

1. Agenda

Documents: [JANUARY 18, 2016 VILLAGE BOARD AGENDA.PDF](#)

2. Packet

Documents: [JANUARY 18, 2016 VILLAGE BOARD PACKET.PDF](#)



REGULAR VILLAGE BOARD MEETING

MEETING NOTICE AND AGENDA VILLAGE OF WHITEFISH BAY 5300 North Marlborough Drive

**Monday, January 18, 2016
7:00 PM**

- I. Call to Order and Roll Call
- II. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.
 1. Minutes of regular meeting held on December 7, 2015.
 2. Claims for December 2015.
 3. Investment Report for November 2015.
 4. Investment Report for December 2015.
 5. Appointment of Susy Azcueta to the Architectural Review Commission for a term to expire in 2018.
 6. Appointment of Kevin Schuk to the Business Improvement District Board for a term to expire in 2016.
 7. Temporary Class “B” Beer License for Holy Family Congregation’s Fish Fry on the following dates in 2016: 2/12, 2/19, 2/26, 3/4, 3/11, 3/18 and 3/25.
- III. Report of Village Officers
 1. Village Attorney
 2. Village Manager
 3. Village President
 4. Miscellaneous Trustee Reports
- IV. Petitions and Communications – This is an opportunity for anyone to address the Village Board on any issue NOT on the current agenda. While the Board encourages input from residents of the Village, it may not discuss or act on any issue that is not duly noticed on the agenda.
- V. General Business
 1. Discussion/action on Ordinance No. 1817 regarding nonconforming structures.

2. Discussion/action on Ordinance No. 1818 to rezone 398 E. Silver Spring Dr. from District 11 – Silver Spring Business District to District 7 – Automobile Parking District.
3. Discussion/action on Resolution No. 2962 to place 398 E. Silver Spring Dr. under the authority of the Whitefish Bay Commercial Off-Street Parking Utility District.
4. Discussion/action on agreement with Armstrong Consulting Group, Inc. for 2016 Computer Network Services.
5. Discussion/action on Resolution No. 2961 relating to the 2016 North Shore Fire Department Fees for Service.
6. Continued discussion/action on employee benefits for employees hired on or after 1/1/16.
7. Discussion/action on bids for purchase of plow trucks and equipment.
8. Village Board work session regarding 2016 projects and priorities.
9. The Board may convene into Closed Session pursuant to Section §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – specifically regarding sick leave benefits for various employees and vacation time benefits for a Police Department employee; and pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – specifically regarding negotiations associated with a potential redevelopment project and an existing public parking lease.
10. The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in closed session.

VI. Adjourn

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



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REGULAR VILLAGE BOARD MEETING

A regular meeting of the Board of Trustees of Whitefish Bay was held in the Village Board Room of Village Hall, 5300 North Marlborough Drive, December 7, 2015

Pursuant to law, written notice of this meeting was given to the press and posted on the public bulletin boards.

I. Call to Order and Roll Call

President Siegel called the meeting to order at 7:00 pm.

Present: Trustees Saunders, Miller, Serebin (arrived at 7:02pm), Demet, Fuda, Davis and President Siegel.

Also Present: Village Manager Steve Sheiffer
Village Attorney Chris Jaekels
Police Chief Michael Young
Library Director Nyama Marsh
Director of Building Services Joel Oestreich
Finance Director Jen Amerell
Director of Public Works John Edlebeck
Staff Engineer Spencer Charczuk
Communications Specialist Jenny Heyden
Assistant Clerk Caren Brustmann

II. Consent Agenda

It was moved by Trustee Davis, seconded by Trustee Fuda, and unanimously carried by the Village Board to approve the following items on the consent agenda;

1. Minutes of regular meeting held on November 16, 2015.
2. Claims for November 2015.
3. Acceptance of a bench donation from the Greater Milwaukee Association of REALTORS for placement at Klode Park (bench in memory of Ken Head).
4. Appointment of Election Inspectors for 1/1/16 – 12/31/17.

III. Report of Village Officers

- a. Village Attorney – No report
- b. Village Manager

Village Manager Steve Sheiffer wished the Board a Happy Hanukkah!

- c. Village President

President Siegel noted there is a North Shore Fire Dept. Board meeting being held on Tuesday, December 8th.

- d. Miscellaneous Trustee Reports – No report

IV. Petitions and Communications

Aaron Hoffmanns, 4725 N. Marlborough Drive; Introduced himself to the Board as a new resident. Shared that pedestrian safety in the Village is a concern; specifically at the intersection of E. Beaumont Ave at N. Santa Monica Blvd. Noted his daughter attends St. Monica's School and crossing at the intersection has become very dangerous due to vehicles not obeying stop sign. Recommended this issue be addressed promptly.

Robert Crawford, 5017 N. Palisades Road; Stated the Board should reconsider the current building code. Noted all houses needed to be re-roofed every 15 to 30 years, and the permit fees for such should be eliminated.

V. General Business

1. Discussion/action to approve Resolution No. 2958 in Recognition of Patty Vanden Plas for 36 years of service to the Village of Whitefish Bay.

It was moved by Trustee Serebin, seconded by Trustee Demet, and unanimously carried by the Village Board by a roll call vote to approve Resolution No. 2958 in Recognition of Patty Vanden Plas for 36 years of service to the Village of Whitefish Bay.

2. Discussion/action to approve Resolution No. 2959 in Recognition of Sgt. Formella for 25 years of service to the Village of Whitefish Bay.

It was moved by Trustee Davis, seconded by Trustee Serebin, and unanimously carried by the Village Board by a roll call vote to approve Resolution No. 2959 in Recognition of Sgt. Beth Formella for 25 years of service to the Village of Whitefish Bay.

3. Discussion/action on Resolution No. 2960 Establishing a Uniform Purchasing Policy for the Village of Whitefish Bay.

PUBLIC COMMENT:

Robert Crawford, 5017 N. Palisades Road; Noted a standardized memo form for Village expenditures should be placed in a 3 ring binder so the public may view it.

It was moved by Trustee Fuda, seconded by Trustee Saunders, and unanimously carried by the Village Board to approve Resolution No. 2960 Establishing a Uniform Purchasing Policy for the Village of Whitefish Bay which was amended to include a notification in writing to the Village Board of all contracted expenses above \$25,000.

4. Discussion/action on employee benefits for employees hired on or after 1/1/16.

PUBLIC COMMENT:

Robert Crawford, 5017 N. Palisades Road; Shared that property owners should not be expected to pay health insurance costs for retired employees.

Village Manager Steve Sheiffer led the Board in a discussion on various employee benefits and the recommendations to implement these changes. A PTO proposal will be drafted as requested by the Board.

5. Discussion/action on agreement with Tyler Technologies, Inc. for 2016 Assessor Services.

It was moved by Trustee Davis, seconded by Trustee Demet, and unanimously carried by the Village Board to approve the one year assessor contract with Tyler Technologies, Inc. for the period of January 1, 2016 to December 31, 2016 for an amount not to exceed \$41,900, which includes the website service and to grant the Village Manager authority to accept the optional data collection service on a prorated basis in the event that the existing data collector terminates his agreement with the Village.

6. Discussion/action to award the 2016 Tree Pruning.

It was moved by Trustee Fuda, seconded by Trustee Demet, and unanimously carried by the Village Board to award the 2016 Tree Pruning Project to M&M Tree Service in an amount not to exceed \$46,000.

VI. Adjourn

There being no further business, it was moved by Trustee Fuda, seconded by Trustee Demet, and unanimously carried by the Village Board to adjourn the meeting at 8:45 pm.

Caren Brustmann
Assistant Clerk

Check Date	Check	Vendor Name	Amount
Bank POOL BMO HARRIS BANK			
12/04/2015	27817	A/E GRAPHICS, INC.	23.78
12/04/2015	27818	ACCURATE RECHARGE	965.73
12/04/2015	27819	ADAM WARSH	17.34
12/04/2015	27820	AFLAC	647.31
12/04/2015	27821	ANDREW CHEVROLET	11.74
12/04/2015	27822	ASSOCIATED TRUST COMPANY	363.00
12/04/2015	27823	AUTO BRAKE CLUTCH & GEAR CO, INC	272.70
12/04/2015	27824	AW DIRECT	2,405.70
12/04/2015	27825	BLUETARP FINANCIAL, INC.	175.88
12/04/2015	27826	BMO HARRIS BANK, N.A.	1,069.07
12/04/2015	27827	BMO HARRIS BANK, N.A.	272.98
12/04/2015	27828	BMO HARRIS BANK, N.A.	691.45
12/04/2015	27829	BMO HARRIS BANK, N.A.	89.00
12/04/2015	27830	BMO HARRIS BANK, N.A.	267.10
12/04/2015	27831	BMO HARRIS BANK, N.A.	668.63
12/04/2015	27832	BOELTER COMPANIES	677.45
12/04/2015	27833	BURKHARDT HEATING	89.00
12/04/2015	27834	CASH	113.06
12/04/2015	27835	CINTAS CORPORATION	153.47
12/04/2015	27836	CLARK DIETZ, INC	1,110.00
12/04/2015	27837	CLASS C SOLUTIONS GROUP	237.66
12/04/2015	27838	CONFLUENCE GRAPHICS	45.00
12/04/2015	27839	CUMMINS NPOWER, LLC	417.79
12/04/2015	27840	DAVIS & KUELTHAU, S.C.	21,178.40
12/04/2015	27841	DELTA DENTAL OF WISCONSIN	4,475.34
12/04/2015	27842	DIEDRICH ELECTRIC	306.25
12/04/2015	27843	DILLETT MECHANICAL SERVICE	6,610.00
12/04/2015	27844	EHLERS	3,800.00
12/04/2015	27845	FAHRNER ASPHALT SEALERS, LLC	24,214.00
12/04/2015	27846	GLENDALE POLICE DEPARTMENT	116.00
12/04/2015	27847	GOODYEAR AUTO SERVICE CENTER	56.00
12/04/2015	27848	GOODYEAR COMMERCIAL TIRE	477.50
12/04/2015	27849	GORDON FLESCH COMPANY INC.	197.00
12/04/2015	27850	GRAINGER	162.05
12/04/2015	27851	HALQUIST STONE COMPANY	1,058.69
12/04/2015	27852	HEISER AUTOMOTIVE GROUP	1,615.29
12/04/2015	27853	HOME DEPOT CREDIT SERVICES	135.00
12/04/2015	27854	HY-TEST SAFETY SHOE SERVICE	257.98
12/04/2015	27855	JAMIE KOWALSKI	45.00
12/04/2015	27856	JSH COMMUNICATIONS	1,600.00
12/04/2015	27857	LARK UNIFORM, INC.	161.45
12/04/2015	27858	LEADER TOWING	125.00
12/04/2015	27859	LINCOLN CONTRACTORS SUPPLY	37.80
12/04/2015	27860	M&M TREE SERVICE	500.00
12/04/2015	27861	MAILCOM CONSULTING	1,127.61
12/04/2015	27862	NATIONAL BUSINESS FURNITURE	1,940.40
12/04/2015	27863	NORTH SHORE WATER COMMISSION	31,558.93
12/04/2015	27864	OFFICE DEPOT CREDIT PLAN	103.68
12/04/2015	27865	PETER BRONEK	1,005.00
12/04/2015	27866	RADIATOR EXCHANGE	217.93
12/04/2015	27867	SNAP-ON TOOLS	39.65
12/04/2015	27868	STEVEN PRESNAL	350.00
12/04/2015	27869	TAPCO	139.05
12/04/2015	27870	TIME WARNER CABLE	2,277.13
12/04/2015	27871	VERIZON WIRELESS	645.95
12/04/2015	27872	VILLAGE OF SHOREWOOD	73.52
12/04/2015	27873	VINTON CONSTRUCTION COMPANY	235,640.19
12/04/2015	27874	W.C.T.C.	316.08
12/04/2015	27875	WESTHOFEN WORKS, INC.	1,177.00
12/04/2015	27876	WFA, LLC	576.00
12/04/2015	27877	WI DEPT OF SAFETY & PROF SERVICES	30.00
12/04/2015	27878	WIL-KIL PEST CONTROL	180.00
12/11/2015	27884	ACCURATE RECHARGE	188.88
12/11/2015	27885	ALSCO	376.58
12/11/2015	27886	AMUSE BOUCHE PRODUCTIONS	500.00
12/11/2015	27887	ANDREW CHEVROLET	98.83
12/11/2015	27888	ASSOCIATED TRUST COMPANY	363.00
12/11/2015	27889	AT&T	83.71
12/11/2015	27890	AVENET, LLC	575.00
12/11/2015	27891	BAKER & TAYLOR BOOKS	1,450.94
12/11/2015	27892	BAKER & TAYLOR BOOKS	2,085.63
12/11/2015	27893	BIASEW	180.00
12/11/2015	27894	BLACKSTONE AUDIO, INC	335.00
12/11/2015	27895	BLUETARP FINANCIAL, INC.	210.01
12/11/2015	27896	BRUCE MUNICIPAL EQUIPMENT	450.00
12/11/2015	27897	CLASS C SOLUTIONS GROUP	177.37
12/11/2015	27898	CUMBERLAND SERVICENTER, INC.	1,240.10
12/11/2015	27899	DIGICORP, INC.	57.50

User: J.Amerell

CHECK DATE FROM 12/01/2015 - 12/31/2015

DB: Whitefish Bay

Check Date	Check	Vendor Name	Amount
12/11/2015	27900	DILLETT MECHANICAL SERVICE	964.82
12/11/2015	27901	EGELHOFF LAWN MOWER SERVICE	147.45
12/11/2015	27902	EHLERS INVESTMENT PARTNERS, LLC	591.59
12/11/2015	27903	EIASEW	95.00
12/11/2015	27904	FEHR GRAHAM	3,950.00
12/11/2015	27905	GOODYEAR COMMERCIAL TIRE	1,350.40
12/11/2015	27906	GRAEF	3,500.00
12/11/2015	27907	HEISER AUTOMOTIVE GROUP	191.12
12/11/2015	27908	INTEGRATED COMMUNICATIONS-MAS	493.57
12/11/2015	27909	JAN-PRO OF MILWAUKEE	3,916.00
12/11/2015	27910	JEANNE CHRISTIANSEN	11.02
12/11/2015	27911	JOURNAL SENTINEL	33.20
12/11/2015	27912	LEXISNEXIS RISK DATA MGMT INC.	23.00
12/11/2015	27913	LIGHTFIELD LLR CORP	64.95
12/11/2015	27914	M&M TREE SERVICE	18,957.00
12/11/2015	27915	MIDWEST CUSTOM CLEANING	687.40
12/11/2015	27916	MILLER-BRADFORD & RISBERG, INC.	1,967.67
12/11/2015	27917	MILWAUKEE COUNTY TREASURER	1,503.57
12/11/2015	27918	MILWAUKEE DOOR SALES & SERVICE, LLC	437.27
12/11/2015	27919	MONROE TRUCK EQUIPMENT, INC	1,159.02
12/11/2015	27920	NORTHSHORE MUNICIPAL COURT	232.00
12/11/2015	27921	PIEPER ELECTRIC, INC.	1,406.91
12/11/2015	27922	RADIATOR EXCHANGE	112.80
12/11/2015	27923	RECORDED BOOKS, LLC	128.99
12/11/2015	27924	RUEKERT & MIELKE, INC.	287.50
12/11/2015	27925	SHARP ELECTRONICS CORP.	75.04
12/11/2015	27926	SNAP-ON TOOLS	169.95
12/11/2015	27927	STAPLES ADVANTAGE	82.75
12/11/2015	27928	STATE OF WI-COURT FINES/SURCHARGES	3,807.24
12/11/2015	27929	SYMBOL ARTS, LLC	110.00
12/11/2015	27930	TRAFFIC ANALYSIS & DESIGN, INC	7,875.00
12/11/2015	27931	VILLAGE ACE HARDWARE	1,048.80
12/11/2015	27932	WE ENERGIES	2,085.74
12/11/2015	27933	WEA INSURANCE TRUST	86,361.48
12/11/2015	27934	WEX BANK	2,832.23
12/11/2015	27935	WI DEPT OF JUSTICE	14.00
12/11/2015	27936	WORLD BOOK, INC	899.00
12/15/2015	27937	MCLEEA	135.00
12/18/2015	27938	ABC LOCK & KEY COMPANY	129.84
12/18/2015	27939	ADVANCED DISPOSAL SERVICES	1,356.03
12/18/2015	27940	AIRGAS USA, LLC	53.17
12/18/2015	27941	BATTERIES PLUS BULBS	135.95
12/18/2015	27942	BLIFFERT LUMBER	564.55
12/18/2015	27943	BOELTER COMPANIES	547.13
12/18/2015	27944	CARQUEST AUTO PARTS	2,643.02
12/18/2015	27945	CITY OF GLENDALE	970.88
12/18/2015	27946	CITY OF MILWAUKEE	34.00
12/18/2015	27947	CITY OF MILWAUKEE	99.79
12/18/2015	27948	CROWLEY CONSTRUCTION CORP.	750.00
12/18/2015	27949	DAVID UNRUH	236.58
12/18/2015	27950	DIGGERS HOTLINE INC.	108.80
12/18/2015	27951	DILLETT MECHANICAL SERVICE	895.00
12/18/2015	27952	DIVERSIFIED BENEFIT SERVICES, INC	304.30
12/18/2015	27953	DON NARDI	50.81
12/18/2015	27954	GOODYEAR COMMERCIAL TIRE	48.50
12/18/2015	27955	HY-TEST SAFETY SHOE SERVICE	130.00
12/18/2015	27956	JSH COMMUNICATIONS	1,325.00
12/18/2015	27957	LANGE ENTERPRISES, INC.	66.60
12/18/2015	27958	LARK UNIFORM, INC.	129.95
12/18/2015	27959	MAILCOM CONSULTING	2,802.24
12/18/2015	27960	MICHAEL BOHN	31.24
12/18/2015	27961	MIKE TOMSEVICS	41.40
12/18/2015	27962	MINNESOTA LIFE INSURANCE CO.	1,800.14
12/18/2015	27963	NAIRN OLKER	3,370.87
12/18/2015	27964	NATIONAL BUSINESS FURNITURE	439.10
12/18/2015	27965	NORTH SHORE WATER COMMISSION	3,874.74
12/18/2015	27966	PAUL LOCKWOOD	114.04
12/18/2015	27967	PAUL STROM	121.43
12/18/2015	27968	PIEPER ELECTRIC, INC.	1,767.07
12/18/2015	27969	PIRANHA PAPER SHREDDING	35.00
12/18/2015	27970	RACINE COUNTY LINE RIFLE CLUB	125.00
12/18/2015	27971	SCHOOL DISTRICT OF WFB	140.46
12/18/2015	27972	SHARP ELECTRONICS CORP.	142.60
12/18/2015	27973	SHORELINE CONTRACTING SERVICES, INC	20.00
12/18/2015	27974	SUPPLYWORKS	407.19
12/18/2015	27975	TAPCO	1,217.15
12/18/2015	27976	TASC	117.50
12/18/2015	27977	TITAN PUBLIC SAFETY SOLUTIONS LLC	9,107.50
12/18/2015	27978	TRIPLE CROWN PRODUCTS	649.51
12/18/2015	27979	TYLER TECHNOLOGIES, INC.	5,160.00
12/18/2015	27980	U.S. CELLULAR	273.57

User: J.Amerell

CHECK DATE FROM 12/01/2015 - 12/31/2015

DB: Whitefish Bay

Check Date	Check	Vendor Name	Amount
12/18/2015	27981	ULINE	370.23
12/18/2015	27982	VILLAGE OF SHOREWOOD	13,447.06
12/18/2015	27983	VINTON CONSTRUCTION COMPANY	63,721.93
12/18/2015	27984	WCMA	50.00
12/18/2015	27985	WESTHOFEN WORKS, INC.	432.00
12/18/2015	27986	WFA, LLC	576.00
12/18/2015	27987	WHEATON FRANCISCAN MEDICAL GROUP	126.00
12/22/2015	27988	ANITA GREGORY	78.43
12/22/2015	27989	ANNALIZA ANIBAN	280.01
12/22/2015	27990	ANTHONY CALVINO	200.45
12/22/2015	27991	ASSOCIATED TRUST COMPANY	363.00
12/22/2015	27992	BARCLAY & KATHERINE TYLICKI	461.91
12/22/2015	27993	BATTERIES PLUS	135.95
12/22/2015	27994	BMO HARRIS BANK, N.A.	610.51
12/22/2015	27995	BMO HARRIS BANK, N.A.	1,414.20
12/22/2015	27996	BRIAN & SUSAN MULLINS	311.48
12/22/2015	27997	BUSINESS FORMS & ACCOUNTING	315.94
12/22/2015	27998	CRAIG BRADLEY	496.98
12/22/2015	27999	DONALD RABA	498.38
12/22/2015	28000	ERIKA JUDAY	215.79
12/22/2015	28001	FORW. EQUIPMENT & MCDOWELL CONCRETE	3,290.00
12/22/2015	28002	GARY J & CYNTHIA BERNSTEIN	48.10
12/22/2015	28003	GORDON FLESCH COMPANY INC.	197.00
12/22/2015	28004	GRAINGER	960.30
12/22/2015	28005	JAMES & ANN KEIPER	310.11
12/22/2015	28006	JOHN & LAURA LAUNDRIE	33.73
12/22/2015	28007	JOSHUA & JENNIFER PATRICK	213.83
12/22/2015	28008	JULIO RIVERA JR	733.57
12/22/2015	28009	KEITH & ELIZABETH TALBOT	292.02
12/22/2015	28010	KEVIN & CASSANDRA MC CAULEY	398.44
12/22/2015	28011	KURT & LINDA REHRELD	425.46
12/22/2015	28012	LARK UNIFORM, INC.	209.95
12/22/2015	28013	MAILCOM CONSULTING	675.00
12/22/2015	28014	MATTHEW KUEHN	531.25
12/22/2015	28015	MAXWELL GNIOT	753.35
12/22/2015	28016	MEQUON POLICE DEPARTMENT	187.00
12/22/2015	28017	OFFICE DEPOT CREDIT PLAN	108.50
12/22/2015	28018	PATRICK WHITAKER	97.95
12/22/2015	28019	PAYNE & DOLAN, INC	454,220.38
12/22/2015	28020	PITNEY BOWES GLOBAL FIN. SERVICES	256.83
12/22/2015	28021	PURCHASE POWER	1,048.99
12/22/2015	28022	ROBERT & DIANE SCHUMAKER	516.25
12/22/2015	28023	ROBERTO & MEG CASTRO	229.57
12/22/2015	28024	RODULFO AZCUETA	76.34
12/22/2015	28025	STEVEN & ANN WOLLMER	220.14
12/22/2015	28026	STREICHER'S	219.97
12/22/2015	28027	STUART & MARTHA FLECK	268.20
12/22/2015	28028	SUE ATHERTON	247.50
12/22/2015	28029	SUSAN A. TELLIER	7.00
12/22/2015	28030	THOMAS SCHEER	458.25
12/22/2015	28031	TIMOTHY WEBB	8.04
12/22/2015	28032	TRIPLE CROWN PRODUCTS	1,378.80
12/22/2015	28033	USA BLUEBOOK	148.77
12/22/2015	28034	VINTON CONSTRUCTION COMPANY	50,068.85
12/22/2015	28035	WEIDONG ZHAO	134.09
12/22/2015	28036	WFA, LLC	144.00
12/22/2015	28037	WI DEPT OF REVENUE	10.00
12/22/2015	28038	WILLIAM & PRISCILLA ZITO	87.76
12/22/2015	28039	WILLIAM & SARA FETTERLEY	807.36
12/29/2015	28045	AFLAC	647.31
12/29/2015	28046	ANDREW & NORA KUBACKI TRUST	518.69
12/29/2015	28047	ANDREW IRWIN	36.92
12/29/2015	28048	ASSOCIATED TRUST COMPANY	363.00
12/29/2015	28049	AT&T	118.71
12/29/2015	28050	BAKER & TAYLOR BOOKS	1,198.78
12/29/2015	28051	BAYCOM	8,117.00
12/29/2015	28052	BLUETARP FINANCIAL, INC.	171.92
12/29/2015	28053	BMO HARRIS BANK, N.A.	245.52
12/29/2015	28054	BMO HARRIS BANK, N.A.	1,835.52
12/29/2015	28055	CARLOS & MONICA ZELA-KOORT	235.97
12/29/2015	28056	CASH	195.41
12/29/2015	28057	CATHERINE MAGESTRO	277.58
12/29/2015	28058	CHRISTOPHER & JULIE STOYE	467.96
12/29/2015	28059	CLASS C SOLUTIONS GROUP	422.86
12/29/2015	28060	CLAY WASIELEWSKI	342.26
12/29/2015	28061	COAST TO COAST SOLUTIONS	116.60
12/29/2015	28062	DANIEL & KIMBERLY GEIGLER	590.02
12/29/2015	28063	DANIEL WISKE	676.35
12/29/2015	28064	DAWN MOLENDI	583.21
12/29/2015	28065	DELTA DENTAL OF WISCONSIN	4,654.62
12/29/2015	28066	DEMCO	212.44

Check Date	Check	Vendor Name	Amount
12/29/2015	28067	DIEDRICH ELECTRIC	227.50
12/29/2015	28068	FASTSIGNS OF GLENDALE	821.34
12/29/2015	28069	GALE/CENGAGE LEARNING	99.41
12/29/2015	28070	GARDENER IN THE CITY	879.37
12/29/2015	28071	GORDON FLESCH COMPANY INC.	528.58
12/29/2015	28072	GRAINGER	124.85
12/29/2015	28073	HALQUIST STONE COMPANY	772.07
12/29/2015	28074	JAMES JUSTINGER	336.10
12/29/2015	28075	JDE PROPERTIES LLC	2,052.12
12/29/2015	28076	JEFFREY & KATHRYN COMMER TRUST	90.75
12/29/2015	28077	JILL PEDIGO HALL	572.69
12/29/2015	28078	JOHN KIMPLE	1,424.25
12/29/2015	28079	JONATHAN NUSS	21.00
12/29/2015	28080	JOSEPH KLEIN	542.69
12/29/2015	28081	KLS, S.C.	629.71
12/29/2015	28082	LARK UNIFORM, INC.	62.44
12/29/2015	28083	LAURA VELICER	332.92
12/29/2015	28084	LAUREL SANGERMAN	171.41
12/29/2015	28085	LESLIE BERZ	383.05
12/29/2015	28086	LINDA STEIL	69.85
12/29/2015	28087	MAXIMILIAN MANN	1,016.55
12/29/2015	28088	MICHAEL FROHMAN TRUST	304.20
12/29/2015	28089	MICHAEL GEORGETTA	577.73
12/29/2015	28090	MICHAEL YOUNG	262.58
12/29/2015	28091	OFFICE COPYING EQUIPMENT	20.00
12/29/2015	28092	PATRICK & ANNETTE LEMONT	474.67
12/29/2015	28093	PHILIP & ELIZABETH BEHLING TRUST	69.82
12/29/2015	28094	RICHARD & SUSAN BATCHELDER	662.27
12/29/2015	28095	ROBERT & CHARLOTTE KUSKE	394.99
12/29/2015	28096	ROBERT & MARIA KUEHN	494.51
12/29/2015	28097	ROBERT & PAMELA MORTON	233.89
12/29/2015	28098	RY CARLEY	96.37
12/29/2015	28099	RYAN & JENNIFER LIVINGSTON	149.99
12/29/2015	28100	SCOTT LENSKI	21.27
12/29/2015	28101	SHANNON & KATHLEEN BARRETT	10.00
12/29/2015	28102	SHORELINE CONTRACTING SERVICES, INC	140.00
12/29/2015	28103	SNAP-ON TOOLS	119.00
12/29/2015	28104	STAPLES ADVANTAGE	428.45
12/29/2015	28105	STEVE SHEIFFER	455.81
12/29/2015	28106	TITAN PUBLIC SAFETY SOLUTIONS LLC	1,100.00
12/29/2015	28107	TREVOR DSOUZA	2,387.42
12/29/2015	28108	VERIZON WIRELESS	13.13
12/29/2015	28109	WALTER & SUSAN EBERSOHL	288.86
12/29/2015	28110	WE ENERGIES	17,582.99
12/29/2015	28111	WOLF CONSTRUCTION CO INC	2,428.88

POOL TOTALS:

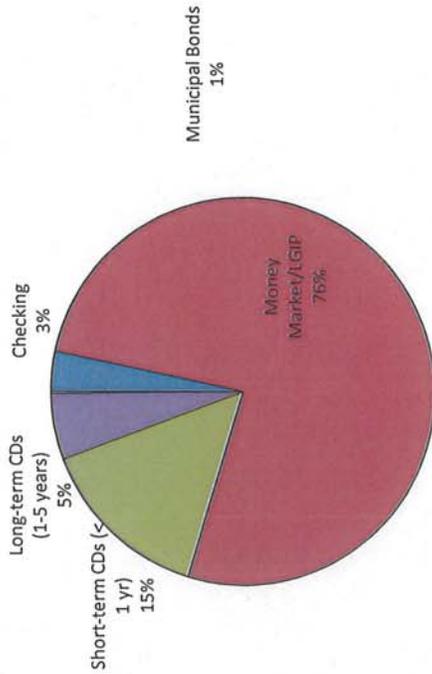
Total of 285 Checks:	1,219,763.42
Less 0 Void Checks:	0.00
Total of 285 Disbursements:	1,219,763.42

Summary of Investments November 2015

JRA
12/7/2015

Cash/Investment Type	Balance End of Month
BMO Harris Checking Account	\$ 674,000.00
LGIP	\$ 14,265,896.53
Interest earned	\$ 1,622.09
General Investments	
Money Market	\$ 2,807.81
Short-term CDs (less than 1 year)	\$ 2,221,226.54
Long-term CDs (1-5 years)	\$ 1,116,792.00
Municipal Bonds	\$ 35,535.85
Interest Accrued	\$ 4,008.05
General Bond Proceeds	
Money Market	\$ 717,203.26
Short-term CDs (less than 1 year)	\$ 250,000.00
Long-term CDs (1-5 years)	\$ -
Municipal Bonds	\$ -
Interest Accrued	\$ 929.45
Sewer Revenue Bond Proceeds	
Money Market	\$ 463,506.61
Short-term CDs (less than 1 year)	\$ 489,014.67
Long-term CDs (1-5 years)	\$ -
Municipal Bonds	\$ -
Interest Accrued	\$ 351.76
Total - all Sources	
Checking	\$ 674,000.00
Money Market/LGIP	\$ 15,449,414.21
Short-term CDs (less than 1 year)	\$ 2,960,241.21
Long-term CDs (1-5 years)	\$ 1,116,792.00
Municipal Bonds	\$ 35,535.85
Interest Accrued	\$ 6,911.35

NOVEMBER ACTIVITY SUMMARY OF ALL INVESTMENT TYPES

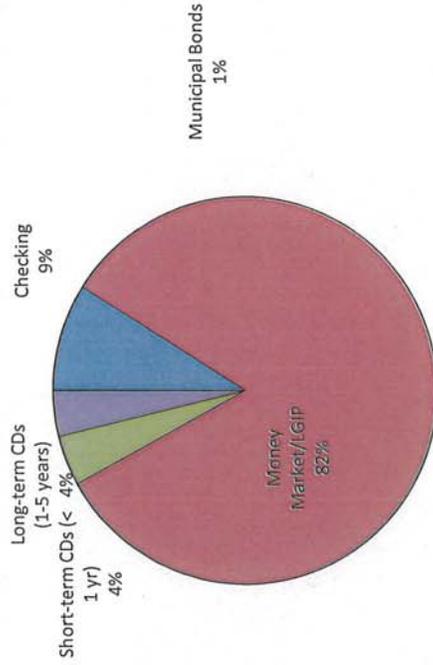


Summary of Investments December 2015

JRA
1/11/2016

Cash/Investment Type	Balance End of Month
BMO Harris Checking Account	\$ 4,371,500.00
LGIP	
Interest earned	\$ 39,769,152.46
	\$ 3,255.93
General Investments	
Money Market	\$ 4,983.75
Short-term CDs (less than 1 year)	\$ 1,114,098.01
Long-term CDs (1-5 years)	\$ 1,884,096.46
Municipal Bonds	\$ 35,384.30
Interest Accrued	\$ 9,219.71
General Bond Proceeds	
Money Market	\$ 717,291.52
Short-term CDs (less than 1 year)	\$ 250,000.00
Long-term CDs (1-5 years)	\$ -
Municipal Bonds	\$ -
Interest Accrued	\$ 1,173.63
Sewer Revenue Bond Proceeds	
Money Market	\$ 464,325.18
Short-term CDs (less than 1 year)	\$ 696,611.25
Long-term CDs (1-5 years)	\$ -
Municipal Bonds	\$ -
Interest Accrued	\$ 57.14
Total - all Sources	
Checking	\$ 4,371,500.00
Money Market/LGIP	\$ 40,955,752.91
Short-term CDs (less than 1 year)	\$ 2,060,709.26
Long-term CDs (1-5 years)	\$ 1,884,096.46
Municipal Bonds	\$ 35,384.30
Interest Accrued	\$ 13,706.41

DECEMBER ACTIVITY SUMMARY OF ALL INVESTMENT TYPES



**APPLICATION
BOARDS & COMMISSIONS
VILLAGE OF WHITEFISH BAY**

5300 N. Marlborough Ave.
Whitefish Bay, WI 53217
Telephone: 962-6690
Fax: 962-5651

Board or Commission Applying For: ARCHITECTURAL REVIEW COMMISSION

Name: SUSY AZCUETA Address: 4722 N. ELKHART Zip: 53211

Telephone: Work: 414-270-4633 Home: 414-967-5724

Email: SUSYLEGO@HOTMAIL.COM Fax: _____

Are you a registered voter of Whitefish Bay? YES How long? 4 YEARS

Have you attended a meeting of this Board/Commission? YES

Present Employer: COMMUNITY ADVOCATES

Job Title: UTILITY ADVOCATE

Previous Governmental Bodies/Elective Offices Applicant has served	Position/Office Held	Dates	
Civic or Charitable Organizations Organization to which Applicant has belonged	Position Held	Dates	
<u>RIVERWEST FOOD PANTRY</u>	<u>VOLUNTER</u>		
Special Interests/Hobbies/Talents:			
College, Professional, Vocational Schools attended	Major Subject	Dates	Degree/Date
<u>UNIVERSITY OF VALLADOLID, SPAIN</u>	<u>BS ARCHITECTURE</u>		<u>BS ARCHITECTURE</u>

APPLICATION
BOARDS & COMMISSIONS
VILLAGE OF WHITEFISH BAY

5300 N. Marlborough Ave.
Whitefish Bay, WI 53217
Telephone: 962-6690
Fax: 962-5651

Please state reasons why you want to become a member of this Board or Commission, including what specific objectives you would be working toward as a member of this advisory board: (Attach second page if necessary)

I LIKE TO BE CURRENT AND INFORM
ABOUT ARCHITECTURAL/CONSTRUCTION PROJECT
IN MY VILLAGE

Any other information which you feel would be useful to the Board of Trustees in reviewing your application: (Attach second page if necessary)

Are you or a member of your family associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position? NO

If yes, please state name of Organization/Employment:

Do you have any relatives working or serving for the Village of Whitefish Bay? NO

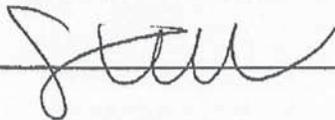
If yes, please indicate the name and relationship of the person -

Would you be willing to abstain from voting on matters where a potential conflict of interest exists? YES

Have you been convicted of a felony or misdemeanor? NO If yes, explain convictions (Do not list any misdemeanor settled in juvenile court).

How did you hear about the opening on this Commission? BY VILLAGE E-MAIL

Signature of Applicant:



Date signed:

11-11-15

SUSANA LEGORBURU-AZCUETA

4722 N. Elkhart Ave. Whitefish Bay, WI 53211
(414) 967-5724 - e-mail: susylego@hotmail.com

PROFILE

I have worked within a variety of settings with diverse individuals providing me with numerous and valuable experiences. My career has given me the ability to independently conduct assessments and provide help to a wide variety of individuals from various socio-economic, cultural, ethnic, educational and other diversified backgrounds.

My work experience has allowed me to develop distinguishing characteristics that I can bring to your organization. I am committed to working with underserved and diverse families during times of crisis.

My ability to utilize community resources and provide education to those in need is essential for this position. Thinking outside the box in order to meet any unique needs that may come up unexpectedly requires an immediate reassessment and prompt action to execute. Being able to think fast on your feet is part of the advance skills that I bring to the table.

I am also proficient collaborating with the relevant interdisciplinary teams, committees, and utilizing community resources to most appropriately meet the needs of the clientele.

I have eight years of teaching and advising experience for undergraduate student in the National University of Tucuman, Argentina. I work very well in a team environment, handle project independently and manage a group of people to develop and coordinate projects. I also have experience in the non profit sector, advocating for low income families, minorities and the Hispanic community in the Milwaukee area.

While my resume and credentials attest to my professional qualifications, I have many additional personal experiences that support my knowledge and sensitivity. I offer commitment, excitement, organization, passion and professionalism: qualities that are necessary for providing leadership and promoting a positive work environment and client relationship.

EDUCATION

PH. D. ARCHITECTURE & URBAN PLANNING. University of Valladolid, Spain. March 1999.

MASTER IN URBAN PLANNING AND HOUSING IN LATIN AMERICA. "Cooperation for the development of human settlement on the Third World". Polytechnic University of Madrid, Spain. April 1998.

B.S. IN ARCHITECTURE. School of Architecture and Urbanism. National University of Tucuman. Argentina. November 1991.

HONORS

Spanish Agency for International Development Cooperation (AECID). Ministry of Foreign Affairs and Cooperation. Spanish Government. Scholarship to pursue a Ph. D. degree at the University Of Valladolid, Spain.

CULTURAL EXPERIENCE

Native Speaker of Spanish, fluent in English and French.

Lived in Argentina, Spain and the United States. Traveled to Brazil, Chile, Colombia, Paraguay, Uruguay, Mexico, Dominican Republic, Panama, Canada, Russia, Ukraine, France, Italy,

Germany, Belgium, The Netherlands, United Kingdom, Austria, Czech Republic, Slovakia, Portugal and The Philippines.

VOLUNTEER & COMMUNITIES ENVOVPMENT

Cumberland Elementary School. Whitefish Bay, WI. Teacher's Aide and Room Parent Coordinator. Organized and assisted to several Job Fairs and communities wide service events. Regular volunteer at the Riverwest food pantry.

COMPUTER SKILLS

- Autocad • Archicad • Microsoft Excel • Microsoft Outlook • Microsoft PowerPoint • Microsoft Word • CARES • WHEAP.

WORK EXPERIENCE

- **COMMUNITY ADVOCATES:** Utility advocate. (August 2015 to present).
- **SOCIAL DEVELOPMENT COMMISSION:** Energy assistant processor/hotline rep. (Dec. 2013 to August 2015).
- **SLA ARCHITECTURE:** Independent architectural designer consultant. Residential and commercial. Remodel and new construction. Production of architectural documents of all types, as well as in timely completion of the whole architectural process, from schematic design to construction administration. (March 2009 to present)
- **AURORA HEALTH CARE:** call center representative at the business center (May 2011 to November 2012)
- **SOCIAL DEVELOPMENT COMMISSION:** Energy Assistant/VITA taxes call center: (April 2010 to April 2011. Assist low-income clients with their energy assistant. Provided some client assessment and financial advising.
- **SOCIAL DEVELOPMENT COMMISSION:** bilingual tax preparer: (Dec. 2009 to April 2010). Worked with the Mobile team for the VITA program from the IRS. Prepared personal taxes for individuals and families at multiple locations as part of the free tax service for low income taxpayers.
- **CUMBERLAND ELEMENTARY SCHOOL:** lunch/recess supervisor. (September 2009 to December 2009). November 2012 to present
- **FREELANCE SPANISH TUTOR** (March 2000 to Present) Teach Spanish to children, teenagers and adults in the Bay Area and Milwaukee.
- **DESIGN GROUP THREE** (November 2005 to March 2009). Milwaukee, WI. Conducted preliminary sketches, design, construction documents, materials order, construction coordination and supervision. Collaborated closely with consultants, clients and City and Village agencies.
- **KOHL'S CORPORATE OFFICE** (September 2005 to November 2005). Menomonee Falls, WI. Provided consultation and design in the Store Planning Department.
- **RSS ARCHITECTURE** (July 2001 to July 2005). San Carlos, Ca. Project Manager. Residential projects: single and multifamily, new and remodel. Coordinate with consultants, clients and City and Village agencies. Coordinate the development and drawing of planning and construction documents from initial stage to working documents.
- **ALBERTO SAUCEDO & ARCHITECTS.** (January 1997 to December 1999). Commercial, residential and interior design projects. Valladolid, Spain.
- **RICARDO ASTUDILLO. DESIGN & BUILT OFFICE.** (Feb. 1994 to Dec. 1996) Housing. Tucuman, Argentina. Development of Suburban areas. Prepared and submit proposal for approval to different Government agencies.
- **DANIELA MORENO ARCHITECT** (July 1990 to Feb. 1994) Single family and commercial projects. Tucuman, Argentina.
- **NATIONAL UNIVERSITY OF TUCUMAN. ARGENTINA.** History of Architecture and Urbanism. Served as Teacher Assistant from Feb. 1989 to March 1992 and Assistant Professor from March 1992 to Dec. 1996.

APPLICATION
BOARDS & COMMISSIONS
VILLAGE OF WHITEFISH BAY

5300 N. Marlborough Ave.
Whitefish Bay, WI 53217
Telephone: 962-6690
Fax: 962-5651

Board or Commission Applying For: WFB BID

Name: KEVIN SCHUK Address: 7201 W WATERFORD AVE Zip: 53220

Telephone: Work: 414-962-1965 ^{CELL} Home: 414-559-1599

Email: KEVIN.S@BREADSMITH.COM Fax: 414-431-5789

Are you a registered voter of Whitefish Bay? NO How long? —

Have you attended a meeting of this Board/Commission? YES

Present Employer: BREADSMITH

Job Title: VP

Previous Governmental Bodies/Elective Offices Applicant has served	Position/Office Held	Dates	
Civic or Charitable Organizations Organization to which Applicant has belonged	Position Held	Dates	
<u>Greenfield Girls Basketball Club</u>	<u>Sponsorship Coordinator</u>	<u>2013-PRES</u>	
Special Interests/Hobbies/Talents:			
College, Professional, Vocational Schools attended	Major Subject	Dates	Degree/Date
<u>UW-Oshkosh</u>	<u>Marketing</u>	<u>1991-94</u>	<u>—</u>
<u>UW-Milw</u>	<u>Marketing</u>	<u>94-96</u>	<u>BBA-Mktg</u>

APPLICATION
BOARDS & COMMISSIONS
VILLAGE OF WHITEFISH BAY

5300 N. Marlborough Ave.
Whitefish Bay, WI 53217
Telephone: 962-6690
Fax: 962-5651

Please state reasons why you want to become a member of this Board or Commission, including what specific objectives you would be working toward as a member of this advisory board: (Attach second page if necessary)

I was invited to join the board by Jeff Commer on the recommendation of Steve Sheiffer. As a 15 yr employee/owner at Breadsmith in WFB I feel I can provide a level of support and leadership to the board and community that will help the businesses grow and prosper.

Any other information which you feel would be useful to the Board of Trustees in reviewing your application: (Attach second page if necessary)

I am a very team oriented person who, like most in WFB, has a great deal of respect for what the BID has done over the years to improve the business climate. My turn to help with that.

Are you or a member of your family associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

If yes, please state name of Organization/Employment: NO

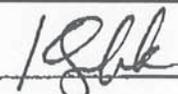
Do you have any relatives working or serving for the Village of Whitefish Bay?

If yes, please indicate the name and relationship of the person - NO

Would you be willing to abstain from voting on matters where a potential conflict of interest exists? YES

Have you been convicted of a felony or misdemeanor? NO If yes, explain convictions (Do not list any misdemeanor settled in juvenile court).

How did you hear about the opening on this Commission? JEFF COMMER

Signature of Applicant:  Date signed: 12-14-15

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

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

FEE \$ _____

Application Date: 11-18-15

Town Village City of Whitefish Bay

County of Milwaukee

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

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

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

at the premises described below during a special event beginning 2/12/16 and ending 3/25/16 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

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

(a) Name Holy Family Congregation

(b) Address 4825 N. Wildwood Whitefish Bay
(Street) Town Village City

(c) Date organized 1949

(d) If corporation, give date of incorporation 1949

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

(f) Names and addresses of all officers:

President Rev. Dennis A. Dirkx, Pastor 4825 N. Wildwood WFB
Vice President _____

Secretary David Schulz 4651 N. Ardmore WFB

Treasurer Robert Kowalsky 4791 N. Larkin WFB

(g) Name and address of manager or person in charge of affair: Cathy Czech
5530 N. Santa Monica Blvd WFB

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

(a) Street number 4819 N. Wildwood Ave.

(b) Lot 1 Block 3

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

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: McCormick Hall, lower level of church

3. Name of Event

(a) List name of the event Holy Family Fish Fry

(b) Dates of event 2/12/16, 2/19/16, 2/26/16, 3/4/16, 3/11/16, 3/18/16, 3/25/16

DECLARATION

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

Officer Robert Kowalsky
(Signature/date)

Officer Rev. Dennis Dirkx
(Signature/date)

Holy Family Congregation
(Name of Organization)

Officer David Schulz
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217

Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Steven Sheiffer, Village Manager
From: Joel Oestreich, Director of Building Services
Date: November 12, 2015
Re: Referral of Ordinance to Plan Commission (Ord. No. 1817 Regarding Nonconforming Structures).

A resident recently submitted a plan for a proposed addition to appear before the ARC. While doing a plan review it was noted that the structure was legal non-conforming. When reviewing the Zoning Code, I found it a bit unclear as to the limitation that should be placed on legal non-conforming structures. I contacted Attorney Jaekels and Attorney Jaekels recommended that the Village amend its Zoning Code to create specific and clear requirements pertaining to such structures.

Update – At its meeting on 12/15/15, the Plan Commission voted unanimously to recommend that the Village Board adopt the proposed ordinance.

The current Code language is as follows:

16.12 **NONCONFORMING USES. (Ord. 1777)**

- (1) A legal nonconforming structure existing at the time of the adoption or pertinent amendment of the Zoning Ordinance may be continued although such structure does not conform with the provisions of the Ordinance. The nonconformity of such nonconforming structure may not be expanded except as set forth herein. A nonconforming structure may be restored to the size, location and use that it had immediately before it was damaged or destroyed provided such damage or destruction occurred on or after March 2, 2006 and provided the damage or destruction was caused by violent wind, vandalism, fire, flood, ice, snow, mold, or infestation. A restored nonconforming structure may be larger than the size it was immediately before damage or destruction under this Ordinance if the structure must be larger to satisfy State or Federal law or regulations. Nonconforming structures may be subject to routine maintenance, repairs, renovation, or remodeling in any event.

The proposed ordinance would result in the following changes:

16.12 **NONCONFORMING USES AND STRUCTURES. (Ord. 1777 & Ord. 1817)**

A legal nonconforming structure existing at the time of the adoption or pertinent amendment of the Zoning Ordinance may be continued although such structure does not conform with the provisions of the Ordinance. The nonconformity of such nonconforming structure may not be expanded except as set forth herein. A nonconforming structure may be restored to the **nonconforming footprint**, location and use that it had immediately before it was damaged or destroyed provided such damage or destruction occurred on or after March 2, 2006 and provided the damage or destruction was caused by violent wind, vandalism, fire, flood, ice, snow, mold, or infestation. A restored nonconforming structure may be larger than the size it was immediately before damage or destruction under this Ordinance if the structure must be larger to satisfy State or Federal law or regulations. Nonconforming structures may be subject to routine maintenance, repairs, renovation, or remodeling in any event **provided the nonconforming footprint of the structure is not expanded.**

STATE OF WISCONSIN MILWAUKEE COUNTY VILLAGE OF WHITEFISH BAY

ORDINANCE NO: 1817

**An Ordinance to Amend Section 16.12 of the Municipal Code
With Regard to Nonconforming Structures**

The Village Board of the Village of Whitefish Bay, Milwaukee County, Wisconsin does ordain as follows:

Section One: Section 16.12 of the Municipal Code is hereby retitled “Nonconforming Uses and Structures”.

Section Two: Section 16.12(1) of the Municipal Code is hereby amended to delete the word “size” and insert in its place “nonconforming footprint”.

Section Three. Section 16.12(1) is of the Municipal Code is hereby amended to insert the following at the end of the final sentence of the subparagraph.

“... provided the nonconforming footprint of the structure is not expanded.”

Section Four: All ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby and to such extent repealed.

Section Five: This ordinance shall take effect and be in force from and after its passage and posting.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Whitefish Bay this ___ day of _____, 2016.

VILLAGE OF WHITEFISH BAY

Julie Siegel, Village President

Jennifer Amerell, Village Clerk



Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217
Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Village Board
From: Paul Boening – Assistant Village Manager
Date: January 14, 2016
Re: Discussion and action on proposed Ordinance No. 1818 to rezone 398 E. Silver Spring Dr. from District 11 – Silver Spring Business District to District 7 – Automobile Parking District.

At its meeting on 12/15/15, the Plan Commission voted to unanimously recommend the Village Board adopt the attached ordinance.

Approval would result in a rezone of the property located at 398 E. Silver Spring Drive to District 7 – Automobile Parking District. The property is commonly known as Consaul Commons, and it is the public space located between the Bay Restaurant and the vacant building located at 400 E. Silver Spring Dr. (most recently occupied by Daddy Yo's Frozen Yogurt).

As of now, the property is zoned District 11 – Silver Spring Business District. Under that designation, a commercial structure could theoretically be built on the site. A redevelopment plan is currently in the works for the 400 E. Silver Spring Drive building. The architectural renderings that ARC and CDA recently approved include the addition of windows and a door on the west façade. However, the Building Inspector would not be able to approve the windows and door due to the zero lot line setback of the building and the potential for a structure to be built on the Consaul Commons parcel. The proposed windows and doors would violate the separation requirement of the International Building Code.

Village staff determined that rezoning the Consaul Commons property to the Parking District would allow the proposed alterations to occur. This is because the rezone would essentially render the property as unbuildable because it would need to be reserved for parking purposes. Specifically, it would be reserved as land that allows for pedestrian access to the existing public parking garages.

REQUESTED ACTION

To adopt Ordinance No. 1818 to rezone 398 E. Silver Spring Dr. from District 11 – Silver Spring Business District to District 7 – Automobile Parking District.

STATE OF WISCONSIN MILWAUKEE COUNTY VILLAGE OF WHITEFISH BAY

ORDINANCE NO: 1818

**An Ordinance to Rezone Village Property
at 398 East Silver Spring Drive to District 7**

The Village Board of the Village of Whitefish Bay, Milwaukee County, Wisconsin does ordain as follows:

Section One: The parcel of Village-owned property located at 398 East Silver Spring Drive, Tax ID No. 1650339 is hereby rezoned from District 11 – Silver Spring Drive Business District to District 7 – Automobile Parking District.

Section Two: All ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby and to such extent repealed.

Section Three: This ordinance shall take effect and be in force from and after its passage and posting.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Whitefish Bay this ___ day of _____, 2016.

VILLAGE OF WHITEFISH BAY

Julie Siegel, Village President

Jennifer Amerell, Village Clerk



Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217

Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Village Board
From: Paul Boening – Assistant Village Manager
Date: January 14, 2016
Re: Approval – 2016 Computer Network Services Contract

Background:

Mike Armstrong (d/b/a as Armstrong Consulting Group, Inc.) has submitted the attached agreement for providing computer network services to the Village of Whitefish Bay in 2016.

Summary:

The proposed agreement outlines the same scope of work as in previous years. Mr. Armstrong possesses strong institutional knowledge about the Village's technology needs, network, equipment and security. The 2016 contract is for \$37,000 (\$6,000 of which is for maintenance of the police squad computers). The \$31,000 for general Village network administration matches the amount that was included in the approved 2016 Budget.

During last year's discussion regarding the IT contract, the Village Board discussed the possibility of having Mr. Armstrong track the time that he spent on Village network/computer issues during 2015. In response to that discussion, I asked Mr. Armstrong to maintain a service log beginning January of last year. In total, Mr. Armstrong spent approximately 250 hours working for the Village of Whitefish Bay in 2015. Based upon that total, the hourly rate for the IT support amounted to \$116, which is in line with the \$120/hr that other North Shore communities are expending.

Recommendation:

Approve the 2016 agreement with Armstrong Consulting Group, Inc. in an amount not to exceed \$37,000.

**COMPUTER NETWORK SERVICE AGREEMENT
BETWEEN THE VILLAGE OF WHITEFISH BAY
AND ARMSTRONG CONSULTING GROUP, INC.
January 1, 2016**

The Village of Whitefish Bay ("Village") and Armstrong Consulting Group, Inc. and Mike Armstrong ("Consultant") agree as follows:

1. Consultant shall provide computer network services for the calendar year commencing the date of this contract, which shall be renewable each calendar year thereafter by written agreement of the parties. Services shall include those services reasonable and customary for providing all services for the maintenance of municipal computer networks (including police, library and public works) including but not limited to the following:

- a. Police Department, Village and library computer network service hours of Monday through Friday, 8:00 a.m. to 5:00 p.m.;
- b. Four-hour emergency return call time;
- c. 12-hour on-site service response time;
- d. Network file server disaster recovery;
- e. Windows workstation support and repair;
- f. Network equipment configuration (i.e., routers and firewalls);
- g. General network administration;
- h. Consulting and advice on network security and viruses;
- i. After hour services via pager or telephone, if available.

2. **Services not Included.** This contract does not include cost of hardware and software replacement or purchase nor does it cover training on software or hardware or malware removal.

3. **Term of the Contract.** The term of this contract is from the date of execution of this Contract to December 31, 2016, renewable thereafter by its terms.

4. **Contract Payment.** Consultant shall be paid in full \$ 37,000.00 for the above-referenced services, which will be due and payable within ten days of receipt of invoice from Consultant.

5. **Termination.** The Village may terminate this contract upon seven days written notice to Consultant. The Village shall pay Consultant a prorated amount for the percentage of the month of services completed.

6. **Ownership of Documents, Information, and Intellectual Property and Confidentiality Thereof.** All documents, information, and intellectual property generated or accessed pursuant to this contract is the property of the Village. Consultant shall maintain confidentiality with regard to these items at all times unless disclosure is required by law.

7. **Indemnification.** Consultant indemnifies and holds Village harmless for any claims resulting from Consultant's acts, errors or omissions.

8. **Liability.** Consultant shall be liable to the Village for any real, consequential, or incidental damages accruing to the Village to the extent they result from the acts, errors or omissions of Consultant which are not within the standard of care ordinarily applied by similarly situated Consultants providing similar services in southeastern Wisconsin.

9. **Entire Agreement.** This writing constitutes the entire agreement between the parties. All previous agreements whether oral or written are hereby superceded and merged into this document. This contract can only be amended in writing signed by both parties.

10. **Choice of Law.** This contract is to be interpreted in accordance with the laws of the State of Wisconsin.

11. **Interpretive Presumption.** This contract is the result of negotiations between the parties. As such, both parties have had the opportunity to review the contract and consult with counsel. Neither party shall claim nor enjoy any presumption with regard to the interpretation of this contract based on authorship.

12. **This Contract Constitutes the First Month's Invoice.** This contract, by its signatures, shall constitute an invoice for the first month of services by Consultant. As such, Village shall deliver payment for the first month services within ten days execution of the Agreement by both parties.

13. **Notices.** Notices to either party shall be provided at the following addresses:

To Consultant:

Mike Armstrong
Armstrong Consulting Group, Inc.
P. O. Box 351
Sussex, WI 53089-0351

To Village:

Village Manager
Village of Whitefish Bay
5300 North Marlborough Drive
Whitefish Bay, WI 53217

14. **Duly Authorized Signatures.** Signatories to this Agreement represent that they are duly authorized to execute it on behalf of their respective parties.

ARMSTRONG CONSULTING GROUP, INC.

By: _____
Mike Armstrong

VILLAGE OF WHITEFISH BAY

By: _____
Steven Sheiffer, Village Manager

By: _____
Jennifer Amerell, Village Clerk/Treasurer

January 5, 2016

To: Village Board

Subject: Proposed 2016 Fire department Fees – Resolution # 2961

From: Steven Sheiffer - Village Manager 

Fire Department fees must be approved by the Fire Department Board (resolution attached) and by five (5) of the seven (7) member communities. Attached is background information from the Fire Chief and a proposed Village Resolution. In 2016 fees are projected to total \$ 1,695,000 which represents 13% of the Department Budget.

Please let me know if you need any additional information.

cc: Jennifer Amerell – Finance Director

Chris Jaekels Esq - Village Attorney

STATE OF WISCONSIN: NORTH SHORE FIRE DEPARTMENT: MILWAUKEE COUNTY

RESOLUTION NO. – 15-06

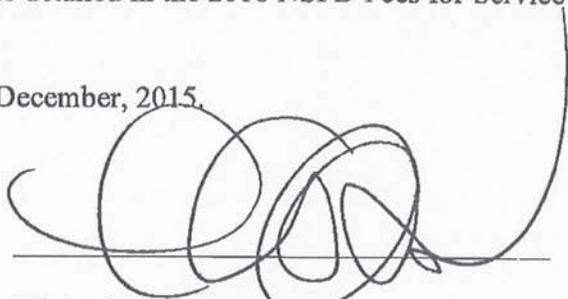
**A Resolution Recommending the 2016 NSFD
Fees For Service Schedule.**

WHEREAS, the Board of Directors of the North Shore Fire Department (“NSFD”) can recommend fees for service to be charged by the Department to the member municipalities for their approval in accordance with the Amended and Restated North Shore Fire Department Agreement (“the Agreement”); and

WHEREAS, the Board of Directors of the NSFD hereby finds that the implementation of fees for service are necessary to recover costs incurred by the Department to provide certain services.

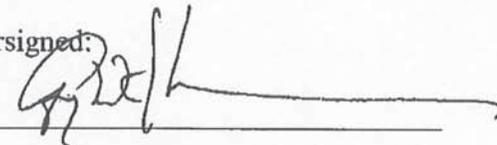
NOW, THEREFORE, BE IT RESOLVED, that a majority of the Board of Directors recommends the implementation of the updated fees detailed in the 2016 NSFD Fees for Service Schedule attached to this Resolution.

PASSED AND ADOPTED this 8th day of December, 2015.



Michael West, President

Countersigned:



Guy Johnson, Secretary

STATE OF WISCONSIN : VILLAGE OF WHITEFISH BAY : MILWAUKEE COUNTY

RESOLUTION NO. 2961

**A Resolution Approving the 2016 North Shore Fire
Department Fees For Service Schedule.**

WHEREAS, the Board of Directors of the North Shore Fire Department has recommended that the 2016 North Shore Fire Department Fees for Services, attached to and made a part of this Resolution (hereinafter the "Service Fees"), be approved by each of the municipalities a party to the 1994 Amended and Restated North Shore Fire Department Agreement (hereinafter "the Agreement"); and

WHEREAS, the Agreement requires that all fees for service must be submitted to the governing bodies of the Villages of Bayside, Brown Deer, Fox Point, River Hills, Shorewood and Whitefish Bay and the City of Glendale for approval by not less than five (5) of these seven (7) municipalities; and

WHEREAS, upon approval by not less than five (5) of these seven (7) municipalities the appropriate North Shore Fire Department officials are authorized to charge and collect the Service Fees; and

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Whitefish Bay that the Village of Whitefish Bay hereby approves the Service Fees in the form presented as attached and directs the Village Clerk to provide a certified copy of this Resolution to the North Shore Fire Department.

PASSED AND ADOPTED by the Village Board of the Village of Whitefish Bay this 18th day of January, 2016.

Julie Siegel, Village President

Countersigned:

Jennifer Amerell, Village Clerk

NORTH SHORE FIRE/RESCUE

Office of the Fire Chief

Robert Whitaker

To: Whitefish Bay Village Board
Date: December 28, 2015
Subject: North Shore Fire/Rescue Fee Resolution

The North Shore Fire Department Board of Directors unanimously approved Resolution 15-06 adopting a fee schedule for 2016 at its December 8, 2015 meeting. Enclosed is the proposed 2016 Fee for Service Schedule and Resolution 15-06 as approved by the Board of Directors.

The Fee Schedule is annually updated by the Board of Directors and requires that at least five of the seven member municipalities pass a local resolution regarding the fee schedule at the Council/Board level. There are three different types of fees charged by the Department, fees for emergency services, fees for fire prevention permits/inspections and administrative fees.

Below is information regarding fee revenue for 2013 and 2014, an estimate for 2015 and a projection for 2016. It is important to note that 2015 revenue from Emergency Services is higher than was budgeted due to an increase in the number of EMS responses for mutual aid to other communities resulting in additional, unexpected revenue.

The requested 1.8% increase on EMS fees is expected to produce an additional \$27,540 in revenue. This additional revenue is included in the 2016 Budget below, although a reduction in the Medicare Reimbursement in 2016 was also included in the projection for total revenue. Revenue from fees comprises 13% of the Department's Operating Budget in 2016.

Year	Emergency Services	Permits
2016 (proj)	\$1,695,000	\$185,000
2015 (est)	\$1,731,000	\$210,000
2014	\$1,592,197	\$217,426
2013	\$1,613,467	\$158,870

Fees for Emergency Services

This area primarily consists of fees for emergency medical services provided by the Department. All EMS fees have been adjusted by 1.8% which is the change in the Medical Care Commodities and Medical Care Service CPI for 2015. This is the fourth year that Staff is proposing using the CPI as the method for determining the adjustment in EMS fees. Staff feels this best reflects the change in the cost of medical services. The proposed changes include changes recommended to all Milwaukee County municipalities for fees for advanced life support services by the Milwaukee County Fire Chiefs Association. A financial need analysis process is in place for people receiving service who cannot afford to pay their fees. The process generally mirrors the process used by the hospital system at which the person receives care. A statement exists on the bill that is sent to the person that received care identifying how they can initiate this process.

Fire Prevention Permits/Inspections

The fee schedule in this area has no changes from 2015.

Administrative Fees

The fee schedule in this area has no changes from 2015.

Item	2015	2016
BLS service and/or treatment without transport (Resident)	107.31	109.25
BLS service and/or treatment without transport (Non-Resident)	160.45	163.34
Paramedic service and/or treatment without transport (Resident)	133.36	135.76
Paramedic service and/or treatment without transport (Non-Resident)	182.33	185.61
BLS service with transport (Resident)	618.88	630.02
BLS service with transport (Non-Resident)	749.12	762.60
Paramedic service with transport Level - ALS-1 (Resident)	706.40	719.11
Paramedic service with transport Level - ALS-2 (Resident)	813.71	828.36
Paramedic service with transport Level - ALS-1 (Non-Resident)	834.55	849.57
Paramedic service with transport Level - ALS-2 (Non-Resident)	962.70	980.03
Paramedic service and invasive treatment without transport (Resident)	133.36	135.76
Paramedic service and invasive treatment without transport (Non-Resident)	187.54	190.92
Defibrillation	107.31	109.25
IV and supplies	64.60	65.76
Intubation	80.23	81.67
ALS supplies	85.43	86.97
Oxygen and supplies	80.23	81.67
Mileage (rate per loaded mile)	15.63	15.91
EKG	107.31	109.25
Drugs, Group-1: Albuterol, Amioderone (30 mg), Aspirin, Atropine, Benadryl, Calcium Gluconate, Dextrose, D5W, Glucose (oral), Nitroglycerin, Sodium Normal Saline (bags & carpujet), Versed, Zofran Tabs, Zofran IV	34.38	35.00
Drugs, Group-2: Calcium Chloride, Dopamine, Epinephrine (IM or IV, not by Epi-pen), Lidocaine, Sodium Bicarbonate	39.59	40.30
Drugs, Group-3: Fentanyl, Ketamine, Medazolam, Narcan	51.05	51.97
Epinephrine by Epi-pen	102.10	103.94
Adenosine	95.85	97.58
Glucagon, up to 1 Mg	95.85	97.58
Solmedrol, 41-125 Mg		63.64
E-Z IO	128.15	130.46
Spinal Immobilization	133.36	135.76
Triage barcode wristbands	3.13	3.18
Cyano-kits	962.70	980.03
CPAP mask	47.93	48.79

Fire Prevention Permits/Inspections:

	2015	2016
Fire Department Services for Vehicles	\$500	\$500
Occupancy Inspection	\$75.00 (\$25/multi-family unit with \$75 minimum)	\$75.00 (\$25/multi-family unit with \$75 minimum)
Work without Permit	Double normal fee	Double normal fee
Re-inspection Fee	75	75
Special Plan Review/Inspection	Subject to actual cost	Subject to actual cost
Variance Requests	\$100/code section	\$100/code section
Inspection Request (less than 72 hrs notice)	\$75/hr 2 hr. minimum	\$75/hr 2 hr. minimum
Inspection Non-Business Hours	\$100/hr 2 hr. minimum	\$100/hr 2 hr. minimum

Plan Review (Includes Site Inspection):

	2015	2016
Construction Compliance with Fire Code	\$.07/sq. ft. (\$75 minimum)	\$.07/sq. ft. (\$75 minimum)
Performance Based or Alternative Design	\$.07/sq. ft. (\$100 minimum)	\$.07/sq. ft. (\$100 minimum)
Fire Alarm and Detection Systems	\$.07/sq. ft. (\$75 minimum)	\$.07/sq. ft. (\$75 minimum)
Audio/Visual Annunciation Systems	\$250 up to 20 devices, \$500 over 20 devices	\$250 up to 20 devices, \$500 over 20 devices
Hood and Duct Suppression Systems	\$100 per system	\$100 per system
Other Suppression Systems (FM200, Cardox, etc.)	\$100/plan	\$100/plan
Smoke Evacuation	\$75/plan	\$75/plan
Water-based Sprinkler Systems (new or altered <20 heads)	\$100	\$100
Water-based Sprinkler Systems (new or altered >20 heads)	\$.07/sq. ft. (\$100 minimum)	\$.07/sq. ft. (\$100 minimum)
Spray Booth Operations	\$100	\$100

Acceptance Tests:

	2015	2016
Hydro-test of Sprinkler Piping (2 hr. test)	\$125	\$125
Fire Pump	\$100	\$100
Fire Alarm and Detection System	\$100	\$100
Hood and Duct Suppression System	\$100	\$100
Other Suppression	\$100	\$100
Smoke Evacuation System	\$100	\$100
Spray Booth System	\$100	\$100

Other Permit Items:

	2015	2016
Bonfires, Cermonial Fires, Vegetation Burns	\$50	\$50
Hot Work	\$25	\$25
Indoor Vehicle Exhibits	\$25	\$25
Building Demolition	\$250	\$250
Tents for Public Assembly >400 sq. ft.	\$50	\$50
Temporary Fuel Storage	\$50	\$50
Fireworks Displays	\$125	\$125
Code Consulting/Emergency Planning	\$75/hour	\$75/hour

Administrative/Other Fees:

	2015	2016
CPR Certification	\$70/student	\$70/student
Open Records Requests	\$.25/page	\$.25/page
Record Locating Fees	As determined by the record custodian only if over \$50 per request.	As determined by the record custodian only if over \$50 per request.
Event Stand-by	Cost of personnel (loaded wage), vehicles/supplies plus 25% administrative fee.	Cost of personnel (loaded wage), vehicles/supplies plus 25% administrative fee.

January 5, 2016

To: Village Board

Subject: Benefits for Non – Represented Employees Hired post 1/1/16

From:  Steven Sheiffer - Village Manager

The Village Employee Handbook was last updated in early 2012. The Core Handbook is 53 pages plus a 26 page Addendum concerning “Controlled Substances and Alcohol Testing Policy” plus addendums for Library, DPW, and Police Commanders that total 13 pages and some miscellaneous forms. The 2012 update addressed the implementation of Act 10 in 2011 which resulted in the only recognized bargaining unit being Police Officers.

I have begun the updating process in consultation with the Department Heads. The current timeline would have the Board review the revised draft at your February 15, 2016 meeting. At your December 7, 2015 meeting the Board reviewed the major benefits and made preliminary decisions. Attached is a summary of those decisions. Since the effective date is January 1, 2016, I would recommend the Board vote to adopt the benefit schedule effective January 1, 2016. The Village President asked that I also review the feasibility of a PTO option. This will take some time, and if one is feasible and the Board is in favor we can adopt that at a later date. If we hire any benefitted positions, we will alert the person of the potential change to a PTO system retroactive to 1/1/16. Currently the only person we are searching for is a Building Inspector.

After review and discussion, I recommend the Village Board vote to “adopt the Benefits for Non-Represented Employees Hired post 1/1/16 dated December 22, 2015”.

Please let me know what additional information you would like.

cc: Jennifer Amerell – Finance Director

Chris Jaekels Esq - Village Attorney

December 22, 2015

**Benefits for Non-Represented Employees
Hired post 1/1/16**

Health Insurance

Employee share of premium - Current – 9%

1/1/17 – 10.5%

1/1/18 – 12%

Employee deductible – Current - \$1,000/\$2,000 with 50% reimbursement

1/1/17 – 25% reimbursement

1/1/18 - \$0 reimbursement

Dental Insurance

Employee share of premium - Current – 9%

1/1/17 – 10.5%

1/1/18 – 12%

Sick Leave

Monthly accumulation of 6 hours

Maximum accumulation of 1080 hours

Sick Leave cash in upon retirement

50% in cash or applied to retiree health Insurance

Retirement – Employer and employee pay 50% of contribution

Retiree Health Insurance

Village pays 25% of cost for a maximum of five years provided the employee retires with 20 years of service

Holidays

10 (includes 1 floating)

Vacation

First year – 5 days prorated

1 year to 7 years – 10 days

7 years to 17 years – 15 days

17 years to 25 years – 20 days

25 years - 25 days

Life Insurance – same amount as salary

January 14, 2016

Memo to: Steve Sheiffer, Whitefish Bay Village Manager

From: John Edlebeck, Whitefish Bay Director of Public Works

Re: **2016 Plow Truck & Equipment (3)**
Bid Results and Contract Award Recommendation

On Tuesday, January 12, 2016, sealed bids were received and opened for the above referenced trucks with associated equipment. Seven (7) vendors were sent bid packages. The results of the bid opening are as follows:

Vendor	Cab / Chassis(3)	Dump Body / Hoist / Hydraulics(3)	Salter(1) V Box	Road Plows (3)
Lakeside International Milwaukee, WI	\$247,425.00			
Truck Country of WI Milwaukee, WI	\$239,890.00			
Monroe Truck DePere, WI		\$128,010.00	\$16,530.00	\$24,243.00
Casper Truck West Allis, WI		\$141,075.00	\$15,000.00	\$31,860.00

Truck Country did not meet the following bid specifications:

- Multi-Stage Front Springs – affects load and ride quality
- Rear Wheel Limited Slip Differential– useful for safe vehicle control when slippery or immobile
- Remote Power Module / Electronic Transmission Controller located in cab - to prevent corrosion and decay of truck computer system compared to outside firewall mount
- Heated Convex Mirrors – provides for safe use of mirrors in ice and snow conditions
- Silicone hoses – not installed
- 7 year minimum Warranty (base warranty: 2 year chassis, 2 year engine and 3 year transmission)
Bid add: \$11,763.00 per vehicle for 7 year base vehicle, 5 year engine, 5 year after treatment, 5 year transmission Warranty

Lakeside International did not meet the following bid specifications:

- Supplied one spare front wheel and tire, additional not spare
- 7 year minimum Warranty (base warranty: 2 year chassis, 2 year engine and 5 year transmission)
Bid add: \$8,675.00 per vehicle for 7 year base vehicle, 5 year engine, 5 year after treatment Warranty

In addition, Truck Country utilizes a Cummins engine while Lakeside installs an International brand engine.

In the approved 2016 Village budget, \$490,000 was approved in the Capital & Vehicle Replacement Account for these truck purchases.

After reviewing the above information, it is the Public Works Department's recommendation the following:

Reject the bid from Truck Country for not meeting the specifications,

Award the (3) Cab / Chassis Plow Trucks to Lakeside International for the amount of \$247,425.00 and the additional warranty bid for $3 \times \$8,675.00 = \$26,025.00$, requiring the spare wheel and tire,

Award (3) Dump Body / Hoist / Hydraulics and (1) V Box Salter (all installed) to Monroe Truck for the amount of \$144,540.00

For a total award amount of \$417,990.00

and

Not award the purchase of the Road Plows at this time to allow the Public Works Department staff to obtain additional quotes for this purchase.

January 5, 2016

To: Village Board

Subject: Agenda Item on Priorities and Projects

From: Steven Sheiffer - Village Manager

At least annually the Village Board and Manager should review the priorities and projects for the year. This ensures the staff is implementing the Board's priorities and open communication. The identifying of projects ensures that appropriate staff resources are assigned to ensure the projects are completed. Further, the process provides for the establishment of a reporting process.

The provision of basic services and citizen responsiveness are the underlying #1 priority. Additional projects not listed will be identified during the year and some will not be completed.

For our discussion and review, I am attaching three items.

1. The December 31, 2015 status report on the 2015 projects.
2. The proposed 2016 Priorities and Projects.
3. "The Reassignment of Responsibilities" attachment to the 2015 Project list.

As regards the 2016 Priorities, the Village Manager provides leadership in the provision of basic services; implementing the "Major Changes Underway"; and for some of the Major Projects.

As regards the reassignment of responsibilities, we have made significant progress in all areas except for the Planning consultant. At the meeting I would like to discuss this concept further with you.

At the Board meeting, I would suggest we have a 60 minute work session which will allow for full discussion; and the Board provides input and direction on the 2016 Priorities and Projects.

cc: Department Heads

Chris Jaekels Esq - Village Attorney

2015 Reassignment of Responsibilities

Goal: To realign staff resources consistent with Priorities and staff capabilities.

Objectives:

1. To foster a culture of citizen satisfaction; professionalism; excellence; communication and team work.
2. To build a foundation for the future.

Actions:

1. Transfer responsibility for building maintenance to the Public Works Director from the Building Inspector. The Director should have the time and expertise since the person will not be the Village Engineer. The Building Inspector estimates he spends 25% of his time on this activity so this time becomes available. We will also continue the trend of decentralizing cleaning and routine maintenance as we did with the Library in the 2015 budget to simplify the process and save time.
2. Transfer responsibility for property maintenance activities from the Manager's Assistant to Building Services. In 2014, Mr. Boening handled approximately 50 issues with assistance from Joel Oestreich or Kevin Kaegi on some field inspections. Overall, site visits, review of ordinances, property owner correspondence, follow-up and closure of items translated into a significant time commitment. This transfer will integrate all inspection activities and produce some available time from the Manager's Assistant.
3. Make communications and citizen services a primary responsibility of the Manager's Assistant and provide the available time and resources. Both Paul and I emphasize our availability and responsiveness to citizens. To do this right time is necessary. Citizen contacts cannot be rushed. Currently Paul is liaison to the BID Board and to the Community Foundation on the 4th of July and Green Day. Kevin Kaegi is also involved significantly with Community Foundation activities. Paul is also responsible for the Village Board Agenda distribution; the web site; and coordinating Village content in Bay Leaves. Much of the public information we distribute is done by a spontaneous decision and there is not sufficient time to emphasize citizen communication. Paul's leadership role for communications would be enhanced by the transfer of the property maintenance functions and the addition of the part time communications person addressed in the next item
4. The Village President has emphasized the need to upgrade our citizen communications. To accomplish this the Board included \$10,000 in the 2015 budget. I would propose to hire a part time person who is familiar with the Village and has a background in marketing or communications for 8 to 10 hours a week. The person would be responsible under Paul's general direction to produce an electronic weekly newsletter to be placed on the web site and distributed to citizens who sign up on the email list; placement of other information on the web site on a routine basis; the web site; a Facebook page; and letters/public notifications to groups of citizens about specific projects and neighborhood meetings. The person would also be

expected to either enhance the Village's information in Bay Leaves or evaluate alternatives. I will also wish the person to evaluate other public information alternatives.

5. The staff engineer, Spencer Charczuk will play a role in the implementation of the new Private Property I and I program; and will be the point of initial contact for citizen issues concerning sump pump discharges. My experience is that we will be more effective on sump pump discharge issues if an Engineer makes contact; rather than an Inspector.
6. The Finance Directors role will be enhanced. Jen has already accepted responsibility for working with CIVMIC (insurance company) on liability and Worker's Comp Claims. She has undertaken a role in the negotiation of the Health Insurance rates. She anticipates expanding her role with the utility billing functions. Purchasing is currently very decentralized with no management review and payroll is only reviewed for accuracy. In 2015 I will work with the Finance Director to establish a formal purchasing policy and a review process for payroll that includes leave review and management concerns about consistency with the Employee Handbook and the budget. She will have a significant management responsibility in these areas.
7. The Police Chief has accepted the role of being the lead person on parking and traffic issues. In the past the citizen needed to fill out a form and Engineering was involved. The Chief as lead person will expedite and produce greater citizen satisfaction whether our response is positive or negative. We can back him up with engineering support as necessary.
8. A Planning consultant will be identified. The consultant will handle the preparation of requested amendments to the Village's planning and zoning codes; assist with the preparation and review of RFPs in the planning area such as the Silver Spring study; assist on small planning projects; and play a primary role in facilitating the review of Village Building Codes when we have the time to undertake this project. This is time and expertise we currently don't have on staff.

January 5, 2015
Steve Sheiffer

DECEMBER 31, 2015 PROJECT STATUS REPORT

<u>PROJECT NAME</u>	<u>COMPLETION Date</u>	<u>CURRENT STATUS</u>	<u>FUTURE ACTIONS</u>
<u>PRIORITY PROJECTS</u>			
Public Works Director Hiring	4/30/15	Director Hired	
2016-2020 Capital Program	11/30/15	Board adopted fiscal strategy	Identification of specific projects for 2017 and 2018
Lancaster Storm Sewer	6/30/16	Decision made to line existing	Bidding with other 2016 lining projects
Private Property I and I program	6/30/16	Proposal under development	PWC/Board Input and approval
Communication program	9/30/15	Communications person hired and Program being implemented	Full program implementation in 2016
Reorganization of Village Offices	9/30/15	Completed	
Organization/Staffing of Building Services	3/31/16	Plan approved. Director appointed	Hire second inspector
Silver Spring Drive Plan update	6/30/16	Plan update underway.	Complete public input phase and submit draft plan for CDA review
Review of building codes	9/30/16	Board committee created	Identify proposed changes

DECEMBER 31, 2015 PROJECT STATUS REPORT

<u>PROJECT NAME</u>	<u>COMPLETION</u>	<u>CURRENT STATUS</u>	<u>FUTURE ACTIONS</u>
<u>SPECIAL PROJECTS -GENERAL</u>			
Beaumont Place	3/31/16	Substantially complete/occupied	Punch list completion
Parking Study for Silver Spring Drive	9/30/16	Evaluating need for study	Decision whether necessary
Police Union Negotiations	9/30/15	Completed	
Klode Park plan	9/30/16	Funds budgeted	Create ad hoc committee and select consultant
Codification of Ordinances	12/31/16	Funds budgeted	Select consultant
Fire Station Capital Project	12/31/16	On hold pending Fire Department Decision	Depends on decision
<u>SPECIAL PROJECTS -PUBLIC WORKS</u>			
Terrace reconstruction at Cahill Including steps and seating	9/30/15	Completed	
Police Door preplacement	6/30/15	Completed	
Picnic Tables – Civic Foundation	6/30/15	Completed	
Bartlett Construction	9/30/15	Completed	
Woodruff Construction	9/30/15	Completed	
Idlewild construction	9/30/15	Completed	
Mill and Overlay	10/15/15	Completed	

DECEMBER 31, 2015 PROJECT STATUS REPORT

<u>PROJECT NAME</u>	<u>COMPLETION</u>	<u>CURRENT STATUS</u>	<u>FUTURE ACTIONS</u>
<u>SPECIAL PROJECTS –PUBLIC WORKS (Cont.)</u>			
Sidewalk replacement	9/30/15	Completed	
Village Hall building evaluation	6/30/16	Postponed to 2016	Prepare project scope/Select consultant
Consaul Commons – Phase 1	12/31/16	On hold pending Master Plan update	Implement recommendations
Cahill tennis court lights	12/31/16	Postponed to 2016 – additional funding budgeted	Design/bid/install
Monument signs	6/30/15	Approach/design identified	Cost estimate and funding
Good Hope road disposal site	-----	Report and recommendations submitted to DNR	Implement DNR recommendations
<u>ANNUAL/OPERATIONS - GENERAL</u>			
Fiscal planning/2015 Note Sale	9/30/15	Completed	
2016 Health Insurance Strategy	10/31/16	Completed	
Policies and Village Manager review of payroll, personnel, purchasing, and contracts	3/31/16	Underway	Completion of written policies and Board approval
2016 budget development	11/16/15	Completed	
2016 Assessing Services Agreement	12/31/15	Completed	
Vehicle replacement funds	12/31/15	Completed	

December 28, 2015
Steve Sheffer

<u>PROJECT NAME</u>	<u>COMPLETION Date</u>	<u>CURRENT STATUS</u>	<u>FUTURE ACTIONS</u>
<u>2016 PROJECTS</u>			
<u>PRIORITY PROJECTS</u>			
Street Lighting review and future strategy	9/30/16	Conceptualizing	Development of proposal for PWC/Village Board action
Solid Waste collection review and future strategy	9/30/16	Conceptualizing	Review of options to be studied for PWC/Village Board action
Parking Utility Finances	6/30/16	Reviewing finances/options	Village Board action
2017 -2020 Ash Borer Strategy	6/30/16	Reviewing available information	Village Board action
2017-2018 Capital Program	9/30/16	Board adopted fiscal strategy	Identification of specific projects for 2017 and 2018
Lancaster Storm Sewer	10/30/16	Decision made to line existing	Bidding with other 2016 lining projects
Palisades/Woodruff Sanitary Sewer Surcharging	11/30/16	Engineering/conceptualizing	Proposal for PWC/Village Board action with 2016 construction
Private Property I and I program	11/30/16	Proposal under development	PWC/ Village Board input and approval with 2016 implementation
Silver Spring Drive Plan update/ implementation	4/30/16	Plan update underway.	Complete public input phase and submit draft plan for CDA/Village Board action

2016 PROJECTS

<u>PROJECT NAME</u>	<u>COMPLETION</u>	<u>CURRENT STATUS</u>	<u>FUTURE ACTIONS</u>
<u>PRIORITY PROJECTS (continued)</u>			
Implementation of Silver Spring Plan	-----	Developing Strategy	Submit Strategy to CDA/Village Board
Review of building codes	9/30/16	Board committee created	Identify proposed changes/Village Board action
<u>SPECIAL PROJECTS -GENERAL</u>			
Parking Study for Silver Spring Drive	9/30/16	Evaluating need for study	Decision whether necessary
Klode and School House Park plan	9/30/16	Funds budgeted	Create ad hoc committee and select consultant
Codification of Ordinances	12/31/16	Funds budgeted	Select consultant
Fire Station Capital Project	12/31/16	On hold pending Fire Department	Depends on decision
Organization/Staffing of Building Services	3/31/16	Plan approved. Director appointed	Hire second inspector
Affirmatively Furthering Fair Housing	9/30/16	Conceptualizing	Implement training
Marlborough/Glen Avenue Parking Lot	9/30/16	Negotiating/conceptualizing	Proposal for CDA/Village Board
Redesign of Village Website	6/30/16	Vendor chosen/ initial planning phase	Input/evaluation
Weekly electronic newsletter	12/31/16	February 5, 2016 first issue	Input/evaluation

<u>2016 PROJECTS</u>			
<u>PROJECT NAME</u>	<u>COMPLETION</u>	<u>CURRENT STATUS</u>	<u>FUTURE ACTIONS</u>
<u>SPECIAL PROJECTS –PUBLIC WORKS</u>			
N. Berkeley Construction	9/30/16	Under Design	Bidding/Village Board action
Alley Construction	9/30/16	Under Design	Bidding/Village Board action
Elkhart Construction	9/30/16	Under Design	Bidding/Village Board action
Sheffield construction	9/30/16	Under Design	Bidding/Village Board action
Mill and Overlay	10/15/16	Under Design	Bidding/Village Board action
Sidewalk replacement	9/30/16	Under Design	Bidding/Village Board action
Village Hall building evaluation	6/30/16	Postponed to 2016	Select consultant
Consaul Commons – Phase 1	12/31/16	On hold pending Master Plan update	Implement recommendations
Silver Spring Drive Electrical System	6/30/16	Under evaluation	PWC/Village Board
Water Meter Reading System	12/31/16	Conceptualizing	Budget proposal for 2017
Cahill tennis court lights	12/31/16	Postponed to 2016 – additional funding budgeted	Design/bid/install/Village Board action
Danny's Fountain	12/31/16	Pursuing funding	Village Board action
Monument signs	6/30/16	Approach/design identified	Cost estimate and funding
Good Hope Road disposal site	-----	Report and recommendations submitted to DNR received	Implement recommendations
Little League turnaround	6/30/16	Under design	Construction

2016 PROJECTS

<u>PROJECT NAME</u>	<u>COMPLETION</u>	<u>CURRENT STATUS</u>	<u>FUTURE ACTIONS</u>
<u>SPECIAL PROJECTS –PUBLIC WORKS (continued)</u>			
Lake Drive Pedestrian Safety Study	10/31/16	Negotiating Agreement	Start study in late April/early May
<u>SPECIAL PROJECTS –Police</u>			
WILEAGE Certification	6/30/16	Updating Policies	Certification
Annual Report	6/30/16	Conceptualizing	Submittal to Village Board
Secure Prisoner Processing Area	12/31/17	Waiting for Village Hall Building Evaluation	Budget Proposal for 2017
<u>SPECIAL PROJECTS –Library</u>			
RFID Conversion Project	12/31/16	Organizing/negotiating	Contract negotiation/Library Board approval
Collection Assessment	12/31/16	Preparing implementation plan	Actual weeding
Branding/Strategic Plan	12/31/16	Conceptualizing	Library Board approval
<u>ANNUAL/OPERATIONS - GENERAL</u>			
Fiscal planning/2016 Note Sale	9/30/16	Pending	
2017 Health Insurance Strategy	10/31/16	Pending	
Policies and Village Manager review of payroll, personnel, purchasing, and contracts	3/31/16	Underway	Completion of written policies and Board approval

2016 PROJECTS

<u>PROJECT NAME</u>	<u>COMPLETION</u>	<u>CURRENT STATUS</u>	<u>FUTURE ACTIONS</u>
2017 budget development	11/16/16	Pending	
2017 Assessing Services Agreement	12/31/16	Pending	
2017 IT Services Agreement	12/31/16	Pending	
Computer replacement plan	3/31/16	Information gathering and funds budgeted	Develop plan
Employee handbook changes	3/31/16	Underway	Identify changes and Board approval
2016 elections	11/30/16	Pending	
2016 budget management	12/31/15	Pending	
Board/Committee Appreciation Event	3/31/16	Postponed to early 2016	Enjoy the event
Employee Appreciation event	12/31/16	Pending	

ANNUAL/OPERATIONS – PUBLIC WORKS

Crack sealing program	11/30/16	Pending	
Trip cutting	12/31/16	Pending	In 2016 regular Department operations; rather than a contract
Ash Borer program	12/31/16	Pending	