



NOTICE

PLEASE TAKE NOTICE that meetings of the **COMMITTEE OF THE WHOLE and REGULAR VILLAGE BOARD MEETING** will be held in the 2ND Floor of Village Hall, 3930 N. Murray Avenue, Shorewood, Wisconsin, on **Monday, July 15, 2019** at the times listed below:

COMMITTEE OF THE WHOLE, 6:00 P.M. – Committee Room

1. Discuss vehicle and equipment replacement standards. (est. 15 min)
2. Discuss staff updates on fleet usages. (est. 15 min)
3. Discuss updates to the 2020 fee schedule. (est. 15 min)
4. Discuss outstanding items related to prioritization. (est. 30 min)

REGULAR MEETING OF THE VILLAGE BOARD, 7:30 P.M. – Board Room

Public comments on items not on the agenda are permitted and welcome at the beginning of the Village Board meeting under “Citizens to be Heard.” Public comments on agenda items may be invited after the item has been open to discussion. Members of the Village Board will review the item and speak first. Individual speakers should raise their hand so they may be recognized by the Village President following the Board discussion and are asked to begin their comments by stating their name and address. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings.

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Special Order of Business
 - a. Consider scope for Police Station Phase 2B.
 - b. Consider Memorandum of Understanding for Crossing Guard Services with Shorewood School District and agreement for crossing guard services.
5. Citizens to be heard – This item is for matters not on the agenda. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings.
6. Consent Agenda Items (Items under the consent agenda may be acted upon by one motion. If in the judgment of any Village Board Member, a consent agenda item needs discussion, the item can be placed in the items removed from the consent agenda.)
 - a. Presentation of Accounts – July 15, 2019
 - b. Consider Committee of the Whole and Village Board Meeting minutes – July 1, 2019
 - c. Consider agreement for financial advisor services (meeting #3).
7. Items Removed from the Consent Agenda.
8. Public Hearing(s) – none.
9. New Business
 - a. Consider Application for Special Privilege Approval for a building in the public right of way at 4600 N Wilson Dr.
 - b. Consider Addendum One to MOU between CDA and Village of Shorewood.
 - c. Consider utility billing policy on unintended use.

- d. Consider legislation limiting the sale and use of vaping devices, accessories to minors and prohibiting smoking and vaping in public spaces.
 - e. Consider prioritization of 2020 initiatives.
10. Reports of Village Officials
- a. Village President
 - i. Appointment of Guy Johnson to North Shore Fire Department Foundation Board.
 - c. Village Trustees
 - c. Village Manager
11. Items for Future Consideration
12. Adjournment

DATED at Shorewood, Wisconsin this 11th day of July, 2019.

VILLAGE OF SHOREWOOD
Sara Bruckman, CMC/WCMC
Village Clerk

Should you have any questions or comments regarding any items on this agenda, contact the Manager's Office at 847-2702.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD



Agenda Item: Municipal fleet and equipment needs update

Date: July 15, 2019

Presenter: Mark Emanuelson

Department: Finance

History

As part of the 2019 budget process there were a number of questions raised about how staff determines which pieces of equipment need to be replaced each year, as well as how the Village uses the various vehicles and equipment included in the capital asset schedules. To help address these questions, staff engaged in two major process enhancements in preparation for the 2020 budget cycle.

First, was the development and implementation of a new equipment replacement rating process. This included both a formal equipment replacement criteria scoring scale and a multi-factored rating system which can be used to help evaluate each vehicle or other types of major equipment. Staff has also created individual fact sheets on all municipal vehicles and major DPW equipment with this data.

The second major process enhancement was to further enhance the “critical use factor” metric of the rating system, as well as the questions related to how the Village uses these items, by integrated a listing of the primary and secondary functional uses for each piece of equipment into the capital asset schedules.

The equipment replacement guidelines appendix A also includes a listing of the codes used to identify the various functional uses coded that have been added to the capital asset schedule. *(both attached)*

Agenda Item Discussion

This material is being presented in advance of the 2020 budget process to give stakeholders an opportunity to review and become familiar with these new enhancements.

The attached capital asset schedules are preliminary, and have not yet been finalized in preparation for the 2020 budget process.

Community and Business Outreach – N/A.

Fiscal Impact – N/A

Action Required / Recommended – N/A

Attachments –

Capital Asset schedules
Equipment replacement guidelines appendix A
Individual Equipment fact sheets



Title:	Vehicle and Equipment Replacement Standards
Authority:	Government Finance Officers Association (GFOA) American Public Works Association (APWA) Ford Fleet Services (Hendon Media Group) Digicorp (Best practices – IT infrastructure)

Staff has implemented the following standards for the purpose of establishing guidelines for the evaluation of the Village's equipment replacement needs by department heads for budgetary requests and planning purposes.

Purpose

The Shorewood Village Board recognizes the value in being a financially responsible and well governed community which maintains a long-range, disciplined view of the future. As part of those objectives, it is imperative that the Village effectively maintains and manages various equipment replacement programs. This is done to help insure that staff is utilizing safe and reliable equipment; to minimize the likelihood of significant equipment failures and the need for emergency or excessive repair costs; and to manage these needs in a consistent and fiscally sustainable manner for budgetary purposes.

As such, staff has adapted these guidelines to help assess the equipment replacement needs of the Village for budgetary requests and planning purposes.

Vehicle and Equipment Replacement Guidelines

1. Staff shall use a multi-factor rating system adapted from the standards of the APWA Vehicle Replacement Guide to annually reevaluate the replacement rating scores for all municipal vehicles and heavy equipment. (see appendix A)
2. Staff has identified the both primary and secondary uses for all vehicles and heavy equipment as an additional tool to help assess the Village's fleet needs and the critical use factors assigned to each item as part of the replacement rating metrics. (see appendix A)
3. Staff will make every effort to not to defer the replacement of vehicles and equipment until it becomes a critical (immediate) need, as it can typically take more than one year to order and take delivery of replacement equipment from the beginning of the budgetary process.
4. Staff shall not replace any equipment that does not rate as "qualifies for replacement" or higher during the annual condition assessment process except due to unexpected catastrophic equipment failure or damage.
5. All IT infrastructure is critical to municipal and governing operations and shall be maintained and scheduled to be replaced within general industry standards. Contracted IT staff shall review the equipment scheduled to be replaced to determine equipment's condition and need for replacement.

Equipment Replacement Guidelines - Appendix A

VEHICLE REPLACEMENT CRITERIA

Score	Replacement assessment
20 +	Needs Immediate Replacement
13-19	Qualifies for Replacement
9-12	Good
< 9	Excellent to Very Good

DPW VEHICLE FUNCTION CODES

ADV	Assistant Director Vehicle
BC	Beach Cleaning
BD	Clear / Salt Buisness District
BDL	Buisness District Landscaping
BE	Beach Testing
BR	Brush Collection
CB	Catch Basins
CC	Clear Corners
CEL	Celebrations
CL	Collect Leaves
CO	Collections
CS	Clean Sanitary Lines
CW	Clear / Salt Public Walks
DV	Director Vehicle
EV	Exercise Gate Valves
EVT	Community Event Support
FH	Flush Hydrants
GF	General Forestry
HM	Hydrant Maintenance
HT	Hazardous Treet Inventory
HVAC	Maintain HVAC Systems
IN	Install / replace signs
MB	Barricades
MCBM	Misc. Building Maintenance
MCW	Winter Miscellaneous
MM	Water Meter Maintenance
MR	Water Meter Replace/Repair
MT	DPW Vehicle Maintenance
PA	Plow Alleys
PGL	General District Landscaping
PKS	General Parks
PL	Salt / Plow Lots
PR	Pruning
PSS	Plow / Salt Streets
RL	Repair Lines
RM	Read Meters
RV	Repair/Replace/Install Gate Valves
SADM	Sewer Administrantive
SCW	Special Collections
SLM	Street Lighting Maintenance
SM	Repair Sanitary Manholes
SMC	Miscellaneous Sewer Mains
STM	Street Maintenance
SW	Street Sweeping
TCM	Traffic Control Maintenance
TI	Tree Inventory
TR	Tree Removal / Stumping
TV	Televise Lines
UL	Utility Locate - Electric
WADM	Water Administration
WMB	Main Break (Water)
WMT	Water Meter Testing
WUL	Water Utility Locating
YW	Yard Waste

VEHICLE / EQUIPMENT RATING FACTORS

1. VEHICLE / EQUIPMENT AGE FACTOR

Points	Age (DPW)	Age (Police)
5	Greater than 15	Greater than 5
4	13 – 15	5
3	10 – 12	4
2	7 – 9	3
1	4 – 6	2
0	0 – 3	0 – 1

2. VEHICLE / EQUIPMENT CRITICAL USE FACTOR

Points	Type of Use
5	Frontline / Special Purpose Built
4	Heavy Duty / Multi-Purpose
3	Medium Duty / Multi-Purpose
1	Standard Duty / Support Vehicle

3. VEHICLE / EQUIPMENT MILEAGE or HOURS FACTOR *

Points	Mileage (if measured)
5	Greater than 100,000
4	70 - 99
3	50 – 69
2	30 – 49
1	Less than 30,000

Points	Hours (if measured)
5	Greater than 8,000
4	6,000 – 8,000
3	4,000 – 5,999
2	1,000 – 3,999
1	Less than 1,000

** Police patrol squads use both a "hard mileage" amount, plus a "soft mileage" factor for engine idle time when reporting total vehicle miles.*

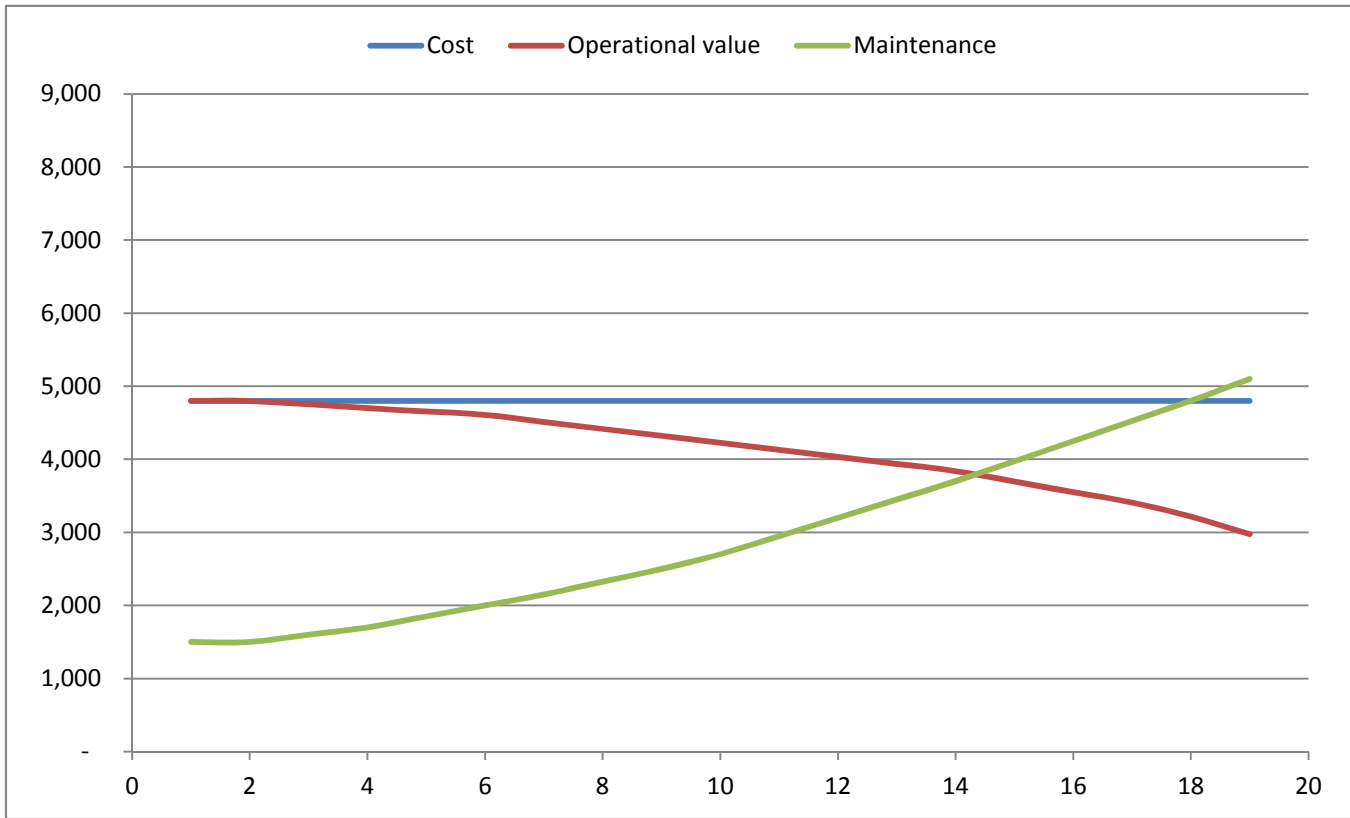
4. VEHICLE / EQUIPMENT OVERALL CONDITION RATING

Points	Vehicle Condition
5	Poor
3	Fair
1	Good
0	Excellent

5. VEHICLE / EQUIPMENT MAINTENANCE COST FACTOR

Points	Annual Maintenance Cost
5	Greater than \$5,000
4	\$3,000 - \$5,000
3	\$1,000 - \$2,999
2	\$500 - \$999
1	Less than \$500

Typical Capital Equipment Lifecycle



Cost - Average capital cost of equipment (purchase price / usefull life)

Operational Value - The Value of capital equipment declines over time as the equipment's performance, reliability, condition, and other factors will impair the optimal use of the equipment.

Maintenance - These costs increase over time as the frequency and significance of the repairs needed to keep the equipment in service, in addition to routine maintenance costs, will continue to rise as the equipment nears the end of it's usefull life.

Usefull Life - The timeframe where the likely maintenance and repairs costs start to exceed the operational value of the equipment.

General Guidelines on Computer Replacement

July 15, 2019

This document seeks to provide general guidance on maintaining a computer replacement schedule for a public or private entity. The point of view being taken considers a smaller organization, with less than 250 computers.

A couple of assumptions will be made related to the computers and operating systems. For this discussion, it is being assumed the computers are considered “commercial” or “business” class, and are running a Windows Operating System.

The starting point for assessing a computer’s viable lifecycle is the manufacturer’s warranty. Digicorp typically recommends PC’s and Laptop’s that are covered for 3 years. If there is a system issue during that time, the manufacturer will repair or replace the unit. Warranties can be extended upfront to four or five years, but the residual value of the computer in the 4th or 5th year is usually minimal, so you could argue the upfront cost is not worth it.

Industry experts generally agree that the useful life of a computer is from 3 to 5 years. Perhaps the most important factor determining whether a computer will still be viable in 3 to 5 years is its intended use. Most business computers are tasked with running multiple applications, and having those application open and available simultaneously. Over time, the resources required by the applications typically increases, while the performance of the computer and efficiency of the operating system decline over time. Eventually, the system performance can degrade to the point of costing the user productivity.

Conversely, if a computer system has a single purpose, such as running a simple HVAC monitoring and reporting software, that system could be extended beyond 5 years. Eventually, the Microsoft operating system will go end-of-life, and support and security updates will no longer be available. This would be another reason a system would need to be replaced.

Basic, proper maintenance and applying best practices will extend the life of a computer system. The computer operating system should be updated/ patched on a regular basis. Computer systems should be shut down completely, and restarted regularly. This helps the operating system perform optimally. System software such as drivers, bios, and antivirus/ antimalware protection should also be consistently maintained. The environment the system lives in will also play a role in lifespan. Dirt, dust, and high temperatures all will reduce the useful life of a system, with system components more likely to fail under these conditions.

In summary, most computers have a useful life of 3-5 years. What the computer is being asked to do, where it is doing it, and how it is being maintained all play a role in determining when a system will need to be replaced.

VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD



Agenda Item: Municipal fleet and equipment usage update

Date: July 15, 2019

Presenter: Mark Emanuelson

Department: Finance

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2020 - 2029 Financial Plan
Capital Asset Vehicles Inventory

7/8/2019

Dept	ID#	Year / Make / Model	Description	Function 1	Function 2	Year Purchased	Expected Life	Replace Cost	Critical Use	Replace	Replace	Year													
				(Primary)	(Secondary)				Criteria	Metric	Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Police	901	2018 FORD EXPLORER	UNMARKED	n/a	n/a	2018	6	50,000	MD / Multi Purpose	6	2023	-	-	-	-	50,000	-	-	-	-	-	-	50,000	-	
Police	902	2016 FORD EXPLORER	PATROL VEHICLE (UNMARKED)	n/a	n/a	2016	4	60,000	Frontline / Special Purpose	16	2020	-	60,000	-	-	-	60,000	-	-	-	-	60,000	-	-	
Police	903	2018 FORD EXPLORER	PATROL VEHICLE	n/a	n/a	2017	4	60,000	Frontline / Special Purpose	9	2021	-	-	60,000	-	-	-	60,000	-	-	-	-	60,000	-	
Police	904	2015 CHEVY TAHOE	PATROL VEHICLE	n/a	n/a	2015	4	60,000	Frontline / Special Purpose	18	2020	-	60,000	-	-	-	60,000	-	-	-	-	60,000	-	-	
Police	905	2018 FORD EXPLORER	PATROL VEHICLE	n/a	n/a	2018	4	60,000	Frontline / Special Purpose	8	2022	-	-	-	60,000	-	-	-	60,000	-	-	-	-	60,000	-
Police	906	2017 CHEVY TAHOE	PATROL VEHICLE	n/a	n/a	2017	4	60,000	Frontline / Special Purpose	11	2021	-	-	60,000	-	-	-	60,000	-	-	-	-	60,000	-	
Police	907	2013 CHEVY TAHOE	UNMARKED	n/a	n/a	2013	6	50,000	MD / Multi Purpose	15	2020	-	50,000	-	-	-	-	-	50,000	-	-	-	-	-	
Police	908	2017 JEEP WRANGLER	PARKING CHECKER	n/a	n/a	2016	10	50,000	SD / Support Vehicle	12	2026	-	-	-	-	-	-	-	50,000	-	-	-	-	-	
Police	909	2018 FORD EXPLORER	UNMARKED	n/a	n/a	2018	6	50,000	MD / Multi Purpose	6	2023	-	-	-	-	50,000	-	-	-	-	-	-	50,000	-	
Police	910	2014 CHEVY TAHOE	PATROL VEHICLE	n/a	n/a	2014	4	60,000	Frontline / Special Purpose	22	2019	60,000	-	-	-	60,000	-	-	-	-	60,000	-	-	-	
Police	911	2015 CHEVY EQUINOX	UNMARKED	n/a	n/a	2015	6	50,000	MD / Multi Purpose	11	2021	-	-	50,000	-	-	-	-	-	-	50,000	-	-	-	
								610,000				60,000	170,000	170,000	60,000	160,000	120,000	120,000	160,000	110,000	120,000	220,000	60,000		
Planning	201	2014 CHEVY CRUZ	INSPECTIONS	Inspector	n/a	2014	10	35,000	SD / Support Vehicle	7	2025	-	-	-	-	-	-	35,000	-	-	-	-	-	-	
Planning	202	2015 CHEVY CRUZ	INSPECTIONS	Inspector	n/a	2015	10	35,000	SD / Support Vehicle	7	2026	-	-	-	-	-	-	-	35,000	-	-	-	-	-	
								70,000				-	-	-	-	-	-	-	35,000	35,000	-	-	-	-	
DPW	45	2000 GMC C5500	STREETS - 5 CY DUMP	STM	MCW	1999	15	60,000	MD / Multi Purpose	18	2019	60,000	-	-	-	-	-	-	-	-	-	-	-	-	
DPW	54	2019 Western Start 4700 SB	STREETS - 10 CY DUMP BODY	STM, PSS, CL	WMB, RV, SM,	2019	15	175,000	HD / Multi Purpose	6	2034	-	-	-	-	-	-	-	-	-	-	-	-	-	
DPW	47	2007 FORD TRUCK	FORESTRY - 6 CY DUMP TRUCK	GF, TR	PA	2006	15	60,000	MD / Multi Purpose	12	2021	-	-	60,000	-	-	-	-	-	-	-	-	-	-	
DPW	57	2007 GMC 7500 TRUCK	STREETS - 7 CY DUMP TRUCK	STM, PSS	WMB, RV, SM,	2007	15	175,000	HD / Multi Purpose	13	2024	-	-	-	-	-	175,000	-	-	-	-	-	-	-	
DPW	58	2008 INTERNATIONAL 7300	STREETS - 7 CY DUMP TRUCK	PSS, STM	WMB, RV, SM,	2008	15	175,000	Frontline / Special Purpose	17	2022	-	-	-	175,000	-	-	-	-	-	-	-	-	-	
DPW	59	2008 INTERNATIONAL 7300	STREETS - 7 CY DUMP TRUCK	PSS, STM	WMB, RV, SM,	2008	15	175,000	Frontline / Special Purpose	16	2025	-	-	-	-	-	175,000	-	-	-	-	-	-	-	
DPW	50	2014 INTERNATIONAL 4300	HOOK LIFT w/ 8 CY DUMP	BR, CL	PSS, MCW	2014	15	150,000	HD / Multi Purpose	8	2028	-	-	-	-	-	-	-	-	-	150,000	-	-	-	
DPW	44	2016 FORD F-550	2 TON SERVICE TRUCK - Forestry	BR, PR	PA	2015	15	60,000	MD / Multi Purpose	8	2029	-	-	-	-	-	-	-	-	-	-	-	60,000	-	
DPW	70	2005 OTTAWA SPOTTER (shared)	SPECIALTY EQUIPMENT	CO, SCW	n/a	2011	12	50,000	Frontline / Special Purpose	16	2025	-	-	-	-	-	-	50,000	-	-	-	-	-	-	
DPW	71	2018 MAC GARBAGE TRUCK	REFUSE COLLECTIONS 20 CY	CO, YW, SCW	n/a	2017	12	250,000	Frontline / Special Purpose	9	2030	-	-	-	-	-	-	-	-	-	-	-	-	250,000	
DPW	72	2018 MAC GARBAGE TRUCK	REFUSE COLLECTIONS 20 CY	CO, YW, SCW	n/a	2017	12	250,000	Frontline / Special Purpose	10	2030	-	-	-	-	-	-	-	-	-	-	-	-	250,000	
DPW	73	2018 MAC GARBAGE TRUCK	REFUSE COLLECTIONS 20 CY	CO, YW	n/a	2017	12	250,000	Frontline / Special Purpose	10	2030	-	-	-	-	-	-	-	-	-	-	-	-	250,000	
DPW	74	2018 MAC GARBAGE TRUCK	REFUSE COLLECTIONS 20 CY	CO, YW	n/a	2017	12	250,000	Frontline / Special Purpose	11	2030	-	-	-	-	-	-	-	-	-	-	-	-	250,000	
DPW	24	2008 CHEVY COLORADO	COMPACT PICK-UP TRUCK	MCBM, HVAC	n/a	2008	12	28,000	SD / Support Vehicle	10	2023	-	-	-	-	28,000	-	-	-	-	-	-	-	-	
DPW	22	2009 CHEVY COLORADO	COMPACT PICK-UP TRUCK	PKS, BE	CEL, EVT	2009	12	24,000	SD / Support Vehicle	13	2024	-	-	-	-	-	24,000	-	-	-	-	-	-	-	
DPW	30	2011 CHEVY SILVERADO	3/4 TON PICK-UP TRUCK	GF, HT, TI, PL	PA, CEL, EVT	2011	12	30,000	SD / Support Vehicle	8	2023	-	-	-	-	30,000	-	-	-	-	-	-	-	-	
DPW	33	1998 CHEVY TRUCK	1/2 TON PICK-UP TRUCK	BDL, PGL,	MCW	1998	15	-	SD / Support Vehicle	18	never	-	-	-	-	-	-	-	-	-	-	-	-	-	
DPW	38	1998 CHEVY TRUCK	FORESTRY - WATERING TRUCK	BDL, PGL,	PA	1998	15	-	SD / Support Vehicle	15	never	-	-	-	-	-	-	-	-	-	-	-	-	-	
DPW	39	2001 FORD F350 W/UTILITY BODY	1 TON SERVICE TRUCK	MCBM, HVAC	CEL, EVT	2001	12	50,000	Medium Duty / Multi - Purpose	18	2019	50,000	-	-	-	-	-	-	-	-	-	-	-	-	
DPW	36	2002 FORD F350 W/UTILITY BODY	1 TON FLAT BED TRUCK	MT	SM, SMC,	2002	12	50,000	SD / Support Vehicle	11	2021	-	-	50,000	-	-	-	-	-	-	-	-	-	-	
DPW	34	2012 GMC 3500 w/Dump Body	2.5 CY DUMP TRUCK	PKS, BDL, PGL	PA	2012	12	60,000	MD / Multi Purpose	9	2024	-	-	-	-	-	60,000	-	-	-	-	-	-	-	
DPW	32	2012 FORD F550 Versalift	2 TON BUCKET TRUCK	SLM, UL, TCM	MCBM, CEL, EVT	2013	12	130,000	Frontline / Special Purpose	12	2026	-	-	-	-	-	-	-	-	-	130,000	-	-	-	
DPW	55	2004 STERLING (deferred in 2019)	WATER - 7 CY DUMP	RV, WMB, SM, RL	PSS, MCW, CL	2004	15	170,000	HD / Multi Purpose	20	2020	-	170,000	-	-	-	-	-	-	-	-	-	-	-	
DPW	56	2005 CHEVY TRUCK	SEWER - 7 CY DUMP	RV, WMB, SM, RL	PSS, MCW, CL	2005	15	170,000	HD / Multi Purpose	17	2021	-	-	170,000	-	-	-	-	-	-	-	-	-	-	
DPW	65	2007 VERSALIFT AERIAL	FORESTRY - BUCKET TRUCK	PR, TR	SLM, IN	2007	15	150,000	Frontline / Special Purpose	14	2022	-	-	-	150,000	-	-	-	-	-	-	-	-	-	
DPW	25	2013 CHEVY EQUINOX	DPW DIRECTOR	DV	n/a	2013	10	30,000	SD / Support Vehicle	11	2023	-	-	-	-	30,000	-	-	-	-	-	-	-	-	
DPW	26	2014 CHEVY EQUINOX	ASST DPW DIRECTOR	ADV	n/a	2014	10	30,000	SD / Support Vehicle	11	2024	-	-	-	-	30,000	-	-	-	-	-	-	-	-	
								3,002,000				110,000	170,000	280,000	325,000	88,000	289,000	225,000	130,000	-	150,000	60,000	1,000,000		
								3,682,000				170,000	340,000	450,000	385,000	248,000	409,000	380,000	325,000	110,000	270,000	280,000	1,060,000		
Water	20	1995 FORD SUPER DUTY	WATER - DRILL RIG	WMB	n/a	1995	15	-	Frontline / Special Purpose	16	never	-	-	-	-	-	-	-	-	-	-	-	-	-	
Water	37	2010 CHEVY	WATER - UTILITY TRUCK	WMB, WUL,RV,	CS, RL,SM,SMC	2010	15	40,000	SD / Support Vehicle	11	2025	-	-	-	-	-	40,000	-	-	-	-	-	-	-	
Water	35	2015 CHEVY SILVERADO 2500	WATER - UTILITY TRUCK 3/4 TON	WMB, WUL,RV,	CS, RL,SM,SMC	2015	15	40,000	SD / Support Vehicle	5	2030	-	-	-	-	-	-	-	-	-	-	-	40,000	-	
								80,000				-	-	-	-	-	-	40,000	-	-	-	-	-	40,000	
Sewer	64	2004 STERLING	SEWER - CAMEL JET / VACUUM	CS, TV, RL	Csumps, CB	2004	15	375,000	Frontline / Special Purpose	21	2020	-	375,000	-	-	-	-	-	-	-	-	-	-	-	
Sewer	63	2012 TYMCO 600	STREET SWEEPER (Shared WFB)	SW	n/a	2012	12	350,000	Frontline / Special Purpose	16	2024	-	-	-	-	-	350,000	-	-	-	-	-	-	-	
Sewer	31	2012 GMC STEP VAN	SEWER - UTILITY TRUCK	WMB, WUL,RV,	n/a	2012	15	40,000	SD / Support Vehicle	6	2027	-	-	-	-	-	-	-	-	40,000	-	-	-	-	
								765,000				-	375,000	-	-	-	350,000	-	-	40,000	-	-	-	-	

2020 - 2029 Financial Plan
Capital Asset - Equipment Inventory

7/8/2019

Dept	Category	ID#	Description	Function 1	Function 2	Year	Expected	Replace	Critical Use	Replace	Replace											
				(Primary)	(Secondary)	Purchased	Life	Cost	criteria	Metric	Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
DPW	Refuse Equip	n/a	COMPACTOR #1 (shared)	REFUSE	n/a	2006	15	110,000	Frontline / Special Purpose	n/a	2021	-	110,000	-	-	-	-	-	-	-	-	-
DPW	Refuse Equip	n/a	COMPACTOR #2 (shared)	REFUSE	n/a	2017	15	110,000	Frontline / Special Purpose	n/a	2032	-	-	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	99	BOMAG BW900-50 Asphalt Roller	STM,	WMB, SM	2019	20	30,000	Frontline / Special Purpose	7	2039	-	-	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	87	RAYCO STUMP CUTTER	TR	n/a	1995	20	70,000	Frontline / Special Purpose	21	2020	70,000	-	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	81	SULLAIR COMPRESSOR	STM,	SR, RV	1996	20	20,000	MD / Multi-purpose	12	2022	-	-	20,000	-	-	-	-	-	-	-	-
DPW	Heavy Equip	93	CATERPILLAR 926M WHEEL LOADER	MCW, WMB, SM,	PKS	2017	12	160,000	Frontline / Special Purpose	9	2029	-	-	-	-	-	-	-	-	-	160,000	-
DPW	Heavy Equip	102	KUBOTA TRACTOR W/BUCKET	BC, GF	n/a	2001	15	40,000	Frontline / Special Purpose	18	2021	-	40,000	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	102A	BARBER SURFRAKE, MODEL 400	BC	n/a	2001	15	30,000	Frontline / Special Purpose	n/a	2021	-	30,000	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	90	JCB 3CX Compact Tractor Backhoe	TR, GF, SLM	MCW, STM,	2019	15	80,000	Frontline / Special Purpose	9	2034	-	-	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	200	GATOR 4X4 TRUCK	BDL, PGL	CEL, EVT	2005	15	12,000	MD / Multi-purpose	14	2020	12,000	-	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	109	ODB LEAF VAC #109	CL	n/a	2008	15	20,000	Frontline / Special Purpose	16	2023	-	-	-	20,000	-	-	-	-	-	-	-
DPW	Heavy Equip	108	ODB LEAF VAC #108	CL	n/a	2008	15	20,000	Frontline / Special Purpose	16	2023	-	-	-	20,000	-	-	-	-	-	-	-
DPW	Heavy Equip	110	ODB LEAF VAC #110	CL	n/a	2008	15	20,000	Frontline / Special Purpose	14	2023	-	-	-	20,000	-	-	-	-	-	-	-
DPW	Heavy Equip	88	MT6 TRACTOR	CW	STM	2009	15	135,000	Frontline / Special Purpose	16	2024	-	-	-	-	135,000	-	-	-	-	-	-
DPW	Heavy Equip	85	BANDIT CHIPPER	PR, TR	CL	2010	15	55,000	Frontline / Special Purpose	12	2025	-	-	-	-	-	55,000	-	-	-	-	-
DPW	Heavy Equip	300	KUBOTA RTV 900	PGL, BDL, PKS	CW	2011	10	18,000	MD / Multi-purpose	12	2021	-	18,000	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	82	Spaulding Hot Patch Trailer	STM,	n/a	2012	12	17,000	Frontline / Special Purpose	12	2024	-	-	-	-	17,000	-	-	-	-	-	-
DPW	Heavy Equip	94	New Holland Skid Steer L220	CC, MCW	WMB, SM	2012	10	45,000	MD / Multi-purpose	13	2022	-	-	45,000	-	-	-	-	-	-	-	-
DPW	Heavy Equip	96	Volvo Loader (shared ?)	CO, YW, SCW	n/a	2013	15	35,000	HD / Multi-purpose	21	2022	-	-	35,000	-	-	-	-	-	-	-	-
DPW	Heavy Equip	400	GATOR 4X4 TRUCK	BDL, PGL	n/a	2015	15	9,000	MD / Multi-purpose	10	2030	-	-	-	-	-	-	-	-	-	-	9,000
DPW	Heavy Equip	95	GLP 050 FORKLIFT	MT	SM,	2015	12	30,000	Frontline / Special Purpose	9	2027	-	-	-	-	-	-	-	30,000	-	-	-
DPW	Heavy Equip	100	KUBOTA RTV 1100	PGL, BDL, PKS	CW	2016	15	25,000	MD / Multi-purpose	7	2031	-	-	-	-	-	-	-	-	-	-	-
DPW	Heavy Equip	86	BANDIT CHIPPER	PR, TR	CL	2016	10	55,000	Frontline / Special Purpose	8	2026	-	-	-	-	-	55,000	-	-	-	-	-
DPW	SALTERS		Salt Brine Maker	SHOP EQUIPMENT	n/a	2012	12	15,000	Frontline / Special Purpose		2024	-	-	-	-	15,000	-	-	-	-	-	-
DPW	SALTERS		Salt Brine system	SHOP EQUIPMENT	n/a	2014	10	3,500	Frontline / Special Purpose		2024	-	-	-	-	3,500	-	-	-	-	-	-
DPW	SALTERS		ANTI-ICE APPLICATOR	WINTER - TRUCK #50	n/a	2015	15	10,000	Frontline / Special Purpose		2030	-	-	-	-	-	-	-	-	-	-	10,000
DPW	SALTERS	S-58	SAND/SALT SPREADER	WINTER TRUCK # 58	n/a	2008	15	60,000	Frontline / Special Purpose		2020	60,000	-	-	-	-	-	-	-	-	-	-
DPW	SALTERS	S-59	SAND/SALT SPREADER	WINTER TRUCK # 59	n/a	2010	15	60,000	Frontline / Special Purpose		2025	-	-	-	-	-	60,000	-	-	-	-	-
DPW	Misc Equip		SAWDUST COLLECTOR	BLDG MAINT SHOP	n/a	1980	25	9,400	n/a	n/a	2021	-	9,400	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		GENERATOR/WELDER	MECHANIC SHOP	n/a	1987	30	2,500	n/a	n/a	2020	2,500	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		20 INCH PLANER	BLDG MAINTENANCE SHOP	n/a	1988	12	10,000	n/a	n/a	2028	-	-	-	-	-	-	-	-	10,000	-	-
DPW	Misc Equip		AIR COMPRESSOR (SHOP)	MECHANIC SHOP	n/a	1988	12	11,500	n/a	n/a	2020	11,500	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		BEARING PRESS	MECHANIC SHOP	n/a	1988	40	2,500	n/a	n/a	2028	-	-	-	-	-	-	-	-	2,500	-	-
DPW	Misc Equip		DRILL PRESS (LARGE)	MECHANIC SHOP	n/a	1988	30	8,000	n/a	n/a	2024	-	-	-	-	8,000	-	-	-	-	-	-
DPW	Misc Equip		LATHE	MECHANIC SHOP	n/a	1988	30	9,500	n/a	n/a	never	-	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		PIPE THREADER	MECHANIC SHOP	n/a	1988	12	3,200	n/a	n/a	2023	-	-	-	3,200	-	-	-	-	-	-	-
DPW	Misc Equip		SHOP PRESS	MECHANIC SHOP	n/a	1988	12	5,000	n/a	n/a	2020	5,000	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		WIRE WELDER	VEHICLE MAINT	n/a	1989	30	7,000	n/a	n/a	2019	-	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		TABLE SAW	BLDG MAINTENANCE SHOP	n/a	1992	12	8,940	n/a	n/a	2024	-	-	-	-	8,940	-	-	-	-	-	-
DPW	Misc Equip		MAKEUP AIR SYSTEM	MECHANIC SHOP VENTING	n/a	1995	25	4,500	n/a	n/a	2020	4,500	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		Heavy Vehicle lift	VEHICLE MAINTENANCE	n/a	1997	12	30,000	n/a	n/a	2026	-	-	-	-	-	30,000	-	-	-	-	-
DPW	Misc Equip		BLACK GOLD FURNACE & TANK	MECHANIC SHOP	n/a	2003	15	10,000	n/a	n/a	2023	-	-	-	10,000	-	-	-	-	-	-	-

Dept	Category	ID#	Description	Function 1	Function 2	Year Purchased	Expected Life	Replace Cost	Critical Use	Replace	Replace												
				(Primary)	(Secondary)				criteria	Metric	Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
DPW	Misc Equip		ARBORJET INJECTOR NEEDLE	FORESTRY - EAB INJECTIONS	n/a	2009	15	3,500	n/a	n/a	2024	-	-	-	-	3,500	-	-	-	-	-	-	-
DPW	Misc Equip		OIL Collection Tank	MECHANIC SHOP	n/a	2011	10	4,000	n/a	n/a	2021	-	4,000	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		Solar Recycling Unit - big belly	ATWATER PARK	n/a	2011	20	10,000	n/a	n/a	2031	-	-	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		Backup generator	DPW OFFICE BUILDING	n/a	2011	20	50,000	n/a	n/a	2031	-	-	-	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		CARDINAL ELECTRONIC PIT SCALE	REFUSE / YARD WASTE	n/a	2012	15	24,000	n/a	n/a	2027	-	-	-	-	-	-	-	24,000	-	-	-	-
DPW	Misc Equip		Mobile Radios, Antenna Base	RADIOS AND BASE STATION	n/a	2012	10	15,000	n/a	n/a	2022	-	-	15,000	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		STATIONARY PRESSURE WASHER	WASH BAY - TRUCK CLEANING	n/a	2012	12	9,000	n/a	n/a	2024	-	-	-	-	9,000	-	-	-	-	-	-	-
DPW	Misc Equip		Sand Blaster	MECHANIC SHOP	n/a	2013	10	2,500	n/a	n/a	2023	-	-	-	2,500	-	-	-	-	-	-	-	-
DPW	Misc Equip		SIGN PLOTTER/CUTTER	SIGN SHOP	n/a	2013	10	6,500	n/a	n/a	2023	-	-	-	6,500	-	-	-	-	-	-	-	-
DPW	Misc Equip		Fault Locator (electrical dept)	STREET LIGHTING REPAIRS	n/a	2014	15	5,000	n/a	n/a	2029	-	-	-	-	-	-	-	-	-	-	5,000	-
DPW	Misc Equip		DIAGNOSTIC SCANNER	VEHICLE MAINT	n/a	2015	7	6,000	n/a	n/a	2022	-	-	6,000	-	-	-	-	-	-	-	-	-
DPW	Misc Equip		Fuel Pump	GENERAL OPERATONS	n/a	2015	12	7,500	n/a	n/a	2027	-	-	-	-	-	-	-	7,500	-	-	-	-
DPW	Misc Equip		TIRE CHANGER / balancer	VEHICLE MAINT	n/a	2015	12	7,500	n/a	n/a	2027	-	-	-	-	-	-	-	7,500	-	-	-	-
DPW	Misc Equip		BAND SAW	JET SHOP BAND SAW	n/a	2016	12	2,700	n/a	n/a	2028	-	-	-	-	-	-	-	-	-	2,700	-	-
DPW	Misc Equip		Light Vehicle Lift	VEHICLE MAINT	n/a	2016	12	25,000	n/a	n/a	2028	-	-	-	-	-	-	-	-	-	25,000	-	-
DPW	Misc Equip		STEAM CLEANER (PORTABLE)	BUILDING MAINTENANCE	n/a	2016	10	4,500	n/a	n/a	2026	-	-	-	-	-	-	4,500	-	-	-	-	-
DPW	Misc Equip		AUTO DIAGNOSTIC SCANNER	VEHICLE MAINT	n/a	2017	7	7,500	n/a	n/a	2022	-	-	7,500	-	-	-	-	-	-	-	-	-
								1,606,740				165,500	211,400	128,500	82,200	199,940	115,000	89,500	69,000	40,200	165,000	19,000	
								2,214,240				203,520	286,400	198,000	100,200	204,940	135,000	129,500	89,000	100,700	290,500	24,000	

Equipment Replacement Guidelines - Appendix A

VEHICLE REPLACEMENT CRITERIA

Score	Replacement assessment
20 +	Needs Immediate Replacement
13-19	Qualifies for Replacement
9-12	Good
< 9	Excellent to Very Good

DPW VEHICLE FUNCTION CODES

ADV	Assistant Director Vehicle
BC	Beach Cleaning
BD	Clear / Salt Buisness District
BDL	Buisness District Landscaping
BE	Beach Testing
BR	Brush Collection
CB	Catch Basins
CC	Clear Corners
CEL	Celebrations
CL	Collect Leaves
CO	Collections
CS	Clean Sanitary Lines
CW	Clear / Salt Public Walks
DV	Director Vehicle
EV	Exercise Gate Valves
EVT	Community Event Support
FH	Flush Hydrants
GF	General Forestry
HM	Hydrant Maintenance
HT	Hazardous Treet Inventory
HVAC	Maintain HVAC Systems
IN	Install / replace signs
MB	Barricades
MCBM	Misc. Building Maintenance
MCW	Winter Miscellaneous
MM	Water Meter Maintenance
MR	Water Meter Replace/Repair
MT	DPW Vehicle Maintenance
PA	Plow Alleys
PGL	General District Landscaping
PKS	General Parks
PL	Salt / Plow Lots
PR	Pruning
PSS	Plow / Salt Streets
RL	Repair Lines
RM	Read Meters
RV	Repair/Replace/Install Gate Valves
SADM	Sewer Administrantive
SCW	Special Collections
SLM	Street Lighting Maintenance
SM	Repair Sanitary Manholes
SMC	Miscellaneous Sewer Mains
STM	Street Maintenance
SW	Street Sweeping
TCM	Traffic Control Maintenance
TI	Tree Inventory
TR	Tree Removal / Stumping
TV	Televise Lines
UL	Utility Locate - Electric
WADM	Water Administration
WMB	Main Break (Water)
WMT	Water Meter Testing
WUL	Water Utility Locating
YW	Yard Waste

VEHICLE / EQUIPMENT RATING FACTORS

1. VEHICLE / EQUIPMENT AGE FACTOR

Points	Age (DPW)	Age (Police)
5	Greater than 15	Greater than 5
4	13 – 15	5
3	10 – 12	4
2	7 – 9	3
1	4 – 6	2
0	0 – 3	0 – 1

2. VEHICLE / EQUIPMENT CRITICAL USE FACTOR

Points	Type of Use
5	Frontline / Special Purpose Built
4	Heavy Duty / Multi-Purpose
3	Medium Duty / Multi-Purpose
1	Standard Duty / Support Vehicle

3. VEHICLE / EQUIPMENT MILEAGE or HOURS FACTOR *

Points	Mileage (if measured)
5	Greater than 100,000
4	70 - 99
3	50 – 69
2	30 – 49
1	Less than 30,000

Points	Hours (if measured)
5	Greater than 8,000
4	6,000 – 8,000
3	4,000 – 5,999
2	1,000 – 3,999
1	Less than 1,000

** Police patrol squads use both a "hard mileage" amount, plus a "soft mileage" factor for engine idle time when reporting total vehicle miles.*

4. VEHICLE / EQUIPMENT OVERALL CONDITION RATING

Points	Vehicle Condition
5	Poor
3	Fair
1	Good
0	Excellent

5. VEHICLE / EQUIPMENT MAINTENANCE COST FACTOR

Points	Annual Maintenance Cost
5	Greater than \$5,000
4	\$3,000 - \$5,000
3	\$1,000 - \$2,999
2	\$500 - \$999
1	Less than \$500

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1FM5K8AR9JGB59373
Fleet #:	901
Year:	2018
Make:	Ford
Model:	Explorer
Primary function(s):	Detective Bureau
Supported operations:	Patrol, Traffic Control, Special Events



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1 year	0
Use:	Medium	3
Mileage/Idle Hours equivalent miles:	2,578	1
Body/Interior Condition:	Excellent	0
Maintenance cost:	\$500-\$999	2
Total:		6

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1FM5K8AR5GGD17104
Fleet #:	902
Year:	2016
Make:	Ford
Model:	Explorer
Primary function(s):	Unmarked Frontline Patrol
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	3	2
Use:	Frontline Patrol	5
Mileage/Idle Hours equivalent miles:	42,097/47,520	4
Body/Interior Condition:	Fair	3
Maintenance cost:	\$500-\$999	2
Total:		16

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1FM5K8AR0JGA21012
Fleet #:	903
Year:	2018
Make:	Ford
Model:	Explorer
Primary function(s):	Marked Frontline Patrol
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1 year	0
Use:	Frontline Patrol	5
Mileage/Idle Hours equivalent miles:	26,097	1
Body/Interior Condition:	Good	1
Maintenance cost:	\$500-\$999	2
Total:		9

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1GNLC2EC9FR645230
Fleet #:	904
Year:	2015
Make:	Chevrolet
Model:	Tahoe
Primary function(s):	Marked Frontline Patrol
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	4 years	3
Use:	Frontline Patrol	5
Mileage/Idle Hours equivalent miles:	61,881/71,280	5
Body/Interior Condition:	Fair	3
Maintenance cost:	\$500-\$999	2
Total:		18

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1FM5K8ARXJGC18737
Fleet #:	905
Year:	2018
Make:	Ford
Model:	Explorer
Primary function(s):	Marked Frontline Patrol
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1 year	0
Use:	Frontline Patrol	5
Mileage/Idle Hours equivalent miles:	14,968	1
Body/Interior Condition:	Excellent	0
Maintenance cost:	\$500-\$999	2
Total:		8

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1GNSKDEC1HR351964
Fleet #:	906
Year:	2017
Make:	Chevrolet
Model:	Tahoe
Primary function(s):	Marked Frontline Patrol
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	2 years	1
Use:	Frontline Patrol	5
Mileage/Idle Hours equivalent miles:	21,261/23,760	2
Body/Interior Condition:	Good	1
Maintenance cost:	\$500-\$999	2
Total:		11

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1GNLC2E09DR265551
Fleet #:	907
Year:	2013
Make:	Chevrolet
Model:	Tahoe
Primary function(s):	Detective Bureau
Supported operations:	Traffic Control, Special Events, Crime Scene



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	6 year	5
Use:	Medium	3
Mileage/Idle Hours equivalent miles:	90,735	4
Body/Interior Condition:	Good	1
Maintenance cost:	\$500-\$999	2
Total:		15

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1C4BJWKG7HL513338
Fleet #:	908
Year:	2017
Make:	Jeep
Model:	Wrangler
Primary function(s):	Primary Parking Enforcement
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	2 years	1
Use:	Frontline	5
Mileage/Idle Hours equivalent miles:	32,578/23,760	3
Body/Interior Condition:	Good	1
Maintenance cost:	\$500-\$999	2
Total:		12

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1FM5K8AR7JGB34567
Fleet #:	909
Year:	2018
Make:	Ford
Model:	Explorer
Primary function(s):	Administrative
Supported operations:	Patrol, Traffic Control



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1 year	0
Use:	Medium	3
Mileage/Idle Hours equivalent miles:	16,000	1
Body/Interior Condition:	Excellent	0
Maintenance cost:	\$500-\$999	2
Total:		6

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	1GNSK2E01ER185225
Fleet #:	910
Year:	2014
Make:	Chevrolet
Model:	Tahoe
Primary function(s):	Marked Patrol Frontline Supervisor
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	5 year	5
Use:	Frontline Patrol	5
Mileage/Idle Hours equivalent miles:	46,267/71,280	5
Body/Interior Condition:	Poor	5
Maintenance cost:	\$500-\$999	2
Total:		22

2019 Vehicle Inventory

Police Department
General Fund



Vehicle Data	
VIN #:	2GNALAEK6F6285290
Fleet #:	911
Year:	2015
Make:	Chevrolet
Model:	Equinox
Primary function(s):	Administrative
Supported operations:	Evidence Technician, Traffic Control, Training, Special Events



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	4 years	3
Use:	Medium	3
Mileage/Idle Hours equivalent miles:	44,000	2
Body/Interior Condition:	Good	1
Maintenance cost:	\$500-\$999	2
Total:		11

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	1FDLF47GOSEA76888
Fleet #:	20
Year:	1995
Make:	Ford
Model:	Super Duty
Shared ownership:	No
Fuel type:	Gas
Body type:	Drill Truck
Hydraulics:	No
Attachments:	None
Primary function(s):	Water Utility
Supported operations:	None



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	24	5
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	43,295 Miles	2
Body Condition:	-	3
Maintenance cost:	0	1
Total:		16

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	1GCDT36748158860
Fleet #:	22
Year:	2009
Make:	Chevy
Model:	Colorado
Shared ownership:	No
Fuel type:	Gas
Body type:	Small Pickup Truck
Hydraulics:	No
Attachments:	None
Primary function(s):	Parks & Beautification
Supported operations:	Community Event Support



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	13	3
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	97,884	4
Body Condition:	-	3
Maintenance cost:	\$515.26	2
Total:		13

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	1GBDT14E688205294
Fleet #:	24
Year:	2008
Make:	Chevy
Model:	Colorado
Shared ownership:	No
Fuel type:	Gas
Body type:	Utility Box
Hydraulics:	No
Attachments:	Plow Blade
Primary function(s):	Building Maintenance
Supported operations:	Celebrations Community Event Support



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	11	3
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	40,168	2
Body Condition:	-	3
Maintenance cost:	\$409.67	1
Total:		10

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	2GNFLEEK1D6391186
Fleet #:	25
Year:	2013
Make:	Chevy
Model:	Equinox
Shared ownership:	No
Fuel type:	Gas
Body type:	SUV
Hydraulics:	No
Attachments:	None
Primary function(s):	Director's Vehicle
Supported operations:	All Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	6	1
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	110,236	5
Body Condition:	-	1
Maintenance cost:	\$1429.23	3
Total:		11

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	2GNFLFEK5E6270300
Fleet #:	26
Year:	2014
Make:	Chevy
Model:	Equinox
Shared ownership:	No
Fuel type:	Gas
Body type:	SUV
Hydraulics:	No
Attachments:	None
Primary function(s):	Assistant Director's Vehicle
Supported operations:	All Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	5	1
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	110,961	5
Body Condition:	-	1
Maintenance cost:	\$1328.11	3
Total:		11

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Vehicle Data	
VIN:	1GC2KVCG7CZ106728
Fleet #:	30
Year:	2012
Make:	Chevy
Model:	Silverado 2500 HD
Shared ownership:	No
Fuel type:	Gas
Body type:	Pickup Truck
Hydraulics:	No
Attachments:	Plow Blade
Primary function(s):	Forestry Operations
Supported operations:	Winter Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	7	2
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	41,808	2
Body Condition:	-	1
Maintenance cost:	\$536.25	2
Total:		8

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Vehicle Data	
VIN:	1FC3E3KL9CDA12720
Fleet #:	31
Year:	2012
Make:	GMC
Model:	Step Van
Shared ownership:	No
Fuel type:	Gas
Body type:	Step Van
Hydraulics:	No
Attachments:	None
Primary function(s):	Water Utility
Supported operations:	Sewer Utility



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	7	2
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	12,363	1
Body Condition:	-	1
Maintenance cost:	\$154.61	2
Total:		6

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Vehicle Data	
VIN:	1FDVF5GYICEC70818
Fleet #:	32
Year:	2012
Make:	Ford
Model:	F550
Shared ownership:	No
Fuel type:	Gas
Body type:	Versa-Lift / Bucket Truck
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Street Light Maintenance
Supported operations:	Community Event Support / Celebrations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	7	2
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	18,014	1
Body Condition:	-	1
Maintenance cost:	\$1328.75	3
Total:		12

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Vehicle Data	
VIN:	1GCGK29R5WE204083
Fleet #:	33
Year:	1998
Make:	Chevy
Model:	1500
Shared ownership:	No
Fuel type:	Gas
Body type:	Pickup Truck
Hydraulics:	No
Attachments:	None
Primary function(s):	Parks
Supported operations:	Winter Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	21	5
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	151,592	5
Body Condition:	-	5
Maintenance cost:	\$971.48	2
Total:		18

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Vehicle Data	
VIN:	1GB3KZCG1CF107388
Fleet #:	34
Year:	2012
Make:	GMC
Model:	3500
Shared ownership:	No
Fuel Type:	Gas
Body type:	2.5 CY Dump Body
Hydraulics:	Yes
Attachments:	Plow Blade
Primary function(s):	General Parks
Supported operations:	Winter Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	7	2
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	15,860	1
Body Condition:	-	1
Maintenance cost:	\$502.16	2
Total:		9

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Department of Public Works
General Fund



Vehicle Data	
VIN:	1GB4CYCG9FF603166
Fleet #:	35
Year:	2015
Make:	Chevy
Model:	3500
Shared ownership:	No
Fuel Type:	Gas
Body type:	Utility Box
Hydraulics:	No
Attachments:	None
Primary function(s):	Water Utility
Supported operations:	Sewer Utility



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	4	1
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	13,605	1
Body Condition:	-	1
Maintenance cost:	\$77.61	1
Total:		5

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	1FDWX36582EC19287
Fleet #:	36
Year:	2002
Make:	Ford
Model:	F350
Shared ownership:	No
Fuel Type:	Gas
Body type:	Flat Bed
Hydraulics:	No
Attachments:	None
Primary function(s):	Vehicle Maintenance / Shop
Supported operations:	All



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	17	5
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	56,291	3
Body Condition:	-	1
Maintenance cost:	\$251.87	1
Total:		11

2019 Vehicle Inventory

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Vehicle Data	
VIN:	1GB5KVBK8AZ253127
Fleet #:	37
Year:	2010
Make:	Chevy
Model:	2500 HD
Shared ownership:	No
Fuel type:	Gas
Body type:	Utility Body
Hydraulics:	No
Attachments:	Plow Blade
Primary function(s):	Water Utility
Supported operations:	Sewer Utility



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	9	2
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	43,145	2
Body Condition:	-	3
Maintenance cost:	\$1276.44	3
Total:		11

2019 Vehicle Inventory

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Vehicle Data	
VIN:	1GCGK29R6WE181865
Fleet #:	38
Year:	1998
Make:	Chevy
Model:	C2500
Shared ownership:	No
Fuel type:	Gas
Body type:	Pickup Truck
Hydraulics:	No
Attachments:	Plow
Primary function(s):	Parks
Supported operations:	Winter Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	21	5
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	82,509	4
Body Condition:	-	3
Maintenance cost:	\$517.77	2
Total:		15

2019 Vehicle Inventory

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Vehicle Data	
VIN:	1FDWF36L61EC91910
Fleet #:	39
Year:	2001
Make:	Ford
Model:	F350
Shared ownership:	No
Fuel type:	Gas
Body type:	Service Truck
Hydraulics:	No
Attachments:	None
Primary function(s):	Building Maintenance
Supported operations:	Community Event Support / Celebrations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	18	5
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	75,768	4
Body Condition:	-	5
Maintenance cost:	\$72.07	1
Total:		18

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Vehicle Data	
VIN:	1FDUF5HY2GEA73046
Fleet #:	44
Year:	2015
Make:	Ford
Model:	F550
Shared ownership:	No
Fuel type:	Gas
Body type:	Chipper Box
Hydraulics:	Yes
Attachments:	Plow
Primary function(s):	Forestry Operations
Supported operations:	Brush Collections



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	4	1
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	5,243	3
Body Condition:	-	0
Maintenance cost:	\$270.72	1
Total:		8

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Vehicle Data	
VIN:	1GDJ6H1CXYJ507290
Fleet #:	45
Year:	2000
Make:	GMC
Model:	C5500
Shared ownership:	No
Fuel type:	Diesel
Body type:	5 CY Dump Body
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Street Maintenance
Supported operations:	Winter Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	19	5
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	75,768 / 7,494	4
Body Condition:	-	5
Maintenance cost:	\$275.55	1
Total:		18

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Vehicle Data	
VIN:	1FDAX57P27EA26074
Fleet #:	47
Year:	2006
Make:	GMC
Model:	F550
Shared ownership:	No
Fuel type:	Diesel
Body type:	6 CY Dump Body
Hydraulics:	Yes
Attachments:	Plow
Primary function(s):	Forestry Operations
Supported operations:	Winter Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	13	4
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	29,241	1
Body Condition:	-	3
Maintenance cost:	\$263.69	1
Total:		12

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Vehicle Data	
VIN:	1HTMMAAR3FH697878
Fleet #:	50
Year:	2014
Make:	International
Model:	4300
Shared ownership:	No
Fuel type:	Diesel
Body type:	Hook Lift Truck
Hydraulics:	Yes
Attachments:	Chipper Box Brine Tank Leave Box
Primary function(s):	Brush Collection, Leaf Collection
Supported operations:	Winter Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	5	1
Use:	HD / Multi-purpose	4
Mileage or Engine hours:	7,748 / 1,151	1
Body Condition:	-	0
Maintenance cost:	\$640.42	2
Total:		8

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Vehicle Data	
VIN:	5KKAAXDV6K6KWO032
Fleet #:	54
Year:	2019
Make:	Western Start
Model:	4700 SB
Shared ownership:	No
Fuel type:	Diesel
Body type:	Dump
Hydraulics:	Yes
Attachments:	Plow Leaf Box
Primary function(s):	Street Maintenance Winter Operations
Supported operations:	Water Utility Sewer Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1	0
Use:	HD / Multi-purpose	4
Mileage or Engine hours:	1,789 / 81	1
Body Condition:	-	0
Maintenance cost:	\$0	1
Total:		6

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Vehicle Data	
VIN:	2FZAASDC25AN82456
Fleet #:	55
Year:	2004
Make:	Sterling
Model:	L75Q1
Shared ownership:	No
Fuel type:	Diesel
Body type:	7 CY Dump
Hydraulics:	Yes
Attachments:	Plow
Primary function(s):	Water Utility
Supported operations:	Sewer Utility / Winter Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	15	4
Use:	HD / Multi-purpose	4
Mileage or Engine hours:	59,795 / 6,090	3
Body Condition:	-	5
Maintenance cost:	\$3710.94	4
Total:		20

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Vehicle Data	
VIN:	1GBP7C1C66F406184
Fleet #:	56
Year:	2005
Make:	Chevy
Model:	Kodiak
Shared ownership:	No
Fuel type:	Diesel
Body type:	7 CY Dump
Hydraulics:	Yes
Attachments:	Plow
Primary function(s):	Sewer Utility
Supported operations:	Water Utility / Winter Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	14	4
Use:	HD / Multi-purpose	4
Mileage or Engine hours:	53,352 / 5,939	3
Body Condition:	-	3
Maintenance cost:	\$1,262.73	3
Total:		17

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Vehicle Data	
VIN:	1GBM7C1C6F429634
Fleet #:	57
Year:	2007
Make:	GMC
Model:	7500
Shared ownership:	No
Fuel type:	Diesel
Body type:	7 CY Dump
Hydraulics:	Yes
Attachments:	Plow V-Box Salter Box
Primary function(s):	Winter Operations Street Maintenance
Supported operations:	Water Utility Sewer Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	12	3
Use:	HD / Multi-purpose	4
Mileage or Engine hours:	36,541 / 3,642	2
Body Condition:	-	3
Maintenance cost:	\$271.13	1
Total:		13

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Vehicle Data	
VIN:	1HTWAAAR79J117644
Fleet #:	58
Year:	2009
Make:	INTERNATIONAL
Model:	WORK STAR
Shared ownership:	No
Fuel type:	Diesel
Body type:	Dump
Hydraulics:	Yes
Attachments:	Salter, straight plow, underbody plow
Primary function(s):	Winter Operations Street Maintenance
Supported operations:	Water Utility Sewer Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	10	3
Use:	HD / Multi-purpose	5
Mileage or Engine hours:	2,854 Engine Hours	2
Body Condition:	-	3
Maintenance cost:	4,588.64	4
Total:		17

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Vehicle Data	
VIN:	1HTWDA2R9BJ338972
Fleet #:	59
Year:	2010
Make:	INTERNATIONAL
Model:	WORK STAR
Shared ownership:	No
Fuel type:	Diesel
Body type:	Dump
Hydraulics:	Yes
Attachments:	Salter, straight plow, underbody plow
Primary function(s):	Winter Operations Street Maintenance
Supported operations:	Water Utility Sewer Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	9	2
Use:	HD / Multi-purpose	5
Mileage or Engine hours:	2,389 Engine Hours	2
Body Condition:	-	3
Maintenance cost:	2,904.06	4
Total:		16

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Vehicle Data	
VIN:	1HTMMAAN3CJ609798
Fleet #:	63
Year:	2012
Make:	Tymco
Model:	600
Shared ownership:	Yes
Fuel type:	Diesel
Body type:	Street Sweeper
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Sewer Utility / Street Maintenance
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	7	2
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 4,318	3
Body Condition:	-	1
Maintenance cost:	\$16,602.19	5
Total:		16

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Vehicle Data	
VIN:	2FZHATAK74AM33653
Fleet #:	64
Year:	2004
Make:	Sterling
Model:	Camel
Shared ownership:	NO
Fuel type:	Diesel
Body type:	Sewer / Jett Vacuum
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Sewer Utility
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	15	5
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	9,861 / 2,591	2
Body Condition:	-	5
Maintenance cost:	\$4,166.71	4
Total:		21

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Vehicle Data	
VIN:	3FRXF7T87V459001
Fleet #:	65
Year:	2007
Make:	Ford
Model:	F750
Shared ownership:	NO
Fuel type:	Diesel
Body type:	Versa-Lift VST6000
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Forestry Operations
Supported operations:	Traffic Signal / Signs Community Event Support Celebrations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	12	3
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	9,037 / 4,611	3
Body Condition:	-	1
Maintenance cost:	\$994.25	2
Total:		14

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Vehicle Data	
VIN:	311139
Fleet #:	70
Year:	2005
Make:	Ottawa
Model:	Spotter
Shared ownership:	Yes
Fuel type:	Diesel
Body type:	Spotter
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Collections
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	14	4
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 3,079	2
Body Condition:	-	3
Maintenance cost:	\$821.98	2
Total:		16

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Vehicle Data	
VIN:	1M2LR01C3JM001225
Fleet #:	71
Year:	2018
Make:	Mack
Model:	LR1225
Shared ownership:	No
Fuel type:	Diesel
Body type:	Leach Packer
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Collections (refuse & yard waste)
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	2,676 / 880	1
Body Condition:	-	0
Maintenance cost:	\$1,823.57	3
Total:		9

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Vehicle Data	
VIN:	1M2LR01C5JM001226
Fleet #:	72
Year:	2018
Make:	Mack
Model:	LR1226
Shared ownership:	No
Fuel type:	Diesel
Body type:	Leach Packer
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Collections (refuse & yard waste)
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 1,104	2
Body Condition:	-	0
Maintenance cost:	\$1,733.22	3
Total:		10

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Vehicle Data	
VIN:	1M2LR01C7JM001227
Fleet #:	73
Year:	2018
Make:	Mack
Model:	LR1227
Shared ownership:	No
Fuel type:	Diesel
Body type:	Labrie
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Collections (refuse & yard waste)
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	5,903 / 1,381	2
Body Condition:	-	0
Maintenance cost:	\$2,173.37	3
Total:		10

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Vehicle Data	
VIN:	1M2LR01C9JM001228
Fleet #:	74
Year:	2018
Make:	Mack
Model:	LR1228
Shared ownership:	No
Fuel type:	Diesel
Body type:	Labrie
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Collections (refuse / yard waste)
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	5,078 / 1,351	2
Body Condition:	-	0
Maintenance cost:	\$3,081.24	4
Total:		11

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Vehicle Data	
VIN:	166287U88329
Fleet #:	80
Year:	2017
Make:	Sullair
Model:	DPQ185
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	No
Attachments:	None
Primary function(s):	Sewer Utility
Supported operations:	Water Utility / Street Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	2	0
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	- / 54	1
Body Condition:	-	0
Maintenance cost:	\$341.43	1
Total:		3

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Vehicle Data	
VIN:	004-121048
Fleet #:	81
Year:	1996
Make:	Sullair
Model:	-
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	No
Attachments:	None
Primary function(s):	Street Maintenance
Supported operations:	Water Utility / Street Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	23	5
Use:	SD / Support Vehicle	1
Mileage or Engine hours:	- / 678	1
Body Condition:	-	3
Maintenance cost:	\$550.31	2
Total:		12

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Vehicle Data	
VIN:	2TDRSD-12-0806-740
Fleet #:	82
Year:	2012
Make:	Spaulding
Model:	RMV
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Street Maintenance
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	7	2
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	No Working Meter	1
Body Condition:	-	1
Maintenance cost:	\$2,271.79	3
Total:		12

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Vehicle Data	
VIN:	4FMUS1617AR001880
Fleet #:	85
Year:	2010
Make:	Bandit
Model:	255XP
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	No
Attachments:	None
Primary function(s):	Forestry Operations
Supported operations:	Brush Collection



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	9	2
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 387	1
Body Condition:	-	3
Maintenance cost:	\$272.36	1
Total:		12

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Vehicle Data	
VIN:	4FMUS1617GR501658
Fleet #:	86
Year:	2016
Make:	Bandit
Model:	254
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	No
Attachments:	None
Primary function(s):	Forestry Operations
Supported operations:	Brush Collection



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	3	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 391	1
Body Condition:	-	1
Maintenance cost:	\$461.14	1
Total:		8

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Vehicle Data	
VIN:	1R95514115SW210007
Fleet #:	87
Year:	1995
Make:	RAYCO Stump Grinder
Model:	RG106DXH
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	Yes
Attachments:	None
Primary function(s):	Forestry Operations
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	24	5
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 1,233	2
Body Condition:	-	5
Maintenance cost:	\$3,104.13	4
Total:		21

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Vehicle Data	
VIN:	1121
Fleet #:	88
Year:	2009
Make:	MT Trackless
Model:	MT6
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	Yes
Attachments:	Plow Blades (2) Broom Snow blower Leaf Pusher
Primary function(s):	Winter Operations – Sidewalk Clearing
Supported operations:	Street Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	10	3
Use:	Frontline / Special Purpose	4
Mileage or Engine hours:	6,092 / 1,193	2
Body Condition:	-	3
Maintenance cost:	\$3,437.08	4
Total:		16

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Vehicle Data	
VIN:	2495791
Fleet #:	90
Year:	2018
Make:	JCB
Model:	3CX Compact
Shared ownership:	No
Fuel type:	Diesel
Body type:	Tractor / Backhoe
Hydraulics:	Yes
Attachments:	Snow Bucket Excavation Buckets – Rear (2)
Primary function(s):	Forestry Operations
Supported operations:	Streetlight Maintenance / Street Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 121	1
Body Condition:	-	0
Maintenance cost:	\$1,736.61	3
Total:		9

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	SLP215ES2E0926628
Fleet #:	91
Year:	2002
Make:	JCB
Model:	215S
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	Yes
Attachments:	Snow Bucket Excavation Buckets – Rear (2) Pavement Breaker
Primary function(s):	Sewer Utility
Supported operations:	Water Utility / Winter Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	17	5
Use:	Frontline / Special Purpose	4
Mileage or Engine hours:	- / 4,427	3
Body Condition:	-	3
Maintenance cost:	\$1,736.61	3
Total:		18

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	N8M480874
Fleet #:	92
Year:	2018
Make:	CASE
Model:	SV185
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	Yes
Attachments:	Excavation Bucket Snow Bucket Pusher Box (Snow) Brush Grapple
Primary function(s):	Water Utility
Supported operations:	Sewer Utility / Winter Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 265	1
Body Condition:	-	0
Maintenance cost:	\$1,736.61	0
Total:		6

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	SERIAL #D8724038
Fleet #:	93
Year:	2016
Make:	CAT
Model:	926M
Shared ownership:	No
Fuel type:	Diesel
Body type:	Front End Loader
Hydraulics:	Yes
Attachments:	Excavation Bucket Jib Boom Log Grapple
Primary function(s):	Winter Operations
Supported operations:	Sewer Utility / Water Utility / Street Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	3	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 492	1
Body Condition:	-	0
Maintenance cost:	\$2,731.64	3
Total:		9

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	NLM456213
Fleet #:	94
Year:	2012
Make:	New Holland
Model:	L220
Shared ownership:	No
Fuel type:	Diesel
Body type:	-
Hydraulics:	Yes
Attachments:	Excavation Bucket Snow bucket Pusher Box (snow)
Primary function(s):	Winter Operations
Supported operations:	Sewer Utility / Water Utility / Street Maintenance



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	7	2
Use:	Frontline / Special Purpose	3
Mileage or Engine hours:	- / 1,372	2
Body Condition:	-	3
Maintenance cost:	\$1,247.13	3
Total:		13

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	D875V01680N
Fleet #:	95
Year:	2015
Make:	GLP Forklift
Model:	050
Shared ownership:	No
Fuel type:	Gas
Body type:	-
Hydraulics:	Yes
Attachments:	
Primary function(s):	Vehicle Maintenance
Supported operations:	Supports all divisions



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	4	1
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 608	1
Body Condition:	-	1
Maintenance cost:	\$137.79	1
Total:		9

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	XL50BP9202X
Fleet #:	96
Year:	1996
Make:	Volvo
Model:	Loader
Shared ownership:	Yes
Fuel type:	Diesel
Body type:	Front End Loader
Hydraulics:	Yes
Attachments:	
Primary function(s):	Collections / Yard Waste
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	23	5
Use:	HD / Multi-purpose	4
Mileage or Engine hours:	- / 10,069	5
Body Condition:	-	5
Maintenance cost:	\$795.86	2
Total:		21

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	GCAMH-1186997
Fleet #:	99
Year:	2019
Make:	BOMAG Asphalt Roller
Model:	BW900 – 50
Shared ownership:	No
Fuel type:	Gas
Body type:	Roller
Hydraulics:	Yes
Attachments:	
Primary function(s):	Street Maintenance
Supported operations:	Water Utility / Sewer Utility



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	1	0
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 2	1
Body Condition:	-	0
Maintenance cost:	\$0.00	1
Total:		7

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	23964
Fleet #:	100
Year:	2015
Make:	Kubota
Model:	RTV1100
Shared ownership:	No
Fuel type:	Diesel
Body type:	UTV
Hydraulics:	Yes
Attachments:	Plow Blade Salter Water Tank
Primary function(s):	Parks - Landscaping
Supported operations:	Winter Operations – Sidewalk Plow



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	4	1
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	- - / 730	1
Body Condition:	-	1
Maintenance cost:	\$249.94	1
Total:		7

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	53569
Fleet #:	102
Year:	2001
Make:	Kubota
Model:	Tractor
Shared ownership:	No
Fuel type:	Diesel
Body type:	Tractor
Hydraulics:	Yes
Attachments:	Loader Bucket Fork Attachment
Primary function(s):	Beach Cleaning
Supported operations:	Forestry Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	18	5
Use:	Frontline / Special Purpose	5
Mileage or Engine hours:	- / 2,942	2
Body Condition:	-	3
Maintenance cost:	\$2,390.25	3
Total:		18

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	0808 - 5130
Fleet #:	108
Year:	2008
Make:	ODB
Model:	Leaf Vacuum
Shared ownership:	No
Fuel Type:	Diesel
Body type:	Trailer
Hydraulics:	Yes
Attachments:	
Primary function(s):	Leaf Collection
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	11	3
Use:	Front Line / Special purpose	5
Mileage or Engine hours:	- - / 1,551	2
Body Condition:	-	3
Maintenance cost:	\$2,830.00	3
Total:		16

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	0808 - 5131
Fleet #:	109
Year:	2008
Make:	ODB
Model:	Leaf Vacuum
Shared ownership:	No
Fuel type:	Diesel
Body type:	Trailer
Hydraulics:	Yes
Attachments:	
Primary function(s):	Leaf Collection
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	11	3
Use:	Front Line / Special purpose	5
Mileage or Engine hours:	- - / 1523	2
Body Condition:	-	3
Maintenance cost:	\$1,196.13	3
Total:		16

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	0808 - 5132
Fleet #:	110
Year:	2008
Make:	ODB
Model:	Leaf Vacuum
Shared ownership:	No
Fuel type:	Diesel
Body type:	Trailer
Hydraulics:	Yes
Attachments:	
Primary function(s):	Leaf Collection
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	11	3
Use:	Front Line / Special purpose	5
Mileage or Engine hours:	- - / 1,541	2
Body Condition:	-	3
Maintenance cost:	\$245.68	1
Total:		14

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	MOHP4GX035064
Fleet #:	200
Year:	2005
Make:	John Deere
Model:	Gator 4x4
Shared ownership:	No
Fuel type:	Gas
Body type:	UTV
Hydraulics:	No
Attachments:	
Primary function(s):	Parks - Landscaping
Supported operations:	Forestry Operations



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	14	4
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	- / 1,975	2
Body Condition:	-	3
Maintenance cost:	\$562.98	2
Total:		14

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	1G1PA5SH6F7193226
Fleet #:	201
Year:	2014
Make:	Chevy
Model:	Cruz
Shared ownership:	No
Fuel type:	Gas
Body type:	Car
Hydraulics:	No
Attachments:	
Primary function(s):	Planning and Development
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	5	1
Use:	SD / Support Vehicle	5
Mileage or Engine hours:	16,125 / -	2
Body Condition:	-	3
Maintenance cost:	\$334.37	1
Total:		7

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	1G1PK5SB2E7293153
Fleet #:	202
Year:	2015
Make:	Chevy
Model:	Cruz
Shared ownership:	No
Fuel type:	Gas
Body type:	Car
Hydraulics:	No
Attachments:	
Primary function(s):	Planning and Development
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	4	1
Use:	SD / Support Vehicle	5
Mileage or Engine hours:	16,866 / -	2
Body Condition:	-	3
Maintenance cost:	\$79.95	1
Total:		7

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	3726
Fleet #:	300
Year:	2011
Make:	Kubota
Model:	RTV900
Shared ownership:	No
Fuel type:	Diesel
Body type:	UTV
Hydraulics:	Yes
Attachments:	
Primary function(s):	Parks - Landscaping
Supported operations:	Winter Operations – Sidewalk Brine Tank



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	8	2
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	- / 1,505	2
Body Condition:	-	3
Maintenance cost:	\$629.00	2
Total:		12

2019 Vehicle Inventory

Department of Public Works
General Fund



Vehicle Data	
VIN:	1MOHPXGSVFM130611
Fleet #:	400
Year:	2015
Make:	John Deere
Model:	Gator 4x4
Shared ownership:	No
Fuel type:	Gas
Body type:	UTV
Hydraulics:	No
Attachments:	
Primary function(s):	Parks - Landscaping
Supported operations:	



Vehicle Replacement Criteria		
Condition Factors	Data	Score
Age:	4	1
Use:	MD / Multi-purpose	3
Mileage or Engine hours:	- - / 699	1
Body Condition:	-	3
Maintenance cost:	\$989.00	2
Total:		10

VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD



Agenda Item: Municipal Fee Schedule Annual Review and Update

Date: July 15, 2019

Presenter: Mark Emanuelson

Department: Finance

History

In preparation for the 2019 budget, staff engaged in a comprehensive municipal fee schedule review and update. The purpose of this process was to consolidate and update the various fee schedules being used throughout the village, refresh the organization and formatting of the schedule, remove or update outdated fees or language, and to bring the Village Board various recommendations additional fees or changes in the fee amounts.

Staff then also expressed to the Village Board a commitment to review these items annually and bring forward any additional proposed adjustments to the schedule on a regular basis.

Agenda Item Discussion

There are a number of administrative or clerical revisions that have been identified by staff:

- P.2 Operators Licenses – propose changing for \$80.00 for 2 years to \$40.00 per year
- P.4 Failure to procure a permit before starting work – this item should read as: triple permit fee
- P.5 Minimum Building permit fee should read as: \$65.00 correcting a clerical error
- P.7 Add the word “Lot” in the description for Zoning / Lot Amendment Application Fee

Staff is also proposing increasing the fee on P.8 for Design Review Board – Residential from \$35.00 to \$50.00 to better reflect the cost of providing these services. (The fee in Whitefish Bay is \$100 and Bayside is \$60)

No other administrative fee changes are being proposed at this time.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item.*

Yes No

Fiscal Impact

Nominal

Action Required / Recommended

None

Attachments –

7-15-19 Fee Schedule with revisions

VILLAGE OF SHOREWOOD - FEE SCHEDULE

Effective 9/1/19

ALL DEPARTMENTS

Photocopying (municipal records only): Letter size (B&W) - per side	0.10
First 5 copies of personal information / month	FREE
Photocopying (municipal records only): Letter size (Color) - per side	0.25
Notary Public Services (Village documentation only)	FREE
NSF checks / Returned payments	35.00

Open Records Requests

(As applicable under Wisconsin State Statutes §§ 19.31 - 19.39)

Direct hourly rate for research and compiling of documents or other records not readily available as requested:	18.00 - 44.00
Printed Copies (letter, legal, ledger size)	0.10
Printing of oversized documents based on cost	varied
Electronic Copies	
Email PDF or other existing electronic medium	waived
Electronic medium to flash drive or DVD each:	
Up to 8 GB	\$5.00
Up to 16 GB	\$6.50
Up to 32 GB	\$10.00
Up to 64 GB	\$18.50
Up to 128 GB	\$32.00

(Late Payment Charge (all municipal invoices) (1.5% monthly))

VILLAGE CLERK

Amusements	50.00
Amusements, Games of	
Less than 5 machines per licensed Class B premise	N/A
Others with devices (each machine)	50.00
License transfer	25.00
Reapplication for license	25.00
Atwater Park Vendor permit	
Application Fee	50.00
Daily fee	10.00
Billiard Room (same as Amusement, games of)	50.00

Beverage Licenses:	
Retail Class "A" (Malt Beverage)	100.00
Retail Class "A"	500.00
Class "B" (Malt Beverage)	100.00
Class "B" Reserve - Original	10,000.00
Publication Fee	15.00
Wholesaler's Fermented Malt Beverage	25.00
Class B Temporary Club	10.00
Provisional Operators License	15.00
Temporary Operators License	10.00
Operators Licenses 80.00 -2 year	40.00
Change of Agent	10.00
Liquor License Late Fee for Filing Renewal	100.00
Business Background checks/person	7.00
Business License Late Fee (non-Liquor) for Filing Renewal	50.00
Cabaret (amplified sound)	
Annual (\$25.00 non-refundable if denied)	305.00
3-day license (3 per year)	40.00
Carnival permit - each day	50.00
Christmas Tree Sales	
License	55.00
Security Deposit	200.00
Cigarettes/Tobacco Products Retailer	100.00
Dry Cleaning (per machine)	45.00
Parade Permits (special event)	100.00
Pet Licenses	
Dog -unaltered	24.00
altered	12.00
puppy (after July 1)	6.00
Cat -unaltered	24.00
altered	12.00
Dog/Cat late fee - unaltered *	12.00
Dog/Cat late fee - altered *	6.00
*effective April 1, after 30 days of residence or after the dog/cat exceeds five months of age	
Extra Pet fee – (over 2 pets licensed per housing unit)	50.00
Duplicate tags	1.00

Real Estate Status Reports:	
Routine (3-5 business days)	25.00
Rush (within 2 business days)	50.00
Secondhand Article / Consignment Dealer	27.50
Secondhand Jewelry Dealer	30.00
Security Alarm System Permit – 5 yr.	60.00
State Tax Exempt Property Report Filing Fee (even years only)	10.00
Street Festival (special event)	100.00
Tax Roll (report / export)	100.00
Transient Merchant	100.00
Weights & Measures License (inspections billed separately)	25.00
Assessment Roll (report / export)	100.00

FIRE DEPARTMENT

www.nsfire.org for full list of fees

HEALTH DEPARTMENT

www.nshealthdept.org for full list of fees

PARKING

Parking Lot Fees (monthly):

24 hour lots	75.00
Overnight only lots	50.00
Day Parking only	35.00
Administrative Wait List (non-refundable)	10.00

(Parking refunds on advance purchased permits only if requested prior to start of permit month)

Onstreet Parking Fees:

Overnight - (Landlord contracted only) – per month/ sold quarterly	50.00
Overnight - (Qualified Hardship) – per month	50.00
Day Impact Zone Parking (restricted areas) - annual	10.00
Single Night Parking Fee (limited to 20 per year per license plate) (Applies to purchases made after 1/1/19)	FREE

PLANNING & DEVELOPMENT DEPARTMENT

FEES APPLICABLE TO ALL PLANNING & DEVELOPMENT PERMITS

Plan Review	45.00
Re-inspection - where additional inspections are made necessary by reason of neglect to correct work found faulty, defective or incomplete at the expiration of the time limit set for re-inspection as specified in notice duly served	
minimum	30.00
Re-inspection - To compensate for inspection and administrative costs, the Following fees may be charged for any re-inspection to Determine whether a condition identified in a notice of Violation under Sections 220 and 326 of the village code	
minimum	50.00
second re-inspection fee	75.00
third re-inspection fee	150.00
subsequent re-inspection fees	250.00
Failure to Procure Permit before starting work	Double Triple Permit Fee
Failure to call for Rough Inspection	50.00
Failure to call for Final Inspection	
within 15 working days after work is complete	50.00
Permit Reinstatement Fee	30.00
On-Site Consultation – per initial 1 hour	100.00
Per each additional hour	50.00

BUILDING

Plan Review – Residential	50.00
Plan Review – Commercial (see table)	

<u>Area (Square Feet)</u>	<u>Building Plans</u>	<u>HVAC Plans</u>
Less than 2,500	\$250	\$150
2,501 – 5,000	\$300	\$200
5,001 – 10,000	\$500	\$300
10,001 – 20,000	\$700	\$400
20,001 – 30,000	\$1,100	\$600
30,001 – 40,000	\$1,400	\$800
40,001 – 50,000	\$1,900	\$1,100
50,001 – 75,000	\$2,600	\$1,400
75,001 – 100,000	\$3,300	\$2,000
100,001 – 200,000	\$5,400	\$2,600
200,001 – 300,000	\$9,500	\$6,100
300,001 – 400,000	\$14,000	\$8,800
400,001 – 500,000	\$16,700	\$10,800
Over 500,000	\$18,000	\$12,000

Building Permit	
Minimum	5.00 65.00
Exceeding minimum	9.00 / \$1000 value
Commercial Permit	
Minimum	75.00
New Construction/Additions	0.30/SF
Repair/remodeling	10.00 / \$1000 value
Wisconsin Uniform Building Permit - 1 & 2 Family New Construction Seal	35.00

ELECTRICAL

Plan Review (where applicable)	45.00
Minimum Permit Fee	60.00
Devices (fixtures, switches, receptacles, etc.) - each	0.75
Luminaires – each	0.75
All tubular discharge lamps (fixture mounted) - per tube	0.50
Arc, Mercury, Quartz, A.V., other search or floodlights – each	5.00
Illuminated signs - each	5.00
Dimmers, recessed (1000 watts and above) - each	3.00
Strip Lighting; Plug-in strip; trolley duct; etc. - per foot	0.50
Pole mounted fixtures - each	10.00
Automatic Heating System, Oil or Gas - each	15.00
Other Individual Heating Devices; Wall, Duct, Floor, etc. -each	15.00
Central Air Conditioners - Residential	15.00
Central Air Conditioners - Commercial (3HP & up)	25.00
Unit Air Conditioners, Wall insert type (up to 3 HP)	12.00
Other Refrigeration: Air Handling, Compressors - each	12.00
Water Heaters – each	12.00
Wiring for Ranges – each	12.00
Built-in Oven and/or Range Tops - each	12.00
Clothes Dryer	12.00
Garbage Disposal (Permanent or Plug-in) - each	12.00
Dishwasher – each	12.00
Central Vacuum Cleaner – each	5.00
Low Voltage Transformers – each	5.00
Busways; Wireways; Underfloor Raceways; etc. - per foot	1.00
Fire Alarm System/Exit System	50.00
Fuel Dispensing System	50.00
CSST Grounding	15.00
Commercial Building Grounding	15.00

Whirlpool Tubs	12.00
Exhaust Hoods or Fans – each	5.00
Exhaust System-Commercial	25.00
Motors: Each HP or Fraction - Total - per HP	0.75
Services:	
1. 0 through 100 amperes – each	30.00
2. 101-200 amp service - each	45.00
3. Thereafter each add'l or fraction per 100 amperes	15.00
4. Additional service switch - each	15.00
Generators: Rectifiers; Transformers - per KW	1.50

HEATING/VENTILATING

Plan Review (where applicable)	45.00
Minimum Permit Fee	60.00
Heating Unit, including ductwork	
0 to 150,000 BTU Units - each	40.00
for each add'l 50,000 BTU or fraction	15.00
Air handler	40.00
Boiler	
150,000 BTU input or under	40.00
for each additional 50,000 BTU or fraction	15.00
Humidifiers - each	20.00
Air Conditioners, other than wall units - each	40.00
Permanently Installed Wall Units - each	20.00
In floor heating; radiators	40.00
Commercial Exhaust Hood(s)	40.00
Backflow Preventers - each	15.00
Ductwork	40.00

PLUMBING

Plan Review (where applicable)	45.00
Minimum Permit Fee	60.00
Fixtures - Installed, Removed, Relocated or Replaced – each	10.00
Downspout Connections (permit required)	NO FEE
Building Sewers	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.50
Storm Sewers	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.30

Building Drain and Storm	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.30
Water Service	
First 100 ft. or fraction thereof	50.00
Over 100 ft. - per foot	0.30
Water Distribution	50.00
Sanitary Sewers from Main to Lot Line	
Minimum	50.00
Over 100 ft. - per foot	0.50
Storm Sewer from Main to Lot Line	
Minimum	50.00
Over 100 ft. - per foot	0.50
Water Service from Main to Lot Line	
2" or under	50.00
Over 2"	55.00
Cap sanitary/storm/water – each	50.00
Sprinkler System Connection Charge	50.00

ZONING

Zoning Review – Residential Addition	50.00
Zoning Review – Residential New Home	125.00
Zoning Review – Commercial Accessory Structure	125.00
Zoning Review – Commercial Addition	250.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Zoning Review – Commercial New Building	350.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Zoning Review – Sales of Property	
Residential	50.00
Commercial	150.00
Board of Appeals	200.00
Conditional Use	125.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Conditional Use Solar System	75.00
Planned Development District	500.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr
Plan Commission – Special Exception Parking Permit	75.00
Zoning / Lot Amendment Application Fee	500.00
plus Engineer/Staff Review Fees, as deemed necessary	200.00 / hr

OTHER PERMITS

Alter the Public Way - insurance and bond required	100.00
Sidewalk Replacement/Excavation in Parkway	100.00
Driveway Approach/Apron – Residential	100.00
Driveway Approach/Apron – Commercial	150.00
Curb Line/Street Opening (5 Day Max)	
Residential Streets	150.00
Oakland and Capitol	250.00
Antennas	100.00
Beekeeping, original application	25.00
Beekeeping, renewal application	10.00
Boiler Operator's Exam	25.00
Boiler Operator's License: New & renewal	40.00
Design Review Board (includes commercial signs)	
Residential	35.00 50.00
Commercial	100.00
Special Exception Signage	75.00
Erosion Control Permit	250.00
*outside additional engineering costs may apply	
Obstruct the Public Right of Way – insurance required	75.00
Drive Lane Closure – Residential Streets	150.00
Drive Lane Closure – Capitol and Oakland	200.00
Full Street Closure – Residential Streets	200.00
Full Street Closure – Capitol and Oakland	250.00
Dumpster – Residential Streets (10 day roofing)	50.00
Dumpster – Residential Streets (40 day building)	75.00
Dumpster – Capitol and Oakland (40 day building)	100.00
Occupancy Permit:	
Commercial/Industrial	150.00
Temporary Occupancy (each 30 day period)	25.00
New Residential – Per Unit	50.00
Residential Addition	25.00
Failure to procure permit before occupancy	Triple Fee
Occupancy Renewal Permit	
Occupied space less than 400 sq. ft.	25.00
Occupied space 401 – 1000 sq. ft.	50.00
Occupied space 1001 sq. ft. or greater	75.00
Solid Landfill Permit	
Transfer/Deposit	250.00
Truck Permit	25.00

Special Privilege Permit (requires bond or insurance)	
General	
Residential	50.00
Commercial	100.00
Loading Zones (30 ft.)	
Application fees (annual)	
Initial or Modified (includes signage)	150.00
Renewal	100.00
Additional fees (annual)	
Zone up to 30 lineal feet	250.00
Each additional 10 lineal feet / portion thereof	100.00
Parklet's	
Application fees (annual)	
Initial or Modified	250.00
Renewal	100.00
Additional fees (monthly)	
Per 20 lineal feet / portion thereof	75.00
Storm Water Management Permit – impervious surfaces plus Engineer/Staff Review Fees, as deemed necessary	200.00 200.00 / hr
Temporary Storage Units & Temporary Dumpsters	
Storage Units on Private Property (less 20 days)	25.00
Dumpsters on Private Property (40 days)	50.00
Underground Tank Removal	
Less than 1,000 gallons – each	50.00
1,000 gallons – 2,000 gallons – each	100.00
Each add'l 1,000 gallons or fraction	10.00

POLICE DEPARTMENT

Bicycle Registration (Life of bike with same family in Shorewood)	10.00
Certifications (background check, notarized letter)	10.00
False Alarms	
Residential -- Second and subsequent false alarms fee	50.00
Commercial false alarm fee	100.00
Fingerprinting	12.00
No parking signs - usage fee	10.00
refundable deposit	10.00
Parking Ticket Forfeitures (per ordinance 50-49d7)	
Towing vehicles Administrative Fee	25.00
Plus Towing Costs	125.00
Unpaid Parking Tickets (per ordinance 50-49d7)	
Administrative fee	10.00
State Recording fee	5.00
Warrant Service Fee for serving others' warrants	25.00

PUBLIC WORKS DEPARTMENT

Disposal Fees (residents only):	
Car/Minivan	12.00
Truck/Van/ or SUV/Minivan (seats removed)	17.00
Cube van/moving truck	77.00
Trailers (additional)	7.00
Additional Dumping charges (residents only):	
Electronics	
TV's smaller than 32"	30.00
TV's 32" or larger	45.00
CPU computer towers	10.00
CRT computer monitors	10.00
All other small electronics (up to 5 items)	5.00
Tires (each)	4.00
Additional Kart Purchase (Refuse or Recycling)	65.00
Plus additional - annual collection charge (refuse only)	235.00
Special curbside pick-up :	
1/4 hr. & 500 lbs.	50.00
Each additional 1/4 hr.	20.00
Over 500 lbs. (non-recyclable) - per lb.	0.04
Trash left at curb with no special collection arranged plus \$5 photo documentation fee	Double fees
Curbside brush pick-up :	
First ¼ hour .	Free
Each additional 1/4 hr.	20.00
Delinquent Property Maintenance Enforcements:	
Snow Removal / Grass cutting / weeds	
Administrative fee	50.00
Plus costs of service	as required

WATER / SEWER UTILITY FEES

www.villageofshorewood.org/539/Utilities for more fee information



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Discuss prioritization of 2020 initiatives.

Date: July 15, 2019

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

1. June 14, 2019 – Village Board members submitted individual initiatives. All 2020 Trustee and volunteer committee initiatives can be found on the village's website by this [link](#).
2. June 24, 2019 – Village Board discussed the priorities submitted.
3. July 1, 2019 – Village Board identified the top five priorities:
 - a. Strategic Planning and TID Policies
 - b. Agenda & Document Management
 - c. Historic Preservation (education process)
 - d. Education on Unlearning Racism
 - e. Implementation of Parking & Transportation Analysis

In addition, the Village Manager was requested to identify any additional priorities that could be implemented in 2020 from the Trustee Initiatives list.

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

After review of initiatives with staff, I am recommending that the Board proceed with completing outstanding items currently on the agenda list for 2019 (see attachment) into 2020 and the following additional initiatives:

- a. Review of parkland with organizations and possible area for bocce ball courts
- b. Implement Resource Management Plan at Hubbard Park
- c. Implement Canoe/Kayak Launch at River Park
- d. Add Living Wage item to the list to be reviewed by JP&L

To recap, below is the summary of next steps for these items. Following action by the Board, staff will prepare work plans for their implementation. All other staff initiatives are scheduled to move forward; however, dependent upon budgetary constraints. I will be following up with volunteer committee liaisons and committee chairs regarding the initiatives selected by the Board and to discuss next steps for the initiatives identified by each group.

Agenda & Document Management

If you recall, the Board requested the Clerk to work with CivicPlus our website provider to provide an agenda management solution for approximately \$6,000 in 2019. After reviewing the application and annual maintenance fee associated, staff did not find it prudent to proceed as it would not have addressed the Board's stated needs. In the next 45 days the Clerk will be providing a RFP for agenda and

document management. A few initiatives submitted directly correlate to the RFP for agenda and document management. Here is the staff's recommendation based upon on current course of action:

- Minutes Initiative – if amenable to the Board, staff would recommend implementing the initiative now for the interim period (present to date of implementation for agenda management) with the understanding that the time recorded for each motion would be documented by the Clerk following the motions approval.
- Video Indexing Initiative – this will be evaluated in proposals for agenda management.
- Improve Sound System in the Board/Committee Rooms – this will be evaluated as a second step to agenda management, as the vendor applications may impact modifications to the sound system and video recording methods.
- Creating Single PDFs of Minutes by Year – if amenable to the Board, staff would recommend implementing the initiative now for the interim period (present to date of implementation for agenda management).

Strategic Planning & TID Policy Development

Staff recommends proceeding with this initiative as recommended by the Chair Hammond – CDA, President Rozek and Tr. Amenta. Baker Tilly is ready to schedule a collaborative meeting with staff, Village President, Tr. Amenta and Chair Hammond to discuss planning our next steps.

Educating on Unlearning Racism

Task 1 Form an Internal Equity Diversity and Inclusion (EDI) Committee

- Committee leader: Martha Berry, YWCA, est. \$2,500
- Committee participants: participation of an individual(s) from each department, trustee representative, HRC representative if available
- Goal #1 Adopt a guide or framework with resources for language and scope around racial justice as it applies to municipal service.
- Goal #2 make recommendations for village wide (staff/boards/commission) training and resources.
- Goal #3 to develop a village mission statement for diversity and inclusion.
- Develop training and resources for the village that will be accessible to village staff, boards and commissions.

Task 2 Offer the Unlearning Racism Class in 2020

- Enlist Martha Berry to provide onsite training introduction training with Department Heads and HRC members - \$1,000
- Budget \$2,000 (4 people) or \$5,000 (10 people) staff and trustees voluntarily desire to attend the class in 2020

Hubbard Park – Canoe/Kayak Launch, Handrail, Land Management Plan

A canoe/kayak launch has been identified in three planning documents over the last 15 years in Hubbard Park. The recently constructed river trail plan designed a launch; however, it was removed from the construction plans due to cost. The swale required was installed without the launch. Staff recommends the Village engineer design and receive the necessary permits for a simple launch in the same location. The Board may authorize design to begin in 2019 or in 2020. If the Board is so inclined, the launch construction and handrail could be bid together to complete these improvements. By fall the Village will have completed the land management plan for the river trail area. There will be annual recommended

maintenance of this area. It is advised that the Board determine the level of annual maintenance during the budget after a presentation of the maintenance plan by our consultant OTIE.

Bocce Ball at River Park

As discussed at the meeting on July 1, it is advised that the Parks Commission, Pedestrian & Bike Safety Committee, Milwaukee County Parks, Shorewood Recreation Department, Little League, North Shore Soccer Club and Friends of Estabrook Park meet to first review the desires of each group and learn about if and how these items may be incorporated in park areas in Shorewood or Estabrook Park.

Preliminarily staff suggests exploring the possibility of a bocce ball court at River Park. There is a park plan for this area, as well as an agreement with the Little League for use and improvements at River Park. The agreement is due to renew in 2019. From my understanding, the Village has not referenced this agreement in the last 10 years or more. Reviewing the use of the park is also timely as we plan for MMSD's Edgewater sewer project in 2021. This sewer runs through the Edgwood/Oakland intersection towards the river. Access may be significantly limited during the construction. Discussing alternative access and site utilization is always better well in advance of upcoming improvements.

Historic Preservation

To move this initiative forward, it is recommended that the Village partner with the Shorewood Historical Society to explore options for preservation and engage the State Historical Society in education the community on those options. A communication will also be developed to allow all parties to learn about these options and then discuss next steps for possible policy development.

Living Wage

This item could go onto the list for future JP&L review, as time is available. All outstanding items on the JP&L list should be completed first.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

I recommend the priorities below for implementation in 2020:

- e. Strategic Planning and TID Policies
- f. Agenda & Document Management
- g. Historic Preservation (education process)
- h. Education on Unlearning Racism
- i. Review of parkland with organizations and possible area for bocce ball courts
- j. Implementation of Parking & Transportation Analysis
- k. Implement Resource Management Plan at Hubbard Park

- I. Implement Canoe/Kayak Launch at River Park
- m. Add Living Wage item to the list to be reviewed by JP&L

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

<u>COMMUNITY & BUSINESS RELATIONS</u>	
Consider special event ordinance.	5-Aug
Consider legislation against airbnb housing.	
<u>PUBLIC SAFETY</u>	
Discuss the decriminalization of marijuana.	fall, as time is available
<u>STRATEGIC INITIATIVES</u>	
<u>PUBLIC WORKS</u>	
Review new recycling container and signage improvements.	5-Aug
Discuss tree removal policy.	
Review snow dumpion location.	
<u>BUDGET & FINANCE</u>	
Discuss future of special assessment of sidewalks.	5-Aug
Unintended water use policy.	5-Aug
Discuss fiscal note.	5-Aug
Review penalties on late property tax payments and general process for notication.	5-Aug
Consider approval of additional funds for purchase of Badger (E-Poll) Books	3-Sep
Additional fund balance policies.	6-Jan
<u>JP&L</u>	
Consider IT RFP.	5-Aug
Consider agenda management & document management RFP.	5-Aug
Consider "Class B" Liquor License for Toro Taco	5-Aug
Outline process for standing and volunteer committee appointments.	3-Sep
Discuss standing committee distribution of tasks and discuss next steps for volunteer committees (meeting #8).	3-Sep
Consider Central Count for processing absentee ballots starting for the 2020 Election cycle	3-Sep
Consider DPW organizational analysis RFP.	7-Oct
Consider amendments to license premise for parklet and outdoor seating.	7-Oct

Consider service agreement with IT vendor.	18-Nov
<u>COMMITTEE OF THE WHOLE</u>	
Update/develop equipment replacement policies. Review municipal fleet needs. Next steps for DPW facility.	15-Jul
Discuss communication plan policies 4-5: Social Media and Public Buildings.	7-Oct
<u>NEW BUSINESS</u>	
Discuss legislation limiting the sale and use of vaping devices, accessories to minors and prohibiting vaping in public spaces.	15-Jul
Consider 2020 fee schedule.	5-Aug
Fire Station CSM and conditional approval of façade easement	5-Aug
Approval to close on fire station real estate	16-Sep
<u>Future Agenda Items of Consideration</u>	
Consider installation of cigarette butt receptacles at Atwater Beach – Tr. McKaig (eliminated is smoking prohibited on beach)	5-Aug
<u>Closed Session</u>	
Remzy Bitnar, review of litigation cases, not time sensitive.	Sept
<u>Plan Commission</u>	
Consider amendments to conditional use permit for 5G permit review.	before 5G comes to WI
<u>Human Relations Commission</u>	
Provide a recommendation on holiday decorations.	by September 2019
Provide a recommendation on when to hold Trick or Treat.	before next May 2020
<u>Other Items - Standing Committee/COW to be determined</u>	
Discuss Village Board and Committee Code of Conduct.	after HRC conclusion



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider Police Department Phase 2B options

Date: July 15, 2019

Presenter: Riley Construction

Department: Police Department

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

1. Please see the [June 25, 2018 memo](#) for a history on the police department project since 2006 up to the completion of Phase 2B.
2. At the June 25, 2018 Village Board meeting the board was presented with the Police Department Phase 2B. See the above memo for details.
3. At the Village Board Meeting on June 25, 2018 the village board discussed the “anticipated 2019 bonded projects” which included Phase 2B of the police department renovation. As a result of the discussions it was indicated the village board desired to have more detailed information on the design options to better estimate the various costs for each of these options in the Phase 2B Renovation and included \$17,500 in the 2019 Budget for this work.
4. On May 6, 2019 Riley Construction presented to the village board the various option for Phase 2B. [See Riley Construction’s Power Point Presentation](#). Riley Construction also provided an updated budget for the various options, [see here](#). At the meeting trustees made the following inquiries into the original budget and construction. The information was not readily available at the meeting, but the summary of history and cost discussed below in this memo provides the answers to the following questions:
 - a. What was the original budget for acquisition and construction?
 - b. What was the original proposed size of the community room?
 - c. What are the projected annual utilities for the recommended garage build out Phase 1A1?
 - a. Can the project be value engineering to bring it in at a lower cost? If so, how and with what projected cost reduction?

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

Riley construction in concurrence with the police department is recommending option 1A1 for Phase 2B renovation. See the attached power point for more details. Riley will discuss their recommendation at the meeting. It should be noted that with the continued access to the private parking lot to the north of our building in question, the only option is to have the garage door be placed on the south side of the building. In addition, the updated schematic of the parking garage takes into account turn radius of vehicles and needed storage to include the storage of impounded vehicles.

Riley has provided a project construction summary to date which includes the Phase 2B estimated costs. Those Below is summary of their review.

BUDGET UPDATE:

Phase 1 Final Cost	\$975,892
Phase 2A Final Cost (Includes HVAC units and Roof Replacement)	\$864,989
Total Construction Completed to date	\$1,840,881
Phase 2B Garage (If Option 1A)	\$749,703
Total Projected Budget	\$2,590,584

On December 5, 2016 Riley Construction provided the Village Board a summary of the anticipated project costs, estimated budget, and savings opportunities. See the attachment for more details. Below is the summary of the original estimated budget of the project as discussed on December 5, 2016 and the final anticipated costs of the actual costs for the project.

Budget Comparison

Original Riley Budget (December 5, 2016) (does not include community room)	\$3,590,381
Current Projected Budget (does not include community room)	\$2,590,584
Under our original budget	\$999,797

Below is a detailed analysis of the overall Police Department Renovation costs including the purchase of the police department building compared to the various estimates throughout the 3 phases of this project ([all of the supporting budget sheets can be found here](#) that relate to the numbers below).

A couple of items of note:

1. Prior to purchasing the building; the village had the property appraised by Modenburg and Associates. The building appraised at \$1.9 million.
2. The Village’s assessor as part of the 2015 reassessment of the property within the Village put a value of \$3,205,000 on the building.
3. At the time the building was listed for sale at \$3.7 million.
4. The Village was working with a broker who completed an analysis including an evaluation of comparable sales and their estimate was \$2,288,720.
5. The final purchase price the Village bought the building for was \$2,434,436 (not the anticipated price in the first and original budget dated September 21, 2015 prior to the purchase and prior to hiring Riley Construction).
6. New Construction estimate: 24,293 sq/ft @ \$285 \$9,201,554

Original Estimated Budget based upon Zimmerman Architect Estimate of Probable Construction Costs dated September 21, 2015 including what the village estimated as the purchase price of the building at that time:

Estimated Purchase Price of Building at the time	\$2,000,000
Estimated Total Construction Costs	\$2,065,960

Estimated Other Project Costs	\$788,422
Total Estimated Cost	\$4,854,382

**It should be noted the above costs did not include any roof replacement or replacing the unit heaters.

Because the building was purchased for much more than anticipated, below is a budget adjustment to account for the increase cost to actual purchase price of building using the original estimates from Zimmerman dated September 21, 2015. Upon purchase of the building and before the hiring of Riley the below was the updated estimated project costs:

Actual Purchase Price	\$2,434,436
Estimated Total Construction Costs	\$2,065,960
Estimated Other Project Costs	\$788,422
Total Estimated Cost	\$5,288,818

**It should be noted the above costs did not include any roof replacement or replacing the unit heaters.

The below numbers indicate all of the final costs to date NOT including Phase 2B.

Actual Purchase Price of building	\$2,434,436
Phase 1 Final Cost	\$975,892
Phase 2A Final Construction Cost	\$456,764
Phase 2A Final Roof and HVAC unit costs	\$408,225
Total Costs Completed to date	\$4,275,317

The below numbers are the final costs from above, including estimated Phase 2B Construction Costs

Total Final Costs to date	\$4,275,317
Phase 2B Garage (If Option 1A)	\$749,703
Total Projected Final Costs	\$5,025,020

Below are the comparisons from the original budget dated September 21, 2015 compared to the actual costs of the project.

Original Zimmerman Estimated Budget Comparison to Actual

Original Zimmerman estimated Budget and Estimated purchase price, September 21, 2015

Estimated Purchase Price	\$2,000,000
Estimated Total Construction Costs	\$2,065,960
Estimated Other Project Costs	\$788,422
Total Estimated Cost	\$4,854,382

Actual Final Costs plus estimated Phase 2B Construction

Total Final Costs to date include purchase	\$4,275,317
Phase 2B Garage (If Option 1A)	\$749,703
Total Estimated Project Budget	\$5,025,020
Minus Roof Costs not in original budget	-\$408,225
Comparable Final Costs to original budget	\$4,616,795
Est. cost savings if done in one phase vs three	-\$132,877

**It should be noted that the above costs include \$486,015 in General Conditions, General Requirements, Design Fees, and Insurance. It is estimated that this cost would have been approximately \$353, 912 if the project would have been completed in one phase versus three phases which would resulted in an additional \$132,877 savings.

Adjusted final costs to compare with original budget \$4,483,918

As you are aware when Riley was hired they provided their own budget analysis and their Original Riley Budget dated November 16, 2016 with purchase price of building is below:

Original Riley Budget (minus CR and roof)	\$2,880,871
Cost of purchase of building	\$2,434,436
Total Riley Estimated Budget w/building	\$5,315,307

COMPARISON OF THE ESTIMATED FINAL BUDGETS COMPARED TO ACTUALS

FINAL COST W/2A	Final Cost minus roof/HVAC which was not accounted for in original budgets plus savings if done in one phase	Zimmerman Budget after purchase of building	Riley Original budget with purchase of building
\$5,025,020	\$4,483,918	\$5,288,818	\$5,315,307

Community Room Size

The Community Room started as two full column bays which was 5265 SF. The proposed space if option 1A1 is chosen would be 3995 SF. Per code the maximum capacity of that room would be 400 persons so long as storage of approximately 365sq ft. is preserved and a toilet room of 400 sf are accommodated. Should variables change the analysis should be re-calculated.

Can the garage be Value Engineered?

According to Riley and Zimmerman the project has been value engineered to include/eliminate such items not redoing the concrete floor instead doing trench drains and catch basins, drywall in lieu of doing the wall in block, using a traditional overhead door versus a high speed coiling door.

They stressed the one thing that can be done is to go to bid at the right time which could result in favorable bids. The recommendation from Riley would be to go to bid in October 2019 and begin construction in February 2020.

Estimated Utilities Costs for the Phase 2B

This information will be provided at the board meeting on July 15.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

I move to approve the scope of Police Department Renovation Phase 2B, option 1A1.

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

Riley Construction Power Point



Village of Shorewood Police Department Renovations

Garage Phase 2B Floor Plan and Budget Approval

July 15th, 2019

BUDGET:

Phase 1 Final Cost	\$975,892
Phase 2A Final Cost	\$864,989
<i>Phase 2B Proposed Cost</i>	<u>\$749,703</u>
Total:	\$2,590,584

*To perform Preconstruction Services (Design and Bidding) for Phase 2B before the end of 2019: Value = \$61,000 (51,000 + 10,000)

VILLAGE of SHOREWOOD
Police Department - PHASE 2B (Garage)
April 29, 2019

Recommended
Option

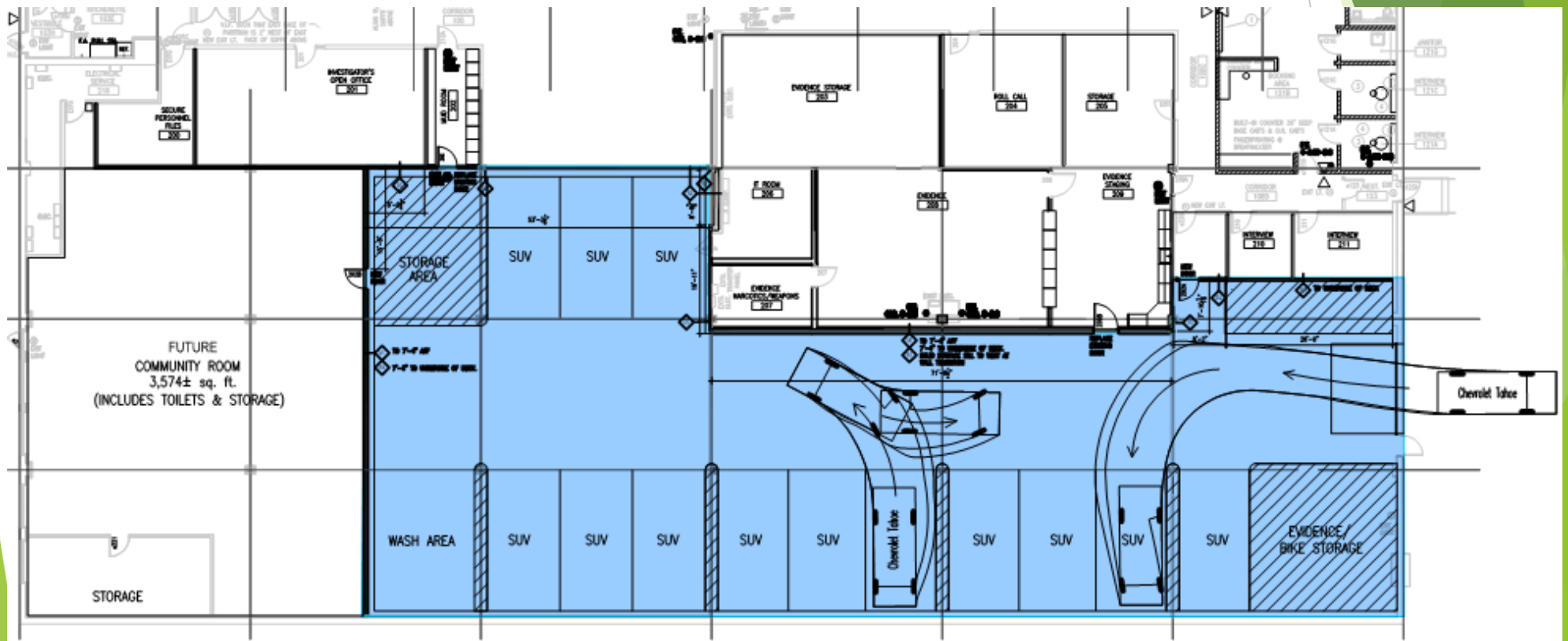
Construction values	Original Garage Budget 2017	Phase 2B (Garage) Option 1A	Phase 2B (Garage) Option 1A1	Phase 2B (Garage) Option 1B	Phase 2B Smaller Garage 1C	Phase 2B 6,000sf Bldg Addition	Alternate - Repave South Parking Lot
Selective Demolition	\$57,180	\$21,812	\$22,952	\$35,857	\$15,152	\$0	
Cast In Place Concrete	\$12,500	\$0	\$0	\$11,825	\$0	\$85,250	
Masonry	\$37,400	\$8,500	\$8,500	\$0	\$8,500	\$175,100	
Structural Steel	\$15,000	\$3,500	\$3,500	\$1,200	\$3,500	\$84,000	
Carpentry	\$11,365	\$6,190	\$8,850	\$6,130	\$6,190	\$18,900	
Millwork	\$10,000	\$0	\$0	\$0	\$0	\$0	
Roofing	\$10,000	\$2,500	\$2,500	\$1,700	\$1,800	\$73,500	
Fire Stopping	\$5,500	\$2,500	\$2,500	\$2,500	\$2,500	\$7,500	
Caulking	\$2,500	\$1,200	\$1,200	\$1,200	\$1,000	\$4,500	
Doors and Frames	\$26,950	\$4,750	\$9,950	\$6,000	\$6,500	\$26,100	
Aluminum Systems / Glazing	\$5,000	\$0	\$0	\$0	\$0	\$8,500	
Steel Studs & Drywall	\$28,000	\$21,542	\$38,794	\$6,628	\$19,692	\$0	
Acoustical Ceiling	\$32,000	\$2,240	\$2,240	\$0	\$2,240	\$0	
Carpeting & Resilient	\$5,000	\$0	\$0	\$0	\$0	\$0	
Seamless Epoxy Floor	\$48,730	\$23,279	\$23,279	\$20,213	\$15,134	\$16,500	
Painting	\$17,720	\$22,306	\$22,306	\$22,372	\$19,629	\$25,500	
Signs	\$5,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Guardrail	\$4,500	\$9,495	\$9,495	\$9,360	\$2,850	\$0	
Fire Extinguisher & Cabs	\$3,800	\$1,750	\$1,750	\$1,750	\$1,500	\$1,750	
Fire Protection	\$112,000	\$125,000	\$27,000	\$125,000	\$125,000	\$148,100	
Plumbing	\$20,000	\$38,000	\$38,000	\$24,000	\$34,000	\$42,000	
HVAC	\$96,000	\$86,800	\$100,200	\$82,300	\$74,885	\$65,000	
Electrical	\$74,740	\$57,000	\$57,000	\$54,000	\$48,450	\$70,000	
Fire alarm	In Electrical	In Electrical	In Electrical	In Electrical	In Electrical	In Electrical	
Security Systems	\$15,000	\$5,000	\$5,000	\$5,000	\$5,000	\$7,500	
Low Voltage	\$5,000	\$3,500	\$3,500	\$3,500	\$3,500	\$5,000	
Asphalt Paving	\$35,000	\$0	\$0	\$0	\$0	\$15,500	\$38,500
Site Utilities (Water and sewer)	\$55,000	\$61,945	\$61,945	\$61,945	\$61,945	\$84,650	
Earthwork		\$0	\$0	\$7,900	\$0	\$91,000	
Fencing	\$18,000	\$0	\$0	\$0	\$0	\$0	
Escalation through end 2019	\$49,034	\$25,515	\$25,515	\$24,594	\$23,023	\$52,868	\$1,925
<i>sub total</i>	\$817,469	\$535,824	\$497,476	\$516,473	\$483,490	\$1,110,218	\$40,425
General Conditions	\$84,528	\$84,528	\$84,528	\$84,528	\$84,528	\$122,124	\$4,447
General Requirements	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$0
Design Services	\$65,000	\$50,000	\$51,000	\$50,000	\$50,000	\$99,920	\$500
GC Fee and Insurance	\$37,719	\$27,814	\$26,320	\$27,040	\$25,721	\$54,290	\$1,815
Total construction costs	\$1,029,716	\$723,166	\$684,324	\$703,042	\$668,739	\$1,411,551	\$47,187

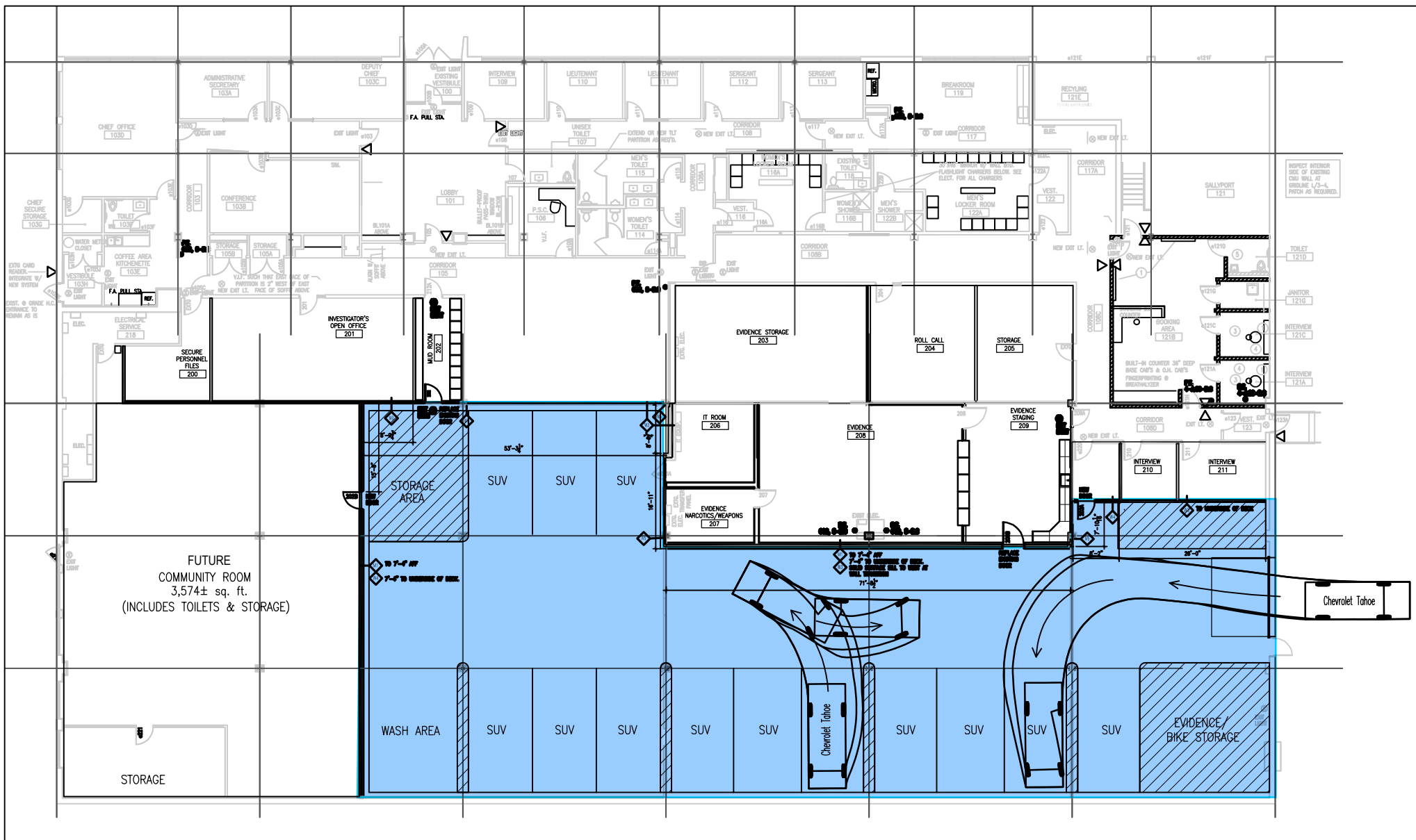
Other Project costs	Original Garage Budget 2017	Phase 2B (Garage) Option 1A	Phase 2B (Garage) Option 1A1	Phase 2B (Garage) Option 1B	Phase 2B Smaller Garage 1C	Phase 2B (Bldg Addition Option)	Alternate - Repave South Parking Lot
Permits/Plan Reviews	\$2,500	\$3,421	\$4,221	\$3,442.28	\$3,142	\$1,800	\$250
Asbestos testing & Abatement	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$4,850
AV and IT hardware (Ason & DigiCorp)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0
Special Equipment	\$40,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
Administrative/Attorney Fees	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$15,000	\$0
Contingency	\$29,420	\$36,158	\$36,158	\$35,152	\$33,437	\$70,578	\$2,359
Total other costs	\$85,920	\$64,579	\$65,379	\$63,594	\$61,579	\$102,378	\$7,459

GRAND TOTAL BUDGET	\$1,116,636	\$787,745	\$749,703	\$766,636	\$730,318	\$1,513,929	\$54,646
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If south parking lot is milled and overlaid instead of repaved, deduct \$ (13,625)

Garage Option 1A1 - Updated Layout/Budget \$749,703 (Sprinkler Garage Only)





1 FLOOR PLAN - PHASE 2B
N.T.S.

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Garage Floor Plan
Phase 2B - Option 1A1

Shorewood Police Station
4057 N. Wilson Drive, Shorewood, WI

Proposed Police Vehicle Garage

Scale: N.T.S. Date: 7-3-19 Project No.: 180043.00

A2.1



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider Memorandum of Understanding for Crossing Guard Services with Shorewood School District and Consider Agreement of Crossing Guard Services

Date: July 15, 2019

Presenter: Peter A. Nimmer, Chief of Police

Department: Police Department

History – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.

1. On June, 18, 2018 the Village Board approved the Request for Proposal for Crossing Guard Services. The RFP was posted online and was sent to companies listed online as providing these services to municipalities. ([See 2018 RFP](#))
2. On August 6, 2018 the Village Board reviewed the proposals ([See Memo](#)). The Village awarded a one-year contract to Wisconsin Personal Protection Services at this meeting.
3. On Sunday, March 17, 2019, the Shorewood Police Department was notified that the current provider for school crossing guards, Wisconsin Personnel Protection Services had closed. As indicated in the March 18, 2019 Village Board Packet memo, the village had been made aware on Wednesday, March 13, 2019 the Village, as well as neighboring communities, received a letter from the Department of Workforce Development (DWD) - State Division of Unemployment Insurance, instructing the Village to send all monies owed to WPPS to the DWD until such time as their levy is satisfied.
4. On March 15, 2019 the Village Board was provided an update on the current status of the crossing guard contract. [See Memo](#).
5. On Monday, March 18, 2019, the Village Board authorized the police department to hire crossing guards for the remainder of the school year. ([See Memo](#))
6. On Tuesday, March 19, 2019 the police department commenced the hiring process for crossing guards, [see job posting](#). The job posting was distributed throughout the community, schools, UWM, local businesses, libraries in Shorewood and Whitefish Bay, social media, weekly village manager memos, senior resource center, health department, and local churches. The hiring process took approximately 36 hours of police staff time.
7. As of April 4, 2019 the police department received only 11 inquiries. Of the 11 inquiries only 8 applied for the position. Five are former WPPS employees, one is a former Twin City employee, and three had no prior experience. The school district is covering one of the vacant locations and the police department is covering the other 2 vacant positions until those positions can be filled with part time employees.
8. On April 1, 2019 the village hired crossing guards started covering the crossing guard locations. The village continued to advertise for crossing guards during the month of April and received only 1 additional application.
9. On April 2, 2019 police staff and the village manager met with Bryan Davis to discuss the RFP. The purpose of this meeting was to review the 2018 RFP and make suggestions for future organization communication to address crossing guard concerns and offer suggestions on the 2019-2020 RFP for these services.
10. On April 15, 2019 the Village Board reviewed approved the RFP for Crossing Guard Services.

RFP Schedule

Issue Request for Proposals -----	April 18, 2019
Proposals Due (4:00 PM CST) -----	May 31, 2019
Review of Proposals (estimated)-----	June 10, 2019
Potential Interviews (estimated)-----	June 17, 2019
Approval by Village Board (estimated) -----	July 15, 2019

When the Village released the RFP to the public it was placed on our website and in addition the village reached out to all known companies that may offer crossing guard services and provided them with the link to the RFP. The companies we contacted included the two companies that submitted a RFP last year which were All City Management Services and Andy Frain Crossing Guard Services. In addition, we contacted an additional Wisconsin based company, Advanced Private Security.

11. As of the deadline of the RFP, May 31, 2019, the Village received one proposal from All City Management Services. The other two companies were contacted and they indicated they were not interested in submitting a proposal.
12. On June 3, 2019 President Shah, Dr. Davis, President Rozek and Village Manager Ewald met to discuss the proposal received. From this discussion it was suggested and conceptually agreed to that the Village and District would split the cost of crossing guard services for the 2019-2020 school year and enter into a Memorandum of Understanding (MOU) memorializing our partnership to ongoing review of the contracted services and financial commitment. It was further discussed that members of the School Board and the Village Judiciary, Licensing & Personnel Committee be requested to meet and develop a long term solution for remaining school years no later than February 2020. It was further noted that the cost of service is high and it is in both Board's interests to discuss alternatives moving forward. Given the limited time between now and the beginning of the next school year it would not be practical to properly vet and implement other solutions at this time.
13. On June 4, 2019, the draft agreement provided by All City Management Services was given to the Village Attorney to review.
14. On June 10, the Village Attorney reviewed the agreement had made some minor corrections and additions to the agreement. The revised agreement was sent to All City Management Services for their review.
15. As of June 10, 2019 the Village currently has 10 crossing guards employed. However, only 6 of the 10 crossing guards are able to perform their duties both in the morning and the afternoon. The other 4 crossing guards are only able to periodically cover the required posts. Therefore, the vacant locations have been staffed by village staff, police department personnel, and school staff for a total of 296 hours as of June 6, 2019. It is also estimated that 4 hours per week of police department staff time has been allocated to administering the crossing guard program to include payroll, scheduling, training, etc.
16. On June 18, 2019, the Village received a draft MOU from the school district. The MOU was sent to the village attorney for review.
17. On June 19, 2019 the Village Board and School District Board had a joint meeting and both Boards concurred and provided direction to continue review and consider the Memorandum of Understanding proposed by the School District, requested the Village to enter into a 1-year contract for crossing guard services and requested Village and School District staff to explore how the Whitefish Bay recreation department provides crossing guard services and any other options for consideration, providing options and a recommendation in September, 2019 to both Boards.
18. On July 8, 2019 the Village Attorney reviewed and approved the Agreement for Crossing Guard Services. Attached below.

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

The Village of Shorewood Police Department received the one and only proposal from All City Management Services. They provided information for a 1-year, 2-year, and 3-year contract. At the Village Board and School District bi-board meeting it was discussed and requested the Village enter in a 1-year contract with ACMS.

The cost of their proposal based upon the current 10 locations (one location has two guards) would be the following: (assuming 175 days of school, 10 locations, 11 guards needed):

1. Year 1:
 - a. \$92,323 yearly total
 - b. \$23.98 per hour billed to the village

- c. \$12.50 hourly rate paid to the employee

The Village Attorney has reviewed the attached agreement has approved the agreement as presented.

The Village Attorney has reviewed the MOU drafted by the school district and has indicated the recommended changes, see attached.

At the time of this memo, the Shorewood Police Department has heard back from one reference and that was Lt. Krieg of the Appleton Police Department. Lt. Krieg indicated they have had the service for a year and they were satisfied with services provided by ACMS.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

To approve the Memorandum of Understanding with the recommended changes from the Village Attorney as presented.

To approve the 1 year Agreement for Crossing Guard Services with All City Management Services as presented.

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Memorandum of Understanding
2. Agreement for Crossing Guard Services

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE VILLAGE OF SHOREWOOD
AND THE SHOREWOOD SCHOOL DISTRICT
AS TO CROSSING GUARD SERVICES**

This Memorandum of Understanding (“MOU”) is entered into by and between the Village of Shorewood (“Village”), and the Shorewood School District (“District”) (collectively referred to herein as the “Parties”), effective this 18th day of June, 2019.

WHEREAS, Village previously provided crossing guard services to the District via contract through Wisconsin Personal Protection Services (“WPPS”); and

WHEREAS, WPPS went out of business and ceased to provide crossing guard services through the Village to District students; and

WHEREAS, the Parties agree crossing guard services are required to ensure the student safety crossing Village streets during the academic year; and

WHEREAS, the Parties agree, as a stop-gap measure, to jointly finance the provision of crossing guards for the 2019-2020 academic year; and

WHEREAS the Parties desire to enter into this MOU to establish a framework for the stop-gap provision of crossing guard services.

NOW THEREFORE, in consideration of the foregoing and the terms set forth below, the Parties agree as follows:

A. Term. This MOU shall commence on September 3, 2019, and shall terminate on June 19, 2020. This MOU shall be effective for the 2019-2020 school year, unless terminated earlier as set forth herein. This Agreement may be extended upon the express approval of the governing bodies of the Village and the District.

B. Funding.

1. The Parties shall share in the costs of the crossing guard services, with each party paying fifty percent (50%) of the costs. The cost is estimated to be approximately \$92,300.00, for the 2019-2020 academic year. However, the parties acknowledge and understand that the final cost may be smaller or larger than that sum based upon many different factors that affect crossing guard coverage during the course of the school year. Costs shall include all locations currently staffed by crossing guards, as set forth in Section C, below, including the Oakland and Shorewood location which is currently funded in its entirety by the District.
2. District agrees to provide Village the approximate sum of \$46,150.00 as reimbursement to the Village. Said payment shall be made in monthly installments/lump sum payment no later than the 1st of each month or on August 1,

2019. As noted in the preceding paragraph, this number is an estimate, and the parties acknowledge and understand that the final cost may be smaller or larger than that sum based upon many different factors that may affect coverage during the course of the school year.

C. Crossing Guard Locations. Crossing guard services shall be provided at ten (10) locations, as follows: ~~[LIST ALL LOCATIONS, including the Oakland and Shorewood location].~~

School Year: 2019-2020
Lake Bluff Blvd and Oakland Ave 2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Lake Bluff Blvd and Newhall Ave 2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Lake Bluff Blvd and Morris Blvd 2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Capitol Dr and Morris Blvd 2 hours – 7:00 a.m. to 8:00 a.m. & 2:45 p.m. to 3:45 p.m.
Capitol Dr and Oakland Ave 2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Capitol Dr and Murray Ave 2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Capitol Dr and Maryland Ave 4 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m. (2 guards)
Maryland Ave and Shorewood Blvd 2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Kensington Blvd and Bartlett Ave 2 hours – 7:30a.m. to 8:30a.m. & 2:45p.m. to 3:45p.m.
Oakland Ave and Shorewood Blvd 2 hours – 7:30a.m. to 8:30a.m. & 2:45p.m. to 3:45p.m.

C.

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D. Crossing Guards.

~~1. **Employment Relationship.** In all respects, Crossing Guards shall be employees of the Village and no employer or contractor relationship shall exist directly between the District and such employees. The Village shall be responsible for all hiring, compensation and benefits, timekeeping and payroll functions, supervision, withholding and payment of employment taxes and unemployment insurance payments/benefits, and the provision of workers' compensation insurance. It is expressly agreed that no employment or contractual relationship exists directly between the District and the Crossing Guards employed hereunder.~~

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~~1. The Village of Shorewood has entered into a contract with third party service provider All City Management Services, Inc., (hereinafter "ACMS" or "third party contractor") for crossing guard services for the 2019-2020 school year. The terms and conditions of said Agreement are enumerated in the attached executed contract. This third party service provider will be carry liability insurance as required in the Agreement.~~

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~~2.~~

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2.3. Number of Crossing Guards Required. A total of eleven (11) primary crossing guards ~~shall be employed~~ will be deployed at the locations described above each day that crossing guard services are called for per the Attached Agreement with ACMS. ~~A~~The third party contractor will be required to maintain a designated substitute list ~~shall be established~~ in the event a primary crossing guard is temporarily unable to fulfill his/her responsibilities by reason of illness, injury, or by personnel who fail to report for work.

3.4. Background Checks. ~~The Village's Agreement with third party contractor ACMS requires that contractor to agree all crossing guards employed pursuant to this MOU shall be appropriately screened through the Village's and conduct background checks policies on all crossing guards it hires. Verification of compliance with this Paragraph shall be provided to the District upon request. Village agrees not to employ the services of any individual who is unable to satisfactorily pass a background screen. See paragraph 3 of the Agreement for the parameters surrounding background checks.~~

E. Service Days. ~~Crossing guards shall be provided for no less than 175 school days, which are subject to change at the sole discretion of the District, upon notice to the Village. Per paragraph 8 of the attached Agreement between the Village and ACMS, crossing guard services will be provided at the above referenced locations on all days in which school is in session.~~

F. Equipment. ~~Village agrees to provide equipment necessary for crossing guards to provide services, including handheld stop signs and reflective safety vests. Village shall maintain ownership and control of all crossing guard equipment. The Parties agree maintenance and replacement of the Equipment, as well as the acquisition of any additional equipment needed in order to implement the Program, shall be the sole responsibility of the Village. All equipment necessary to carry out crossing guard services will be provided by third party contractor ACMS.~~

G. Operation of the Crossing Guard Services. ~~The Village shall be responsible for evaluating the performance of third party contractor ACMS and ensuring that it is meeting the express terms of the attached Agreement, the implementation and operation of the crossing guard program, including but not limited to hiring, training, deployment, supervision and control of all needed Crossing Guards. In furtherance of that responsibility, and subject to its sole discretion, Village shall provide Crossing Guards with all necessary and required safety equipment, training in accordance with all state or local laws, ordinances, or regulations. The Village shall deploy supervisory personnel to ensure that all school crosswalk locations are staffed during the required or appropriate times and that all Crossing Guards are providing services in accordance with his or her training.~~

H. Service Adjustments. District shall notify the Village in writing of any requests for reductions or increases in services required, as determined solely in the discretion as determined jointly by consultation between the Village of and the District. Notice shall be provided to the Village within 30 days of the required adjustment, and all costs associated with any jointly agreed adjustments shall be shared jointly by the Parties.

I. Future Services. The Parties agree to reconvene discussion as to Crossing Guard services beyond the Term of this Agreement. The provision of and financial costs associated with providing Crossing Guard services beyond the 2019-2020 school year will be explored jointly between representatives of the Village Board, Village Staff, School Board and School Staff during the 2019-2020 school year.

J. Relationship of the Parties. Nothing in this MOU shall be deemed or construed as creating the relationship of principal and agent, partnership, joint venture, employee, employer, or associate between the Village and the District. Neither party shall have the authority to act for or on behalf of the other party to bind the other party without the express written approval of the other party. Except as expressly provided herein, neither of the parties shall have the right to exercise any control whatsoever over the activities or operations of the other party. Each party is independent of the other and shall not hold themselves out to be the agent, employer, or partner of the other. The only relationship is by virtue of this MOU and no fiduciary relationship is created hereunder.

K. Indemnity. ~~Village agrees to indemnify, defend, and hold harmless the District, its board members, employees, agents, successors, or assigns, including any and all policies of insurance, against any and all claims, demands, actions or causes of action, liabilities, losses, damages, suits, judgments, settlements, expenses, or costs (including attorneys' fees and court costs) brought or asserted against or incurred by District which arise or may arise out of or result from any and all acts or omissions of the Village or any of its officers, trustees, employees, or agents in implementing the terms of this MOU. NOTE: This seems out of place, as the memorandum of understanding is solely an agreement about jointly paying for services that are being provided by a third party, and that third party is required, by contract, to carry ample liability insurance to cover any acts of liability associated with crossing guard services. There is really no other "performance" besides payment involved here. If such a clause is deemed necessary by the District, the language could simply be as follows: If any third party alleges that either party to this MOU is liable in carrying out their duties and responsibilities herein, the party alleged to be liable shall indemnify and hold harmless the other party, to the extent that the alleged liability is based upon the indemnifying party's negligence.~~

L. Insurance. ~~The Village shall maintain a general liability insurance policy with a minimum of \$1,000,000.00 in coverage. The policy shall remain in force during the term of this MOU. The Village shall provide the District with a copy of the policy upon written request. This party contractor ACMS will maintain liability insurance as required by part 8 of the attached Agreement between the Village and ACMS.~~

M. Termination. ~~Either Party may terminate this MOU, with or without cause, upon thirty-days' (30 days') advance written notice to the other Party. Upon termination, all Parties shall remain responsible for all costs associated with the provision of Crossing Guard services up to and including the termination date. NOTE: This seems contradictory. The only purpose the MOU is to agree to share costs for crossing guard services for the 2019-2020 school year. Paying half of that service is the only true obligation created. By definition, it could not be "terminated" yet continue to carry an obligation to pay. I think the simpler language would be: Neither party will terminate this Agreement without cause.~~

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~~M.N.~~

~~N.O.~~ **Notices.** Any formal notice, request, approval or other communication to be provided by either Party shall be in writing and dispatched by personal delivery; first-class mail, registered or certified mail, postage prepaid, return-receipt requested; electronic mail; or by facsimile, to the addresses of Village and District set forth below.

If to the Village:

Village of Shorewood
Attn: Rebecca Ewald, Village Manager
3030 N. Murray Ave.
Shorewood, WI 53211
Ph: (414) 847-2700
rewald@villageofshorewood.org

~~I~~ **to the District:**

Shorewood School District
Attn: Bryan Davis, Superintendent
1701 E. Capitol Dr.
Shorewood, WI 53211
Ph: (414) 963-6901
bdavis@shorewood.k12.wi.us

~~O.P.~~ **Dispute Resolution.** The Parties agree to cooperate in the resolution of all disputes arising pursuant to this MOU. In the event that an amicable resolution is not reached, the Parties shall, in good faith, attempt to mediate any dispute arising out of or in connection with this Agreement with a mediator selected by and agreed upon by the Parties. In the event the Parties are unable to reach a satisfactory resolution through mediation, a party may exercise all legal options for recourse available to it.

~~P.Q.~~ **Non-Assignment.** This MOU shall not be assigned without the written agreement of each Party, which shall not be unreasonably withheld.

~~Q.R.~~ **Governing Law.** This MOU shall be governed by and construed and interpreted in accordance with the laws of the State of Wisconsin. Any claim, lawsuit, or proceeding filed in relation to this Agreement shall be venued exclusively in the court of Milwaukee County, Wisconsin, and each party waives any and all defenses related to forum *non conveniens*.

~~R.S.~~ **Amendment.** This MOU may only be modified or amended after the date of this Agreement by a written instrument executed by both Parties.

~~S.T.~~ **Severability.** If any article or part of this MOU is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or, if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of the MOU shall not be otherwise affected thereby.

T.U. Duty to Cooperate. The Parties acknowledge that their mutual cooperation is critical to carrying out the terms of the provisions of this MOU. Accordingly, each Party agrees to cooperate with the other in good faith to fulfill their respective duties hereunder

U.V. Binding Effect. All of the terms and provisions of this MOU, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, successors, and permitted assigns.

V.W. Entire Agreement. This MOU represents the entire agreement of the Parties and supersedes all negotiations or previous agreements between the Parties, with respect to Crossing Guard services.

W.X. Authority. The signatories to this MOU represent and warrant that they have the authority to make the agreements herein, and to sign for and to bind the institutions they purport to represent.

X.Y. Authorization.

VILLAGE enters into this Agreement by authority of action taken by its Board of Trustees on the [redacted] day of June, 2019.

DISTRICT enters into this Agreement by authority of action taken by its Board of Education on the [redacted] day of June, 2019.

IN WITNESS WHEREOF, the undersigned have set their hand and seal as of the date first set above. The undersigned acknowledge that they have carefully read the foregoing Agreement and that they have signed the same freely and voluntarily.

Dated this _____ day of _____, 2019

Rebecca Ewald, Manager, Village of Shorewood

Dated this _____ day of _____, 2019

Bryan Davis, Superintendent, School District of Shorewood



AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the “Agreement”) is dated July __, 2019 and is between the VILLAGE OF SHOREWOOD (hereinafter called the "Village"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or about July __, 2019 and ends on June 30, 2020 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide eleven (11) personnel for the Village of Shorewood who are equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a “Crossing Guard”. Contractor will perform criminal background checks, fingerprinting and E-Verify on prospective personnel in accordance with criminal background investigation requirements as specified per state. The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the Village.
3. The Village’s representative in dealing with the Contractor shall be designated by the Village of Shorewood.
4. The Village shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
5. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
6. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed. The Contractor will be obligated to perform the services described herein in accordance with the standards of care, skill and judgement which may be expected of professional firms that perform similar work.
7. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.

8. Crossing Guard Services (the “Services”) shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under Village’s jurisdiction. The Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.
9. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand held Stop signs and any other safety equipment which may be necessary.
10. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide and maintain liability insurance for Crossing Guard activities. The Contractor will provide to the Village a Certificate of Insurance naming the Village and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the Village and shall not call on the Village's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the Village, its officers, agents and interest of the Village. Nothing contained in this Agreement is intended as a waiver of the Village to rely upon the immunities or limitations to liability as may be contained within Wis.Stat. §893.80, or other applicable laws.
11. Contractor agrees to defend, indemnify and hold harmless the Village, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a “Claim” and collectively, the “Claims”) that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the sole negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.
 - a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
 - b) In the event the Village, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay Village, its officers, agents, or employees, any and all costs and expenses incurred by the Village, its officers, agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
 - c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of Village, liability will be apportioned between Contractor and Village based upon the parties’ respective degrees of culpability, as determined by the court, and Contractor’s duty to indemnify Village will be limited accordingly.

- d) Notwithstanding anything to the contrary contained herein, Contractor's indemnification obligation to Village for Claims under this Agreement will be limited to the maximum combined aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$9,000,000 (Nine Million Dollars).
 - e) Nothing contained in this Agreement is intended as a waiver of the Village to rely upon the immunities or limitations to liability as may be contained within Wis. Stat. §893.80, or other applicable laws.
12. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.
 13. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the Village.
 14. The Village agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Twenty-three Dollars and Ninety-eight Cents (**\$23.98**) per hour, per Crossing Guard during the term. Contractor shall bill a minimum of 2.0 hours per day, per Crossing Guard, unless Contractor fails to perform service. Crossing Guard shifts shall be a maximum of 1.0 hours in the morning and 1.0 hours in the afternoon, unless otherwise requested by the Village.
 15. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
 16. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide Village with 60 days-notice of its request to increase pricing. Village agrees to review and respond to said notice within 30 days of receipt.
 17. The Village shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.
 18. It is understood and agreed that the name of the Village may not be used by the Contractor or its agents in any promotional materials without prior consent and approval of the Village.
 19. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state of Wisconsin, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

20. By endorsing this Agreement, both the Contractor and Village indicate that each has the authority to bind to the terms of this contract.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year written below.

VILLAGE

CONTRACTOR

Village of Shorewood

All City Management Services, Inc.

By _____
Signature

By _____
D. Farwell, Corporate Secretary

Print Name and Title

Date _____

Date _____

VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD



Agenda Item: Voucher Report

Presenter: Mark Emanuelson

Department: Finance

Overview – Consistent with the Village’s Policy #21, Purchasing and Accounts Payable, the attached reports have been prepared by the Finance Department for presentation to the Village Board.

In addition to providing the information required for the Village Board to maintain the general oversight of expenditures, these reports also serve to enhance the transparency of the Village’s expenditures of public funds by making these reports part of the public record.

Please feel free to contact me if there are any questions on specific items.

Vision 2025 Plan – Financial Responsibility

Sustainability – N/A

Recommended motion – Move to accept the attached presentation of accounts reports.

Fiscal Note / Budget Impact – To the best of our knowledge, these items have been processed in accordance with the Village’s purchasing policies as administered by the applicable department heads.

Attachments: - Accounts Payable and Payroll Vouchers Summary
Detailed Presentation of Accounts

**VILLAGE OF SHOREWOOD, WISCONSIN
CLERK-TREASURER'S OFFICE
MEMO**

DATE: July 15, 2019
TO: Budget and Finance Committee
FROM: Finance Office
COPY TO: Village Board
RE: Accounts Payable and Payroll Vouchers for Presentation and Approval

Presented for your approval are the following accounts payable vouchers: 06/29- 7/12

100 - General Fund	208,397.28
200 - Library	14,195.82
210 - Senior Services	600.00
230 - Shorewood Today Magazine	-
300 - Debt Service Fund	-
400 - Capital Projects Fund	142,024.26
410 - TIF #1	-
430 - TIF #3	-
440 - TIF #4	-
450 - TIF #5	-
600 - Parking Utility Fund	547.80
610 - Water Utility Fund	58,089.84
620 - Sewer Utility Fund	3,188.42
700 - CDA	-
800 - Property Tax Fund	9,000.00
900 - Cash Fund	936.67
	Subtotal: \$ 436,980.09
PLUS: Payroll vouchers per check register dated 7/5/19	202,317.44

Grand Total \$ 639,297.53

	Begin Ck #	End Chk #
Accounts Payable Checks:	32436	32532
Accounts Payable Electronic Checks:	2256	2271
Payroll Checks:	2809	2809
Payroll Direct Deposits:	DD17739	DD17845
Payroll Electronic Check Remittances:	EFT1100	EFT1105

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 0000							
100-0000-21580	Garnishments Payable	WI SCTF	CHILD SUPPORT	07052019	07/10/19	2,695.59	32528
100-0000-23400	CUSTOMER CONV. FEES	PROFESSIONAL ACCOUNT M	MONTHLY PROCESSING FEES-JUNE 2019	DS0000003384	07/10/19	2,124.50	32499
Total For Dept 0000						4,820.09	
Dept 1100 Board							
100-1100-54110	Fourth Of July	ALPHAGRAPHICS	BANNERS-FOURTH OF JULY	120627	07/10/19	490.00	32441
100-1100-54110	Fourth Of July	DENEVE,SARAH	4TH OF JULY COORDINATION SERVICES	07042019	07/10/19	3,200.00	32456
100-1100-54110	Fourth Of July	SHOREWOOD PRESS	MKT BANNER/FLYERS 4TH OF JULY	26623	07/10/19	335.00	32504
Total For Dept 1100 Board						4,025.00	
Dept 1200 Court							
100-1200-45120	Court Fines - Current	MILW CNTY TREASURER	COURT FINES & FEES TO THE COUNTY	APR2019CO	07/10/19	(246.71)	32531
100-1200-45120	Court Fines - Current	MILW CNTY TREASURER	COURT FINES & FEES TO THE COURT	JUN2019	07/10/19	1,091.24	32531
100-1200-45120	Court Fines - Current	STATE OF WISCONSIN	COURT FINES & FEES TO THE STATE	APR2019ST	07/10/19	(390.56)	32532
100-1200-45120	Court Fines - Current	STATE OF WISCONSIN	COURT FINES & FEES TO THE STATE	JUN2019	07/10/19	2,883.03	32532
100-1200-45190	Court Fines - Collections	MILW CNTY TREASURER	COURT FINES & FEES TO THE COURT	JUN2019	07/10/19	1,506.96	32531
100-1200-45190	Court Fines - Collections	STATE OF WISCONSIN	COURT FINES & FEES TO THE STATE	JUN2019	07/10/19	3,981.33	32532
Total For Dept 1200 Court						8,825.29	
Dept 1420 Clerk / Customer Service							
100-1420-53100	Office Supplies	JOURNAL SENTINEL	PUBLICATIONS/NOTICES -JUNE 2019	2019-06	07/10/19	83.81	32474
100-1420-53100	Office Supplies	WI DEPT OF JUSTICE	26 BACKGROUND CHECKS	2019-06	07/10/19	182.00	32526
100-1420-54000	MADACC Programming	MILW AREA DOMESTIC ANI	3RD QTR OPERATING COST-2019	1877	07/10/19	1,721.58	32486
Total For Dept 1420 Clerk / Customer Service						1,987.39	
Dept 1510 Finance							
100-1510-55120	Unemployment	DIVISION OF UNEMPLOYME	UNEMPLOYMENT-JUNE 2019	06302019	07/10/19	1,733.95	32458
Total For Dept 1510 Finance						1,733.95	
Dept 1900 Other General Admin							
100-1900-52150	Professional Fees Assessme	ACCURATE APPRAISAL LLC	ASSESSING SERVICES	ACCAPP2019-2	07/10/19	30,387.50	32437
100-1900-52230.55-00	Phone / Internet - Village	AT&T	VILLAGE CENTER ALARM LINES JUNE 19	414967240506-JUN	07/10/19	21.73	32444
100-1900-52230.55-00	Phone / Internet - Village	TIME WARNER ENTERTAINM	PRI SERVICE ACCT 5701-9001	70684570101919	07/10/19	205.26	32512
100-1900-52230.55-00	Phone / Internet - Village	TIME WARNER ENTERTAINM	VHALL INTERNET ACCT 6501-4001, 6/22	706976501062419	07/10/19	204.50	32512
100-1900-52230.77-00	Phone / Internet - Village	AT&T	VILLAGE CENTER ALARM LINES JUNE 19	414967240506-JUN	07/10/19	5.44	32444
100-1900-52230.77-00	Phone / Internet - Village	TIME WARNER ENTERTAINM	PRI SERVICE ACCT 5701-9001	70684570101919	07/10/19	51.32	32512
100-1900-52230.77-00	Phone / Internet - Village	TIME WARNER ENTERTAINM	VHALL INTERNET ACCT 6501-4001, 6/22	706976501062419	07/10/19	40.90	32512
100-1900-52330	Health Department - Abaten	AMERICAN ANIMAL CONTROL	ABATEMENT SERVICES-JUNE	29637	07/10/19	200.00	32443
100-1900-52900.55-00	Cleaning and Pest Control	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	1,142.08	32465
100-1900-52900.77-00	Cleaning and Pest Control	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	527.72	32465
100-1900-52990	Network Service Contract	IDIGICORP INC	YEARLY APPRIVER TIDE EMAIL FILTERIN	328699	07/10/19	1,308.00	32457
100-1900-53100.55-00	Building Supplies - Villaç	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	24.16	32465
100-1900-53100.77-00	Building Supplies - Villaç	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	115.74	32465
100-1900-53120	Copier Costs - Village Hal	JAMES IMAGING SYSTEMS	STD LEASE PAYMENT-JULY 2019 /COPY C	25097667	07/10/19	642.00	32471
Total For Dept 1900 Other General Admin						34,876.35	
Dept 2100 Police							
100-2100-46210	SID# 29284177	DELAFIELD COURT RECORD	BAIL FOR RAY/R CASE #19-006679 TO D	6816DKRD5	07/10/19	565.00	32454
100-2100-51900	Professional Education	WAUKESHA CNTY TECHNICA	TRAINING AT WCTC IN JUNE 2019	S0693198	07/10/19	1,001.68	32523
100-2100-52230	Phone and Internet	TIME WARNER ENTERTAINM	06/20-07/19 INTERNET AND PHONE CHAR	715431401062119	07/10/19	120.34	32513
100-2100-52230	Phone and Internet	TIME WARNER ENTERTAINM	06/18-07/17 INTERNET, PHONE, AND DA	706760302061919	07/10/19	595.97	32514
100-2100-52300	Other Intergov'tal pymts	WI DEPT OF TRANS TV &	PARKING NOTIFY & SATISFIES PROCESSE	JUNE2019	07/10/19	1,500.00	32527
100-2100-52900	Cleaning and Pest Control	CINTAS CORP	BI-MONTHLY MAT REPLACEMENT SERVICE	4024133249	07/10/19	58.18	32449

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Fund 100 General Fund							
Dept 2100 Police							
100-2100-52900	Cleaning and Pest Control	CINTAS CORP	BI-MONTHLY MAT REPLACEMNT SERVICE	4025132949	07/10/19	58.18	32449
100-2100-52900	Cleaning and Pest Control	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	1,148.73	32465
100-2100-52910	Software Purch/Maint	DIGICORP INC	RECOVERY 606 SUPPORT	328480	07/10/19	2,254.00	32457
100-2100-52910	Software Purch/Maint	LEXIPOL LLC	ANNUAL POLICY MANUAL UPDATE SUBSCRI	30007	07/10/19	3,825.00	32482
100-2100-52990	1ST NOTICES	PROFESSIONAL ACCOUNT M	MONTHLY PROCESSING FEES-JUNE 2019	DS0000003384	07/10/19	67.50	32499
100-2100-52990	2ND NOTICES	PROFESSIONAL ACCOUNT M	MONTHLY PROCESSING FEES-JUNE 2019	DS0000003384	07/10/19	62.75	32499
100-2100-52990	NOTICE POSTAGE	PROFESSIONAL ACCOUNT M	MONTHLY PROCESSING FEES-JUNE 2019	DS0000003384	07/10/19	220.38	32499
100-2100-52990	AUTO CITATIONS	PROFESSIONAL ACCOUNT M	MONTHLY PROCESSING FEES-JUNE 2019	DS0000003384	07/10/19	6,736.50	32499
100-2100-52990	MANUAL CITATIONS	PROFESSIONAL ACCOUNT M	MONTHLY PROCESSING FEES-JUNE 2019	DS0000003384	07/10/19	129.74	32499
100-2100-52990	ONLINE FREE PARKING	PROFESSIONAL ACCOUNT M	MONTHLY PROCESSING FEES-JUNE 2019	DS0000003384	07/10/19	6,073.50	32499
100-2100-53100	Office Supplies	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	63.73	32465
100-2100-53100	Office Supplies	POLICE & SHERIFFS PRE ID	FOR RETIRED OFFICER BROCKMAN	121919	07/10/19	17.55	32497
100-2100-53500	Dept/Program Supplies	GALLS	100 BADGE PATCHES FOR PD	013022741	07/10/19	305.00	32463
100-2100-53500	Dept/Program Supplies	GENERAL COMMUNICATIONS	TOUGHBOOK CRADLE	270390	07/10/19	297.20	32464
100-2100-53500	Dept/Program Supplies	LEADER TOWING & TRANSP	TOW FOR 2019 TOYOTA XSE ABB1937	50731	07/10/19	195.36	32481
100-2100-53500	Dept/Program Supplies	MIDWEST RADAR & EQUIPM	CUSTOM RADAR CERTIFICATION FOR SQUA	165040	07/10/19	240.00	32485
100-2100-55120	UNEMPLOYMENT	DIVISION OF UNEMPLOYME	UNEMPLOYMENT-JUNE 2019	06302019	07/10/19	1,480.00	32458
Total For Dept 2100 Police						27,016.29	
Dept 2900 Other Public Safety							
100-2900-52300	DISPATCH/RMS	BAYSIDE, VILLAGE OF	PUBLIC SAFETY COMM. OPERATIONS- 3RD	3648	07/10/19	91,687.40	32447
100-2900-52995	Atwater Beach Lifeguards	COASTLINE SERVICES LLC	SERVICES RENDERED-ATWATER LIFEGUARD	0782019	07/10/19	4,083.75	32451
Total For Dept 2900 Other Public Safety						95,771.15	
Dept 3100 Public Works Admin.							
100-3100-52230	Phone and Internet	AT&T	VILLAGE CENTER ALARM LINES JUNE 19	414967240506-JUN	07/10/19	13.59	32444
100-3100-52230	PHONE	TIME WARNER ENTERTAINM	PRI SERVICE ACCT 5701-9001	70684570101919	07/10/19	128.28	32512
100-3100-52230	Phone and Internet	TIME WARNER ENTERTAINM	VHALL INTERNET ACCT 6501-4001, 6/22	706976501062419	07/10/19	163.60	32512
100-3100-52230	Phone and Internet	TIME WARNER ENTERTAINM	DPW PTP CIRCUT 6601-2001, 6/22-7/21	706976601062419	07/10/19	612.00	32512
100-3100-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0315193969	07/10/19	146.44	32516
100-3100-53120	Copy & Print Costs	OFFICE COPYING EQUIPME	B&W, COLOR COPIES	AR89009	07/10/19	36.07	32493
Total For Dept 3100 Public Works Admin.						1,099.98	
Dept 3230 Bldg Maint - Public Works							
100-3230-53500	Dept/Program Supplies	BATZNER PEST, INC.	EXTERMINATING AT V. HALL	2698241	07/10/19	48.00	32446
100-3230-53500	Dept/Program Supplies	BRAUN THYSSENKRUPP ELE	3RD QUARTERLY LIBRARY	148600	07/10/19	799.76	32448
100-3230-53500	Dept/Program Supplies	GRAINGER W W INC	SUPPLIES FOR DPW	9207335515	07/10/19	63.97	32466
100-3230-53500	Dept/Program Supplies	GRAINGER W W INC	SUPPLIES FOR BLDG MAINT	9208333576	07/10/19	89.99	32466
100-3230-53500	Dept/Program Supplies	KROGER COMPANY, THE	SUPPLIES DPW	287345	07/10/19	41.06	32476
100-3230-53500	Dept/Program Supplies	KROGER COMPANY, THE	SUPPLIES FOR DPW	212255	07/10/19	55.23	32477
100-3230-53500	Dept/Program Supplies	KROGER COMPANY, THE	SUPPLIES FOR APWA LUNCHEON	163533	07/10/19	110.77	32478
100-3230-53500	Dept/Program Supplies	KROGER COMPANY, THE	SUPPLIES FOR BOARD TOUR	035677	07/10/19	7.98	32479
100-3230-53500	Dept/Program Supplies	KROGER COMPANY, THE	SUPPLIES FOR APWA LUNCHEON	221151	07/10/19	48.38	32480
100-3230-53500	Dept/Program Supplies	ORKIN COMMERCIAL SERVI	EXTERMINATING AT HUBBARD	181716486	07/10/19	95.33	32494
100-3230-53500	Dept/Program Supplies	ORKIN COMMERCIAL SERVI	EXTERMINATING AT DPW	181716228	07/10/19	87.05	32494
100-3230-53500	Dept/Program Supplies	THE KOPFMAN COMPANY, I	CABINETS FOR FORESTRY OFFICE	192305	07/10/19	1,320.00	32511
Total For Dept 3230 Bldg Maint - Public Works						2,767.52	
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	PARTS FOR #32 BUCKET TRUCK	2514-637732	07/10/19	50.58	32438
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	PARTS FOR #32 BUCKET TRUCK	2514-637749	07/10/19	172.87	32438
100-3300-53400	Vehicle Maintenance	ALSCO	TOWELS FOR MECHANICS SHOP	IMIL1459339	07/10/19	29.63	32442
100-3300-53400	Vehicle Maintenance	ELLIOTT AUTO SUPPLY CO	STOCK FOR MECHANICS	45-583554	07/10/19	38.16	32460

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Fund 100 General Fund							
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	ELLIOTT AUTO SUPPLY	CO STOCK FOR MECHANICS	50-2243357	07/10/19	7.36	32460
100-3300-53400	Vehicle Maintenance	ELLIOTT AUTO SUPPLY	CO STOCK FOR MECHANICS	50-2455152	07/10/19	78.36	32460
100-3300-53400	Vehicle Maintenance	ELLIOTT AUTO SUPPLY	CO STOCK FOR MECHANICS	50-2455099	07/10/19	17.72	32460
100-3300-53400	Vehicle Maintenance	ELLIOTT AUTO SUPPLY	CO STOCK FOR MECHANICS	45-583952	07/10/19	6.44	32460
100-3300-53400	Vehicle Maintenance	INTERSTATE BATTERY	BATTERY STOCK FOR MECHANICS	110159113	07/10/19	224.90	32470
100-3300-53400	Vehicle Maintenance	JOHN P LOCHEN CO INC	PARTS FOR #102 KUBOTA	T35145	07/10/19	41.62	32472
100-3300-53400	Vehicle Maintenance	MATHESON TRI GAS INC	WELDING GAS MECHANICS	51478291	07/10/19	120.00	32484
100-3300-53400	Vehicle Maintenance	WHITEFISH BAY, VILLAGE	REPAIRS TO SWEEPER	3051	07/10/19	303.78	32525
100-3300-53410	Fuel and Oil	ALM HOLDING COMPANY	OIL, DRUM DEPOSIT, RETURN	S1171826	07/10/19	174.55	32440
100-3300-53410	Fuel and Oil	HERBST OIL INC	DIESEL FUEL	71931	07/10/19	1,311.13	32469
100-3300-53410	Fuel and Oil	HERBST OIL INC	UNLEADED FUEL	71817	07/10/19	2,465.49	32469
100-3300-53410	Fuel and Oil	PETROLEUM EQUIPMENT, I	REPAIRED LEAKS TO FUEL TANK	S13073	07/10/19	895.00	32496
Total For Dept 3300 Municipal Garage						5,937.59	
Dept 3410 Street and Alley							
100-3410-53510	Supplies - Signage	KAESTNER AUTO ELECTRIC	SUPPLIES FOR BIKE RACE SIGNS	329330	07/10/19	168.72	32475
100-3410-53510	Supplies - Signage	TAPCO	SIGNAGE BLANKS AND SUPPLIES	I640270	07/10/19	1,065.70	32510
100-3410-53510	Supplies - Signage	TAPCO	SIGNAGE	I640685	07/10/19	496.40	32510
100-3410-53510	Supplies - Signage	VOSS SIGNS	SIGNAGE	C-222520	07/10/19	460.00	32519
Total For Dept 3410 Street and Alley						2,190.82	
Dept 3430 Street Lights							
100-3430-53500	Supplies - Street Lightinç	GRAINGER W W INC	SUPPLIES FOR ELEC DEPT	9209752337	07/10/19	29.88	32466
100-3430-53500	Supplies - Street Lightinç	SHERWIN WILLIAMS	MARKING PAINT FOR UTILITIES	9938-2	07/10/19	147.44	32503
Total For Dept 3430 Street Lights						177.32	
Dept 3460 Winter							
100-3460-53500	Dept/Program Supplies	SIEVERT TRUCKING INC.	TOPSOIL	95914	07/10/19	349.00	32505
Total For Dept 3460 Winter						349.00	
Dept 3510 Refuse Disposal							
100-3510-52950.03-00	Disposal Contracts - Refus	WASTE MANAGEMENT OF WI	6-1-19 TO 6-30-19 VILLAGE AND SCHOO	6372623-2275-2	07/10/19	1,002.83	32522
100-3510-52950.04-00	Disposal Contracts - Recyc	WASTE MANAGEMENT OF WI	06/01/19-06/30/19 CURBSIDE	6371752-2275-0	07/10/19	11,481.60	32522
100-3510-52950.04-00	Disposal Contracts - Recyc	WASTE MANAGEMENT OF WI	6-1-19 TO 6-30-19 VILLAGE AND SCHOO	6372623-2275-2	07/10/19	467.00	32522
Total For Dept 3510 Refuse Disposal						12,951.43	
Dept 3610 Forestry							
100-3610-52940	Landscaping Contracts - Me	VILLANI LANDSHAPERS LA	MAINTENANCE - AUGUST	182071-0005	07/10/19	2,922.11	32518
100-3610-53500	Dept/Program Supplies	JOHNSONS NURSERY INC	TREE FOR LITTLE LEAGUE	54176	07/10/19	165.00	32473
Total For Dept 3610 Forestry						3,087.11	
Dept 3620 Parks and Beautification							
100-3620-53300	Repairs and Maintenance	PORT-A-JOHN	SEASONAL RESTROOMS ATWATER	1300865-IN	07/10/19	432.00	32498
100-3620-53500	Dept/Program Supplies	SIEVERT TRUCKING INC.	TOPSOIL	95914	07/10/19	349.00	32505
Total For Dept 3620 Parks and Beautification						781.00	
Total For Fund 100 General Fund						208,397.28	
Fund 200 Library							
Dept 5110 Library							
200-5110-46710	Library Fines	TULIA PAPKE	ITEM RETURN REFUND	LIR PAPKE	07/10/19	5.50	32515
200-5110-52230	Phone and Internet (villag	AT&T	VILLAGE CENTER ALARM LINES JUNE 19	414967240506-JUNI	07/10/19	13.59	32444
200-5110-52230	PHONE	TIME WARNER ENTERTAINM	PRI SERVICE ACCT 5701-9001	70684570101919	07/10/19	128.29	32512
200-5110-52300	Other Intergov'tal pymts	MILW CNTY FEDERATED LI	FORMS & SERVICES	FL 03220	07/10/19	185.16	32487

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Fund 200 Library							
Dept 5110 Library							
200-5110-52900	Cleaning and Pest Control	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	1,583.15	32465
200-5110-52900	Cleaning and Pest Control	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	280.00	32465
200-5110-52910	Software Purch/Maint	MILW CNTY FEDERATED LI	FORMS & SERVICES	FL 03220	07/10/19	97.91	32487
200-5110-52990	Other Service Contracts &	GREATAMERICA FINANCIAL	LIB SHARP COPIER CONTRACT	25036422	07/10/19	224.63	32468
200-5110-52990	Other Service Contracts &	OFFICE COPYING EQUIPME	HP COPIER CONTRACT	AR88900	07/10/19	98.51	32493
200-5110-52990	Other Service Contracts &	OFFICE COPYING EQUIPME	SHARP COPIER CONTRACTS	AR88899	07/10/19	108.08	32493
200-5110-53101	Building supplies	GIBB BUILDING MAINTENA	CLEANING/SUPPLIES JULY	14592	07/10/19	347.22	32465
200-5110-53500	Processing Supplies	DEMCO	PROCESSING SUPPLIES	6636614	07/10/19	130.76	32455
200-5110-53710	Reference Continuations	VALUE LINE PUBLISHING	3 YRS OF INVESTMENT SURVEY	JULY 19 VALUE LI	07/10/19	2,750.00	32517
200-5110-54000	Programming	DMI LIMOUSINE	TROLLEY AT 2019 SUM CEL	TROLLEY2019	07/10/19	625.00	32459
200-5110-54000	Programming	FROGWATER, INC.	BAND FOR 2019 SUMM CEL	MUSIC SUMM CEL19	07/10/19	450.00	32462
200-5110-54900	Onufrock Expenses	BAKER & TAYLOR	ONUFRACK GRAND PURCHASES	ONUF JUN19	07/10/19	15.99	32445
200-5110-54900	Onufrock Expenses	BAKER & TAYLOR	ONUFRACK GRAND PURCHASES	ONUF JUN19	07/10/19	30.92	32445
200-5110-56130	Equipment/Furniture	M&M OFFICE INTERIORS I	CHAIR / STOOL FOR CHILDREN'S CPU AR	160392	07/10/19	1,068.54	32483
Total For Dept 5110 Library						8,143.25	
Dept 5111 Adult Materials							
200-5111-53730	Materials	BAKER & TAYLOR	NON FICTION BOOKS	ANF JUN19	07/10/19	765.58	32445
200-5111-53730	Materials	BAKER & TAYLOR	ANF CIRC	CIRC CONT JUN19	07/10/19	71.56	32445
200-5111-53730	Materials	BAKER & TAYLOR	FRIENDS & OTHER DONATIONS	ADLT GIFT JUN19	07/10/19	541.26	32445
200-5111-53730	Materials	BAKER & TAYLOR	FICTION BOOKS	AF JUN19	07/10/19	1,486.30	32445
200-5111-53730	Materials	BAKER & TAYLOR	LRG PRINT BOOKS	LRG PR JUN19	07/10/19	112.32	32445
200-5111-53740	DVD's	BAKER & TAYLOR	FRIENDS GIFT TV SERIES	GIFT DVD JUN19	07/10/19	199.83	32445
200-5111-53740	DVD's	BAKER & TAYLOR	MOVIE DVDS	ADVD JUV19	07/10/19	499.07	32445
200-5111-53750	Audiobooks	BAKER & TAYLOR	AUDIO BOOKS	ABKCD JUN19	07/10/19	144.35	32445
200-5111-53750	Audiobooks	FINDAWAY WORLD LLC	AUDIOBOOK MP3 SUPPLIES	290071	07/10/19	146.32	32461
200-5111-53760	Lucky Day Materials	BAKER & TAYLOR	FRIENDS LD COLLECTION	2034603345	07/10/19	243.06	32445
200-5111-53770	Music	BAKER & TAYLOR	MUSIC CDS	ACD JUN19	07/10/19	93.34	32445
Total For Dept 5111 Adult Materials						4,302.99	
Dept 5112 Childrens Materials							
200-5112-53730	Materials	BAKER & TAYLOR	FRIENDS GFT JUV HOLIDAY	JUV GIFT JUN19	07/10/19	74.09	32445
200-5112-53730	Materials	BAKER & TAYLOR	CHILDREN'S BOOKS	JUV JUN19	07/10/19	915.66	32445
200-5112-53730	Materials	BAKER & TAYLOR	CHILDREN'S BOOKS	JUV CONT JUN19	07/10/19	131.50	32445
200-5112-53730	Materials	PENWORTHY	CHILDREN'S BOOKS	0553500-IN	07/10/19	143.25	32495
200-5112-53740	DVD's	BAKER & TAYLOR	CHILDREN'S MOVIES	JDVD JUN19	07/10/19	76.13	32445
Total For Dept 5112 Childrens Materials						1,340.63	
Dept 5113 Young Adult Materials							
200-5113-53730	Materials	BAKER & TAYLOR	YOUNG ADULT MATERIALS	YA JUN19	07/10/19	408.95	32445
Total For Dept 5113 Young Adult Materials						408.95	
Total For Fund 200 Library						14,195.82	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-54000	Programming	WHITE, DANIELLE	TECH TUTOR	JUNE2019	07/10/19	150.00	32524
210-4600-54140	Shorewood Connects	SUE KELLEY CONSULTING	SHOREWOOD CONNECTS	JUN2019	07/10/19	450.00	32509
Total For Dept 4600 Senior Services						600.00	
Total For Fund 210 Senior Services						600.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 400 General Capital Projects							
Dept 2100 Police							
400-2100-56200	Building Improvements	RILEY CONSTRUCTION CO	PHASE 2B GARAGE CONSTRUCTION ANALYS	119503-2	07/10/19	4,000.00	32502
400-2100-56400	Vehicles	MOTOROLA	SQUAD 910 RADIO	41269172	07/10/19	4,197.51	32489
Total For Dept 2100 Police						8,197.51	
Dept 3410 Street and Alley							
400-3410-56320.18-02	Wilson Drive 2018	STANTEC CONSULTING SER	WILSON DR. ADM SERVICES	1521844	07/10/19	168.00	32508
400-3410-56320.19-01	2019 Alley Construction	ALL WAYS CONTRACTORS I	ALLEY RECONSTRUCTION	PAYMENT #3	07/10/19	129,410.87	32439
Total For Dept 3410 Street and Alley						129,578.87	
Dept 3620 Parks and Beautification							
400-3620-56500	Land Improvements	SITEONE LANDSCAPE SUPP	EAB SUPPLIES	92290817-002	07/10/19	233.50	32506
400-3620-56500	Land Improvements	SITEONE LANDSCAPE SUPP	EAB SUPPLIES	92487533-001	07/10/19	3,939.38	32506
Total For Dept 3620 Parks and Beautification						4,172.88	
Dept 5700 Capital Related							
400-5700-56900	Anticipated Bonded Project	REGISTER OF DEEDS	CSM REVIEW - FIRE DEPT	3936MURRAY	07/10/19	75.00	32501
Total For Dept 5700 Capital Related						75.00	
Total For Fund 400 General Capital Projects						142,024.26	
Fund 600 Parking Utility							
Dept 0000							
600-0000-24213	Sales Tax Due State	GRAUMAN, AMANDA	REFUND - JULY 2019 - RIVER PARK	2019-06-25	07/10/19	3.98	32467
600-0000-24213	Sales Tax Due State	WANG, SHUANG	REFUND - JULY & AUGUST 2019 - RIVER	2019-06-26	07/10/19	7.96	32520
600-0000-24213	Sales Tax Due State	WASHATKO, KATHLEEN	REFUND - JULY 2019 - RIVER PARK	2019-06-25 KW	07/10/19	3.98	32521
Total For Dept 0000						15.92	
Dept 3900 Parking							
600-3900-46302	River Park Lot	GRAUMAN, AMANDA	REFUND - JULY 2019 - RIVER PARK	2019-06-25	07/10/19	71.02	32467
600-3900-46302	River Park Lot	WANG, SHUANG	REFUND - JULY & AUGUST 2019 - RIVER	2019-06-26	07/10/19	142.04	32520
600-3900-46302	River Park Lot	WASHATKO, KATHLEEN	REFUND - JULY 2019 - RIVER PARK	2019-06-25 KW	07/10/19	71.02	32521
600-3900-52990	ONLINE PAID PARKING	PROFESSIONAL ACCOUNT M	MONTHLY PROCESSING FEES-JUNE 2019	DS0000003384	07/10/19	247.80	32499
Total For Dept 3900 Parking						531.88	
Total For Fund 600 Parking Utility						547.80	
Fund 610 Water Utility							
Dept 3710 Water Administration							
610-3710-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0315193969	07/10/19	43.70	32516
610-3710-52300	WATER SERVICE CHARGE	MILW WATER WORKS	WATER CHARGES - CCF JUNE 2019	JUNE 19	07/10/19	43,284.12	32488
610-3710-52300	WATER USAGE CHARGE CCF	MILW WATER WORKS	WATER CHARGES - CCF JUNE 2019	JUNE 19	07/10/19	1,064.30	32488
610-3710-52300	SHOREWOOD FIRE PROTECTION	MILW WATER WORKS	WATER CHARGES - CCF JUNE 2019	JUNE 19	07/10/19	5,573.87	32488
610-3710-53120	Copy & Print Costs	OFFICE COPYING EQUIPME	B&W, COLOR COPIES	AR89009	07/10/19	36.07	32493
Total For Dept 3710 Water Administration						50,002.06	
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	CORE & MAIN LP	WATER DEPT, METERS	K729285	07/10/19	394.75	32452
610-3730-53500	Dept/Program Supplies	CORE & MAIN LP	SUPPLIES FOR MAINS	K790279	07/10/19	494.11	32452
610-3730-53500	Dept/Program Supplies	RCM	CLEAN FILL	190778	07/10/19	225.00	32500
610-3730-53500	Dept/Program Supplies	SHERWIN WILLIAMS	MARKING PAINT FOR UTILITIES	9938-2	07/10/19	147.44	32503
610-3730-53500	Dept/Program Supplies	ZIGNEGO READY MIX INC	SLURRY - 4200 FARWELL	98797	07/10/19	560.00	32529
Total For Dept 3730 Maint Mains						1,821.30	
Dept 3740 Maint Services							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 610 Water Utility							
Dept 3740 Maint Services							
610-3740-53500	Dept/Program Supplies	CORE & MAIN LP	PARTS FOR SERVICE REPAIR	K724495	07/10/19	302.00	32452
610-3740-53500	Dept/Program Supplies	RCM	CLEAN FILL	190930	07/10/19	75.00	32500
Total For Dept 3740 Maint Services						377.00	
Dept 3750 Maint Meters							
610-3750-53500	Dept/Program Supplies	CORE & MAIN LP	WATER DEPT, METERS	K729285	07/10/19	1.48	32452
610-3750-53500	Dept/Program Supplies	CORE & MAIN LP	METERS	K734080	07/10/19	990.00	32452
610-3750-53500	Dept/Program Supplies	CORE & MAIN LP	SEWER / WATER SUPPLIES	K759345	07/10/19	1,395.00	32452
610-3750-53500	Dept/Program Supplies	CORE & MAIN LP	PARTS FOR METERS	K790364	07/10/19	1,765.00	32452
Total For Dept 3750 Maint Meters						4,151.48	
Dept 3790 Other Water							
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	WATER SAMPLES	358141	07/10/19	540.00	32491
610-3790-56600.19-02	2019 Relay project	CITY WATER LLC	2019 WATER MAIN RELAY	625	07/10/19	1,033.00	32450
610-3790-56600.19-02	2019 Relay project	NORTHERN LAKE SERVICE	LEAD ANALYSIS	357723	07/10/19	150.00	32491
610-3790-56600.19-02	2019 Relay project	NORTHERN LAKE SERVICE	WATER SAMPLES	357898	07/10/19	15.00	32491
Total For Dept 3790 Other Water						1,738.00	
Total For Fund 610 Water Utility						58,089.84	
Fund 620 Sewer Utility							
Dept 3810 Sewer Administration							
620-3810-51330	Uniform Expense	NOWAK, BILL	UNIFORM REIMBURSEMENT	07 01 19	07/10/19	142.24	32492
620-3810-52230	Phone and Internet	US CELLULAR	CELLULAR PHONE CHARGES	0315193969	07/10/19	47.97	32516
620-3810-53100	Office Supplies	OFFICE COPYING EQUIPME	B&W, COLOR COPIES	AR89009	07/10/19	36.07	32493
Total For Dept 3810 Sewer Administration						226.28	
Dept 3820 Sewer Maintenance							
620-3820-53500	Dept/Program Supplies	CORE & MAIN LP	SEWER / WATER SUPPLIES	K759345	07/10/19	1,432.00	32452
620-3820-53500	Dept/Program Supplies	CORE & MAIN LP	SEWER	K768449	07/10/19	513.00	32452
620-3820-53500	Dept/Program Supplies	NEENAH FOUNDRY CO	SEWER GRATE	327106	07/10/19	603.91	32490
620-3820-53500	Dept/Program Supplies	SHERWIN WILLIAMS	MARKING PAINT FOR UTILITIES	9938-2	07/10/19	147.44	32503
620-3820-53500	Dept/Program Supplies	SHERWIN WILLIAMS	QUICK MIXER	9939-0	07/10/19	28.92	32503
Total For Dept 3820 Sewer Maintenance						2,725.27	
Dept 3890 Other Sewer							
620-3890-56600.19-05	2019 Sewer Lining	DAILY REPORTER (THE)	2019 SANITARY SEWER LINING	744339734	07/10/19	236.87	32453
Total For Dept 3890 Other Sewer						236.87	
Total For Fund 620 Sewer Utility						3,188.42	
Fund 800 Tax Agency Fund							
Dept 0000							
800-0000-23000	Deposits	STAFFORD ROSENBAUM LLP	LANGE BEQUEST LEGAL FEES	1224819	07/10/19	9,000.00	32507
Total For Dept 0000						9,000.00	
Total For Fund 800 Tax Agency Fund						9,000.00	
Fund 900 Cash Fund							
Dept 0000							
900-0000-11110	North Shore Bank Payroll	HENRY KUHLMANN	REPLACEMENT CHECK FOR FAILED ACH	06212019	07/02/19	559.81	32436
900-0000-11110	North Shore Bank Payroll	HENRY KUHLMANN	REPLACEMENT CHECK FOR FAILED ACH	07052019	07/10/19	376.86	32530
Total For Dept 0000						936.67	

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF SHOREWOOD
INVOICE DUE DATES 06/29/2019 - 07/12/2019
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 900 Cash Fund							
			Total For Fund 900 Cash Fund			936.67	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #	
Fund Totals:								
			Fund 100 General Fund			208,397.28		
			Fund 200 Library			14,195.82		
			Fund 210 Senior Services			600.00		
			Fund 400 General Capital Projects			142,024.26		
			Fund 600 Parking Utility			547.80		
			Fund 610 Water Utility			58,089.84		
			Fund 620 Sewer Utility			3,188.42		
			Fund 800 Tax Agency Fund			9,000.00		
			Fund 900 Cash Fund			936.67		
Total For All Funds:							436,980.09	
--- TOTALS BY GL DISTRIBUTION ---								
	100-0000-21580		Garnishments Payable			2,695.59		
	100-0000-23400		CUSTOMER CONV. FEES			2,124.50		
	100-1100-54110		Fourth Of July			4,025.00		
	100-1200-45120		Court Fines - Current			3,337.00		
	100-1200-45190		Court Fines - Collections			5,488.29		
	100-1420-53100		Office Supplies			265.81		
	100-1420-54000		MADACC Programming			1,721.58		
	100-1510-55120		Unemployment			1,733.95		
	100-1900-52150		Professional Fees Assessment			30,387.50		
	100-1900-52230.55-00		Phone / Internet - Village Hall			431.49		
	100-1900-52230.77-00		Phone / Internet - Village Center			97.66		
	100-1900-52330		Health Department - Abatement			200.00		
	100-1900-52900.55-00		Cleaning and Pest Control - VH			1,142.08		
	100-1900-52900.77-00		Cleaning and Pest Control - VC			527.72		
	100-1900-52990		Network Service Contract Fees			1,308.00		
	100-1900-53100.55-00		Building Supplies - Village Hall			24.16		
	100-1900-53100.77-00		Building Supplies - Village Center			115.74		
	100-1900-53120		Copier Costs - Village Hall			642.00		
	100-2100-46210		SID# 29284177			565.00		
	100-2100-51900		Professional Education			1,001.68		
	100-2100-52230		Phone and Internet			716.31		
	100-2100-52300		Other Intergov'tal pymts			1,500.00		
	100-2100-52900		Cleaning and Pest Control			1,265.09		
	100-2100-52910		Software Purch/Maint			6,079.00		
	100-2100-52990		1ST NOTICES			13,290.37		
	100-2100-53100		Office Supplies			81.28		
	100-2100-53500		Dept/Program Supplies			1,037.56		
	100-2100-55120		UNEMPLOYMENT			1,480.00		
	100-2900-52300		DISPATCH/RMS			91,687.40		
	100-2900-52995		Atwater Beach Lifeguards			4,083.75		
	100-3100-52230		Phone and Internet			1,063.91		
	100-3100-53120		Copy & Print Costs			36.07		
	100-3230-53500		Dept/Program Supplies			2,767.52		
	100-3300-53400		Vehicle Maintenance			1,091.42		
	100-3300-53410		Fuel and Oil			4,846.17		
	100-3410-53510		Supplies - Signage			2,190.82		
	100-3430-53500		Supplies - Street Lighting			177.32		
	100-3460-53500		Dept/Program Supplies			349.00		
	100-3510-52950.03-00		Disposal Contracts - Refuse			1,002.83		
	100-3510-52950.04-00		Disposal Contracts - Recycling			11,948.60		
	100-3610-52940		Landscaping Contracts - Medians			2,922.11		
	100-3610-53500		Dept/Program Supplies			165.00		
	100-3620-53300		Repairs and Maintenance			432.00		
	100-3620-53500		Dept/Program Supplies			349.00		
	200-5110-46710		Library Fines			5.50		

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF SHOREWOOD
 INVOICE DUE DATES 06/29/2019 - 07/12/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		200-5110-52230	Phone and Internet (village)			141.88	
		200-5110-52300	Other Intergov'tal pymts			185.16	
		200-5110-52900	Cleaning and Pest Control			1,863.15	
		200-5110-52910	Software Purch/Maint			97.91	
		200-5110-52990	Other Service Contracts & Fees			431.22	
		200-5110-53101	Building supplies			347.22	
		200-5110-53500	Processing Supplies			130.76	
		200-5110-53710	Reference Continuations			2,750.00	
		200-5110-54000	Programming			1,075.00	
		200-5110-54900	Onufrock Expenses			46.91	
		200-5110-56130	Equipment/Furniture			1,068.54	
		200-5111-53730	Materials			2,977.02	
		200-5111-53740	DVD's			698.90	
		200-5111-53750	Audiobooks			290.67	
		200-5111-53760	Lucky Day Materials			243.06	
		200-5111-53770	Music			93.34	
		200-5112-53730	Materials			1,264.50	
		200-5112-53740	DVD's			76.13	
		200-5113-53730	Materials			408.95	
		210-4600-54000	Programming			150.00	
		210-4600-54140	Shorewood Connects			450.00	
		400-2100-56200	Building Improvements			4,000.00	
		400-2100-56400	Vehicles			4,197.51	
		400-3410-56320.18-02	Wilson Drive 2018			168.00	
		400-3410-56320.19-01	2019 Alley Construction			129,410.87	
		400-3620-56500	Land Improvements			4,172.88	
		400-5700-56900	Anticipated Bonded Projects			75.00	
		600-0000-24213	Sales Tax Due State			15.92	
		600-3900-46302	River Park Lot			284.08	
		600-3900-52990	ONLINE PAID PARKING			247.80	
		610-3710-52230	Phone and Internet			43.70	
		610-3710-52300	WATER SERVICE CHARGE			49,922.29	
		610-3710-53120	Copy & Print Costs			36.07	
		610-3730-53500	Dept/Program Supplies			1,821.30	
		610-3740-53500	Dept/Program Supplies			377.00	
		610-3750-53500	Dept/Program Supplies			4,151.48	
		610-3790-54740	Water Testing			540.00	
		610-3790-56600.19-02	2019 Relay project			1,198.00	
		620-3810-51330	Uniform Expense			142.24	
		620-3810-52230	Phone and Internet			47.97	
		620-3810-53100	Office Supplies			36.07	
		620-3820-53500	Dept/Program Supplies			2,725.27	
		620-3890-56600.19-05	2019 Sewer Lining			236.87	
		800-0000-23000	Deposits			9,000.00	
		900-0000-11110	North Shore Bank Payroll			936.67	



**MINUTES - SHOREWOOD BOARD OF TRUSTEES
Committee of the Whole Meeting
July 1, 2019**

1. Call to Order

Tr. Carpenter called the Committee of the Whole meeting of the Village Board to order at 6:04 p.m. in the Committee Room.

2. Statement of Public Notice

Clerk Bruckman stated that the meeting had been posted and noticed according to law.

3. Roll Call

Tr. Carpenter called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst (6:12 p.m.), Michael Maher, Ann McKaig, President Rozek (6:38 p.m.). Trustee Warren was excused.

Others Present: Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Finance Director/Treasurer Mark Emanuelson, Planning and Development Director Bart Griepentrog, Library Director Rachel Collins

4. Review responses to questions on committee, staff and trustee initiatives.

The Village Board reviewed the Trustee questions on the 2020 Committee and staff initiatives.

Ghost Train: Some Village Board members expressed concern the Village would have financial responsibility for the Ghost Train maintenance based on the June 17, 2019 Public Art Committee minutes.

Ms. Ewald explained she asked the Public Art Committee to develop a maintenance plan; at that time, they were informed the Village would not be able to fund the maintenance. The Public Art Committee shared with Ms. Ewald they had some funding with the Shorewood Foundation to cover maintenance. There was an extensive plan put together for maintenance with five separate vendors; some vendors were doing work pro-bono and some were not. Ms. Ewald explained some of the parts are under warranty.

Tr. Carpenter, as the Public Art Committee Trustee Liaison, echoed that it was very clear with the Public Art Committee that the Ghost Train was owned by the Public Art Committee, not the Village. They were going to work with the Shorewood Foundation to find the money to help maintain this particular piece of art.

Ms. Ewald explained the priority is to review the maintenance, so this would be the next step. They are in agreement that the Village would not be funding through tax dollars.

Some Village Board members expressed the Public Art Committee's focus should be ways to fundraise and get the Ghost Train up and running again.

Oak Leaf Trail: Mr. Burkart explained residents from the southwestern quadrant of the Village have reached out to the Pedestrian and Bike Safety Committee requesting another access point to the Oak Leaf Trail. Mr. Griepentrog and Mr. Burkart have been in contact with WE Energies, Culvers, and Milwaukee County to talk about formalizing that access point that would be recognized on the trail map.

Pump Track: Mr. Burkart explained a pump track is a track you can go through without even pedaling; there would be a series of bumps and curves to carry the bike through the track. Working with the

county to identify green space, grant funding and county.

5. Consider prioritization of 2020 initiatives

The Village Board members shared their top five initiatives.

Tr. Amenta:

Living Wage (moving towards living wage within 3-5 years)
Strategic Planning and TID Policy Development
Agenda/Document Management
Historic Preservation
Develop a Capital Facilities Plan

Tr. Carpenter:

Historic Preservation
Agenda/Document management
Strategic Planning and TID Policy Development
Diverse and Inclusive Village Workforce
Review Open Records procedures and cost to residents

Tr. McKaig:

Strategic planning and TID Policy Development
Education on Unlearning Racism
Implement Resource Management Plan Hubbard Park
Agenda/Document Management
Develop Public Information on the Village Budget
Historic Preservation (research aspect)
Bocce Courts as a bonus

Tr. Bockhorst:

Liquor Licenses (look at how to obtain more)
Agenda/Document Management
Review Open Records Request and cost to Residents
Education on Unlearning Racism
Decriminalization of Marijuana (has not formally moved forward)
Strategic Planning and TID Policy Development

Tr. Maher:

Historic Preservation
Education on Unlearning Racism
Implement the Hubbard Park Land Management
Canoe/Kayak Rail at Hubbard Park
Park Ordinance Updates

President Rozek:

Agenda/Document Management
Historic Preservation
Develop a Capital Facilities Plan
Strategic Planning and TID Policy Development
Welcoming Ordinance

Ms. Ewald reviewed the top initiatives among the Village Board:

- Strategic Planning and TID Policies (Becky/Bart)
- Document/Agenda Management (Sara)

- Historic Preservation (education process) (Becky)
- Education on Unlearning Racism (Becky/Rachel)
- *Transportation and Parking (Implementation of Transportation and Parking analysis implementation items will be delegated to various departments based upon the item)

Some Village Board members questioned if staff has the availability to implement all these? Ms. Ewald explained Yes on top four listed above but can't answer on parking and transportation until the study is complete. Ms. Ewald explained the full plan could not be implemented in one year and there should be something worked into the budget for possible next steps.

Ms. Ewald reviewed the initiatives that made at least two Village Board members lists

- Implement the Hubbard Park Land Management
- Review Open Records procedures and cost to residents
- Develop a Capital Facilities Plan

Tr. McKaig reviewed potential scope for year one on Education on Unlearning Racism initiative Task 1 Form an Internal Equity Diversity and Inclusion (EDI) Committee

- Committee leader: Martha Berry, YWCA, est. \$2,500
- Committee participants: participation of an individual(s) from each department, trustee representative, HRC representative if available
- Goal #1 Adopt a guide or framework with resources for language and scope around racial justice as it applies to municipal service.
- Goal #2 make recommendations for village wide (staff/boards/commission) training and resources.
- Goal #3 to develop a village mission statement for diversity and inclusion.
- Develop training and resources for the village that will be accessible to village staff, boards and commissions.

Task 2 Offer the Unlearning Racism Class in 2020

- Enlist Martha Berry to provide onsite training introduction training with Department Heads and HRC members - \$1,000
- Budget \$2,000 (4 people) or \$5,000 (10 people) staff and trustees voluntarily desire to attend the class in 2020

Some Village Board members inquired if this would be a topic for the Human Relations Commission. Mr. Burkart explained the Human Relations Commission is focused on community while this initiative focuses on staff and committees.

Some Village Board members questioned if some items such as the kayak launch could be done through the budget process since it was not a top initiative? Ms. Ewald explained she would like to review the top five with list with staff.

Some Village Board members expressed the importance of moving the Welcoming Ordinance forward. Some Village Board members suggested it go to Community and Business Relations Committee; Ms. Ewald suggested it stay with the initiative process. It was noted that the Welcoming Ordinance should come after the initiative Education on Unlearning Racism is started and in progress for a period of time.

Ms. Ewald and Mr. Griepentrog discussed the Comprehensive Plan.

Ms. Ewald explained housing has been brought forward in the CDA. The next CDA meeting there will be an RFP review for a housing analysis study.

Mr. Griepentrog explained the Plan Commission met last week and provided a recommendation on

moving forward with updating chapters of the Comprehensive Plan. In light of current transportation plan, they will do one of the chapters, the CDA will be covering housing; economic development could be covered in the strategic planning initiative.

Remaining chapters, we can incorporate the park plans for natural resources, utilities and infrastructure with long range planning. The Village has most of the information, the decision would be to hire a consultant or utilize staff to bring all of them together into one plan. Mr. Griepentrog expressed public engagement is important to reconfirm the larger goals.

Mr. Griepentrog explained the recommendation from the Plan Commission is to have an updated comprehensive plan incorporating all those items instead of rewriting the Comprehensive Plan. Mr. Griepentrog explained the housing, transportation and economic development chapters were the biggest and are getting a current review with the proposed initiatives.

Mr. Griepentrog explained the budgetary scope recommended is around \$30,000 for an update. Mr. Griepentrog believes the chapters can be assigned to existing plans or existing committee work and bring them back with public engagement.

Mr. Griepentrog explained the penalty of not updating your comprehensive plan is you can't update your ordinances because they need to match.

The Village Board reviewed the initiatives that did not make the top list, but would like to see for future potential initiatives.

- Lead service replacement program fund private side
- Administrative Review
- Sidewalk program
- Communication Management Plan
- Age Friendly Plan (designed and executed by the Public)
- Triangle Park
- Wilson Spreadsheet

6. Tr. Amenta moved, seconded by Tr. McKaig to adjourn the meeting at 7:35 p.m. Motion passed 6 - 0.



Draft

MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
July 1, 2019

1. Call to Order

President Rozek called the meeting of the Village Board to order at 7:40 p.m. in the Court Room.

2. Roll Call

President Rozek called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Jessica Carpenter, Michael Maher, and Ann McKaig. Trustee Warren was excused.

Others Present: Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Finance Director/Treasurer Mark Emanuelson, Planning and Development Director Bart Griepentrog, Library Director Rachel Collins

3. Statement of Public Notice

Clerk Bruckman stated that the meeting had been posted and noticed according to law.

4. Special Order of Business

a. Update on Shorewood Fire Station cost estimates, plans and façade easement

Chief Whitaker explained the following from his memo:

The Department and Kueny Architects have submitted a proposal to the Shorewood Plan Commission and Design Review Board for review in July. As was discussed at a previous Board Meeting, the submitted design leaves the exterior of the building generally intact, with the exception of moving the public entrance from the west side of the building to the south side of the building near the current hose tower door. The submission to the Commission and Board is enclosed. At this time, the Village Board is not asked to take any action on this issue, this is informational only.

An initial cost estimate is also included with this packet. This project has not been bid, this is a cost estimate from the architect who will also be in attendance at the Village Board Meeting. Also included in the packet is the current projected project timeline.

Moving forward, if approval of the Plan Commission and Design Review Board is received, the Village Board will be presented a CSM of the property and a façade easement to consider at its August 5 Meeting. It is planned that bids will be let on August 14, with bid opening on September 4. The Fire Department Board will consider those bids on September 10.

Focus on Energy and solar power studies are currently being performed for this project. Once those reports are received, the Project Team will consider implementing options from those reports.

Timeline moving forward, Plan Commission and Design Review Board will be looking at this project in July.

John Wallacamp, Kueny Architects; Went through the plans included in the July 1, 2019 Village Board packet.

The following items were discussed:

- The upper level and lower level will be unoccupied and used for storage; main air handler units will be on the second floor.
- There is not final decision on the solar panel system; the building is currently being analyzed.
- The brick color will be matched as close as possible; the majority is a cream city brick.
- The front garage doors will be glass and bi-fold which is traditional when the fire station was originally built
- It will not be LED certified, but will be designed towards those standards.
- Currently working with Focus on Energy now for most efficient system in there; solar will be supplement of electrical system

Chief Whitaker explained the next steps will be Design Review and Plan Commission in July, Certified Survey Map in August. The bidding will be out in August with opening bids in September.

Some Village Board members requested to have the eastern sidewalk portion by Village Hall bid separately. Chief Whitaker explained the sidewalk portion will be an alternate bid.

Some Village Board members inquired if the pedestrian walkway will all be the Fire Station's property on the CSM and the Village will have an access easement in order to do maintenance on the Village Hall building. Ms. Ewald explained yes.

Ms. Ewald explained when the CSM comes forward for approval, it will contain an electrical easement as well as pedestrian access. From a Façade Easement standpoint, the Village and North Shore Fire are recommending to work with our regular legal counsel for each of our organizations to work off the template of the National Trust for Historical Preservation. NSFD will be providing an initial draft of those items that are related to the west and south façade.

The draft would be reviewed by the Village and Attorney Bayer and provided to the Village Board at the August 5th meeting. Ms. Ewald explained the easement focuses on the plan which establishes what's existing in the building and functional parameters if there were modifications what the framework would be.

Some Village Board members inquired about the characteristics that had been provided from a group of residents to the Fire Department to incorporate into the façade easement.

Ms. Ewald explained the façade easement will not specify unless we chose to add the level of specific detail, but the plans themselves reflect that detail.

Some Village Board members expressed concern if the details aren't listed in the façade easement, it's not guaranteed. Ms. Ewald explained the list is not incorporated into the scope of the façade easement. The template document from the National Trust for Historic Preservations recommends it to have baseline documents that specify what the current conditions are.

Ms. Ewald explained the façade easement is not a requirement of the plan development district, it is a requirement of the Village Board through the MOU and is subject Village Board approval. The other easements are located through the certified survey map.

Rosie Bredeck, 4248 N. Ardmore, Shorewood, 53211; questioned what would it hurt to include the detailed list in the easement so we know what we are preserving?

Chief Whitaker explained the draft has not been started yet.

b. Presentation of 2019 Community Service Results

Mr. Burkhart summarized the results included in July 1, 2019 Village Board packet.

Human Relations Commission data subcommittee group will be getting the data to do additional analysis; once it's complete, it will be provided to the Village Board.

Some Village Board members requested to see what the census numbers are for the Village and the variance between the census and the survey results.

Some Village Board members inquired what Mr. Burkart's thoughts for getting higher responses for the next survey.

Mr. Burkart explained next time a reminder will be sent and timing of sending the survey out will be reviewed.

Barbara Kiely Miller 4051 N. Downer, Shorewood, 53211; responses are most likely from Shorewood households, not the population in general.

5. Citizens to be heard – This item is for matters not on the agenda. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings. - None

6. Consent Agenda Items

a. Accept presentation of Accounts – July 1, 2019

b. Consider Village Board Minutes – June 3, 2019

c. Consider Village Board Minutes – June 17, 2019

d. Consider Village Board Minutes – June 24, 2019

e. Consider application for Special Privilege Approval for a Loading Zone in the public right of way at the School of Rock, 4050 N. Oakland Ave.

f. Consider transportation and Parking Analysis Technical Advisory Group nomination from the BID.

g. Consider appointing Matt Weiss to the Human Relations Commission.

h. Consider Special Event Permit, Short Term Cabaret License and Temporary Extension of Premise for Camp Bar, 4044 N. Oakland Ave. for the Packer Party, Sunday, September 15, 2019.

- i. Consider award of contract for 2019 PPII reduction lateral rehabilitation program (meeting #2)

Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Tr. Amenta requested removing items 6b, 6d, and 6h and President Rozek requested removing item 6e off the consent agenda. Motion carried 6 – 0 with items 6b, 6d, 6e, and 6h removed.

7. Items Removed from the Consent Agenda

6b, Consider Village Board Minutes – June 3, 2019.

Item 4 Special Order of Business line 5 s/b OPEB. Same item, fourth paragraph contract s/b fund.

Third page s/b item 6b not 9b.

Tr. Amenta moved, seconded by Tr. Bockhorst to approve the Village Board Minutes from June 3, 2019 with the noted changes. Motion carried 6 – 0.

6d, Consider Village Board Minutes – June 24, 2019.

Page 3, under Ad Hoc Budget Committee, second paragraph change there to that.

Page 2, under Historic Preservation, change preservice to preserve.

Page 4, under Neighborhood Association, change others felt it would start provide a more conducive environment to other felt it would not.

Page 5, under Living Wage include agreement this would take place over a period of several year period.

Page 3, line 5, transportation of parking s/b transportation and parking

Tr. Amenta moved, seconded by Tr. Maher to approve the Village Board Minutes from June 24, 2019 with the noted changes. Motion carried 5 – 1 with Trustee Bockhorst abstaining.

6e, Consider application for Special Privilege Approval for a Loading Zone in the public right of way at the School of Rock, 4050 N. Oakland Ave.

President Rozek confirmed the fee amount for the Loading Zone with Director Griepentrog.

Tr. Maher moved, seconded by Tr. Amenta for Special Privilege Approval for a Loading Zone in the public right of way at the School of Rock, 4050 N. Oakland Ave. Motion carried 6 – 0

6h, Consider Special Event Permit, Short Term Cabaret License and Temporary Extension of Premise for Camp Bar, 4044 N. Oakland Ave. for the Packer Party, Sunday, September 15, 2019.

Some Village Board members expressed concern with the road being closed on Saturday, September 14 for the Feast hosted by the BID and this is a longer standing event. Some Village Board members expressed the BID Director should have been aware of the event.

Paul Hackbarth, 3901 N. Lake Dr., Shorewood, 53211; explained he is aware there is concern, but this year Camp Bar has partnered with the SEED Run and will be sharing half the profits with the SEED Foundation.

Some Village Board members shared the idea of meeting with the BID Board and mapping out all the event dates at the beginning of the year.

It was noted Ms. Ewald will follow-up with the Chief Nimmer if police presence will be required at the event.

Tr. McKaig moved, seconded by Tr. Maher to approve the Special Event Permit, Short Term Cabaret

License and Temporary Extension of Premise for Camp Bar, 4044 N. Oakland Ave. for the Packer Party, Sunday, September 15, 2019.

Tr. Bockhorst moved to call to question. Call to question carried 6 – 0.

Vote on Motion: to approve the Special Event Permit, Short Term Cabaret License and Temporary Extension of Premise for Camp Bar, 4044 N. Oakland Ave. for the Packer Party, Sunday, September 15, 2019. Motion carried 6 – 0.

8. Public Hearing(s) –

- a. Ordinance #3002 – amendment regarding zoning requirements to allow for porches and covered entryways in required front and side yards.

The Public Hearing was opened at 9:06 p.m.

The Public Hearing was closed at 9:06 p.m.

9. New Business

- a. Consider Ordinance 3002 – amendment regarding zoning requirements to allow for porches and covered entryways in required front and side yards.

Mr. Griepentrog explained the following from his memo:

The Plan Commission has discussed the possibility of amending the Village Zoning Code in relation to porches within the front and side yards over the course of seven meetings starting back in September 2015. These discussions also included review of decks and patios, which subsequently were amended by the Village Board via [Ordinance 2080](#) in August 2017. Those changes are located within the Zoning Code's Site Restrictions section [535-9F](#), which remains silent in regards to porches. That ordinance amended/clarified the definition of a porch in 535-6, but did not change regulations relating to them.

Porches are defined as “An elevated structure attached to the entrance of a building without side walls, forming a covered approach or vestibule to a doorway.” Because of their covered nature, porches are considered part of the primary structure, and thus are not allowed to encroach into the front setback of a property, unlike “uncovered stairs or landings,” which may encroach up to six feet. ([535-32](#))

Based on a staff draft, the Plan Commission discussed the most recent proposal at their [April 30, 2019 meeting](#), and requested several items be revised for clarity. A second discussion took place at their [May 28, 2019 meeting](#), upon which they recommended the Ordinance Amendment be brought to the Village Board for consideration.

The proposed Ordinance would:

- Add a definition for a covered entryway: “A covered entrance over a doorway without support structures extending to the ground or floor.”
- Allow porches to encroach into the front yard 8 ft. from the main façade of the house, but in no case closer than 10 ft. to the lot line.
- Allow covered entryways to encroach into the front yard 4 ft. from the main façade of the house, but in no case closer than 10 ft. to the lot line.
- Disallow porches or covered entryways in the side setback.
- Allow covered entryways to project 4 ft. into the street side yard, but in no case closer than 6 ft. to the lot line.

- Detail design requirements, including; a maximum depth of 10 ft.; floor height to be within 8 inches of the front entry; a one story maximum, with allowable second deck subject to design review; prohibit enclosure of more than 50%, including mesh screening, glazing and guardrails; and a maximum of 3 ft. extension on either side of a doorway for covered entryways.
- Prohibitions include unfinished pressure-treated materials and a disallowance of living purposes,
- Additional non-substantive format and wording changes are included for administrative clarity.

Some Village Board members questioned if the neighbors are contacted when a resident is putting an addition onto their home? Mr. Griepentrog explained if there is 200 sq. ft. or more being added onto an existing structure then they are notified.

Some Village Board members expressed disagreement with the need to provide notice to make an improvement. Other Village Board members expressed if it's an allowed use and there isn't an appeal process for a resident to potentially stop construction of the porch, there shouldn't be a notice sent. Providing the notice gives the false hope the porch could be denied from being constructed. Mr. Griepentrog explained, the Design Review Board could hear the objection but they could not deny the porch from being constructed if it meets the guidelines.

Tr. McKaig moved, seconded by President Rozek to approve Ordinance 3001 – amendment regarding zoning requirements to allow for porches and covered entryways in required front and side yards and strike “or construction of a new front porch” in section 225-12f. No vote was taken.

Barbara Kiely Miller, 4051 N. Downer Ave., Shorewood, 53211; verified the Plan Commission approved the maximum porch depth could be ten feet but eight feet from the house. Mr. Griepentrog explained that is correct.

Some Village Board members expressed contacting the neighbors was an important step.

Some Village Board members shared having a front porch allows more community engagement.

Tr. Amenta moved to amend, seconded by Tr. Maher to include “or construction of a new front porch” in section 225-12f.

Some Village Board members requested to take a roll call vote on the amendment. There was not unanimous consent to take a roll call vote. Attorney Bayer clarified there would need to be a 3/4 vote to suspend the rules to take a roll call vote on the amendment.

Vote was 3 – 3 to suspend the rules to take a roll call vote on the amendment to the underlining motion with Tr. Bockhorst, Maher, and McKaig voting aye. Motion fails to suspend the rules.

Vote on the amendment: Amendment fails 2 – 4 with Tr. Amenta and Maher voting aye.

Vote on motion: to approve Ordinance 3001 – amendment regarding zoning requirements to allow for porches and covered entryways in required front and side yards and strike “or construction of a new front porch” in section 225-12f. Motion carried 6 – 0 by a roll call vote.

The Village Board recessed at 9:23 p.m.
The Village Board reconvened at 9:34 p.m.

- b. Consider next steps for intergovernmental collaboration with legislative partners. Some Village Board members suggest to include Milwaukee County Supervisors and Representatives.

Tr. Bockhorst suggested a letter be sent on half of the Village Board to the League of Municipalities instead of her bringing it forth to the Legislative Council meeting; it would make a bigger statement.

Tr. McKaig moved, seconded by Tr. Maher to recommend the following; send letters of support to state and county legislative officials proposing AB111; send letter to our local, county, and state legislative officials requesting they support AB111; recommend President Rozek request this item be placed on the Intergovernmental Cooperation County; recommend Tr. Bockhorst, President of the League of Wisconsin Municipalities, request this item be placed in the League Board agenda to discuss potential lobbying efforts to support the prohibition of conversion therapy. No vote was taken.

Tr. McKaig moved to amend the original motion, seconded by Tr. Maher to recommend the following; to send letter that the Village of Shorewood supports AB111 to state, county and local legislative officials requesting their support for AB111. To send letters to the League of Wisconsin Municipalities and Intergovernmental Cooperation County requesting this item be placed on their agendas for consideration in support of AB111 to support the prohibition of conversion therapy. Motion carried 6 – 0.

10. Reports of Village Officials

- a. Village President

President Rozek reminded everyone about the 4th of July Parade.

- b. Village Trustees –

Tr. Carpenter reminded the Village Board whoever is walking in the parade, she will have the wagon of candy.

Tr. Amenta attended the Transportation and Parking Town Hall Meetings, the meetings had good turnout and participation.

- c. Village Manager – None

11. Items for future consideration

It was requested the BID Board and staff organize a meeting in February or March with previous Special Event License holders to review anticipated event dates for the upcoming year.

12. Adjournment.

Tr. Bockhorst moved and Tr. Maher seconded to adjourn at 9:58 p.m. Motion carried 6 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC
Village Clerk



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider agreement for financial advisor services (meeting #3).

Date: July 15, 2019

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

1. Since 2007 the Village and CDA have received financial advisor services from Ehlers.
2. March 15, 2018 – the CDA [approved](#) financial advisor service agreements for Ehlers.
3. April 16, 2018 – the Village Board [approved](#) financial advisor service agreements with Ehlers.
4. February 1, 2019 – the CDA [discussed](#) moving forward with the Village on a joint request for proposal for financial advisor services and concurred with the proposed process.
5. March 4, 2019 – the Budget & Finance Committee reviewed the [draft RFP](#), process, and provided the comments.
6. March 18, 2019 – the Village Board approved and RFP for financial advisor (p.86 of [packet](#)). It was agreed that one financial advisory would provide services to the Village Board and CDA under one contract with signatory of Village Board only. The RFP reflects current service levels received from our financial advisor with three exceptions: 1) coordination and attendance at the annual Joint Review Board meeting, and 2) preparation of the CDA annual report, and 3) comprehensive update of the Village's annual long range financial plan.

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

Four firms submitted proposals and were interviewed by Village President Rozek, Tr. Amenta – Budget & Finance Committee Chair, Finance Director Emanuelson and Village Manager Ewald. Three services areas were requested of firms in the proposal: 1) Municipal Advisor and Debt Issuance Services, 2) Financial Planning and Debt Management Services, and 3) CDA - Economic Development. In reviewing the proposals and interviewing firms three primary criteria were evaluated – the firm, the team proposed and cost.

Three firms (Baker Tilly, Baird and Ehlers) were able to provide all three services areas. Wisconsin Public Finance Professionals (WPPF) did not provide CDA-Economic Development services. If the Village selected WPPF we would need to find a firm to provide this service. While the lead representative for WPPF was very skilled and capable, this would require an additional firm to coordinate with on projects and with a staff our size, this was determined to not be efficient at this time.

Baird was the lowest cost in all areas. While the headquarters is located in here in Milwaukee and our access to expertise to debt issuance services is around the corner, the interview did not speak specifically to developer business analysis needs nor included a representative from the firm with this expertise. Therefore, their CDA – Economic Development service area was rated lower than others.

Ehlers and Baker Tilly were comparable from a cost perspective, provided expertise in all three areas and specifically addressed matters of CDA-Economic Development analysis within the scope of the interviews. Ehlers has had a long standing relationship with the Village over the last decade.

After reflecting on the proposals submitted, firms and interviews conducted, the group recommends Baker Tilly. The interview was represented by a lead partner and economic development specialist whose job has been development agreement analysis and review for 18 years nation-wide. During the interview they relayed that in addition to the

representatives present, they have other staff that facilitates strategic planning sessions with CDA and Village Board's to refresh their objectives after a period of time.

The representatives also relayed that have worked with municipalities in development of TID policies and an application process. The economic development specialist interviewed works all over the U.S. reviewing developer business plans for municipalities, including Wisconsin. The firm also noted that decisions made by the municipalities in the course of evaluating development will also be impacted by the community's objectives, desired outcomes and present need.

The value in working with both the CDA and Village Board on determining these objectives becomes invaluable to ensure there is a level of understanding and agreement on approach. Given Shorewood's prior discussions on use of TIF, Baker Tilly represented the strongest collective proposals for tackling these two very important projects in the Village at this time. In addition, we will be requesting Baker Tilly to provide annual educational sessions for new CDA and Board members that will also be open to the public. We want to ensure that moving forward we provide our current and new members the opportunity to be educated and informed on current TID locations and projects, but also how they are evolving moving forward.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Recommended motion: *I recommend approval of the agreement with Baker Tilly for financial advisor services.*

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Proposal Cost Comparison



MUNICIPAL ADVISORS

now joined with
Springsted and Umbaugh

Baker Tilly Municipal Advisors, LLC
380 Jackson St., Ste 300
St. Paul, MN 55101
United States of America

T: +1 (651) 223 3000
F: +1 (651) 223 3046
bakertilly.com

July 11, 2019

Ms. Rebecca Ewald, Village Manager
Village of Shorewood
3930 North Murray Avenue
Shorewood, WI 53211

Dear Ms. Ewald:

This letter agreement is to confirm our understanding of the basis upon which Baker Tilly Municipal Advisors, LLC ("Baker Tilly") is being engaged by the Village of Shorewood (the "Client") to assist the Village with municipal advisory services.

Our Understanding of Your Needs

Based on our initial discussions and subject to confirmation, the Village of Shorewood would like Baker Tilly to serve as its Municipal Advisor for bond issuance services and other complementary and/or ancillary services as requested.

Scope, Objectives and Approach

A team approach, which uses a combination of your personnel and ours, is critical to the success of the engagement. Your organization and its team members bring the knowledge of your jurisdiction and we bring overall, a deep understanding of municipal advisory services. Our suggested approach is indicated below.

It is anticipated that projects undertaken will be at the request of the Village. This engagement letter details our approach to the various services Baker Tilly provides. Projects requiring a scope of services different than what is contained herein will be detailed in a work plan providing a customized scope and budget covered under addendums to this letter agreement. The scope of this engagement includes the following:

1. General Municipal Advisory Services
2. Securities Issuance
3. Arbitrage Monitoring Services
4. Continuing Disclosure Services

Appendix A of this letter agreement contains a detailed scope of services for the above.

Compensation for Services

Services will commence upon execution of this engagement letter and our professional fees will be based on the rates and terms detailed in Appendix B.

Standard Business Terms and Conditions

Appendix C contains the Baker Tilly Municipal Advisors, LLC Standard Business Terms along with its Exhibit A which contains important "municipal advisor" regulatory disclosures regarding actual, potential or perceived conflicts of interest, legal and disciplinary events.

This letter and the attached terms and conditions comprise the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. If any provision of this letter is determined to be unenforceable, all other provisions shall remain in force.

If this is in agreement with your understanding, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Signature Section:

The services and terms as set forth in this statement of work are agreed to by:

Village of Shorewood

Name: _____

Title: _____

Date: _____

Baker Tilly Municipal Advisors

Name: Terri Heaton

Title: Principal

Date: July 11, 2019

APPENDIX A

Baker Tilly Municipal Advisors, LLC

SCOPE OF SERVICES

A. General Municipal Advisory Services

Unless otherwise agreed to by the parties, in connection with any request for services relative to any financial topic, new project concept planning or other financially related topic or project (each referred to herein as a “Project”), the Advisor shall perform the following services, as applicable:

1. Provide general financial advice relative to a Project.
2. Survey the resources available to determine the financial feasibility of a Project.
3. Assist in the development of a plan or plans for a particular Project that may be available and appropriate for such Project.
4. Recommend to the Client a plan for any Project.
5. Advise the Client on current market conditions, federal, state or other law considerations, and other general information and economic data that might be relevant to any Project.
6. Assist Client in coordinating the activities between various parties to any Project as needed.
7. Assist Client in selecting and, working with, members of a working group to procure services deemed necessary to a Project. Services that may be procured may include, but are not limited to: general counsel; special tax counsel; credit facilities; credit rating; and engineering or design services.
8. Assist with the review of all documents, including but not limited to any governing body resolutions, purchase agreement, and any other relevant documents.
9. Assist the Client with other components of a Project as requested and agreed upon.
10. Coordinate with the proper parties and oversee the completion of each Project.

B. Securities Issuance

Unless otherwise agreed to by the parties, in connection with any request for services relative to any new money issuance, refunding of a prior issuance or other financings (each referred to herein as a “Transaction”), the Advisor shall perform the following services, as applicable:

1. Provide general financial advice relative to any Transaction.
2. Survey the financial resources of the Client to determine its borrowing capacity and analyze existing debt structure as compared to the existing and projected sources of revenues.
3. Assist in the development of a plan or plans for the financing or refinancing of any improvements through the issuance of general bond obligations, loans and/or notes, school bonds, revenue or refunding bonds, or other type of financing alternatives that may be available and appropriate for the particular issuance (“Debt Obligations”).
4. Recommend to the Client an amount, the maturity structure, call provisions, pricing, and other terms and conditions of the Debt Obligation.
5. Advise the Client on current market conditions, forthcoming bond, loans and note issues, federal, state or other tax law considerations, and other general information and economic data that might normally be expected to influence the interest rates of the financing.

6. Assist the Client in the analysis of and the selection of a credit rating firm or Firms for the Debt Obligation and further assist in the development and presentation of information to obtain a credit rating or credit ratings for the DebtObligation.
7. Advise the Client on utilizing credit enhancement and provide assistance in seeking such credit enhancement if, in the opinion of the Advisor, such credit enhancements would be advantageous to the Client.
8. Assist Client in coordinating the financing activities between various parties to any Transaction as needed.
9. Assist Client in selecting and, working with, members of a working group to procure services deemed necessary to the issuance or post-issuance requirements of the Debt Obligation. Services that may be procured may include, but are not limited to: bond counsel; special tax counsel; disclosure counsel; trustee selection; paying agent selection; credit facilities; underwriter; and printing services.
10. Assist with the review of all financing documents, including but not limited to the preliminary and final offering statement, any governing body resolutions, purchase agreement, and any official notice of sale.
11. Communicate with potential underwriters or investors, as appropriate to any Transaction, to ensure that each is furnished with the information they need to render an independent, informed purchase or investment decision concerning the Client's proposed financing.
12. Coordinate with the proper parties and oversee the closing process so as to ensure the efficient delivery of the Debt Obligations to the applicable purchaser.

C. Arbitrage Monitoring Services

Upon receipt of written authorization by the Client to proceed, Advisor shall, based on information supplied by Client, make arbitrage calculations (to include for purposes of this document, rebate and yield reduction calculations) required by Section 148 of the Internal Revenue Service ("IRS") Code and related U.S. Treasury regulations with respect to specified Debt Obligations for the period of time designated for any such Debt Obligation. In carrying out its duties, the Advisor shall periodically, for each specified Debt Obligation:

1. Determine the yield on the applicable DebtObligation;
2. Determine if spending exceptions have been met;
3. Determine the amount of any arbitrage payment due the IRS;
4. Notify Client and/or its designee of any liability amount;
5. Prepare for submission by Client the form/s with which to submit any payment amount due to the IRS at the appropriate intervals throughout the term of the engagement relative to each specified Debt Obligation;

Client agrees to timely provide the Advisor with accurate information concerning cash and investment activity within all funds relative to the subject Debt Obligations. The information to be provided shall include:

1. Deposits and withdrawals of proceeds or money from other sources within any funds subject to the IRS arbitrage rules;
2. Payments of principal and interest on the Debt Obligations; and
3. All investment activity including:
 - a) Date of purchase or acquisition;
 - b) Purchase price of investments including any accrued interest;
 - c) Face amount and maturity date;
 - d) Stated rate of interest;

- e) Interest payment dates;
 - f) Date of sale, transfer, or other disposition;
 - g) Sale or disposition price; and
 - h) Accrued interest due on the date of sale or disposition;
4. Any other information necessary for the Advisor to make the calculations required for the specified Debt Obligation.

D. Continuing Disclosure Services

Upon receipt of written authorization from the Client to proceed, Advisor shall, based on the information supplied thereby, assist Client in satisfying its obligations for specified Debt Obligations under any applicable continuing disclosure undertaking executed by and requiring the Client to provide certain financial information and operating data and timely notices of the occurrence of certain events determined to be significant to investors. Such assistance will include the following for each specified Debt Obligation:

1. Compile, as needed, and file an annual report according to the continuing disclosure undertaking (the "Undertaking") executed by Client pursuant to SEC Rule 15c2-12(b)(5) for the Debt Obligation(s) for submission by Client to the Municipal Securities Rulemaking Board (MSRB) and the State Information Depository (SID), as applicable. The annual report will generally include:
 - a) An annual audited financial statement to be prepared by Client's accountants.
 - b) Updates of certain specified operating and financial data if not included in the annual audited financial statement.
2. Monitor through periodic requests for information, the significant events listed in the Undertaking and assist, as necessary, in the drafting and filing of a significant event notice relative thereto.
3. Advisor will furnish a receipt of filing for any continuing disclosure filing made within 30 days after its submission to the MSRB.

Client agrees to provide the Advisor with accurate information with respect to compiling the annual report in a timely manner and to fully disclose to Advisor any significant events as they occur.

APPENDIX B

Baker Tilly Municipal Advisors, LLC

A. COMPENSATION FOR SERVICES RELATING TO CLIENT'S DEBT OBLIGATIONS

1. a. General obligation debt:
 - \$7 per \$1,000 for the first \$2,500,000 of bonds issued
 - \$1 per \$1,000 for amounts over \$2,500,000 of bonds issued
 - Minimum bond issuance fee - \$12,500
- b. The foregoing schedule shall include the Advisor's services through closing of a Debt Obligation. If the Advisor performs post-closing services relative to a Debt Obligation, it shall be compensated for such services at the hourly rates set out in paragraph B of this appendix.
- c. A single Debt Obligation with multiple financing plans is charged per plan with a discount of \$4,000 per plan applied after the first plan.
- d. Non ad valorem supported debt and advance refunding shall be compensated at 1.25 times the fee set out in paragraph 1.a. above.
- e. Debt Obligations dependent on successful referenda shall be compensated at 1.10 times the fee set out in paragraph 1.a. above.
- f. In the event it is necessary for the Advisor to repeat Debt Obligation services because of events beyond the Advisor's control, the Advisor shall be compensated for such repetitive services at the hourly rates set out in the foregoing paragraph B. of this Appendix. The Advisor shall not be entitled to compensation under this section for failed referenda unless otherwise provided by agreement between the Client and the Advisor.
- g. The Advisor's fees shall be payable as follows:
 - (i) For a Debt Obligation, fees shall be contingent upon closing of the Debt Obligation, except that if the Debt Obligation is awarded but cannot be closed by reason of an error, act or omission of the Client, the Advisor shall be paid the amount which it would have been due upon closing.
 - (ii) If an issuance does not close for a reason that is beyond the control of the Client and without fault of the Client, then the Advisor shall be compensated at one-half the amount which would have been due upon closing.
 - (iii) Fees for services provided in connection with a private placement are not contingent on the successful placement of the Debt Obligation.
 - (iv) If a Client Debt Obligation is abandoned for any reason and the Advisor is without fault for such abandonment, the Advisor shall be paid a fee in the amount that would have been due if the Advisor's services to the point of abandonment had been charged at the hourly rate set out in paragraph B. herein however not more than the fee had the Debt Obligation been issued. A Debt Obligation shall be deemed abandoned upon notice by the Client to the Advisor of abandonment or whenever the Client has taken no action with respect to the Debt Obligation within one year, whichever occurs first. Delay in the issuance of Debt Obligations resulting from failed authorization referenda shall not constitute abandonment unless otherwise provided by agreement between the Client and the Advisor.
2. The Client shall be responsible for issuance expenses including, without exclusion of other expenses: (i) posting and distributing the Official Statement, (ii) legal fees, (iii) printing, (iv) delivery and settlement, (v) travel, (vi) rating fees, (vii) out-of-pocket Debt Obligation related expenses, and (viii) governmental and governmental agency fees and charges

B. HOURLY RATES FOR NON-DEBT ISSUANCE RELATED SERVICES

Principal, Director, Senior Manager	\$260
Manager, Senior Professional Staff	\$215
Professional Staff	\$160
HR Analyst/Project Coordinator	\$100
Associates	\$ 75

C. ARBITRAGE AND REBATE MONITORING SERVICES

1. Fees for arbitrage services shall be as applied as follows:
 - a. \$1,500 per determination per Debt Obligation when such determinations are made annually as of the selected computation date of the applicable Debt Obligation's date of issuance, or
 - b. \$1,500 for the first year, plus \$400 for each additional year up to a five year period per determination for each Debt Obligation when such determinations are made for periods in excess of one year.
2. At such time as the original proceeds and investment earnings thereon are completely expended and only a non-commingled bona fide debt service fund remains, the Advisor will notify the Client if compliance with the arbitrage provisions can be accomplished through monitoring of the Debt Service fund. In the event such recommendation is made and it is accepted by the Client, the Advisor will perform monitoring activities for a fee of \$400 for annual monitoring or \$850 for monitoring at the close of every fifth bond year. If, for any determination period, monitoring reveals that the debt service fund is no longer bona fide and a rebate calculation must be performed, any charge for monitoring for that determination period will apply toward the applicable fee for rebate and arbitrage services.
3. If (i) separate information for each Debt Obligation is not provided, (ii) Advisor is required to perform allocations of investments among funds, or (iii) the Advisor is required to perform other analysis, additional compensation will be charged for such allocations/analyses at the hourly rates in paragraph B.

D. CONTINUING DISCLOSURE SERVICES

Report preparation and filing per type of obligation:

- a. Full disclosure report created by Advisor, \$1,300, plus \$200 each debt obligation
- b. Full or limited disclosure official statement with updated data that can be referenced, \$0, plus \$200 each debt obligation
- c. Full disclosure all operating data included within CAFR, \$600, plus \$200 each debt obligation
- d. Limited disclosure, \$600, plus \$200 each debt obligation

E. EXPENSES and Hourly Fees

Amounts due the Advisor for expenses and services charged at hourly rates shall not be contingent.

Appendix C

Baker Tilly Municipal Advisors, LLC

Standard Business Terms

These Standard Business Terms (“Terms”) govern the services provided by Baker Tilly Municipal Advisors, LLC (“Baker Tilly”, “we”, “us” or “our”) set forth in the Engagement Letter or Statement of Work to which these Terms are attached (the “Services”). These Terms, together with the Engagement Letter or Statement of Work to which they are attached, constitute the entire understanding and agreement between the client identified on such Engagement Letter or Statement of Work (the “Client”) and Baker Tilly with respect to the Services described in the Engagement Letter or Statement of Work (collectively, the Engagement Letter or Statement of Work and these Terms are referred to as the “Agreement”) and supersede and incorporate all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. If there is a conflict between these Terms and the terms of any Engagement Letter or Statement of Work, these Terms shall govern.

Section 1. Confidentiality

With respect to this Agreement and any information supplied in connection with this Agreement and designated by the disclosing party (the “Disclosing Party”) as “Confidential Information” either by marking it as “confidential” prior to disclosure to the receiving party (the “Recipient”) or, if such information is disclosed orally or by inspection, then by indicating to the Recipient that the information is confidential at the time of disclosure and confirming in writing to the Recipient, the confidential nature of the information within ten (10) business days of such disclosure, the Recipient agrees to: (i) protect the Confidential Information in the same manner in which it protects its confidential information of like importance, but in no case using less than reasonable care; (ii) use the Confidential Information only to perform its obligations under this Agreement; and (iii) reproduce Confidential Information only as required to perform its obligations under this Agreement. This section shall not apply to information which is (A) publicly known, (B) already known to the recipient; (C) disclosed to a third party without restriction; (D) independently developed; or (E) disclosed pursuant to legal requirement or order, or as is required by regulations or professional standards governing the Services performed or as required by Wisconsin’s open records law. Subject to the foregoing, Baker Tilly may disclose Client’s Confidential Information to its subcontractors and subsidiaries.

Section 2. Deliverables

(a) Materials specifically prepared by Baker Tilly for Client as a deliverable under an Engagement Letter or Statement of Work (each a “Deliverable”) may, when fully paid for by Client, be used, copied, distributed internally, and modified by Client but solely for its internal business purposes. Client shall not, without Baker Tilly’s prior written consent, disclose to a third party, publicly quote or make reference to the Deliverables. Baker Tilly shall retain all right, title and interest in and to: (i) the Deliverables, including but not limited to, all patent, copyright, trademark and other intellectual property rights therein; and (ii) all methodologies, processes, techniques, ideas, concepts, trade secrets and know-how embodied in the Deliverables or that Baker Tilly may develop or supply in connection with this Agreement (the “Baker Tilly Knowledge”). Subject to the confidentiality restrictions contained in Section 1 and fiduciary obligations as set forth in applicable law or regulation, Baker Tilly may use the Deliverables and the Baker Tilly Knowledge for any purpose.

(b) The documentation for this engagement, including the workpapers, is not part of the Deliverables, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to regulators, Client hereby authorizes us to do so. Nothing in this section is meant to usurp or contravene Wisconsin’s Open Records laws, which the municipality is subject to.

Section 3. Acceptance

Client shall accept Deliverables which (i) substantially conform to the specifications in the Engagement Letter or Statement of Work or (ii) where applicable, successfully complete the mutually agreed to acceptance test plan described in the Engagement Letter or Statement of Work. Client will promptly give Baker Tilly written notification of any non-conformance of the Deliverables with such requirements (“Non-conformance”) within thirty (30) days following delivery of such Deliverables, and Baker Tilly shall have a reasonable period of time, based on the severity and complexity of the Non-conformance, to correct the Non-conformance so that the Deliverables substantially conform to

the specifications. If Client uses the Deliverable before acceptance, fails to promptly notify Baker Tilly of any Non-conformance within such 30-day period, or delays the beginning of acceptance testing more than five (5) business days past the agreed upon date for the start of such acceptance testing as specified or otherwise determined under the Engagement Letter or Statement of Work, then the Deliverable shall be deemed irrevocably accepted by the Client.

Section 4. Standards of Performance

(a) Baker Tilly shall perform its Services in conformity with the terms expressly set forth in this Agreement and all applicable laws and regulations governing the Services. Accordingly, our Services shall be evaluated on our substantial conformance with such terms and standards. Any claim of nonconformance (and applicability of such standards) must be clearly and convincingly shown. Client acknowledges that the Services will involve the participation and cooperation of management, officials and others of Client. Unless required by professional standards or Client and Baker Tilly otherwise agree in writing, Baker Tilly shall have no responsibility to update any of its work after its completion.

(b) It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for all management decisions and functions relating to the proposed transactions and for designating one or more individuals with suitable skill, knowledge and experience to oversee the Services provided hereunder.

Section 5. Warranty

(a) Each party represents and warrants to the other that it has full power and authority to enter into and perform this Agreement and any Engagement Letter or Statement of Work entered into pursuant hereto and the person signing this Agreement or such Engagement Letter or Statement of Work on behalf of each party hereto has been properly authorized and empowered to enter into this Agreement.

(b) Client warrants that it has the legal right and authority, and will continue to have the legal right and authority during the term of this Agreement, to operate, configure, provide, place, install, upgrade, add, maintain and repair (and authorize Baker Tilly to do any of the foregoing to the extent the same are included in the Services) the hardware, software and data that comprises any of Client’s information technology system upon which or related to which Baker Tilly provides Services under this Agreement.

(c) Baker Tilly warrants that any Services that it provides to Client under this Agreement and any Engagement Letter or Statement of Work will be performed in accordance with generally accepted industry standards of care and competence and all applicable laws and regulations governing the Services. Client’s sole and exclusive remedy for a breach of Baker Tilly’s warranty will be for Baker Tilly, in its sole discretion, to either: (i) use its reasonable commercial efforts to re-perform or correct the Services, or (ii) refund the fee Client paid for the Services that are in breach of Baker Tilly’s warranty. This warranty is voided in the event that Client makes alterations to the Services provided by Baker Tilly or to the environment in which the Services are used (including the physical, network and systems environments) that are not authorized in writing by Baker Tilly. The Client must make any warranty claim within a reasonable period of time after discovery of a warranty breach.

(d) Baker Tilly does not warrant any third-party product (each, a “Product”). All Products are provided to Client by Baker Tilly or otherwise “AS IS,” provided that, if the review of a recommendation of a Product is requested by the Client and within the scope of the Engagement Letter or Statement of Work, Baker Tilly will determine, based on the information obtained through its diligence, whether the Product is

Appendix C

Baker Tilly Municipal Advisors, LLC

Standard Business Terms

suitable for the Client and the basis therefore. Client, recognizing that Baker Tilly is not the provider of any Product, expressly waives any claim that Client may have against Baker Tilly based upon any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property right (each a "Claim") with respect to any Product and also waives any right to indemnification from Baker Tilly against any such Claim made against Client by another. Client acknowledges that no employee of Baker Tilly or any other party is authorized to make any representation or warranty on behalf of Baker Tilly that is not in this Agreement.

Section 6. Limitation on Damages and Indemnification

(a) The liability (including attorney's fees and ALL other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Agreement shall not exceed \$1,000,000, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law or regulation, regardless of the grounds or nature of any claim asserted, including the negligence of either party.

(b) As Baker Tilly is performing the Services solely for the benefit of Client, Client will indemnify Baker Tilly, its subsidiaries, affiliates and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including reasonable attorneys' fees and all defense costs) associated with any third-party claim, relating to Client's use of the Deliverables.

(c) In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, incurred in responding to such a request.

(d) Because of the importance of the information that Client provides to Baker Tilly with respect to Baker Tilly's ability to perform the Services, Client hereby releases Baker Tilly, its subsidiaries, affiliates and their present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the Services, that arise from or relate to any information, including representations by management, provided by Client, its personnel or agents, that is not complete, accurate or current.

(e) Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material bargained for bases of this Agreement and that they have been taken into account and reflected in determining the consideration to be given by each party under this Agreement and in the decision by each party to enter into this Agreement.

(f) The terms of this Section 6 shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort, or any form of negligence, whether of Client, Baker Tilly or others), provided that nothing herein shall constitute a waiver or limitation of any rights which the Client may have under applicable U.S. federal securities laws, or any other laws whose applicability is not permitted to be contractually waived. The Client understands that it should consult independent legal counsel to determine if it has a non-waivable claim against Baker Tilly. These terms shall also continue to apply after any termination of this Agreement.

(g) Client accepts and acknowledges that any legal proceedings arising from or in conjunction with the Services must be commenced within thirty-six (36) months after the performance of the Services for which the action is brought, without consideration as to the time of discovery of any claim.

Section 7. Personnel

During the term of this Agreement, and for a period of six (6) months following the expiration or termination thereof, neither party will actively solicit the employment of the personnel of the other party involved directly with providing Services hereunder. Both parties acknowledge that the fee for hiring personnel from the other party, during the term of

this Agreement and within six (6) months following completion, will be a fee equal to the hired person's annual salary at the time of the violation so as to reimburse the party for the costs of hiring and training a replacement.

Section 8. Termination

(a) This Agreement may be terminated at any time by either party upon written notice to the other. However, upon termination of this Agreement, this Agreement will continue to remain in effect with respect to any Engagement Letter(s) or Statement(s) of Work already issued at the time of such termination, until such Engagement Letter(s) or Statements of Work are themselves either terminated or the performance thereunder is completed.

(b) This Agreement and all Engagement Letters or Statements of Work may be terminated by either party effective immediately and without notice, upon: (i) the dissolution, termination of existence, liquidation or insolvency of the other party, (ii) the appointment of a custodian or receiver for the other party, (iii) the institution by or against the other party of any proceeding under the United States Bankruptcy Code or any other foreign, federal or state bankruptcy, receivership, insolvency or other similar law affecting the rights of creditors generally, or (iv) the making by the other party of any assignment for the benefit of creditors.

(c) Client shall pay Baker Tilly for all Services rendered and expenses incurred as of the date of termination.

(d) Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Agreement, including but not limited to, limitation of liability, confidentiality, ownership of work product, and survival of obligations, any accrued rights to payment and remedies for breach of this Agreement shall survive the expiration or termination of this Agreement or any Engagement Letter or Statement of Work.

Section 9. Dispute Resolution

(a) Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Agreement as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement shall be resolved as set forth in this Section 9 using the following procedure: In the unlikely event that differences concerning the Services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. The parties expressly waive trial by jury in any judicial proceeding involving, directly or indirectly, any matter (whether sounding in tort, contract or otherwise) in any way arising out of, related to, or connected with this agreement or the relationship established hereunder.

(b) Because a breach of any of the provisions of this Agreement concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this Section 9 in order to seek injunctive or declaratory relief.

Section 10. Force Majeure

In the event that either party is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any act of God, fire, casualty, flood, war, strike, lock out, failure of public utilities, injunction or any act, exercise, assertion or requirement of any governmental authority, epidemic, destruction of production facilities, insurrection, inability to obtain labor, materials, equipment, transportation or energy sufficient to meet needs, or any other cause beyond the reasonable control of the party invoking this provision ("Force Majeure Event"), and if such party shall have used reasonable efforts to avoid such occurrence and minimize its duration and has given prompt written

Appendix C

Baker Tilly Municipal Advisors, LLC

Standard Business Terms

notice to the other party, then the affected party's failure to perform shall be excused and the period of performance shall be deemed extended to reflect such delay as agreed upon by the parties.

Section 11. Notices

Any notice or communication required or permitted under this Agreement or any Engagement Letter or Statement of Work shall be in writing and shall be deemed received (i) on the date personally delivered; or (ii) the date of confirmed receipt if sent by Federal Express, DHL, UPS or any other reputable carrier service, to applicable party (sending it to the attention of the title of the person signing this Agreement) at the address specified on the signature page of this Agreement or such other address as either party may from time to time designate to the other using this procedure.

Section 12. Miscellaneous

(a) This Agreement and any Engagement Letters or Statement(s) of Work constitute the entire agreement between Baker Tilly and Client with respect to the subject matter hereof and supersede all prior agreements, promises, understandings and negotiations, whether written or oral, regarding the subject matter hereof. No terms in any Client purchase order that are different from, or additional to, the terms of this Agreement will be accorded any legal effect and are specifically hereby objected to by Baker Tilly. This Agreement and any Engagement Letter or Statement of Work cannot be amended unless in writing and signed by duly authorized representatives of each party. Headings in this Agreement are included for convenience only and are not to be used to construe or interpret this Agreement.

(b) In the event that any provision of this Agreement or any Engagement Letter or Statement of Work is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement or such Engagement Letter or Statement of Work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Agreement would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

(c) Neither this Agreement, any Engagement Letter or any Statement of Work, any claims nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Agreement and any Engagement Letter or Statement of Work to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interests or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Agreement.

(d) The validity, construction and enforcement of this Agreement shall be determined in accordance with the laws of the State of Wisconsin, without reference to its conflicts of laws principles, and any action (whether by arbitration or in court) arising under this Agreement shall be brought exclusively in the State of Wisconsin. Both parties consent to the personal jurisdiction of the state and federal courts located in the State of Illinois.

(e) The failure of either party at any time to enforce any of the provisions of this Agreement or an Engagement Letter or Statement of Work will in no way be construed as a waiver of such provisions and will not affect the right of party thereafter to enforce each and every provision thereof in accordance with its terms.

(f) Client acknowledges that: (i) Baker Tilly and Client may correspond or convey documentation via Internet e-mail unless Client expressly requests otherwise, (ii) neither party has control over the performance, reliability, availability, or security of Internet e-mail, and (iii) Baker Tilly shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any

Internet e-mail.

(g) Except to the extent expressly provided in the Engagement Letter or Statement of Work to the contrary, no third-party beneficiaries are intended under this Agreement.

(h) **Important disclosures relating to Baker Tilly, potential conflicts of interest and legal and disciplinary events are attached as Exhibit A to these Terms and may be updated from time to time.**

(i) Baker Tilly Municipal Advisors, LLC is a wholly owned subsidiary of Baker Tilly Virchow Krause, LLP. Baker Tilly Virchow Krause, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly Virchow Krause, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Virchow Krause, LLP, Baker Tilly Investment Services, LLC, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Appendix C

Baker Tilly Municipal Advisors, LLC

Standard Business Terms

Acknowledgement:

The Standard Business Terms above, and Exhibit A hereto, correctly sets forth the understanding of the Client.

Accepted by:

Signature: _____

Title: _____

Date: _____



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider Application for Special Privilege Approval for a building in the right of way at 4600 N Wilson Dr.

Date: July 3, 2019

Presenter: Bart Griepentrog, AICP

Department: Planning & Development

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

Per Village Code [466-18](#), Special Privileges for obstructions on the public right-of-way may be granted by the Village Board. The Village Board, subject to site review and confirmation of insurance documentation, has granted permanent Special Privileges for fences, retaining walls, landscaping, signs and the like at both commercial and residential properties. However, staff was unable to verify whether or not a Special Privilege has ever been granted for a permanent structure.

Karademas Enterprises, LLC has applied to construct façade improvements at the commercial property located at 4600 N. Wilson Dr. In general, the proposed improvements would add a second floor balcony on the south face of the apartments over the top of an arched brick portico. The addition would extend 7 ft. south from the current façade, which projects both into the required setback and right of way.

As a first step, those architectural plans were reviewed and approved by the [Design Review Board on April 11, 2019](#). However, building permits for the project could not be issued because the addition extended into the setback and right of way. As a result, an appeal was ultimately applied for by the applicant.

At their June 11 meeting ([page 62](#)), the Board of Appeals granted a Special Exception to allow the property owner to build within the required setback, understanding that additional approval to build within the right of way would also be required.

As a next step, the applicant has now applied for a Special Privilege seeking approval to build within the right of way. Staff has accepted the application and is bringing it to the Board for consideration, understanding that if desired, other options are available.

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

The applicant is requesting to construct the corner of his proposed addition 1.27 feet into the right of way along the east side of N. Wilson Dr. The property line is located 2.56 feet behind the sidewalk, so a separation of 1.29 feet between the sidewalk and building would remain with the proposed addition.

The code does not detail specific requirements for the approval or denial of a special privilege, but the general public interest is what should be contemplated. So if there is any reason in that interest the request could be denied or modified. Additionally, the Village is not legally compelled to grant special privileges, and therefore does not have to provide a specific reason to deny such requests. If granted, the Village retains the right to order the removal of any item in the right of way.

Although a Special Privilege was applied for, upon discussion with the Village Attorney, approval of this project could also be considered through an easement, property sale or right of way vacation.

Fiscal Note – *Please include the budget impact for this agenda item.*

A \$100 application fee was taken in with this request. The revenue from this application has been deposited in the Planning & Development Department's Miscellaneous Revenue account (100-2400-48900).

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Recommendation expected to be provided by Village Attorney based on direction from the Village Board.

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Application for Special Privilege Approval for a building in the right of way at 4600 N. Wilson Dr.



APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood
 Planning & Development Department
 3930 N. Murray Avenue, Shorewood,
 WI 53211
 Phone 414.847.2640
 Email: PAD@villageofshorewood.org
www.villageofshorewood.org

OFFICE USE ONLY		FEE	\$100.00
Permit ID	19-0756	Received	5.17.19
Insurance Certificate Exp.	12.15.19		
P & D Approval			
Village Board Date		Approved	Y N

34469

Approval by the Village Board of Trustee's is required before any temporary or permanent object is placed within the public way throughout the Village of Shorewood, including overhanging objects according to provisions of Section 66.0425 of the Wisconsin Statutes.

Property Address: 4600 N Wilson Drive, Shorewood, WI 53211				
Improvement Category (check one)				
<input type="checkbox"/>	Plantings	<input checked="" type="checkbox"/>	Outdoor Seating (*Exhibit 1)	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	Parklet (*Exhibit 2)	<input checked="" type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
Description of Public Way Improvement:				
A covered brick walkway consisting of arches and columns will be added to the front of the building.				
The column on the southwest corner of the building will encroach approximately 2" on to the Village right				
of way.				
Reason for Public Way Improvement:				
The covered walkway is being added to beautify the front of the building and provide a covered walkway for customers				
Balconies above the walkway will beautify the building and add an attractive amenity for tenants onteh second floor.				
APPLICANT INFORMATION			PROPERTY OWNER INFO (if different from applicant)	
Name Eastbrook Village, LLC			Name	
Address 4532 N. Wilson Avenue			Address	
City/State/Zip Shorewood, WI 53211			City/State/Zip	
Phone 414-383-5077	Alt. Phone		Phone	Alt. Phone
Email david.karademas@gmail.com			Email	

Material Submission

A certificate of liability insurance in the sum of \$100,000 - \$300,000 bodily injury, and \$25,000 property damage, insuring the Village against any liability that might arise by reason of this privilege must be filed with this application. This certificate must be kept current throughout the existence of this privilege.

Site plan showing proposed item(s) in public way with dimensions and pictures of location.

For **Outdoor Seating**, the petitioner is required to submit a map indicating the proposed layout/plan of any furniture, planters, or other materials to be placed within the public right-of-way. Specifically:

- Location and number of tables, chairs, and any other materials
- Measured distance from building to curb and the width of the open sidewalk
- Dimensions of all materials
- The size, location, and number of items may not be increased from that which is approved

For **Parklets**, the petitioner is required to submit:

- Site plan to scale showing parklet, public sidewalk and building line
- Include all dimensions of parklet and distance from building to parklet
- Elevation and material description
- Provide one copy of a written notice to neighboring businesses and residents within 100 Linear Feet including properties opposite side of the street. Include separate list of all addresses. Shall be distributed at least 14 days prior to Village Board consideration.

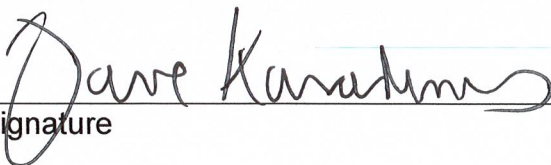
Read below and sign for explanation of terms and conditions of special privilege approval.

General Conditions for Special Privilege Approval

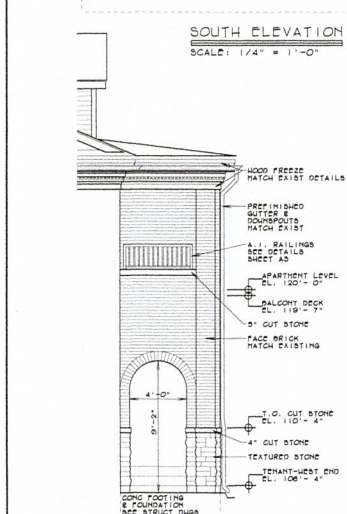
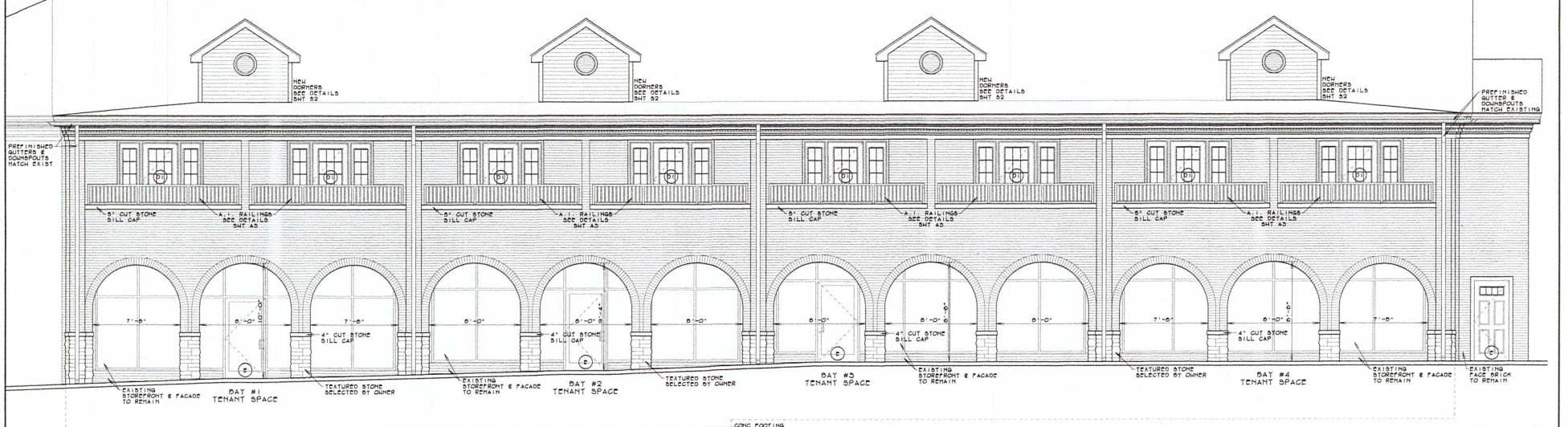
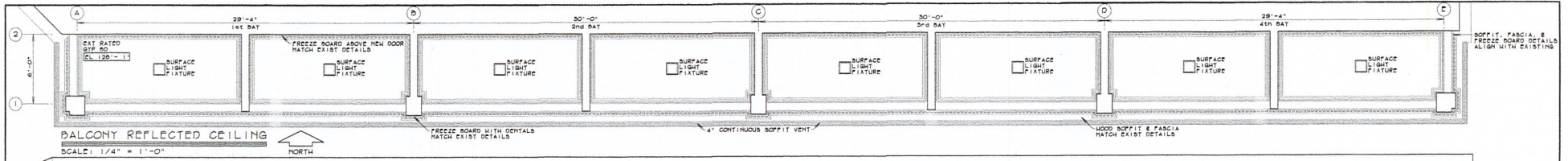
1. The petitioner agrees that the Village of Shorewood, its employees, agents or representatives, shall be held harmless from all liability for injury to the previously mentioned property and damages accruing there from by acts of any Village employees, agents, or representatives in carrying on their assigned duties in such capacity of employment, on the property above described.
2. The petitioner agrees to remove said privilege whenever public necessity so requires or when ordered upon resolution adopted by the Village Board.
3. The petitioner agrees to comply with all laws of the State of Wisconsin and all ordinances of the Village of Shorewood, to abide by any order or resolution of the Village Board affecting this privilege, to be primarily liable for damages to person or property by reason of granting such privilege, and to hold the Village of Shorewood harmless from any or all liability.
4. Petitioner agrees that if in the opinion of the Planning & Zoning Administrator of the Village of Shorewood, the privileges, projections or encroachments permitted herein become out of repair, unsafe or unsightly, and upon receipt of written notice thereof, petitioner will, within five (5) days from the receipt thereof, maintain, repair, or remove such privilege, projection or encroachment at petitioner's expense. It is further agreed and understood that should petitioner fail to comply with said notice to maintain, repair or remove said privilege, projection or encroachment, the Village of Shorewood will have the right to maintain, repair or remove such privilege, projection or encroachment and charge the cost of same to petitioner or property owner.
5. Should this special privilege be discontinued for any reason whatsoever, petitioner agrees to remove all construction work executed pursuant to this special privilege, to restore to its former condition (subject to the approval of the Planning & Zoning Administrator), any curb, pavement, or other public improvement which was removed, changed or disturbed by reason of the granting of this privilege. Petitioner further agrees not to contest the validity of Section 66.0425 of the Wisconsin Statutes, or the legality of this special privilege in any way.
6. The petitioner must cooperate with and be responsive to the Shorewood Department of Public Works (DPW) so that the DPW may efficiently complete tasks and activities related to cleaning and maintenance of the right-of-way.

As the petitioner, I have read the above and agree to all of the conditions.

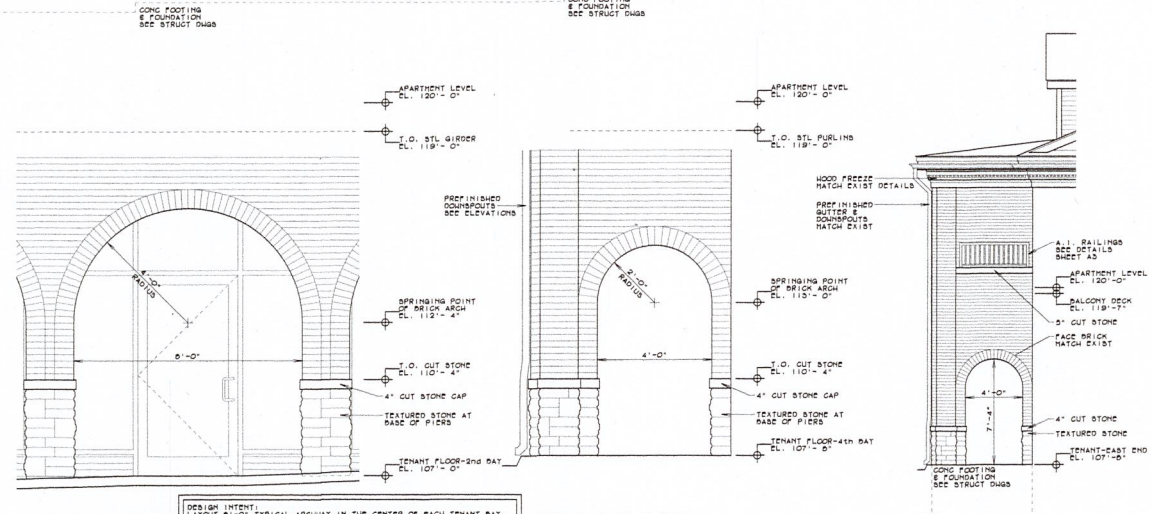
I further agree to inform my employees/staff of these requirements if applicable.


Signature

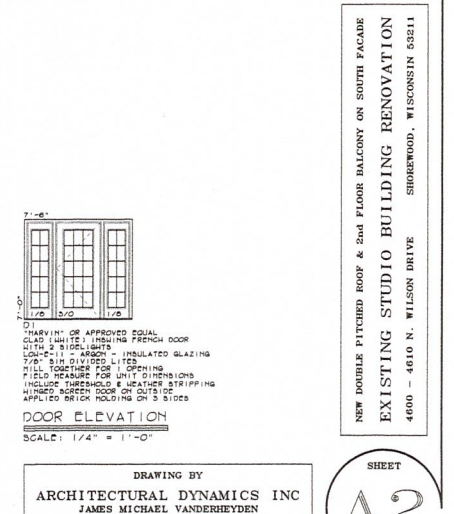
5/15/2019
Date



WEST ELEVATION
SCALE: 1/4" = 1'-0"



CENTER ARCH - EACH ARCH
SCALE: 1/2" = 1'-0"



EAST ELEVATION
SCALE: 1/4" = 1'-0"

DESIGN INTENT:
LAYOUT TO BE TYPICAL ARCHWAYS IN THE CENTER OF EACH TENANT BAY.
1. ALL TEXTURED STONE & FRESH FLANK EACH SIDE OF CENTER ARCH.
FLANKING ARCHWAYS ON EITHER SIDE OF THE CENTER ARCHWAY SHALL BE EQUAL IN SIZE - FLANKING ARCHWAYS THAT VARY IN SIZE.
FLANKING ARCHWAYS ARE DRAWN 7'-0" FOR BAYS 1 AND 4.
FLANKING ARCHWAYS ARE DRAWN 6'-0" FOR BAYS 2 AND 3.

ARCH - EAST END OF WALK
TYPICAL ARCH
SCALE: 1/2" = 1'-0"



DOOR ELEVATION
SCALE: 1/4" = 1'-0"

NEW DOUBLE PITCHED ROOF & 2nd FLOOR BALCONY ON SOUTH FACADE
EXISTING STUDIO BUILDING RENOVATION
4600 N. WILSON DRIVE
SHREVEPORT, WISCONSIN 53511

DRAWING BY
ARCHITECTURAL DYNAMICS INC
JAMES MICHAEL VANDERHEYDEN
627 RITTER DRIVE
BATAVIA, ILLINOIS 60510

SHEET
A2

PLAT OF SURVEY

(WITH PROPOSED IMPROVEMENTS)

CLIENT

Karademas Enterprises, LLC

SITE ADDRESS

4600-4610 N. Wilson Dr., Village of Shorewood, Milwaukee County, Wisconsin.

LEGAL DESCRIPTION

All lots in Block 3, in Carl Miller's Subdivision No. 3, being a Subdivision of part of the Northwest 1/4 of Section 4, Town 7 North, Range 22 East, in the Village of Shorewood, County of Milwaukee, State of Wisconsin.

BASIS OF BEARINGS

Bearings are referenced to the West line of N. Idlewild Ave., which is assumed to bear South 00°23'00" West

LAND AREA

The Land Area of the subject property is 19,508 square feet or 0.448 acres.

MUNICIPAL ZONING

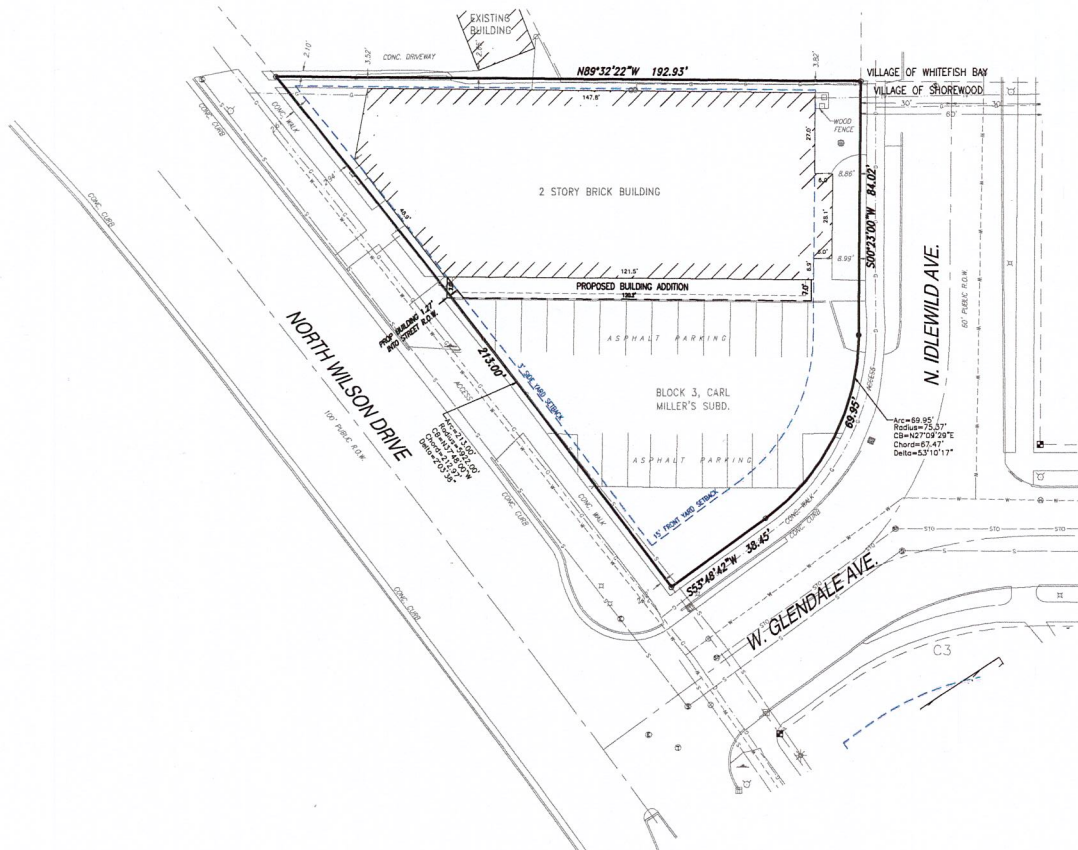
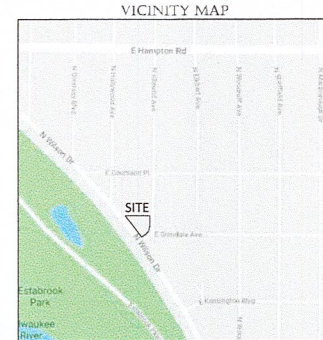
The zoning information noted below is taken from the municipal code ordinance. It does not reflect all zoning restrictions that may apply. It is not intended to be used in lieu of a comprehensive zoning report as stated in ALTA Table A item 6(a) nor to be relied on for site development purposes.

Municipal Code: Village of Shorewood Zoning Code, Sec. 535-21

Site is zoned: B-5 (Estabrook Homes Business District)

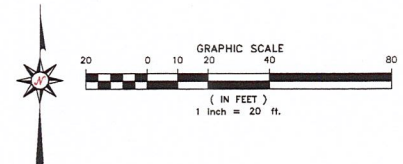
Setbacks: 15 feet on Idlewild Ave; 3 feet on Wilson Dr; 3 feet all others

Height: 25 feet Maximum



LEGEND

● INDICATES FOUND 1" IRON PIPE	□ TELEPHONE PEDESTAL
○ INDICATES SET 1" IRON PIPE	▣ CABLE PEDESTAL
✦ INDICATES FOUND CHISELED CROSS	□ CONTROL BOX
○ SANITARY MANHOLE	□ FIBER OPTIC SIGN
⊥ SANITARY CLEANOUT OR VENT	⊙ TRAFFIC LIGHT
○ SEPTIC TANK ACCESS COVER	⊙ COMMUNICATION MANHOLE
○ M.I.S. MANHOLE	○ BOLLARD
○ LINDBURN MANHOLE	⊕ SOL. BORING/MONITORING WELL
○ STORM MANHOLE	⊕ WATER SURFACE
○ INLET (ROUND)	⊕ WETLANDS FLAG
○ INLET (SQUARE)	⊕ WANCH
○ CURB INLET	⊕ FLAGPOLE
○ STORM SEWER END SECTION	⊕ PARKING METER
⊕ GAS VALVE	○ SIGN
⊕ GAS METER	⊕ MAILBOX
⊕ WATER VALVE	⊕ RAILROAD CROSSING SIGNAL
⊕ HYDRANT	⊕ HANDICAP SPACE
⊕ WATER MANHOLE	⊕ CONIFEROUS TREE
⊕ WATER SERVICE CURB STOP	⊕ DECIDUOUS TREE
⊕ WELL HEAD	○ SANITARY SEWER
○ STAND PIPE	○ STORM SEWER
○ WALL INDICATOR VALVE	○ WATERLINE
⊕ POST INDICATOR VALVE	○ MARKED GAS MAIN
⊕ LIGHT POLE	○ MARKED ELECTRIC
⊕ SPOT/YARD LIGHT	○ OVERHEAD WIRES
⊕ UTILITY POLE	○ MARKED TELEPHONE
⊕ GUY POLE	○ MARKED CABLE TV LINE
⊕ BUY MARK	○ MARKED FIBER OPTIC
○ ELECTRIC MANHOLE	○ BARED ELECTRIC SERVICE
○ ELECTRIC PEDESTAL	○ BOARD FENCE
○ ELECTRIC METER	○ CHAIN LINK FENCE
○ TELEPHONE MANHOLE	○ WIRE FENCE



I Certify that I have surveyed the above described property (Property), and the above map is correct to the best of my professional knowledge and belief and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, boundary fences, apparent easements and roadways and visible encroachments, if any. This survey is made for the exclusive use of the present owners of the Property, and also those who purchase, mortgage, or guarantee the title thereto, within one (1) year from date hereof.

DRAFT

Date: March 29, 2019

Donald C. Chaput
Professional Land Surveyor
Registration Number 5-1316

Date	Revision description

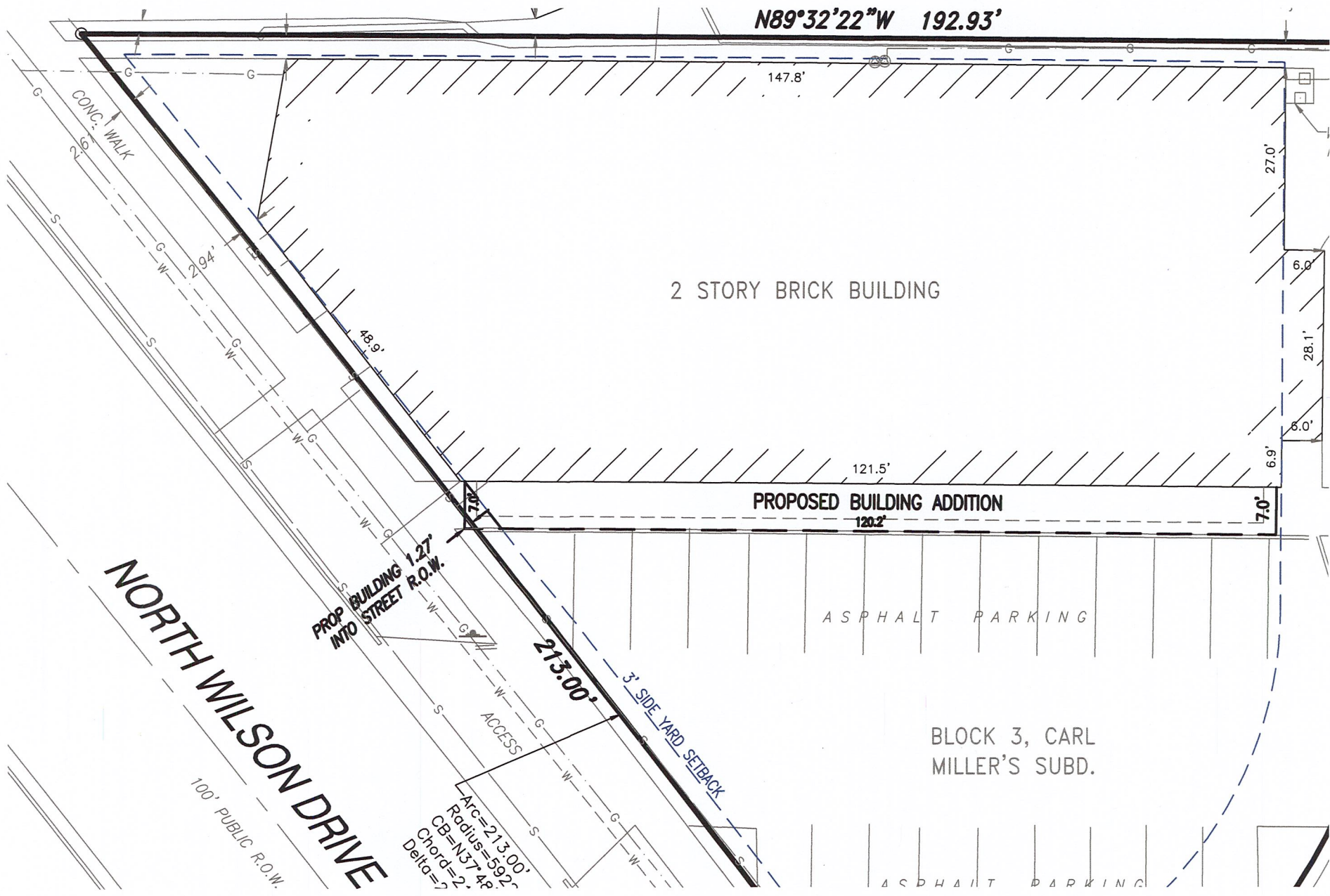
CHAPUT
LAND SURVEYS

234 W. Florida Street
Milwaukee, WI 53236

414-272-8068
www.chaputlandsurveys.com

This document is an unrecorded professional survey. It is not to be published, sold, loaned, used, or otherwise disseminated without the prior written consent of the Surveyor. The information shown hereon is intended to be used for the purpose of the survey only. Drawing No. 1105.02

CHAPUT LAND SURVEYS





VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider Addendum One to MOU between CDA and Village of Shorewood.

Date: July 15, 2018

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

1. November 2016 – the Village Board and CDA approved a Memorandum of Understanding (MOU) for the transfer of approximately \$835,000 in TID #1 funds to the CDA for purposes of the Façade Program, Business Loan Program, and future CDA recurring overall economic development activities. All funds were to be kept in the Village's general checking account.

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

In 2019 the CDA requested staff to prepare an investment policy. The policy will be considered at the July 12 CDA meeting. Investing will require amendment of the MOU, as the MOU notes that CDA funds are to be kept in the Village's general check account. Attached please find the amended MOU.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Recommend motion: I move to approve the amended MOU.

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Amended MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
VILLAGE OF SHOREWOOD
AND
THE COMMUNITY DEVELOPMENT AUTHORITY OF THE VILLAGE OF SHOREWOOD**

ADDENDUM ONE

7/15/2019

This Addendum serves to modify the Memorandum of Understanding ("MOU") by and between the Village of Shorewood (the "Village") and the Community Development Authority of the Village of Shorewood (the "CDA") which was previously approved on the 7th day of November, 2016.

RECITALS

WHEREAS, the CDA has available cash reserves on hand pending the future disbursement of these funds for the previously approved activities; and

WHEREAS, the interest earnings rates for invested funds has increased notably since 2016, and it is to the benefit of all parties to earn interest on cash reserve funds in order to support the ongoing activities approved for the use of these funds; and

WHEREAS, the CDA has adopted a deposits and investment policy that would serve as the framework for investing reserve CDA funds, and allowing the CDA to invest cash reserves in accordance with this policy will achieve this objective. A copy of this policy is attached as exhibit 1.

NOW THEREFORE, the Parties do herewith, in consideration of mutual promises and other good and valuable considerations, and upon joint adoption hereby agree to amend the Fiscal Agent section of the Memorandum of Understanding and as follows:

- 1) **Incorporation by reference**. All of the "whereas" clauses and referenced exhibits contained in the Recitals are incorporated herein by reference and made part of this agreement.
- 2) **Fiscal Agent**. The Parties agree that the Village will act as the fiscal agent for the CDA and the Village will establish a separate special revenue fund within the Village's chart of accounts in order to record the transactions of the CDA. ~~All CDA funds will be held in the Village's general checking account and will be readily available to support CDA activities.~~
- 3) **Miscellaneous**.
 - a) Any modifications of this addendum to the MOU must be in writing and approved by all Parties.
 - b) Any modifications to the Deposits and Investments policy must be approved by all Parties.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have caused the execution of Addendum One of the Memorandum of Understanding by authority of their respective bodies effective as of the date first above written once the parties have affixed their respective signatures.

VILLAGE OF SHOREWOOD

by _____ Date _____
Allison Rozek, Village President

by _____ Date _____
Sara Bruckman, Village Clerk

**COMMUNITY DEVELOPMENT AUTHORITY
OF THE VILLAGE OF SHOREWOOD**

by _____ Date _____
Peter Hammond, CDA Chair

by _____ Date _____
Sara Bruckman, Village Clerk

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
VILLAGE OF SHOREWOOD
AND
THE COMMUNITY DEVELOPMENT AUTHORITY OF THE VILLAGE OF SHOREWOOD**

This Memorandum of Understanding ("MOU") is made effective the 7th day of November, 2016 by and between the Village of Shorewood (the "Village") and the Community Development Authority of the Village of Shorewood (the "CDA"). Referenced together the Village and the CDA are the "Parties" to this agreement.

RECITALS

WHEREAS, at the February 17, 2016 Village Board meeting, the Village has approved the transfers (grants) of \$838,500 from TID #1 to the CDA; and

WHEREAS, This MOU will pertain only to the Village's relationship with the CDA as related to the funds transferred to the CDA. Any other CDA activities outside of the scope and purpose of these fund transfers, including any items related to TID's 3, 4, or 5 not previously approved by the Village Board, will continue to be presented to the Village Board for approval through recommendations from the CDA.

WHEREAS, these transfers were conditional upon review of an updated TID #1 pro forma using the 2016 assessment data that confirms that the TID #1 will still have the capacity to close in 2021 if these transfers were to occur, and Village Board approval of a CDA recommended Business Loan Program Plan; and

WHEREAS, Ehlers has updated the TID pro forma using 2016 data on analysis date 9/7/16 which confirms that TID #1 will still have the capacity to close in 2021 with these transfers. These pro forma are attached as exhibit 1; and

WHEREAS, the presentation of these pro forma to the Village Board with this MOU satisfies the conditional requirements of the February 17, 2016 motion approving these grant transfers, and

WHEREAS, these transfers were authorized, and must be maintained by the CDA, for the following conditional purposes: \$330,000 for future Façade Program expenditures in accordance with the CDA's Façade Program guidelines as approved by the Village Board; \$200,000 to fund the establishment of a perpetual business district-wide Business Loan Program in accordance with the CDA's Business Loan Program as approved by the Village Board; \$308,500 to support other future recurring CDA overall economic development strategies not specifically related to any other TID as identified on page B-5 of the CDA's 2015 Annual Financial Report and fiscal plan dated February 10, 2016 and accepted by the Village Board on February 17, 2016. A copy of page B-5 of this report is attached as exhibit 2, and

WHEREAS, consistent with the CDA establishing a perpetual business district-wide Business Loan Program, as identified on page H-2.2 of the CDA's 2015 Annual Financial Report and fiscal plan dated February 10, 2016 and accepted by the Village Board on February 17, 2016, the Village will be transferring to the CDA all remaining receivable balances relating to any existing business incentive loans that had previously been issued under this program. A copy of page H-2.2 of this report is attached as exhibit 3,

WHEREAS, the CDA was established on August 2, 1993 by the Village as a separate body politic to carry out their mission as authorized, and in accordance with Wisconsin Statutes, and

WHEREAS, with the transfer of these funds from the Village to the CDA to support future CDA activities, there are a number of administrative issues will need to be delineated through this MOU to ensure that the relationship between the Parties is adequately defined.

NOW THEREFORE, the Parties do herewith, in consideration of mutual promises and other good and valuable considerations, and upon joint adoption hereby agree as follows:

- 1) **Incorporation by reference**. All of the "whereas" clauses and referenced exhibits contained in the Recitals are incorporated herein by reference and made part of this agreement.
- 2) **Fiscal Agent**. The Parties agree that the Village will act as the fiscal agent for the CDA and the Village will establish a separate special revenue fund within the Village's chart of accounts in order to record the transactions of the CDA. All CDA funds will be held in the Village's general checking account and will be readily available to support CDA activities.
- 3) **Internal Controls**. With the Village acting as the fiscal agent of the CDA, the CDA agrees that the Village will establish, and the CDA will adhere to, the appropriate internal controls and processes that will be necessary to process transactions and generate accurate financial reporting information consistent with the application of the Generally Accepted Accounting Principles as promulgated by the Governmental Accounting Standards Board. The Village's role as fiscal agent shall be limited to these matters. All CDA contracts for services of \$5,000 or more must be in writing and approved by the CDA in order to satisfy Village's internal control requirements.
- 4) **Cost Allocations**. The CDA will specify in any contract for general business district-wide services the percentage of the benefits for these services that will be attributable to any existing TID's and to the CDA for the purpose of allocating contract costs.
- 5) **Oversight**. The CDA shall have the overall responsibility of managing any CDA funded program. The CDA shall also have the responsibility of developing and approving its own budget, managing all issues of budgetary compliance, as well as supervising and approving any bidding, purchasing, or contracting for any other services for CDA activities not explicitly provided for in this agreement. In addition the CDA shall establish written processes for approval of any disbursements of CDA funds.
- 6) **Audit**. The CDA, as a component unit of the Village of Shorewood, will also be responsible for conducting an annual financial audit as appropriate for governmental financial reporting, as well as any federal or state reporting that may be required by law. The Village agrees to facilitate the CDA's audit as part of the Village's annual audit engagement and support any required federal or state reporting requirements in a manner consistent with that of the Village.
- 7) **Liability**. The Parties agree that the Village will name the CDA as an additionally insured party on the Village's general liability insurance policy.

- 8) **Loan Balance Transfers.** The Village agrees to attend to any loan document modifications or other due diligence that may be required to relating to the transfers of the existing Business Improvement loans and balances from receivables of the Village, to receivables of the CDA.
- 9) **Compensation.** As compensation to the Village for the staff time used to assist the CDA in matters relating to the ongoing implementation of the Façade Grant Program and Business Improvement Loan Program as these plans are currently drafted, as well as for the agreed upon fiscal agent and other staff services identified in this agreement, the village will bill the CDA an annual flat fee of \$7,700 which is consistent with the anticipated Village costs previously identified in exhibit 2. Additionally, as compensation to the Village for the extended professional audit services for the CDA annual audit, the CDA agrees to reimburse the Village the incremental cost of those services.
- 10) **Miscellaneous.**
 - a) Any modifications of this MOU must be in writing and approved by all Parties.
 - b) Any modifications to the Façade Grant Program or Business Improvement Loan Program must be approved by the Village Board.
 - c) Compensation to Village Staff under item 9 shall be reviewed annually.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have caused the execution of the Memorandum of Understanding by authority of their respective bodies effective as of the date first above written once the parties have affixed their respective signatures.

VILLAGE OF SHOREWOOD

by _____ Date _____
 Guy Johnson, Village President

by _____ Date _____
 Tanya O'Malley, Village Clerk / Treasurer

**COMMUNITY DEVELOPMENT AUTHORITY
 OF THE VILLAGE OF SHOREWOOD**

by _____ Date _____
 Peter Hammond, CDA Chair

by _____ Date _____
 Tanya O'Malley, Village Clerk / Treasurer



		7/12/19
Title:	CDA Deposits and Investments	
Authority:	Community Development Authority	

The Community Development Authority (CDA) is adopting this policy for the purpose of establishing guidelines for the Investment of reserve CDA funds.

I. OVERVIEW

The purpose of these investment guidelines is to formalize the framework for the CDA's short-term investment activities of excess reserve funds. The primary objectives of this policy, in order of priority, are safety, liquidity and yield.

Investment income will be allocated to the CDA general spending reserves. For the purposes of financial statements, all cash and investments with an original maturity of three months or less will be considered cash and cash equivalents. Investments will be reported at fair values, based on quoted market values.

Authority, Prudence and Ethics

All purchases and sales of investments will be authorized by the CDA and executed by Finance Director acting as the fiscal agent for the CDA.

The standard of prudence to be used by Village investment officials will be the "prudent person" standard and applied in the context of managing an overall portfolio. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Employees involved in the investment process should refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. All investment officials are to abide by the Village's conflict of interest policy.

II. SAFETY

Safety and preservation of principal in the overall portfolio is the foremost investment objective. To ensure the safety of the CDA's deposits and investments, this section lists what investments are suitable for the investment of CDA reserves.

Authorized Investments

The CDA reduces exposure to this risk by restricting allowed investments. The Village's investments are restricted in accordance with Wisconsin statutes section 66.0603 (see appendix A). The CDA chooses to further limit investments to the following:

1. Checking and saving accounts;
2. Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation, such as the Local Government Investment Pool and Wisconsin Investment Series Cooperative;
3. Certificates of deposits (fully FDIC insured for principal) and certificates of deposit purchased through the Certificate of Deposit Account Registry Service (CDARS);
4. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist of only of dollar-denominated securities;

The CDA will engage in diversification of investments (type, length of maturity and institution) to the extent practicable considering yield, investment costs and cash flow needs.

Custodial Credit Risk

Custodial credit risk is the risk of default by the holding institution, i.e. the bank holding cash or securities. The CDA shall reduce this risk by ensuring substantially all funds are either insured, collateralized or registered to the CDA. The terms "substantially all funds" recognizes that there are times when minimal amounts may not be protected in this manner, such as with cash on hand or in cases where the market value exceeds the face value of an investment.

This risk is also reduced through the Village's selection of authorized financial institutions.

1. CDA deposits will be protected through insurance:
 - a. The Federal Deposit Insurance Corporation (FDIC) currently protects deposits up to \$250,000 for checking and \$250,000 for savings accounts.
 - b. The Wisconsin State Deposit Guarantee Fund protects public deposits under Statutes 20.144 (1) (a) and 34.08 (2) up to \$400,000, after FDIC coverage, for any one public depositor in any individual public depository.

III. LIQUIDITY

The investment officials shall ensure that the CDA has adequate funds in usable form to be able to meet ongoing business needs that may be reasonably anticipated without the use of village funds to support CDA cash flow needs. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.

This will be accomplished through a combination of the following practices. A minimum of 10% of CDA reserves shall be held in cash. All remaining funds shall be invested in a manner whereby at least one third (33%) of invested balances are scheduled to mature each year. Since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

Interest Rate Risk

This is the risk that changes in the market interest rates will negatively affect the fair value of an investment. Generally, the fair value of longer maturity investments is more sensitive to changes in the market interest rate. The Village should seek to mitigate this risk by:

1. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
2. Limiting the maturities of all investments when purchased to less than three (3) years.
3. Laddering investments to meet cash flow needs.

IV. YIELD

The investment portfolio should be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of the Village's investment strategy is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity.

Given the passive nature of the CDA's investment strategy, appropriate benchmarks for comparison include: the average Federal Funds rate, local government investment pool rate and average return on the U.S. Treasury Bills.

VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD



Agenda Item: Utility Billing Policy – Unintended Use

Date: July 15, 2019

Presenter: Mark Emanuelson

Department: Finance

History

In the most recent utility billing cycle there were two customers who experienced an extremely high unintended water usage. After discussing current practices with these customers, which offered no relief in their situations, staff felt it appropriate to discuss this issue further with the Village Board. The Utility's standard practice is that water used by all customers is billed for by the utility. This is also the standard practice of all regulated utilities to ensure all customers are treated equally and that no customer ends up subsidizing another customer's water use.

The Wisconsin Public Service Commission regulates the Shorewood Municipal Water Utility. Under their governing Statutes, utilities are encouraged to adopt an unintended use policy and incorporate that policy into the utility's PSC approved tariff, which controls the regulated utility charges and practices. This policy, however, consistent with the above mentioned objectives, cannot reduce fees for unintended water use below the utility's cost of providing water. For the Shorewood Municipal Water Utility, this would be about a 7.5% reduction in cost from the billed amount for water consumption.

Agenda Item Discussion

Of significant interest to staff is that any policy considered should be crafted in a manner that provides relief under only the most clearly extenuating and extreme unintended usage circumstances. Staff does not believe that it would be in the best interests of the utility to adopt a policy that would require routine scrutiny of the many more common irregularities in water usage that do occur on an ongoing basis. Staff also believes that any credits should only be allowable once per property within any 5 year period.

After receiving direction for the Budget and Finance Committee on June 3, 2019 staff is bringing forward this utility billing policy for the Village Boards consideration.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item.*

Yes

No

If Yes, identify how and what community groups and businesses were notified.

Fiscal Impact**Example:**

A typical 100ccf Utility bill would result in approximately \$850.00 in charges.

A typical 250ccf Utility bill (major toilet leak) would result in approximately \$1,950.00 in charges.

If approved, under this billing policy the water usage credit would be about \$45.00
and, the sewer usage credit would be about \$920.00

The adoption of this policy will reduce these additional windfall revenues but still covers the utility's cost of providing these services.

Action Required / Recommended

Move to approve the Utility Billing Policy for Unintended Use.

Attachments –

Utility Billing Policy for Unintended Use



Title:	Utility Billing Policy - Unintended Use
Authority:	Shorewood Municipal Water and Sewer Utilities

The Wisconsin Public Service Commission regulates the Shorewood Municipal Water Utility. Under their governing Statutes, utilities are encouraged to adopt an unintended use policy and incorporate that policy into the utility's PSC approved tariff, which controls the regulated utility charges and practices. This policy, however, consistent with the above mentioned objectives, cannot reduce fees for unintended water use below the utility's cost of providing water.

The Shorewood Municipal Sewer Utility is governed locally by the municipality and may adopt standards as it sees fit to establish guidelines to provide financial relief to customers for the unintended use of wastewater services.

Purpose

The Shorewood Village Board recognizes that under certain extenuating circumstances some Shorewood municipal utility customers may face extraordinarily large utility bills due to the unintended use of water services due to plumbing or equipment failures, for which some financial relief may be warranted.

These standards are designed in a manner that provides relief under only the most clearly extenuating and extreme unintended usage circumstances. They are not intended to be used for the more frequent irregularities in water usage that occur on an ongoing basis.

As such, the following guidelines will be adopted to govern the issuing of any unintended use billing credits for customers under these circumstances.

Unintended use credit - eligibility guidelines

1. The customer's quarterly usage must be at least 4 times the average usage for the property, or 100 ccf (75,000 gallons), whichever is greater.
2. Average usage will be evaluated based on the most recent 4 quarters of billing for which the property was occupied, evidenced by usage of at least 7 ccf (5,000 gallons) per quarter.
3. In the event of a change in use or occupancy for commercial properties, the utility may defer the eligibility determination for credits until 4 quarters of billing information for the current use or occupancy is available.
4. These credits are not applicable to irrigation or seasonal usage consumption.
5. These credits are not applicable for estimate to actual reading adjustments, or any other billing adjustments based on inaccurate historical meter reading information.
6. A property is only eligible for one credit within any 5 year period.

Unintended use - billing credits

Water Use credit:

1. As the Shorewood Municipal Water Utility uses a flat rate volume charge for water consumption, the rate established by the PSC is designed to reflect the utility's actual cost of providing water, plus the rate of return approved by the PSC.
2. The unintended water use credit will therefore be a discount equal to the approved PSC rate of return for the utility's most recent rate case, on the amount of usage in excess of the customer's minimum eligibility usage. This discount will typically fall between 5.0% - 7.5%.

Sewer Use credit:

1. The Shorewood Municipal Sewer Utility uses a flat rate volume charge for wastewater services based upon the customer's water consumption. The municipal cost for wastewater treatment services is based largely upon on the number of system connections and an aggregate per residential equivalency unit factor assigned to the Village by MMSD. The remaining costs of the utility are for system infrastructure, maintenance and administration.
2. The unintended wastewater use credit will be a 100% discount on the amount of usage in excess of the customer's minimum eligibility usage.

These billing credits are eligible to be applied against utility billings issued after January 1, 2019.



Shorewood



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Discuss legislation limiting the sale and use of vaping devices, accessories to minors, prohibiting vaping and smoking in public spaces.

Date: July 15, 2019

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

1. April 3, 2019 – resident Rod DePue emailed members of the Village Board requesting the Board review legislation to limit the sale and use of vaping devices and accessories for minors, see attachment.
2. April 5, 2019 – Tr. McKaig responded to Mr. DePue and requested the Village Manager to list this item under Future Items of Consideration on 4/15.
3. April 5, 2019 – Village Manager Ewald reached out to the North Shore Health Department and requested their assistance on providing information to the Village Board on e-cigarettes and vaping to give the Board a sense of the scope of the issue. In addition, they have provided some action steps taken by other municipalities in the Wisconsin, see the FAQ sheet attached.
4. April 15, 2019 – the Village Board referred to the matter to the Public Safety Committee for review. It was the recommendation of the Committee to
 - a. Have the Village Attorney update/change the ordinance that was presented in the June 3 packet to include the following under 319-10 (E)(c), "All municipal premises and village owned parkland including Atwater Beach."
 - b. Park Board was requested to review and provide a recommendation; PSC did not desire to review after the Park Board and it should go to the full board for approval.
5. July 9, 2019 – the Parks Commission reviewed the proposed language in regards to vaping and smoking on municipal premises. They determined to keep the language as is, excluding parkland. The Commission recommended clarifying the meaning of parkland in the ordinance language if possible (i.e. Beach, Hubbard Park Lodge, etc.). The Commission would have interest in discussing this topic at a future date to allow more public input.

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

The Village's current ordinance states the following:

- E. Prohibition against smoking.** No person shall smoke in any of the following:
- a. Any place prohibited by § 101.123, Wis Stats., which are expressly adopted and incorporated herein.
 - b. Any enclosed indoor area in any place prohibited by § 101.123, Wis Stats.
 - c. All municipal premises, excluding parkland.

The Village Code suggests that the beach is part of "Atwater Park." (e.g., 400-2, "...the beach area **of Atwater Park** or any of its facilities...") However, it would be helpful to specify "including the beach area at Atwater Park" if parklands are included in the ban.

Here is a summary of the recommendations:

The Health Department recommendation is to prohibit e-cigarettes in all indoor places that the State bans smoking.

The Public Safety Committee recommendation is to prohibit e-cigarette in all indoor places the State bans smoking and public parks, inclusive of Atwater Beach.

The Parks Commission recommendation is to keep the existing ordinance the same, excluding parking from any prohibition on e-cigarette and cigarette use.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

Memo and attachments were provided to the BID district and Shorewood School District on Thursday, May 30th prior to consideration by the Public Safety Committee on June 3.

Memo and attachment were provided again to the BID district and Shorewood School District on Thursday, July 11th prior to consideration by the Village Board on July 15.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Possible motions for consideration:

I recommend to prohibit e-cigarettes in all indoor places that the State bans smoking. (NSHD recommendation)

I recommend to prohibit e-cigarette in all indoor places the State bans smoking and public parks, inclusive of Atwater Beach. (Public Safety Committee recommendation; NSHD supports)

I recommend to keep the existing ordinance the same, excluding parkland from any prohibition on e-cigarette and smoking. (Parks Commission recommendation)

I recommend to defer action on this item to allow staff an opportunity to solicit additional public comment specifically on e-cigarettes and smoking in public parks prior to taking action as outlined below:

Update the community and request to receive public input via the Village Manager’s Memo

Write the BID, Shorewood School District, Russ Davis (Hubbard Park Lodge Leaseholder), Eric Geitzen (contracted for lifeguard services) and request a response of their views on the subject.

Partner with NSHD for an article in North Shore Now

Partner with NSDH for an article in the Ripples

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Memo from Health Department dated
2. Draft ordinance amendment recommended by Health Department & Village Attorney

3. Information sheet from the Campaign for Tobacco-Free Kids providing information on why electronic cigarettes should be included in smoke-free laws.

Memorandum

Date: April 30th, 2019

To: Rebecca Ewald, Village of Shorewood Manager
Peter Nimmer, Village of Shorewood Police Chief

From: Ann Christiansen, North Shore Health Department Health Director/Officer

RE: North Shore Health Department's support for ordinance prohibiting e-cigarette use

In 2019, the Wisconsin Department of Health Services issued a Public Health Advisory to inform the public about increasing trends in the use of e-cigarettes among youth in Wisconsin. Data from the Wisconsin Youth Tobacco Survey showed 20% of Wisconsin high school students were using electronic cigarettes or devices like Juul vaporizers. The 2017 Youth Risk Behavior Survey showed that 12% of Wisconsin high school students smoked an e-cigarette on at least one of the previous 30 days (definition of current use). Locally, data from the Shorewood School District's Youth Risk Behavior Survey collected during the 2017-2018 school year showed 30% of high school students having used an electronic vapor product on at least one day during the previous 30 days. In comparison, only 4.4% of Shorewood high school students said they smoked cigarettes on at least one of the previous 30 days.

In 2016, the U.S. Surgeon General released a report concluding that e-cigarette aerosol is not harmless, and the aerosol can contain nicotine and other harmful and potentially harmful chemicals. As a result of growing evidence of the negative health effects from electronic cigarettes, organizations like the Wisconsin Department of Health Services and the American Lung Association encourage municipalities to update and add e-cigarette definitions to their smoke-free air ordinances. Currently, Wisconsin's Clean Indoor Air law, also known as Act 12, only prohibits cigarette smoking in public places, including restaurants and taverns. Many municipalities, including the cities of Milwaukee, Oak Creek, Greenfield, and Franklin have passed ordinances prohibiting e-cigarette use and vaping in the same enclosed places where cigarette smoking is prohibited by Wisconsin State Law, § 101.123(2), including restaurants, taverns, retail establishments, lodging establishments, and other public indoor places.

The North Shore Health Department recommends the Village of Shorewood pass an ordinance prohibiting the use of e-cigarettes and vaping devices in enclosed places where cigarette smoking is prohibited by Wisconsin State Law, § 101.123(2)). Such an ordinance would continue the Village's role as a leader in protecting the health of its residents. In 2009, Shorewood passed a comprehensive ordinance prohibiting smoking in all workplaces and public places, including restaurants and taverns, a full year before the statewide ban went into effect. By passing an ordinance prohibiting use of electronic cigarettes in places where cigarette smoking is currently not allowed, Shorewood would continue its legacy of protecting the public's health from one of the leading causes of heart disease and cancer.

STATE OF WISCONSIN MILWAUKEE COUNTY VILLAGE OF SHOREWOOD

ORDINANCE NO. _____

AN ORDINANCE REPEALING AND REPLACING SECTION 10, "SMOKING PROHIBITED IN CERTAIN PLACES," OF CHAPTER 319, "HEALTH AND SANITATION," OF THE SHOREWOOD MUNICIPAL CODE

WHEREAS, The purported health benefits from electronic smoking devices (commonly known as e-cigarettes, e-pipes and several other trade and brand names) have not been scientifically proven, and use of these devices has not been proven safe, either for their users or for bystanders; and

WHEREAS, Research indicates electronic smoking devices may lead youth to try other tobacco products. In addition, research indicates that youth who use electronic smoking devices are more likely to use tobacco products, including cigarettes, than those youth who do not use electronic smoking devices;

NOW THEREFORE, at a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the ___ day of _____, 2019, by a favorable vote of the members being present and therefore, said Board does ordain as follows:

SECTION 1

Section 10, "Smoking Prohibited in Certain Places", of Chapter 319, "Health and Sanitation," of the General Ordinances of the Village of Shorewood, is hereby repealed in its entirety and replaced as follows:

§319-10 Smoking prohibited in certain places.

A. Definitions

(1) *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form.

Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking as outlined in this Code.

(2) *Electronic smoking device* means any product containing or delivering nicotine, or any other similar substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product.

Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-pipes, vape pens, mods, tank systems, or under any other product name or descriptor. The term also includes any component part of such product whether or not sold separately.

Electronic smoking device does not include any product that has been approved by the United States Food and Drug Administration (FDA) for sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

(3) *Person in charge* means the person, or his or her agent, who ultimately controls, governs or directs the activities aboard a public conveyance or at a location where smoking is prohibited or regulated under this section.

- B. *Statutes adopted.* Except as expressly altered by this section, the provisions of § 101.123, § 134.66, and § 254.92, Wis. Stats., are hereby adopted and incorporated herein.
- C. *Sale of electronic smoking devices to minors.* Consistent with § 134.66, and § 254.92, Wis. Stats., no person shall sell or offer for sale any electronic smoking device or nicotine product to any person under 18 years of age.
- D. *Possession of electronic smoking device by persons under the age of 18.* No person under the age of 18 years of age shall possess any electronic smoking device or nicotine product.

11 *Use of electronic smoking devices on school grounds.* No person shall use an electronic smoking device on school grounds or in school buildings.

- E. *Prohibition against smoking. No person shall smoke in any of the following:*
 - a. *Any place prohibited by § 101.123, Wis Stats., which are expressly adopted and incorporated herein.*
 - b. *Any enclosed indoor area in any place prohibited by § 101.123, Wis Stats.*
 - c. *All municipal premises, excluding parkland.*

E.F. Penalty: the penalty for a violation of any provision of this section shall be as set forth in § 115-11 of the Village Code, with a forfeiture of not less than \$100 or more than \$250 for each violation.

SECTION 2

That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance are hereby to such extent repealed.

SECTION 3

That this Ordinance shall take effect and be in force from and after its passage and posting.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this ____ day of _____, 2019.

Allison Rozek, Village President

Countersigned:

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Sara Bruckman, Village Clerk

Vaping and E-Cigarette Use FAQs

Prepared by North Shore Health Department

- **What is the scope of the problem in Wisconsin?**
 - According to the 2017 Wisconsin Youth Risk Behavior Survey (YRBS), 11.8% of high school students responded that they currently used an electronic vapor product.
 - Nicotine experimentation in youth can lead to a lifetime of nicotine addiction, and e-cigarette use can be a gateway to tobacco product use
- **Are e-cigarettes safe?**
 - No. There are over 450 brands of e-cigarettes and none have been proven to be safe. They are not yet regulated by any federal agency.
 - It is important not to compare e-cigarette emissions to cigarette emissions, but to consider it as a separate entity. Instead, we should be comparing it to clean, indoor air.
 - E-cigarette cartridges can also be used to contain other substances, such as marijuana, heroin, or other illegal drugs.
- **Do e-cigarettes give off more than water vapor?**
 - While this is a common misconception, e-cigarettes do give off more than just water vapor. Recent studies conducted by the FDA found detectable levels of carcinogenic chemicals and heavy metals in some e-cigarette products, including an ingredient used in anti-freeze.
- **What are Wisconsin state laws surrounding vaping/e-cigarette bans?**
 - Currently, the state of Wisconsin has no state-wide vaping or e-cigarette bans in terms of where they can be used. The only areas vaping is currently prohibited (by state law) are at indoor facilities of State Fair and at main stage area
- **Who can legally buy e-cigarettes?**
 - WI Statute 134.66 (2)(a) prohibits retailers from selling cigarettes, nicotine products, or tobacco products to anyone under 18 years of age
 - A nicotine product is defined as any product that contains nicotine and is not a tobacco product, a cigarette, or a product that has been approved by the FDA for sale as a smoking cessation product or for another medical purpose and is being sold solely for such an approved purpose
 - Retailers are also required to post signage stating that sales to anyone under the age of 18 are prohibited
- **What are the consequences for a retailer who sells to a minor?**
 - Less than \$500 fine if there has not been a previous violation in the past year
 - Between \$200 and \$500 fine if there has been a violation within the last year
 - A court has the ability to suspend a license or permit for 3 – 30 days depending on the number of violations
- **Can local ordinances be developed to regulate this conduct?**
 - Yes, a city, town, or village may adopt an ordinance regulating the conduct regulated by WI Statute 134.66 only if it strictly conforms to the statute
 - <https://docs.legis.wisconsin.gov/statutes/statutes/134/66>
- **What local laws are currently in place for e-cigarette/vaping bans?**

- 4 counties (Dane, Florence, Jefferson, La Cross) and 7 other areas (Ashwaubenon, Greenfield, Janesville, Madison, Milwaukee, Onalaska, Wausau) have bans for all enclosed workplaces
 - In these areas, vaping is banned in ALL businesses, including in e-cigarette or vape shops. As a result, users can no longer sample products in these shops before purchasing
 - Madison has an exception to this rule, in which vaping is allowed in vape shops.
- **How local municipalities enforce vaping bans and/or sales to minors?**
 - Most ordinances provide the ability for the Police Department to enforce prohibitions through compliance checks
 - In Milwaukee, fines begin at \$100 for use of e-cigarettes in any of the banned places
- **Are there any product placement laws for e-cigarette sales in Milwaukee retailer stores?**
 - No. E-cigarettes and cartridges are not required to be behind the counter, and can be found near any other products (toys, candy, etc.)
- **What do some of the local ordinances look like?**
 - In Greenfield an ordinance was passed in 2014 to achieve 3 things: 1) preserve clean indoor air consistent with tobacco smoking, 2) provide the ability for the Police Department to enforce prohibitions on school grounds, and 3) prevent the renormalization of smoking behaviors
 - The Greenfield Health Department notified businesses and facilities of the new ordinance during annual license renewals & included example signage to be posted
 - Greenfield has expressed that there was little public backlash since the ordinance has passed.



Serving the communities of Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood and Whitefish Bay, Wisconsin