



## **REGULAR VILLAGE BOARD MEETING**

### **MEETING NOTICE AND AGENDA**

**VILLAGE OF WHITEFISH BAY  
5300 North Marlborough Drive**

**Monday, November 7, 2016, 5:00 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 October 17, 2016.
  2. Claims for October, 2016.
  3. Resolution No. 2980 relating to the 2017 North Shore Fire Department Fees for Service.
  4. Appointment of Election Inspectors – terms to expire on 12/31/17.
- III. 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.
- IV. General Business
  1. Discussion/action on Ordinance No. 1825 to amend the Plumbing Code (to allow homeowners to obtain permits for minor plumbing work).
  2. Discussion/action on Ordinance No. 1826 to amend the Preface to the Building Code (to revise the approval process for small sheds, clarify the language pertaining to Air Conditioning Systems and increasing the height of playsets requiring ARC approval).
  3. Discussion/action on Ordinance No. 1827 to amend Section 8.01(5) of the Municipal Code to allow the use of outdoor “fire pits” subject to specific conditions.

4. Continued Discussion/action on the 2017 Village Budget.

5. Study Session on Village Parks.

V. Adjourn

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at 414-962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village in particular the Architectural Review Commission may be in attendance at the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website ([www.wfbvillage.org](http://www.wfbvillage.org)).

## SPECIAL VILLAGE BOARD MEETING

A special meeting of the Board of Trustees of Whitefish Bay was held in the Village Board Room of Village Hall, 5300 North Marlborough Drive, October 17, 2016

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 5:01 pm.

Present: Trustees Saunders, Demet, Miller, Fuda, Serebin, Davis and President Siegel.

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

### **II. Consent Agenda**

It was moved by Trustee Saunders, 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 October 3, 2016.
2. Investment Report for September, 2016.
3. Claims for September, 2016.
4. Temporary Class "B" Beer License for the Whitefish Bay Civic Foundation's Great Pumpkin Festival (10/29 & 10/30 only).
5. Approval of request from Peggy & Michael Wilson to possess alcohol at the Cahill Warming House during a private holiday party on 12/10/16.
6. Appointment of Jim Roemer to the Community Development Authority for a term to expire in 2017.

### **III. Petitions and Communications** - None

### **IV. General Business**

#### **1. Discussion/action on the 2017 Village Budget.**

Village Manager Steve Sheiffer and Finance Director Jen Amerell led the Board in the review and discussion of the 2017 Village Budget.

#### **2. The Village Board may convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public**

**property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session – specifically regarding a possible intergovernmental agreement for municipal court services.**

It was moved by Trustee Serebin, seconded by Trustee Fuda, and unanimously carried by the Village Board to convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session – specifically regarding a possible intergovernmental agreement for municipal court services.

**3. The Village Board may reconvene to open session. The Village Board reserves the right to take action on any topic discussed in closed session.**

It was moved by Trustee Fuda, seconded by Trustee Serebin, and unanimously carried by the Village Board to reconvene into open session. No Village Board action taken.

**VI. Adjourn**

There being no further business, it was moved by Trustee Fuda, seconded by Trustee Serebin, and unanimously carried by the Village Board to adjourn the meeting at 7:50pm.

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Caren Brustmann  
Deputy Clerk

User: J.Amerell

CHECK DATE FROM 10/01/2016 - 10/31/2016

DB: Whitefish Bay

Check Date	Check	Vendor Name	Amount
Bank POOL BMO HARRIS BANK			
10/07/2016	30085	AT&T	248.49
10/07/2016	30086	AUDIO EDITIONS	235.13
10/07/2016	30087	BAKER & TAYLOR BOOKS	1,728.53
10/07/2016	30088	BEAR GRAPHICS	232.58
10/07/2016	30089	BLACKSTONE AUDIO, INC	135.00
10/07/2016	30090	CAREN BRUSTMANN	85.32
10/07/2016	30091	DIEDRICH ELECTRIC	165.00
10/07/2016	30092	DILLETT MECHANICAL SERVICE	795.56
10/07/2016	30093	GENE WAGNER PLUMBING	1,000.00
10/07/2016	30094	GRAINGER	1,459.68
10/07/2016	30095	H. FROEBEL & SON	1,000.00
10/07/2016	30096	HALQUIST STONE COMPANY	352.53
10/07/2016	30097	JAN-PRO OF MILWAUKEE	1,958.00
10/07/2016	30098	JEFF LINDSEY	7.38
10/07/2016	30099	KUSTOM SIGNALS, INC.	1,696.00
10/07/2016	30100	MAILCOM CONSULTING	1,104.00
10/07/2016	30101	MIDLAND HEALTH TESTING, INC.	112.00
10/07/2016	30102	MILWAUKEE COUNTY TREASURER	1,469.20
10/07/2016	30103	MILWAUKEE DOOR SALES & SERVICE, LLC	811.82
10/07/2016	30104	MUNICIPAL PROPERTY INSURANCE CO	17,816.00
10/07/2016	30105	NORTH SHORE WATER COMMISSION	30,648.35
10/07/2016	30106	PETER BRONEK	960.00
10/07/2016	30107	PUBLIC SERVICE COMMISSION OF WI	2,429.35
10/07/2016	30108	SCOTT LENSKI	19.44
10/07/2016	30109	STAPLES ADVANTAGE	380.05
10/07/2016	30110	STATE OF WI-COURT FINES/SURCHARGES	3,217.24
10/07/2016	30111	STEPHANIE AWE	150.00
10/07/2016	30112	STEVE SHEIFFER	416.04
10/07/2016	30113	VILLAGE OF BAYSIDE	258,632.52
10/07/2016	30114	VILLAGE OF BUTLER POLICE DPT	435.00
10/07/2016	30115	WELLS FARGO	139.44
10/07/2016	30116	WEX BANK	2,632.97
10/07/2016	30117	WFA, LLC	2,470.98
10/07/2016	30118	WI DEPT OF JUSTICE	7.00
10/14/2016	30124	ADVANCE CONSTRUCTION, INC.	226,707.22
10/14/2016	30125	AT&T	73.23
10/14/2016	30126	CARDMEMBER SERVICE	1,735.02
10/14/2016	30127	CITY OF GLENDALE	8,470.23
10/14/2016	30128	CITY WATER LLC	4,680.24
10/14/2016	30129	DEPARTMENT OF TRANSPORTATION	500.00
10/14/2016	30130	DIVERSIFIED BENEFIT SERVICES, INC	312.95
10/14/2016	30131	DSPS	40.00
10/14/2016	30132	EHLERS	3,800.00
10/14/2016	30133	EHLERS INVESTMENT PARTNERS, LLC	410.94
10/14/2016	30134	GOODYEAR AUTO SERVICE CENTER	56.00
10/14/2016	30135	JENNY STEINMAN HEYDEN	1,100.00
10/14/2016	30136	JOURNAL SENTINEL	28.95
10/14/2016	30137	LEXISNEXIS RISK SOLUTIONS	100.00
10/14/2016	30138	MAILCOM CONSULTING	1,084.00
10/14/2016	30139	MATC - BUSINESS OFFICE	25.00
10/14/2016	30140	MIKE TOMSEVICS	32.94
10/14/2016	30141	MILWAUKEE METRO SEWERAGE DISTRICT	81,341.56
10/14/2016	30142	MINNESOTA LIFE INSURANCE CO.	1,634.89
10/14/2016	30143	NORTH SHORE HEALTH DEPT.	16,835.08
10/14/2016	30144	QUILL CORPORATION	850.71
10/14/2016	30145	SCHWAAB, INC.	71.70
10/14/2016	30146	SUE ATHERTON	165.00
10/14/2016	30147	TASC	127.16
10/14/2016	30148	TYLER TECHNOLOGIES, INC.	1,590.00
10/14/2016	30149	WEA INSURANCE TRUST	80,586.44
10/14/2016	30150	XENIA RAMOS	68.04
10/21/2016	30151	A.M. LEONARD, INC.	50.37
10/21/2016	30152	ADVANCE CONSTRUCTION, INC.	318,237.09
10/21/2016	30153	ADVANCED DISPOSAL SERVICES	3,465.69
10/21/2016	30154	AMERICAN INDUSTRIAL MEDICAL	685.00
10/21/2016	30155	ANDREW CHEVROLET	190.07
10/21/2016	30156	AT&T	155.80
10/21/2016	30157	BADGER UNDERGROUND INC	139,492.00
10/21/2016	30158	BAKER & TAYLOR BOOKS	2,002.16
10/21/2016	30159	BATTERIES PLUS	42.95
10/21/2016	30160	BLACKSTONE AUDIO, INC	180.00
10/21/2016	30161	BLAKE HOLMAN	55.00
10/21/2016	30162	BLUETARP FINANCIAL, INC.	295.01
10/21/2016	30163	BRODART CO.	363.52
10/21/2016	30164	CARDMEMBER SERVICE	617.70
10/21/2016	30165	CARQUEST AUTO PARTS	528.04
10/21/2016	30166	CENTURY LANDSCAPING	3,584.20
10/21/2016	30167	CERTIFIED PRODUCTS, INC.	1,720.00

User: J.Amerell

CHECK DATE FROM 10/01/2016 - 10/31/2016

DB: Whitefish Bay

Check Date	Check	Vendor Name	Amount
10/21/2016	30168	CLARK DIETZ, INC	5,550.00
10/21/2016	30169	DAVID FEE	30.00
10/21/2016	30170	DELTA DENTAL OF WISCONSIN	4,414.61
10/21/2016	30171	DILLETT MECHANICAL SERVICE	507.32
10/21/2016	30172	DIXON ENGINEERING, INC.	1,900.00
10/21/2016	30173	EBSCO	93.24
10/21/2016	30174	EGELHOFF LAWN MOWER SERVICE	325.51
10/21/2016	30175	GARDENER IN THE CITY	1,229.80
10/21/2016	30176	GLENDALE WATER UTILITY	367.50
10/21/2016	30177	GRAY'S INC	250.57
10/21/2016	30178	GREATAMERICA FINANCIAL SVCS	93.00
10/21/2016	30179	HD SUPPLY WATERWORKS, LTD.	2,118.48
10/21/2016	30180	HERSLOF OPTICAL CO., INC.	285.00
10/21/2016	30181	HOTSY CLEANING SYSTEM	423.15
10/21/2016	30182	INTEGRATED COMMUNICATIONS-MAS	511.31
10/21/2016	30183	INTL SOCIETY OF ARBORICULTURE	100.00
10/21/2016	30184	JENNIFER WILLIAMS	277.50
10/21/2016	30185	JOHNSON AND SONS PAVING	60.00
10/21/2016	30186	LINCOLN CONTRACTORS SUPPLY	253.11
10/21/2016	30187	M&M TREE SERVICE	5,285.00
10/21/2016	30188	MAUREEN GOLDBLATT	18.99
10/21/2016	30189	MID CITY PLUMBING	13,000.00
10/21/2016	30190	MIDWEST TAPE	9.99
10/21/2016	30191	MONROE TRUCK EQUIPMENT, INC	59,858.00
10/21/2016	30192	MOORE MEDICAL, LLC	148.55
10/21/2016	30193	NAPA	51.48
10/21/2016	30194	ODB COMPANY	2,048.91
10/21/2016	30195	OUTDOOR ACCENTS	97.00
10/21/2016	30196	OUTDOOR LIGHTING CONST. CO., INC.	867.00
10/21/2016	30197	SCHOLASTIC LIBRARY	109.20
10/21/2016	30198	TAPCO	92.70
10/21/2016	30199	THE SIGMA GROUP, INC	24,122.50
10/21/2016	30200	TRAFFIC ANALYSIS & DESIGN, INC	9,523.00
10/21/2016	30201	TRUGREEN	400.00
10/21/2016	30202	U.S. CELLULAR	538.12
10/21/2016	30203	U.S. HEALTHWORKS MEDICAL GROUP	30.00
10/21/2016	30204	VERIZON WIRELESS	644.49
10/21/2016	30205	VILLAGE OF BROWN DEER	348.00
10/21/2016	30206	VILLAGE OF SHOREWOOD	17,212.99
10/21/2016	30207	WE ENERGIES	15,962.95
10/21/2016	30208	WEATHERED EDGE	880.00
10/21/2016	30209	WEATHERNET, INC	395.00
10/21/2016	30210	WESTHOFEN WORKS, INC.	934.00
10/21/2016	30211	WEX BANK	6,293.95
10/21/2016	30212	WFA, LLC	4,525.92
10/21/2016	30213	WIL-KIL PEST CONTROL	80.75
10/28/2016	30220	AFLAC	647.31
10/28/2016	30221	ALSCO	626.34
10/28/2016	30222	BADGER UNDERGROUND INC	14,700.00
10/28/2016	30223	BAKER & TAYLOR BOOKS	1,837.39
10/28/2016	30224	CARDMEMBER SERVICE	1,296.62
10/28/2016	30225	CINTAS CORPORATION	211.90
10/28/2016	30226	CLARK DIETZ, INC	22,543.00
10/28/2016	30227	COAST TO COAST SOLUTIONS	70.10
10/28/2016	30228	CUMMINS NPOWER, LLC	417.79
10/28/2016	30229	DEMCO	360.28
10/28/2016	30230	DILLETT MECHANICAL SERVICE	2,123.54
10/28/2016	30231	ERIN GRANSTROM	58.30
10/28/2016	30232	GREENFIELD PLUMBING LLC	420.00
10/28/2016	30233	GRUBE'S TOWING	105.00
10/28/2016	30234	JENNY STEINMAN HEYDEN	1,037.50
10/28/2016	30235	JOHNSON CONTROLS	2,616.00
10/28/2016	30236	KLS, S.C.	1,850.73
10/28/2016	30237	LEMBERG ELECTRIC CO., INC.	1,029.72
10/28/2016	30238	MONROE TRUCK EQUIPMENT, INC	84,682.00
10/28/2016	30239	NATIONAL ELEVATOR INSPECTION SVCS.	176.00
10/28/2016	30240	NEHER ELECTRIC SUPPLY, INC.	176.17
10/28/2016	30241	OFFICE COPYING EQUIPMENT	56.86
10/28/2016	30242	PIRANHA PAPER SHREDDING	35.00
10/28/2016	30243	QUALITY RESOURCE GROUP, INC	765.00
10/28/2016	30244	STAPLES ADVANTAGE	232.11
10/28/2016	30245	STREICHER'S	29.99
10/28/2016	30246	TIME WARNER CABLE	2,312.25
10/28/2016	30247	VILLAGE ACE HARDWARE	386.50
10/28/2016	30248	WESTHOFEN WORKS, INC.	1,576.25
10/28/2016	30249	WI DEPT. OF JUSTICE - TIME	300.00
10/28/2016	30250	WIL-KIL PEST CONTROL	185.75

POOL TOTALS:

Total of 155 Checks:

1,564,176.49

October 17, 2016

To: Village Board

Subject: Proposed 2016 Fire department Fees – Resolution # 2980

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 2017 fees are projected to total \$ \$2,000,000 which represents 14% of the Department Budget.

Please let me know if you need any additional information.

cc: Jennifer Amerell – Finance Director

Chris Jaekels Esq - Village Attorney

**RESOLUTION NO. 2980**

**A Resolution Approving the 2017 North Shore Fire  
Department Fees For Service Schedule.**

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**WHEREAS**, the Board of Directors of the North Shore Fire Department has recommended that the 2017 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 7th day of November, 2016.

\_\_\_\_\_  
Julie Siegel, Village President

Countersigned:

\_\_\_\_\_  
Jennifer Amerell, Village Clerk

STATE OF WISCONSIN: NORTH SHORE FIRE DEPARTMENT: MILWAUKEE COUNTY

**RESOLUTION NO. – 16-03**

**A Resolution Recommending the 2017 NSFD  
Fees For Service Schedule.**

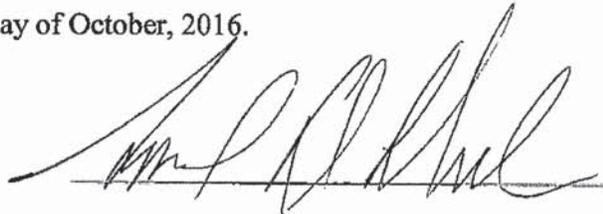
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**WHEREAS**, the Board of Directors of the North Shore Fire Department (“NSFD”) can recommend fees for service to be charged by the Department to the member municipalities for their approval in accordance with the Amended and Restated North Shore Fire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

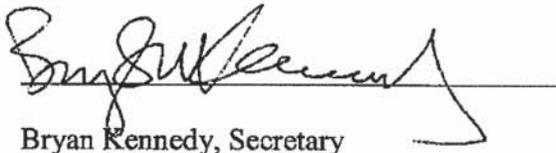
**NOW, THEREFORE, BE IT RESOLVED**, that a majority of the Board of Directors recommends the implementation of the updated fees detailed in the 2017 NSFD Fees for Service Schedule attached to this Resolution.

**PASSED AND ADOPTED** this 11<sup>th</sup> day of October, 2016.



Samuel D. Dickman, President

Countersigned:



Bryan Kennedy, Secretary

Item	2016	2017
BLS service and/or treatment without transport (Resident)	109.25	111.54
BLS service and/or treatment without transport (Non-Resident)	163.34	166.77
Paramedic service and/or treatment without transport (Resident)	135.76	138.61
Paramedic service and/or treatment without transport (Non-Resident)	185.61	189.51
BLS service with transport (Resident)	630.02	674.12
BLS service with transport (Non-Resident)	762.60	778.61
Paramedic service with transport Level - ALS-1 (Resident)	719.11	769.45
Paramedic service with transport Level - ALS-2 (Resident)	828.36	845.75
Paramedic service with transport Level - ALS-1 (Non-Resident)	849.57	867.41
Paramedic service with transport Level - ALS-2 (Non-Resident)	980.03	1000.61
Paramedic service and invasive treatment without transport (Resident)	135.76	138.61
Paramedic service and invasive treatment without transport (Non-Resident)	190.92	194.92
Defibrillation	109.25	111.54
IV and supplies	65.76	67.14
Intubation	81.67	83.38
ALS supplies	86.97	88.80
Oxygen and supplies	81.67	83.38
Mileage (rate per loaded mile)	15.91	17.02
EKG	109.25	111.54
Drugs, Group-1: Albuterol, Amioderone (30 mg), Aspirin, Atropine, Benadryl, Calcium Gluconate, Dextrose, Duoneb, D5W, Glucose (oral), Nitroglycerin, Sodium Normal Saline (bags & carpujet), Versed, Zofran Tabs, Zofran IV	35.00	35.74
Drugs, Group-2: Calcium Chloride, Dopamine, Epinephrine (IM or IV, not by Epi-pen), Lidocaine, Sodium Bicarbonate	40.30	41.15
Drugs, Group-3: Fentanyl, Ketamine, Medazolam, Narcan	51.97	53.06
Epinephrine by Epi-pen	103.94	106.13
Adenosine	97.58	99.63
Glucagon, up to 1 Mg	97.58	99.63
Solmedrol, 41-125 Mg	63.64	64.98
E-Z IO	130.46	133.20
Spinal Immobilization	135.76	138.61
Triage barcode wristbands	3.18	3.25
Cyano-kits	980.03	1000.61
CPAP mask	48.79	49.81

**Fire Prevention Permits/Inspections:**

	2016	2017
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):**

	2016	2017
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:**

	2016	2017
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:**

	2016	2017
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:**

	2016	2017
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.



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

## Memorandum

To: Village Board  
Cc: Steve Sheiffer, Village Manager; Jennifer Amerell, Finance Director/Clerk  
From: Caren Brustmann, Deputy Clerk  
Date: October 31, 2016  
Re: Appointment of Election Inspectors

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Election Inspectors are appointed in December of odd numbered years for a two-year term.

The attached list contains the names of Election Inspectors who are new and were not included on the list last December. The named individuals need to be officially appointed by the Village Board prior to working at the November 8<sup>th</sup> Election.

The terms of the newly appointed Inspectors will expire on 12/31/17.

10/31/2016

**Election Inspectors for Appointment**

Ife Blount

Mary Carson

Catherine DiCamelli

Judith Cohen

Nan Ciralsky

Sean Courtney

Francis Johnson

Judith Kubish

Friederike Lemaitre

Sarah Mann

Patricia McCormick

Virginia Rader

Vera Tollefsen

Susan Wienke



TO: Steve Sheiffer, Village Manager  
FROM: Paul Boening, Assistant Manager  
Joel Oestreich, Director of Building Services  
DATE: November 3, 2016  
RE: **Proposed Ordinances 1825, 1826 & 1827**

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### **Background**

The Building Codes Review Committee (BCRC) met a total of seven times between January and August of this year. The Committee was chaired by Trustee Davis and also included Trustee Demet and Trustee Saunders. Assistant Manager Paul Boening and Director of Building Services Joel Oestreich provided staff support to the Committee.

The Village Board reviewed the Committee's recommendations and directed staff to draft Ordinances to incorporate specific changes into the Municipal Code. A summary of Ordinances 1825, 1826 & 1827 follows:

**Item:** Ordinance No. 1825 to amend the Plumbing Code (to allow homeowners to obtain permits for minor plumbing work).

**Summary:** The primary goal of the amended language is to allow homeowners the ability to pull permits for minor plumbing work rather than requiring them to hire a Master Plumber.

**Item:** Ordinance No. 1826 to amend the Preface to the Building Code (to revise the approval process for small sheds, clarify the language pertaining to Air Conditioning Systems and increasing the height of playsets requiring ARC approval).

**Summary:** The amended Code language would result in the following changes:

- Sheds – The amended language would allow staff to issue the needed permit provided all of the following conditions are met: 1) the proposed shed cannot exceed 100 sq. feet in size, 2) the shed must be set back at least 5 feet from all property lines, 3) a shed design-plan and a survey or other acceptable proof of property boundaries are provided, 4) the shed and other accessory buildings do not collectively occupy more than 10% of the area of the lot, and 5) the exterior materials and color of the shed match those of the house as approved by staff. In the event that a permit application is not approved based on any of the above conditions, the applicant can appeal the decision to ARC.
- Central Air Conditioning Units - The proposed wording changes are not substantive – the revised version is “fine-tuned” to eliminate duplicate and/or obsolete references.

- Approval Process for Play Structures. Currently, play structures exceeding 8 feet in height require ARC approval. The revised language would only require ARC approval of play structures exceeding 10 feet in height.

**Item:** Ordinance No. 1827 to allow the use of outdoor “fire pits” subject to specific conditions.

**Summary:** Existing Code language prohibits outdoor burning in Whitefish Bay unless it is used for food preparation. Other North Shore communities have amended their Codes in recent years to allow outdoor fire pits subject to various conditions. NSFD Battalion Chief John Maydak attended a BCRC Committee meeting to discuss the issue. Both the Whitefish Bay Police Department and NSFD have confirmed that such devices are widely used in WFB despite the current prohibition.

The Code amendment would allow outdoor fire pits subject to:

- Defining an outdoor fire pit as *a device for the burning of wood that is equipped with a metal hood and screen that completely encloses the area where wood is burned so as to prevent embers or sparks from exiting the device.*
- Prohibiting the use of such devices on porches or decks or within ten (10) feet of a dwelling, garage or other accessory structure.
- Prohibiting the use of such devices between 11:00pm and 8:00am.
- Requiring that such devices be tended by a competent person all times that combustion is occurring.

#### **Recommendation**

If approved, each Ordinance would become effective on 1/1/17.

ORDINANCE NO: 1825

**An Ordinance Amending the Plumbing Code**

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

Section One: Section 13.13 of the Plumbing Code is hereby repealed and recreated to read as follows:

**PLUMBING PERMITS**

No plumbing shall be done in the village except for the direct replacement of existing traps, faucets, and the removal of stoppages without the permit first being issued by the Plumbing Inspector and the payment of the proper fees as hereinafter required. The applicant for a plumbing permit shall make application for same on forms submitted by the village, and when necessary, shall furnish a plan showing in detail the work to be done. No person in the village shall install or permit to be installed, any plumbing or drainage of any kind or character unless a permit therefor has been granted by the Plumbing Inspector, and no person shall interfere in any way with the work of inspection or permit any plumbing or drainage to be used until it has been inspected and approved by said inspector. Permits shall be issued only to recognized and licensed master plumbers. The requirement that permittees be recognized and licensed master plumbers shall not apply to permits for:

1. The installation of ASSE1011 Devices in commercial properties, where the work is conducted pursuant to the issuance of a cross-connection repair order from the Plumbing Inspector; and
2. The replacement or repair, in the same location, of a dishwasher, disposal, sink, tub, water closet(toilet) or component parts thereof, by an occupant homeowner of a single family dwelling in accordance with Wisconsin State Statute 145.06. (Ord. 1770)(Ord. 1790)
3. The disconnection and capping off of downspouts connected to the sanitary sewer system (Ord. 1805)

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 effective January 1, 2017.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Whitefish Bay this 7<sup>th</sup> day of November, 2016.

VILLAGE OF WHITEFISH BAY

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Julie Siegel, Village President

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Jennifer Amerell, Village Clerk

ORDINANCE NO: 1826

**An Ordinance Amending the Preface to the Building Code**

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

Section One: Chapter 11, Rule 1, Section 7 of the Building Code is hereby repealed and recreated to read as follows:

7. "Structure" means any permanently installed anchored or constructed building or contrivance, including, but not limited to, house, garage, shed, or any play set exceeding ten (10) feet in height. Unless otherwise specified, structures which do not exceed 18 inches in height do not require a building permit.

Section Two: Chapter 11, Rule 1, Section 7b of the Building Code is hereby created to read as follows:

7b. The Building Inspector may issue a permit without ARC review for a shed not exceeding 100 sq. feet in size if the following provisions are met: 1) the shed must be set back at least 5 feet from all property lines, 2) a shed design-plan and a survey or other acceptable proof of property boundaries are provided, 3) the shed and other accessory buildings do not collectively occupy more than 10% of the area of the lot, and 4) the exterior materials and color of the shed match those of the principal structure on the subject parcel. In the event that a permit application is not approved based on any of the above conditions, the applicant may appeal the decision to ARC.

Section Three: Chapter 11, Rule 4 of the Building Code is hereby repealed and recreated to read as follows:

**AIR CONDITIONING SYSTEMS**

(A) (1) No water cooled air conditioning or refrigeration system or unit shall be erected or installed in the Village of Whitefish Bay which discharges water received from any source into a sanitary sewer in the Village and a discharge of water from any such system or unit shall be at least three (3) feet from the nearest foundation walls of any building.

(2) In the event that it is necessary to restrict the use of water to adequately provide water for fire protection or sanitary use or because of breaks or other emergency, the Village President, Village Manager, Commissioner of Public Works, or the Chief of the Department of Public Safety may direct that air conditioning and refrigeration units or systems stop using water from the Village distribution system. No water shall be taken from the Village distribution system for use in connection with an air conditioning or refrigeration system or unit during the time such order is in effect.

(B) (1) A permit application for any part of an air conditioning or refrigeration system, or for improvements that include any part of an air conditioning or refrigeration system, may require a current, scaled site plan depicting all streets abutting the

applicant's property, all lot lines of the applicant's property, all structures and proposed structures on the applicant's property, and all structures on the adjacent property nearest the proposed system

(2) Where any part of an air conditioning or refrigeration system is located outside of a building, the system may be placed in the rear yard or side yard, or as otherwise allowed by Sub (C). If placed in the rear yard the system shall be placed out of the setback and at least 10 feet from any adjacent dwelling or apartment. Whenever the system is placed in the side yard, it shall be located to the rear of any appropriately sized ground level architectural recess or be placed in the rear third of the side yard as measured from the front line to the rear line of the building. If placed in the side yard, the system shall be placed at least ten feet from any adjacent building. When located in the side yard, the owners of the nearest adjacent building must give written approval of the location of the system. Side yard systems must be placed within the property lot lines. Regardless of the location decorative fencing, evergreen landscaping, or other appropriate screening must be employed at all times for the lifetime of the system to screen the installation from the street.

(3) An air conditioning or refrigeration unit may be placed in the side yard (as defined by the Zoning Code):

(a) If it replaces, in the same location, a system of comparable tonnage (not to exceed a 1.5-ton increase) for which a variance or special exception was previously granted; or

(b) If it replaces, in the same location, a system of comparable tonnage (not to exceed a 1.5-ton increase) for which a permit showing a side yard location was issued without a variance or special exception.

(c) In all cases other than those described in clauses (a) and (b) above, if (i) the building inspector has determined that the system cannot be placed in the rear yard without substantial difficulty, and (ii) the owners of the nearest adjacent building give written approval of the location of the system.

(4) After the owners of an adjacent building have given written approval of the location of a system, neither such owners, nor their successors-in-interest as the owners of such adjacent building, may withdraw or revoke such approval.

(C) Installation of an exterior air conditioning system in the business district, where no rear yard is available, may be made above the roof. Installation of an exterior air conditioning system may be made on the roof of municipal buildings with approval of the Village Board. Installation of an exterior air conditioning system may be made on the roof of school district buildings with the approval of the School Board. An exterior air conditioning system may be installed in the side yard in any residential district where that side yard abuts a public alley. Such side yard air conditioning systems may be placed anywhere in the side yard provided that the system is properly screened from the public street, is placed within the lot lines of the property.

(D) This section shall not apply to window mounted, plug-in units.

(E) Existing Non-Conforming Systems. All persons who have air conditioning systems which are in non-conformity with the requirements of this Rule 4 and for which a variance has not been granted, shall cause such systems to be converted, modified, moved, adjusted or otherwise made to comply herewith as follows:

(1) Installation of device necessary. If no structural or mechanical changes, or changes in location of exterior equipment, other than installation and/or adjustment of sound deadening or deflecting devices be necessary compliance shall not be later than

June 1, 1969, after which date compliance shall be effected within thirty (30) days after notification by the Building Inspector to correct.

(2) Structural or mechanical change or location change. If structural or mechanical changes, or change in location of exterior equipment be necessary, compliance shall be not later than June 1, 1969, after which date compliance shall be effected within sixty (60) days after notification by the Building Inspector.

(F) The Board of Appeals may grant special exceptions from the requirements of this Rule 4 pursuant to Section 16.20 (3) (Zoning Code).

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 effective January 1, 2017.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Whitefish Bay this 7<sup>th</sup> day of November, 2016.

VILLAGE OF WHITEFISH BAY

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Julie Siegel, Village President

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Jennifer Amerell, Village Clerk

ORDINANCE NO: 1827

**An Ordinance Related to Open Burning**

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

Section One: Section 8.01(5) of the Municipal Code is hereby repealed and recreated to read as follows:

**(5) OPEN BURNING**

- (a) Open burning is prohibited in the Village of Whitefish Bay and no person, firm, corporation or other entity shall burn, cause to be burned, or suffer or allow to burn in the open air leaves, garden refuse, wood, refuse, or other combustible material.
- (b) This subsection shall not apply to:
  - 1. A charcoal or gas grill used in the cooking of food.
  - 2. The smoking of tobacco products.
  - 3. A device for the burning of wood that is equipped with a metal hood and screen that completely encloses the area where wood is burned so as to prevent embers or sparks from exiting the device.
- (c) The exception allowed in Subsection 8.01(5)(b)(3) shall not apply during such times as the North Shore Fire Chief declares a ban on burning due to dry conditions.
- (d) The burning permitted in Subsection 8.01(5)(b)(3) shall be subject to the following conditions:
  - 1. Such devices shall not be used on porches or decks or within 10 feet of a dwelling, garage, or other accessory structure.
  - 2. Such devices shall not be used between the hours of 11:00 p.m. and 8:00 a.m.
  - 3. Such devices shall be tended by a competent person at all times combustion is occurring. To constitute being "tended," the device must be within the direct observation of the competent person taking care of the fire.

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 effective January 1, 2017.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Whitefish Bay this 7<sup>th</sup> day of November, 2016.

VILLAGE OF WHITEFISH BAY

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Julie Siegel, Village President

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Jennifer Amerell, Village Clerk

October 18, 2016

To: Village Board

Subject: Review of 2017 Proposed Budget and Parks Study Session

From: Steven Sheiffer - Village Manager 

Attached is a memorandum from the Finance Director about state transportation aids. I believe her recommendation is appropriate and prudent.

There were three budgets held over for this session: Borrowed Money Fund, TID #1, and TID #2. These budgets are on pages 170 thru 174 of the Budget. I had provided the Finance Director with background information for each of these budgets that includes some additional information. That information is attached and I would suggest that we work off of those materials; rather than the budget pages.

The CDA has approved the two TID budgets.

The review of the Borrowed Money Fund will lead into the study session on Parks. The primary purpose of the session is to share information and have the Board provide direction in terms of what you are interested in and your priorities. The intent is to have a discussion about each park and potential projects.

At this time I am projecting a February Board session on fiscal planning with an emphasis on Capital Project priorities. At that time we would have closed out the 2016 fiscal year and be able to project the amount of available funds from the 2016 projects, and the General Fund Undesignated Fund balance. The available funds after the completion of the 2016 projects plus the funds borrowed for the 2017 projects constitute the amount available for capital projects. We would also know for that meeting what state grants we will receive for the traffic safety projects, and the Board priorities.

Please let me know if you need any additional information prior to the meeting.

cc: Jennifer Amerell – Finance Director

Chris Jaekels Esq - Village Attorney



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

## Memorandum

To: Steve Sheffer, Village Manager *JS*  
From: Jen Amerell, Finance Director/Clerk *JA*  
Date: November 2, 2016  
Re: 2017 Transportation & Connecting Highway Aids

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### Summary

The Village received notification that 2017 general transportation and connecting highway aids will be \$855,737, which is \$44,263 less than the 2017 budgeted amount of \$900,000. Transportation aids are calculated using 6-year average transportation cost information reported by the Village. In 2015, the Village received a local road improvement grant for \$45,421. The State treats such grants as offsetting revenue, which decreased the total of the Village's 2015 reportable transportation costs. In essence, the Village received \$45,421 in advance in 2015.

### Recommendation

Staff recommends keeping the 2017 budget and tax rate as is for the following reasons:

- Annual transportation costs are expected to continue increasing, which will result in higher aid amounts in the coming years
- The Village's fund balance is healthy and can be utilized to cover any shortfalls resulting from the decreased transportation aids in 2017

August 16, 2016

Tentative 2017 Budget for TID #1

**REVENUES**

Annual

Tax Increment	\$	487,173
Computer Aids	\$	11,837
BID Reimbursement for Retail Incentive program	\$	<u>0</u>
Sub Total	\$	499,010
Use of Available Fund Balance	\$	415,515
<b>Total Revenue</b>	<b>\$</b>	<b>914,525</b>

**EXPENSES**

Debt Service	\$	319,525
Administration		
Staff Allocations		
Legal and Financial Advisors/ New TID District	\$	25,000
Consultant Assistance		<u>10,000</u>
Sub Total	\$	35,000
Project Implementation (attached)	\$	230,000
Completion of 2016 Projects (25% of \$117,570)		30,000
Business Incentive Programs		
Grant to BID- Marketing to new businesses	\$	25,000
Incentives (Retail, Façade, 2 <sup>nd</sup> floor, ?)		<u>225,000</u>
Sub Total	\$	250,000

New Redevelopment Project(s)		
Project Review		\$ 50,000
TID Incentives		<u>    TBD</u>
	Sub Total	\$ 50,000
<b>Total Expenses</b>		<b>\$ 914,525</b>

**Note:** Available Fund Balance as of 12/31/15 - \$1,246,869

August 16, 2016

**Village of Whitefish Bay**  
**Proposed 2017 Projects**

**TID #1**

**\$ 230,000**

Silver Spring Dr @ Bay Ridge Traffic Signal Replacement Project \$ 35,000

10% local share of \$350,000 project HSIP Grant

2018 construction

- Replacement of current traffic signal to improvement vehicular and pedestrian safety.

Silver Spring Dr Pedestrian Safety Improvement Design \$ 50,000

10% design fee of \$500,000 project

2018 construction

- Various intersection related improvements to increase pedestrian safety.

Traffic Signal Replacement Project \$ 70,000

Silver Spring Dr @ Santa Monica Blvd

Silver Spring Dr @ Marlborough / Lake

10% local share of \$700,000 project HSIP Grant

2020 construction

- Replacement of current traffic signal to improvement vehicular and pedestrian safety.

Silver Spring Dr Street Lighting Illumination Upgrade \$ 50,000

- Relamping of the street lights along Silver Spring Drive to increase illumination for increased pedestrian safety.

Public Green Spaces Improvement/ Design \$ 25,000

10% design fee of \$250,000 project

2018 construction

- Improvements to public space in this area

September 12, 2016

**Tentative 2017 Budget for TID #2**

**REVENUES**

Annual	
Tax Increment	\$ 339,483
<b>Total Revenue</b>	<b>\$ 339,483</b>

**EXPENSES**

Debt Service	\$ 115,013
Payment to Village for Municipal Revenue Obligation	\$ 25,000
Developer Payment	\$ 189,025
Village Administrative Service fee	\$ <u>0</u>
<b>Total Expenses</b>	<b>\$ 329,038</b>

- Notes:**
1. Available Fund Balance as of 12/31/15 \$ 86,399
  2. District Closure is projected for 2035 – Sufficient funds will have been generated to cover all accrued expenses. Maximum life is 2040
  3. Future Debt Service (2018 thru 2033) \$ 2,053,842
  4. Future Developer Payments (2018 thru 2033) \$ 2,992,163
  5. Future MRO Payments (2018 thru 2038) \$ 1,485,076
  6. Future Admin. Fee Payments (2018 thru 2035) \$ 709,632

August 16, 2016  
Revised

***Village of Whitefish Bay***  
***Description of Proposed 2017 Projects from Borrowed Funds***

**WATER FUND**

**\$ 300,000**

Water Main /Valve / Hydrant Repair and Replacement \$100,000

- Maintenance and repair needs of 46 miles of water main, 1150 water valves, 4865 water services and 470 fire hydrants.

Water Meter Purchase for Installation \$ 60,000

- Replacement of the oldest 225 water meters (5%) of the total 4807 water meters in the system.

Replacement of Murray Avenue Water Main \$ 140,000

- Unanticipated maintenance and repair projects

**SEWER FUND**

**\$ 250,000**

Sanitary Sewer Main, Main Lining and Manhole Repairs \$250,000

- Maintenance and repair of the 39 miles of sanitary sewer main as well as 939 sanitary manholes.

**STORMWATER FUND**

**\$ 350,000**

Manhole, Main Lining, Catch Basin and Inlet Repairs \$350,000

- Maintenance and repair needs of our 31 miles of storm sewer main, 239 catchbasins and inlets and 399 storm manholes.

**GENERAL FUND**

**\$2,375,000**

**Streets, alleys, sidewalks etc.**

Mill and Overlay Project \$ 650,000

- Rehabilitate approximately 2 miles of the 38 miles of roadways in the village.

Sidewalk Improvement Project \$ 100,000

- Remove and replace approximately .75 miles of the 78 miles of sidewalks in the village.

Roadway/ Utility Project - Design Engineering \$ 200,000

- Reconstruct approximately 1 mile of the 38 miles of roadways and associated utilities in the village.  
10% design fee of \$2,000,000 project  
2018 construction

Street Lighting Replacement Project – Circle Dr. area \$ 200,000

- Replace the entire street lighting system that lights 1 mile of streets out of the 38 miles of streets in the village.

DOT HSIP Safety Grant Improvements \$100,000

- Implementation of Pedestrian Safety Study recommendations on Lake Drive as well as the replacement of several traffic signals within the community.  
10% local share of \$1,000,000 project  
2020 Construction

Miscellaneous Street Repairs \$ 200,000

- Repairs to small sections of street pavement

Sub Total \$ 1,450,000

### **Cahill Park Maintenance Projects**

Cahill Park Pavilion Floor Coating \$ 25,000

- Install an permanent epoxy surface to the current concrete floor

Cahill Park Tennis Courts Lighting Replacement Project \$ 250,000

- Replace the entire tennis court lighting system constructed in 1970's.

Cahill Park Tennis Courts Reconstruction Project Design \$ 25,000

- Reconstruct 6 tennis courts with fencing  
10% design fee of \$250,000 project for  
2018 construction

Sub Total \$ 300,000

**Park Improvement Projects**

Design fees or project implementation \$ 100,000  
Of maintenance projects at Klode or School House Parks

Sub Total \$ 300,000

**Park Planning**

Klode Park Master Plan – Beach Evaluation  
& Strategy \$ 30,000

- Study existing beach and beach erosion and generate improvement strategy.

Cahill Park and Armory Park Master Plan \$ 15,000

- Prepare master plans for both locations identifying maintenance needs and improvements.

Sub Total \$ 55,000

**General Village Buildings**

Old Public Works Site Master Plan \$ 20,000

- Review and prepare master plan to identify Public Works Department long term improvements and

Village Hall / Police Department Facility Design \$100,000

- Design of recommended improvements following the Village Hall /Police Department Facility Study recommendations.

10% design fee of \$1,000,000 project  
2018 construction

Sub Total \$ 120,000

Contingencies and Undesignated Projects \$ 260,000

**TOTALPROJECTS FROM BORROWED FUNDS \$3,275,000**