					150.00	.00	
<b>450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS</b>							
20670	TOWN & COUNTRY ENGINEERING I	FOREST PRODUCTS/LIDGIC	18692	04/05/2018	229.00	.00	
20670	TOWN & COUNTRY ENGINEERING I	BLACKHAWK PATH EXTENSION	18693	04/05/2018	2,029.05	.00	
Total 450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS:					2,258.05	.00	
<b>450-51-5141-120 PLANNING, LEGAL &amp; ADMINISTRATN</b>							
22040	VANDEWALLE & ASSOCIATES INC	PLANNING SERVICES	201803032	03/20/2018	522.00	.00	
Total 450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN:					522.00	.00	
<b>100-211534 UNION DUES</b>							
23342	WI PROFESSIONAL POLICE ASSOC	UNION DUES-APRIL	3292018	03/29/2018	167.20	.00	
Total 100-211534 UNION DUES:					167.20	.00	
<b>100-45-4511-000 COURT FINES</b>							
23350	WI DEPT ADMINISTRATION: COURT	SHARED COURT FINES	04022018	04/02/2018	1,693.60	.00	
Total 100-45-4511-000 COURT FINES:					1,693.60	.00	
<b>100-55-5523-600 TREE MAINTENANCE</b>							
23353	WHITNEY TREE SERVICE LLC	PRUNING @ BLACKHAWK DR	8968	03/20/2018	4,100.00	.00	
23353	WHITNEY TREE SERVICE LLC	PRUNING @ SUNSET DR	8968	03/20/2018	4,620.00	.00	
Total 100-55-5523-600 TREE MAINTENANCE:					8,720.00	.00	
<b>100-55-5523-650 TREE REMOVALS</b>							
23353	WHITNEY TREE SERVICE LLC	REMOVALS @ BLACKHAWK/SU	8968	03/20/2018	925.00	.00	
Total 100-55-5523-650 TREE REMOVALS:					925.00	.00	
<b>600-53-0630-340 SUPPLIES AND EXPENSE</b>							
23380	WI DEPT OF NATURAL RESOURCE	LICENSE RENEWAL-MITMOEN	04042018	04/04/2018	45.00	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					45.00	.00	
<b>100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN</b>							
1000146	REGENT SOCCER REGISTRAR	LINE & MAINTAIN LINES ON SH	032018	03/20/2018	450.00	.00	
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					450.00	.00	
<b>220-48-4820-210 NON-RESIDENT: SLIP</b>							
1000548	LARSON, THOMAS & SHANNON	REFUND FOR MARINA NON-RE	04102018	04/12/2018	412.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 220-48-4820-210 NON-RESIDENT: SLIP:					412.00	.00	
<b>100-51-5145-210 D.P.: CONTRACTUAL SERVICES</b>							
1000688	COMPUTER MAGIC INC	SERVER MANAGED SUPPORT	MSP-3649	03/31/2018	600.00	.00	
1000688	COMPUTER MAGIC INC	WORKSTATION MGNT PLAN	MSP-3649	03/31/2018	2,010.00	.00	
1000688	COMPUTER MAGIC INC	BACKUP SERV W/CLOUD RETE	MSP-3649	03/31/2018	799.00	.00	
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					3,409.00	.00	
<b>100-55-5520-340 PARKS:OPERATING EXPENSE</b>							
1000855	VILLAGE OF GAYS MILLS	FORESTRY TRAINING: GEORG	4125	04/09/2018	50.00	50.00	04/09/2018
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					50.00	50.00	
<b>470-53-5344-862 STREET IMPROVEMENTS: TIF 4</b>							
2000012	DANE COUNTY CONTRACTING LLC	LOCUST DRIVE IMPROVEMENT	4	04/10/2018	15,571.10	.00	
Total 470-53-5344-862 STREET IMPROVEMENTS: TIF 4:					15,571.10	.00	
Grand Totals:					81,820.74	50.00	

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 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
100-41-4111-000 GENERAL PROPERTY TAXES	.00	.00	2,770,440.00	(2,770,440.00)	.00
100-41-4131-000 PAYMENTS IN LIEU OF TAX	.00	.00	62,000.00	( 62,000.00)	.00
100-41-4181-000 INTEREST & PENALTIES ON TAXES	.00	29.94	.00	29.94	.00
TOTAL TAXES	.00	29.94	2,832,440.00	(2,832,410.06)	.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	20,888.00	( 20,888.00)	.00
100-43-4342-000 FIRE INSURANCE PREMIUM-2% DUES	.00	.00	21,217.00	( 21,217.00)	.00
100-43-4351-000 STATE AID: EXEMPT COMPUTERS	.00	.00	46,000.00	( 46,000.00)	.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	.00	1,000.00	( 1,000.00)	.00
100-43-4353-000 STATE AID: HIGHWAY	.00	.00	309,366.00	( 309,366.00)	.00
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	.00	400,271.00	( 400,271.00)	.00
<u>LICENSES &amp; PERMITS</u>					
100-44-4411-000 LICENSES: LIQUOR/MALT BEVERAGE	.00	.00	5,000.00	( 5,000.00)	.00
100-44-4412-000 LICENSES: OTHER BUS/OCCUPATION	75.00	255.00	2,800.00	( 2,545.00)	9.11
100-44-4421-000 LICENSES: BICYCLE	.00	.00	60.00	( 60.00)	.00
100-44-4422-000 LICENSES: DOG & CAT	834.00	2,667.00	2,600.00	67.00	102.58
100-44-4423-000 LICENSES: MISC	40.00	240.00	1,000.00	( 760.00)	24.00
100-44-4431-000 PERMIT/INSPCTN FEES: BUILDINGS	4,213.60	5,893.10	15,000.00	( 9,106.90)	39.29
100-44-4432-000 PERMIT/INSPCTN FEES: HVAC	1,086.18	1,746.18	5,000.00	( 3,253.82)	34.92
100-44-4433-000 PERMIT/INSPCTN FEES: ELECTRICAL	1,211.08	1,796.08	5,000.00	( 3,203.92)	35.92
100-44-4434-000 PERMIT/INSPCTN FEES: PLUMBING	1,120.00	2,280.00	4,000.00	( 1,720.00)	57.00
100-44-4435-000 PERMIT/INSPCTN FEES: SIGNS	.00	.00	600.00	( 600.00)	.00
100-44-4436-000 PERMIT/INSPCTN FEES: SPRNK/FIRE	.00	.00	.00	.00	.00
100-44-4439-000 PERMIT/INSPCTN FEES: MISC.	.00	.00	400.00	( 400.00)	.00
100-44-4441-000 ZONING FEES	250.00	750.00	3,000.00	( 2,250.00)	25.00
100-44-4491-000 CABLE TV FRANCHISE FEES	5,161.81	7,646.15	31,000.00	( 23,353.85)	24.67
100-44-4492-000 % SURCHARGE FOR RECREATION	.00	.00	7,500.00	( 7,500.00)	.00
TOTAL LICENSES & PERMITS	13,991.67	23,273.51	82,960.00	( 59,686.49)	28.05
<u>FINES, FORFEITS, &amp; PENALTIES</u>					
100-45-4511-000 COURT FINES	4,813.60	7,761.13	32,000.00	( 24,238.87)	24.25
100-45-4513-000 PARKING VIOLATIONS	5,540.00	12,130.00	43,000.00	( 30,870.00)	28.21

VILLAGE OF SHOREWOOD HILLS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-45-4514-000 POLICE DONATIONS/MISC REVENUES	.00	109.18	3,000.00	( 2,890.82)	3.64
TOTAL FINES, FORFEITS, & PENALTIES	10,353.60	20,000.31	78,000.00	( 57,999.69)	25.64
<u>PUBLIC CHARGES FOR SERVICES</u>					
100-46-4611-000 CLERK: MATERIAL & SUPPLY SALES	.00	.00	25.00	( 25.00)	.00
100-46-4612-000 CLERK: EMPLOYEE SUNSHINE FUND	.00	300.00	400.00	( 100.00)	75.00
100-46-4613-000 CLERK: PARKING PERMITS	65.00	190.00	700.00	( 510.00)	27.14
100-46-4621-000 LAW ENFORCEMENT FEES	186.00	257.82	400.00	( 142.18)	64.46
100-46-4642-000 WIS MUNICIPAL RECYCLING GRANT	.00	.00	15,000.00	( 15,000.00)	.00
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	.00	60.00	( 60.00)	.00
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	256.00	816.00	.00	816.00	.00
100-46-4672-100 GARDEN PLOT REVENUES	1,560.00	1,560.00	2,660.00	( 1,100.00)	58.65
100-46-4672-110 CONTRIBUTIONS: GARDEN CLUB	90.00	1,090.00	2,500.00	( 1,410.00)	43.60
100-46-4672-130 CONTRIBUTIONS: HORT CONSULTANT	.00	.00	1,000.00	( 1,000.00)	.00
100-46-4673-100 RECREATION: FOUR CORNERS	9,000.00	15,525.00	15,135.00	390.00	102.58
100-46-4673-200 RECREATION: LAND REC	11,650.00	17,650.00	17,000.00	650.00	103.82
100-46-4673-210 RECREATION: LAND REC GRANT	.00	.00	.00	.00	.00
100-46-4673-300 RECREATION: TENNIS	888.00	888.00	25,500.00	( 24,612.00)	3.48
100-46-4673-400 RECREATION: BASEBALL	.00	.00	.00	.00	.00
100-46-4673-500 RECREATION: BASKETBALL	.00	.00	2,200.00	( 2,200.00)	.00
100-46-4673-600 RECREATION: GOLF	990.00	990.00	3,824.00	( 2,834.00)	25.89
100-46-4673-700 RECREATION: KAYAK/CANOE	.00	.00	850.00	( 850.00)	.00
100-46-4673-800 RECREATION: INDOOR SOCCER	440.00	440.00	.00	440.00	.00
100-46-4673-900 RECREATION: OUTDOOR SOCCER	620.00	1,140.50	9,700.00	( 8,559.50)	11.76
100-46-4674-100 COMMUNITY CENTER RENTALS	.00	248.00	2,200.00	( 1,952.00)	11.27
100-46-4674-210 JULY 4TH FAMILY PICNIC	.00	.00	1,500.00	( 1,500.00)	.00
100-46-4674-220 JULY 4TH FIREWORKS	.00	.00	8,000.00	( 8,000.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICES	25,745.00	41,095.32	108,654.00	( 67,558.68)	37.82
<u>INTERGOVERNMENTAL SERV CHGS</u>					
100-47-4741-000 WATER DEPT: REIMB FOR SERVICES	.00	.00	13,494.00	( 13,494.00)	.00
100-47-4742-000 SEWER DIV: REIMB FOR SERVICES	.00	.00	10,924.00	( 10,924.00)	.00
100-47-4743-000 WATERFRONT: REIMB FOR SERVICES	.00	.00	17,034.00	( 17,034.00)	.00
100-47-4744-000 STORMWATER:REIMB FOR SERVICES	.00	.00	9,180.00	( 9,180.00)	.00
TOTAL INTERGOVERNMENTAL SERV CHGS	.00	.00	50,632.00	( 50,632.00)	.00
<u>MISCELLANEOUS REVENUE</u>					
100-48-4810-000 INTEREST ON INVESTMENTS	.00	.00	15,000.00	( 15,000.00)	.00
100-48-4810-100 BUILD AMERICA BOND SUBSIDY	.00	.00	7,746.00	( 7,746.00)	.00
100-48-4812-000 CAPITAL PROJECT BOND INTEREST	.00	.00	.00	.00	.00

VILLAGE OF SHOREWOOD HILLS  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-48-4815-000	REPAYMENT: WATER UTILTY ADVANC	.00	.00	18,465.00 ( 18,465.00)	.00
100-48-4821-000	RENT: DUE FROM POOL	.00	.00	38,500.00 ( 38,500.00)	.00
100-48-4822-000	RENT: BLACKHAWK C.C.	8,333.00	16,666.00	100,300.00 ( 83,634.00)	16.62
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	39,612.00 ( 39,612.00)	.00
100-48-4830-000	MISCELLANEOUS SALES	.00	.00	.00 .00	.00
100-48-4831-000	POLICE/ FIRE SALES	.00	.00	.00 .00	.00
100-48-4833-000	VILLAGE TREE SALES	.00	.00	6,000.00 ( 6,000.00)	.00
100-48-4836-000	DPW VEHICLE SALES	.00	.00	.00 .00	.00
100-48-4838-000	DANE CTY CALENDARS	.00	585.90	800.00 ( 214.10)	73.24
100-48-4840-000	INSURANCE DIVIDENDS	.00	.00	.00 .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	REPAYMENT: TIF ADVANCE	.00	.00	48,602.00 ( 48,602.00)	.00
	TOTAL MISCELLANEOUS REVENUE	8,333.00	17,251.90	275,025.00 ( 257,773.10)	6.27
	<u>OTHER FINANCING SOURCES</u>				
100-49-4941-000	MISCELLANEOUS REVENUES	1,847.36	2,219.96	17,000.00 ( 14,780.04)	13.06
100-49-4944-000	FUND BALANCE APPLIED	.00	.00	133,334.00 ( 133,334.00)	.00
	TOTAL OTHER FINANCING SOURCES	1,847.36	2,219.96	150,334.00 ( 148,114.04)	1.48
	TOTAL FUND REVENUE	60,270.63	103,870.94	3,978,316.00 (3,874,445.06)	2.61

VILLAGE OF SHOREWOOD HILLS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>VILLAGE BOARD</u>						
100-51-5111-310	VILLAGE BOARD: SUP & EXPENSE	7.98	2,835.30	1,500.00	( 1,335.30)	189.02
100-51-5111-720	VILLAGE BOARD: DONATIONS	.00	.00	.00	.00	.00
	TOTAL VILLAGE BOARD	7.98	2,835.30	1,500.00	( 1,335.30)	189.02
<u>COMMITTEES</u>						
100-51-5112-310	COMMITTEES: SUP & EXPENSE	.00	33.92	300.00	266.08	11.31
	TOTAL COMMITTEES	.00	33.92	300.00	266.08	11.31
<u>JUDICIAL</u>						
100-51-5120-110	JUDICIAL: SALARY & ALLOWANCES	228.00	684.00	2,965.00	2,281.00	23.07
100-51-5120-120	JUDICIAL: COURT CLERK WAGES	1,668.80	5,105.76	22,341.00	17,235.24	22.85
100-51-5120-150	JUDICIAL: BENEFITS	503.91	1,528.69	6,437.00	4,908.31	23.75
100-51-5120-310	JUDICIAL: OFFC. SUP & EXPENSE	.00	1,000.00	1,700.00	700.00	58.82
100-51-5120-321	JUDICIAL: DUES	.00	40.00	140.00	100.00	28.57
100-51-5120-322	JUDICIAL: SEMINARS & TRAINING	11.45	711.45	1,665.00	953.55	42.73
	TOTAL JUDICIAL	2,412.16	9,069.90	35,248.00	26,178.10	25.73
<u>LEGAL</u>						
100-51-5130-210	LEGAL: GEN. ADVICE & COUNSEL	.00	5,574.50	18,000.00	12,425.50	30.97
100-51-5130-211	LEGAL: ORDINANCE PROSECUTIONS	.00	2,916.72	29,000.00	26,083.28	10.06
	TOTAL LEGAL	.00	8,491.22	47,000.00	38,508.78	18.07
<u>ADMINISTRATION</u>						
100-51-5141-120	ADMIN: WAGES	6,706.68	20,322.47	85,246.00	64,923.53	23.84
100-51-5141-150	ADMIN: BENEFITS	2,541.77	6,108.56	23,079.00	16,970.44	26.47
100-51-5141-320	ADMIN: DUES & SEMINARS	.00	1,238.00	1,700.00	462.00	72.82
100-51-5141-340	ADMIN: MONTHLY BULLETIN	.00	.00	.00	.00	.00
100-51-5141-380	ADMIN: STAFF SUNSHINE FUND	.00	74.02	400.00	325.98	18.51
	TOTAL ADMINISTRATION	9,248.45	27,743.05	110,425.00	82,681.95	25.12

VILLAGE OF SHOREWOOD HILLS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>CLERK</u>						
100-51-5142-120	CLERK: WAGES	4,309.72	17,092.80	70,608.00	53,515.20	24.21
100-51-5142-130	EXTRA OFFICE HELP	1,664.47	5,009.05	18,366.00	13,356.95	27.27
100-51-5142-150	CLERK: BENEFITS	1,493.62	4,663.03	20,689.00	16,025.97	22.54
100-51-5142-310	CLERK: SUP & EXPENSES	( 7.01)	1,485.33	3,900.00	2,414.67	38.09
100-51-5142-322	CLERK: TRAINING/SEMINARS	19.18	44.18	1,600.00	1,555.82	2.76
100-51-5142-340	CLERK: POSTAL EXPENSES	.00	546.20	3,000.00	2,453.80	18.21
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	7,479.98	28,840.59	118,763.00	89,922.41	24.28
<u>PERSONNEL</u>						
100-51-5143-158	PERSONNEL: UNEMPLOYMENT COMP	.00	.00	.00	.00	.00
100-51-5143-160	PERSONNEL: WORKMAN'S COMP INS	12,481.00	24,965.00	44,000.00	19,035.00	56.74
100-51-5143-190	PERSONNEL: PROVIDED FOR EVALS	.00	.00	.00	.00	.00
100-51-5143-200	PERSONNEL: RECRUITMENT	.00	.00	.00	.00	.00
100-51-5143-210	PERSONNEL: MEDICAL EVALUATIONS	.00	.00	.00	.00	.00
100-51-5143-300	PERSONNEL: RETIREES INS PREM	2,518.28	9,687.56	48,954.00	39,266.44	19.79
	TOTAL PERSONNEL	14,999.28	34,652.56	92,954.00	58,301.44	37.28
<u>ELECTIONS</u>						
100-51-5144-140	ELECTIONS: PER DIEM WAGES	690.45	690.45	4,000.00	3,309.55	17.26
100-51-5144-340	ELECTIONS: OPERATING SUPPLIES	.00	453.00	1,000.00	547.00	45.30
	TOTAL ELECTIONS	690.45	1,143.45	5,000.00	3,856.55	22.87
<u>DATA PROCESSING</u>						
100-51-5145-210	D.P.: CONTRACTUAL SERVICES	6,783.00	14,473.00	40,000.00	25,527.00	36.18
100-51-5145-340	D.P.: OPERATIONS EXPENSE	.00	404.57	2,700.00	2,295.43	14.98
100-51-5145-350	WEBSITE COSTS	.00	.00	570.00	570.00	.00
	TOTAL DATA PROCESSING	6,783.00	14,877.57	43,270.00	28,392.43	34.38
<u>FINANCE</u>						
100-51-5151-210	FINANCE: AUDIT SERVICES	14,881.00	16,744.00	25,000.00	8,256.00	66.98
100-51-5151-290	LIFE QUEST FEES/OTHER PAYMENTS	.00	.00	.00	.00	.00
100-51-5151-300	BOND ISSUE EXPENSES	.00	.00	.00	.00	.00
	TOTAL FINANCE	14,881.00	16,744.00	25,000.00	8,256.00	66.98

VILLAGE OF SHOREWOOD HILLS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
<u>TREASURY</u>						
100-51-5152-340	TREASURY: OPERATIONS	.00	.00	.00	.00	.00
100-51-5152-390	TREASURY: WRITE-OFF EXPENSE	.00	.00	.00	.00	.00
TOTAL TREASURY		.00	.00	.00	.00	.00
<u>ASSESSOR</u>						
100-51-5153-210	ASSESSOR: CONTRACTUAL EXPENSE	861.10	2,583.30	10,190.00	7,606.70	25.35
TOTAL ASSESSOR		861.10	2,583.30	10,190.00	7,606.70	25.35
<u>RISK &amp; PROPERTY MANAGEMENT</u>						
100-51-5154-511	LIABILITY INS (LEAGUE)	13,083.00	25,790.00	43,729.00	17,939.00	58.98
100-51-5154-512	PROPERTY INS (LGPIF)	.00	13,619.00	14,708.00	1,089.00	92.60
TOTAL RISK & PROPERTY MANAGEMENT		13,083.00	39,409.00	58,437.00	19,028.00	67.44
<u>BUILDINGS &amp; PLANT</u>						
100-51-5160-220	BLDGS & PLANT: GAS & ELECTRIC	3,638.47	7,556.04	42,000.00	34,443.96	17.99
100-51-5160-221	BLDGS & PLANT: WATER	503.22	1,151.13	8,000.00	6,848.87	14.39
100-51-5160-222	BLDGS & PLANT: TELEPHONE	11.28	824.86	4,000.00	3,175.14	20.62
100-51-5160-223	BLDGS & PLANT:STORMWATER CHRG	703.19	1,406.38	6,600.00	5,193.62	21.31
100-51-5160-240	BLDGS & PLANT: CONTRACTUAL	.00	283.20	3,410.00	3,126.80	8.30
100-51-5160-530	BLDGS & PLANT: RENTAL EXPENSE	8.11	4,387.19	2,500.00	( 1,887.19)	175.49
TOTAL BUILDINGS & PLANT		4,864.27	15,608.80	66,510.00	50,901.20	23.47

VILLAGE OF SHOREWOOD HILLS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
<u>POLICE DEPARTMENT</u>						
100-52-5210-110	POLICE: SALARIES & ALLOWANCES	7,332.80	21,908.80	95,326.00	73,417.20	22.98
100-52-5210-120	POLICE: CLERICAL WAGES	5,776.95	17,257.24	73,638.00	56,380.76	23.44
100-52-5210-121	POLICE: OFFICER WAGE & HOLIDAY	24,847.29	73,633.06	322,202.00	248,568.94	22.85
100-52-5210-122	POLICE: OVERTIME WAGES	514.86	3,590.32	9,000.00	5,409.68	39.89
100-52-5210-124	POLICE: PART-TIME DUTY WAGES	3,865.00	11,930.00	48,000.00	36,070.00	24.85
100-52-5210-125	POLICE: DIFFERENTIAL	174.23	548.72	2,000.00	1,451.28	27.44
100-52-5210-128	POLICE: COM SERVICE OFFICERS	.00	.00	4,400.00	4,400.00	.00
100-52-5210-129	POLICE: CROSSING GUARD WAG	723.00	1,783.40	5,000.00	3,216.60	35.67
100-52-5210-130	POLICE: EMPLOYMENT BONUS	.00	.00	.00	.00	.00
100-52-5210-150	POLICE: BENEFITS	15,761.42	47,654.53	196,549.00	148,894.47	24.25
100-52-5210-170	POLICE: EDUCATION REIMB	.00	.00	1,000.00	1,000.00	.00
100-52-5210-210	POLICE: CONTRACTUAL SERVICES	.00	1,158.00	14,000.00	12,842.00	8.27
100-52-5210-310	POLICE: OFFICE SUPPLIES & EXP	.00	505.88	3,000.00	2,494.12	16.86
100-52-5210-321	POLICE: DUES & SEMINARS	.00	476.00	2,000.00	1,524.00	23.80
100-52-5210-322	POLICE: TRAINING EXPENSES	289.94	836.71	9,000.00	8,163.29	9.30
100-52-5210-340	POLICE: OPERATING EXPENSE	9.99	3,536.19	16,000.00	12,463.81	22.10
100-52-5210-341	POLICE: UNIFORM EXPENSE	( 441.28)	4,380.37	5,000.00	619.63	87.61
100-52-5210-345	POLICE: PROMOTION	.00	.00	.00	.00	.00
100-52-5210-350	POLICE: VEHICLE REPAIR & MAINT	.00	940.54	5,000.00	4,059.46	18.81
100-52-5210-370	POLICE: FUEL & OIL	745.28	1,428.48	7,000.00	5,571.52	20.41
100-52-5210-380	POLICE: DRUG PREVENTION	.00	.00	.00	.00	.00
100-52-5210-390	POLICE: INSURANCE COSTS	.00	.00	.00	.00	.00
TOTAL POLICE DEPARTMENT		59,599.48	191,568.24	818,115.00	626,546.76	23.42
<u>FIRE DEPARTMENT</u>						
100-52-5220-210	FIRE: CONTRACTUAL EXPENSE	.00	.00	570,119.00	570,119.00	.00
100-52-5220-215	FIRE: 2% DUES TO MAD FIRE DEPT	.00	.00	21,217.00	21,217.00	.00
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	.00	759,617.00	759,617.00	.00
<u>INSPECTIONS</u>						
100-52-5240-150	INSPECTIONS: BENEFITS	166.88	443.66	2,180.00	1,736.34	20.35
100-52-5240-211	INSPECTIONS: BUILDINGS	1,124.01	2,955.73	14,000.00	11,044.27	21.11
100-52-5240-212	INSPECTIONS: HVAC	499.56	1,457.05	5,000.00	3,542.95	29.14
100-52-5240-213	INSPECTIONS: ELECTRICAL	374.67	749.34	7,000.00	6,250.66	10.70
100-52-5240-214	INSPECTIONS: PLUMBING	166.52	582.82	2,500.00	1,917.18	23.31
100-52-5240-340	INSPECTIONS: OPERATIONS	.00	99.00	.00	( 99.00)	.00
TOTAL INSPECTIONS		2,331.64	6,287.60	30,680.00	24,392.40	20.49

VILLAGE OF SHOREWOOD HILLS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>EMERGENCY COMMUNICATION</u>					
100-52-5260-290	.00	2,138.00	7,058.00	4,920.00	30.29
	.00	2,138.00	7,058.00	4,920.00	30.29
<u>PUBLIC WORKS</u>					
100-53-5300-121	6,058.90	19,769.40	72,262.00	52,492.60	27.36
100-53-5300-150	1,190.69	3,839.47	12,560.00	8,720.53	30.57
100-53-5300-340	5,790.60	9,396.88	18,000.00	8,603.12	52.20
100-53-5300-450	.00	.00	.00	.00	.00
100-53-5300-600	.00	.00	.00	.00	.00
	13,040.19	33,005.75	102,822.00	69,816.25	32.10
<u>MUNICIPAL GARAGE</u>					
100-53-5320-350	.00	1,749.35	18,000.00	16,250.65	9.72
100-53-5320-370	1,302.25	3,043.28	8,000.00	4,956.72	38.04
	1,302.25	4,792.63	26,000.00	21,207.37	18.43
<u>STREET MAINTENANCE &amp; REPAIR</u>					
100-53-5330-210	.00	.00	.00	.00	.00
100-53-5330-230	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00
<u>STREET LIGHTING</u>					
100-53-5342-220	1,580.30	3,168.63	16,000.00	12,831.37	19.80
100-53-5342-340	.00	344.18	20,000.00	19,655.82	1.72
	1,580.30	3,512.81	36,000.00	32,487.19	9.76
<u>STORM SEWERS</u>					
100-53-5344-350	14.88	29.76	85.00	55.24	35.01
	14.88	29.76	85.00	55.24	35.01



VILLAGE OF SHOREWOOD HILLS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
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COMMUNITY CENTER

100-55-5514-121	COMMUNITY CTR: WAGES	1,068.04	1,068.04	578.00 (	490.04)	184.78
100-55-5514-150	COMMUNITY CTR: WAGE BENEFITS	156.86	156.86	100.00 (	56.86)	156.86
100-55-5514-220	COMMUNITY CTR: GAS & ELECTRIC	1,142.88	2,679.95	7,400.00	4,720.05	36.22
<b>TOTAL COMMUNITY CENTER</b>		<b>2,367.78</b>	<b>3,904.85</b>	<b>8,078.00</b>	<b>4,173.15</b>	<b>48.34</b>

PARKS

100-55-5520-121	FORESTER: WAGES	4,502.40	13,452.00	62,956.00	49,504.00	21.37
100-55-5520-122	GRANT FUNDED HORT WAGES	.00	.00	.00	.00	.00
100-55-5520-125	HORT ASSISTANT WAGES	366.00	792.00	15,000.00	14,208.00	5.28
100-55-5520-150	FORESTER: WAGE BENEFITS	1,278.66	3,805.00	17,461.00	13,656.00	21.79
100-55-5520-320	PARKS:PROJECTS	1,070.00	1,070.00	7,000.00	5,930.00	15.29
100-55-5520-340	PARKS:OPERATING EXPENSE	.00	927.83	4,400.00	3,472.17	21.09
100-55-5520-342	VILLAGE TREE SALES COSTS	.00	.00	6,000.00	6,000.00	.00
100-55-5520-350	MCKENNA PARK	.00	.00	.00	.00	.00
100-55-5520-370	FORESTER: FUEL & OIL	.00	.00	.00	.00	.00
<b>TOTAL PARKS</b>		<b>7,217.06</b>	<b>20,046.83</b>	<b>112,817.00</b>	<b>92,770.17</b>	<b>17.77</b>

HORTICULTURIST

100-55-5523-341	HORTICULTURE: CONSULTANT	70.00	70.00	1,000.00	930.00	7.00
100-55-5523-343	HORTICULTURE: REFORESTATION	.00	.00	9,000.00	9,000.00	.00
100-55-5523-350	HORTICULTURE:PLANTINGS	.00	.00	2,000.00	2,000.00	.00
100-55-5523-550	FORESTRY GRANTS	.00	.00	.00	.00	.00
100-55-5523-600	TREE MAINTENANCE	8,200.00	12,300.00	30,000.00	17,700.00	41.00
100-55-5523-650	TREE REMOVALS	.00	7,690.00	25,000.00	17,310.00	30.76
<b>TOTAL HORTICULTURIST</b>		<b>8,270.00</b>	<b>20,060.00</b>	<b>67,000.00</b>	<b>46,940.00</b>	<b>29.94</b>

FOUR CORNERS PROGRAM

100-55-5531-121	FOUR CORNERS: WAGES	.00	.00	12,000.00	12,000.00	.00
100-55-5531-150	FOUR-CORNERS: BENEFITS	.00	.00	900.00	900.00	.00
100-55-5531-340	FOUR CORNERS: OPERATING EXPNSE	.00	.00	650.00	650.00	.00
<b>TOTAL FOUR CORNERS PROGRAM</b>		<b>.00</b>	<b>.00</b>	<b>13,550.00</b>	<b>13,550.00</b>	<b>.00</b>

VILLAGE OF SHOREWOOD HILLS  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LAND RECREATION PROGRAM</u>						
100-55-5532-121	LAND RECREATION: WAGES	.00	.00	13,300.00	13,300.00	.00
100-55-5532-150	LAND RECREATION: BENEFITS	.00	.00	1,017.00	1,017.00	.00
100-55-5532-340	LAND RECREATION: OPERATING EXP	.00	.00	1,700.00	1,700.00	.00
TOTAL LAND RECREATION PROGRAM		.00	.00	16,017.00	16,017.00	.00
<u>TENNIS PROGRAM</u>						
100-55-5533-121	TENNIS: WAGES	.00	.00	16,000.00	16,000.00	.00
100-55-5533-150	TENNIS: BENEFITS	.00	.00	1,300.00	1,300.00	.00
100-55-5533-340	TENNIS: OPERATING EXPENSES	.00	.00	1,000.00	1,000.00	.00
TOTAL TENNIS PROGRAM		.00	.00	18,300.00	18,300.00	.00
<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	.00	.00	1,000.00	1,000.00	.00
100-55-5535-150	BASKETBALL: BENEFITS	.00	.00	77.00	77.00	.00
100-55-5535-340	BASKETBALL: OPERATING EXPENSE	.00	.00	750.00	750.00	.00
TOTAL BASKETBALL PROGRAM		.00	.00	1,827.00	1,827.00	.00
<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 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
<u>DEPARTMENT 5537</u>						
100-55-5537-340	SPEC EVENTS: JULY 4TH EXPENSE	.00	21.80	1,375.00	1,353.20	1.59
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	4,637.22	4,637.22	4,450.00	( 187.22)	104.21
TOTAL DEPARTMENT 5537		4,637.22	4,659.02	14,825.00	10,165.98	31.43
<u>DEPARTMENT 5538</u>						
100-55-5538-340	OUTDOOR SOCCER: OPERATNG EXPEN	.00	.00	7,000.00	7,000.00	.00
TOTAL DEPARTMENT 5538		.00	.00	7,000.00	7,000.00	.00
<u>DEPARTMENT 5540</u>						
100-55-5540-340	GOLF: OPERATING EXPENSES	.00	.00	4,000.00	4,000.00	.00
TOTAL DEPARTMENT 5540		.00	.00	4,000.00	4,000.00	.00
<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	690.00	840.00	800.00	( 40.00)	105.00
TOTAL DEPARTMENT 5630		690.00	840.00	800.00	( 40.00)	105.00
<u>DEPARTMENT 5640</u>						
100-56-5640-210	PROF CONSULTANT:PLAN REVIEW	228.75	228.75	800.00	571.25	28.59
TOTAL DEPARTMENT 5640		228.75	228.75	800.00	571.25	28.59
<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 3 MONTHS ENDING MARCH 31, 2018

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	.00	.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	.00	.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	.00	.00	.00
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	.00	.00	.00
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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	.00	926,422.00	926,422.00
	TOTAL DEPARTMENT 5920	.00	.00	926,422.00	926,422.00
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	TOTAL FUND EXPENDITURES	194,902.28	559,178.92	3,947,254.00	3,388,075.08
	NET REVENUES OVER EXPENDITURES	( 134,631.65)	( 455,307.98)	31,062.00	(7,262,520.14)

**Village of Shorewood Hills  
Draft Minutes Board of Trustees  
Monday, March 19, 2018**

**1. Called to Order** Village President David Benforado called the meeting to order at 7:01 p.m.

**2. Roll Call** Members of the Board present were Mr. Benforado and Trustees Fred Wade, Felice Borisy-Rudin and John Imes. Trustee Anne Readel and Mark Lederer and Village Treasurer Sean Cote were excused. Trustee David DeVito arrived at 7:04 pm. Also in attendance were Village Administrator Karl Frantz, Department of Public Works Chief John Mitmoen, Police Chief Aaron Chapin, Administrative Services Manager/Deputy Clerk David Sykes and Village Clerk Karla Endres.

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

**4. Procedures Orientation** nothing to report.

**6. Board Matters**

**A. Payment of Bills**

Mr. Wade moved and Ms. Borisy-Rudin seconded a motion to approve payment of bills in the amount of \$182,392.50.

Motion passed 5-0

**B. Consent Agenda**

Mr. Imes moved and Mr. Wade seconded a motion to approve the consent agenda with the UW Kinesiology Club street use permit and the January 16, 2018 caucus minutes.

The motion passed 5-0.

Mr. Wade moved and Mr. DeVito seconded a motion to approve the February meeting minutes with the two changes noted.

Motion passed 5-0.

**iii. Street Use Permit – Tree Removal at 1220 Edgehill Dr. (H&H Arborists)**

Mr. Benforado moved and Mr. Imes seconded a motion to approve the street use permit with the suggested change to the start time of 8:45 am to avoid the school traffic.

Motion passed 5-0.

**C. Ordinances** nothing to report.

**5. Appearances and Communications**

**i. Individuals expressing interest in upcoming Board vacancy**

Mr. Benforado explained the Board vacancy and those individuals that have expressed interest in becoming a board member as Tracy Bailey, Alan Goldenberg, Rocky Van Asten and Anne Helsley-Marchbanks.

Tracy Bailey, Alan Goldenberg and Anne Helsley-Marchbanks were present and took a moment to introduce themselves.

Mr. Benforado stated the process for selecting a Board member would be by ballot and could be made at the April board meeting. Mr. Benforado stated he would be looking for the following qualities in the next Board member: geographic orientation, availability, known and involved in the community, and a thinker, listener, and leader.

### **Discuss process for additional Ad hoc Heiden Haus Committee members**

Mr. Benforado stated that not including the members on the Ad hoc committee with regards to residents that live near the Heiden Haus was an oversight. He explained the Board was committed to correcting this and adding additional members. Mr. Benforado suggested the Board solicit interest and select from the interested group.

Ms. Borisy-Rudin stated the selection of the committee members does not need to be that complex and it would be reasonable for Mr. Benforado to appoint a new member or two. Mr. Benforado is comfortable with having a ten person committee and would like to add two or three more members to the Ad hoc committee.

Tracy Bailey, 3311 Topping Road, suggested renaming the committee to a broader name. Kathy Acker, 1015 Oak Way, stated the Heiden Haus renovation as it is being proposed is not what she intended to donate money towards. It was for the current Heiden Haus for renovations.

Mr. Benforado summarized that the name be changed to represent the broader ideas instead of strictly the Heiden Haus.

Kathy Acker stated the Board missed a step in approaching this issue. She stated if there was a big structure to be built, that should have involved resident input, whereas if it was a renovation of the Heiden Haus, it should have been on the current structure.

Mark Redsten, 1022 Shorewood Blvd, stated this was a PTO committee and now it has forked into a Village Committee that wasn't formed in the usual way to get the support of village residents.

Tracy Bailey stated she was asked to join the committee because of her role as a land rec parent chair.

Alan Goldenberg, 1230 Dartmouth Road, stated that his observations at the Ad hoc Committee meeting was that the project has gotten a long way down the road without a lot of input from the public.

Farrah Kaiksow, 906 Swarthmore Ct., stated that she is a neighbor in that area and would have been involved had she been made aware that this was the plan for the Heiden Haus and that it was a more involved project than just simple renovations. She understands that there is a pile of donated funds for the Heiden Haus but wondered if it was possible to ask the donor if they would be willing to have those funds spent on other village buildings that need renovations too.

Mr. DeVito stated he is a little hesitant to add additional committee members based off resident feedback versus a real need for committee members. The Board has the ultimate decision and the committee has to bring this to the Board for the final decision. He stated it's the Board's job to come up with a plan that's more transparent.

Mr. Wade had concerns with adding additional members to the committee.

Mr. Benforado suggested that an article should be put in the bulletin. He explained that Ms. Readel planned to come to the April Board meeting with a proposal change and wants to move forward with a process plan to refine the scope of the project and propose a timeline with more public comment.

Mr. Benforado made and Mr. Imes seconded a motion to add three members to the Heiden Haus Ad hoc committee and have Village Staff include a bulletin article asking for expressions of interest and have them included in the April board packet.

Mr. DeVito stated he hesitates to set the precedent to adding more committee members based on opposing views being presented to the Ad hoc committee. He would like to see

the committee stay as is and those residents can still have a say without being on the committee by participating in public comment.

Ms. Borisy-Rudin stated it is the right for the chair of the committee's to decide who will be the new member. She stated it seems reasonable to add members if the chair sees a need to do so. She would like to see the committee chair have a say as to if there should be additional members to an Ad hoc committee.

Motion passed 5-0.

**C. Ordinances** nothing to report.

**D. New Business Resolutions and Motions**

**i. Consider purchase of body worn cameras**

Chief Chapin explained the various surrounding communities that are already using body worn cameras.

Mr. DeVito asked about the storage space on the server and how long Chief Chapin expected it to last.

Chief Chapin stated there is enough space left for a long time. He doesn't foresee the server being full in the near future.

Ms. Borisy-Rudin moved and Mr. Imes seconded a motion to approve the purchase of three L3 cameras and three trigger boxes for an amount not to exceed \$2,500.00 from the capital budget.

Motion passed 5-0.

**ii. Consider purchase of building access control and camera system**

Ms. Borisy-Rudin moved and Mr. DeVito seconded a motion to purchase the Capital camera system and security not to exceed \$24,100 from the capital budget.

Motion passed 5-0.

**iii. Consider agreement with Baker Tilly for Public Fire Protection study**

Mr. Wade moved and Mr. DeVito seconded a motion to accept the proposal with Baker Tilly for a Public Fire Protection study that is not to exceed \$3,000 from the water utility.

Mr. Benforado is fully supportive of the proposal from Baker Tilly.

Motion passed 5-0.

**D. New Business Resolutions and Motions**

**iv. Consider \$400 donation to PTO for 5<sup>th</sup> grade school safety officer scholarship**

Mr. Benforado stated the Shorewood Hills Fire and EMS Association donated \$300 and the Shorewood Hills Police Association donated \$100.

Mr. Benforado suggested a \$400 contribution from the Village.

Mr. Imes moved and Mr. DeVito seconded a motion to approve a donation of \$400 to the Shorewood Hills Elementary school safety patrol program.

Ms. Borisy-Rudin is not supportive of a onetime donation and would be supportive of doing an annual contribution toward a fund for those in need of financial assistance.

Mr. Benforado suggested the Village contribute \$400.

Motion passed 5-0.

**E. Appointments**

**i. Joint Campus Area Committee John Imes, Karl Frantz**

Mr. Benforado moved and Ms. Borisy-Rudin seconded a motion to appoint John Imes and Karl Frantz to the Joint Campus Area Committee.

Motion passed 5-0.

**iii. Services Committee Bill Muehl, Chris Petykowski**

Mr. Benforado moved and Mr. Wade seconded a motion to approve Bill Muehl and Chris Petykowski to the Services Committee.

Motion passed 5-0.

**iv. Pending vacancies on Board of Zoning Appeals and Board of Review due to likely election of Trustee Felice Borisy-Rudin as Municipal Judge**

Ms. Borisy-Rudin stated she would be resigning from the committees after her appointment as Municipal Judge. She will stay on the Board of Zoning Appeals until after the April 4, 2018 meeting of the Board of Zoning Appeals.

**7. Reports of Officials and Committees**

**A. Village President** Mr. Benforado stated he would be reaching out to the continuing Trustees regarding their interests in committees and what they would like to do in the future.

**B. Village Administrator** Nothing to report.

**C. Police Chief**

**i. Department response to Shorewood school incident on February 22**

Chief Chapin briefly explained the incident with a parent that brought in a sign into the school stating “gun”.

Mr. DeVito was excused at 9:41pm

**D. Personnel Committee** Nothing to report.

**E. Finance Committee** Minutes in packet, nothing to report.

**F. Plan Commission** Minutes in the packet, nothing to report.

**G. Public Works Committee** Nothing to report

**H. Services Committee** Minutes in the packet, will meet next month.

**I. Public Health & Safety Committee** Met and minutes will follow next month.

**J. Recreation Committee** Nothing to report

**K. Ad hoc Sustainability Committee** Meeting Scheduled April 11<sup>th</sup>.

**L. Parks Committee** Nothing to report.

**M. Blackhawk Liaison Committee** Nothing to report.

**N. Golf Committee** Raised concern with Village golf programs and the decision being made without consultation with the Village on the program and fee structure. Mr. Wade indicated they are looking for volunteers to run the Adult Golf program in the future.

**O. Pool Committee** Nothing to report.

**P. Waterfront Committee** Nothing to report.

**Q. Joint West Committee** Nothing to report.

**R. Confirm next meeting date** Tuesday April 17, 2018.

**8. Adjourn**

Meeting was adjourned at 9:47 p.m.

Respectfully submitted,

Karla Endres, Village Clerk



## Ronald McDonald House + Shorewood Hills Meeting Minutes

**Project:** Ronald McDonald House Addition & Renovation  
**Purpose:** Site Use Plan & General Coordination Discussion  
**Project Start Date:** 5/1/2018 **Meeting Date:** 4/6/2018  
**Project Completion Date:** 5/22/2019

---

### 1. Introductions

### 2. Review Site Use Plan

#### a. Discussion Items

##### i. Street occupancy

1. Marshall Court is shared use and serves as a bike route in both directions.
2. Village requires 24' minimum clear street width for two-way traffic. Parking lane is 8'.
3. Findorff to review pedestrian crossing near existing RMH – thought is to extend the south sidewalk west past the house and temporarily stripe a new crosswalk.
4. Findorff to provide “Sidewalk Closed” signage at University Bay Dr. intersection and at new crosswalk established west of house.
5. Findorff to review RMH entry and exit.
6. Findorff will plan to use jersey barriers along street south of new RMH addition.

##### ii. Right of Way occupancy

##### iii. Right of Way work

##### 1. Controlling entity(ies)

##### 2. Permits (special to this work)

##### a. Demolition

##### b. Right of way excavation

##### c. Driveway connection

##### d. Utility connection

##### i. Cap sewer to Prest (lot 8) building at sewer main

##### ii. 6” water service was piped near east property line of new RMH development (between lots 8 and 9) in anticipation of a development combining lots 8 and 9.

##### e. Terrace restoration

##### i. Street lights are Village owned and Village piped/fed

##### f. Asphalt restoration

##### iv. Traffic & pedestrian control procedures

##### v. Utilities

##### 1. Temporary water (fire hydrant use & metering) – John Mitmoen

### 3. Permitting Update

#### a. Demolition & Building Permit Applications

##### i. Expecting to submit State approved plans for review & permit on Friday 4/13/18

##### 1. Plans do not need to be submitted for demolition permit

##### ii. Number of hard copy documents (plans & specifications) required (confirm 3)

##### iii. Anticipated review duration <2 weeks

##### iv. Payment procedures – can pay upfront or after review. See fee schedule.

#### b. Erosion Control and Storm Water Control

##### i. Ordinance Chapter 25

##### ii. C104 – Grading and Erosion Control Plan. ~1/2 acre excavation

##### iii. Discuss process for completing and submitting permit application & obtaining permit

##### 1. Stormwater management and erosion control permits (separate) required from both Village of Shorewood Hills and Dane County.

# Findorff

- a. Apply for permits with Dane County separately with 2 hard copies in person.
  - iv. Discuss procedures & expectations for monitoring and reporting
    - 1. Controlling contractor (Findorff) to complete and log weekly inspections. Inspections required after .5" or more rain event.
  - v. Redevelopment sites require runoff and infiltration calculations
  - c. MEPFP Permit Applications
    - i. Applications will be submitted separately after demo & building permit applications
  - d. Inspections are all conducted by local inspectors. MFD inspects for fire suppression.
- 4. General Items**
- a. Working hours (noise restrictions)
    - i. M-F 7am-9pm
    - ii. Saturday 8am-9pm
    - iii. Sunday 10am-9pm
    - iv. Weekly 7am start is a hard start (no noise before 7am)
  - b. RMH and VOSH discussing possibility for 3-hour parking permits for staff with 3-hour shifts
- 5. Groundbreaking Ceremony**
- a. Saturday, June 2, 2018 – 10am
  - b. 75 attendees expected
  - c. RMH to apply for Block Party Permit
  - d. MFD will require fire access
  - e. RMH to communicate street closure with neighbors and transportation (via flyers, message board, etc.)

## Ronald McDonald House + Shorewood Hills Meeting Attendance

Name	Entity	Phone	Email
Scott Goelden	J.H. Findorff & Son Inc.	608-729-2147	<a href="mailto:sgoelden@findorff.com">sgoelden@findorff.com</a>
Adam Budda	J.H. Findorff & Son Inc.	414-640-1215	<a href="mailto:abudda@findorff.com">abudda@findorff.com</a>
Brian Burquist	Town & Country Eng.	608-273-3350	<a href="mailto:brian@tcengineers.net">brian@tcengineers.net</a>
David Sykes	Village of Shorewood Hills	608-267-2680	<a href="mailto:dsykes@shorewood-hills.org">dsykes@shorewood-hills.org</a>
Karl Frantz	Village of Shorewood Hills	608-267-2680	<a href="mailto:kfrantz@shorewood-hills.org">kfrantz@shorewood-hills.org</a>
Kevin Huddleston	RMHC – Madison	608-232-4677	<a href="mailto:khuddleston@rmhcmadison.org">khuddleston@rmhcmadison.org</a>
Aaron Chapin	Shorewood Hills PD	608-267-1110	<a href="mailto:achapin@shorewood-hills.org">achapin@shorewood-hills.org</a>



# Village of Shorewood Hills Special Event Street Use Permit

Permit No.:  
18.6

## Event Information

Name of Event: Ronald McDonald House Project Event Organizer/Sponsor: Ronald McDonald House Charities Madison

Does this event cross jurisdictions into the City of Madison or University of Wisconsin?  Yes  No  
If Yes, copies of the Emergency Action Plan submitted to the Madison Fire Department may be required.

Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No

If Yes, provide State of WI Tax Exempt Number: ES 34731

Address: 2716 Marshall Court City/State/Zip: Madison, WI 53705

Primary Contact: Scott Goelden Phone during day: 608-729-2147

e-mail: sgoelden@findorff.com Phone during event: 608-287-8926

Secondary Contact: Kevin Huddleston Phone during day: 608-232-4677

e-mail: khuddleston@rmhcmadison.org Phone during event: 608-232-4677

Annual Event?  Yes  No Charitable Event?  Yes  No

If Yes, name of charity to receive donations: Ronald McDonald House Charities Madison

Estimated Attendance: 50 (certificate of insurance and/or an Emergency Action Plan may be required)

## Event Category

Run/Walk  Festival  Music/Concert  Other: Construction

## Location Requested (indicate street(s) / park being used on attached map)

Street Name(s): Marshall Court

Park Name(s): \_\_\_\_\_

## Event Schedule

Date(s) of Event: 04/30/2018 thru 05/22/2019 Rain Date(s): N/A

Event Start Date(s)/Time(s): 7am Set-Up Date(s)/Time for Event: Week of 4/30/2018

Event End Date(s)/Time(s): 5pm Take-Down Time: Week of 5/20/2019  
(beginning of take-down to street reopened)

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

Scott Goelden  
Print Applicant's Name

[Signature]  
Applicant's Signature

04/11/2018  
Date

Fee: \$ 150.00 Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved: SHPD: \_\_\_\_\_ DPW: [Signature] MFD: \_\_\_\_\_

Denial recommended by: \_\_\_\_\_ because \_\_\_\_\_

Submitted to Village Board on: \_\_\_\_\_  Approved  Denied

Signed: \_\_\_\_\_  
Village Clerk or Deputy Clerk

**FOR OFFICIAL USE ONLY**

# Ronald McDonald House Addition & Renovation - Site Use Plan

## Project and Site Emergency Contacts

1. Project Superintendent - Adam Budda - (414) 640-1215 - abudda@findorff.com
2. Project Manager - Scott Goelden - (608) 287-8926 - sgoelden@findorff.com
3. Safety Supervisor - Jeremy White - (608) 235-0421 - jwwhite@findorff.com
4. Owner - Kevin Huddleston - (608) 232-4677 - khuddleston@findorff.com

**2716 Marshall Court  
Madison, WI 53705**

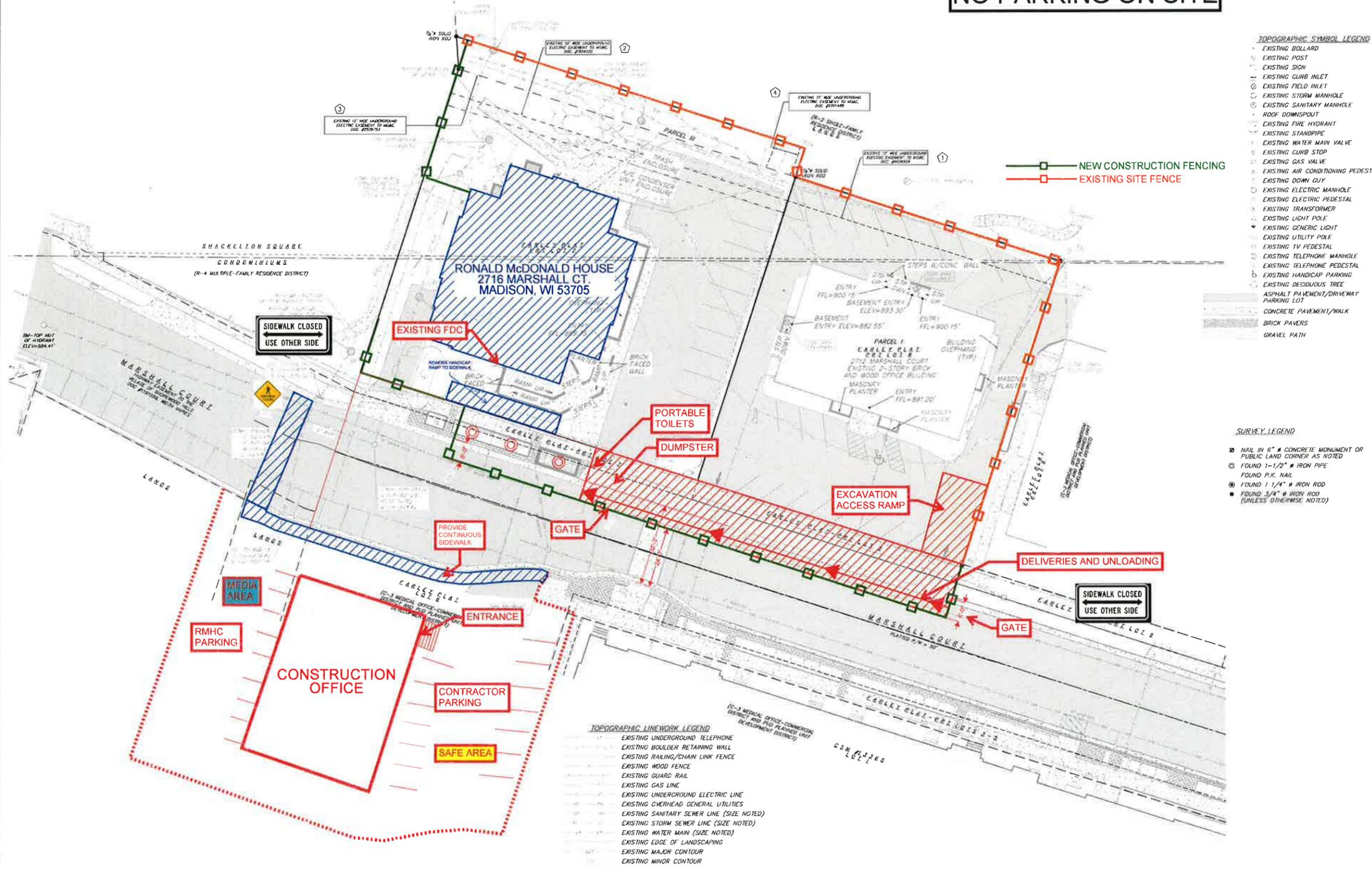
**SITE HOURS:  
M-F 7:00AM-3:30PM**

**NO PARKING ON SITE**



**SURVEYED FOR:**  
Ronald McDonald House  
Charities of Madison, Inc.  
2716 Marshall Court  
Shorewood Hills, WI 53705

**SURVEYED BY:**  
Vierbicher Associates, Inc.  
By: Michael S. Morly  
899 Fountain Drive  
Suite 201  
Madison, WI 53717  
(608) 821-3555  
mmor@vierbicher.com



**Flad Architects**

**Findorff**

**vierbicher**

**PE**

**AHERN**

**Dave Jones**

**GENERAL**

**Electric Construction**

**Wisconsin Built**

**STEVENS CONSTRUCTION CORP.**

**FINAL DESIGN - PROGRESS SET**

**RONALD McDONALD HOUSE CHARITIES MADISON**

**RONALD McDONALD HOUSE**  
Village of Shorewood Hills, Wisconsin  
**Addition & Renovation**

Project Phase: FINAL DESIGN - PROGRESS SET  
Date: 01/08/18  
Project Number: 15449-00  
Sheet Title: Existing Conditions

Drawn By: MMAR  
Checked By: AMEA

Sheet Number: **C101** Rev. No:



# Village of Shorewood Hills Special Event Street Use Permit

Permit No.:  
18-7

## Event Information

Name of Event: Bucky's Race for Rehab Event Organizer/Sponsor: UW-Madison DPT Program

Does this event cross jurisdictions into the City of Madison or University of Wisconsin?  Yes  No  
If Yes, copies of the Emergency Action Plan submitted to the Madison Fire Department may be required.

Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No

If Yes, provide State of WI Tax Exempt Number: 39-1805963

Address: 5167 Medical Science Center 1300 University Ave City/State/Zip: Madison, WI 53706

Primary Contact: Lisa Steinkamp Phone during day: (608)263-9427

e-mail: steinkamp@pt.wisc.edu Phone during event: (608)213-4524

Secondary Contact: Bailey Lanser Phone during day: (920)517-9432

e-mail: blanser@wisc.edu Phone during event: (920)517-9432

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: < 100 (certificate of insurance and/or an Emergency Action Plan may be required)

## Event Category

Run/Walk  Festival  Music/Concert  Other: \_\_\_\_\_

## Location Requested (indicate street(s) / park being used on attached map)

Street Name(s): University Bay Dr.

Park Name(s): \_\_\_\_\_

## Event Schedule

Date(s) of Event: Saturday 4/21 Rain Date(s): n/a

Event Start Date(s)/Time(s): 8:30am (4/21) Set-Up Date(s)/Time for Event: 7:30am (4/21)

Event End Date(s)/Time(s): 11:00am (4/21) Take-Down Time: 11:30am (4/21)  
(beginning of take-down to street reopened)

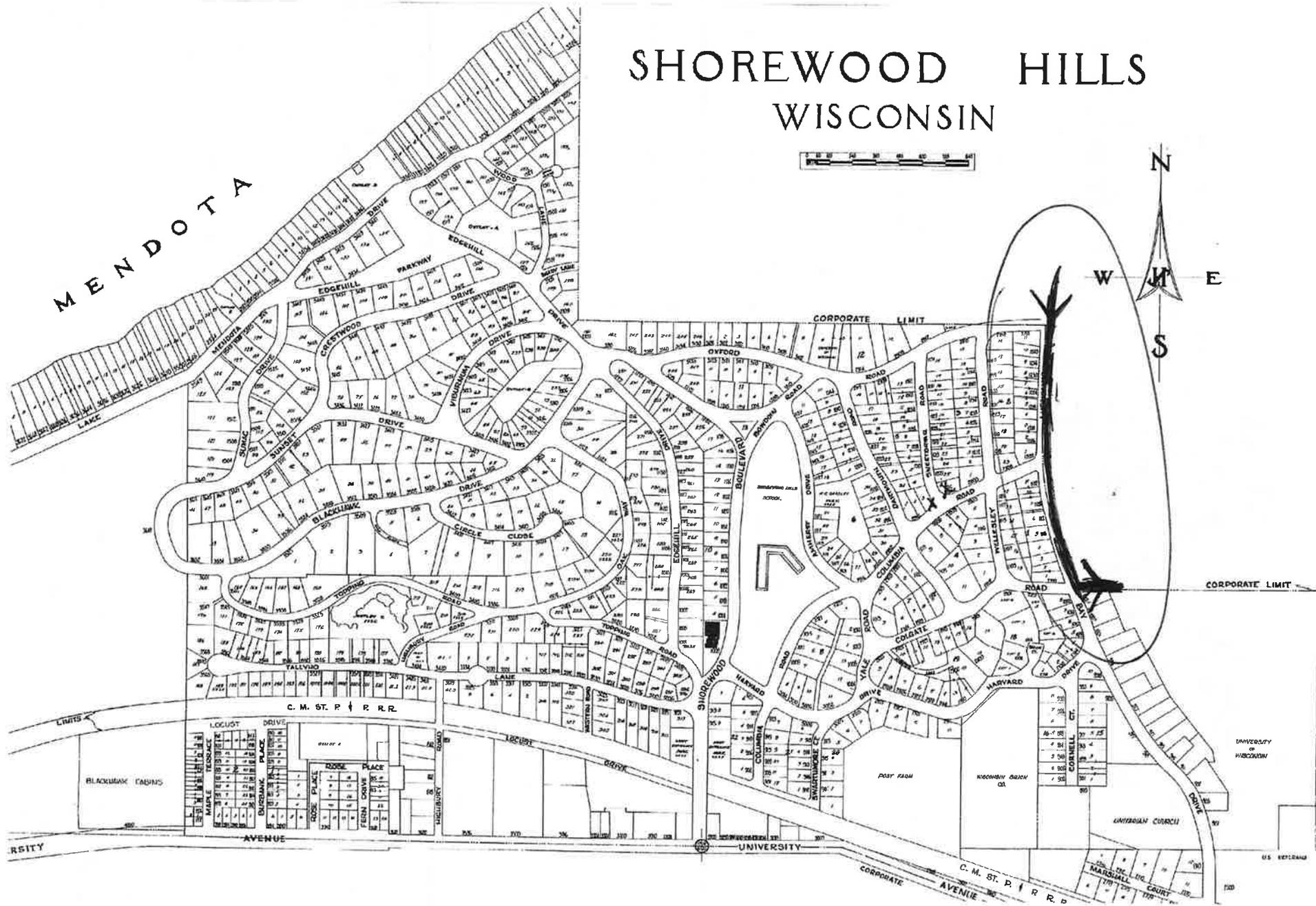
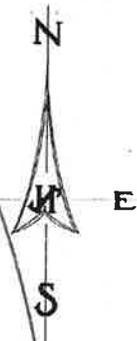
This permit is subject to all ordinances, statutes and laws appropriate in addition to all rules and regulations detailed in this permit application instructions and guidelines. The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved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

[Signature]  
Applicant's Signature

4/11/18  
Date

Fee: \$ <u>20.00</u>	Date Received: <u>4/13/18</u>	Received by: <u>OTS</u>
Approved: SHPD: <u>APC</u>	DPW: <u>gbm</u>	MFD: <u>OK Per MFD</u>
Denial recommended by: _____ because _____		
Submitted to Village Board on: _____		<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signed: _____		<b>FOR OFFICIAL USE ONLY</b>
Village Clerk or Deputy Clerk		

# SHOREWOOD HILLS WISCONSIN



MENDOTA

CORPORATE LIMIT

UNIVERSITY OF WISCONSIN

UNIVERSITY COURSE

C. M. ST. P. & R. R.

US 1012244



# Village of Shorewood Hills Special Event Street Use Permit

Permit No.:  
18.8

## Event Information

Name of Event: Let's Get Out! Event Organizer/Sponsor: Let's Get Out!

Does this event cross jurisdictions into the City of Madison or University of Wisconsin?  Yes  No  
If Yes, copies of the Emergency Action Plan submitted to the Madison Fire Department may be required.

Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No

If Yes, provide State of WI Tax Exempt Number: \_\_\_\_\_

Address: 820 E. Doughton St Apt #1 City/State/Zip: Madison, WI 53703

Primary Contact: Gregg Paffor Phone during day: (702)807-1607

e-mail: gregg@projectconnect.com Phone during event: same

Secondary Contact: Allie Hiltz Phone during day: (608)843-8318

e-mail: allie@projectconnect.com Phone during event: same

Annual Event?  Yes  No Charitable Event?  Yes  No

If Yes, name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 200 (certificate of insurance and/or an Emergency Action Plan may be required)

## Event Category

Run/Walk  Festival ?  Music/Concert  Other: \_\_\_\_\_

## Location Requested (indicate street(s) / park being used on attached map)

Street Name(s): Harvard Drive @ Herden House; Shorewood Blvd @ Herden House

Park Name(s): \_\_\_\_\_

## Event Schedule

Date(s) of Event: 6-7-8 Rain Date(s): N/A

Event Start Date(s)/Time(s): 5:30pm Set-Up Date(s)/Time for Event: 4:30pm

Event End Date(s)/Time(s): 7:30pm Take-Down Time: 8:00pm  
(beginning of take-down to street reopened)

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

Applicant's Signature:

Date: 4-11-18

Fee: \$ <u>20.00</u>	Date Received: <u>4/12/18</u>	Received by: <u>RE</u>
Approved: SHPD: <u>CGM1602</u>	DPW: <u>[Signature]</u>	MFD: _____
Denial recommended by: _____ because _____		
Submitted to Village Board on: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Signed: _____ Village Clerk or Deputy Clerk		<b>FOR OFFICIAL USE ONLY</b>



# Village of Shorewood Hills Neighborhood Block Party Permit

Application Fee: \$10.00

Permit No.:

18-5

### Event Organizer Information:

Name of Group: Shorewood Hills League Contact Name: Tracy Koziol  
Address: 3414 Lake Mendota Dr City/State/Zip: Madison, WI 53705  
Home Phone: N/A Cell Phone: 312-752-0985  
E-mail: tracykoziol@gmail.com

### Event Information:

Name of Event: Shorewood Hills Bocce Bash  
Describe Event: Bocce Tournament and Auction Fundraiser for the Village  
Individual(s) in Charge of Event (*must be present during entire event*) / Phone # (*cell # preferred*):  
Tracy Koziol / 312-752-0985  
Chas Martin / 608-334-9042

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

We need Shorewood Blvd blocked off in front of the public works building.

Date of Event: June 2nd, 2018 Rain Date (if applicable): N/A  
Time of Event: Set-up: 3pm Estimated Attendance: 200  
Event Starts: 5pm  
Event Ends: 10pm Barricades or Cones Needed?  Yes  No  
Take-down: 10pm

Have the nearby residents been advised of this event?  Yes  No

Is there a plan to clean up the area after the event?  Yes  No

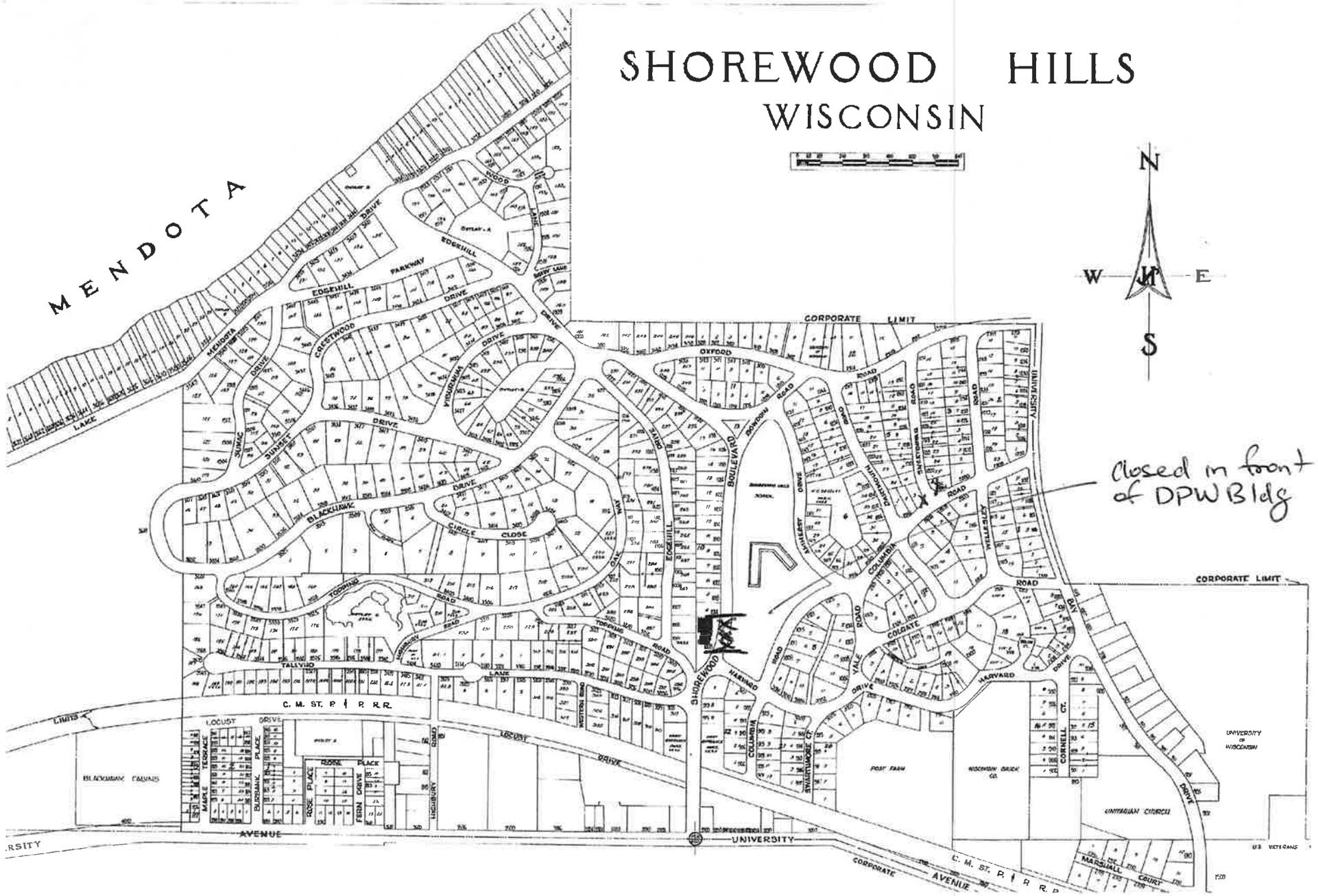
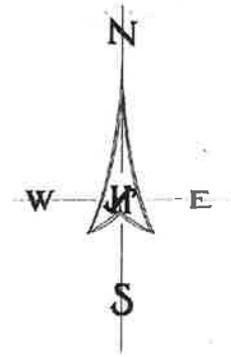
This permit is subject to all ordinances, statutes and laws appropriate in addition to all rules and regulations detailed in this permit application instructions and guidelines. The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved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

Tracy Koziol 4/5/18  
Applicant's Signature Date

Approved: SHPD: APC DPW: JL SM MFD: ok for MFD  
Denial recommended by: \_\_\_\_\_ because \_\_\_\_\_  
Submitted to Village Board on: \_\_\_\_\_  Approved  Denied  
Signed: \_\_\_\_\_  
Village Clerk or Deputy Clerk **FOR OFFICIAL USE ONLY**

Print Form

# SHOREWOOD HILLS WISCONSIN



MENDOTA

Closed in front  
of DPW Bldg

CORPORATE LIMIT

UNIVERSITY  
OF  
WISCONSIN

UNION CHURCH

UNIVERSITY

C. M. ST. P. & R. R.  
CORPORATE  
AVENUE

U.S. VETERANS

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

**Transient Merchant Permit Application (Fee = \$150.00 Individual / \$500 Group)**

1. Applicant: Idzik Helfetz Alicia Date of Birth: [REDACTED]  
Last First MI  
 Residence Street Address: 725 University Row #412 Telephone: 608-843-8318  
 City: Madison ~~WI~~ State: WI Zip: 53705  
 Driver's License Number: [REDACTED] State Issuing D.L.: \_\_\_\_\_  
 Sex: F Height: 5'1 Weight: 150 Eye Color: blue Hair Color: brwn

2. Name of Business or Employer: Project Kinect / Lets Eat out!  
 Street Address: 820 e. dexton st Telephone: 702 807-1607  
 City: Madison State: WI Zip: 53703

3. Brief description or nature of business, activity, or goods to be sold:  
Marketing / logistics for events  
Food cart in Let's Eat out! sell different types of food

4. Date(s) and hours of the day you intend to do business in Shorewood Hills:  
6-7 → 8/9 2018  
Thursday nights for 2 hours

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

Name:	Address:	Telephone:
<u>Christine Amegh</u>	<u>East Washington, Madison</u>	<u>(760) 845-4662</u>
<u>Engenia Podesta</u>	<u>5201 Old Middleton Rd, Madison</u>	<u>(608) 217-5459</u>

6. List all residences in the past five years:

Date (from / to):	Street Address:	City, State, Zip
Current to 8/15	820 E Doughton St. Apt #1	Madison, WI 53703
S/M to 8/15	N1180 Sathern Rd <del>Madison</del>	Lynden Station WI 53703
8/12 to 8/14	920 Daisy Gaben Baker Rd	Little Rock, AR
to		
to		
to		

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

- Felonies  No  Yes
- Misdemeanors (past five years)  No  Yes
- Traffic or Local Ordinance Offenses (past five years)  No  Yes

Date:	Location:	Offense:	Disposition:
8-28-18	Braggsville, WI	speeding	Pd. ticket

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

1. Madison, WI	2. Racine, WI	3. Waunakee, WI
----------------	---------------	-----------------

9. Applicant will present the following items to the Village Clerk for examination:

- Driver's License / Photo ID
- State Certification of Examination and Approval from the Sealer of Weights and Measures (when applicant's business requires weighing and measuring devices)
- Other: \_\_\_\_\_

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

Make:	Model:	Year:	Color:
Nissan	Altima	2011	Black

11. I, Alicia Idzik Heifetz, applicant for the Transient Merchant Permit under Section 17.05 of the Shorewood Hills Municipal Code, hereby appoint \_\_\_\_\_, Village Clerk of the Village of Shorewood Hills, my agent to accept service and process in any civil action brought against me arising out of any sale, service performed, or solicitation activities be me in the event that I cannot, after reasonable effort, be served personally.

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

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

Subscribed and sworn to me this 12 day of April, 2018 in Dane County, Wisconsin.

[Signature]  
Applicant's Signature

Notary Public: [Signature]

My Commission Expires: 2-5-2021

KARLA ENDRES  
NOTARY PUBLIC  
STATE OF WISCONSIN

FOR OFFICIAL USE ONLY

Fee Collected \$ 500<sup>00</sup> Received by DTS Date 4/12/18

\_\_\_\_\_ Investigation finds no reason why this Permit should not be granted  
\_\_\_\_\_ Investigator cannot recommend this application for the reasons contained in the attached report.

Case No. \_\_\_\_\_ Investigator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Presented to the Village Board on \_\_\_\_\_, 20\_\_\_\_.

Action: \_\_\_\_\_ Approved \_\_\_\_\_ Approved with conditions: \_\_\_\_\_  
\_\_\_\_\_ Disapproved

License expires on \_\_\_\_\_ Village Clerk Signature \_\_\_\_\_

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ N/A

Application Date: 04/11/2018

Town  Village  City of SHOREWOOD HILLS

County of DANE

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/02/2018 and ending 06/02/2018 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name SHOREWOOD HILLS COMMUNITY LEAGUE

(b) Address 810 SHOREWOOD BLVD MADISON, WI 53705  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President CHASIDY MARTIN 1122 UNIVERSITY BAY DRIVE MADISON, WI 53705

Vice President \_\_\_\_\_

Secretary KATIE LINDQUIST 3432 SUNSET DR MADISON, WI 53705

Treasurer KIRSTEN JAECKLE 3405 CRESTWOOD DR MADISON, WI 53705

(g) Name and address of manager or person in charge of affair: CHASIDY MARTIN, 1122 UNIVERSITY BAY DR MADISON, WI 53705

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1000 BLOCK OF SHOREWOOD BLVD AND HEIDEN HAUS FEILDS

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? PART

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: PUBLIC WORKS BUILDING, FIRST FLOOR, FIRST BAY

## 3. Name of Event

(a) List name of the event SHOREWOOD HILLS BOCCE BASH

(b) Dates of event 6/2/18

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer  4/11/18  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 4-11-18

Date Granted by Council \_\_\_\_\_

SHOREWOOD HILLS COMMUNITY LEAGUE  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. \_\_\_\_\_

**VILLAGE OF SHOREWOOD HILLS**  
**A PROCLAMATION RELATING TO 2018 OBSERVANCE OF EARTH DAY**

**WHEREAS**, the first Earth Day was founded by Wisconsin's US Senator Gaylord Nelson and celebrated on April 22, 1970, with the goal to increase public awareness of the world's environmental problems; and

**WHEREAS**, the global community continues to face extraordinary challenges today such as climate change, health issues, food and water shortages; and

**WHEREAS**, all people, regardless of race, gender, income, or geography, have a moral right to a healthy and sustainable environment; and

**WHEREAS**, it is understood that the citizens of the global community must step forward and take action to create positive environmental change to combat the aforementioned global challenges; and

**WHEREAS**, a sustainable environment can be achieved on the individual level through educational efforts, public policy, consumer behavioral changes, and community advocacy; and

**WHEREAS**, it is necessary to broaden and diversify this global movement to achieve maximum success; and

**WHEREAS**, Earth Day is the beginning of a new year for environmental stewardship commitments, to implement sustainability efforts and commit to an Earth Day resolution(s); and

**FURTHERMORE**, let it be known that the Village of Shorewood Hills, Wisconsin hereby encourages its residents and businesses to use Earth Day to celebrate the Earth and commit to building a sustainable future.

**NOW THEREFORE**, I, David Benforado, Village President, do hereby proclaim April 22nd, 2018 as:

**EARTH DAY**

in the Village of Shorewood Hills, and hereby pledge to use this Earth Day as a reminder of our duty to serve the best interests of our constituents by supporting environmental initiatives in our Village and to encourage others to undertake similar actions.

---

Dated this 17<sup>th</sup> of April, 2018.  
Village President  
David J. Benforado

Document No.

**UNDERGROUND ELECTRIC EASEMENT**

The undersigned, herein called Grantor, in consideration of One Dollar (\$1.00) and other valuable considerations, paid to Grantor by MADISON GAS AND ELECTRIC COMPANY, a Wisconsin corporation, Grantee, receipt of which is hereby acknowledged, does hereby grant, convey, and warrant unto said Grantee, its successors, and assigns, the perpetual right and easement to construct, maintain, and operate manholes, conduits, cables, pedestals, transformers, and other appurtenances necessary for the transmission and distribution of electrical current and Grantee's communication signals upon, under, across, and through the following described land located in Dane County, Wisconsin:

A strip of land, six (6) feet in width, located in Lot 65, Second Addition to Shorewood a/k/a Shorewood Replat of Outlot B, and Lots 62, 63, and 64, Second Addition to Shorewood, lying in part of the NE<sup>1</sup>/<sub>4</sub> of the SE<sup>1</sup>/<sub>4</sub> of Section 17, T7N-R9E, Village of Shorewood Hills, Dane County, Wisconsin, said strip being more particularly described as follows:

The northeasterly 6 feet of said Lot 65.

THIS SPACE RESERVED FOR RECORDING DATA

Return To:  
Rights-of-Way Department  
Madison Gas and Electric Co.  
PO Box 1231  
Madison WI 53701-1231

PIN \_\_\_\_\_

MGE Easement No. \_\_\_\_\_

TOGETHER with the right to enter upon said land for the above purposes, including repairing or removing the same, and the right to trim or remove such trees and brush as may now or hereafter interfere with or endanger said facilities. The Grantee shall not have the right to erect any fence or other structures unless otherwise specifically provided for herein. The Grantor shall have the right to use and enjoy the surface of the easement conveyed hereby but shall not interfere with the use of same by Grantee for purposes hereinabove granted. The Grantor shall not build, create, or construct any buildings or other structures; plant trees; inundate; or change the grade of said easement, nor permit others to do so without the express written consent of the Grantee. It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future and that none of the rights herein granted shall be lost by non-use.

This Agreement is binding upon heirs, administrators, executors, and assigns of Grantor.

The undersigned warrants and represents that the undersigned has the proper power and authority to grant this Easement.

**WITNESS**, the hand and seal of the Grantor(s) this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

VILLAGE OF SHOREWOOD HILLS

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

Print or type name (and title)

Print or type name (and title)

STATE OF WISCONSIN )ss  
COUNTY OF \_\_\_\_\_ )

**ACKNOWLEDGMENT**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the above-named \_\_\_\_\_

to me known (or satisfactorily proven) to be the person(s) who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public  
State of Wisconsin  
My commission expires \_\_\_\_\_

**CORPORATE ACKNOWLEDGMENT**

STATE OF WISCONSIN )ss  
COUNTY OF \_\_\_\_\_ )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the above-named \_\_\_\_\_, President and \_\_\_\_\_, Secretary of the above-named corporation, to me known (or satisfactorily proven) to be such persons and officers who executed the foregoing instrument and acknowledge that they executed the same as such officers, by its authority, for the purposes therein contained.

\_\_\_\_\_  
Notary Public  
State of Wisconsin  
My commission expires \_\_\_\_\_

**Consent**

In consideration of \$1.00 and other valuable consideration, the undersigned hereby adopts and joins in the execution of the above and foregoing Underground Electric Easement grant (and does hereby subordinate its mortgage/lease thereto) and consents to the enjoyment by the Grantee therein of the rights by said grant. Dated \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Corporate Seal)

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
President

**ACKNOWLEDGMENT**

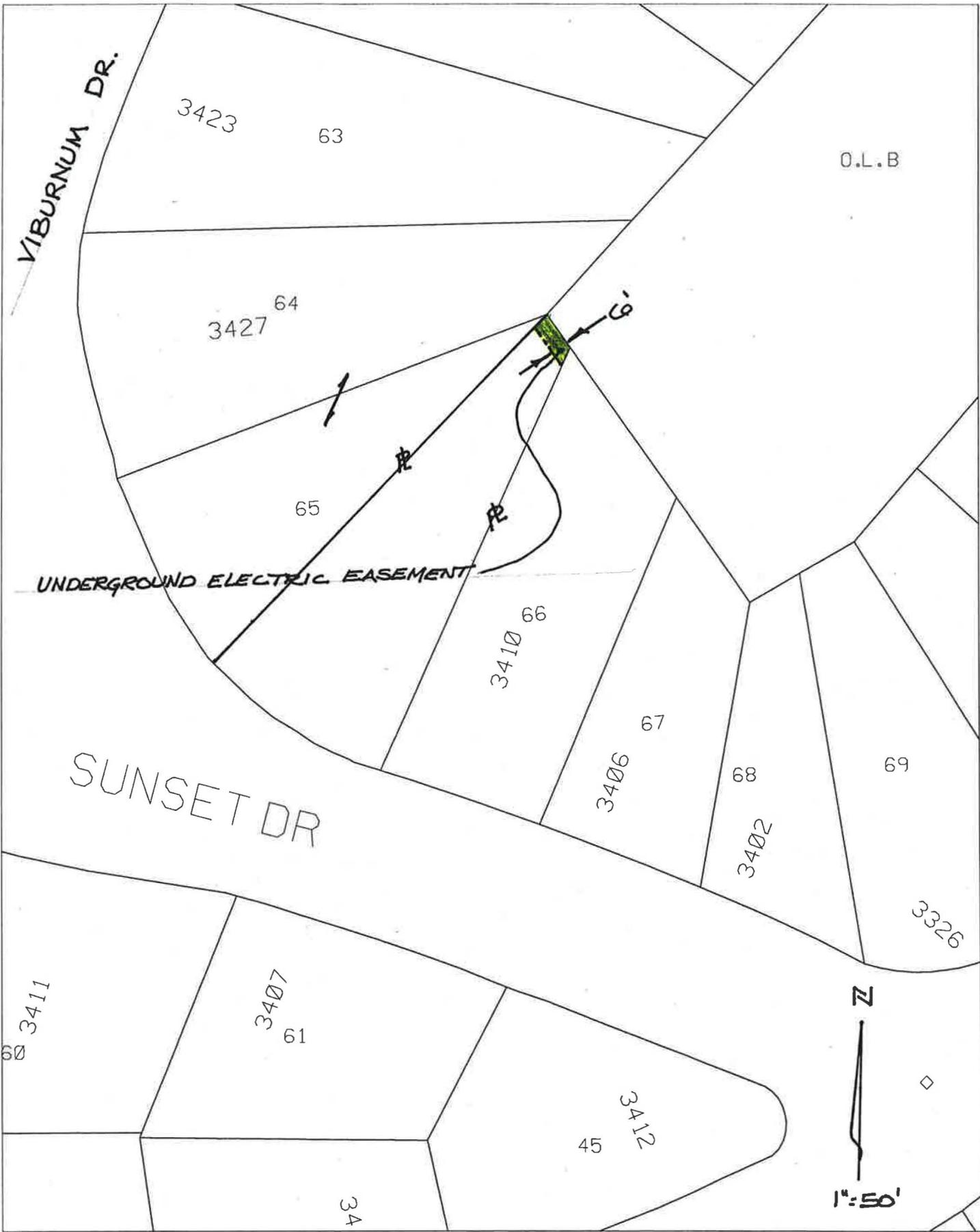
STATE OF WISCONSIN )ss  
COUNTY OF \_\_\_\_\_ )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the above-named \_\_\_\_\_

to me known (or satisfactorily proven) to be the person(s) who executed the foregoing instrument and acknowledged the same.

This instrument drafted by  
Madison Gas and Electric Company  
Drafter: Michael J. Halcarz

\_\_\_\_\_  
Notary Public  
State of Wisconsin  
My commission expires \_\_\_\_\_





Karl Frantz <kfrantz@shorewood-hills.org>

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## Townsend Television Ad

---

user <bob@hurleylawoffices.com>

Wed, Mar 21, 2018 at 2:30 PM

To: David Benforado <dbenforado@shorewood-hills.org>

Cc: Karl Frantz <kpfrantz@shorewood-hills.org>

Good Afternoon Dave,

Last night when I was watching the news an ad for Marilyn Townsend's campaign for circuit court Judge aired and I was surprised to see that it was filmed in the VOSH Village Hall- specifically in the downstairs meeting room where Village Board meetings, municipal court and other public meetings are held.

I called Village Administrator Karl Frantz today to learn how this came about I was informed that either Marilyn or someone from her campaign emailed a request to use the Village Hall to film the commercial and Karl granted permission based on Marilyn's position as muni judge. I find this extremely troubling to say the least.

The production and filming of a commercial to further Marilyn's profession career has nothing to do with her duties and responsibilities as a municipal judge. Nothing. This is clearly a benefit afforded to Marilyn alone that is not available to the rest of the Village residents due to her position as muni judge. I find it highly unlikely were i to ask permission to film a commercial at Village Hall to promote my law firm that permission would be granted. Yet, this is exactly what Marilyn received.

The filming of any commercial in a public space privatizes that space. Had I, or anyone else, wanted to visit the meeting room the Saturday the commercial was filmed they would have been excluded. This is an unacceptable conversion of public space for private benefit. There are many cases where public space is used for private purposes but said use is almost always accompanied by remuneration for the use of the space. In this instance no remuneration was provided to the Village.

As an elected public official with full knowledge of her ethical duties and responsibilities Marilyn should never have asked to use Village public space for her private benefit. Additionally, upon receipt of such a request Village Administrator Karl Frantz should have denied her request or withheld a decision until the matter could be addressed by the Village attorney. I think that it important to note that during his tenure Karl stated that no elected Village official has ever asked to or received permission to use Village public space to film a commercial for any purpose.

Dave, this is a very serious matter that needs to be addressed promptly. I wolud like a response from you before the end of the week.

# REGULATING PUBLIC ACCESS TO GOVERNMENT-OWNED PROPERTY AND DEVELOPING MEETING ROOM USE POLICIES

By Claire Silverman, Legal Counsel

## I. THE FIRST AMENDMENT AND REGULATIONS RESTRICTING ACCESS TO GOVERNMENT PROPERTY

When regulating public access to government-owned property, municipalities must be mindful of the First Amendment. The First Amendment, which is applicable to states by the Fourteenth Amendment,<sup>1</sup> protects, among other rights, freedom of speech, assembly, and religion. The First Amendment's establishment clause prohibits government from creating laws establishing a religion and requires that government be neutral towards religion as opposed to being hostile or accommodating.<sup>2</sup>

So, how should a municipality handle requests to use public property? Does it have to grant every request? Can a municipality limit what types of groups or individuals can access the property? Can it limit the uses for which the property can be used? Can the municipality grant an administrator or other official the discretion to grant or deny requests?

The answer to these questions depends on the nature of the property in question, and the use for which it is intend-

ed. However, restriction should not be based on the requester's viewpoint. A grant of discretion is only permissible when accompanied by very specific guidelines for its exercise. Municipal policies and regulations should be crafted and enacted only after appropriate consideration is given to the nature of the property and its intended use and ensuring that the policies or regulations are viewpoint neutral and do not violate first amendment rights.

Some common examples of municipal regulations governing public access to government-owned property include the following:

- Municipal policies governing public use of meeting rooms in municipal libraries or community centers;
- Regulations governing parades and public assemblies;
- Policies governing advertising on municipal property such as public transit systems or athletic fields;
- Policies allowing displays on public property or creating areas where community members can

display brochures or post information;

- Policies allowing certain entities to link from the municipality's web site.

This legal comment will explain the general principles that govern municipal regulation of government property but then, with the goal of making the article more useful while still keeping the subject matter manageable, will focus specifically on policies governing public use of meeting rooms in municipal libraries or community centers. Other types of regulations (e.g., regulations governing parades and assemblies or municipal policies restricting advertising on municipal property) will be explored in future legal comments.

## II. CLASSIFICATION OF GOVERNMENT PROPERTY; SCRUTINY AND ANALYSIS OF RESTRICTIONS

Just because property is owned by the government does not mean it is accessible by the public. With regard to freedom of speech, not all speech is protected but even protected speech is not equally permissible in all places and at all times. Nothing in the Con-

1. *Everson v. Bd. of Educ.*, 330 U.S.1 (1947).

2. The U.S. Supreme Court has interpreted the Establishment Clause "to mean that government may not promote or affiliate itself with any religious doctrine or organization, may not discriminate against persons on the basis of their religious beliefs and practices, may not delegate a governmental power to a religious institution and may not involve itself too deeply in such an institution's affairs." *County of Allegheny v. ACLU*, 492 U.S. 573 [footnotes omitted].

stitution requires government to freely grant access to all who wish to exercise a right to free speech on every type of government property without regard to the nature of the property or to disruption that might be caused by speakers' activities.<sup>3</sup>

Government ability to control access to government property depends on the nature of the forum. The term "forum" is used to refer to a piece of public property that is usable for expressive activity by members of the public.<sup>4</sup>

Government property is classified into three basic types of fora: (1) Traditional public forums; (2) designated forums or limited public forums;<sup>5</sup> and (3) non-public forums. Classification of the property as a certain forum subjects the government regulation affecting first amendment rights to a particular analysis and determines the level of scrutiny the courts will employ in examining the regulation.<sup>6</sup> Although a court's analysis and level of scrutiny vary depending on the forum classification, there is one constant that applies regardless of forum type: "[R]egulation is not to be used as a weapon to stifle speech."<sup>7</sup>

### 1. Traditional Public Forum

Traditional public fora include public places that have traditionally been devoted to expressive activity and assembly and debate. Common examples

include public streets, sidewalks, squares and parks.

**Analysis and level of scrutiny:** When government seeks to regulate property that has traditionally been open to the public, free speech protections are at their strongest and court scrutiny of regulations is strict. In a traditional public forum, government can only exclude speakers when **exclusion is necessary to serve a compelling government interest** and the **exclusion is narrowly drawn** to achieve that interest. In a public forum, government can impose reasonable "time, place and manner" restrictions provided the restrictions are justified without reference to the content of the regulated speech, are narrowly tailored to serve a significant governmental interest, and leave open ample alternative channels for communication of the information.<sup>8</sup>

### 2. Designated Forum or Limited Public Forum

A designated forum is a facility that the government has created to be, or has subsequently opened for use as, a site for expressive activity by private persons.

One example used by the Seventh Circuit Court of Appeals to illustrate a designated forum is a theater. A theater is available only for specified forms of private expressive activity — plays, in the case of a theater, rather than

political speeches. According to the Seventh Circuit, the public owner of a theater need not throw it open for political rallies even though the theater is physically capable of being used in that way. But the owner is not allowed to discriminate among the plays performed in the theater on the basis of the ideas or opinions that the plays express.<sup>9</sup>

Limited public fora include property designated by the government for use by certain speakers or the discussion of certain subjects. Speakers may be excluded if they will address a topic not encompassed within the purpose of the forum or if the speaker is not a member of the class of speakers for whose benefit the forum was created.<sup>10</sup> For example, a university might create a forum that is limited to university members.

Examples of limited public fora commonly include public library meeting rooms, school district facilities, and theaters.

Library and school meeting rooms are typically deemed a limited public forum. See *Good News Club v. Milford Central High School*, 533 U.S. 898 (2001) (parties agreed that property was limited public forum so court declined to resolve issue and assumed limited public forum for purpose of analysis); *Pfeifer v. City of West Allis*,

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continued on page 408

3. *Cornelius v. NAACP Legal Defense and Educational Fund, Inc.*, 473 U.S. 788 (1985).

4. *Illinois Dunesland Preservation Society v. Illinois Department of Natural Resources*, 584 F.3d 719, 722-23 (7th Cir. 2009).

5. The Seventh Circuit criticizes the distinction between designated forum and limited forum in *Illinois Dunesland Preservation*, 584 F.3d at 724.

6. In *Illinois Dunesland Preservation*, *supra*, the Seventh Circuit questions the value of forum analysis. 584 F.3d at 724.

7. *Id.* at 724.

8. *Capitol Square Review and Advisory Bd. v. Pinette*, 515 U.S. 753, 761 (1995).

9. *Illinois Dunesland Preservation Society v. Illinois Dept. of Natural Resources* 584 F.3d 719, 723 (7th Cir. 2009).

10. *Id.*

*Public Access*  
from page 407

91 F. Supp.2d 1253 (E.D. Wis. 2000) (library's meeting room was designated public forum for First Amendment purposes); See also *Lamb's Chapel v. Center Moriches Union Free School District*, 508 U.S. 384 (1993); and *Citizens for Community Values v. Upper Arlington Library Board of Trustees*, 2008WL4843579 (S.D. Ohio 2008).

**Analysis and level of scrutiny:** The courts will use an intermediate level of scrutiny for regulations affecting designated and limited public fora. **Restrictions must not discriminate against speech on the basis of viewpoint and the restriction must be reasonable in light of the purpose served by the forum.**<sup>11</sup> The more widely open the forum is, the more closely it resembles a public forum and case law indicates court scrutiny of restrictions will be heightened. Restrictions which are based on viewpoint are subject to the same scrutiny and analysis as regulations in public fora and will be found valid only when necessary to further a compelling government interest and narrowly drawn to achieve that purpose.<sup>12</sup>

### 3. Non-public Forum

Non-public fora include government properties that are not by tradition or designation opened for public use. Examples include airport terminals,<sup>13</sup> sidewalk leading from parking lot to front of Post Office where not dedicated to expressive activity or traditionally used that way,<sup>14</sup> and library

meeting rooms reserved for a library's own purposes and use. The government does not create a public forum by inaction or by permitting limited discourse but only by intentionally opening a nontraditional forum to public discourse.<sup>15</sup> Publicly owned or operated property does not become a public forum simply because members of the public are permitted to come and go at will.<sup>16</sup>

**Analysis and level of scrutiny:** Courts use a lower level of scrutiny to examine government regulations in a non-public forum. **Government can restrict access to a nonpublic forum as long as restrictions are reasonable in light of the forum's purpose and are viewpoint neutral.**<sup>17</sup> Efforts to suppress expression merely because public officials oppose the speaker's view, however, will most likely be found to violate the First Amendment.

### III. DEVELOPING A MEETING ROOM USE POLICY: A FEW DOS AND DON'TS

Municipal regulations governing the use of library or community meeting rooms should be viewpoint neutral and the restriction must be reasonable in light of the meeting room's purposes. Here is a list of Dos and Don'ts.

#### 1. Do Articulate Purpose and/or Mission

If the board seeks to limit the forum, articulating a mission or purpose will define the limits of the forum and provide parameters to evaluate requests

to see if they are consistent with the purposes of the forum.

The Department of Public Instruction has links to a large number of library policies on its web site.<sup>18</sup> Many of them contain provisions governing the use of meeting rooms. Here are some sample purpose statements:

City of Madison, WI:  
"In keeping with the Library's mission to offer a welcoming place for community interactions, . . . meeting rooms are available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes."

City of Milwaukee, WI:  
"The library's facilities are open to organizations engaged in educational, cultural, intellectual, or charitable activities. The primary purpose of the Milwaukee Public Library's meeting rooms is to allow the library to hold meetings, programs, and other events which expand access to information and help the library fulfill its mission. In this regard, priority for use of the room is given to the library and to groups associated with the library."

City of Manitowoc, WI  
"The Library meeting rooms are for meetings or programs of an educational, informational, cultural or civic nature, primarily presented or cosponsored by the Library or by non-profit groups or agencies."

Policies can also exclude certain uses.

11. *Good News Club v. Milford Central High School*, 533 U.S. 98, 106-107 (2001).  
12. *Pfeifer v. City of West Allis*, 91 F. Supp.2d 1253 (E.D. Wis. 2000).  
13. *International Society for Krishna Consciousness, Inc. v. Lee*, 505 U.S. 672 (1992).  
14. *U.S. v. Kokinda*, 497 U.S. 720 (1990).  
15. *Cornelius v. NAACP Legal Defense and Educational Fund, Inc.*, 473 US 788.  
16. *International Society for Krishna Consciousness, Inc. v. Lee*, 505 U.S. at 686.  
17. *Id.*  
18. <[www.dpi.wi.gov/pld/policies/html](http://www.dpi.wi.gov/pld/policies/html)>.

Some libraries prohibit the use of meeting rooms for the following purposes:

- Non-library programs involving the sale, advertising or promotion of products or services.
- Business firms and other for-profit organizations soliciting or selling products or services.
- Private social functions, such as showers, birthday parties and dances.
- Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, and security risk.

**2. Do Evaluate Reasons for Any Limitations/Exclusions to Ensure They Achieve Goal**

For example, many policies limit use of the room to non-profits or prohibit use of the room for regular religious services. While such limitations are not viewpoint based and probably don't violate the first amendment, it's helpful to think about the underlying purpose. Is it to limit commercial use of the room or to make sure the room isn't monopolized by a particular group to ensure that there is availability for other groups? Can the policy be more inclusive and still achieve the desired goal? For example, maybe it would make more sense based on the overall goals for the room's use to, instead of limiting use to non-profits, allow use of the room for charitable purposes or prohibit the use of the room for commercial purposes.

**3. Do Devise Viewpoint-Neutral Rules for Use and Enforce Them Equally**

Here are some examples of viewpoint-neutral provisions commonly found in meeting room policies:

- Requirement that representative of group complete reservation form.
- Setting hours of use
- Placing time limits on use of rooms and frequency of use.
- Requirement that meetings be open to library staff and the public.
- Prohibition against charging fees for programs and meetings unless in conjunction with library program.
- Requiring users to hold library harmless and indemnify for loss.
- Requiring group to return the room to condition they found it in.
- Stating that library is not responsible for storage, safekeeping or loss of property of groups using facility.
- Priorities for use of rooms, with priority given to library uses and needs.
- Listing occupancy limits for rooms.
- Use of equipment in rooms.
- Limitations on eating/drinking/smoking in rooms.
- Requiring user to abide by all library regulations.
- Requiring users to comply with Americans with Disabilities requirements.

- Prohibiting unlawful behavior in library.
- Addressing whether rooms can be used for regular meetings of organizations.
- Prohibit user's ads or publicity posters from implying library sponsorship or endorsement of program or group.

**4. Do Have a Disclaimer**

Use of the library meeting rooms does not imply that the library endorses or supports the viewpoints presented.

**5. Don't Give Too Much Discretion to Board or Library Staff.**

For example, avoid a policy that specifies priority for certain meetings and includes "other meetings which, in the opinion of the Board of Trustees, are appropriate to the Library."

See *DeBoer v. Village of Oak Park*, 267 F.3d 558 (7th Cir. 2001) (requirement of village hall use policy that event "benefit the public as a whole" was facially unconstitutional because it vested village clerk with unbridled discretion).

**6. Don't Include Viewpoint-Based Limitations**

Think very carefully before excluding certain groups and don't exclude religious groups provided they are using the room for its intended purpose.

The following cases have found prohibition of religious use unconstitutional as viewpoint discrimination.

*Pfeifer v. City of West Allis*, 91 F. Supp.2d 1253 (E.D. Wis. 2000) (li-

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continued on page 410*

*Public Access*  
from page 409

brary's meeting room was designated public forum for First Amendment purposes and city's refusal to allow use of library's meeting room to present a program on creationism violated plaintiff's constitutional rights).

*Lamb's Chapel v. Center Moriches Union Free School*, 508 U.S. 384 (1993) (School district violated First Amendment's free speech clause by denying church access to school premises to exhibit film series on family and child-rearing issues solely because the film dealt with the subject from a religious standpoint; allowing church access to school premises would not have created establishment of religion in violation of first amendment).

*Good News Club v. Milford Central School*, 533 U.S. 98 (2001) (school's exclusion of Christian children's club

from meeting after hours at school based on its religious nature was unconstitutional viewpoint discrimination where school's limited public forum served a wide variety of purposes including events pertaining to the "welfare of the community" and had interpreted its policy to permit discussion of subjects such as the "development of character and morals from a religious perspective." The Club was excluded on grounds that its activities (learning Bible stories and relating them to members' lives, prayer) were religious instruction and "decidedly religious in nature" but Court found that didn't mean they could not also be properly characterized as the teaching of morals and character from a particular viewpoint.

*DeBoer v. Village of Oak Park*, 267 F.3d 558 (7th Cir. 2001) (Village engaged in viewpoint discrimination by refusing to allow use of village hall

on ground that group which wished to express viewpoint on civic issue through prayer was not conducting a civic event).

#### CONCLUSION

It is important that local officials consult with the municipal attorney when crafting regulations or policies that restrict public access to government-owned property to ensure that such regulations do not violate first amendment rights. The government's ability to regulate access, and the level of court scrutiny, will depend on whether the property is a public forum, designated or limited forum, or a non-public forum. Regardless of the type of forum, however, the government should never use regulation as a means to stifle a particular viewpoint.

Public Buildings and Properties 224



Karl Frantz <kfrantz@shorewood-hills.org>

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## Trustee

1 message

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**Rocky Van Asten** <rock.vanasten@gmail.com>

Tue, Mar 6, 2018 at 5:29 PM

To: Karl Frantz <kfrantz@shorewood-hills.org>

I read Dave Benforado's request for volunteers to replace Trustee Felice Borisy-Rudin, after she moves to Village Judge this April. I would like to throw my hat in the ring. I would hit the ground running. Also, if we have four people volunteering to run at the next caucus, I will bow out and let a new resident have his/her "time in the breach".

We all know I had a mid-life crisis during my last term; unfortunately ending in divorce. We bought a home for Laurie in Albuquerque NM, I re-married, moved to Mt Horeb, and came back... just can't seem to leave this Village.

Again, it would be an honor to be considered for completing Ms. Borisy-Rudin's final year.

Respectfully,  
Rocky Van Asten



Karl Frantz <kfrantz@shorewood-hills.org>

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## Board Member Opening

1 message

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**Tracy Bailey** <tracysebailey@gmail.com>

Sun, Mar 11, 2018 at 1:09 PM

To: "Shorewood Village (karl)" <kfrantz@shorewood-hills.org>

Greetings Karl,

My name is Tracy Bailey and this letter is to formally express my interest in serving as a Board Member for the Village of Shorewood Hills. I have spoken with Dave on the phone, attended a board meeting, and Anne graciously gave me an hour of her time discussing the role. I am enthusiastic about this role and I also believe I would be a great fit.

Who am I?

My husband and I moved to Shorewood four years ago after doing extensive research on neighborhoods and schools. We are both graduates of UW and love being near the lake and campus. Our home, on Topping, is like a dream come true. The "feel" of this neighborhood is delightful and even richer than imagined. I have participated in many of the Village programs - Four Corners, Land Rec, tennis and swimming lessons, kayak share, the community garden, etc. - as well as having served on the PTO Board at the school and as a member of both the Public Works and Heiden Haus Committees.

Why am I interested?

I believe strongly in preserving the many facets that make this community special while also addressing the needs of a growing and changing demographic. As a Trustee, I will focus represent the perspective of a parent with young children. My passions are safety and community as well as responsibility for this beautiful neighborhood of caring residents and beautiful land.



Karl Frantz <kfrantz@shorewood-hills.org>

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## Letter of Interest

1 message

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**agoldenberg@charter.net** <agoldenberg@charter.net> Wed, Mar 14, 2018 at 3:17 PM  
To: kfrantz@shorewood-hills.org

Karl,

I heard one of the trustees may be taking up a position that will require vacating their seat as Village trustee. My understanding is the board is looking for candidates interested in serving out the remainder of the term. If so, I'd like to be considered in this capacity. I've always been interested in Village affairs, and I believe my background would serve the Village well.

For many years when Henry & Grace were young, I coordinated the Village golf programs at Blackhawk Country Club. I also served the Village on the Blackhawk Committee during the period when there was more than a little friction between the Village and the Club. More often than not, our efforts were successful in maintaining productive dialog between the parties.

Sarah, Henry, Grace & I have lived in Shorewood Hills for the past 16 years. I graduated from the UW in 1982 and my area of study was Accounting and Information Systems. Prior to moving to Madison in 2002, I was a partner with a firm in Chicago directing strategic technology and management consulting initiatives for our privately-held clients.

Since 2007, I served as Chief Information Officer for a large structural steel tubing manufacturer based in Chicago. Late in 2016, we sold to a Fortune 100 company, and last year, I left that position. I'm presently consulting for former clients on an ad-hoc basis. I had my knee replaced in September, and enjoyed (!) the last few months rehabilitating, reading, and contemplating where to re-focus my energies during this next chapter of my life.

I've considered serving as a trustee before, but as much as I travelled, time at home with the family was precious - so I never did. As my time is (more) my own now, I'd like to offer my service to the Village at this time.

Thanks for your consideration.

Warm regards,  
Alan

Alan Goldenberg  
1230 Dartmouth Road  
Madison, WI 53705

608·628·8474



Karl Frantz <kfrantz@shorewood-hills.org>

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## Board of Trustees,

1 message

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**Anne M Helsley-Marchbanks** <ahelsley@wisc.edu> Wed, Mar 14, 2018 at 10:36 PM  
To: Karl Frantz <kfrantz@shorewood-hills.org>  
Cc: David Benforado <dbenforado@shorewood-hills.org>

Dear Karl,

I am writing to express my interest in being considered for appointment to the Village Board of Trustees, should there indeed be a vacancy next month. As you know, I have been interested in Village affairs for several years (about 20?), and I try to attend Village Board meetings when possible, so I am aware of many, but certainly not all, of the issues which come before it. I have lived in the Village since August, 1992.

In the case specifically of the positions in which Felice serves as Trustee, I am, believe it or not, rather specially interested in the committees and boards on which she currently serves, should that make any difference to consideration of the members of the Village Board in their deliberations and ultimate decision-making.

My schedule has freed up to some extent over what it has been the past few years, and, with the exception of May, I should be able to attend regularly-scheduled meetings of the board this year. I will be out of the country May 12-28.

I apologize for sending this message at the "last minute". Your email to me indicated the deadline was today, the Village Bulletin lists March 15 (tomorrow) as the deadline, and yet the text of the description says by today, which might mean by this morning. I've been traveling, and not in areas with much internet connectivity; I sincerely hope that I can still be considered.

Thanks, and see you Monday.

Anne

***Resolution R – 2018 – 3***

*Of the Village of Shorewood Hills, Wisconsin,  
Thanking Marilyn Townsend for her Service as Village Municipal Judge*

**BE IT RESOLVED**, the Board of Trustees of the Village of Shorewood Hills, Wisconsin, hereby thanks Marilyn Townsend for six years of dedicated service as Municipal Judge to the Village and wishes her well.

The foregoing resolution was duly adopted by the Board of Trustees of the Village of Shorewood Hills at a legal meeting on the 17th day of April, 2018.

APPROVED: \_\_\_\_\_  
David Benforado, President

Attest: \_\_\_\_\_  
Karla Endres, Village Clerk

***Resolution R – 2018 – 4***

*Of the Village of Shorewood Hills, Wisconsin,  
Thanking Felice Borisy-Rudin for her Service as Village Trustee*

**WHEREAS;** Felice Borisy-Rudin served as Village Trustee for ten years since 2007;

**WHEREAS;** in that capacity she has served as Chair of the Services, Recreation and Public Health & Safety Committees and also served as a member of the Public Works Committee and as an alternate on the Board of Review and Board of Zoning Appeals;

**WHEREAS;** under her leadership and among many other accomplishments the Village Hall was expanded and renovated, the new storage building project initiated, a design plan for the community center completed, and a new refuse recycling contract implemented, improvements to and new recreation programs added and the role and oversight of the Public Health and Safety Committee reinvigorated,

**BE IT RESOLVED,** the Board of Trustees of the Village of Shorewood Hills, Wisconsin, hereby thanks Felice Borisy-Rudin for her dedicated service to the Village and congratulates and wishes her well in her new position as Municipal Judge.

The foregoing resolution was duly adopted by the Board of Trustees of the Village of Shorewood Hills at a legal meeting on the 17th day of April, 2018.

APPROVED: \_\_\_\_\_  
David Benforado, President

Attest: \_\_\_\_\_  
Karla Endres, Village Clerk

***Resolution R – 2018 – 5***

*Of the Village of Shorewood Hills, Wisconsin,  
Thanking David DeVito for his Service as Village Trustee*

**WHEREAS**, as Trustee David DeVito served on the Finance Committee lending his professional expertise to the Village and also served on the Waterfront Committee;

**WHEREAS**, David DeVito spearheaded a project to develop a Village Business continuity plan to help prepare the Village to deal with natural or technological crises;

**WHEREAS**, David DeVito worked diligently and patiently on major noise issues emanating from the University adversely impacting the neighborhood and was instrumental in getting the issue resolved;

**WHEREAS**, David DeVito initiated and worked closely with the neighborhood and Public Works Committee to complete a traffic calming project on University Bay Drive;

**BE IT RESOLVED**, the Board of Trustees of the Village of Shorewood Hills, Wisconsin, hereby thanks David DeVito for his dedicated service as Village Trustee to the Village and wishes him well.

The foregoing resolution was duly adopted by the Board of Trustees of the Village of Shorewood Hills at a legal meeting on the 17th day of April, 2018.

APPROVED: \_\_\_\_\_  
David Benforado, President

Attest: \_\_\_\_\_  
Karla Endres, Village Clerk



Karl Frantz <kfrantz@shorewood-hills.org>

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## I'd again like to express my interest in joining the Ad Hoc Committee

1 message

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**Peggy Scallon** <pscallon@wisc.edu>

Tue, Mar 20, 2018 at 12:54 PM

To: kfrantz@shorewood-hills.org, kfrantz@shorewood-hills.org, David Benforado <dbenforado@shorewood-hills.org>, tracykoziol@gmail.com, "areadel@shorewood-hills.org" <areadel@shorewood-hills.org>, John Imes <jimes@shorewood-hills.org>, Felice Borisy-Rudin <fborisyrudin@shorewood-hills.org>, Dad Redsten <mredsten@cleanwisconsin.org>

Hello All,

I emailed earlier, but I would like to reiterate my interest in joining/being appointed to the Heiden Haus Ad Hoc Committee.

My home is 1022 Shorewood Blvd, and my family has been continuously involved with Land Rec for 17 years.

Thank you,

Peggy Scallon



Karl Frantz <kfrantz@shorewood-hills.org>

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## Heiden House Committee

1 message

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farah@kaiksow.net <farah@kaiksow.net>

Mon, Apr 2, 2018 at 8:56 PM

To: kfrantz@shorewood-hills.org

Hi Karl,  
I'm still interested in joining the Ad Hoc Committee.  
Thanks,  
Farah Kaiksow  
[906 Swarthmore Court](#)



Karl Frantz <kfrantz@shorewood-hills.org>

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## Re: Heiden Haus committee

1 message

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**Kathy Acher** <kathyacher@gmail.com>

Thu, Apr 5, 2018 at 11:51 AM

To: Karl Frantz <kfrantz@shorewood-hills.org>

It is my understanding that I must send in a 2nd request to be on the Heiden Haus renovation committee. Thank you. Kathy Acher 608-770-9998

On Wed, Mar 7, 2018 at 3:32 PM, Karl Frantz <kfrantz@shorewood-hills.org> wrote:

Thank you Kathy. I will make sure your interest in serving is known if there is a decision made by to add to the Committee.

Karl

Karl Frantz  
Village Administrator  
608 267-2680  
810 Shorewood Boulevard  
Madison WI 53705

On Wed, Mar 7, 2018 at 1:44 PM, Kathy Acher <kathyacher@gmail.com> wrote:

I wish to be a member of this committee. Thanks Kathy Acher 608-770-9998

Sent from my iPhone



Karl Frantz <kfrantz@shorewood-hills.org>

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## Heiden House committee

1 message

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**Jeannie Roberts** <jeannier65@gmail.com>

Tue, Apr 3, 2018 at 12:13 PM

To: Karl Frantz <kfrantz@shorewood-hills.org>

I am responding to the request of the board that persons interested in being selected for the Heiden House committee contact you. I live in close proximity to the Heiden House. I have used the facility for many years and am very familiar with the activities that take place there. I coached a youth soccer club for about 10 years. The club often used the facility for meetings and parties. As neighbors we have also used the skating rink. Over the years we have also used this village areas for many community events including in the last couple of years eating at the food carts. The Heiden House has become over the years a neighborhood institution that clearly needs upkeep and renovation. I would respectfully ask that you consider placing me on the committee that will help steer this project.

Sincerely, John Voegeli



Karl Frantz <kfrantz@shorewood-hills.org>

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## Fwd: So about that committee ...

1 message

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**Karl Frantz** <kfrantz@shorewood-hills.org>

Mon, Apr 2, 2018 at 10:40 AM

To: David Benforado <dbenforado@shorewood-hills.org>

Cc: Tracy Koziol <tracykoziol@gmail.com>, Anne Readel <areadel@shorewood-hills.org>

Karl Frantz  
Village Administrator  
608 267-2680  
810 Shorewood Boulevard  
Madison WI 53705

----- Forwarded message -----

From: **NANCY HOLYOKE** <holyoken@gmail.com>

Date: Mon, Apr 2, 2018 at 10:35 AM

Subject: So about that committee ...

To: Karl Frantz <kfrantz@shorewood-hills.org>

Hi, Karl,

As you know, Tracy Koziol suggested that I volunteer for the committee charged with renovating the south playground and the Heiden Haus. My emails of 2-19 and 3-7 reflect what I've been thinking about the project but to rehash:

I see the task as improving a favorite outdoor gathering spot for Village families. To me that means rehabbing the playing field, rehabbing or rebuilding the Heiden Haus, redoing the bathrooms and making them handicapped accessible, creating some kind of focal area with more shade, and preserving all the ways in which kids use the playground. It does not mean turning an outdoor space into an indoor space or redefining the area as a rentable "event location" for new, unspecified adult events.

I see some virtues in the current plan, but it's a sort of kitchen-sink design. It's more concerned with offering a buffet of functions than it is with the feel of the environment it's creating. I've written before questioning the scale of the roof and the bathrooms, but the overall lack of appeal bothers me more. I mean, compare this to the little stage closer to the school, with its limestone benches and fairy circle of trees. That's got warmth and charm, and it speaks to the site. This design seems more like, Here's a building that does this-this-this, and we'll stick some trees around it. It says "bus stop," not "come

have a picnic here.” It’s generic. It doesn’t show a feel for the neighborhood or much imagination. I think the Village can do better.

If these opinions aren’t a deal-killer, I’d recommend myself so:

- I know the space well, and have used it more than most.

My son was an only child, and so I always considered it great good fortune that there was so much going on just across the street. Baseball, soccer, basketball, skating, Land Rec—whatever was happening, we were part of it. I was on the Land Rec committee for several years. My son’s first job was umping for Shorewood baseball. When our dog needed to run, we’d take him over there and throw a tennis ball. Up through high school, kids would borrow my snow shovel if they needed to clear the ice. (When I couldn’t find the thing, I always knew where to look.) Ten years on, I have rarely missed a Fourth. I enjoyed the Shorewood League’s big fete a few years back, have eaten many a meal off the food carts, and loved last year’s Bocce Bash.

Point being: I’m not in this to prevent people from using the site (as some people seem to assume about the HH’s immediate neighbors). I’m in it because I value the site. And know it. I’m not a drive-by person. I walk the dog down that sidewalk every day. I know how the place is used on school days and on weekends. I’ve joined in the action summer, winter, spring, and fall for twenty-plus years.

- I know the neighbors.

People in this pocket of the Village are pretty well-connected, thanks in part to the world’s best block party. I know my neighbors and have communicated with many of them about this project. I think that most—certainly not all—have concerns, and I feel reasonably confident that I can voice them.

- I’m comfortable thinking about design.

I’ve worked a lot with designers, photographers, and illustrators in my work in children’s publishing. It’s made me more visual than I used to be.

I’ve also had some exposure to creating outdoor public spaces from my sister, who worked for the Arbor Day Foundation for thirty years, the last ten or so designing outdoor classrooms with a landscape architect for an Arbor Day affiliate. Hence my enthusiasm for what trees can do to create a space (never mind what they contribute to the sustainability of the planet, at the moment the Village is turning its attention to that issue). I don’t see landscaping as an afterthought.

- I’m available.

I work out of my house, and so my time is flexible. AND if you put me on the committee maybe I’ll stop writing everybody long letters. How’s that for incentive?

Actually, the truth is I'm also content to stay on the sidelines. I'll stay engaged with the process either way. Tracy seems open to my point of view—remarkably so—but if it's troubling to the board, if the board wants this plan to stay as it is, it could be that I'd be better on the outside.

Thanks for the consideration,

Nancy Holyoke



Karl Frantz <kfrantz@shorewood-hills.org>

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## Ad Hoc Heiden Haus Area Committee

1 message

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**Sarah Corden** <slscorden@gmail.com>

Mon, Apr 9, 2018 at 10:59 AM

To: kfrantz@shorewood-hills.org

Cc: David Benforado <dbenforado@shorewood-hills.org>, Tracy Koziol <tracykoziol@gmail.com>

Hi, Karl,

I finally decided to add my name to the list of possible new members to the Heiden Haus group. I met with Tracy Koziol last week and she encouraged me to try to join. I was very happy to learn that they are planning to request the pavilion and some bathrooms be dropped from the current proposal. As a close neighbor to the project, I think I have diplomatically represented our interests to date and will continue to do so. Several neighbors have encouraged me to try to join the committee. I just retired, so should finally have time to reliably do committee work for the Village.

Please don't hesitate to contact me with any questions about my interest in this project.

Sally Corden  
608-354-8547

## MEMORANDUM

To: Board of Trustees

From: Anne Readel & Tracy Koziol

Date: April 11, 2018

Subject: Proposed Board Direction for Heiden Haus Committee

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### I. Summary

This memorandum requests that the Board provide direction to the Heiden Haus Area Committee (the “Committee”) regarding the scope of the Heiden Haus area improvements. Based on the public feedback to date and the concerns expressed by many Village residents, we request that the Board direct the Committee to remove from the current draft plans (and no longer pursue) a permanent pavilion and to reduce the number of bathrooms.

This direction from the Board will help the Committee focus on improvements that more Village residents support and help to better galvanize the Village around improvements to the Heiden Haus area.

This request is being made on behalf of individuals Tracy Koziol, Chair of the Committee, and Anne Readel, member of the Committee, and not on behalf of the Committee. We are very proud of the work of the Committee has done. We are also very appreciative of the generous support provided by a few private donors that has allowed the Village to start envisioning improvements to the school grounds, as well as the Heiden Haus area. This memorandum is not meant to downplay all the time and effort that has already gone into the draft plans. Rather, it is intended to help enable the Committee to move forward with identifying improvements to our treasured schoolyard that have broad support.

### II. Background

#### A. History of the Committee

In 2016, a group of parents involved with the PTO at Shorewood Elementary saw the need for improvements to the existing school grounds. They gathered feedback from various stakeholders of the area, including Village residents, the Village Parks and Recreation Committees, the Village Board, interested sports groups, and school staff and presented this feedback to ZDA Architects. They, in turn, created a preliminary Master Plan for improvements to the school grounds. This Master Plan can be found at <http://www.shorewood-hills.org/playground>. Using this Master Plan, the PTO group fundraised and installed a new school playground in the summer of 2017. Another phase of the Master Plan included improvements to the Heiden Haus and adjacent fields.

In July 2017, the Village Board created an Ad Hoc Heiden Haus Area Committee to propose plans for updating the Heiden Haus and adjacent playing fields. Members of the Committee include Tracy Koziol (Committee Chair), Anne Readel (Village Trustee), Nancy Heiden, Santhia

Brandt, Lucy Richards, Andy Mendyk, Tracy Bailey, and ex-officios Jim Berbee, and Karen Walsh.

For the last several months, the Committee has worked with its architects and landscape engineers to create draft plans. After five drafts, the Committee felt it finally had a set of plans that were ready for public comment. The most current set of plans can be found at <http://www.shorewood-hills.org/heidenhaus>, along with prior Committee agendas and meeting minutes.

The Committee has been seeking feedback on these draft plans. On January 24, the Committee hosted a public open house to solicit feedback on the proposed plans. The open house was attended by roughly 20 Village residents. Following the open house, the Committee received more feedback from Village residents on the draft plans. Over 50 pages of written comments were received. Additionally, on March 5, the Committee hosted a public listening session. Approximately 40 Village residents attended the listening session, with many attendees providing comments (see Committee minutes dated March 5, 2018 which are included in the Board packet).

At the March Board meeting, the Board agreed to appoint three additional members to the Committee, with a preference for property owners near the Heiden Haus, to help consider the future of the Heiden Haus area improvements.

#### **B. Brief Summary of the Comments Received**

The comments received on the draft plans have primarily focused on process and scope. At the March Board meeting, the Board attempted to address some process concerns by agreeing to appoint additional Village residents to the Committee. However, the scope concern remains unaddressed.

The predominant scope concern raised by residents relates to the pavilion. While some residents have expressed support for the pavilion, most have not. Residents supporting the pavilion have expressed an interest in more shade, a greater protection from the elements, and an improved gathering space. Residents not supporting the pavilion have expressed concerns with having a permanent structure in that area, reduced green space, increased parking issues, increased noise, trash, and traffic, reduced visibility of open space, and poor aesthetics.

A second predominant scope issue raised by residents is that the current draft plan includes too many bathrooms (5). The number of bathrooms in the draft plan was driven by the size of the pavilion so eliminating the pavilion will allow the number of bathrooms to be reduced.

The comments have also identified numerous areas of agreement among responding residents. First, almost all residents support improving and/or restoring the existing Heiden Haus structure, the bathrooms, and the adjacent playing fields. Second, most residents also appear to support small changes to the area that would help enhance the area as a gathering space.

#### **III. Proposed Direction from the Board**

We request that the Board provide leadership and direction to the Committee on the desired scope of the Heiden Haus area improvements. We believe that there have been significant concerns raised regarding the pavilion and number of bathrooms. We ask that the Board

instruct the Committee to (1) remove the permanent pavilion from further consideration and (2) reduce the number of bathrooms in the draft plan to no more than three bathrooms.

The pavilion, in particular, has caused great concern among many residents. And it would be very expensive to build. We believe that the best path forward for the Village would be to remove a permanent pavilion from future discussions of the Heiden Haus area improvements. We believe this will help the Village galvanize around draft plans for area improvements. Improvements to the Heiden Haus area will benefit everyone in the Village and we feel that any improvements must have strong Village-wide support.

#### **IV. Proposed Motion**

Anne will make the following motion at the April Board meeting:

“I move that the Board instruct the Heiden Haus Area Committee to remove a permanent pavilion from consideration and reduce the number of bathrooms to no more than three in future discussions and architectural plans of the Heiden Haus area.”

We sincerely hope that the Board will support the above motion.

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# Village Finance Committee

TO: Shorewood Hills Village Board

FROM: Fred Wade, Chair, Finance Committee

DATE: April 17, 2018

RE: Update Terms and Finalize Appointments for Existing Village Finance Committee Members.

The purpose of this memo is to provide a comprehensive update to the Village Board on Village Finance Committee members. I have listed the entire Committee below, all of whom have expressed an interest in being reappointed, and I have also recommended new appointment terms, all of which I ask that you to approve.

Thank you.

<u>Name</u>	<u>Recommended Term Ending in May:</u>
■ <u>Trustee/Chair: Fred Wade</u> , 1121 Wellesley Rd.	N/A;
■ <u>Trustee/Member: Vacant</u>	N/A;
■ <u>Village Treasurer: Sean Cote</u> , 3545 Tally Ho Lane	N/A;
■ <u>Citizen Member: Carl Gulbrandsen</u> , 1506 Wood Lane	2021;
■ <u>Citizen Member: Gard Strother</u> , 1101 Oak Way	2019;
■ <u>Citizen Member: Karl Wellensiek</u> , 1511 Wood Lane	2020 and
■ <u>Citizen Member: Dave Ahmann</u> , 2912 Harvard Dr.	2020.

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# Wisconsin Municipal Records Schedule

## Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS) provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.”

More specifically, public records are “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

## I. Applicability:

This record schedule is available for adoption by all Wisconsin municipal governments. Most municipalities do not create or receive all of the records listed within the WMRS. The inclusion of a schedule in the WMRS does not mean that your local government is responsible for creating those records. Rather, it provides guidance for records that are actually created or received by your particular unit.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

## II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the Wisconsin Municipal Records Schedule (WMRS) to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

### III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. Adopting the schedule is voluntary and intended to simplify records management for municipalities. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

#### To adopt the Schedule:

- Submit the [Notification of General Schedules Adoption](#) (PRB-002) form to:  
 State Archivist  
 Wisconsin Historical Society  
 816 State St.  
 Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

#### Additional Options:

Wis. Stat. § 19.21(4) provides municipalities with the ability to schedule the retention of public records by creating ordinances. Municipalities that choose not to adopt the WMRS are encouraged to use the retention periods provided in the WMRS when creating their own schedules. Any municipality that decides to draft their own schedule must submit that schedule for approval to the Public Records Board before adopting it as an ordinance. Upon PRB approval, the schedule can be adopted for use by enacting an ordinance. Municipalities may also adopt other [General Records Schedules](#) provided by the Public Records Board.

Municipalities also have the option of adopting separate Records Disposition Authorization (RDA) for records that are created specifically by that unit of government. Consult the Public Records Board for more information about the RDA creation process.

#### IV. Using the Schedule:

The WMRS is arranged in six different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Authority	PII/Confidential	WHS Notification
<b>Subsection</b>					

- **Record Series Title** – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- **Series Description** – Brief overview of the records that are included in the record series.
- **Retention** – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
  - **Creation:** Is used when the *creation* of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as Creation+ 3 years meaning an ABC Annual Report must be retained for three years after it is *created*.)
  - **Fiscal:** Is used if the retention time period is initiated by the end of a *fiscal year*. (*Example:* RDAs that exist for annual budgets might be written as Fiscal+ 6 years meaning a budget would have to be retained for six years after the end of that *fiscal year*.)
  - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as “Event+ 5 years; Event=Approval Letter for Relocation Plan”. In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)
  - **Permanent:** the records need to be maintained permanently by the creating municipality. See the Guidelines for the Permanent Retention of Records.
- **Authority** – Provides statutory or other legal source that defines the specific retention periods for certain records. Not all record series will have information in the authority column. Cases that do not include an authority statement can refer to Wis. Stat. §. 19.21(4)(b), which is the general reference on retention periods for municipal records.
- **Personal Identifiable Information (PII)/Confidential** – Indicates whether or not records may contain personally identifiable information and/or may contain confidential information. See Section V of this guide for more information on PII and Confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their

destruction. Indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.

- **Waived:** The Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a).  
Municipalities are free to destroy any waived records without notification once they reach their required retention period.
- **Notify:** You are required to send written notification to the WHS before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
- **N/A:** indicates that the retention is permanent.

#### **Final Disposition:**

Records older than 75 years: the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

Permanent: Records identified as “permanent” have been identified as containing significant historical information, and municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will in certain circumstances transfer “permanent” records, if the municipality is uncertain or unable to maintain these records.

Disposition: Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

Per. Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are mentioned as being official holders of title.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

#### **V. Personally Identifiable Information (PII) and Confidential Records:**

##### Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as information that can be associated with a particular individual through one or more identifiers or other information or circumstances (Wis. Stat. § 19.62(5)), and requires authorities to identify certain record series within a GRS that contain PII. Despite the broad definition, Wis. Stat. § 16.61(3)(u)

requires that record series within a schedule containing the following types of PII need not be identified as such:

- mailing lists;
- the results of certain computer matching programs;
- telephone or e-mail directories;
- record series pertaining exclusively to agency employees; and
- record series relating to procurement or budgeting.

Some, but not all, records in a record series may contain PII. The PII column is marked “yes” if some records in the series may contain PII. Some PII, but not all, is confidential. In addition, some records in a series, but not all records in the same series, might contain confidential information. Finally, records not containing PII may be required by law to be kept confidential. The designation of a particular record series as “confidential” relates primarily to the schedule’s function in regulating the retention and disposition, including destruction, of the record series. See the next section for more information. In contrast, public access to records is determined by the Public Records Law and not simply by the designation of confidentiality in a record schedule.

#### Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by law to be kept confidential or specifically required to be protected from public access. Confidential records are identified in the schedule by the statute, administrative rule, or other legal authority that requires them to be restricted.

The confidential column is marked “yes” if ANY records in the series may contain confidential information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual's life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

Consultation with agency legal counsel is recommended when responding to an open records request.

## **VI. Additional Schedules:**

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules that have been approved by the Public Records Board. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as

personnel records). The complete list of approved general records schedules can be found on the [Public Records Board website](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- Wisconsin School Districts <http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165> (revised 2015)
- Wisconsin Public Libraries and Library Systems <http://publicrecordsboard.wi.gov/docview.asp?docid=15891&locid=165> (revised 2017)

In addition, municipalities should also check the schedule set by the Wisconsin Public Service Commission for Municipal Utilities. While the Wisconsin Municipal Records Schedule does provide schedules for the retention of utility records, it does not cover the complete list as outlined by the WPSC. The retentions are found here: <https://psc.wi.gov/Documents/recordsRetentionGuidelines.pdf> (last revised March 2009)

# Administrative Records

## Wisconsin Municipal Records Schedule

### I. Scope

This section of the Wisconsin Municipal Records Schedule (WMRS) governs the records retention obligations of municipalities pursuant to [Wis. Stat. § 19.21](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#) and referred to as “records” in this schedule.

This section covers record series that are generally grouped under **Administrative Records**. The schedule identifies records created by most municipalities and other units of local government and is applicable to all municipal and local unit records regardless of format or media.

The WMRS may not cover all records that are created under this particular section. Additional records schedules may be found in a General Records Schedule (GRS), or may require a separate Records Disposition Authorization (RDA) or local ordinance.

### II. Using this Schedule

Municipalities and other local units wishing to use this schedule must opt in using the [Notification of General Schedule Adoption](#) form (PRB-002). Upon opting in to this schedule, municipalities and other local units may follow the retention times specified and may use the disposition designations to transfer or dispose of their records.

See the [Introduction to the Wisconsin Municipal Records Schedule\(LINK\)](#) for additional information about how to use this schedule. In particular review the conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

### III. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include documents created in word processing programs, those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

#### IV. Personally Identifiable Information (PII)/Confidential Records

Most records do not have access restrictions and are open to the public. However, some records may contain Personally Identifiable Information (PII) and/or be confidential per Wisconsin Statute. Please consult Section V of the [Introduction to the WRMS\(Link\)](#) for a complete discussion about the PII/Confidential column in the schedule, and how to properly care for records that may contain such information.

#### V. Final Disposition of Obsolete Records

Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. To simplify the recordkeeping process for municipalities, the WHS has appraised some of the record series in the WMRS as not providing long term value to the municipality or the state. These are indicated as “Waived” in the WMRS.

- Records designated **Notify** require you send written notification to the WHS before destruction. Details about the notification process are available on the WHS website ([link](#)).
- Records identified as **Waived** means that the Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records once they reach their required retention period.

**NOTE:** Waived only applies to records that are less than 75 years old. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

#### VI. Requirements Specific to Administrative Records

Administrative records section is organized by the following sections:

- Administration (general)
- Common Council / Village Board / Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll

- Real Property Titles

The Administrative Records section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#) (Revised 2016)
- [Fleet and Aircraft Management Records](#) (Revised 2017)
- [Human Resources and Related General Schedule](#) (Revised 2015)
- [Payroll & Related General Schedule](#) (Revised 2015)

Note on Municipal Court Records:

The requirement to notify the Wisconsin Historical Society is found in the Supreme Court rules. Supreme Court Rule 72.04 requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to the court disposing of public records. Furthermore, the Rule states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72.

Record Series Title	Series Description	Retention	Authority	PII/ Confidential	WHS Notifications
<b>Administration Records (general)</b>					
Appointment Files	Materials documenting appointments and nominations to Boards, Task Forces, Councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence	Event+2 years; Event=End of term		Yes/No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to Boards, Task Forces, Councils, or other bodies	Event+1 year		Yes/No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Community Development Section.	Creation+7 years		No/No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation		Yes/No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>WHS Notifications</b>
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract		No/No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term		Yes/No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Creation+1 year Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule		No/No	Waive
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial		Yes (maybe)/No	Waive
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy and procedure is superseded or made obsolete		No/No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>WHS Notifications</b>
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.		No/No	Waive
Oath of Office	Elected or appointed municipal officers may be required to take and file in writing, within ten days after receiving notice of election or appointment, an official oath.	Event+5 years; Event=End of term		No/No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37 and the Federal Freedom for Information Act (FOIA).	Event + 3 years; Event=When response is provided		Yes/No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded		No/No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan		No/No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>WHS Notifications</b>
Press/News Releases	Information about municipality programs and events.	Creation+3 years		No/No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 years; Event=End of elected representative's term		No/No	Notify
Reports (Annual)	Annual reports produced by all departments and programs	Event+7 years; Event=Date of issue		No/No	Notify
Reports (Monthly)	Monthly reports of divisions/committees	Creation+3 years		No/No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term		No/No	Notify
<b>Common Council / Village Board / Town Board</b>					

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>WHS Notifications</b>
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Notes: See Wis. Stat. § 985.12 for more information on proof of publication)	Event+7 years; Event=Date of publication		No/No	Waive
Audio Tapes	Recordings of meetings used to produce minutes.	Event+90 days; Event=Date the minutes have been approved and published	Wis. Stat. § 19.21(7)	Yes/No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board	Permanent		Yes/No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities	Permanent		No/No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities	Permanent		No/No	N/A
<b>Emergency Planning</b>					

Record Series Title	Series Description	Retention	Authority	PII/ Confidential	WHS Notifications
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan / Continuity of government plan.	Event; Event=superseded by revised plan		No/Yes per Wis. Stat. § 19.35(1)(am)(2)(a)	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan		No/Yes per Wis. Stat. § 19.35(1)(am)(2)(a)	Waive
Disaster Recovery Records	Records include those created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete <sup>1</sup>		Maybe/Yes per Wis. Stat. § 19.35(1)(am)(2)	Waive
<b>Human Resources/Personnel</b>					
Grievance Case File	Records of grievances filed by employees	Event+7 years; Event=Date grievance has final disposition or is closed		Yes/Yes <sup>2</sup>	Waive
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees	Event+7 years; Event=End of employment/service		Yes/Yes <sup>2</sup>	Waive
<b>Legal</b>					

Record Series Title	Series Description	Retention	Authority	PII/ Confidential	WHS Notifications
Attorney Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. <sup>3</sup>	Event+7 years; Event=Close of case		Yes/No <sup>4</sup>	Notify on historically significant cases ONLY
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters	Permanent		Yes/No <sup>4</sup>	N/A
<b>Licenses and Permits</b>					
Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years		Yes/No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs.	Creation+4 years	Wis. Stat. § 125.04(3)(i)	Yes/No	Waived

Record Series Title	Series Description	Retention	Authority	PII/ Confidential	WHS Notifications
License Reports Filed with County	Includes reports such as, but not limited to, dog licenses and lists of alcohol sale licenses that are filed with the county.	Event+3 years; Event=Report submitted with County		No/No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits.  NOTE: See Engineering section for retention of building permits.	Creation+5 years		Yes/No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent		No/No	N/A
<b>Municipal Land Ownership</b>					
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent		No/No	N/A
Sales of Facilities and or Land (Case Files) Includes Appraisals and Related Valuations	Projects where a municipality plans or actually sells either facilities and or land assets.	Event+6 years; Event=date of the completion of the transaction		No/No	Waived

Record Series Title	Series Description	Retention	Authority	PII/ Confidential	WHS Notifications
<b>Municipal Vehicles</b>					
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed		No/No	Waived
Motor Vehicle Control and Assignment Records	These records document agency assignments of motor vehicles to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed		No/No	Waived
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of employment.		Yes/No	Waived
<b>Payroll</b>					
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment	Event+7 years; Event=Employee retirement, transfer or termination		Yes/Yes per Wis. Stat. § 40.07	Waived

Record Series Title	Series Description	Retention	Authority	PII/ Confidential	WHS Notifications
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)		No/No	Waived
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years		Yes/Yes per Wis. Stat. § 40.07	Waived
<b>Real Property Titles</b>					
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent		Yes/No	N/A
Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent		No/No	N/A

<sup>1</sup> Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

<sup>2</sup> Medical information is confidential per Wis. Stat. § 146.82. Personnel records are also confidential under Wis. Stat. § 230.13 for Evaluations of applicants, including any examination scores and rankings; Dismissals, demotions and other disciplinary actions; Pay survey data obtained from identifiable nonpublic employers; and Names of nonpublic employers contributing pay survey data. Wis. Stat. § 230.81 also provides for confidentiality for whistleblowers.

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<sup>3</sup> May also contain the client file with information on; expenses; attorney notes; medical records; government agency filings; discovery such as requests for production of documents; deposition transcripts; and evidence.

<sup>4</sup> May contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03

# Cemetery Records

## Wisconsin Municipal Records Schedule

### I. Scope

This section of the Wisconsin Municipal Records Schedule (WMRS) governs the records retention obligations of municipalities pursuant to [Wis. Stat. § 19.21](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#) and referred to as “records” in this schedule.

This section covers record series that are generally grouped under **Cemetery Records**. The schedule identifies records created by most municipalities and other units of local government and is applicable to all municipal and local unit records regardless of format or media.

The WMRS may not cover all records that are created under this particular section. Additional records schedules may be found in a General Records Schedule (GRS), or may require a separate Records Disposition Authorization (RDA) or local ordinance.

### II. Using this Schedule

Municipalities and other local units wishing to use this schedule must opt in using the [Notification of General Schedule Adoption](#) form (PRB-002). Upon opting in to this schedule, municipalities and other local units may follow the retention times specified and may use the disposition designations to transfer or dispose of their records.

See the [Introduction to the Wisconsin Municipal Records Schedule\(LINK\)](#) for additional information about how to use this schedule. In particular review the conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

### III. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include documents created in word processing programs, those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

#### IV. Personally Identifiable Information (PII)/Confidential Records

Most records do not have access restrictions and are open to the public. However, some records may contain Personally Identifiable Information (PII) and/or be confidential per Wisconsin Statute. Please consult Section V of the [Introduction to the WMRS\(Link\)](#) for a complete discussion about the PII/Confidential column in the schedule, and how to properly care for records that may contain such information.

#### V. Final Disposition of Obsolete Records

Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. To simplify the recordkeeping process for municipalities, the WHS has appraised some of the record series in the WMRS as not providing long term value to the municipality or the state. These are indicated as “Waived” in the WMRS.

- Records designated **Notify** require you send written notification to the WHS before destruction. Details about the notification process are available on the WHS website ([link](#)).
- Records identified as **Waived** means that the Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records once they reach their required retention period.

**NOTE:** Waived only applies to records that are less than 75 years old. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

#### VI. Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemeteries no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report.	Permanent	Wis. Stat. § 157.62(4)	No/No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased.	Permanent	Wis. Stat. § 157.62(4)	No/Yes  Confidential per Wis. Stat. § 157.62(2)(c)	N/A
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise.	Event=3 years; Event=After all of the obligations of the contract have been fulfilled.	Wis. Stat. § 157.62(4)	No/No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent		No/No	N/A

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death		No/No	Waive
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased.	Event+15 years; Event=Date of the deposit	Wis. Stat. § 157.62(4)	No/Yes  Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment.	Permanent	Wis. Stat. § 135.06(1)(a)(1)	No/No	N/A

# Community Development/Public Services Wisconsin Municipal Records Schedule

## I. Scope

This section of the Wisconsin Municipal Records Schedule (WMRS) governs the records retention obligations of municipalities pursuant to [Wis. Stat. § 19.21](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#) and referred to as “records” in this schedule.

This section covers record series that are generally grouped under **Community Development/Public Services**. The schedule identifies records created by most municipalities and other units of local government and is applicable to all municipal and local unit records regardless of format or media.

The WMRS may not cover all records that are created under this particular section. Additional records schedules may be found in a General Records Schedule (GRS), or may require a separate Records Disposition Authorization (RDA) or local ordinance.

## II. Using this Schedule

Municipalities and other local units wishing to use this schedule must opt in using the [Notification of General Schedule Adoption](#) form (PRB-002). Upon opting in to this schedule, municipalities and other local units may follow the retention times specified and may use the disposition designations to transfer or dispose of their records.

See the [Introduction to the Wisconsin Municipal Records Schedule\(LINK\)](#) for additional information about how to use this schedule. In particular review the conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

## III. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include documents created in word processing programs, those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

#### **IV. Personally Identifiable Information (PII)/Confidential Records**

Most records do not have access restrictions and are open to the public. However, some records may contain Personally Identifiable Information (PII) and/or be confidential per Wisconsin Statute. Please consult Section V of the [Introduction to the WRMS\(Link\)](#) for a complete discussion about the PII/Confidential column in the schedule, and how to properly care for records that may contain such information.

#### **V. Final Disposition of Obsolete Records**

Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. To simplify the recordkeeping process for municipalities, the WHS has appraised some of the record series in the WMRS as not providing long term value to the municipality or the state. These are indicated as “Waived” in the WMRS.

- Records designated **Notify** require you send written notification to the WHS before destruction. Details about the notification process are available on the WHS website ([link](#)).
- Records identified as **Waived** means that the Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records once they reach their required retention period.

**NOTE:** Waived only applies to records that are less than 75 years old. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

#### **VI. Requirements Specific to Community Development/Public Services**

The Public Services section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the County General Schedule for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules thru municipal ordinances.

- Municipalities that have records that pertain to Public Health should use the County General Schedule to create ordinances to schedule those records.
- Police/First Responders

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	Waive/Notify
<b>Housing Program</b>					
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit		No/No	Notify
Project Management and Rental Agreements	Rent rolls, schedules, and tenant income related to Title II.	Event+6 years; Event=End of rental agreement		Yes/Yes Confidential per Wis. Stat. § 49.83	Waive
Section 8 Clients	Subsidy data, eligibility information, application for benefits, program information and rules, reports and correspondence.	Event+3 years; Event=Client inactive		Yes/Yes Confidential per Wis. Stat. § 49.83	Waive
Section 8 Reimbursement Requests		Fiscal+6 years		Yes/No	Waive
<b>Maps and Plans</b>					
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded		No/No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>Waive/Notify</b>
Maps	May show road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps.	Permanent		No/No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent		No/No	N/A
Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plants, and final subdivision plats.	Permanent		No/No	N/A
Preliminary Subdivision Plats	Preliminary plats used when for subdivisions under development.	Event; Event=Superseded by final plat		No/No	Waived
Profile and Grade Books	Documentation of landscape and features	Permanent		No/No	N/A
Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent		No/No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>Waive/Notify</b>
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent		No/No	N/A
<b>Outreach</b>					
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first		No/No	Notify
<b>Parks</b>					
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Permanent		No/No	N/A
Program Files	Records relating to programs, events, and activities.	Creation+3		No/No	Waived
Reservation Requests and permits	Requests to reserve parks and/or park shelters.	Event+3 years; Event=Date of reservation		Yes/No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>Waive/Notify</b>
Rental agreements, use permits, and contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation		Yes/No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years		No/No	Waived
<b>Public Transit</b>					
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 year		No/No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 year; Event=Termination of service or participation by customer		Yes/Yes Medical information is confidential per Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 year; Event=Superseded		No/No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>Waive/Notify</b>
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules extra board, and bid mark-ups.	Creation+7 year		No/No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 year		No/No	Waive
Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=Vehicle no longer in municipal ownership		No/No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years		No/No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years		No/No	Waive
<b>Zoning</b>					

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>Waive/Notify</b>
Annexation Records	Proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229. Includes petitions, hearing testimony and exhibits, information includes court orders, notices, resolutions, and related correspondence.	Permanent		Yes/No	N/A
Appeals, approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent		No/No	N/A
Appeals, unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed		No/No	Notify
Comprehensive Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan		No/No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>Waive/Notify</b>
Conditional Use	<p>Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation.</p> <p>This series may also include public hearing notice, reports, public hearing documentation, and decision.</p>	<p>Event+7 years; Event=termination of conditional use permit</p>		Yes/No	Waived
Easements	Grants of easement to the municipality.	Permanent		No/No	N/A
Rezoning File	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent		Yes/No	N/A
Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent		No/No	N/A

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	Waive/Notify
Zoning Board and Zoning Board of Appeals	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent		No/No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development.	Permanent	Wis. Stat. § 60.61	No/No	N/A

# Election Records

## Wisconsin Municipal Records Schedule

### I. Scope

This section of the Wisconsin Municipal Records Schedule (WMRS) governs the records retention obligations of municipalities pursuant to [Wis. Stat. § 19.21](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#) and referred to as “records” in this schedule.

This section covers record series that are generally grouped under **Election Records**. The schedule identifies records created by most municipalities and other units of local government and is applicable to all municipal and local unit records regardless of format or media.

The WMRS may not cover all records that are created under this particular section. Additional records schedules may be found in a General Records Schedules (GRS), or may require a separate Records Disposition Authorization (RDA) or local ordinance.

### II. Using this Schedule

Municipalities and other local units wishing to use this schedule must opt in using the [Notification of General Schedule Adoption](#) form (PRB-002). Upon opting in to this schedule, municipalities and other local units may follow the retention times specified and may use the disposition designations to transfer or dispose of their records.

See the [Introduction to the Wisconsin Municipal Records Schedule\(LINK\)](#) for additional information about how to use this schedule. In particular review the conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

### III. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include documents created in word processing programs, those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

#### IV. Personally Identifiable Information (PII)/Confidential Records

Most records do not have access restrictions and are open to the public. However, some records may contain Personally Identifiable Information (PII) and/or be confidential per Wisconsin Statute. Please consult Section V of the [Introduction to the WRMS\(Link\)](#) for a complete discussion about the PII/Confidential column in the schedule, and how to properly care for records that may contain such information.

#### V. Final Disposition of Obsolete Records

Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. To simplify the recordkeeping process for municipalities, the WHS has appraised some of the record series in the WMRS as not providing long term value to the municipality or the state. These are indicated as “Waived” in the WMRS.

- Records designated **Notify** require you send written notification to the WHS before destruction. Details about the notification process are available on the [WHS website](#) (link).
- Records identified as **Waived** means that the Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records once they reach their required retention period.

**NOTE:** Waived only applies to records that are less than 75 years old. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

#### VI. Requirements Specific to Election Records

- Federal Elections: records be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation: are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23 (2).
- All other material not described below: are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

## Election Records Schedule

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
<b>Campaign</b>					
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns	Event+6 years; Event=date of receipt	Wis. Stat. § 7.23(1)(d)	Yes/No	Waived
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms	Event+6 years; Event=termination of registration	Wis. Stat. § 7.23(1)(d)	No/No	Waived
<b>Ballots and Equipment</b>					
Ballots	Federal election ballots	Event+22 months; Event=Election	Wis. Stat. § 7.23(1)(f)	No/No	Waived
Ballots	State, county, local offices	Event+30 days; Event=Election	Wis. Stat. § 7.23(1)(h)	No/No	Waived
Contents of Blank Ballot Box		Event+3 business days; Event=Completion of all election canvasses <sup>1</sup>	Wis. Stat. § 7.23(1)(a)	No/No	Waived

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
Unused Ballots and Materials	Only applies to unused ballots and materials	Event+3 business days; Event=Completion of all election canvasses <sup>1</sup>	Wis. Stat. § 7.23(1)(a)	No/No	Waived
Applications for Absentee Ballots	Includes copies of proof of identification when submitted with application	Event+90 days; Event=Election <sup>2</sup>	Wis. Stat. § 7.23(1)(f)	Yes/No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment	Event+14 days; Event=Election <sup>3</sup>	Wis. Stat. § 7.23(1)(g)	No/No	Waived
Detachable Recording Units	Data storage devices used in electronic voting equipment	Event+21 days; Event=Election <sup>3</sup>	Wis. Stat. § 7.23(1)(g)	No/No	Waived
<b>Reports and Lists</b>					
Official Canvassers Statements	Prepared statement showing the results of each election	Event+10 years; Event=election	Wis. Stat. § 7.23(1)(i)	No/No	Waived

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
Election Notices	Includes Proofs of Publication and Correspondence Filed in Connection with Such Notices	Event+1 year; Event=Election <sup>2</sup>	Wis. Stat. § 7.23(1)(j)	No/No	Waived
Ineligible Elector Registrations	Electors registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted	Event+4 years; Event=When deemed ineligible	Wis. Stat. § 7.23(1)(c)	Yes/No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14)	Event+22 months; Event=Election	Wis. Stat. § 7.23(1)(e)	Yes/No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting	Event+22 months; Event=Election	Wis. Stat. §§ 6.275-6.276	Yes/No	Waived

<sup>1</sup> Materials MUST be retained in event a petition for recount has been filed.

<sup>2</sup> All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives.

<sup>3</sup> Before units can be cleared or erased, the information must be transferred to a disk or other recording medium and retained for 22 months. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election. See Wis. Stat. § 7.23(1)(g) for more information.

# Finance Records

## Wisconsin Municipal Records Schedule

### I. Scope

This section of the Wisconsin Municipal Records Schedule (WMRS) governs the records retention obligations of municipalities pursuant to [Wis. Stat. § 19.21](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#) and referred to as “records” in this schedule.

This section covers record series that are generally grouped under **Finance Records**. The schedule identifies records created by most municipalities and other units of local government and is applicable to all municipal and local unit records regardless of format or media.

The WMRS may not cover all records that are created under this particular section. Additional records schedules may be found in a General Records Schedule (GRS), or may require a separate Records Disposition Authorization (RDA) or local ordinance.

### II. Using this Schedule

Municipalities and other local units wishing to use this schedule must opt in using the [Notification of General Schedule Adoption](#) form (PRB-002). Upon opting in to this schedule, municipalities and other local units may follow the retention times specified and may use the disposition designations to transfer or dispose of their records.

See the [Introduction to the Wisconsin Municipal Records Schedule\(LINK\)](#) for additional information about how to use this schedule. In particular review the conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

### III. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include documents created in word processing programs, those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

#### IV. Personally Identifiable Information (PII)/Confidential Records

Most records do not have access restrictions and are open to the public. However, some records may contain Personally Identifiable Information (PII) and/or be confidential per Wisconsin Statute. Please consult Section V of the [Introduction to the WRMS\(Link\)](#) for a complete discussion about the PII/Confidential column in the schedule, and how to properly care for records that may contain such information.

#### V. Final Disposition of Obsolete Records

Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. To simplify the recordkeeping process for municipalities, the WHS has appraised some of the record series in the WMRS as not providing long term value to the municipality or the state. These are indicated as “Waived” in the WMRS.

- Records designated **Notify** require you send written notification to the WHS before destruction. Details about the notification process are available on the [WHS website \(link\)](#).
- Records identified as **Waived** means that the Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records once they reach their required retention period.

**NOTE:** Waived only applies to records that are less than 75 years old. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

#### VI. Requirements Specific to Finance Records

The finance section is intended to provide municipalities with schedules for the most common record series generally grouped under the topics of budget, fiscal, and purchasing. Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget and Related General Record Schedule](#) (Revised 2015)
- [Fiscal & Accounting Related Records General Schedule](#) (Revised 2017)
- [Purchasing & Procurement General Schedule](#) (Revised 2013)

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notifications
<b>Budget</b>					
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+5 years		No/No	Waived
Audit Reports	Reports that evaluate the financial holdings of the municipality	Event+3 years; Event=Final report issued		No/No	Waived
Budget Documents/Developments	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years		No/No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years		No/No	Waived
<b>Payments and Receipts</b>					
Bank Statements/Reconciliations	Statements received from institutions holding the municipality's funds	Creation+7 years		No/No	Waived

Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years		No/No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year	Event+7 years; Event=Audit		No/No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, statute, amounts retained by county/local government and portion sent to state.	Event+3 years; Event=Transaction date		No/No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date		No/No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs	Event+1 year; Event=Audit		No/No	Waived
<b>Purchasing</b>					
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal		No/Maybe <sup>1</sup>	Waived

Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract		No/No	Waived
<b>Municipal Borrowing</b>					
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later		No/No	Waived

<sup>1</sup> Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5). Some information may qualify for other legal protection such as copyright, patent, trademark or licensing.

# Public Works

## Wisconsin Municipal Records Schedule

### I. Scope

This section of the Wisconsin Municipal Records Schedule (WMRS) governs the records retention obligations of municipalities pursuant to [Wis. Stat. § 19.21](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#) and referred to as “records” in this schedule.

This section covers record series that are generally grouped under **Public Works Records**. The schedule identifies records created by most municipalities and other units of local government and is applicable to all municipal and local unit records regardless of format or media.

The WMRS may not cover all records that are created under this particular section. Additional records schedules may be found in a General Records Schedule (GRS), or may require a separate Records Disposition Authorization (RDA) or local ordinance.

### II. Using this Schedule

Municipalities and other local units wishing to use this schedule must opt in using the [Notification of General Schedule Adoption](#) form (PRB-002). Upon opting in to this schedule, municipalities and other local units may follow the retention times specified and may use the disposition designations to transfer or dispose of their records.

See the [Introduction to the Wisconsin Municipal Records Schedule\(LINK\)](#) for additional information about how to use this schedule. In particular review the conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

### III. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include documents created in word processing programs, those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

#### IV. Personally Identifiable Information (PII)/Confidential Records

Most records do not have access restrictions and are open to the public. However, some records may contain Personally Identifiable Information (PII) and/or be confidential per Wisconsin Statute. Please consult Section V of the [Introduction to the WRMS\(Link\)](#) for a complete discussion about the PII/Confidential column in the schedule, and how to properly care for records that may contain such information.

#### V. Final Disposition of Obsolete Records

Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. To simplify the recordkeeping process for municipalities, the WHS has appraised some of the record series in the WMRS as not providing long term value to the municipality or the state. These are indicated as “Waived” in the WMRS.

- Records designated **Notify** require you send written notification to the WHS before destruction. Details about the notification process are available on the WHS website ([link](#)).
- Records identified as **Waived** means that the Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records once they reach their required retention period.

**NOTE:** Waived only applies to records that are less than 75 years old. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

#### VI. Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Airports
- Construction projects
- Facilities and Structures
- Inspections
- Roads and Public Walkways
- Sanitation

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#) (Revised 2015)

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
<b>Airports</b>					
Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=petition submitted to DOT		No/No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued		No/No	Notify
<b>Construction</b>					
Construction Project Records	All documents pertaining to project file including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, status reports by staff who supervise construction, concerns of future tenants of facility and all other related project materials.	Event+10 years; Event=Date the construction project is closed		No/No	Waived
Construction Project Records (Historically Significant Structures)	Use for projects pertaining to Historically Significant Structures	Event; Event=Life of the structure (until razed or facility sold)		No/No	Notify

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to state construction projects. <sup>1</sup>	Event+6 years; Event=Termination of municipal ownership of the land		No/No	Notify
Final As-Built Plans for Completed Construction Projects	Final as-built plans and original building drawings for municipal facilities.	Event; Event=life of the structure (until razed or facility sold)		No/No	Waived
Final As-Built Plans for Completed Construction Projects (Historically Significant)	Final as-built plans and original building drawings for municipal facilities.	Event; Event=life of the structure (until razed or facility sold)		No/No	Notify
<b>Facilities and Structures</b>					
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit		No/No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. <sup>2</sup>	Event+30 years; Event=Completion of the project		Yes/Yes <sup>3</sup>	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>WHS Notification</b>
Building and Grounds Maintenance and Service Records	Documents the installation, maintenance, service and history of both installed equipment and commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of installed equipment		No/No	Waived
Certificate of Occupancy	Certificates are issued to property owners upon completion of a project, and declare that the work has been completed according to the plans and specifications and that the building may be occupied for its intended use.	Event; Event=Superseded		No/No	Waived
Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease		No/No	Waived
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities-HVAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years		No/No	Waived
<b>Inspections</b>					
Building Utilities	Applications and accompanying plans for building, plumbing, electrical, ventilation, heating, and air conditioning.	Permanent		Yes/No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>WHS Notification</b>
Building Plan Review and Inspection	Review for commercial, industrial, and other public buildings 25,000 cubic feet or larger. Also, review is needed for any size of school, high-hazard occupancy, and three-unit or larger residential building. The plans should also include energy calculations and erosion control plans. <sup>4</sup>	Event+4 years; Event=Plan approval		No/No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of the appropriate codes. Reports are completed during scheduled inspections of buildings being built or altered.	Permanent		Yes/No	N/A
Inspection Address File	Summary reference to work previously performed. It contains a capsule history of permits issued and contractors who performed the work, and identifies owners.	Permanent		Yes/No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded		No/No	Waived
<b>Roads and Public Walkways</b>					

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Authority</b>	<b>PII/ Confidential</b>	<b>WHS Notification</b>
House Number and Address Change File	Provides official control and reference source for city addresses	Permanent		No/No	N/A
Petitions for Street and Sewer Systems		Creation+2 years		No/No	Waived
State Highway Aids Program Records	Records of state aid pertaining to road maintenance	Creation+7 years		No/No	Waived
Street and Sidewalk Operations File	Record series documenting the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years		No/No	Waived
<b>Sanitation</b>					
Composting Regulations	Documents pertaining to the disposal of yard waste	Event+7 years; Event=superseded		No/No	Waive

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Creation+7 years		No/No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years		Yes/No	Waive
Household Hazardous Waste Collection Center	Accepts paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years		Yes/No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent		No/No	N/A

<sup>1</sup> May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

<sup>2</sup> OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

<sup>3</sup> Medical records in this series are confidential per Wis. Stat. § 146.82.

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<sup>4</sup> Note: The City of Milwaukee and some other municipalities are certified by the state to conduct plan reviews and inspections of new buildings of less than 50,000 cubic feet volume, certain small additions, and alterations of less than 100,000 cubic feet.

# Revenue Records

## Wisconsin Municipal Records Schedule

### I. Scope

This section of the Wisconsin Municipal Records Schedule (WMRS) governs the records retention obligations of municipalities pursuant to [Wis. Stat. § 19.21](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#) and referred to as “records” in this schedule.

This section covers record series that are generally grouped under **Revenue (or tax records.)** The schedule identifies records created by most municipalities and other units of local government and is applicable to all municipal and local unit records regardless of format or media.

The WMRS may not cover all records that are created under this particular section. Additional records schedules may be found in a General Records Schedule (GRS), or may require a separate Records Disposition Authorization (RDA) or local ordinance.

### II. Using this Schedule

Municipalities and other local units wishing to use this schedule must opt in using the [Notification of General Schedule Adoption](#) form (PRB-002). Upon opting in to this schedule, municipalities and other local units may follow the retention times specified and may use the disposition designations to transfer or dispose of their records.

See the [Introduction to the Wisconsin Municipal Records Schedule\(LINK\)](#) for additional information about how to use this schedule. In particular review the conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

### III. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include documents created in word processing programs, those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

#### IV. Personally Identifiable Information (PII)/Confidential Records

Most records do not have access restrictions and are open to the public. However, some records may contain Personally Identifiable Information (PII) and/or be confidential per Wisconsin Statute. Please consult Section V of the [Introduction to the WRMS\(Link\)](#) for a complete discussion about the PII/Confidential column in the schedule, and how to properly care for records that may contain such information.

#### V. Final Disposition of Obsolete Records

Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. To simplify the recordkeeping process for municipalities, the WHS has appraised some of the record series in the WMRS as not providing long term value to the municipality or the state. These are indicated as “Waived” in the WMRS.

- Records designated **Notify** require you send written notification to the WHS before destruction. Details about the notification process are available on the WHS website (link).
- Records identified as **Waived** means that the Wisconsin Historical Society has determined the record series to have low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records once they reach their required retention period.

**NOTE:** Waived only applies to records that are less than 75 years old. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

#### VI. Requirements Specific to Revenue Records

Records in the revenue section pertain to assessment, special assessment, Board of Review, and tax calculation and collection. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the County General Schedule for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules thru municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, [Wis. Stat. § 59.52\(4\)\(c\)3](#) states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. The municipality is responsible for contacting the Department of Revenue in order to get approval for the destruction of their assessment rolls that record forest crop acreage. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
<b>Assessment</b>					
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor	Event+5 years; Event=Life of structure		No/No	Notify
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries	Permanent		No/No	N/A
Taxation Exemption Reports	Reports filed by owners to determine exemption from personal property taxes	Creation+10 years	Wis. Stat. § 70.11	Yes/No	Waive
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment	Creation+7 years		No/No	Waive
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR		No/No	Waive

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
Final Assessment Rolls	Both real and personal property rolls. (see note about Forest Crop Acreage listed in Section VI)	Creation+15 years <sup>1</sup>		Yes/No	Notify
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years		No/Yes Confidential per Wis. Stat. § 70.35(3)	Waive
<b>Board of Review</b>					
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal		Yes/No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk.	Event+7 years; Event=Final action of Board of Review or completion of appeal	Wis. Stat. § 70.47(8)(f)	No/No	Waive
Notice of Determination	Final decisions that sent to property owners.	Event+7 years; Event=Final action of Board of Review or completion of appeal	Wis. Stat. § 70.47(12)	No/No	Waive

Record Series Title	Series Description	Retention and Disposition	Authority	PII/ Confidential	WHS Notification
Minutes	Record of all proceedings of the board of review.	Creation+7 years	Wis. Stat. § 70.47(5)	Maybe/No, may contain PII about meeting attendees	Notify
<b>Special Assessments</b>					
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid.	Creation+2 years (provided report is on file with public works project record)	Wis. Stat. § 66.0703(4)	No/No	Waive
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See s. 66.0703 (5) for more information.	Creation+2 years (provided report is on file with public works project record)	Wis. Stat. § 66.0703(5)	No/No	Waive
Final Resolution	Final authorization of special assessments.	Permanent	Wis. Stat. § 66.0703(8)(d)	No/No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments		No/No	Waive

Tax Calculation and Collection					
Statement of Taxes	Combined record of calculations used to set final taxes	Permanent		Yes/No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit		No/No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years		No/No	Notify
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded		Yes/No	Waive
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm		Yes/No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes	Creation+15 years (Retain with tax roll)		Yes/No	Waive

Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit		No/No	Waive
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<sup>1</sup> Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

## Public Health & Safety Committee

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### Approved Minutes

1. Called to Order: 7:09
2. Roll Call: Members present — Jim Rogers, Josh Sotos, Felice Borisy-Rudin, and by telephone, Bill Muehl; Staff present — Chief Aaron Chapin.
3. Note compliance with open meeting law.
4. Jim Rogers approved prior meeting minutes (January 2018), Josh Sotos seconded. All in favor 4:0.
5. Discussion of body worn camera policy. Chief Chapin presented revised body worn camera policy. Committee provided feedback on policy. Bill Muehl moved to accept the new body worn camera policy with revisions as discussed. Josh Sotos seconded. Motion discussed. Committee decided to table the motion. Trustee Borisy-Rudin moved to recommend that the finalized policy be presented to the Board along with the proposal for the body worn camera purchase. Bill Muehl seconded. All in favor 4:0.
6. Body worn camera purchase recommendation. Chief Chapin recommends purchase of 2 or 3 L3 Mobile-Vision body worn cameras, which will be configured to work with our in-car cameras, and can be configured to be triggered when the in-car cameras are triggered. Cost for 3 cameras with trigger boxes and extended warranty would be \$3,522.00. Each camera costs \$675, each trigger box costs \$150, and each extended warranty costs \$349. Chief Chapin asked committee for feedback on whether to purchase the warranty. L3 BWCs are still in beta testing.
7. Discussion of Department access control and video system. Chief Chapin recommends purchase of the Capital Fire and Security system at a cost of \$10,520 for access control and \$13,556 for security cameras, for a total cost of \$24,076. Capital Fire and Security would also provide interoperability between UWPD and SHPD and would include 11 cameras in various locations inside and outside the department. The access control system would replace our current system and addition access control to two additional doors. Jim Rogers moved to recommend purchase of the Capital Fire and Security system. Josh Sotos seconded. 4:0.
8. Tabled discussion of ordinance to allow PD to dispose of unclaimed property.
9. Update on Police activity. Chief Chapin emphasized that all of the cars in the Village that have been recently stolen had their keys in the car. Chief Chapin also discussed incident at Shorewood Hills Elementary School. Chief Chapin also discussed how MMSD's focus on

Monday, March 5, 2018

having all students entering through main entrance will change traffic flow, putting more flow and backup on Shorewood Boulevard. PD still involved with death investigation of heroin overdose that occurred in Village. Chief Chapin highlighted trainings attended by Officers.

10. Chief Chapin reported on hiring, which is in final stages, just waiting for results of psychological evaluation.
11. Update on EMS/Fire activity tabled.
12. Review of Committee's function & purpose.
13. Next meeting 7 pm, April 2, 2018. Agenda items: ordinance for disposal of unclaimed property, update on Police activity; update on EMS/Fire activity; final update on part-time officer hiring process; anything else that Chief Chapin considers appropriate.

Meeting adjourned 9:38 pm.

Submitted by Trustee Felice F. Borisy-Rudin

## Public Health & Safety Committee

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### Draft Minutes

1. Called to Order at 7:04 pm:
2. Roll Call: Members present — Trustee Felice Borisy-Rudin, Tim Crisp, Bill Muehl, Josh Sotos, Cara Silverman, Jeremy Tunis; Staff present — Village Administrator Karl Frantz, Police Chief Aaron Chapin; Excused - Jim Rogers.
3. Note compliance with open meeting law.
4. Bill Muehl moved approval of prior meeting minutes (March 2018). Josh Sotos seconded. All in favor, 6:0.
5. Discussion of Trustee Borisy-Rudin’s upcoming resignation as Trustee.
6. Update on hiring. Chief Chapin reports that two part-time officers were hired, Shawn Allbaugh (a new graduate, who will require field training), and John Magianot (formerly a Dane County Sheriff’s Office deputy, who worked in the jail, who will also require field training). The department also needs the seasonal CSO position filled, and the position has been posted. Eventually, we will need to hire a full-time CSO as well.
7. Discussion and possible action on Ordinance L-2018-1, for disposal of unclaimed property. Chief Chapin reports that evidence and abandoned property are high liability issues. The evidence room has limited space, so we need to remove items as soon as is appropriate. Certain items need to be destroyed. Other items may have other uses. In years past, we donated bicycles to charity. However, by state law, in order to dispose of property in any way other than by selling or destroying, we must have an ordinance. Wis. Stat. Sec. 66.0139(2), Disposal of abandoned property, states that “A political subdivision may dispose of any personal property which has been abandoned, or remained unclaimed for a period of 30 days, after the taking of possession of the property by an officer of the political subdivision by any means determined to be in the best interest of the political subdivision.” It also requires that “any means of disposal other than public auction shall be specified by ordinance.” In addition, Wis. Stat. Sec. 968.20, Return of property seized (1) provides that “Any person claiming the right to possession of property seized pursuant to a search warrant or seized without a search warrant, except for an animal taken into custody . . . or withheld from its owner . . . may apply for its return,” and “Property not required for evidence or use in further investigation, unless contraband or property covered under sub. (1m) or (1r) or s. 173.12 or 968.205 . . . , may be returned by the officer to the person from whom it was seized without the requirement of a hearing.”

Monday, April 2, 2018

**ACTION ITEM:** Bill Muehl moves to recommend that the Board adopt Ord. L-2018-1, as revised below. Josh Sotos seconds. “5.07 Abandoned or Unclaimed Property. Except as otherwise provided by law, personal property in the possession of the Police Department which has been abandoned or remained unclaimed for a period of 30 days after the taking of possession of the property by the Police Department, as specified in Wis. Stat. sec. 66.0139(2), may be disposed of by any means determined by the Chief of Police in his or her discretion.” All in favor 6:0.

8. Discussion of revised pursuit policy. Chief Chapin reports that there had been a pursuit that started at the University and Ridge area but went throughout the City of Madison, eventually crashing on Chandler. The original reason for the stop had been minor, no headlights or a registration violation. The suspected driver had a history of minor drug violations. After the pursuit came up, Chief Chapin reviewed it, and discovered several problems. First, the Shorewood Hills officer involved had no back-up, because all the other municipalities that usually provide back-up have pursuit policies where policy is only allowed when the initial reason for the pursuit is a felony. Second, there have been local pursuits in the past where the driver of the vehicle being pursued died as a result of the pursuit. Third, pursuit creates risk to the officer involved as well. Chief Chapin wants engagement to happen only when the officer believes there is a significant danger to society, and presents revised policy to Committee.
9. Chief Chapin received activity report shortly before meeting, and plans to provide copies of the report to committee members electronically.
10. Possible topics for next meeting: Review of activity report; Update on access control and camera system; Policy & Procedure discussion; Review mission and purpose of PH&S committee; renewal of appointments of committee members.
11. Next meeting date and agenda items to be determined after new Trustee assigned to PH&S committee.
12. Adjourn.

Minutes respectfully submitted by Trustee Felice Borisy-Rudin 04/13/2018.

**Heiden Haus Committee Minutes**  
**Village of Shorewood Hills**  
Monday, March 5, 2018  
Village Hall – 810 Shorewood Blvd.

1. Meeting called to order at 6:34 pm by committee chair Anne Readel.
  - **Roll Call:** Members Present: Tracy Koziol, Tracey Bailey, Santhia Brandt, Lucy Richards, and Anne Readel. Approximately 40 residents attended.
  - **Compliance with Open Meeting Law:** The meeting was properly posted.
  - **Approval of Minutes.** No minutes were submitted for approval.
  
2. **Listening Session.**
  - **Colman Robbins.** Speaking on behalf of younger population, he loves the history of the Heiden Haus. He would like a similar architectural structure but with updated bathrooms, upgrades to the structure, and maintenance. He is concerned about lights and bright lights for nearby residents. He plays baseball and wants to know if we're eliminating baseball at this time. He would like to make sure we have a backstop available.
  - **Kathy Acher.** She has live here for 35 years. She feels the project has gotten out of hand and that we don't need the structure. She would like to have updated bathrooms and to have them maintained, but feels the pavilion isn't necessary. She is not sure how the ideal evolved that far and likes the structure the way it is.
  - **Markka?** She agreed with everything Cathy said. She feels that any money that goes to the pavilion should go to Community Center updates.
  - **Dan Nogera.** He agrees with everything Cathy said. He thought we were going to fix the Heiden Haus. He does not see a need for a large pavilion or a need to change the function of the location. He doesn't think that adding more buildings on a school yard is the best thing with security concerns. He thinks we are crowding the space with more buildings
  - **Mark Redsten.** He is a neighbor of the green space and uses it frequently. He feels the plan is way out of scale for the location. He don't understand the need for a permanent structure when we have temporary structures. He would like a process to discuss this along with other facility updates. He pointed out that if we're making a big investment in an undeveloped part of our Village, why don't we look at those facilities or other spaces that are in need of attention instead. He would like for the Village to create a Village-wide Master Plan. He stressed the space is so special to a lot of people, such as Land Rec, dog walkers, ad soccer players. He wants the Committee to be careful and slow with how we develop this space.
  - **Fritz Gruetzer.** He believes the Heiden Haus needs upgrading. He was concerned that three big beautiful trees look like they'd come down. He would like for the plans to be more considerate of the trees there.
  - **Kate LaRock** – Talked about all the other structures in the Village that need repair. Given the track record of maintenance, why wouldn't this building also deteriorate? She is worried that it will also deteriorate like the other buildings.
  - **Jess DeVito.** She understands what everyone is saying but thinks the building needs an upgrade and that improved drainage of the fields should be addressed.
  - **Peter Wickman.** He agrees with Jess. He ran Land Rec. in the past. A big complaint was inadequate shade. They tried a tent structure and umbrellas, but they weren't adequate. He would appreciate a mixed use of that space.

- **Julie Eichorn.** Their family are big skaters. She stressed that if we don't fix the rink itself, we won't get as many days for skating. If we planned to develop something, she would like light switches that could turn off or dim. It is probably frustrating when the lights are on all night. She noted that the bathrooms are disgusting, especially in the winter. She agrees with updated bathrooms.
- **Nancy Holyoak.** She believes that everyone is on board with bathroom updates and updating the structure, and with providing some shade. She thinks there has been mission creep from wanting shade cover, to rain cover, to a structure that holds a large number of people. She thinks that most of the reaction has to do with the size of the roof and what is on the ground. She thinks people can always have a picnic without a roof. She is also concerned with aesthetics– the Heiden Haus has a nice north woods feel. It feels like the Village. What the architects have done is metal, plastic, and rock – it feels like a bus stop. She is fine with a structure for shade but wants it more in keep with the existing Heiden Haus. Since the size of the roof dictates the number of bathrooms, if you shrink the roof size, less bathrooms. She is also concerned with communication within the Village– the committee name doesn't describe how big this has become. She thinks the name of the Committee should be changed to the Pavilion Committee.
- **Farah Kaitzkow.** She lives here with her kids and grew up here. She don't like the idea of permanent shade. It is only warm here 2 months out of the year. Temporary shade is easier to take away. She love the Heiden Haus and the way it looks, but wants it to be renovated.
- **Jane Tamorack** – She has lived here almost 30 years. The Heiden Haus is part of our history and historic being related to the Heidens. It would be a shame to tear it down. If we tear down all the buildings, we won't have any charm left. She wants us to pay attention to the materials that are being used and the aesthetic. She is not against need for more shelter or better bathrooms. She requests that we explore keeping it similar and not getting beyond what we need. Some functions overlap with other buildings so perhaps resources could be spent on those spaces.
- **Sally Cordon.** She noted that the Committee may be surprised with the response since we spend so much time on the project that it seems everyone knows about it. She noted it was surprising how many people had no idea about this. She looked at the Master Plan for the School and liked the little canvas structure so she didn't say anything at the time and was not aware she could attend meetings. She went to the open house and there wasn't much online. She thinks that is the reason why there wasn't much prior knowledge. She's been told that the Committee has been working on it for months but on the other hand, it seems like it's a speeding train in a short period of time. She is not sure if it had ever occurred to anyone that it might have been nice to reach out to at least one person that lived next door. She wished we had done that. This proposal is huge compared to what is there now. She is disappointed by the process.
- **John Voegli.** Greatest concern is that we seem to be losing green space. School just put on a big elevator. University is threatening to take on the U Bay Fields. We need to be careful we don't build more than we need. We can de-escalate as well. For some of the folks that live across the street, it's an open space, you don't see buildings. Look to see if we can scale it back. Right now it's a pretty charming building. Even if you don't use that place, it's the center of the Village and our green space.
- **Peggy Scallon.** What we potentially gain are traffic, noise, trash maintenance, potential disturbances, gravel, hard-scaping, reduced openness, reduced freedom, reduced grass, reduced trees. Supports upgrading the Heiden Haus, but don't support the pavilion. She has a history with working with Land Rec.

- **Sue Denholm.** She was paying attention but was taken aback with the large hardscape. He noted that we have handicap accessible bathrooms across the street that are underutilized. She wanted to know if we can block off the street for the 4 hours for things like food carts. She thinks that we have these structures that are underutilized. When saw how big the bathrooms were she was surprised. She is excited about upgrading the building and area in general.
  - **Rosanne Clark.** She has lived in the Village for almost 20 years. Green space is important and other buildings need upkeep. Community space can be used by Land Rec and so can the fire house. Shorewood baseball could be resurrected with the green space. The traffic and lights would be horrible. Appreciates the hard work and feels important to go back to the original mission to renovate the original Heiden Haus. We are a tree city and need to maintain the green space and not have a huge pavilion. She wants something temporary.
  - **Akila?.** She noted that Land Rec is a temporary program. Some kind of shade would be good but putting a structure that's permanent and too large is excessive. 5 bathroom are not warranted. She is also concerned that it may be rented in the future. She is concerned with traffic and safety. How safe would it be if you rented out the space? Having a permanent structure there makes renting possible (even if not currently intended) – could we give an assurance that wouldn't happen in the future?
  - **Margaret Kauffman.** If you have a permanent structure but it's open it would attract people to hang around it. That's a bad idea. She agrees with most other things people said. She can see it from her house and likes the open space. Shoe doesn't want it to act as a magnet for loiterers.
  - **Carol Schluder.** Heiden Haus is iconic but bathrooms are awful. Can we retain the Heiden Haus house but add decent bathrooms?
  - **Jeannie Robberts.** She would like 2 new bathrooms that are both unisex so it wouldn't change the footprint.
3. **Feedback.** Tracy gave a brief overview of the process. She hired ZDA architecture to create a master plan. They used the plan to make improvements to the playground. After that, the Heiden Haus was the next step. ZDA wasn't very responsive so the Village contracted with Vierbrecher, who did the bike path, who then subcontracted with Context. They started discussing ideas with us. There were eventually six different plans that the Committee wasn't happy with it. The number of bathrooms is driven by the size of the pavilion. We eventually had a plan that the Committee thought it could share. We are now getting feedback on that plan. The plans have been vetted through the Board, who is overseeing this and will need to approve of the final plans. Maintenance is a big issue and we would want to create a maintenance fund. We're doing a 50-70 year project. We're continuing to talk, change the plans, and find a consensus.
4. **Input from other Village Organizations** – Tracy talked with Presidents of the various community groups (League, Foundation, Garden Club, and Fire & EMS) and wants to know what their opinions are. They will circle back on this and let us know their thoughts.
5. **Committee Discussion of Feedback.** The Committee believed that there had been a lot of misinformation. It noted the following resident concerns:
- Traffic, noise, parking, behavior (safety).
  - Felt this was more than just Land Rec and other gatherings. Thinking of sports and larger Village events. How do we continue doing what we do here but allow people to stay there longer?
  - Preservation of green space and trees

- Materials and building (look and feel) – not consistent with the area.
- Maintain an aesthetic
- Do we need it or not? Are we fine with what we have?
- Thinks there is some need. Love the look and feel of the Village. Think that as a mom and neighbor, when we go to the food carts, they would like a gathering space. Would like something a little more functional but likes a dedicated spot to go and gather that is more than what is there. Heiden Haus does need updates.
- Scale. Size of the concrete space and structure.
- History – need to be consistent with the history
- Why put money here versus other places in the Village. Where is the money coming here?
- Poor communication with the community. Want more inclusion.
- How we got to the current design (covered in the introduction).
- Solution for a very temporary need (Land Rec)
- Concerns with future use and rental.
- Is there a need?:
  - General feeling that renovation, refurbishment of the bathrooms – no opposition to that. General agreement that building needs some work and it is used. Some of the function needs to be improved. Bathrooms need to be improved. Fields need to be improved – want better functioning fields (preserve skating, baseball, soccer, spontaneous play).
- Is there a need for the pavilion is the question.
  - Wants to discuss shade. Agora in Fitchburg has a shade pavilion. Don't want to be in the sun. There can be less permanent and less scale. Ongoing issue with land rec is shade. Sink for them to use is an asset.
  - Bathrooms, what do we want to do with the bathrooms. What if we looked at something like 3 family bathrooms, unisex. Scale the bathroom down a little – where does that take us?
- Concerned about losing green space. Need to hang on to it.
- Gathering space and idea of it is what people really love. No one said I'm so happy to have a building. They want a space to gather.
- What would help – feedback from residents on what people like about the plan and not just don't like. What would the plan add the value.

The Committee is open to having a few additional members appointed to the Committee but would like the Board to make those selections. The Committee isn't going to meet until additional appointments are made.

**6. Adjourned.** The Committee adjourned at 8:20 pm.