



REGULAR VILLAGE BOARD MEETING

MEETING NOTICE AND AGENDA

WHITEFISH BAY VILLAGE HALL – IN-PERSON

Monday, October 24, 2022, 6:00 PM

As an alternative to attending in-person, the public may access this meeting of the Village Board by phone or by computer. The phone number is: +1 312 626 6799. The Zoom Meeting code is: **854 6369 2688** and the Passcode is: **267748**.

<https://us06web.zoom.us/j/85463692688?pwd=d0w0WmxVZFpyWThGSXhTejdPNU8vQT09>

- 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 the regular meeting held on October 3, 2022.
 2. Claims for September, 2022.
 3. Investment Report for September, 2022.
 4. Temporary Beer License for the St. Monica’s Haunted House event on October 28th.
 5. Appointment of Christopher Simenz to the North Shore Dementia/Alzheimer’s Education and Training Program Committee.
 6. Appointment of Trustee Serebin to the North Shore Dementia/Alzheimer’s Education and Training Program Committee.
 7. Approval of a Memorandum of Understanding between the Village of Whitefish Bay and the Whitefish Bay School District to reciprocally utilize the Lydell Recreation Center and the DPW Facility as emergency evacuation shelters.
 8. Assessment Services Contract for 2023, 2024 and 2025.
 9. Resolution No. 3133 – authorizing submittal of a Connect Communities membership application to the Wisconsin Economic Development Corporation.

- III. Report of Village Officers
 1. Village Attorney
 2. Village Manager
 3. Village President
 4. Miscellaneous Trustee

- 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 the 2023 Village Budget. – DRAFT Budget available online at: <https://www.wfbvillage.gov/DocumentCenter/View/1700/2023-Draft-Budget>
 2. The Village Board may convene into Closed Session pursuant to §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 a Leave of Absence request and pursuant to §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 contract negotiations with the Police Union.
 3. 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 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 including in particular the North Shore Health Board 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.gov)

REGULAR VILLAGE BOARD MEETING

A regular meeting of the Board of Trustees of Whitefish Bay was held in-person on October 3, 2022.

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

I. Call to Order and Roll Call

President Buckley called the meeting to order at 6:00 pm.

Present: Trustees Balachandran, Demet, Haller, Kasper, Koltun, Serebin, and President Buckley

Also Present: Village Manager – Paul Boening
Village Attorney – Chris Jaekels
Assistant Village Manager – Tom Harrigan
Finance Director/Clerk – Jaimie Krueger
Director of Public Works – John Edlebeck
Director of Building Services – Joel Oestreich
Library Director – Nyama Reed
Chief of Police – Patrick Whitaker
Deputy Clerk – Erin Granstrom

II. Consent Agenda

It was moved by Trustee Serebin, seconded by Trustee Demet, and carried by the Village Board 7-0 to approve the consent agenda as presented.

1. Minutes of the regular meeting held on September 19, 2022.
2. Temporary Beer/Wine license for the WFB BID “Witches Night Out” event on October 20th.

III. Report of the Village Officers

1. Village Attorney –No Report
2. Village Manager –Boening commented that the sculpture “Time Flies” was installed in Consaul Commons. There may be a dedication ceremony in November.
3. Village President –Buckley commented on a couple of issues that have arisen, a yard sign that was larger than dimensions allowed by Village Ordinance, traffic difficulties on Henry Clay and Diversey and ribbon cutting for Fitzgerald’s Pharmacy Sunday.
4. Miscellaneous Trustee –Trustee Balachandran highlighted the library’s 85th celebration that occurred over the weekend.

IV. Petitions and Communications

No Petitions or Communications received.

V. General Business

1. Overview of 2023 Village Budget.

Village Manager provided background on budget process, where we currently are in that process and the approach the Village has been taking recently. Boening described the two scenarios proposed in the memo included in the meeting packet. The current balance of ARPA fund and the amount proposed to be utilized were discussed. The change in healthcare costs to employees and cost of living increase were discussed. The board

expressed interest in seeing the details from the Library in how they came to the budget numbers presented to the board. Boening gave an overview on the Capital Fund included in the annual budget.

2. Discussion/action on Resolution No. 3132 regarding a North Shore Dementia/Alzheimer's Education and Training Program.

Village Manager provided background information on the development of the proposed resolution. Boening described the next step if the resolution is adopted.

It was moved by Trustee Balachandran, seconded by Trustee Serebin that the Village Board adopt Resolution No. 3132 regarding a North Shore Dementia/Alzheimer's Education and Training Program, motion carried 7-0.

3. Discussion/action on Ordinance No. 1896 to modify the air conditioner placement requirements.

Director of Building Services, Joel Oestreich, mentioned previous discussion on proposed changes, no other changes have been made.

It was moved by Trustee Serebin, seconded by Trustee Haller that the Village Board adopt Ordinance No. 1896 to modify the air conditioner placement requirements, motion carried 7-0.

4. Discussion/action on Engineering Proposal (design, bidding and construction) from Clark Dietz for the 2023 Alley and Roadway Rehabilitation Projects.

Director of Public works, John Edlebeck, provided background on the project. Edlebeck explained the bids received. Studies on the effectiveness of permeable pavers were discussed as well as the usage of flow meters.

It was moved by Trustee Serebin, seconded by Trustee Demet that the Village Board approve the Design Bidding and Construction Engineering Proposals from Clark Dietz for the 2023 Alley Reconstruction & the 2023 Roadway Rehabilitation project in the amounts of \$90,000 & \$13,000 respectively, motion carried 7-0.

5. Public Works/Utility Department Overview Presentation.

John Edlebeck highlighted the services that the Department of Public Works provide for the Village and discussed the mission statement from the memo included in the meeting packet. Services provided by the DPW, recurring annual projects and upcoming projects were discussed.

VI. Adjourn

There being no further business, it was moved by Trustee Serebin, seconded by Trustee Demet, and carried 7-0 to adjourn the meeting at 7:50pm.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank Cking ASSOCIATED					
09/02/2022	Cking	63384	102569	Amazon Capital Services	379.53
09/02/2022	Cking	63385	102543	Blackstone Publishing	238.99
09/02/2022	Cking	63386	101730	Christopher Zanger	150.00
09/02/2022	Cking	63387	102172	Clark Dietz, Inc	3,106.25
09/02/2022	Cking	63388	MISC01	Collin A Gudgeon	170.00
09/02/2022	Cking	63389	102673	Concentra Health Services	60.00
09/02/2022	Cking	63390	101826	Edlo Auto Trim	285.00
09/02/2022	Cking	63391	0036	General Fire Equipment Co., Inc.	94.20
09/02/2022	Cking	63392	101801	Gielow's Lawn & Garden	163.48
09/02/2022	Cking	63393	0042	Heiser Automotive Group	147.80
09/02/2022	Cking	63394	102051	Home Depot Credit Services	1,315.82
09/02/2022	Cking	63395	102659	Jacobus Energy	1,064.64
09/02/2022	Cking	63396	101776	Neher Electric Supply, Inc.	139.98
09/02/2022	Cking	63397	MISC01	Oriental Massage Oasis	4.21
09/02/2022	Cking	63398	102932	PB Electronics	348.00
09/02/2022	Cking	63399	101918	R.A. Smith National	421.00
09/02/2022	Cking	63400	101871	Schmitz Ready Mix, Inc	982.57
09/02/2022	Cking	63401	102518	Shred-It, C/O Stericycle, Inc.	131.64
09/02/2022	Cking	63402	100402	Snap-On Tools	270.51
09/02/2022	Cking	63403	101931	Staples Advantage	908.49
09/02/2022	Cking	63404	101634	The Office Technology Group	178.09
09/02/2022	Cking	63405	102012	ULINE	124.64
09/02/2022	Cking	63406	0079	Verizon Wireless	17.63
09/02/2022	Cking	63407	0075	Village Ace Hardware	441.68
09/02/2022	Cking	63408	0070	Village of Shorewood	827.15
Total For 09/02/2022:					11,971.30
09/09/2022	Cking	63410	0004	Alsco	1,093.78
09/09/2022	Cking	63411	102569	Amazon Capital Services	794.53
09/09/2022	Cking	63412	102728	AT&T Mobility	445.56
09/09/2022	Cking	63413	101837	BAYCOM	340.00
09/09/2022	Cking	63414	0078	Carquest Auto Parts	2,124.87
09/09/2022	Cking	63415	0025	Cities & Villages Mutual Insurance	30,310.00
09/09/2022	Cking	63416	0045	Confluence Graphics	40.00
09/09/2022	Cking	63417	102928	Culligan of Waukesha	178.00
09/09/2022	Cking	63418	0081	Davis & Kuelthau, S.C.	21,675.52
09/09/2022	Cking	63419	101606	Digicorp, Inc.	360.00
09/09/2022	Cking	63420	0088	Gardener in the City	4,922.80
09/09/2022	Cking	63421	0039	GRAEF	26,699.33
09/09/2022	Cking	63422	102419	GreatAmerica Financial Svcs	101.00
09/09/2022	Cking	63423	MISC01	Honeycomb Salon	46.65
09/09/2022	Cking	63424	102659	Jacobus Energy	1,193.85
09/09/2022	Cking	63425	102732	Kanopy, Inc.	329.65
09/09/2022	Cking	63426	0058	Milwaukee County Treasurer	1,406.45
09/09/2022	Cking	63427	102268	North Shore Water Commission	37,750.82
09/09/2022	Cking	63428	102166	Old Dominion Brush Co.	2,036.04
09/09/2022	Cking	63429	102577	OrangeBoy, Inc	4,500.00
09/09/2022	Cking	63430	MISC01	Patrick Severson	151.33
09/09/2022	Cking	63431	101601	Pitney Bowes	269.79
09/09/2022	Cking	63432	101891	Quill Corporation	34.98
09/09/2022	Cking	63433	101674	R.N.O.W., Inc.	1,466.99
09/09/2022	Cking	63434	101871	Schmitz Ready Mix, Inc	689.29
09/09/2022	Cking	63435	100402	Snap-On Tools	237.80
09/09/2022	Cking	63436	101656	State of WI-Court Fines/Surcharges	3,060.83
09/09/2022	Cking	63437	0103	TASC	381.64
09/09/2022	Cking	63438	101632	Village of Bayside	360.21
09/09/2022	Cking	63439	0089	Wachtel Tree Science	1,755.00
09/09/2022	Cking	63440	101652	Westhofen Works, Inc.	1,696.10
09/09/2022	Cking	63441	102229	Wisconsin Department of Justice	14.00
Total For 09/09/2022:					146,466.81
09/12/2022	Cking	63442	102406	Cardmember Service	8,275.28
Total For 09/12/2022:					8,275.28
09/16/2022	Cking	63443	0001	ABC Lock & Key Company	266.40
09/16/2022	Cking	63444	0003	Aflac	421.33
09/16/2022	Cking	63445	102569	Amazon Capital Services	540.43
09/16/2022	Cking	63446	102238	Ann Marie Waranka	31.40
09/16/2022	Cking	63447	0126	AT&T	180.27
09/16/2022	Cking	63448	0010	Baker & Taylor Books	3,284.40
09/16/2022	Cking	63449	102543	Blackstone Publishing	402.73
09/16/2022	Cking	63450	0081	Davis & Kuelthau, S.C.	29,102.64
09/16/2022	Cking	63451	0028	Diggers Hotline Inc	299.20
09/16/2022	Cking	63452	MISC01	ERIC & ANDREA BOBKE	16.72
09/16/2022	Cking	63453	101676	Gale	53.59
09/16/2022	Cking	63454	102739	Grunau Company, Inc.	530.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/16/2022	Cking	63455	102659	Jacobus Energy	914.83
09/16/2022	Cking	63456	102129	KWK Electric Inc	320.00
09/16/2022	Cking	63457	0105	LexisNexis Risk Data Mgmt Inc.	150.00
09/16/2022	Cking	63458	0050	Lincoln Contractors Supply	554.63
09/16/2022	Cking	63459	102710	MacQueen Equipment	37.41
09/16/2022	Cking	63460	MISC01	MICHAEL J PYTER & MARY BETH JACOBS	443.87
09/16/2022	Cking	63461	102559	Milwaukee Journal Sentinel	249.38
09/16/2022	Cking	63462	101831	National Elevator Inspection Svcs	80.00
09/16/2022	Cking	63463	101609	North Shore Fire Department	610,079.00
09/16/2022	Cking	63464	102292	Office Copying Equipment	112.25
09/16/2022	Cking	63465	102166	Old Dominion Brush Co.	3,139.45
09/16/2022	Cking	63466	102701	Pom Incorporated	498.10
09/16/2022	Cking	63467	102287	Prime Media Acquisition Corp	282.00
09/16/2022	Cking	63468	0061	Securian Financial Group, Inc.	1,773.39
09/16/2022	Cking	63469	102590	Sherwin Industries	294.00
09/16/2022	Cking	63470	101634	The Office Technology Group	317.52
09/16/2022	Cking	63471	101634	The Office Technology Group	326.70
09/16/2022	Cking	63472	0018	Village of Brown Deer	23,281.50
09/16/2022	Cking	63473	0086	Wex Bank	2,271.75
09/16/2022	Cking	63474	0086	Wex Bank	9,895.79
09/16/2022	Cking	63475	101786	Whitefish Bay School District	207.90
09/16/2022	Cking	63476	102513	WI Department of Transportation	6,819.74
Total For 09/16/2022:					697,178.32
09/23/2022	Cking	63478	101695	Aaronin Steel Sales, Inc.	583.15
09/23/2022	Cking	63479	102535	ABT Mailcom	2,700.00
09/23/2022	Cking	63480	102569	Amazon Capital Services	436.61
09/23/2022	Cking	63481	101875	Casper's Truck Equipment	1,200.00
09/23/2022	Cking	63482	102454	City of Milwaukee	27.25
09/23/2022	Cking	63483	102928	Culligan of Waukesha	89.00
09/23/2022	Cking	63484	102198	Delta Dental of Wisconsin	6,205.80
09/23/2022	Cking	63485	101750	Eddie Gamez Jr	301.56
09/23/2022	Cking	63486	102935	Employee Benefits Corporation	69.84
09/23/2022	Cking	63487	102738	Graybar Electric Company	1,585.38
09/23/2022	Cking	63488	102659	Jacobus Energy	1,251.77
09/23/2022	Cking	63489	102647	Joseph Rollinger	168.23
09/23/2022	Cking	63490	102717	Kevin Kaegi	168.23
09/23/2022	Cking	63491	102129	KWK Electric Inc	880.00
09/23/2022	Cking	63492	101712	L.F. George, Inc.	1,683.09
09/23/2022	Cking	63493	MISC01	Mary G Donovan	50.00
09/23/2022	Cking	63494	101765	Michael Kowalski	672.92
09/23/2022	Cking	63495	102268	North Shore Water Commission	499.08
09/23/2022	Cking	63496	102347	PATRICIA VANDEN PLAS	672.92
09/23/2022	Cking	63497	101936	Paul Strom	168.23
09/23/2022	Cking	63498	102481	Smart Interactive Media, LLC	265.00
09/23/2022	Cking	63499	100402	Snap-On Tools	155.75
09/23/2022	Cking	63500	0074	TAPCO	37,150.00
09/23/2022	Cking	63501	101634	The Office Technology Group	309.92
09/23/2022	Cking	63502	102936	Thomas Harrigan	200.00
09/23/2022	Cking	63503	MISC01	Tienna Lambrecht	10.00
09/23/2022	Cking	63504	0022	U.S. Cellular	476.71
09/23/2022	Cking	63505	102924	United Healthcare	125,534.89
09/23/2022	Cking	63506	0075	Village Ace Hardware	22.59
09/23/2022	Cking	63507	0123	We Energies	10,203.33
09/23/2022	Cking	63508	102429	Xenia Ramos	310.00
Total For 09/23/2022:					194,051.25
09/30/2022	Cking	63509	102569	Amazon Capital Services	398.64
09/30/2022	Cking	63510	101730	Christopher Zanger	140.00
09/30/2022	Cking	63511	102172	Clark Dietz, Inc	3,215.00
09/30/2022	Cking	63512	102718	Complete Mobile Drug Testing	210.91
09/30/2022	Cking	63513	102673	Concentra Health Services	110.00
09/30/2022	Cking	63514	102673	Concentra Health Services	60.00
09/30/2022	Cking	63515	0024	Cummins Sales and Service	454.18
09/30/2022	Cking	63516	101714	Dale Daczyk	105.00
09/30/2022	Cking	63517	101926	Daniel Courtier	420.00
09/30/2022	Cking	63518	102023	Daniel Markey	615.00
09/30/2022	Cking	63519	0087	Dillett Mechanical Service	2,590.00
09/30/2022	Cking	63520	101654	Dixon Engineering, Inc.	30,000.00
09/30/2022	Cking	63521	102522	Forward Contractors	98,110.01
09/30/2022	Cking	63522	101976	Goodyear Tire & Rubber Co.	1,150.66
09/30/2022	Cking	63523	102625	Halron Lubricants Inc	2,773.90
09/30/2022	Cking	63524	0042	Heiser Automotive Group	117.96
09/30/2022	Cking	63525	102077	Ina Margulis	70.00
09/30/2022	Cking	63526	102659	Jacobus Energy	1,749.92
09/30/2022	Cking	63527	102648	Jesse Barkow	765.00
09/30/2022	Cking	63528	102311	JFTCO, INC	44.79
09/30/2022	Cking	63529	102622	Kriete Truck Center Milwaukee	192.69
09/30/2022	Cking	63530	102710	MacQueen Equipment	1,500.00
09/30/2022	Cking	63531	102100	Minor's Garden Center	729.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
09/30/2022	Cking	63532	102401	MSC Industrial Supply Co	327.13
09/30/2022	Cking	63533	101867	Otis Elevator Company	663.81
09/30/2022	Cking	63534	101753	OUTDOOR LIGHTING CONST. CO., INC.	35,641.25
09/30/2022	Cking	63535	102049	Patrick McCarthy	1,250.00
09/30/2022	Cking	63536	102096	Paul Lockwood	90.00
09/30/2022	Cking	63537	102024	Paul Witte	105.00
09/30/2022	Cking	63538	101668	Proven Power, Inc.	210.46
09/30/2022	Cking	63539	101918	R.A. Smith National	1,958.75
09/30/2022	Cking	63540	102779	Rinderle Door Co.	694.70
09/30/2022	Cking	63541	101871	Schmitz Ready Mix, Inc	838.53
09/30/2022	Cking	63542	102590	Sherwin Industries	490.00
09/30/2022	Cking	63543	102225	Sherwin Williams Co	19.00
09/30/2022	Cking	63544	100402	Snap-On Tools	43.25
09/30/2022	Cking	63545	0075	Village Ace Hardware	28.13
09/30/2022	Cking	63546	0070	Village of Shorewood	21,544.83
09/30/2022	Cking	63547	102278	Visu-Sewer, Inc.	154,735.76
09/30/2022	Cking	63548	101920	James Turk	60.00
Total For 09/30/2022:					<u>364,223.26</u>

CKING TOTALS:

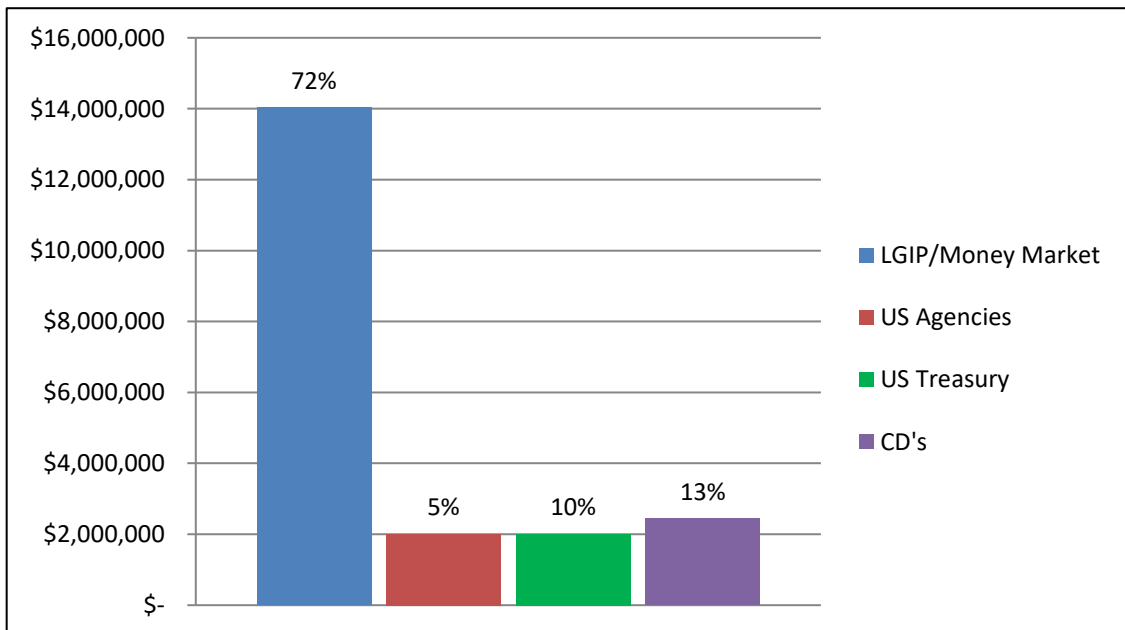
Total of 163 Disbursements:

1,422,166.22

Monthly Investment Summary

September 2022

	General Investments	Post Retirement Investments	Total
LGIP/Money Market	\$ 14,026,114	\$ -	\$ 14,026,114
US Agencies	-	-	-
Less than 1 Year	-	-	-
1 to 3 Years	730,318	165,677	895,995
3 to 5 Years	-	-	-
Total US Agencies	<u>730,318</u>	<u>165,677</u>	<u>895,995</u>
US Treasury			
Less than 1 Year	1,003,848	362,803	1,366,651
1 to 3 Years	468,213	177,022	645,235
3 to 5 Years	-	-	-
Total US Treasury	<u>1,472,061</u>	<u>539,825</u>	<u>2,011,886</u>
CD's			
Less than 1 Year	1,848,814	351,896	2,200,710
1 to 3 Years	241,241	-	241,241
3 to 5 Years	-	-	-
Total CD's	<u>2,090,055</u>	<u>351,896</u>	<u>2,441,951</u>
Total Investments	<u>\$ 18,318,548</u>	<u>\$ 1,057,398</u>	<u>\$ 19,375,946</u>
 Accrued Interest	 <u>\$ 31,488</u>	 <u>\$ 4,626</u>	 <u>\$ 36,114</u>



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: 10/7/22
County of Milwaukee

Town Village City of Whitefish Bay

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 10/28/22 and ending 10/28/22 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 St. Monica's
- (b) Address 5635 N Santa Monica Blvd Whitefish Bay WI 53217
(Street) Town Village City
- (c) Date organized _____
- (d) If corporation, give date of incorporation _____
- (e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
- (f) Names and addresses of all officers:
President _____
Vice President _____
Secretary _____
Treasurer _____
- (g) Name and address of manager or person in charge of affair: _____

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 5635 N Santa Monica Blvd
- (b) Lot _____ Block _____
- (c) Do premises occupy all or part of building? _____
- (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:

The haunted house will take place in Donovan Hall.

- ## 3. Name of Event
- (a) List name of the event SMS Class of 2023 Haunted House 4pm - 10pm
 - (b) Dates of event _____

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 _____ <small>(Signature/date)</small>	<u>St. Monica School</u> <small>(Name of Organization)</small>
Officer _____ <small>(Signature/date)</small>	<u>Meghan Dean</u> <small>(Signature/date)</small>
Officer _____ <small>(Signature/date)</small>	<u>312-307-4030</u> <small>(Signature/date)</small>
Date Filed with Clerk <u>10/12/22</u>	Date Reported to Council or Board <u>10/24/22</u>
Date Granted by Council _____	License No. _____



VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Kevin Buckley & Village Board of Trustees

REPORT FROM: Paul Boening – Village Manager

DATE: October 20, 2022

AGENDA ITEM: Appointments – North Shore Dementia/Alzheimer’s Education and Training Program Committee

ACTION REQUESTED: √ Consent Agenda

At the October 3rd Village Board meeting, the Board adopted Resolution No. 3132 pertaining to a North Shore Dementia/Alzheimer’s and Training Program. The Resoluton contains a provision that directs President Buckley to appoint two public or private sector individuals to serve on a temporary Dementia / Alzheimer’s Committee.

Health Director Becky Rowland has requested that each North Shore community consult with their current North Shore Health Board representative to inquire if the representative would be interested in serving. Whitefish Bay’s representative, Dr. Christopher Simenz has indicated that he would welcome the opportunity to serve. In addition, Trustee Serebin informed President Buckley that she would also be interested in serving on the Committee.

President Buckley has nominated both Dr. Simenz and Trustee Serebin to represent Whitefish Bay on the Dementia/Alzheimer’s Committee.

RECOMMENDED ACTION BY VILLAGE BOARD:

Appointment of Dr. Simenz and Trustee Serebin to the Dementia/Alzheimer’s Committee.

MEMORANDUM OF UNDERSTANDING

Between
Whitefish Bay School District
and
Village of Whitefish Bay

Lydell Recreation Center (School District owned) and DPW Facility (Village owned)
as Emergency Evacuation Shelters

October 20, 2022

This Memorandum of Understanding is entered into by and between the Whitefish Bay School District (hereinafter the "District") and *Village of Whitefish Bay*, and in exchange for mutual considerations, the parties agree that:

In the event of an emergency at either party's facility:

- 1) Use of Facility: Upon request and if feasible, the Owner will permit the other party to use the Facility on a temporary basis as an emergency evacuation shelter.
- 2) Security: In coordination with the Facility Coordinator the requesting party will coordinate with law enforcement regarding any public safety issues at the temporary shelter.
- 3) Reimbursement: The requestor will reimburse the Owner for the following:
Damage to the facility or other property of the Owner, resulting from the operations of the requesting party. Reimbursement for facility damage will be based on replacement at actual cash value.
- 4) Indemnification: The party requesting emergency use of the facility shall defend, hold harmless, and indemnify the Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the requesting party during the use of the premises.
- 5) Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

The District and *Village of Whitefish Bay* agree that the terms of this Memorandum of Understanding shall be effective through the remainder of the Agreement.

Each party acknowledges that the persons signing below have the authority to bind the parties to this Memorandum.

John W. Thomsen, District Administrator, Whitefish Bay School District

Date

Shawn M. Yde, Director of Business Service, Whitefish Bay School District

Date

Paul M. Boening, Village Manager, Village of Whitefish Bay

Date



VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Kevin Buckley & Village Board of Trustees

REPORT FROM: Paul Boening – Village Manager

DATE: October 20, 2022

AGENDA ITEM: Assessment Services Contract for 2023, 2024 and 2025

ACTION REQUESTED: √ Consent Agenda

The Village issued an Assessment Services RFP in mid-August. We subsequently received proposals from Tyler Technologies (our current Assessment firm) and Accurate Appraisal.

After reviewing the proposals, Jaimie Krueger, Erin Granstrom and I interviewed each firm. Although we appreciate the work that Tyler Technologies has done for Whitefish Bay and respect their institutional knowledge, we are in unanimous agreement that Accurate Appraisal is the best option at this time. We feel that Accurate's team approach, focus on resident communication/education, commitment to responsiveness (including an online scheduling portal) and track record of adhering to scheduled completion dates makes them the right choice for WFB. In addition, Accurate Appraisal currently serves other North Shore communities including Shorewood, Bayside and Brown Deer. All three communities have provided positive references.

I had asked Village Board members to contact me by October 19th if they were interested in interviewing the firms at a Board meeting. Due to the absence of any requests, I have placed the proposed contract (attached) on the Consent Agenda for approval.

RECOMMENDED ACTION BY VILLAGE BOARD:

Approval of the Assessment Services Contract with Accurate Appraisal for 2023, 2024 and 2025.



Agreement for Assessment Services

Prepared for:

Village of Whitefish Bay

By:

Accurate Appraisal, LLC

Section I

Agreement for Blended Assessment Services
with 1 Market Revaluation

Provided by Accurate Appraisal LLC.

For

Village of Whitefish Bay, Milwaukee County,
for the assessment years of 2023-2025 with an option
to extend 2 additional years of maintenance services

Dated this _____ day of _____ 2022.

Fee for services rendered:

**2023 & 2025 Maintenance
2024 Market Revaluation**

Accurate shall be paid a yearly sum of:

\$57,000

Scott McFarlane

10/19/22

Scott McFarlane
Member
Accurate Appraisal LLC

Date

Authorized Client Signature

Date

Section II

Contract Details

Municipality: Village of Whitefish Bay

	BLENDED CONTRACT
Assessor Services	2023 – Maintenance 2024 – Market Revaluation 2025 – Maintenance
CAMA Software	Included
Community Education	Included
Payments	Monthly
Yearly Cost	\$57,000
Term of Contract	3 years
Total Contract	\$171,000

If agreed upon by both parties a 2-year extension for maintenance services will be billed at an annual rate of \$45,500 per year.

Should Personal Property be removed from our service a credit of \$4,000 per year will be deducted from the annual contract price.

Optional office hours: Billed at \$500 per day – dates agreed upon by both parties by January 1st of each assessment year.



Section III

This agreement made this _____ day of _____, 2022 by and between the Village of Whitefish Bay, Milwaukee County, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate or Assessor".

SCOPE OF WORK

Assessor will perform all the work required to properly and professionally assess the real and personal property of the Village in accordance with applicable Wisconsin State Statutes and the Wisconsin Property Assessment Manual.

1. Assessor will review and assess all properties that were under partial construction as of January 1st of the previous year..
2. Assessor will review and assess new construction as of January 1 of the current year.
3. Assessor will mail out state approved forms to all holders of personal property in the Village, audit the return forms, and place the new values in the assessment roll.
4. Assessor will account for all buildings moved, destroyed, or demolished.
5. Assessor will process parcel subdivisions, lot line adjustments, new plats, and any other land divisions.
6. Assessor will correct legal descriptions as appropriate.
7. Assessor will take digital photographs of new construction annually on or about January 1 and during the review process if needed.

8. Assessor will record assessment data, prepare appointment mailers, stuff envelopes and mail notices and schedule and reschedule appointments as necessary.
9. Assessor will maintain property owner lists, with current name and address changes.
10. Assessor will mail Assessment Change Notices to property owners and others as required at a minimum of one week prior to Open Book.
11. Assessor will be responsible for completing the real estate and personal property assessment rolls.
12. Assessor will correct legal descriptions as needed.
13. Assessor will update Village Administration on work progress, valuation data, and completed reports as requested.
14. All data will become the property of the Village.
15. Assessor will have Village Hall office hours as mutually agreed to between Assessor and the Village.
16. Assessor will become and remain informed about zoning changes, conditional use permits, and other municipal decisions that impact value. Assessor will become and remain informed about court decisions, Department of Revenue advisories, and other governmental decisions that impact value.
17. Assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes. The Assessor shall provide at least two Open Book sessions on separate days with some evening and lunch hours included. Assessor shall prepare a written statement regarding Open Book dates, times, and instructions on how to set up an appointment for an Open Book session, at least one month prior to the first Open Book session.
18. Assessor will be responsible for ensuring that all procedures are properly completed for the Board of Review proceedings to be held prior to the end of May each year. Assessor will also attend the Board of Review meeting(s) defending the Assessor's valuation and work

products. The date for the Board of Review shall be no later than June 30 or as approved by the Village Manager.

19. Assessor will be responsible for providing the Wisconsin Department of Revenue with final reports of assessed valuations after the Board of Review meeting. Assessor will also be responsible for providing the WI DOR with assessments for all TIF Districts by the prescribed deadlines. The Assessor will provide the Village with a draft copy of TIF reports for its review and comments prior to their submittal to the DOR. The Village may add, amend, or close Tax Increment Districts during the term of this contract.

20. Assessor will provide a local or toll-free phone number and an e-mail address for Village officials and residents to contact the Assessor during regular business hours, Monday through Friday, and shall return calls and emails within sixteen (16) business hours.

21. Assessor will supply to the Village a complete set of computer property assessment records (including digital photographs of each property) that are compatible with the Village's computer equipment and software. (Computer records should be updated within thirty (30) days of the final adjournment of the Board of Review.

22. Assessor will provide the Village with a copy of the assessment database used, together with file maps and descriptions, and all associated digital photos every three months. This database will be the property of the Village. Proprietary database formats exclusive to a particular software package are unacceptable.

23. Assessor will make the computer property assessment records (including digital photographs of each property) available on the assessor's website.

24. Assessor must communicate openly and in a timely fashion with the proper Village personnel and the public, in the handling of all appeals, to ensure the Board of Review has all available information to render its decisions. The Assessor is expected to present a positive professional image in both dress and conduct while interfacing with the Village Staff and the public, especially during the appeals process. All Assessor personnel shall carry proper photo identification to assure the public of their identity and purpose for gaining access to private property.

25. Assessor is encouraged to interface with the business and residential community and media to provide greater clarity of the Assessor's role in the property taxation process and communicate assessment scheduling.

26. Assessor must update market values on Village owned land and public buildings. Said information obtained shall be used for insurance purposes, depreciation, and to establish lease values.

27. Assessor, as the Contract Assessor, shall be responsible to fulfill the duties of the statutory assessor and shall perform all other duties incidental to the normal duties of the Assessor.

28. In cases where an emergency is declared, the Assessor shall assist with "damage assessments" as needed. 29. Assessor will maintain the assessment records in a format accessible to the public and will promptly and without delay comply with proper open records requests under the Wisconsin Public Records Law. The Assessor shall also provide assessment records in electronic format such as Access or Excel as requested by Village of Whitefish Bay Staff.

30. Assessor shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review to the Circuit Court, the Department of Revenue, or other agencies that may be available for hearing appeals on assessment matters.

31. Assessor shall review, upon request, developer proposals with the Village's TIF districts for the purpose of estimating the potential valuation of the project and to provide Village Staff with comments regarding the reasonableness of the real estate market assumptions included within the development proformas.

ADDITIONAL ASSESSMENT SERVICES

Assessor understands that the project requires the complete reappraisal and revaluation of all taxable and non taxable real property within the corporate limits of the Village of Whitefish Bay, Wisconsin. This data will be noted on the individual property record cards. All data and programs gathered will become the property of the Village of Whitefish Bay.

All work will be carried out and all forms, materials and supplies utilized by Assessor in this project shall conform to, and be carried out in accordance with, the Wisconsin Statutes. The values to be determined shall be the present true and actual value of each parcel of real property

as that term is used in Chapter 70 of the Wisconsin Statutes. They shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Wisconsin Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the 2023 – 2025 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits.
2. Accurate shall prepare and mail personal property post cards from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned statements of personal property from the merchants in order to establish the proper assessment. Accurate will host online educational materials for the filer on the assessor's website.
3. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
4. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
5. The Client's responsibilities will be to supply Accurate with adequate office space in or near the Client's Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property post cards will be the responsibility of Accurate.

6. The Client will hold harmless Accurate from third claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
7. The Client shall not receive compensation from Accurate for sharing and charging back of taxes due to palpable errors which may be recompensed through State of Wisconsin statute 74.33. A submission of refunded or rescinded taxes should be submitted by the client before October 1 of each year to State of Wisconsin.
8. This agreement between the Client and Accurate shall be for the aforementioned assessment year beginning January 1st, 2023 and ending December 31st, 2025. It is expected the work will commence with the mailing of personal property post cards and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work because of appeals of Board of Review decisions.
9. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending completion of all terms and conditions of the contract.
10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review.
11. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000

Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

12. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
13. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuations, Accurate's Assessing Software will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of either program will be at no additional cost to the Client. The data will be available to the public on www.accurateassessor.com; building data and appointment scheduling will also be available at no additional expense to the Client.
14. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
15. Accurate agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry.
16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc., will be at no additional expense to the Client.
17. Accurate will implement a public education plan to build understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.

REVALUATION SERVICES

The Assessor, having familiarized himself/herself with the local conditions affecting the cost of the work to be done and the Standard Specifications for the Revaluation of all Real and Personal Property in the State of

Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, will perform everything required to be performed, and to complete in a professional manner, all the work required to be completed, to revalue all Real and Personal Property within the Village in accordance with all the applicable Wisconsin State Statutes during the 2024 assessment year.

1. For the valuation of residential properties, the Assessor will use a Computer Assisted Appraisal System.
2. For the valuation of commercial properties, the Assessor will use a Computer Assisted Appraisal System.
3. For the valuation of personal property, the Assessor will follow the procedures outlined in Volume 1 of the Wisconsin Property Assessment Manual.
4. The Assessor will complete all revaluation work in a timely and professional manner in compliance with Wisconsin State Statutes and with Volume 1 of the Wisconsin Property Assessment Manual.
5. The Assessor will reconcile existing property record card data with data maintained in the Assessor's mass appraisal software program as needed.
6. The Assessor will review all recent property sales, perform an outside inspection to verify property attributes, and take digital color photographs of all current sales as needed.
7. The Assessor will perform sales analysis to determine value trends and help to build a valuation model specifically for the Village.
8. The Assessor will mail new notices of assessment along with a letter explanation to all property owners.
9. Prior to the Open Book hearing period, a time for public inspection of the proposed roll will be allowed. The Open Book period should be scheduled to comply with appropriate Statutes and ensure notice to affected properties.
10. The Assessor will hold a sufficient number of "Open Book" meetings with taxpayers allowing enough time for those taxpayers wishing to ask questions or provide evidence supporting a different value.

11. The Board of Review for the revaluation period will be scheduled at the mutual convenience of the Assessor, Board of Review, and the Village Clerk.

12. The Assessor will attend "Board of Review" to provide testimony supporting the assessment.

13. The Assessor will defend assessed values should a taxpayer challenge their assessment after the board of review at no additional cost to the Village.



VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Kevin Buckley & Village Board of Trustees

REPORT FROM: Thomas Harrigan, Assistant Village Manager

DATE: October 20, 2022

AGENDA ITEM: Resolution No. 3133 regarding Connect Communities

ACTION REQUESTED: ___ Ordinance ___ Resolution (Consent) ___ Motion

BACKGROUND:

Created in 2013, the Wisconsin Economic Development Corporation's (WEDC) Connect Communities program offers training and networking opportunities for communities and organizations working on revitalization efforts, especially in downtown corridors. Connect Communities is a great option for communities beginning new revitalization efforts, those looking to provide additional resources to support local commercial district businesses and property owners. The program facilitates collaboration for individuals interested in networking with other professionals to gain useful information on strategies and techniques to address common revitalization challenges. Programmatic resources include regional workshops, regular webinars and discussion calls, online resource toolkit and best practice guide, regional networking events and staff and board orientation training.

PROGRAM REQUIREMENTS:

Applications are accepted twice annually in the spring and fall, and up to 20 new communities will be admitted to the program in each fiscal year. Participating organizations must complete annual reporting and meet annual attendance requirements to remain in the Connect Communities program. The deadline for application submittal was October 14, 2022. Due to the condensed timeline in relation to the regularly scheduled Board meetings, the application was expedited and submitted to WEDC absent the resolution of support. WEDC has indicated the resolution will be accepted up until the Connect Communities review committee begins considering applications on November 1, 2022. The cost of participating in the program is \$200 annually.

SUPPORT FROM THE BID:

BID Executive Director, Lexie Deblitz, has expressed her support of the program.

RECOMMENDED ACTION BY VILLAGE BOARD:

Staff recommends approval of Resolution No. 3133 regarding support for the Connect Communities program.

Cc: Village Manager Boeing
Department Heads
Attorney Jaekels

STATE OF WISCONSIN: MILWAUKEE COUNTY: VILLAGE OF WHITEFISH BAY

RESOLUTION NO. 3133

A RESOLUTION OF SUPPORT OF THE CONNECT COMMUNITIES PROGRAM
IN THE VILLAGE OF WHITEFISH BAY

WHEREAS, the Wisconsin Economic Development Corporation (WEDC) has a program called Connect Communities that offers technical assistance and networking opportunities to local leaders, business owners and property owners interested in revitalizing their downtown districts; and

WHEREAS, the Program provides access to additional financial and technical assistance programs to help local businesses and property owners leverage the unique assets of their downtown to create economic vibrancy within their communities; and

WHEREAS, the Village of Whitefish Bay desires assistance to improve the economic vibrancy of the Silver Spring Drive business corridor; and

NOW, THEREFORE, BE IT RESOLVED, by the VILLAGE BOARD of the Village of Whitefish Bay hereby directs Staff to apply to the WEDC's Connect Communities Program.

This resolution is hereby adopted this 24th day of October, 2022.

Kevin Buckley, President

Countersigned:

Jaimie Krueger, Village Clerk

Village of Whitefish Bay

Memorandum

To: Kevin Buckley, Village President
Board of Trustees

From: Jaimie Krueger, Finance Director/Clerk

Date: October 20, 2022

Re: 2023 Budget & Budget Review Schedule

You all have received a copy of the 2023 Recommended Budget. Beginning on page one of the budget, you will find the letter of transmittal. The letter of transmittal is an introduction to the budget as well as an overview of significant budget impacts, and a good starting point to your budget review.

At the end of this memo, please find a budget review schedule that lists the specific department page numbers we will review in detail on Monday. In each department budget there are footnotes explaining any large variances from the previous budget year. Remaining budget pages not listed will not be reviewed in detail unless there is a specific question related to the page. Please contact me at any time with any budget related question.

Below is a summary of 2023 significant budget impacts as well as two tables with historic market basket and municipal rate information.

Summary of 2022 Budget Impacts

- 25.76% or \$184,616 increase in library fund tax levy
- Usage of \$158,140 ARPA funds in order to present a budget that is close to the market basket increase of 2.5% while maintaining existing service levels
- Usage of \$100,000 capital projects fund balance
- 3.79% increase in municipal tax rate
- 4.36% or \$526,141 increase in tax levy
- No increase in water, sewer or stormwater rate and no supplement from General Fund
- Retiree health/dental benefits for police and DPW continue to be paid out of OPEB fund balance
- Wage increase for cost of living of 3.0%
- 14.4% decrease in medical and 0% increase in dental premium costs. Copay reimbursement decreased in 2023
- Reflects reduction in State Transportation aid of \$32,356
- Departmental goals were included for the General Fund departments – Village Manager, Finance/Clerk, Police Department, Building Services, Public Works – based on feedback from the GFOA. Additional work will be done on strategic goals for the Village and Departments for the 2024 budget.

Proposed Market Basket & Three Year Rate History

TABLE 1 - Three Year History of Municipal Charges on Average Home & Utility Usage	2020	2021	2022	Proposed 2023	\$ Change from 2022	% Change from 2022
Taxes on Average Assessed Value Home	\$ 2,267.00	\$ 2,304.00	\$ 2,341.00	\$ 2,430.00	\$ 89.00	3.80%
Annual Average Water Utility Bill	\$ 311.70	\$ 349.67	\$ 361.86	\$ 361.86	\$ -	0.00%
Annual Average Sewer Utility Bill	\$ 260.70	\$ 260.70	\$ 260.70	\$ 260.70	\$ -	0.00%
Annual Average Stormwater Utility Bill	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0.00%
Total Annual Municipal Charges	\$ 2,939.40	\$ 3,014.37	\$ 3,063.56	\$ 3,152.56	\$ 89.00	2.91%
\$ Change from Previous Year		\$ 74.97	\$ 49.19	\$ 89.00		
% Change from Previous Year		2.55%	1.63%	2.91%		

TABLE 2 - Three Year History of Municipal Rates	2020	2021	2022	Proposed 2023	\$ Change from 2022	% Change from 2022
Municipal Tax Rate	\$ 4.85	\$ 4.93	\$ 5.01	\$ 5.20	\$ 0.19	3.79%
Local Water Usage Rate per CCF	\$ 2.23	\$ 2.40	\$ 2.45	\$ 2.45	\$ -	0.00%
Local Sewer Usage Rate per CCF	\$ 3.95	\$ 3.95	\$ 3.95	\$ 3.95	\$ -	0.00%
Stormwater Usage Rate per ERU	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0.00%

2023 Budget Review Schedule

Monday, October 24th - 6PM	
Review of Proposed 2023 Budget by Village Board	Page Number(s)
General Fund - Department Budgets:	
Village Board	Pages 42-44
Village Manager	Pages 46-51
Finance / Clerk	Pages 53-58
Elections	Pages 60-62
Village Hall	Page 64
Facility Management	Pages 66-67
Assessor	Pages 68-69
Court	Pages 70-73
Legal Services	Pages 74-75
Police	Pages 76-83
Public Safety	Pages 85-86
Public Works / Engineering	Pages 87-96
Building Services	Pages 98-101
Health Department	Pages 103-105
Contingencies, Transfers, Insurance, Others	Pages 107-109
Library Fund	Pages 111-118
Debt Service Fund	Pages 119-123
Capital Fund	Pages 125-129
Water Utility Fund	Pages 137-145
Sewer Utility Fund	Pages 147-155
Stormwater Utility Fund	Pages 157-165
Special Assessment Fund	Pages 167-168
Borrowed Money Fund	Pages 169-170
TID #1 Fund	Pages 171-172
TID #2 Fund	Pages 173-174
Monday, November 21 - 6PM	
Public Hearing & Budget Adoption	