



## NOTICE

Please take notice that meetings of the **STANDING COMMITTEES** and the **REGULAR VILLAGE BOARD** will be held in hybrid meeting format (in-person and videoconference) on **Monday March 2, 2026 in the Village Hall, 3930 N Murray Ave., at the times listed below.**

**Please note: the videoconference platform has been modified to Zoom.**

### **PUBLIC WORKS COMMITTEE, Committee Room, 6:30pm**

Join Zoom Meeting

<https://zoom.us/j/4454590215?pwd=Q3Z5T1FIU2ZEZlFNUTRhT0tIZkltZ09&omn=92602709098>

Meeting ID: 445 459 0215

Passcode: 487960

1. Consider TAPR request for stop signs controlling N. Murray Avenue at E. Olive Street

### **BUDGET AND FINANCE COMMITTEE, Board Room, 7pm**

Join Zoom Meeting

<https://zoom.us/j/9637448179?pwd=SmlQN1VvZGZKYU8wR1F5VW9Wb0o5UT09&omn=91287068120>

Meeting ID: 963 744 8179

Passcode: 572278

1. Water Utility Rate Case Status and Financial Impact of Implementation Delay.
2. Implementation of a communications plan seeking input from residents, businesses and motorists about key aspects of a paid mobile parking program including locations, days, hours, hourly rates, transaction fees, and time limits.

## **REGULAR MEETING OF THE VILLAGE BOARD, Board Room, 7:30pm**

Join Zoom Meeting

<https://zoom.us/j/9637448179?pwd=SmlQN1VvZGZKYU8wR1F5VW9Wb0o5UT09&omn=91287068120>

Meeting ID: 963 744 8179

Passcode: 572278

Members of the public will be muted and will have their video turned off upon entry. Comments will be taken during citizens' comments and if the Village Board accepts comments at other times during an agenda item. When the Village Board starts accepting citizen's comments, members of the public will have the ability to unmute themselves and appear by video by raising their virtual hand (selecting the raise hand icon under "Reactions" at the bottom banner of Zoom) after being called upon by the Chair. IF YOU PLAN ON SPEAKING AT THE MEETING, please email the Village Clerk at [tharrell@shorewoodwi.gov](mailto:tharrell@shorewoodwi.gov) by 3p.m. on the meeting day.

The President will be leading the meeting and Board members will be called upon to speak. If there are members of the public on the call that desire to speak on a topic that is NOT on the agenda, they will be provided an opportunity to do so under "Citizen's to be Heard" on the agenda. The President may also allow for the public to speak following Village Board member discussion on an item following the Village Board discussion. To ensure an efficient meeting, members of the public should not speak until called upon to do so.

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Special Order of Business-
  - a. Critical utility infrastructure evaluation presentation - Strand.
5. Consent Agenda Items - items under the consent agenda may be acted upon by one motion. If in the judgement of any Village Board Members, a consent agenda item needs discussion, the item can be placed in the items removed from the consent agenda.
  - a. Presentation of accounts - March 2, 2026
  - b. Consider regular Village Board minutes – February 16, 2026
  - c. Consider Applications for Special Privilege Approval for outdoor seating within the sidewalk public right-of-way at the following locations:
    - i. Love Cafe, 3801 N. Oakland Ave.
    - ii. Brat House Shorewood, 4022 N. Oakland Ave
    - iii. Metro Market, 4075 N. Oakland Ave
    - iv. Stone Creek Coffee, 4106 N. Oakland Ave
    - v. North Shore Boulangerie, 4401 N. Oakland Ave
    - vi. Malamadoe, 4465 N. Oakland Ave., Ste. 201
    - vii. Cloud Red, 4488 N. Oakland Ave.
    - viii. Colectivo, 4500 N. Oakland Ave.

6. Items Removed from the Consent Agenda
7. Public Hearing
8. Citizens to be Heard – this item is for matters not on the agenda. Discussion may follow comments on non-agenda items or discussion, and action may come at future meetings.
9. New Business
  - a. Consider Ordinance 3079: An ordinance repealing and replacing Article II, "Recycling Regulations", of Chapter 455 Solid Waste, of the Village of Shorewood Municipal Code, and amending Section 455-2, "Refuse Collection Service", in order to conform to DNR Revisions to the state administrative code governing recycling
  - b. Update on Policy 44 Lead Service Replacement Program financial assistance and disconnection process.
  - c. Resolution 2026-01 Proclaiming World Migratory Bird Day.
10. Report of Village Officials
  - a. Village President
  - b. Village Trustees- Provide Committee updates as either a liaison or member.
  - c. Village Manager
11. Future items of Consideration
12. Adjournment

Dated this 26<sup>th</sup> day of February at Shorewood, 2026.

Toya Harrell, MMC, WCPC, Village Clerk

Should you have any questions or comments regarding any items on this agenda, contact the Village Clerk at 414- 847-2608. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend 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 all individual abilities.

The Village Board of Shorewood currently holds meetings in person at Village Hall, or an alternative physical location as allowed by the Village Code. As a courtesy to citizens, Board meetings will also be made available live on the Zoom virtual platform for viewing and possible participation. However, the Village cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously, or that the platform will work with every computer or mobile device. The only way to guarantee the ability to offer public comment, or view the Board meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO PUBLIC WORKS COMMITTEE

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**Agenda Item:** Consider Transportation and Parking Regulation Request for stop sign controlling N. Murray Avenue at E. Olive Street

**Date:** March 2, 2026

**Presenter:** Leeann Butschlick

**Department:** Public Works

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**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 (including page number) to reference information. If there is no relevant history, N/A should be entered in this space.

Judie and John Knoerle, residents of the 2000 block of E. Olive Street submitted a request under the Village’s [Traffic and Parking Regulation program](#) on February 6, 2026. The application (attached) requests the addition of stop signs controlling traffic on N. Murray Avenue at E. Olive Street to make the intersection a four-way stop. Olive traffic is currently controlled by stop signs.

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**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.

Please see attached map illustration of existing stop signs in the area. Please note that this intersection is expected to be reviewed within the upcoming Neighborhood Greenway initiative. The Police Department has reported that no accidents have been reported at this location in the past six years.

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**Fiscal Note** – If applicable, please address the financial impacts of the item.

The signage would be funded through DPW’s operating budget line 100-3410-53510, 2026 budget \$5,000.

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**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 the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.

Yes       No      NA

If yes, identify how and what community groups and businesses were notified. applicants notified of meeting

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

If the PWC supports the request, a motion should be made to recommend it to the Village Board for consideration. Staff will work with the Village Attorney to prepare the necessary ordinance.

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**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.

February 2026 TAPR request  
map of area with stop sign locations

Village of Shorewood  
Traffic and Parking Regulation Request Form



Date: Feb. 4<sup>th</sup> - 2026

Requestor Information:

Name: JUDIE & JOHN KNOERLE

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

Traffic-related requests should be submitted to:  
dpw@shorewoodwi.gov.

Parking-related requests should be submitted to:  
pad@shorewoodwi.gov.

Date Received: \_\_\_\_\_

Type of Request:

Traffic Control Signage

Pavement Markings

Traffic Calming

Parking Regulation\*

Description:

STOP SIGNS CURRENTLY E/W ON OLIVE ST.

\*To request a Loading or Accessible Parking Zone an Application for Special Privilege is required.

Location of Request: (attach map, photo or site plan, if available)

Corner of E. Olive St. and Murray Ave.

Reason for Request: (attach additional pages, if necessary)

Safety concerns - see ltr. attached

Response:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

February 2nd, 2026

To: Shorewood Public Works Department

Re: Proposed 4-way stop at the corner of E. Olive Street and Murray Avenue

To Whom This Concerns,

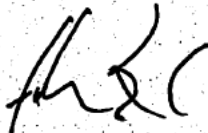
My husband and I live at [REDACTED] Our house is one house away from the intersection of E. Olive St. and Murray Avenue. We have witnessed several accidents at that intersection and hear frantic horn honking constantly from cars nearly hit as they maneuver through the intersection. We would like to see a 4-way stop at that intersection.

The closest 4-way stop is at E. Kenmore Place and Murray Avenue to the south and E. Lake Bluff Blvd. and Murray Avenue to the north. A 4-way stop would make the intersection safer and slow the traffic between those two stop signs.

E. Olive Street is well traveled between Oakland Avenue and Lake Drive. We have many young school children in the block also crossing at that intersection. We appreciate your attention to this matter. Please feel free to contact us for further information if needed.

Regards,

  
Judie and John Knoerle



[REDACTED]  
Shorewood, WI

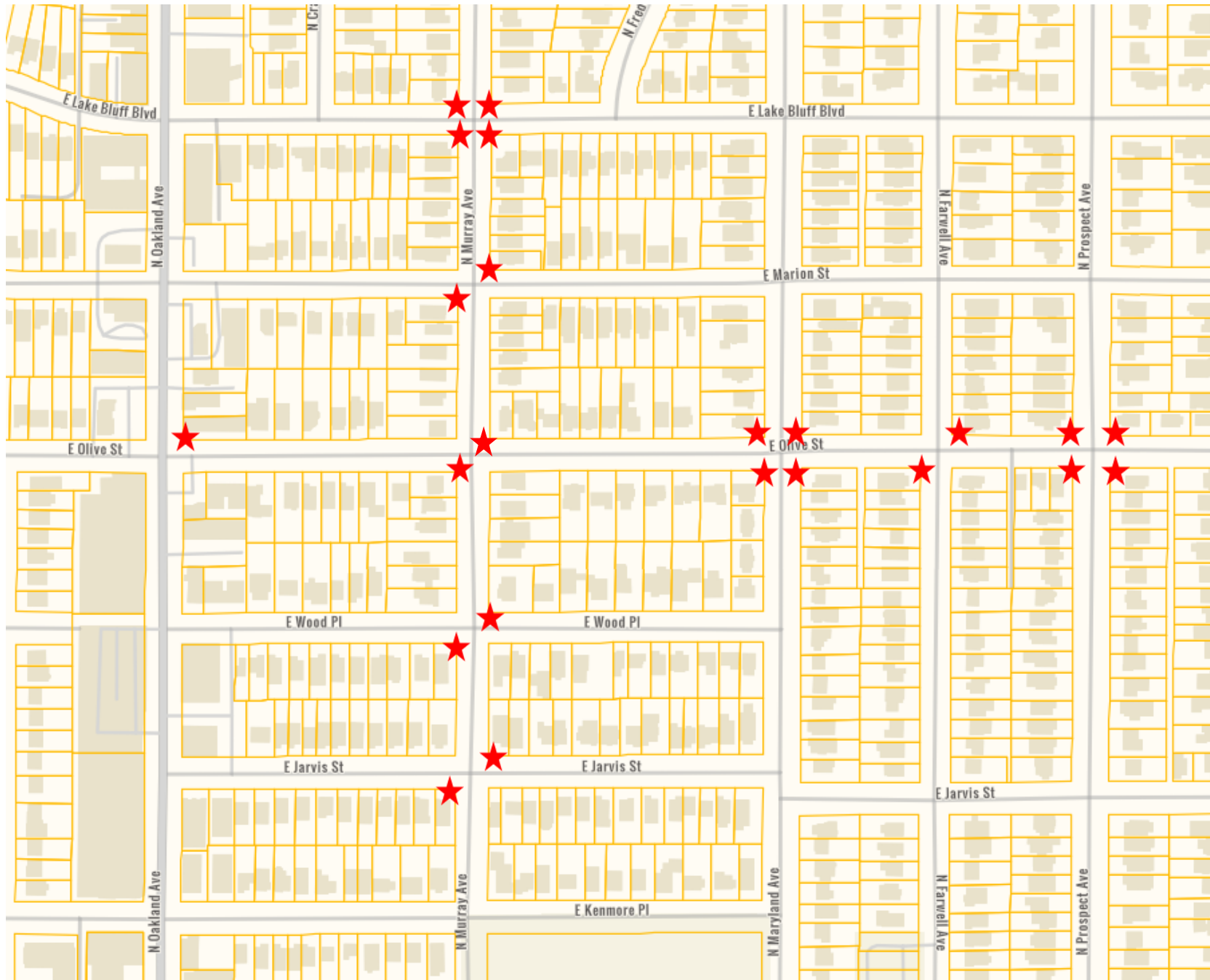
mobile: [REDACTED]

home: [REDACTED]





★ Existing stop signs



# VILLAGE OF SHOREWOOD



## REPORTS AND PRESENTATIONS TO BUDGET & FINANCE COMMITTEE

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### **Agenda Item: Water Utility Rate Case Status and Financial Impact of Implementation Delay**

**Date: March 2, 2026**

**Presenter: David Hickey**

**Department: Finance Office**

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### **History**

On December 19, 2024, the Village of Shorewood filed a conventional water rate case with the Wisconsin Public Service Commission (PSC) to address infrastructure replacement, regulatory compliance, and funding for a newly approved Financial Assistance Program (FAP) for private lead service line replacement. Because Shorewood is the first Wisconsin utility to seek rate recovery for an FAP, the case required additional regulatory review and precedent-setting decisions before final approval.

#### **Chronological Timeline of the Application Process**

Below is a summary of the procedural history of the current water rate case (Docket 5440-WR-113):

##### **December 19, 2024**

City Water, on behalf of the Village of Shorewood Water Utility, filed a conventional water rate case application with the Wisconsin Public Service Commission (PSC).

##### **January 30, 2025**

PSC staff issued the first data request to the Utility.

##### **February 14, 2025**

The Utility submitted responses to the first data request.

##### **March 13, 2025**

The PSC issued a formal Notice of Proceeding.

##### **May–September 2025**

PSC staff issued additional data requests (second, third, and fourth rounds).

The Utility submitted timely responses to each request.

##### **November 2025**

PSC staff issued its Revenue Requirement and Cost of Service analysis, including development of a proposed Financial Assistance Program (FAP) charge.

##### **December 16, 2025**

A public hearing was held before the Administrative Law Judge.

##### **January 26, 2026**

PSC staff issued a Commission Memorandum presenting alternatives for Commission decision regarding the Financial Assistance Program structure.

##### **February 5, 2026**

City Water submitted a formal response supporting PSC staff's recommended alternatives.

##### **February 19, 2026**

The Commission met and approved the Financial Assistance Program component of the rate case.

All remaining issues were delegated to the Administrator of the Division of Water Utility Regulation and Analysis.

##### **March 2026 (anticipated)**

Following public comment and administrative processing, final action on the remaining delegated matters is expected.

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### **Purpose**

At the request of the Budget and Committee, this memorandum provides:

- A status update on the pending PSC water rate case
- A summary of the February 19, 2026, PSC action

- Explanation of the delay in implementation
  - Financial impact of the delay for Fiscal Years 2025 and 2026
  - Clarification of consultant roles
  - Outlook for implementation and future rate cases
- 

## **Update February 19, 2026, PSC Meeting**

On February 19, 2026, the Public Service Commission considered the Village of Shorewood's rate case (Docket 5440-WR-113).

The Commission:

- Took up only the Financial Assistance Program (FAP) component of the rate case.
- Approved the FAP funding structure as recommended by PSC staff and supported by Village staff.
- Delegated all remaining issues in the rate case to the Administrator of the Division of Water Utility Regulation and Analysis.
- Noted that Shorewood's case establishes precedent, as this is the first time the Commission has been asked to authorize rate recovery to fund a private-side lead service line Financial Assistance Program.

The case is now proceeding through an additional public comment period and administrative finalization. Final resolution is anticipated in March 2026, subject to PSC processing timelines.

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## **Why the Case Required Additional Time**

This rate case differs from a standard conventional rate case because it includes recovery for a Financial Assistance Program designed to help property owners replace privately owned lead service lines.

Because this was the first such request in Wisconsin, the PSC was required to:

- Establish a class-based rate recovery methodology.
- Determine how administrative costs are treated.
- Develop accounting standards for tracking grants and loans.
- Define monitoring and future adjustment procedures.

The February 19 action confirms that the delay was attributable to regulatory complexity and precedent-setting policy decisions rather than procedural inactivity.

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## **Billing Cycle Timing and Implementation**

Shorewood bills water utility customers quarterly in:

- February
- May
- August
- November

If a final PSC order is issued in early March 2026, the first billing reflecting updated rates would occur in May 2026. As a result:

- The February 2026 billing cycle remains at prior rates.
  - Three billing cycles in 2026 (May, August, November) would reflect updated rates.
  - Full revenue stabilization would not occur until Fiscal Year 2027.
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## Financial Impact of Implementation Delay

Detailed supporting calculations are attached.

### Fiscal Year 2025 Impact

Because updated rates were not implemented during 2025, the Water Utility did not realize anticipated revenue adjustments.

<b>Water Utility Revenue Impact (2025)</b>	<b>(\$270,422)</b>
<b>Public Fire Protection Revenue Impact (2025)</b>	<b>(\$72,102)</b>
<b>Total Fiscal Year 2025 Impact</b>	<b>(\$342,524)</b>

This shortfall was absorbed through existing utility reserves and cash flow management.

### Fiscal Year 2026 Impact (May Implementation Scenario)

Assuming implementation beginning with the May 2026 billing cycle:

<b>Water Utility Revenue Impact (2026)</b>	<b>(\$98,743)</b>
<b>Public Fire Protection Revenue Impact (2026)</b>	<b>(\$36,051)</b>
<b>Total Fiscal Year 2026 Impact</b>	<b>(\$134,794)</b>

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### Combined Two-Year Impact (2025–2026)

2025 Impact:	(\$342,524)
2026 Impact:	(\$134,794)
<b>Total Impact Through End of 2026</b>	<b>(\$477,318)</b>

Fiscal Year 2027 will be the first full year of rate stabilization.

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## Role of Consultants

### City Water

- Prepared and submitted rate case
- Managed PSC correspondence
- Submitted formal response supporting PSC staff recommendations

### Arcadis

- Engaged Late 2025
- Focused on planning and funding strategy for future LSL replacement
- Not involved in the filing or regulatory processing of this rate case

Arcadis has no procedural role in the pending PSC docket.

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## Implications Going Forward

The PSC's February 19 action establishes regulatory precedent for Financial Assistance Program rate recovery in Wisconsin.

Within this docket:

- Step 1 implementation is anticipated in May 2026.

- Step 2 implementation is scheduled for 2027.
- Full revenue stabilization occurs in 2027.

Beyond this docket, continued infrastructure investment and compliance with the federal Lead and Copper Rule Improvements will require sustained capital planning. Given ongoing infrastructure replacement needs and regulatory mandates extending through 2037, the Village anticipates returning to the PSC periodically in future years to ensure rates remain aligned with infrastructure obligations and long-term financial stability.

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## **Commitment to Transparency and Public Communication**

Given the magnitude of the rate adjustment and the public health implications of lead service line replacement, the Village recognizes the importance of clear communication with residents.

The Financial Assistance Program charge has been structured as a separate, identifiable component of the rate to ensure transparency regarding its purpose and use. Supporting FAQs and explanatory materials have been developed to help residents understand the changes, anticipated bill impacts, and available financial assistance options.

Upon issuance of the final PSC order, updated rate summaries and bill impact examples will be published to ensure residents have accurate and complete information.

## **Conclusion**

The delay in rate implementation resulted in:

- A half-year revenue impact in 2025.
- A partial-year impact in 2026.
- Revenue stabilization beginning in 2027 under the two-step structure approved in this docket.

The February 19 PSC action provides regulatory clarity and authorizes the Financial Assistance Program structure as proposed by Village staff. Final administrative steps are anticipated in early March, with updated rates expected to take effect beginning with the May 2026 billing cycle.

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## **Attachments –2025 and 2026 Delay Financial Impact Tables**

Village of Shorewood  
 Water Rate Analysis: Impact of Delay Implementation in Fiscal 2025

WATER RATE IMPACTS																				
2025 Actuals					2025 W/ Expected Rates												Variance			
Expenditure Request Detail - Water Utility					Expenditure Request Detail - Water Utility												Actual vs Expected			
Jan - Dec					Jan - Jun				w/ UPDATED WATER RATES July - Dec				Full Year Combined Rates Jan - Dec				Actual vs Expected			
Revenues					Revenues				Revenues				Revenues				Variance			
Residential					Residential				Residential				Residential				Variance			
610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	
Meter Charges	3,240	\$31.25	4	\$ 405,000	Meter Charges	3,240	\$ 35.22	2	\$ 228,241	Meter Charges	3,240	\$ 40.60	2	\$ 263,066	Meter Charges	3,240	\$ 37.91	4	\$ 491,307	\$ (86,307)
Volumetric Charges	159,400	\$4.52	4	\$ 720,488	Volumetric Charges	159,400	\$4.52	2	\$ 360,244	Volumetric Charges	159,400	\$5.88	2	\$ 468,636	Volumetric Charges	159,400	\$5.20	4	\$ 828,880	\$ (108,392)
				\$ 1,125,488					\$ 588,485					\$ 731,702					\$ 1,320,187	\$ (194,699)
<b>Commercial</b>					<b>Commercial</b>				<b>Commercial</b>				<b>Commercial</b>							
610-3710-46451		Qtrly Charge			610-3710-46451	Units	Qtrly Charge	qtrs	Extended	610-3710-46451	Units	Qtrly Charge	qtrs	Extended	610-3710-46451	Units	Qtrly Charge	qtrs	Extended	
Meter Charges	110	\$51.44	4	\$ 22,834	Meter Charges	110	\$ 52.69	2	\$ 11,592	Meter Charges	110	\$ 56.81	2	\$ 12,498	Meter Charges	110	\$ 54.75	4	\$ 24,090	\$ (1,456)
Volumetric Charges	22,800	\$4.52	4	\$ 103,056	Volumetric Charges	22,800	\$4.52	2	\$ 51,528	Volumetric Charges	22,800	\$5.88	2	\$ 67,032	Volumetric Charges	22,800	\$5.20	4	\$ 118,560	\$ (15,504)
				\$ 125,890					\$ 63,120					\$ 79,530					\$ 142,650	\$ (16,960)
<b>Public Authority</b>					<b>Public Authority</b>				<b>Public Authority</b>				<b>Public Authority</b>							
610-3710-46452					610-3710-46452	Units	Qtrly Charge	qtrs	Extended	610-3710-46452	Units	Qtrly Charge	qtrs	Extended	610-3710-46452	Units	Qtrly Charge	qtrs	Extended	
Connection Fees	40	\$380.25	4	\$ 15,210	Connection Fees	40	\$94.35	2	\$ 7,548	Connection Fees	40	\$96.15	2	\$ 7,692	Connection Fees	40	\$95.25	4	\$ 15,240	\$ (30)
Volumetric Fees	6,112	\$ 4.52	4	\$ 27,626	Volumetric Fees	6,112	\$4.52	2	\$ 13,813	Volumetric Fees	6,112	\$5.88	2	\$ 17,969	Volumetric Fees	6,112	\$5.20	4	\$ 31,782	\$ (4,156)
				\$ 42,836					\$ 21,361					\$ 25,661					\$ 47,022	\$ (4,186)
<b>Multi-Family</b>					<b>Multi-Family</b>				<b>Multi-Family</b>				<b>Multi-Family</b>							
610-3710-46453					610-3710-46453	Units	Qtrly Charge	qtrs	Extended	610-3710-46453	Units	Qtrly Charge	qtrs	Extended	610-3710-46453	Units	Qtrly Charge	qtrs	Extended	
Connection Fees	165	\$316.37	4	\$ 52,201	Connection Fees	165	\$78.12	2	\$ 25,781	Connection Fees	165	\$80.59	2	\$ 26,596	Connection Fees	165	\$79.36	4	\$ 52,377	\$ (176)
Volumetric Fees	80,000	\$ 4.52	4	\$ 361,600	Volumetric Fees	80,000	\$4.52	2	\$ 180,800	Volumetric Fees	80,000	\$5.88	2	\$ 235,200	Volumetric Fees	80,000	\$5.20	4	\$ 416,000	\$ (54,400)
				\$ 413,801					\$ 206,581					\$ 261,796					\$ 468,377	\$ (54,576)
<b>All Cust. Classes</b>					<b>All Cust. Classes</b>				<b>All Cust. Classes</b>				<b>All Cust. Classes</b>							
Connection Fees	3,555	\$34.81	4	\$ 495,045	Connection Fees	3,555	\$19.21	4	\$ 273,162	Connection Fees	3,555	\$21.79	4	\$ 309,853	Connection Fees	3,555	\$41.00	4	\$ 583,014	\$ (87,969)
Volumetric Fees	268,312	\$ 4.52	4	\$ 1,212,770	Volumetric Fees	268,312	\$2.26	4	\$ 606,385	Volumetric Fees	268,312	\$2.94	4	\$ 788,837	Volumetric Fees	268,312	\$5.20	4	\$ 1,395,222	\$ (182,452)
				\$ 1,707,815					\$ 879,547					\$ 1,098,690					\$ 1,978,237	\$ (270,422)

PUBLIC FIRE PROTECTION RATE IMPACTS																				
2025 Actuals					Public Fire Protection												Variance			
Jan - Dec					Jan - Jun				July - Dec				Jan - Dec				Actual vs Expected			
Public Fire Protection Rates					Public Fire Protection Rates				Public Fire Protection Rates				Public Fire Protection Rates				Variance			
Total	Units	Qtrly Charge	qtrs	Extended	Total	Units	Qtrly Charge	qtrs	Extended	Total	Units	Qtrly Charge	qtrs	Extended	Total	Units	Qtrly Charge	qtrs	Extended	
PPF FEE 5/8	272	\$ 20.91	4	\$ 22,750	PPF FEE 5/8	272	\$ 20.91	2	\$ 11,375	PPF FEE 5/8	272	\$ 28.05	2	\$ 15,259	PPF FEE 5/8	272	\$ 28.05	4	\$ 26,634	\$ (3,884)
PPF FEE 3/4	2,815	\$ 20.91	4	\$ 235,447	PPF FEE 3/4	2,815	\$ 20.91	2	\$ 117,723	PPF FEE 3/4	2,815	\$ 28.05	2	\$ 157,922	PPF FEE 3/4	2,815	\$ 28.05	4	\$ 275,645	\$ (40,198)
PPF FEE 1"	258	\$ 52.29	4	\$ 53,963	PPF FEE 1"	258	\$ 52.29	2	\$ 26,982	PPF FEE 1"	258	\$ 70.05	2	\$ 36,146	PPF FEE 1"	258	\$ 70.05	4	\$ 63,127	\$ (9,164)
PPF FEE 1 1/2"	65	\$ 104.55	4	\$ 27,183	PPF FEE 1 1/2"	65	\$ 104.55	2	\$ 13,592	PPF FEE 1 1/2"	65	\$ 139.80	2	\$ 18,174	PPF FEE 1 1/2"	65	\$ 139.80	4	\$ 31,766	\$ (4,583)
PPF FEE 2"	81	\$ 168.00	4	\$ 54,432	PPF FEE 2"	81	\$ 168.00	2	\$ 27,216	PPF FEE 2"	81	\$ 223.50	2	\$ 36,207	PPF FEE 2"	81	\$ 223.50	4	\$ 63,423	\$ (6,991)
PPF FEE 3"	12	\$ 315.00	4	\$ 15,120	PPF FEE 3"	12	\$ 315.00	2	\$ 7,560	PPF FEE 3"	12	\$ 420.30	2	\$ 10,087	PPF FEE 3"	12	\$ 420.30	4	\$ 17,647	\$ (2,527)
PPF FEE 4"	8	\$ 528.00	4	\$ 16,896	PPF FEE 4"	8	\$ 528.00	2	\$ 8,448	PPF FEE 4"	8	\$ 700.20	2	\$ 11,203	PPF FEE 4"	8	\$ 700.20	4	\$ 19,651	\$ (2,755)
				\$ 425,791					\$ 212,895					\$ 284,998					\$ 497,893	\$ (72,102)

Village of Shorewood  
Water Rate Analysis: Impact of Delay Implementation in Fiscal 2026

**WATER RATE IMPACTS**

2026 W/ New Rates					2026 W/ Rates Starting w/May Billing										Variance						
Expenditure Request Detail - Water Utility					Expenditure Request Detail - Water Utility					w/ UPDATED WATER RATES					Full Year Combined Rates					Actual vs Expected	
Jan - Dec					Jan - Mar					Apr - Dec					Jan - Dec						
Revenues					Revenues					Revenues					Revenues						
Residential					Residential					Residential					Residential						
610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	Variance	
Meter Charges	3,240	\$ 37.25	4	\$ 482,819	Meter Charges	3,240	\$ 35.22	1	\$ 114,120	Meter Charges	3,240	\$ 37.25	3	\$ 362,114	Meter Charges	3,240	\$ 36.75	4	\$ 476,235		\$ (6,584)
Volumetric Charges	159,400	\$ 5.88	4	\$ 937,272	Volumetric Charges	159,400	\$ 4.52	1	\$ 180,122	Volumetric Charges	159,400	\$ 5.88	3	\$ 702,954	Volumetric Charges	159,400	\$ 5.54	4	\$ 883,076		\$ (54,196)
				\$ 1,420,091					\$ 294,242					\$ 1,065,068						\$ 1,359,311	\$ (60,780)
<b>Commercial</b>					<b>Commercial</b>					<b>Commercial</b>					<b>Commercial</b>						
610-3710-46451	Units	Qtrly Charge	qtrs	Extended	610-3710-46451	Units	Qtrly Charge	qtrs	Extended	610-3710-46451	Units	Qtrly Charge	qtrs	Extended	610-3710-46451	Units	Qtrly Charge	qtrs	Extended	Variance	
Meter Charges	110	\$ 56.81	4	\$ 24,996	Meter Charges	110	\$ 52.69	1	\$ 5,796	Meter Charges	110	\$ 56.81	3	\$ 18,747	Meter Charges	110	\$ 55.78	4	\$ 24,543		\$ (453)
Volumetric Charges	22,800	\$ 5.88	4	\$ 134,064	Volumetric Charges	22,800	\$ 4.52	1	\$ 25,764	Volumetric Charges	22,800	\$ 5.88	3	\$ 100,548	Volumetric Charges	22,800	\$ 5.54	4	\$ 126,312		\$ (7,752)
				\$ 159,060					\$ 31,560					\$ 119,295						\$ 150,855	\$ (8,205)
<b>Public Authority</b>					<b>Public Authority</b>					<b>Public Authority</b>					<b>Public Authority</b>						
610-3710-46452	Units	Qtrly Charge	qtrs	Extended	610-3710-46452	Units	Qtrly Charge	qtrs	Extended	610-3710-46452	Units	Qtrly Charge	qtrs	Extended	610-3710-46452	Units	Qtrly Charge	qtrs	Extended	Variance	
Connection Fees	40	\$ 96.15	4	\$ 15,384	Connection Fees	40	\$ 94.35	1	\$ 3,774	Connection Fees	40	\$ 96.15	3	\$ 11,538	Connection Fees	40	\$ 95.70	4	\$ 15,312		\$ (72)
Volumetric Fees	6,112	\$ 5.88	4	\$ 35,939	Volumetric Fees	6,112	\$ 4.52	1	\$ 6,907	Volumetric Fees	6,112	\$ 5.88	3	\$ 26,954	Volumetric Fees	6,112	\$ 5.54	4	\$ 33,860		\$ (2,078)
				\$ 51,323					\$ 10,681					\$ 38,492						\$ 49,172	\$ (2,150)
<b>Multi-Family</b>					<b>Multi-Family</b>					<b>Multi-Family</b>					<b>Multi-Family</b>						
610-3710-46453	Units	Qtrly Charge	qtrs	Extended	610-3710-46453	Units	Qtrly Charge	qtrs	Extended	610-3710-46453	Units	Qtrly Charge	qtrs	Extended	610-3710-46453	Units	Qtrly Charge	qtrs	Extended	Variance	
Connection Fees	165	\$ 80.59	4	\$ 53,192	Connection Fees	165	\$ 78.12	1	\$ 12,890	Connection Fees	165	\$ 80.59	3	\$ 39,894	Connection Fees	165	\$ 79.98	4	\$ 52,784		\$ (408)
Volumetric Fees	80,000	\$ 5.88	4	\$ 470,400	Volumetric Fees	80,000	\$ 4.52	1	\$ 90,400	Volumetric Fees	80,000	\$ 5.88	3	\$ 352,800	Volumetric Fees	80,000	\$ 5.54	4	\$ 443,200		\$ (27,200)
				\$ 523,592					\$ 103,290					\$ 392,694						\$ 495,984	\$ (27,608)
<b>All Cust. Classes</b>					<b>All Cust. Classes</b>					<b>All Cust. Classes</b>					<b>All Cust. Classes</b>						
610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	610-3710-46450	Units	Qtrly Charge	qtrs	Extended	Variance	
Connection Fees	3,555	\$ 40.53	4	\$ 576,391	Connection Fees	3,555	\$ 38.42	1	\$ 136,581	Connection Fees	3,555	\$ 40.53	3	\$ 432,293	Connection Fees	3,555	\$ 40.01	4	\$ 568,874		\$ (7,517)
Volumetric Fees	268,312	\$ 5.88	4	\$ 1,577,675	Volumetric Fees	268,312	\$ 4.52	1	\$ 303,193	Volumetric Fees	268,312	\$ 4.41	3	\$ 1,183,256	Volumetric Fees	268,312	\$ 5.54	4	\$ 1,486,448		\$ (91,226)
				\$ 2,154,066					\$ 439,773					\$ 1,615,549						\$ 2,055,323	\$ (98,743)

**PUBLIC FIRE PROTECTION RATE IMPACTS**

2026 W/ New Rates					2026 W/ Rates Starting for Q2 Billing										Variance						
Jan - Dec					Jan - Jun					July - Dec					Jan - Dec					Actual vs Expected	
Public Fire Protection Rates					Public Fire Protection Rates					Public Fire Protection Rates					Public Fire Protection Rates						
Total	Units	Qtrly Charge	qtrs	Extended	Total	Units	Qtrly Charge	qtrs	Extended	Total	Units	Qtrly Charge	qtrs	Extended	Total	Units	Qtrly Charge	qtrs	Extended	Variance	
PPF FEE 5/8	272	\$ 28.05	4	\$ 30,518	PPF FEE 5/8	272	\$ 20.91	1	\$ 5,688	PPF FEE 5/8	272	\$ 28.05	3	\$ 22,889	PPF FEE 5/8	272	\$ 28.05	4	\$ 28,576		\$ 1,942
PPF FEE 3/4	2,815	\$ 28.05	4	\$ 315,843	PPF FEE 3/4	2,815	\$ 20.91	1	\$ 58,862	PPF FEE 3/4	2,815	\$ 28.05	3	\$ 236,882	PPF FEE 3/4	2,815	\$ 28.05	4	\$ 295,744		\$ 20,099
PPF FEE 1"	258	\$ 70.05	4	\$ 72,292	PPF FEE 1"	258	\$ 52.29	1	\$ 13,491	PPF FEE 1"	258	\$ 70.05	3	\$ 54,219	PPF FEE 1"	258	\$ 70.05	4	\$ 67,710		\$ 4,582
PPF FEE 1 1/2"	65	\$ 139.80	4	\$ 36,348	PPF FEE 1 1/2"	65	\$ 104.55	1	\$ 6,796	PPF FEE 1 1/2"	65	\$ 139.80	3	\$ 27,261	PPF FEE 1 1/2"	65	\$ 139.80	4	\$ 34,057		\$ 2,291
PPF FEE 2"	81	\$ 223.50	4	\$ 72,414	PPF FEE 2"	81	\$ 168.00	1	\$ 13,608	PPF FEE 2"	81	\$ 223.50	3	\$ 54,311	PPF FEE 2"	81	\$ 223.50	4	\$ 67,919		\$ 4,496
PPF FEE 3"	12	\$ 420.30	4	\$ 20,174	PPF FEE 3"	12	\$ 315.00	1	\$ 3,780	PPF FEE 3"	12	\$ 420.30	3	\$ 15,131	PPF FEE 3"	12	\$ 420.30	4	\$ 18,911		\$ 1,264
PPF FEE 4"	8	\$ 700.20	4	\$ 22,406	PPF FEE 4"	8	\$ 528.00	1	\$ 4,224	PPF FEE 4"	8	\$ 700.20	3	\$ 16,805	PPF FEE 4"	8	\$ 700.20	4	\$ 21,029		\$ 1,378
				\$ 569,996					\$ 106,448					\$ 427,497						\$ 533,945	\$ 36,051



# VILLAGE OF SHOREWOOD

## BUDGET AND FINANCE COMMITTEE

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**Agenda Item: Implementation of a communications plan seeking input from residents, businesses and motorists about key aspects of a paid mobile parking program including locations, days, hours, hourly rates, transaction fees, and time limits.**

**Date: March 2, 2026**

**Presenter: Fernando Santiago, Police Captain**

**Department: Police Department**

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### History

[August 1, 2022](#) – the Village Board considered the installation of parking meters in advance of design of N. Oakland Avenue. Trustee Arndorfer moved to further consider parking meters and to consider meters on Oakland Ave. and E. Capitol Dr., consider single meter, and/or shared meters, and/or PARKING APP and conduct a cost/revenue analysis funded by TID 5. Seconded by Trustee Ircink. Question was raised by Trustee Moore Baldauff as to the cost involved in conducting this study. Director Emanuelson approximated \$20,000.00. A unanimous consent was made for a roll call vote. Motion denied by 3-4 vote (McKaig, Moore Baldauff, Lynn, Couto). Following this vote, the design of parking meters was not included in the design of N. Oakland Avenue.

[September 16, 2024](#) – the Village Board included adding a question on the 2025 budget poll.

September 18, 2024 – Manager Ewald met with the BID Board to review the budget poll options and inquired about their view on parking meters. In general, parking meters were not supported by members of the BID board and the Manager was requested to come back to discuss the topic should the Village Board decide to entertain this option in the future.

[October 7, 2024](#) – the Village Board reviewed the 2025 budget poll responses and did not include funding for studying parking meters in the proposed 2025 budget.

[November 18, 2024](#) - the Village Board approved a budget without funding for a parking meter study.

[December 16, 2024](#) – Tr. Arndorfer moved to refer this matter to the Budget and Finance Committee to propose a study of the feasibility and cost analysis implemented for the metered parking in the business district to include Oakland and Capitol, adjacent streets, Village-owned lots, and roadways in proximity to Atwater Beach including Capitol and Oakland during the summer months to be funded by proceeds of TID 5. Seconded by Tr. Stokebrand. Motion carried by a vote of 6-1 (Lynn).

[January 6, 2025](#) - Trustee Arndorfer moved to recommend to the Village Board that staff pursue a study evaluating the viability (cost/benefit and implementation analysis) of metered parking in the business district, including Oakland, Capitol, Edgewood, and adjacent streets, publicly owned lots, and seasonal metered parking on the eastern end of Capitol Drive and Lake when the beach is in heavy use, and pay for it with proceeds from TID 5 or another source if necessary and reflect input from trustees.

[February 3, 2025](#) – the Budget & Finance Committee reviewed an analysis prepared by resident Mike Nickolaus and directed the Village Manager to prepare an RFP for a digital parking permit system and associated analysis.

[March 17, 2025](#) – the Budget & Finance Committee reviewed an RFP for Mobile Parking Payment System. The Committee recommended the RFP with the inclusion of 1) noting the areas of Oakland, Edgewood, Capitol, and Lake Drive near Atwater be considered for possible paid mobile parking, and 2) providing program recommendations and financial analysis to the Village Board on August 4, 2025.

[April 7, 2025](#) – the Village Board approved issuance of an [RFP for Mobile Parking Payment System](#).

May 21, 2025 - Manager Ewald met with the BID Board to review current projects, including the RFP for parking meters.

August 4, 2025 - Trustee Warren moved to reject all proposals and proceed with:

- Communicating in 2025/26 with residents, businesses and motorists to inform and solicit information about key aspects of a paid parking program including days, hours, hourly rates, transaction fees, time limits, etc.
- Restarting the mobile parking payment procurement in mid-2026 and select a Vendor.
- Targeting January 2027 for the implementation of paid parking along the 400 spaces along Oakland, Capitol, Edgewood and Lake.
- Monitoring motorist behavior, community attitudes, and financial performance during 2027 to identify possible modifications to the program in future years.
- Motion carried by a unanimous vote of 6-0.

November 17, 2025 – The Village Board approved the release of an RFP for [Parking and Citation Management System](#).

The RFP for Parking and Citation Management System generated eight proposals that were reviewed by Trustee/Budget & Finance Chair Stokebrand, Village Manager Ewald, Chief Wurth and Captain Santiago. The RFP for [Parking and Citation Management System](#) included a request for a paid mobile parking solution with the intent to utilize one vendor to address all of the Village’s parking needs.

January 21, 2026 - Trustee Stokebrand moved to recommend the approval of a new Parking and Citation Management System solution provided by T2 Systems for implementation in April 2026 with the option for including a curb management solution (“metered parking”) in the future. Motion carried by a unanimous vote of 6-0.

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## Overview of Paid Mobile Parking Solutions

- Mobile parking vendors have well-developed technology and ample experience to implement a successful paid parking program in Shorewood. Hundreds of municipalities in 40 states currently offer mobile payment parking applications.
- Mobile parking applications have revolutionized municipal parking by offering ways for residents and visitors to find, reserve, pay, and add time to their parking transactions if needed.
- Payment can be accomplished through multiple forms of payment such as a mobile app, mobile wallet, web browser, text, and phone calls.
- The advantages come in many forms including increased parking turnover, better customer experience, and lower customer disputes. Users can also receive updates and warnings of parking restrictions to avoid citations.
- Vendors recommended an hourly rate of \$0.75-\$2.00 for Shorewood with a maximum daily rate between \$12-\$15 dollars.
- Enforcement hours typically are Monday-Saturday from 8 AM – 7 PM. Vendors can include a fifteen (15) minute grace period and can adjust the rates based on the Village’s needs such as special events.
- Vendors suggested the following areas as locations for the initial pilot program:
  - Edgewood Avenue – from Oakland Avenue to Lake Drive
  - Oakland Avenue – from Edgewood to Shorewood, and from Capitol to Kensington
  - Capitol Drive – from Oakland Avenue to Lake Drive
  - Capitol Drive – from Oakland Avenue to Morris Avenue
  - Lake Drive – near Atwater Park
- Based on the data from the [2020 Transportation & Parking Analysis](#), vendors estimated that total revenue could reach between \$300 - \$500 thousand dollars per year. Those figures are only estimates and will change dramatically depending on enforcement hours, locations, parking rates and other factors not

determined at this time. These decisions and estimated financial outcomes need to be made by the Village.

- With the reconstruction of Oakland Avenue (from Capitol Drive north to the Whitefish Bay border) eliminating all parking on Oakland Avenue for the majority of 2026 and reconstruction of the Oakland meter vault (near Edgewood), the Budget and Finance committee recommended that consideration of a Village-wide paid on-street parking be delayed until spring 2026, for possible implementation in January 2027.
- Public surveys about specifics of the proposed paid parking program will be conducted to obtain stakeholder feedback during summer of 2026. The budget and finance committee recommends the attached survey questions as part of the community engagement plan for further review by the board.

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**Financial Impact:**

Mobile parking apps offer little to no upfront expense, operating instead on a revenue-sharing or user-fee model. Providers do not charge monthly fees but instead charge a small percentage on each parking transaction. Implementation does not require new equipment and there are no associated maintenance costs.

Based on the data from the [2020 Transportation & Parking Analysis](#), vendors estimated that total revenue could reach between \$300 - \$500 thousand dollars per year. Those figures are only estimates and will change dramatically depending on enforcement hours, locations, parking rates and other factors not determined at this time.

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**Possible motions:**

I move not to proceed with a communications plan to solicit community input related to the implementation of a paid mobile parking program.

- OR -

I move to proceed with:

- Implementation of a communications plan seeking input from residents, businesses and motorists about key aspects of a paid mobile parking program including locations, days, hours, hourly rates, transaction fees, time limits, etc.
  - June 2026 – Public survey published in the Shorewood Today, Village website, VM Memo and the Police Department’s social media.
  - August 3, 2026 – Present survey results to the Village Board.
  - September 9, 2026 – Consider approval and implementation of a paid parking mobile program in January 2027.

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**Attachments:**

1. Shorewood Paid Mobile Parking Analysis
2. Parking Survey
3. Parking and Citation Management RFP
4. T2 Systems proposal

# VILLAGE OF SHOREWOOD



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## Paid Mobile Parking Program Communications Plan

- A. A public survey will be included in the Summer edition of the Shorewood Today publication. The survey will include a QR code as well as an internet address to access the survey.
- B. The survey will be posted on the Village's website and will be promoted through the Village Manager's Memo, the Village's social media accounts, and the Police Department's social media accounts.
- C. The Village will work with the Business Improvement District to ensure that businesses in Shorewood have access to the survey.

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**The Village of Shorewood is currently evaluating the implementation of a paid mobile parking program, also known as "smart meters", on select locations through the Village. Mobile parking applications allow residents and visitors to find, reserve, pay, and add time to their parking transactions through multiple forms of payment such as a mobile app, mobile wallet, web browser, text, and phone calls.**

**We invite all Shorewood residents, Village businesses and Village visitors to provide input on key aspects of a paid mobile parking program, including potential locations, rates, enforcement days, enforcement hours, and time limits. Please consider sharing your feedback in the survey below. Survey responses will be reviewed and considered as the Village evaluates the implementation of a paid mobile parking program.**

## Paid Mobile Parking Survey

- 1. Should the Village Board explore the implementation of paid mobile parking?
  - Yes
  - No
- 2. What factor is most important to you when deciding where to park?
  - Cost
  - Proximity to Destination
  - Ease of Access
  - Reducing the Possibility of a Citation
  - Other: \_\_\_\_\_
- 3. How easy or difficult is it to find parking on Oakland Avenue or Capitol Drive?
  - Easy
  - Somewhat Easy
  - Somewhat Difficult
  - Very Difficult
  - I have never used an app to pay for parking
- 4. Have you ever paid for parking in downtown Milwaukee or any other location?
  - Yes
  - No
- 5. How was your experience utilizing a mobile app to pay for parking?
  - Easy
  - Somewhat Easy
  - Somewhat Difficult
  - Very Difficult

I have never used an app to pay for parking

6. Do you agree or disagree with the suggested locations for paid mobile parking implementation?

- Edgewood Avenue – from Oakland to Lake Drive  
Agree  
Disagree
- Oakland Avenue – from Edgewood to Shorewood, and from Capitol to Kensington  
Agree  
Disagree
- Capitol Drive – from Oakland to Lake Drive  
Agree  
Disagree
- Capitol Drive – from Oakland to Morris  
Agree  
Disagree
- Lake Drive – near Atwater Park  
Agree  
Disagree

7. What hours of enforcement do you think the Village should adapt?

8:00 AM – 6:00 PM

7:00 AM – 7:00 PM

9:00 AM – 9:00 PM

Other: \_\_\_\_\_

8. What rates should the Village charge?

\$1.50 per hour

\$1.00 per hour

\$0.75 per hour

Other: \_\_\_\_\_

9. What days of the week should the Village implement paid mobile parking?

Monday to Friday – No weekends or Holidays

Monday to Saturday – No Sundays or Holidays

Every Day – including weekends and Holidays

Every Day – except Holidays

10. Do you have any other comments to add about a paid mobile parking solution in the Village?



# **Parking and Citation Management System**

Prepared for Village of Shorewood

**Submitted by T2 Systems**  
**December 8, 2025**



December 8<sup>th</sup>, 2025

Dear Village of Shorewood Team,

Thank you for the opportunity to submit our UPSafety® Permits & Enforcement (PE) Solution with citation processing and collections to the Village of Shorewood.

The UPSafety PE Solution, formerly called CityCite®, was first developed in 2012 by United Public Safety, Inc., to create an intuitive and simple parking management solution that met all the requirements and disparate needs of municipal parking operations. Today, as part of T2's broad line of Permit and Parking Enforcement solutions that allow customers to find just the right set up for their operations, the UPSafety PE Solution continues to evolve into an even more robust and streamlined platform.

For more than ten years, this solution has been adopted by more than 330 customers and we are proud to have a 99.9% customer retention rate which we attribute to how user friendly the solution is and our dedication to customer service. Our customers have been our partners in the growth and development of the solution since its inception. We eagerly welcome feedback from our customers on functionality that would improve our solution and our development team releases new functionality quarterly so do not be surprised if one of your suggestions becomes a new feature of the solution. Our cloud based SaaS model ensures that you are never just paying to license the same static piece of software year-over-year.

You're paying for us to provide the infrastructure expertise, software engineering, consulting and support necessary to keep you at the cutting edge of technology for the entire term of your contract. In other words, the software we will be licensing to the city in 2026 will be the same software we are selling as brand new to clients in that same year. You will never be locked into an outdated enforcement solution.

With this in mind, our solution meets and exceeds all specified requirements to the component we are responding to, including exceeding them in key areas, such as:

- **Improving your collections** through new payment options, integrated payment plans, notifications of missed payments, smart boot integrations and a top to bottom collections practices review from our expert partners.
- **Improving your department's efficiency** by allowing realtime data integrations for permits, Mobile LPR hits, and existing integrations for future paid parking potential in the palm of your officers' hands. Back-office efficiency is driven by a customized real-time dashboard, route optimization, and a reporting engine that allows administrators to create custom reports in minutes. Our reporting module gives you the tools to build your own reports and schedule them to generate and email to recipients of your choosing easily.
- **Improving the customer experience** through a Patron Portal customized for the Village of Shorewood. Allow your customers to see all outstanding violations, dispute violations directly online, tokenize their payment methods to save time, and announce department updates which publish directly to the site in real-time.



- **Future proofing the city's technology** through a continuous delivery business model, wherein all upgrades are released to current subscribers. A robust and always evolving API furthers this goal, by allowing low-code integrations to the best-in-class partners that best fulfill your mission.
- **Improving efficiency of your residential permitting program** which is included with our citation software at no extra cost to be used by the city if and when they determine a use case for issuing permits.

On behalf of my company, I am extremely pleased to submit the following response to the city's RFP for a parking citation processing system. Please note that we contract Lob to provide our letter/notice mailing services and we contract with Duncan to provide out of state look ups for our customers. We have included our pricing under separate cover per the RFP directive and that pricing will remain valid for a period of 120 days from the submission of this RFP response. I have received all addenda I am authorized to bind and negotiate for the organization and will serve as the direct contact for the administration of a contract for this project.

Thank you sincerely for your consideration. We look forward to the possibility of building a mutually rewarding partnership with the Village of Shorewood.

Respectfully,

*Nate Wagner*

**Nate Wagner**

Regional Sales Manager

[nate.wagner@t2systems.com](mailto:nate.wagner@t2systems.com)

317-676-2023



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# 1. Transmittal Information

## a. Company Overview

Identify the Point of Contact for the Proposal and information about the Company's legal structure, offices, and number of employees. List any litigation pending or settled in the past 5 years.

### Contact:

#### Nate Wagner

Regional Sales Manager  
[nate.wagner@t2systems.com](mailto:nate.wagner@t2systems.com)  
317-676-2023

#### T2 Systems

8900 Keystone Crossing  
Indianapolis, IN, 46240

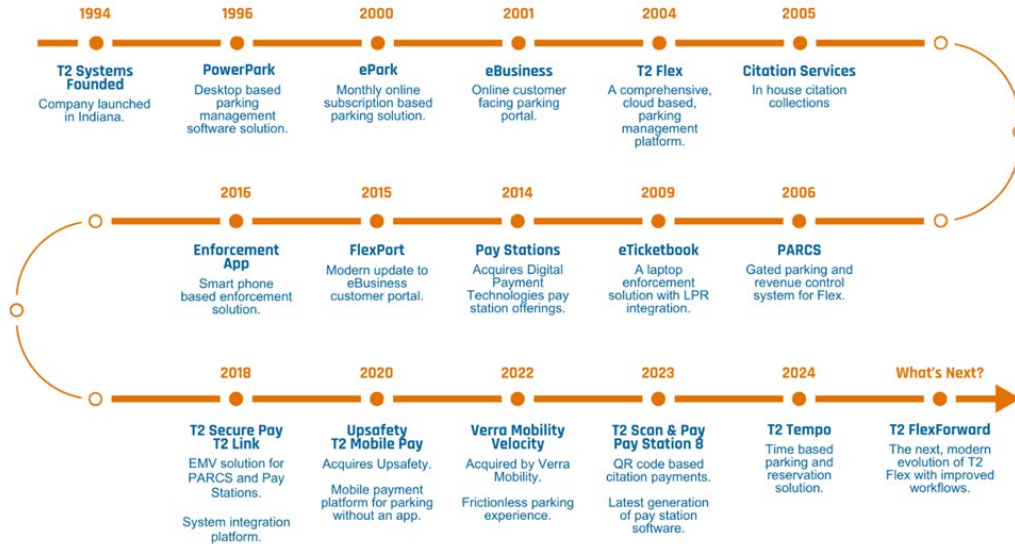
T2 Systems is a C-Corp and is a wholly owned subsidiary of Verra Mobility (NASDAQ:VRRM) and employs around 300 people. T2 has not had any litigation pending or settled in the past 5 years.

## b. Company History and Experience

**Brief description of the company's history and experience.**

T2 Systems was founded in 1994 with one simple goal: make parking better. We recognized that emerging technologies were ready to revolutionize parking, making it easier for parkers and parking administration alike. Since then, we've been a leader in the parking industry and continue to pave the way with new technologies that help you seamlessly manage parking, mobility, and transportation services.

Today, we provide comprehensive solutions to process transactions and leverage data to help our customers make informed decisions about their operations. Our unified parking management platform puts all the tools you need to be efficient and effective at your fingertips, with one turnkey suite of solutions to manage Permits, Enforcement, PARCS, Pay Stations, Mobile Payments, and more. With a strong track record of delivering projects that generate real return for our customers, and by delivering a quality experience for parking patrons, T2 continues to focus on helping our customers move their operations forward.



T2 is owned and financially backed by publicly-listed Verra Mobility (NASDAQ:VRRM), who provides us the resources to innovate and support our customers. Verra is an established leader in developing and implementing intelligent traffic management products and services. Verra develops and operates a wide range of platform-based solutions. These include red light camera, speed camera, automated license plate recognition (ALPR) and school bus stop arm camera systems, all which use advanced sensor and image capture technologies that enable the active management of state and local motorways. Through T2 Systems, Verra will also offer leading parking management and payment technologies to support additional smart technology objectives.

## Manage Your Parking Operation on One Platform

T2 provides customers with a comprehensive portfolio of integrated parking solutions. Choose the services that meet your current scope and be sure that you can expand your parking program with future-proof solutions simply, with a provider that you trust.

### Permits and Enforcement

Our municipal customers rely on our UPSafety suite of user-friendly administrative and customer-facing permit management software, while enforcement officers in the field trust intuitive handhelds and integrated LPR technology to easily and efficiently find those in violation.

Customers in education and those requiring more complex permit parameters rely on Flex, which allows complete customization of your permitting and enforcement. Flex also powers T2 PARCS operations.

### PARCS

The T2 PARCS solution is not a one-size-fits-all access and revenue product. It is a reliable, comprehensive solution created and designed specifically for your operation, and it empowers you with



the right software, hardware, and analytics capabilities to effectively manage permit parking access and ensure the accurate capture and reporting of revenue.

### Multi-Space Pay Stations and Mobile Payments

T2 Luke® Multi-Space Pay Stations are user-friendly and versatile, ideal for both on- and off-street environments. Luke Pay Stations are engineered for long life and can be deployed in any climate. The back end is powered by the highly configurable and data-driven Iris™ software, which puts you in total control of your parking operation. With Iris, you can manage Pay Stations and all integrated systems that support them: enforcement, mobile payments, LPR, accounting solutions, and more.

### Citation Services

Our Citation Services solution provides full citation and payment processing, as well as delinquent citation collections, by customer service agents who understand parking operations and provide excellent customer service to you and your parkers while increasing the parking operation's revenue.

## c. Project Understanding and commitment

### c. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and training to perform the scope of services as defined in this document.

We will provide a cutting edge, real-time digital permitting & enforcement platform to the Village of Shorewood, including two (2) handhelds with Android software for Infraction Validation and Citation Issuance, and three (3) Site Licenses to our Microsoft Azure cloud-hosted Management Portal for the processing and analysis of Citation, Permit and Integrated App activity, and a fully branded and customized patron portal for self-service violation & permit management, disputes and more.

As more fully described in our technical response, all three systems work together in real-time to ensure that updates in any one facet propagate to the others immediately.

This includes virtual permits being available for sale through the patron portal from the moment they are created by Administrators; that same permit being enforced by Handheld or Vehicle Mounted ALPR from the moment the permit is sold, and for an officer on the street to be guided to chalks generated by an ALPR car, or another officer, minutes before they expire. Real-time integration to all major PayByCell providers, Kiosk Providers and ALPR providers, as well as over 30 other partner integrations come standard.

Notable technical differentiators between our system and other leading products include:

- **Mobile ALPR puts the functionality of a full car-mounted ALPR system in the palm of your officer's hand**, allowing the Android device to check payment, scofflaw, permit and overtime status as soon as a license plate comes into view of the camera - no stopping required.
- **Our Patron Portal allows each customer full visibility into their parking account**, with comprehensive self-service permit management including the ability to add, modify and remove



vehicles, recurrently renew permits through a tokenized Credit Card, view the history and disposition of all disputes and outstanding citations, as well as the ability for city Administrators to modify the site for alerts and updates at any time.

- **Our analytics suite, dashboard, and fully customizable reporting allow you to report on any metric, at any time.** This means you will never have to ask for a custom report again, while facilitating new and deeper insight into your enforcement practices, collection rates, payment channels, officer productivity, citation issuance equitability and more.

Our solution meets the project requirements by providing:

- **A scalable solution** that accommodates future growth in the city's technology and data needs.
- **An automated notification system**, which can send out notifications via mail and/or email to remind patrons of hearing date, failed payment attempts and ticket payment.
- **Nationwide owner lookups**, augmented by Duncan Solutions proprietary retrieval services. They maintain direct integrations to all 51 DMVs and 5 Canadian provinces, in addition to NLETs and an in-house team dedicated to registered owner determination. Their out-of-state hit rates near 90%.
- **Payment terminals available** for debit and credit card transaction for more efficient, touchless, in-person interactions.
- **Automatic flat file export to your hearing entity and ERP** are available entirely out-of-the-box. Access to our API for real-time integrations to other potential systems is fully included.
- **More efficient communication, coordination, scheduling**, allowing unlimited system access to the city's hearing entity, Police Officers and other entities such as local hospitals, colleges, and other entities who are authorized to issue.
- **Comprehensive integration to and utilization of Citation Collection Services, LLC**, who can provide collections services and support under this solicitation, will allow collection information to be viewed directly through the UPSafety Solution's Management Portal. As more fully described in their own section, Citation Collection Services' collection rates on turned-over citations near an industry leading 60%.
- **Integration to our portfolio of six (6) payment and reservation apps, with a contract-long commitment to integrate to new additions chosen as the city's needs evolve**, with the ability to offer all six in tandem at the city's discretion. This allows customers the freedom to use multiple apps when traveling between localities, and materially increases app-based payment rates.
- **Full integration with vehicle mounted mobile LPR** is available if the city would like to implement that technology and use it in combination with our **handheld ALPR** functionality.

Beyond software features, we fully understand that implementation, training and support for the life of the project are equally critical. That's why, if selected, our customizations start with fully understanding what makes the Village of Shorewood's parking operation unique. In line with what we discover, our team begins the customization process. This includes:



- Mapping the currently utilized parking ticket to a format that is user friendly to constituents, fast to issue for officers, and fully acceptable by local ordinance;
- Customizing the functionality of the application, by mapping street names to GPS locations, customizing your Chalking, Meter Monitoring, and Booting functionality and formalizing your citations escalation path;
- Working with disparate vendors to seamlessly integrate the flow of the data in the way the city prefers.

Once this customization is complete, your dedicated project manager and training team will conduct an in-depth training. Afterwards, you will have direct access to your project manager as well as our in-house support team, who have been trained on your unique installation, and are available 24/7/365, with a one-hour SLA.

In conclusion, we believe we have a firm grasp of the requirements of this project and understand how our solution can meet and exceed the Shorewood’s functional requirements for a best-in-class parking management system that does more for Administrators, Officers, Residents and Visitors.

## d. Implementation Team

### d. Outline your implementation team members and assignments.



**Kristina Morris** – Project Manager

**Role for Village of Shorewood:** Implementation & Training

With over 14 years of experience working for and with companies of varied markets, Kristina is a versatile manager with a background in software development, technical support, and project management. She has continuously shown herself to be a team player and is known for using outstanding communication skills to influence internal and external stakeholders. Kristina has an aptitude for assessing and managing complex projects and has proven herself successful in intense and demanding environments.



**Jennifer Watson** – Project Manager

**Role for Village of Shorewood:** Implementation & Training

Enthusiastic and goal-driven instructor with 17 years’ experience as a school educator and professional facilitator with diverse communication and instructional skills. Jennifer is well-versed with exceptional interpersonal, organizational, and problem-solving skills with the ability to design and deliver trainings and manage projects with superior results.



**Michael S. Rubin** – Director of Engineering

**Role for Village of Shorewood:** Software Development

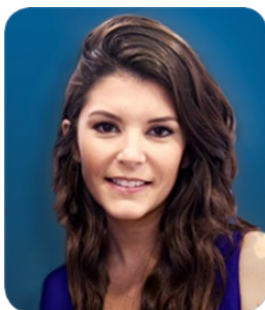
Mike Rubin is a four-year tenured employee with experience managing OWASP compliant, Agile development teams for over eight years. His knowledge of the Microsoft Azure cloud is unparalleled, and he has overseen over 27 successful integrations, thousands of hours of custom software development, and the development of new and innovative features for our solutions. He prides himself and his team on their relentless commitment to refining all aspects of our software.



**Drew Hoffmann** – Product Owner

**Role for the Village of Shorewood:** Product Customization

Drew Hoffman, an UPSafety employee for five years and graduate of Drexel University's Computer Technology program, Drew has managed over 50 successful deployments for our company. Drew is one of UPSafety's key players committed to ensuring its clients' needs are exceedingly met. His background in technical support at UPSafety has positioned Drew to responsively address and deliver the right solutions for all our clients' challenges. Working alongside of the UPSafety development and support teams, he defines our next-level features and product roadmap strategies.



**Rachel Dillon** – Lead Product Support Analyst

**Role for the Village of Shorewood:** Ongoing Technical Support

Rachel Dillon, employee with UPSafety since 2019, will be leading the product support for the Village of Shorewood. She provides in-depth, hands-on support to our clients, helping them to understand the nuances of our product and is always accessible to Town staff for technical support.



## 2. Project scope response

a. Items within the project scope should generally be addressed by component, sections, and details in order that they are listed in the RFP.

### Component 1: Parking permits management system

#### A. General

**1. System must require and maintain the following minimum information: Customer name Customer street address, city, state, zip code Customer apartment or unit number if applicable Customer phone number Customer email Vehicle make, model, year, color Vehicle license plate number and issuing state**

System can require and maintain the following minimum information: Customer name Customer street address, city, state, zip code Customer apartment or unit number if applicable, Customer phone number, Customer email, Vehicle make, model, year, color Vehicle license plate number and issuing state.

**2. System must be able to validate addresses / living units based on village data provided. Address data must be imported into the system at implementation Data must be able to be updated or added by staff for future updates**

T2 complies. Address data can be imported into the system at implementation using a .XLSX file, which is cleaned and validated for correctness using algorithms before being imported by the development team. After go-live, staff can request tweaks and modifications, and updates or additions to data can be made as needed. The system supports manual import options as well as real-time APIs for data import, and ongoing support is provided for updates and enhancements throughout the contract term.

**3. System must be able to offer multiple permit names / parking zones / lots System should be able to apply customer addresses validations by municipal defined zones Permits should allow for restrictions on purchase based on eligible zones / lots**

T2 complies. The system offers full customization of permit names, parking zones, and lots, allowing managers to create, modify, and update permits in real-time through the Management Portal. Permit varieties are fully customizable, and modifications are instantly reflected on the Patron Portal for application or purchase. Customer addresses and license plates are associated with user accounts, enabling address validation and eligibility checks by municipal-defined zones. Permits can be restricted for purchase based on eligible zones or lots, and business logic for these restrictions is implemented during the customization process. Real-time data exchange ensures that permit information is immediately available for enforcement and validation, supporting both virtual and physical permits.



Preapproval list allows City to upload preapproved addresses and max quantity of vehicles for each and apply the preapproval list across multiple permit types. Preapproval list can be bulk uploaded, manually updated, or updated via API.

**4. System must be able to limit the number of active permits per housing unit A housing unit may be a street number and street name (single home) A housing unit may be a street number and street name, plus an apt / unit number (apt building)**

Can restrict to X permit purchases by same plate within same permit type. To restrict across permit types, you would utilize a preapproved list and upload a list of addresses (can also specify apt/unit number). Parent/child permit types may also be to restrict access to a child permit until the parent permit is approved, especially for guest or visitor permits.

**5. System must be able to modify permit costs by each permit name or parking zone**

T2 complies. Authorized administrators and managers can modify permit costs by each permit name at any time through the Management Portal. All permit modifications, new permits, or business rule changes are communicated and updated to the Patron Portal in real-time, allowing for immediate application, viewing, or purchase by patrons. Each permit type can allow parking in one or more parking zones.

**6. Describe your firm's response times to address LPR or other equipment / software failures. Who would be responsible for resolving equipment issues? How are technicians / support services dispatched or provided? What are the response times for servicing equipment What are the procedures for replacing equipment if needed**

**Genetec AutoVu Mobile LPR System Software Warranty**

Genetec warrants that its software products will perform in all material aspects in accordance with the accompanying user manual and the media on which the Software Product resides will be free from defects in materials and workmanship under normal use. Software defects are covered through Service Releases and Cumulative Updates which are available for a period of 1 year from the date of the software purchase. Genetec's Advantage Annual Software Maintenance Agreement is included with AutoVu Managed Services at no additional cost. As long as the village maintains AMS service, you're covered.

**Genetec AutoVu Mobile LPR System Hardware Warranty**

The LPR system is covered under a standard one-year return and repair warranty from Genetec. Should a product need to be repaired, the customer will remove the part and return it to Genetec. Genetec will repair the product and return it to the customer within 10 business days from the date Genetec receives the product to the date it is shipping back to the customer. Upon receipt of the part, the customer will reinstall the product. Therefore, a normal return and repair is a two-



week turnaround, and can be longer if a Minuteman Security Technologies re-installation and/or alignment visit requires scheduling.

Genetec offers a hardware warranty extension and upgrade program for AutoVu. Warranties can be extended for a total of up to five years. Additionally, the hardware can be upgraded to advanced replacement. With Genetec Advanced Replacement Hardware Warranty, should a product need to be repaired, the issue will be diagnosed by Genetec and a replacement camera/processor sent out overnight.

Downtime is lost revenue in the parking world and the effect of lost LPR service can be substantial. As parking enforcement operations are mission critical, we recommend upgrading to the advanced replacement warranty. We have included an upgrade to Advanced Replacement warranty for year 1 and pre-payment of Advanced Replacement warranty for years 2-5 in this proposal. Many warranty options are available to the village from paying annually for Advanced Replacement for the maximum of 5 years to paying in advance for 1, 2, 3, 4 or 5 years, with a sliding scale of savings associated with each option. The village also has the option of purchasing Return and Repair warranty for years 2-5 either on an annual basis or pre-paying for 2, 3, or 4 additional years. All warranty options are available to the village and can be discussed in further detail if the village is interested.

## B. Monthly on-street parking management

**1. System must allow for online permit sales System must allow for initial registration for first time permits System should facilitate renewals of permits for registered customers / vehicles System should facilitate automated customer reminders. Please describe messaging capabilities.**

### Permit Creation, Modification & Validation

Our back end permitting management feature is fully featured, and allows authorized administrators and managers to:

1. Manage Permit Zones
2. Change payment requirements including
  - Partial Payments Allowed (Y/N)
  - Payment Media (Card/Cash/Check) Accepted
3. Manage Permit Store Look/Feel
4. Manage Permit Types
5. Manage Permitted Individuals
6. View, Approve & Deny Permit Requests, including the viewing of supporting documents.
7. Manage Permit Waitlists
8. Use the solution as a Point of Sale for In Person Permit Purchases



9. Manage lists of Pre-Approved Permit Users
10. Run Comprehensive Permit Reports

This powerful functionality will allow the Village to effectively manage, and instantly post for sale on the Citizen Portal, a huge variety of permits, including for Contractors, Motorcycles, and Residential and Temporary parkers. While all permits created follow the same basic logic; zone, duration and other permit data are posted to the cloud and communicated to the handheld enforcement devices in real-time at purchase and approval.

UPsafety iPermit® contains waiting list functionality that can be enabled per permit type with options for maximum allowed waitlist patrons. The waitlist functionality automatically notifies patrons by email once a permit becomes available, giving the patron a customizable period of days (based on the village's request) to complete their registration via email link. Patrons are automatically notified a customizable period of days before any permit type expires with a customizable email set by the village.

Regardless of the workflows required by the Village, we are confident our permitting solution will meet, and far exceed your needs.

## **2. System should be able to facilitate the purchase of multiple months of permits**

T2 complies. Authorized administrators and managers can manage permit types, including posting for sale a variety of permits with customizable durations and other data, allowing patrons to purchase permits for multiple months through the Citizen Portal. Restrictions would work if purchased monthly, and cannot procure multiple months at once in today's environment but there are other options to consider.

## **3. System should facilitate updating of license plate, vehicle information without negatively affecting future on-line renewals. Please describe how changes can be made and any renewal impacts**

T2 complies. Changes to license plate and vehicle information can be made through the system by updating customer records, which allows for the entry of comments and maintains an audit trail. Permit information is checked automatically via real-time data exchange between the permit store and handheld devices, ensuring that updates to license plate or vehicle details are reflected immediately for enforcement and renewal purposes. Virtual permitting based on vehicle registration (license plate) is recommended, and both online and in-person permit purchases are supported. These updates do not negatively affect future online renewals, as permit information is available to all handhelds from the moment of purchase and can be validated through ALPR or visual inspection. The system's strong auditing and synchronization capabilities ensure that enforcement and renewal processes remain accurate and up-to-date following any changes.



## C. Monthly off-street parking management

**1. System must allow for online permit sales System must restrict initial registration for first time permits, subject to availability and administrative approval. Describe the system capabilities for maintaining waiting lists when availability is limited. System should facilitate renewals of permits for registered customers / vehicles System must be able to limit renewals based on monthly renewal periods System should facilitate automated customer reminders. Please describe messaging capabilities.**

T2 complies. The system enables online permit sales through a customizable Patron Portal, allowing patrons to apply for, view, and purchase permits in real time. Initial registration for first-time permits can be restricted based on availability and administrative approval. When permit availability is limited, the system provides permit waitlists on a first-come, first-served basis, with automated email notifications sent to patrons as they reach the top of the waitlist. Patrons are given a set period to complete registration, after which the next individual on the waitlist is notified. The system facilitates permit renewals for registered customers and vehicles, with the ability to limit renewals based on monthly renewal periods. Automated customer reminders are supported, with customizable email notifications sent a specified number of days before permit expiration. Messaging capabilities include the generation of customized PDF notice letters and automated email communications for waitlist status, permit expirations, and other relevant actions.

**2. System should be able to facilitate the purchase of multiple months of permits**

T2 complies. Authorized administrators and managers can manage permit types, including posting for sale a variety of permits with different durations such as monthly permits, through the Management Portal. Patrons can apply for, purchase, and renew permits for both single vehicles and batches of vehicles, with permit information communicated in real-time to enforcement devices. Permit terms and conditions can be attached and viewed through the website, and unique permit types can be created for hourly, daily, weekly, or monthly permits, allowing for unique pricing and purchase options as applicable.

**3. System should facilitate updating of license plate, vehicle information without negatively affecting future on-line renewals. Please describe how changes can be made and any renewal impacts**

T2 complies. Changes to license plate and vehicle information can be made through the UPSafety solution, which supports real-time updates to permits, handheld devices, and ALPR systems. All permits purchased are updated to both handhelds and the ALPR system within seconds of issue, ensuring that as license plates are scanned, they are checked against the most current list of valid permits. This process allows for seamless management of permit and vehicle data without negatively affecting future online renewals, as updated information is immediately available for enforcement and validation purposes.



## D. Paid on-street curb management (“metered”) mobile pay parking

**1. List each available payment channel for the motorist (mobile app, pay by text, phone number/IVR, webpage, etc.) and describe the user experience (if the service supports multiple languages, please list them). Must a motorist establish an account, or can “guest” payments be made? Is there any limit to the number of vehicles that can be stored in the account?**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**2. Provide a list of current accepted payment methods (credit cards, debit cards, Apple Pay, Google Pay, Venmo, PayPal, etc.). Is there any limit to the number of payment methods that can be stored in the account?**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**3. Explain how the motorist is informed of any fees they will incur before the transaction.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**4. Describe notifications that the customer receives after payments are made.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**5. Does the system support a period of free parking prior to the start of paid parking? If so, please describe how this works.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**6. Does the system allow the purchase of additional time not to exceed the maximum length of stay?**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**7. How are payments transmitted to the enforcement system, what is the average latency, and to what reports does the Village have access to verify this performance?**



Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**8. Provide system availability/uptime figures for 2025, describe the back-up/failsafe systems you have in place, and explain how the Village and Motorists are informed if the system is down. Explain how scheduled downtime is managed, how frequently it occurs, and how it is communicated to the Village.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**9. Describe the proposed implementation schedule from Notice to Proceed to “Go Live” date identifying tasks, key milestones and required Village decisions.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**10. Describe the process and lead-time for the Village to request changes in parking rates, days/hours of operation, special events, creation of new zones, etc. Is there a “self-service” mechanism by which the Village can make these changes itself or must the Vendor make these updates?**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**11. Describe the management system that Village staff would use to adjudicate violations, confirm payment, refund payments, and create financial and enforcement reports. Provide samples of the three most common reports.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**12. Describe the customer care and support that you provide for motorists and Village staff including types of service, training modules, manuals, languages supported, and hours of access.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**13. Vendors should outline any additional features they offer including: Support for parking permit payments Support for demand-based pricing or graduated parking rates The use of**



stored value accounts “Find my car” wayfinding Parking availability map Loyalty programs or coupon/validation programs User alerts regarding snow emergencies, parking bans, etc.

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**14. The Vendor should describe their marketing plan and strategies to promote the launch of the system and drive adoption including: Best practices for implementing signage Recommended webpages on the Village website Community outreach Social media strategies to help raise awareness of the mobile payment system Local media coverage to promote the launch and use of the system Push notifications and in-app messaging to provide information and drive behavior Geo-fencing functionality to target people coming into paid parking areas who already have the app on their phone.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

**15. There is currently no paid on-street parking in Shorewood, so in addition to providing details about their offering, vendors are requested to provide estimated revenues and recommended paid parking policies including required payment areas, paid hours, and rates based on their experience, the 2020 Transportation and Parking analysis , information about Shorewood provided here, and comparable municipalities. Where should we implement paid parking? If and how should we phase it in? What rates should we charge? What days and hours should be enforced? Should we include a courtesy (15-minute) free parking period? Estimated revenues if feasible. Any other relevant topics.**

Not Applicable. We are not submitting a proposal for a Mobile Payment solution as part of our response.

## **E. Single night parking management**

**1. System must allow for online permit sales System must allow initial registration of vehicles for first time permits System should facilitate renewals of permits for registered customers / vehicles**

T2 complies. The system allows for online permit sales, initial registration of vehicles for first-time permits, and facilitates renewals of permits for registered customers and vehicles. Permits can be applied for, purchased, and renewed through the Patron Portal, with information communicated in real-time to enforcement devices. The system supports both virtual and physical permits, and provides comprehensive management features for permit creation, modification, and validation.



**2. System must be able to restrict the number of permits allowed per license plate per calendar year**

Can be placed per plate, restrict to X (X is a customizable number selected by you) permit purchases by same plate within same permit type. To restrict across permit types, you would utilize a preapproved list and would need to know the plate number in advance, or utilize parent/child permit types to restrict access to a child permit until the parent permit is approved.

**3. System should be able to facilitate the purchase of multiple days of permits**

UPsafety has short-term fixed or variable length (patron choice) permit types available for you to create and customize. Fixed length allows the village to force a specific number of days the permit is good for and the variable length allows for the patron to choose the number of days. Variable length permit types allow the village to choose a minimum and maximum days.

**F. Describe the reporting capabilities of the parking permit management system related to the following items:**

**1. Ability to provide both summary and detailed reports of permits issued for a selected period (month, year, YTD, date range) including: Financial (payments/revenue/sales) LPR (hits/reads) Permits (types/issued/locations/lots) Vehicles (hot sheet/duplicates/excessive violations) Accounts (Bills/Balances/History) Tickets/Citations (issued/location/status/violation) Customer Letters (receipts/adjudications)**

The UPsafety Violation And Permit Management Platform provides comprehensive reporting capabilities, allowing users to generate both summary and detailed reports of permits issued for any selected period, including month, year, year-to-date, or custom date ranges. Reports can include financial data such as payments, revenue, and sales; LPR data including hits and reads reportable from Genetec AutoVu office; permit details covering types, issued permits, locations, and lots; vehicle information such as hot sheet, duplicates, and excessive violations; account data including bills, balances, and history; tickets and citations with details on issuance, location, status, and violation; and customer letters such as receipts and adjudications. The reporting tool is fully customizable, supports filtering, totaling, and grouping of any field of data, and delivers reports in MS Excel XLSX format. Reports can be scheduled for recurrent distribution and customized to meet specific needs, ensuring stakeholders have access to granular or collated data as preferred.



**G. Upon Implementation, the proposing firm must be able to extract baseline legacy and current permit data into the new platform. Describe any data migration capabilities or limits from our current system.**

Upon Implementation, the proposing firm must be able to extract baseline legacy and current permit data into the new platform. Describe any data migration capabilities or limits from our current system.

T2 complies. UPsafety provides data migration capabilities for extracting baseline legacy and current permit data into the new platform. Data imports from legacy or replaced systems are handled as a manual process, typically using a .XLSX file as the medium. The provided file is cleaned and validated for correctness using algorithms before being imported by the development team. The City determines the cutoff date for citations to be imported. The process involves importing a full data export prior to deployment, updating payment and IVR systems immediately prior to training and go-live, sending a most recent delta file for import after training, and importing a final delta file for changes that occurred between the generation of the delta file and its successful import. Data import complexity is acknowledged, especially when violations continue to be written in the prior system up to go-live, and data must align perfectly as of the go-live date.

UPsafety also provides APIs for ticket import (batch flat files), customizable data export, and integration with third-party systems. Templates for exporting or importing data are proprietary but may be customizable to an extent. SFTP is used for file transfers, with no limits to file sizes, though data clearing or archival purging is recommended after transmittal.

There are no stated hard limits on the volume of data that can be migrated, but the process requires careful coordination and validation to ensure data integrity and alignment at go-live.

## Component 2: Automated citation writing platform

### A. The system must provide for the automated writing of parking citations

#### 1. Describe the process for issuing citations

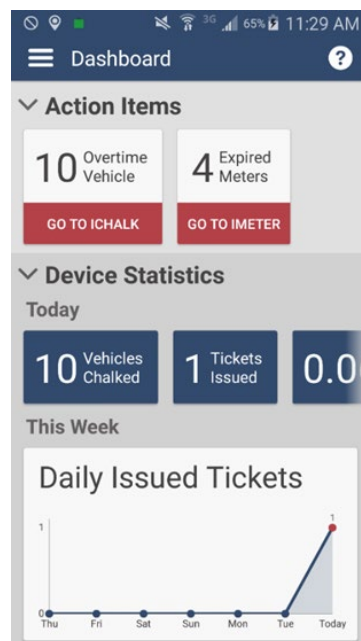
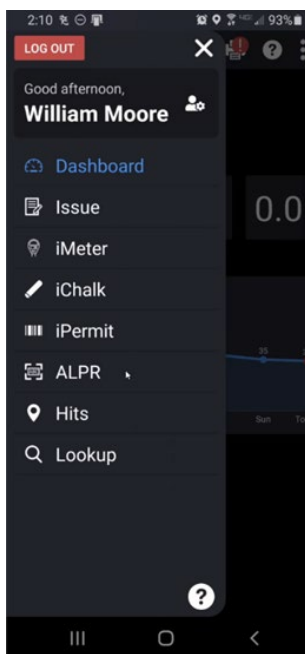
#### MOBILE ENFORCEMENT PLATFORM

Our UPSafety PE Solution's mobile enforcement, Android-based data collection software is ready to run immediately on the Android device of your choice. Including all the data fields specified by the city, we have worked hard to ensure the software is intuitive, fast, and most importantly, that officers love using it. This came from painstakingly focusing on details such as:

- Ensuring the software has optimal color patterns
- Ensuring sunlight readability
- Utilizing upload logic to ensure citations can be written with or without cellular service
- Dynamically optimizing drop-downs based on usage patterns
- Advanced Panic Button and Voice Recording Logic to keep officers safe
- Ensuring officers have all the information necessary in real-time to enforce equitably and efficiently

Let's start with what an officer sees upon login:

#### Officer Dashboard



From the moment officers log in, our application is focused on their efficiency. Our officer dashboard ensures that officers understand where and when they are needed most through Action Items, with each item linked directly to the next software action that needs to be taken to enforce on those violations. Furthermore, by collating their performance, officers can understand the ramifications of their own productivity, and work to improve on their own standards.

Next, let's look at how the officer would issue a citation.



## Issue Tickets Screen

The screenshot displays a mobile application interface for issuing tickets. At the top, it shows the 'Ticket Number P533508'. The form is divided into several sections:

- 1 Vehicle License Info:** Includes a text input for 'Enter License # Or Vin', a dropdown for 'Select State', and a red error indicator.
- 2 Location:** A dropdown menu showing 'MORRIS ROAD' with a red error indicator.
- 3 Vehicle:** Three dropdown menus for 'Select Vehicle Make', 'Select Type', and 'Select Color', each with a red error indicator.
- 4 Violation:** A dropdown for 'Select Violation' with a red error indicator, and a text input for 'Enter Meter No'.
- TOTAL FINE:** A summary row showing '\$0.00'.
- 5 Image:** A photo gallery showing a white car. A 'TAKE PICTURE' button is visible. Below the image is the text 'Image 1 of 2'.
- 6 Notes:** A text area containing 'SECOND OFFENSE, SAME VIOLATION'. Below it is a red button '+ ADD SERVICE'. There are two checkboxes: 'PRINT NOTES ON TICKET' (checked) and 'THIS TICKET IS A WARNING' (unchecked). At the bottom are two large buttons: a green 'PRINT+ISSUE' button and a red 'ABANDON' button.

Once again, our focus is on officer productivity and the efficient capture of data. Within this framework, our issuance screen will automatically:

### Require Photo Evidence

*(Based on the city's preference)*

With the UPSafety Solution's Mobile Enforcement Platform, officers can take up to 12 photos, and select the most detailed image to be printed directly on the citation. Each photo, when taken, is tagged with an unmodifiable time, date and GPS stamp, increasing the violator's willingness to accept responsibility for the infraction and remit payment in a timely manner. This can reduce disputes drastically, and eases the burden placed on organizational staff.

### Fill Fields Based on Prior Issuance

Once a license plate number is input, the enforcement platform is already referencing prior data. If a citation has been issued to the vehicle, or the vehicle has a valid permit, all vehicle data will be input automatically. This data is fully modifiable if physical features such as the color of the vehicle have changed.

### Inform Officers of Scofflaw and Escalate Fines Automatically

When issuing a citation, the platform verifies in real-time whether the plate number in question has had any prior citations or warnings issued by the city as well as citations which are unpaid or overdue. In the event of any scofflaw notification, the handheld will notify the issuing officer of scofflaw status, allowing the officer to decide if the vehicle is eligible for boot/tow, increased fines, or other enforcement actions.

### Allow Officers to Request Boot, Tow and Impound Services with Ease

After determining that a vehicle is eligible for boot, tow, or impound – which is automated via the platform's built-in mobile Scofflaw Notification alerts – officers simply press a button on the 'Issue Ticket' screen to solicit the required service from an approved external vendor or internal department. Additional fees may be applied and will be added to the citation fine amount if applicable.



## The Output: UPSafety Citations



Our citations make a noticeable difference for you and your patrons by providing easy-to-read, accurate information – every citation, every time. Violations can be viewed online immediately after issuance, both by violators through the Patron Portal and by administrators and Managers through the Management Portal, including associated photos, GPS location and all other violation details.

2. Describe the capabilities of the citation management system related to the following items:

- Ability to define various violation types and associated fee amounts
- Ability to attach photos, correspondence and/or e-mail, VIN numbers, etc., to the appropriate citation or customer account
- Ability to retain the parking system generated notices to the violation records. Information retrieval from the Department of Motor Vehicles, local and nationwide
- Ability to identify repeat offenders, excessive violations, compile a “hot sheet” list, etc. for parking enforcement personnel
- Independent citation activity audit trail, including names and/or user numbers of persons processing or handling any data
- Ability to provide a report of citations issued for a selected date range
- Provide monthly payment report
- Provide monthly Habitual Violators Report listing violations; to also include the latest DMV registered owner name and address
- Provide monthly and year-to-date fine collections; new citation processing; dismissals and suspensions; and number of appeals received
- Create other useful management reports for system analysis, problem resolution, statistical data and overall enforcement efficiency
- Allows for the ability to track enforcement revenues by designated Village districts/zones

The UPSafety citation management system provides robust capabilities for parking enforcement and violation management. It allows administrators to define various violation types and associated fee



amounts, process and modify records with user-specific permissions, and attach photos, correspondence, emails, VIN numbers, and other documentation to citations or customer accounts. System-generated notices are retained with violation records, and the platform supports real-time and nationwide DMV lookups for registered owner information. The system can identify repeat offenders, track excessive violations, and compile actionable lists such as “hot sheets” for enforcement personnel. An independent audit trail records all citation activity, including the names and user numbers of individuals processing or handling data. Comprehensive reporting features enable users to generate reports of citations issued for selected date ranges, monthly payment reports, monthly Habitual Violators Reports including the latest DMV registered owner name and address, and monthly and year-to-date fine collections, new citation processing, dismissals, suspensions, and appeals received. The platform also supports the creation of custom management reports for system analysis, problem resolution, statistical data, and enforcement efficiency, and allows tracking of enforcement revenues by designated Village districts or zones.

### **3. Describe the process for implementing your license plate reading (LPR) software Identify what equipment would be needed to integrate into your solution**

Implementing the license plate reading (LPR) software involves integrating UPSafety’s enforcement solution with Genetec’s LPR technology, installed and supported by Minuteman Security Technologies. The process begins with the installation of specialized Genetec SharpZ3 LPR cameras on a dedicated enforcement vehicle. These cameras, equipped with both color and infrared imaging and built-in illumination, capture license plate images and send the data to an on-board processing computer, typically a ruggedized tablet or laptop such as the Panasonic FZ-G1. The Genetec Patroller software, installed on the in-vehicle computer, analyzes captured plates against enforcement rules and communicates with the Security Center server for data storage and reporting. Optional wheel imaging cameras may be installed for time-limit enforcement. The system supports real-time permit and scofflaw information, hotlist and permit enforcement, and time-limit monitoring. All data is transferred to the back office via cellular, Wi-Fi, or USB for further analysis and reporting. Required equipment includes Genetec SharpZ3 LPR cameras, processing computer (ruggedized tablet or laptop), Genetec Patroller software, optional wheel imaging cameras, and connectivity for data transfer.

### **4. Describe the process / functionality for voiding or cancelling citations**

Void Status are for citations that have been voided in the field by a handheld device with a provided reason. This is an optional feature to be enabled or not. Dismissals are done from the back office by selecting one or multiple citations and the dismissal reason.

### **5. Describe the process / functionality for contesting or appealing citations**

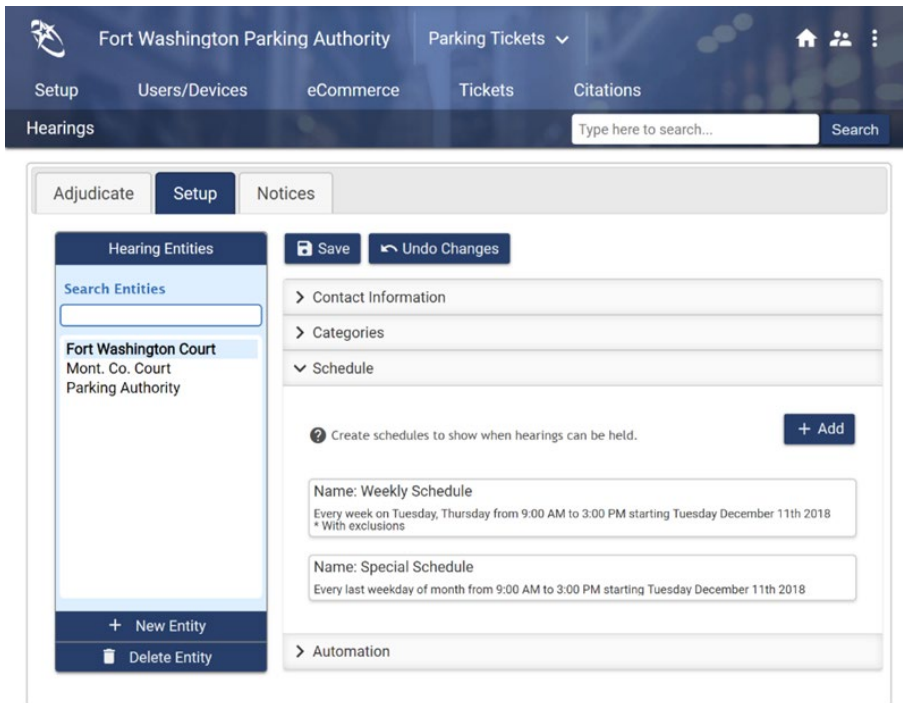
#### **Management of Disputes, Hearings and Adjudication Requests**

As previously mentioned, appeals may be filed in the manner that your policies allow: verbally, via letter, email, or online through the Patron Portal. When a dispute is made online, patrons can enter their



contact information as well as upload secure attachments such as photos or documents. From there, our Management Portal contains features which allow the efficient:

- **Management of Hearings**
- Create and manage Hearing Entities (Courts, Boards, Individuals)
- Customize and automate your hearing process flow
- Optionally add hearing fees



United Public Safety · Ph: 215.394.1906 · Fax: 267.803.1971 · support@upsafety.net · UPsafety\_Shop  
By using this software, you are agreeing to the following: EULA / SAAS

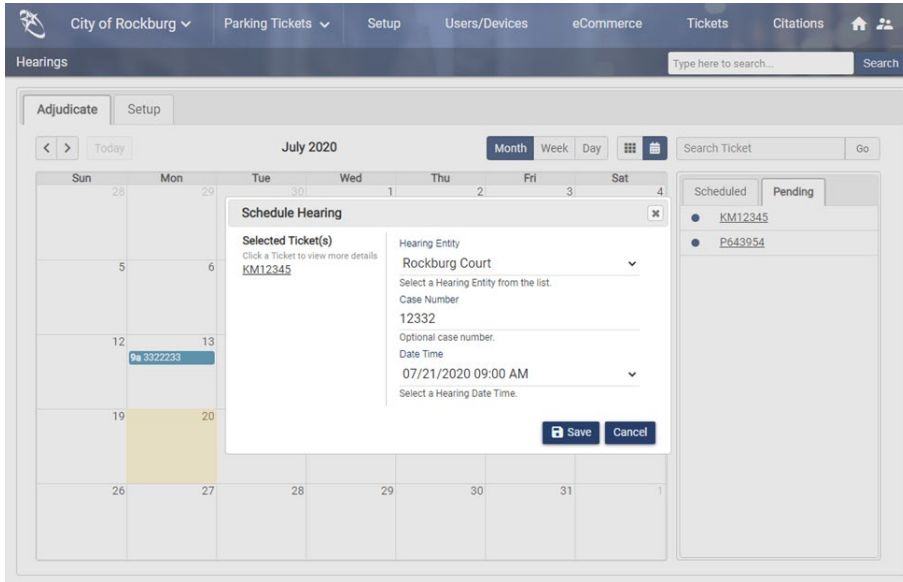
## Scheduling of Hearings

- Setup recurring or single occurrence hearing dates/times
- 'Scheduling Hearings' automation options include:
- Allowing the Management Portal to automatically assign a hearing when a citation is issued
- Allowing the Management Portal to automatically schedule hearings when a dispute is filed
- Allowing the Management Portal to automatically assign a hearing once a predetermined amount of time has passed after citation issuance
- Allow Hearing Entities to manually schedule hearings
- Automatically generate and mail notices for scheduled hearings

## Adjudication of Hearing Outcomes

- View and manage schedules for each Hearing Entity

- Adjudicate hearing outcomes, instantly updating citation status
- Automatically generate and mail notices for adjudication outcomes



**6. Upon implementation, the proposing firm must be able to extract baseline legacy open citation data into the new platform. Describe any data migration capabilities or limits from our current system.**

Data imports from legacy, or replaced systems are a manual process, as cleaning data from one vendor can be an altogether different effort than cleaning data from another. Our standard procedure is to use a .XLSX file as a medium. Once provided, the file is cleaned, validated for correctness using algorithms and then imported by our development team. It is up to the City to decide the cutoff date for citations to be imported if you so wish.

Data import can be surprisingly complex as data must line up perfectly as of the date of go-live, especially in situations where violations continue to be written within the prior system. So, our preferred process is the following:

1. Any time prior to Deployment: Import full data export from the city
2. Immediately Prior to Training/Go-Live:
  - Update online payment link
  - Update IVR System number
3. After Training, as of Desired Go-Live Date: the city sends UPSafety most recent delta (summary of changes to master) file for import
4. After Go-Live: UPSafety imports a final delta file for changes that occurred in the interim between the time of the generation of the delta file and its successful import



**B. System should have an open application programming interface (API) that allows for integration with existing and/or future software platforms or can provide access to data via API for future needs. At a minimum, all key data should be exportable / extractable for analysis or use in other systems.**

System should have an open application programming interface (API) that allows for integration with existing and/or future software platforms or can provide access to data via API for future needs. At a minimum, all key data should be exportable / extractable for analysis or use in other systems.

The UPSafety solution supports an open API that allows for current, new, and future integration with third parties such as financial software for in person payments, real-time paid parking status from pay stations and pay by cell phone applications, pre-approved permit users, collections vendors, and uploading tickets from external sources. UPSafety also offers a customizable data export function. Any and all integrations would undergo technical scoping by our team, to ensure existing tool sets will meet your requirements (if existing tool sets aren't compatible a custom development quote will be provided).

## **Component 3: Automated fee management and late notice processing capabilities**

**A. The system must provide for automated fee escalations, application of DMV and other fees, as well as various system generated notifications.**

**1. Describe the process / functionality for automated fee escalations, including DMV or other additional fees**

Late fees may be managed by your staff and the same or different per violation. They apply after a customizable amount of days and/or hours either after issuance or after a hearing adjudication occurs. Late fees may add a fixed dollar amount or a percentage of the base violation fine amount. There may be an unlimited number of late fee escalations as you prefer. Late fees apply automatically within the system based on your ordinances. They may be reset on the ticket by ticket basis as needed by administrators with permissions to do so if you prefer.

Violations may also escalate based on the quantity issued, if necessary as per your ordinances. Customers generally include DMV or other additional fees within the late fees that apply automatically after a number of days. DMV lookups are performed automatically after a number of set days. Hearing fees may be applied automatically, if necessary as per your ordinances.



## **2. Describe the process / functionality for the placement and release of DMV registration suspensions / holds (where applicable)**

The UPsafety solution has DMV integrations to multiple state agencies. We do not currently have an integration with Wisconsin, but we have the technical/development capability to make that happen. Typically the state agencies require a state municipal agency to help sponsor a vendor through the process, and we would request the City to support T2 in that effort. Timing and specific scoping details would be based on that joint effort dependent on state DMV cooperation.

## **3. Describe the process / functionality for the generation and mailing and/or emailing of late notices for unpaid tickets. Please make a specific note if the generated notices will become attached to the citation records. Notices should include the following information: Registered owner name and address Vehicle license number: vehicle make/model Citation issue date, number, and time Location where violation occurred, violation description Information on how and where to make payment; amount of payment required Consequences of non-payment (penalties, DMV hold, etc.) Contact information for payment**

The UPsafety solution supports the automated generation of customized PDF notice letters for unpaid citations, which are mailed to violators, including out-of-state owners. Eligible actions, such as unpaid tickets, are flagged daily and mapped to notice generation. The system allows for editing of notice templates and verbiage to meet specific requirements. Notices can include all required information: registered owner name and address, vehicle license number, vehicle make/model, citation issue date, number, and time, location of violation, violation description, payment instructions and amount, consequences of non-payment (such as penalties or DMV hold), and contact information for payment. Notices and all citation processing actions are tied to the citation record in the Management Portal, where attachments, audit logs, and payment history are maintained. Notices can be printed or emailed, and become part of the citation record, ensuring a complete audit trail and accessibility for both administrators and violators.

## **Component 4: Automated online and other payment capabilities**

### **A. The system must allow a variety of high quality and easy to use customer interface platforms for payment processing options.**

#### **1. Online web portal that allows customers to view and pay citations. Describe the payment process.**

T2 complies. The online web portal allows customers to view and pay citations by creating an account that associates their license plate, name, address, and permits to their profile. Customers can view outstanding citations and make payments online using tokenized payment media for future transactions. The portal supports online and in-person payment of issued citations, partial payments,



payment plans, and full refunds. Payment information is communicated in real-time to the management system, and receipts are provided immediately after payment. The system also accommodates the payment of citations not yet entered into the system and allows fleet owners to pay for multiple vehicles or set up automatic payments as part of their monthly invoice.

## **2. Other payment options such as pay by phone, mobile SMS texting, QR code or smartphone application compatible with iOS and Android operating systems.**

The UPSafety patron portal handles parking citation payments, disputes, and permit sales effortlessly with our highly secure and customizable e-commerce patron portal option, as part of the UPSafety PE Solution. From the portal integrated from your website, your patrons can view photo evidence as well as your department's parking fine and fee schedules, dispute tickets with the ability to upload file attachments securely, and purchase, renew, and track permits – creating a great experience for all who use the platform.

### Features

- Review photo evidence, as well as all ticket data recorded at the time of issuance
- View parking fine schedules, laws, and FAQs
- Purchase, renew, and track permits
- Dispute and inquire as to ticket status via text, including the upload of secure file attachments which can be viewed immediately by organization staff
- Mobile Device friendly (Phones, Tablets, Laptops, and Computers)

Patrons can scan a QR Code printed on the ticket to immediately view that and all unpaid tickets for that vehicle on their mobile device. Alternatively, patrons may call an included IVR phone number to pay their ticket via any touch tone phone.

We currently don't support SMS texting to pay and there is no need for a smartphone application to be downloaded as the website and QR Code are mobile accessible.

## **3. The Vendor must provide proof that it is “Level 1 Payment Card Industry” (PCI) compliant. Tell us how you ensure data security for the users’ data**

Our payment solution is PCI DSS, Level 1 certified. T2 Systems also undergoes annual SOC2 Type II audits by an independent certified auditor to ensure our data security policies are strictly adhered to. Our software is fully OWASP compliant by design and utilizes SHA256 bit data encryption for both data at rest and in transit. We offer comprehensive, customizable user permissions, require strong passwords, document all login attempts, perform weekly vulnerability scans and scans at each major release, and lock accounts after idle periods.



#### **4. Convenience fees must be clearly communicated to the customer**

Convenience fees are clearly communicated to the customer on every screen during the checkout process on the patron portal.

#### **5. Describe the mail-in or walk-in payment processing processes for cash and/or credit cards**

The UPSafety Citation Management System adheres to payment handling standards including, but not limited to, receiving payments, tracking payments, issuing refunds, providing detailed receipts, entering back-dated payments, and allowing for batch processing.

At an additional cost, we offer credit card terminals or you can provide your own.

#### **6. Describe processes for partial payments, returned payments, or refunds due to duplicate payments or cancelled citations, court ordered payment plans.**

The UPSafety Citation Management System supports partial payments and payment plans for citations. The system can process full refunds, including automated and real-time refunds for online or IVR payments to the card used, in cases such as duplicate payments, cancelled citations, or overpayment. The system also adheres to payment handling standards including receiving payments, tracking payments, issuing refunds, providing detailed receipts, entering back-dated payments, and allowing for batch processing. Additionally, the system accommodates court-ordered payment plans via the built in UPSafety payment plan feature for parking citations.

#### **7. Describe system capabilities for tracking the method and types of payments.**

The UPSafety system provides capabilities for tracking payment methods and types by supporting payments via major credit and debit card companies (VISA, MASTERCARD, AMEX, DISCOVER), accommodating parking citation payment plans, and integrating with third-party financial software for in-person payments. The system adheres to payment handling standards including receiving payments, tracking payments, issuing refunds, providing detailed receipts, entering back-dated payments, and allowing for batch processing. It also supports real-time paid parking status from pay stations and pay by cell phone applications, and offers APIs for payment tracking and integration with collections vendors.

## **B. Identify the payment processing vendor relationship for your proposed solution.**

### **1. Is the payment vendor predetermined based on your platform? If so, please identify the vendor.**

Yes the payment vendor is predetermined by the platform. We understand that our clients require complex payment flows, logic, and complete transparency. That's why we obtained PCI DSS Level 1



Certification and why we partnered with **Stripe**, to give us access to a fully compliant solution that is guaranteed to keep the solution and payment options we provide ahead of the technological curve.

In person payments, under the current Stripe supported system, are performed by our clients utilizing the BBPOS WisePOS E terminal, the latest and most advanced terminal offering. Boasting a full color 5" touchscreen display, comes with EMV standard, and also allows for expanded functionality as payment trends change, including mobile wallet acceptance, EMV capabilities, and NFC/CTLS. If we are selected, this offering - under Stripe - will be fully supported and is integrated to our Cloud as part of a full Ticket and Permit Point of Sale (POS) solution.

**2. Does your solution integrate with multiple payment providers? If so, please list those vendors for which you have an established integration relationship.**

No. The system uses Stripe exclusively.

**3. Are the payments processing fees included in your service costs or will they be billed separately to the village?**

The Village has the choice to pass on the payment processing fees or absorb those fees.

## Component 5: Costs - Equipment / Software / Other fees

### A. The proposal should clearly identify all costs required to implement an integrated product solution as described in the proposal to include:

**1. Estimated purchase / lease costs**

#### Hardware

Unlike many enforcement providers, T2 Systems provides full, in-house support for the hardware we resell to you. That means that instead of calling the manufacturer's technical support hotline, you're calling our fully UPSafety-trained staff under the same Service Level Agreement we maintain for our software – end-to-end solution support from T2.

**UPSafety XF Print S23 Ultra All-in-One Enforcement Handheld Package - \$2,795 per device**

This all-in-one solution supports full print options. The hardware package includes the XF Rugged handheld device with a built-in printer, Samsung Note 23 Ultra, two hot-swappable external battery packs, which allow both the device and a supplemental battery to be charged in tandem, a charging dock, power supply/charging cable, strap, carrying case and vehicle charger.

#### Optional Products, Processing Services & Other per Item Services

**UPSafety Payment Terminal BBPOS WisePOS E - \$399.00**



(Optional) USB E Dock - \$59.99

If the Client would prefer a more integrated option for in-person credit and debit card payments, these Terminals integrate directly to the UPSafety cloud, allowing the Client a fully web-based point of sale that allows:

- Payments are to be initiated directly through the Cloud software. When a cashier selects “Accept Card Payment,” the Terminal will accept payment only for the number of selected items.

Boasting a full-color touchscreen display, the BBPOS WisePOS E comes with EMV standard and allows for expanded functionality as payment trends change, including mobile wallet acceptance, EMV capabilities, and NFC/CTLS. USB Dock is required.

### **UPSafety Paper 3in Plain Polyvinyl Thermal - \$169 per case**

We provide top-quality water and tear-resistant polyvinyl paper. There are 50 rolls per case, and clients see anywhere between 60-70 tickets per roll.

## **2. Software upgrade frequency / fees**

All software updates, including product enhancements, issue resolutions, and new feature releases as they become available. Since its inception, we have been releasing new software to clients, averaging one new software release per quarter for the UPSafety solution. This allows our customers to take advantage of new functionality when it makes sense for your operations, and enables you to take advantage of T2’s innovation investments. Future “per transaction” features may be subject to additional fees when used.

To ensure these new features are fully communicated and utilized, T2 regularly holds *UPSafety User Webinars*, at no additional cost to subscribers, before each major update to identify, train, and answer all customer questions and concerns. Users who cannot make the webinar can request a recorded copy to view anytime.

## **3. Estimated system lifecycle**

Every Three (3) years we recommend a hardware refresh.

## **4. Any implementation costs**

### **Training and Implementation**

#### **UPSafety Personalized Webinar Training \$895 one-time fee per training**

This service includes multiple sessions to train your officers and administrators on how to confidently use the system inside and out, and your training managers to a Train the Trainer.

#### **UPSafety Cloud Set Up and Customization \$1,875 one-time fee**



Your implementation Manager will work with you to fully customize the cloud to your department, including setting permissions for each individual employee, implementing ticket lifecycle business logic, creating report templates specified by managers, importing common street names to optimize officer drop-down lists, and more.

Our project managers work quickly, and with your help, we can implement your perfect solution within 90 days of contract signing. For projects that cannot be implemented by T2 within 90 days of the contract execution date due to factors within your control, an extended project management fee of \$500 per week will apply.

Factors within your control include but are not limited to your failure to provide appropriate information, resources, or personnel reasonably necessary to complete implementation. Any delays caused by third parties or events outside the control of either T2 or you would not be applicable.

**Programmatic Data Conversion – *Fee waived for standard data conversions***

Assuming cooperation from the incumbent vendor, we will migrate all records from the current system to CityCite. Pending the amount of data that is requested to transfer, implementation may be delayed, or records not immediately available.

**5. Any user license limits or additional user-based license fees**

UPsafety Subscription Service – Full PE Mobile + Backoffice License(s) \$2,988 per year per license.

UPsafety Subscription Services - Additional Back Office User License(s) - \$2,388 per year per license

Unlimited users can be set up in the systems. Number of Licenses dictate the amount of concurrent user accessing the system at once.

**6. Any service, maintenance fee or other licensing costs**

**Data Plan Option**

**UPsafety Verizon LTE Data Plan - \$420 Per Year per device**

T2 Systems offers data plans from Verizon exclusively because their network and speed are uncompromising. This plan includes mobile data for one handheld enforcement device.

**UPsafety Hardware Care Program \$420 per year per device**

In the case of hardware damage or failure, this warranty fully covers:

1. Immediate shipment of a replacement unit to replace the affected device
2. A call tag for the affected device for shipment to our offices for repair

This provides for instant remediation of hardware issues and keeps officers enforcing.



### 7. Any training costs

**UPsafety Personalized Webinar Training** \$895.00 one-time fee per training

This fee is for online training of your officers and administrators on how to use the system inside and out and training managers to a Train the Trainer standard.

### 8. Any data migration or other ancillary costs

**Programmatic Data Conversion** – *Fee waived for standard data conversions*

Assuming cooperation from the incumbent vendor, we will migrate all records from the current system to CityCite. Pending the amount of data that is requested to transfer, implementation may be delayed, or records not immediately available.

### 9. Estimated yearly total costs

*Village of Shorewood, WI  
T2 Quote Summary*

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>UPsafety Solution</b>						
Subscriptions	\$10,044.00	\$10,044.00	\$10,044.00	\$10,044.00	\$10,044.00	\$50,220.00
Services	\$2,770.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,770.00
Hardware	\$5,759.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,759.00
<b>Subtotal UPsafety</b>	<b>\$18,573.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$58,749.00</b>
<b>Total Project Without MobileLPR</b>	<b>\$18,573.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$58,749.00</b>

**Additional Items:**

- UPsafety Automated Out of State Lookups per Lookup
- UPsafety Automated In State Lookups per Lookup
- UPsafety Delinquent Notice per Notice
- UPsafety Patron Portal per transaction or 4.5% - greater of



Village of Shorewood, WI  
T2 Quote Summary

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>UPsafety Solution</b>						
Subscriptions	\$10,044.00	\$10,044.00	\$10,044.00	\$10,044.00	\$10,044.00	\$50,220.00
Services	\$2,770.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,770.00
Hardware	\$5,759.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,759.00
<b>Subtotal UPsafety</b>	<b>\$18,573.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$10,044.00</b>	<b>\$58,749.00</b>
<b>LPR Solution</b>						
Subscriptions	\$9,794.00	\$10,283.70	\$10,797.89	\$11,337.78	\$11,904.67	\$30,875.59
Services	\$14,838.60	\$0.00	\$0.00	\$0.00	\$0.00	\$14,838.60
Hardware	\$29,240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,240.00
<b>Subtotal LPR</b>	<b>\$53,872.60</b>	<b>\$10,283.70</b>	<b>\$10,797.89</b>	<b>\$11,337.78</b>	<b>\$11,904.67</b>	<b>\$74,954.19</b>
<b>Total Project With MobileLPR</b>	<b>\$72,445.60</b>	<b>\$20,327.70</b>	<b>\$20,841.89</b>	<b>\$21,381.78</b>	<b>\$21,948.67</b>	<b>\$133,703.19</b>

**Additional Items:**

- UPsafety Automated Out of State Lookups per Lookup
- UPsafety Automated In State Lookups per Lookup
- UPsafety Delinquent Notice per Notice
- UPsafety Patron Portal per transaction or 4.5% - greater of
- LPR Extended Warranty Available annual

**10. Activity based fees**

The system allows for automation of invoicing, late fees, appeals, and collections with scheduler function.

**UPsafety Automated Lookups - DMV Research (dependent on state regulations)**

**Out of State**

For DMV research for out-of-state violators, we charge Per Successful Plate Lookup, which means that a charge is only incurred if a valid address has been found for the requested plate.

For out of state look-ups the charge is \$2.50 per successful lookup for the states that T2 has 3<sup>rd</sup> party lookup support.

**In-State – Direct Integrations**

For states where T2 has a direct integration with that State’s DMV, any charges per lookup would be passed through at the actual cost based on that state’s policy.

**UPsafety Automated Delinquent Notices – \$1.30 per Automated Notification Letter**

The cost of customizing physical notices, which will be mailed to violators as warnings and requests for payment or for any other automated correspondence on behalf of your organization, is fully included in the setup process. This fee is for the printing, stamping, and mailing physical notices to violators.



## 11. Customer convenience fees

**NOTE: Customer convenience fees and payment processing fees are combined.**

**Patron Payment Portal** – *Greater of \$3.50 or 4.50% per Citation or Permit Paid Online*

T2 will fully customize an e-commerce site to meet your needs, including branding, customized dispute fields, and developing lookup logic. Through the portal, patrons can:

- Purchase or obtain permits via preapproval or a credit card purchase.
- Create an account for easy self-management of permits, or groups of permits
- Pay tickets -- Tickets are available for immediate payment or dispute in the Patron Portal once issued.
- Patrons can access their ticket via QR code, from mobile device or web browser to review photo evidence, ticket details, dispute, or make a payment.
- An Interactive Voice Response (IVR) phone number is included with subscription for citation payments over the phone.
- Dispute and inquire as to ticket status, including the upload documents to be viewed by enforcement or administrative staff

When a violator pays a \$30.00 citation, they will pay the citation amount, plus the applicable service fee (\$3.50 in this example), and we will remit the full \$30.00 citation value to you next day.

**If Terminal(s) are utilized: UPSafety Payments Fee** – *2.99% and \$0.25 per Transaction*

This fee will be billed monthly and included on a unified invoice for processing completed through purchased and utilized UPSafety terminals in the previous month. This makes it easier to track, manage, and audit.

## 12. Payment processing fees

**Please see above.**

## 13. Data interface, extraction, export or other fees/costs

UPSafety is designed as an out of box solution. Available customization regarding permitting, citations, and logic regarding your business rules are included. Any nonstandard integrations or items requiring additional technical scoping may result in an addendum and quotation being provided for agreement.



## **B. The proposal should include a summary of all costs and pricing model options including when those costs are due, and how they are collected, to be paid, or invoiced.**

The proposal should include a summary of all costs and pricing model options including when those costs are due, and how they are collected, to be paid, or invoiced.

Unlike many enforcement providers, we provide full, in-house support for our hardware. Instead of calling the manufacturer's technical support hotline, you will contact our fully US-based staff under the same one-hour Service Level Agreement we maintain for our software.

### **UPsafety/Flex XF Print All-in-One Enforcement Handheld Package - \$2,795 per device**

This one-piece device is the workhorse for your enforcement personnel. The hardware package includes the XF Rugged handheld device with a built-in printer, Samsung Note 23, two hot-swappable external battery packs, which allow both the device and a supplemental battery to be charged in tandem, a charging dock, power supply/charging cable, strap, carrying case and vehicle charger.

### **Device Plans and Options**

#### **UPsafety Verizon LTE Data Plan - \$420 Per Year**

We resell data plans from Verizon exclusively because their network and speed are uncompromising. This plan includes mobile data for one device.

#### **UPsafety Hardware Care Program \$420.00 per year**

In the case of hardware damage or failure, this warranty fully covers:

1. Immediate shipment of a no-cost Loaner device to replace the affected device
2. A call tag for the affected device for shipment to our offices for repair
3. Shipping for the repaired device back to your offices
4. A call tag for the Loaner device

UPsafety Subscription Service – **Parking Enforcement Mobile License** - \$2,988 per year per license

UPsafety Subscription Service – **Additional Back-office Licenses Mobile License** - \$2,388 per year per license

Our cloud-hosted software suite is priced as a recurring license(s) fee per device based on the functionality utilized. Customers have unlimited use access to citations and permits.

Included in your license(s)

1. Each mobile license includes access for (1) mobile user in our mobile enforcement software and (1) Backoffice user to our cloud-based back-end management software. This includes access to all software features.
2. 24/7/365 in-house help desk support for all software and hardware issues.



3. Access to our *Client Resource Center*, which provides in-depth details of the functionality within our mobile and back-end software, including video demonstrations and guided walk-throughs.
4. All software updates, including product enhancements, issue resolutions, and new feature releases as they become available. Since its inception, we have been releasing new software to clients rapidly.

To ensure these features are fully utilized, we regularly hold *UPsafety User Webinars*, at no additional cost to subscribers, before each major update to identify, train, and answer all customer questions and concerns. Users who cannot make the webinar can request a recorded copy to view anytime.

## Component 6: Mail services

**Please describe any mail services available through your company. The village estimates that up to 400 late notices per month may need to be processed:**

### 1. Methods and protocol for mailing late notices

The solution can generate reminder notices for unpaid citations by mail, including out-of-state owners. Mail notifications are sent via First Class USPS. The system can also generate mail notices to lessees or renters of cited vehicles, including loaner vehicles, when provided with proof of written lease or rental agreement as required. Timelines for sending late notices can be set by your finance and operations teams on the Late Payment Fees and Notifications pages. The system allows for automation of invoicing, late fees, appeals, and collections with a scheduler function.

### 2. Methods for reprocessing items returned in the mail

Administrators can process returned mail items by searching for the relevant citation records, editing ticket details, correcting errors, and updating citation status within the Management Portal. The system allows for modification of citation records, printing and mailing of updated notices, and comprehensive audit logging of all actions taken. Correction notices can be processed and mailed to the registered owner within a specified timeframe. All citation processing actions, including payments, appeals, dismissals, and modifications, can be performed on individual or groups of citations. The solution supports the entry of paper citations, and automated generation of customized notice letters for eligible actions. Print and email correspondence letters are supported for communication with violators. A relookup of owner information can be requested as necessary.

### 3. How are notifications retained in the citation management platform

The citation management platform retains notifications by generating and mailing notices for scheduled hearings and adjudication outcomes, as well as customized PDF notice letters to violators based on



specified business rules. Downloadable copies of notification letters are located in the ticket records for a period of time (generally one year)

#### 4. Costs per notification processed

##### **UPsafety Automated Delinquent Notices – \$1.30 per Automated Notification**

The cost of customizing physical notices, which will be mailed to violators as warnings and requests for payment or for any other automated correspondence on behalf of your organization, is fully included in the setup process. This fee is for the printing, stamping, and mailing physical notices to violators.

## Component 7: Collections services

**After 120 days have passed due, the Village may require additional collections related notifications and efforts. Please describe any collections related activities that can be provided by your company. The Village estimates that up to 10% of parking citations may require additional collections efforts.**

### 1. Methods and protocol for mailing collection notices

#### **Soft Collection Techniques**

Once we have made contact with the debtor, we first follow the Fair Debt Collection Practices Act, including when we can and can't call a debtor. We make sure they understand the status of the account and the payment amount due.

Keep in mind with a 'gentler' approach, it should be considered that a debt may take longer to collect and with the investment on the side of T2, we recommend the account be in process for collections for a period not less than one year.

We understand that everything we do represents Village of Shorewood: how we talk, collect money, send out collection notices and handle tough situations. Our experienced staff can be described as friendly, but firm, customer service oriented, descriptive, and informative.

#### **Parking Collection Notices**

T2 Citation Collection Services takes on the responsibility of sending correspondence to customers, thus providing the City the ability to focus on other important items. T2 Citation Collection Services is responsible for generating, printing and mailing delinquent parking collection notices. This includes postage.



Notices are generated for the City on a daily basis. A PDF copy will be made available to the City to reprint and provide to the public if needed. This is not a 'recreation' copy of the notice, but the actual PDF sent to the public as mailed.

## 2. Describe your overall collections processes

As a licensed collection agency, T2 Citation Collection Services offers Third party, FDCPA (Fair Debt Collection Practices Act) compliant letter services and outbound/inbound call center services. Citation Services works with clients to establish best practices, escalation points, and expectations to fit specific needs. We work with customers to establish the criteria for sending citations to third party collections to begin the collection process.

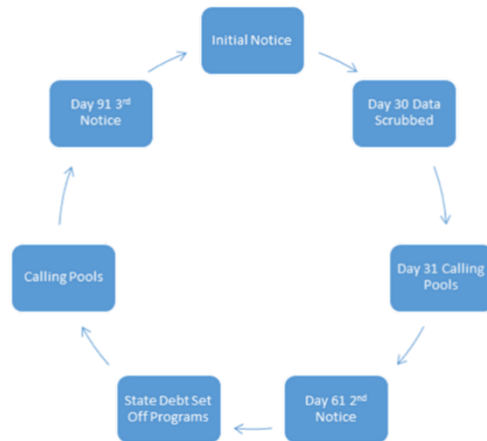
T2 Citation Collection Services performs outbound collection calls following all state and federal laws. Citation Services' experienced agents provide excellent customer service to clients and parkers. The team takes a non-confrontational, professional approach that reflects positively on a customer's organization. T2 Citation Collection Services' systematic, consistent, and efficient processes allow for a collection rate significantly higher than industry average.

T2 Citation Collection Services provides skip tracing with access to several skip tracing databases, allowing agents to receive the most current address and telephone information for responsible parties. The personal information is "scrubbed" and updated to maximize the ability of collection efforts. T2 Citation Collection Services has access to real-time bankruptcy information to ensure no FDCPA violations are committed when pursuing an individual who has petitioned for bankruptcy. T2 Citation Collection Services has the ability to obtain social security numbers and securely store sensitive information. T2 Citation Collection Services participates in several state debt tax set off programs across the United States and can submit claims on a customer's behalf.

The day an account is transferred to collections, a collection letter is sent to the responsible party to notify them of the transfer giving them 30 days to respond. After the 30 days passes, the account goes into the active calling pool of all active collections. We believe the first 90 days is critical to obtain a high collection rate. All accounts assigned will run through the following 90-day cycle.

T2 Citation Collection Services is confident in our ability to work accounts to the fullest and provide transparency to all our clients. You will receive a unique access code, username, and password for the T2 Citation Collection Services Client Portal. The portal provides view-only access into their collections account, including dialer activity, letter history, payment history, and any notes. You will also have access to invoices and month-end reports, like collection rate, posted payments, and new business.

The remittance of payments to the city will be transferred back to the client once a month. Payments are deposited into a trust account for our clients. We accept check/money order, Visa, Master Card





and/or American Express. Alternatively, our clients have the option to have all funds routed to their location.

**3. Describe your ability to file collections under the State of Wisconsin TVRP program.**

We currently are Citations that meet the criteria of delinquent collections will be pursued using T2's collections process that may include the state debt set off programs if applicable.

**4. Describe ability to perform skip tracing to locate violator**

We use a variety of skip tracing databases to locate debtors' current addresses and phone numbers; accurate information improves our ability to contact debtors and increases your collection rates. Any effort to pursue delinquent parking ticket debt is contingent upon identifying the owner of the ticketed vehicle. Through an interface in the Collection Software System we can determine the most up-to-date current address and telephone information for responsible parties.

**5. Identify any fees or costs associated with these activities. The village does not allow collections fee surcharges to the violator.**

A 30% Contingency fee or flat rate charge of \$18 can be absorbed by the village or extended to the payee.

**6. Describe the collections payment process Who receives collections payments What are the available payment options / terms How are any fees settled**

Collections payments can be made through various payment channels, including online payments via credit or debit card from kiosks, payment terminals, and integration with multiple payment and reservation apps. The UPSafety Citation Management System supports receiving payments, tracking payments, issuing refunds, providing detailed receipts, entering back-dated payments, and batch processing. Collection fees can be added to citations entering collection status. Comprehensive integration to and utilization of Citation Collection Services, LLC allows collection information to be viewed directly through the UPSafety Solution's Management Portal. Payment timelines and terms can be set by finance and operations teams, and the system automates invoicing, late fees, appeals, and collections with scheduler functions. Fees, including collection fees, are settled by being added to the citation and processed through the system.

**7. Any other related collections process information**

T2 Citation Collection Services limits the number of citations that can have a fee waived per month. Six (6) citations per month can have their service fees waived.



## Component 8: Implementation

Provide a detailed implementation schedule based upon an executed agreement of January 22, 2026: Identify implementation phases and benchmark dates Identify key deliverables Identify any product testing activities Identify product training processes by component. Identify team members involved

### Project Plan

Upon RFP award, UPSafety assigns a project team (please see Transmittal Information section above for team bios), and dedicated project manager to be the city's primary point of contact from sign on to deployment. Once your team is assigned, we begin the 6 step go-live process, consisting of:

#### Phase 1: Pre Contract | Contract Negotiations | Contract Executed

**Description:** Determine all action items which may require contractual inclusion and consideration based on the city's needs. For example, if the city is planning a Bike Share program, or a special program targeting Curbside delivery management, etc. Mostly what we need to determine in this phase is what is in and out of scope.

#### Phase 2: Post Contract Information Gathering

**Description:** Once we have determined the generalized scope, it is time to fill gaps by learning as much about your operation as quickly as we can. While we have tried our best to do this through the RFP process, every parking operation is truly unique, and site visits and meetings with your staff are absolutely critical to ensure we do not miss requirements for a smooth go live. Items such as escalation path nuances for violations, dispute and appeal processes, inter-departmental integrations are all dissected here so we can clarify any and all potential code-level customizations as quickly as possible.

#### Phase 3: Required Software Development

**Description:** Taking what we've learned in the last phase, and continuing to refine as we learn more from the city, all clarified deliverables which require code-level customizations (new integrations, functionality, etc.), are specified, built and tested by our in-house team under the guidance of your project manager. While software is being developed, your project manager will hold bi-weekly update meetings and provide written reports on efforts and progress.

Once deliverables are released, our quality assurance team follows the standard Agile Development Quality Assurance ("QA") process, in which QA staff recurrently: (1) Design Test Cases based on Requirements, (2) Review Test Cases, (3) Develop Test Data, (4) Review Test Data, (5) Test Functionality and Log Issues.

As our Engineering and QA teams complete this verification, developed software will be presented to city stakeholders for testing and approval during regularly scheduled check-in meetings.



## Phase 4: Configuration

**Description:** Once all code level customizations are completed, the non-code-level configuration process begins including as a small subset of required tasks:

1. Provisioning of a city-specific Azure Cloud Instance;
2. Citizen Portal UI;
3. Violation Escalation Path Customization;
4. Boot and Tow Logic Customization;

The goal of this phase is to “polish”, and to collaboratively work with the city to ensure the system meets all requirements established in Phase 2.

## Phase 5: Deployment and Training

**Description:** Deployment consists of two principal phases, final data import and training. The first phase, data import, can be surprisingly complex as data must line up perfectly as of the date of go-live, especially in situations where violations continue to be written within the prior system. So, our preferred process is the following:

1. Any time prior to Deployment: Import full data export from the city
2. Immediately Prior to Training/Go-Live:
  - Update online payment link
  - Update IVR System number
3. After Training, as of Desired Go-Live Date: the city sends UPSafety most recent delta (summary of changes to master) file for import
4. After Go-Live: UPSafety imports a final delta file for changes that occurred in the interim between the time of the generation of the delta file and its successful import

As to training, effective on-site training is so essential that we have opted to devote an entire section to our approach, entitled “Training Methodology” following this section. As a brief summary, it is exhaustive.

## Phase 6: Post Deployment

**Description:** This phase is where we differentiate ourselves. Your staff will request tweaks, modifications and have many questions in the first few weeks. Our 24/7/365 product support with a 1 hour SLA makes this a breeze. Because it’s not about whether or not issues will occur, it’s how you deal with them. We invite you to speak to any of our recent deployments to corroborate how we dealt with this phase in their deployments.

As I hope we’ve illustrated, deployment is integrally dependent on partnering with your staff, because we are not deploying a one-size-fits-all solution. While nearly everything the city will request will be stock and standard within the solution, the way in which you use it will be as unique as your city. With



this in mind, we have invested in Monday.com’s software to allow city managers to offer feedback on proposed workflows, UI’s and specifications every step of the way, and in real time.

**Definitions:** “NTP” is an acronym for Notice to Proceed. “Days” refers to business days, meaning that five (5) days equates to one (1) week. This means that our estimated go live date of day ~43 indicates an approximate eight (8) week Go-Live from notice to proceed.

Description		From NTP	# Days
Phase 1	Project Team Assigned	0	0
	Kick Off Meeting - Clarify Deliverables	1	1
	Hardware Ordered	1	15
	Begin Custom Paper Mock Up's (if applicable)	1	5
	Set Up Guide Submitted To The City	1	15
	Submit Paperwork for Registered Owner Information	5	20
	Training Date Set	5	1
	Place Paper Order	10	15
Phase 2	Set Up Guide Completed By The City	15	0
	Ordered Hardware Received	16	0
	Provisioning & Customization of UPsafety Cloud	20	15
	Citizen Connect Portal UI Customization	20	
	Scofflaw - Boot & Tow Configuration	20	
	Hearing / Court Scheduling Automation	20	
	Configure Integrations	20	
	Collections Notices & Escalation Schedule Design	20	
	Ticket Data Import (if applicable)	20	
	Permit Types & Zone Configuration	20	
	Ticket Writer Software Installed & Configured	20	
	Paper Order Received	25	0
	Register Owner Approval Received	25	0
Phase 3			
	Final System Verification by Village of Shorewood	35	2
	Training Completed	37	3



	CityCite™ Official Go Live	40	0
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## Training Methodology

Training and support are critical to our solution. We service too many small clients and have held too many hands, too frequently, to believe otherwise. UPSafety trainers do not train to an hourly standard; we train the trainer, because there is no other way. If there is no product specialist within your organization by the time the system has gone live, we have already failed.

That is why we'll adapt our training plan with city stakeholders, understanding that full product knowledge and expertise is an end goal, not meeting a standard of hours. With this in mind, our trainings are segmented in to three major categories:

Parking Enforcement Officers	<ul style="list-style-type: none"> <li>• Accessing and navigating CityCite® Mobile</li> <li>• Using handheld devices to issue different types of citations</li> <li>• Data entry methods</li> <li>• Printing citations</li> <li>• Special features to create additional efficiencies</li> </ul>
Customer Service Representatives	<ul style="list-style-type: none"> <li>• Accessing and navigating CityCite® Cloud</li> <li>• Citation look-up and processing</li> <li>• Accepting and recording payments</li> <li>• Adding permit user information</li> <li>• Running reports</li> </ul>
System Administrators	<ul style="list-style-type: none"> <li>• Changing the configuration of the application</li> <li>• Adding or deleting offenses</li> <li>• Changing fine amounts</li> <li>• Editing escalation conditions</li> <li>• Creating, modifying, or scheduling automated reports</li> <li>• Special features to create additional efficiencies</li> </ul>

For Parking Enforcement Officers, everything starts with the handheld. For this training, we will ensure that hardware has been pre-emptively procured, is fully functional, and that each officer attending is able to utilize the hardware for the training. This will allow each officer to follow along step-by-step as they go through the nuances of the device, including:

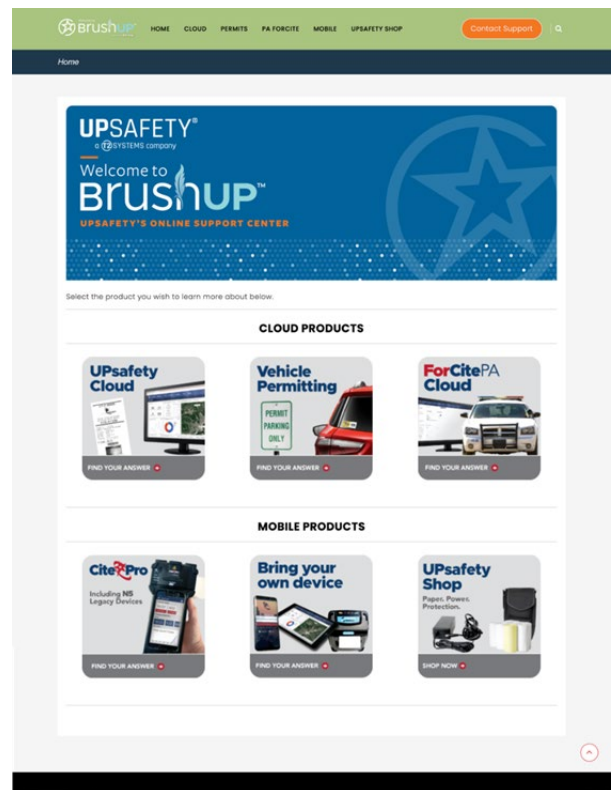
- Charging logic; when does the external battery charge the internal?
- Printer function and proper operating procedures in inclement weather.
- Potential failure points and avoidance. For example, the unit is more likely to break if the printer door is open.
- What does each indicator light mean?

Allowing each officer to follow step-by-step, and creating physical milestones, such as getting the handheld to blank feed paper, ensures that all officers are participating and following along.

Once officers fully understand how to use the equipment, we will review the Data Collection Software. Special care will be given to ensuring that elements such as iMeter, iChalk®, iPermit® and Scofflaw, and mobile ALPR have pre-loaded data, and that the plates which are loaded into these modules are *physically located*, in the training hall, allowing users to fully utilize the functionality before they are on the streets. Once again, setting physical milestones such as the issuance of tickets in relation to all four of these modules will create a deeper understanding of the software functionality.

Initial trainings can be fully video recorded and included within our Online Resource Center. The fully online Resource Center is accessible directly from the "UPsafety BrushUP" section of our dashboard.

This is the centerpiece of our ongoing training and user knowledge expansion. This entirely online application, which is fully indexed and searchable, is updated at each release, and contains over 360 pages of information, including a detailed description and instructions of each and every feature and screen of both our Android Data Collection Software and our Management Platform.

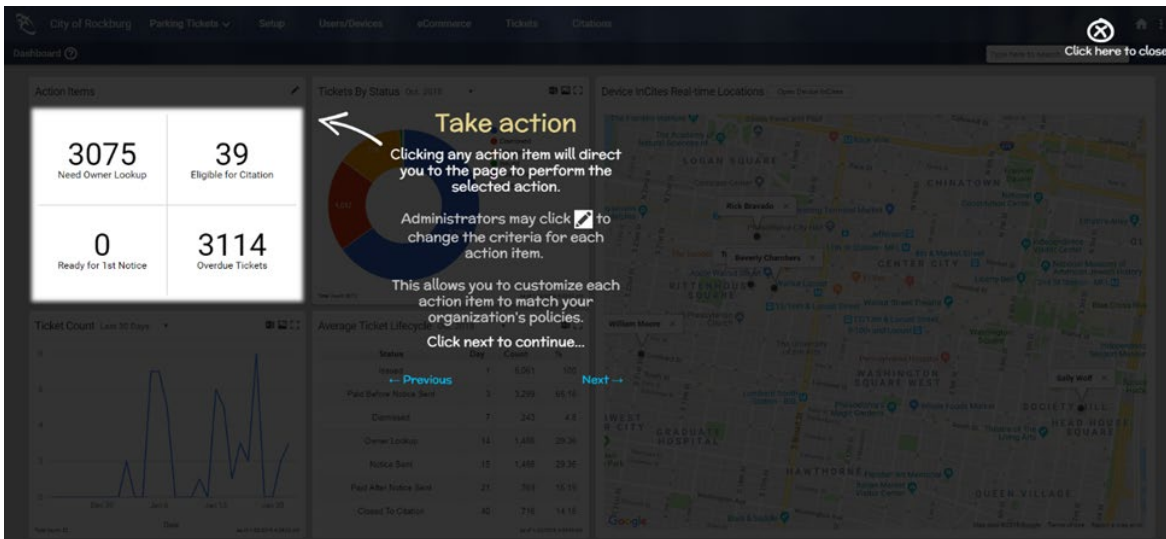


That's why our trainers never read from canned Microsoft PowerPoint presentations, and instead utilize both the Hardware and Web Application, in conjunction with the Resource Center, to ensure users are actually *using* the functionality we are training them on from day one. More information regarding the Online Resource Center is available within the "Product Help Desk and Online Resource Center" description included within our response. UPsafety trainers utilize a mix of classroom and hands-on teaching. Our trainers understand every individual learns differently and will quickly adjust the training session to suit the needs of every individual staff member. Our goal is that every single member of your team completes the training and is confident and comfortable with the solution.

In conjunction with this, UPsafety *traditionally* does not offer printed user manuals for our software standard; our solution is simply upgraded and improved too frequently for printed manuals to stay up to date. Our user documentation is truly dynamic through the Online Resource Center—meaning it is



updated continually based on new features and improvements. The Online Resource Center is accessible and available at any time, 24x7x365 by any user—whether they have access to the mobile handheld to issue citations only or have full Management Platform access. UPSafety is happy, however, to print copies and/or supply PDF copies of the related Online Resource Center sections being covered within trainings as an instructional notebook at the city’s request. In addition to this training, for quick refreshers, each page of the cloud and mobile software contains help buttons, which will provide a visual overlay walk through:



After training is complete, the UPSafety support team and your dedicated Project Manager will be available 24/7/365 for the life of the contract. UPSafety regularly hosts informational webinars to orient users with new, enhanced functionality released in each new software version, and our Online Resource Center is updated prior to each software release. Additional in person or remote refresher training is available to all UPSafety customers at their request as per the pricing supplied in our response.



### 3. References

**References:** Please provide a list of references for similar projects a. All clients located in Wisconsin. b. Please provide the name of the company or municipality. c. Provide contract start date and annual transactions & revenues. d. Any other comments or descriptions of the project that you may wish to include.

T2 Systems has over 350 clients utilizing our UPSafety parking management and enforcement solution. We have several clients in Wisconsin that utilize various T2 Systems solutions. Below are 5 references: three (3) that utilize the UPSafety solution in the Mid-west and two (2) additional reference that are in Wisconsin and use our other parking management and enforcement solution.



#### City of Lake Geneva, WI

**Beth Gehris-Padro – Parking Manager**

- 262-249-4087
- parkingmanager@cityoflakegeneva.gov

The City of Lake Geneva, WI has been a T2 customer since 2011. They use T2 UPSafety for core parking management, along with the Patron Portal for their customer-facing online portal. They utilize Pay Stations for convenient payment options, and Analytics for data-driven insights.



#### City of Mankato, MN

**Jim Tatge – Manager Facilities**

- 507-387-8504
- jtatge@mankatomn.gov

The City of Mankato, MN has been a T2 customer since 2025. They use T2 UPSafety for core parking management, along with the Patron Portal for their customer-facing online portal. They utilize Pay Stations and T2 MobilePay for convenient payment options, and Analytics for data-driven insights.



#### City of Muskegon, MI

**Debra Matz – Public Safety Administrative Supervisor**

- 231-724-6903
- debra.matz@shorelinecity.com

The City of Muskegon, MI has been a T2 customer since 2025. They use T2 UPSafety for core parking management, along with the Patron Portal for their customer-facing online portal and Analytics for data-driven insights.



### City of La Crosse, WI

#### Joe Pederson – Police Parking Utility Coordinator

- 608-789-4908
- pedersonj@cityoflacrosse.org

The City of La Crosse, WI has been a T2 customer since 2016. They use T2 Flex for core parking management, along with FlexPort for their customer-facing online portal. They utilize Pay Stations for convenient payment options, T2's Citation Services for violation processing, and Analytics for data-driven insights.



### City of Stevens Point, WI

#### Lt. Joe Johnson – Administrations Lieutenant

- 715-341-4103
- jjohnson@stevenspoint.com

The City of Stevens Point, WI has been a T2 customer since 2017. They use T2 Flex for core parking management, along with FlexPort for their customer-facing online portal. They utilize Pay Stations for convenient payment options, and Analytics for data-driven insights.

## 4. Contract

Please see T2 Systems Sample Contract included in the Appendix.



# APPENDIX





# UPsafety Permit and Enforcement Solution

## SOFTWARE BUILT FOR YOUR PARKING OPERATION

UPsafety Parking Enforcement and Permit Management (PE) software by T2 is built to solve the unique challenges smaller municipal and university parking operations face today, providing every required feature that ensures your department becomes more effective and efficient — exactly the way you want.



Whether you have one officer in the field or one thousand, switching to UPsafety means smarter, seamless enforcement, with implementations completed in weeks — not months.

With an intuitive mobile ticketing front end, a robust Cloud-based backend, and a customizable online portal for citation payments and permit purchases all operating in real-time, the UPsafety PE solution allows your operation to always know where your compliance and revenue-generating programs stand. Finally, a powerful and effective modern parking enforcement and permit management solution continually engineered for small to mid-size operations like yours is within reach.

### Features

- Parking Enforcement
- Permit Management
- ID & Barcode Scanning
- Auto-Population of Data
- Kiosk Integration
- Photo Proof on Ticket
- Warning Issuance
- Scofflaw Notifications
- Electronic Tire Chalking
- Automated Owner Lookups
- Collection Services
- Boot & Tow
- ALPR
- Disputes, Hearings, and Adjudication Requests
- Fleet Management
- Cloud-Based Records Management
- Field Alerts
- Robust Reporting
- Import Capabilities
- Data Analytics
- 24/7/365 Support
- Personalized Training

### THE ARCHITECTURE





## MOBILE ENFORCEMENT

### The Mobile Enforcement Platform for the UPsafety PE

Solution by T2 ensures you have every component needed for advancing the efficiency of your ticket issuance operation, from the ground up. The software is loaded with tailored features designed to allow officers to issue tickets accurately in 20 seconds or less. Never before has such a powerful and complete platform been available for smaller and unique operations like yours. The platform runs on any Android device, and seamlessly integrates with the solution's Permit and Enforcement Management Portal in real-time to ensure all data on handhelds are up-to-date and accurate, to the second.

### Features

- Intuitive, easy to read screens
- Streamline multiple enforcement tasks eliminating time-consuming steps
- Auto-populate fields instantly through ALPR, voice, or barcode scanning
- Instant verification of timed parking stays, permit validations and exclusions, and paid parking status through one snapshot.
- Monitor metered parking with your Pay-by-Space, Pay-by-Plate, or Pay-by-Cell integrations
- Track tire valve locations for electronic tire chalking and access chalks recorded by officers on separate devices
- Automatic scofflaw identification and escalation
- Real-time Google Maps integration
- Ticket data is uploaded in real-time to the Management Portal and is immediately available for payment by violators

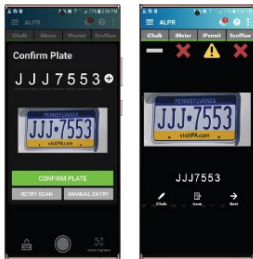


## MOBILE ENFORCEMENT

### Eliminate Time-Consuming Steps

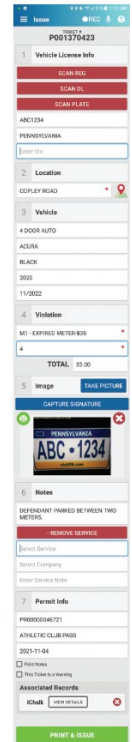
With our Automatic License Plate Recognition (ALPR) integration, a simple photo of a vehicle's license plate number will fill out information for you within our Mobile Enforcement software. ALPR integration will provide you with instant verification of timed parking stays, scofflaw offenses, permit validations and exclusions, and paid parking status—all through a single snapshot.

#### ALPR



Snap the plate and check for chalks, meter violations, permits, scofflaw, and more.

Easy-to-navigate auto-fill screens take officers step-by-step through the ticketing process, effectively completing each enforcement entry required.

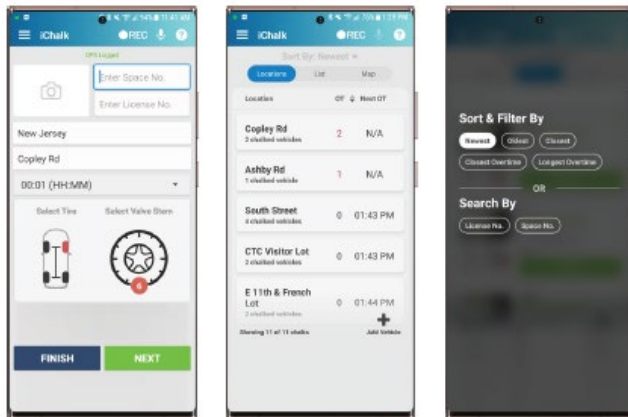


Fields are auto-filled using ALPR  
\* Fields can be customized to your operation

### Time Vehicle Stays in Seconds

Our state-of-the-art electronic tire chalking functionality aids officers in performing the task of timing vehicle stays without the use of notepads, bending, or physically contacting the vehicle. Images provide proof of violation and can assist officers in reconfirming if the same vehicle is over time. Each photo is time stamped and includes GPS information of where the vehicle was chalked.

## ELECTRONIC TIRE CHALKING



New Vehicle

Vehicle List

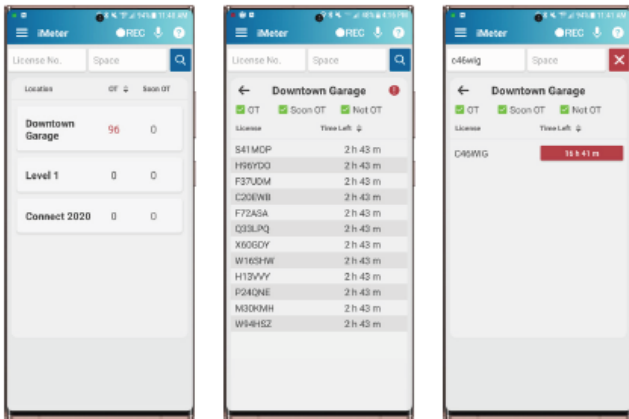
Sorting Filter



### Real-Time Pay-By-Phone/Space Enforcement

Your Pay-by-Space, Pay-by-Plate, or Pay-by-Cell integrations work with our Mobile Enforcement Platform to inform officers of current parking payment status prior to ticket issuance. Utilizing accurate, realtime data delivered directly into officers' hands, this feature provides an overview of all spaces in an area, with information on which have been paid for, which are soon to expire, and which have already expired. With this solution, officers know what areas to target first, thus increasing efficiency while patrolling. We integrate with a growing list of industry leading kiosk and pay-by phone vendors.

## MONITORED METER PARKING



By Location

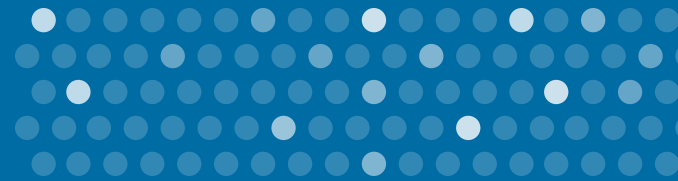
Location Details

Over-Time Vehicles

### KEY INTEGRATION PARTNERS



Please see attached specifications for the XF all-in-one handheld device.



# XF Handheld Hardware

## XF Print and XF Scan

**ALL-IN-ONE HARDWARE SOLUTION FOR MOBILE ENFORCEMENT**

### INTRODUCING THE XF SERIES

Featuring an integrated 3” thermal printer, an optional high performance 2D red laser scanner for licenses and permits, and up to a 200-megapixel camera that empowers operations to improve efficiencies within their enforcement programs.

The XF was built with flexibility in mind. Unlike handheld models of the past, the user interface is completely removable and replaceable, meaning less downtime during repairs. The XF has an impressive battery life and promises an enduring lifespan. Each XF unit – or “pod” – is built to fit the mobile device it encases, while its batteries, integrated printer and scanner are interchangeable with other XF pod models.

A 3-year warranty is available for the XF handheld device.

#### DETAILS

##### Supplemental Hot-Swappable Battery

- Lithium-ion
- -20° - +60°C Operating Temperature



##### 3-inch Direct Thermal Printer

- Direct thermal
- -2.8-inch Print Width

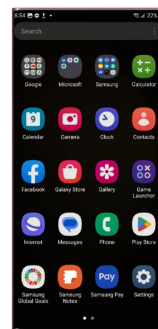


##### 2D Barcode Scanner

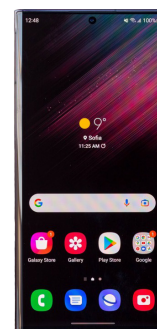
- Honeywell N6600 Series
- High Visibility Red Laser
- White LED Illumination



#### INTEROPERABLE DEVICE OPTIONS



Samsung Galaxy S23 Ultra



Samsung Galaxy S22 Ultra



Samsung Note 20

# XF SMARTPHONE DEVICE COMPARISONS

	SAMSUNG NOTE 20	SAMSUNG S22 ULTRA	SAMSUNG S23 ULTRA
<b>BODY MATERIAL</b>	Plastic Body	Aluminum	Aluminum
<b>SCREEN SIZE</b>	6.7	6.8"	6.8"
<b>RESOLUTION</b>	1080 x 2400	1440 x 3088	1440 x 3088
<b>PIXEL DENSITY</b>	393	501	501
<b>SCREEN REFRESH RATE</b>	60 Hz	Up to 120 Hz	Up to 120 Hz
<b>SCRATCH RESISTANT GLASS</b>	Gorilla Glass 5	Gorilla Victus	Gorilla Glass Victus 2
<b>CHIPSET</b>	2.73 GHz Octa Core	3.0 GHz Octa Core	3.36 GHz Octa Core
<b>MEMORY RAM</b>	8GB	8GB	12GB
<b>STORAGE</b>	128 GB	108 MP	200 MP
<b>NETWORK</b>	4G	5G	5G
<b>BACK CAMERA</b>	12.2 MP	108 MP	200 MP
<b>BATTERY</b>	4300 mAh	5000 mAh	5000 mAh
<b>WEIGHT</b>	6.72 ounces	7.98 ounces	8.19 ounces

## FEATURES

### Samsung Note 20

- 6.7 Inch Display with Corning® Gorilla® Glass 5
- 12/64 megapixel camera
- Android™ 11.0 OS
- GSM/CDMA/HSPA/EVDO/LTE
- WLAN/Bluetooth®/GPS

### Samsung S22 Ultra

- The fastest network speeds and latency where 5G is supported
- Higher clarity of images
- Reduced likelihood of screen or motion blur when interacting with your device
- Greater brightness in outdoor environments
- Improved camera with enhanced focal and digital zoom.
- More built in battery capacity

### Samsung S23 Ultra

- Boosted screen size, battery, and storage
- Peak brightness in direct sunlight
- Rated best phone battery life
- 200MP camera with upgradable RAM

## ABOUT T2 SYSTEMS

T2 Systems, a Verra Mobility company, is the leading provider of parking management solutions in North America. For 30 years, T2 continues to serve more than 2,000 customers and maintains the largest customer community in the industry with nearly 7,000 active members. T2 partners with universities, municipalities, operators, and healthcare campuses to generate revenue and operate efficiently with a comprehensive, unified suite of parking technologies and standalone solutions. We strive to make every trip a smooth journey by streamlining the parking and mobility experience with solutions that help manage resources, achieve goals, and empower consumers with choices.



## Mobile License Plate Recognition Technology

UPsafety's **LPR Enforcement Solution** delivers exceptional value by combining the power of the **UPsafety software platform** with advanced **Genetec LPR technology** to create a cutting-edge enforcement system. This integration unites two systems optimized for their respective functions—real-time license plate recognition and comprehensive enforcement management—resulting in a seamless, high-performance solution.

UPsafety provides permit and scofflaw data while Genetec processes and uploads license plate reads, enabling enforcement officers to **verify parking permissions, identify scofflaws, and issue citations in real time**. Officers can generate both printed and electronic citations instantly through mobile devices. The system leverages **Genetec's standard web services for integration**, ensuring secure, controlled data exchange and allowing UPsafety to continuously incorporate future Genetec enhancements for added customer value.

AutoVu, Genetec's automatic license plate recognition (ALPR) system, automates the identification of vehicle license plates. When the mobile unit enters a facility or drives down a street, the operator manually selects the location or uses the automatically populated location, based on GPS coordinates. As the officer drives by parked vehicles, license plate numbers are compared to applicable permit and scofflaw lists, and/or vehicles are "digitally chalked" for time limit enforcement.

Mobile LPR with the UPsafety software divides enforcement tasks between the enforcement vehicle, which captures plate information using Genetec Patroller, and the enforcement officers, who use UPsafety Mobile to create and issue citations. When the LPR camera detects an infraction, the license plate information and LPR images populate automatically in UPsafety Mobile and are ready to be reviewed and printed. This process speeds up enforcement, keeps traffic moving since the officer can park and return on foot, and improves officer safety.

Using specialized LPR cameras, AutoVu scans surrounding vehicle plates, compares them to a database of scofflaws and/or permits, monitors for time limits, and alerts parking enforcement staff when they need to take action. The AutoVu Sharp LPR cameras are mounted on a dedicated vehicle to provide a mobile solution. The license plate of every parked vehicle is read, and its position is recorded using the AutoVu Navigator, enhanced GPS technology. The SharpZ3 ALPR units capture license plate images that are then processed on-board the patrolling vehicle. The

ALPR data retrieved contains the plate number, a time stamp of the moment of capture, a GPS location of the moment of capture, a color image of the moment of capture, and an infrared image of the license plate itself. All this data is transferred to a portable ruggedized tablet in the vehicle.

**Time-limit Enforcement** – A time-limit rule is a type of entity that defines a parking time limit and the maximum number of violations enforceable within a single day. In Genetec Patroller, a time-limit hit occurs when the time between two plate reads of the same plate is beyond the time limit specified in the time-limit rule. For example, your time-limit rule specifies a two-hour parking limit within a city district. The Genetec Patroller operator does a first pass through the district at 9:00 AM, collecting license plate reads. The operator then does a second pass through the district at 11:05 AM. If a plate was read during the first and second pass, Genetec Patroller will generate a time-limit hit.

**Hotlist Hits** – Upon a hit, an alert sounds and the window displays the license plate read, as well as the hotlist name, category, priority, hotlist color, and any additional vehicle information. The system can be configured to support multiple different hotlists, such as scofflaws, stolen vehicles, and other wanted vehicles.



*Genetec Patroller view of hotlist hit in vehicle*

**Permit Hits** – If a license plate is read that does not have a valid permission for the applicable location and time, an alert will sound and the window displays the license plate read and hit information for review. The process is similar to that of a hotlist hit.



*Genetec Patroller view of permit hit in vehicle*

- **Off-Street Parking Enforcement** – Easily enforce time limits and permits in your off-street lots. You can set up time limits and permit zones for individual structures or down to the individual rows.
- **Transient Parking Enforcement** – Real-time verification of pay-by-plate sessions made through mobile payment platforms or at pay stations makes transient parking enforcement simple.

## Enforcement Efficiency

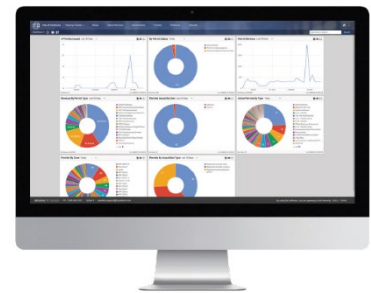
- Check more vehicles with fewer people (hundreds of parked vehicles per minute) with 95+% accuracy
- Real-time permit and scofflaw information
- Keep traffic moving and improve officer safety with UPsafety Mobile, which allows the officer to park and return on foot to issue citations

## Greater Compliance

- Check locations more frequently throughout the day
- Catch more scofflaws by efficiently checking every vehicle
- Write more defensible citations which eventually encourages compliance of parking rules

## PERMIT MANAGEMENT

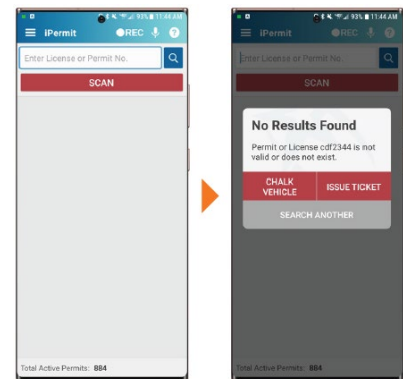
The UPsafety PE Solution is equipped to sell, manage, and allow the enforcement of several unique permit types issued by municipalities, parking authorities, universities, hospitals, and private properties. Permit purchases and renewals are fully automated to save you time and improve your customers' experience, and a Permit Dashboard gives you real-time visualizations of important data such as permit status, issuance detail, and revenue generated, to help keep your permit operation organized and efficient.



The Permit Dashboard on the Management Portal provides you real-time standings of your permit operation.

## Check the Validity of Vehicle Permits in the Field

The integration of permit verification is an integral part of the UPsafety PE Solution and its Mobile Enforcement Platform. With its functionality, you can enter a permit ID number or scan the ID barcode to instantly review details electronically. View the permit ID, vehicle registration number, vehicle registration state, vehicle make, vehicle type, vehicle color, permit holder contact information, and permit holder contact information. If a vehicle does not have a permit ID number visible, you can simply enter the vehicle registration number and state to verify if the vehicle has a valid permit.



## MANAGEMENT PORTAL

The UPSafety PE Solution’s cloud citation management platform takes care of your technology so you can focus on your business, offering every feature required to run a state-of-the-art enforcement operation. All data, photo evidence, and notes from the mobile handhelds are synchronized to the Cloud in real-time, meaning you can allow payments and disputes to be processed the moment a ticket is issued. You can also manage permit and scofflaw data to keep enforcement devices updated to the second, and gain operational insight using a complete suite of powerful data analytics.



The Cloud is highly secure, SOC-2 Type 2-certified system, accessible from any device and browser.

### Features

- View, maintain and process all ticket and permit data
- Create & review real-time officer locations and issuance data
- Create custom reports
- Communicate with and dispatch officers in real-time
- View detailed analytics on each and every aspect of your enforcement program

### Device Insights

Analyze and fine-tune enforcement activities through the UPSafety Solution’s Device Insights tool on the Management Portal. Managers and supervisors have access to real-time data that allows them to:

- Visualize real-time office location
- Visualize paths of officers for any day
- Display total distance traveled per officer as well as total “logged in” time
- Identify key areas that may require additional or less enforcement
- Generate Heat maps based on enforcement activity

### Comprehensive Reporting

- Create your own reports or use pre-built templates
- Run reports on demand or have emailed on recurring schedule
- All data is reportable, groupable, and filterable
- Set default or custom filters
- Reports generate XLSX files



## PATRON PORTAL

Handle parking citation payments, disputes, and permit sales effortlessly with our highly secure and customizable e-commerce patron portal option, as part of the UPSafety PE Solution. From the portal integrated from your website, your patrons can view photo evidence as well as your department's parking fine and fee schedules, dispute tickets with the ability to upload file attachments securely, and purchase, renew, and track permits – creating a great experience for all who use the platform.

### Features

- Review photo evidence, as well as all ticket data recorded at the time of issuance
- View parking fine schedules, laws, and FAQs
- Purchase, renew, and track permits
- Dispute and inquire as to ticket status via text, including the upload of secure file attachments which can be viewed immediately by organization staff

## MAINTENANCE, UPDATES, AND SUPPORT

### Hardware Maintenance

Comprehensive hardware updates and support are provided as a fully included portion of your subscription. *As a first line of support, any and all hardware issues will be addressed by the same dedicated support staff that handles support for the software, 24/7/365, with hardware issues held to the same one-hour response time SLA as our software.*

If, after support, an issue is confirmed, we will initiate:

5. The immediate shipment of a no-cost Loaner device to replace the affected device
6. A call tag for the affected device for shipment to our offices for repair
7. Shipping for the repaired device back to your offices
8. A call tag for the Loaner device

Software updates for the Android Mobile Enforcement app present on the devices are pushed out as needed.

### Software Maintenance

When you sign on with us, you aren't just paying to license the same static piece of software year-over-year. **You're paying for us to provide the infrastructure expertise, software engineering, consulting and support necessary to keep you at the cutting edge of technology for the entire term of your contract.** Our solution is constantly growing, and as a subscriber, you get everything you're contracted for in addition to everything new our engineering team produces, at no additional cost. In 2019 alone, we have released features such as advanced citation disputes, a fully redesigned user interface, and much, much more. We invite you to talk to any of our long-standing references about the growth of our product over their term with us.



Our UPSafety® PE Solution's Back Office (Management Portal) is a true cloud-based application and is not operating system or server specific. As the Microsoft cloud functionality improves, we continually look for ways to further utilize newly provided tools to improve our solution.

## Product Enhancements

Periodic updates and enhancements are a standard feature of your subscription. Minor updates/upgrades are rolled out periodically as they are completed, and major upgrades are released in a new software version every few months. Continuous refinement of our software is an important aspect of our business model; we strongly encourage suggestions for enhancement/refinement of our software from all clients. Any software-related requests made by clients are placed in our development queue and are completed/released according to the frequency and overall benefit of the request.

## UPSafety® PE Solution Software Architecture and Security

Our software is built with *all* users in mind, entirely developed, maintained, and improved by a dedicated in-house team. That means that we don't have contractors plugging away at requirements tables; we have product owners who are building an experience.

This means that using our software is seamless:

- All pages load within 3 seconds or less.
- Tasks that take longer than 3 seconds, such as very large reports, will either run in the background, or can be emailed.
- Each page retains state, so you don't need to go back and re-specify a filter.
- All pages scale to fit any size screen.
- The latest version of all major web browsers are supported.

In addition, both our Data Collection and Management Portal applications are entirely ADA compliant. This includes providing alternate text where applicable, clear labels indicating expected user input, and full support of keyboard navigation throughout the UI. The handheld software allows officers options for visual, vibration, and/or audio indicators whilst using the device.

Our trainers have successfully trained officers with visual impairments, illiteracy, and various other disabilities. Our trainers understand how to address the needs of each trainee to ensure success.

## Comprehensive Security

Our Violation Management Platform is hosted through the Microsoft Azure Government Cloud, the most secure and well certified Cloud in the marketplace, including FedRAMP, NIST 800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS standards.

In addition to this physical security, our software is fully OWASP compliant by design. This includes the utilization of security standards such as:

- SHA256 bit data encryption for both data at rest and in transit



- Comprehensive, entirely customizable user permissions; over 286 permissions are grantable/revocable by users
- Requiring strong passwords containing at least 10 characters, and a minimum of:
  - One uppercase character (A-Z)
  - One lowercase character (A-Z)
  - At least one digit (0-9)
  - At least one special character
- All login attempts fully documented by user, date and time, IP address, and actions
- Vulnerability scans performed weekly and at each major release
- Locking after a user has been idle for more than a set time

### Scalability

Our system is structured using a best practices Multi-Tenant Microservices Architecture, utilizing Azure worker and web roles to ensure that each process is self-contained, meaning that issues in one process have a negligible impact on any and all others. Furthermore, using Azure allows us to dynamically scale the computing resources needed for any process. So, if your administrators are all running reports at once, or your citation counts double, the resources allocated to your cloud will increase commensurately in real-time. Finally, being fully geo-redundant means that if one service were to go down from the main instance, there is always a backup process running to pick up the slack. Full diagrams are proprietary but can be provided upon request. In conclusion, our architecture is extremely scalable; it is just a matter of paying Microsoft more for its servers to do the work! We fully bear this risk in pricing.

### Disaster Mitigation and Recovery | 24/7 Up Time with 99.9% SLA

T2 Systems maintains a comprehensive Disaster Mitigation and Recovery Plan. As a first line of defense, each customer database is backed up in real-time and in triplicate within each datacenter. In the event of a failure, which has never occurred, databases can be rolled back to any time in the prior 35 days.

As a second line of defense, the hosted Azure instance where your application and data are stored is *entirely* geo-redundant. This means that all service architecture and databases are hosted in an entirely different physical location, strategically placed so that world events and weather will not affect both at the same time. In this secondary instance, once more, all databases are backed in triplicate.

If the first instance ever does go down, all systems will automatically fail over in real-time to the secondary instance as the first recovers. This allows us to maintain a 99.9% Service Level Agreement (SLA), **which we have never breached**, as well as maintain 100% data integrity. This means we have never lost a single record.



Each facility is designed to run 24/7 and employs various measures to help protect operations from power failure, physical intrusion, and network outages. These data centers comply with industry standards for physical security and reliability and they are managed, monitored, and administered by Microsoft operations personnel. They are designed for “lights out” operation.

Each datacenter facility has a minimum of two sources of electrical power, including a power generation capability for extended off-grid operation. Environmental controls are self-contained and remain operational if the facility and contained systems remain online. Physical security controls are designed to “fail closed” during power outages or other environmental incidents. In case of fire or situations that could threaten life safety, the facilities are designed to allow egress without remaining exposed.

In the event of a partial third-party feature outage affecting all customers, our support team notifies customers via the News posts seen upon login to the Management Portal. In the event of partial third-party feature outage affecting a single or a few customers, Support notifies the affected customers via email and or phone depending on the severity. In the rare event of a full cloud outage, Support would contact all customers via email. We will make announcements of any planned outages and upgrades a minimal of 2 weeks in advance.

## Data Ownership

With our solution, clients always maintain full ownership of their data. At any time, with no assistance from our staff, any and all data within the system could be exported by validated users through our reporting module. This level of control of **your** data is unprecedented in the industry.

## Data Import and Export Capabilities | Collections Support

Data imports from legacy, or replaced systems are, unfortunately, still a manual process, as cleaning data from one vendor can be an altogether different effort than cleaning data from another. Our standard procedure is to use a .XLSX file as a medium. Once provided, the file is cleaned, validated for correctness using algorithms and then imported by our development team.

Data imports for integrations can either be accomplished by utilizing our existing Application Program Interfaces (APIs) to receive data in real-time, or, for processes that do not require data in real-time.

Data exports are automated, and can be completed using three methods:

- First, the advanced reporting tool is incredibly robust, and is capable of reporting on, filtering by, totaling, and/or grouping ANY field of data entered or collected by the solution. All reports are delivered in MS Excel format. Any batch export required can be constructed in this way, delivering all records, with the required data fields associated to any email address requested.
- Second, customizable data exports are available to extract data or interface to other solutions via a character delimited format file export (CSV). Data exports can be scheduled to automatically run during timeframes of the city’s choosing, generally overnight between the hours of 12:00AM and 4:00AM EST.
- Finally, T2 Systems also offers multiple APIs that utilize open architecture standards to feed data to systems in real-time.



## Data Retention/ Data Purging

T2 Systems offers an optional automated daily purge of tickets issued more than (x) days ago. This task can be customized to only purge closed tickets or both open and closed tickets. As to our data retention policy, data can be retained to your standards.

## Citation Collection Services

T2 Systems is excited to present Village of Shorewood with T2 Citation Collection Services. We are proud to serve as the professional face of your organization, and our team of collections professionals is committed to the highest level of customer service and to growing your citation revenue.

As a licensed collection agency and a full parking citation processing center, T2 Citation Collection Services recognizes 42% of annual gross revenue from parking fine and fee accounts. Customers have trusted T2 Citation Collection Services to provide exceptional parking solutions and customer service for 12 years. Since our first municipal customer in 2007, we now service 70 parking operations, including 20 municipalities across the United States.

We understand that your rules and processes regarding citations are your own. That’s why T2 Citation Collection Services offers you the ability to tailor the level of our services to fit your organization’s unique needs and with no upfront costs. From letter services to collecting delinquent citations - you decide what’s necessary and we deliver a turnkey solution that works for you.

T2’s ability to provide excellent software and collection services has allowed our parking customers to achieve the perfect balance of collecting on delinquent citations and fee invoices while maintaining high revenue expectations. Many of our customers see collection rates that are double the industry standard.

## Why T2 is the Right Choice for Village of Shorewood

There are several reasons why T2 is the best partner for you on this project. T2 Citation Collection Services is selective in choosing which RFPs to respond to in order to make sure we are a good match with the buyer. We believe T2 Citation Collection Services would be an excellent choice to partner with the Village of Shorewood. These reasons are core strengths of our team, which differentiate us from the competition and enable us to deliver the most value for the Village of Shorewood:

### CS Highlights

- No upfront or out of pocket costs – we don’t get paid until you do
- We protect your brand with our soft collection methods – striking a balance between collections and customer service
- No debt is too small
- Our active approach to collections have a proven record of increasing compliance
- CS is a member of the Association of Credit and Collection Professionals (ACA)
- CS is part of T2’s Unified Platform
- Options for delinquent notices and custom letters are mailed daily
- Support to insert handwritten citations
- Options for IVR allowing customers to pay for parking citations via phone
- Access real time scofflaw reports via T2’s enforcement app



### **Transform bad debt into positive cash flow.**

- Since 2007, Citation Collection Services has recovered over \$16M in delinquent parking debt throughout the country.
- The industry benchmark for bad debt collections is 24%; with T2's Citation Collection Services, customers realize an average collection rate of 60%.

### **Protect your reputation with professional customer service.**

- Experienced Agents: Our customer service agents understand the parking industry and provide excellent customer service to you and your parkers
- Our Approach: Non-confrontational, professional approach that reflects positively on your organization
- Proven Process: Systematic, consistent, efficient processes allow for a collection rate significantly higher than the industry average
- Trained Staff: Friendly but firm collectors protect your reputation by striking a balance between collection rate and customer service

### **View collection activities with the T2 Collection Services Client Portal.**

- Upload new business and payment files, allowing Citation Services to begin collection activity on new accounts
- View-only access into collections account including dialer activity, payment history, and notes
- Access to invoices and month-end reports, including collection rate, posted payments, and new business

### **Citation Collection Services - Delinquent Collections**

- Third-party, FDCPA (Fair Debt Collection Practices Act) outbound/inbound collection call center services
- FDCPA compliant letter services including storage of the original letter in the collection software
- Skip Tracing
- Dialer System
- Collection debt payment website; increased revenue and improved audit trail
- State licensed
- Member of ACA (Association of Credit & Collections Professionals)
- A systematic approach to parking citation and fee invoice collections



All work is performed from T2's headquarters, in Indianapolis, Indiana. T2 currently employs all our own collection department staff and is accountable for employee background inquiries, training, and customer service skills of every collection staff member.

## Privacy of Debtors (FDCPA, DPPA and FERPA)

T2 Citation Collection Services follows all applicable state and federal laws that govern collection agencies and collection practices. During the transition period for new clients, T2 Citation Collection Services will work to discover any additional laws pertaining to each client. We are hands-on, informed and aware of the importance of privacy surrounding good debt collection practices in our industry. We follow the highest rules and regulations for privacy with many federal regulations that are required of a certified collection agency.

The Fair Debt Collection Practices Act (FDCPA), which is a consumer protection amendment, establishing legal protection from abusive debt collection practices, to the Consumer Credit Protection Act. The statute's stated purposes are to eliminate abusive practices in the collection of consumer debts and promote fair debt collection.

DPPA, in general, we will not knowingly disclose or make available to any person or entity personal information about any individual where information obtained by a state department of motor vehicle records.

The Family Educational Rights and Privacy Act (FERPA) is followed to protect the privacy of student education records.

## Soft Collection Techniques

Once we have made contact with the debtor, we first follow the Fair Debt Collection Practices Act, including when we can and can't call a debtor. We make sure they understand the status of the account and the payment amount due.

Keep in mind with a 'gentler' approach, it should be considered that a debt may take longer to collect and with the investment on the side of T2, we recommend the account be in process for collections for a period not less than one year.

We understand that everything we do represents Village of Shorewood: how we talk, collect money, send out collection notices and handle tough situations. Our experienced staff can be described as friendly, but firm, customer service oriented, descriptive, and informative.

## Parking Collection Notices

T2 Citation Collection Services takes on the responsibility of sending correspondence to customers, thus providing the Village the ability to focus on other important items. T2 Citation Collection Services is responsible for generating, printing and mailing delinquent parking collection notices. This includes postage.

Notices are generated for the Village on a daily basis. A PDF copy will be made available to the Village to reprint and provide to the public if needed. This is not a 'recreation' copy of the notice, but the actual PDF sent to the public as mailed.



## Skip-Tracing

We use a variety of skip tracing databases to locate debtors' current addresses and phone numbers; accurate information improves our ability to contact debtors and increases your collection rates. Any effort to pursue delinquent parking ticket debt is contingent upon identifying the owner of the ticketed vehicle. Through an interface in the Collection Software System we can determine the most up-to-date current address and telephone information for responsible parties.

## Dialer System

T2 Citation Collection Services generates over 11,000 collection calls per month. We have the ability to dial up to 300 phone numbers in an hour, which in turn increases the dollars collected for the Village. Additionally, it allows us to control the pace of the outbound calling, monitor results and record phone calls for compliance.

## Collection Debt Payment Website

Delinquent parkers have the ability to pay online via credit card (Visa, MasterCard, American Express) through T2 Citation Collection Services' secure customer website.

## Collection Software System & Technology

T2 Systems Citation Collection Services utilizes the Windows operating system to provide collectors with secure and reliable computer capabilities. Citation Collection Services uses the Beyond Accounts Receivable Management (ARM) Software by DAKCS. DAKCS maintains a disaster recovery plan over its production systems to manage recovery efforts in the event of several identified possible failure scenarios. The plan is reviewed and tested through the annual backup restore test. Beyond is a fully integrated system that allows users to perform a variety of functions in order to efficiently manage the collection management needs. The collections software gives the ability to perform predictive dialing and allow for e-payment methods.

We provide two different options to allow for the import of data to Citation Collection Services. The first option is to upload a file of delinquent accounts directly to Citation Collection Services via the client portal. The second option would be to provide the file of accounts using a secure file transfer (SFTP) client. While Citation Collection Services does not have direct experience with AutoProcess, we do integrate seamlessly with other parking management software providers.

The receipt of all account referred to the contractor, monthly report detailing all collection payments received, monthly deposit report, monthly payment reversal report and associated fee invoice for services are a few examples of the reports that Citation Collection Services provides monthly.



## Requested Variances to RFP Terms and Conditions

Listed below are the requested variances to the “Sample Contract” section of the RFP

Contract Section	T2 Comment
Assignment or Subcontract	T2 requests to make assignment mutual.
Indemnification and Defence of Suits	T2 requests to revise this section to include a Limits of Liabilities section to cap any and all liability to the amount of money paid by the Village.
	T2 requests to add: “third party” before: “claims, demands, damages, actions or causes of action,”
	T2 requests to add: “reasonable” before: “attorney fees”
	T2 requests to change: “founded upon or grows out of the acts, errors, or omissions” to: “gross negligence and willful misconduct”
Professional Services Contract	T2 requests to change: “this Request for Proposal and all documents attached hereto including any amendments, the firm’s technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village,” with: “the Contractors Agreement with product Addendums”
	T2 requests to add: “and the Contractor” at the end of the last sentence in the last paragraph.

**Note: It is T2’s intention to negotiate and execute the attached contract documents which identify the required specific terms for parking and citation management services for the Village.**



## T2 Master Customer Agreement

This Master Customer Agreement ("Agreement") is made by and between T2 Systems, Inc. ("T2C or T2 Systems") each on behalf of itself and for the benefit of its respective Affiliates (as defined below) and \_\_\_\_\_ ("Customer") as of the Effective Date set forth below.

By signing this Agreement, the parties acknowledge to have read, understand and agrees to be bound by the terms and conditions of this Agreement.

1. **BACKGROUND.** The Agreement establishes the overall contractual framework and the applicable terms and conditions. Under the Agreement, Customer may acquire or license Products and procure Services by entering into an Addenda. The following Addenda will be entered into by Customer and T2 Systems or one of its Affiliates and each will be incorporated in this Agreement herein.

**[List of applicable Addenda to be added here]**

In the event of any conflicts in the terms of the applicable Addenda and the Agreement, the terms of the Addenda shall control.

2. **DEFINITIONS.** In this Agreement:
  - (a) **"Addenda"** or **"Addendum"** means each document attached hereto and made part of the Agreement which may include a Quote, Order Form or Statement of Work, between Customer and T2 Systems or one of its Affiliates under this Agreement to place orders for Products and/or Services.
  - (b) **"Affiliate"** means, in respect of an entity, any entity which directly or indirectly controls, is controlled by, or is under common control with such entity. "Control" for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of an entity.
  - (c) **"Confidential Information"** means and includes any written or orally or visually disclosed information relating to the disclosing party's business identified as "confidential" or "proprietary" or which the receiving party should reasonably know is confidential or not generally known to the public, including, without limitation:
    - (i) all know-how, technology, Documentation and other proprietary information owned, licensed, used or developed by the disclosing party, including proprietary rights protected by trade secret and other intellectual property rights, and;
    - (ii) all information relating to the disclosing party's business, the source code for the Software, the Services, and to all other aspects of the disclosing party's structure, personnel, operations, financial matters, marketing, commercial strategies, customer lists, Customer Data, contractual records, correspondence, products, programs, devices,



- 2 -

concepts, inventions, designs, methods, data, and items provided to the disclosing party by third parties subject to restrictions on use or disclosure.

- (d) "**Customer Data**" means the data provided to T2 Systems by Customer and Customer's authorized end users who access or use Software as permitted in an Addendum.
- (e) "**Documentation**" means the documentation, help files, user manuals, handbooks and any other written or electronic material relating to the Products and Services provided by T2 Systems to its customers from time to time.
- (f) "**Effective Date**" means the latest of the dates on which this Agreement is executed by Customer and T2 Systems as indicated in the signature block at the end of these terms and conditions.
- (g) "**Hardware**" means the T2 Systems hardware sold and provided by T2 Systems to Customer under an Addendum.
- (h) "**Products**" means the T2 Systems products licensed or sold by T2 Systems to Customer under an Addendum including Software and Hardware.
- (i) "**Quote**" or "**Order Form**" means the quote provided by T2 Systems to Customer related to the ordering of Products and/or Services as set forth in the applicable Addendum. Unless otherwise stated in the Quote, each Quote is incorporated and made part of the applicable Addendum.
- (j) "**Representatives**" means, in respect of a party, the directors, officers, employees, agents and contractors of such party.
- (k) "**Services**" means the T2 Systems services provided by T2 Systems to Customer under an Addendum.
- (l) "**Software**" means the T2 Systems Software access to which is licensed by T2 Systems to Customer under an Addendum.

All other terms defined in this Agreement shall have the meanings ascribed thereto.

**3. TERM.** This Agreement shall commence on the Effective Date and remain in full force and effect until terminated in accordance with its terms.

**4. FEES AND PAYMENT.**

- (a) Customer agrees to pay to T2 Systems the fees plus all applicable taxes as set forth in the applicable Addendum.
- (b) All fees are exclusive of all taxes, duties and levies of any kind, including any sales, use, excise, value-added and other applicable taxes, withholdings, and governmental charges (collectively, "**Taxes**"). Customer shall pay all applicable Taxes, other than taxes on T2 System's income. If T2 Systems pays any such amounts on behalf of Customer, Customer shall reimburse T2 Systems upon presentation of proof of payment.
- (c) If Customer claims an exemption from any such taxes, Customer shall provide to T2 Systems an appropriate exemption certificate. If Customer challenges the applicability of any tax, Customer shall nevertheless pay the same to T2 Systems and Customer may thereafter challenge the tax and seek a refund thereof. Customer agrees to indemnify and hold harmless T2 Systems from any cost, fee, penalty or expense (including counsel fees) in connection with any assertion by any taxing authority that T2 Systems has failed to collect and remit their sales or use tax on transactions hereunder or to pay any property taxes on the copies of the Software in Customer's possession but shall have no such obligation to T2 Systems with respect to any amount paid by Customer to T2 Systems and not remitted to the relevant taxing authority.



- (d) Material Adverse Change. In the event of a material adverse change, the Parties agree to renegotiate, in good faith, pricing of the applicable Addendum and/or Quote(s) within thirty (30) days of such material adverse change. For purposes of this Section 3.4, a “material adverse change” shall mean any event, occurrence, change in facts, conditions, or effect that has been or reasonably can be expected to be adverse to the Customer or the T2, and their respective businesses, operations, or financial conditions, including, but not limited to, a change in law that affects the Services or Deliverables. If the Parties cannot reach an agreement regarding renegotiated pricing within thirty (30) days of such material adverse change, T2 shall have the exclusive option to terminate this MSA and/or any Addendum hereunder upon thirty (30) days written notice

**5. OWNERSHIP.**

- (a) Customer agrees that the Software, Documentation and Services are proprietary products and services of T2 Systems and that all right, title and interest in and to the Software, Documentation and Services, including all associated intellectual property and other proprietary rights, are and shall at all times remain with T2 Systems and its third party licensors. The Software contains trade secret and proprietary information owned by T2 Systems or its third party licensors and is protected by copyright laws and international trade provisions and other applicable law. Customer must treat the Software like any other copyrighted material and Customer may not copy or distribute the Software or the Documentation, electronically or otherwise, for any purpose. Any Software provided under an Addendum will be licensed not sold to Customer.
- (b) Customer agrees that any copies made of the Documentation, any other T2 Systems Confidential Information and any other material obtained from T2 Systems shall preserve unaltered patent, trademark, copyright, proprietary or confidentiality notices contained therein.
- (c) Each party recognizes and acknowledges the great value of the goodwill associated with the name and trademarks of the other party, and the identification of the proprietary party’s goods or services therewith. Each party agrees that it obtains no rights, title or interest of any kind in or to any of the trademarks, tradenames, logos, service marks or other markings belonging to the other party or its suppliers.

**6. CONFIDENTIALITY.**

- (a) Each party agrees to hold all Confidential Information of the other party in strictest confidence, not to make use thereof other than for the performance of this Agreement, to disclose such Confidential Information only to its Representatives who are under an obligation of confidentiality with respect thereto and who require such information for the performance of their duties, and not to disclose such Confidential Information to any third parties, except with the disclosing party’s prior written consent; provided, however, that the foregoing restrictions shall not apply to Confidential Information of the other party:
  - (i) that is now or hereafter in the public domain through no action or failure to act on the part of the receiving party or its Representatives;
  - (ii) that was received by or was available to the receiving party from a third party without any obligation of confidentiality to the disclosing party;
  - (iii) that is independently developed by or for the receiving party by persons who have not had access to the Confidential Information of the disclosing party; or
  - (iv) that is disclosed with the written consent of the disclosing party.
- (b) Each party may disclose the other party’s Confidential Information pursuant to the requirement of a governmental agency or is required by operation of law, regulation or court order, provided that,



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whenever possible, prompt notice is given by the receiving party to the disclosing party prior to such disclosure so that the disclosing party may seek a protective order or other remedy.

- (c) Each party agrees to protect and safeguard Confidential Information of the other party from loss, theft, destruction and inadvertent disclosure using the same degree of care as it uses to protect its own Confidential Information, but in no event less than a reasonable standard of care.
- (d) Each party shall hold the other party's Confidential Information in trust for the other party and all right, title and interest in and to such Confidential Information shall remain with the disclosing party.
- (e) Upon termination of the Agreement or an applicable Addendum, or otherwise upon the request of a disclosing party, the receiving party will promptly destroy all full and partial copies of the disclosing party's Confidential Information in its possession or control, or in the event of termination of an Addendum such information provided under the applicable terminated Addendum, and certify such destruction in writing; provided, however, that the receiving party may retain one (1) copy for its internal archival purposes only, which copy shall remain subject to the obligations of confidentiality set out in this Section 6.

## **7. CUSTOMER DATA.**

- (a) Customer shall be solely responsible for, and shall hold T2 Systems, its third party suppliers, and their respective Representatives harmless from any loss, damage or liability arising in connection with Customer's inputs, selection and use of the Services, and all data (including Customer Data), reports, statements and other content transmitted, posted, received or created on the T2 System through Customer's account, even if transmitted, posted, received or created by a third party.
- (b) The Software may create and store databases of personal information of Customer end-users and data relating to Customer on the computer system on which the Software is accessed or installed. Customer agrees to take all steps which it deems are appropriate to provide adequate security for that information.
- (c) The parties acknowledge that at all times Customer will remain the owner of Customer Data. Except as otherwise set forth herein or in the applicable Addenda, T2 Systems shall not at any time use Customer Data or disclose Customer's Data to any third parties, except that T2 Systems may use Customer Data for the purpose of meeting its obligations under an Addendum and providing the Services, and may store, back-up and archive Customer Data. Customer represents and warrants that the Customer Data does not infringe or violate the intellectual property, proprietary or personal rights of any third party and Customer has the right to grant T2 Systems the right to use the Customer Data as set forth herein.
- (d) T2 Systems will comply with all applicable laws governing the collection, access, use, disclosure of Customer Data. All Customer Data which is submitted by Customer to T2 Systems pursuant to this Agreement will be safeguarded by T2 Systems to the same extent that T2 Systems safeguards data relating to its own business; provided, however, if Customer Data is publicly available, is already in T2 System's possession from a source other than Customer or otherwise known to it, or was rightfully obtained by T2 Systems from third parties, T2 Systems shall bear no responsibility for its disclosure, inadvertent or otherwise. T2 Systems has implemented and will maintain administrative, physical and technical safeguards to protect Customer Data from unauthorized access, acquisition or disclosure, destruction, alteration, accidental loss, misuse or damage that are no less rigorous than accepted industry practices. In the event of unauthorized access to Customer Data which has been verified by T2 Systems, T2 Systems shall promptly i) take action to stop the unauthorized access, and ii) notify Customer, provide Customer with relevant details of the unauthorized access and an explanation of steps that T2 Systems took or is taking to stop the unauthorized access.



- (e) T2 Systems maintains Payment Card Industry (PCI) Level One compliance and upon request (no more than once annually), T2 Systems will provide Customer with a copy of its third-party audit certification demonstrating that appropriate information security standards to protect Customer Data are in place.

## 8. INDEMNITY.

- (a) T2 Systems Indemnification. Subject to the limitation of liability set out in Section 11, T2 Systems shall indemnify, defend and hold harmless Customer, its officers, directors or employees (“Indemnitees”) from and against any and all direct losses, damages, costs, expenses (including reasonable attorneys’ fees), (collectively “Losses”), to the extent that such Losses arise directly from any act(s) of gross negligence or willful misconduct by T2 Systems or any of its Representatives, giving rise to an accident or other occurrence resulting in bodily injury or death, to any person(s) arising out of or related to: (i) claims for loss or damage to tangible property, and (ii) claims asserted by third parties for loss or damage to tangible property; except to the extent that such Losses were not caused by T2 Systems .

- (b) Intellectual Property Indemnification. Subject to the limitation of liability set out in Section 11, T2 Systems shall indemnify, defend (at its expense) and hold the Indemnitees harmless in respect of any damages awarded to a third party claimant related to a determination by a court that the operation or use of any Software, or any part thereof, infringes any third party’s copyright, trade mark or trade secret or any Hardware, or any part thereof, infringes any third-party’s copyright, patent, trademark or trade secret.

T2 System’s obligations pursuant to this Section 8(b) shall not apply to any infringement caused by or resulting from Customer modifications or attempted modifications to any relevant system, combination of T2’s Product or Software with hardware or software not provided by T2 Systems, or from Customer’s failure to implement changes or updates furnished by T2 Systems to Customer during the term of this Agreement.

In the event that an injunction or order is obtained against the Customer’s use of any Product or Software or if, in T2 System’s opinion, any Product or Software is likely to become the subject of a claim of infringement or violation of any rights in connection with any rights as noted above, T2 Systems shall, at its expense:

- (i) procure for the Customer the right to continue using the affected Product or Software; or
- (ii) modify or replace the affected Product or Software so that such Product or Software becomes non-infringing.

If neither Section 8(b)(i) nor Section 8(b)(ii) are commercially practicable, remove the affected Product or Software from the Customer and refund to the Customer all amounts paid to T2 Systems by the Customer in respect of such Product, less a reasonable amount for depreciation. The remedies in and the indemnification rights of the Customer stated in this Section 8(b) are the exclusive remedies available to the Customer at law or in equity for indemnifiable claims.

- (c) Customer Indemnification. Customer agrees to indemnify, defend and hold T2 Systems and its Representatives harmless from and against any and all liabilities, obligations, damages, claims, suits, proceedings, costs, fees and expenses, including reasonable attorneys’ fees and costs, arising out of the gross negligence or willful misconduct of Customer or any of its Affiliates, or breach of the Agreement by Customer, or any claim by Customer end user related to use of end user personally identifiable information.

- (d) Defense. If a party is alleged to be obligated to indemnify the other party hereunder, the party alleged to be obligated to provide indemnification shall have the right to appoint counsel of its own choice and in all other respects control any litigation and/or settlement thereof, provided, however,



that any such settlement shall not bind the non-indemnifying party or obligate it to pay any monies without its express prior written consent. The indemnified party shall cooperate in the defense of any indemnified claim. If one party is notified of any potential or actual claim or liability against the other party or named in any suit or proceeding of any kind that could give rise to an indemnification claim under this Agreement or otherwise subject the other party to a suit, proceeding or claim (or threat thereof), the notified party shall immediately inform the other party.

**9. INSURANCE.**

(a) During the Term of this Agreement, T2 Systems shall maintain, at its own expense, insurance which it deems reasonable and necessary for its business and the performance of its obligations hereunder. T2 Systems will, upon reasonable advanced notice, provide Customer with a copy of its certificate(s) of insurance.

(b) T2 Systems will maintain at its own expense the following insurance, with companies authorized to do insurance business in the any states where work is performed or eligible surplus lines insurers having an A.M. Best Rating of A-:VII or better, and in amounts not less than the following limits of coverage:

(i) Workers' Compensation Insurance with statutory limits, and Employer's Liability Insurance with limits of not less than \$1,000,000:

(A)	Employers Liability - Each Accident	\$1,000,000
(B)	Employers Liability - Each Employee	\$1,000,000
(C)	Employers Liability - Policy Limit	\$1,000,000

T2 Systems Workers' Compensation policy will include states appropriate for T2 Systems employees and operations.

(ii) Commercial General Liability Insurance with limits of not less than:

(A)	Each Occurrence Limit	\$1,000,000
(B)	Personal & Advertising Injury	\$1,000,000
(C)	General Aggregate	\$2,000,000
(D)	Products - Completed Operations Aggregate	\$2,000,000

T2 System's Commercial General Liability policy will be issued on a form that, subject to its terms, conditions and exclusions insures T2 System's liability for damages on account of bodily injury (including death), property damage, and personal and advertising injury.

(iii) Business Auto Liability Insurance covering, for liability purposes, all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 combined single limit of liability per accident for Bodily Injury and Property Damage;

(iv) Customer shall be named as an additional insured under each policy, except for Workers Compensation and hired and non-owned auto liability policies.

(c) The insurance coverage carried by T2 Systems as set forth herein shall not in any way expand T2 Systems liability or modify or affect the limitations of liability set forth in the Agreement or any Addenda.

**10. EXCLUSION OF WARRANTIES.**



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- (a) EXCEPT AS EXPRESSLY PROVIDED IN THE ADDENDUM APPLICABLE TO THE PRODUCTS AND/OR SERVICES OR AS OTHERWISE EXPRESSLY CONFIRMED IN WRITING BY T2 SYSTEMS, THE PRODUCTS AND SERVICES ARE PROVIDED "AS IS" WITHOUT WARRANTY OR REPRESENTATION OF ANY KIND. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, T2 SYSTEMS AND ITS THIRD PARTY SUPPLIERS HEREBY DISCLAIM ALL OTHER REPRESENTATIONS, WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, WHETHER ARISING UNDER STATUTE, FROM A COURSE OF DEALING, USAGE, CUSTOM OF THE TRADE OR OTHERWISE, REGARDING THE PRODUCTS OR SERVICES, THE DOCUMENTATION, OR ANY OTHER PRODUCTS OR SERVICES PROVIDED OR FAILED TO BE PROVIDED UNDER THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, DURABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, ACCESSIBILITY, PRIVACY OF FILES OR SECURITY.
- (b) T2 SYSTEMS DOES NOT WARRANT THAT ANY PRODUCTS OR SERVICES PROVIDED HEREUNDER WILL BE UNAFFECTED BY BUGS, VIRUSES, ERRORS OR OTHER PROGRAM LIMITATIONS, NOR DOES T2 SYSTEMS WARRANT THAT CUSTOMER'S USE THEREOF WILL BE UNINTERRUPTED, ERROR-FREE OR WILL MEET ALL OF THE CUSTOMER'S REQUIREMENTS. FURTHER, T2 SYSTEMS DOES NOT WARRANT THAT ANY SOFTWARE WILL OPERATE ON ANY PARTICULAR CONFIGURATION OF SOFTWARE, OPERATING SYSTEM OR COMPUTER SYSTEM. ANY HARDWARE PURCHASED FROM SOURCES OUTSIDE OF T2 SYSTEMS WILL BE THE SOLE RESPONSIBILITY OF THE CUSTOMER. T2 SYSTEMS WILL NOT BE RESPONSIBLE FOR THE FAILURE OF THE SOFTWARE TO PERFORM TO THE EXTENT THAT SUCH FAILURE TO PERFORM IS DUE TO THE FAILURE OF A THIRD PARTY FUNCTION, SUCH AS INTERNET AVAILABILITY REQUIRED FOR THE CONNECTION BETWEEN THE HARDWARE AND SOFTWARE OR THE WIRELESS NETWORK AVAILABILITY REQUIRED FOR THE T2 SYSTEMS SOFTWARE TO BE ABLE TO SEND AND RECEIVE DATA. IN NO EVENT SHALL T2 SYSTEMS BE LIABLE FOR THE FAILURE OF THE SOFTWARE TO PERFORM IF SUCH FAILURE ARISES DUE TO THE COMBINATION OF THE SOFTWARE WITH THIRD PARTY HARDWARE OR SOFTWARE. T2 SYSTEMS SHALL NOT COVER REPAIR, LABOR OR REPLACEMENT OF PARTS THAT ARE BY NATURE EXPENDABLE. IN ADDITION, IF APPLICABLE, THE WIRELESS DATA SERVICES ARE NOT GUARANTEED AGAINST EAVESDROPPERS, HACKERS, DENIAL OF SERVICE ATTACKS OR INTERCEPTORS AND NEITHER T2 SYSTEMS NOR THE UNDERLYING WIRELESS DATA SERVICES CARRIER CAN GUARANTEE THE PRIVACY OR SECURITY OF WIRELESS TRANSMISSIONS.
- (c) THIS LIMITED WARRANTY GIVES THE CUSTOMER SPECIFIC LEGAL RIGHTS. THE CUSTOMER MAY HAVE OTHER RIGHTS, WHICH VARY FROM LOCATION TO LOCATION, DEPENDING UPON THE APPLICABLE LAW OF SUCH LOCATION.

**11. LIMITATION OF LIABILITY AND DAMAGES.**

- (a) TO THE MAXIMUM EXTENT PERMITTED BY LAW: EXCEPT FOR CLAIMS FOR DEATH OR BODILY INJURY, T2 SYSTEMS , ITS THIRD PARTY SUPPLIERS' AND THEIR RESPECTIVE REPRESENTATIVES' TOTAL AGGREGATE LIABILITY ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT, AND/OR ANY PRODUCTS OR SERVICES DELIVERED OR FAILED TO BE DELIVERED UNDER THIS AGREEMENT, SHALL BE LIMITED TO THE ACTUAL DIRECT DAMAGES SUFFERED BY CUSTOMER, NOT TO EXCEED THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR THE PRODUCT OR SERVICE GIVING RISE TO THE CLAIM DURING THE SIX (6) MONTHS IMMEDIATELY PRECEDING THE CLAIM.
- (b) IN NO EVENT WILL T2 SYSTEMS OR ITS THIRD PARTY SUPPLIERS BE LIABLE IN ANY WAY FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR AGGRAVATED DAMAGES OF ANY KIND WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF USE, DATA, INCOME, BUSINESS, PROFIT, GOODWILL, ANTICIPATED REVENUE, FAILURE TO REALIZE EXPECTED SAVINGS, OR OTHERWISE, HOWEVER CAUSED, WHETHER BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, WARRANTY, STATUTORY RIGHTS OR ANY OTHER BASIS



ARISING OUT OF CUSTOMER'S USE OF THE PRODUCTS, OR OTHERWISE ARISING PURSUANT TO THIS AGREEMENT.

- (c) WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, DUE TO THE NATURE OF INTERNET AND WIRELESS TRANSMISSIONS, CUSTOMER AGREES THAT NEITHER T2 SYSTEMS NOR THE UNDERLYING WIRELESS DATA SERVICES CARRIER SHALL BE LIABLE FOR ANY LOSS, COSTS OR DAMAGES OF ANY KIND ARISING OUT OF OR IN CONNECTION WITH: ANY LACK OF PRIVACY OR SECURITY OF WIRELESS TRANSMISSIONS; SERVICES INTEROPERABILITY, ACCESS OR INTERCONNECTIONS WITH THE T2 SYSTEMS SERVICES; SERVICE DEFECTS, SERVICE LEVELS, DELAYS OR INTERRUPTIONS; ANY INTERRUPTION OR ERROR IN ROUTING OR COMPLETING CALLS OR OTHER TRANSMISSIONS; LOST OR ALTERED MESSAGES OR TRANSMISSIONS; OR UNAUTHORIZED ACCESS TO OR THEFT, ALTERATION, LOSS OR DESTRUCTION OF CUSTOMER'S CONTENT, DATA, PROGRAMS CONFIDENTIAL INFORMATION OR SYSTEMS.
- (d) NO ACTION, REGARDLESS OF FORM, ARISING OUT OF THIS AGREEMENT MAY BE BROUGHT BY CUSTOMER MORE THAN TWELVE (12) MONTHS AFTER THE FACTS GIVING RISE TO THE CAUSE OF ACTION HAVE OCCURRED, REGARDLESS OF WHETHER THOSE FACTS BY THAT TIME ARE KNOWN TO, OR OUGHT REASONABLY TO HAVE BEEN DISCOVERED BY, CUSTOMER.
- (e) THE FOREGOING LIMITATIONS SHALL APPLY REGARDLESS OF THE CAUSE OF ACTION, WHETHER ARISING UNDER CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND REGARDLESS OF WHETHER T2 SYSTEMS, ITS THIRD PARTY SUPPLIERS AND/OR THEIR REPRESENTATIVES KNEW, OR SHOULD HAVE KNOWN ABOUT THE POSSIBILITY OF SUCH DAMAGES.
- (f) CUSTOMER AGREES THAT THE LIMITATIONS OF LIABILITY SET FORTH ABOVE ARE FUNDAMENTAL ELEMENTS OF THIS AGREEMENT, WITHOUT WHICH T2 SYSTEMS WOULD NOT HAVE ENTERED INTO THIS AGREEMENT AND/OR AGREED TO PROVIDE THE PRODUCTS AND/OR SERVICES UNDER THE CURRENT TERMS (INCLUDING FEES).
- (g) THIS SECTION SHALL APPLY TO ANY ACTION OR ARBITRATION HEREUNDER. BECAUSE THE LAWS OF SOME LOCATIONS DO NOT ALLOW THE LIMITATION AND/OR EXCLUSION OF LIABILITY, THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO ALL CUSTOMERS.

## **12. TERMINATION.**

- (a) Each Addendum may be terminated according to its terms and the terms of this Agreement.
- (b) In the event that there are no Addenda in effect, either party may terminate this Agreement without cause by written notice to the other party, which termination shall be effective as of the last day of the calendar month following the month in which notice of termination is received.
- (c) Either party may terminate this Agreement or any Addendum if the other party breaches any of its representations or warranties, or any other material obligation under this Agreement or the applicable Addendum, and fails to remedy such breach with thirty (30) days of receipt of notice from the non-breaching party. T2 Systems shall also have the right to suspend performance of all or any of the Services under an Addendum, without liability, pending the rectification of any breach by Customer.
- (d) Either party may terminate this Agreement or any Addendum, immediately upon written notice, if the other party makes an assignment for the benefit of its creditors or becomes bankrupt or makes an application for relief under the provisions of any statute now or hereafter in force concerning bankrupt or insolvent debtors, or if a receiving order or receivership order is made against the other party, or any action whatsoever, legislative or otherwise be taken to effect the winding up, dissolution, suspension of operations or liquidation of the other party. Notwithstanding the foregoing, the Customer shall not be entitled to terminate this Agreement under this Section if T2



Systems, or its creditors, or some other party makes suitable provisions for the performance of its obligations hereunder.

- (e) Without limiting any other remedies available under this Agreement, at law or in equity, in the event of the termination of this Agreement or any applicable Addendum for any reason:
  - (i) T2 System's obligation to provide the affected Products and Services will terminate;
  - (ii) All unpaid amounts due in respect of the terminated Services up to and including the effective date of termination shall, at T2 System's option, become immediately due and payable;
  - (iii) Customer is not entitled to a refund for any affected Products and Services that are in process or not completed, including labor and any expenses T2 Systems may have incurred up to the effective date of termination;
  - (iv) Customer must destroy any copies of the Documentation in Customer's possession in any form and on any media, and certify to T2 Systems in writing that it has done so;
  - (v) Sections 4, 5, 6, 7, 8, 9, 10, 11, 12(e), and 13 shall survive the expiration or termination of this Agreement until such time as the parties may agree to the release of the obligations contained therein.
- (f) No Limitation of Remedies. Any termination of the Agreement shall not in any respect limit any of either party's rights or remedies either in law or in equity or relieve either party of any obligation incurred prior to the effective date of such termination.

**13. DISPUTE RESOLUTION.**

- (a) Dispute Resolution. In the event of any dispute arising out of this Agreement (including all Addenda), the parties shall use commercially reasonable efforts to negotiate a settlement in good faith satisfactory to both parties. If they do not reach a solution within a period of sixty (60) days (or such other longer period as the parties may agree), then either party may, on written notice to the other party, refer the dispute for settlement by arbitration before a single arbitrator in accordance with the rules of the American Arbitration Association. The costs of the arbitrator will be borne equally by the parties, but they will otherwise bear their respective costs incurred in connection with the arbitration. The parties shall select the arbitrator promptly and use commercially reasonable efforts to conduct the arbitration hearing no later than three (3) months after the arbitrator is selected. The arbitrator may not award punitive or exemplary damages against either party or any other relief in excess of the limitations set forth herein. The judgment and award of the arbitrator will be final and binding on each party. Judgment upon the award may be entered in any court having jurisdiction, or application may be made to such court for judicial acceptance of the award and/or an order of enforcement as the case may be.
- (b) Injunctive Relief. Each party acknowledges and agrees that a breach of the obligations under Section 5 ("Ownership") and Section 6 ("Confidentiality") may cause irreparable harm and significant injury to the affected party that would not be adequately compensated by an award of money damages and, in addition to any other remedy available at law or in equity, and notwithstanding the provisions of Section 13(a), the affected party will be entitled to seek temporary and permanent injunctive relief from any court of competent jurisdiction to prevent breaches hereunder, without showing or proving any actual or threatened damage.
- (c) Choice of Law. This Agreement and all Addenda are governed by the laws of the State of Indiana.

**14. GENERAL PROVISIONS.**



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- (a) Assignment. T2 Systems may assign its rights and obligations under this Agreement. Customer may not assign or transfer any of its rights or obligations under this Agreement to any person without the express prior written consent of T2 Systems.
- (b) Entire Agreement. Customer acknowledges that this Agreement including all Addenda, SOW's, Quotes and other attachments referencing this Agreement, comprise the entire understanding and agreement between parties regarding the Products and Services to be provided hereunder and supersedes all prior written and oral agreements, purchase orders, proposals, representations, understandings, promises, descriptions or other communications between the parties regarding the same. If Customer submits an order form with contrary terms or conditions, such order form shall be considered only as confirmation of the order and shall in no way amend, prevail over, supplement, or supersede any of the provisions of this Agreement or any Addenda.
- (c) Piggyback Cooperative Purchasing. It is understood and agreed by Customer that a third party may purchase the goods and services specified herein in accordance with the terms and conditions of this Agreement for the purposes of piggyback purchasing. It is also mutually understood and agreed the third party will issue its own purchasing documents for the goods and services, be invoiced therefrom and make its own payments to T2 Systems in accordance with the terms of the contract established between the third party and T2 Systems. T2 Systems and the third party will agree separately on scope and pricing for the goods and services. Customer shall bear no responsibility or liability to any contractual agreement made between T2 Systems and any other third party.
- (d) Enurement. This Agreement shall be binding upon and enure to the benefit of T2 Systems, Customer and their respective successors and permitted assigns.
- (e) Force Majeure. Neither party shall be liable for delay or failure in performance (other than the making of payments) directly or indirectly resulting from acts beyond the control of such party, including, but not limited to acts of God, acts of war or terrorism, civil commotion, riot, fire, flood, pandemic or other disaster, acts of government, strike, work stoppages, lockout, power failures, inability to secure or delay in securing transportation, inability to obtain or delays in obtaining goods, materials, or qualified labor, or the inability to use or the failure of any third party telecommunications carrier or other services, which events or conditions prevent in whole or in part the performance by such party of its obligations hereunder or which renders the performance of such obligations so difficult or costly as to make performance commercially unreasonable. In such event, the party affected shall be excused from performance on a day-to-day basis to the extent of the delay, and the other party shall likewise be excused from the performance of its obligations on a day-to-day basis to the extent such party's obligations related to the performance are so delayed. Where an Event of Force Majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party. In the event such inability to perform shall continue longer than sixty (60) Days, the party which has received or which was entitled to receive notice may terminate the Agreement by notice to the other party without further liability, expense, or cost of any kind. Force Majeure events do not include any failure as a result of political or social pressure, general economic or market factors, and/or fear of or threat of a Force Majeure Event or other circumstance.
- (f) Tariff Surcharge
  - (i) Tariff Surcharge Implementation: If, after the Effective Date of this Agreement, any governmental authority enacts or imposes new or additional tariffs, import/export duties, surcharges, taxes, or similar fees ("Tariff Surcharges") that increases the costs of goods, materials, and/or services provided for under this Agreement or any product specific addendum, T2 shall have the right to pass through such costs to Customer. Tariff Surcharges shall be calculated as either (1) a percentage-based fee applied to the total cost of applicable good or services, or (2) a fixed fee per affected order, shipment, or



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service. The Tariff Surcharge shall remain in effect for as long as the applicable tariffs remain in place. If tariffs are reduced or eliminated, T2 will evaluate and adjust or remove the surcharge accordingly.

- (ii) **Adjustment of Tariffs:** The Tariff Surcharge is subject to change in response to government-imposed tariff rate changes, exemptions, or other regulatory modifications. T2 will provide 30 days' written notice of any surcharge adjustments.
- (iii) **Transparency and Customer Acknowledgment:** The Tariff Surcharge shall be separately itemized on Order Forms and shall not be considered part of the base price of goods or services. This surcharge is implemented solely to recover tariff-related costs and does not reflect an increase in profit margins. By entering into this agreement, the Customer acknowledges and agrees to the application of the Tariff Surcharge as outlined in this section and agrees to remit payment accordingly.
- (g) **Independent Contractors.** The parties are independent contractors. Nothing herein shall be construed to create any legal partnership, joint venture, agency or any other relationship between the parties.
- (h) **Notices.** All communications and notices provided for herein shall be in writing and shall be deemed to have been given when delivered personally to the recipient, by email, or by registered or certified mail with return receipt requested, postage prepaid, and addressed to the Customer at the address appearing on the Addenda or Quote(s), as applicable, or at such other address as either party may designate by notice to the other. T2 Systems, from time to time may send general communications and/or notices to all its customers and such notices shall be deemed to have been given when delivered by email.
- (i) **No Waiver.** No delay or failure to take any action or exercise any rights under this Agreement shall constitute a waiver or consent unless expressly waived or consented to in writing. A waiver of any event does not apply to any other or subsequent event, even if in relation to the same subject-matter.
- (j) **Publicity.** Except as expressly agreed in writing, neither party shall issue any press release, or otherwise publicly identify the other as a customer or supplier, in any marketing materials or otherwise, without the express prior authorization of the other party.
- (k) **Severability.** If any provision contained in this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, it shall be deemed severed from this Agreement and the remaining provisions of this Agreement shall not be in any way affected or impaired thereby and shall continue in full force and effect.
- (l) **Amendment.** This Agreement may be modified or amended only if the amendment is made in writing and is signed by both parties.
- (m) **Counterparts.** This Agreement and each Addenda may be executed by the parties in counterparts with the same effect as if they had signed the same document and all counterparts shall be construed together and shall constitute one and the same agreement. This Agreement and any Addenda may be executed by the parties and transmitted by electronic transmission, with the same effect as if the parties had delivered an executed original.
- (n) **International.** The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Agreement or any Products or Services ordered or provided under this Agreement.
- (o) **Compliance with Laws.** Each party agrees to comply with all applicable federal, state, provincial and local laws, regulations, and orders in fulfilling its obligations under the Agreement, including as applicable laws relating to anticorruption of public officials and anti-bribery laws and regulations and the Federal Fair Debt Collection Practices Act.



- (p) Authorization. Both parties represent and warrant that they have the authority to bind their respective agency, institution, or company, and that they are authorized to sign this Agreement and any Addenda hereto.
- (q) Captions. The captions and section headings included in this Agreement and any Addenda are for convenience only and shall not affect the scope, intent, meaning or function of any provision of this Agreement or the applicable Addenda.

IN WITNESS WHEREOF, the parties have executed this Agreement by a duly authorized representative thereof.

**T2 SYSTEMS, INC.**

**CUSTOMER**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Fixed-Mobile LPR Solution Addendum

THIS FIXED-MOBILE LPR SOLUTION ADDENDUM (“ADDENDUM”) GOVERNS THE PROVISION AND USE OF THE FIXED-MOBILE LICENSE PLATE RECOGNITION (LPR) SOLUTION AND SERVICES PURCHASED BY \_\_\_\_\_ (“CUSTOMER”) FROM T2 SYSTEMS, INC. (“T2 SYSTEMS”).

1. **BACKGROUND.** The parties have entered into a Master Customer Agreement (“Agreement”). This Addendum is incorporated into and subject to the terms of the Agreement and the terms of the Agreement are incorporated herein. To the extent of any conflict between the terms of this Addendum and the Agreement, the terms of the Addendum shall control.
2. **DEFINITIONS.** In this Addendum:
  - (a) **“Addendum Services”** means the provision of access to the Fixed-Mobile LPR solution by T2 Systems and/or any additional services provided under this Addendum.
  - (b) **“Fixed-Mobile LPR”** means the hardware and software fixed-mobile license plate recognition solution provided by T2 System under this Addendum.
  - (c) **“Site”** means as identified in the Scope of Work.

All other terms defined in this Addendum shall have the meanings ascribed thereto. Capitalized terms used in this Addendum that are not otherwise defined in this Addendum have the meaning set forth in the Agreement.

3. **APPENDICES.** The Appendices below are hereby incorporated into and made a part of this Addendum. In interpreting this Addendum and resolving any ambiguities, the main body of this Addendum shall control over the Appendices. Each reference to T2 in the Appendices shall be deemed to mean T2 Systems, Inc.

### Appendix A – Scope of Work

4. **SCOPE OF WORK.** T2 Systems shall be responsible for the installation and maintenance of the Fixed-Mobile LPR solution at the Site as described in the Scope of Work document attached hereto as Appendix A and incorporated herein. T2 Systems will provide the installation services and Products in accordance with the project schedule, performance requirements and specifications set forth in Appendix A. T2 Systems and Customer shall each appoint a Project Manager who shall work together to coordinate, supervise and manage the Scope of Work and the project schedule for the duration of the project.
5. **PURCHASE & ACCEPTANCE.** T2 Systems shall provide to Customer all Products required for the Fixed-Mobile LPR solution and installation services as set out on the Quote. Customer shall inspect or test all Products upon receiving equipment. Customer shall be deemed to have effected final acceptance of the Products at the earliest of: (a) the fifth (5<sup>th</sup>) day after the date of installation unless written notice is received by T2 Systems before such day; or, (b) the date when the Products are used or otherwise placed in commercial operation.
6. **QUOTES & PAYMENTS.** Unless otherwise specified on the Quote, all amounts payable hereunder shall be due to T2 Systems within thirty (30) days of invoice date, and Customer agrees to pay for the Products in accordance with the payment schedule defined in Appendix A. Subscription fees and warranty shall be payable annually in advance upon T2 Systems receiving its invoice from the LPR vendor. All prices shown are net, and in addition to the price of goods, Customer shall pay all expenses including taxes, insurance, freight, and warehousing. All prices quoted are valid for ninety (90) days and are exclusive of taxes. After the initial term, T2 Systems will increase the subscription fees and any additional agreed upon fee not to exceed five percent (5%) percent per year or up to the manufactures price increase, whichever is the greater per year.



- 7. TITLE & RISK OF LOSS.** Title in the goods shall remain with T2 Systems until such goods have been paid for in full. Customer shall ensure that the goods are insured against “all risks” from the time the goods are placed in the possession of the carrier for shipment to Customer, and continuously thereafter until all amounts due to T2 Systems are paid in full.
- 8. SOFTWARE.** Subject to the payment of the subscription fees as set out in the Quote, and provided that the Customer is not in breach of its obligations under this Addendum or the Agreement, T2 Systems hereby grants to the Customer, and the Customer accepts from T2 Systems, a non-exclusive, non-transferable, fully paid, royalty free, license to use of the Fixed-Mobile LPR software (“**Software**”) and related documentation. The Customer will restrict access to the Software to its employees and contractors who require access in connection with the Customer’s use of the Fixed-Mobile LPR solution. Use of the Software shall be solely in accordance with the documentation, this Addendum, the Agreement, and such reasonable instructions as T2 Systems may provide from time to time. The Customer agrees that it will not use the Software in connection with any equipment, system or website not supplied by T2 Systems, or for any illegal purposes, or in any manner that could damage, disable, overburden or impair the T2 Systems’ systems or interfere with the ability of any other party to use T2 Systems’ services.
- 9. WIRELESS DATA SERVICES.** If purchased by Customer, T2 will provide the Wireless Data Services, supplied by T2’s underlying third party wireless data services carrier, to Customer. Customer acknowledges and agrees that (i) Customer has no contractual relationship with the third party wireless data services carrier, (ii) Customer is not a third party beneficiary of any agreement between T2 and the carrier, and (iii) that the wireless data services carrier shall have no liability of any kind whatsoever to Customer, or any party deriving rights through Customer, whether for breach of contract, warranty, negligence, strict liability, tort, or otherwise.

  - (a) Customer shall use the Wireless Data Services only in connection with the Addendum Services identified in the Quote(s).
  - (b) Customer agrees that it will at all times comply with and abide by all terms and conditions established by T2 for the use of and access to the Wireless Data Services, and acknowledges that the Wireless Data Services may be restricted or cancelled by T2 or the underlying data services carrier if there is a reasonable suspicion of abuse or fraudulent use of the services.
  - (c) Customer may not resell the Wireless Data Services to any other person(s).
  - (d) Customer has no property right in any wireless number assigned to it in connection with the Wireless Data Services, and understands that such number can be changed.
  - (e) Customer will provide T2 with prompt notice of any suspected abuse or fraudulent use of the Wireless Data Services of which it becomes aware.
- 10. WARRANTY.** Subject to the disclaimers and limitations in the Agreement, T2 warrants that (a) title to the hardware sold shall be free from any encumbrance, and that the goods will conform to the description contained on T2 Systems’ invoice, (b) the Fixed-Mobile LPR Software will substantially conform to the specification as set out in the Documentation as revised by T2 Systems from time to time, (c) the installation services will be rendered in accordance with the customary professional standards prevailing for the type of work performed by professionally trained T2 Systems personnel or subcontractors. T2 Systems warrants to Customer that for a period of twelve(12) months from the date of delivery, all Deliverables delivered on that date will: (a) be free from any defects in workmanship, material, and design; (b) conform to applicable specifications and other requirements specified by T2 Systems; (c) be fit for their intended purpose and operate as intended; (d) be merchantable; (e) be free and clear of all liens, security interests, or other encumbrances.
- 11. RETURN MATERIALS AUTHORIZATION (RMA) PROCESS.**



In the event that Customer experiences a malfunction with respect to the Hardware, Customer shall call T2 technical support in order to determine the cause of the malfunction. If T2 technical support determines that the Hardware does require service, the technician will instruct Customer as to the proper return procedure. A Return Material Authorization Number (RMA) must be obtained before product is returned. Customer shall return the damaged Hardware, together with a description of the malfunction, to T2 or other service location as directed by the T2 technician. Customer shall remove the Flash ROM or RAM cards prior to shipping the Hardware to the appropriate T2 service center.

Customer is responsible for all freight and insurance charges inbound to the service center. T2 Systems is responsible for all freight and insurance charges outbound from the service center. T2 Systems is not responsible for removal, installation, or any incidental expenses incurred in replacing the defective item.

**12. TERMINATION.**

- (a) Either party may terminate this Addendum without cause by providing prior sixty (60) days written notice to the other party, which termination shall be effective as of the last day of the calendar month following the month in which notice of termination is received. Customer shall be liable for the remainder of the unpaid balance of the current annual Software subscription fee for that year and such fees shall, at T2 System's option, become immediately due and payable;
- (b) Either party may terminate this Addendum if the other party breaches any material obligation under this Addendum, and fails to remedy such breach with thirty (30) days of receipt of notice from the non-breaching party;
- (c) Without limiting the foregoing, either Party may terminate this Addendum on the same basis as set forth in Section 12(d) of the Agreement.



## UPSAFETY SOFTWARE SUBSCRIPTION ADDENDUM

THIS UPSAFETY SOFTWARE SUBSCRIPTION ADDENDUM (“ADDENDUM”) GOVERNS THE PROVISION AND USE OF THE SOFTWARE SOLUTION AND SERVICES PURCHASED BY \_\_\_\_\_ (“CUSTOMER”) FROM T2 SYSTEMS, INC. (“T2 SYSTEMS”).

The parties have entered into a Master Customer Agreement (“Agreement”). This Addendum is incorporated into and subject to the terms of the Agreement and the terms of the Agreement are incorporated herein. To the extent of any conflict between the terms of this Addendum and the Agreement, the terms of the Addendum shall control.

### 1 Definitions

The following terms shall have their meanings defined below.

- a. “Customer Data” means any data, databases, information, trademarks, service marks, logos, files, images, text, files, records or other content that may be provided by or on behalf of Customer or its authorized users for use in conjunction with the Software or Services.
- b. “Documentation” means the T2 Systems user documentation provided to the Customer relating to the Software and Services.
- c. “Professional Services” means any additional technical, development or installation services in association with this Addendum, a description of which shall be set out in a Statement of Work, executed by T2 Systems and the Customer which is incorporated and referenced hereto.
- d. “SaaS Term” means the period during which the Services and access to the Software will be provided by T2 Systems to Customer, including the Initial Term and any Renewal Term(s).
- e. “Services” means the hosting, maintenance, support and other services provided by T2 Systems pursuant to this Addendum.
- f. “Software” means the “Citation Management Program” referring to the internet accessible management portal, Customer facing websites, and “Mobile Software” referring to the Android based data collection software.
- g. “T2 Systems Content” means any information, documentation or other materials provided to Customer by T2 Systems relating to the Software, including, without limitation, the Documentation.
- h. “Web Sites” means the web sites of T2 Systems, including the web sites that provide access to the Software.

All terms defined in this Addendum shall have the meanings ascribed thereto. Capitalized terms used in this Addendum that are not otherwise defined in this Addendum have the meaning set forth in the Agreement.

### 2 Appendices.

The Appendices below are hereby incorporated into and made a part of this Addendum. In interpreting this Addendum and resolving any ambiguities, the main body of this Addendum shall control over the



Appendices. Each reference to T2 in the Appendices shall be deemed to mean T2 Systems, Inc.

Appendix A – Cost Proposal and Quote

Appendix B – Merchant Services Addendum for Sub-Merchants

Appendix C - Scope of Work (If applicable)

### **3 General Terms**

T2 Systems will provide services (the "Services") and license all software, including all web and LPR applications and related Documentation (the "Software"), necessary for Customer to operate a Citation Management Program ("CMP") to allow the Customer's parking enforcement officers to issue parking citations, accept payment for parking citations and perform citation adjudication tasks.

This Addendum (including the Quote and applicable SOW) and the Agreement constitute the entire agreement between the parties hereto with regard to the Software, Services, any technical support and supersedes all prior written and oral agreements, purchase orders, representations, understandings, promises, descriptions or other communications between the parties regarding the Addendum Services.

### **4 Term and Termination**

The ("Term") of the Addendum is effective from the date on which T2 Systems signs this Addendum (the "Effective Date") and will remain in effect for three (3) years ("Initial Term") from the date on which the Customer is trained and the Software is deployed to Customer (the "Training Date"). On the third anniversary of the Training Date, and on each annual anniversary date thereafter, this Addendum will automatically renew for a one (1) year period upon the same terms and conditions ("Renewal Term"). If either the Customer or T2 Systems does not wish to renew this Addendum, or provide notice for early termination, a party must notify the other party in writing of its intention not to renew no later than sixty (60) days prior to the annual anniversary Training Date.

If Equipment and training costs have been paid in full, either party may terminate this Addendum for convenience with sixty (60) days' written notice, or terminate for cause in the event that a party provides written notice to the other party of a material breach and the breaching party fails to cure the breach within fifteen (15) days after receiving written notice of the breach from the non-breaching party.

In the event of a termination, with written notice from the Customer, T2 Systems shall supply a CSV file which contains all the Customers textual ticket and permit data (if applicable) at no cost. Any special requests for a different format will be scoped by T2 Systems with an estimate provided to the Customer on a time and material basis.

Reengagement. When a project does not stay on the agreed upon schedule as defined in a mutually agreed upon project plan because the Customer did not meet its deliverables, or if the Customer requests a new date after a committed date has been scheduled, the Customer will be responsible for the payment of:

- a. All Professional Services Fees completed to date.
- b. All hard costs, including incurred travel and travel expenses.
- c. Any rebooking fees.
- d. A reengagement fee of twenty percent (20%) of the originally quoted Professional Services Fees.

A reengaged project will not begin until the above amounts are paid by the Customer. Any necessary rework (repeat of training, additional data samples, additional project management hours) would be billed at the



reengaged project.

Upon written notice to T2 Systems, if the Customer does not reengage the project, this Addendum shall terminate in accordance with this Section.

## **5 CityCite™ Platform Component Terms**

T2 Systems will provide the Services as specified in Exhibit A: Agreement to Purchase with the following terms:

### **I. Physical Equipment**

T2 Systems will supply Equipment to Customer in the models and quantities set forth in Exhibit A: Agreement to Purchase, and under the T2 Systems limited warranty.

All Equipment provided by T2 Systems will be new and unused of the latest model available. Where any standard part or accessory of such Equipment is not described, it shall be understood that all Equipment and accessories that are provided standard with such Equipment shall be furnished.

Customer acknowledges that the title to the Equipment shall remain with T2 Systems until such Equipment has been paid for in full. Until Equipment has been paid in full, Customer agrees to exercise reasonable care of Equipment while in its possession.

Leased Equipment that becomes lost or stolen will be the sole responsibility of the Customer, and will be billed to the Customer at the then current price. If the exact Equipment is not available, T2 Systems will provide a similar unit that is compatible with solution at the then current price.

### **II. Data Plans**

T2 Systems will provide a data plan for each device requiring one, allowing unlimited data usage for the handheld devices covered by these plans, pursuant to the pricing in Exhibit A: Agreement to Purchase. T2 Systems expressly disclaims all warranties as to the network's reliability, fitness for a particular purpose or uptime.

### **III. Paper and Physical Consumables**

Paper, permits and other physical consumables will be provided in the configurations and quantities identified in Exhibit A: Agreement to Purchase. Additional paper can be purchased for the same terms for up to (1) year from Effective Date, after which paper can be purchased at T2 System's then current price list.

If Customer orders custom printer paper not quoted in Exhibit A: Agreement to Purchase, T2 Systems will provide a separate Agreement to Purchase to Customer detailing those costs.

### **IV. Public Citation Management Portal**

T2 Systems will provide an online payment portal and an interactive voice recognition (IVR) system through which patrons may view, pay and dispute outstanding parking citations, as well as view, purchase and apply for permits.

### **V. Automated Notice Generation, Owner Lookups & Collections**

T2 Systems will prepare all Delinquent Notices and Notice of Violations for outstanding tickets issued to vehicles bearing [ENTER STATE] plates and out-of-State plates (to the extent allowed by each State's DMV and T2 Systems existing integrations) to the last known registered owner(s). State agency approval will also be obtained where applicable with assistance from the Customer. Such notices shall comply



with State rules and regulations in all material respects.

- a. **Collections.** Should the Customer request for a further collections process, Customer and T2 Systems will execute a separate addendum identifying the specific terms for referred collection accounts.

#### **VI. Custom Software Development**

Upon T2 Systems receiving a signed purchase order from Customer, T2 Systems may perform custom software development to customize the CityCite™, CodeCite™ or ForCite™ platforms to meet the Customer's needs. Work will be performed in accordance with an executed Statement of Work ("SOW"), and will be performed in a professional and workmanlike manner in accordance with recognized industry standards and other specifications as outlined in the project specific SOW. All custom software development is owned exclusively by T2 Systems.

#### **VII. Support & Issue Resolution**

T2 Systems will provide online, telephone and email support to Customer during the Term, providing live, direct T2 Systems product support from 8:00 a.m. to 5 p.m. EST, Monday through Friday, excluding nationally observed federal holidays. Additionally, voicemail will be made available 24/7 and a reply will be generated by T2 Systems initiating the support call within one (1) hour.

T2 Systems product support will assist Customers relating to, but not limited to:

- Recommendations for optimal use of CMP
- Problems with or questions pertaining to the operation of CMP
- Problems with interfaces between CMP & other systems
- Error messages from CMP
- Printing issues related to CMP Mobile Software
- Questions about CMP customizable reporting tool

#### **VIII. Shipping Costs**

Customer will be responsible all shipping costs to its facility incurred by T2 Systems for the shipment of paper, Equipment, permits and all other physical components required to operate the CMP.

#### **IX. Acceptance of Equipment**

Customer shall inspect or test Equipment upon receipt. Customer shall be deemed to have affected final acceptance of the Equipment at the earliest of: (a) the fifteenth (15th) day after the date of shipment, unless written notice is received by T2 Systems before such day; or, (b) the date when the Equipment is used or otherwise placed in commercial operation.

#### **X. Out of Scope Services and Change Order Requests**

Additional services or changes may be requested by the Customer must be submitted in writing by the Customer. T2 Systems will prepare a separate statement of work along with a detailed cost estimate to be approved in writing by the Customer prior to the implementation of any changes or additions. This includes, but is not limited to, requests for additional Equipment, installation of additional sessions, Customer requested software modifications and/ or relocation of Equipment.



In performing T2 System's obligations in connection with the maintenance of the Public Citation Management Portal ("PCMP"), T2 Systems will serve as the merchant of record for all PCMP transactions and will supply a payment gateway for all such transactions.

Except for chargeback fees and any other transaction exception fees from T2 System's merchant bank, T2 Systems will be responsible for all merchant processing costs associated with citation payments made online through the payment portal, including, without limitation, settlement fees, payment gateway fees, and interchange reimbursement fees. Chargeback fees from T2 System's merchant bank will be passed through directly to Customer with no markup.

T2 Systems will remit all fees and fines to Customer, less T2 System's per transaction fees, refunded transactions and associated fees, merchant processing fees and chargeback and refund fees as applicable based on the pricing set forth in the Quote.

- a. Payment Processing. Should the Customer request for payment processing, Customer and T2 Systems will execute a separate addendum identifying the specific terms for payment processing.

## **7 Fees**

Customer agrees to the fee schedule outlined in Exhibit A: Agreement to Purchase. Invoices will be submitted on a monthly basis, payable within thirty (30) days upon its transmittal.

Fees may increase after the initial term at every term renewal as set forth in the quote. If not defined in the quote, renewals may increase by an amount not to exceed five percent (5%) per year.

## **8 Payment**

Payment for Software Licensing, Data Plans and CiteGuardPlus™ warranties are invoiced one (1) year in advance. Payment for purchased Equipment and CiteGuard™ warranties are due prior to installation. If Equipment and other upfront costs have been amortized over a three (3) year term, the lump sum payment outlined in Exhibit A: Agreement to Purchase will be invoiced one (1) year in advance.

Payments for any Revenue Share, Owner Lookups, Data Entry, Automated Notices and Call Center Support, as applicable, are invoiced monthly on an as-used basis pursuant to Exhibit A: Agreement to Purchase or other Exhibits.

T2 Systems shall keep accurate records of all Services performed under this Addendum and shall submit such information to the Customer with each invoice.

## **9 Web-Based License**

T2 Systems grants to Customer, and Customer accepts, a nontransferable, nonexclusive license and right to access the Citation Management Program via the Internet, and to the Mobile Software through mobile devices on which T2 Systems has installed its software. Customer agrees to use the Software and the Documentation only as authorized in this Addendum, for its own internal purpose and operations, during the SaaS Term. Customer acknowledges that its access to and use of the back end Citation Management Program Software will be web-based only. The Citation Management Program will be hosted by T2 Systems and accessed and used by Customer through the use of the Internet and Customer's computers, while Mobile Software will be installed on Customer mobile devices exclusively by T2 Systems.



## 10 T2 Systems Limitations

The maximum number of Customer's employees, contractors, volunteers, and other agents that are simultaneously accessing or using the Software at any given time shall not exceed the number of users specified in Exhibit A: Agreement to Purchase. Customer's use of the Software may not exceed the number of users specified without the express written agreement of T2 Systems.

## 11 Permitted Uses

Subject to T2 System's database permissions and limitations, users shall be permitted access to the T2 Systems CityCite® products for the following uses (but only such uses) as described below:

By users as permitted and authorized by Customer within the terms and features of this Addendum:

- a. Issuance & Management of Citations, Tickets & Permits
- b. Customization & Management of Settings, Rules, Reporting and User Permissions
- c. Customization & Management of Public Citation Management Portal

The permitted uses described herein shall only be permitted during the SaaS Term. Customer agrees that upon expiration or termination of the SaaS Term, all rights granted to Customer shall immediately terminate. T2 Systems Customer shall certify in writing to T2 Systems that all copies of T2 Systems Content in any form, including partial copies, and shall erase all computer, electronic, or other storage devices have been destroyed.

## 12 Upgrades

T2 Systems will install upgrades/releases of the Software which are generally made available to its other subscribers, including patches and/or fixes, as they are made available, at no charge during the SaaS Term.

## 13 Customer Responsibilities

Customer is responsible for administering security within the T2 Systems applications (e.g., the granting of rights to a user for a specific form in the application), including maintaining the secrecy and protection of all usernames and passwords provided to Customer. Customer is responsible for maintaining its user desktops and other devices and providing users network and internet access to the Software. Customer is also responsible for ensuring that its users comply with these terms and conditions with respect to use of the Software and Services. Customer shall provide secure connectivity to the Internet for its location(s) for purposes of providing adequate access to Software hosted at the Customers hosting site.

T2 Systems shall not be responsible for the reliability or continued availability of the communications lines, or the corresponding security configurations, used by Customer in accessing the Software via the Internet. Customer shall provide adequate industry "best practice" standards to ensure reasonable security for integration between applications at the Customer site and Software hosted by T2 Systems. Customer shall provide accurate input information in the manner T2 Systems in connection with the Software and Services. Customer shall advise T2 Systems of any changes to Customer's operations, banking relationships, Primary Contact, or other information that would require a change in the support, operation, or configuration of the hosted Software. Customer shall configure necessary user accounts via the administrator account provided by T2 Systems. Customer shall be responsible for ensuring that any Customer Data is accurate, not corrupt in any way, and does not contain any viruses.



Customer shall be solely responsible for, and shall hold T2 Systems, its third party suppliers, and their respective Representatives harmless from any loss, damage or liability arising in connection with Customer's inputs, selection and use of the Services, and all data (including Customer Data), reports, statements and other content transmitted, posted, received or created on the T2 Systems system through Customer's account, even if transmitted, posted, received or created by a third party

#### **14 Other Restrictions**

Use of the Software and Services is restricted to use by the specific licensing entity only, and only for Customer's internal business purposes. Customer may not use the Software or Services for the benefit of any third parties or provide service bureau or other access or use of the Software or Services to third parties. Customer may not, directly or indirectly, sublicense, assign, transfer, sell, rent, lend, lease or otherwise provide the Software, Services (or any portion thereof, including without limitation any capacity) or the User Documentation, or any portions thereof, to any third party, and shall be deemed a material breach. Customer may not reverse engineer, disassemble, decompile or make any attempt to ascertain, derive or obtain the source code for the Software. Customer shall not use the Software for any commercial purpose beyond the functionality for which the Software is intended. Customer hereby agrees, represents and warrants to T2 Systems that Customer will not access or use the Software or the Web Sites for any purpose that is unlawful or prohibited by these terms and conditions.

Customer will not use the Software, Services or T2 Systems CityCite, CodeCite and ForCite cloud product to take any actions that (i) infringe on any third party's copyright, patent, trademark, trade secret or other proprietary rights or rights of publicity or privacy; (ii) violate any applicable law, statute, ordinance or regulation (including those regarding export control); (iii) are defamatory, trade libelous, threatening, harassing, or obscene; (iv) constitute unauthorized entry to any machine accessible via the network; (v) create or build any derivative works from any information, content, software, products or services obtained from or otherwise connected to T2 System's Software or Web Sites, including appending such information or content to Customer's internal database for distribution to multiple nonprofits as a donor database product or service; or (vi) distribute, transfer or resell the results of Customer's use of the Software, Services or Web Sites.

Customer shall not interfere with or disrupt network users, services or equipment with the intent to cause an excessive or disproportionate load on T2 System's or its suppliers' infrastructure by means of (but not limited to) distribution of unsolicited bulk emails or chain letters, viruses, Trojan horses, worms, or other similar harmful or deleterious programming routines. Customer further agrees to cooperate with T2 Systems in causing any unauthorized use (including but not limited to co-branding, framing or hyper-linking) and to immediately cease.

#### **15 Location, Audio, Image and Video Services**

Customer acknowledges and consents to the automated and manual creation and/or collection of Location-Based, Audio, Image, and/or Video Services information in the Software and/or device through interaction between the devices where the Software is installed, T2 System's servers, and third party applications and systems. T2 Systems will use commercially reasonable efforts to ensure the accuracy of Location-Based, Audio, Image, and/or Video Services; however, T2 Systems assumes no liability or responsibility in the event of inaccuracies in such information. While T2 Systems uses commercially reasonable efforts to safeguard such information, T2 Systems assumes no liability or responsibility for losses resulting from illegal or fraudulent access to Location-Based, Audio, Image, and/or Video Services related information. T2 Systems



also reserves the right to make such information available to auditors, police and other governmental agencies as permitted or required by law.

## 16 Software Modifications

Customer shall not make any modifications to the Software. Any modifications that Customer makes to the Software will void any warranty obligations contained in this Addendum and T2 Systems in its sole discretion, may terminate this Addendum.

## 17 Warranties

**T2 Systems Limited Warranty.** Each party warrants that (i) it has the right and power to enter into these Terms and Conditions, and (ii) it will comply with all applicable laws and regulations. T2 Systems warrants that the Services will be performed in a professional and workmanlike manner in accordance with recognized industry standards and other specifications as outlined in this Addendum.

**Exclusive Remedies.** If, during the warranty period the Software fails to comply with the specifications, T2 System's entire liability and Customer's exclusive remedy will be either to (a) repair or replacement of the Software, or (b) if in T2 System's opinion such repair or replacement is not possible, termination of the SaaS Term and a refund of the Subscription Fees paid for the Software of the current annual Term. This limited warranty is void if failure of the Software has resulted from accident, abuse, misuse or negligence of any kind in the use, handling or operation of the Software, including any use not consistent with the Documentation or T2 Systems training. T2 System's entire liability and Customer's exclusive remedy for any breach of warranty with respect to the Services as described above shall be T2 Systems re-performing the Services performed.

## Shorewood Paid Parking Feasibility Framework

### Paid Parking Assumptions

Note: Changes to highlighted cells will change fi

### REVENUES

1) Paid Parking/Metered Revenue	Notes	
Number of Blocks	49	from Walker report
Est. Spaces per Block	8	
Paid Spaces*	392	only the blockface fronting Oak
Paid Hours per Day	10	9am-7pm
Paid Days	300	exclude Sundays and Holidays
Occupancy	27%	from Walker report (2pm & 7pm)
Paid Occupancy	50%	estimate
Hourly Rate	\$ 1.50	estimate
Credit Card Processing Fees	-30%	for small-dollar transactions, C
Annual Net Meter Revenue	\$ 166,698	

\*if all the blockfaces from the collection area in the Walker Report were metered the

2) Meter-Related Citation Revenue	Notes	
Paid Spaces	392	only the blockface fronting Oak
Paid Hours per Day	10	from above
Paid Days	300	from above
Occupancy	27%	from above
Paid Occupancy	50%	from above
Violation Rate	50%	inverse of paid occupancy
Annual Violations	158,760	
Capture Rate	5%	estimate
Annual Meter Citations	7,938	
Citation Value	\$ 25	estimate
Collection Rate	80%	based on previous performance
Annual Citation Revenue	\$ 158,760	

3) Annual Total Paid Parking Program Revenue	Notes	
Net Meter Revenues	\$ 166,698	from above
Citation Revenue	\$ 158,760	from above
Total Paid Parking Revenue	\$ 325,458	

### EXPENSES

4) Infrastructure/Eqpt Expenses	Single-space	Dual-space	Multi-space
Number of Blocks	49	49	49
Est. Spaces per Block	8	8	8
Number of Spaces	392	392	392
Number of Meters	392	196	49
Cost per Installed Meter	\$ 1,000	\$ 1,200	\$ 7,000

Total Meter Cost	\$ 392,000	\$ 235,200	\$ 343,000
Spare Parts Supplies & Eqpt	\$ 39,200	\$ 23,520	\$ 34,300
Maintenance Vehicle	\$ 35,000	\$ 35,000	\$ 35,000
Total One-time Eqpt Expenses	\$ 466,200	\$ 293,720	\$ 412,300

Recurring Infrastructure Expenses

Monthly Management Fee	\$ 6	\$ 9	\$ 55
Annual Mgmt Fee per Meter	\$ 72	\$ 108	\$ 660
Annual Recurring Fees	\$ 28,224	\$ 21,168	\$ 32,340
Five Year TCO for Infrastructure	\$ 607,320	\$ 399,560	\$ 574,000

5) Staffing Expenses

Notes

Maintenance Staff (FTE)		1	assume this is a new position
Maintenance Salary	\$ 40,000		estimate - Village can update th
Enforcement Staff (FTE)		1.5	60 hrs per week
Enforcement Salary	\$ 40,000		estimate - Village can update th
Annual Salary Expenses	\$ 100,000		2.5 FTEs
Fringe Benefits		40%	estimate - Village can update th
Annual Total Staffing Expenses	\$ 140,000		
Five Year Staffing Costs	\$ 700,000		

6) Citation Processing/Collections Expenses

Notes

Additional Meter Citations		7,938	from above
Proc. & Coll. Cost/Citation	\$ 7		including collection costs - Vill
Annual Citation Expenses	\$ 55,566		
Five Year Citation Expenses	\$ 277,830		

7) Annualized Pd Parking Expenses

Single-space      Dual-space      Multi-space

Infrastructure Expenses	\$ 607,320	\$ 399,560	\$ 574,000
Staffing Expense	\$ 700,000	\$ 700,000	\$ 700,000
Citation Expenses	\$ 277,830	\$ 277,830	\$ 277,830
Total 5 Year Expenses	\$ 1,585,150	\$ 1,377,390	\$ 1,551,830
Annualized Parking Expenses	\$ 317,030	\$ 275,478	\$ 310,366

8) Total Net Profit

Single-space      Dual-space      Multi-space

Total Annual Revenues	\$ 325,458	\$ 325,458	\$ 325,458
Total Annual Expenses	\$ 317,030	\$ 275,478	\$ 310,366
Total Annual Net Profit	\$ 8,428	\$ 49,980	\$ 15,092

9) Paid Parking (Expanded Scenario)

Revenues

Notes

Paid Spaces	2,458	includes adjacent spaces from
Effective Occupancy	20%	discounted based on resident v

Annual Meter Revenue	\$ 774,270	based on expanded spaces and
Annual Citation Revenue	\$ 737,400	based on expanded spaces and
Total Paid Parking Revenues	\$ 1,511,670	

Expenses	Single-space	Dual-space	Multi-space
Number of Meters	2,458	1,229	307
Total One-time Eqpt Expense	\$ 2,738,800	\$ 1,657,280	\$ 2,400,825
Annual Recurring Fees	\$ 176,976	\$ 132,732	\$ 202,785
Annual Staffing Expenses	\$ 280,000	\$ 280,000	\$ 280,000
Annual Citation Expenses	\$ 258,090	\$ 258,090	\$ 258,090
Total Annual Expenses	\$ 1,262,826	\$ 1,002,278	\$ 1,221,040
Total Annual Net Profit	\$ 248,844	\$ 509,392	\$ 290,630

### DIGITAL PARKING

Digital Parking Adjustments		Notes
10) Original Annual Revenue	\$ 325,458	from above
Meter Revenue Addback	\$ 71,442	remove 30% credit card fee
Updated Annual Revenue	\$ 396,900	
Annualized Infrastructure Costs	\$ 10,000	\$50k one-time costs spread over
Recurring Infrastructure Costs	\$ 20,000	\$20k management system fee
Staffing Expenses	\$ 84,000	eliminate maintenance staffing
Citation Expenses	\$ 55,566	from above
Updated Annual Expenses	\$ 169,566	
Updated Annual Net Profit	\$ 227,334	

figures below.

---

land & Capitol is metered

1)

C fees can be substantial

*number of spaces would be 2,458*

---

land & Capitol is metered

3

---

Notes

from above

from above

from above

SSM & DSM incl. Pole & Housing

10% of equipment total  
estimate

Notes

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estimates

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is

is

is

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age can update

Notes

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from above

from above

from above

Notes

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from above

from above

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Walker Report

vehicles parking for free

↓ reduced occupancy  
↓ reduced occupancy

## Notes

---

one-time costs spread over 5 yrs

assume doubling of staff size

assume 37k more citations

---

er 5 years

;



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item:** Critical utility infrastructure evaluation presentation

**Date:** March 2, 2026

**Presenter:** Phil Bdzusek, Village Engineer/Strand Associates  
Leeann Butschlick, Public Works Director

---

**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 (including page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

Please recall that following the recent failure of deep storm sewer infrastructure in a neighboring community, staff requested that funds be allocated in the 2025 budget to perform proactive investigative work in Shorewood’s deep storm sewer lines and other critical sewer infrastructure.

A contract was awarded to Visu-Sewer LLC on May 5, 2025. The resulting televising video and reports were provided to Stand for evaluation. The attached report documents the findings which will be presented at your meeting.

---

**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.*

Please note that for the purposes of this exercise, “critical infrastructure” is defined as generally deep, large diameter, and/or difficult to access pipe that would make it difficult for unplanned repairs to be completed quickly and cost effectively. Figure 1 of the report identifies the location of multiple storm sewer segments and four combined sewer segments which meet the above definition and were investigated.

Recommendations, including cost estimates, are summarized in Table 12.

### **3900 Oakland/1800 Shorewood block (Eastwood Condominiums)**

Please recall that staff previously identified this block, which includes the Eastwood Condominiums, as of particular concern. Records indicate that the condominium buildings were developed in the 1980’s following a vacation of a segment of N. Cramer Street. The four combined sewer segments noted above are located within this block; the Village also has water infrastructure in the vacated Cramer right-of-way.

While there do not appear to be any structures built directly atop the utilities, access in many areas would be difficult and have a high potential for significant service interruptions to surrounding areas. Please see the attached illustration.

Recommendations include the lining of these combined sewer segments. Staff will continue to work with Strand to develop watermain options and anticipates that work to be complete prior to the spring LRP discussions.

---

**Fiscal Note** - *if applicable, please address the financial impact of the item.*

Recommendations from the reports and their estimated costs have been provided to Finance for rate review and incorporation in the budget and Long Range Financial Plan.

---

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

Yes

No

*If yes, identify and what community groups and businesses were notified. NA*

---

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

No action is required at this time.

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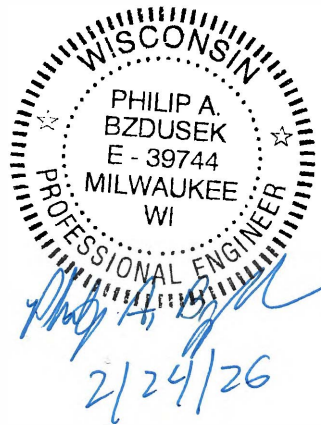
**Attachments** – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include agreements/contracts, presentation materials, letters,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

Critical Sewer Infrastructure Summary Report  
3900 block Oakland/1800 block Shorewood illustration  
PowerPoint presentation

# Report for Village of Shorewood, Wisconsin

---

## Critical Sewer Infrastructure Summary Report



Prepared by:

STRAND ASSOCIATES, INC.®  
126 North Jefferson Street  
Milwaukee, WI 53202  
[www.strand.com](http://www.strand.com)

February 2026



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### **APPENDIX**

#### TELEVISIONING REPORTS

**BACKGROUND**

This report provides a summary of critical sewer infrastructure in the Village of Shorewood (Village) that is generally deep, large diameter, and/or difficult to access, which would make it difficult for unplanned repairs to be completed quickly and cost effectively. The primary focus of the report is review of the storm sewer installed at depths of 15 feet or greater which were televised by Visu Sewer, LLC. (Visu Sewer). The report also includes a summary of combined sewers with a diameter of 36 inches and larger.

The Village contracted with Visu Sewer to complete light cleaning and televising of approximately 9,060 linear feet (LF) of 36- to 72-inch storm and combined sewer pipe from July 22 to August 4, 2025, including closed caption television footage, Pipeline Assessment and Certification Program (PACP) codes, and defect photographs (refer to Figures 2 through 26). See Figure 1 for the sewers televised as a part of this project. Visu Sewer’s televising reports are included in the Appendix.

This report summarizes the defects identified by Visu Sewer and Strand Associates, Inc.® (Strand), rehabilitation recommendations for defective pipe, and opinion of probable costs (OPC) for the rehabilitation work. The sewer piping is rated on a scale of 1 to 5 using PACP codes, with 5 being the most severe. Defects are broken into two categories, operation and maintenance (O&M) and Structural. O&M defects are generally associated with obstructions in the pipe that can be removed or sources of leaks into the pipe. Examples of O&M defects include deposits, roots, infiltration, obstacles or obstructions, and vermin. Structural defects are associated with damage to the structure of the pipe, such as, cracks, fractures, offset joints, deformed pipe, holes, and collapsed pipe. Table 1 summarizes the PACP code scale.

PACP Condition Grade	Description	Timeline
1	Minor defect (crack circumferential, roots)	Failure unlikely in the foreseeable future
2	Minor to moderate defect—Defect has not begun to deteriorate (CL, infiltration weeper, roots)	Pipe unlikely to fail for at least 20 years
3	Moderate defect—Defectives will continue to deteriorate (CM, ID, roots medium)	Pipe may fail in 10 to 20 years
4	Significant defect—Will be Grade 5 defects within foreseeable future (broken, FM, infiltration runner, roots ball)	Pipe will probably fail in 5 to 10 years
5	Most Significant Defect—Immediate attention required (deformed/collapsed, IGF, roots ball barrel)	Pipe has failed or will likely fail within the next 5 years

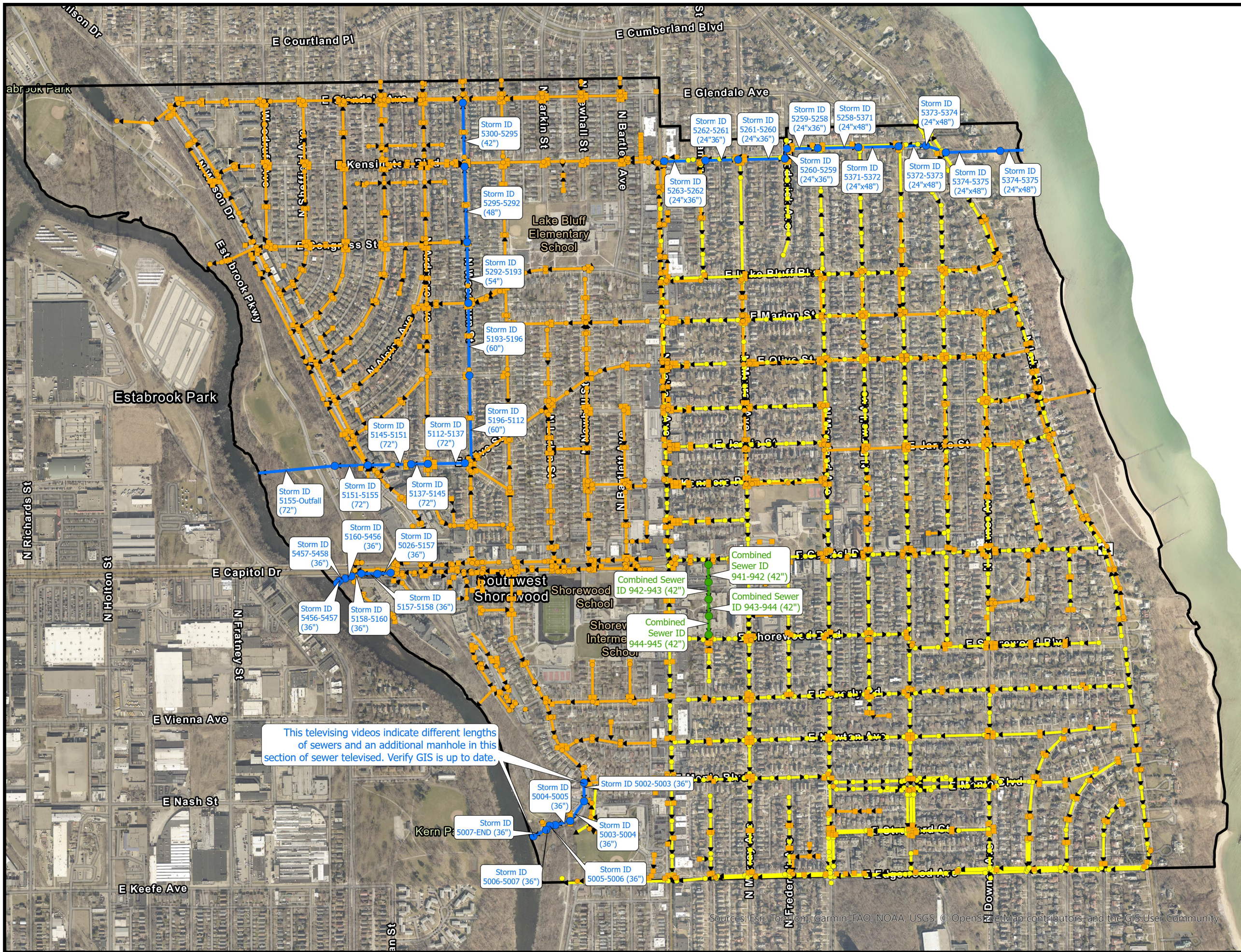
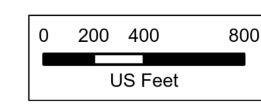
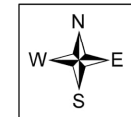
Notes:  
 CL=crack longitudinal  
 CM=crack multiple  
 ID=infiltration dripper  
 IGF=infiltration gusher joint  
 FM=fracture multiple

**Table 1 PACP Codes, Descriptions, and Timeline**

**SEWER TELEVISION LOCATIONS**  
**CONTRACT 2-2025**  
**VILLAGE OF SHOREWOOD**  
**MILWAUKEE COUNTY WISCONSIN**

**Legend**

- Contract Manhole
- Storm Sewer to be Cleaned/Televised
- Contract Manhole (Combined)
- Combined Sewer to be Cleaned/Televised
- Storm Manhole
- Curb Inlet
- Combined Manhole
- Storm Sewer
- Combined Sewer
- Village Limits



**FIGURE**  
**1**  
**3646.050**

**SUMMARY OF TELEVISIONING RESULTS**

A total of 38 pipe segments and approximately 9,060 LF of sewer pipe were televised. Table 2 summarizes the diameter and number of pipe segments, number of defective pipe segments, and total pipe length. There were 11 pipe segments with “minor or no defects,” ten pipe segments with defects identified as “O&M only,” and 17 pipe segments with “O&M and/or structural.” The total amount of sewer pipe with minor or no defects, O&M only defects, and O&M and/or structural defects are approximately 1,380, 2,840, and 4,840 LF, respectively. Figure 2 shows each sewer segment televised and whether defects have been identified.

Pipe Diameter (inches)	Sewer Type	No. of Pipe Segments	No. of Defective Pipe Segments	Total Pipe Length (feet)
36	Storm	13	7	1,214
42	Storm	1	1	262
42	Combined	4	3	470
48	Storm	1	1	619
54	Storm	1	1	497
60	Storm	2	2	1,352
72	Storm	5	3	1,668
24x36	Storm	5	4	1,304
24x48	Storm	6	5	1,672

**Table 2 Defective Pipe Segment Summary**

A. Minor or No Defects

No defects were identified in 11 sewer segments by Visu Sewer. Strand reviewed the televising reports and videos and identified defects in sewer segments with no defects identified by Visu Sewer. These defects are summarized in the “Notes” column in Table 3. The most common defect observed was minor Deposits Attached Encrustation (DAE). Figure 3 shows the misaligned pipe in the sewer segment 5006A-5007.



Sewer Segment	Location	Diameter (inches)	Sewer Type	Pipe Material	Main Depth (feet)	Notes
941-942*	North Cramer Street	42	Combined	Brick	17	<ul style="list-style-type: none"> <li>▪ Dripping leaks around 15 feet.</li> <li>▪ Large TFA.</li> <li>▪ Survey abandoned.</li> <li>▪ Citing no access due to two 90-degree turns.</li> <li>▪ Sewer clear of obstruction.</li> </ul>
5006-5007	North Morris Boulevard	36	Storm	Brick	20	
5006A-5007	North Morris Boulevard	36	Storm	Vitrified Clay Pipe	20	<ul style="list-style-type: none"> <li>▪ Misaligned pipe at 17 feet.</li> <li>▪ Minor DAE through pipe along seams.</li> </ul>
5026-5127	East Capitol Drive	36	Storm	Concrete Pipe (nonreinforced)	14	
5137-5145	East Olive Street	72	Storm	Brick	36	<ul style="list-style-type: none"> <li>▪ Minor DAE underneath manhole 5145.</li> </ul>
5145-5151	East Olive Street	72	Storm	Brick	36	<ul style="list-style-type: none"> <li>▪ Minor DAE through pipe at seams.</li> </ul>
5157-5158	East Capitol Drive	36	Storm	Concrete Pipe (nonreinforced)	15	
5160-5456	East Capitol Drive	36	Storm	Concrete Pipe (nonreinforced)	16	
5258-5371	East Kensington Boulevard	24x48	Storm	Concrete Pipe (nonreinforced)	29	<ul style="list-style-type: none"> <li>▪ Minor DAE through 115 feet.</li> <li>▪ Parallel cracks from 80 to 250 feet.</li> <li>▪ Minor crack at crown near downstream manhole.</li> </ul>
5260-5259	East Kensington Boulevard	24x36	Storm	Concrete Pipe (nonreinforced)	24	<ul style="list-style-type: none"> <li>▪ Minor DAE at 77 feet.</li> </ul>
5457-5458	East Capitol Drive	36	Storm	Concrete Pipe (nonreinforced)	16	

Notes:  
 \*Combined sewer.  
 TFA=tap factory activity

**Table 3 Review of Sewer Segments with No Identified Defects by Visu Sewer**



**Figure 3 Pipe Misalignment in Segment 5006A-5007**

**B. Sewer Segments with Only O&M Defects**

O&M defects were identified in nine sewer segments. Each segment was given a score called an “O&M Rating,” which accounts for the number and severity of each pipe’s defects. For example, a sewer segment with four O&M defects might have multiple types of defects such as one Grade 2 roots fine barrel (RFB) defect, a Grade 3 ID defect, and two Grade 3 DAE defects. The defects are assigned a point value equivalent to the grade that is summed, so the example pipe segment would have an O&M rating of 11. Strand completed a review of the televising reports and videos and identified additional defects in segments with O&M defects. The defects identified by Visu Sewer and Strand are summarized in the “Notes” column in Table 4. Tables 4 and 5 summarize the segments with only O&M defects.

**Table 4 Sewer Segments with Only O&M Defects**

Sewer Segment	Location	Diameter (inches)	Sewer Type	Pipe Material	Main Depth (feet)	Notes
943-942*	North Cramer Street	42	Combined	Brick	16	<ul style="list-style-type: none"> <li>▪ Three TFs from 50 to 57 feet. Debris near the third.</li> <li>▪ DAE from TFs at 72.6 feet.</li> <li>▪ TFs at 90 and 109.7 feet, both with debris.</li> <li>▪ TFA at 123.4 feet, opposite large DAE chunk and TF.</li> <li>▪ Possible TF at 129 feet.</li> </ul>
943-944*	North Cramer Street	42	Combined	Brick	14	<ul style="list-style-type: none"> <li>▪ TFA with significant DAE at 37.9 feet.</li> <li>▪ TF at 38.1 and 42.4 feet, intrudes approximately 1 inch at 42.4 feet.</li> <li>▪ Minor DAE at 66 feet.</li> <li>▪ TFA in at 92.4 feet.</li> <li>▪ TF in paired with DAE at 113.7 feet.</li> </ul>
944-945*	North Cramer Street (Easement)	42	Combined	Brick	14	<ul style="list-style-type: none"> <li>▪ One to two TFs paired with DAE at 3.5 feet.</li> <li>▪ TFs with DAE at 20.7, 43.1, 43.3, 67.9, 68, and 90 feet, significant at 67.9 and 68 feet.</li> <li>▪ TFs at 89.7, 118.5 (capped), and 118.6 (capped) feet.</li> </ul>
5007-END	North Morris Boulevard (Easement)	36	Storm	Other (plastic)	20	<ul style="list-style-type: none"> <li>▪ Reviewed. TBI intrudes approximately 6 inches. Ends at grate, 40 percent full of leaves.</li> </ul>
5112-5137	East Olive Street	72	Storm	Brick	36	<ul style="list-style-type: none"> <li>▪ IGJ at 82 feet.</li> <li>▪ Constant infiltration from approximately 130 degrees, appears to be from joint.</li> <li>▪ Minor fracturing until 100 feet, minor DAE present through pipe.</li> </ul>
5193-5196	North Woodburn Street	60	Storm	Brick	36	<ul style="list-style-type: none"> <li>▪ DAE buildup at 458.9 feet.</li> </ul>
5259-5258	East Kensington Boulevard	24x36	Storm	Concrete Pipe (nonreinforced)	26	<ul style="list-style-type: none"> <li>▪ Reviewed. Minor IDs at 203 and 164 feet.</li> </ul>
5263-5262	East Kensington Boulevard	24x36	Storm	Concrete Pipe (nonreinforced)	15	<ul style="list-style-type: none"> <li>▪ DAE at 23, 45, and 76 feet.</li> <li>▪ Debris at 48 feet.</li> <li>▪ IDC and DAE at 108.7 feet.</li> <li>▪ DAE chunk with roots at 160.3 feet.</li> <li>▪ More DAE at 173 feet.</li> <li>▪ DAE present on the bottom of pipe from TBA</li> </ul>
5292-5193	North Woodburn Street	54	Storm	Brick	30	<ul style="list-style-type: none"> <li>▪ DAE and active leak at 140 feet, DAE from 140 to 180 feet.</li> </ul>

Notes:  
 \*Combined sewer.  
 TF=tap factory  
 TBI=tap break-in intruding  
 IDC=infiltration dripper connection  
 TBA=tap break-in activity

Sewer Segment	Sewer Type	O&M Rating	IGJ	DAE	ID	TBI	TFI
943-942	Combined	4		1			1
943-944	Combined	2					1
944-945	Combined	4		2			
5007-END	Storm	3				1	
5112-5137	Storm	5	1				
5193-5196	Storm	6		2			
5259-5258	Storm	6			2		
5263-5262	Storm	9		2	1		
5292-5193	Storm	3		1			

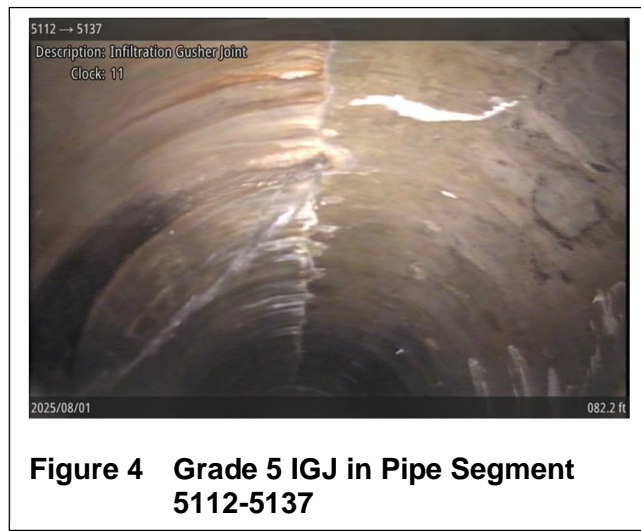
Note: TFI=tap factory intruding

**Table 5 O&M Defect Only Sewer Segment PACP Scores and Defects With a Rating of 2 or Higher**

Figures 4 through 10 show different types of O&M defects.

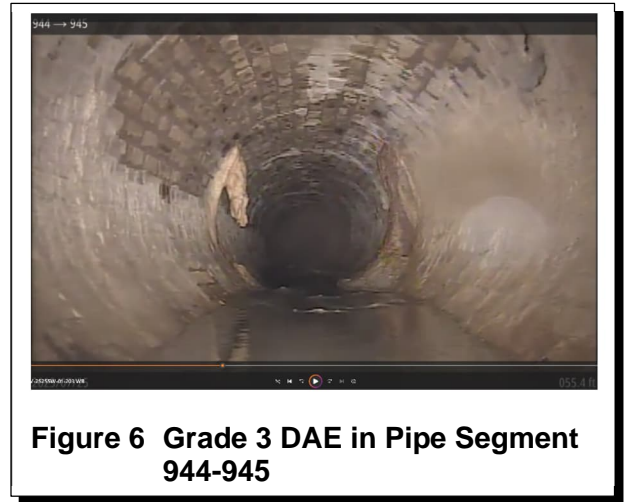
1. IGJ

There was one IGJ identified in segment 5112-5137, as seen in Figure 4. IGJs are considered a Grade 5 defect where water infiltrates through a joint, leading to significant water ingress, which reduces the available capacity in the sewer.



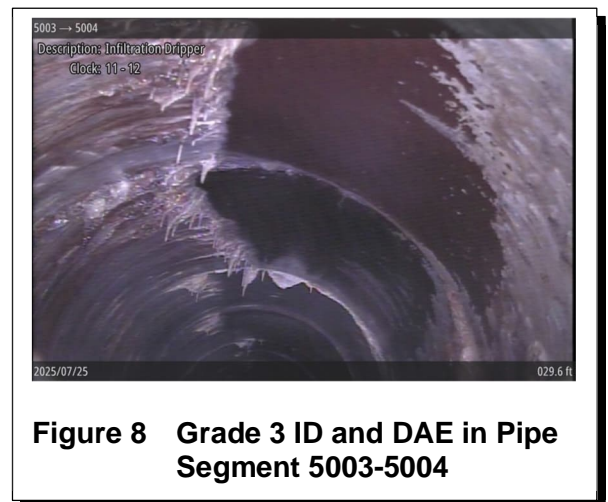
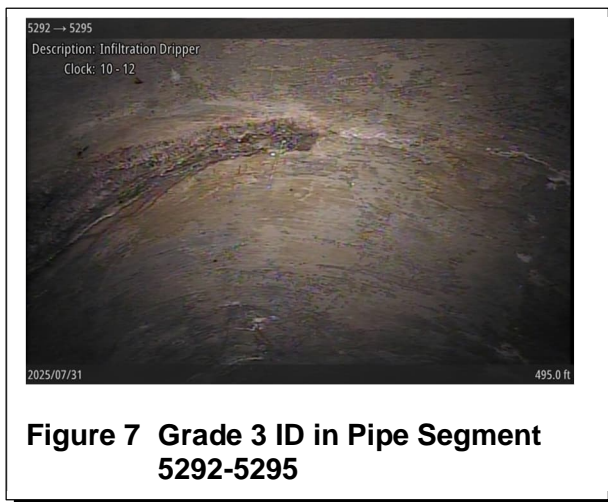
2. DAE

There were eight DAE areas identified in five sewer segments, as summarized in Table 5. DAE range from Grades 2 to 4 defects. A DAE defect includes mineral deposits that have adhered to the interior surface of the pipe wall, typically formed by the evaporation of infiltrating groundwater containing dissolved salts. The deposit could cause backups in the sewer. Figures 5 and 6 show DAE within pipe segments 5261-5260 and 944-945, respectively.



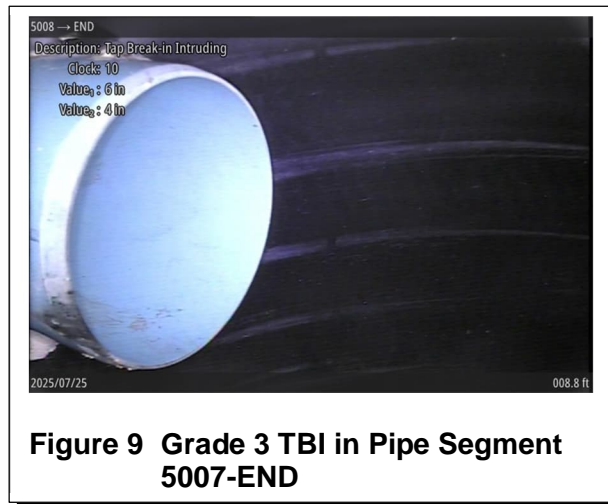
3. ID

There were three IDs identified in two sewer segments, as summarized in Table 5. IDs are Grade 3 defects. An ID defect has moderate water infiltration entering the pipe through a defect (typically a joint), observed as dripping and often accompanied by DAE. Figures 7 and 8 show IDs in sewer segments 5292-5295 and 5003-5004, respectively.



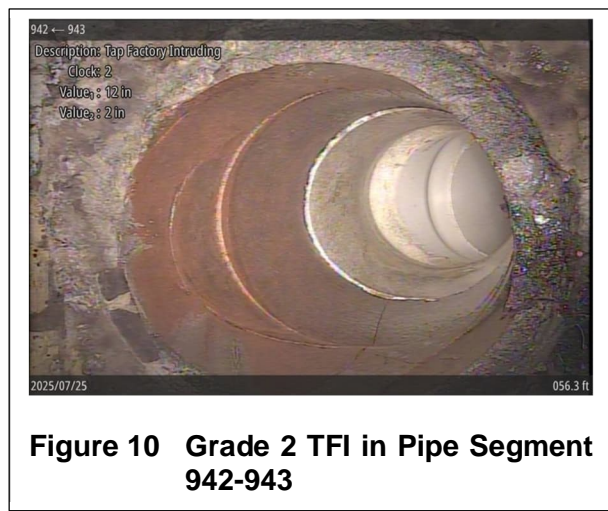
4. TBI

There was one TBI area identified. TBI is a Grade 2 defect from a break-in lateral connection that is, a tap made manually or without factory preparation) that intrudes into the main pipe. The intrusion can obstruct flow, interfere with inspection and O&M equipment, or compromise pipe integrity. Figure 9 shows a TBI in sewer segment 5007-END.



5. TFI

There were two TFI areas identified in two sewer segments, as summarized in Table 5. TFI is Grade 2 defect that refers to a factory-made lateral connection that intrudes into the mainline pipe. While typically cleaner and more structurally sound than TBIs, TFIs can cause the same issues as a TBI. Figure 10 shows a TFI in sewer segment 942-943.



### C. Sewer Segments with O&M and Structural Defects

This section includes sewer segments with either structural or structural and O&M defects. Structural and structural and O&M defects were identified in 18 and 12 sewer segments, respectively. Each segment was given a score called a “Structural and O&M Rating,” which accounts for the number and severity of each pipe’s defects. The structural rating is calculated using structural defects using the same methodology as the O&M rating previously. Strand completed a review of the televising reports and videos and identified additional structural defects in segments. The defects identified by Visu Sewer and Strand are summarized in the “Notes” column in Table 6. Tables 6, 7, and 8 summarize the segments with structural and O&M defects.

**Table 6 Sewer Segments with Structural Defects**

Sewer Segment	Location	Diameter (inches)	Sewer Type	Pipe Material	Main Depth (feet)	Notes
5002-5003	North Morris Boulevard	36	Storm	Vitrified Clay Pipe	21	<ul style="list-style-type: none"> <li>FM appear to be minor.</li> <li>Largest concern is misalignment between pipe segments.</li> </ul>
5003-5004	North Morris Boulevard	36	Storm	Vitrified Clay Pipe	24	<ul style="list-style-type: none"> <li>Small portion of pipe segment edge missing at 14.9 feet.</li> <li>ID caused large DAE.</li> </ul>
5004-5005	North Morris Boulevard	36	Storm	Vitrified Clay Pipe	24	<ul style="list-style-type: none"> <li>DAE along with FM at 14 feet and before.</li> <li>Pipe cracking, raising off the ground.</li> <li>Concerning shape.</li> <li>Multiple pipe segments misaligned.</li> <li>Major DAE present.</li> </ul>
5005-5006	North Morris Boulevard	36	Storm	Vitrified Clay Pipe	20	<ul style="list-style-type: none"> <li>Minor DAE buildup at pipe segment seams near entrance and through more than 40 feet.</li> <li>CM and FM did not look unreasonable</li> </ul>
5151-5155	East Olive Street	72	Storm	Brick	35	<ul style="list-style-type: none"> <li>Early FM might have some buildup, difficult to determine whether fracture is significant or not.</li> <li>RFJ actively dripping water.</li> </ul>
5155-Outfall	East Olive Street (Easement)	72	Storm	Brick	35	<ul style="list-style-type: none"> <li>Active constant leak and DAE at 87.2 feet.</li> <li>Minor DAE visible from 120 feet.</li> <li>FM continuous along top, along with DAE starting at 167 feet, continues through entire tunnel.</li> <li>Active leaks at FM at 180.3 feet.</li> <li>Active ID at 203, 223, 231, 342, and 361 feet.</li> <li>DAE and FM, begins at 345 feet. None show obvious penetration or malformation.</li> <li>Hole at 385 feet.</li> </ul>
5158-5160	East Capitol Drive	36	Storm	Concrete Pipe (nonreinforced)	15	<ul style="list-style-type: none"> <li>One FL, does not look significant.</li> </ul>
5196-5112	North Woodburn Street	60	Storm	Brick	36	<ul style="list-style-type: none"> <li>IDs at and around 342 to 400 feet.</li> <li>Active leak at 377, 400, 441, 452, and 461 feet.</li> <li>45-degree right turn at 700 feet.</li> </ul>
5261-5260	East Kensington Boulevard	24x36	Storm	Vitrified Clay Pipe	22	<ul style="list-style-type: none"> <li>DAE at 22 to 35, 311, and 373 feet.</li> </ul>
5262-5261	East Kensington Boulevard	24x36	Storm	Concrete Pipe (nonreinforced)	19	<ul style="list-style-type: none"> <li>FM does not seem significant.</li> <li>Minor DAE buildup from 106 to 140 feet.</li> <li>Possible hole at 132 feet.</li> <li>DAE at 188 feet, minor.</li> <li>Slightly thicker DAE at 199.9 feet.</li> </ul>
5292-5295	North Woodburn Street	48	Storm	Concrete Pipe (nonreinforced)	22	<ul style="list-style-type: none"> <li>DAE at 60 feet.</li> <li>Some pipe segment misalignment.</li> <li>DAE at 447 feet.</li> <li>Rapid leak at 495 feet.</li> <li>Two IDs and sediment deposit at 518 feet.</li> <li>ID at 527 feet.</li> <li>ID and DAE at 540, 545 feet.</li> <li>Long crack starting at 550 feet.</li> <li>Thick DAE at 579 ft, 590 feet.</li> </ul>
5295-5300	North Woodburn Street	42	Storm	Vitrified Clay Pipe	21	<ul style="list-style-type: none"> <li>DAE through pipe. IDs from 132 to 175 feet.</li> <li>DAE significant at 175 feet, with probable IDs along the top.</li> <li>Televising unable to continue at 207.5 feet.</li> </ul>
5300-5295	North Woodburn Street	42	Storm	Vitrified Clay Pipe	21	<ul style="list-style-type: none"> <li>ID and sediment deposit 0 feet.</li> <li>Some pipe segments misaligned.</li> <li>DAE beginning at 48 feet.</li> </ul>
5372-5373	East Kensington Boulevard	24x48	Storm	Concrete Pipe (nonreinforced)	37	<ul style="list-style-type: none"> <li>One FM, does not appear to be significant.</li> </ul>
5373-5374	East Kensington Boulevard	24x48	Storm	Concrete Pipe (nonreinforced)	41	<ul style="list-style-type: none"> <li>One FM, does not appear to be significant.</li> </ul>
5374-5375	East Kensington Boulevard (Easement)	24x48	Storm	Concrete Pipe (nonreinforced)	43	<ul style="list-style-type: none"> <li>DAE at 58 feet.</li> <li>FM does not appear to be significant.</li> </ul>
5375-FES	East Kensington Boulevard	24x48	Storm	Concrete Pipe (nonreinforced)	34	<ul style="list-style-type: none"> <li>Possible separation at FL at 71 feet.</li> <li>RFJ at 269 feet.</li> </ul>
5456-5457	East Capitol Drive	36	Storm	Concrete Pipe (nonreinforced)	16	<ul style="list-style-type: none"> <li>One FL, does not appear to be significant.</li> </ul>

Note:  
RFJ=roots between joint

Sewer Segment	Sewer Type	O&M Rating (PACP Score)	DAE	ID	TBI	RFB
5002-5003	Storm	2			1	
5003-5004	Storm	3		1		
5004-5005	Storm	14		4	1	
5005-5006	Storm	0				
5151-5155	Storm	3				1
5155-Outfall	Storm	20	1	6		
5158-5160	Storm	0				
5196-5112	Storm	22		6		
5261-5260	Storm	12	3			
5262-5261	Storm	4	1			
5292-5295	Storm	22	4	4		
5295-5300	Storm	9	1	2		
5300-5295	Storm	2	1			
5372-5373	Storm	0				
5373-5374	Storm	0				
5374-5375	Storm	0				
5375-FES	Storm	1				
5456-5457	Storm	0				

**Table 7 Sewer Segment PACP Scores and O&M Defects with an O&M Rating of 2 or Higher**

Sewer Segment	Sewer Type	Structural Rating (PACP Score)	FM	FL	FH	CM	CL
5002-5003	Combined	19	2	1	2		
5003-5004	Combined	16	2				4
5004-5005	Combined	30	6	2			
5005-5006	Combined	7	1			1	
5151-5155	Combined	8	1				2
5155-Outfall	Combined	52	12				
5158-5160	Combined	3		1			
5196-5112	Combined	3		1			
5261-5260	Combined	2					1
5262-5261	Combined	4	1				
5292-5295	Combined	6				2	
5295-5300	Combined	148	2				
5300-5295	Combined	12	3				
5372-5373	Combined	4	1				
5373-5374	Combined	4	1				
5374-5375	Combined	10	2				
5375-FES	Combined	8		2			
5456-5457	Combined	3		1			

Note:  
 FH=fracture horizontal hinge

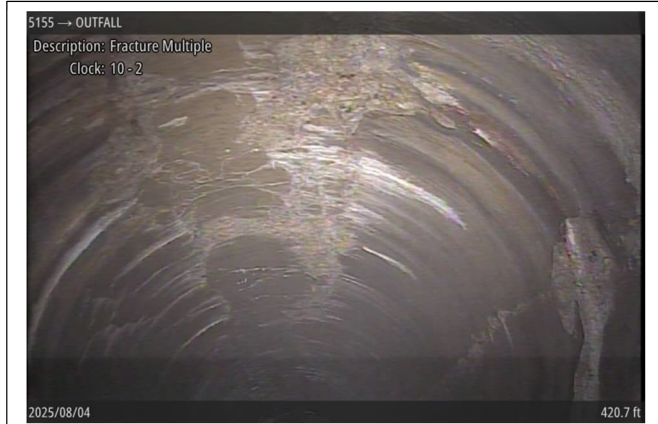
**Table 8 Sewer Segment PACP Scores and Structural Defects with a Structural Rating of 2 or Higher**

1. FM

There were 34 FM areas identified in 12 sewer segments, as summarized in Table 8. FMs are considered a Grade 4 defect where a pipe has multiple fractures, potentially in different orientations and locations. Fractures typically penetrate through the entire pipe wall and could allow water and soil to migrate. Figures 11 to 13 and 14 show FMs in sewer segments 5155-OUTFALL and 5004-5005, respectively.



**Figure 11** Grade 4 FM in Pipe Segment 5155-OUTFALL



**Figure 12** Grade 4 FM and Substrate Degradation in Pipe Segment 5155-OUTFALL



**Figure 13** Grade 4 FM in Pipe Segment 5155-OUTFALL



**Figure 14** Grade 4 FM and Misalignment in Pipe Segment 5004-5005

2. FL

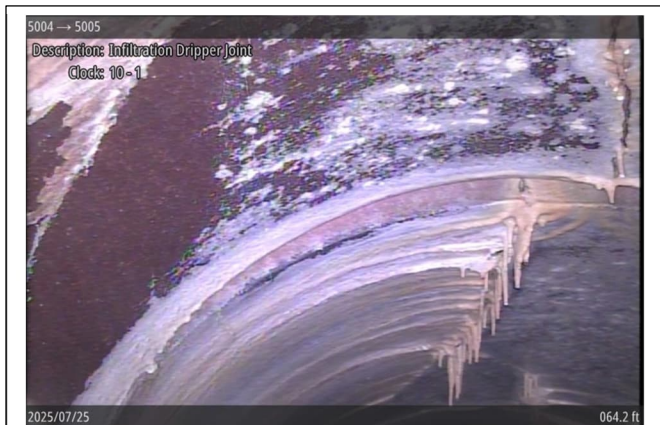
There were eight FL areas identified in six sewer segments, as summarized in Table 8. FLs are considered a Grade 3 defect where a pipe has a single, longitudinal break fracture that forms in various locations along the pipe. Fractures typically penetrate through the entire pipe wall and could allow water and soil to migrate. Figures 15 and 16 to 18 show FLs in sewer segments 5375-FES and 5004-5005, respectively.



**Figure 15 Grade 3 FL in Pipe Segment 5375-FES**



**Figure 16 Grade 3 FL and Protrusion in Pipe Segment 5004-5005**



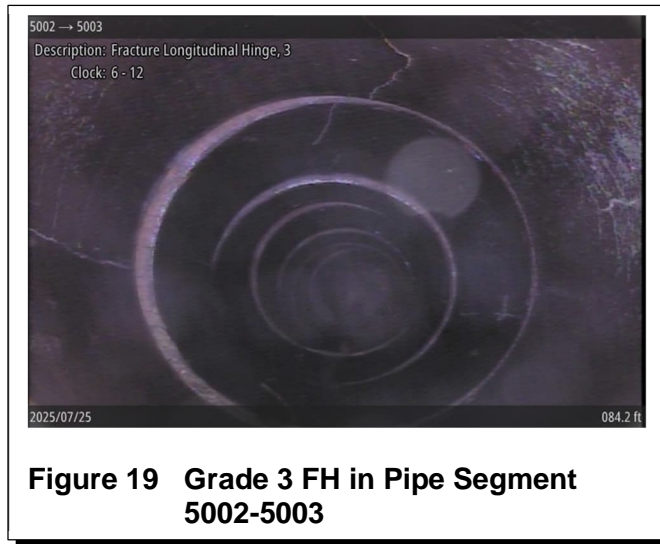
**Figure 17 DAE, Grade 4 FM in Pipe Segment 5004-5005**



**Figure 18 Grade 4 FM and Misalignment in Pipe Segment 5004-5005**

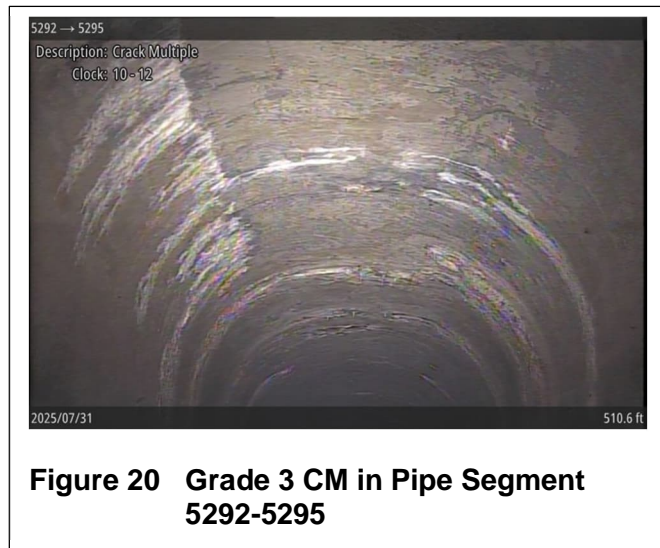
3. FH

There were two FH areas identified in one sewer segment, as summarized in Table 8. FHs are considered a Grade 3 defect where a horizontal fracture occurs at the hinge point of a pipe, often near the springline or mid-height of the pipe wall. Fractures typically penetrate through the entire pipe wall and could allow water and soil to migrate. Figure 19 shows an FH in sewer segment 5002-5003.



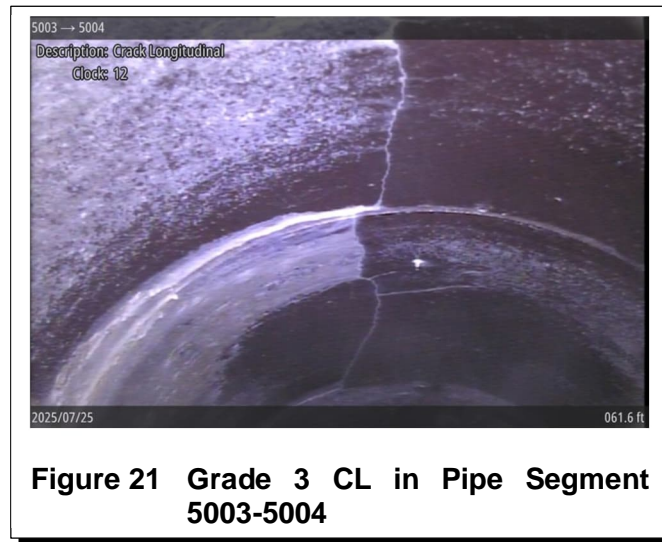
4. CM

There were three CM areas identified in two sewer segments, as summarized in Table 8. CMs are considered a Grade 3 defect where more than one crack is visible, which may vary in orientation or location. Cracks do not typically penetrate through the pipe wall and do not exhibit displacement or separation. Figure 20 shows a CM in sewer segment 5292-5295.



## 5. CL

There were seven CL areas identified in three sewer segments, as summarized in Table 8. CLs are considered a Grade 2 defect where a single, longitudinal break line forms in various locations along the pipe. Cracks do not typically penetrate through the pipe wall and do not exhibit displacement or separation. Figure 21 shows a CL in sewer segment 5003-5004.



## 6. Ungraded

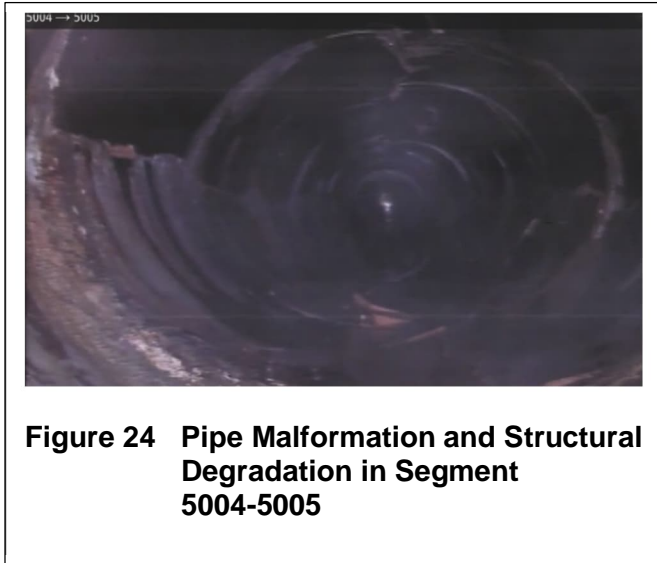
There were five ungraded (ungraded means Visu Sewer did not grade, but Strand identified a defect in the televising videos) defect areas identified in five sewer segments, as shown in Figures 22 to 26. While ungraded, these defects were significant enough to include in this report and vary in description. Figure 22 shows the misalignment of pipe segments in sewer segment 5002-5003, which may impact the effectiveness of lining the sewer. Figure 23 shows a small hole at the crown of the pipe in sewer segment 5003-5004. Figure 24 shows the significant degradation of sewer segment 5004-5005's physical shape, which may also impact the effectiveness of a sewer lining. Figure 25 shows significant DAE and slight misalignment in sewer segment 5300-5295. Segment conditions caused the initial survey to be abandoned. Figure 26 shows a large hole in the crown of sewer segment 5155-OUTFALL, which could cause water and debris to enter the sewer. There appear to be forms or some other material preventing soil from entering the sewer.



**Figure 22 Pipe Malformation and Misalignment in Segment 5002-5003**



**Figure 23 Small Hole and Misalignment in Pipe Segment 5003-5004**



**Figure 24 Pipe Malformation and Structural Degradation in Segment 5004-5005**



**Figure 25 Grade 2 to 3 DAE within Large Portion of Pipe Segment with Minor Misalignment in Segment 5300-5295**



**Figure 26 Hole in Crown of Pipe Segment 5155-OUTFALL**

**SEWER REHABILITATION RECOMMENDATIONS**

There were 11 sewer segments identified as having minor defects that do not require rehabilitation, and five sewer segments have Grade 2 and 3 defects where the pipe is not anticipated to fail within the next 10 years and future televising is recommended. The remainder of the sewers were identified with O&M or structural defects that require rehabilitation.

The rehabilitation methods considered include heavy cleaning, grinding, grouting, spot lining, lining, and open cut replacement. Table 9 summarizes the sewer segments recommended for rehabilitation and the rehabilitation method. Figure 27 shows the sewer segments and recommended rehabilitation methods.

Heavy cleaning is recommended due to the presence of debris that were not removed with the light cleaning completed before televising. Grinding is recommended to remove DAE that was not removed with the light cleaning completed before televising. Spot lining is not recommended in any segments. Based on discussions with contractors, spot lining is generally not cost effective and the end product results in lips into and out of the liner, which make spot lining less desirable. Full lining is recommended to repair sewer segments with a significant number of defects. Replacement is recommended to repair sewer segments with offset joints, structural deformation, or defects that cannot be lined. Grouting may be used in combination with other rehabilitation methods to stop or slow down water entering the sewers.

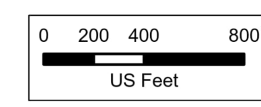
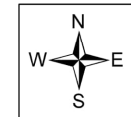
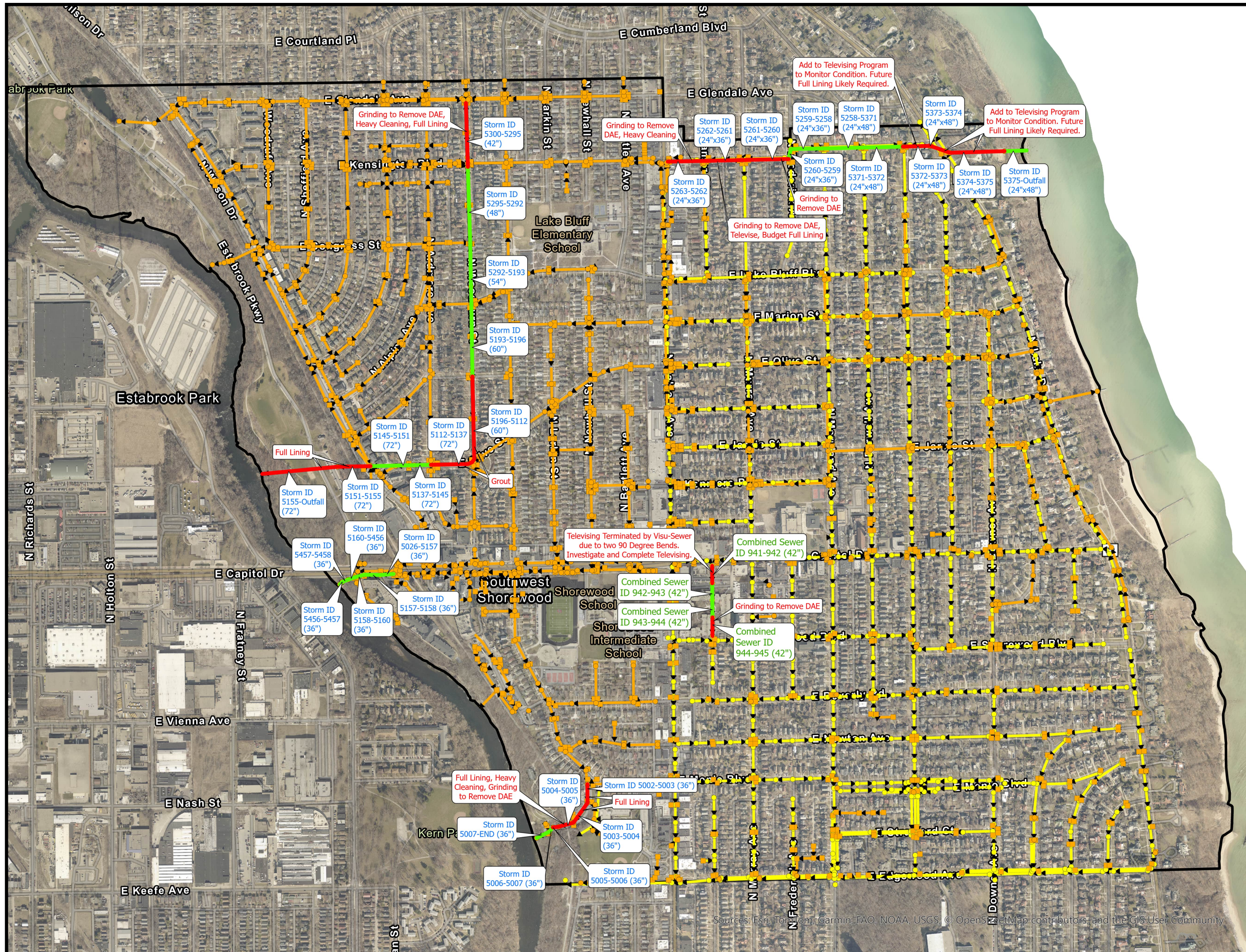
Sewer Segment	Televised Length (feet)	Diameter (inches)	Sewer Type	Main Depth (feet)	Heavy Cleaning	Grinding to Remove DAE	Televise	Full Lining	Grouting
941-942	44.9	42	Combined	17			X		
944-945	143.4	42	Combined	14		X			
5002-5003	111.5	36	Storm	21				X	
5003-5004	150	36	Storm	24				X	
5004-5005	194.2	36	Storm	24	X	X		X	
5005-5006	76.3	36	Storm	20				X	
5112-5137	296.5	72	Storm	36					X
5151-5155	267.6	72	Storm	35				X	
5155-Outfall	614.7	72	Storm	35				X	
5196-5112	751.6	60	Storm	36					X
5261-5260	379.1	24x36	Storm	22		X			
5262-5261	269.3	24x36	Storm	19		X	X	X	
5263-5262	335.6	24x36	Storm	15	X	X			
5295-5300	207.5	42	Storm	21	X	X		X	
5372-5373	232.2	24x48	Storm	37			X	X	
5373-5374	167.1	24x48	Storm	41			X	X	
5374-5375	163.8	24x48	Storm	43			X	X	
5006A-5007	92.8	36	Storm	20			X		

**Table 9 Sewer Segments Requiring Rehabilitation**

**SEWER TELEVISIONING  
LOCATIONS AND THEIR  
REHABILITATION  
RECOMMENDATIONS  
CONTRACT 2-2025  
VILLAGE OF SHOREWOOD  
MILWAUKEE COUNTY WISCONSIN**

**Legend**

- No Immediate Recommendations
- Recommended for Improvement
- Storm Manhole
- Curb Inlet
- Combined Manhole
- Storm Sewer
- Combined Sewer
- Village Limits



**FIGURE  
27  
3646.050**

**ADDITIONAL COMBINED SEWER CONSIDERATIONS**

Table 10 lists the lengths of combined sewers 36 inches in diameter and larger that are recommended for televising, as these are primarily older sewers that are likely of brick construction. Following completion of the initial televising, it is recommended that a televising schedule for the sewers be developed based on the condition of the sewers and criticality. Table 10 also provides an OPC to televise (includes a light cleaning) the sewers. Figure 28 shows the combined sewers.

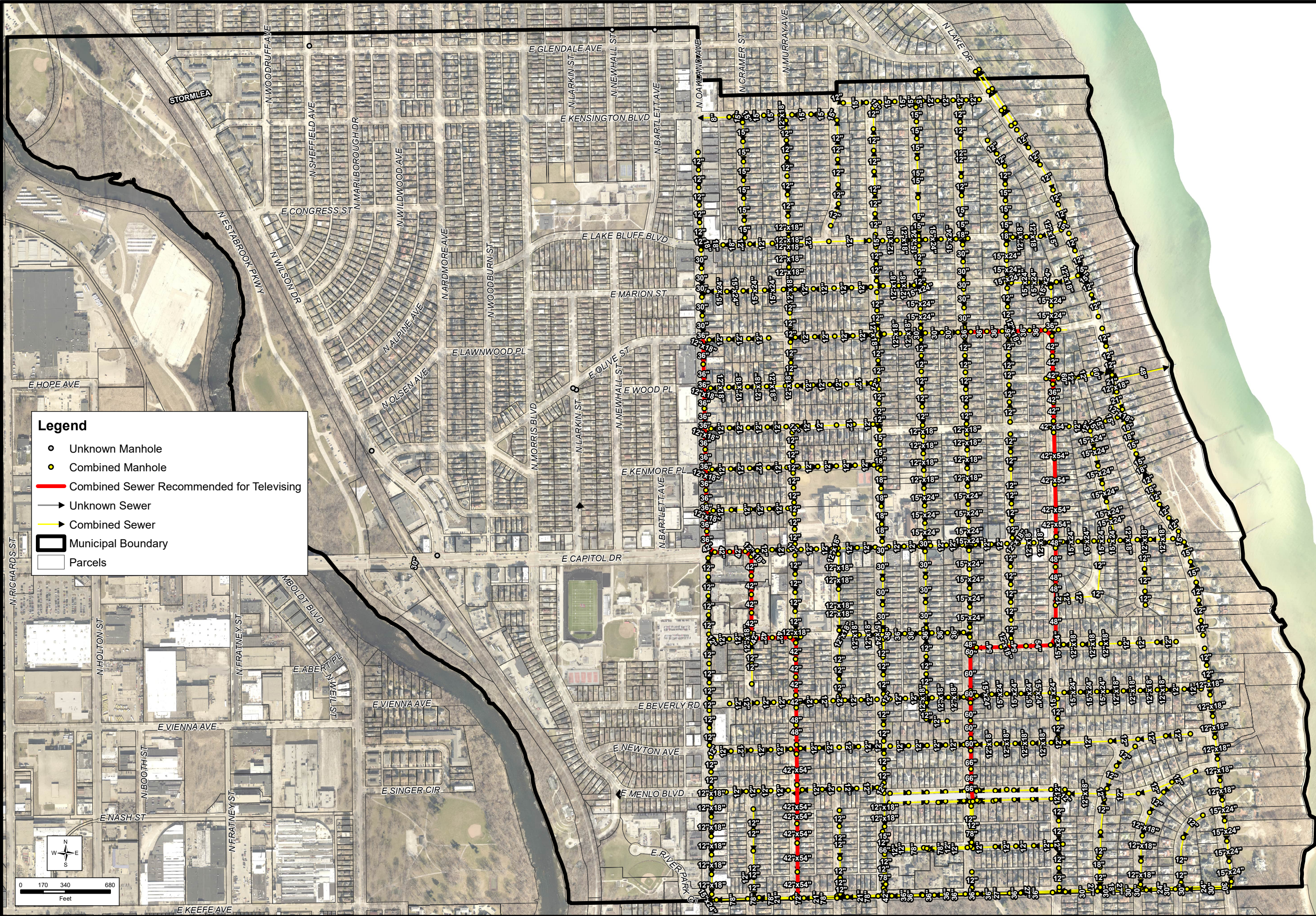
Item	Quantity	Unit	Unit Price	Total Cost
36-Inch Combined Sewer	5,118	LF	\$3.00	\$15,400
42-Inch Combined Sewer	2,669	LF	\$3.00	\$8,000
42- x 54-Inch Combined Sewer	2,029	LF	\$3.00	\$6,100
48-Inch Combined Sewer	1,638	LF	\$3.00	\$4,900
54-Inch Combined Sewer	699	LF	\$3.00	\$2,100
60-Inch Combined Sewer	1,313	LF	\$3.00	\$3,900
66-Inch Combined Sewer	635	LF	\$3.00	\$1,900
72-Inch Combined Sewer	245	LF	\$3.00	\$700
78-Inch Combined Sewer	2,194	LF	\$3.00	\$6,600
Heavy Cleaning	100	Tons	\$200	\$20,000
Traffic Control	1	LS	\$10,000	\$10,000
Mobilization	1	LS	\$10,000	\$10,000
<b>Total Construction Cost</b>				<b>\$90,000</b>
Contingency and Tech Services (30%)				\$30,000
<b>Total Project Cost</b>				<b>\$120,000</b>

Notes:  
 LS=lump sum  
 Costs are in 1st Quarter 2026 dollars.

**Table 10 OPC for Combined Sewer Televising**

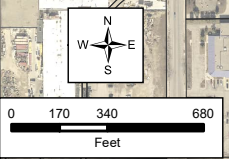
**OPC FOR SEWER REHABILITATION**

Table 11 lists the pipe segments recommended for rehabilitation and associated OPC in 1st Quarter 2026 dollars. Costs are based on budgetary lining costs provided by Visu Sewer, estimated cost of \$5,000 per day for grouting, removing deposits, or heavy cleaning, estimated costs for removal and rebuilding manholes, and construction of an access shaft for 72-inch-diameter sewer lining. An additional 25 percent is added to the estimated costs for undeveloped costs such as bypass pumping, road replacement, and restoration. Figure 27 shows the pipe segments recommended for rehabilitation.



**Legend**

- Unknown Manhole
- Combined Manhole
- Combined Sewer Recommended for Televising
- Unknown Sewer
- Combined Sewer
- ▭ Municipal Boundary
- ▭ Parcels



**COMBINED SEWER RECOMMENDED FOR TELEVISIONING**

VILLAGE OF SHOREWOOD  
MILWAUKEE COUNTY, WISCONSIN



**FIGURE 28**  
3646.050

Table 11 OPC Rehabilitation

Sewer Segment	Sewer Type	Televised Length (feet)	Diameter (inches)	Rehabilitation Method(s)	Unit Price	Unit	No. of Units	Unit Price	No. of Units	Unit	Shaft or Manhole Top Rebuild	Total Cost	Undeveloped Costs and Tech Services (35%)	Total Project Cost
941-942	Combined	44.9	42	Televise										O&M Cost
944-945	Combined	143.4	42	Grinding to remove DAE	\$5,000	Days	2					\$10,000	\$4,000	\$14,000
5002-5003	Storm	111.5	36	Full lining	\$325	LF	112				\$25,000	\$61,000	\$21,000	\$82,000
5003-5004	Storm	150	36	Full lining	\$325	LF	150				\$25,000	\$74,000	\$26,000	\$100,000
5004-5005	Storm	194.2	36	Full lining, heavy cleaning, grinding to remove DAE	\$325	LF	195	\$5,000	5	Days	\$25,000	\$113,000	\$40,000	\$153,000
5005-5006	Storm	76.3	36	Full lining	\$325	LF	77				\$25,000	\$50,000	\$18,000	\$68,000
5112-5137	Storm	296.5	72	Grout	\$5,000	Days	1					\$5,000	\$2,000	\$7,000
5151-5155	Storm	267.6	72	Full lining	\$1,200	LF	268					\$322,000	\$113,000	\$435,000
5155-Outfall	Storm	614.7	72	Full lining	\$1,200	LF	615				\$500,000	\$1,238,000	\$433,000	\$1,671,000
5196-5112	Storm	751.6	60	Grout	\$5,000	Days	4					\$20,000	\$7,000	\$27,000
5261-5260	Storm	379.1	24x36	Grinding to remove DAE	\$5,000	Days	3					\$15,000	\$5,000	\$20,000
5262-5261	Storm	269.3	24x36	Grinding to remove DAE, televise, budget for lining	\$5,000	Days	1	\$450	270	LF		\$127,000	\$44,000	\$171,000
5263-5262	Storm	335.6	24x36	Grinding to remove DAE, heavy cleaning	\$5,000	Days	3					\$15,000	\$5,000	\$20,000
5295-5300	Storm	207.5	42	Grinding to remove DAE, heavy cleaning, full lining	\$450	LF	208					\$94,000	\$33,000	\$127,000
5372-5373	Storm	232.2	24x48	Televise and budget full lining	\$450	LF	233				\$25,000	\$130,000	\$46,000	\$176,000
5373-5374	Storm	167.1	24x48	Televise and budget full lining	\$450	LF	168				\$25,000	\$101,000	\$35,000	\$136,000
5374-5375	Storm	163.8	24x48	Televise and budget full lining	\$450	LF	164				\$25,000	\$99,000	\$35,000	\$134,000
5006A-5007	Storm	92.8	36	Televise to monitor misalignment										O&M Cost

Note: Costs are in 1st Quarter 2026 dollars.

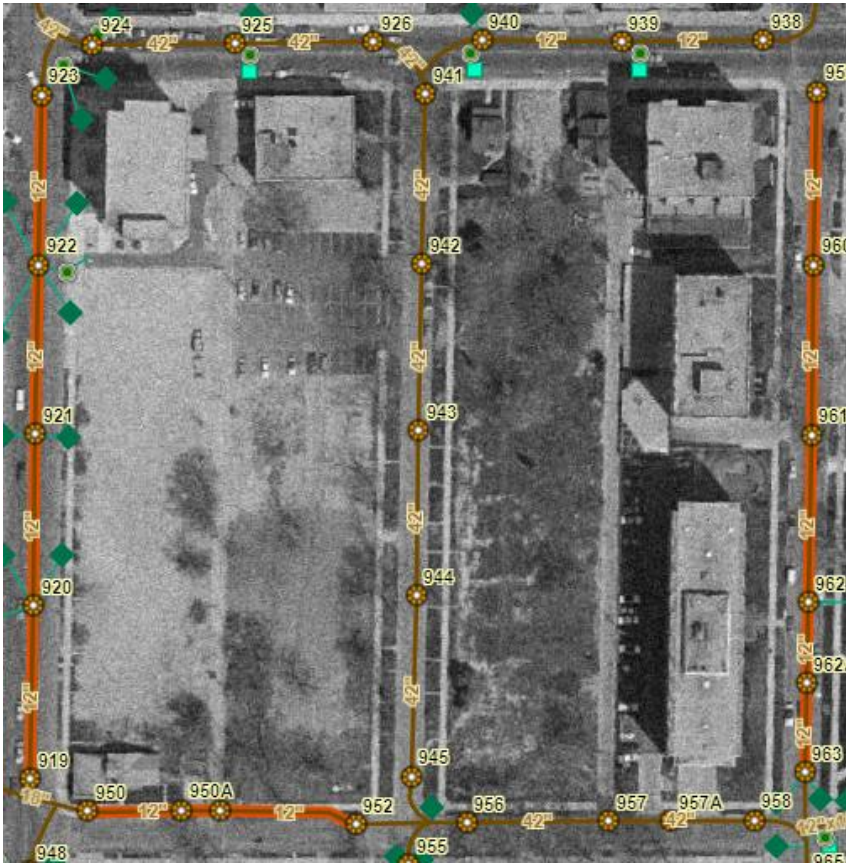
## IMPLEMENTATION SCHEDULE

Table 12 lists a potential implementation schedule for rehabilitating storm sewers and televising combined sewers. Projects are grouped to include similar rehabilitation methods. The highest priority project is lining the 72-inch storm sewer from MH-5151 to the outfall.

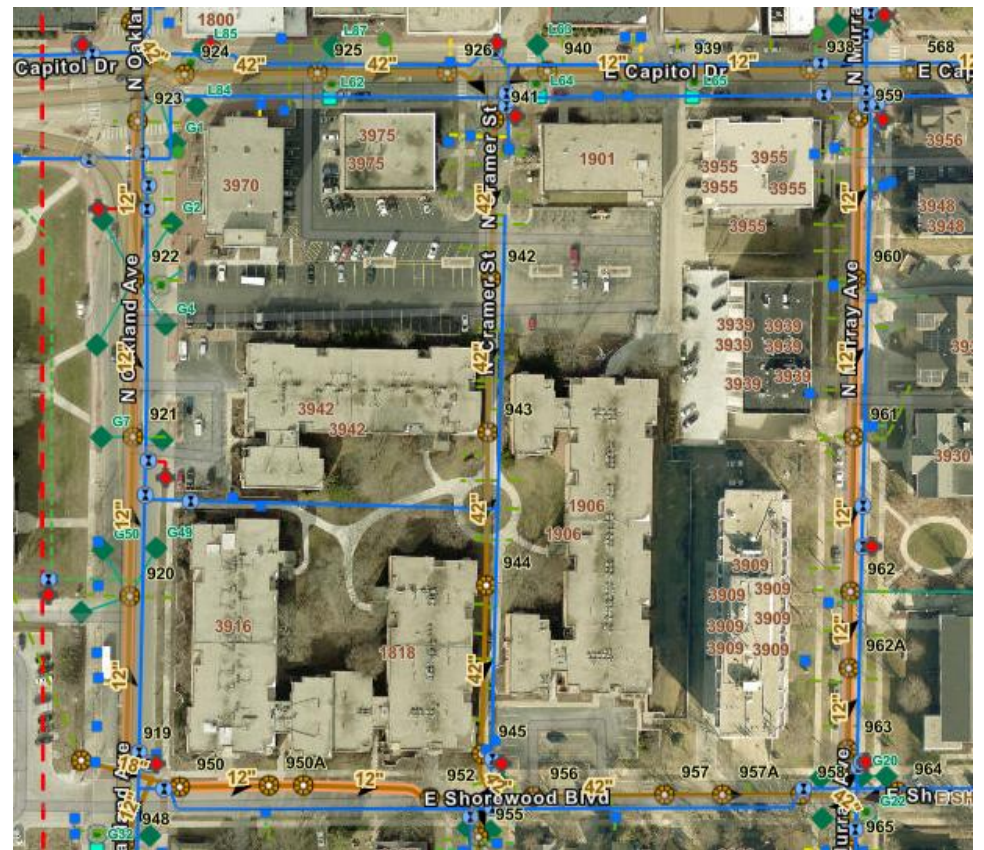
Table 12 Implementation Plan

Main ID	Sewer Type	Rehabilitation Method(s)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
941-942	Combined	Televis	O&M Cost									
5372-5373	Storm	Televis					O&M Cost				O&M Cost	
5373-5374	Storm	Televis					O&M Cost				O&M Cost	
5374-5375	Storm	Televis					O&M Cost				O&M Cost	
5262-5261	Storm	Televis					O&M Cost				O&M Cost	
5006-5007a	Storm	Televis					O&M Cost					
5151-5155	Storm	Full Lining			\$440,000							
5155-Outfall	Storm	Full Lining			\$1,670,000							
944-945	Combined	Grinding to Remove DAE		\$14,000								
5112-5137	Storm	Grout		\$7,000								
5196-5112	Storm	Grout		\$27,000								
5261-5260	Storm	Grinding to Remove DAE		\$20,000								
5262-5261	Storm	Grinding to Remove DAE		\$10,000								
5263-5262	Storm	Grinding to Remove DAE, Heavy Cleaning		\$20,000								
36-Inch and Larger Combined Sewers	Combined	Televis				\$120,000						
5002-5003	Storm	Full Lining						\$82,000				
5003-5004	Storm	Full Lining						\$100,000				
5004-5005	Storm	Full Lining, Heavy Cleaning, Grinding to Remove DAE			\$153,000							
5005-5006	Storm	Full Lining						\$68,000				
5295-5300	Storm	Grinding to Remove DAE, Heavy Cleaning, Full Lining						\$127,000				
5372-5373	Storm	Full Lining										\$176,000
5373-5374	Storm	Full Lining										\$136,000
5374-5375	Storm	Full Lining										\$134,000
5262-5261	Storm	Full Lining										\$171,000
<b>Subtotals:</b>			<b>\$ -</b>	<b>\$100,000</b>	<b>\$2,300,000</b>	<b>\$120,000</b>	<b>\$ -</b>	<b>\$380,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$620,000</b>

Note: Costs are in 1st Quarter 2026 dollars.



1975 Aerial. Block bounded by 3900 Oakland, 1800 Capitol, 3900 Cramer and 1800 Shorewood. Sewer facilities shown.



Current imagery. Block bounded by 3900 Oakland, 1800 Capitol, 3900 Cramer and 1800 Shorewood. Water and sewer facilities shown.



**STRAND**

**ASSOCIATES<sup>®</sup>**

*Excellence in Engineering<sup>SM</sup>*

# Critical Sewer Infrastructure Summary Report

Village of Shorewood

March 2, 2026

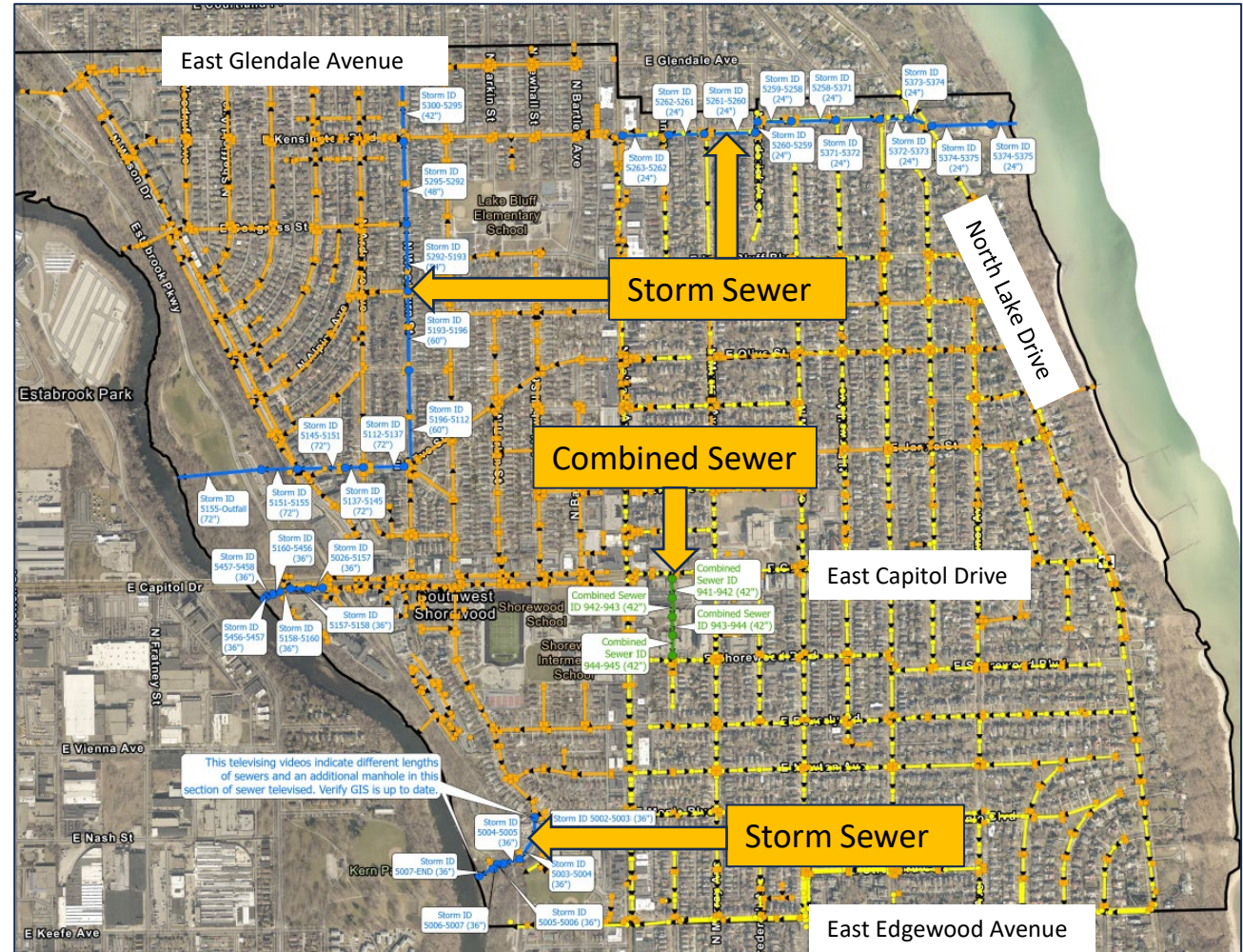


# Topics to be Covered

- Background
- Summary of Televising Results
- Sewer Rehabilitation Recommendations
- Opinion of Probable Costs Summary
- Implementation Schedule

# Background

- Reviewed Critical Sewer Infrastructure
  - Deep
  - Large diameter
  - Difficult to access
- Sewer Televising and Light Cleaning
  - 38-segments, 9,060 linear feet (~\$40,000)
  - Heavy cleaning was not required
  - Sizes up to 72-inches
  - Depths up to 43-feet



# Summary of Televising Results

- Pipeline Assessment and Certification Program (PACP)
  - Condition grades assessed to each segment (O&M and Structural)

PACP Condition Grade	Description	Timeline
1	Minor defect (crack circumferential, roots)	Failure unlikely in the foreseeable future
2	Minor to moderate defect–Defect has not begun to deteriorate (CL, infiltration weeper, roots)	Pipe unlikely to fail for at least 20 years
3	Moderate defect–Defectives will continue to deteriorate (CM, ID, roots medium)	Pipe may fail in 10 to 20 years
4	Significant defect–Will be Grade 5 defects within foreseeable future (broken, FM, infiltration runner, roots ball)	Pipe will probably fail in 5 to 10 years
5	Most Significant Defect–Immediate attention required (deformed/collapsed, IGF, roots ball barrel)	Pipe has failed or will likely fail within the next 5 years

Notes:

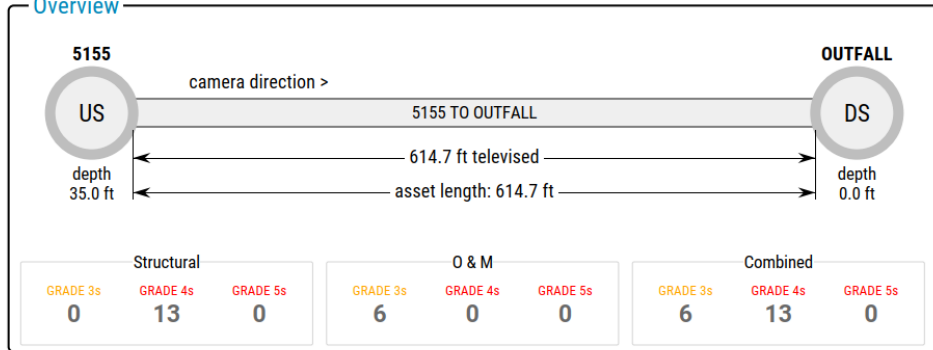
CL=crack longitudinal  
 CM=crack multiple  
 ID=infiltration dripper  
 IGF=infiltration gusher joint  
 FM=fracture multiple

**Table 1 PACP Codes, Descriptions, and Timeline**

# Summary of Televising Results – Example Televising Report

## Inspection Report

### Overview



### Asset

Street: ESTABROOK PKWY  
 City: VILLAGE OF SHOREWOOD  
 Pipe Use: Stormwater Pipe  
 Pipe Geometry: 72 in (Circular)  
 Material: Brick  
 Map #/Plan File: SHEET 3  
 Drainage Area:  
 Flow Direction: ←West  
 Surface: Grass

### Inspection

Customer: VILLAGE OF SHOREWOOD  
 Project:  
 Job #: 25255W-01  
 Media Date/Time: 2025/08/04 09:18  
 Surveyed By: MIKE RHODES (P0044397-102023)  
 Supervisor: MIKE BRIGHT  
 Pre-Cleaning: No Pre-Cleaning  
 Truck: 203 WB  
 Weather: Dry - No Precipitation During Survey  
 Additional Info:

### Rehabilitation

Contact Local Rep. at 800-876-8478 for recommendations.

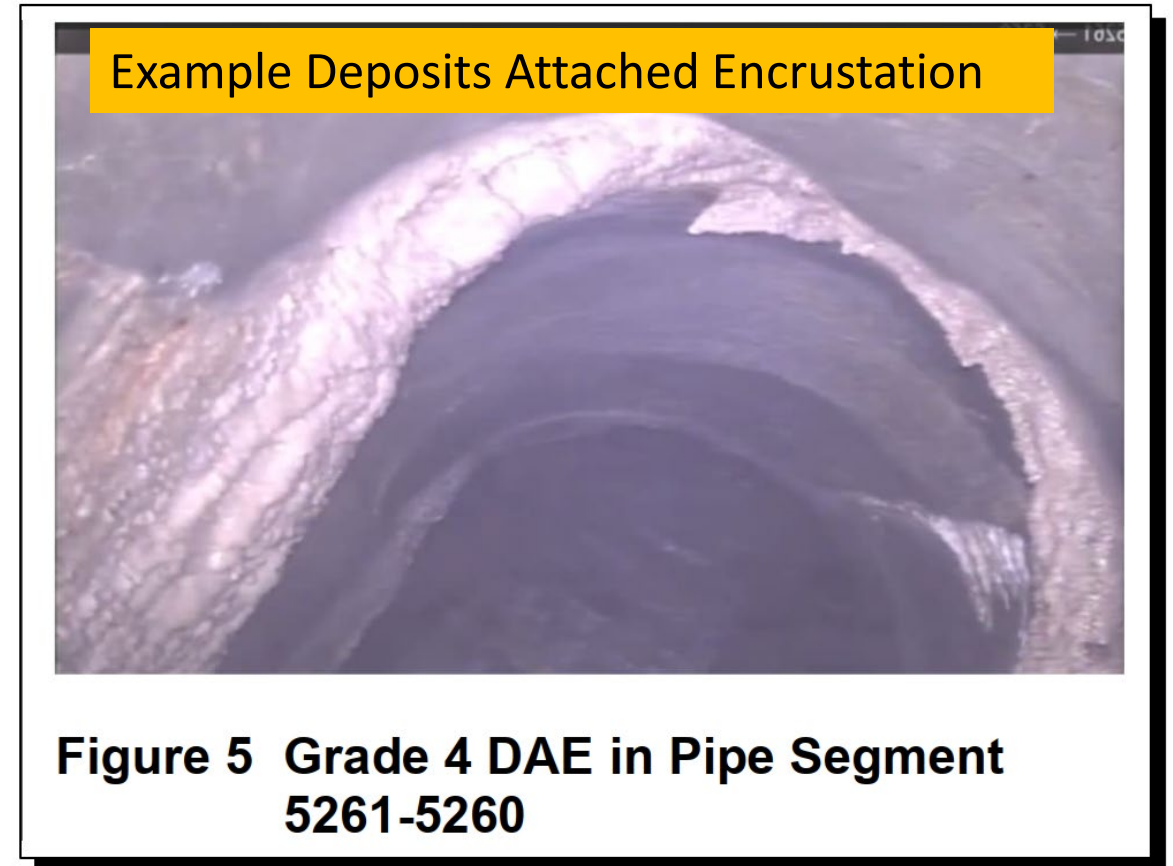
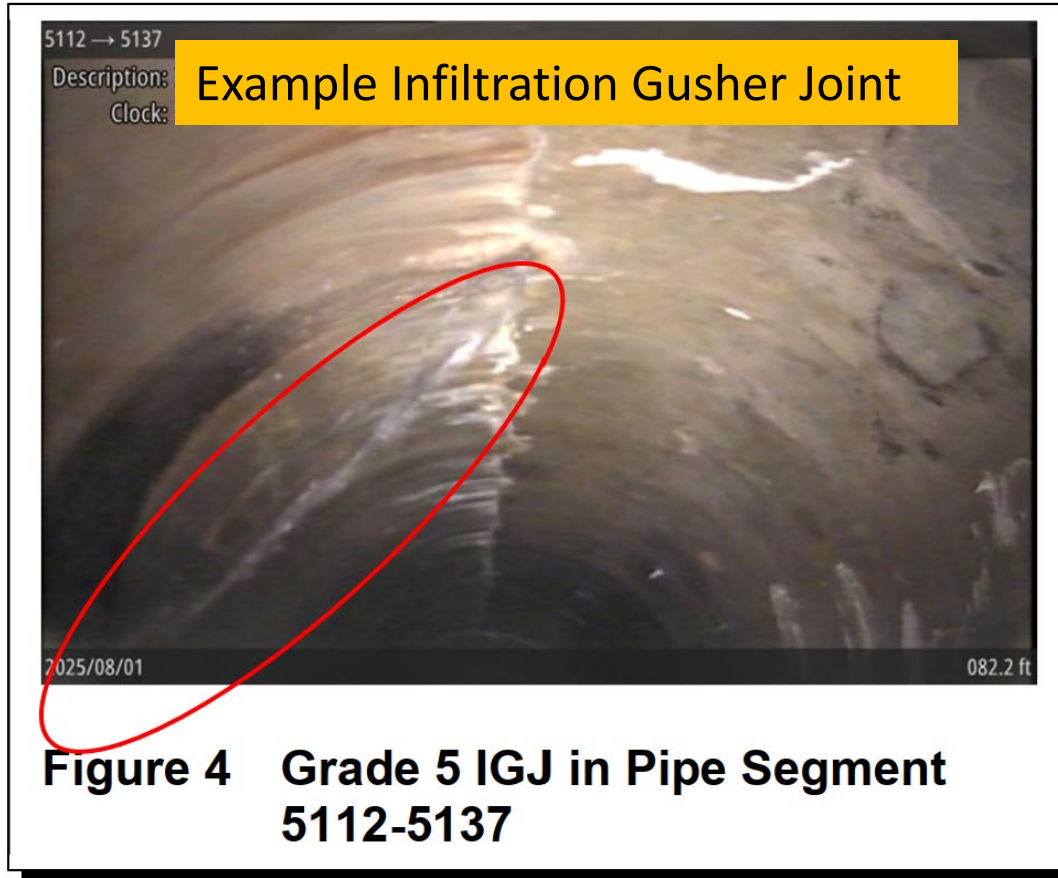
### Observations

Feet	Code	Description	Grade	Value	Clock	Remarks
000.0	AMH	Access Point Manhole				Beginning Manhole: 5155
	MWL	Miscellaneous Water Level		25%		
087.2	DAE	Deposits Attached Encrustation	2	10%	7 - 10	LEAKING
167.8	FM	Fracture Multiple	4			10 - 2
180.3	IDJ	Infiltration Dripper Joint	3			11 - 1
194.0	FM	Fracture Multiple	4			9 - 3
203.7	ID	Infiltration Dripper	3			12
220.6	FM	Fracture Multiple	4			10 - 2
223.4	ID	Infiltration Dripper	3			12
230.8	ID	Infiltration Dripper	3			12
246.8	FM	Fracture Multiple	4			11 - 3
295.7	FM	Fracture Multiple	4			11 - 2
325.1	FM	Fracture Multiple	4			10 - 2
340.4	FM	Fracture Multiple	4			9 - 3
361.7	ID	Infiltration Dripper	3			12
378.1	ID	Infiltration Dripper	3			12
385.6	H	Hole	5			12
419.9	FM	Fracture Multiple	4			10 - 2
446.5	FM	Fracture Multiple	4			10 - 2
464.2	FM	Fracture Multiple	4			10 - 2
486.9	FM	Fracture Multiple	4			9 - 3
510.7	FM	Fracture Multiple	4			9 - 3
614.7	AMH	Access Point Manhole				Ending Manhole: OUTFALL

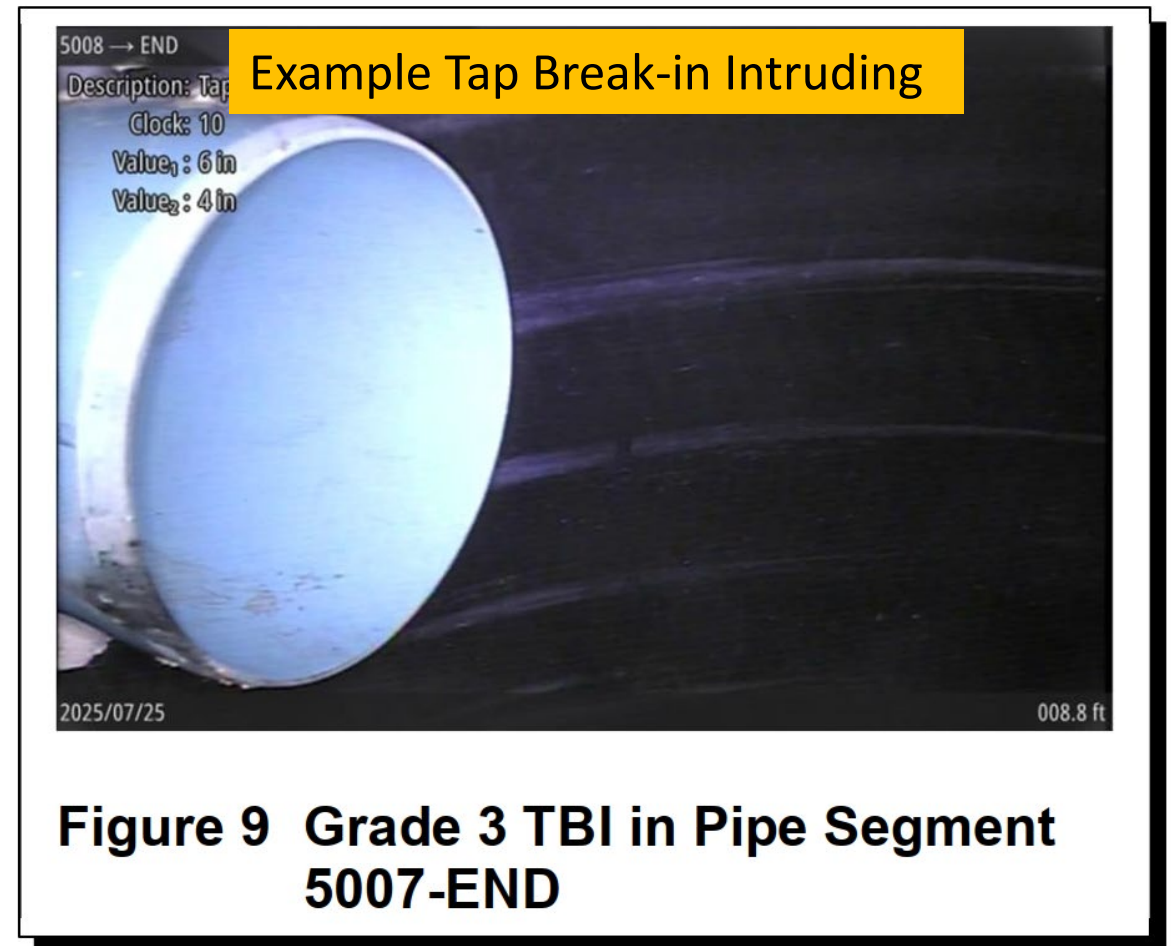
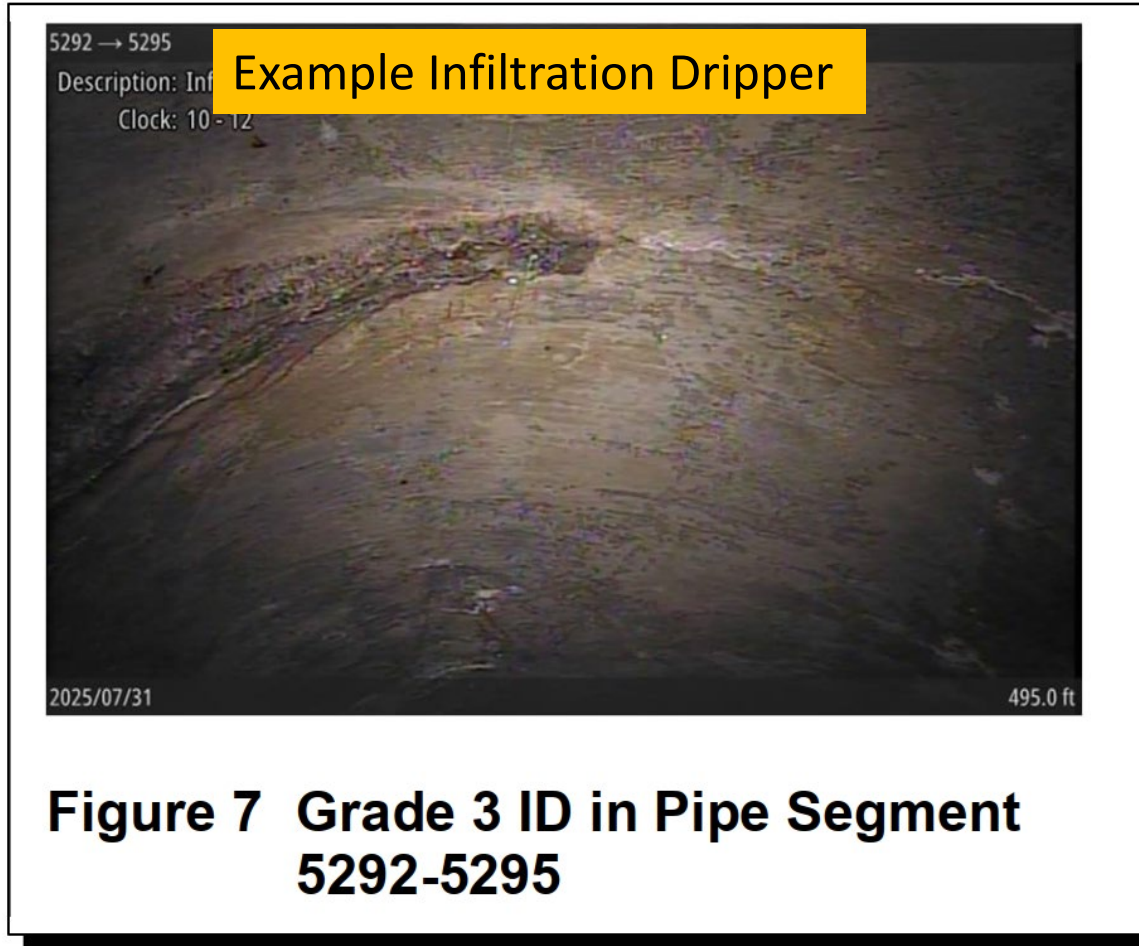
### Ratings

Structural			O & M			Combined		
Quick	Rating	Index	Quick	Rating	Index	Quick	Rating	Index
4A00	52	4.0	3621	20	2.9	4A36	72	3.6

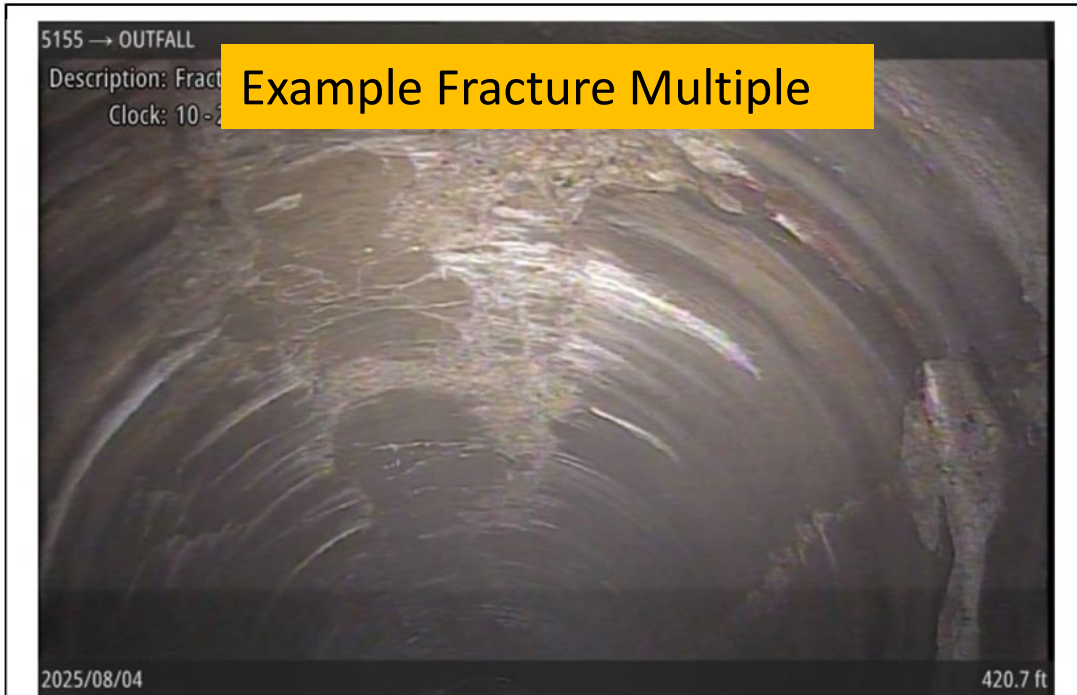
# Summary of Televising Results – Examples of O&M Defects



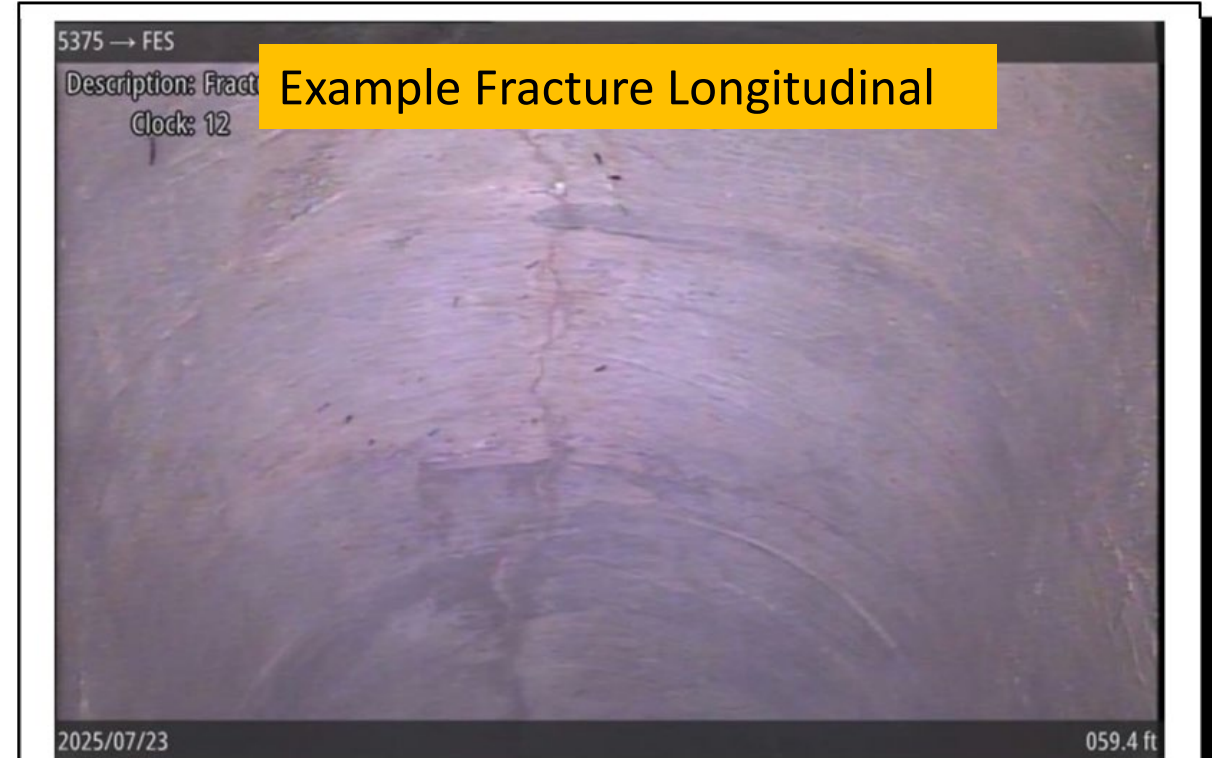
# Summary of Televising Results – Examples of O&M Defects



# Summary of Televising Results – Examples of Structural Defects

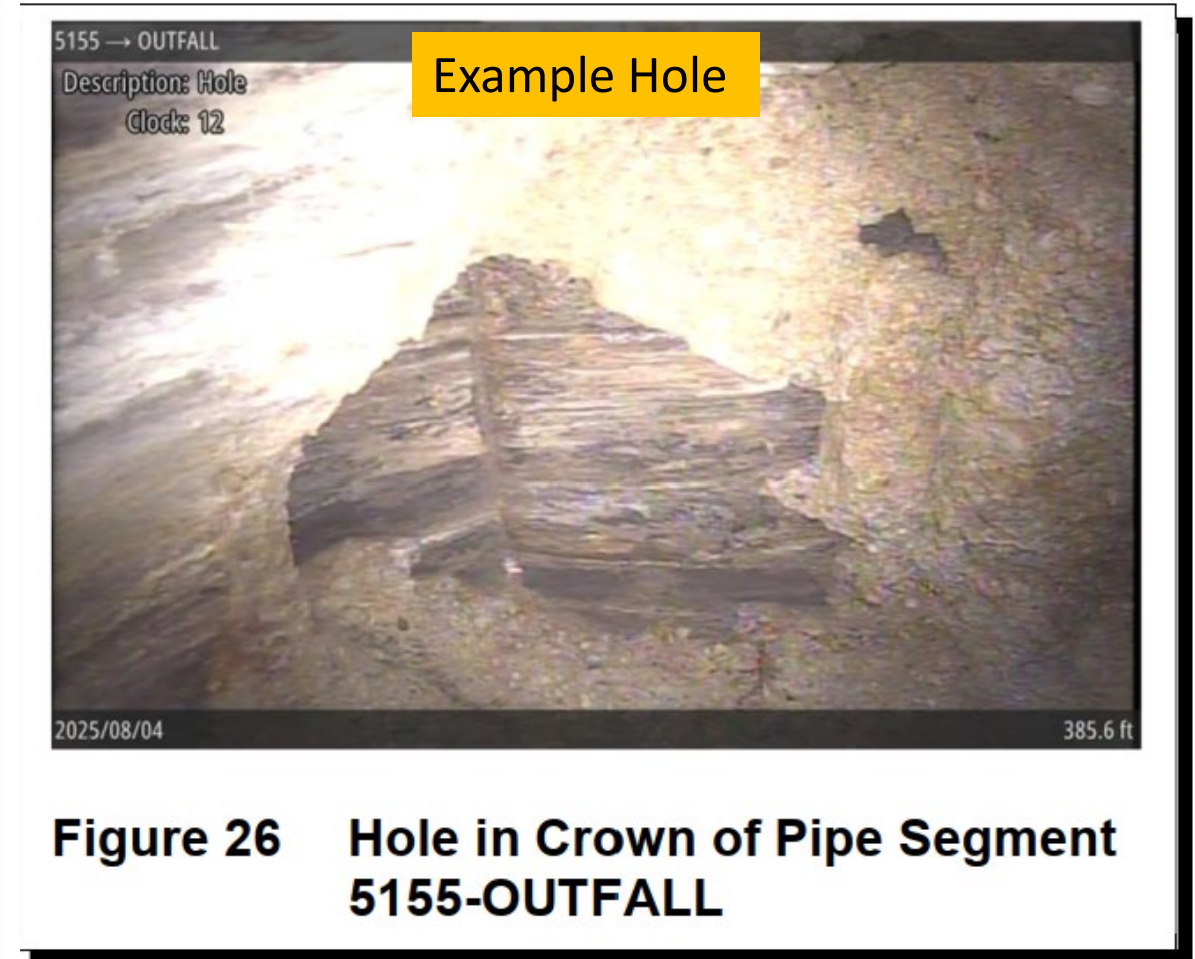
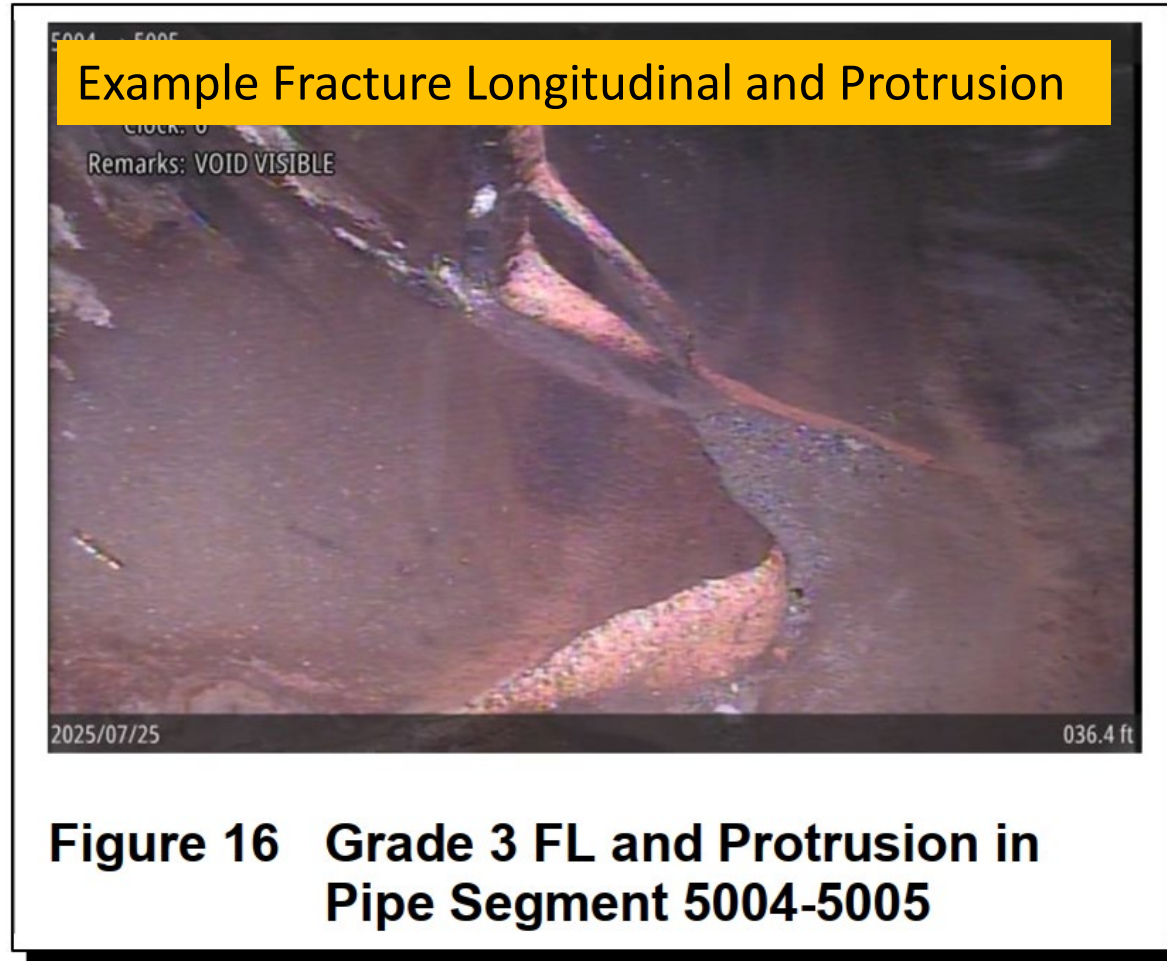


**Figure 12** Grade 4 FM and Substrate Degradation in Pipe Segment 5155-OUTFALL



**Figure 15** Grade 3 FL in Pipe Segment 5375-FES

# Summary of Televising Results – Examples of Structural Defects



# Summary of Televising Results – O&M Assessments

Sewer Segment	Sewer Type	O&M Rating	IGJ	DAE	ID	TBI	TFI
943-942	Combined	4		1			1
943-944	Combined	2					1
944-945	Combined	4		2			
5007-END	Storm	3				1	
5112-5137	Storm	5	1				
5193-5196	Storm	6		2			
5259-5258	Storm	6			2		
5263-5262	Storm	9		2	1		
5292-5193	Storm	3		1			

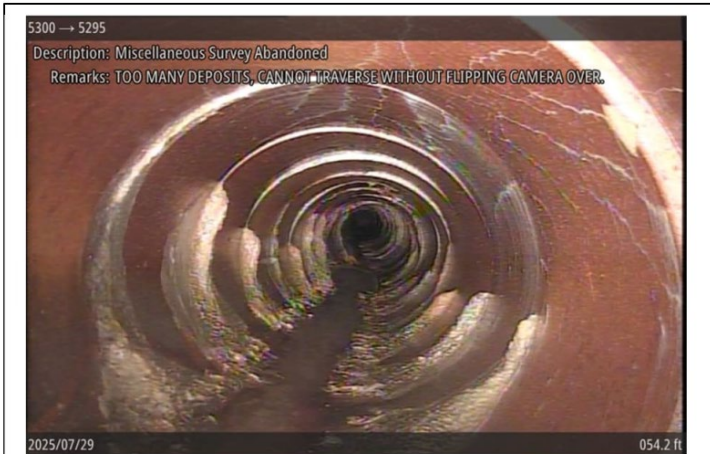
Note: TFI=tap factory intruding

**Table 5 O&M Defect Only Sewer Segment PACP Scores and Defects With a Rating of 2 or Higher**

Sewer Segment	Location	Diameter (inches)	Sewer Type	Pipe Material	Main Depth (feet)	Notes
943-942*	North Cramer Street	42	Combined	Brick	16	<ul style="list-style-type: none"> <li>▪ Three TFs from 50 to 57 feet. Debris near the third.</li> <li>▪ DAE from TFs at 72.6 feet.</li> <li>▪ TFs at 90 and 109.7 feet, both with debris.</li> <li>▪ TFA at 123.4 feet, opposite large</li> <li>▪ DAE chunk and TF.</li> <li>▪ Possible TF at 129 feet.</li> </ul>

# Summary of Televising Results – Structural Assessments

- 5295-5300 – Highest score, significant DAE, couldn't fully televise



**Figure 25** Grade 2 to 3 DAE within Large Portion of Pipe Segment with Minor Misalignment in Segment 5300-5295

Sewer Segment	Sewer Type	Structural Rating (PACP Score)	FM	FL	FH	CM	CL
5002-5003	Combined	19	2	1	2		
5003-5004	Combined	16	2				4
5004-5005	Combined	30	6	2			
5005-5006	Combined	7	1			1	
5151-5155	Combined	8	1				2
5155-Outfall	Combined	52	12				
5158-5160	Combined	3		1			
5196-5112	Combined	3		1			
5261-5260	Combined	2					1
5262-5261	Combined	4	1				
5292-5295	Combined	6				2	
5295-5300	Combined	148	2				
5300-5295	Combined	12	3				
5372-5373	Combined	4	1				
5373-5374	Combined	4	1				
5374-5375	Combined	10	2				
5375-FES	Combined	8		2			
5456-5457	Combined	3		1			

Note:  
FH=fracture horizontal hinge

**Table 8** Sewer Segment PACP Scores and Structural Defects with a Structural Rating of 2 or Higher

# Sewer Rehabilitation Recommendations

- Lining
- Grinding to remove DAE
- Heavy cleaning
- Grouting
- Televising

# Sewer Rehabilitation Recommendations - Summary

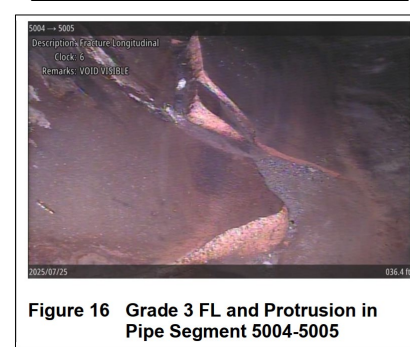
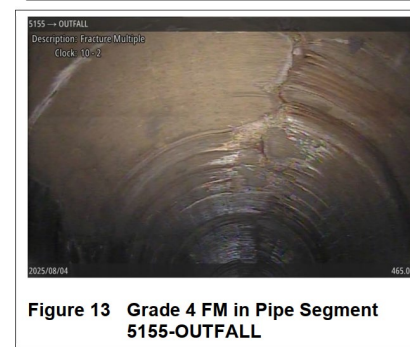
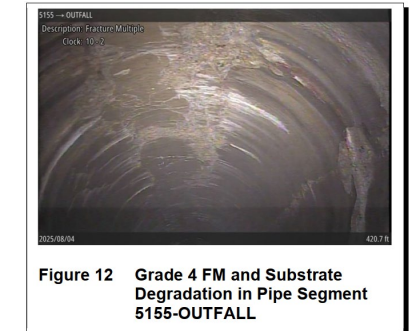
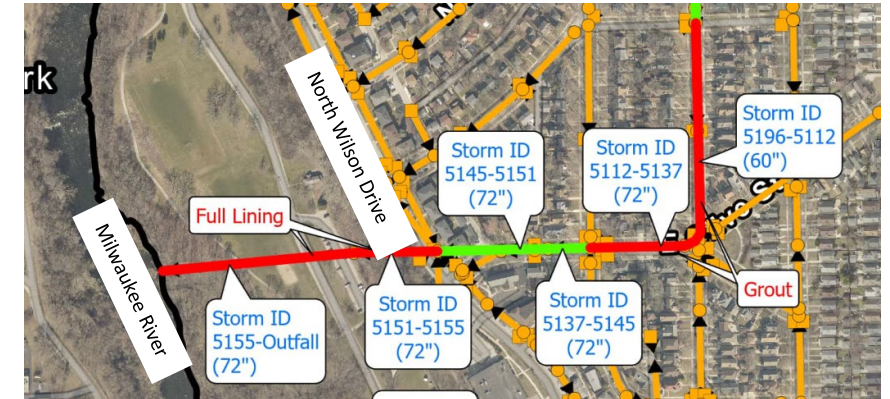
Sewer Segment	Televised Length (feet)	Diameter (inches)	Sewer Type	Main Depth (feet)	Heavy Cleaning	Grinding to Remove DAE	Televise	Full Lining	Grouting
941-942	44.9	42	Combined	17			X		
944-945	143.4	42	Combined	14		X			
5002-5003	111.5	36	Storm	21				X	
5003-5004	150	36	Storm	24				X	
5004-5005	194.2	36	Storm	24	X	X		X	
5005-5006	76.3	36	Storm	20				X	
5112-5137	296.5	72	Storm	36					X
5151-5155	267.6	72	Storm	35				X	
5155-Outfall	614.7	72	Storm	35				X	
5196-5112	751.6	60	Storm	36					X
5261-5260	379.1	24x36	Storm	22		X			
5262-5261	269.3	24x36	Storm	19		X	X	X	
5263-5262	335.6	24x36	Storm	15	X	X			
5295-5300	207.5	42	Storm	21	X	X		X	
5372-5373	232.2	24x48	Storm	37			X	X	
5373-5374	167.1	24x48	Storm	41			X	X	
5374-5375	163.8	24x48	Storm	43			X	X	
5006A-5007	92.8	36	Storm	20			X		

**Table 9 Sewer Segments Requiring Rehabilitation**



# Opinion of Probable Costs Summary

Sewer Segment	Sewer Type	Televised Length (FT)	Diameter (IN)	Rehabilitation Method(s)	Total Project Cost
941-942	Combined	44.9	42	Televise	O&M Cost
944-945	Combined	143.4	42	Grinding to Remove DAE	\$14,000
5002-5003	Storm	111.5	36	Full Lining	\$82,000
5003-5004	Storm	150	36	Full Lining	\$100,000
5004-5005	Storm	194.2	36	Full Lining, Heavy Cleaning, Grinding to Remove DAE	\$153,000
5005-5006	Storm	76.3	36	Full Lining	\$68,000
5112-5137	Storm	296.5	72	Grout	\$7,000
5151-5155	Storm	267.6	72	Full Lining	\$435,000
5155-Outfall	Storm	614.7	72	Full Lining	\$1,671,000
5196-5112	Storm	751.6	60	Grout	\$27,000
5261-5260	Storm	379.1	24x36	Grinding to Remove DAE	\$20,000
5262-5261	Storm	269.3	24x36	Grinding to Remove DAE, Televise, Budget for Lining	\$171,000
5263-5262	Storm	335.6	24x36	Grinding to Remove DAE, Heavy Cleaning	\$20,000
5295-5300	Storm	207.5	42	Grinding to Remove DAE, Heavy Cleaning, Full Lining	\$127,000
5372-5373	Storm	232.2	24x48	Televise and Budget Full Lining	\$176,000
5373-5374	Storm	167.1	24x48	Televise and Budget Full Lining	\$136,000
5374-5375	Storm	163.8	24x48	Televise and Budget Full Lining	\$134,000
5006A-5007	Storm	92.8	36	Televise to monitor misalignment	O&M Cost



# Opinion of Probable Costs – Additional Combined Sewer Televising

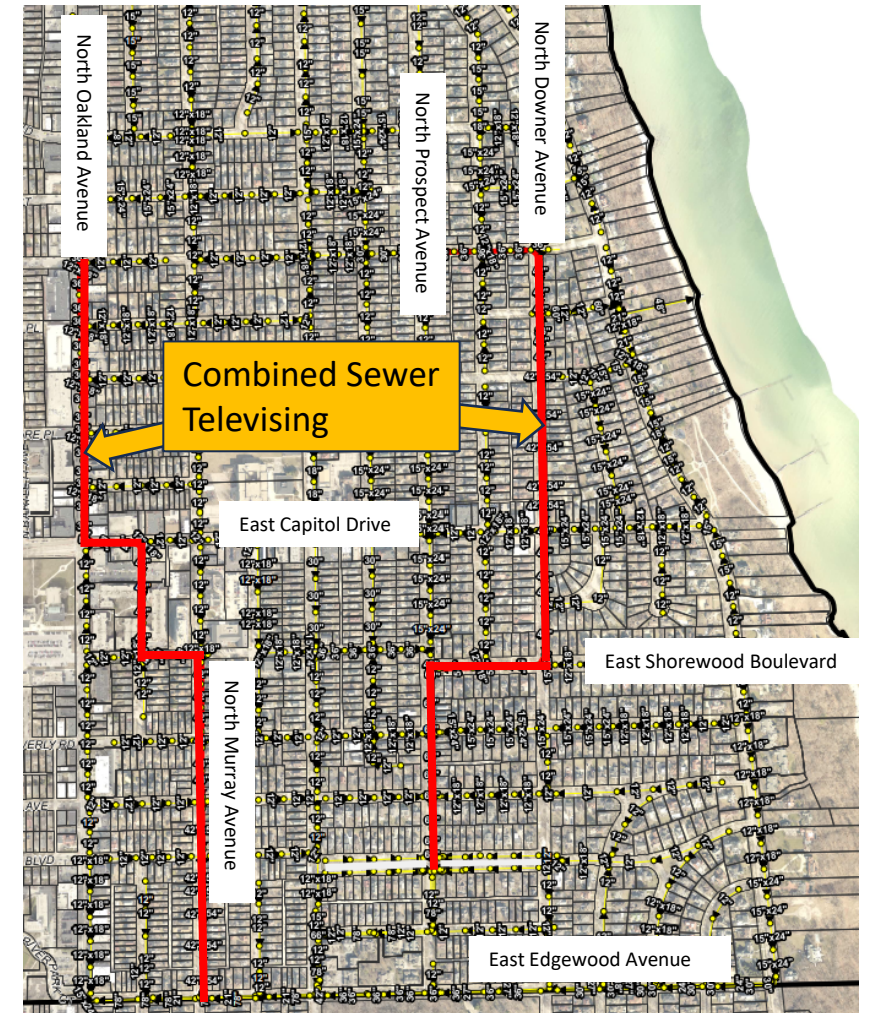
Item	Quantity	Unit	Unit Price	Total Cost
36-Inch Combined Sewer	5,118	LF	\$3.00	\$15,400
42-Inch Combined Sewer	2,669	LF	\$3.00	\$8,000
42- x 54-Inch Combined Sewer	2,029	LF	\$3.00	\$6,100
48-Inch Combined Sewer	1,638	LF	\$3.00	\$4,900
54-Inch Combined Sewer	699	LF	\$3.00	\$2,100
60-Inch Combined Sewer	1,313	LF	\$3.00	\$3,900
66-Inch Combined Sewer	635	LF	\$3.00	\$1,900
72-Inch Combined Sewer	245	LF	\$3.00	\$700
78-Inch Combined Sewer	2,194	LF	\$3.00	\$6,600
Heavy Cleaning	100	Tons	\$200	\$20,000
Traffic Control	1	LS	\$10,000	\$10,000
Mobilization	1	LS	\$10,000	\$10,000
<b>Total Construction Cost</b>				<b>\$90,000</b>
Contingency and Tech Services (30%)				\$30,000
<b>Total Project Cost</b>				<b>\$120,000</b>

**Notes:**

LS=lump sum

Costs are in 1st Quarter 2026 dollars.

**Table 10 OPC for Combined Sewer Televising**



# Implementation Plan

Table 12 Implementation Plan

Main ID	Sewer Type	Rehabilitation Method(s)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
941-942	Combined	Televise	O&M Cost									
5372-5373	Storm	Televise					O&M Cost				O&M Cost	
5373-5374	Storm	Televise					O&M Cost				O&M Cost	
5374-5375	Storm	Televise					O&M Cost				O&M Cost	
5262-5261	Storm	Televise					O&M Cost				O&M Cost	
5006-5007a	Storm	Televise					O&M Cost					
5151-5155	Storm	Full Lining			\$440,000							
5155-Outfall	Storm	Full Lining			\$1,670,000							
944-945	Combined	Grinding to Remove DAE		\$14,000								
5112-5137	Storm	Grout		\$7,000								
5196-5112	Storm	Grout		\$27,000								
5261-5260	Storm	Grinding to Remove DAE		\$20,000								
5262-5261	Storm	Grinding to Remove DAE		\$10,000								
5263-5262	Storm	Grinding to Remove DAE, Heavy Cleaning		\$20,000								
36-Inch and Larger Combined Sewers	Combined	Televise				\$120,000						
5002-5003	Storm	Full Lining						\$82,000				
5003-5004	Storm	Full Lining						\$100,000				
5004-5005	Storm	Full Lining, Heavy Cleaning, Grinding to Remove DAE			\$153,000							
5005-5006	Storm	Full Lining						\$68,000				
5295-5300	Storm	Grinding to Remove DAE, Heavy Cleaning, Full Lining						\$127,000				
5372-5373	Storm	Full Lining										\$176,000
5373-5374	Storm	Full Lining										\$136,000
5374-5375	Storm	Full Lining										\$134,000
5262-5261	Storm	Full Lining										\$171,000
<b>Subtotals:</b>			<b>\$ -</b>	<b>\$100,000</b>	<b>\$2,300,000</b>	<b>\$120,000</b>	<b>\$ -</b>	<b>\$380,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$620,000</b>

Note: Costs are in 1st Quarter 2026 dollars.

# Discussion, Questions or Comments





**STRAND**

**ASSOCIATES<sup>®</sup>**

*Excellence in Engineering<sup>SM</sup>*

# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: Voucher Report**

**Presenter: Paul Eilbes**

**Department: Finance**

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**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.

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**Vision 2025 Plan** – Financial Responsibility

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**Sustainability** – N/A

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

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**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

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 0000							
100-0000-15210	Prepaid Postage	US POSTMASTER	PREPAID POSTAGE ACCOUNT FILL	02062026	02/27/26	7,500.00	3391
100-0000-15220	Prepaid Postage - Hassler	QUADIENT FINANCE USA,	POSTAGE LOAD - 01282026	BH3809486170	02/27/26	3,000.00	3388
100-0000-21520	GENERAL CLASS	WI DEPT OF EMPLOYEE TR	MONTHLY RETIREMENT PREMIUMS - JANUA	012026	02/27/26	41,232.67	3395
100-0000-21520	PROTECTIVE SERVICE	WI DEPT OF EMPLOYEE TR	MONTHLY RETIREMENT PREMIUMS - JANUA	012026	02/27/26	43,452.94	3395
100-0000-21520	ADDITIONAL CONTRIBUTIONS	WI DEPT OF EMPLOYEE TR	MONTHLY RETIREMENT PREMIUMS - JANUA	012026	02/27/26	650.00	3395
100-0000-21530	Health Insurance Payable	WCA GROUP HEALTH TRUST	HEALTH INSURANCE PREMIUMS - FEBRUAR	0019168824	02/27/26	122,696.94	3392
100-0000-21531	DENTAL VILLAGE PORTION	DELTA DENTAL PLAN OF W	DENTAL PREMIUMS - FEBRUARY	2483003	02/27/26	5,040.92	3380
100-0000-21531	DENTAL VILLAGE PORTION	DELTA DENTAL PLAN OF W	DENTAL PREMIUMS-RETIREES-FEBRUARY	2483004	02/27/26	746.00	3380
100-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES TAX - JANUARY	01312026	02/27/26	1,754.24	3396
Total For Dept 0000						226,073.71	
Dept 1100 Board							
100-1100-53990	Contingency / Other Activi	RUEKERT & MIELKE, INC	PRO SERVICES GIS THROUGH 1/23/26	162177	02/25/26	522.00	58645
Total For Dept 1100 Board						522.00	
Dept 1410 Manager							
100-1410-53100	books for training	Amazon.com*465P01IB3	books for training	01/31/2026	02/22/26	65.78	3379
100-1410-53140	monthly service	CCI*CONSTANT-CONTACT	monthly service	01/31/2026	02/22/26	98.00	3379
100-1410-53140	Shorewood Today	ISSUU	Shorewood Today	01/31/2026	02/22/26	528.00	3379
100-1410-53200	Journal/Sentinel monthly s	GANNETT MEDIA CO	Journal/Sentinel monthly subscripti	01/31/2026	02/22/26	24.99	3379
100-1410-56110	Computer/Printer Equip	ACP CREATIVIT, LLC	EXTRA RAM FOR NEW LAPTOPS	INV367492	02/25/26	525.00	58607
100-1410-56110	Computer/Printer Equip	ACP CREATIVIT, LLC	RAM FOR DPW LAPTIOP	INV364483	02/25/26	189.00	58607
100-1410-56110	Computer/Printer Equip	ACP CREATIVIT, LLC	WARRANTIES FOR NEW LAPTOPS	INV364133	02/25/26	1,528.00	58607
Total For Dept 1410 Manager						2,958.77	
Dept 1420 Clerk / Customer Service							
100-1420-51900	IIMC conference	AMERICAN 0017403755078	IIMC conference	01/31/2026	02/22/26	218.18	3379
100-1420-51900	IIMC conference - flight c	AMERICAN 0017404244683	IIMC conference - flight change loc	01/31/2026	02/22/26	14.02	3379
100-1420-51900	IIMC conference	AMERICAN 0018318739881	IIMC conference	01/31/2026	02/22/26	58.08	3379
100-1420-51900	Flight protection plan for	EXPEDIA 73333906715675	Flight protection plan for 27-29	01/31/2026	02/22/26	56.53	3379
100-1420-51900	WMCA Northern Conference	LOCAL GOVERNMENT EDUCA	WMCA Northern Conference	01/31/2026	02/22/26	139.00	3379
100-1420-51900	IIMC conference	SOUTHWES 5267460607279	IIMC conference	01/31/2026	02/22/26	363.18	3379
100-1420-52910	Software Purch/Maint	GENERAL CODE LLC	VILLAGE CODE SUPPLEMENT 31	PG000044128	02/25/26	927.00	58619
100-1420-52930	Credit Card Fees	INVOICE CLOUD	CREDIT CARD FEES - JANUARY	2194-2026_1	02/27/26	286.58	3381
100-1420-52930	Credit Card Fees	PAYMENTECH-CHASE	CREDIT CARD FEES - JANUARY	01312026	02/27/26	170.57	3387
100-1420-53100	office supplies - Clerk's	AMAZON MKTPL*AH1AB99U3	office supplies - Clerk's Dept	01/31/2026	02/22/26	64.55	3379
100-1420-53100	office supplies - Clerk's	AMAZON MKTPL*V30BB1543	office supplies - Clerk's Dept	01/31/2026	02/22/26	20.48	3379
100-1420-53100	Clerk's Dept. - printer t	AMAZON MKTPL*WV6ZO01M3	Clerk's Dept. - printer toner	01/31/2026	02/22/26	195.49	3379
100-1420-53100	Kleenex	Amazon.com*0842E8NQ3	Kleenex	01/31/2026	02/22/26	42.95	3379
Total For Dept 1420 Clerk / Customer Service						2,556.61	
Dept 1510 Finance							
100-1510-48900	Miscellaneous Revenue	WI DEPT OF REVENUE - S	SALES TAX - JANUARY	01312026	02/27/26	(3.23)	3396
100-1510-52130	Professional Fees Financi	SIKICH LLP	2025 AUDIT #1	125345	02/25/26	7,000.00	58648
100-1510-53100	hanging file folders - Fir	AMAZON MKTPL*HA5MB6VQ3	hanging file folders - Finance	01/31/2026	02/22/26	13.40	3379
100-1510-53100	office supplies - Finance	Amazon.com*6W42O7XF3	office supplies - Finance	01/31/2026	02/22/26	37.36	3379
100-1510-53200	WGFOA membership	LOCAL GOVERNMENT EDUCA	WGFOA membership	01/31/2026	02/22/26	25.00	3379
Total For Dept 1510 Finance						7,072.53	
Dept 1900 Other General Admin							
100-1900-51325	Flexible Benefit Admin Fee	DIVERSIFIED BENEFIT SE	FSA ADMIN - FEBRUARY	469840	02/25/26	239.91	58617
100-1900-52120	Professional Fees Legal	VON BRIESEN & ROPER SC	PROFESSIONAL SERVICES-PERSONNEL-JAN	520310	02/25/26	1,424.50	58654
100-1900-52230.55-00	Phone / Internet - Village	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	399.00	58613

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 1900 Other General Admin							
100-1900-52230.55-00	Phone / Internet - Village	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	49.31	58613
100-1900-52230.77-00	Phone / Internet - Village	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	25.04	58613
100-1900-52230.77-00	Phone / Internet - Village	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	80.00	58613
100-1900-52900.55-00	Cleaning and Pest Control	BATZNER PEST CONTROL	VILLAGE HALL EXTERMINATING	91622849	02/25/26	67.13	58610
100-1900-53120	Copier Costs - Village Hal	GREATAMERICA FINANCIAL	VH PINTER/COPIERS LEASE 01/16/26-02	41322714	02/25/26	440.30	58623
100-1900-53120	Copier Costs - Village Hal	OFFICE 8	8-1/2 X 11 YELLOW PAPER	3002272	02/25/26	99.99	58637
Total For Dept 1900 Other General Admin						2,825.18	
Dept 2100 Police							
100-2100-51300	Health Insurance	NORTH SHORE BANK 4414	HSA CONTRIBUTION - J SANTIAGO	02032026	02/27/26	60.00	3386
100-2100-51900	Gardner WTSOA lodging	CHULA VISTA RESORT	Gardner WTSOA lodging	01/31/2026	02/22/26	113.38	3379
100-2100-51900	Wroblewski WPLF lodging re	KALAHARI RESORT - WI	Wroblewski WPLF lodging refund- res	01/31/2026	02/22/26	(79.00)	3379
100-2100-51900	Otto WAMP lodging	KOHLER WI RESORT HOTEL	Otto WAMP lodging	01/31/2026	02/22/26	121.31	3379
100-2100-51900	Taraboi WAMP lodging	KOHLER WI RESORT HOTEL	Taraboi WAMP lodging	01/31/2026	02/22/26	121.31	3379
100-2100-51900	Gardner WTSOA conference	PAYPAL *WISCONSINTR	Gardner WTSOA conference	01/31/2026	02/22/26	260.00	3379
100-2100-51900	Otto, Taraboi WAMP confere	SQ *WISCONSIN ASSOCIAT	Otto, Taraboi WAMP conference	01/31/2026	02/22/26	500.00	3379
100-2100-51900	Professional Education	OTTO, DEANNA	OTTO WAMP MILEAGE REIMBURSEMENT	WAWP-OTTO	02/25/26	71.05	58639
100-2100-51900	Professional Education	WI DEPARTMENT OF JUSTI	KERR PEER SUPPORT CONFERENCE	022026-1931-0920	02/25/26	150.00	58659
100-2100-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	239.63	58613
100-2100-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	499.00	58613
100-2100-52230	Phone and Internet	T-MOBILE, INC. USA	01/09/26-02/08/26 CRADLEPOINT CHARG	978927717-JAN 20	02/25/26	225.54	58652
100-2100-52300	OTHER INTERGOV'TAL PYMTS (WI DEPT OF TRANS TV &		01/28/2026 PARKING SUSPENSIONS PROC	01282026	02/27/26	93.00	3397
100-2100-52300	OTHER INTERGOV'TAL PYMTS (WI DEPT OF TRANS TV &		FEB 2026 PARKING SUSPENSIONS PROCES	02122026	02/27/26	39.00	3397
100-2100-52300	OTHER INTERGOV'TAL PYMTS (WI DEPT OF TRANS TV &		FEB 2026 PARKING SUSPENSIONS PROCES	02122026	02/27/26	9.00	3397
100-2100-52300	OTHER INTERGOV'TAL PYMTS (WI DEPT OF TRANS TV &		FEB 2026 PARKING SUSPENSIONS PROCES	02122026	02/27/26	3.00	3397
100-2100-52900	Cleaning and Pest Control	CINTAS CORP	02/16/26 MAT REPLACEMENT	42597778945	02/25/26	253.08	58615
100-2100-52910	Software Purch/Maint	ACP CREATIVIT, LLC	POLICE BOOKING ROOM CAMERA	INV365509	02/25/26	1,969.00	58607
100-2100-52930	BLUEFIN GATEWAY FEES - JAN	ELECTRONIC DATA COLLEC	BLUEFIN GATEWAY/RO PLATE LOOKUPS-JA	1618089	02/25/26	263.70	58618
100-2100-52930	Credit Card Fees	MERCHANT SERVICES	ONLINE PARKING PAY PROCESSING-JAN 2	01312026	02/27/26	3,060.00	3382
100-2100-52990	RO PLATE LOOKUPS - JAN 20	ELECTRONIC DATA COLLEC	BLUEFIN GATEWAY/RO PLATE LOOKUPS-JA	1618089	02/25/26	58.75	58618
100-2100-53100	office supplies	ALDI 64073	office supplies	01/31/2026	02/22/26	57.12	3379
100-2100-53100	ink pens	AMAZON RETA* G01GM7K73	ink pens	01/31/2026	02/22/26	11.32	3379
100-2100-53100	coffee	WALMART.COM	coffee	01/31/2026	02/22/26	115.62	3379
100-2100-53100	coffee order cancelled- no	WALMART.COM	coffee order cancelled- no document	01/31/2026	02/22/26	(115.62)	3379
100-2100-53100	coffee	WALMART.COM 8009256278	coffee	01/31/2026	02/22/26	115.62	3379
100-2100-53120	Copy & Print Costs	GREATAMERICA FINANCIAL	01/15/26-02/14/26 COPY USAGE	41306230	02/25/26	277.21	58623
100-2100-53200	Noel Govani 2026 IAPE memk	IAPE	Noel Govani 2026 IAPE membership	01/31/2026	02/22/26	65.00	3379
100-2100-53200	Wroblewski 2026 MOCIC memk	MOCIC	Wroblewski 2026 MOCIC membership	01/31/2026	02/22/26	150.00	3379
100-2100-53200	Wurth 2026 NAWLEE membersh	NAWLEE	Wurth 2026 NAWLEE membership	01/31/2026	02/22/26	100.00	3379
100-2100-53200	Wurth 2026 IACP membershi	THEIACP	Wurth 2026 IACP membership	01/31/2026	02/22/26	220.00	3379
100-2100-53500	misc cleaning supplies	AMAZON MARK* NJ50N8HK3	misc cleaning supplies	01/31/2026	02/22/26	39.63	3379
100-2100-53500	misc dept supplies	AMAZON MARK* TU6ZL3FY3	misc dept supplies	01/31/2026	02/22/26	35.55	3379
100-2100-53500	power adapter order fee	FRGN TRANS FEE-WWW.GOL	power adapter order fee	01/31/2026	02/22/26	0.89	3379
100-2100-53500	tools	HARBOR FREIGHT TOOLS35	tools	01/31/2026	02/22/26	64.24	3379
100-2100-53500	power adapter	WWW.GOLEMINIPC.COM	power adapter	01/31/2026	02/22/26	29.70	3379
100-2100-53500	Dept/Program Supplies	ACCURATE RECHARGE & FI	ANNUAL FIRE EXTINGUISHER SERVICE	94561	02/25/26	510.35	58606
100-2100-56130	metal storage cabinet	HOMEDEPOT.COM	metal storage cabinet	01/31/2026	02/22/26	132.48	3379
100-2100-56140	officer supplies-door stop	WP*Patriot Security	officer supplies-door stops	01/31/2026	02/22/26	160.00	3379
100-2100-56140	Officer Equipment / repair	BAYCOM INC	RADIO MICROPHONES	EQUIPINV_060517	02/25/26	430.00	58611
Total For Dept 2100 Police						10,429.86	
Dept 2400 Planning and Development							
100-2400-48900	Miscellaneous Revenue	WEIL, ERIN	REFUND DESIGN REVIEW APP FEE	02232026	02/25/26	60.00	58658

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Fund 100 General Fund							
Dept 2400 Planning and Development							
100-2400-51900	Building Inspector Contin	WI CODE UPDATES	Building Inspector Continuing educa	01/31/2026	02/22/26	450.00	3379
100-2400-52910	GIS annual subscription	ESRI	GIS annual subscription	01/31/2026	02/22/26	906.25	3379
100-2400-52910	Code manuals	INT'L CODE COUNCIL INC	Code manuals	01/31/2026	02/22/26	838.62	3379
100-2400-52930	Credit Card Fees	INVOICE CLOUD	CREDIT CARD FEES - JANUARY	2194-2026 1	02/27/26	171.39	3381
100-2400-52930	Credit Card Fees	PAYMENTECH-CHASE	CREDIT CARD FEES - JANUARY	01312026	02/27/26	303.07	3387
100-2400-52990	Other Service Contracts &	STRAND ASSOCIATES INC	GENREAL ENGINEERING 1/1 TO 1/31	0235350	02/25/26	245.50	58651
100-2400-53100	digital voice recorder - I	AMAZON MKTPL*HA5MB6VQ3	digital voice recorder - Planning	01/31/2026	02/22/26	25.62	3379
100-2400-53200	APA/AICP memberships	AMERICAN PLANNING ASSO	APA/AICP memberships	01/31/2026	02/22/26	693.40	3379
100-2400-53200	Building Code manual updat	WI CODE UPDATES	Building Code manual updates	01/31/2026	02/22/26	450.00	3379
Total For Dept 2400 Planning and Development						4,143.85	
Dept 2900 Other Public Safety							
100-2900-52990	Crossing Guards	ALL CITY MANAGEMENT SE	1/25/26-2/7/26 CROSSING GUARDS	PS-INV103853	02/25/26	7,605.30	58609
Total For Dept 2900 Other Public Safety						7,605.30	
Dept 3100 Public Works Admin.							
100-3100-51900	improving communication s	UW CONT ED REG CENTER	improving communication skills cont	01/31/2026	02/22/26	150.00	3379
100-3100-52110	Professional Fees Engineer	STRAND ASSOCIATES INC	GENREAL ENGINEERING 1/1 TO 1/31	0235350	02/25/26	350.50	58651
100-3100-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	160.00	58613
100-3100-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	249.00	58613
100-3100-52910	GIS annual subscription	ESRI	GIS annual subscription	01/31/2026	02/22/26	1,347.91	3379
100-3100-52910	Software Purch/Maint	RUEKERT & MIELKE, INC	PRO SERVICES GIS THROUGH 1/23/26	162177	02/25/26	877.20	58645
100-3100-53100	Office Supplies	STAPLES CONTRACT & COM	DPW OFFICE SUPPLIES	6055997831	02/25/26	43.95	58649
100-3100-54150	Safety Expenses	CINTAS	MEDICAL CABINET STOCK	5317644611	02/25/26	11.13	58614
Total For Dept 3100 Public Works Admin.						3,189.69	
Dept 3230 Bldg Maint - Public Works							
100-3230-53350	Outsourced Repairs	ORKIN COMMERCIAL SERVI	DPW EXTERMINATING	293652073	02/25/26	133.34	58638
100-3230-53350	Outsourced Repairs	RYAN FIREPROTECTION IN	DPW FIRE PROTECTION SERVICE WORK	238991	02/25/26	5,325.00	58646
100-3230-53500	PD fluorescent lamp holder	AMAZON MKTPL*854GI2FC3	PD fluorescent lamp holder	01/31/2026	02/22/26	15.29	3379
100-3230-53500	cork sheet	AMAZON MKTPL*OP4204K33	cork sheet	01/31/2026	02/22/26	34.99	3379
100-3230-53500	PD fluorescent tube mounti	AMAZON MKTPL*RM5UF2UI3	PD fluorescent tube mounting	01/31/2026	02/22/26	13.99	3379
100-3230-53500	fire extinguisher bracket	AMAZON MKTPL*SR9JJ4HT3	fire extinguisher bracket and mount	01/31/2026	02/22/26	17.53	3379
100-3230-53500	shop garage remote	AMAZON MKTPL*SZ4QA2GM3	shop garage remote	01/31/2026	02/22/26	37.49	3379
100-3230-53500	PD luminaries disconnect	AMAZON MKTPL*YR8WL98I3	PD luminaries disconnect power plug	01/31/2026	02/22/26	34.05	3379
100-3230-53500	foam puzzle mat flooring	Amazon.com*YM87M7XP3	foam puzzle mat flooring	01/31/2026	02/22/26	83.98	3379
100-3230-53500	Dept/Program Supplies	STATE INDUSTRIAL PRODU	DPW BUILDING MAINTENANCE	904088004	02/25/26	810.30	58650
Total For Dept 3230 Bldg Maint - Public Works						6,505.96	
Dept 3300 Municipal Garage							
100-3300-53400	skid steer lap bar and bra	AMAZON MARK* 5N7N50WU3	skid steer lap bar and brake fluid	01/31/2026	02/22/26	32.87	3379
100-3300-53400	visor transmitter shop	AMAZON RETA* 5E0ZX3VY3	visor transmitter shop	01/31/2026	02/22/26	30.99	3379
100-3300-53400	vehicle 24 floor mats	AMAZON RETA* M76AN4VI3	vehicle 24 floor mats	01/31/2026	02/22/26	71.99	3379
100-3300-53400	truck 59 parts	ROAD EQUIPMENT PARTS C	truck 59 parts	01/31/2026	02/22/26	495.44	3379
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	VEHICLE 30	890967	02/25/26	190.83	58608
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	CREDIT FOR CORE RETURN	891279	02/25/26	(22.00)	58608
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	SHOP STOCK	890708	02/25/26	21.22	58608
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	VEHICLE625	890682	02/25/26	91.96	58608
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	CORE RETURN VEHICLE 47	891848	02/25/26	(22.00)	58608
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	CORE RETURN OF SHOP STOCK	891847	02/25/26	(22.00)	58608
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	VEHICLE 96	891292	02/25/26	34.74	58608
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	SHOP STOCK	891878	02/25/26	107.88	58608
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	SHOP STOCK	891922	02/25/26	52.38	58608

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Fund 100 General Fund							
Dept 3300 Municipal Garage							
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	47 HOT BOX	891834	02/25/26	114.93	58608
100-3300-53400	Vehicle Maintenance	KRIETE LEASING & RENTA STOCK		X101129603:01	02/25/26	749.04	58628
100-3300-53400	Vehicle Maintenance	KRIETE LEASING & RENTA STOCK		X101128651:01	02/25/26	301.81	58628
100-3300-53400	Vehicle Maintenance	KRIETE LEASING & RENTA VEHICLE 73		X101129827:01	02/25/26	258.55	58628
100-3300-53400	Vehicle Maintenance	MOTION & CONTROL ENTER VEHICLE 73		G14983-001	02/25/26	97.90	58634
100-3300-53400	Vehicle Maintenance	POMP'S TIRE SERVICE, I SHOP STOCK		950552528	02/25/26	1,518.00	58640
100-3300-53400	Vehicle Maintenance	POMP'S TIRE SERVICE, I CREDIT FOR RETURN		950552529	02/25/26	(289.12)	58640
100-3300-53400	Vehicle Maintenance	ROAD EQUIPMENT PARTS C VEHICLE 74		2600953538	02/25/26	274.05	58643
100-3300-53400	Vehicle Maintenance	ROAD EQUIPMENT PARTS C VEHICLE 54		2600957533	02/25/26	12.56	58643
100-3300-53400	Vehicle Maintenance	US CELLULAR	GPS 2/9 TO 3/8	0788568629	02/25/26	21.28	58653
100-3300-53410	Fuel and Oil	ROTE OIL - CEDARBURG	DIESEL FUEL	21140	02/25/26	2,605.92	58644
100-3300-53410	Fuel and Oil	ROTE OIL - CEDARBURG	UNLEADED FUEL	21139	02/25/26	1,573.58	58644
Total For Dept 3300 Municipal Garage						8,302.80	
Dept 3430 Street Lights							
100-3430-52200.01-00	Electric - Street Lightinç	WE ENERGIES - CONSOLID	ALLEY LIGHT 4305 N MARLBOROUGH	5808361407	02/25/26	676.44	58657
100-3430-53500	Supplies - Street Lightinç	DIGGERS HOTLINE INC	DIGGER TICKETS - JAN	260155101	02/25/26	18.60	58616
100-3430-53500	Supplies - Street Lightinç	GRAINGER W W INC	CAPITOL DR CABINET	9790792056	02/25/26	1,804.62	58621
100-3430-53500	Supplies - Street Lightinç	GRAYBAR ELECTRIC CO.,	ANCHOR BOLT SET	9351845907	02/25/26	47.39	58622
Total For Dept 3430 Street Lights						2,547.05	
Dept 3460 Winter							
100-3460-53500	epcra inventory fee for c	DMA EPAY EPCRA FEES	epcra inventory fee for chemicals o	01/31/2026	02/22/26	550.00	3379
100-3460-53500	epcra inventory fee for c	DMA EPAY EPCRA SERVICE	epcra inventory fee for chemicals o	01/31/2026	02/22/26	13.75	3379
Total For Dept 3460 Winter						563.75	
Dept 3610 Forestry							
100-3610-53500	forestry helmets	ARBSESS*	forestry helmets	01/31/2026	02/22/26	479.85	3379
100-3610-53500	PPE and arborist equipment	ARBSESS*	PPE and arborist equipment of law a	01/31/2026	02/22/26	662.95	3379
100-3610-53500	Dept/Program Supplies	CARLIN SALES CORP.	BAREROOT PLANTING SUPPLIES	3085524-00	02/25/26	40.24	58612
100-3610-53500	Dept/Program Supplies	CARLIN SALES CORP.	FORESTRY PLANING SUPPLIES	3085365-00	02/25/26	47.74	58612
Total For Dept 3610 Forestry						1,230.78	
Total For Fund 100 General Fund						286,527.84	
Fund 200 Library							
Dept 0000							
200-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES TAX - JANUARY	01312026	02/27/26	73.21	3396
Total For Dept 0000						73.21	
Dept 5110 Library							
200-5110-46710	Library Fines	NELSON, WILLIAM B	REFUND FOR ITEM FOUND & RETURNED	LIR_NELSON	02/25/26	18.90	58635
200-5110-52230	Phone and Internet (villaç	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	25.05	58613
200-5110-52900	HEPA filter replacements	MEDIFY AIR	HEPA filter replacements	01/31/2026	02/22/26	611.07	3379
200-5110-52910	(2025 budget) keyboards, n	AMAZON MKTPL*JS6KJ48I3	(2025 budget) keyboards, mice, cord	01/31/2026	02/22/26	167.88	3379
200-5110-52910	email distribution subscri	CCI*CONSTANT-CONTACT	email distribution subscription mon	01/31/2026	02/22/26	185.33	3379
200-5110-52910	(2025 budget) 2 iPads - wi	TARGET.COM *	(2025 budget) 2 iPads - with tax re	01/31/2026	02/22/26	599.98	3379
200-5110-53200	B. Lee ALA membership	AMERICAN LIBRARY ASSOC	B. Lee ALA membership	01/31/2026	02/22/26	215.00	3379
200-5110-53200	B. Lee WLA membership	WISCONSIN LIBRARY ASSO	B. Lee WLA membership	01/31/2026	02/22/26	169.44	3379
200-5110-53500	Blades for paper cutters i	AMAZON MKTPL*1J5UA97W3	Blades for paper cutters in process	01/31/2026	02/22/26	8.99	3379
200-5110-53720	Barrons monthly subscripti	D J*BARRONS	Barrons monthly subscription	01/31/2026	02/22/26	31.76	3379
200-5110-54000	Teen space & program items	AMAZON MKTPL*0C82H6LZ3	Teen space & program items	01/31/2026	02/22/26	150.97	3379
200-5110-54000	Beading thread	AMAZON MKTPL*DF5F57ZQ3	Beading thread	01/31/2026	02/22/26	23.99	3379

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Fund 200 Library							
Dept 5110 Library							
200-5110-54000	Beads & other supplies - \	AMAZON MKTPL*DR7BX0WW3	Beads & other supplies - Valentine	01/31/2026	02/22/26	36.97	3379
200-5110-54000	Teen space & program items	AMAZON MKTPL*EF2BL9GY3	Teen space & program items	01/31/2026	02/22/26	66.94	3379
200-5110-54000	Bead tray	AMAZON MKTPL*N168O5UX3	Bead tray	01/31/2026	02/22/26	8.96	3379
200-5110-54000	Valentine beads	AMAZON MKTPL*VU7QT2OP3	Valentine beads	01/31/2026	02/22/26	7.99	3379
200-5110-54000	Letter Beads	AMAZON MKTPL*XZ0SZ5KJ3	Letter Beads	01/31/2026	02/22/26	23.97	3379
200-5110-54000	Beads and spacers	AMAZON MKTPL*ZB33N3963	Beads and spacers	01/31/2026	02/22/26	17.98	3379
200-5110-54000	Heart doilies & keychain c	AMAZON MKTPL*ZB6D00FA3	Heart doilies & keychain clips	01/31/2026	02/22/26	19.68	3379
200-5110-54000	critcut mats	Amazon.com*RA4G43NX3	critcut mats	01/31/2026	02/22/26	5.00	3379
200-5110-54000	Teen Winter Reading Prizes	BOSWELL BOOK COMPANY	Teen Winter Reading Prizes	01/31/2026	02/22/26	41.53	3379
200-5110-54000	Teen Winter Reading Prizes	CULVERS OF SHOREWOOD	Teen Winter Reading Prizes	01/31/2026	02/22/26	28.51	3379
200-5110-54000	TAB snacks	METRO MARKET #893	TAB snacks	01/31/2026	02/22/26	16.99	3379
200-5110-54000	Beads & other supplies - \	OTC BRANDS *OTC BRAND	Beads & other supplies - Valentine	01/31/2026	02/22/26	35.46	3379
200-5110-54000	Kiwanis Kids' Winter Read	OTC BRANDS *OTC BRAND	Kiwanis Kids' Winter Reading Giveaw	01/31/2026	02/22/26	40.58	3379
200-5110-54000	Teen Winter Reading Prizes	SQ *STONE CREEK COFFEE	Teen Winter Reading Prizes	01/31/2026	02/22/26	36.94	3379
200-5110-54000	Shorewood Library stickers	VISTAPRINT	Shorewood Library stickers	01/31/2026	02/22/26	68.09	3379
Total For Dept 5110 Library						2,663.95	
Dept 5111 Adult Materials							
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	94469279	02/25/26	18.09	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94469280	02/25/26	15.54	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94469283	02/25/26	43.22	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	94469284	02/25/26	25.04	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	94436263	02/25/26	51.24	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94436264	02/25/26	32.00	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94436267	02/25/26	25.72	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION - SCIFI	94436269	02/25/26	28.05	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION - ROMANCE	94436273	02/25/26	23.50	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	94436274	02/25/26	64.01	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94436281	02/25/26	35.45	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94436282	02/25/26	80.39	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94436284	02/25/26	33.79	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94436287	02/25/26	42.99	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION - LARGE PRINT	94436288	02/25/26	58.49	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION - ROMANCE	94436291	02/25/26	22.93	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	94436293	02/25/26	39.85	58624
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	94436296	02/25/26	16.61	58624
200-5111-53740	DVD's	MIDWEST TAPE LLC	ADVD	508423183	02/25/26	136.44	58631
200-5111-53740	DVD's	MIDWEST TAPE LLC	ADVD	508423185	02/25/26	62.97	58631
200-5111-53750	Audiobooks	INGRAM LIBRARY	SERVICE ADULT AUDIOBOOK	94436268	02/25/26	22.02	58624
Total For Dept 5111 Adult Materials						878.34	
Dept 5112 Childrens Materials							
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV - NON FICTION	94436297	02/25/26	11.10	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94469285	02/25/26	32.36	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94469287	02/25/26	10.92	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV - NON FICTION	94469288	02/25/26	33.44	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	94290461	02/25/26	9.56	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94290463	02/25/26	10.64	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94290466	02/25/26	6.08	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	94290468	02/25/26	10.63	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94260469	02/25/26	12.26	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	94290470	02/25/26	131.56	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94328478	02/25/26	9.99	58624

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Fund 200 Library							
Dept 5112 Childrens Materials							
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94328480	02/25/26	9.98	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94328484	02/25/26	29.48	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94328487	02/25/26	6.04	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94328489	02/25/26	18.11	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	94328491	02/25/26	11.06	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94405525	02/25/26	21.34	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	94405526	02/25/26	10.68	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94405530	02/25/26	22.12	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436265	02/25/26	14.47	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	94436270	02/25/26	13.85	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436271	02/25/26	9.76	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436275	02/25/26	9.81	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	94436276	02/25/26	22.68	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436277	02/25/26	18.09	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436283	02/25/26	11.09	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436285	02/25/26	20.50	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	94436289	02/25/26	11.35	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436292	02/25/26	17.34	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436294	02/25/26	54.36	58624
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV	94436295	02/25/26	11.36	58624
Total For Dept 5112 Childrens Materials						622.01	
Dept 5113 Young Adult Materials							
200-5113-53730	Materials	INGRAM LIBRARY	SERVICE YOUNG ADULT	94469281	02/25/26	12.84	58624
200-5113-53730	Materials	INGRAM LIBRARY	SERVICE YOUNG ADULT	94469282	02/25/26	27.69	58624
200-5113-53730	Materials	INGRAM LIBRARY	SERVICE YOUNG ADULT	94469286	02/25/26	21.13	58624
200-5113-53730	Materials	INGRAM LIBRARY	SERVICE YOUNG ADULT	94436266	02/25/26	11.05	58624
200-5113-53730	Materials	INGRAM LIBRARY	SERVICE YOUNG ADULT	94436278	02/25/26	13.26	58624
200-5113-53730	Materials	INGRAM LIBRARY	SERVICE YOUNG ADULT	94436286	02/25/26	23.86	58624
Total For Dept 5113 Young Adult Materials						109.83	
Dept 5121 GMF - enhanced							
200-5121-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE ADULT FICTION - MYSTERY	94436272	02/25/26	31.49	58624
200-5121-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE ADULT FICTION - MYSTERY	94436279	02/25/26	11.41	58624
200-5121-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE ADULT FICTION - MYSTERY	94436290	02/25/26	31.56	58624
200-5121-53700	Collection Enhancements	MILWAUKEE ART MUSEUM	LIBRARY PASS MEMBERSHIP 2026	MAM 2026	02/25/26	600.00	58633
Total For Dept 5121 GMF - enhanced						674.46	
Dept 5122 Friends - enhanced							
200-5122-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE JUV	94436280	02/25/26	205.40	58624
200-5122-54010	Friends' Adult Winter Reac	BOSWELL BOOK COMPANY	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	BRAT HOUSE SHOREWOOD	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	26.00	3379
200-5122-54010	Friends' Adult Winter Reac	CORNER BAKERY CAFE 164	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	CULVERS OF SHOREWOOD	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	METRO MARKET #893	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	125.00	3379
200-5122-54010	Friends' Adult Winter Reac	NORTH SHORE BOULANGERI	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	OLD GUARD GAMES	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	PY *SHOREWOOD	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	SQ *COLECTIVO	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	SQ *STONE CREEK COFFEE	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	TST*THE CITY MARKET CA	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379
200-5122-54010	Friends' Adult Winter Reac	WONDERLAND BOOKSHOP	Friends' Adult Winter Reading Prize	01/31/2026	02/22/26	25.00	3379

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Fund 200 Library							
Dept 5122 Friends - enhanced							
Total For Dept 5122 Friends - enhanced						606.40	
Total For Fund 200 Library						5,628.20	
Fund 210 Senior Services							
Dept 4650 SRC Benjamin Services							
210-4650-52100	Professional Fees	JEWISH HOME & CARE CEN	BRAIN POWER PROGRAM	FEB2026	02/25/26	100.00	58625
210-4650-52100	Professional Fees	MILEWSKI, SHERROD	QIGONG CLASS	FEB2026	02/25/26	240.00	58632
210-4650-52100	Professional Fees	WATTS, MEREDITH W. JR.	YOGA CLASS	JANFEB2026	02/25/26	100.00	58656
210-4650-52990	Instant coffee	AMAZON MKTPL*OL0W03203	Instant coffee	01/31/2026	02/22/26	60.54	3379
210-4650-52990	Instant coffee	AMAZON MKTPL*CT6W112N3	Instant coffee	01/31/2026	02/22/26	57.79	3379
210-4650-52990	Jan Box Lunch	CORNER BAKERY CAFE SHO	Jan Box Lunch	01/31/2026	02/22/26	963.55	3379
210-4650-52990	Refreshments	METRO MARKET #893	Refreshments	01/31/2026	02/22/26	15.16	3379
210-4650-52990	Cookies	TRADER JOE S #711	Cookies	01/31/2026	02/22/26	25.52	3379
210-4650-53200	NY Times Annual Subscripti	NYTIMES*	NY Times Annual Subscription	01/31/2026	02/22/26	250.00	3379
210-4650-53200	WASC Membership	PAYPAL *WISCONSINAS	WASC Membership	01/31/2026	02/22/26	65.00	3379
210-4650-53200	Zoom Workplace Annual Pro	ZOOM.COM 888-799-9666	Zoom Workplace Annual Pro	01/31/2026	02/22/26	149.90	3379
210-4650-53500	Paper cups, Games treats,	AMAZON MKTPL*HY3JQ7MA3	Paper cups, Games treats, and chaps	01/31/2026	02/22/26	193.86	3379
210-4650-53500	Postage Stamps	USPS PO 5675860211	Postage Stamps	01/31/2026	02/22/26	78.00	3379
210-4650-54000	Cuppa Joe	EINSTEIN BROS BAGELS14	Cuppa Joe	01/31/2026	02/22/26	26.29	3379
210-4650-54000	SRC Programming	GENEVIEVE KIRCHMAN	COLLAGE SERIES	FEBMAR2026	02/25/26	150.00	58620
Total For Dept 4650 SRC Benjamin Services						2,475.61	
Total For Fund 210 Senior Services						2,475.61	
Fund 230 Shorewood Today							
Dept 1910 Shorewood Today							
230-1910-52100	shorewood today software	BC.*BASECAMP 2 2870262	shorewood today software	01/31/2026	02/22/26	35.00	3379
Total For Dept 1910 Shorewood Today						35.00	
Total For Fund 230 Shorewood Today						35.00	
Fund 300 Debt Service Fund							
Dept 8000 Debt Service							
300-8000-58100	Principal	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2020C GO	03012026 2020C P.	02/27/26	265,000.00	3390
300-8000-58100	Principal	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2023A GO	03012026 2023A P.	02/27/26	100,000.00	3390
300-8000-58100	Principal	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2024A GO	03012026 2024A P.	02/27/26	105,000.00	3390
300-8000-58100	Principal	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2020A GO	03012026 2020A P.	02/27/26	412,352.00	3390
300-8000-58100	Principal	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2025A GO	03012026 2025A P.	02/27/26	162,400.00	3390
300-8000-58200	Interest	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2020C GO	03012026 2020C P.	02/27/26	37,536.25	3390
300-8000-58200	Interest	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2023A GO	03012026 2023A P.	02/27/26	33,456.25	3390
300-8000-58200	Interest	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2024A GO	03012026 2024A P.	02/27/26	59,093.75	3390
300-8000-58200	Interest	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2020A GO	03012026 2020A P.	02/27/26	4,123.52	3390
300-8000-58200	Interest	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2025A GO	03012026 2025A P.	02/27/26	118,930.00	3390
300-8000-58200	Interest	WESTBURY BANK	INTEREST PAYMENT 8/22/17 GO	03012026 2017 IN	02/27/26	2,184.32	3393
Total For Dept 8000 Debt Service						1,300,076.09	
Total For Fund 300 Debt Service Fund						1,300,076.09	
Fund 400 General Capital Projects							
Dept 3100 Public Works Admin.							
400-3100-56320.25-07	DPW BUILDING	STRAND ASSOCIATES INC	GENREAL ENGINEERING 1/1 TO 1/31	0235350	02/25/26	1,592.50	58651
400-3100-56320.25-07	DPW BUILDING	STRAND ASSOCIATES INC	GENREAL ENGINEERING 1/1 TO 1/31	0235350	02/25/26	48,596.97	58651
Total For Dept 3100 Public Works Admin.						50,189.47	

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Fund 400 General Capital Projects							
Dept 3410 Street and Alley							
400-3410-56321.25-06	Streetlights Ph 2 Professi	KL ENGINEERING, INC.	STREETLIGHT PHASE 2 11/30/2025 TO 1	20260144	02/25/26	3,070.00	58626
Total For Dept 3410 Street and Alley						3,070.00	
Dept 3620 Parks and Beautification							
400-3620-56320.26-01 Atwater Bluff Vegetation FMAREK LANDSCAPING							
			ATWATER MAINTENANCE PLAN	6162	02/25/26	5,170.00	58630
Total For Dept 3620 Parks and Beautification						5,170.00	
Dept 3650 ARPA Projects							
400-3650-56370 refund application fee CITY OF MILW LMS							
			refund application fee	01/31/2026	02/22/26	(20.00)	3379
Total For Dept 3650 ARPA Projects						(20.00)	
Total For Fund 400 General Capital Projects						58,409.47	
Fund 600 Parking Utility							
Dept 0000							
600-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES TAX - JANUARY	01312026	02/27/26	399.13	3396
Total For Dept 0000						399.13	
Dept 3900 Parking							
600-3900-52930 Credit Card Fees MERCHANT SERVICES							
			ONLINE PARKING PAY PROCESSING-JAN 2	01312026	02/27/26	340.44	3382
Total For Dept 3900 Parking						340.44	
Total For Fund 600 Parking Utility						739.57	
Fund 610 Water Utility							
Dept 0000							
610-0000-28100	General Obligation Debt	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2021A GO	03012026 2021A P	02/27/26	125,000.00	3390
610-0000-28100	General Obligation Debt	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2023A GO	03012026 2023A P	02/27/26	75,000.00	3390
610-0000-28100	General Obligation Debt	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2024A GO	03012026 2024A P	02/27/26	90,000.00	3390
610-0000-28100	General Obligation Debt	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2020A GO	03012026 2020A P	02/27/26	70,400.00	3390
610-0000-28100	General Obligation Debt	US BANK CORP TRUST SER	PRINCIPAL & INT 03/01/2026 2025A GO	03012026 2025A P	02/27/26	91,350.00	3390
Total For Dept 0000						451,750.00	
Dept 3710 Water Administration							
610-3710-52100	Professional Fees	STRAND ASSOCIATES INC	GENREAL ENGINEERING 1/1 TO 1/31	0235350	02/25/26	210.00	58651
610-3710-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	125.00	58613
610-3710-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	80.00	58613
610-3710-52910	GIS annual subscription	ESRI	GIS annual subscription	01/31/2026	02/22/26	447.92	3379
610-3710-52910	BSA / GIS / Starnet	RUEKERT & MIELKE, INC	PRO SERVICES GIS THROUGH 1/23/26	162177	02/25/26	696.00	58645
610-3710-52930	Credit Card Fees	INVOICE CLOUD	CREDIT CARD FEES - JANUARY	2194-2026 1	02/27/26	87.10	3381
610-3710-52930	Credit Card Fees	PAYMENTECH-CHASE	CREDIT CARD FEES - JANUARY	01312026	02/27/26	175.69	3387
610-3710-53100	tablet holder	AMAZON RETA* BA8VB1LK2	tablet holder	01/31/2026	02/22/26	57.95	3379
610-3710-53100	Office Supplies	STAPLES CONTRACT & COM	DPW OFFICE SUPPLIES	6055997831	02/25/26	43.94	58649
610-3710-54150	Safety Expenses	CINTAS	MEDICAL CABINET STOCK	5317644611	02/25/26	11.13	58614
610-3710-54720	PSC assessment	PUBLIC SERVICE COMM OF	PSC ASSESSMENT-RATE CASE	2601-I-05440	02/25/26	3,547.92	58641
Total For Dept 3710 Water Administration						5,482.65	
Dept 3730 Maint Mains							
610-3730-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGER TICKETS - JAN	260155101	02/25/26	18.60	58616
610-3730-53500	Dept/Program Supplies	KOHLER PIT INC	RECYCLED CONCRETE	198153	02/25/26	80.00	58627
610-3730-53500	Dept/Program Supplies	LANNON STONE PRODUCTS	STONE	1471423	02/25/26	650.81	58629
610-3730-53500	Dept/Program Supplies	RCM	CLEAN FILL	252501	02/25/26	120.00	58642
Total For Dept 3730 Maint Mains						869.41	

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Fund 610 Water Utility							
Dept 3770 Maint Misc Plan							
610-3770-53500	stuff to dissolve buildup c	METRO MARKET #893	stuff to dissolve buildup on curb st	01/31/2026	02/22/26	5.33	3379
Total For Dept 3770 Maint Misc Plan						5.33	
Dept 3775 Lead Service Line Replacement							
610-3775-54750.25-62	SW Area Private Lateral Gr	STRAND ASSOCIATES INC	SW AREA LSLR 1/1 TO 1/31	0235110	02/25/26	274.12	58651
610-3775-54755.25-62	SW AREA-Homeowner Account	STRAND ASSOCIATES INC	SW AREA LSLR 1/1 TO 1/31	0235110	02/25/26	274.13	58651
Total For Dept 3775 Lead Service Line Replacement						548.25	
Dept 3790 Other Water							
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	BACTERIA TESTING FEB	2602475	02/25/26	217.00	58636
Total For Dept 3790 Other Water						217.00	
Dept 8000 Debt Service							
610-8000-58200	Interest	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2021A GO	03012026 2021A P.	02/27/26	20,180.00	3390
610-8000-58200	Interest	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2023A GO	03012026 2023A P.	02/27/26	26,343.75	3390
610-8000-58200	Interest	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2024A GO	03012026 2024A P.	02/27/26	49,303.13	3390
610-8000-58200	Interest	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2020A GO	03012026 2020A P.	02/27/26	704.00	3390
610-8000-58200	Interest	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2025A GO	03012026 2025A P.	02/27/26	66,898.13	3390
Total For Dept 8000 Debt Service						163,429.01	
Total For Fund 610 Water Utility						622,301.65	
Fund 620 Sewer Utility							
Dept 0000							
620-0000-28100	General Obligation Debt	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2023A GO	03012026 2023A P.	02/27/26	280,000.00	3390
620-0000-28100	General Obligation Debt	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2024A GO	03012026 2024A P.	02/27/26	145,000.00	3390
620-0000-28100	General Obligation Debt	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2020A GO	03012026 2020A P.	02/27/26	157,248.00	3390
620-0000-28100	General Obligation Debt	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2025A GO	03012026 2025A P.	02/27/26	36,250.00	3390
Total For Dept 0000						618,498.00	
Dept 3810 Sewer Administration							
620-3810-52100	Professional Fees	STRAND ASSOCIATES INC	STORM SEWER CLEANING AND TV	0235111	02/25/26	1,819.00	58651
620-3810-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	80.00	58613
620-3810-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - FEBRUARY	152669501020726	02/25/26	125.00	58613
620-3810-52910	GIS annual subscription	ESRI	GIS annual subscription	01/31/2026	02/22/26	447.92	3379
620-3810-52910	BSA / GIS	RUEKERT & MIELKE, INC	PRO SERVICES GIS THROUGH 1/23/26	162177	02/25/26	348.00	58645
620-3810-52930	Credit Card Fees	INVOICE CLOUD	CREDIT CARD FEES - JANUARY	2194-2026_1	02/27/26	87.10	3381
620-3810-52930	Credit Card Fees	PAYMENTECH-CHASE	CREDIT CARD FEES - JANUARY	01312026	02/27/26	175.69	3387
620-3810-53100	Office Supplies	STAPLES CONTRACT & COM	DPW OFFICE SUPPLIES	6055997831	02/25/26	43.94	58649
620-3810-54150	Safety Expenses	CINTAS	MEDICAL CABINET STOCK	5317644611	02/25/26	11.14	58614
Total For Dept 3810 Sewer Administration						3,137.79	
Dept 3820 Sewer Maintenance							
620-3820-53500	lumber crayons and flashli	AMAZON MKTPL*V44LS23B3	lumber crayons and flashlights	01/31/2026	02/22/26	273.17	3379
620-3820-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGER TICKETS - JAN	260155101	02/25/26	18.60	58616
Total For Dept 3820 Sewer Maintenance						291.77	
Dept 3890 Other Sewer							
620-3890-56600.24-02	SEASCI Phase II Sewer	STRAND ASSOCIATES INC	SEASCI PHASE 2 1/1 - 1/31/26	0235109	02/25/26	427.50	58651
Total For Dept 3890 Other Sewer						427.50	
Dept 8000 Debt Service							
620-8000-58200	Interest	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2023A GO	03012026 2023A P.	02/27/26	97,156.25	3390
620-8000-58200	Interest	US BANK CORP TRUST SER PRINCIPAL & INT	03/01/2026 2024A GO	03012026 2024A P.	02/27/26	78,715.62	3390

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Fund 620 Sewer Utility							
Dept 8000 Debt Service							
620-8000-58200	Interest	US BANK CORP TRUST	SER PRINCIPAL & INT 03/01/2026 2020A GO	03012026 2020A P	02/27/26	1,572.48	3390
620-8000-58200	Interest	US BANK CORP TRUST	SER PRINCIPAL & INT 03/01/2026 2025A GO	03012026 2025A P	02/27/26	26,546.87	3390
Total For Dept 8000 Debt Service						203,991.22	
Total For Fund 620 Sewer Utility						826,346.28	
Fund 800 Tax Agency Fund							
Dept 0000							
800-0000-12000	Taxes Receivable	VONDERBERG, RUTH A	REFUND OF LOTTERY CREDIT SPECIAL CH.	2360588000-2025L	02/25/26	382.71	58655
800-0000-24300	Due to Milwaukee County	MILW CNTY TREASURER	TAX SETTLEMENT - FEBRUARY	02202026	02/27/26	1,823,896.55	3384
800-0000-24510	Due to MATC	MILW AREA TECHNICAL CO	TAX SETTLEMENT - FEBRUARY	02202026	02/27/26	442,734.62	3383
800-0000-24520	Due to MMSD	MILW METRO SEWERAGE DI	TAX SETTLEMENT - FEBRUARY	02202026	02/27/26	715,709.20	3385
800-0000-24600	Due to Shorewood School	SCHOOL DISTRICT OF SHO	TAX SETTLEMENT - FEBRUARY	02202026	02/27/26	6,373,355.65	3389
800-0000-24610	Due to Whitefish Bay Schoc	WHITEFISH BAY SCHOOL D	WFB SCHOOLS TAX SETTLEMENT-FEBRUARY	02202026	02/27/26	6,219.51	3394
800-0000-24700	Due to BID	SHOREWOOD BUSINESS IMP	TAX SETTLEMENT-FEB 2026	FEB 2026	02/25/26	124,190.26	58647
Total For Dept 0000						9,486,488.50	
Total For Fund 800 Tax Agency Fund						9,486,488.50	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 100 General Fund			286,527.84	
			Fund 200 Library			5,628.20	
			Fund 210 Senior Services			2,475.61	
			Fund 230 Shorewood Today			35.00	
			Fund 300 Debt Service Fund			1,300,076.09	
			Fund 400 General Capital Projects			58,409.47	
			Fund 600 Parking Utility			739.57	
			Fund 610 Water Utility			622,301.65	
			Fund 620 Sewer Utility			826,346.28	
			Fund 800 Tax Agency Fund			9,486,488.50	
Total For All Funds:						12,589,028.21	
--- TOTALS BY GL DISTRIBUTION ---							
	100-0000-15210		Prepaid Postage			7,500.00	
	100-0000-15220		Prepaid Postage - Hassler (meter)			3,000.00	
	100-0000-21520		GENERAL CLASS			85,335.61	
	100-0000-21530		Health Insurance Payable			122,696.94	
	100-0000-21531		DENTAL VILLAGE PORTION			5,786.92	
	100-0000-24213		Sales Tax Due State			1,754.24	
	100-1100-53990		Contingency / Other Activities			522.00	
	100-1410-53100		books for training			65.78	
	100-1410-53140		monthly service			626.00	
	100-1410-53200		Journal/Sentinel monthly subscription			24.99	
	100-1410-56110		Computer/Printer Equip			2,242.00	
	100-1420-51900		IIMC conference			848.99	
	100-1420-52910		Software Purch/Maint			927.00	
	100-1420-52930		Credit Card Fees			457.15	
	100-1420-53100		office supplies - Clerk's Dept			323.47	
	100-1510-48900		Miscellaneous Revenue			(3.23)	
	100-1510-52130		Professional Fees Financial			7,000.00	
	100-1510-53100		hanging file folders - Finance			50.76	
	100-1510-53200		WGFOA membership			25.00	
	100-1900-51325		Flexible Benefit Admin Fees			239.91	
	100-1900-52120		Professional Fees Legal			1,424.50	
	100-1900-52230.55-00		Phone / Internet - Village Hall			448.31	
	100-1900-52230.77-00		Phone / Internet - Village Center			105.04	
	100-1900-52900.55-00		Cleaning and Pest Control - VH			67.13	
	100-1900-53120		Copier Costs - Village Hall			540.29	
	100-2100-51300		Health Insurance			60.00	
	100-2100-51900		Gardner WTSOA lodging			1,258.05	
	100-2100-52230		Phone and Internet			964.17	
	100-2100-52300		OTHER INTERGOV'TAL PYMTS 01/28			144.00	
	100-2100-52900		Cleaning and Pest Control			253.08	
	100-2100-52910		Software Purch/Maint			1,969.00	
	100-2100-52930		BLUEFIN GATEWAY FEES - JAN 2026			3,323.70	
	100-2100-52990		RO PLATE LOOKUPS - JAN 2026			58.75	
	100-2100-53100		office supplies			184.06	
	100-2100-53120		Copy & Print Costs			277.21	
	100-2100-53200		Noel Govani 2026 IAPE membership			535.00	
	100-2100-53500		Dept/Program Supplies			680.36	
	100-2100-56130		metal storage cabinet			132.48	
	100-2100-56140		Officer Equipment / repairs			590.00	
	100-2400-48900		Miscellaneous Revenue			60.00	
	100-2400-51900		Building Inspector Continuing educati			450.00	
	100-2400-52910		GIS annual subscription			1,744.87	
	100-2400-52930		Credit Card Fees			474.46	
	100-2400-52990		Other Service Contracts & Fees			245.50	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		100-2400-53100	digital voice recorder - Planning			25.62	
		100-2400-53200	APA/AICP memberships			1,143.40	
		100-2900-52990	Crossing Guards			7,605.30	
		100-3100-51900	improving communication skills contin			150.00	
		100-3100-52110	Professional Fees Engineering - MISC			350.50	
		100-3100-52230	Phone and Internet			409.00	
		100-3100-52910	GIS annual subscription			2,225.11	
		100-3100-53100	Office Supplies			43.95	
		100-3100-54150	Safety Expenses			11.13	
		100-3230-53350	Outsourced Repairs			5,458.34	
		100-3230-53500	PD fluorescent lamp holder			1,047.62	
		100-3300-53400	Vehicle Maintenance			4,123.30	
		100-3300-53410	Fuel and Oil			4,179.50	
		100-3430-52200.01-00	Electric - Street Lighting			676.44	
		100-3430-53500	Supplies - Street Lighting			1,870.61	
		100-3460-53500	epcra inventory fee for chemicals on			563.75	
		100-3610-53500	forestry helmets			1,230.78	
		200-0000-24213	Sales Tax Due State			73.21	
		200-5110-46710	Library Fines			18.90	
		200-5110-52230	Phone and Internet (village)			25.05	
		200-5110-52900	HEPA filter replacements			611.07	
		200-5110-52910	(2025 budget) keyboards, mice, cords			953.19	
		200-5110-53200	B. Lee ALA membership			384.44	
		200-5110-53500	Blades for paper cutters in processin			8.99	
		200-5110-53720	Barrons monthly subscription			31.76	
		200-5110-54000	Teen space & program items			630.55	
		200-5111-53730	Materials			656.91	
		200-5111-53740	DVD's			199.41	
		200-5111-53750	Audiobooks			22.02	
		200-5112-53730	Materials			622.01	
		200-5113-53730	Materials			109.83	
		200-5121-53700	Collection Enhancements			674.46	
		200-5122-53700	Collection Enhancements			205.40	
		200-5122-54010	Friends' Adult Winter Reading Prize -			401.00	
		210-4650-52100	Professional Fees			440.00	
		210-4650-52990	Instant coffee			1,122.56	
		210-4650-53200	NY Times Annual Subscription			464.90	
		210-4650-53500	Paper cups, Games treats, and chapsti			271.86	
		210-4650-54000	Cuppa Joe			176.29	
		230-1910-52100	shorewood today software			35.00	
		300-8000-58100	Principal			1,044,752.00	
		300-8000-58200	Interest			255,324.09	
		400-3100-56320.25-07	DPW BUILDING			50,189.47	
		400-3410-56321.25-06	Streetlights Ph 2 Professional Fees			3,070.00	
		400-3620-56320.26-01	Atwater Bluff Vegetation Restoration			5,170.00	
		400-3650-56370	refund application fee			(20.00)	
		600-0000-24213	Sales Tax Due State			399.13	
		600-3900-52930	Credit Card Fees			340.44	
		610-0000-28100	General Obligation Debt			451,750.00	
		610-3710-52100	Professional Fees			210.00	
		610-3710-52230	Phone and Internet			205.00	
		610-3710-52910	GIS annual subscription			1,143.92	
		610-3710-52930	Credit Card Fees			262.79	
		610-3710-53100	tablet holder			101.89	
		610-3710-54150	Safety Expenses			11.13	
		610-3710-54720	PSC assessment			3,547.92	
		610-3730-53500	Dept/Program Supplies			869.41	
		610-3770-53500	stuff to disolve buildup on curb stop			5.33	
		610-3775-54750.25-62	SW Area Private Lateral Grant			274.12	

02/25/2026 08:59 AM  
 User: PEILBES  
 DB: Village Of Shore

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF SHOREWOOD  
 INVOICE DUE DATES 02/16/2026 - 02/28/2026  
 JOURNALIZED  
 PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		610-3775-54755.25-62	SW AREA-Homeowner Account			274.13	
		610-3790-54740	Water Testing			217.00	
		610-8000-58200	Interest			163,429.01	
		620-0000-28100	General Obligation Debt			618,498.00	
		620-3810-52100	Professional Fees			1,819.00	
		620-3810-52230	Phone and Internet			205.00	
		620-3810-52910	GIS annual subscription			795.92	
		620-3810-52930	Credit Card Fees			262.79	
		620-3810-53100	Office Supplies			43.94	
		620-3810-54150	Safety Expenses			11.14	
		620-3820-53500	lumber crayons and flashlights			291.77	
		620-3890-56600.24-02	SEASCI Phase II Sewer			427.50	
		620-8000-58200	Interest			203,991.22	
		800-0000-12000	Taxes Receivable			382.71	
		800-0000-24300	Due to Milwaukee County			1,823,896.55	
		800-0000-24510	Due to MATC			442,734.62	
		800-0000-24520	Due to MMSD			715,709.20	
		800-0000-24600	Due to Shorewood School			6,373,355.65	
		800-0000-24610	Due to Whitefish Bay School			6,219.51	
		800-0000-24700	Due to BID			124,190.26	

**VILLAGE OF SHOREWOOD, WISCONSIN  
FINANCE OFFICE  
MEMO**

**DATE:** March 2, 2026  
**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: 02/16/2026 - 02/28/2026

100 - General Fund		286,527.84
200 - Library		5,628.20
210 - Senior Services		2,475.61
230 - Shorewood Today Magazine		35.00
300 - Debt Service Fund		1,300,076.09
400 - Capital Projects Fund		58,409.47
430 - TIF #3		-
440 - TIF #4		-
450 - TIF #5		-
600 - Parking Utility Fund		739.57
610 - Water Utility Fund		622,301.65
620 - Sewer Utility Fund		826,346.28
700 - CDA		-
800 - Property Tax Fund		9,486,488.50
900 - Cash Fund		-
	<b>Subtotal:</b>	<u>\$ 12,589,028.21</u>
<b>PLUS:</b> Payroll vouchers per payroll register dated: 2/20/2026		233,157.99
		-
	<b>Grand Total</b>	<b><u>\$ 12,822,186.20</u></b>
	<b>Begin Ck #</b>	<b>End Chk #</b>
Accounts Payable Checks - North Shore Bank:	39955	39955
Accounts Payable Checks - Town Bank:	58606	58659
Accounts Payable Electronic Checks:	3379	3397
Payroll Checks:	2819	2819
Payroll Direct Deposits:	DD34633	DD34727
Payroll Electronic Check Remittances:	EFT2555	EFT2564

**Village of Shorewood**  
**Meeting Minutes**  
**February 16, 2026**  
**DRAFT**

**1. Call to Order**

President McKaig called the meeting to order at 7:33p.

**2. Roll Call**

All members of the board were present.

**3. Statement of Public Notice**

Clerk Harrell noted the meeting was properly posted and noted according to law.

**4. Special Order of Business**

**5. Consent Agenda Items**

Trustee Warren moved to approve the consent agenda, and it was seconded by Trustee McGovern. Trustee Stokebrand requested item 5b be removed.

**6. Items Removed from the Consent Agenda**

a. **5b. Consider regular Village Board minutes – January 2, 2026.**

Trustee Stokebrand requested that the phrase “hosted by the Shorewood School District” be added under the update provided by Trustee McGovern following the reference to the Long-Term Sustainability Task Force meeting. Trustee Stokebrand then moved to approve the item, and the motion was seconded by Trustee Couto. The motion carried unanimously, 7-0.

**7. Public Hearing**

**8. Citizens to be Heard**

**9. New Business**

a. **Consider award of contract for 2026 Oakland Avenue meter vault reconstruction.**

Trustee Couto moved to award of a line-item contract for the 2026 Oakland Avenue Meter Vault reconstruction to UPI Construction LLC in the amount of two hundred ninety-seven thousand seven hundred fifty-eight dollars and no cents (\$297,758.00). It was seconded by Trustee Ircink. Motion carried unanimously 7-0.

b. **Consider award of contract for 2026 Ash Removal Program**

Trustee Ircink moved that a contract for the 2026 ash removal be awarded to Interstate Clearing and Construction in the amount of thirty-one thousand four hundred and eighty-five dollars (\$31,485.00). It was seconded by Trustee Couto. Motion carried unanimously 7-0.

c. **Consider Benjamin Center Initiative and RFP for Benjamin Center Architectural Design, Construction Document Services and Construction Administration**

Trustee Couto moved to approve the SRC Benjamin Center Initiative and Request for Proposals (RFP): Architectural Design, Construction Document Services and Construction Administration. It was seconded by Trustee Ircink. Motion carried unanimously 7-0.

## 10. Report of Village Officials

### a. Village President

- i. The proclamation Honoring African American History Month was read by Trustee Warren.
- ii. [ICC - February 9, 2026](#)

### b. Village Trustees

Trustee Warren, serving as the Trustee Liaison to the Library Board, reported on the February 11<sup>th</sup> meeting and highlighted the Shorewood Reads program scheduled for the months of March and April.

Trustee Stokebrand noted that the Conservation Committee's film festival finale was well attended. Trustee Stokebrand also reported that the Parks and Public Spaces Committee discussed whether to once again restructure bike and pedestrian safety as a separate committee, as had been previously.

Trustee McGovern noted that the next Shorewood School District Long-Term Sustainability Task Force meeting is scheduled for February 23<sup>rd</sup>, with additional planning underway for a meeting on March 2<sup>nd</sup> (time to be determined), which coincides with the date of the Village Board meeting. President McKaig requested that Manager Ewald contact the School District to coordinate the schedules.

Trustee Ircink reported that the Shorewood Farmers Market is scheduled to conclude at the end of February, with negotiations underway to extend it through the end of March. Trustee Ircink noted that community turnout has been fantastic and that the event has received positive media coverage, attracting additional customers. Trustee Ircink also commented that last year's Shorewood Chill event was another successful event held in the Village.

### c. Village Manager

- i. **Update on WHEDA tax credit application and Phase II public assistance application for 4448 and 4450 N. Oakland Ave. from Spoerl Commercial LLC for the purpose of building affordable housing.**

## 11. Future items of Consideration

## 12. Closed Session

Trustee Stokebrand and Ircink moved to go into closed session pursuant to Wis. Stat.

Sec. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, where competitive or bargaining reasons require a closed session, to discuss prospective properties for the new DPW site. It was seconded by Trustee Couto. Motion carried by a roll call vote of 7-0.

**13. Adjournment**

**Respectfully submitted,**



**Toya Harrell, MMC, WCPC  
Village Clerk**

DRAFT



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item:** Consider Applications for Special Privilege Approval for outdoor seating in the sidewalk public right of way.

**Date:** March 2, 2026

**Presenter:** Bart Griepentrog, AICP

**Department:** Planning & Development

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**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. To further clarify that practice, the Village Board has also adopted [Policy 18](#) Outdoor Seating in the Public Right-of-Way. This policy was most recently updated on December 17, 2018, and allows temporary outdoor seating from March 15 through November 15, subject to Village Board approval.

As part of its annual work plan, the Planning & Development Department e-mailed invitations and applications to commercial businesses who have received Special Privilege for Outdoor Seating approvals in the past or have recently opened. Invitations to 21 businesses were sent out. Eight applications have been received to date for consideration.

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**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.*

All applications and seating plans up for consideration are attached to this memo. All applicants have indicated that their plans will remain the same as their 2025 installations.

Due to the reconstruction of N. Oakland Ave. north of E. Capitol Dr. to the north Village limits, the Department of Public Works and Police Department have requested that special privileges for outdoor seating be conditioned upon the following:

Current construction stage (est. through mid-July)

- East side (adjacent to work zone) – no furniture/seating in area between sidewalk and curb during working hours.
- West side (adjacent to live traffic lane) – no furniture/seating in area between sidewalk and curb during this phase.

Next construction stage (estimated to start mid-July):

- East side (adjacent to live traffic lane) – no furniture/seating in area between sidewalk and curb during this phase.

- West side (adjacent to work zone) – no furniture/seating in area between sidewalk and curb during working hours.

Applicants are required to sign agreement to the General Conditions for Special Privilege Approval stipulated on page 2 of the application, in addition to specific requirements associated with Outdoor Seating stipulated within Exhibit 1 of the application. These conditions note that “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.” Current insurance documentation will be confirmed from all applicants prior to the issuance of permits.

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

A \$100 application fee is required for consideration. That revenue is deposited in the Planning & Development Department’s Miscellaneous Revenue account (100-2400-48900).

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**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

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

I move to approve the Applications for Special Privilege Approval for outdoor seating in the sidewalk public right of way, **subject to the conditions recommended by the Department of Public Works and Police Department**, at:

- i. Love Café, 3801 N. Oakland Ave.
- ii. Brat House Shorewood, 4022 N. Oakland Ave.
- iii. Metro Market, 4075 N. Oakland Ave.
- iv. Stone Creek Coffee, 4106 N. Oakland Ave.
- v. North Shore Boulangerie, 4401 N. Oakland Ave.
- vi. MalamaDoe, 4465 N. Oakland Ave.
- vii. Could Red, 4488 N. Oakland Ave.
- viii. Colectivo, 4500 N. Oakland Ave.

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**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. Exhibit 1 – Outdoor Seating within the Public Right-of-Way Requirements
2. Application for Special Privilege Approval for outdoor seating at Love Cafe, 3801 N. Oakland Ave.
3. Application for Special Privilege Approval for outdoor seating at Brat House Shorewood, 4022 N. Oakland Ave.
4. Application for Special Privilege Approval for outdoor seating at Metro Market, 4075 N. Oakland Ave.
5. Application for Special Privilege Approval for outdoor seating at Stone Creek Coffee, 4106 N. Oakland Ave.
6. Application for Special Privilege Approval for outdoor seating at North Shore Boulangerie, 4401 N. Oakland Ave.
7. Application for Special Privilege Approval for outdoor seating at MalamaDoe, 4465 N. Oakland Ave.
8. Application for Special Privilege Approval for outdoor seating at Cloud Red, 4488 N. Oakland Ave.
9. Application for Special Privilege Approval for outdoor seating at Colectivo, 4500 N. Oakland Ave.

# EXHIBIT 1

## Outdoor Seating within the Public Right-of-Way Requirements

1. A minimum of **five (5)** feet of the **six-foot** public sidewalk shall remain unobstructed at all times. This shall be a guideline subject to the discretion of the Planning & Development Department and, finally, the Village Board in authorizing such a permit.
2. Tables, chairs, planters, and other items may be located on both sides of the public sidewalk only if Requirement #1 can be completely satisfied and such use was indicated and approved in the original application for the Outdoor Seating Permit.
3. No seating shall be allowed within a designated curbside bus stop area.
4. Seating may extend beyond the petitioner's property lines with the written approval of the adjacent property and/or business owners.
5. Any area provided by this permit may be used and/or occupied during the specified times:
  - a. Sunday through Thursday 7 a.m. to 10 p.m.
  - b. Friday through Saturday 7 a.m. to 11 p.m.Anyone wishing to use this permit beyond the hours given requires approval from the Village Board of Trustees.
6. The petitioner may request that public street furniture be removed from the immediate area by the Shorewood Department of Public Works. Public street furniture **will not** be moved or rotated on a seasonal basis.
7. The petitioner shall make arrangements for proper litter control and removal of waste generated by dining patrons. Public waste receptacles will not be provided for this purpose. Sidewalks and public areas must be kept clean and clear of debris.
8. Amplified music is prohibited. Noise complaints that are not addressed is a reason for revoking special privilege permit or non-renewal.
9. All applicable fees shall be submitted with the Special Privilege permit application. Outdoor Seating shall be allowed between **March 15 and November 15**, by permit. All permits, regardless of issue date, shall expire on **November 15** of the year of issuance. Applications for renewal shall be made in the same manner as the original application. Permits are not transferable or assignable.
10. Violations of the above shall be investigated by the Planning & Zoning Administrator. Any violations brought to the attention of the petitioner shall be corrected within a reasonable period of time as determined by the Village. Violations not corrected within five (5) days from being cited or advised of a violation shall be considered uncorrected. Three (3) uncorrected violations shall result in the loss of outdoor seating in the public way.



50559

# APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood  
 Planning & Development Department  
 3930 N. Murray Avenue, Shorewood,  
 WI 53211  
 Phone 414.847.2606  
 Email: PAD@villageofshorewood.org  
 www.villageofshorewood.org

OFFICE USE ONLY		FEE	\$100.00
Permit ID	26-0167	Received	2.16.26
Insurance Certificate Exp.	12.14.26		
P & D Approval	N/A		
Village Board Date	3/2/26	Approved	Y N

**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:3801 N Oakland Ave Shorewood WI 53211			
Improvement Category (check one)			
Plantings	<input checked="" type="checkbox"/>	Outdoor Seating (*Exhibit 1)	Parklet (*Exhibit 2)
Description of Public Way Improvement:			
Outdoor patio furniture for Love Cafe			
Reason for Public Way Improvement:			
Outdoor seating for guests			
APPLICANT INFORMATION		PROPERTY OWNER INFO (if different from applicant)	
NameLove Cafe		NameKaleigh Atkinson	
Address3801 N Oakland Ave		Address	
City/State/ZipShorewood, WI 53211		City/State/Zip	
Phone4143265738	Alt. Phone	Phone	Alt. Phone
Emaillovecafemke@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.***

Kaleigh Atkinson

2/16/26

Signature

Date





### Outdoor Seating Agreement

Please submit this form with your Application for Special Privilege Approval, if your business has outdoor seating plans that were approved in 2025 by the Village Board that are on file with the Planning & Development Department and are not changing in 2026.

\*A new plan is required, if seating arrangements will be different from the previous season.

I, Kaleigh Atkinson, agree that the outdoor seating plans that the  
(Please Print)

Village of Shorewood has on file from the 2025 outdoor dining season for

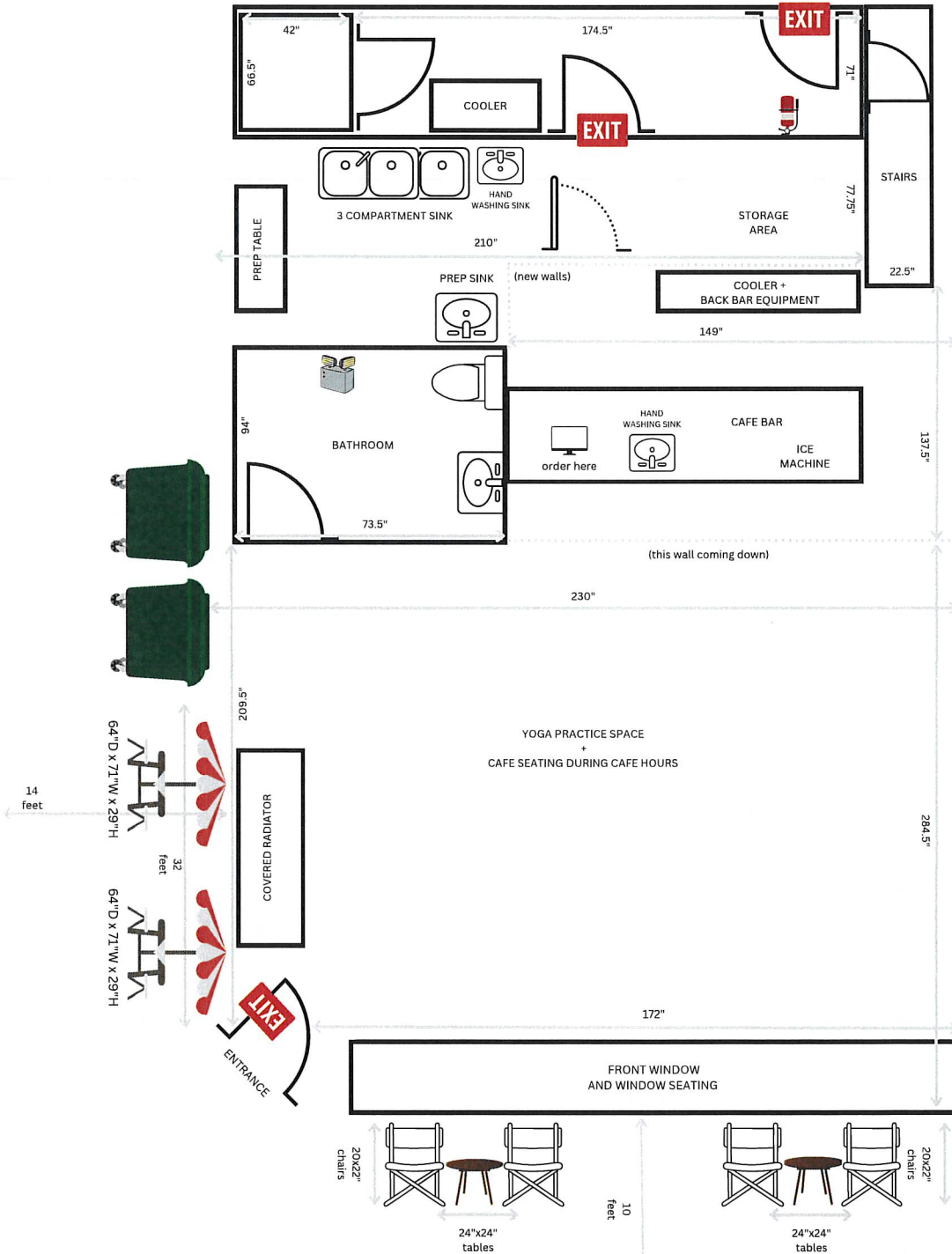
Love Cafe located at 3801 N Oaklawn Ave  
(business name) (business address)

will remain the same and not be altered for the 2026 outdoor dining season.

No seating plan is required to be submitted if no changes are made to the previous years approved plans.

[Signature]  
Signature

2.11.26  
Date

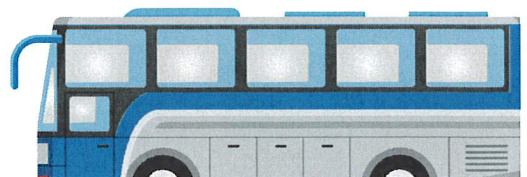


BEVERLY RD

**LOVE CAFE**  
**3801 N OAKLAND AVE**



OAKLAND AVE





50569

# APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood  
 Planning & Development Department  
 3930 N. Murray Avenue, Shorewood,  
 WI 53211  
 Phone 414.847.2606  
 Email: PAD@villageofshorewood.org  
 www.villageofshorewood.org

OFFICE USE ONLY		FEE	\$100.00
Permit ID	76-0174	Received	2.19.26
Insurance Certificate Exp.	6.14.26		
P & D Approval	N/A		
Village Board Date	3/2/26	Approved	Y N

*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: 4022 N Oakland Ave			
Improvement Category (check one)			
Plantings	<input type="checkbox"/>	Outdoor Seating (*Exhibit 1)	<input checked="" type="checkbox"/>
Parklet (*Exhibit 2)	<input type="checkbox"/>	Other	<input type="checkbox"/>
Description of Public Way Improvement:			
<del>Brat House Shorewood</del> Same Design as years Past			
Reason for Public Way Improvement:			
Outdoor Seating for dining			
APPLICANT INFORMATION		PROPERTY OWNER INFO (if different from applicant)	
Name	Ryan Cooke	Name	4022 N Oakland Ave LLC
Address	4022 N Oakland Ave	Address	4022 N Oakland Ave
City/State/Zip	Shorewood WI 53211	City/State/Zip	Shorewood WI 53211
Phone	414-339-3830	Alt. Phone	
Phone		Phone	414-539-5826
Alt. Phone		Alt. Phone	414-339-3830
Email	Ryan@heardhosp.com	Email	brathouseshorewood@heardhosp.com

### 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.***

*Andrew Fronck*

Signature

2/11/26

Date



Outdoor Seating Agreement

Please submit this form with your Application for Special Privilege Approval, if your business has outdoor seating plans that were approved in 2025 by the Village Board that are on file with the Planning & Development Department and are not changing in 2026.

\*A new plan is required, if seating arrangements will be different from the previous season.

I, Andrew Fronck, agree that the outdoor seating plans that the  
(Please Print)

Village of Shorewood has on file from the 2025 outdoor dining season for

Brat House Shorewood located at 4022 N Oakland Ave  
(business name) (business address)

will remain the same and not be altered for the 2026 outdoor dining season.

No seating plan is required to be submitted if no changes are made to the previous years approved plans.

Andrew Fronck  
Signature

2/18/26  
Date

Milwaukee Brat House – 4022 N. Oakland Ave.

Sidewalk

Table (6)

Table (6)

Planter

Table (6)

Table (6)

Planter

Table (6)

Street

50528



## APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood  
 Planning & Development Department  
 3930 N. Murray Avenue, Shorewood,  
 WI 53211  
 Phone 414.847.2606  
 Email: PAD@villageofshorewood.org  
 www.villageofshorewood.org

<b>OFFICE USE ONLY</b>	<b>FEE</b>	<b>\$100.00</b>
Permit ID <u>26-0138</u>	Received	<u>2.9.26</u>
Insurance Certificate Exp.		<u>3.1.26</u>
P & D Approval		<u>N/A</u>
Village Board Date	<u>3/2/26</u>	Approved Y N

*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: 4075 N OAKLAND AVE, SHOREWOOD, WI 53211			
Improvement Category (check one)			
<input type="checkbox"/> Plantings	<input checked="" type="checkbox"/> Outdoor Seating (*Exhibit 1)	<input type="checkbox"/> Parklet (*Exhibit 2)	<input type="checkbox"/> Other
Description of Public Way Improvement:			
Reason for Public Way Improvement:			
<b>APPLICANT INFORMATION</b>		<b>PROPERTY OWNER INFO (if different from applicant)</b>	
Name METRO MARKET #893		Name REALTY INCOME CORP.	
Address PO BOX 305103		Address 11995 EL CAMINO REAL	
City/State/Zip NASHVILLE, TN 37230		City/State/Zip SAN DIEGO, CA 92130	
Phone 615-232-7728	Alt. Phone	Phone 858-284-5471	Alt. Phone
Email BUSINESS.LICENSE@KROGER.COM		Email REALTYINCOME.COM	

### 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 Ann Peddu Ramo

Date 1/28/2004



### Outdoor Seating Agreement

Please submit this form with your Application for Special Privilege Approval, if your business has outdoor seating plans that were approved in 2025 by the Village Board that are on file with the Planning & Development Department and are not changing in 2026.

\*A new plan is required, if seating arrangements will be different from the previous season.

I, Ann Fedder, agree that the outdoor seating plans that the  
(Please Print)

Village of Shorewood has on file from the 2025 outdoor dining season for

Metro Market #893

(business name)

located at 4075 N. Oakland Ave.

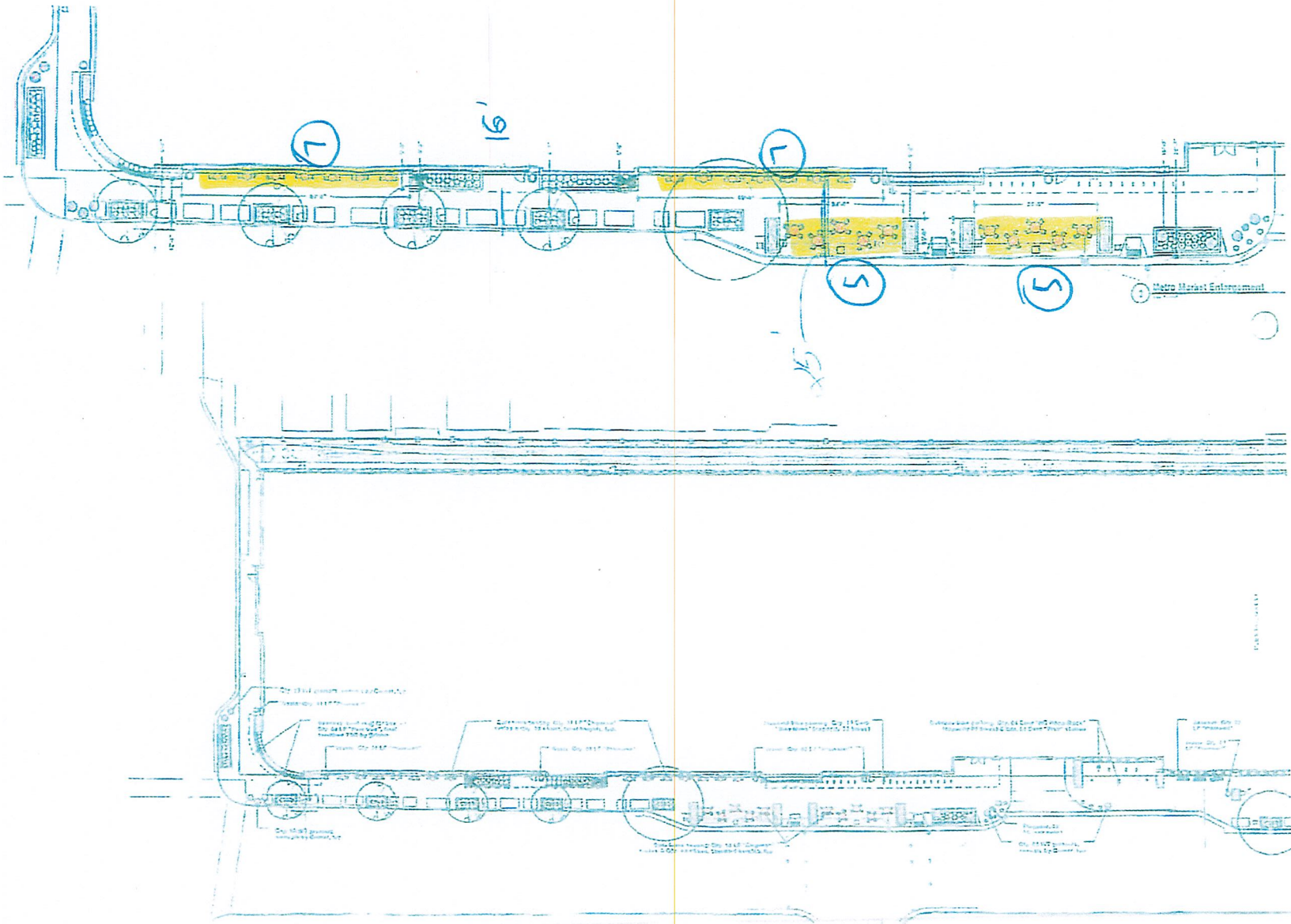
(business address)

will remain the same and not be altered for the 2026 outdoor dining season.

No seating plan is required to be submitted if no changes are made to the previous years approved plans.

Ann Fedder Lamph  
Signature

4/23/2026  
Date



**Zimmerman**  
 ARCHITECTURAL STUDIO, INC.

16'  
 Metro Market Entertainment

16'  
 Metro Market Entertainment

L3.0





## APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

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

OFFICE USE ONLY		FEE	\$100.00
Permit ID	26-0163	Received	2.16.26
Insurance Certificate Exp.	3.25.26		
P & D Approval	N/A		
Village Board Date	3/2/26	Approved	Y N

50555

**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: 4106 N Oakland Ave			
Improvement Category (check one)			
Plantings	<input checked="" type="checkbox"/>	Outdoor Seating (*Exhibit 1)	Parklet (*Exhibit 2)
Description of Public Way Improvement:			
Reason for Public Way Improvement:			
APPLICANT INFORMATION		PROPERTY OWNER INFO (if different from applicant)	
Name	Stone Creek Coffee	Name	
Address	422 N 5th Street	Address	
City/State/Zip	Milwaukee, WI 53203	City/State/Zip	
Phone (414)	270-1008	Alt. Phone	
Email	accounting@stonecreekcoffee.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.

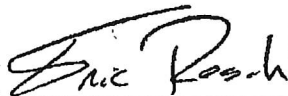
**Read below and sign for explanation of terms and conditions of special privilege approval.**

**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

02/13/26

Date



### Outdoor Seating Agreement

Please submit this form with your Application for Special Privilege Approval, if your business has outdoor seating plans that were approved in 2025 by the Village Board that are on file with the Planning & Development Department and are not changing in 2026.

\*A new plan is required, if seating arrangements will be different from the previous season.

I, Eric Resch, agree that the outdoor seating plans that the  
(Please Print)

Village of Shorewood has on file from the 2025 outdoor dining season for

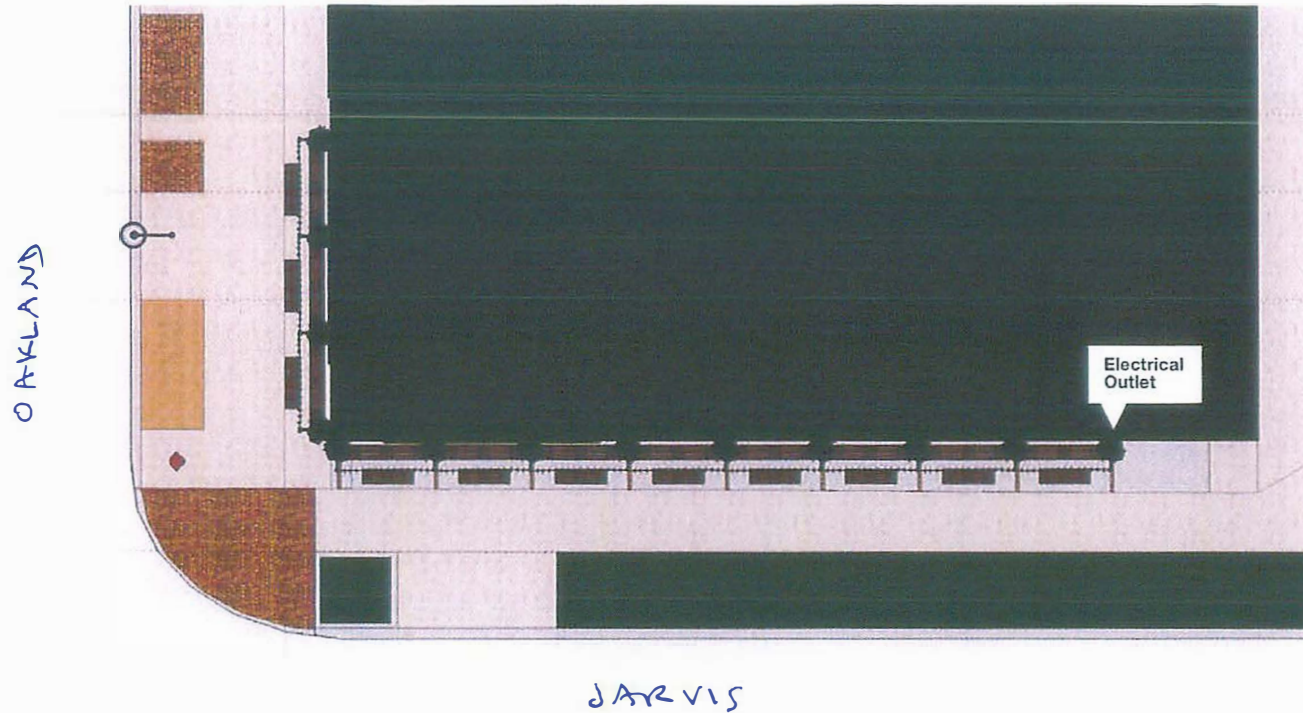
Stone Creek Coffee located at 4106 N Oakland Ave  
(business name) (business address)

will remain the same and not be altered for the 2026 outdoor dining season.

No seating plan is required to be submitted if no changes are made to the previous years approved plans.

Signature

02/13/26  
Date



To scale drawing of project. For reference, benches are 6' long. Electrical outlet placed at very end line 12" off of ground. The run of benches is intended to run almost entire length of building.

*4 Chairs to be located at tables along N. Oakland Ave.*

*8 Chairs to be located at tables along E. Jarvis St.*



50465



## APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood  
 Planning & Development Department  
 3930 N. Murray Avenue, Shorewood,  
 WI 53211  
 Phone 414.847.2606  
 Email: PAD@villageofshorewood.org  
[www.villageofshorewood.org](http://www.villageofshorewood.org)

OFFICE USE ONLY		FEE	\$100.00
Permit ID	20-0081	Received	01-23-26
Insurance Certificate Exp.			
P & D Approval N/A			
Village Board Date	3/2/26	Approved	Y N

**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: 4401 N. Oakland Avenue			
Improvement Category (check one)			
Plantings	<input type="checkbox"/>	Outdoor Seating (*Exhibit 1)	<input checked="" type="checkbox"/>
Parklet (*Exhibit 2)	<input type="checkbox"/>	Other	<input type="checkbox"/>
Description of Public Way Improvement:			
<del>Small bistro tables and chairs in front of business on sidewalk with 5 foot spaces for bus passengers and middle of walk for pedestrians</del>			
Reason for Public Way Improvement:			
<del>No changes from past years: enjoyment of customers for outdoor seating</del>			
APPLICANT INFORMATION		PROPERTY OWNER INFO (if different from applicant)	
Name David F. Stowe		Name Gene Webb	
Address 2611 N Wahl Ave		Address 4401 N. Oakland Ave	
City/State/Zip Milwaukee		City/State/Zip Shorewood WI	
Phone 414-213-6221	Alt. Phone	Phone 414-617-2611	Alt. Phone
Email dfstowe2611@gmail.com		Email webbgene75@gmail.com	

### 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.***

Digitally signed  
by Stowe, David  
Date:  
2026.01.23  
12:35:49 -05'00'

Signature **Stowe, David**

\_\_\_\_\_ Date



**Outdoor Seating Agreement**

Please submit this form with your Application for Special Privilege Approval, if your business has outdoor seating plans that were approved in 2025 by the Village Board that are on file with the Planning & Development Department and are not changing in 2026.

\*A new plan is required, if seating arrangements will be different from the previous season.

I, David F Stowe, agree that the outdoor seating plans that the  
(Please Print)

Village of Shorewood has on file from the 2025 outdoor dining season for

North Shore Boulangerie located at 4401 N. Oakland Avenue  
(business name) (business address)

will remain the same and not be altered for the 2026 outdoor dining season.

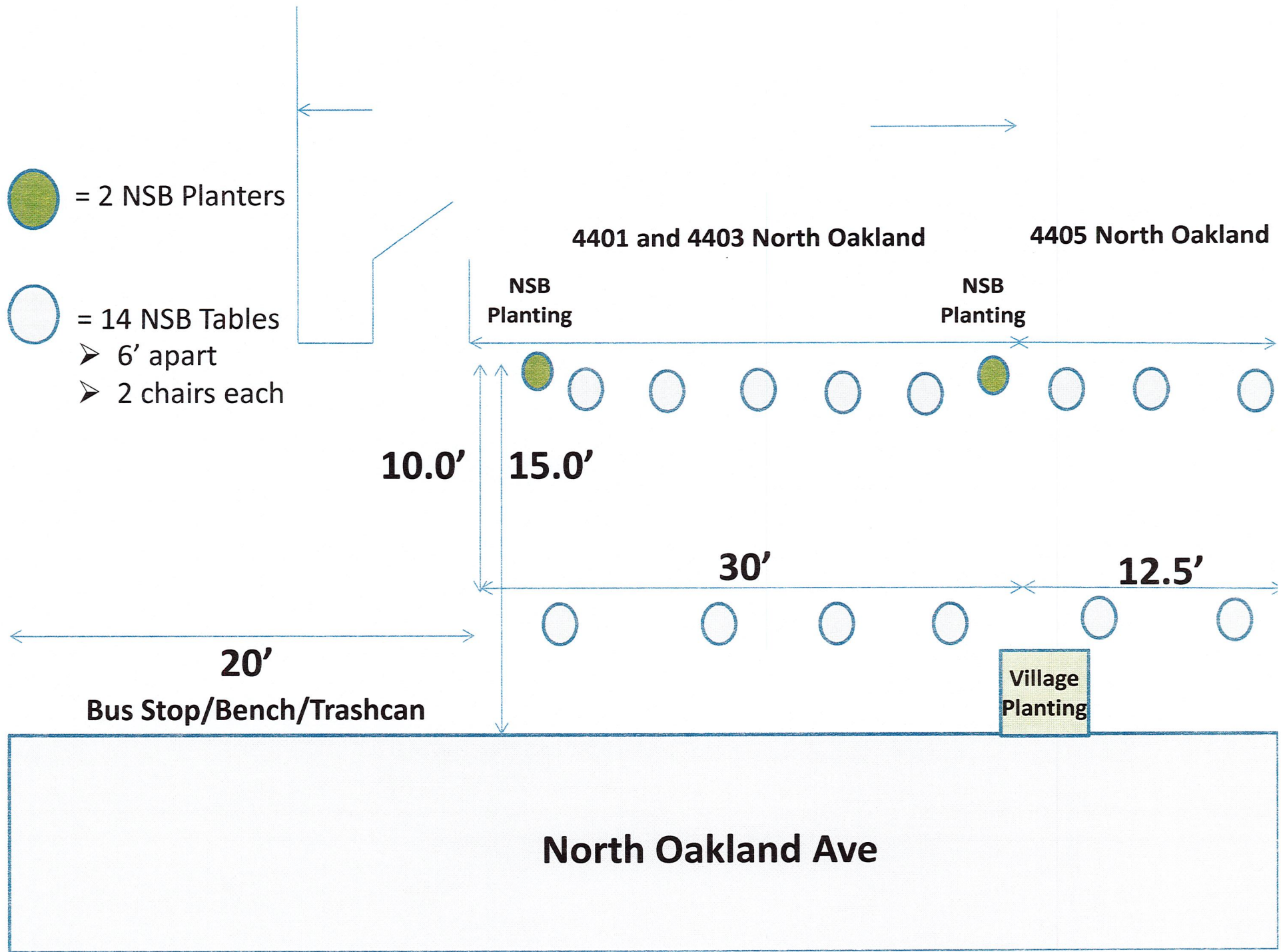
No seating plan is required to be submitted if no changes are made to the previous years approved plans.

Digitally signed by Stowe, David  
Date: 2026.01.23 12:02:55 -05'00'  
Stowe David  
Signature

January 24, 2026  
Date

 = 2 NSB Planters

 = 14 NSB Tables  
➤ 6' apart  
➤ 2 chairs each



4401 and 4403 North Oakland

4405 North Oakland

NSB  
Planting

NSB  
Planting

10.0'

15.0'

30'

12.5'

20'

Bus Stop/Bench/Trashcan

Village  
Planting

North Oakland Ave

50553



# APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

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

OFFICE USE ONLY	FEE	\$100.00
Permit ID 26-0161	Received	2-13-26
Insurance Certificate Exp.		05-01-26
P & D Approval		MA
Village Board Date 3/2/26	Approved	Y N

**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: 4465 N. Oakland Ave, Shorewood, WI 53211			
Improvement Category (check one)			
<input type="checkbox"/> Plantings	<input checked="" type="checkbox"/> Outdoor Seating (*Exhibit 1)	<input type="checkbox"/> Parklet (*Exhibit 2)	<input type="checkbox"/> Other
Description of Public Way Improvement:			
Two seating areas next to Oakland with two tables, and 5 chairs. In total, 4 tables, 20 chairs.			
Reason for Public Way Improvement:			
To allow our members and passersby to sit down, rest, and work outside.			
APPLICANT INFORMATION		PROPERTY OWNER INFO (if different from applicant)	
Name	Sheila Long	Name	Ollrich Management
Address	4465 N. Oakland Ave	Address	3848 N. Marietta Ave
City/State/Zip	Shorewood, WI 53211	City/State/Zip	Milwaukee, WI 53211
Phone	414-491-8238	Phone	414-333-4883
Alt. Phone		Alt. Phone	
Email	Sheila@HalamaDoe.com	Email	OllrichManagement@gmail.com

### 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.

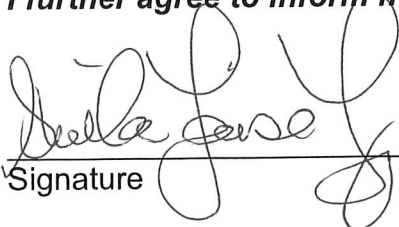
**Read below and sign for explanation of terms and conditions of special privilege approval.**

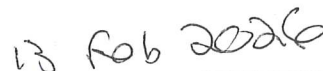
**General Conditions for Special Privilege Approval**

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

  
Date



### Outdoor Seating Agreement

Please submit this form with your Application for Special Privilege Approval, if your business has outdoor seating plans that were approved in 2025 by the Village Board that are on file with the Planning & Development Department and are not changing in 2026.

\*A new plan is required, if seating arrangements will be different from the previous season.

I, Sheila Long \_\_\_\_\_, agree that the outdoor seating plans that the  
(Please Print)

Village of Shorewood has on file from the 2025 outdoor dining season for

Malama Dse \_\_\_\_\_ located at 4465 N. Oakland Avenue \_\_\_\_\_  
(business name) (business address)

will remain the same and not be altered for the 2026 outdoor dining season.

No seating plan is required to be submitted if no changes are made to the previous years approved plans.

Sheila Long \_\_\_\_\_  
Signature  
11 February 2026  
Date

35' 3"

34'

6'  
6'  
Lamp Post  
17' total  
6'

CEMENT

CEMENT

6'

6' 6"

Bench

Flower Pot

4' Brick

6' Brick

DIRT

8' Brick

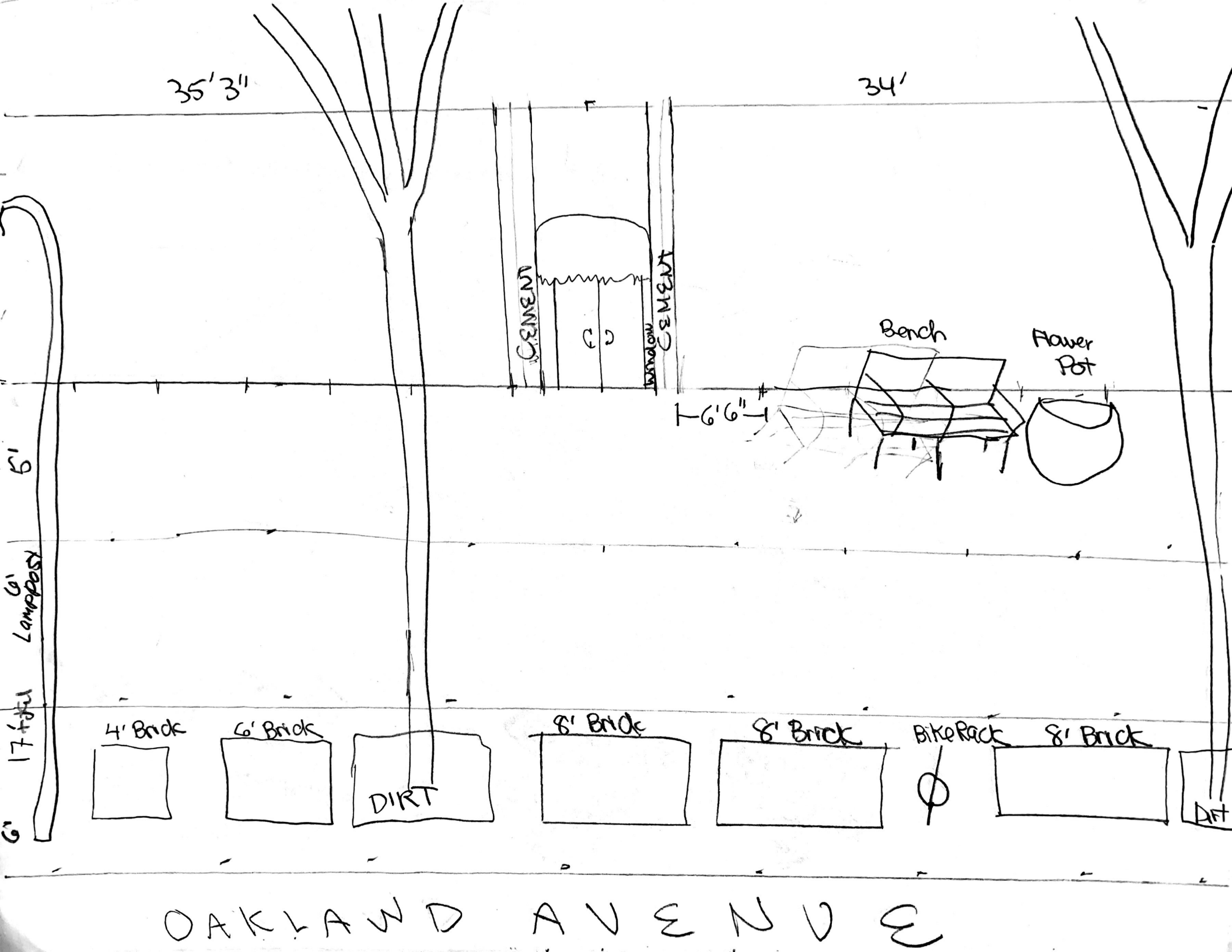
8' Brick

Bike Rack

8' Brick

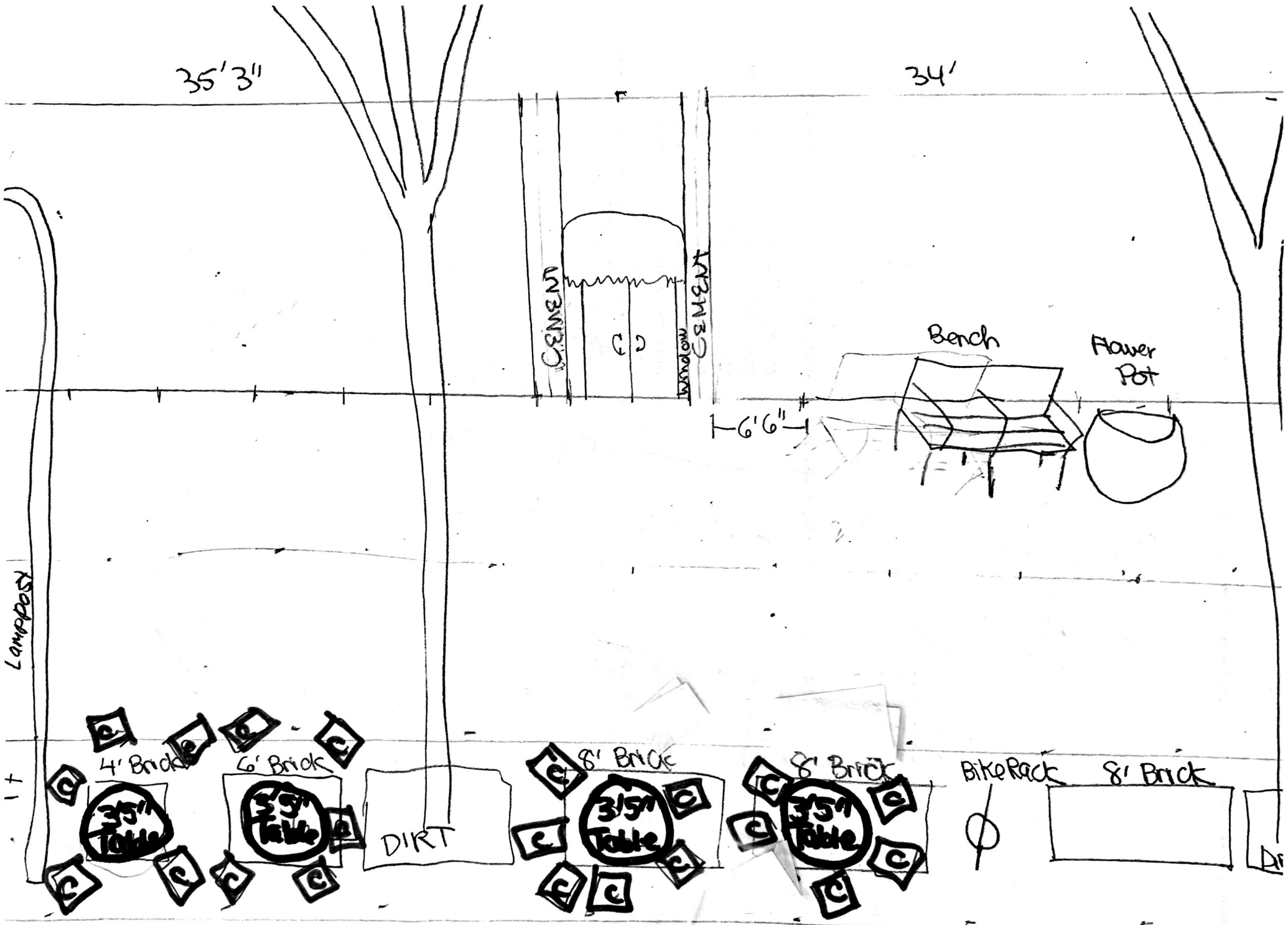
DIRT

OAKLAND AVENUE



35' 3"

34'



Lamp Post

CEMENT

DOOR

CEMENT WINDOW

Bench

Flower Pot

6' 6"

4' Brick

6' Brick

8' BRICK

8' BRICK

Bike Rack

8' BRICK

DIRT

3 1/2' Table

3 1/2' Table

3 1/2' Table

3 1/2' Table

OAKLAND AVENUE S.

50458



## APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood  
 Planning & Development Department  
 3930 N. Murray Avenue, Shorewood,  
 WI 53211  
 Phone 414.847.2606  
 Email: PAD@villageofshorewood.org  
[www.villageofshorewood.org](http://www.villageofshorewood.org)

OFFICE USE ONLY	FEE	\$100.00
Permit ID 26-0074	Received	1.22.26
Insurance Certificate Exp. 5.6.26		
P & D Approval N/A		
Village Board Date 3/2/26	Approved	Y N

**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: 4488 North Oakland Ave. Shorewood, WI 53211			
Improvement Category (check one)			
Plantings	<input type="checkbox"/>	Outdoor Seating (*Exhibit 1)	<input checked="" type="checkbox"/>
Parklet (*Exhibit 2)	<input type="checkbox"/>	Other	<input type="checkbox"/>
Description of Public Way Improvement:			
Tables, seating & festoon lighting in front of Cloud Red, as well as tables/seating in front of American Family building next door.			
Permission from neighbor included with application			
Reason for Public Way Improvement:			
Outdoor Seating/Dining			
<b>APPLICANT INFORMATION</b>		<b>PROPERTY OWNER INFO (if different from applicant)</b>	
Name Cloud Red		Name 4488 North Oakland Ave, LLC	
Address 4488 N Oakland Ave		Address 4488 N Oakland Ave	
City/State/Zip Shorewood, WI 53211		City/State/Zip Shorewood, WI 53211	
Phone 414-231-9660	Alt. Phone	Phone 414-231-9660	Alt. Phone
Email cloudredmke@gmail.com		Email 4488shorewood@gmail.com	

### 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 *Elisabeth Duggan*

1/22/2026  
\_\_\_\_\_  
Date

## Sidewalk Seating for 2026 Season

2 messages

Cloud Red <cloudredmke@gmail.com>  
To: "Gramoll-LoCoco, Amanda L" <alococo@amfam.com>

Wed, Jan 21, 2026 at 3:41 PM

Hi Mandi!

I know it's crazy to think about patio season of all weeks 🤔, ha.

But, we just wanted to reach out and formally ask again if you'd be willing to allow us to set up tables in front of your building again for the season. Same exact table layout outside as last season. However, we also acknowledge that the Oakland Ave road construction might affect things this season, and are prepared to possibly have to remove tables at times to accommodate the road work if the Village instructs.

Let us know your thoughts. As always, if you change your mind, we completely understand. Thank you in advance for the consideration again!

Lis & Rebecca  
Cloud Red

Gramoll Lococo, Amanda <ALOCOCO@amfam.com>  
To: Cloud Red <cloudredmke@gmail.com>

Wed, Jan 21, 2026 at 3:48 PM

Hi ladies!

No problem on my end, we love that the space gets used. Stay warm!

Sincerely,

Mandi Gramoll LoCoco



*Gramoll & Associates*  
INSURANCE

**MANDI GRAMOLL LOCOCO | AGENCY  
LEADER**

Call | Text: 414-332-0838

[email](#) | [website](#) | [quote](#) | [map](#)  
| [pay your bill now](#)



[Sign up to Text Us!](#)



[Review us on Google!](#)



[Refer a friend!\\_](#)



[Book time with us](#)

Coverage cannot be secured, altered, or canceled until you receive an email confirmation from our Agency.

[Quoted text hidden]



### Outdoor Seating Agreement

Please submit this form with your Application for Special Privilege Approval, if your business has outdoor seating plans that were approved in 2025 by the Village Board that are on file with the Planning & Development Department and are not changing in 2026.

\*A new plan is required, if seating arrangements will be different from the previous season.

I, Elisabeth Duggan agree that the outdoor seating plans that the  
(Please Print)

Village of Shorewood has on file from the 2025 outdoor dining season for

Village Pub of Shorewood, LLC / Cloud Red located at 4488 N. Oakland Ave  
(business name) (business address)

will remain the same and not be altered for the 2026 outdoor dining season.

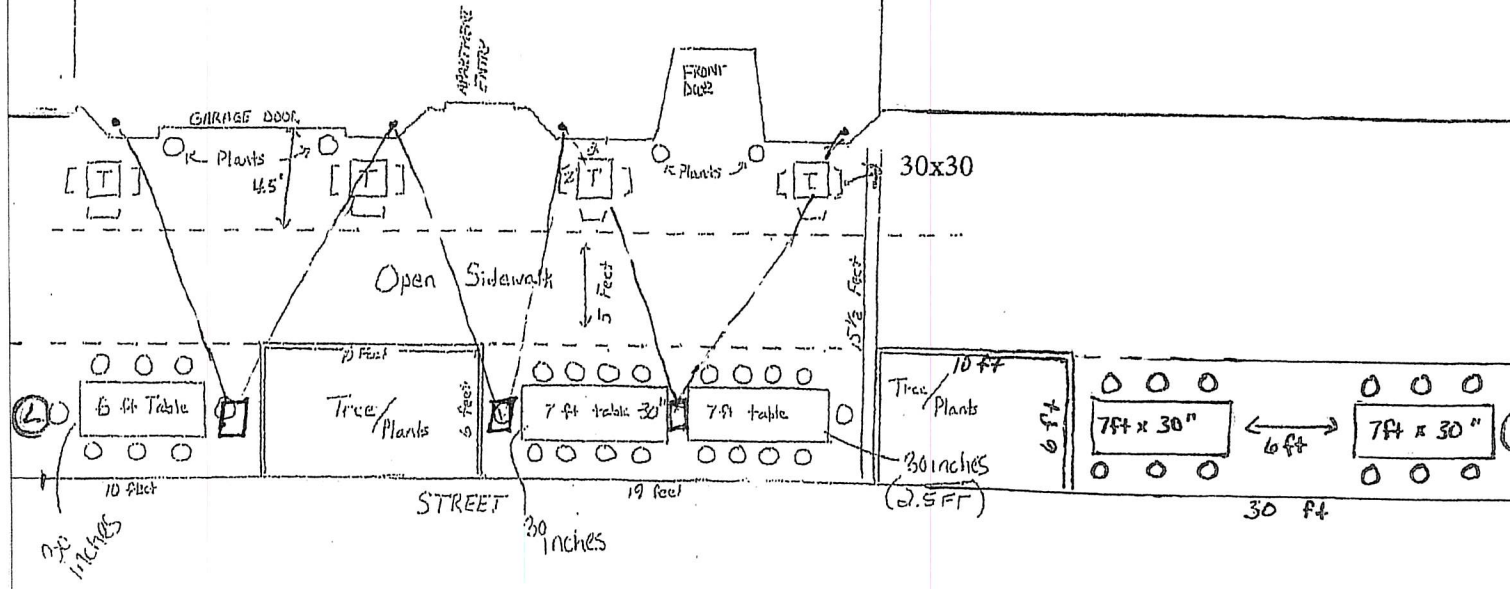
No seating plan is required to be submitted if no changes are made to the previous years approved plans.

Elisabeth Duggan  
Signature

1/22/2026  
Date

Cloud Red

American Family



50580



# APPLICATION FOR SPECIAL PRIVILEGE APPROVAL

Village of Shorewood  
 Planning & Development Department  
 3930 N. Murray Avenue, Shorewood,  
 WI 53211  
 Phone 414.847.2606  
 Email: PAD@villageofshorewood.org  
 www.villageofshorewood.org

<b>OFFICE USE ONLY</b>		<b>FEE</b>	<b>\$100.00</b>
Permit ID	20-0184	Received	2.20.20
Insurance Certificate Exp.	2.10.21		
P & D Approval	N/A		
Village Board Date	312126	Approved	Y N

*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: 4500 N. Oakland Ave			
Improvement Category (check one)			
Plantings	<input checked="" type="checkbox"/>	Outdoor Seating (*Exhibit 1)	<input type="checkbox"/>
		Parklet (*Exhibit 2)	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Description of Public Way Improvement:			
Outdoor Seating			
Reason for Public Way Improvement:			
Outdoors Seating			
<b>APPLICANT INFORMATION</b>		<b>PROPERTY OWNER INFO (if different from applicant)</b>	
Name Colectivo Coffee Roasters		Name Cornerstone LLC	
Address 2999 N Humboldt Blvd		Address 252 W. Highland Ave	
City/State/Zip Milwaukee, WI 53212		City/State/Zip Milwaukee, WI 53202	
Phone 414-273-3747	Alt. Phone	Phone 414-803-9699	Alt. Phone
Email michael@colectivocoffee.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
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For **Parklets**, the petitioner is required to submit:

- Site plan to scale showing parklet, public sidewalk and building line
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**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.
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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

2/19/2026

\_\_\_\_\_  
Date



### Outdoor Seating Agreement


Please submit this form with your Application for Special Privilege Approval, if your business has outdoor seating plans that were approved in 2025 by the Village Board that are on file with the Planning & Development Department and are not changing in 2026.

\*A new plan is required, if seating arrangements will be different from the previous season.

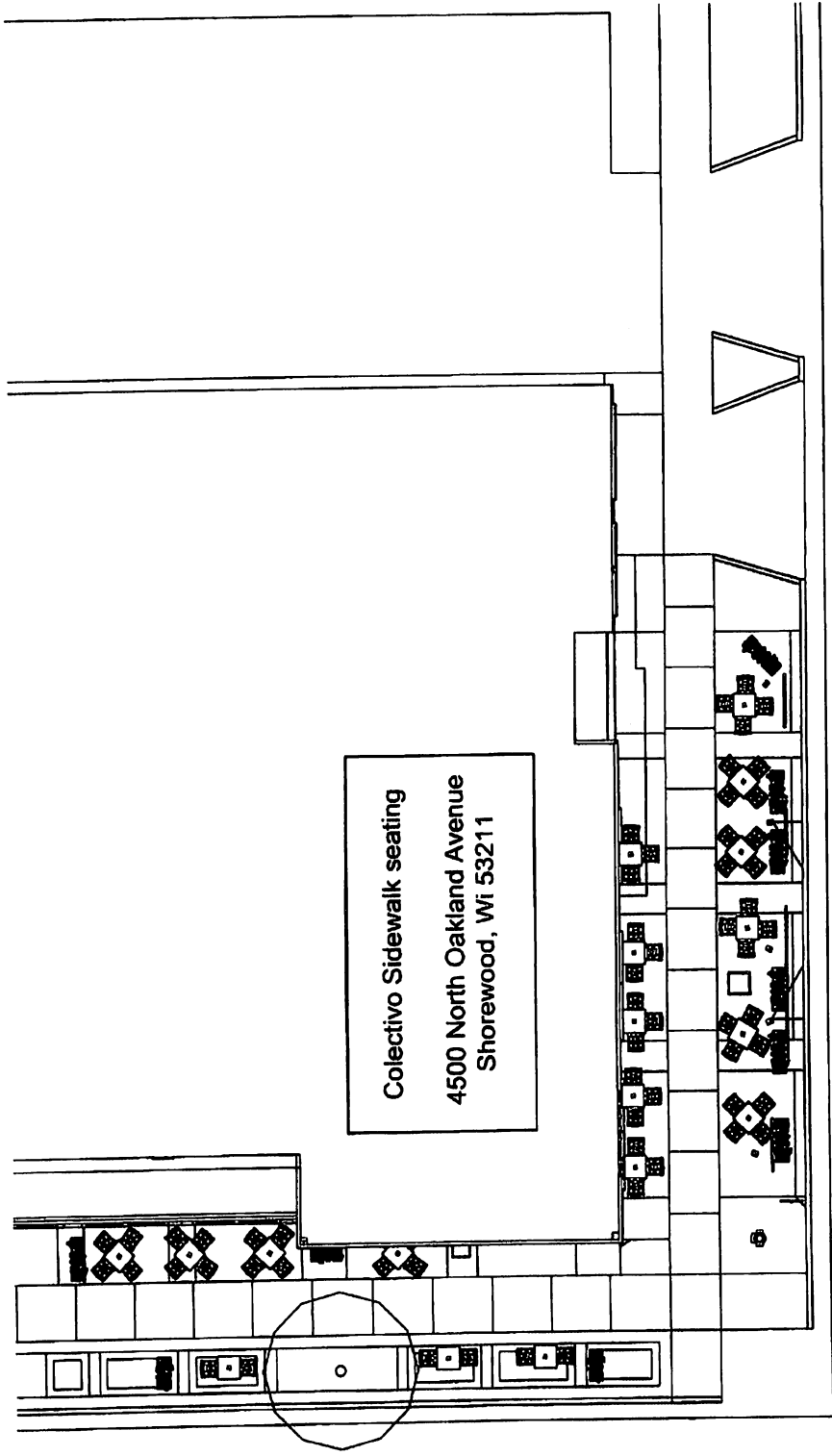
I, Michael Fischer, agree that the outdoor seating plans that the  
(Please Print)  
Village of Shorewood has on file from the 2025 outdoor dining season for

Collectivo Coffee located at 4500 N. Oakland Ave  
(business name) (business address)  
will remain the same and not be altered for the 2026 outdoor dining season.

No seating plan is required to be submitted if no changes are made to the previous years approved plans.

  
Signature

2/19/26  
Date



Colectivo Sidewalk seating  
4500 North Oakland Avenue  
Shorewood, WI 53211

Oakland Ave

Kensington Ave



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO PUBLIC WORKS COMMITTEE

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**Agenda Item:** Consider Ordinance 3079: An ordinance repealing and replacing Article II, “Recycling Regulations,” of Chapter 455, “Solid Waste,” of the Village of Shorewood Municipal Code, and amending Section 455-2, “Refuse Collection Service,” in order to conform to DNR Revisions to the state administrative code governing recycling

**Date:** March 2, 2026

**Presenter:** Leeann Butschlick

**Department:** Public Works

---

**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 (including page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

In late 2020, the State’s Legislative Audit Bureau conducted an audit of the state recycling program. One of the recommendations was to update provisions in administrative rules pertaining to effective recycling programs. In response, the DNR has revised the administrative code governing statewide materials recycling and “effective recycling programs”. Changes for local government responsible unit (RU) recycling programs must be implemented by DATE and include:

- RU education: specifies educational materials to be reviewed for accuracy and provided annually. Adds batteries and food waste/composting to the list of topics Rus must educate residents on.
- Additional documentation requirements added for RUs that meet recycling collection standards by having residents contract individually for recycling pickup (not Shorewood).
- Provides specific options for how to provide adequate recycling at multi-family complexes/apartments (five or more units).
- Eliminates the static pounds per person collection standard.

Please note that the current Shorewood Code defines a multiple-family dwelling as a property containing four or more residential units ([455-12](#)).

Further [455-17](#) outlines how the occupants of single-family and two- and three-unit residences shall prepare their materials for collection.

Staff confirmed with DNR staff that [NR544 Wis. Adm. Code](#) requires municipalities to provide collection service to occupants of single-family and 2-to-4-unit residences. Staff were advised that the Village Code must be updated to align with the Wisconsin Administrative Code. The Village Attorney has reviewed and concurred.

The Public Works Committee reviewed this item on February 2, 2026.

---

**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.*

### **Ordinance 3079 amending Village Code recycling regulations**

Attached please find Ordinance 3079 for your consideration. Approval of this ordinance would amend the Village Code’s recycling regulations to comply with the Wisconsin Administrative Code, including the categorization of four-family residential units as eligible for Village recycling service. A redline of the current Code section is also attached for your reference.

**Implementation of recycling provision changes required for compliance**

There are six (6) properties which have four dwelling units and do not currently receive refuse or recycling services in accordance with the Code:

- 4290 N. Wilson Drive
- 4286 N. Wilson Drive
- 4282 N. Wilson Drive
- 4006 N. Woodburn
- 1401 E. Elmdale
- 3715 N. Oakland

Each of these properties is served by an alley and collection would occur from that point. Staff will contact the affected property owners (sample letter attached) to offer the residential recycling collection with the following understanding:

1. A standard recycling cart will be furnished for each residential unit.
2. The cart shall be stored every day, except the day of collection, at any location on private property convenient to the resident which is located behind the resident's dwelling, and which is located so as not to create a nuisance to the neighbors or the area.455-2C1c
3. The cart shall be placed for regular collection by 7:00 a.m. on the collection day at a point immediately adjacent to the alley right-of-way which is not more than one foot below or above the adjacent alley grade. 455-2C1d2

A property owner can opt-out of the Village-provided service and continue to contract if they so choose or if their available space does not permit the use of multiple carts. No refund will be offered for past contracted service. This change would go into effect April 6, 2026.

PLEASE NOTE staff are **not** recommending a corresponding change to the definition of multi-family for refuse collection purposes.

---

**Fiscal Note** – *If applicable, please address the financial impacts of the item.*

The current contracted monthly recycling charge is \$4.02 per residence. The addition of these properties is projected to add \$217.08 to the 2026 operating budget.

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**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 the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      NA

*If yes, identify how and what community groups and businesses were notified. NA*

---

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

I move approval of Ordinance 3079 An ordinance repealing and replacing Article II, “Recycling Regulations,” of Chapter 455, “Solid Waste,” of the Village of Shorewood Municipal Code, and amending Section 455-2, “Refuse Collection Service,” in order to conform to DNR Revisions to the state administrative code governing recycling.

---

**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.*

Ordinance 3079  
Redline of 455 Article II  
Sample property owner contact letter

ORDINANCE NO. 3079

**An ordinance repealing and replacing Article II, “Recycling Regulations,” of Chapter 455, “Solid Waste,” of the Village of Shorewood Municipal Code, and amending Section 455-2, “Refuse Collection Service,” in order to conform to DNR Revisions to the state administrative code governing recycling**

At a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, held on this 2<sup>nd</sup> day of March, 2026, a quorum being present and a majority of the Board voting therefore, said Board finds:

**WHEREAS**, the Wisconsin Department of Natural Resources (DNR) has revised the administrative code that oversees Responsible Units’ (“RU”) effective recycling programs and other aspects of Wisconsin’s recycling law; and

**WHEREAS**, as an RU under Wisconsin rules, the Village of Shorewood is required to amend Chapter 66 (“Solid Waste”); and

**NOW THEREFORE**, at a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the 2<sup>nd</sup> day of March, 2026, by a favorable vote of a majority of the Board, said Board does ordain as follows:

**SECTION 1**

Article II, “Recycling Regulations,” of Chapter 455, “Solid Waste,” of the Village of Shorewood Municipal Code is hereby repealed and replaced as follows:

**Article II Recycling Regulations**

**§ 455-7 Purpose.**

The purpose of this article is to promote recycling, composting and resource recovery through the administration of an effective recycling program, as provided in § 287.11, Wis. Stats., and Ch. NR 544, Wis. Adm. Code.

**§ 455-8 Statutory authority.**

This article is adopted as authorized under § 287.09, Wis. Stats.

**§ 455-9 Interpretation.**

In their interpretation and application, the provisions of this article shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this article may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of

this article is required by Wisconsin Statutes, or by a standard in Ch. NR 544, Wis. Adm. Code, and where the provision of this article is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and Ch. NR 544 standards in effect on the date of the adoption of this article or in effect on the date of the most recent text amendment to this article.

**§ 455-10 Applicability.**

The requirements of this article shall apply to all persons within the Village of Shorewood.

**§ 455-11 Administration.**

The provisions of this article shall be administered by the Director of the Department of Public Works of the Village of Shorewood.

**§ 455-12 Definitions.**

For the purposes of this article, the following terms shall have the meanings indicated:

**BIMETAL CONTAINER**

A container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.

**CONTAINER BOARD**

Corrugated paper board used in the manufacture of shipping containers and related products.

**FOAM POLYSTYRENE PACKAGING**

Packaging made primarily from foam polystyrene that satisfies one of the following criteria:

- A. Is designed for serving food or beverages.
- B. Consists of loose particles intended to fill space and cushion the packaged article in a shipping container.
- C. Consists of rigid materials, shaped to hold and cushion the packaged article in a shipping container.

**GLASS CONTAINER**

A glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, heat-resistant glass such as pyrex, lead based glass such as crystal, or TV tubes.

**HDPE**

High-density polyethylene, labeled by the SPI Code Number 2.

**LDPE**

Low-density polyethylene, labeled by the SPI Code Number 4.

**MAGAZINES**

Magazines and other materials printed on similar paper.

**MAJOR APPLIANCE**

A residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator or stove.

**MULTIPLE-FAMILY DWELLING**

A property containing five or more residential units, including those which are occupied seasonally.

**NEWSPAPER**

A newspaper and other materials printed on newsprint.

**NONRESIDENTIAL FACILITIES AND PROPERTIES**

Commercial, retail, industrial, institutional and governmental facilities and properties. This term does not include multifamily dwellings.

**OFFICE PAPER**

High-grade printing and writing papers from offices in nonresidential facilities and properties. Printed white ledger and computer printout are examples of office paper generally accepted as high grade. This term does not include industrial process waste.

**OTHER RESINS or MULTIPLE RESINS**

Plastic resins labeled by the SPI Code Number 7.

**PERSON**

Includes any individual, corporation, partnership, association, local governmental unit, as defined in § 66.0131(1)(a), Wis. Stats., state agency or authority or federal agency.

**PETE or PET**

Polyethylene terephthalate, labeled by the resin code #1.

**PLASTIC CONTAINER**

An individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.

**POSTCONSUMER WASTE**

Solid waste other than solid waste generated in the production of goods, hazardous waste, as defined in § 291.01(7), Wis. Stats., waste from construction and demolition of structures, scrap automobiles or high-volume industrial waste, as defined in § 289.01(17), Wis. Stats.

**PP**

Polypropylene, labeled by the resin code # 5.

**PS**

Polystyrene, labeled by the resin code # 6.

**PVC**

Polyvinyl chloride, labeled by the resin code # 3.

**RECYCLABLE MATERIALS**

Includes lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; corrugated paper or other container board; foam polystyrene packaging; glass containers; magazines; newspaper; office paper; rigid plastic containers, including those made of PETE, HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins; steel containers; waste tires; and bimetal containers.

**SOLID WASTE**

Has the meaning specified in § 289.01(33), Wis. Stats.

**SOLID WASTE FACILITY**

Has the meaning specified in § 289.01(35), Wis. Stats.

**SOLID WASTE TREATMENT**

Any method, technique or process which is designed to change the physical, chemical or biological character or composition of solid waste. "Treatment" includes incineration.

**WASTE TIRE**

A tire that is no longer suitable for its original purpose because of wear, damage or defect.

**YARD WASTE**

Leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than six inches in diameter. This term does not include stumps, roots or shrubs with intact root balls.

**§ 455-13 Separation of recyclable materials.**

Occupants of single-family and two-to-four unit, multiple-family dwellings and nonresidential facilities and properties shall separate the following materials from postconsumer waste:

- A. Lead acid batteries.
- B. Major appliances.
- C. Waste oil.
- D. Yard waste.
- E. Aluminum containers.
- F. Bimetal containers.
- G. Corrugated paper or other container board.
- H. Foam polystyrene packaging.
- I. Glass containers.
- J. Magazines.
- K. Newspapers.
- L. Office paper.
- M. Rigid plastic containers made of PETE, HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins.
- N. Steel containers.
- O. Waste tires.

**§ 455-14 Exceptions.**

The separation requirements of § 455-13 do not apply to the following:

- A. Occupants of single-family and two to four unit residences, multiple-family dwellings and nonresidential facilities and properties that send their postconsumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in § 455-13 from solid waste in as pure a form as is technically feasible.
- B. Solid waste which is burned as a supplemental fuel at a facility if less than 30% of the heat input to the facility is derived from the solid waste burned as supplemental fuel.
- C. A recyclable material specified in § 455-13E through O for which a variance has been granted by the Department of Natural Resources under § 287.11(2m), Wis. Stats., or § NR 544.14, Wis. Adm. Code.

**§ 455-15 Care of separated recyclable materials.**

To the greatest extent practicable, the recyclable materials separated in accordance with § 455-13 shall be clean and kept free of contaminants, such as food or product residue, oil or grease, or other nonrecyclable materials, including but not limited to household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner which protects them from wind, rain, and other inclement weather conditions.

**§ 455-16 Lead acid batteries, major appliances, waste oil and yard waste.**

**A.** Occupants of single-family and two to four unit residences, multiple-family dwellings and nonresidential facilities and properties shall manage lead acid batteries, major appliances, waste oil, and yard waste as follows:

- (1) Lead acid batteries shall be brought into the Department of Public Works yard for disposal.
- (2) Major appliances shall be brought into the Department of Public Works yard on the first Saturday of the month from December through March and on the first and third Saturdays of the month from April through November, between 8:00 a.m. and 2:00 p.m. There is a fee as provided by the Village Fee Schedule for disposal.
- (3) Waste oil shall be brought into the recycling center at the Department of Public Works yard.
- (4) Yard waste shall be bagged in paper bags or placed in a Village-approved cart and placed at the curb for pickup April through November.

**B.** The above items may also be disposed of as allowed under law.

**§ 455-17 Preparation and collection of recyclable materials.**

**A.** Except as otherwise directed by the Village of Shorewood, occupants of single-family and two to four unit residences shall do the following for the preparation and collection of the separated materials specified in § 455-13E through O:

- (1) Aluminum containers shall be placed in the recycling container furnished by the Village and left at the collection point.
- (2) Bimetal containers shall be placed in the recycling container furnished by the Village and left at the collection point.
- (3) Corrugated cardboard and other paper board (noncorrugated) shall be placed in the recycling container furnished by the Village and left at the collection point.
- (4) Glass containers shall be placed in the recycling container furnished by the Village and left at the collection point.

(5) Magazines shall be placed in the recycling container furnished by the Village and left at the collection point.

(6) Newspapers shall be bundled or placed in the recycling container furnished by the Village and left at the collection point.

(7) Office papers shall be placed in the recycling container furnished by the Village and left at the collection point.

(8) Rigid plastic containers shall be prepared and collected as follows:

(a) Plastic containers made of PETE, including all No. 1 through 7 plastics, shall be placed in the recycling container furnished by the Village and left at the collection point.

(9) Steel containers shall be placed in the recycling container furnished by the Village and left at the collection point.

(10) Waste tires shall be brought to the Department of Public Works yard on the designated Saturdays which the transfer station is open for residential dumping. A fee of as provided by the Village Fee Schedule shall be charged by the Village for each tire.

**B.** The items referred to in Subsection **A(1)** through **(10)** of this section may also be disposed of by bringing them to the recycling dropoff center in the Department of Public Works yard.

### **§ 455-18 Responsibilities of Owners or Designated Agents of Multiple-family dwellings.**

**A.** Owners or designated agents of multiple-family dwellings shall do all of the following to recycle the materials specified in § 455-13E through **O**:

(1) Provide adequate, separate containers for the recycling program established in compliance with this ordinance. The number of recycling containers shall equal or be greater than the number of trash containers and at least one of the following shall be met:

i. The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit.

ii. The ratio of trash container volume to recycling container volume is at most 2:1.

iii. An alternative method that does not result in the overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility.

(2) Notify tenants in writing at the time of renting or leasing the dwelling and at least semiannually thereafter about the established recycling program.

(3) Provide for the collection of the materials separated from the solid waste by the tenants and the delivery of the materials to a recycling facility.

(4) Notify tenants of reasons to reduce and recycle solid waste, which materials are collected, how to prepare the materials in order to meet the processing requirements, collection methods or sites, locations and hours of operation, and a contact person or company, including a name, address and telephone number.

**B.** The requirements specified in Subsection **A** of this section do not apply to the owners or designated agents of multiple-family dwellings if the postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in § 455-13E through **O** from solid waste in as pure a form as is technically feasible.

### **§ 455-19 Nonresidential facilities and properties.**

**A.** Owners or designated agents of nonresidential facilities and properties shall do all of the following to recycle the materials specified in § 455-13E through **O**:

(1) Provide adequate, separate containers for the recyclable materials.

(2) Notify in writing, at least semiannually, all users, tenants and occupants of the properties about the established recycling program.

(3) Provide for the collection of the materials separated from the solid waste by the users, tenants and occupants and the delivery of the materials to a recycling facility.

(4) Notify users, tenants and occupants of reasons to reduce and recycle, which materials are collected, how to prepare materials in order to meet the processing requirements, collection methods or sites, locations and hours of operation, and a contact person or company, including a name, address and telephone number.

**B.** The requirements specified in Subsection **A** of this section do not apply to the owners or designated agents of nonresidential facilities and properties if the postconsumer waste generated within the facility or property is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in § 455-13E through **O** from solid waste in as pure a form as is technically feasible.

### **§ 455-20 Proper disposal of garbage and recyclables.**

**A.** Provide space for recycling in buildings. A person in the Village of Shorewood owning or occupying a new building or building that is remodeled or expanded by 50% or more in floor area shall provide a designated area for the separation, temporary storage and collection of solid waste and recyclables either within or adjacent to the building.

**B.** Hauler licensing. No person or corporation shall engage in the business of hauling recyclables within the Village of Shorewood without being licensed by the Department of Natural Resources

under § NR **502.06**, Wis. Adm. Code. Haulers who collect solid waste or recyclables in the Village of Shorewood for storage, treatment, processing, marketing or disposal shall obtain and maintain all necessary municipal and state permits, licenses and approvals prior to collecting any materials in the Village.

**C. Processing facilities.** Any contractor operating in the Village of Shorewood shall not transport for processing any recyclables to a processing facility unless that facility has been approved in writing by the Village of Shorewood and, by January 1, 1995, the facility has self-certified with the Wisconsin Department of Natural Resources under § NR **544.16**, Wis. Adm. Code.

**D. Antiscavenging or unlawful removal of recyclables.** It shall be unlawful for any person, unless under contract with or licensed by the Village of Shorewood, to collect or remove any recyclable material that has been deposited or placed at the curb in an approved container or adjacent to a nonresidential building for the purposes of collecting for recycling in an approved container.

**E. No dumping.**

**(1)** It shall be unlawful for any person to dispose of or dump garbage in any Village street, alley, or other public place within the Village of Shorewood or in any receptacles or on private property without the owner's consent unless it is placed in paper bags or approved containers in the manner and at the times specified under the Village Code.

**(2)** No person shall place for collection any garbage or recyclables at the curb adjacent to a residence not owned or occupied by such person.

**F. No burning or burying.** It shall be unlawful to burn or bury solid waste or recyclables in residential and nonresidential zoned areas and at construction sites.

**G. Nondisposable materials.** It shall be unlawful for any person to place for disposal any of the following wastes: hazardous and toxic waste, chemicals, explosives, flammable liquids, paint, trees and stumps, construction debris, carcasses, and medical waste (unless sharps, including needles and lancets, are placed in a red biohazard box and said box is disposed of at designated and authorized sharps dropoff sites).

**H. Garbage from outside of municipality.** Other than Village residents, it shall be unlawful for anyone to bring and leave refuse and recyclables for disposal from outside the corporate limits into the Village of Shorewood unless authorized by agreement with the Village.

**I. Right to reject materials.** The Village of Shorewood or its contractor has a right to reject or leave at the curb any recyclable material that is not prepared according to the specifications established in the Village Code or in education material provided by the contractor to the service recipients. Materials may also be left if not separated from solid waste, placed in the proper container, or not designated recyclable materials for collection. The collector also has the right to refuse to pick up any solid waste if it contains recyclable containers and materials. In such cases,

the collector shall notify the generator of the materials about the reasons for rejecting the items, either in writing or verbally. The collector shall also keep a list of such occurrences and provide it to the Village as required by the Village.

**J. Reporting requirements.** The recycling haulers and processors operating in the Village of Shorewood are required to maintain records and report in writing to the Director of the Department of Public Works of the Village at least twice each year. Reports shall include: the amount of solid waste and recyclables collected and transported from the Village; the amount of solid waste and recyclables processed and/or marketed by item type from the Village; and the final disposal location of solid waste and recyclable material. Failure to report shall be cause for the Village to revoke any licenses or sever any contract with the hauler-processor.

**K. Ownership of recyclables and refuse.** Recyclable materials and refuse, upon placement at the curb, or adjacent to the alley, shall become the property of the Village of Shorewood. Recyclable materials, upon collection by any permitted collector, shall become the property of the contractor.

**L. Exemptions.** The Village of Shorewood reserves the right to designate additional solid waste materials as recyclable, or currently collected materials as no longer recyclable, in accordance with state law and to either add or delete them from any collection service provided by the municipality or its contractors. The municipality shall provide written notice to its service recipients of this declaration.

**M. Collection schedule.** The Village of Shorewood shall establish the time of collection of solid waste and recyclables, and the Director of Public Works shall publish and provide written notice of the collection schedule at least once of each year and at any time when the collection schedule is changed.

**§ 455-21 Prohibited disposal of recyclable materials.**

No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in § 455-13E through O which have been separated for recycling, except that waste tires may be burned with energy recovery in a solid waste treatment facility.

**§ 455-22 Inspections; citation; violations and penalties.**

**A.** For the purpose of ascertaining compliance with the provisions of this article, any authorized officer, employee or representative of the Village of Shorewood may inspect recyclable materials separated for recycling, postconsumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and nonresidential facilities and properties, and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to any authorized officer, employee or authorized representative of the Village of Shorewood who

requests access for purposes of inspection and who presents appropriate credentials. No person may obstruct, hamper or interfere with such an inspection.

**B.** Any person who violates a provision of this article may be issued a citation by a member of the Shorewood Police Department to collect forfeitures. The issuance of a citation shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this subsection.

**C.** Penalties for violating this article may be assessed as follows:

(1) Any person who violates § **455-21** may be required to forfeit \$50 for the first violation, \$200 for a second violation, and not more than \$2,000 for a third or subsequent violation.

(2) Any person who violates a provision of this article, except § **455-21**, may be required to forfeit not less than \$10 nor more than \$1,000 for each violation.

## **SECTION 2**

Subpart “(h),” of part C, “Combined refuse collection service to the residential class,” of Section 455-22, “Refuse collection service,” of Article I, “Refuse Collection and Disposal,” of Chapter 455, “Solid Waste,” of the Village of Shorewood Municipal Code is hereby repealed and replaced as follows:

(h) Those buildings which require additional collection service or which are unable to meet Village requirements related to such Village service shall employ private services for such collection required at the expense of the owners of such buildings.

## **SECTION 3**

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

## **SECTION 4**

This ordinance shall be in full force and effect after its passage and posting as provided by law.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this 2<sup>nd</sup> of March 2026.

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Ann McCullough McKaig, Village President

Countersigned:

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Toya Harrell, Village Clerk

## Chapter 455. Solid Waste

### Article II **Recycling Regulations**

#### § 455-7 **Purpose.**

The purpose of this article is to promote recycling, composting and resource recovery through the administration of an effective recycling program, as provided in § **287.11**, Wis. Stats., and Ch. NR **544**, Wis. Adm. Code.

#### § 455-8 **Statutory authority.**

This article is adopted as authorized under § **287.09**, Wis. Stats.

#### § 455-9 **Interpretation.**

In their interpretation and application, the provisions of this article shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this article may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply. Where a provision of this article is required by Wisconsin Statutes, or by a standard in Ch. NR **544**, Wis. Adm. Code, and where the provision of this article is unclear, the provision shall be interpreted in light of the Wisconsin Statutes and Ch. NR 544 standards in effect on the date of the adoption of this article or in effect on the date of the most recent text amendment to this article.

#### § 455-10 **Applicability.**

The requirements of this article shall apply to all persons within the Village of Shorewood.

#### § 455-11 **Administration.**

The provisions of this article shall be administered by the Director of the Department of Public Works of the Village of Shorewood.

#### § 455-12 **Definitions.**

For the purposes of this article, the following terms shall have the meanings indicated:

##### **BIMETAL CONTAINER**

A container for carbonated or malt beverages that is made primarily of a combination of steel and aluminum.

## **CONTAINER BOARD**

Corrugated paper board used in the manufacture of shipping containers and related products.

## **FOAM POLYSTYRENE PACKAGING**

Packaging made primarily from foam polystyrene that satisfies one of the following criteria:

- A.** Is designed for serving food or beverages.
- B.** Consists of loose particles intended to fill space and cushion the packaged article in a shipping container.
- C.** Consists of rigid materials, shaped to hold and cushion the packaged article in a shipping container.

## **GLASS CONTAINER**

**A glass bottle, jar or other packaging container used to contain a product that is the subject of a retail sale and does not include ceramic cups, dishes, oven ware, plate glass, safety and window glass, heat-resistant glass such as pyrex, lead based glass such as crystal, or TV tubes.**

## **HDPE**

High-density polyethylene, labeled by the SPI Code Number 2.

## **LDPE**

Low-density polyethylene, labeled by the SPI Code Number 4.

## **MAGAZINES**

Magazines and other materials printed on similar paper.

## **MAJOR APPLIANCE**

A residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator or stove.

## **MULTIPLE-FAMILY DWELLING**

A property containing ~~four~~-five or more residential units, including those which are occupied seasonally.

[Amended 9-18-1995 by Ord. No. 1716]

#### **NEWSPAPER**

A newspaper and other materials printed on newsprint.

#### **NONRESIDENTIAL FACILITIES AND PROPERTIES**

Commercial, retail, industrial, institutional and governmental facilities and properties. This term does not include multifamily dwellings.

#### **OFFICE PAPER**

High-grade printing and writing papers from offices in nonresidential facilities and properties. Printed white ledger and computer printout are examples of office paper generally accepted as high grade. This term does not include industrial process waste.

#### **OTHER RESINS or MULTIPLE RESINS**

Plastic resins labeled by the SPI Code Number 7.

#### **PERSON**

Includes any individual, corporation, partnership, association, local governmental unit, as defined in § 66.0131(1)(a), Wis. Stats., state agency or authority or federal agency.

#### **PETE or PET**

Polyethylene terephthalate, labeled by the ~~SPI Code Number 4~~resin code #1.

#### **PLASTIC CONTAINER**

An individual, separate, rigid plastic bottle, can, jar or carton, except for a blister pack, that is originally used to contain a product that is the subject of a retail sale.

#### **POSTCONSUMER WASTE**

Solid waste other than solid waste generated in the production of goods, hazardous waste, as defined in § 291.01(7), Wis. Stats., waste from construction and demolition of structures, scrap automobiles or high-volume industrial waste, as defined in § 289.01(17), Wis. Stats.

**PP**

Polypropylene, labeled by the ~~SPI Code Number~~ resin code # 5.

**PS**

Polystyrene, labeled by the ~~SPI Code Number~~ resin code # 6.

**PVC**

Polyvinyl chloride, labeled by the ~~SPI Code Number~~ resin code # 3.

**RECYCLABLE MATERIALS**

Includes lead acid batteries; major appliances; waste oil; yard waste; aluminum containers; corrugated paper or other container board; foam polystyrene packaging; glass containers; magazines; newspaper; office paper; rigid plastic containers, including those made of PETE, HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins; steel containers; waste tires; and bimetal containers.

**SOLID WASTE**

Has the meaning specified in § 289.01(33), Wis. Stats.

**SOLID WASTE FACILITY**

Has the meaning specified in § 289.01(35), Wis. Stats.

**SOLID WASTE TREATMENT**

Any method, technique or process which is designed to change the physical, chemical or biological character or composition of solid waste. "Treatment" includes incineration.

**WASTE TIRE**

A tire that is no longer suitable for its original purpose because of wear, damage or defect.

**YARD WASTE**

Leaves, grass clippings, yard and garden debris and brush, including clean woody vegetative material no greater than six inches in diameter. This term does not include stumps, roots or shrubs with intact root balls.

§ 455-13 **Separation of recyclable materials.**

[Amended 4-11-1994 by Ord. No. 1681; 9-18-1995 by Ord. No. 1716]

Occupants of single-family ~~and two-to-four unit, two- and three-unit residences~~, multiple-family dwellings and nonresidential facilities and properties shall separate the following materials from postconsumer waste:

- A. Lead acid batteries.
- B. Major appliances.
- C. Waste oil.
- D. Yard waste.
- E. Aluminum containers.
- F. Bimetal containers.
- G. Corrugated paper or other container board.
- H. Foam polystyrene packaging.
- I. Glass containers.
- J. Magazines.
- K. Newspapers.
- L. Office paper.
- M. Rigid plastic containers made of PETE, HDPE, PVC, LDPE, PP, PS, and other resins or multiple resins.
- N. Steel containers.
- O. Waste tires.

#### § 455-14 **Exceptions.**

The separation requirements of § 455-13 do not apply to the following:

- A. Occupants of single-family ~~and two-to-four, two- and three-~~unit residences, multiple-family dwellings and nonresidential facilities and properties that send their postconsumer waste to a processing facility licensed by the Wisconsin Department of Natural Resources that recovers the materials specified in § 455-13 from solid waste in as pure a form as is technically feasible.

[Amended 9-18-1995 by Ord. No. 1716]

- B. Solid waste which is burned as a supplemental fuel at a facility if less than 30% of the heat input to the facility is derived from the solid waste burned as supplemental fuel.
- C. A recyclable material specified in § 455-13E through O for which a variance has been granted by the Department of Natural Resources under § 287.11(2m), Wis. Stats., or § NR 544.14, Wis. Adm. Code.

**§ 455-15 Care of separated recyclable materials.**

To the greatest extent practicable, the recyclable materials separated in accordance with § 455-13 shall be clean and kept free of contaminants, such as food or product residue, oil or grease, or other nonrecyclable materials, including but not limited to household hazardous waste, medical waste, and agricultural chemical containers. Recyclable materials shall be stored in a manner which protects them from wind, rain, and other inclement weather conditions.

**§ 455-16 Lead acid batteries, major appliances, waste oil and yard waste.**

- A. Occupants of single-family ~~and two-to-four, two- and three-~~unit residences, multiple-family dwellings and nonresidential facilities and properties shall manage lead acid batteries, major appliances, waste oil, and yard waste as follows:

[Amended 9-18-1995 by Ord. No. 1716]

(1) Lead acid batteries shall be brought into the Department of Public Works yard for disposal.

(2) Major appliances shall be brought into the Department of Public Works yard on the first Saturday of the month from December through March and on the first and third Saturdays of the month from April through November, between 8:00 a.m. and 2:00 p.m. There is a fee as provided by the Village Fee Schedule for disposal.

[Amended 2-25-2008 by Ord. No. 1935]

(3) Waste oil shall be brought into the recycling center at the Department of Public Works yard.

(4) Yard waste shall be bagged in paper bags ~~or placed in a Village-approved cart~~ and placed at the curb for pickup ~~April through November~~.

- B. The above items may also be disposed of as allowed under law.

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**§ 455-17 Preparation and collection of recyclable materials.**

[Amended 9-18-1995 by Ord. No. 1716; 4-16-2018 by Ord. No. 2093]

**A.** Except as otherwise directed by the Village of Shorewood, occupants of single-family and two-~~to-four-and-three~~-unit residences shall do the following for the preparation and collection of the separated materials specified in § **455-13E** through **O**:

**(1)** Aluminum containers shall be placed in the recycling container furnished by the Village and left at the collection point.

**(2)** Bimetal containers shall be placed in the recycling container furnished by the Village and left at the collection point.

**(3)** Corrugated cardboard and other paper board (noncorrugated) shall be placed in the recycling container furnished by the Village and left at the collection point.

**(4)** Glass containers shall be placed in the recycling container furnished by the Village and left at the collection point.

**(5)** Magazines shall be placed in the recycling container furnished by the Village and left at the collection point.

**(6)** Newspapers shall be bundled or placed in the recycling container furnished by the Village and left at the collection point.

**(7)** Office papers shall be placed in the recycling container furnished by the Village and left at the collection point.

**(8)** Rigid plastic containers shall be prepared and collected as follows:

**(a)** Plastic containers made of PETE, including all No. 1 through 7 plastics, shall be placed in the recycling container furnished by the Village and left at the collection point.

**(9)** Steel containers shall be placed in the recycling container furnished by the Village and left at the collection point.

**(10)** Waste tires shall be brought to the ~~recycling dropoff center in the~~ Department of Public Works yard on the designated Saturdays which the transfer station is open for residential dumping. A fee of as provided by the Village Fee Schedule shall be charged by the Village for each tire.

- B. The items referred to in Subsection **A(1)** through **(10)** of this section may also be disposed of by bringing them to the recycling dropoff center in the Department of Public Works yard.

§ 455-18 Responsibilities of Owners or Designated Agents of Multiple-family dwellings.

- A. Owners or designated agents of multiple-family dwellings shall do all of the following to recycle the materials specified in § **455-13E** through **O**:

**(1)** Provide adequate, separate containers for the ~~recyclable materials~~recycling program established in compliance with this ordinance. The number of recycling containers shall equal or be greater than the number of trash containers and at least one of the following shall be met:

i. The minimum total volume of recycling container space is equal to 20 gallons per week per dwelling unit.

ii. The ratio of trash container volume to recycling container volume is at most 2:1.

iii. An alternative method that does not result in the overflow of a recycling container during the time period between collection of materials and delivery to a recycling facility.

**(2)** Notify tenants in writing at the time of renting or leasing the dwelling and at least semiannually thereafter about the established recycling program.

**(3)** Provide for the collection of the materials separated from the solid waste by the tenants and the delivery of the materials to a recycling facility.

**(4)** Notify tenants of reasons to reduce and recycle solid waste, which materials are collected, how to prepare the materials in order to meet the processing requirements, collection methods or sites, locations and hours of operation, and a contact person or company, including a name, address and telephone number.

- B. The requirements specified in Subsection **A** of this section do not apply to the owners or designated agents of multiple-family dwellings if the postconsumer waste generated within the dwelling is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in § **455-13E** through **O** from solid waste in as pure a form as is technically feasible.

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#### § 455-19 **Nonresidential facilities and properties.**

- A.** Owners or designated agents of nonresidential facilities and properties shall do all of the following to recycle the materials specified in § **455-13E** through **O**:
- (1)** Provide adequate, separate containers for the recyclable materials.
  - (2)** Notify in writing, at least semiannually, all users, tenants and occupants of the properties about the established recycling program.
  - (3)** Provide for the collection of the materials separated from the solid waste by the users, tenants and occupants and the delivery of the materials to a recycling facility.
  - (4)** Notify users, tenants and occupants of reasons to reduce and recycle, which materials are collected, how to prepare materials in order to meet the processing requirements, collection methods or sites, locations and hours of operation, and a contact person or company, including a name, address and telephone number.
- B.** The requirements specified in Subsection **A** of this section do not apply to the owners or designated agents of nonresidential facilities and properties if the postconsumer waste generated within the facility or property is treated at a processing facility licensed by the Department of Natural Resources that recovers for recycling the materials specified in § **455-13E** through **O** from solid waste in as pure a form as is technically feasible.

#### § 455-20 **Proper disposal of garbage and recyclables.**

- A.** Provide space for recycling in buildings. A person in the Village of Shorewood owning or occupying a new building or building that is remodeled or expanded by 50% or more in floor area shall provide a designated area for the separation, temporary storage and collection of solid waste and recyclables either within or adjacent to the building.
- B.** Hauler licensing. No person or corporation shall engage in the business of hauling recyclables within the Village of Shorewood without being licensed by the Department of Natural Resources under § NR **502.06**, Wis. Adm. Code. Haulers who collect solid waste or recyclables in the Village of Shorewood for storage, treatment, processing, marketing or disposal shall obtain and maintain all necessary municipal and state permits, licenses and approvals prior to collecting any materials in the Village.
- C.** Processing facilities. Any contractor operating in the Village of Shorewood shall not transport for processing any recyclables to a processing facility unless that facility has been approved in writing by the Village of Shorewood and, by January 1, 1995, the facility

has self-certified with the Wisconsin Department of Natural Resources under § NR 544.16, Wis. Adm. Code.

**D. Antiscavenging or unlawful removal of recyclables.** It shall be unlawful for any person, unless under contract with or licensed by the Village of Shorewood, to collect or remove any recyclable material that has been deposited or placed at the curb in an approved container or adjacent to a nonresidential building for the purposes of collecting for recycling in an approved container.

**E. No dumping.**

[Amended 4-16-2018 by Ord. No. 2093]

**(1)** It shall be unlawful for any person to dispose of or dump garbage in any Village street, alley, or other public place within the Village of Shorewood or in any receptacles or on private property without the owner's consent unless it is placed in paper bags or approved containers in the manner and at the times specified under the Village Code.

**(2)** No person shall place for collection any garbage or recyclables at the curb adjacent to a residence not owned or occupied by such person.

**F. No burning or burying.** It shall be unlawful to burn or bury solid waste or recyclables in residential and nonresidential zoned areas and at construction sites.

**G. Nondisposable materials.** It shall be unlawful for any person to place for disposal any of the following wastes: hazardous and toxic waste, chemicals, explosives, flammable liquids, paint, trees and stumps, construction debris, carcasses, and medical waste (unless sharps, including needles and lancets, are placed in a red biohazard box and said box is disposed of at designated and authorized sharps dropoff sites).

**H. Garbage from outside of municipality.** Other than Village residents, it shall be unlawful for anyone to bring and leave refuse and recyclables for disposal from outside the corporate limits into the Village of Shorewood unless authorized by agreement with the Village.

**I. Right to reject materials.** The Village of Shorewood or its contractor has a right to reject or leave at the curb any recyclable material that is not prepared according to the specifications established in the Village Code or in education material provided by the contractor to the service recipients. Materials may also be left if not separated from solid waste, placed in the proper container, or not designated recyclable materials for collection. The collector also has the right to refuse to pick up any solid waste if it contains recyclable containers and materials. In such cases, the collector shall notify the generator

of the materials about the reasons for rejecting the items, either in writing or verbally. The collector shall also keep a list of such occurrences and provide it to the Village as required by the Village.

**J. Reporting requirements.** The recycling haulers and processors operating in the Village of Shorewood are required to maintain records and report in writing to the Director of the Department of Public Works of the Village at least twice each year. Reports shall include: the amount of solid waste and recyclables collected and transported from the Village; the amount of solid waste and recyclables processed and/or marketed by item type from the Village; and the final disposal location of solid waste and recyclable material. Failure to report shall be cause for the Village to revoke any licenses or sever any contract with the hauler-processor.

**K. Ownership of recyclables and refuse.** Recyclable materials and refuse, upon placement at the curb, or adjacent to the alley, shall become the property of the Village of Shorewood. Recyclable materials, upon collection by any permitted collector, shall become the property of the contractor.

**L. Exemptions.** The Village of Shorewood reserves the right to designate additional solid waste materials as recyclable, or currently collected materials as no longer recyclable, in accordance with state law and to either add or delete them from any collection service provided by the municipality or its contractors. The municipality shall provide written notice to its service recipients of this declaration.

**M. Collection schedule.** The Village of Shorewood shall establish the time of collection of solid waste and recyclables, and the Director of Public Works shall publish and provide written notice of the collection schedule at least once of each year and at any time when the collection schedule is changed.

[Amended 4-16-2018 by Ord. No. 2093]

#### **§ 455-21 Prohibited disposal of recyclable materials.**

No person may dispose of in a solid waste disposal facility or burn in a solid waste treatment facility any of the materials specified in § 455-13E through O which have been separated for recycling, except that waste tires may be burned with energy recovery in a solid waste treatment facility.

#### **§ 455-22 Inspections; citation; violations and penalties.**

**A.** For the purpose of ascertaining compliance with the provisions of this article, any authorized officer, employee or representative of the Village of Shorewood may inspect recyclable materials separated for recycling, postconsumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and nonresidential facilities and properties, and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to any authorized officer, employee or authorized representative of the Village of Shorewood who requests access for purposes of inspection and who presents appropriate credentials. No person may obstruct, hamper or interfere with such an inspection.

[Amended 4-11-1994 by Ord. No. 1681]

**B.** Any person who violates a provision of this article may be issued a citation by a member of the Shorewood Police Department to collect forfeitures. The issuance of a citation shall not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this subsection.

**C.** Penalties for violating this article may be assessed as follows:

[Amended 4-11-1994 by Ord. No. 1681]

**(1)** Any person who violates § **455-21** may be required to forfeit \$50 for the first violation, \$200 for a second violation, and not more than \$2,000 for a third or subsequent violation.

**(2)** Any person who violates a provision of this article, except § **455-21**, may be required to forfeit not less than \$10 nor more than \$1,000 for each violation.



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

March 3, 2026

Dear Shorewood Property Owner:

In the course of reviewing recent changes to the Wisconsin Department of Natural Resources section of the Wisconsin Administrative Code, it was determined that the Village must offer recycling services to four family dwelling units.

This change will be effective Monday, April 6, 2026.

Please note the requirements for recycling service as outlined in Shorewood Village Code 455 Article II:

1. A standard 95-gallon recycling cart will be furnished for each residential unit and must be used for collection.
2. The cart shall be stored every day, except the day of collection, at any location on private property convenient to the resident which is located behind the resident's dwelling, and which is located so as not to create a nuisance to the neighbors or the area §455-2C1c).
3. The cart shall be placed for regular collection by 7:00 a.m. on the collection day at a point immediately adjacent to the alley right-of-way which is not more than one foot below or above the adjacent alley grade (§455-2C1d2).

Please note that this change affects only recycling service. Property owners of four-unit residential buildings remain responsible for refuse collection. If you are unable to meet the above requirements, you will remain responsible for contracting these services privately.

If you have any questions regarding this service or would prefer to continue with your contracted service, please contact DPW Superintendent Dan Heyen or me at (414) 847-2650.

Sincerely,

Leeann Butschlick, Director  
Department of Public Works.



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

**Agenda Item:** Update on Policy 44 Lead Service Replacement Program financial assistance and disconnection process

**Date:** March 2, 2026

**Presenter:** Leeann Butschlick, Public Works Director

**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 (including page number) to reference information. If there is no relevant history, N/A should be entered in this space.

In September 2022, the Village Board began its federal Lead and Copper Rule revisions compliance actions with approval of the following:

- [Ordinance 3043](#) amended the Shorewood Village Code to “require the mandatory replacement of all utility and customer lead service lines upon the subsequent replacement of the utility’s water mains connecting to those services, should any such service line need to be repaired, or any other project be developed for the specific purpose of replacing lead service lines”. The code section was also amended to include reference to Policy 44 “financial assistance to customers for the replacement of customer side services lines containing lead will be provided by the water utility in accordance with the village’s adopted Lead Service Line Replacement Program”.
- [Policy 44 Lead Service Line Replacement](#) identifies a utility-funded financial assistance program which funds half the cost of the private lead service line replacement when performed in conjunction with a Village replacement program and provides a low interest loan for the remaining half, which may be repaid in twelve equal installments placed on the property’s quarterly utility bill.

**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.

### Current material inventory status

As of this writing, the Village’s water distribution system has 3,637 active water services:

- Private side 60.3% lead
- Public side 78.1% lead

Lead service lines have been replaced on recent Village projects as outlined in the table below:

Year	Project	Services Replaced		Scheduled for Replacement		Refusals
		Public	Private	Public	Private	
2023	SEACSI Phase I	70	56			0
2024	SEACSI Phase II	46				0
2024-25	PLSL Program (Downer)		136			5
2025	Lake Drive/STH 32	109				0
2026	SW Area LSLR	TBD	TBD	283	232	TBD
2026	Lake Drive Private LSLR		TBD		49	TBD

**Implementation of Ordinance 3043 and Application of Policy 44 financial assistance**

Noncompliance or refusal to participate in private lead service line replacement will result in discontinuance of water service. Please note that Policy 44 includes the following language:

*Financial assistance will not be available to property owners after they have had two opportunities to replace their customer side lead service lines in conjunction with an identified water utility project and where compliance is subsequently required to stop disconnection of services.*

DPW has interpreted this language to indicate that a property owner may refuse to participate in two replacement projects before they lose eligibility for financial assistance. The attached document illustrates the process as currently administered by DPW.

Discontinuance of service

Should a property refuse to allow access for replacement of a private lead service line, DPW staff have outlined the following procedures:

1. First attempt – if a property owner refuses access or is non-responsive the property is placed in next scheduled (non-grant) PSLR project.
2. Second attempt – if no response is received by the stated response deadline of the second project, disconnection of the water service will begin as outlined on the attached process chart. The water shut-off date will be coordinated so the contractor is available for “emergency” service replacement on that date or the following day. The property owner will not be eligible for financial assistance but will be eligible for the installment payment plan at the predetermined interest rate.

Project notifications, communication and outreach

Each property receives a **minimum** of three contacts via U.S. Mail related to project participation:

1. Initial project mailing with invitation to Public Information Meeting and financial assistance agreement form (pre-construction).
2. One or more follow up letter(s) with additional agreement form if response not received by stated due date (during construction).
3. Certified letter at conclusion of project informing owner that property will be included in next available project; subsequent refusal to participate will make them ineligible for financial assistance and result in discontinuance of water service (post-construction).

PLEASE NOTE as indicated on the table above, five properties in the 2024-25 Private Lead Service Line Replacement program were non-responsive and were sent the referenced certified letter; some of the recipients refused delivery of that letter. DPW intends to add these properties to the 2026 Lake Drive LSLR or another future project.

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**Fiscal Note** - *if applicable, please address the financial impact of the item.*

The Water Utility rate structure incorporates costs associated with the financial assistance program.

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

\_\_\_\_ Yes

\_\_\_\_ No

*If yes, identify and what community groups and businesses were notified. NA*

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

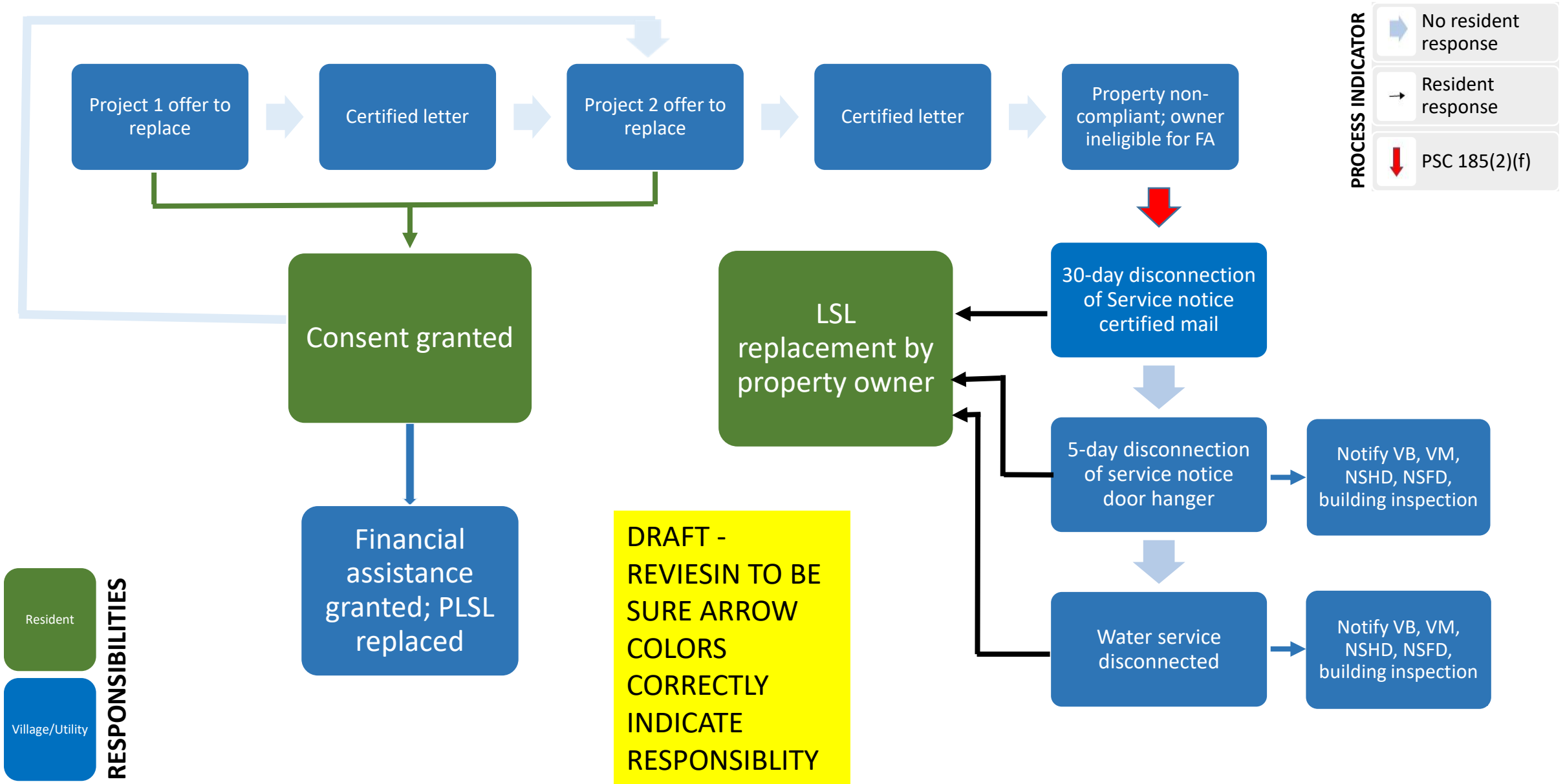
No action is required.

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**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.*

Private LSL Replacement Disconnection Process

# Private LSL Replacement Disconnection Process



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: Consider Resolution 2026-01 Proclaiming World Migratory Bird Day in Shorewood**

**Date: March 2, 2026**

**Presenter: Nicole Berzin, Village Manager    Department: Village Manager's Office**

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### History

World Migratory Bird Day (WMBD) is the only international education program that highlights and celebrates the migration of nearly 350 species of migratory birds between nesting habitats in North America and non-breeding grounds in Latin America, Mexico, and the Caribbean. Each year, WMBD explores a different aspect of migratory birds and their conservation. The Conservation Committee annually asks the Village Board to adopt a resolution highlighting this program. Passing such a resolution is also criteria to earn the right to be designated as Bird City USA. The Committee is recommending Migratory Day be Saturday, May 16, 2026.

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### Overview

The Conservation Committee annually asks the Village Board to adopt a resolution highlighting this program. Adoption of this resolution allows the committee to apply for the Village to be designated as Bird City USA. An Application to Bird City must be submitted by March 15, 2026.

Adoption of this resolution would designate May 16, 2026, as World Migratory Bird Day in Shorewood.

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### Financial Impact

No fiscal impact.

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### Possible motions

*"I move to adopt Resolution #2026-01 proclaiming May 16, 2026, as World Migratory Bird Day in the Village of Shorewood."*

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### Attachments:

1. Resolution 2026-01

STATE OF WISCONSIN : MILWAUKEE COUNTY : VILLAGE OF SHOREWOOD

RESOLUTION 2026-01

**RESOLUTION PROCLAIMING WORLD MIGRATORY BIRD DAY IN THE VILLAGE OF SHOREWOOD**

**WHEREAS**, World Migratory Bird Day is observed annually on the second Saturday in May to recognize the importance of community science to migratory bird conservation, and

**WHEREAS**, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, and

**WHEREAS**, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, and

**WHEREAS**, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, and

**WHEREAS**, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, and

**WHEREAS**, public awareness and concern are crucial components of migratory bird conservation, and

**WHEREAS**, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations, and

**WHEREAS**, since 1993 World Migratory Bird Day (WMBD, formerly International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., and

**WHEREAS**, hundreds of thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

**WHEREAS**, WMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

**NOW THEREFORE, BE IT RESOLVED** that the Village Board of the Village of Shorewood does hereby proclaim May 16, 2026 as World Migratory Bird Day in the Village of Shorewood, Wisconsin, and urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

**PASSED AND ADOPTED** by the Shorewood Village Board, Milwaukee County, Wisconsin this 2nd day of March, 2026.

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Ann McKaig, Village President

Countersigned:

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Toya Harrell, Village Clerk