



October 11, 2004

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One Park Plaza
11270 West Park Place, Suite 500
Milwaukee, WI 53224

Dear Harvey and Jeff:

Re: William V. Benjamin Trust f/b/o
The Shorewood Foundation, Inc.

I enclose a copy of the Village of Shorewood's response to Interrogatories and Requests for Production of Documents.

Please call me with any questions.

Yours very truly,

A handwritten signature in black ink that reads 'Jennifer R. D'Amato'. Below the signature is the printed name 'Jennifer R. D'Amato' in a black serif font.

Jennifer R. D'Amato

MW\1132795JRD:KA

Encs.

COPY

Crivello Carlson & Mentkowski_{s.c.}

Attorneys at Law

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October 6, 2004

Mr. Lawrence P. Zieger
Lawrence & Zieger
735 North Water Street, Suite 835
Milwaukee, WI 53208-4100

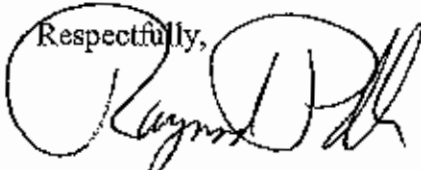
**Re: In the Matter of the Institutional Created by the
William V. Benjamin Trust
Case No.: 04 PR 1348**

Dear Mr. Zieger:

Enclosed please find the Village of Shorewood's responses to Interrogatories and Requests for Production of Documents. Pursuant to local rules, we are retaining the original in our office.

If you have questions, comments or concerns, please do not hesitate to call.

Respectfully,



RAYMOND J. POLLEN

RJP/wlr

Enclosure

cc: Ms. Jennifer D'Amato (w/enclosure)

In the Matter of the

INSTITUTIONAL FUND CREATED BY
THE WILLAM V. BENJAMIN TRUST
f/b/o THE SHOREWOOD FOUNDATIONS, INC.
VILLAGE OF SHOREWOOD

File No.: 04 PR 1348

**VILLAGE OF SHOREWOOD'S RESPONSE TO
INTERROGATORIES AND REQUEST FOR
PRODUCTION OF DOCUMENTS**

The Village of Shorewood submits the following responses to the Interrogatories and Request for Production of Documents without waiver of objections it may have regarding the standing of the requester and the right to name and join the Village in these proceedings:

INTERROGATORIES

INTERROGATORY NO. 1: State the full name, address and telephone number of each and every person and answer each and every interrogatory herein including integral relationship to the party herein including:

- a) The full name including any name by which you have been known.
- b) Current residence including street address, city and state.
- c) Mailing addresses current including your business.
- d) Current relationship to the Shorewood Foundation or Village of Shorewood.
- e) Relationship to the repository of information sought.

ANSWER:

- a) James F. Bartnicki
- b) 10103 West Edgerton Avenue, Hales Corners, WI 53130
- c) 3930 N. Murray Avenue, Shorewood, WI 53211
- d) Interim Village Manager
- e) Village Manager is chief executive officer of the Village of Shorewood

and

- a) Leeann Butschlick
- b) 2608 Ridge Road, Kewaskum, WI 53040
- c) 3930 N. Murray Avenue, Shorewood, WI 53211
- d) Assistant to the Village Manager
- e) Functions as assistant to the chief executive officer.

INTERROGATORY NO. 2: State the identity, location and custodian of all documents which reveal or illustrate any sums of monies the WILLIAM V. BENJAMIN REVOCABLE TRUST dispersed, contributed or granted to SHOREWOOD FOUNDATION, INC., in any manner at any time, including all TRUST DOCUMENTS.

ANSWER: See answers from the Shorewood Foundation.

INTERROGATORY NO. 3: State the identity, location and custodian of all documents revealing the identity of the person or persons responsible, the authority, the originators and/or the grantors of any such authority, for the dispersal of monies granted by the WILLIAM V. BENJAMIN REVOCABLE TRUST to the SHOREWOOD FOUNDATION, INC.

ANSWER: See answers from the Shorewood Foundation.

INTERROGATORY NO. 4: State the identity, location and custodian of all documents revealing or listing payments from SHOREWOOD FOUNDATION, INC. which funds originated as a result of the WILLIAM V. BENJAMIN REVOCABLE TRUST to any source including dates and records of such payments.

ANSWER: See attached Exhibit A.

INTERROGATORY NO. 5: State the identity, location and custodian of all documents showing the present uses of any past payments by SHOREWOOD FOUNDATION, INC. of any WILLIAM V. BENJAMIN REVOCABLE TRUST monies, disbursements, consumptions, of any kind whatsoever and the identity of such uses.

ANSWER: See attached Exhibit B.

INTERROGATORY NO. 6: State the identity, location and custodian of all documents by which the SHOREWOOD FOUNDATION, INC. received any income from funds from the WILLIAM V. BENJAMIN REVOCABLE TRUST.

ANSWER: See answers from the Shorewood Foundation and attached exhibits.

INTERROGATORY NO. 7: State the identity, location and custodian of all documents related to and copies of all checks which dispersed any sums by SHOREWOOD FOUNDATION, INC. from monies obtained through WILLIAM V. BENJAMIN REVOCABLE TRUST.

ANSWER: See answers from the Shorewood Foundation.

INTERROGATORY NO. 8: State the identity, location and custodian of all documents here exists anywhere or did exist at any time. Any ELDER SERVICES ADVISORY BOARD minutes for meetings between January 1st, 1998 to the present; including the name and identity of the person or persons who possess them at the present time or who did possess them in the past, their present location and their past locations, if they no longer exist.

ANSWER: See attached Exhibit C.

INTERROGATORY NO. 9: State the identity, location and custodian of all documents to the extent that any plan, proposal, proposed plan did exist or ever was identified to exist, then identify any plan, proposed identified with, offered, discussed or submitted by WILLIAM BENJAMIN to the VILLAGE OF SHOREWOOD, its representatives, employees, agents and especially MR. JAMES LYNCH at any time prior to, or subsequent to, the death of MR. WILLIAM BENJAMIN, on behalf of MR. WILLIAM BENJAMIN.

ANSWER: The Village has no documents or information responsive to this interrogatory.

INTERROGATORY NO. 10: State the identity, location and custodian of all documents relating to UNI-COMM CORPORATION, Invoice No. 6268 dated December 31, 2002, addressed to Shorewood Public Library but apparently billed to the WILLIAM V. BENJAMIN TRUST as attached (See Exhibit A attached hereto and incorporated herein by reference.)

ANSWER: See attached Exhibit D.

REQUEST FOR PRODUCTION OF DOCUMENTS AND THINGS

REQUEST NO. 1: In response to all interrogatory questions, those documents responsive to such questions which clearly and unequivocally answer the questions and are requested.

RESPONSE: Documents which have been located and are responsive are attached.

REQUEST NO. 2: All records and city financial records of the SHOREWOOD FOUNDATION, INC. regarding all distribution of the proceeds of the WILLIAM V. BENJAMIN REVOCABLE TRUST at any time hereto including checks, cancelled checks, receipts, invoices, memo-slips, ledgers, tapes, computer printouts or other data in any manner whatsoever which would trace or in any ways illustrate the movement of money in the WILLIAM V. BENJAMIN TRUST from its origin in the Trust to its ultimate disposition to the SHOREWOOD FOUNDATION, INC.

RESPONSE: See answers from the Shorewood Foundation.

REQUEST NO. 3: Blueprints held by VILLAGE OF SHOREWOOD outlining and illustrating the first floor space used by the Senior Resource Center in the old library as well as blueprints for the first floor space used by the Senior Resource Center in the new library for illustration purposes.

RESPONSE: See attached Exhibit E.

REQUEST NO. 4: Budget for the SHOREWOOD SENIOR RESOURCE CENTER for 2003 and 2004.

RESPONSE: See attached Exhibit F.

Dated this 4th day of October, 2004.

VILLAGE OF SHOREWOOD

BY: *[Signature]*

Subscribed and sworn to before
me this 4th day of October, 2004.

[Signature]
Notary Public, State of Wisconsin
My Commission Expires: 07-09-06

PROOF OF SERVICE

The undersigned certifies that the foregoing document was served upon all counsel of record in the above matter by depositing a copy thereof in the U.S. mail with postage prepaid on 10-6-04

~~*[Signature]*~~
Wendy S. Remaster

EXHIBIT A

VILLAGE OF SHOREWOOD

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Page 1

Revenue/Expenditure
Audit Detail Full

Audit 2003

Fund 108 LIBRARY-BUILDING

Revenue

R 108-10-120-4853 GRANTS/DONATIONS

Budget	\$0.00	Encumbered	\$0.00	Total Year	\$963,353.21	Balance	-\$963,353.21
						Debit	Credit
0		Vendor SearchNam Comments	Invoice	---Check--- Refer	Batch Name PO	Begin	\$0.00
Total 0						Ending	\$0.00
						Ending	\$0.00
10OCTOBER		Vendor SearchNam Comments	Invoice	---Check--- Refer	Batch Name PO	Begin	\$0.00
Total 10OCTOBER						Ending	\$725,000.00
						Ending	(\$725,000.00)
12DECEMBER		Vendor SearchNam Comments	Invoice	---Check--- Refer	Batch Name PO	Begin	(\$725,000.00)
12-2003 JE		SW FOUNDATION DONATIONS	6	0	AUDITJE02	\$0.00	\$238,353.21
Total 12DECEMBER						Ending	\$238,353.21
						Ending	(\$963,353.21)
Control Act 108-10-120-4853		Tota	R 108-10-120-4853 GRANTS/DONATIONS			\$0.00	\$963,353.21
		In Balance	Total Year		\$963,353.21	Endin	(\$963,353.21)
Total	Revenue					\$0.00	\$963,353.21

Receipt of Funds - Shorewood Foundation

VILLAGE OF SHOREWOOD

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Revenue/Expenditure
Audit Detail Full

See June/Dec

Audit 2003

Fund 107 ELDER SERVICES FUND

Revenue

R 107-10-110-4311 MISCELLANEOUS REVENUE

Budget	\$0.00	Encumbered	\$0.00	Total Year	\$14,502.58	Balance	-\$14,502.58
						Debit	Credit
0	Vendor SearchNam	Invoice	----Check----	Batch Name			
	Comments	Refer	PO		Begin	\$0.00	
Total 0						\$0.00	\$0.00
						Ending	\$0.00
1JANUARY	Vendor SearchNam	Invoice	----Check----	Batch Name			
	Comments	Refer	PO		Begin	\$0.00	
1 2003 Rec	SRC	96092	0	A012003	\$0.00	\$267.05	
Total 1JANUARY						\$0.00	\$267.05
						Ending	(\$267.05)
2FEBRUARY	Vendor SearchNam	Invoice	----Check----	Batch Name			
	Comments	Refer	PO		Begin	(\$267.05)	
2 2003 Rec	SRC 2-06-03	96869	0	A02/06/03	\$0.00	\$683.25	
2 2003 Rec	SRC REIMBURSE	97092	0	A021903	\$0.00	\$326.00	
Total 2FEBRUARY						\$0.00	\$1,009.25
						Ending	(\$1,276.30)
3MARCH	Vendor SearchNam	Invoice	----Check----	Batch Name			
	Comments	Refer	PO		Begin	(\$1,276.30)	
3 2003 Rec	DEPOSIT 3/10/03	97541	0	A03/11/03	\$0.00	\$415.61	
3 2003 Rec	SRC-MEN'S BREAKFAST 3/11/	97580	0	A03/12/03	\$0.00	\$75.00	
3 2003 Rec	SRC LUNCH&LEARN	97900	0	A03/21/03	\$0.00	\$320.00	
3 2003 Rec	QI GONG	98042	0	a03/26/03	\$0.00	\$58.00	
3 2003 Rec	LUNCH AND LEARN	98042	0	a03/26/03	\$0.00	\$5.00	
Total 3MARCH						\$0.00	\$873.61
						Ending	(\$2,149.91)
4APRIL	Vendor SearchNam	Invoice	----Check----	Batch Name			
	Comments	Refer	PO		Begin	(\$2,149.91)	
4 2003 Rec	SRC REBATE/PROGRAM FEES	98514	0	A040403	\$0.00	\$37.00	
4 2003 Rec	SRC ACTIVITY FUNDS	98746	0	A04/15/03	\$0.00	\$729.15	
4 2003 Rec	SENIOR RESOURCE	99096	0	A04/30/03	\$0.00	\$706.00	
Total 4APRIL						\$0.00	\$1,472.15
						Ending	(\$3,622.06)
5MAY	Vendor SearchNam	Invoice	----Check----	Batch Name			
	Comments	Refer	PO		Begin	(\$3,622.06)	

VILLAGE OF SHOREWOOD

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Revenue/Expenditure
Audit Detail Full

Audit 2003

Fund 107 ELDER SERVICES FUND

Revenue

R 107-10-110-4311 MISCELLANEOUS REVENUE

Budget	\$0.00	Encumbered	\$0.00	Total Year	\$14,502.58	Balance	-\$14,502.58
						Debit	Credit
5 2003	Rec				A05/14/03	\$0.00	\$82.00
		SRC LUNCH/BRKFST	99498	0			
5 2003	Rec				A05/23/03	\$0.00	\$327.00
		SRC-MEM DAY LUNCH	99883	0			
5 2003	Rec				A05/30/03	\$0.00	\$80.00
		ARTHRITIS SELF MANAGE SRC	100192	0			
Total 5MAY						\$0.00	\$489.00
						Ending	(\$4,111.06)
6JUNE		Vendor SearchNam	Invoice	Check	Batch Name	Begin	(\$4,111.06)
		Comments	Refer	PO			
6 2003	Rec				A06/05/03	\$0.00	\$61.00
		SRC SUMMER PAINTING CLASS	100469	0			
6 2003	Rec				A06/10/03	\$0.00	\$105.00
		SRC MOVEMENT AS MEDICINE	100571	0			
6 2003	Rec				A06/10/03	\$0.00	\$96.00
		SRC SPAGHETTI LUNCH	100572	0			
6 2003	Rec				A06/11/03	\$0.00	\$236.00
		SRC BREAST CANCER SHOW H	100604	0			
6 2003	Rec				A06/11/03	\$0.00	\$32.00
		SRC MEN'S BREAKFAST	100604	0			
6 2003	Rec				A06/12/03	\$0.00	\$29,154.00
		SHWD FOUNDATION SENIOR CE	100616	0			<i>original receipt</i>
6 2003	Rec				A06/18/03	\$0.00	\$109.00
		SRC QI GONG SESSION 2	100753	0			
6 2003	Rec				A06/19/03	\$0.00	\$309.00
		JUNE 18 GOLDEN AGE OF BIG	100799	0			
6 2003	Rec				A06/27/03	\$0.00	\$621.00
		HIDDEN CORNERS TRIP	101012	0			
Total 6JUNE						\$0.00	\$30,723.00
						Ending	(\$34,834.06)
7JULY		Vendor SearchNam	Invoice	Check	Batch Name	Begin	(\$34,834.06)
		Comments	Refer	PO			
7 2003	Rec				A07/10/03	\$0.00	\$28.42
		SRC/JUN DONATION BOX	101276	0			
7 2003	Rec				A07/10/03	\$0.00	\$43.00
		SRC/JUL MEN'S BREAKFAST	101276	0			
7 2003	Rec				A07/10/03	\$0.00	\$81.62
		SRC POPCORN SALES	101276	0			
7 2003	Rec				A07/10/03	\$0.00	\$140.00
		SRC /BASKET WEAVING	101276	0			
7 2003	Rec				A07/18/03	\$0.00	\$231.90
		SRC REIMB	101402	0			
7 2003	Rec				A07/18/03	\$0.00	\$427.00
		SRC/WHITNEY GOULD LUNCHEO	101489	0			
7 2003	Rec				A07/18/03	\$0.00	\$314.00
		SRC/QU GONG SESSION	101489	0			

VILLAGE OF SHOREWOOD

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Revenue/Expenditure
Audit Detail Full

Audit 2003

Fund 107 ELDER SERVICES FUND

Revenue

R 107-10-110-4311 MISCELLANEOUS REVENUE

Budget	\$0.00	Encumbered	\$0.00	Total Year	\$14,502.58	Balance	-\$14,502.58
						Debit	Credit
Total 7JULY						\$0.00	\$1,255.94
						Ending	(\$36,100.00)
8AUGUST		Vendor SearchNam	Invoice	-----Check-----	Batch Name	Begin	(\$36,100.00)
		Comments	Refer	PO			
8 2003	Rec	SRC/STRNGTH TRNG	101861	0	A08/01/03	\$0.00	\$221.00
8 2003	Rec	SRC	102102	0	A08/13/03	\$0.00	\$153.25
8 2003	Rec	SRC CORN ROAST	102352	0	A08/21/03	\$0.00	\$422.00
8 2003	Rec	SRC QI GONG SESSION #3	102443	0	A08/27/03	\$0.00	\$115.00
8 2003	Rec	SRC VILLA TERRACE TOUR	102509	0	A08/29/03	\$0.00	\$828.00
Total 8AUGUST						\$0.00	\$1,539.25
						Ending	(\$37,639.25)
9SEPTEMBER		Vendor SearchNam	Invoice	-----Check-----	Batch Name	Begin	(\$37,639.25)
		Comments	Refer	PO			
9 2003	Rec	SRC/SEPT MEN'S BREAKFAST	102720	0	A09/11/03	\$0.00	\$56.00
9 2003	Rec	SRC/SOUP LUNCHEON	102719	0	A09/11/03	\$0.00	\$127.00
9 2003	Rec	SRC MOVEMNT FINAL DEP	102830	0	A09/16/03	\$0.00	\$106.00
9 2003	Rec	SRC SEPT BINGO REV	102830	0	A09/16/03	\$0.00	\$20.10
9 2003	Rec	REIM WI ASSOC SENIOR CENT	103074	0	A09/24/03	\$0.00	\$222.00
9 2003	Rec	ZEIDLER LUNCHEON SRC	103122	0	A09/25/03	\$0.00	\$369.25
Total 9SEPTEMBER						\$0.00	\$900.35
						Ending	(\$38,539.60)
10OCTOBER		Vendor SearchNam	Invoice	-----Check-----	Batch Name	Begin	(\$38,539.60)
		Comments	Refer	PO			
10 2003	Rec	SPT DONATION BOX/SRC	103314	0	A10/03/03	\$0.00	\$77.98
10 2003	Rec	SENIOR DEP 10/14/03	103513	0	A10/15/03	\$0.00	\$650.00
10 2003	Rec	LUNCH&LEARN SRC	103544	0	A10/16/03	\$0.00	\$211.00
10 2003	Rec	POTWAWTOMI TRIP REVENUES/	103611	0	A10/20/03	\$0.00	\$400.00
10 2003	Rec	SRC/BUDGET TIME SOUP LUNC	103818	0	A10/24/03	\$0.00	\$96.00

VILLAGE OF SHOREWOOD

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Revenue/Expenditure
Audit Detail Full

Audit 2003

Fund 107 ELDER SERVICES FUND

Revenue

R 107-10-110-4311 MISCELLANEOUS REVENUE

Budget	\$0.00	Encumbered	\$0.00	Total Year	\$14,502.58	Balance	-\$14,502.58
						Debit	Credit
10 2003	Rec				A10/29/03	\$0.00	\$1,142.00
		EDELWEISS REV/SRC	103887	0			
10 2003	Rec				A10/29/03	\$0.00	\$173.00
		SRC AGELESS YOGA 9/16-10/	103898	0			
10 2003	Rec				A10/31/03	\$0.00	\$0.60
		COPIES	103921	0			
Total 10OCTOBER						\$0.00	\$2,950.58
						Ending	(\$41,490.18)
						Begin	(\$41,490.18)
11NOVEMBER	Vendor SearchNam	Invoice	-----Check-----	Batch Name			
	Comments	Refer	PO				
11 2003	Rec			A11/05/03	\$0.00	\$20.55	
		SRC OCT DONATION BOX	104037	0			
11 2003	Rec			A11/05/03	\$0.00	\$31.00	
		SRC NOV 3RD PAINTING CLAS	104037	0			
11 2003	Rec			a11/11/03	\$0.00	\$142.00	
		SRC SOUP LUNCHEON	104115	0			
11 2003	Rec			A11/12/03	\$0.00	\$12.50	
		EDELWEISS/SRC	104128	0			
11 2003	Rec			A11/18/03	\$0.00	\$108.00	
		SRC FUNCTIONAL FITNESS	203	0			
11 2003	Rec			A11/18/03	\$0.00	\$19.25	
		SRC NOVEMBER BINGO	203	0			
11 2003	Rec			A11/20/03	\$0.00	\$100.00	
		SRC /NSPC LUNCHEON	265	0			
11 2003	Rec			A11/21/03	\$0.00	\$178.00	
		SRC MOVEMENT MEDICINE #5	300	0			
Total 11NOVEMBER						\$0.00	\$611.30
						Ending	(\$42,101.48)
						Begin	(\$42,101.48)
12DECEMBER	Vendor SearchNam	Invoice	-----Check-----	Batch Name			
	Comments	Refer	PO				
12 2003	Rec			A12/10/03	\$0.00	\$67.00	
		SOUP LUNCH/MENS MORNING	616	0			
12 2003	Rec			A12/11/03	\$0.00	\$330.00	
		HOLIDAY FLORAL ARRANGING/	638	0			
12 2003	Rec			A12/16/03	\$0.00	\$15.00	
		SRC DEC BINGO	901	0			
12 2003	Rec			A12/16/03	\$0.00	\$110.00	
		SRC AGELESS YOGA	900	0			
12 2003	Rec			A12/16/03	\$0.00	\$646.00	
		SRC HOLIDAY PARTY	899	0			
12 2003	Rec			A12/23/03	\$0.00	\$209.00	
		FUNCTIONAL FITNESS	1573	0			
12 2003	Rec			A12/23/03	\$0.00	\$93.00	
		MOVEMENT AS MEDICINE	1573	0			
12 2003	Rec			A12/30/03/02	\$0.00	\$85.10	
		R107101104311	2101	0			

VILLAGE OF SHOREWOOD

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Revenue/Expenditure
Audit Detail Full

Audit 2003

Fund 107 ELDER SERVICES FUND

Revenue

R 107-10-110-4311 MISCELLANEOUS REVENUE

Budget	\$0.00	Encumbered	\$0.00	Total Year	\$14,502.58	Balance	-\$14,502.58
12 2003 JE				DECJE11		Debit	Credit
				RECLASS SAW FOUNDATION PY .11 0		\$29,154.00	\$0.00
				Total 12DECEMBER		\$29,154.00	\$1,555.10
						Ending	(\$14,502.58)
Control Act 107-10-110-4311				Total R 107-10-110-4311 MISCELLANEOUS REVENUE		\$29,154.00	\$43,656.58
				In Balance	Total Year	\$14,502.58	Endin
							(\$14,502.58)
Total	Revenue					\$29,154.00	\$43,656.58

*Reclass to acct
107-10-110-4853*

See attached

VILLAGE OF SHOREWOOD

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Page 1

Revenue/Expenditure
Audit Detail Full

Audit 2003

Fund 107 ELDER SERVICES FUND

Revenue

R 107-10-110-4853 GRANTS/DONATIONS

Budget	\$30,770.00	Encumbered	\$0.00	Total Year	\$29,158.00	Balance	\$1,612.00
						Debit	Credit
0	Vendor SearchNam	Invoice	-----Check-----	Batch Name		Begin	\$0.00
	Comments	Refer	PO			Ending	\$0.00
Total 0						\$0.00	\$0.00
3MARCH	Vendor SearchNam	Invoice	-----Check-----	Batch Name		Begin	\$0.00
	Comments	Refer	PO			Ending	(\$4.00)
Total 3MARCH						\$0.00	\$4.00
12DECEMBER	Vendor SearchNam	Invoice	-----Check-----	Batch Name		Begin	(\$4.00)
	Comments	Refer	PO			Ending	(\$29,154.00)
12 2003 JE	RECLASS S/W FOUNDATION PY	11	0	DECJE11		\$0.00	\$29,154.00
Total 12DECEMBER						\$0.00	\$29,154.00
Control Act 107-10-110-4853						Ending	(\$29,158.00)
Tota R 107-10-110-4853						\$0.00	\$29,158.00
GRANTS/DONATIONS							
In Balance						Total Year	\$29,158.00
						Endin	(\$29,158.00)
Total	Revenue					\$0.00	\$29,158.00

Reclass to acct 107-10-110-4853

EXHIBIT B

SHOREWOOD FOUNDATION
APPLICATION FOR FUNDING

1. Name of sponsoring organization Village of Shorewood, Shorewood Public Library & Elder Services Advisory Board
2. Brief background information on sponsoring organization municipal government
3. Concise description of specific program or project for which support is sought Provide funding for public address system throughout building, audio/video system in main meeting room, appliances and improvements in lower level kitchen.
4. Description of population to be served, including numbers, if possible Primary beneficiaries will be the Village's elderly residents through both general use of building and by services provided at the Senior Resource Center.
5. Current budget and funding sources: Budget for Program _____
Funding sources and amounts This is related to the Village Center-Library project.
Amount raised to date NA
Amount needed to complete program NA Amount requested \$75,000
Are matching funds available from other sources? Unknown
6. Time requirements (start, completion, funding deadlines) ASAP - This request has been endorsed by the Village's Elder Services Advisory Board.

(Please use back of sheet for additional comments you may have)

Contact person Edward Madere Telephone 847-2700
Mailing address for notification of meeting date/time _____
3930 N. Murray, Shorewood WI 53211

For Office Use Only

md/scif/prop

Scheduled meeting date to hear proposal _____ Agenda sent to contact person _____

Disposition of proposal approved 11-12-02 mtg

by unanimous

SHOREWOOD FOUNDATION
APPLICATION FOR FUNDING

1. Name of sponsoring organization Elder Services Advisory Board/Senior Resource Center
2. Brief background information on sponsoring organization ESAB seeks to foster a caring atmosphere to maintain dignity and respect, promote health and provide resources for the life enrichment of older adults. The SRC provides a place for older adults to gather and provides programs geared toward seniors' interests through an approach focused on communication and connection to services.
3. Concise description of specific program or project for which support is sought ESAB/SRC seek funding through the William Benjamin bequest for operation of the 2003 program. This includes all programming, marketing and operating costs associated with the program. Salary and benefit costs for employees are provided for in the 2003 Village of Shorewood Municipal Budget. (please see attached for detail)
4. Description of population to be served, including numbers, if possible ESAB/SRC serves Shorewood residents age 60 and older.
5. Current budget and funding sources: Budget for Program \$83,784.19
Funding sources and amounts Village of Shorewood 2003 budget \$54,630.19
Amount raised to date \$54,630.19
Amount needed to complete program \$29,154.00 Amount requested \$29,154.00
Are matching funds available from other sources? no
6. Time requirements (start, completion, funding deadlines) January - December, 2003

(Please use back of sheet for additional comments you may have)


Contact person Leeann Butschlick Telephone 847-2700
Mailing address for notification of meeting date/time _____

For Office Use Only

md/scdf/prop

Scheduled meeting date to hear proposal _____ Agenda sent to contact person _____

Disposition of proposal _____

 2003 Budget (Revised)

Village portion

Coordinator Salary	34,125.00
Social Security	2,610.56
WIS Retirement Fund	3,719.63
Health Insurance	13,440.94
Flex Benefit Contribution	734.06
TOTAL	54,630.19

Shorewood Foundation request

Postcards (inc. production)	4,740.00
Newsletter (inc. production)	5,020.00
Insert fees	240.00
Honorariums	3,000.00
Special Events	1,050.00
Supplies/Refreshments/Volunteer g	2,500.00
Professional memberships	200.00
Conferences	600.00
Utilities & phone	3,671.00
Cleaning	1,000.00
Duplicating	333.00
Postage	3,300.00
Volunteer development program	1,000.00
Transportation	2,500.00
TOTAL	29,154.00

EXHIBIT C

RESOLUTION NO. 99-04

A Resolution Creating the Elderly Services Advisory Board

WHEREAS, on January 4, 1999, the Shorewood Village Board approved the Report on Services for the Elderly as presented by the Task Force on Services for the Elderly; and

WHEREAS, the Task Force recommended that an advisory board be formed to determine and review the service needs of elderly residents, provide guidance to the Village Board and administration in dealing with these matters, and evaluate the delivery of services to elderly residents;

NOW, THEREFORE, at a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin held on the 1st day of February, 1999, a quorum being present and a majority of the Board voting therefor, said Board does resolve as follows:

1. There is hereby created an Elderly Services Advisory Board consisting of seven members who shall be residents of the Village and who shall be appointed by the Village Board. Of the original appointments, two shall be appointed for a one-year term, two shall be appointed for two-year terms, and three shall be appointed for three-year terms; thereafter all appointments shall be for three-year terms. Any vacancies shall be filled for the unexpired terms in the same manner as original appointments. Members shall serve without compensation. Members shall serve until their successors are appointed. Terms shall commence in June.

2. The Advisory Board shall elect its Chairperson, Secretary, and other officers it deems appropriate at its first meeting in June annually, or as soon thereafter as may be reasonably possible to do so. The Advisory Board shall keep records of its deliberations and recommendations to the Village Board.


3. The Advisory Board shall have broad responsibility for determining and reviewing service needs, providing guidance to the Village Manager and administration, and evaluating how well services are being delivered. The Village Manager will provide staff assistance to the Advisory Board.

4. The Advisory Board shall meet not less than once every two months or at the call of its Chairperson or any three Advisory Board members at such time as it is deemed necessary and convenient. Meetings shall be held at the Village Hall or at such other locations as may be designated from time to time.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this 1st day of February, 1999.


Rodney H. Dow, Village President

Countersigned:


Kathleen E. Greig, Village Clerk

Elderly Services Advisory Board
March 8, 1999

Present: Barbara Caprile, Dan Duecker, Tom Pexton, Pat Rauch, John Reising

Excused: Karen Schudson, Shirley Spelt

Staff: Edward Madere, Village Manager; Cindy Tomasello, Director of Public Health;
Leeann Butschlick, Assistant to the Manager

1. Call to Order

The meeting was called to order at 7:05 P.M.

2. Election of Chairperson

Barbara Caprile nominated John Reising to serve as chairperson. The motion was seconded by Tom Pexton and following a brief discussion regarding term lengths, passed unanimously 5-0.

3. Review Task Force recommendations status

Ms. Butschlick briefly reviewed the status of the recommendations of the Task Force on Elderly Services noting that the creation of the Assistant to the Manager position and the Health Department staffing increases had been approved by the Village Board and were implemented in January. Ms. Caprile questioned the effect of the increased staffing on Health Department operations and Ms. Tomasello responded positively, briefly outlining current programs and activities.

Ms. Butschlick also informed the Board that the final day of Shorewood Senior Center operations was February 25, 1999. It was noted that a reception for Ms. Shiras is scheduled for March 18 from 3:00 P.M. to 5:00 P.M. in the Village Center. Mr. Madere reviewed the limited comments received in reaction to the closing and the transition activities related to the closing of the Center.

4. Review draft newsletter

Ms. Butschlick noted that staff had been working with Ms. Caprile on the first issue format for the Advisory Board newsletter. A draft was distributed to each Board member for review and comment. Discussion included several suggestions for future issues: inviting article contributions; highlighting day trips, tours or activities at nominal cost; information on the Women's and Men's Clubs, and information from the Guild for Learning Resources at UWM. Adding the newsletter to the Village's web page was also suggested.

It was determined that the first issue would be mailed with subsequent issues available at various locations in Village, including grocery stores, pharmacies, churches, Library, Village Hall, etc. Ms. Butschlick noted that Community Development Block Grant funds allocated previously for Senior Center operations would be available to fund the newsletter.

Elderly Services Advisory Board
March 22, 1999

Present: Barbara Caprile, Dan Duecker, Tom Pexton, Pat Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff: Edward Madere, Village Manager; Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager

1. Call to Order

The meeting was called to order at 7: 05 P.M. Minutes of the March 8, 1999, meeting were approved.

2. Approval of Advisory Board newsletter

Ms. Caprile distributed a revised draft of the newsletter and reviewed the changes which had been made to the first issue. Discussion followed regarding the listing of grocery delivery services and it was agreed that Mr. Madere would contact Sendik's on Oakland regarding the availability of delivery services. Board members also discussed the inclusion of specific volunteer requests and determined that these would be included in upcoming issues of the newsletter.

Ms. Butschlick noted that Ms. Tomasello had contacted a data company which was generating a list of just over 1,000 Shorewood addresses to which the first issue of the newsletter would be mailed with delivery targeted for the first week in April.

3. Consideration of resource directory materials

Ms. Butschlick distributed a listing of potential resources for the directory. She noted that the list was lengthy and suggested that the Advisory Board consider what types of services it wishes to target with the directory. Ms. Schudson suggested the Advisory Board develop a policy for directory listings. Mr. Madere noted that the Advisory Board might consider forming subcommittee to review the resource list and guidelines for the types of resources to be included in the directory. It was agreed that Ms. Schudson and Ms. Spelt would meet with Ms. Butschlick to begin the directory work. It was also determined that a summer distribution date would be targeted.

4. Discussion regarding transportation services

Ms. Butschlick briefly reviewed the information received at the Transportation Services Forum held at Washington Park Senior Center noting that limited transportation options exist for Milwaukee County residents unable to utilize the county bus system. Ms. Tomasello reviewed her observations and experiences with the current system and noted that it does provide for medical-related transportation. She continued by stating that the County system often is unable to provide

transportation to recreation activities and added that the Advisory Board may wish to focus its efforts in that area.

Mr. Madere suggested the Advisory Board consider the Resource Center concept identified by the Task Force and explore the use of a pool of volunteers organized within the Village or utilize the Shoreline Interfaith transportation volunteers.

Mr. Reising stated that he believed the Advisory Board ought first to consider the scope of transportation, noting that if transportation was to be provided within the Village or immediate area the Board might focus on volunteers. However, if a wider area was targeted the Board might consider a van service. Discussion followed regarding the liability issues associated with a van service and it was generally agreed that the Board would examine the possibility of utilizing a pool of volunteers to provide transportation services through Interfaith. Ms. Butschlick stated that she would speak with the Interfaith Director and report to the Board at the next meeting.

5. Discussion regarding potential resource center

Mr. Madere briefly reviewed the Task Force recommendations related to the Resource Center and noted that the Board might consider a volunteer framework for the Center. Discussion followed regarding potential volunteer recruitment and activities. It was agreed that staff would check with other Village departments for Center components, including the Recreation Department, Police Department and North Shore Fire Department. It was determined that Ms. Butschlick would invite Ms. Deb Stolz, Shorewood Recreation Coordinator, to the next Board meeting to discuss potential Rec Department programs.

The Board also discussed sponsoring a matinee of the Shorewood High School's spring musical *West Side Story*, potentially including transportation.

6. Other business as authorized by law

The next meeting of the advisory Board was scheduled for Tuesday, April 13, 1999, at 7:00 P.M.

7. Adjournment

The meeting was adjourned at 9:00 P.M.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elderly Services Advisory Board

April 13, 1999

Present: Barbara Caprile, Dan Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt
Excused: John Reising
Staff: Edward Madere, Village Manager; Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager

1. Call to Order

The meeting was called to order at 7: 10 P.M.

2. Minutes of March 22, 1999

Minutes of the March 22, 1999, meeting were approved.

3. Discussion regarding Advisory Board newsletter

Ms. Butschlick noted that newsletters had been mailed the previous week to a list of just over 1,000 Village residents and copies had also been delivered to each of four area churches and Sendik's for distribution.

Discussion followed on subjects of the various articles contained in the first issue, including the "Gadgets and Gizmos" program presented April 5 by the occupational therapy students from Cardinal Strick. Ms. Tomasello described the program and the donated items which were distributed. Several Board members expressed interest in a repeat of the program and Ms. Rauch suggested that the Shorewood Women's Club might host the program at a fall meeting of the group. Ms. Tomasello noted that the president of the Wisconsin Occupation Therapy Association was a Shorewood resident and had expressed interest in organizing a community outreach program. It was agreed that Ms. Tomasello would follow-up with the scheduling of a repeat program.

Ms. Schudson stated that she would contact Jewish Family Services regarding possible translation of the newsletter to Russian.

A letter to areas businesses introducing the newsletter and requesting information on special discounts or services was discussed. It was determined the letter would be sent to all appropriate Shorewood businesses and would request information for publication in both the newsletter and the Resource Directory.

July 1 was selected as the target date for the publication of the next newsletter.

4. Consideration of resource directory materials

Ms. Schudson gave a brief description of a work session attended by she, Ms. Butschlick, and a staff member from Jewish Family Services. Ms. Schudson noted that she had been provided a with a copy of the JFS information compiled for elderly referrals and Ms. Butschlick distributed a category list

based on that information.

It was agreed that the directory would not include prices and the information would be formatted in a manner to make Shorewood providers more visible.

Ms. Butschlick stated that staff would have a draft directory available for review at the next meeting of the Advisory Board.

5. Discussion regarding transportation services

Ms. Butschlick reviewed the notes from her conversation with Diane Euting, Shoreline Interfaith, regarding Interfaith's transportation program. It was noted that the program was dependent entirely on volunteers and more volunteers would be necessary to expand offerings.

Following a brief discussion regarding the Interfaith program, it was suggested that staff contact the *Shorewood Herald* and suggest a story which profiled an elderly resident in need of transportation and examined available transportation options with a request for volunteers. Board members discussed the "typical" elderly resident in need of transportation and Ms. Butschlick stated that with the Board's approval, she would invite Ms. Euting to the next meeting to discuss further Interfaith's transportation program and its typical clients.

Discussion followed regarding available transportation options, and it was suggested that a "how to ride the bus" program be offered.

6. Discussion regarding potential resource center and volunteer recruitment

During a brief discussion, it was suggested that initial volunteer recruitment focus primarily on transportation. It was also noted that future issues of *SeniorSource* would list specific volunteer opportunities.

7. Discussion regarding participation in National Night Out

Discussion on this topic was postponed to the next meeting of the Advisory Board.

8. Other business as authorized by law

The next meetings of the Advisory Board were scheduled for Monday, May 10, 1999, at 7:00 P.M. in the Health Department and Monday, June 14, 1999, at 7:00 P.M. in the Village Hall.

9. Adjournment

The meeting was adjourned at 8:50 P.M.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elderly Services Advisory Board
May 10, 1999

Present: Barbara Caprile, Tom Pexton, Pat Rauch, John Reising, Karen Schudson, Shirley Spelt

Excused: Daniel Duecker

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager

1. Call to Order

The meeting was called to order by Chairperson Reising at 7: 05 P.M.

2. Minutes of April 13, 1999

Minutes of the April 13, 1999, meeting were approved.

3. Discussion with Transportation Contacts

Diane Euting, Shoreline Interfaith, was present to provide information regarding the users of Shoreline Interfaith's transportation services. In summary, she noted that services are used by person aged 60-100 with a variety of different needs. Clients are typically regular users of the service and Shoreline volunteers generally provide a total of three to 12 trips each week to area residents requesting transportation to medical appointments or grocery shopping.

In response to Ms. Rauch's question regarding the process by which volunteers were qualified for the program, Ms. Euting stated that potential volunteers completed an application including current driver's license number and personal references. Following an interview and reference check, volunteers are instructed regarding program requirements and policies.

Ms. Caprile question how volunteers were matched to program users. Ms. Euting responded that she conducts a personal assessment of each client to determine the individual's needs. Based on the assessment, an appropriate volunteer is assigned to a client in the same geographic area.

Ms. Schudson asked what the Elderly Services Advisory Board could do to assist Shoreline. Ms. Euting stated that the greatest need was additional transportation providers and the Advisory Board could work with Shoreline to recruit volunteers. She added that other important tasks were to make residents aware of the services offered by Interfaith and to locate persons in need of services.

Ken Leinbach, Riverside Urban Environmental Center, was also present to speak regarding his experiences with provision of transportation. He stated that he had spent much time researching options to provide transportation to his center for area school children. He noted that though he had been awarded a grant to purchase and operate large passenger vans, he later determined that his needs were best met with a privately contracted transportation provider. He mentioned several potential grant sources and spoke briefly about the firm with which he currently contracts. Mr. Leinbach noted that the Advisory Board might consider a similar arrangement for special trips and events.

Following discussion regarding transportation options, it was determined that the next issue of *SeniorSouce* would highlight the need for volunteers, specifically to provide transportation through Shoreline Interfaith. It was also suggested that the National Night Out event be used to recruit additional volunteers.

4. Discussion regarding participation in National Night Out

Ms. Spelt stated that the Elderly Services Advisory Board had been invited to participate in Shorewood 3rd annual National Night Out event on Tuesday, August 3, from 4:30 to 7:30 P.M. at Atwater School. Discussion followed regarding the creation of a display board by Ms. Caprile and the distribution of materials, including the Resource Directory or other appropriate items. It was determined that Ms. Butschlick would contact Karen de Hartog, Volunteer Coordinator, to request her cooperation in using the event for volunteer recruitment. Additional follow-up planning will occur at future Advisory Board meetings.

5. Resource Directory progress report

Ms. Butschlick distributed a draft of the directory listings, noting that clinical and mental health resources were not included. It was agreed that Ms. Schudson and Ms. Tomasello would review the material and provide a list of these area non-profit organizations prior to the next Board meeting. It was noted that several positive responses had been received from local businesses regarding their inclusion in the Directory. Staff will provide an updated "final" draft for review at the June meeting.

6. Other business as authorized by law

It was noted that the deadline for the second issue of the *SeniorSource* newsletter is June 7.

Board members discussed sponsoring an "open forum" to receive input from residents regarding the Advisory Board's recent activities. It was determined that an open house session would be scheduled June 23, 1999, from 4:00 to 5:00 P.M. during the Health Department's blood pressure clinic. Notices will be sent to all former Senior Center members inviting them to participate in the session. It was noted that with the exception of Pat Kabitzke, Public Health Nurse, staff would be asked not to be present during the event.

Participation in Family Day was also briefly discussed, including a station manned by Board members with volunteer recruitment and the distribution of 2nd *SeniorSource* issue. Final plans will be discussed at the June meeting.

The next meetings of the Advisory Board were scheduled for Monday, June 14, 1999, at 7:00 P.M. and Monday, July 12 at 7:00 P.M.

7. Adjournment

The meeting was adjourned at 8:50 P.M.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elderly Services Advisory Board

June 14, 1999

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager the Manager

1. Call to Order

The meeting was called to order at 7: 05 P.M.

2. Minutes of May 10, 1999

Minutes of the May 10, 1999 meeting were approved. Ms. Caprile clarified the charges related to her services for the publication of the newsletter as listed in the report to the Village Board prepared by Ms. Butschlick and dated May 25, 1999.

3. Discussion regarding July newsletter

Ms. Butschlick and Ms. Caprile reviewed the topics which would be addressed in the second issue of *SeniorSource*, including Y2K readiness and fraud, National Night Out activities, Senior Olympics, the *SeniorSource Directory*, Shorewood Library services and activities, and others. Ms. Tomasello submitted additional information for publication and distributed copies of the *Senior Resources' 1990-00 Health Care Guide for Older Adults* to Board members. Ms. Caprile stated that pictures from the June 23rd forum would be included and the target publication date would be prior to July 5 for distribution at Family Day.

4. Discussion regarding upcoming special events

Ms. Butschlick distributed copies of the letter inviting former Senior Center members to an open forum on Wednesday, June 23 at 4:00 P.M. during the monthly blood pressure clinic. She noted that the next issue of the *Herald* would also include a notice of the meeting. During a discussion regarding the session's format, Mr. Duecker suggested that it be modeled after the recently held library planning meetings with one member acting as moderator and another recording suggestions from those in attendance. It was agreed that either Mr. Reising or Mr. Duecker will act as moderator with Ms. Rauch recording comments. Name tags for Board members and participants will be available and a sign-up sheet will be circulated. Discussion will be focused on the following topics: volunteer recruitment; transportation; educational and recreational programs; *SeniorSource* newsletter and directory; health services; and other suggestions.

As discussed earlier, the Advisory Board will be present at Family Day to distribute the newsletter and discuss its activities with interested residents. Ms. Butschlick noted that Karen de Hartog, Volunteer Coordinator, suggested the Advisory Board set up a table just inside Hubbard Park near the tunnel entrance. Following a brief discussion, it was agreed that a picture board would be

displayed with newsletters available but the table would not be manned throughout the day. Board members would be in the area when available but would instead wear prominent name tags and greet people within the park or at the other booths which they were working. It was also suggested that a sign-up sheet for volunteers be available. Name tags will be provided by Ms. Butschlick and Ms. Caprile will create the photo display.

The Board determined that National Night Out would be handled similarly to Family Day, but that the table and display area would have Board members present throughout the event. Ms. Caprile offered the use of a 10x10 display tent for the event and Ms. Butschlick stated she would seek permission from the Police Department for its use. It was agreed that scheduling and other details would be discussed at a July meeting.

5. Review Resource Directory draft

Ms. Butschlick distributed a revised draft of the directory listings, thanking Ms. Schudson for her review of the clinical and mental health resources. It was noted that the Shorewood business section of the directory was not yet complete. Ms. Butschlick informed the Board that Mr. Madere had spoken with a representative from Catholic Family Insurance and that firm might be willing to assist the Advisory Board with the production of the directory. It was agreed that this option would be pursued and that Mr. Pexton and Mr. Duecker would contact Catholic Family on behalf of the Advisory Board.

Members noted that it was their preference that the directory be published this summer, but that an actual date would be dependent upon any potential arrangement with Catholic Family.

6. Other business as authorized by law

Ms. Butschlick distributed a letter received from Mary Warren, a Shorewood resident and occupational therapy instructor at Concordia University, offering to discuss her thoughts related to the overall planning for older adults. Ms. Butschlick was asked to invite Ms. Warren to an upcoming meeting of the Board. It was also noted that invitations should be extended to Karen de Hartog, Volunteer Coordinator, Deb Stoltz, Recreation Coordinator.

The next meetings of the Advisory Board was rescheduled to Tuesday, July 13, 1999, at 7:00 P.M. and an additional meeting was scheduled Tuesday, July 27 at 7:00 P.M.

7. Adjournment

The meeting was adjourned at 8:20 P.M.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elderly Services Advisory Board

July 13, 1999

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, John Reising, Karen Schudson, Shirley Spelt

Others/Staff: Vida Langenkamp, Village Trustee; Edward Madere, Village Manager; Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager the Manager

1. Call to Order

The meeting was called to order at 7: 05 P.M.

2. Minutes of June 14, 1999

Minutes of the June 14, 1999 meeting were approved.

3. Discussion with Mary Warren, Occupational Therapist

Ms. Warren, a Shorewood resident and occupational therapy instructor at Concordia University, was present to discuss her work with older adults. It was noted that Ms. Warren's students had previously worked with Health Director Cindy Tomasello and former Social Worker Connie Pexton on projects dealing with Shorewood's elderly residents.

Ms. Warren stated that she works with older adults with the goal of helping them remain independent through a process of lifestyle redesign, noting that her role is to identify and assess changes brought on by the aging process.

She offered the following comments and suggestions:

Develop programs and activities to help older adults deal with health beyond the perception of disease. Promote independence and a meaningful existence through the development of and participation in lifestyle goals.

Identify barriers, recognizing that people's fear of physical participation in activities significantly limits their opportunities for interaction. In addition to the hesitation to participate physically, people may not become involved in new activities for fear of failure, illness, or the loss of control.

Revise both indoor and outdoor recreational thinking. Link activities with other community organizations and agencies. Provide regular older adult education opportunities and offer organized group outings which allow people to sidestep the fear of going out on their own.

Develop neighborhood support teams. Provide assistance with personal chores and unmanageable household tasks.

Adapt all programs offered for normal aging changes.

Ms. Warren also suggested the following programs or classes be developed: "low intensity" health behavior changes; accident prevention/home safety assessments; self-help/motivational; preventative/alternative health; advocacy groups, and computer skills. She recommended a broad-based approach to activities for older adults, including cooperative ventures with other professional or social services groups and inter-generational activities incorporating students into the programs.

Discussion followed regarding the specific type of programs which might be offered and the use of student interns and volunteers for the development and implementation of programs. It was agreed that interns and volunteers would be an important resource in planning and carrying out future programs and activities.

4. Discussion regarding public comments received at June Advisory Board forum
Board members discussed individual comments received at the public information session held Wednesday, June 23. It was agreed that the residents in attendance supported increased recreational opportunities such as that offered by the former Senior Center.

Ms. Caprile suggested that a Resource Center, staffed by a paid coordinator, be formed to address the issues raised at the forum. Mr. Reising suggested a planning process for the formation of a Center, including a review of activities to date and a proposed operating plan which can be used to garner support and secure funding. Discussion followed regarding the potential goals of a Resource Center and the make-up of its staff. It was agreed that Board members would review the recommendations of the Report of Task Force on Services for the Elderly for discussion at the next meeting.

The Board discussed possible interim recreational activities and Ms. Caprile suggested a day trip be planned to the Milwaukee Public Museum's Butterflies Alive exhibit. Ms. Rauch and Ms. Spelt proposed that the trip be sponsored in conjunction with the Women's Club and Shorewood Historical Society. It was agreed that more information would be gathered for the next meeting of the Advisory Board and more detailed planning would take place at that time. A sign-up sheet will be available at the Board's exhibit at National Night Out.

5. Other business as authorized by law

It was suggested that a follow-up article be written for the next issue of the *Quarterly Bulletin*. A brief discussion followed regarding the use of the *SeniorSource* banner for the announcement of special events or inserts to the Village newsletter.

6. Adjournment

The meeting was adjourned at 8:35 P.M.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elderly Services Advisory Board
July 27, 1999

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff: Edward Madere, Village Manager; Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager the Manager

1. Call to Order

The meeting was called to order at 7: 05 P.M.

2. Minutes of June 14, 1999

Minutes of the July 13, 1999 meeting were approved.

3. Discussion regarding Milwaukee Public Museum trip

Ms. Caprile requested that the order of agenda items be modified, beginning with discussion regarding the Milwaukee Public Museum trip. She reported that after exploring transportation and food options and costs, it was her recommendation that a fee of \$15 per person be charged, based on the attendance of 40 persons. The fee would include transportation from the Shorewood Library to the Milwaukee Public Museum and back, a box lunch, and door prizes. It was noted that Milwaukee County residents are admitted free on Mondays with identification.

Following a brief discussion, it was agreed that the trip would be scheduled Monday, September 13, with departure from the Shorewood Library at 10:00 a.m. Ms. Caprile stated that she would design an informational/sign-up sheet for distribution at the next Heath Department blood pressure screening and other Village events.

4. Discussion regarding SeniorSource directory timeline

Mr. Duecker and Mr. Pexton reported that they had met with representatives from Catholic Family Life Insurance regarding the printing of the Resource Directory. They noted that Catholic Family had indicated that their printing facilities were not as sophisticated as might be required and that there was no opportunity for them to do outside printing until late in 1999.

Discussion followed regarding other opportunities for publication, including donations from local service organizations. Members also discussed potential printing style and quantities. It was agreed that Ms. Caprile would price the printing of quantities of 2,000, 3,000, and 4,000 directories but the Board would explore the use of targeted responses (ie. an indication a resident was interested in receiving the directory through the return of an insert in the Bulletin or SeniorSource) rather than mass distribution.

5. Discussion regarding National Night Out participation

Ms. Butschlick briefly reviewed the National Night Out activities and items for display and

distribution. Board members agreed upon scheduling of attendance at the exhibit.

6. Discussion regarding Resource Center creation

Mr. Madere briefly reviewed the discussion at the last meeting of the Advisory Board regarding the possible creation of a Resource Center. He noted that since the last meeting, he and Ms. Butschlick had met with Deb Stoltz, Shorewood School District Recreation Coordinator, regarding senior programs and activities. He noted that Ms. Stoltz had expressed an interest in all elements of the Center and had discussed the possibility of the Recreation Department's management of such a program. He added that Ms. Stoltz had suggested that the Elderly Services Advisory Board carefully consider the most appropriate date for the creation of such a Center, if one is recommended, so that there is a transition period of sufficient length that a definitive separation from the former Senior Center can be made.

Discussion followed regarding the operation of a potential Resource Center by the Recreation Department. Ms. Schudson noted that based on comments received by the Advisory Board, it appeared that many people wanted a physical place for such a program with a defined list of events. Mr. Madere noted that the benefits of the administration of a Resource Center by the Recreation Department would include immediate connection to all recreation programs and the staffing advantages of an entire department rather than a single Coordinator. Some members of the Board expressed concern that recreational activities might become the focus of the Center with other elements and needs receiving secondary consideration. It was suggested that the Resource Center operate independently of, but in close relationship with, the Recreation Department.

Mr. Madere suggested that the Board determine what it wanted to accomplish through the Center and then develop a plan for its implementation. Mr. Butschlick informed the Board that she had received a letter from Ms. Mary Warren, thanking the Advisory Board for the opportunity to discuss the provision of services to older residents and offering her services as a consultant for the development and implementation of the Board's future programs. Following discussion regarding the use of a consultant for program development assistance, it was agreed that the Advisory Board would individually develop important components of a Resource Center program and Coordinator job description for submission to Ms. Butschlick the week of August 15 for distribution to all members prior to the next meeting. Ms. Spelt suggested that program outline and job description not be too definitive, but that a coordinator with vision be allowed to further develop program guidelines adopted by the Advisory Board.

7. Other business as authorized by law

The next meetings of the Elderly Services Advisory Board were scheduled for Monday, August 30; Monday, September 27; and Monday, October 25 at 7:00 p.m. in the Shorewood Village Hall Committee Room.

8. Adjournment

The meeting was adjourned at 8:40 P.M.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elderly Services Advisory Board
August 30, 1999

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt, John Reising

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager

1. **Call to Order**

The meeting was called to order at 7: 05 P.M.

2. **Minutes of June 14, 1999**

Minutes of the July 27, 1999 meeting were amended to note that Catholic Family Life Insurance had the facilities to print a Directory but did not have time available.

3. **Discussion regarding Milwaukee Public Museum trip**

Details for the September 13 trip to the Milwaukee Public Museum were finalized. Discussion included comments regarding communication, publicity of the event, and general interest in planned group activities.

4. **Discussion regarding Resource Center creation**

Mr. Reising thanked Board members for submitting their comments related to the creation of a proposed Resource Center. Discussion followed regarding member comments, focus and function of a proposed Center, suggested staffing of a proposed Center, and the use of professional consultants. It was determined that the formation of a Resource Center was an important and necessary function.

Mr. Reising moved that (1) the Elderly Services Advisory Board recommend to the Village Board that a part-time coordinator for a Resource Center be included in the 1999 Village Budget, and (2) that a consultant be retained to assist with the Elderly Services Advisory Board with the development of Resource Center programs. The motion was seconded by Ms. Spelt and passed unanimously.

5. **Other business as authorized by law**

A preliminary cost estimates of over \$5,000 for the publication of 2,000 copies of the Resource Directory was discussed. It was noted that a firmer estimate could be obtained when the Directory was in final form and Ms. Caprile stated that a "final draft" would be available for review by the Board at its next meeting. Funding options were discussed, including the underwriting of publication costs by Shorewood organizations and businesses. It was determined that staff would make preliminary contacts regarding cash donations and the next meeting would include further discussion of the Directory's funding.

The next meetings of the Elderly Services Advisory Board were scheduled for Monday, September 27; and Monday, October 25 at 7:00 p.m. in the Shorewood Village Hall Committee Room.

6. **Adjournment**

The meeting was adjourned at 8:33 P.M.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
September 27, 1999

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Karen Schudson, Shirley Spelt, John Reising

Excused: Pat Rauch

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager

1. Call to Order

The meeting was called to order by Chairperson Reising at 7:04 P.M.

2. Minutes of August 30, 1999

Minutes of the August 30, 1999 meeting approved.

3. Discussion regarding Resource Directory publication

Ms. Caprile distributed a draft of the directory and briefly reviewed the contents with the Advisory Board. Members were asked to review it in greater detail at a later date and provide Ms. Butschlick with comments prior to the next meeting.

Discussion followed regarding the funding, publicity, and distribution of the Directory. It was agreed that a \$3,500 target be set for donations to underwrite publication costs. Staff will follow-up all initial contacts with letters formally requesting donations. It was suggested that either a one page notice of the publication be mailed to all residents or included in the *Quarterly Bulletin* and that an ad be placed in the *Shorewood Herald*. Ms. Spelt volunteered to review voter registration records to compile a mailing list of residents over age 60.

4. Discussion regarding Resource Center creation

Ms. Butschlick distributed a Request for Proposals (RFP) for a consultant to provide guidance in the planning and development of the Resource Center concept. Discussion included comments regarding the required qualifications of a potential consultant and the RFP's distribution to area hospitals and universities.

A brief discussion followed regarding the scope of the proposed Resource Center and a suggested focus on community rather than exclusively elderly residents.

5. Other business as authorized by law

Ms. Butschlick updated the Advisory Board on a planned day trip to Lake Geneva which requires a minimum attendance of ten people. She also noted that the next issue of the *SeniorSource* would be distributed as an insert in the fall *Quarterly Bulletin* scheduled for distribution in mid-October.

Mr. Pexton noted that he recently attended the Catholic Charities 11th Annual Conference on Aging and briefly discussed a workshop dealing with impressions and perceptions of issues related to the

older adult population, including the negative connotations associated with the word "elderly". Following a brief discussion, Mr. Pexton moved that the Elderly Services Advisory Board name be changed to the Elder Services Advisory Board. Ms. Schudson seconded the motion and it passed unanimously.

The next meetings of the Elderly Services Advisory Board were scheduled for Monday, October 25, and Monday, November 29, at 7:00 p.m. in the Shorewood Village Hall Committee Room.

6. Adjournment

The meeting was adjourned at 8:33 P.M.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
October 25, 1999

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager

1. Call to Order

The meeting was called to order at 7:04 P.M.

2. Minutes of August 30, 1999

Minutes of the September 27, 1999 meeting approved.

3. Update on Resource Directory publication

Ms. Butschlick informed that Advisory Board that letters requesting funding for the publication of the Resource Directory had been issued to the area businesses and organizations discussed at the Board's previous meeting. It was further suggested that requests be issued to local realtors and Shorewood Family Physicians.

It was suggested that the directory include ambulance service listings and a brief discussion followed regarding possibilities for creating a comprehensive address list. It was agreed that Ms. Butschlick would further explore the potential uses of the voter registration lists.

4. Review of Resource Center Consultant Proposals

Ms. Butschlick distributed copies of the three proposals received to each of the Advisory Board members present. Following a brief discussion it was determined that further consideration of the proposals would take place at a future meeting of the Advisory Board to give member sufficient time to review each of the submissions.

It was agreed that the next meeting of the Advisory Board would be scheduled Thursday, November 9, 1999 at 11:30 a.m. in the Shorewood Village Hall for the purpose of reviewing the Resource Center consultant proposals.

5. Other business as authorized by law

Ms. Rauch announced that the Shorewood Women's Club was hosting a repeat of the "Gizmos & Gadgets" session on Tuesday, November 16 in the Village Center. She stated that fliers announcing the presentation had been posted at local pharmacies, Harry W. Schwartz's, and Kohl's.

Ms. Rauch also stated that the Shorewood High School's Chamber Choir & Orchestra would present a special program in the Village Center and suggested that the Advisory Board consider hosting a holiday gathering featuring this entertainment.

Ms. Caprile stated that she would be supplying Ms. Butschlick with mastheads of the *SeniorSource* newsletter for posting announcements. She noted that the next issue of the newsletter if published in February could again be distributed with the *Quarterly Bulletin*. Following a brief discussion, it was agreed that the winter, spring (May), and fall issues of the *SeniorSource* newsletter would be included as inserts in the *Quarterly Bulletin*.

6. Adjourment

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
November 4, 1999

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager

1. Call to Order

The meeting was called to order at 11:50 a.m.

2. Review and Selection of Consultant Proposals

Ms. Schudson moved that the Elder Services Advisory Board adjourn into closed session under the provisions of section 19.85(1)(f), Stats., for the purpose of considering personal information or specific personnel problems, which if discussed in public, would likely have an adverse effect upon the reputation of the person involved. This is related to the review and selection of consultant proposals for the proposed Resource Center. The Elder Services Advisory Board reserves the right to reconvene into open session under the provisions of section 19.85(2) Stats., and take action of the review and selection of consultant proposals for the proposed Resource Center. Mr. Pexton seconded the motion. A roll call vote was taken and the motion passed unanimously. The meeting was adjourned into closed session at 11:55 a.m.

The meeting was reconvened into open session at 12:40 p.m.

3. Other Business as Authorized by law

It was agreed that a meeting would be scheduled on either Monday, November 8 or Tuesday, November 9 dependent upon the availability of the candidates to be interviewed. Ms. Butschlick stated that she would notify member of the date and time by telephone as soon as possible with an agenda mailed thereafter.

4. Adjournment

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
November 9, 1999

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt, John Reising

Staff: Edward C. Madere, Village Manager; Leeann Butschlick, Assistant to the Manager

1. Call to Order

The meeting was called to order by Chairperson Reising at 6:34 p.m.

2. Interview Resource Center Consultant Candidates

Ms. Schudson moved that the Elder Services Advisory Board adjourn into closed session under the provisions of section 19.85(1)(e), Stats., for the purpose of conducting public business which involves competitive or bargaining reasons. This is related to the review and selection of consultant proposals for the proposed Resource Center. The Elder Services Advisory Board reserves the right to reconvene into open session under the provisions of section 19.85(2) Stats., and take action of the review and selection of consultant proposals for the proposed Resource Center. Mr. Pexton seconded the motion. A roll call vote was taken and the motion passed unanimously. The meeting was adjourned into closed session at 6:40 p.m.

The meeting was reconvened into open session at 9:05 p.m.

3. Consider Selection of Consultant Proposals for Proposed Resource Center

Ms. Spelt moved that the Elder Services Advisory Board retain Elizabeth Price as a consultant to the Board for the development of a proposed Senior Resource Center for a fee not to exceed \$6,000.00. The motion was seconded by Ms. Rauch and passed unanimously.

4. Other business as authorized by law

It was agreed that Ms. Butschlick would notify Ms. Price of her selection and invited her to attend the next meeting of the Elder Services Advisory Board scheduled for Monday, November 29, 1999.

5. Adjournment

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

**Elder Services Advisory Board
December 15, 1999**

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt, John Reising

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Resource Center Consultant

1. Call to Order

The meeting was called to order by Chairperson Reising at 11:52 a.m.

2. Minutes of November 29, 1999

The minutes were approved with the future Advisory Board meeting dates corrected to Monday, January 10 at 11:30 a.m. and Monday, January 31 at 7:00 p.m.

3. Consideration of Resource Center Mission Statement

Chairperson Reising noted that he and Ms. Price planned to schedule a work session for review of the mission statement prior to the next scheduled meeting of the Advisory Board. He invited any interested members to attend.

During discussion of the draft statement, Ms. Butschlick noted that draft statements had been submitted for both the resource center and the Elder Services Advisory Board. She suggested that the Advisory Board consider adopting separate statements for each, noting that their separate functions, while similar in concept, would have differing missions. Board members discussed the goals and objectives of the Advisory Board and the resource center. It was suggested that two or more statements be drafted incorporating the points of the discussion for approval at the next Advisory Board meeting.

Discussion regarding the resource center mission statement also included suggestions for the official name of the center. Mr. Pexton suggested that it was important that the activity portion of the center have a separate name from the resource and referral component. Potential names were discussed, with members noting the importance of a name distinct from the previous Shorewood Senior Center. It was determined an official name would be selected at a later date.

4. Review of Resource Center draft program plan

Ms. Price reviewed the draft program plan submitted for the Advisory Board's consideration. Discussion followed, including the suggestion that the activity center's hours be modified from 8:30 a.m. to 12 noon to 10 a.m. to 2 p.m. in order to allow for maximum participation. Following additional discussion regarding the proposed activities and operation, the draft plan was approved by consensus of the Advisory Board.

Ms. Price noted that the next task included the creation of a draft coordinator job description and stated that would be completed for the Board's consideration at its next meeting.

**Elder Services Advisory Board
January 10, 2000**

Present: Barbara Caprile, Daniel Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt, John Reising

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Resource Center Consultant

1. Call to Order

The meeting was called to order by Chairperson Reising at 12:00 p.m.

2. Minutes of December 15, 1999

The minutes were approved as printed.

3. Consideration of Elder Services Advisory Board and Resource Center Mission Statements

Ms. Price briefly reviewed the Elder Services Advisory Board mission statement, noting that it had been drafted based upon discussion at previous Advisory Board meetings and contributions from members. Discussion followed and several minor changes to the draft document were suggested. Ms. Schudson moved, seconded by Ms. Rauch, to approve the following Elder Services Advisory Board mission statement:

The Elder Services Advisory Board is actively concerned with the well-being of older residents in the Village of Shorewood. It seeks to foster a caring atmosphere to maintain dignity and respect, promote health and provide resources for the life enrichment of older adults.

Goals:

1. Seek and listen to perceived needs of older residents.
2. Establish a Resource Center of community organizations, activities and programs within the Village and the Milwaukee area which helps inform the community of the support available to older residents for their care and enrichment.
3. Work cooperatively with other community organizations to avoid unnecessary duplication of services, and identify and address the needs of older residents.
4. Promote mind, body, spirit, purpose and community as important life concepts.

The motion carried unanimously.

Ms. Price also reviewed the Senior Resource Center mission statement, noting again that it had been drafted based upon discussion at previous Advisory Board meetings and contributions from members. In a review of the goals incorporated into the statement, Board members discussed the *SeniorSource* newsletter and determined that it would remain a publication of the Advisory Board rather than the Senior Resource Center. Ms. Spelt moved, seconded by Mr. Pexton, to approve the following Senior Resource Center mission statement:

5. Review of draft Resource Directory document

Review of the Resource Directory was deferred to the January 10 meeting.

6. Other business as authorized by law

No additional items were considered.

7. Adjournment

The meeting was adjourned at 12:57 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

The mission of the Senior Resource Center (SRC) is to promote safe, healthy and enriching lifestyles for Shorewood residents age 60 and older.

Goals:

1. Act as a clearinghouse for senior resources available throughout the Milwaukee area, including, but not limited to educational, social, health care and other support services.
2. Link Shorewood seniors to these resources.
3. Network with other service organizations and groups throughout the Milwaukee area to ensure comprehensive services.
4. Present programs and workshops that focus on education, health and recreation.
5. Publish a monthly calendar of events.
6. Coordinate volunteer services and opportunities.

The motion carried unanimously.

4. Review of draft coordinator job description

Ms. Price distributed a draft job description for the Senior Resource Center coordinator position. Discussion followed, and it was suggested that comments be submitted to Ms. Price within the next week so that the description might be considered at the January 31 Advisory Board meeting.

In related discussion, the Advisory Board determined that the coordinator position should be filled in April, to coincide, if possible, with the grand opening of the Senior Resource Center on April 17 as proposed by Ms. Price. Ms. Butschlick briefly reviewed the hiring process, noting that the Shorewood Village Board would give final approval to the hiring of a candidate.

5. Consideration of Resource Directory document

Ms. Caprile distributed the final version of the Resource Directory and asked that any remaining comments or additions be submitted by Friday, January 15. During discussion it was agreed that 1,500 copies of the document would be printed with distribution beginning in February. Ms. Butschlick noted that donations totaling \$650.00 for the directory's publication had been received from Catholic Family Life Insurance, Stowell & Associates/Select Staff Services, the Shorewood Men's Club, and Geriatric Support Associates.

6. Discussion regarding library proposal statement

Ms. Price briefly reviewed her memo of January 5, 2000 which suggested the Elder Services Advisory Board consider drafting a statement regarding the proposed Village Center/Library building project. Ms. Butschlick noted that the Library Board was hosting a public forum on Wednesday, January 12 to solicit input from residents regarding the project. Following a brief discussion, it was determined that a letter would be drafted by Mr. Reising stating the Advisory Board's support of an expansion. Mr. Reising moved that the following statement be issued to the Library Board at the January 12 forum: the Elder Services Advisory Board requests that the needs of seniors in the Village of Shorewood be considered in the planning for the Village Center/Library building and

looks forward to discussing these needs specifically as planning stages progress. The motion was seconded by Mr. Pexton and passed unanimously.

7. Other business as authorized by law
No additional items were considered.

8. Adjournment
The meeting was adjourned at 1:12 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
January 31, 2000

Present: Barb Caprile, Dan Duecker., Tom Pexton, John Reising, Shirley Spelt

Excused: Pat Rauch, Karen Schudson

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Resource Center Consultant

1. Call to Order

Chairperson Reising called the meeting to order at 7:10 p.m.

2. Minutes of January 10, 2000

The minutes of January 10, 2000 were approved as printed.

3. Discussion Regarding Senior Resource Center Development

Ms. Price reviewed several of the programs she was exploring for the Resource Center. Following a brief discussion by the Advisory Board which included several programming suggestions, it was determined that the Center would seek programs which could be obtained at no cost.

The Advisory Board also discussed service projects in which the Center might participate. Ms. Caprile suggested that pieces be printed with the SeniorSource masthead and used to announce Resource Center programs. The Board agreed and asked Ms. Caprile to order the material.

Ms. Butschlick noted that Ms. Price's final report should be reviewed and accepted by the Village Board prior to the opening of the Senior Resource Center. It was suggested that the four major tasks specified in the coordinator's agreement would be thoroughly examined in the report. A discussion followed regarding the potential use of contracts with organizations such as Interfaith and the Shorewood Recreation Department to operate the Center. It was determined that Ms. Price would prepare a draft report for review by the Advisory Board prior to the next meeting and that the final report would be presented to the Village Board at a March meeting.

4. Consideration of Resource Center Coordinator job description

Ms. Price briefly reviewed the job description prepared for the Resource Center Coordinator position. Ms. Butschlick noted that following discussion with Village Manager Madere and in light of the budget allocated to the Resource Center operation, the Advisory Board might wish to consider hiring the Resource Center Coordinator as a consultant rather than a Village employee. The operation of the Shorewood Responds organization and coordinator were briefly reviewed and it was determined that a consultant would provide more flexibility. Following a brief discussion, Mr. Pexton moved, seconded by Mr. Duecker that the Shorewood Resource Center Coordinator recruited and hired as a consultant. The motion passed 5-0.

It was noted that the description would be redrafted to reflect the consultant position and forwarded to the Advisory Board for review at its next meeting.

5. Discussion Regarding Fitness Center Health Fair Participation

Ms. Price announced that the Shorewood Fitness Center would be sponsoring its second annual Health Fair on Saturday, February 26 and suggested that the Advisory Board reserve a booth. The Board members agreed suggesting that the display board prepared by Ms. Caprile be used. Staffing of the booth by Advisory Board members will be scheduled at the next Advisory Board meeting.

6. Update on Resource Directory publication

Ms. Caprile stated that the final draft of the directory had been completed and presented a quote for its printing. She noted that the directories would likely be printed in time for distribution at the Fitness Center Health Fair.

7. Other business as authorized by law

Ms. Price noted that she had spoken with Kay Ross, co-chairperson of the Centennial Committee regarding the Elder Services Advisory Board's participation in a Centennial Luncheon honoring Shorewood's oldest and long-time residents. Following a brief discussion, it was the consensus of the members that the Advisory Board participate in an appropriate role and Ms. Price was asked to contact Ms. Ross for more specific information.

The next meetings of the Elder Services Advisory Board were scheduled for Monday, February 21 at 6:30 p.m. and Monday, March 13 at 6:30 p.m.

8. Adjournment

There being no further business, the meeting was adjourned at 9:00 p.m.

Elder Services Advisory Board
February 28, 2000

Present: Barb Caprile, Dan Duecker., Tom Pexton, Pat Rauch, John Reising, Shirley Spelt

Excused: Karen Schudson

Staff: Edward Madere, Village Manager; Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Resource Center Consultant

1. Call to Order

Chairperson Reising called the meeting to order at 6:36 p.m.

2. Review coordinator draft report

Ms. Price and Ms. Butschlick reviewed the redrafted report and answered questions from Advisory Board members. Following a discussion which included clarifications of report items, Mr. Pexton moved that the report "Development of a Senior Resource Center" be approved and forwarded to the Village Board for consideration at its March 6 meeting. The motion was seconded by Mr. Duecker and passed unanimously, 6-0.

Mr. Madere and Ms. Butschlick briefly outlined the implementation process, pending the Village Board's favorable consideration of the report, including the hiring of a Senior Resource Center Coordinator. A discussion followed regarding the Center's development to date and typical consultant hiring process. Mr. Madere was asked to verify that no procedures required the advertisement of the consultant position. Mr. Pexton moved that the Senior Resource Center Coordinator position be offered to Ms. Price pending Village Board approval of the Senior Resource Center. The motion was seconded by Ms. Caprile and passed unanimously, 6-0.

3. Other business as authorized by law

At Chairperson Reising's request, Mr. Madere updated the Advisory Board on the status of the Village Center/Library project, noting that the Library Board had formally recommended to the Village Board the construction of the "B3" design. He stated that the Village Board was in the process of gathering and reviewing financial data.

The next meeting of the Elder Services Advisory Board was scheduled for Monday, March 27 at 6:30 p.m.

4. Adjournment

There being no further business, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
March 27, 2000

Present: Barb Caprile, Dan Duecker., Tom Pexton, Pat Rauch, John Reising, Shirley Spelt

Excused: Karen Schudson

Staff: Cindy Tomasello, Director of Public Health; Leann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Reising called the meeting to order at 6:35p.m. and congratulated Ms. Price on her selection as the new Senior Resource Center Coordinator.

2. Minutes of February 28, 2000

The minutes were approved as printed.

3. Discussion regarding SRC Coordinator reports

Ms. Price stated that her contract required monthly reports to the Advisory Board. She noted that in the past her progress reports had consisted of letters to the Advisory Board mailed with each meeting notice and asked if members preferred a different format or additional information. Ms. Butschlick stated that as a requirement of Community Development Block Grant program, attendance counts which tracked the number of males and females served at the Center must be recorded. She also suggested that the Resource Center keep its own records for comparison purposes in the future.

Ms. Rauch suggested the report include the results of evaluations completed by participants following each program. Mr. Reising asked that the progress reports include updates on the status of volunteer recruitment and utilization.

Report on the status of programming was also discussed. Advisory Board members were encouraged to submit ideas for future program topics to Ms. Price.

4. Discussion regarding SRC grand opening activities

Ms. Price stated that she was working on designing flyers announcing the Center activities and would like to mail invitations to former Senior Center members and residents who have expressed an interest in the new Resource Center activities. In addition, Ms. Caprile suggested an insert be placed in the Shorewood Herald in its April 13 publication. She noted the cost for such an insert was approximately \$44.00 per thousand. She also suggested the members consider notepads or bookmarks as giveaways at the activities and distributed samples for review. Following a brief discussion it was determined that bookmarks be produced for distribution at the Center and the Library and notepads or a similar item be considered for future special events such as the Centennial luncheon. Ms. Caprile also discussed the production of name tags and a membership brochure.

Advisory Board members suggested topics for the April 19th Community Forum. It was determined the forum would focus on future programming, services, volunteer recruitment and utilization, and a

possible membership fee structure.

Following a brief discussion, it was agreed that refreshments would be provided at the April 17 and April 24 grand opening activities. Refreshments would be available for a nominal sum at Monday "drop-ins" but would not be available during regular Wednesday programs due to the potential for disruption.

5. Other business as authorized by law

The next meetings of the Elder Services Advisory Board were scheduled for Monday, May 1 at 6:30 p.m. in the Shorewood Health Department and Thursday, June 1 at 11:30 a.m. in the Village Hall Committee Room.

6. Adjournment

There being no further business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Senior Resource C E N T E R

Promoting safe, healthy, and enriching lifestyles
for Shorewood residents age 60 and older

Elder Services Advisory Board

June 1, 2000

Present: Barb Caprile, Dan Duecker, Pat Rauch, Tom Pexton, John Reising,
Karen Schudson, Shirley Spelt

Staff: Ed Madere, Village Manager; Elizabeth Price, Senior Resource
Center Coordinator, Cindy Tomasello, Director of Public Health

1. Call to Order

Chairperson John Reising called the meeting to order at 11:53 AM.

2. Minutes of May 1, 2000

The minutes were approved as printed.

3. Discussion of SRC report

Ms. Price reviewed attendance at May programs and indicated that the new lawn signs announcing programs were helping to draw attention to SRC activities. The Arthritis program received very good response and has inspired interest in a Monday morning exercise program. Ms. Price is developing an exercise program and indicated that it would be in place by July. It was also noted that the majority of participants are female and future activities to encourage male participation will be explored.

Volunteers are being used to organize the office and staff the phone. No formal training is provided. Volunteers are expected to provide basic program information and hours of operation. For resource information, the volunteers take messages for the coordinator to return calls.

Volunteers providing transportation to SRC participants have not been formally screened or subjected to background checks. Mr. Madere will consult with the village attorney regarding the necessity of signing a release form by the person being transported. Ms. Price will consult with Diane Euting from Shoreline Interfaith for information on volunteer screenings and background checks. All transportation volunteers will be asked to submit their driver's licenses for a police check.

4. Discussion of future activities

Brainstorming ideas for future programming includes: A golf program featuring Bruce Krajcir, Chronic Pain program with Lisa Gorelick, Carol Siever from the Task Force on Family Violence, Joan Spector on the Tirimblina Center in Costa Rica, A cooking

demonstration, speakers from the Wisconsin Humanities Council and the Milwaukee Historical Society, Robert Rodgers as Abraham Lincoln, Ken Leinbach from the Urban Ecology Center, John Franke, Celtic Dancers, Village employees and the Campaign button collection of Charile Schudson.

Future tours to consider: Sunset Theater, Sierra Club Walking Tours, Brewery Tours, Rainbow Summer, the Cathedral Square Farmers Market, Zeidler Park Farmers Market, Milwaukee Public Museum Butterfly Exhibit, Art Museum, the Schooner Project, Harley Davidson, the Illinois Botanical Gardens, The Mitchell Park Domes, Titanic Exhibit at the Chicago Museum of Science and Industry and a tour of the DPW.

5. Barb Caprile Correspondence/Marketing
Based on a discussion of Ms. Caprile's marketing suggestions, Ms. Caprile will explore the possibility of a regular spot in the *Herald* that lists the SRC activities and features the SRC logo. An SRC advertisement and feature article will be placed in the July special *Prime Time* issue of the *Herald*.

Ms. Caprile is organizing a meet-n-greet table in front of Sendik's for ESAB members to promote SRC activities.

Ms. Price will ask the pharmacies to place bookmarks in prescription bags. The bookmarks will also be distributed with library liaison materials.

Ms. Price will contact the pastor and parish nurse at Kingo Lutheran Church, John White from the Association of Commerce and Dr. Jon Miller to ask their help in promoting SRC activities.

6. Schedule future meeting dates and times
Next meeting August 28th at 7 PM
7. Other business as authorized by law
Mr. Madere reported that the Village Board is breaking down the Library project into smaller pieces, 1) Library; 2) Health Department; 3) Other uses (SRC and other community groups)
Mr. Madere will work with Ms. Price in planning SRC space needs and may contact ESAB members as the planning moves forward.
8. Adjournment
Meeting adjourned at 1:20 PM

Respectfully submitted,

Elizabeth Price,
Senior Resource Center Coordinator

Elder Services Advisory Board
August 28, 2000

Present: Barb Caprile, Dan Duecker, Tom Pexton, Karen Schudson, Shirley Spelt

Excused: Pat Rauch, John Reising

Staff: Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 7:05 p.m.

2. Minutes of June 1, 2000

The minutes were approved as printed.

3. SRC Coordinator report

Ms. Price briefly outlined the July Coordinator Report, noting a slight dip in the attendance as reported for the Community Development Block Grant program. Ms. Caprile requested that future reports include actual attendance with CDBG attendance figures reported directly to Ms. Butschlick. Ms. Price noted that approximately ten people regularly attended the Monday drop-ins.

4. Future Programming/Trips

Ms. Price informed the Board that a day trip to Manitowoc had been scheduled for Wednesday, October 4. Ms. Caprile suggested setting up a table at Sendik's on September 20 to distribute newsletters and sign-up for the trip. As this was a day she was required to be at the Center for a program, Ms. Price stated she would contact volunteers to staff the table. Discussion followed regarding future program ideas and attracting more males to Center. Board members suggested the inclusion of a survey in the fall Quarterly Bulletin to solicit opinions for future programming and Resource Center activities. It was suggested that prizes could be awarded in a drawing of returned surveys to promote participation.

5. PACE Group

Ms. Price outlined a program by the Arthritis Foundation entitled PACE (People with Arthritis Can Exercise). She stated her interest in attending a training course for group leaders and noted the Arthritis Foundation handled all promotion for the satellite groups. Following a brief discussion, it was determined that the ESAB would pay the \$75 course fee and Ms. Price would report back to the board with a detailed proposal for such a group at the Resource Center.

6. Monthly Mailing

Ms. Price noted that she would be submitting materials to Ms. Caprile for summer ESAB newsletter to be printed and distributed the week of September 11. Ms. Price also stated that she would begin mailing the monthly calendar to residents on the Center mailing list.

7. Membership Drive

Following the discussion of monthly mailings, the Advisory Board determined that calendars and other items would be mailed monthly through the end of the year. Beginning in 2001, individuals will be asked to pay a membership fee if they wish to continue to receive the items by mail.

8. Use of Mailing List

Ms. Price stated that she had received a request from one of the library citizens groups for a copy of the Senior Resource Center mailing list. A brief discussion followed, with Board members approving the release of the list if the mailings did not include solicitations. Ms. Butschlick noted that she believed the list was a public record which the Board would be required to provide upon request and she stated she would review the request with Village Attorney Pollen.

9. Flatware Purchase

This item was deferred until a meeting at which Ms. Rauch was present.

10. Schedule Future Meetings

The next meetings of the Elder Services Advisory Board were scheduled for October 12 at 11:30 a.m. in the Village Hall Committee Room Shorewood Health Department and Monday, December 4 at 6:30 p.m. in the Health Department.

11. Other business as authorized by law

Ms. Caprile reviewed the City of Wauwatosa's fall activity bulleting and noted its "Lunch and Lecture Series". She suggested that each month the Senior Resource Center schedule a seminar at which a lunch would be available for purchase. Ms. Price stated she would try to organize such an event beginning in October.

12. Adjournment

There being no further business, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

**Elder Services Advisory Board
October 12, 2000**

Present: Barb Caprile, Dan Duecker, Tom Pexton, Patricia Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 11:48 a.m.

2. Minutes of August 28, 2000

The minutes were approved as printed.

3. Discussion of SRC Coordinator Report

Ms. Price briefly reviewed the Coordinator Report date October 10. In reference to the report she suggested the ESAB consider extending the Monday "Drop In" from 2:00 p.m. to 3:00 p.m. After a brief discussion regarding the drop in activities and purpose, it was suggested that the topic be raised again following a check on the availability of the facilities on Monday afternoons.

4. Review of Future Activities

Ms. Caprile proposed the preparation of laminated poster for semi-permanent display at various community locations. The placement of advertisements for the Senior Resource Center in the *Shorewood Herald* was also discussed. It was determined Ms. Caprile would develop the posters and ads.

Several items were suggested for discussion at future ESAB meetings, including the schedule of 2001 programs and activities and a review of the transportation issues and needs of Shorewood's older adults.

5. Senior Resource Center Coordinator contract

Mr. Duecker moved that the Elder Services Advisory Board adjourn into closed session under the provisions of sec. 19.85(1)(e), Stats., for the purpose of conducting public business which involves competitive or bargaining reasons. The motion was seconded by Ms. Spelt and passed 7-0. The meeting was adjourned into closed session at 12:32 p.m.

The meeting was reconvened into open session at 1:20 p.m.

6. Other business as authorized by law

The next meeting of the Elder Services Advisory Board was scheduled for Monday, December 5 at 6:30 p.m. in the Shorewood Health Department.

7. Adjournment

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

**Elder Services Advisory Board
December 4, 2000**

Present: Dan Duecker, Tom Pexton, Patricia Rauch, John Reising, Karen Schudson, Shirley Spelt

Excused: Barb Caprile

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 6:38 p.m.

2. Minutes of October 12, 2000

The minutes were approved with the correction of future meeting date to be listed as December 4, 2000.

3. Consideration of SRC Coordinator 2001 Contract

This matter was deferred to the last item of discussion.

Ms. Rauch moved to adjourn into closed session under the provisions of sec. 19.85(1)(e), Stats., for the purpose of conducting public business which involves competitive or bargaining reasons. Mr. Duecker seconded the motion and it passed unanimously, 6-0. The meeting was adjourned into closed session at 8:00 p.m.

The meeting was reconvened into open session at 8:20 p.m. Ms. Schudson moved, seconded by Mr. Pexton, to offer a contract for the 2001 Senior Resource Center Coordinator services to Elizabeth A. Price at a rate of \$17.00 per hour based upon 115 hours monthly. The motion passed unanimously, 6-0.

Ms. Rauch moved, seconded by Mr. Duecker, to award Ms. Price an extra payment of \$750.00 for Senior Resource Center coordinator services in the year 2000. The motion passed unanimously 6-0.

4. Discussion of 2001 SRC Budget

Chairperson Reising noted that a detailed report of expenses to date and a preliminary budget had been distributed along with a marketing plan prepared by Ms. Caprile. Ms. Butschlick reviewed the preliminary budget and noted the suggested allocations to activities described in Ms. Caprile's plan. A discussion followed with board members suggesting in particular a reduction in funds allocated to newspaper advertising.

5. Discussion of SRC Reports

Ms. Price reviewed the revised monthly report format developed based on previous suggestions of the board. During a brief discussion, Ms. Schudson suggested categorizing the SRC referrals for inclusion in the report. It was determined that Ms. Schudson would assist Ms. Price in developing a detailed reporting method.

6. Review of Future Activities

Ms. Price distributed a preliminary program calendar for the first half of 2001. Discussion followed regarding pending and potential programs and tours.

7. Other business as authorized by law

The next meeting of the Elder Services Advisory Board was scheduled for Monday, January 12 at 6:00 p.m. in the Shorewood Health Department.

8. Adjournment

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

g. Other Items. No additional items were discussed.

5. Schedule next meeting

The next meeting of the Elder Services Advisory Board was scheduled for Monday, February 5, 2001 at 6:00 p.m. in the Health Department.

6. Other business as authorized by law

No additional matters were discussed.

7. Adjournment

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
January 25, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, Patricia Rauch, John Reising,
Excused: Karen Schudson, Shirley Spelt
Staff: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager;
Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 6:02 p.m.

2. Minutes of December 4, 2000

The minutes were approved.

3. Review SRC Coordinator Role

Ms. Spelt moved to adjourn into closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. Ms. Rauch seconded the motion and it passed unanimously, 7-0. The meeting was adjourned into closed session at 6:04 p.m.

The meeting was reconvened into open session at 6:30 p.m.

4. Strategic Planning Session

- a. Review ESAB Mission Statement. The Advisory Board reviewed and reaffirmed the Mission Statement:

The Elder Services Advisory Board is actively concerned with the well-being of older residents in the Village of Shorewood. It seeks to foster a caring atmosphere to maintain dignity and respect, promote health and provide resources for the life enrichment of older adults.

Goals:

1. Seek and listen to perceived needs of older residents.
 2. Establish a Resource Center of community organizations, activities and programs within the Village and the Milwaukee area which helps inform the community of the support available to older residents for their care and enrichment.
 3. Work cooperatively with other community organizations to avoid unnecessary duplication of services, and identify and address the needs of older residents.
 4. Promote mind, body, spirit, purpose and community as important life concepts.
- b. Review SRC Mission Statement. The Advisory Board reviewed the SRC Mission Statement and following a brief discussion, Mr. Pexton moved that Goal Five be modified as follows:

The mission of the Senior Resource Center (SRC) is to promote safe, healthy and enriching lifestyles for Shorewood residents age 60 and older.

Goals:

1. Act as a clearinghouse for senior resources available throughout the Milwaukee area, including, but not limited to educational, social, health care and other support services.
2. Link Shorewood seniors to these resources.
3. Network with other service organizations and groups throughout the Milwaukee area to ensure comprehensive services.
4. Present programs and workshops that focus on education, health and recreation.
5. Publish and distribute appropriate communication materials to promote the SRC.
6. Coordinate volunteer services and opportunities.

The motion was seconded by Ms. Caprile and passed unanimously.

- c. **Review consultant/staff roles.** Mr. Reising stated that as time progressed he would like to see the Advisory Board provide only an oversight role in the operation of the Resource Center with the Coordinator and staff responsible for the day-to-day activities. He suggested that Ms. Price report to Ms. Butschlick on a regular basis. He noted that with the ESAB and SRC goals reaffirmed, specific objectives ought to be outlined in order to provide Ms. Price with additional direction.

Ms. Price reviewed the activities of a "typical" day at the SRC. A discussion followed regarding a coordinator position description and a prioritization of activities. It was agreed that prior to the next meeting, Ms. Butschlick would distribute a copy of the position description drafted by the ESAB in 1999. Board members would be asked to assign priority levels to activities and the results would be compiled for discussion at the next meeting.

- d. **Information dissemination/reports.** During a general discussion, a number of specific suggestions were made, including that Ms. Price continue monthly reports in the current format and all printed materials be reviewed by Ms. Butschlick prior to distribution/publication.
- e. **Marketing.** Board members reviewed the preliminary marketing plan that had been prepared for budget purposes. Discussion included the newsletter publication and it was determined that the *SeniorSource* would be published three times per year with the *Quarterly Bulletin* rather than the four publications budgeted. The Board also discussed methods of measuring advertising success. It was determined that Ms. Butschlick would meet with Ms. Caprile and Ms. Price to refine the marketing plan for presentation to the Advisory Board at its next meeting.
- f. **Programming.** Discussion focused on the SRC's first anniversary. It was suggested that the money budgeted for the fourth newsletter issue be instead used to fund a special anniversary celebration. A sub-committee was formed to begin planning activities. The first meeting of the sub-committee was scheduled for Thursday, January 25, 2001 at 12:00 noon.

The Advisory Board briefly discussed alternative locations for the SRC during the Library renovation. Ms. Butschlick noted that the Library Improvement Committee and staff were exploring options for both the Library and the SRC. She noted that she would continually update the Advisory Board on its progress.

5. Schedule next meeting

The next meeting of the Elder Services Advisory Board was scheduled for Tuesday, March 20, 2001 at 11:30 a.m. in the Village Center.

6. Other business as authorized by law

Ms. Price announced that she would be taking a vacation day on February 15. Volunteers have been arranged to cover the SRC phones.

Ms. Butschlick distributed the January activity log submitted by Ms. Price. She also noted that an account of the former Senior Center had been closed and its funds placed into Village accounts for the SRC's purchase of capitol items such as furniture for the new building.

7. Adjournment

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
March 22, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, Patricia Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 11:37 a.m.

2. February 5, 2001 minutes

Following a brief discussion, it was reaffirmed that the non-resident charge for participation in the Tai Chi classes was \$7 per session. The minutes were approved as printed.

3. 2000 Financial Report

Ms. Butschlick briefly reviewed the ESAB/SRC 2001 Financial Report. It was noted that the largest expenditure category was comprised of consultant fees paid to Ms. Price, both for Senior Resource Center Coordinator duties and her work as a consultant in the formation of the SRC. Other major expenditures included costs associated with marketing, to include publication of the SeniorSource newsletters and directory as well as other promotional items.

4. Coordinator's Report

Ms. Price reported that response to the Tai Chi classes continues to be very positive. An agreement had been reached with the instructor whereby 25% of total session fees would be retained by the SRC. A second session has been scheduled beginning in April and an intermediate session was being considered but would likely be dependent upon the timing of the pending building project and the SRC's possible relocation.

In response to a question from Ms. Caprile, Ms. Price noted that the monthly postcards were working very well.

Ms. Price also gave an update on her findings related to the EASB/SRC's sponsorship of a shuttle for the July 4th Celebration. After discussion options including a trolley, limousine, or mini-bus, it was suggested Ms. Price report costs associated with each at the next meeting. The ESAB determined that \$400 of the money budgeted for the event be used to fund the shuttle. A list of potential co-sponsors was compiled and Ms. Price was asked to contact each requesting donations.

5. Anniversary Celebration

Ms. Price reviewed the planed activities for the SRC's first anniversary, noting that an invitation would be mailed to those on the mailing list. After discussion, it was suggested that plans be made based upon a projected attendance of 75 people.

6. Library Building Update

Mr. Madere provided a brief review of recent meetings with the architects and interested parties regarding the kitchen. He outlined prosed changes to enlarge the space and provide storage. The discussion that followed addressed the use of china and flatware for SRC activities. It was

determined that Ms. Butschlick would clarify use of the items with Ms. Tomasello, Director of Public Health. Until a policy is adopted, paper and plastic are to be used.

7. Schedule next meeting

The next meeting of the Elder Services Advisory Board was scheduled for Monday, May 21, 2001 at 6:00 p.m. in the Health Department

8. Other business as authorized by law

Ms. Butschlick distributed the January activity log submitted by Ms. Price. She also noted that an account of the former Senior Center had been closed and its funds placed into Village accounts for the SRC's purchase of capitol items such as furniture for the new building.

9. Adjournment

The meeting was adjourned at 1:15 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board

February 5, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, John Reising, Karen Schudson, Shirley Spelt

Excused: Patricia Rauch

Staff: Cynthia Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 6:03 p.m.

2. Review 2001 Marketing Plan

Ms. Butschlick distributed a revised marketing plan incorporating suggestions from the last meeting of the Advisory Board and a recent discussion with Ms. Caprile and Ms. Price. She stated that the total marketing budget remained relatively unchanged but that funds had been reallocated within the identified activities. Ms. Butschlick briefly reviewed the revised plan, noting that the summer issue of the newsletter had been eliminated based upon a previous discussion of the Advisory Board. She also noted that funding had been included for several special events, including the SRC anniversary celebration, the July 4th celebration and the 2nd annual Share the Memories Luncheon.

A discussion followed regarding the costs associated with the newsletter. It was determined that copies of invoices associated with the issue currently in production would be provided for discussion at a future Advisory Board meeting.

3. Consider Program Fee Structure

Ms. Price began the discussion by outlining the current format under which the Tai Chi classes are presented. She noted that five dollars was charged per participant per class. The entire sum is paid each week to the instructor. Advisory Board members discussed the implementation of a resident/non-resident fee structure as well as appropriate fees for the various activities and trips. It was suggested that the next session of Tai Chi have fees of five dollars per class for residents and seven dollars per class for non-residents. It was suggested Ms. Price speak to the instructor to renegotiate the agreement so that 75% of all fees collected were paid to the instructor.

Discussion continued with a review of non-resident participation in SRC activities. It was suggested that non-residents participating in future day trips be charged an additional five dollars and an additional one dollar for the Lunch & Learn programs. Ms. Schudson moved that a tiered resident/non-resident fee structure as discussed be implemented at the SRC. The motion was seconded by Ms. Spelt and passed unanimously.

4. Review upcoming programs/events

Ms. Price announced the upcoming candidate forum and Valentine's Day party. She also noted her participation on the Village 4th of July celebration planning committee. She suggested that the Advisory Board consider sponsoring a shuttle between Atwater Park and the high school campus. After a brief conversation, it was determined that the matter would be placed on a future agenda when more details were available.

Elder Services Advisory Board
May 21, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, John Reising, Shirley Spelt

Excused: Patricia Rauch, Karen Schudson

Staff: Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 6:02 p.m.

2. March 22, 2001 minutes

The minutes were approved as printed.

3. Coordinator's Report

Ms. Price distributed the summer program schedule and briefly noted additional programs which may be added, including Monday afternoon programming. She reported on scheduled trips and noted in reviewing her report that attendance had remained steady. Mr. Reising requested that attendance figures from the prior year be included in future reports so that the Advisory Board might have a basis upon which to compare attendance figures. Ms. Price stated that a second session of Tai Chi had been scheduled and following a brief discussion, the Advisory Board reaffirmed the 25/75% fee split with the instructor which had been agreed upon earlier. Ms. Price presented a framework for a Volunteer Planning Advisory Group to be comprised of volunteers who would provide input into the SRC's programming. The idea was endorsed by the Advisory Board.

4. Discussion regarding July 4th celebration

Mr. Reising stated that the Shorewood Foundation had approved the ESAB request to fund a July 4th shuttle and banner up to an amount of \$475.00. Ms. Price reported that she had rented a 26-passenger wheelchair-accessible mini-coach for that date. A discussion followed regarding the shuttle route, signage locations and the need for volunteers at the shuttle pick-up point. It was determined that Ms. Price or a volunteer would assist with loading passengers at the high school parking lot from 4 - 9 p.m. and at Atwater Park from 10 - 11 p.m.

5. Library building project update

Ms. Butschlick reviewed the library building progress to date, noting that it appeared the likely the SRC would be required to relocate during construction. Alternate locations for SRC programming were discussed and Ms. Price was asked to further explore the use of facilities at Shorewood Heights Care Center.

6. Schedule next meeting

The next meeting of the Elder Services Advisory Board was scheduled for Monday, July 23, 2001 at 11:30 a.m. in the Senior Resource Center.

7. Other business as authorized by law

No additional matters were discussed.

8. Adjournment

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board

July 23, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, Patricia Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 11:50 a.m.

2. Annual Election of Chairperson

Following a brief discussion regarding the role and responsibility of the chairperson, it was suggested that each member of the Advisory Board be given an opportunity to act as chair. Mr. Reising was thanked for his work in guiding the ESAB through its development and the creation of the Senior Resource Center over the previous two years. Ms. Spelt accepted the nomination for chairperson. On a motion by Ms. Rauch, seconded by Ms. Caprile, Ms. Spelt was approved for a one year term as chairperson of the Elder Services Advisory Board.

3. May 21, 2001 minutes

With the addition of Ms. Tomasello's name to those present at the meeting, the minutes were approved.

4. Coordinator's Report

Ms. Price distributed a summary of T'ai Chi participants and revenues. Discussion followed regarding the pricing structure for the upcoming session and the options for payment, including single session pricing, package discounts and the use of installment plans. It was determined that the ten-week session would be offered for six dollars per class or \$50 per session payable in two \$25 installments.

Ms. Price reported that a new program, Qi Gong, would begin on Mondays in September. The Qi Gong classes are intended to appeal to a more sedentary group of participants than the T'ai Chi classes currently offered. Ms. Price noted she was currently researching alternate locations for both classes.

The July 4th shuttle was reviewed and judged to be quite successful. During a short discussion it was noted that several issues including the use of volunteers, the role of the ESAB members and funding of the shuttle ought to be discussed in great detail during the 2002 event planning.

Ms. Price briefly noted that the program committee had recommended the development of a survey tailored to the participants of each type of activity to gain input for program planning. It was determined that this would be addressed following the relocation.

Finally, Ms. Price stated that during the anticipated 12-14 months of construction, the Senior Resource Center programming would include frequent visits to other area senior centers. She noted that she was hoping to offer many joint programming opportunities with these facilities as well.

5. SRC programing

- a. New Offerings - this item was discussed under the Coordinator's Report as noted above.
- b. Alternate Locations - this item was addressed in conjunction with the Library building project update below.

6. Library building project update

Ms. Butschlick reviewed the library building progress to date, noting that the Village was examining the use of the River Club for the Library relocation. Ms. Price stated that based upon conversations with Village staff, she was exploring the use of a multi-purpose room in Atwater School as well as space at Shorewood Heights and Eastwood Condominiums. Ms. Price noted that it was most likely that a combination of facilities would be utilized. Ms. Butschlick informed the Advisory Board that office space was available for Ms. Price within the Village Hall and the SRC telephone number would not need to be changed.

7. Schedule next meeting

The next meeting of the Elder Services Advisory Board was scheduled for Monday, September 10, 2001 at 11:30 a.m. in the Village Hall Committee Room.

8. Other business as authorized by law

Ms. Schudson briefly informed the Advisory Board regarding recent changes within Milwaukee County's Department on Aging.

9. Adjournment

The meeting was adjourned at 12:25 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
September 11, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, Shirley Spelt

Excused: Patricia Rauch, John Reising, Karen Schudson

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 11:40 a.m.

2. August 23, 2001 minutes

The minutes were approved.

3. Coordinator's Report

Ms. Price reviewed her efforts to secure temporary programming locations for the Senior Resource Center during the Library/Village Center construction. She announced that all Monday and Wednesday programming would be held in the large meeting room in the lower level of North Shore Presbyterian Church. Ms. Caprile questioned whether compensation for the use of North Shore Presbyterian's facilities had been discussed. Ms. Price responded that she was looking to have a phone line installed in the smaller room to which the SRC was initially assigned. The line would then be turned over to NSP after the SRC returned to the Village Center in late 2002. With the move to the larger room, however no phone will be installed. It was agreed that some form of compensation should be examined over the next year.

Ms. Price briefed the Advisory Board on a request for Center members' participation in a standardized intelligence test program. Though the SRC would be paid for each participant, it was determined that the likely response would not justify the time investment. A discussion followed regarding other potential fundraising efforts and a protocol for the receipt of donations. The development of guidelines including a "wish list" was suggested. The institution of membership fees, modest charges for programs and program honorariums were also mentioned. It was determined that these matters should be placed on a future meeting agenda.

4. 2002 Budget

Ms. Butschlick distributed a draft budget for the Elder Services Advisory Board and Senior Resource Center. She noted that the budget was for discussion purposes and had been prepared in consultation with Chairperson Spelt.

Ms. Spelt and Ms. Butschlick reviewed the budget noting that the largest components were the consultant fees paid to the Senior Resource Center Coordinator, Ms. Price, and the costs associated with the continuing informational campaign, including the newsletters and the monthly program calendar postcards. For discussion purposes, the 2002 SRC Coordinator contract had been estimated at \$24,150 (115 hours per month at \$17.50 per hour). Ms. Butschlick stated that this increase was roughly equivalent to the 3.25% wage increase of Village employees.

Ms. Butschlick reported that the Village had received word that its Community Development Block

Grant funding, used in large part to offset the costs associated with the SRC Coordinator consultant fees, had been substantially reduced. She stated that for the SRC to continue its current level of service, the ESAB would have to find a significant source of additional revenue or ask the Village Board to increase its 2002 funding to cover the difference. Ms. Spelt noted that with this in mind, a budget was being presented which maintained services offered in 2001 but did not add any additional services.

A brief discussion followed regarding membership fees, modest charges for weekly programs and other possible revenue sources. Ms. Butschlick asked members to further consider these possibilities and review the material distributed for discussion at the next meeting of the ESAB.

5. Village Center update

Ms. Price noted that the Senior Resource Center office would move to second floor of the Village Hall to share the Shorewood Responds office during the construction period. Ms. Butschlick stated that the current schedule called for the closing of the library on October 19 with the reopening at the River on October 29. As of this date, construction was slated to begin late this year with completion in late 2002.

A brief discussion regarding accessibility followed. It was suggested that Ms. Price contact the library regarding its service to homebound residents to see if the SRC might assist in expanding that service to mobility-impaired residents during the construction period.

6. Schedule next meeting

The next meeting of the Elder Services Advisory Board was scheduled for Monday, September 17, 2001 at 6:00 p.m. in the Village Hall Committee Room.

7. Other business as authorized by law

No additional matters were discussed.

8. Adjournment

The meeting was adjourned at 1:13 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
September 17, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, John Reising, Shirley Spelt

Excused: Patricia Rauch, Karen Schudson

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 6:05 p.m.

2. Consideration of SRC Coordinator 2002 contract

Mr. Reising moved to adjourn into closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. Mr. Duecker seconded the motion and it passed unanimously, 5-0. The meeting was adjourned into closed session at 6:06 p.m.

The meeting was reconvened into open session at 6:30 p.m. Mr. Pexton moved, seconded by Mr. Duecker, to offer Ms. Price a contract for the year 2002 at a rate of \$17.50 per hour for 115 hours a month. The motion passed unanimously, 5-0.

Ms. Price asked the Advisory Board to consider an increase in the monthly hours to 123. Chairperson Spelt explained that in the Advisory Board's original recommendation for the creation of the Senior Resource Center, the Coordinator consultant position would be funded for 20-30 hours per week. She noted that the contract being offered was approximately 28 hours per week and the Advisory Board did not feel it could increase that amount given the current budget picture.

Ms. Butschlick noted that the contract would be presented to the Village Board at a meeting in October or early November in conjunction with the ESAB/SRC 2001 Annual Report.

3. Discussion of 2002 ESAB budget

Ms. Butschlick briefly reviewed the Elder Services Advisory Board/Senior Resource Center draft budget as previously distributed. She reminded the Advisory Board of the reduction in 2002 Community Development Block Grant funding and noted that the Village had recently been informed that its anticipated state aid for 2002 had also been substantially reduced. Ms. Butschlick suggested that the Village Board would be asking departments reduce expenditures as a result.

The Advisory Board reviewed the draft budget, noting the importance of the marketing segment including the monthly postcards which have been very successful. Ms. Caprile questioned the budget amount allocated to programming. Ms. Price responded that she had already utilized many of the programs which could be done at no cost. In order to offer a variety of programs at an interest to most residents, a modest honorarium must be offered. Ms. Butschlick suggested that the Advisory Board review the practice and develop a policy to set rates for honorariums.

It was the consensus of the Advisory Board that additional cuts to the draft budget would negatively impact the SRC's services. Discussion followed regarding potential revenue sources, including additional grant sources, implementation of a membership or annual fee to cover mailing expense, and modest fees for weekly programs. It was directed that these items be placed on a future agenda for consideration.

Ms. Caprile moved that a 2002 budget request for the Elder Services Advisory Board be submitted to the Village Board in the amount of \$46,201. The motion was seconded by Mr. Pexton and passed unanimously, 5-0.

It was determined that in conjunction with Ms. Price's annual evaluation in October, the Elder Services Advisory Board would work to identify its goals for both the Advisory Board and the Senior Resource Center in 2002. As the Senior Resource Center goals are examined, the duties and responsibilities of Ms. Price as the consultant would be analyzed as well.

4. Other business as authorized by law
No additional matters were discussed.

5. Schedule next meeting
The next meeting of the Elder Services Advisory Board were scheduled for Monday, October 29, 2001 at 6:00 p.m. in the Village Hall Committee Room and Tuesday, December 4 at 11:30 a.m. in the Village Hall Committee Room.

6. Adjournment
The meeting was adjourned at 7:04 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
October 29, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, Patricia Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 6:03 p.m.

2. Minutes of September 11, 2001 and September 17, 2001

Mr. Reising moved, seconded by Ms. Schudson, to approve the minutes of September 11 and September 17, 2001. The motion passed unanimously, 7-0.

3. SRC Coordinator consultant evaluation

Ms. Butschlick distributed the tabulated results of the SRC Coordinator evaluation form. The Advisory Board members reviewed the comments and a brief discussion followed. It was noted that Ms. Price received an excellent overall evaluation.

4. Discussion regarding 2002 goals

Throughout the evaluation process and the development of the annual report, Advisory Board members were encouraged to identify goals for both the Senior Resource Center and the Elder Services Advisory Board activities. The following goals for the Senior Resource Center were identified:

Mr. Duecker proposed 2002 goals include a targeted increase membership and attendance, the development of new programs, including men's programming, and new means of publicizing events. He also asked that the Advisory Board consider expanding the role of Membership Committee and exploring means to increase revenues.

Mr. Reising suggested a primary goal be the strengthening of programming as the success of the SRC was based upon these activities. He asked that more focus be given to programs aimed at attracting men to the SRC and suggested exploring more joint programming opportunities.

Ms. Caprile suggested more intergenerational events and the development of a volunteer corps to supplement the services provided currently by Shoreline Interfaith. She asked Ms. Price to pursue the feasibility of a long-term high school volunteer or a college/university intern for assistance. She also proposed exploring possibilities in working with Shorewood Responds for programming and volunteers.

Ms. Spelt suggested the SRC give more attention to activities that would recruit more men to the SRC.

Ms. Price stated that her initial goals for the SRC included a focus on the development of

relationships during the first year of operation and the stabilization of its structure during the second year. She noted that in 2002 she hoped to explore the possibility of a long-term volunteer at the SRC through the development of a work/credit program through a local college or university.

The following goals for the Elder Services Advisory Board were also identified:

Mr. Pexton suggested the Advisory Board continue its community outreach beyond the Senior Resource Center and asked that a pilot for the Gatekeeper Program be explored. He distributed some materials related to the program which trains neighborhood volunteers to be aware of instances or circumstances which may indicate an elderly resident in need of assistance from a local service agency. During a brief discussion it was determined that a representative from the Milwaukee County Department on Aging would be invited to attend the ESAB's December meeting to discuss the program.

The Advisory Board also noted the need to address transportation and revenue generation in the coming year. It was suggested that the exploration of a joint program with the Shorewood Recreation Department be revisited. The Advisory Board determined that the review of the original 1998 Task Force Report's needs assessment would be a valuable exercise.

5. Review draft 2001 annual report

Ms. Butschlick stated that she would revise the current draft of the annual report to incorporate the discussion of 2002 goals for the Senior Resource Center. The final draft will be forwarded to Advisory Board members for review and comment prior to the presentation of the report to the Village Board at its December 3 meeting. It was noted that the Village Board would also consider Ms. Price's 2002 contract at that time and Advisory Board members were encouraged to attend.

6. Review of draft fee policy

The Advisory Board discussed the possibility of instituting a membership fee, a mailing list fee, and/or a weekly program fee. It was noted that the additional administrative duties created with a membership fee would likely have a greater cost than the revenues generated through a nominal fee. The Advisory Board felt that a mailing list fee would conflict with their earlier stated goal of increasing publicity and awareness. After some discussion it was determined that a \$1.00 per program donation would be encouraged in 2002.

7. Review of draft SRC honorarium policy

This item was deferred to a future meeting of the Advisory Board.

8. October Coordinator's Report

Ms. Price distributed and briefly outlined the October report and attendance to date.

9. Other business as authorized by law

No additional matters were discussed.

10. Schedule next meeting

The next meeting of the Elder Services Advisory Board is Tuesday, December 4 at 11:30 a.m. in the Village Hall Committee Room. The 2002 meetings of the Elder Services Advisory Board are scheduled at 6:00 p.m. on the following evenings:

January 28, 2002

March 25, 2002

June 24, 2002

August 26, 2002

October 28, 2002

November 25, 2002

11. Adjournment

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
December 4, 2001

Present: Barb Caprile, Dan Duecker, Tom Pexton, Patricia Rauch, Shirley Spelt

Excused: John Reising, Karen Schudson

Staff: Edward Madere, Village Manager; Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 11:45 a.m.

2. Minutes of October 29, 2001

Mr. Duecker moved, seconded by Mr. Pexton, to approve the minutes of October 29, 2001. The motion passed unanimously, 5-0.

3. November SRC Coordinator Report

Ms. Price distributed and briefly reviewed the November report, noting in particular a large number of calls received by the SRC regarding Medicare HMO changes. She also proposed a survey of the current SRC membership to solicit feedback regarding volunteers, programming and activities. During a brief discussion, it was suggested that the survey might be distributed through the winter issue of the *SeniorSource* newsletter. It was determined that Ms. Price would prepare a draft for the Advisory Board to review prior to its January 28 meeting.

Ms. Price also reported briefly on the use of the North Shore Presbyterian Church facilities. She noted that the call forwarding features were not in operation and it was difficult to recruit volunteers for office coverage during the program events. It was suggested that an answering machine message during the programs would not be inappropriate. Ms. Price recounted the difficulty in set-up at NSPC due to the weight of the tables available for use by the SRC. It was suggested that Ms. Price approach officials at NSPC regarding the SRC's purchase of new tables to discuss storage and other issues.

4. 2002 Annual Report

Ms. Butschlick stated that she and Ms. Price had presented the Elder Services Advisory Board's 2002 Senior Resource Center Annual Report to the Village Board at its meeting the previous evening. She noted the Village Board thanked the Advisory Board and Ms. Price for the fine work they had done over the previous year.

5. Discussion with Ms. Laura Tice, Milwaukee County Department on Aging

Mr. Pexton briefly reviewed his "cluster" concept in which neighborhood leaders would be offered training and support in assisting their older adult neighbors. He noted some similarities and possible connections with ElderWatch, a current Milwaukee County Department on Aging program.

Chairperson Spelt welcomed Ms. Laura Tice, from the Milwaukee County Department on Aging, and asked her to explain the program to the members of the Advisory Board. Ms. Tice stated that

ElderWatch was based upon a similar program which had been developed in Seattle. The program connects older adults with community services and trains community members to identify warning signs that may indicate that an older person is in need of assistance. She noted that some of the signs include changes in the condition of a person's home, personal appearance, physical limitations, communication, emotional health, social conditions and economic conditions. Ms. Tice also distributed one of the programs's informational pieces.

A discussion followed in which it was determined that a subcommittee would be formed to develop a plan for the implementation/full utilization of the county ElderWatch program. Mr. Pexton, Ms. Rauch and Ms. Caprile agreed to serve on the committee which was scheduled to meet on Thursday, January 3 at 10:45 a.m. with Ms. Butschlick and Ms. Price.

6. Review of draft honorarium policy

Ms. Caprile moved that honorariums for Senior Resource Center programming not exceed \$50.00 in any given week. The motion was seconded by Ms. Rauch.

During discussion, Ms. Price stated that she makes every effort to utilize no or low cost programming, however special event programming is generally more costly. She noted that in those weeks with more expensive programming she attempts to schedule free programing on the alternate day. During discussion it was suggested that the Board and Ms. Price explore alternate acknowledgments such as small gifts with the SRC or SeniorSource name or logo.

The motion was passed, 5-0.

7. Other business as authorized by law

No additional matters were discussed. The Board was reminded of the next meeting on Monday, January 28 at 6:00 p.m.

8. Adjournment

The meeting was adjourned at 1:15 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
January 28, 2002

Present: Barb Caprile, Dan Duecker, Tom Pexton, John Reising, Karen Schudson, Shirley Spelt

Excused: Patricia Rauch

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 6:07 p.m.

2. Minutes of December 4, 2001

Mr. Reising moved, seconded by Ms. Schudson, to approve the minutes of December 4, 2001. The motion passed unanimously, 6-0.

3. December/January SRC Coordinator Report

Ms. Price reported that her temporary office location in the Village Hall has led to interesting discussions regarding partnership opportunities with Ms. Lisa Taylor, Shorewood Responds Coordinator. She stated that she and Ms. Taylor were exploring the concept of a volunteer service corps through which student volunteers at Shorewood Intermediate School and Shorewood High School would be matched with Shorewood seniors requesting assistance. She noted that an "ad" would appear in the next Recreation Department bulletin under the title "Kids Helping in the Community" to gauge interest in the program.

Ms. Price informed the Advisory Board that the new Qui Gong class has about 15 regular attendees, the practice Tai Chi sessions have been successful as have the recent "Game Day" offerings. She reviewed attendance figures, noting the December dip had been followed by increased numbers in January. Donn Cazal was welcomed as a new member to the Program Committee which is currently reviewing ideas for the program survey and discussing plans for the upcoming anniversary party.

4. Consideration of July 4th shuttle sponsorship

Ms. Butschlick noted that in addition to her duties as Coordinator for the Senior Resource Center, Ms. Price had recently been named the Coordinator for the Village of Shorewood's July 4th celebration activities. Ms. Price stated that the July 4th Committee had begun its planning for this year's event and was most positive regarding the Advisory Board's shuttle sponsorship last year. The Advisory Board briefly discussed possible businesses and organizations for co-sponsorship of the shuttle, publicity for the shuttle and time for the shuttle operation. Ms. Price was directed to explore additional sponsorship opportunities.

5. Consider agreement with Your Man Tours

Ms. Price stated that she had been contacted by Your Man Tour Group regarding a potential agreement with the Senior Resource Center. Under the agreement, the SRC would receive compensation based upon attendance targets in return for the use of its name as a sponsor on advertised coach tours. She noted the Whitefish Bay Senior Center and Jewish Community Centers

reported positively regarding similar agreements. Following a brief discussion, the Advisory Board determined there was likely not enough interest but requested the topic be included in the upcoming program survey.

6. Review draft survey document

Ms. Price reviewed the Program Committee comments and a brief discussion followed regarding the survey document format. It was determined that the survey would be included in the May Quarterly Bulletin. A "final draft" will be presented at the next ESAB meeting.

7. ElderWatch subcommittee progress report

Mr. Pexton reported the subcommittee's progress, reviewing the highlights of its interview with a Milwaukee County Department on Aging caseworker. Following a brief discussion, Ms. Caprile shared her discussions with a representative of the Shorewood Post Office regarding the possibility of a partnership program involving mail carriers. It was agreed that follow-up would be done with the Postal Service and Department on Aging regarding such a program. Ms. Caprile also noted she was working to revise the DOA's ElderWatch door hangers.

8. Other business as authorized by law

No additional matters were discussed. The Board was reminded of the next meeting on Monday, March 25 at 6:00 p.m.

9. Adjournment

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
March 25, 2002

Present: Barb Caprile, Dan Duecker, Tom Pexton, Patricia Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff: Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Minutes of January 28, 2002

Mr. Pexton moved, seconded by Ms. Rauch, to approve the minutes of December 4, 2001. The motion passed unanimously, 7-0.

3. February/March SRC Coordinator Report

In reviewing monthly attendance, Ms. Price reported a decline in the month of March which she attributed to the cancellation of the Art Museum trip. She noted the Volunteer Service Corps program, utilizing St. Robert's and Shorewood Intermediate School students through Shorewood Responds, was progressing nicely.

In programming notes, Ms. Price informed the Advisory Board that the cooking demonstrations, game day and Ask Olga were well attended. She reported that the Program Committee was developing a refund policy for consideration by the Advisory Board at its next meeting.

It was reported that the July 4th shuttle was booked for six hours at a price of \$435.00. Ms. Price stated she was exploring the possibility of Shorewood Responds as a co-sponsor for the shuttle and for a popcorn kart during the event.

4. Review Program Committee survey draft

Ms. Price reviewed the Programming Committee's interest survey. Board member suggestions were incorporated for the survey which will be distributed through the spring *SeniorSource*.

5. Discussion regarding use of occupational therapy student interns/volunteer

Ms. Price reviewed a request from Ms. Mary Warren, a Shorewood resident and representative of the Institute for Collaborative Health Interventions, Inc., for placement of a student intern with the Senior Resource Center. Ms. Price recommended the Advisory Board accept the placement at 20 hours per week. Following a brief discussion, Mr. Pexton moved that the Senior Resource Center accept the placement of a student intern for approximately 20 hours per week. The motion was seconded by Ms. Rauch and passed unanimously, 7-0.

6. ElderWatch program update

Ms. Price reported the difficulties she had in contacting Laura Tice, Milwaukee County, and Ken Plummer, United States Post Office Shorewood branch, regarding establishing an ElderWatch program in Shorewood. It was noted that scheduled ElderWatch training programs had twice recently been canceled. The Board briefly discussed recent events within Milwaukee County

government and it was determined the matter would be deferred until the results of the April 30 county executive election were known.

7. Discussion regarding anniversary party

Ms. Price briefly reviewed plans for the second anniversary event scheduled for Wednesday, April 17 beginning at 12 noon. The cost will be five dollars per person.

8. Other business as authorized by law

No additional matters were discussed. The Board was reminded of the next meeting on Monday, June 24 at 6:00 p.m.

9. Adjournment

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
June 24, 2002

Present: Dan Duecker, Tom Pexton, John Reising, Karen Schudson, Shirley Spelt

Excused: Pat Rauch

Staff: Cindy Tomasell, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 6:00 p.m.

2. Minutes of March 25, 2002

Mr. Reising moved that the minutes of March 25 be corrected to list Mr. Duecker as excused. The motion was seconded by Ms. Schudson and passed 5-0.

3. SRC Coordinator Report

Ms. Price reported that Ms. Jan Kopp, student intern, had recently completed her class requirements. She spoke favorably of the program, noting Ms. Kopp had created the popular Brain Games program and that her work had saved the Resource Center many hours of billable time. Ms. Price stated that she hoped to have two interns assigned in the fall semester and her thought was to have them develop interactive programs similar to Brain Games.

Ms. Price reviewed the June programs, noting the cancellation of the Village Terrace program would impact the month's attendance.

Ms. Price updated the Advisory Board on her work with the Elderwatch Program and her SeniorCare training.

She reported that the Shorewood Homemaker's Group held its final meeting and the St. Robert's ORA group had disbanded.

Ms. Price stated her goals for the remainder of the year were to finalize tour and trip details, schedule fall and winter programs and distribute the Youth Services in the Community list. The Advisory Board members complimented Ms. Price on her efforts.

4. Review survey results

Ms. Price reported the disappointing results of the Program Committee survey included in the last Quarterly Bulletin. The sixty surveys returned (of over 6,800) represented less than a 1% response rate. Ms. Price did note that of those surveys returned, the majority of respondents were aware of the SRC. She also noted that she was following up with the several individuals who had indicated they wished to be contacting regarding program and volunteer opportunities.

5. Honorarium Policy

It was noted that the Advisory Board had previously adopted an honorarium policy for SRC programs. Ms. Price requested that the Board consider whether payment should be made for programs offered by non-profit organizations. Following a brief discussion, Mr. Pexton moved that the SRC honorarium policy be amended to state that program honorariums would not be made to non-profit organizations. The motion was seconded by Ms. Schudson and passed 5-0.

6. Trip Refund Policy

Ms. Price stated that the SRC Program Committee made a recommendation that the Elder Services Advisory Board adopt the following refund policy for the Senior Resource Center: No refunds shall be issued within seven days of a scheduled event. In addition, out-of-pocket related expenditures and transportation costs are non-refundable. Mr. Reising moved to accept the recommendation of the Program Committee. Ms. Schudson seconded the motion. During a brief discussion, it was suggested that to ease the implementation of the new policy, promotion for trips be increased and begun as early as practicable. The motion passed 5-0.

7. July 4th activities update

Ms. Price reported that Wells Fargo Bank was donating the use of its popcorn wagon for the activities at Atwater Park on July 4th. The wagon will be staffed by volunteers until 9:30 p.m. Funds raised will offset costs for the ESAB-sponsored shuttle. Ms. Price further reported that she had scheduled volunteers to assist shuttle riders for all but one hour of the event. Mr. Reising volunteered to staff the 6-7 p.m. slot.

8. Other Business

Ms. Spelt reported that the term of Ms. Caprile had ended May 31, 2001 and she had asked that she not be reappointed. It was suggested that Advisory Board members encourage qualified residents to apply for the open position.

Scheduled meeting dates and times were reviewed. It was determined that the scheduled meeting of August 26, 2002 be cancelled and rescheduled to Tuesday, September 10th at 6:00 p.m.

9. Adjournment

There being no further business, the meeting was adjourned at 6:57 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
September 17, 2002

Present: Dan Duecker, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff/Others: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator; Linda Maki, Elder Services Advisory Board nominee

1. Call to Order

Chairperson Spelt called the meeting to order at 6:22 p.m. Ms. Spelt introduced Ms. Linda Maki, the Elder Services Advisory Board nominee. Ms. Maki briefly described her background and interest in serving on the Advisory Board.

2. Minutes of June 24, 2002

Approval of the minutes was deferred to the next meeting of the Advisory Board.

3. SRC Coordinator Report

Ms. Price reviewed the July and August programs and noted the approaching Jelly Belly and Rustic Highways trips. She noted that the Qi Gong classes continued to be well attended and reported a new Occupational Therapy student, Piper Ludwig.

4. 2003 Budget discussion

Mr. Madere and Ms. Spelt reported that the Shorewood Foundation had recently received news of a bequest from the William Benjamin estate in an amount of over one million dollars which was to be directed to improve opportunities for senior activities in Shorewood.

Ms. Butschlick distributed and briefly reviewed a proposed marketing budget for the Senior Resource Center. The proposed figures reflected an increase over the 2002 budget, with the increase attributed primarily to increased costs associated with a greater number of monthly postcards sent to a rapidly expanding mailing list. A brief discussion followed regarding production of the ESAB newsletter *SeniorSource* and the special events scheduled for 2003.

Ms. Spelt excused Ms. Price for the remainder of the discussion.

Mr. Pexton reported on the work of the subcommittee developing a proposal for a full-time coordinator position in 2003. He noted that he, Mr. Duecker and Ms. Spelt had been working to review the ESAB and SRC's original charges and report to the Village's Budget and Finance Committee. The subcommittee stated that the goal of increased programming and expanded resource opportunities at the SRC would require an increase in paid staff time. Ms. Butschlick distributed a draft form of the proposal.

Mr. Madere distributed and reviewed a worksheet illustrating the additional costs associated with increasing the SRC Coordinator position. The worksheet illustrated various funding options, including no change, an increase in consultant hours to 37.5 hours or 40 hours per week, and the creation of a Village staff position at 37.5 or 50 hours per week. It was the consensus of the Advisory Board that the creation of a staff position at 40 hours per week was most conducive to the goals of expanding both the programming and resource offerings at the SRC.

Discussion continued regarding alternatives for funding the proposal. Mr. Madere noted a 53% overall budget increase would be required to fund the full-time staff position, a property tax levy increase of 46%. He reviewed a possible scenario in which monies from the Benjamin bequest might be used to offset the increase and provide for greater programming opportunities. During the discussion which followed, Ms. Spelt stated her opposition to the use of the Benjamin grant to fund any portion of the Coordinator salary. Advisory Board members agreed and discussed their thoughts on appropriate uses of the Benjamin bequest.

Ms. Rauch asked to be excused at 7:27 and was absent thereafter.

Following discussion, Mr. Pexton moved that the Elder Services Advisory Board present a 2003 budget proposal to the Village Board's Budget and Finance Committee seeking the funding of a full-time Coordinator position with funding for programming to be requested of the Shorewood Foundation from the Benjamin bequest. The motion was seconded by Ms. Schudson and passed 4-0.

Ms. Butchlick noted that the Village's Budget and Finance Committee was scheduled to review the Elder Services Advisory Board budget on Monday, September 30 beginning at 6:30 p.m.

5. Review SRC goals

Discussion regarding this item was deferred.

6. Building update

Advisory Board members briefed Ms. Schudson on their earlier tour of the Village Center building.

7. NSPC recognition

The Advisory Board discussed options to recognize North Shore Presbyterian Church for generously allowing the Senior Resource Center to use its facilities during the Library/Village Center renovation. Among the suggested gifts were card tables and a small upholstered chair. It was determined that Ms. Price would review costs and report a recommendation at a future Advisory Board meeting.

8. July 4th activities review

Ms. Price reported that the July 4th Committee did not recommend continuing shuttle service based upon low use of the service in 2002. Following a brief discussion, the Advisory Board determined that no fund would be allocated to the shuttle in 2003.

9. Other Business

It was noted that the next meeting of the Advisory Board was scheduled for Tuesday, October 8 at 12:00 noon in the Village Hall Committee Room.

10. Adjournment

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
September 30, 2002

Present: Dan Duecker, Tom Pexton, Pat Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff/Others: Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator; Linda Maki, Elder Services Advisory Board nominee

1. Call to Order

Chairperson Spelt called the meeting to order at 6:32 p.m.

2. Discussion regarding William V. Benjamin bequest

Ms. Spelt distributed transcript copies of an interview with William Benjamin done by Tom Pexton of the Shorewood Historical Society in 2000. She then reviewed a discussion with Village President Rodney Dow, Shorewood Foundation member Michael Maier, Library Board President Roger Benway and Village Manager Edward Madere regarding an approximately \$1 million bequest to the Shorewood Foundation by estate of long-time Shorewood resident and former Senior Center Board member William Benjamin. She reported that the discussion included a proposal to donate \$200,000 to \$300,000 of the funds to the Village Center capital campaign for improvements to the building which were not budgeted and/or covered by the fundraising campaign.

Mr. Duecker related a conversation with Michael Schulte, Shorewood Foundation President. Mr. Schulte briefly outlined the current general policies of the Foundation, noting that the size of the Benjamin gift would likely require that organization to revisit many of its policies. Mr. Schulte stated that the Foundation Board had not met to discuss the disbursement of the funds or how to consider recommendations and/or requests from interested organizations such as the Elder Services Advisory Board, Shorewood Library, Shorewood Recreation Department or other organizations. He noted that current Foundation policy is to transfer the interest from gifts to an unrestricted account to fund additional costs and the unencumbered reserve balance of the fund.

Ms. Butschlick informed the Advisory Board that construction calculations indicated approximately \$450,000 of the cost of the building could be attributed to areas to be used exclusively or extensively by the Senior Resource Center, including the SRC office, large meeting room and kitchen. A lengthy discussion followed related to a proposed donation to the Village Center. During that discussion, it was suggested that a list of needs at the new location be developed by the Advisory Board member with input from Senior Resource Center members.

It was determined that discussion regarding the bequest should continue at the October 8 meeting of the Elder Services Advisory Board.

5 Other Business

No additional items were discussed.

6 Adjournment

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

**Elder Services Advisory Board
October 8, 2002**

Present: Dan Duecker, Linda Maki, Tom Pexton, Pat Rauch, Shirley Spelt

Excused: John Reising, Karen Schudson

Staff: Edward Madere, Village Manager; Cindy Tomasello, Director of Public Health; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 12:05 p.m. She noted that Mr. Reising had asked to be excused from further discussion regarding the Benjamin bequest. Following a brief discussion, the Advisory Board agreed that Mr. Reising would be asked to rejoin the group following the approval of a recommendation to the Shorewood Foundation.

2. Minutes of September 17, 2002 and September 30, 2002

Approval of the minutes of September 17, 2002 and September 30, 2002 was deferred.

3. SRC Coordinator Report

Ms. Price reported that a "welcome back" breakfast had been scheduled on December 12 at 10:00 in the new Village Center for SRC volunteers and friends. She added that this would also serve as the kick-off for the new Thursday "Men's Morning" programs. New program hours in the Village Center will be Monday 9:00 – 3:30, Tuesday 9:00 – 12:00, Wednesday 11:00 – 4:00 and Thursday 8:00 – 1:00.

A new "Movement as Medicine" class is planned by Mr. John Burns, Tai Chi and Qi Gong instructor. It was noted the new exercise class will be structure with a different fee arrangement than the previous class. A brief discussion followed regarding the arrangement

Ms. Price also reviewed other potential programs, including a monthly book club with Lois Blinkhorn, a retired *Milwaukee Journal-Sentinel* book reviewer.

4. Discussion regarding William V. Benjamin Request

Ms. Spelt outlined an earlier meeting with Shorewood Foundation President Michael Schulte, Village President Rodney Dow and Library Board President Roger Benway. Mr. Madere reported that Mr. Schulte stated that the Foundation had made no commitments of the funds but would likely consider requests from many community organizations which provide services to older adults, including the Elder Services Advisory Board, the Shorewood Recreation Department, the Shorewood Library, Shorewood Public Health Department and others. Ms. Spelt stated that the Foundation had not yet outlined a timeframe for release of the funds and would be looking for a recommendation on their use from the Advisory Board/Senior Resource Center. She noted that there was discussion regarding use of a portion of the funds for the Village Center Capital Campaign.

Mr. Madere reviewed the Village Center building program, including a report on fund raising and allocation of those donations. He noted that the approved budget and building plan did not include funding for kitchen appliances or audio/visual equipment for the large meeting room.

A lengthy discussion among Advisory Board members followed with a general focus on the capital needs of the Senior Resource Center. Board members revisited several topics raised in previous meetings, including a commitment to increased programming opportunities through a full-time coordinator position, the possible creation of an endowment and the need for input from SRC members regarding the future of the program. It was determined that listening/input sessions would be held following or in conjunction with several programs in October.

It was the consensus of the Advisory Board members that no recommendations for potential uses of the Benjamin funds be given without additional discussion and input.

5 Other Business

The next meeting of the Elder Services Advisory Board was scheduled for Tuesday, October 29 at 12:00 noon in the Village Hall Committee Room.

6 Adjournment

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
October 29, 2002

Present: Dan Duecker, Linda Maki, Tom Pexton, Shirley Spelt

Excused: Pat Rauch, John Reising, Karen Schudson

Staff/Others: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Cindy Tomasello, Director of Public Health; Elizabeth Price, Senior Resource Center Coordinator;

1. Call to Order

Chairperson Spelt called the meeting to order at 12:11 p.m.

2. Minutes of June 24, 2002, September 30, 2002 and October 8, 2002

The minutes of June 24 and September 30, 2002 were approved as printed. The minutes of October 8 were approved pending the addition of discussion regarding participation in the Benjamin bequest discussions by Advisory Board member John Reising.

3. SRC Coordinator Report

Ms. Price reported that she had met with designers regarding furnishing for the SRC office in the new Village Center. She stated that the design was to include two computer workstations, one of which was to be designed as a mobile station. Ms. Butschlick reminded the Advisory Board that the Shorewood Women's Club, the organization which had donated the seed money for the former Shorewood Senior Center, had previously approved the use of the money remaining in the former asset accounts to furnish the new Center.

A breakfast event has been scheduled for December 12 with invitations for SRC participants to bring a new friend to the first program in the new Senior Resource Center. Advisory Board members directed Ms. Price to explore the use of donated food for the event.

Ms. Price reported that if she received no objections from the Advisory Board, she would not schedule any programming at the SRC from December 23 through the end of 2002. Advisory Board members agreed.

Mr. Price reported that the Movement as Medicine class was to be moved to Thursdays with the Men's Morning program to be scheduled on Tuesdays. She noted that the anticipated cost for the class was \$10 per session. A request of the Shorewood Foundation to subsidize the class was discussed.

4. Discussion regarding William H. Benjamin bequest

Mr. Madere began the discussion with an update on the status of the 2003 Shorewood Municipal Budget, noting that in addition to the tax funds proposed for the SRC Coordinator salary, approximately \$12,000 in Community Development Block Grants funds had been allocated to Elder Services, including a \$3,000 grant to Shoreline Interfaith.

He suggested the Advisory Board develop recommendation to the Shorewood Foundation that a gift be made to the Village Center in the range of \$200,000 to \$400,000 with the balance of the bequest to be used for future years' programming.

Discussion followed regarding unbudgeted Village Center items, including kitchen equipment and an audio/visual system for the building. Concerns were also raised regarding the funding of artwork or park benches. Ms. Spelt stated that she did not feel the Advisory Board should be the major contributor to a facility of which the SRC is but one user. She further stated that she wished to see the Advisory Board delay its recommendation until it knows how the SRC will function in the new building.

Ms. Butschlick reviewed the audio/visual and kitchen needs. Mr. Duecker moved that a recommendation be made to the Shorewood Foundation that \$75,000 of the Benjamin bequest be donated to complete construction and equipment of the Village Center. Ms. Maki seconded the motion. The motion passed 4-0.

5. Other Business

It was suggested that a meeting be held in mid-November. Ms. Butschlick was directed to contact Advisory Board members to schedule a date.

6. Adjournment

The meeting was adjourned at 1:37 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
December 10, 2002

Present: Dan Duecker, Linda Maki, Tom Pexton, Karen Schudson, Shirley Spelt

Excused: Pat Rauch, John Reising

Staff/Others: Rodney Dow, Village President; Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Cindy Tomasello, Director of Public Health; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 6:30 p.m.

2. Minutes of October 29, 2002

The minutes of October 29, 2002 were deferred to the next meeting of the Advisory Board.

3. Continued discussion regarding William V. Benjamin bequest

Ms. Spelt began the discussion by noting that the Advisory Board at its November meeting had approved a recommendation to the Shorewood Foundation that \$75,000 of the Benjamin bequest be given to the Village Center campaign. Mr. Madere reported that while a full accounting has not been made, he understood the money is being used to fund the purchase and installation of the building's audio/visual system and kitchen appliances. It was noted that the remaining funds would be used to cover other as yet unidentified Village Center-related expenses.

Village President Rodney Dow addressed the Advisory Board regarding the Benjamin bequest. During his remarks, President Dow noted that he had spoken with Shorewood Foundation President Michael Schulte regarding the topic. He reminded the Advisory Board that the decisions regarding the donation would be made by the Foundation based upon recommendations by the Advisory Board and other groups. He encouraged the Advisory Board to approach their recommendation with a spirit of cooperation and compromise, recognizing that while the funds were given to benefit older adults, any use of the funds to benefit the community at large would provide advantages to Shorewood seniors.

President Dow reiterated the Village Board's support for the ESAB mission, noting the substantial funding increase granted for the Senior Resource Center during the recent difficult budget process. President Dow encouraged the Advisory Board to recommend an additional gift to the Village Center in the amount of \$200,000 to \$400,000. He noted the funds might be used for any budget overruns and/or an endowment for future enhancements to the Village Center to be administered by the Village Board. He also reported that the Foundation recognized the implications of a large gift and is discussing a policy change to dedicate trust's income to the use restrictions of the bequest.

A brief discussion followed during which Ms. Spelt suggested the Advisory Board would need time to evaluate the function of the new building to determine the dollar amount of the recommendation.

4. 2003 SRC operations

Ms. Butschlick distributed a draft job description for the Senior Resource Center Coordinator, noting that the full time position would fall under Village Civil Service requirements. Mr. Madere explained the approach to the placement of the position into the Village's current organizational structure. A discussion followed regarding the Civil Service process and requirements. In response to a question regarding the time required for such a process, Mr. Madere reported that he anticipated the Civil Service Commission could approve the description and make a determination regarding the necessity for advertising the position by the end of January. To that end he suggested that the Advisory Board recommend to the Village Board that Ms. Price's current contract be extended through the month of January.

It was agreed that Advisory Board members would review the draft description, contacting Ms. Butschlick with any comments. The description and a recommendation regarding the contract extension would be considered at the next meeting of the Advisory Board.

5. Review 2002 annual report

This item was deferred to the next meeting of the Elder Services Advisory Board.

6. Consideration of North Shore Presbyterian gift

Ms. Price asked the Advisory Board to consider the purchase of knives, cutting boards, a commercial food processor and professional carpet cleaning service to thank North Shore Presbyterian for the use of their facilities. Mr. Pexton moved that the Advisory Board authorize the expenditure of approximately \$1,500 to purchase the items recommended by Ms. Price for North Shore Presbyterian Church in appreciation for the use of their facility during the Village Center construction. Ms. Schudson seconded the motion which passed 5-0.

7. Coordinator's Report

Ms. Price distributed to the November 2002 Coordinator's Report.

8. Other business as authorized by law

The next meeting of the Elder Services Advisory Board was scheduled for Thursday, December 26 at 10:00 a.m. in the Village Hall Committee Room.

9. Adjournment

The meeting was adjourned at 8:18 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

**Elder Services Advisory Board
December 27, 2002**

Present: Dan Duecker, Linda Maki, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff/Others: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 10:20 a.m.

2. Minutes of September 17, 2002; October 29, 2002; December 10, 2002

The minutes of September 17 and October 29 were approved. The minutes of December 10 were approved pending a change to item two listing the correct date of the deferred minutes to October 29, 2002.

3. Consider SRC position description

Review of the draft description began with a discussion related to the references to the Resource Center's resource and recreation components. Ms. Butschlick reminded the Advisory Board that their 1999 report recommending the creation of the Senior Resource Center referred to an operational structure with two major focuses: resource and recreation. She stated the same terminology had been used in the job description for consistency. Following a brief discussion, it was determined that the term program replace recreational.

Home visits by the Coordinator were discussed. It was determined that home visits would require the permission of the Village Manager. No counseling services are to be performed.

During a discussion regarding the reporting of SRC referrals to the Health Department, Ms. Schudson requested that staff develop a protocol for handling emergencies, including the definition of such. She suggested that former Village Social Worker Connie Pexton be included in the discussion. It was agreed that staff would provide a progress report at the next ESAB meeting.

Other additions included the requirement for the candidate to be certified in his/her appropriate field and the candidate's responsibility to assist in the development of the SRC's annual budget.

Ms. Maki moved the ESAB recommend the SRC job description with noted changes to the Village Board for approval. The motion was seconded by Ms. Schudson and passed, 6-0.

4. Discuss transition to expanded program (operation) and facility

Ms. Spelt requested the Advisory Board consider a reduction in the SRC coordinator position hours from 40 to 37.5. The position would remain exempt. Mr. Pexton moved that the position

be modified to 37.5 hours per week with Village Board approval. Ms. Maki seconded the motion which passed, 6-0. Mr. Madere stated that he would review the proposed change with Village Attorney Pollen and advise the Village Board of the ESAB's recommendation at its meeting of January 6, 2003. With Board approval the SRC Coordinator position would be funded effective January 7, 2003.

Following a brief discussion, Ms. Maki moved that a request be submitted to the Shorewood Foundation to fund the SRC's 2003 operating costs. The motion was seconded by Ms. Rauch and passed 6-0.

5. Review 2002 annual report

Mr. Madere noted that the goals listed in the report may be different from that of the Elder Services Advisory Board as a whole. He suggested that measurable goals be developed for the SRC in 2003. It was determined that a work session would be scheduled for those who could participate in the development of goals for consideration.

Advisory Board members reviewed the report suggesting formatting and grammatical changes.

Mr. Duecker moved to approve the 2002 SRC Annual Report, incorporating the changes discussed. Mr. Pexton seconded the motion which passed 6-0.

6. Other business as authorized by law

Mr. Madere distributed and reviewed suggested changes made to a letter drafted to members of the Senior Resource Center. It was the consensus of the Advisory Board that the changes be incorporated as presented and the letter be mailed with the January postcard.

Ms. Price reported that she had purchased a commercial grade food processor, knives, bowls, cutting boards and a gift certificate for carpet cleaning for North Shore Presbyterian Church. The gift totaled \$1,266.77.

The next meeting of the Advisory Board was scheduled for Friday, January 17 at 1:00 p.m. in the Village Center.

7. Adjournment

Ms. Spelt adjourned the meeting at 11:45 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

**Elder Services Advisory Board
January 17, 2003**

Present: Dan Duecker, Linda Maki, Tom Pexton, John Reising, Karen Schudson, Shirley Spelt

Excused: Patricia Rauch

Staff/Others: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator; Cindy Tomasello, Director of Public Health

1. Call to Order

Chairperson Spelt called the meeting to order at 1:04 p.m.

2. Minutes of December 27, 2002

The minutes of December 27 were approved as printed.

3. Consider 2003 Budget Request to Shorewood Foundation

Ms. Butschlick distributed and reviewed a revised 2003 Elder Services Advisory Board budget. She noted that based upon the ESAB previous discussions with the Village Board, all portions of the budget not related to the Coordinator's salary or benefits would be requested of the Shorewood Foundation and the Benjamin bequest. Ms. Butschlick noted that many of the allocation formulas for items such as telephone service and duplicating are based upon the number of full-time employee equivalents and had changed from the budget previously adopted based upon Ms. Price's increase in hours. She also noted that the estimates for gas, electric and water would increase somewhat based upon the larger space at the Village Center. Ms. Butschlick stated that the total amount of \$27,834.00 would change pending the receipt of final allocation and utility formulas from the Village's finance department but the Advisory Board's approval was needed prior to the Foundation's February 3 grant deadline.

In its review of other budget items, Ms. Schudson questioned whether the refusal of the standard honorarium fee by program presenters had any tax deductibility benefits. Staff indicated they would review the matter. The volunteer program was discussed briefly and Ms. Price was directed to survey other senior centers and develop a policy for volunteer recognition to include minimum hourly participation.

Following discussion, Mr. Pexton moved to approve a request for 2003 funding from the Shorewood Foundation Benjamin bequest in the amount of \$27,834.00, with that figure subject to change based upon final receipt of utility estimates. Mr. Duecker seconded the motion. The motion passed, 6-0.

4. Develop 2003 Senior Resource Center goals

Following a lengthy discussion, the Elder Services Advisory Board identified the following quantifiable goals for the 2003 operation of the Senior Resource Center:

- 20% increase in attendance over 2002 figures
- 30% overall increase in volunteer hours, increase core number of volunteers by 50% over 2002 figures
- link with three additional service agencies/organizations

Recognizing that not all of the services provided by the SRC could be easily measured, the Advisory Board developed the following objectives:

- development of a client satisfaction survey
- development of a volunteer program
- continued emphasis on resource referrals through increased publication of SRC, including but not limited to distribution of informational materials and the hosting of two ElderWatch-type training sessions.

5. SRC Coordinator's Report

This item was deferred to the February meeting.

6. Other business as authorized by law

Mr. Madere reviewed the Village Board's approval of the Senior Resource Center Coordinator position at 37.5 hours per week effective January 8, 2003. He noted that Ms. Price is a Village of Shorewood employee under the direct supervision of the Assistant to the Village Manager.

Mr. Madere also noted that he had heard many positive comments about the first Men's Morning program.

The next meeting of the Advisory Board was scheduled for Friday, February 28 at 9:00 a.m. in the Health Department conference room.

7. Adjournment

Ms. Spelt adjourned the meeting at 2:55 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
February 28, 2003

Present: Dan Duecker, Linda Maki, Tom Pexton, Patricia Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff/Others: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator; Cindy Tomasello, Director of Public Health

1. Call to Order

Chairperson Spelt called the meeting to order at 9:00 a.m.

2. Minutes of January 17, 2003

The minutes of January 17 were approved as printed.

3. Continued discussion regarding William V. Benjamin bequest

The discussion began with Ms. Butschlick reviewing the Village Center purchases made to date:

Public address system and related equipment	20,964
Audio/visual equipment (data projector)	4,288
Kitchen appliances	2,061
Misc. kitchen items	788
Current Total	28,101
<i>Additional Costs (Estimated)</i>	
<i>Kitchen storage cabinetry</i>	<i>10,000</i>
<i>Coat racks</i>	<i>1,482</i>
<i>Round tables</i>	<i>2,500</i>
<i>Estimated Total Additional Costs</i>	<i>13,982</i>

Mr. Madere reminded the Advisory Board that the original request to the Shorewood Foundation was for an amount not to exceed \$75,000 and that no money had actually been transferred. When all needed items have been purchased, the Village will seek reimbursement of the final amount from the Foundation through the bequest. He stated that based upon the current numbers reported that final amount would likely be significantly less than \$75,000.

A brief discussion followed in which Mr. Duecker questioned whether the Woman's Club could pay for a portion of the shared cabinetry. It was stated that the Advisory Board had earlier agreed to pay for the storage space. Purchases of additional audio/visual equipment were also discussed. Mr. Pexton suggested the Board chairs of all groups which regularly use the building meet to discuss the sharing of Village Center facilities. Ms. Spelt offered to take responsibility to schedule such a meeting.

Ms. Butschlick reported that she and Chairperson Spelt were scheduled to attend the March 11 Shorewood Foundation meeting to review the request of \$29,154.00 from the Benjamin bequest to fund the Senior Resource Center's 2003 operations.

Regarding the bequest, Ms. Spelt stated that she understood from Shorewood Foundation President Michael Schulte that the Foundation was awaiting a recommendation from the Elder Services Advisory Board for the use of the bequest. She noted that just two of the many options included expanding the Village Center facility or moving to another location.

Mr. Duecker stated that Shorewood seniors had communicated a need for more programming and transportation. He suggested the Advisory Board explore the possibility of contracting with a van service and subsidizing programming. He also suggested the Advisory Board consider recommending to the Foundation that an endowment be established. Mr. Pexton added that such a structure should be set up in such a way to encourage further donations. Ms. Schudson noted that the facility was likely less important to the seniors than the programming and transportation elements.

Mr. Madere suggested the Advisory Board attempt to review and frame each of the issues: programming, transportation and facilities. Ms. Spelt asked for subcommittee volunteers to begin this task. Mr. Duecker, Ms. Rauch and Ms. Maki agreed to serve on a subcommittee addressing transportation needs.

Ms. Spelt then opened the discussion to residents in attendance.

Vida Langenkamp stated that Mr. Benjamin's generosity was a wonderful gift for the entire Village and suggested the Advisory Board consider a way of honoring Mr. Benjamin. Ms. Rauch added that positive publicity was the key to encouraging other donors.

Joseph Mangiamele suggested the Advisory Board begin with the development of some basic concepts and through an evolutionary process develop a more specific direction.

Vi Duecker suggested the Advisory Board survey SRC users to determine needs and wants. Mr. Price suggested that the Advisory Board first outline specific options to make the results most useful.

Mark Kohlenberg questioned the lack of discussion regarding a major donation from the Benjamin bequest to the Village Center. Mr. Madere responded that it was important that the Advisory Board establish the framework of issues as discussed earlier. He noted the request for funds on behalf of the Center would likely be discussed within the facilities issue. In response to Mr. Kohlenberg's question as to who made the request, Mr. Madere responded that Village President Rod Dow did so.

Kellie Lang asked for confirmation that he was acting as an individual, not as a representative of the Village Board. Ms. Langenkamp responded that the Village Board knew of President Dow's request and noted that the Village President didn't need permission or approval of the Village Trustees to do so.

Tom Rebholz suggested the Advisory Board take a long-term focus and consider an endowment of the bequest. He added that tax money should be available to seniors and the Benjamin money should supplement those tax dollars.

Ms. Maki questioned whether the Advisory Board's deliberations could somehow connect with the larger Village planning process which the Village Board was currently discussing. Mr. Madere stated that he thought there would certainly be an opportunity for such discussions.

4. Coordinator's Report

(This item was addressed as the third order of business.)

Ms. Price reported an increase in telephone calls to the SRC following the mailing of the *Quarterly Bulletin* and *Senior Source* newsletters. She noted her goal was to have volunteers staff the SRC office Mondays through Thursdays from 10 a.m. to 2 p.m. and reported four new volunteers in the month of February. Ms. Price also reported on recent and planned programs, including the SRC's third anniversary party scheduled for April 16.

Ms. Schudson asked Ms. Price to follow-up with the Fitness Center regarding referrals to the SRC after witnessing several Fitness Center staff who were unable to provide any information to patrons regarding the Senior Resource Center.

5. Other business as authorized by law

Ms. Spelt asked Ms. Butschlick to contact Advisory Board members to schedule the next meeting following the March 11 Foundation meeting.

6. Adjournment

Ms. Spelt adjourned the meeting at 10:03 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

**Elder Services Advisory Board
May 15, 2003**

Present: Dan Duecker, Tom Pexton, Patricia Rauch, John Reising, Karen Schudson,
Shirley Spelt

Excused: Linda Maki

Staff/Others: Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource
Center Coordinator; Cindy Tomasello, Director of Public Health; Beth Carey,
Library Director

1. Call to Order

Chairperson Spelt called the meeting to order at 11:19 a.m.

2. Minutes of February 28, 2003

The minutes of February 28 were approved with modifications.

3. Discussion regarding the use of the Village Center conference room

Ms. Spelt, Ms. Price and Ms. Carey reviewed the use of the small Village Center conference room, noting it had been suggested the furniture be replaced with pieces more conducive to a lounge-type use. Ms. Carey stated that such an arrangement would allow the space to be used by SRC participants as a conversation lounge but would still be used by other small groups during evening or other hours.

Mr. Duecker suggested a lounge area be carved out of the current large meeting room. Ms. Butschlick responded that while such an arrangement might work for SRC programming, it would not work for other users and uses of the large meeting space.

Following a brief discussion, Mr. Pexton suggested meeting with other users of the room to determine whether a lounge set-up was workable. Ms. Carey stated she would check with other frequent user and communicate her findings to Ms. Price, who would provide an update at the next ESAB meeting.

4. Continued discussion regarding William V. Benjamin bequest

Ms. Butschlick reviewed the updated expenditures to date:

Public address system and related equipment	20,964
Audio/visual equipment (data projector)	4,288
Kitchen appliances	2,061
Misc. kitchen items	788
Round tables	5,082
Coat Rack	1,034
Kitchen storage cabinetry	2,945
Total to Date	\$37,162

Ms. Spelt distributed a letter from a SRC user questioning why fees continued to be charged for various SRC programs in light of the Benjamin bequest. It was suggested that for all future programs, Ms. Price publicize the subsidy amount at each event.

A lengthy discussion followed regarding the development of a recommendation to the Shorewood Foundation for use of the Benjamin bequest. It was determined that Ms. Butschlick would draft a letter to the Foundation outlining the following general points of agreement:

- preservation of the bequest principal for long-term use
- use of the funds for older adult and community at-large programs
- ESAB participation in determining use of funds
- creation of a "senior fund" and encouragement of additional gifts

Ms. Butschlick indicated she would circulate the draft letter prior to the next meeting of the ESAB.

5. Coordinator's Report

Ms. Price reported that the SRC had received a new occupational therapy student intern for the summer months whose project will be the development of a fitness class which can be offered free of charge to SRC members. She noted upcoming events, including the Memorial Day luncheon which over 70 people are expected to attend. Ms. Price noted that she would be on vacation during July with the majority of programs and office hours covered by students and volunteers. She informed the Advisory Board that based upon previous discussion and requests, she intended to purchase a pin-on wireless microphone for use with the Village Center audio system. The Board agreed the estimated cost of \$705.00 would be funded through the Foundation Village Center grant.

Ms. Price also reported the findings of the transportation subcommittee formed at the February meeting. Following a review of transportation options and service gaps, the committee recognized the need to utilize a variety of mechanisms, especially those in existence currently.

The committee identified as its priority the need to transport people to and from the SRC. To begin planning, an informal survey was presented to participants at the SRC's April anniversary party. Based upon the response, it appears few in Shorewood need or anticipate the need for transportation assistance. Ms. Price noted that she had discussed with Milwaukee County Department on Aging the possibility of including Shorewood in current transportation to meal site programs. She stated she was currently assessing need and interest in the meal site programs.

Ms. Schudson noted the SRC's information and referral mission and suggested the committee focus on current alternatives, continue to research options, and keep the network updated.

6. Other business as authorized by law

Following a brief discussion, it was determined that the Advisory Board would not formally request the Village Board to appoint a member/liaison to ESAB.

The next meeting of the Advisory Board was scheduled for Tuesday, June 24 at 11:30 a.m. in the Health Department Conference Room.

7. Adjournment

Ms. Spelt adjourned the meeting at 12:53 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board

June 24, 2003

Present: Dan Duecker, Linda Maki, Tom Pexton, John Reising, Karen Schudson, Shirley Spelt

Excused: Patricia Rauch

Staff/Others: Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator; Cindy Tomasello, Director of Public Health; Beth Carey, Library Director

1. Call to Order

Chairperson Spelt called the meeting to order at 11:33 a.m.

2. Minutes of May 15, 2003

The minutes of May 15 were approved with modifications.

3. Review Shorewood Foundation recommendation

Ms. Butschlick reviewed the revised draft of the letter to the Shorewood Foundation regarding the Benjamin Bequest as previously forwarded. It was noted that Mr. Duecker's name was spelled incorrectly. Following a brief discussion, Ms. Schudson moved the letter as revised be forwarded to the Foundation. Mr. Reising seconded the motion which passed 6-0.

4. Discussion regarding the use of the Village Center conference room

Ms. Price stated that with increasing attendance during game and card days, the conference room would be much more functional to the SRC with the placement of 2-3 small round tables rather than the large single conference table. Library Director Beth Carey noted that she had no objections as nearly all the groups who regularly used the room could also more readily utilize such an arrangement. Ms. Butschlick noted that she and Ms. Carey were exploring alternate locations for the large conference table.

Discussion followed regarding an earlier suggestion that tables and chairs be placed in the lower lobby. Ms. Carey reiterated concerns with loitering and vandalism in the area during unsupervised periods. A brief discussion followed regarding alternatives for limited seating, including benches similar to those in the upper lobby. Ms. Carey stated that she would explore costs of benches with back support. Ms. Butschlick noted that ample funds remained in the original grant from the Shorewood Foundation for such a purchase. She reported that the total funds expended remained unchanged from the report of May 15, 2003, standing at \$37,162.00.

5. Coordinator's Report

Ms. Price reported on successful recent programs, including a spaghetti luncheon with bingo, the Mike Drew program and the Jewish Community Center luncheon where transportation was subsidized by the Benjamin Trust. She further noted significant interest in upcoming programs,

including a Hidden Corners Tour with Dan Duecker, a session on election history with Judge Charles Schudson, and a co-sponsored fall trip to Door County with the Women's Club.

Ms. Price reported that cribbage had been added to the Monday game day and the recently purchased pin-on microphone was working well. Rose Smith is writing articles and promotional materials for submission to the *Shorewood Herald*. Ms. Price noted her plan for two day trips each in June, July and August of 2004.

The Advisory Board was informed that the SRC would likely not be assigned any occupational therapy students from September through December. Ms. Price noted the importance these individuals played in successful operations and asked Board members to consider devoting more time to volunteer activities in those months. Following a brief discussion, it was determined that Ms. Price would contact other schools and program disciplines in an attempt to find additional student volunteers.

6. Other business as authorized by law

The next meeting of the Advisory Board was scheduled for Thursday, August 21 at 9:00 a.m. in the Village Hall Committee Room.

7. Adjournment

Ms. Spelt adjourned the meeting at 12:37 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
August 21, 2003

Present: Dan Duecker, Linda Maki, Tom Pexton, John Reising, Karen Schudson, Shirley Spelt

Excused: Patricia Rauch

Staff/Others: Leeann Butschlick, Assistant to the Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 9:04 a.m.

2. Minutes of June 24, 2003

The minutes of June 24 were approved.

3. Review Preliminary 2004 budget

Ms. Butschlick reviewed the draft 2004 budget. The following line item expenditures were proposed:

General Administration Contractual	\$1,833
Subscriptions	100
Professional Memberships	600
Programming	21200
Data Processing	400
Conventions and Seminars	600
Professional Fees	9,647
Office Supplies	3,375
Electric	2,644
Gas	1,335
Water	289
Telephone	181
Postage	3,300
Duplicating	160
Total	\$45,694

In addition to the general review, several items were briefly discussed, including: participation/membership increases, increase in fitness class offerings, reduced fitness class fees, program supplies, refreshment expenditures, paper products purchase, expenditures for special events including the anniversary and holiday parties, the printing of a 2004 resource directory, and monthly postcards.

Non-grant revenues were estimated at \$12,270 for the year. This amount consists primarily of

fees paid by SRC program participants.

It was noted that a fairly significant balance currently remains in the Elder Services 2003 budget. Ms. Butschlick reminded the Advisory Board that when the funding request was made to Shorewood Foundation, revenues were not calculated nor applied. She also stated that the budget for 2003 consisted of very general estimates due to the many operational unknowns related to the new building and the significantly expanded Coordinator's schedule.

Ms. Butschlick stated that she and Ms. Price had spent significant time compiling the draft budget and both anticipated the 2004 numbers to be far more accurate.

Ms. Price asked the Advisory Board to consider recommending funding an additional position in 2004. She proposed the hiring of an assistant for approximately 16 hours per week. She noted that additional assistance was needed for the continued expansion of the SRC as well as operation of the Center during scheduled trips or her absences. During the discussion that followed, Ms. Butschlick noted that the Village, which currently funds the personnel portion of the Elder Services budget, would not likely be in a position to fund any additional staff positions given the current fiscal climate. The possibilities for funding such a position through the Benjamin Trust were discussed.

It was determined that a meeting would be scheduled in the near future to discuss the proposed position and prepare a detailed report to the Budget & Finance Committee related to the 2004 budget request.

4. Consider request to Shorewood Foundation to fund 2004 programming

This item was deferred pending further discussion of an additional staff position.

5. Consider recommendation to Shorewood Village Board Budget & Finance Committee to fund SRC personnel expenditures in 2004

Ms. Butschlick reported that the Village Board's Budget & Finance Committee would soon begin 2004 budget deliberations and suggested the Elder Services Advisory Board consider a recommendation to continue funding the Senior Resource Center as agreed for 2003, with the personnel costs included in the municipal budget and the program costs funded by the Shorewood Foundation through the Benjamin Trust. A brief discussion followed.

Mr. Duecker moved that a recommendation be made to the Village Board's Budget & Finance Committee that the Senior Resource Center Coordinator position continue to be funded at 37.5 hours per week in 2004. The motion was seconded by Ms. Schudson and passed 6-0.

Advisory Board members again discussed meeting in the near future to prepare a presentation to the Budget & Finance Committee.

6. Coordinator's Report

Ms. Price suggested the Advisory Board consider scheduling a visioning exercise similar to the Village Board's annual "Blue Sky" session to provide additional direction on programming, planning and SRC long-term goals. She also suggested the June 26, 2003 letter to the

Shorewood Foundation outlining the Advisory Board's recommendation regarding the Benjamin Trust be printed in the next *SeniorSource* newsletter. Advisory Board members agreed this would be a good communication tool regarding proposed use of the Trust.

Ms. Price reported that she and Library Director Carey continue to explore possibilities for benches in the lower lobby of the Village Center. She added that she is currently seeking estimates for the installation of a garbage disposal in the Village Center kitchen. Both items are to be paid through the Shorewood Foundation grant for Village Center capital expenditures. To date, \$37,162 of the \$75,000 amount has been expended.

Ms. Price reported that Men's Breakfast attendance is declining. She noted that she was considering a free breakfast to reintroduce the program. Following a brief discussion, it was suggested that she change the menu and eliminate the need for reservations to see if attendance improves. She also reported that the recent corn roast was well received, bingo was going well with resident Donn Cazal soliciting prizes from local businesses, and noted the recent Universal Link program was very informative. Ms. Price also briefly reported on upcoming day trips, including Door County, Potawatomi Bingo and an Edelweiss cruise.

7. Other business as authorized by law

The next meeting of the Advisory Board was scheduled for Friday, August 29 at 9:00 a.m. in the Village Hall Committee Room.

8. Adjournment

Ms. Spelt adjourned the meeting at 10:31 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
August 29, 2003

Present: Dan Duecker, Linda Maki, Tom Pexton, Patricia Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff/Others: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Cindy Tomasello, Director of Public Health; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 9:00 a.m.

2. Minutes of August 21, 2003

The minutes of August 21 were approved with modifications.

3. Review Preliminary 2004 budget

Ms. Butschlick reviewed the draft 2004 budget. The following line item expenditures were proposed:

General Administration Contractual	\$1,833
Subscriptions	100
Professional Memberships	600
Programming	21200
Data Processing	400
Conventions and Seminars	600
Professional Fees	9,647
Office Supplies	3,375
Electric	2,644
Gas	1,335
Water	289
Telephone	181
Postage	3,300
Duplicating	160
Total	\$45,694

In addition to the general review, several items were briefly discussed, including: participation/membership increases, increase in fitness class offerings, reduced fitness class fees, program supplies, refreshment expenditures, paper products purchase, expenditures for special events including the anniversary and holiday parties, the printing of a 2004 resource directory, and monthly postcards.

Non-grant revenues were estimated at \$12,270 for the year. This amount consists primarily of fees paid by SRC program participants.

It was noted that a fairly significant balance currently remains in the Elder Services 2003 budget. Ms. Butschlick reminded the Advisory Board that when the funding request was made to Shorewood Foundation, revenues were not calculated nor applied. She also stated that the budget for 2003 consisted of very general estimates due to the many operational unknowns related to the new building and the significantly expanded Coordinator's schedule.

Ms. Butschlick stated that she and Ms. Price had spent significant time compiling the draft budget and both anticipated the 2004 numbers to be far more accurate.

Ms. Price asked the Advisory Board to consider recommending funding an additional position in 2004. She proposed the hiring of an assistant for approximately 16 hours per week. She noted that additional assistance was needed for the continued expansion of the SRC as well as operation of the Center during scheduled trips or her absences. During the discussion that followed, Ms. Butschlick noted that the Village, which currently funds the personnel portion of the Elder Services budget, would not likely be in a position to fund any additional staff positions given the current fiscal climate. The possibilities for funding such a position through the Benjamin Trust were discussed.

It was determined that a meeting would be scheduled in the near future to discuss the proposed position and prepare a detailed report to the Budget & Finance Committee related to the 2004 budget request.

4. Consider request to Shorewood Foundation to fund 2004 programming

This item was deferred pending further discussion of an additional staff position.

5. Consider recommendation to Shorewood Village Board Budget & Finance Committee to fund SRC personnel expenditures in 2004

Ms. Butschlick reported that the Village Board's Budget & Finance Committee would soon begin 2004 budget deliberations and suggested the Elder Services Advisory Board consider a recommendation to continue funding the Senior Resource Center as agreed for 2003, with the personnel costs included in the municipal budget and the program costs funded by the Shorewood Foundation through the Benjamin Trust. A brief discussion followed.

Mr. Duecker moved that a recommendation be made to the Village Board's Budget & Finance Committee that the Senior Resource Center Coordinator position continue to be funded at 37.5 hours per week in 2004. The motion was seconded by Ms. Schudson and passed 6-0.

Advisory Board members again discussed meeting in the near future to prepare a presentation to the Budget & Finance Committee.

6. Coordinator's Report

Ms. Price suggested the Advisory Board consider scheduling a visioning exercise similar to the Village Board's annual "Blue Sky" session to provide additional direction on programming, planning and SRC long-term goals. She also suggested the June 26, 2003 letter to the Shorewood Foundation outlining the Advisory Board's recommendation regarding the Benjamin

Trust be printed in the next *SeniorSource* newsletter. Advisory Board members agreed this would be a good communication tool regarding proposed use of the Trust.

Ms. Price reported that she and Library Director Carey continue to explore possibilities for benches in the lower lobby of the Village Center. She added that she is currently seeking estimates for the installation of a garbage disposal in the Village Center kitchen. Both items are to be paid through the Shorewood Foundation grant for Village Center capital expenditures. To date, \$37,162 of the \$75,000 amount has been expended.

Ms. Price reported that Men's Breakfast attendance is declining. She noted that she was considering a free breakfast to reintroduce the program. Following a brief discussion, it was suggested that she change the menu and eliminate the need for reservations to see if attendance improves. She also reported that the recent corn roast was well received, bingo was going well with resident Donn Cazel soliciting prizes from local businesses, and noted the recent Universal Link program was very informative. Ms. Price also briefly reported on upcoming day trips, including Door County, Potawatomi Bingo and an Edelweiss cruise.

7. Other business as authorized by law

The next meeting of the Advisory Board was scheduled for Friday, August 29 at 9:00 a.m. in the Village Hall Committee Room.

8. Adjournment

Ms. Spelt adjourned the meeting at 10:31 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
October 30, 2003

Present were: Dan Duecker, Linda Maki, Tom Pexton, Karen Schudson, Pat Rauch, Shirley Spelt, Elizabeth Price, SRC Coordinator

Ms. Spelt called the meeting to order at 9:05 a.m. The minutes were approved with one correction: Mr. Madere joined the group at 9:50 a.m. on October 23rd.

Ms. Price presented her report: (1) She urged ESAB members to try to attend the meeting at the Center on Monday, December 8, when the Accreditation Chair of the Wisconsin Association of Senior Centers will talk on "The Road Ahead: Building a Journey for other Senior Centers." She will report on what other groups are doing and present ideas for Shorewood's center. Ms. Price asked ESAB to consider national recognized for the SRC (2) The Future Sense Committee defines its group as a "special projects group of the Senior Resource Center". Ms. Price stated that she utilizes the FSC as a "sub-committee" of the ESAB that would report to our group before any action. FSC members plan to attend Village board meetings and act as advocates for our seniors. (3) Ms. Price will meet with a representative of the Institute of Collaborative Health Initiatives on Monday regarding an administration student to work at the Center. (4) Space is a continuing problem at the Center and we have to continue to be creative. The conference room is there for use of small groups occasionally.

Library Director Beth Carey indicated she was proposing a Computer Lab in the children's reading room: six computers that could be stored in the closet there when not in use. Budget discussions will likely have an impact. The library had requested \$6,000 in block grant funding but 2004 funding has not yet been finalized. Ms. Price suggested that an arrangement might be worked out with use of some of the Benjamin money as the seniors would share in the computers' use. Ms. Carey declined the offer and said she planned to approach the Shorewood Foundation for money beyond the block grant.

The Advisory Board recommended that quarterly meetings of frequent users of the Village Center be held to discuss policies, collaboration, problems, etc. Ms. Rauch will get a list of the users to be invited and review with Mr. Madere a list of topics to be addressed. Board members also recommend a series of building department meetings with the same goal in mind.

Ms. DeWindt-Hall in the Village Manager's Office requested a list of criteria for applicants to the ESAB. The following were suggested:

1. Concern for issues and needs related to older adults
2. Ability to see the big picture/systemic point of view
3. A broad knowledge of the Village of Shorewood
4. Knowledge of resources related to older adults
5. Ability to collaborate and work as a team

6. Ability to communicate effectively
7. Ability to generate and express new ideas
8. Particular interest in one or more of the following:
 - a. social services
 - b. finance
 - c. interfaith collaboration
 - d. management

The Board also reviewed questions to the Shorewood Foundation. Ms. Spelt will discuss the following with Foundation President Mike Schulte:

1. What is the Foundation's philosophy about the expenditure of the William Benjamin Trust ?
2. Now that the money has all come in, what is the total amount in the fund?
3. How is and how will the money be invested? Who is administering the funds?
4. Is the interest available to the Senior Resource Center?
5. Can we have an accounting of the expenditures to date?

The meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Pat Rauch
Elder Services Advisory Board
Acting Recorder
r .

Elder Services Advisory Board
February 19, 2004

Present: Dan Duecker, Linda Maki, Tom Pexton, Patricia Rauch, Shirley Spelt

Excused: John Reising, Karen Schudson

Staff/Others: Edward Madere, Village Manager; Leeann Butschlick, Assistant to the Manager; Cindy Tomasello, Director of Public Health; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 4:01 p.m.

2. Minutes of January 8, 2004

The minutes of January 8 were deferred.

3. Coordinator's Report

Ms. Price updated the Advisory Board on the Village Center items, including the installation of a garbage disposal and her search for benches. The Advisory Board authorized Ms. Price to purchase two benches for the hall.

Ms. Price informed the Board of the efforts made to utilize Andrea Azzolina of Supreme Cuisine for SRC meal programs. A lengthy discussion followed and it was determined that Ms. Price would continue to explore arrangements for the use of the kitchen at North Shore Presbyterian Church.

4. Benjamin Trust Update

Ms. Spelt reported that Michael Spector's review of the trust language has not yet concluded. She noted that Mr. Spector had interviewed at length several people familiar with Mr. Benjamin. She further stated that Mr. Spector had indicated that he felt a court could be persuaded to find the language to infer facilities should that step be necessary.

A brief discussion followed including comments from several residents in attendance. Ms. Patricia Kornfeld, 4132 N. Newhall Street, submitted a letter to the Advisory Board requesting steps be taken to clarify the intentions of Mr. Benjamin. Ms. Spelt responded that the Advisory Board and the Shorewood Foundation had approached Mr. Spector for such a clarification and were awaiting his review. Members of the Advisory Board agreed it was important to continue the course begun with Mr. Spector provided a report was received in a timely manner.

Beth Carey, Shorewood Library Director, expressed concern about a recent article in the *Milwaukee Journal-Sentinel* related to the Benjamin Trust. She noted a reference to SRC participants unhappy with their space in the "Library" and cautioned the Advisory Board and users of the SRC to refer to the lower area of the building as the Village Center. Ms. Carey reminded the Advisory Board that functions such as elections, Village Board or School Board

activities have precedent over all other programs in the space. She also spoke to a misconception that the Library Board had approached the Shorewood Foundation for funding from the Benjamin Trust. She stated that no such request had ever been made.

It was suggested that external signage indicating the Village Center entrances would be helpful, particularly at the Murray Avenue entrance. Staff will explore options for signage.

5. In-house meal preparation update

This item was addressed under the Coordinator's Report, item 3.

6. Discussion regarding Shoreline Interfaith funding request

Ms. Butschlick distributed a letter drafted by Ms. Spelt requesting the Village Board restore Community Development Grant funding to Shoreline Interfaith. She briefly explained the Community Development Block Grant program and the Village's historical use of the funds. She noted the request and letter would be submitted to the Board for consideration at its March 15 meeting. Advisory Board members agreed attendance by ESAB representatives at the Village Board meeting was important.

7. Other business as authorized by law

Ms. Maki asked that the village organizational chart be updated to reflect the Senior Resource Center. Mr. Pexton noted the passing of Lucile Nelson, a one-time active member of the Senior Center.

The next meeting of the Advisory Board was scheduled for Thursday, March 18 at 9:00 a.m. in the Village Hall Committee Room.

8. Adjournment

Ms. Spelt adjourned the meeting at 5:31 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board
March 18, 2004

Present: Linda Maki, Tom Pexton, Patricia Rauch, Karen Schudson, Shirley Spelt

Excused: Dan Duecker, John Reising

Staff/Others: Leeann Butschlick, Assistant to the Manager; Cindy Tomasello, Director of Public Health; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 9:06 a.m.

2. Minutes of February 19, 2004

The minutes of February 19 were approved.

3. Benjamin Trust Update

Ms. Spelt reviewed the recent Shorewood Foundation meeting, reporting that Michael Spector has presented his opinion that the WBT language would most appropriately be interpreted as intended for capital expenditures. Mr. Spector's report suggested that a petition to expand the trust to include funding for programming would likely be favorably reviewed by the courts. The Foundation appointed a subcommittee to work with a trust attorney to petition the courts so that the funds might also be used for programming.

Ms. Spelt noted that the Foundation had scheduled two listening sessions to receive public input on the proposal to petition for expansion of the trust language. The sessions are scheduled for Tuesday, April 27 and Monday May 3. She encouraged all Advisory Board members to attend.

Kay Ross, 3508 N. Summit Avenue, stated her concern regarding the format of the listening session. She suggested that a fact sheet be drafted for distribution.

4. Shoreline Interfaith funding update

Ms. Spelt reported that the Village Board had approved funding the Shoreline Interfaith program at the level of previous years with a \$3,000 Community Development Block Grant.

5. Coordinator's Report

Ms. Price stated that the fitness classes were going well. She noted her concerns for overseeing the classes when trips fell on scheduled class days. The Advisory Board encouraged Ms. Price to explore options with the Shorewood Fitness Center. Ms. Price also reported that there was great demand for computer classes and a recent program with the Shorewood High School Technology Club was very successful. The SRC is looking to partner with North Shore Presbyterian Church for future offerings.

Ms. Price reported that her Future Sense Committee was currently working with the schools on an essay contest. The SRC will again sell popcorn at the July 4th festivities and will have a presence at National Night Out.

6. Other business as authorized by law

Ms. Tomasello informed the Board that the Health Department's Over 60 programs were being revised due to reduced staffing in her office.

Joe Mangiamele, 4450 N. Lake Drive suggested Advisory Board consider his proposal for significant physical expansion of the Village Center.

The next meeting of the Advisory Board was scheduled for Thursday, May 13 at 9:00 a.m. in the Village Hall Committee Room.

8. Adjournment

Ms. Spelt adjourned the meeting at 10:02 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

b. consider planning process
Ms. Butschlick distributed a draft action plan which outlined for discussion purposes tasks related to the Elder Services Advisory Board, the William Benjamin Trust

Elder Services Advisory Board
May 13, 2004

Present: Dan Duecker, Linda Maki, Tom Pexton, Patricia Rauch, John Reising, Shirley Spelt

Excused: Karen Schudson

Staff: Leeann Butschlick, Assistant to the Manager; Cindy Tomasello, Director of Public Health; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 9:01 a.m.

2. Minutes of March 18, 2004

The minutes of March 18 were approved.

3. Discussion regarding Benjamin Trust

a. Shorewood Foundation listening session update

Ms. Spelt reported that the recent listening sessions, attended by many of the Advisory Board members, had only one resident react negatively to the Foundation's proposal. She reported that a subcommittee of the Foundation was scheduled to meet with the Advisory Board on June 3. Ms. Spelt encouraged the Advisory Board members to recommit themselves to service, noting the exciting possibilities and challenges which would be a part of the future planning process.

b. consider planning process

Ms. Butschlick distributed a draft action plan which outlined for discussion purposes tasks related to the Elder Services Advisory Board, the William Benjamin Trust and the Senior Resource Center. Following discussion, members of the Advisory Board agreed continued discussion was important. Ms. Spelt requested that members of the Advisory Board begin to consider names of Village residents who might be asked to participate in a planning process.

4. Coordinator's Report

Ms. Price introduced Andrea Azzolina of Supreme Cuisine who has been providing recent meals for the SRC's luncheon events. Ms. Azzolina requested that the Advisory Board pay fifty percent of the catering license she is required to hold to prepare meals at the North Shore Presbyterian Church for the Senior Resource Center. She noted the annual license fee to be approximately 225 dollars. Ms. Price noted that luncheon attendance had been declining and the feedback toward recent meals had been less positive. Ms. Azzolina responded that time restrictions on her use of the NSPC kitchen had required menu adjustments. Ms. Spelt informed Ms. Azzolina that her request would be placed on a future agenda for consideration.

Ms. Price updated the Advisory Board on various programming items. She also noted that volunteers had completed the Resource Directory updates. A brief discussion followed regarding methods to distribute the directory and it was agreed to delay printing pending a decision on the Village Directory by the Village Board.

6. Other business as authorized by law

The next meeting of the Advisory Board was scheduled for Friday, May 21 at 8:30 a.m. in the Village Hall Committee Room.

7. Adjournment

Ms. Spelt adjourned the meeting at 10:28 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Manager

Elder Services Advisory Board

May 27, 2004

Present: Dan Duecker, Linda Maki, Tom Pexton, Pat Rauch, John Reising, Karen Schudson, Shirley Spelt

Staff: Leeann Butschlick, Assistant to the Village Manager; Elizabeth Price, Senior Resource Center Coordinator; Cynthia Tomasello, Director of Public Health

1. Call to Order

Chairperson Spelt called the meeting to order at 9:03 a.m.

2. Minutes of May 14, 2004

The minutes were approved with modification.

3. Review Elder Services Advisory Board Charge

- a. 1998 Task Force Report
- b. 2000 SRC proposal
- c. ESAB mission statement

In review of the above documents, Advisory Board members agreed that the establishment of the Senior Resource Center had been very successful and that the Advisory Board had accomplished or was addressing in an on-going manner each of the goals outlined in its mission statement. It was suggested that the mission statement be revisited upon completion of any planning effort. During review of the Task Force Report, members recognized that the provision of services to Shorewood's older adult residents was currently carried out in a manner significantly different than that envisioned by the Task Force on Elderly Services. It was noted that the Elder Services Advisory Board was currently using the SRC as a vehicle to accomplish the goals set forth in the ESAB mission statement.

4. Consider community needs analysis

The concept of a community needs analysis was discussed. It was determined that a subcommittee of Ms. Schudson and Ms. Spelt would work with Ms. Butschlick and Ms. Price and report at the next ESAB meeting.

5. Discuss facilities analysis concept

It was agreed that this concept would be incorporated in the future needs analysis discussions.

6. Schedule next meeting(s)

Advisory Board members were reminded of the upcoming June 3 meeting with the Shorewood Foundation subcommittee and attorney to review the draft petition language. A meeting was also scheduled for Thursday, June 24 at 10:00 a.m.

7. Other business as authorized by law

No additional matters were discussed.

8. Adjournment

The meeting was adjourned at 10:17 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Village Manager

Elder Services Advisory Board Meeting
Minutes – 06-03-04

Attending: Linda Maki, Thomas Pexton, Dan Deucker, Shirley Spelt, John Reising, Pat Rauch

Others attending: Jeff Schmeckpeper, Harvey Kurtz, Joe Mangiamele, Jennifer D'Amato, Elizabeth Price, Kay Ross, Trustee Kellie Lang and Recording Secretary, Diane De Windt-Hall

Chairperson Shirley Spelt called the meeting to order at 9:00 a.m. and stated the purpose of the meeting is to discuss the requested changes to the language of the Benjamin Trust.

Shorewood Foundation (SF) attorney, Jennifer D'Amato, provided a brief overview of the purpose of petitioning the courts. She highlighted 1) modification of the language to broaden its use; 2) to provide clarity to how the money could be spent; 3) need not to limit or back the SF into a corner by placing percentages on the money and how it is disbursed.

Attorney D'Amato emphasized that the SF is in a unique position in petitioning the court since, the trustee is not questioning disbursement of the funds, rather the receiving institution is seeking clarity on expending the funds. The petition would also ask the court to provide that funds would pay any expenses and legal fees incurred. (attached) Also noted that the SF's job is not to determine how the funds are disbursed, that is for the ESAB to determine. The SF position is to respond to requests for funds.

After receiving input from the ESAB and incorporating those suggestions, the final document will be reviewed by the ESAB.

There was some confusion whether the \$29,154 request for reimbursement and the approximate \$38,000 request for reimbursement were part of the overall \$75,000 approved grant for upgrades to the Village Center. There was discussion that the \$29,154 was identified as programming funds while the approximate \$38,000 was approved for upgrades. Records and minutes will be reviewed to clarify.

It was suggested that since there is a dissenting voice in the community against changing the language of the Benjamin bequest that perhaps a cross-section of the community be invited to be present when this matter goes before probate court. All thought this was an excellent idea and will be carried out.

Tom Pexton moved and Dan Deucker seconded that the Elder Services Advisory Board accept the petition with agreed upon changes subject to approval by the Village Attorney. Ayes – 6;
Nays – 0

There being no further business to discuss the meeting was adjourned at 10:05 a.m.

Respectfully Submitted,
Diane DeWindt-Hall
Administrative Assistant

Elder Services Advisory Board
July 2, 2004

Present: Dan Duecker, Linda Maki, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff: Leeann Butschlick, Assistant to the Village Manager; Elizabeth Price, Senior Resource Center Coordinator; Cynthia Tomasello, Director of Public Health

1. Call to Order

Chairperson Spelt called the meeting to order at 9:30 a.m.

2. Discussion with Robert Frediani of the Institute for Collaborative Health Interventions, Inc. regarding long-term planning initiatives

Mr. Robert Frediani, of the Institute for Collaborative Interventions, Inc. reviewed his professional experience with older adult issues. He informed Advisory Board members that a primary objective of ICHII is to facilitate the building of collaborative relationships that result in the improvement of the quality of life of older adults. He noted that while consulting wasn't a primary function of ICHII when the company was formed, he now frequently assists other organizations with strategic planning, business development and grant acquisition.

Mr. Frediani also reported on the Layton Boulevard Corridor of Aging Excellence program, his firm's participation in the project and many of the program's features. Mr. Frediani and Advisory Board members discussed older adult services on a community basis, talked about aspects of Shorewood's current programs and generally discussed future opportunities and challenges.

3. Other business as authorized by law

No additional matters were discussed.

4. Adjournment

The meeting was adjourned at 11:01 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Village Manager

Elder Services Advisory Board

July 23, 2004

Present: Dan Duecker, Linda Maki, Tom Pexton, John Reising, Shirley Spelt

Excused: Pat Rauch, Karen Schudson

Staff: Leeann Butschlick, Assistant to the Village Manager

1. Call to Order

Chairperson Spelt called the meeting to order at 8:37 a.m.

2. Follow-up discussion regarding with Robert Frediani of the Institute for Collaborative Health Interventions, Inc. regarding long-term planning initiatives

Ms. Spelt noted the receipt of a follow-up letter from Robert Frediani, of the Institute for Collaborative Interventions, Inc. reviewing his July 2 discussion with the Advisory Board.

A discussion of the costs associated with an in-depth 18 month process followed. It was determined that the Advisory Board would continue to discuss the planning concept, further refining its concept of the process. Members agreed to interview and receive input from various members of the community regarding Village services and the Village's relationship with its older adult residents. It was agreed that Rev. Bonnie Stafford of North Shore Presbyterian Church and Judy Spencer, of Columbia Hospital be invited to attend a mid-August meeting of the ESAB. Ms. Butschlick will contact Advisory Board members regarding a date in the near future.

3. Benjamin Trust discussion

Ms. Spelt reported that she and Mr. Pexton would be representing the Elder Services Advisory Board at the July 28 circuit court hearing on the Shorewood Foundation petition. She noted that several members of the Senior Resource Center would also be in attendance.

4. Other business as authorized by law

No additional matters were discussed.

4. Adjournment

The meeting was adjourned at 9:18 a.m.

Respectfully submitted,

Leeann Butschlick

Assistant to the Village Manager

Elder Services Advisory Board
August 5, 2004

Present: Dan Duecker, Linda Maki, Tom Pexton, Pat Rauch, John Reising, Shirley Spelt

Excused: Karen Schudson

Staff: Leeann Butschlick, Assistant to the Village Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 9:06 a.m.

2. Discussion regarding Shorewood Foundation William Benjamin Trust petition status

Ms. Spelt reviewed the outcome of the recent hearing, noting that the judge had ordered mediation with the next court appearance on October 1. She noted the number of residents in attendance, informing the Board that approximately five hundred residents on the SRC mailing list had prior to the hearing received a letter from Dr. James Kircher which may have included some misleading information. Ms. Spelt expressed concern that Shorewood seniors receive accurate and timely communication regarding the matter.

Ms. Price related her conversations at the August 3 National Night Out event, noting that many residents don't understand the fiscal impacts related to the petition. Inaccuracies in a recent *Milwaukee Journal-Sentinel* article were also discussed.

Following a lengthy discussion, the Advisory Board determined that letters would be drafted to the editor of the *Milwaukee Journal-Sentinel* and the *North Shore Herald* with a letter to SRC members included in the September calendar of events. It was suggested that these communications provide information regarding recent events and additional communications be discussed to provide historical and financial background on the SRC and the William Benjamin Trust.

3. Other business as authorized by law

The next meeting of the Elder Services Advisory Board was scheduled for Monday, August 16 at 3:30 p.m.

4. Adjournment

The meeting was adjourned at 10:11 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Village Manager

Elder Services Advisory Board
August 16, 2004

Present: Dan Duecker, Linda Maki, Tom Pexton, Pat Rauch, Shirley Spelt

Excused: John Reising, Karen Schudson

Staff: Leeann Butschlick, Assistant to the Village Manager; Elizabeth Price, Senior Resource Center Coordinator

1. Call to Order

Chairperson Spelt called the meeting to order at 3:30 p.m.

2. Minutes of July 2, 2004; July 23, 2004 and August 5, 2004

The minutes of July 2 and July 23 were approved as printed. The minutes of August 5 were approved with modification.

3. Consider recommendation to Shorewood Foundation regarding William Benjamin Trust petition

The Advisory Board discussed the legal costs associated with the petition process. The Advisory Board discussed asking that the Village Board consider how they might participate in the process given the resulting tax benefits the Village receives through the SRC's use of the WBT for funding. It was agreed that Ms. Maki would draft a letter to the Village Board regarding the WBT and the ESAB would meeting prior to the September 7 Village Board meeting.

Following discussion, Mr. Pexton moved that the Elder Services Advisory Board support the Shorewood Foundation in continuing the petition process, to include mediation. The motion was seconded by Pat Rauch and passed, 5-0.

4. Consider production of informational materials related to the SRC and ESAB

Ms. Price distributed a letter drafted for inclusion with the September Senior Resource Center calendar mailing. Following a review and revisions, Ms. Rauch moved that staff be directed to distribute the letter to all SRC members with the September calendar of events. Mr. Pexton seconded the motion, which passed 5-0.

5. Preliminary 2005 budget discussion

Ms. Butschlick stated that a budget for the Senior Resource Center would be submitted to the Village Board which included no revenue from the WBT. It was agreed that additional discussion would follow at future meetings.

6. Coordinator's Report

Ms. Price briefly reported on recent programs, noting the Arlington trip had been particularly successful.

7. Other business as authorized by law

The next meeting of the Elder Services Advisory Board was scheduled for Thursday, September 2 at 8:30 a.m. in the Village Center Conference Room.

8. Adjournment

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Village Manager

Elder Services Advisory Board
September 2, 2004

Present: Dan Duecker, Linda Maki, Tom Pexton, Pat Rauch, Karen Schudson, Shirley Spelt

Excused: John Reising

Staff: Leeann Butschlick, Assistant to the Village Manager; Elizabeth Price, Senior Resource Center Coordinator; Cindy Tomasello, Director of Public Health

1. Call to Order

Chairperson Spelt called the meeting to order at 8:34 a.m.

2. Minutes of August 16, 2004

The minutes of August 16 were approved as printed.

3. William Benjamin Trust status report

Ms. Price reported that she had been contacted by Shorewood resident Louis Wasserman, an architect, conducting a space analysis of the Village Center building for Dr. Kircher. Discussion followed regarding the space analysis and its effectiveness if completed prior to the contemplated needs analysis. As the needs analysis concept was reviewed it was suggested that earlier concerns regarding cost may be addressed by further conversations with consultants to refine the goals, timeline and budgets. The ESAB determined that funding for a needs analysis would have to be requested of the Village Board if the petition process is not successful.

Members agreed three primary issues currently face the Advisory Board: the status of the proposed long range planning exercise, a response to the facility study concept currently being discussed by some members of the Shorewood Foundation, and the uncertainty of funding for the remainder of 2004 and the 2005 budget.

4. Consider recommendation to Shorewood Village Board regarding William Benjamin Trust and 2005 funding

The Advisory Board determined that a letter be forwarded to the Shorewood Village Board outlining ESAB's concern regarding costs related to the petition process and future SRC funding. Ms. Butschlick stated she would request the ESAB's pending appearance before the Village Board be postponed to September 20, 2004.

5. Preliminary 2005 budget discussion

Discussion of this item was deferred to a special budget meeting scheduled for Monday, September 20 at 3:30 p.m. in the Village Center Conference Room.

6. Coordinator's Report

Ms. Price briefly reported on recent programs, noting space difficulties in scheduling Monday programs. She reported that the set up of the SRC office was not always conducive to quiet work. She reported that there have been no UWM students assigned to the SRC for 2004-05 and a brief discussion followed regarding students and volunteers.

7. Other business as authorized by law

No additional items were discussed.

8. Adjournment

The meeting was adjourned at 9:50 a.m.

Respectfully submitted,
Leeann Butschlick
Assistant to the Village Manager

DRAFT

EXHIBIT D



Shorewood

THE VILLAGE OF SHOREWOOD, 3930 NORTH MURRAY AVENUE, SHOREWOOD, WISCONSIN 53211

P.O. DATE	REQ. DEPT.	ACCOUNT NO.	VENDOR NO.	CHECK NO.	CHECK DATE	TAX EXEMPT NO.	INVOICE NO.
1/28/03	Library	#03-20-200-5911		01914	2/12/03	460065	

103-2410

IN ACCOUNT WITH

UNI-Corp Corporation
 10437 Innovation Drive, Suite 5
 Milwaukee, WI 53226

<input type="checkbox"/>	DEPT. OF PUBLIC WORKS 3901 NORTH MORRIS BLVD. 963-6999	<input checked="" type="checkbox"/>	SHOREWOOD LIBRARY 2222 EAST SHOREWOOD BLVD. 963-5364
<input type="checkbox"/>	POLICE & FIRE STATION 3936 NORTH MURRAY AVE. 332-0595	<input type="checkbox"/>	SHOREWOOD VILLAGE HALL 3930 N. MURRAY AVE. SHOREWOOD, WI 53211 963-6982

PURCHASING DEPARTMENT RECORD

• ACKNOWLEDGE RECEIPT OF THIS ORDER AND ADVISE DEFINITE SHIPPING DATE IF MORE THAN 15 DAYS.
 • PACKINGS SLIPS MUST BE ENCLOSED WITH ALL SHIPMENTS.
 • BILL OF LADING MUST BE MAILED WITH ALL INVOICES.

PURCHASE ORDER NO. MUST ACCOMPANY ALL CORRESPONDENCE

QTY. ORDERED	QTY. RECEIVED	DESCRIPTION OF ITEM	PRICE	AMOUNT	DEDUCTIONS	NET TOTAL
		Job #2401 Invoice #6368 (wire, install, design, test four zone paging system and remote control audio equipment)				20,964.00

RECEIVED BY: _____

APPROVED FOR PAYMENT: DEPT. HEAD _____ DATE _____

APPROVED FOR PAYMENT: V.L. OR TREAS. _____ DATE _____

REC. AUTHORITY: DEPT. HEAD _____ DATE _____

P.O. AUTHORITY: VILLAGE MANAGER _____ DATE _____

[Signature] 1-30-03

VOUCHER

UNI-Comm Corporation

10437 Innovation Drive
Suite 5
Milwaukee, WI 53226

Invoice

	12/31/2002
	6368
	Net 20
	2401
	Beth

Shorewood Public Library
3920 North Murray Avenue
Shorewood, WI 53211

	WIRE, INSTALL, DESIGN, TEST FOUR ZONE PAGING SYSTEM AND REMOTE CONTROL AUDIO EQUIPMENT.	20,964.00
Thank you for your business. Please mail to the above address.		Total \$20,964.00

THE VILLAGE OF SHOREWOOD - SHOREWOOD, WI 53211-2385 NO. 061914

DATE 02/12/03 UNI-COMM CORPORATION VENDOR NO. T# 134

INVOICE	AMOUNT	P.O. NO.	COMMENTS	INVOICE TOTAL
6368	20,964.00	00000000	PAGING SYSTEM	\$20,964.00

PLEASE DETACH BEFORE DEPOSITING

\$20,964.00



THE VILLAGE OF SHOREWOOD
3930 NORTH MURRAY AVENUE
SHOREWOOD, WISCONSIN 53211-2385

BANK ONE MILWAUKEE, NA
MILWAUKEE, WI 53202 (217750)

NO. 061914

DATE	AMOUNT
2/12/2003	\$20,964.00

VOID IF NOT PRESENTED WITHIN 90 DAYS


Twenty Thousand Nine Hundred Sixty-Four Dollars and 0 Cents

UNI-COMM CORPORATION

PAY
TO THE
ORDER OF

NON-NEGOTIABLE

⑆061914⑆ ⑆07500019⑆ ⑆2034⑆⑆310⑆

 Shorewood Public Library

October 29, 2002

To: Lecann Butschlick, Assistant to the Village Manager
Elizabeth Price, Senior Resource Center Coordinator
Fr: Beth Carey, Director of Library Services
Re: AV systems for the Village Center

I have received information from Uni-Comm Corporation regarding an audio/visual system for the Village Center. As you are aware, Uni-Comm is doing all the work for the Village on the phone system. I prefer to work with this company because parts of the av system will interface with the phone system.

The complete system being proposed includes:

- Paging system for entire system able to be used in four zones
- Speakers, microphones, and all cabling for large meeting, able to be used in entire room or each half of room when divided
- Hearing Assistance System -- four devices to be used in the large meeting for the hearing impaired
- VCR, DVD, and 5-disc CD changer
- LCD data projector for computer, video, and cable TV
- Remote control capability for equipment

The estimate for the system is \$23,000. This includes all installation.

If you have any further questions please let me know.

VILLAGE OF SHOREWOOD, WISCONSIN

CLERK-TREASURER'S OFFICE

MEMO

DATE: February 12, 2003
TO: Budget and Finance Committee
FROM: Clerk-Treasurer's Office
COPY TO: Village Board
Edward C. Madere, Village Manager
RE: Accounts Payable Vouchers for Presentation and Approval

Presented for your approval are the following accounts payable vouchers:

General Fund	\$	86,748.97
Special Revenue Fund		7,358.90
Debt Service Fund		0.00
Property Tax Fund		7,116.00
Capitol Projects Fund		88,890.93
TIF #1		1,057.50
TIF #2		0.00
Library		7,916.89
Parking Utility Fund		8,280.64
Water Utility Fund		49,596.44
Sewer Utility Fund		824.11
Library-Building		78,122.12
Elder Service Fund		<u>609.56</u>
	Subtotal:	336,522.06

PLUS: Payroll vouchers per check register
dated 02/07/2003. 103,223.48

Grand Total \$439,745.54

VILLAGE OF S...JREWOOD
BOARD BILL 1

Account	Search Name	Comments	Drf/Cr Amt	CHECK #
FUND 100 GENERAL FUND				
DEPT				
G 100-2110	COMMERCIAL CARD SERVICES	MISC CHARGES	\$219.99	061777
G 100-2110	RAPPOLD, DEBRA	REIMBURSE UNIFORM	\$62.79	061888
G 100-2110	DCD PETTY CASH		\$10.40	061823
G 100-2110	DCD PETTY CASH		\$75.63	061823
G 100-1346	CREDIT MANAGEMENT SERVICES	DCD REIMBURSE MISC	\$445.48	061819
G 100-2511	MILW CO TREASURERS OFFICE	DEBTOR-YAYA GREEK KITCHEN	\$1,081.00	061887
G 100-2110	DIEDRICH ELECTRIC INC	PET LIC/DEC '02-FEB '03	\$2,695.70	061826
G 100-2110	ONE HOUR PHOTO	ELEC/OCCUPANCY INSPECTIONS	\$12.48	061852
G 100-2110	OFFICE DEPOT CREDIT PLAN	FILM PROCESSING 12/31/02	\$234.98	061879
G 100-2110	ROMENS, KENNETH	CURRENT CHRGES-JAN'03	\$3,612.00	061890
G 100-2110	HUBBARD PARK LODGE	PLUMBING INSPECTIONS	\$3,166.36	061844
G 100-2110	LABOR ASSOCIATION OF WI INC	AWARDS/CHILD XMAS PRTY	\$85.00	061852
G 100-2226	ICMA	SEPT '02 PREMIUM	\$5,824.36	061773
G 100-2225	NORTH SHORE BANK	DEF COMP W/H 2/7/03	\$1,651.00	061771
G 100-2222	FLEXBEN CORPORATION	DEF COMP W/H 2/7/03	\$482.12	061770
G 100-2222	FLEXBEN CORPORATION	REIMB 03	\$10,303.77	061770
G 100-2110	WISCONSIN LEASING	REIMB 02	\$46.00	061769
G 100-2110	HOME DEPOT	WTR HTR LEASE	\$203.90	061761
G 100-2110	HOME DEPOT	MISC SUPPLIES	\$46.48	061761
G 100-2226	WISCONSIN SCTF	INCOME ORDERS WTR 2/7/03	\$1,589.65	061772
DEPT			\$31,839.09	
DEPT 100 VILLAGE BOARD				
E 100-10-100-5317	CNI NEWSPAPERS INC	PUBLICATIONS/AFFIDAVITS	\$479.36	061813
E 100-10-100-5633	T E BRENNAN CO	PROF SERVICES JAN'03	\$200.00	061906
E 100-10-100-5319	CAPRILE BARBARA G.	WINTER'03 BULLETIN	\$475.00	061806
DEPT 100 VILLAGE BOARD			\$1,154.36	
DEPT 110 VILLAGE MANAGER				
E 100-10-110-5141	BM&L JANITORIAL SERVICE	SERVICES 2/1-2/15/03	\$556.96	061799
E 100-10-110-5613	WE ENERGIES	GAS USAGE	\$137.54	061767
E 100-10-110-5621	APWA WISCONSIN CHAPTER	WORKSHOP 3/3-3/4/03	\$175.00	061789
E 100-10-110-5621	WI CITY/COUNTY MANAGEMENT ASSN	MARCH 5 '03 SEMINAR	\$10.00	061920
E 100-10-110-5521	U S CELLULAR	MGR -CURRENT CHARGES	\$10.67	061912
DEPT 110 VILLAGE MANAGER			\$690.17	
DEPT 120 CLERK-TREASURER				
E 100-10-120-5311	QUALITY COMPUTER SERVICE	ROLLER/LASER REPAIR	\$114.99	061886
E 100-10-120-5362	AUTOMATIC DATA PROCESSING INC	1/16/03 PROC. P/R	\$260.30	061792
E 100-10-120-5311	WELLS FARGO	SAFFE DEP BOX RENEWAL	\$26.00	061919

VILLAGE OF S...JREWOOD
BOARD BILL1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
E 100-10-120-5352	BANYON DATA SYSTEMS INC	'03 SOFTWARE SUPPORT	\$1,765.00	061796
DEPT 120 CLERK-TREASURER			\$2,186.29	
DEPT 130 DEPT OF COMMUNITY DEVELOPMENT				
R 100-10-130-4344	ANDERSEN PLUMBING	REFUND PLMG PERMIT	\$35.00	061788
E 100-10-130-5821	CAREERTRACK	REGIS. MICROSOFT WKSHOP	\$59.00	061807
E 100-10-130-5311	BOISE CASCADE OFFICE PRODUCTS	OFFICE SUPPLIES	\$135.59	061800
E 100-10-130-5311	BOISE CASCADE OFFICE PRODUCTS	OFFICE SUPPLIES	\$5.98	061800
E 100-10-130-5821	DCD - MISC	REG CODE UPDATE	\$120.00	061775
DEPT 130 DEPT OF COMMUNITY DEVELOPMENT			\$355.57	
DEPT 140 ASSESSOR				
E 100-10-140-5313	SHOREWOOD PRESS, THE	MISC LETTERS/ASSESSOR	\$96.00	061888
E 100-10-140-5141	WRONSKI, JAMES R	2/1-2/15/03 SERVICES	\$2,050.00	061925
E 100-10-140-5141	AD VALOREM INC	2/1-2/15/03	\$1,100.00	061782
DEPT 140 ASSESSOR			\$3,246.00	
DEPT 300 POLICE DEPARTMENT				
E 100-30-300-5311	CAMERA CENTER	T54221,23,26,87	\$36.33	061805
E 100-30-300-5362	CESH/COMPETITIVE EDGE SOFTWARE	TECH SUPPI/SOFTWARE LIC	\$1,425.00	061811
E 100-30-300-5325	LARK UNIFORM COMPANY	TROUSERS	\$315.80	061856
E 100-30-300-5315	SHOREWOOD POLICE DEPT	REIMBURSE MISC SUPPLIES	\$19.52	061897
E 100-30-300-5311	SHOREWOOD POLICE DEPT	REIMBURSE MISC SUPPLIES	\$87.58	061897
E 100-30-300-5141	BM&L JANITORIAL SERVICE	SERVICES 2/1-2/15/03	\$167.20	061799
E 100-30-300-5823	UNIVERSITY OF WI EXTENSION	REG FEE SCHRAITH	\$395.00	061759
R 100-30-300-4513	HARDY, NATASHA	REFD ON PRXG CITATIONS	\$450.00	061837
E 100-30-300-5325	LARK UNIFORM COMPANY	CURRENT CHARGES	\$163.90	061856
E 100-30-300-5521	SBC	KOUTNIK HD29003	\$50.14	061760
R 100-30-300-4311	REFUND - BAIL POSTED	NAMETAG	\$406.00	061762
E 100-30-300-5325	LARK UNIFORM COMPANY	HANDCUFF CASE/SHIRTS	\$8.95	061856
E 100-30-300-5325	LARK UNIFORM COMPANY	MEMO BOOKS	\$185.75	061856
E 100-30-300-5311	NORTH SHORE OFFICE SERVICES	MOTORCYCLE PINS	\$211.35	061877
E 100-30-300-5325	SUBURBAN MOTORS H-D	PATCH/FLAG	\$32.40	061803
E 100-30-300-5382	LARK UNIFORM COMPANY	REIMBURSE MISC SUPPLIES	\$3.00	061856
E 100-30-300-5325	SHOREWOOD POLICE DEPT		\$14.68	061897
E 100-30-300-5325	LARK UNIFORM COMPANY		\$227.75	061856
E 100-30-300-5325	LARK UNIFORM COMPANY		\$325.95	061856
E 100-30-300-5325	STREICHERS		\$120.16	061901
E 100-30-300-5325	MEEHAN, MICHAEL	MISC CLOTHING/EQUIP	\$1,027.89	061864
E 100-30-300-5383	WI DEPT OF JUSTICE - TIME	REIMBURSE CLOTHING	\$667.50	061921
E 100-30-300-5521	SBC	1/4LY TIME JAN-MAR'03	\$175.73	061892
E 100-30-300-5311	OFFICE DEPOT CREDIT PLAN	PD-CURRENT CHARGES	\$103.34	061879
		CURRENT CHRGES-JAN'03		

VILLAGE OF S. JREWOOD
BOARD BILL1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
DEPT 300 POLICE DEPARTMENT			\$6,320.94	
DEPT 320 OTHER PUBLIC SAFETY				
E 100-30-320-5719	TWIN CITY SECURITY INC	SERVICE 1/20-1/26/03	\$1,634.52	061911
E 100-30-320-5719	TWIN CITY SECURITY INC	SERV. 1/27-2/2/03	\$2,004.60	061911
DEPT 320 OTHER PUBLIC SAFETY			\$3,639.12	
DEPT 400 HEALTH DEPARTMENT				
E 100-40-400-5111	TOMASELLO, CYNTHIA	REIMB. SUPPLIES/MILEAGE	\$59.76	061909
E 100-40-400-5635	ROBERTSON EXTERMINATING CO	SERVICES JAN'03	\$100.00	061889
E 100-40-400-5513	WE ENERGIES	GAS USAGE	\$197.15	061767
E 100-40-400-5111	DAEKE, PATRICIA	REIMBURSE JAN MILEAGE	\$44.64	061920
DEPT 400 HEALTH DEPARTMENT			\$401.56	
DEPT 500 DPW ADMINISTRATION				
E 100-50-500-5325	AMERICAN MILLWORK & HARDWARE	DEERSKIN GLOVES	\$25.80	061786
E 100-50-500-5311	DPW PETTY CASH	REIMBURSE EXPENSES	\$87.82	061827
E 100-50-500-5325	PLUTA, STEVEN	REIMBURSE WRK CLOTHES	\$402.40	061884
E 100-50-500-5323	COMMERCIAL CARD SERVICES	MISC CHARGES	\$292.64	061777
E 100-50-500-5325	CHAPMAN, GUY	REIMBURSE CLOTHING	\$161.87	061812
DEPT 500 DPW ADMINISTRATION			\$950.53	
DEPT 510 MUNICIPAL GARAGE				
E 100-50-510-5335	HOMETOWN INC	UNLEADED GASOLINE	\$2,313.23	061843
E 100-50-510-5339	JEWEL FOOD STORES	MONTHLY CHARGE	\$253.89	061847
E 100-50-510-5333	DAN KRALL & CO INC	CYLINDER REPAIR	\$871.00	061822
E 100-50-510-5333	AMERICAN INDUSTRIAL	2/1-2/15/03	\$9.40	061784
E 100-50-510-5335	HOMETOWN INC	UNLEADED GASOLINE	\$1,642.47	061843
E 100-50-510-5333	CENTRAL TRUCK OF MILWAUKEE INC	CLAMPS	\$73.62	061810
E 100-50-510-5333	CARQUEST AUTO PARTS	JAN'03 MECH PARTS	\$1,275.07	061809
E 100-50-510-5333	HDR INC	HEATER RECORE	\$91.72	061839
E 100-50-510-5333	BRAKE & EQUIP CO INC	HOME AMBER/LITTLE/BULB	\$188.54	061802
E 100-50-510-5333	HYMESTYLE CUSTOM UPHOLSTERY	REPAIR TRUCK SEAT	\$110.00	061842
E 100-50-510-5333	NYHOLM SUPPLY CO, INC.	STARTER	\$124.60	061878
E 100-50-510-5513	WE ENERGIES	GAS USAGE	\$2,500.77	061767
E 100-50-510-5333	TRACTOR LOADER SALES, INC.	HANDLES	\$18.90	061910
E 100-50-510-5333	MILWAUKEE 2-WAY INC	KNOB CONTROL/KEY PAD	\$93.48	061889
DEPT 510 MUNICIPAL GARAGE			\$9,566.59	
DEPT 520 BUILDING MAINTENANCE				
E 100-50-520-5339	COMMERCIAL CARD SERVICES	MISC CHARGES	\$177.60	061777

VILLAGE OF S. BREWOOD
BOARD BILL 1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
E 100-50-520-5339	MAUTZ PAINT CO	TRAY LINERS/19988CB-CR	\$8.32	061861
E 100-50-520-5339	GRAINGER W W INC	GUN TORCH/FLR CTG/PAINT	\$248.26	061836
E 100-50-520-5339	CONNEY SAFETY PRODUCTS	SMOKING STANDS	\$258.20	061817
E 100-50-520-5339	BADGER LOCK & KEY SERVICE	LOCK CHANGE & KEYS	\$22.40	061793
E 100-50-520-5339	AMERICAN MILLWORK & HARDWARE	SUPPLIES-BLDG MAINT.	\$30.00	061788
E 100-50-520-5339	BADGER LOCK & KEY SERVICE	KEYS/DRAWER LOCK	\$16.47	061793
E 100-50-520-5339	FILLINGER, A INC	801188/800985/801249	\$178.45	061833
E 100-50-520-5339	OTIS ELEVATOR CO.	SERVICE 2/1-3/31/03	\$148.12	061883
E 100-50-520-5339	WORZELLA LUMBER CO INC	RED OAK SELBYR S2S KD	\$147.47	061924
E 100-50-520-5339	FILLINGER, A INC	SUPPLIES-BLDG MAINT.	\$116.44	061833
E 100-50-520-5339	GRAINGER W W INC	MISC SUPPLIES	\$359.38	061836
E 100-50-520-5339	THUEMLING INDUSTRIAL PRODUCTS	STEAM TRAPS FOR PD	\$709.72	061908
	DEPT 520 BUILDING MAINTENANCE		\$2,418.83	
	DEPT 522 HUBBARD LODGE			
E 100-50-522-5339	MCI WORLD COM	SECURITY LINE	\$50.04	061862
E 100-50-522-5339	WISCONSIN LEASING	WTR HTR LEASE	\$45.00	061769
	DEPT 522 HUBBARD LODGE		\$96.04	
	DEPT 533 RECYCLING			
E 100-50-533-5663	SUPERIOR OF WISCONSIN INC	CURBSIDE	\$9,217.20	061905
E 100-50-533-5663	SUPERIOR OF WISCONSIN INC	DPW	\$462.16	061905
E 100-50-533-5663	SUPERIOR OF WISCONSIN INC	SHS	\$187.25	061905
E 100-50-533-5663	SUPERIOR OF WISCONSIN INC	SIS	\$150.04	061905
E 100-50-533-5663	SUPERIOR OF WISCONSIN INC	VILL HALL/LIBRARY	\$76.48	061905
	DEPT 533 RECYCLING		\$10,093.13	
	DEPT 534 REFUSE DISPOSAL			
E 100-50-534-5663	SUPERIOR OF WISCONSIN INC	SIS	\$280.91	061905
E 100-50-534-5663	SUPERIOR OF WISCONSIN INC	VILL HALL/LIBRARY	\$216.56	061905
E 100-50-534-5663	SUPERIOR OF WISCONSIN INC	SHS	\$746.12	061905
E 100-50-534-5663	SUPERIOR OF WISCONSIN INC	ATWATER	\$385.43	061905
	DEPT 534 REFUSE DISPOSAL		\$1,629.02	
	DEPT 541 STREET LIGHTING			
E 100-50-541-5339	JA MAR ELECTRIC SUPPLY INC	ELEC DEPT STOCK	\$4,848.00	061846
E 100-50-541-5339	NEHER ELECTRIC SUPP INC	MISC ELEC SUPPLIES	\$42.31	061873
E 100-50-541-5339	ENDRIES, INC	6542199-00	\$93.73	061829
E 100-50-541-5339	ENDRIES, INC	65539802-01/803-00	\$152.15	061829
	DEPT 541 STREET LIGHTING		\$5,136.19	

VILLAGE OF S...JREWOOD
BOARD BILL1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
DEPT 542 STREET & ALLEY				
E 100-50-542-5339	SHERWIN INDUSTRIES INC	COLD PATCH	\$243.91	061895
E 100-50-542-5339	SHERWIN INDUSTRIES INC	ASPHALT COLD PATCH	\$159.05	061895
E 100-50-542-5339	COMMERCIAL CARD SERVICES	MISC CHARGES	\$218.03	061777
DEPT 542 STREET & ALLEY			\$620.99	
DEPT 544 STREET MARKING				
E 100-50-544-5339	LANGE ENTERPRISES	TRAFFIC CONES/UPRIGHTS	\$362.85	061854
DEPT 544 STREET MARKING			\$362.85	
DEPT 547 FORESTRY				
E 100-50-547-5665	UTILITY SALES & SERVICE	R03-01-06 & R03-01-07	\$2,000.00	061915
E 100-50-547-5339	VERMEER SALES & SERVICE INC	ARBOR FLEX	\$174.00	061916
E 100-50-547-5339	SHOREWOOD PRESS, THE	FORESTRY SHEETS	\$56.40	061898
E 100-50-547-5339	SAF-TECH	HARNESSES/SHOCK ABS.	\$328.84	061891
DEPT 547 FORESTRY			\$2,559.24	
DEPT 548 PARKS & BEAUTIFICATION				
E 100-50-548-5513	WE ENERGIES	GAS USAGE	\$290.79	061767
E 100-50-548-5513	WE ENERGIES	GAS USAGE	\$20.96	061767
DEPT 548 PARKS & BEAUTIFICATION			\$311.75	
DEPT 700 CONTINGENT				
E 100-70-700-5311	BOISE CASCADE OFFICE PRODUCTS	OFFICE SUPPLIES	\$54.00	061800
E 100-70-700-5316	HASLER, INC.	MTR RENT 2/12-5/11/03	\$181.50	061838
E 100-70-700-5513	WE ENERGIES	GAS USAGE	\$1,242.67	061767
E 100-70-700-5225	LABOR ASSOCIATION OF WI INC	FEB'03 PREMIUM	\$55.00	061852
E 100-70-700-5521	MCLEODUSA	CURRENT CHARGES	\$915.86	061863
E 100-70-700-5311	BOISE CASCADE OFFICE PRODUCTS	OFFICE SUPPLIES	\$170.30	061800
E 100-70-700-5313	KUBICHEK OFFICE PRODUCTS	COPIER LEASE/COPIES	\$351.39	061851
DEPT 700 CONTINGENT			\$2,970.72	
FUND 100 GENERAL FUND			\$86,748.97	

VILLAGE OF S. JREWOOD
BOARD BILL1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 101 SPECIAL REVENUE FUND				
DEPT				
G 101-2110	NORTH SHORE HEALTH DEPT	REIMBURSE TOBACCO GRANT	\$2,928.75	061876
G 101-2110	COMMERCIAL CARD SERVICES		\$70.00	061815
DEPT			<u>\$2,998.75</u>	
DEPT 110 VILLAGE MANAGER				
E 101-10-110-5412	DJ EXPRESS	ACTIVITY NITE 2/14/03	\$250.00	061776
DEPT 110 VILLAGE MANAGER			<u>\$250.00</u>	
DEPT 300 POLICE DEPARTMENT				
E 101-30-300-5430	SBC	CITY WATCH	\$119.26	061692
E 101-30-300-5430	AT&T	CURRENT CHARGES	\$27.59	061790
E 101-30-300-5431	WI DEPT OF TRANSPORTATION	NOTICE OF UNPAID CIT	\$1,090.00	061768
DEPT 300 POLICE DEPARTMENT			<u>\$1,236.85</u>	
DEPT 400 HEALTH DEPARTMENT				
E 101-40-400-5442	TOMASELLO, CYNTHIA	REIMBURSE MISC ITEMS	\$47.52	061909
E 101-40-400-5442	TOMASELLO, CYNTHIA	REIMB. SUPPLIES/MILEAGE	\$12.66	061909
E 101-40-400-5443	ACL INCORPORATED	HLTH DEPT PANEL #3	\$102.75	061781
E 101-40-400-5447	AMERITECH - WI CABS	FACILITY ACCESS SERVICE	\$620.37	061787
E 101-40-400-5446	IMPACT STRATEGIES, INC.	TOBACCO FREE COALITION	\$2,090.00	061845
DEPT 400 HEALTH DEPARTMENT			<u>\$2,873.30</u>	
FUND 101 SPECIAL REVENUE FUND			<u>\$7,358.90</u>	

VILLAGE OF S. JREWOOD

BOARD BILL 1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 103 CAPITAL PROJECTS FUND				
DEPT				
G 103-2110	LARK UNIFORM COMPANY	BODY ARMOUR	\$597.00	061856
G 103-2110	UNI-COMM CORPORATION	PAGING SYSTEM	\$20,964.00	061914
G 103-2110	COMMERCIAL CARD SERVICES	MISC CHARGES	\$485.74	061777
G 103-2110	COAKLEY BROS. CO.	LIBRARY	\$14,117.00	061814
G 103-2110	HNTB CORPORATION	STREET DESIGN& PLANS	\$195.00	061841
DEPT			<u>\$36,358.74</u>	
DEPT 130 DEPT OF COMMUNITY DEVELOPMENT				
E 103-10-130-5662	DAILY REPORTER (THE)	BID ANNOUNCE/AFFIDAVIT	\$95.71	061821
E 103-10-130-5662	HNTB CORPORATION	'03 ST.REHAB/SERV 12/02	\$11,007.00	061841
DEPT 130 DEPT OF COMMUNITY DEVELOPMENT			<u>\$11,102.71</u>	
DEPT 300 POLICE DEPARTMENT				
E 103-30-300-5923	ENFORCER GROUP, INC.	SOFTWARE SERVICES	\$5,637.08	061830
E 103-30-300-5923	SPILLMAN TECHNOLOGIES INC	SOFTWARE	\$30,367.00	061900
E 103-30-300-5923	COMPUTE INC	PRKG CITATION PROGRAM	\$292.50	061816
DEPT 300 POLICE DEPARTMENT			<u>\$36,296.58</u>	
DEPT 542 STREET & ALLEY				
E 103-50-542-5927	SCHMIDT ENGINEERING & EQUIP INC	SNOW FLOW	\$5,045.00	061893
DEPT 542 STREET & ALLEY			<u>\$5,045.00</u>	
DEPT 570 SEWER-ADMINISTRATION				
E 103-50-570-5929	FOX POINT VILLAGE	STORMWTR MONITORING	\$87.90	061834
DEPT 570 SEWER-ADMINISTRATION			<u>\$87.90</u>	
FUND 103 CAPITAL PROJECTS FUND				
			<u>\$68,890.93</u>	

VILLAGE OF S. JREWOOD
BOARD BILL1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 104 TIF #1				
DEPT				
G 104-2110	CARL KOPPS & ASSOCIATES	TIF-J NORTH 12'02 & 01'03	\$255.00	061808
DEPT			\$255.00	
DEPT 130 DEPT OF COMMUNITY DEVELOPMENT				
E 104-10-130-5634	CARL KOPPS & ASSOCIATES	TIF-J NORTH 12'02 & 01'03	\$802.50	061808
DEPT 130 DEPT OF COMMUNITY DEVELOPMENT			\$802.50	
FUND 104 TIF #1			\$1,057.50	

VILLAGE OF S. JREWOOD
BOARD BILL 1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 106 LIBRARY				
DEPT				
G 106-2110	MILW CO FEDERATED LIB SYSTEM	4TH QUARTER '02 CHARGES	\$272.40	061866
G 106-2110	MURPHY, MARLENE	REIMBURSE EXPENSES	\$130.73	061871
G 106-2110	MILW CO FEDERATED LIB SYSTEM	4TH QUARTER '02 CHARGES	\$131.54	061866
G 106-2110	MURPHY, MARLENE	REIMBURSE EXPENSES	\$51.42	061871
G 106-2110	COMMERCIAL CARD SERVICES		\$31.21	061815
G 106-2110	WE ENERGIES	USAGE 11/22/02-1/29/03	\$272.84	061916
G 106-2110	LANDMARK AUDIOBOOKS	11 BOOKS ON CD	\$459.70	061853
G 106-2110	HERRICK, MARY ANNE	REIMBURSE MILEAGE	\$12.96	061840
G 106-2110	SHIMON, NANCY	REIMBURSE MILEAGE	\$18.25	061896
G 106-2110	AT&T	LIB. LONG DISTANCE DEC	\$89.49	061790
DEPT			\$1,470.34	
DEPT 200 LIBRARY				
E 106-20-200-5345	BAKER & TAYLOR	MISC TITLES	\$6.79	061794
E 106-20-200-5339	BAKER & TAYLOR	MISC TITLES	\$15.91	061794
E 106-20-200-5311	COMMERCIAL CARD SERVICES		\$48.72	061815
E 106-20-200-5311	GAYLORD BROS	TRANSPARENT FILES	\$44.84	061835
E 106-20-200-5343	BAKER & TAYLOR	MISC TITLES	\$565.72	061794
E 106-20-200-5339	QUILL CORPORATION	MISC SUPPLIES	\$229.00	061887
E 106-20-200-5311	QUILL CORPORATION	MISC SUPPLIES	\$37.27	061887
E 106-20-200-5346	BAKER & TAYLOR, INC	25 CD'S	\$343.91	061795
E 106-20-200-5311	QUILL CORPORATION	MISC SUPPLIES	\$45.98	061887
E 106-20-200-5321	SBC	CURRENT CHARGES-1/03	\$304.95	061892
E 106-20-200-5342	LUCK, KATHY	2/12 PERFORMANCE	\$125.00	061860
E 106-20-200-5311	OFFICE DEPOT CREDIT PLAN	MISC SUPPLIES	\$156.72	061879
E 106-20-200-5339	BAKER & TAYLOR	MISC TITLES	\$0.43	061794
E 106-20-200-5344	BAKER & TAYLOR	MISC TITLES	\$88.07	061794
E 106-20-200-5513	WE ENERGIES	GAS USAGE	\$1,765.15	061767
E 106-20-200-5141	BM&L JANITORIAL SERVICE	SERVICES 2/1-2/15/03	\$82.73	061799
E 106-20-200-5339	DEMCO	MISC SUPPLIES/SUBSCRIPTIONS	\$432.39	061825
E 106-20-200-5650	HERRICK, MARY ANNE	REIMBURSE MILEAGE	\$5.04	061840
E 106-20-200-5323	WI LIBRARY ASSN	'03 MEMBERSHIPS	\$573.00	061923
E 106-20-200-5521	U S CELLULAR	LIB.-CURRENT CHARGES	\$49.31	061912
E 106-20-200-5511	WE ENERGIES	USAGE 11/22/02-1/29/03	\$285.99	061916
E 106-20-200-5347	DEMCO	MISC SUPPLIES/SUBSCRIPTIONS	\$143.90	061825
E 106-20-200-5345	KRUKOWSKI & COSTELLO	EMPLOY. LAW MANUAL	\$66.95	061850
E 106-20-200-5650	AMERICAN LIBRARY ASSOC	RENEWAL E. CAREY	\$195.00	061785
E 106-20-200-5311	DEMCO	MISC SUPPLIES/SUBSCRIPTIONS	\$32.78	061825
DEPT 200 LIBRARY			\$6,446.55	

VILLAGE OF S. JREWOOD
BOARD BILL 1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
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FUND 106 LIBRARY

\$7,916.89

VILLAGE OF S. JREWOOD
BOARD BILL1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 107 ELDER SERVICES FUND				
DEPT 110 VILLAGE MANAGER				
E 107-10-110-5311	STRUCK, ALICE	1/8/03 SRC PAINT CLASS	\$57.00	061902
E 107-10-110-5311	SRC MISC	DOUG HANSE 2/5 PROG	\$50.00	061774
E 107-10-110-5311	MODE, RUTH	2/3/03 SRC PAINT CLASS	\$40.00	061870
E 107-10-110-5311	AUBRY, GARY	2/11/03 SRC-MEN'S BREAKFAST	\$25.00	061791
E 107-10-110-5613	WE ENERGIES	GAS USAGE	\$192.56	061767
E 107-10-110-5311	PAY, BEVERLY	2/12/03 SRC PROGRAM	\$50.00	061831
E 107-10-110-5633	CAPRIE BARBARA G.	PROD. FEBRUARY CARD	\$170.00	061806
E 107-10-110-5311	BLINKHORN, LOIS	2/24/03 BOOK REVIEW	\$25.00	061798
	DEPT 110 VILLAGE MANAGER		\$608.56	
	FUND 107 ELDER SERVICES FUND		\$608.56	

VILLAGE OF S...DREWOOD
BOARD BILL 1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 108 LIBRARY-BUILDING				
DEPT				
G 108-2110	BRAUN ELEVATOR COMPANY	LIBRARY PROJECT	\$1,860.30	061803
G 108-2110	OLDCASTLE GLASS	LIBRARY PROJECT	\$147.11	061881
G 108-2110	DECANIO BUILDERS SUPPLY CO INC	LIBRARY PROJECT	\$5,297.09	061824
G 108-2110	MILW CO FEDERATED LIB SYSTEM	4TH QUARTER '02 CHARGES	\$4,772.66	061866
G 108-2110	WB CORP	LIBRARY PROJECT	\$29,580.75	061917
G 108-2110	LARSEN, ERV LANDSCAPE & SUPPL	LIBRARY PROJECT	\$8,961.75	061857
G 108-2110	SULLIVAN BROS., INC.	LIBRARY PROJECT	\$10,513.80	061904
DEPT			\$61,133.46	
DEPT 132 DCD-LIBRARY-SUPPLIES				
E 108-10-132-5061	OLDCASTLE GLASS	LIBRARY PROJECT	\$11,746.79	061881
DEPT 132 DCD-LIBRARY-SUPPLIES			\$11,746.79	
DEPT 200 LIBRARY				
E 108-20-200-5912	K-TECH	END PANEL SIGNAGE	\$4,814.80	061848
E 108-20-200-5921	LIBRARY VIDEO COMPANY	W000315910001(YA VIDEOS)	\$75.65	061859
E 108-20-200-5921	AMAZON.COM CREDIT	10 DVD'S	\$166.45	061783
E 108-20-200-5921	BWI	28 TITLES	\$99.36	061804
E 108-20-200-5921	BAKER & TAYLOR	MISC TITLES	\$83.61	061794
DEPT 200 LIBRARY			\$6,241.87	
FUND 108 LIBRARY-BUILDING			\$78,122.12	

VILLAGE OF S. JREWOOD
BOARD BILL 1

Account	Search Name	Comments	Drf/Cr Amt	CHECK #
FUND 200 PARKING UTILITY FUND				
DEPT				
G 200-2510	WI DEPT OF REVENUE	JAN03 SALES TAX	\$708.64	061922
DEPT			\$708.64	
DEPT 580 PARKING				
E 200-50-580-5826	SCHOOL DISTRICT OF SHOREWOOD	JAN 03 PARKING PERMITS	\$180.00	061894
E 200-50-580-5824	TCF BANK	JAN03 PARKING PERMITS	\$138.00	061907
E 200-50-580-5827	SCHOOL DISTRICT OF SHOREWOOD		\$840.00	061894
E 200-50-580-5825	ULLRICH, JOSEPH	JAN03 PARKING PERMITS	\$170.00	061813
E 200-50-580-5828	SCHOOL DISTRICT OF SHOREWOOD		\$240.00	061894
E 200-50-580-5828	SCHOOL DISTRICT OF SHOREWOOD	JAN 03 PARKING PERMITS	\$48.00	061894
E 200-50-580-5822	EINSTEIN BAGELS	JAN 03 PARKING PERMITS	\$102.00	061828
E 200-50-580-5829	SCHOOL DISTRICT OF SHOREWOOD	JAN 03 PARKING PERMITS	\$96.00	061894
R 200-50-580-4397	KOEPKE, RICHARD	REED FEB. FEERICK PRKG	\$35.00	061849
E 200-50-580-5824	TCF BANK	JAN 03 PARKING PERMITS	\$324.00	061907
E 200-50-580-5825	ULLRICH, JOSEPH	JAN 03 PARKING PERMITS	\$187.00	061913
E 200-50-580-5829	SCHOOL DISTRICT OF SHOREWOOD		\$600.00	061894
E 200-50-580-5830	NORTH SHORE BANK	JAN 03 PARKING PERMITS	\$335.00	061875
E 200-50-580-5827	SCHOOL DISTRICT OF SHOREWOOD	JAN03 PARKING PERMITS	\$300.00	061894
E 200-50-580-5821	LEGION POST	JAN 03 PARKING PERMIT	\$204.00	061858
E 200-50-580-5833	OGDEN DEVELOPMENT GROUP	JAN 03 PARKING PERMITS	\$442.00	061880
E 200-50-580-5830	NORTH SHORE BANK	JAN 03 PARKING PERMITS	\$192.00	061875
E 200-50-580-5835	BGB REAL ESTATE LCG	JAN 03 PARKING PERMITS	\$24.00	061797
E 200-50-580-5833	OGDEN DEVELOPMENT GROUP	JAN 03 PARKING PERMITS	\$357.00	061880
E 200-50-580-5822	EINSTEIN BAGELS	JAN 03 PARKING PERMITS	\$782.00	061828
E 200-50-580-5834	FEERICK FUNERAL HOME	JAN 03 PARKING PERMITS	\$360.00	061832
E 200-50-580-5834	FEERICK FUNERAL HOME	JAN 03 PARKING PERMITS	\$312.00	061832
E 200-50-580-5826	SCHOOL DISTRICT OF SHOREWOOD	JAN 03 PARKING PERMITS	\$96.00	061894
E 200-50-580-5821	LEGION POST	JAN 03 PARKING PERMITS	\$1,207.00	061858
DEPT 580 PARKING			\$7,572.00	
FUND 200 PARKING UTILITY FUND			\$8,280.64	

VILLAGE OF S. JREWOOD
BOARD BILL 1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 201 WATER UTILITY FUND				
DEPT 560 WATER-ADMINISTRATION		12/30/02-1/31/03	\$44,965.40	061868
E 201-50-560-5351 MILW WATER WORKS		OFFICE SUPPLIES	\$35.21	061818
E 201-50-560-5311 CORPORATE EXPRESS INC				
DEPT 560 WATER-ADMINISTRATION			<u>\$45,000.61</u>	
DEPT 562 WATER-MAINTENANCE/MAINS				
E 201-50-562-5640 NATIONAL WATERWORKS, INC.		PARTS WATER/SEWER	\$1,830.35	061872
E 201-50-562-5640 ZIGNEGO READY MIX INC		WI SLURRY #1	\$2,652.00	061926
DEPT 562 WATER-MAINTENANCE/MAINS			<u>\$4,482.35</u>	
DEPT 566 WATER-MAINTENANCE/MISC-PLANT				
E 201-50-566-5640 POLLARD CO INC, JOSEPH G.		GATE VALVE KEY FIXED	\$110.33	061885
DEPT 566 WATER-MAINTENANCE/MISC-PLANT			<u>\$110.33</u>	
DEPT 567 WATER-CUSTOMER ACCOUNTS				
E 201-50-567-5315 BONDED MESSENGER SERVICE INC		1/03 UTILITY BILL DELIVERY	\$3.15	061801
DEPT 567 WATER-CUSTOMER ACCOUNTS			<u>\$3.15</u>	
FUND 201 WATER UTILITY FUND			<u>\$49,596.44</u>	

VILLAGE OF S... BREWOOD
BOARD BILL 1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 202 SEWER UTILITY FUND				
DEPT 570 SEWER-ADMINISTRATION				
E 202-50-570-5313 LANIER WORLDWIDE		COPIER LEASE	\$177.21	061855
E 202-50-570-5311 COMMERCIAL CARD SERVICES		MISC CHARGES	\$25.00	061777
DEPT 570 SEWER-ADMINISTRATION			<u>\$202.21</u>	
DEPT 571 SEWER-MAINTENANCE SEWER				
E 202-50-571-5640 SNAP ON TOOLS CORP		PRY BAR	\$86.00	061899
E 202-50-571-5640 NEW VALLEY SAND & GRAVEL		DRY FILL	\$80.00	061874
E 202-50-571-5640 MEYER MATERIAL CO.		TORPEDO SAND	\$346.50	061865
DEPT 571 SEWER-MAINTENANCE SEWER			<u>\$512.50</u>	
DEPT 573 SEWER-CATCH BASIN REHAB				
E 202-50-573-5640 MEYER MATERIAL CO.		MASON SAND	\$106.25	061865
DEPT 573 SEWER-CATCH BASIN REHAB			<u>\$106.25</u>	
DEPT 574 SEWER-CUSTOMER ACCOUNTS				
E 202-50-574-5315 BONDED MESSENGER SERVICE INC			\$3.15	061801
DEPT 574 SEWER-CUSTOMER ACCOUNTS			<u>\$3.15</u>	
FUND 202-SEWER UTILITY FUND			<u>\$824.11</u>	

VILLAGE OF S. JREWOOD
BOARD BILL1

Account	Search Name	Comments	Dr/Cr Amt	CHECK #
FUND 300	PROPERTY TAX FUND			
DEPT				
G 300-2120	PROPERTY TAX REFUNDS	181-3297	\$96.21	061766
G 300-2120	PROPERTY TAX REFUNDS	181-2146	\$500.00	061765
G 300-2120	PROPERTY TAX REFUNDS	181-857	\$98.99	061764
G 300-2120	PROPERTY TAX REFUNDS	181-3868	\$2,179.49	061763
G 300-2120	PROPERTY TAX REFUNDS	181-2695	\$4,141.31	061776
DEPT			\$7,116.00	
FUND 300	PROPERTY TAX FUND		\$7,116.00	

VILLAGE OF S...JREWOOD
BOARD BILL1

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\$336,522.06

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1111 BANK ONE

Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
1111 BANK ONE					
Paid Chk# 061781	2/12/2003	ACL INCORPORATED			
E 101-40-400-5443		PREVENTIVE HEALTH PROG	\$102.75	200301-0	HLTH DEPT PANEL #3
		Total ACL INCORPORATED	\$102.75		
Paid Chk# 061782	2/12/2003	AD VALOREM INC			
E 100-10-140-5141		CONTRACTED SERVICES	\$1,100.00		2/1-2/15/03
		Total AD VALOREM INC	\$1,100.00		
Paid Chk# 061783	2/12/2003	AMAZON.COM CREDIT			
E 108-20-200-5921		OFFICE EQUIPMENT	\$168.45		10 DVD'S
		Total AMAZON.COM CREDIT	\$168.45		
Paid Chk# 061784	2/12/2003	AMERICAN INDUSTRIAL			
E 100-50-510-5333		VEHICLE MAINTENANCE	\$9.40		2/1-2/15/03
		Total AMERICAN INDUSTRIAL	\$9.40		
Paid Chk# 061785	2/12/2003	AMERICAN LIBRARY ASSOC			
E 106-20-200-5650		CONTINUING EDUCATION	\$195.00		RENEWAL E. CAREY
		Total AMERICAN LIBRARY ASSOC	\$195.00		
Paid Chk# 061786	2/12/2003	AMERICAN MILLWORK & HARDWARE			
E 100-50-500-5325		UNIFORM EXPENSE	\$25.80	54583	DEERSKIN GLOVES
E 100-50-520-5339		DEPARTMENT SUPPLIES	\$30.00	54769	SUPPLIES-BLDG MAINT.
		Total AMERICAN MILLWORK & HARDWARE	\$55.80		
Paid Chk# 061787	2/12/2003	AMERITECH - WI CABS			
E 101-40-400-5447		HEALTH AREA NETWORK HA	\$620.37	02359/03025	FACILITY ACCESS SERVICE
		Total AMERITECH - WI CABS	\$620.37		
Paid Chk# 061788	2/12/2003	ANDERSEN PLUMBING			
R 100-10-130-4344		DCD INSPECTION FEES	\$35.00		REFUND PLMG PERMIT
		Total ANDERSEN PLUMBING	\$35.00		
Paid Chk# 061789	2/12/2003	APWA WISCONSIN CHAPTER			
E 100-10-110-5621		CONVENTIONS AND SEMINA	\$175.00		WORKSHOP 3/3-3/4/03
		Total APWA WISCONSIN CHAPTER	\$175.00		
Paid Chk# 061790	2/12/2003	AT&T			
E 101-30-300-5430		CITY WATCH GRANT REVEN	\$27.59		CURRENT CHARGES
G 106-2110		VOUCHERS PAYABLE	\$89.49		LIB. LONG DISTANCE DEC
		Total AT&T	\$117.08		
Paid Chk# 061791	2/12/2003	AUBRY, GARY			
E 107-10-110-5311		OFFICE SUPPLIES	\$25.00		2/11/03 SRC-MEN'S BREAKFAST
		Total AUBRY, GARY	\$25.00		
Paid Chk# 061792	2/12/2003	AUTOMATIC DATA PROCESSING INC			
E 100-10-120-5362		DATA PROCESSING	\$260.30		1/18//03 PROC. P/R

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	Check Amt	Invoice	Comment
Total AUTOMATIC DATA PROCESSING INC	\$260.30		
Paid Chk# 061793 2/12/2003 BADGER LOCK & KEY SERVICE			
E 100-50-520-5339 DEPARTMENT SUPPLIES	\$22.40	193382/17865	LOCK CHANGE & KEYS
E 100-50-520-5339 DEPARTMENT SUPPLIES	\$16.47	19393/19325	KEYS/DRAWER LOCK
Total BADGER LOCK & KEY SERVICE	\$38.87		
Paid Chk# 061794 2/12/2003 BAKER & TAYLOR			
E 106-20-200-5339 DEPARTMENT SUPPLIES	\$0.43		MISC TITLES
E 108-20-200-5921 OFFICE EQUIPMENT	\$83.61		MISC TITLES
E 106-20-200-5343 ADULT MATERIALS	\$565.72		MISC TITLES
E 106-20-200-5344 JUVENILE MATERIALS	\$88.07		MISC TITLES
E 106-20-200-5339 DEPARTMENT SUPPLIES	\$15.91		MISC TITLES
E 106-20-200-5345 REFERENCE CONTINUATION	\$6.79		MISC TITLES
Total BAKER & TAYLOR	\$760.53		
Paid Chk# 061795 2/12/2003 BAKER & TAYLOR, INC			
E 106-20-200-5346 A/V MATERIALS	\$343.91	B10511740	25 CD'S
Total BAKER & TAYLOR, INC	\$343.91		
Paid Chk# 061796 2/12/2003 BANYON DATA SYSTEMS INC			
E 100-10-120-5362 DATA PROCESSING	\$1,785.00	9912	'03 SOFTWARE SUPPORT
Total BANYON DATA SYSTEMS INC	\$1,785.00		
Paid Chk# 061797 2/12/2003 BGB REAL ESTATE LCC			
E 200-50-580-5835 MRI LOT	\$24.00		JAN 03 PARKING PERMITS
Total BGB REAL ESTATE LCC	\$24.00		
Paid Chk# 061798 2/12/2003 BLINKHORN, LOIS			
E 107-10-110-5311 OFFICE SUPPLIES	\$25.00		2/24/03 BOOK REVIEW
Total BLINKHORN, LOIS	\$25.00		
Paid Chk# 061799 2/12/2003 BM&L JANITORIAL SERVICE			
E 100-10-110-5141 CONTRACTED SERVICES	\$556.96		SERVICES 2/1-2/15/03
E 100-30-300-5141 CONTRACTED SERVICES	\$167.20		SERVICES 2/1-2/15/03
E 106-20-200-5141 CONTRACTED SERVICES	\$882.73		SERVICES 2/1-2/15/03
Total BM&L JANITORIAL SERVICE	\$1,606.89		
Paid Chk# 061800 2/12/2003 BOISE CASCADE OFFICE PRODUCTS			
E 100-10-130-5311 OFFICE SUPPLIES	\$135.59	850438	OFFICE SUPPLIES
E 100-70-700-5311 OFFICE SUPPLIES	\$54.00	850438	OFFICE SUPPLIES
E 100-70-700-5311 OFFICE SUPPLIES	\$170.30	989510	OFFICE SUPPLIES
E 100-10-130-5311 OFFICE SUPPLIES	\$5.98	989510	OFFICE SUPPLIES
Total BOISE CASCADE OFFICE PRODUCTS	\$365.87		
Paid Chk# 061801 2/12/2003 BONDED MESSENGER SERVICE INC			
E 202-50-574-5315 POSTAGE EXPENSE	\$3.15		
E 201-50-567-5315 POSTAGE EXPENSE	\$3.15	01266069	1/03 UTILITY BILL DELIVERY

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		Check Amt	Invoice	Comment
Total BONDED MESSENGER SERVICE INC		\$6.30		
Paid Chk#	061802	2/12/2003	BRAKE & EQUIP CO INC	
	E 100-50-510-5333	VEHICLE MAINTENANCE	\$188.54	01-147562 DOME AMBER/LITTLITE/BULB
	Total BRAKE & EQUIP CO INC		\$188.54	
Paid Chk#	061803	2/12/2003	BRAUN ELEVATOR COMPANY	
	G 108-2110	VOUCHERS PAYABLE	\$1,860.30	LIBRARY PROJECT
	Total BRAUN ELEVATOR COMPANY		\$1,860.30	
Paid Chk#	061804	2/12/2003	BWI	
	E 108-20-200-5921	OFFICE EQUIPMENT	\$99.36	1427265 28 TITLES
	Total BWI		\$99.36	
Paid Chk#	061805	2/12/2003	CAMERA CENTER	
	E 100-30-300-5311	OFFICE SUPPLIES	\$36.33	T54221,23,26,87
	Total CAMERA CENTER		\$36.33	
Paid Chk#	061806	2/12/2003	CAPRILE BARBARA G.	
	E 107-10-110-5633	PROFESSIONAL FEES	\$170.00	PROD. FEBRUARY CARD
	E 100-10-100-5319	QUARTERLY BULLETIN	\$475.00	WINTER'03 BULLETIN
	Total CAPRILE BARBARA G.		\$645.00	
Paid Chk#	061807	2/12/2003	CAREERTRACK	
	E 100-10-130-5621	CONVENTIONS AND SEMINA	\$59.00	REGIS. MICROSOFT WKSHOP
	Total CAREERTRACK		\$59.00	
Paid Chk#	061808	2/12/2003	CARL KOPPS & ASSOCIATES	
	E 104-10-130-5634	RELOCATION EXPENSES	\$802.50	TIF-I NORTH 12'02 & 01'03
	G 104-2110	VOUCHERS PAYABLE	\$255.00	TIF-I NORTH 12'02 & 01'03
	Total CARL KOPPS & ASSOCIATES		\$1,057.50	
Paid Chk#	061809	2/12/2003	CARQUEST AUTO PARTS	
	E 100-50-510-5333	VEHICLE MAINTENANCE	\$1,275.07	JAN'03 MECH PARTS
	Total CARQUEST AUTO PARTS		\$1,275.07	
Paid Chk#	061810	2/12/2003	CENTRAL TRUCK OF MILWAUKEE INC	
	E 100-50-510-5333	VEHICLE MAINTENANCE	\$73.62	253057/25307 CLAMPS
	Total CENTRAL TRUCK OF MILWAUKEE INC		\$73.62	
Paid Chk#	061811	2/12/2003	CESI/COMPETITIVE EDGE SOFTWARE	
	E 100-30-300-5362	DATA PROCESSING	\$1,425.00	2068 TECH SUPP/SOFTWARE LIC
	Total CESI/COMPETITIVE EDGE SOFTWARE		\$1,425.00	
Paid Chk#	061812	2/12/2003	CHAPMAN, GUY	
	E 100-50-500-5325	UNIFORM EXPENSE	\$161.87	REIMBURSE CLOTHING
	Total CHAPMAN, GUY		\$161.87	
Paid Chk#	061813	2/12/2003	CNI NEWSPAPERS INC	

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			Check Amt	Invoice	Comment
E 100-10-100-5317	DOCUMENT FEES		\$479.36	61467	PUBLICATIONS/AFFIDAVITS
	Total CNI NEWSPAPERS INC		\$479.36		
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Paid Chk# 061814	2/12/2003	COAKLEY BROS. CO.			
G 103-2110	VOUCHERS PAYABLE		\$14,117.00	0078426-IN	LIBRARY
	Total COAKLEY BROS. CO.		\$14,117.00		
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Paid Chk# 061815	2/12/2003	COMMERCIAL CARD SERVICES			
E 106-20-200-5311	OFFICE SUPPLIES		\$48.72		
G 106-2110	VOUCHERS PAYABLE		\$31.21		
G 101-2110	VOUCHERS PAYABLE		\$70.00		
	Total COMMERCIAL CARD SERVICES		\$149.93		
<hr/>					
Paid Chk# 061816	2/12/2003	COMPUTE INC			
E 103-30-300-5923	DATA PROCESSING EQUIPM		\$292.50	10449	PRKG CITATION PROGRAM
	Total COMPUTE INC		\$292.50		
<hr/>					
Paid Chk# 061817	2/12/2003	CONNEY SAFETY PRODUCTS			
E 100-50-520-5339	DEPARTMENT SUPPLIES		\$258.20	01986079	SMOKING STANDS
	Total CONNEY SAFETY PRODUCTS		\$258.20		
<hr/>					
Paid Chk# 061818	2/12/2003	CORPORATE EXPRESS INC			
E 201-50-560-5311	OFFICE SUPPLIES		\$35.21	39919846/399	OFFICE SUPPLIES
	Total CORPORATE EXPRESS INC		\$35.21		
<hr/>					
Paid Chk# 061819	2/12/2003	CREDIT MANAGEMENT SERVICES			
G 100-1346	2001 DEL PP TAX		\$445.48		DEBTOR-YAYA GREEK KITCHEN
	Total CREDIT MANAGEMENT SERVICES		\$445.48		
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Paid Chk# 061820	2/12/2003	DAEKE, PATRICIA			
E 100-40-400-5111	SALARIES		\$44.64		REIMBURSE JAN MILEAGE
	Total DAEKE, PATRICIA		\$44.64		
<hr/>					
Paid Chk# 061821	2/12/2003	DAILY REPORTER (THE)			
E 103-10-130-5652	STREET RESURFACING		\$95.71	10600975	BID ANNOUNCE/AFFIDAVIT
	Total DAILY REPORTER (THE)		\$95.71		
<hr/>					
Paid Chk# 061822	2/12/2003	DAN KRALL & CO INC			
E 100-50-510-5333	VEHICLE MAINTENANCE		\$871.00	03-1083	CYLINDER REPAIR
	Total DAN KRALL & CO INC		\$871.00		
<hr/>					
Paid Chk# 061823	2/12/2003	DCD PETTY CASH			
G 100-2110	VOUCHERS PAYABLE		\$75.63		DCD REIMBURSE MISC
G 100-2110	VOUCHERS PAYABLE		\$10.40		
	Total DCD PETTY CASH		\$86.03		
<hr/>					
Paid Chk# 061824	2/12/2003	DECANIO BUILDERS SUPPLY CO INC			
G 108-2110	VOUCHERS PAYABLE		\$5,297.09	81447	LIBRARY PROJECT

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	Check Amt	Invoice	Comment
Total DECANIO BUILDERS SUPPLY CO INC	\$5,297.09		
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Paid Chk# 061825 2/12/2003 DEMCO			
E 106-20-200-5339 DEPARTMENT SUPPLIES	\$432.39		MISC SUPPLIES/SUBSCRIPTIONS
E 106-20-200-5311 OFFICE SUPPLIES	\$32.78		MISC SUPPLIES/SUBSCRIPTIONS
E 106-20-200-5347 PERIODICALS	\$143.90		MISC SUPPLIES/SUBSCRIPTIONS
Total DEMCO	\$609.07		
<hr/>			
Paid Chk# 061826 2/12/2003 DIEDRICH ELECTRIC INC			
G 100-2110 VOUCHERS PAYABLE	\$2,695.70		ELEC/OCCUPANCY INSPECTIONS
Total DIEDRICH ELECTRIC INC	\$2,695.70		
<hr/>			
Paid Chk# 061827 2/12/2003 DPW PETTY CASH			
E 100-50-500-5311 OFFICE SUPPLIES	\$67.82		REIMBURSE EXPENSES
Total DPW PETTY CASH	\$67.82		
<hr/>			
Paid Chk# 061828 2/12/2003 EINSTEIN BAGELS			
E 200-50-580-5822 EINSTEIN BAGEL LOT	\$102.00		JAN 03 PARKING PERMITS
E 200-50-580-5822 EINSTEIN BAGEL LOT	\$782.00		JAAN 03 PARKING PERMITS
Total EINSTEIN BAGELS	\$884.00		
<hr/>			
Paid Chk# 061829 2/12/2003 ENDRIES, INC			
E 100-50-541-5339 DEPARTMENT SUPPLIES	\$93.73		6542199-00
E 100-50-541-5339 DEPARTMENT SUPPLIES	\$152.15		665536802-01/803-00
Total ENDRIES, INC	\$245.88		
<hr/>			
Paid Chk# 061830 2/12/2003 ENFORCER GROUP, INC.			
E 103-30-300-5923 DATA PROCESSING EQUIPM	\$5,637.08	M377	SOFTWARE SERVICES
Total ENFORCER GROUP, INC.	\$5,637.08		
<hr/>			
Paid Chk# 061831 2/12/2003 FAY, BEVERLY			
E 107-10-110-5311 OFFICE SUPPLIES	\$50.00		2/12/03 SRC PROGRAM
Total FAY, BEVERLY	\$50.00		
<hr/>			
Paid Chk# 061832 2/12/2003 FEERICK FUNERAL HOME			
E 200-50-580-5834 FEERICK LOT RENT	\$312.00		JAN 03 PARKING PERMITS
E 200-50-580-5834 FEERICK LOT RENT	\$360.00		JAN 03 PARKING PERMITS
Total FEERICK FUNERAL HOME	\$672.00		
<hr/>			
Paid Chk# 061833 2/12/2003 FILLINGER, A INC			
E 100-50-520-5339 DEPARTMENT SUPPLIES	\$178.45		801166/800985/801249
E 100-50-520-5339 DEPARTMENT SUPPLIES	\$116.44	801934	SUPPLIES-BLDG MAINT.
Total FILLINGER, A INC	\$294.89		
<hr/>			
Paid Chk# 061834 2/12/2003 FOX POINT VILLAGE			
E 103-50-570-5929 OTHER EQUIPMENT	\$87.90		STORMWTR MONITORING
Total FOX POINT VILLAGE	\$87.90		
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Paid Chk# 061835 2/12/2003 GAYLORD BROS			

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E 106-20-200-5311	OFFICE SUPPLIES		\$44.84	372241	TRANSPARENT FILES
	Total GAYLORD BROS		\$44.84		
Paid Chk# 061836	2/12/2003	GRAINGER W W INC			
E 100-50-520-5339	DEPARTMENT SUPPLIES		\$248.26		GUN TORCH/FLR CTG/PAINT
E 100-50-520-5339	DEPARTMENT SUPPLIES		\$359.38	323000861-1	MISC SUPPLIES
	Total GRAINGER W W INC		\$607.64		
Paid Chk# 061837	2/12/2003	HARDY, NATASHA			
R 100-30-300-4513	PARKING FINES		\$450.00		REFD ON PRKG CITATIONS
	Total HARDY, NATASHA		\$450.00		
Paid Chk# 061838	2/12/2003	HASLER, INC.			
E 100-70-700-5315	POSTAGE EXPENSE		\$181.50	03446844	MTR RENT 2/12-5/11/03
	Total HASLER, INC.		\$181.50		
Paid Chk# 061839	2/12/2003	HDR INC			
E 100-50-510-5333	VEHICLE MAINTENANCE		\$91.72	5633	HEATER RECORE
	Total HDR INC		\$91.72		
Paid Chk# 061840	2/12/2003	HERRICK, MARY ANNE			
G 106-2110	VOUCHERS PAYABLE		\$12.96		REIMBURSE MILEAGE
E 106-20-200-5650	CONTINUING EDUCATION		\$5.04		REIMBURSE MILEAGE
	Total HERRICK, MARY ANNE		\$18.00		
Paid Chk# 061841	2/12/2003	HNTB CORPORATION			
E 103-10-130-5652	STREET RESURFACING		\$11,007.00	137945DS001	'03 ST.REHAB/SERV 12/02
G 103-2110	VOUCHERS PAYABLE		\$195.00	1734827DS00	STREET DESIGN& PLANS
	Total HNTB CORPORATION		\$11,202.00		
Paid Chk# 061842	2/12/2003	HOMESTYLE CUSTOM UPHOLSTERY			
E 100-50-510-5333	VEHICLE MAINTENANCE		\$110.00		REPAIR TRUCK SEAT
	Total HOMESTYLE CUSTOM UPHOLSTERY		\$110.00		
Paid Chk# 061843	2/12/2003	HOMETOWN INC			
E 100-50-510-5335	FUEL AND OIL		\$1,642.47	249606/25281	UNLEADED GASOLINE
E 100-50-510-5335	FUEL AND OIL		\$2,313.23	249606/25281	UNLEADED GASOLINE
	Total HOMETOWN INC		\$3,955.70		
Paid Chk# 061844	2/12/2003	HUBBARD PARK LODGE			
G 100-2110	VOUCHERS PAYABLE		\$3,166.36		AWARDS/CHILD XMAS PRTY
	Total HUBBARD PARK LODGE		\$3,166.36		
Paid Chk# 061845	2/12/2003	IMPACT STRATEGIES, INC.			
E 101-40-400-5446	TOBACCO GRANT		\$2,090.00	2003/6	TOBACCO FREE COALITION
	Total IMPACT STRATEGIES, INC.		\$2,090.00		
Paid Chk# 061846	2/12/2003	JA MAR ELECTRIC SUPPLY INC			
E 100-50-541-5339	DEPARTMENT SUPPLIES		\$4,848.00	141959	ELEC DEPT STOCK

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Total JA MAR ELECTRIC SUPPLY INC		\$4,848.00		
Paid Chk#	061847	2/12/2003	JEWEL FOOD STORES	
E 100-50-510-5339	DEPARTMENT SUPPLIES		\$253.89	MONTHLY CHARGE
Total JEWEL FOOD STORES		\$253.89		
Paid Chk#	061848	2/12/2003	K-TECH	
E 108-20-200-5912	FURNITURE, FIXTURE, EQUIP		\$4,814.80	3405 END PANEL SIGNAGE
Total K-TECH		\$4,814.80		
Paid Chk#	061849	2/12/2003	KOEPE, RICHARD	
R 200-50-580-4397	FEERICK LOT		\$35.00	REFD FEB. FEERICK PRKG
Total KOEPKE, RICHARD		\$35.00		
Paid Chk#	061850	2/12/2003	KRUKOWSKI & COSTELLO	
E 106-20-200-5345	REFERENCE CONTINUATION		\$66.95	EMPLOY. LAW MANUAL
Total KRUKOWSKI & COSTELLO		\$66.95		
Paid Chk#	061851	2/12/2003	KUBICHEK OFFICE PRODUCTS	
E 100-70-700-5313	DUPLICATING EXPENSE		\$351.39	080329 COPIER LEASE/COPIES
Total KUBICHEK OFFICE PRODUCTS		\$351.39		
Paid Chk#	061852	2/12/2003	LABOR ASSOCIATION OF WI INC	
G 100-2110	VOUCHERS PAYABLE		\$85.00	SEPT '02 PREMIUM
E 100-70-700-5225	DENTAL INSURANCE		\$55.00	FEB'03 PREMIUM
Total LABOR ASSOCIATION OF WI INC		\$140.00		
Paid Chk#	061853	2/12/2003	LANDMARK AUDIOBOOKS	
G 100-2110	VOUCHERS PAYABLE		\$459.70	124217 11 BOOKS ON CD
Total LANDMARK AUDIOBOOKS		\$459.70		
Paid Chk#	061854	2/12/2003	LANGE ENTERPRISES	
E 100-50-544-5339	DEPARTMENT SUPPLIES		\$362.85	6411 TRAFFIC CONES/UPRGHTS
Total LANGE ENTERPRISES		\$362.85		
Paid Chk#	061855	2/12/2003	LANIER WORLDWIDE	
E 202-50-570-5313	DUPLICATING EXPENSE		\$177.21	02973503 COPIER LEASE
Total LANIER WORLDWIDE		\$177.21		
Paid Chk#	061856	2/12/2003	LARK UNIFORM COMPANY	
G 103-2110	VOUCHERS PAYABLE		\$597.00	18347 BODY ARMOUR
E 100-30-300-5325	UNIFORM EXPENSE		\$227.75	18379
E 100-30-300-5325	UNIFORM EXPENSE		\$325.95	18451
E 100-30-300-5382	AUXILIARY POLICE		\$3.00	18478 PATCH/FLAG
E 100-30-300-5325	UNIFORM EXPENSE		\$185.75	18776 HANDCUFF CASE/SHIRTS
E 100-30-300-5325	UNIFORM EXPENSE		\$8.95	19100 NAMETAG
E 100-30-300-5325	UNIFORM EXPENSE		\$315.80	19186 TROUSERS
E 100-30-300-5325	UNIFORM EXPENSE		\$103.90	20154/20153

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Total LARK UNIFORM COMPANY			\$1,828.10		
Paid Chk#	061857	2/12/2003	LARSEN, ERV LANDSCAPE & SUPPL		
	G 108-2110	VOUCHERS PAYABLE	\$8,961.75		LIBRARY PROJECT
Total LARSEN, ERV LANDSCAPE & SUPPL			\$8,961.75		
Paid Chk#	061858	2/12/2003	LEGION POST		
	E 200-50-580-5821	LEGION POST LOT RENT	\$204.00		JAN 03 PARKING PERMIT
	E 200-50-580-5821	LEGION POST LOT RENT	\$1,207.00		JAN 03 PARKING PERMITS
Total LEGION POST			\$1,411.00		
Paid Chk#	061859	2/12/2003	LIBRARY VIDEO COMPANY		
	E 108-20-200-5921	OFFICE EQUIPMENT	\$75.65		W00315910001(YA VIDEOS)
Total LIBRARY VIDEO COMPANY			\$75.65		
Paid Chk#	061860	2/12/2003	LUCK, KATHY		
	E 106-20-200-5342	PROGRAMMING	\$125.00		2/12 PERFORMANCE
Total LUCK, KATHY			\$125.00		
Paid Chk#	061861	2/12/2003	MAUTZ PAINT CO		
	E 100-50-520-5339	DEPARTMENT SUPPLIES	\$8.32	1195-3	TRAY LINERS/19988CB-CR
Total MAUTZ PAINT CO			\$8.32		
Paid Chk#	061862	2/12/2003	MCI WORLD COM		
	E 100-50-522-5339	DEPARTMENT SUPPLIES	\$50.04		SECURITY LINE
Total MCI WORLD COM			\$50.04		
Paid Chk#	061863	2/12/2003	MCLEODUSA		
	E 100-70-700-5521	TELEPHONE EXPENSE	\$915.86	7362978	CURRENT CHARGES
Total MCLEODUSA			\$915.86		
Paid Chk#	061864	2/12/2003	MEEHAN, MICHAEL		
	E 100-30-300-5325	UNIFORM EXPENSE	\$1,027.89		REIMBURSE CLOTHING
Total MEEHAN, MICHAEL			\$1,027.89		
Paid Chk#	061865	2/12/2003	MEYER MATERIAL CO.		
	E 202-50-573-5640	WATER/SEWER REPAIR & PA	\$106.25	197248	MASON SAND
	E 202-50-571-5640	WATER/SEWER REPAIR & PA	\$346.50	198517	TORPEDO SAND
Total MEYER MATERIAL CO.			\$452.75		
Paid Chk#	061866	2/12/2003	MILW CO FEDERATED LIB SYSTEM		
	G 108-2110	VOUCHERS PAYABLE	\$272.40	FL-01304	4TH QUARTER '02 CHARGES
	G 108-2110	VOUCHERS PAYABLE	\$4,772.66	FL-01304	4TH QUARTER '02 CHARGES
	G 106-2110	VOUCHERS PAYABLE	\$131.54	FL-01304	4TH QUARTER '02 CHARGES
Total MILW CO FEDERATED LIB SYSTEM			\$5,176.60		
Paid Chk#	061867	2/12/2003	MILW CO TREASURERS OFFICE		
	G 100-2511	PET LICENSE FEES COLLECTED	\$1,081.00		PET LIC/DEC '02-FEB '03

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Total MILW CO TREASURERS OFFICE	\$1,081.00		
Paid Chk# 061868 2/12/2003 MILW WATER WORKS			
E 201-50-560-5351 PURCHASED WATER MILWA	\$44,965.40		12/30/02-1/31/03
Total MILW WATER WORKS	\$44,965.40		
Paid Chk# 061869 2/12/2003 MILWAUKEE 2-WAY INC			
E 100-50-510-5333 VEHICLE MAINTENANCE	\$93.48	32186	KNOB CONTROL/KEY PAD
Total MILWAUKEE 2-WAY INC	\$93.48		
Paid Chk# 061870 2/12/2003 MODE, RUTH			
E 107-10-110-5311 OFFICE SUPPLIES	\$40.00		2/3/03 SRC PAINT CLASS
Total MODE, RUTH	\$40.00		
Paid Chk# 061871 2/12/2003 MURPHY, MARLENE			
G 106-2110 VOUCHERS PAYABLE	\$130.73		REIMBURSE EXPENSES
G 106-2110 VOUCHERS PAYABLE	\$51.42		REIMBURSE EXPENSES
Total MURPHY, MARLENE	\$182.15		
Paid Chk# 061872 2/12/2003 NATIONAL WATERWORKS, INC.			
E 201-50-562-5640 WATER/SEWER REPAIR & PA	\$1,830.35	9085777/9016	PARTS WATER/SEWER
Total NATIONAL WATERWORKS, INC.	\$1,830.35		
Paid Chk# 061873 2/12/2003 NEHER ELECTRIC SUPP INC			
E 100-50-541-5339 DEPARTMENT SUPPLIES	\$42.31	355661-00	MISC ELEC SUPPLIES
Total NEHER ELECTRIC SUPP INC	\$42.31		
Paid Chk# 061874 2/12/2003 NEW VALLEY SAND & GRAVEL			
E 202-50-571-5640 WATER/SEWER REPAIR & PA	\$80.00	17627	DRY FILL
Total NEW VALLEY SAND & GRAVEL	\$80.00		
Paid Chk# 061875 2/12/2003 NORTH SHORE BANK			
E 200-50-580-5830 NORTH SHORE BANK LOT RE	\$338.00		JAN 03 PARKING PERMITS
E 200-50-580-5830 NORTH SHORE BANK LOT RE	\$192.00		JAN 03 PARKING PERMITS
Total NORTH SHORE BANK	\$528.00		
Paid Chk# 061876 2/12/2003 NORTH SHORE HEALTH DEPT			
G 101-2110 VOUCHERS PAYABLE	\$2,928.75		REIMBURSE TOBACCO GRANT
Total NORTH SHORE HEALTH DEPT	\$2,928.75		
Paid Chk# 061877 2/12/2003 NORTH SHORE OFFICE SERVICES			
E 100-30-300-5311 OFFICE SUPPLIES	\$211.35	950	MEMO BOOKS
Total NORTH SHORE OFFICE SERVICES	\$211.35		
Paid Chk# 061878 2/12/2003 NYHOLM SUPPLY CO, INC.			
E 100-50-510-5333 VEHICLE MAINTENANCE	\$124.60	30940	STARTER
Total NYHOLM SUPPLY CO, INC.	\$124.60		
Paid Chk# 061879 2/12/2003 OFFICE DEPOT CREDIT PLAN			

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E 106-20-200-5311	OFFICE SUPPLIES	\$156.72		MISC SUPPLIES
E 100-30-300-5311	OFFICE SUPPLIES	\$103.34		CURRENT CHRGS-JAN'03
G 100-2110	VOUCHERS PAYABLE	\$234.98		CURRENT CHRGS-JAN'03
Total OFFICE DEPOT CREDIT PLAN		\$495.04		
<hr/>				
Paid Chk# 061880 2/12/2003 OGDEN DEVELOPMENT GROUP				
E 200-50-580-5833	OGDEN LOT RENT	\$442.00		JAN 03 PARKING PERMITS
E 200-50-580-5833	OGDEN LOT RENT	\$357.00		JAN 03 PARKING PERMITS
Total OGDEN DEVELOPMENT GROUP		\$799.00		
<hr/>				
Paid Chk# 061881 2/12/2003 OLDCASTLE GLASS				
G 108-2110	VOUCHERS PAYABLE	\$147.11		LIBRARY PROJECT
E 108-10-132-5061	WINDOWS, GLASS, GLAZING	\$11,746.79	705895	LIBRARY PROJECT
Total OLDCASTLE GLASS		\$11,893.90		
<hr/>				
Paid Chk# 061882 2/12/2003 ONE HOUR PHOTO				
G 100-2110	VOUCHERS PAYABLE	\$12.48		FILM PROCESSING 12/31/02
Total ONE HOUR PHOTO		\$12.48		
<hr/>				
Paid Chk# 061883 2/12/2003 OTIS ELEVATOR CO.				
E 100-50-520-5339	DEPARTMENT SUPPLIES	\$146.12	CME65588203	SERVICE 2/1-3/31/03
Total OTIS ELEVATOR CO.		\$146.12		
<hr/>				
Paid Chk# 061884 2/12/2003 PLUTA, STEVEN				
E 100-50-500-5325	UNIFORM EXPENSE	\$402.40		REIMBURSE WRK CLOTHES
Total PLUTA, STEVEN		\$402.40		
<hr/>				
Paid Chk# 061885 2/12/2003 POLLARD CO INC, JOSEPH G.				
E 201-50-566-5640	WATER/SEWER REPAIR & PA	\$110.33	10092434-IN	GATE VALVE KEY FIXED
Total POLLARD CO INC, JOSEPH G.		\$110.33		
<hr/>				
Paid Chk# 061886 2/12/2003 QUALITY COMPUTER SERVICE				
E 100-10-120-5311	OFFICE SUPPLIES	\$114.99	20092	ROLLER/LASER REPAIR
Total QUALITY COMPUTER SERVICE		\$114.99		
<hr/>				
Paid Chk# 061887 2/12/2003 QUILL CORPORATION				
E 106-20-200-5311	OFFICE SUPPLIES	\$37.27		MISC SUPPLIES
E 106-20-200-5311	OFFICE SUPPLIES	\$46.98		MISC SUPPLIES
E 106-20-200-5339	DEPARTMENT SUPPLIES	\$229.00		MISC SUPPLIES
Total QUILL CORPORATION		\$313.25		
<hr/>				
Paid Chk# 061888 2/12/2003 RAPPOLD, DEBRA				
G 100-2110	VOUCHERS PAYABLE	\$52.79		REIMBURSE UNIFORM
Total RAPPOLD, DEBRA		\$52.79		
<hr/>				
Paid Chk# 061889 2/12/2003 ROBERTSON EXTERMINATING CO				
E 100-40-400-5635	RAT ABATEMENT PROGRAM	\$100.00		SERVICES JAN'03
Total ROBERTSON EXTERMINATING CO		\$100.00		

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Paid Chk# 061890	2/12/2003	ROMENS, KENNETH			
		G 100-2110 VOUCHERS PAYABLE	\$3,612.00		PLUMBING INSPECTIONS
		Total ROMENS, KENNETH	\$3,612.00		
Paid Chk# 061891	2/12/2003	SAF-TECH			
		E 100-50-547-5339 DEPARTMENT SUPPLIES	\$328.84	84789	HARNESSES/SHOCK ABS.
		Total SAF-TECH	\$328.84		
Paid Chk# 061892	2/12/2003	SBC			
		E 106-20-200-5521 TELEPHONE EXPENSE	\$304.95		CURRENT CHARGES-1/03
		E 100-30-300-5521 TELEPHONE EXPENSE	\$175.73		PD-CURRENT CHARGES
		E 101-30-300-5430 CITY WATCH GRANT REVEN	\$119.26		CITY WATCH
		Total SBC	\$599.94		
Paid Chk# 061893	2/12/2003	SCHMIDT ENGINEERING & EQUIP INC			
		E 103-50-542-5927 VEHICLES	\$5,045.00	109122	SNOW PLOW
		Total SCHMIDT ENGINEERING & EQUIP INC	\$5,045.00		
Paid Chk# 061894	2/12/2003	SCHOOL DISTRICT OF SHOREWOOD			
		E 200-50-580-5827 ATWATER LOT RENT	\$840.00		
		E 200-50-580-5829 HIGH SCHOOL EAST LOT RE	\$96.00		JAN 03 PARKING PERMITS
		E 200-50-580-5826 LAKE BLUFF LOT RENT	\$96.00		JAN 03 PARKING PERMITS
		E 200-50-580-5828 HIGH SCHOOL WEST LOT RE	\$240.00		
		E 200-50-580-5827 ATWATER LOT RENT	\$300.00		JAN03 PARKING PERMITS
		E 200-50-580-5828 HIGH SCHOOL WEST LOT RE	\$48.00		JAN 03 PARKING PERMITS
		E 200-50-580-5829 HIGH SCHOOL EAST LOT RE	\$600.00		
		E 200-50-580-5826 LAKE BLUFF LOT RENT	\$180.00		JAN 03 PARKING PERMITS
		Total SCHOOL DISTRICT OF SHOREWOOD	\$2,400.00		
Paid Chk# 061895	2/12/2003	SHERWIN INDUSTRIES INC			
		E 100-50-542-5339 DEPARTMENT SUPPLIES	\$159.06	SC009902	ASPHALT COLD PATCH
		E 100-50-542-5339 DEPARTMENT SUPPLIES	\$243.91	SC009928	COLD PATCH
		Total SHERWIN INDUSTRIES INC	\$402.96		
Paid Chk# 061896	2/12/2003	SHIMON, NANCY			
		G 106-2110 VOUCHERS PAYABLE	\$18.25		REIMBURSE MILEAGE
		Total SHIMON, NANCY	\$18.25		
Paid Chk# 061897	2/12/2003	SHOREWOOD POLICE DEPT			
		E 100-30-300-5311 OFFICE SUPPLIES	\$87.58		REIMBURSE MISC SUPPLIES
		E 100-30-300-5315 POSTAGE EXPENSE	\$19.52		REIMBURSE MISC SUPPLIES
		E 100-30-300-5325 UNIFORM EXPENSE	\$14.68		REIMBURSE MISC SUPPLIES
		Total SHOREWOOD POLICE DEPT	\$121.78		
Paid Chk# 061898	2/12/2003	SHOREWOOD PRESS, THE			
		E 100-10-140-5313 DUPLICATING EXPENSE	\$96.00	53042	MISC LETTERS/ASSESSOR
		E 100-50-547-5339 DEPARTMENT SUPPLIES	\$56.40	53162	FORESTRY SHEETS

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Total SHOREWOOD PRESS, THE			\$152.40		
Paid Chk#	061899	2/12/2003	SNAP ON TOOLS CORP		
	E 202-50-571-5840		\$86.00	55467	PRY BAR
Total SNAP ON TOOLS CORP			\$86.00		
Paid Chk#	061900	2/12/2003	SPILLMAN TECHNOLOGIES INC		
	E 103-30-300-5923		\$30,367.00	12140	SOFTWARE
Total SPILLMAN TECHNOLOGIES INC			\$30,367.00		
Paid Chk#	061901	2/12/2003	STREICHERS		
	E 100-30-300-5325		\$120.18	34508.1/34495	MISC CLOTHING/EQUIP
Total STREICHERS			\$120.18		
Paid Chk#	061902	2/12/2003	STRUCK, ALICE		
	E 107-10-110-5311		\$57.00		1/8/03 SRC PAINT GLASS
Total STRUCK, ALICE			\$57.00		
Paid Chk#	061903	2/12/2003	SUBURBAN MOTORS H-D		
	E 100-30-300-5325		\$32.40	308474	MOTORCYCLE PINS
Total SUBURBAN MOTORS H-D			\$32.40		
Paid Chk#	061904	2/12/2003	SULLIVAN BROS., INC.		
	G 108-2110		\$10,513.80		LIBRARY PROJECT
Total SULLIVAN BROS., INC.			\$10,513.80		
Paid Chk#	061905	2/12/2003	SUPERIOR OF WISCONSIN INC		
	E 100-50-534-5663		\$385.43	314193	ATWATER
	E 100-50-533-5663		\$150.04	314194	SIS
	E 100-50-534-5663		\$280.91	314194	SIS
	E 100-50-534-5663		\$746.12	314195	SHS
	E 100-50-533-5663		\$187.25	314195	SHS
	E 100-50-533-5663		\$462.16	314259	DPW
	E 100-50-533-5663		\$9,217.20	314304	CURBSIDE
	E 100-50-534-5663		\$216.86	314697	VILL HALL/LIBRARY
	E 100-50-533-5663		\$76.48	314697	VILL HALL/LIBRARY
Total SUPERIOR OF WISCONSIN INC			\$11,722.15		
Paid Chk#	061906	2/12/2003	T E BRENNAN CO		
	E 100-10-100-5633		\$200.00	5779	PROF SERVICES JAN'03
Total T E BRENNAN CO			\$200.00		
Paid Chk#	061907	2/12/2003	TCF BANK		
	E 200-50-580-5824		\$324.00		JAN 03PARKING PERMITS
	E 200-50-580-5824		\$138.00		JAN03 PARKING PERMITS
Total TCF BANK			\$462.00		
Paid Chk#	061908	2/12/2003	THUEMLING INDUSTRIAL PRODUCTS		
	E 100-50-520-5339		\$700.72	1-73996-0	STEAM TRAPS FOR PD

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Total THUENLING INDUSTRIAL PRODUCTS	\$709.72		
Paid Chk# 061909 2/12/2003 TOMASELLO, CYNTHIA			
E 101-40-400-5442 IMMUNIZATION PROGRAM	\$12.66		REIMB. SUPPLIES/MILEAGE
E 101-40-400-5442 IMMUNIZATION PROGRAM	\$47.52		REIMBURSE MISC ITEMS
E 100-40-400-5111 SALARIES	\$59.76		REIMB. SUPPLIES/MILEAGE
Total TOMASELLO, CYNTHIA	\$119.94		
Paid Chk# 061910 2/12/2003 TRACTOR LOADER SALES, INC.			
E 100-50-510-5333 VEHICLE MAINTENANCE	\$18.80	408830	HANDLES
Total TRACTOR LOADER SALES, INC.	\$18.80		
Paid Chk# 061911 2/12/2003 TWIN CITY SECURITY INC			
E 100-30-320-5719 SCHOOL CROSSING GUARD	\$1,634.52	1238371	SERVICE 1/20-1/26/03
E 100-30-320-5719 SCHOOL CROSSING GUARD	\$2,004.60	1238438	SERV. 1/27-2/2/03
Total TWIN CITY SECURITY INC	\$3,639.12		
Paid Chk# 061912 2/12/2003 U S CELLULAR			
E 100-10-110-5521 TELEPHONE EXPENSE	\$10.67		MGR -CURRENT CHARGES
E 106-20-200-5521 TELEPHONE EXPENSE	\$49.31		LIB.-CURRENT CHARGES
Total U S CELLULAR	\$59.98		
Paid Chk# 061913 2/12/2003 ULLRICH, JOSEPH			
E 200-50-580-5825 ULLRICH PARKING LOT RENT	\$170.00		JAN03 PARKING PERMITS
E 200-50-580-5825 ULLRICH PARKING LOT RENT	\$187.00		JAN 03PARKING PERMITS
Total ULLRICH, JOSEPH	\$357.00		
Paid Chk# 061914 2/12/2003 UNI-COMM CORPORATION			
G 103-2110 VOUCHERS PAYABLE	\$20,964.00	6368	PAGING SYSTEM
Total UNI-COMM CORPORATION	\$20,964.00		
Paid Chk# 061915 2/12/2003 UTILITY SALES & SERVICE			
E 100-50-547-5665 TREE REMOVAL	\$2,000.00	27491/92 IN	R03-01-06 & R03-01-07
Total UTILITY SALES & SERVICE	\$2,000.00		
Paid Chk# 061916 2/12/2003 VERMEER SALES & SERVICE INC			
E 100-50-547-5339 DEPARTMENT SUPPLIES	\$174.00	20045520	ARBOR FLEX
Total VERMEER SALES & SERVICE INC	\$174.00		
Paid Chk# 061917 2/12/2003 WB CORP			
G 108-2110 VOUCHERS PAYABLE	\$29,580.75		LIBRARY PROJECT
Total WB CORP	\$29,580.75		
Paid Chk# 061918 2/12/2003 WE ENERGIES			
G 106-2110 VOUCHERS PAYABLE	\$272.64		USAGE 11/22/02-1/29/03
E 106-20-200-5511 ELECTRIC EXPENSE	\$285.99		USAGE 11/22/02-1/29/03
Total WE ENERGIES	\$558.63		
Paid Chk# 061919 2/12/2003 WELLS FARGO			

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E 100-10-120-5311 OFFICE SUPPLIES	\$26.00		SAFFE DEP BOX RENEWAL
Total WELLS FARGO	\$26.00		
<hr/>			
Paid Chk# 061920 2/12/2003 WI CITY/COUNTY MANAGEMENT ASSN			
E 100-10-110-5621 CONVENTIONS AND SEMINA	\$10.00		MARCH 5 '03 SEMINAR
Total WI CITY/COUNTY MANAGEMENT ASSN	\$10.00		
<hr/>			
Paid Chk# 061921 2/12/2003 WI DEPT OF JUSTICE - TIME			
E 100-30-300-5383 TELETYPE EXPENSE	\$367.50		1/4LY TIME JAN-MAR'03
Total WI DEPT OF JUSTICE - TIME	\$367.50		
<hr/>			
Paid Chk# 061922 2/12/2003 WI DEPT OF REVENUE			
G 200-2510 SALES TAX COLLECTED	\$708.64		JAN'03 SALES TAX
Total WI DEPT OF REVENUE	\$708.64		
<hr/>			
Paid Chk# 061923 2/12/2003 WI LIBRARY ASSN			
E 106-20-200-5323 PROFESSIONAL MEMBERSHI	\$573.00		'03 MEMBERSHIPS
Total WI LIBRARY ASSN	\$573.00		
<hr/>			
id Chk# 061924 2/12/2003 WORZELLA LUMBER CO INC			
E 100-50-520-5339 DEPARTMENT SUPPLIES	\$147.47	71193	RED OAK SEL/BTR S2S KD
Total WORZELLA LUMBER CO INC	\$147.47		
<hr/>			
Paid Chk# 061925 2/12/2003 WRONSKI, JAMES R			
E 100-10-140-5141 CONTRACTED SERVICES	\$2,050.00		2/1-2/15/03 SERVICES
Total WRONSKI, JAMES R	\$2,050.00		
<hr/>			
Paid Chk# 061926 2/12/2003 ZIGNEGO READY MIX INC			
E 201-50-562-5640 WATER/SEWER REPAIR & PA	\$2,652.00		WI SLURRY #1
Total ZIGNEGO READY MIX INC	\$2,652.00		
<hr/>			
1111 BANK ONE	\$299,085.05		

Fund Summary

Fund	1111 BANK ONE
100 GENERAL FUND	\$60,288.41
101 SPECIAL REVENUE FUND	\$6,018.90
103 CAPITAL PROJECTS FUND	\$88,405.19
104 TIF #1	\$1,057.50
106 LIBRARY	\$6,151.74
107 ELDER SERVICES FUND	\$367.00
108 LIBRARY-BUILDING	\$78,122.12
200 PARKING UTILITY FUND	\$8,280.64
201 WATER UTILITY FUND	\$49,596.44
202 SEWER UTILITY FUND	\$799.11
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	\$299,085.05

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Paid Chk# 061759	2/3/2003	UNIVERSITY OF WI EXTENSION		
E 100-30-300-5623		TRAINING EXPENSE	\$395.00	550654 REG FEE SCHRAITH
Total UNIVERSITY OF WI EXTENSION			\$395.00	

Paid Chk# 061760	2/3/2003	SBC		
E 100-30-300-5521		TELEPHONE EXPENSE	\$50.14	715T64016601 CURRENT CHARGES
Total SBC			\$50.14	

Paid Chk# 061761	2/3/2003	HOME DEPOT		
G 100-2110		VOUCHERS PAYABLE	\$46.48	MISC SUPPLIES
G 100-2110		VOUCHERS PAYABLE	\$203.90	MISC SUPPLIES
Total HOME DEPOT			\$250.38	

Paid Chk# 061762	2/3/2003	REFUND - BAIL POSTED		
R 100-30-300-4311		MISCELLANEOUS REVENUE	\$406.00	KOUTNIK H029003
Total REFUND - BAIL POSTED			\$406.00	

Paid Chk# 061763	2/3/2003	PROPERTY TAX REFUNDS		
G 300-2120		OVER/UNDER PAYMENTS	\$2,179.49	181-3868
Total PROPERTY TAX REFUNDS			\$2,179.49	

Paid Chk# 061764	2/3/2003	PROPERTY TAX REFUNDS		
G 300-2120		OVER/UNDER PAYMENTS	\$98.99	181-957
Total PROPERTY TAX REFUNDS			\$98.99	

Paid Chk# 061765	2/3/2003	PROPERTY TAX REFUNDS		
G 300-2120		OVER/UNDER PAYMENTS	\$600.00	181-2146
Total PROPERTY TAX REFUNDS			\$600.00	

Paid Chk# 061766	2/3/2003	PROPERTY TAX REFUNDS		
G 300-2120		OVER/UNDER PAYMENTS	\$96.21	181-3297
Total PROPERTY TAX REFUNDS			\$96.21	

Paid Chk# 061767	2/3/2003	WE ENERGIES		
E 100-50-548-5513		GAS AND HEAT EXPENSE	\$20.96	GAS USAGE
E 100-50-510-5513		GAS AND HEAT EXPENSE	\$2,500.77	GAS USAGE
E 100-70-700-5513		GAS AND HEAT EXPENSE	\$1,242.67	GAS USAGE
E 100-50-548-5513		GAS AND HEAT EXPENSE	\$290.79	GAS USAGE
E 100-40-400-5513		GAS AND HEAT EXPENSE	\$197.15	GAS USAGE
E 100-10-110-5513		GAS AND HEAT EXPENSE	\$137.54	GAS USAGE
E 106-20-200-5513		GAS AND HEAT EXPENSE	\$1,765.15	GAS USAGE
E 107-10-110-5513		GAS AND HEAT EXPENSE	\$192.56	GAS USAGE
Total WE ENERGIES			\$6,347.59	

Paid Chk# 061768	2/3/2003	WI DEPT OF TRANSPORTATION		
E 101-30-300-5431		VEHICLE SUSPENSION PRO	\$1,090.00	NOTICE OF UNPAID CIT
Total WI DEPT OF TRANSPORTATION			\$1,090.00	

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Paid Chk# 061769	2/3/2003	WISCONSIN LEASING		
E 100-50-522-5339	DEPARTMENT SUPPLIES	\$46.00		WTR HTR LEASE
G 100-2110	VOUCHERS PAYABLE	\$46.00		WTR HTR LEASE
	Total WISCONSIN LEASING	\$92.00		
Paid Chk# 061770	2/3/2003	FLEXBEN CORPORATION		
G 100-2222	FLEXIBLE BENEFIT DEDUCTIONS	\$10,303.77		REIMB 02
G 100-2222	FLEXIBLE BENEFIT DEDUCTIONS	\$482.12		REIMB 03
	Total FLEXBEN CORPORATION	\$10,785.89		
Paid Chk# 061771	2/3/2003	NORTH SHORE BANK		
G 100-2225	ANNUITY DEDUCTIONS	\$1,651.00		DEF COMP W/H 2/7/03
	Total NORTH SHORE BANK	\$1,651.00		
Paid Chk# 061772	2/3/2003	WISCONSIN SCTF		
G 100-2226	GARNISHMENT DEDUCTIONS	\$1,589.65		INCOME ORDERS W/H 2/7/03
	Total WISCONSIN SCTF	\$1,589.65		
Paid Chk# 061773	2/3/2003	ICMA		
G 100-2226	GARNISHMENT DEDUCTIONS	\$5,824.36		DEF COMP W/H 2/7/03
	Total ICMA	\$5,824.36		
Paid Chk# 061774	2/5/2003	SRC MISC		
E 107-10-110-5311	OFFICE SUPPLIES	\$50.00		DOUG HAISE 2/5 PROG
	Total SRC MISC	\$50.00		
Paid Chk# 061775	2/5/2003	DCD - MISC		
E 100-10-130-5621	CONVENTIONS AND SEMINA	\$120.00		REG CODE UPDATE
	Total DCD - MISC	\$120.00		
Paid Chk# 061776	2/11/2003	DJ EXPRESS		
E 101-10-110-5412	SHOREWOOD RESPONDS	\$250.00	2-14-03	ACTIVITY NITE 2/14/03
	Total DJ EXPRESS	\$250.00		
Paid Chk# 061777	2/11/2003	COMMERCIAL CARD SERVICES		
E 100-50-520-5339	DEPARTMENT SUPPLIES	\$177.60		MISC CHARGES
E 100-50-542-5339	DEPARTMENT SUPPLIES	\$218.03		MISC CHARGES
G 100-2110	VOUCHERS PAYABLE	\$219.99		MISC CHARGES
E 100-50-500-5623	TRAINING EXPENSE	\$292.64		MISC CHARGES
G 103-2110	VOUCHERS PAYABLE	\$485.74		MISC CHARGES
E 202-50-570-5311	OFFICE SUPPLIES	\$25.00		MISC CHARGES
	Total COMMERCIAL CARD SERVICES	\$1,419.00		
Paid Chk# 061778	2/12/2003	PROPERTY TAX REFUNDS		
G 300-2120	OVER/UNDER PAYMENTS	\$4,141.31		181-2096
	Total PROPERTY TAX REFUNDS	\$4,141.31		
	1111 BANK ONE	\$37,437.01		

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Fund Summary

	1111 BANK ONE	
100 GENERAL FUND	\$26,462.56	
101 SPECIAL REVENUE FUND	\$1,340.00	
103 CAPITAL PROJECTS FUND	\$485.74	
106 LIBRARY	\$1,765.15	
107 ELDER SERVICES FUND	\$242.56	
202 SEWER UTILITY FUND	\$25.00	
300 PROPERTY TAX FUND	\$7,116.00	
	<hr/>	
	\$37,437.01	

EXHIBIT E

EXHIBIT F

ELDER SERVICES

LINE ITEM REVENUE BUDGET

ACCOUNT	DESCRIPTION	2000 ACTUAL	2001 ACTUAL	2002 JAN-JUNE ACTUAL	2002 JULY-DEC PROJECTED	2002 PROJECTED TOTAL	2002 ADOPTED BUDGET	2003 PROPOSED BUDGET	% CHANGE 03 BUDGET VS 02 BUDGET	% CHANGE 03 BUDGET VS 02 PROJECTED
107-10-110-4311	MISCELLANEOUS REVENUE	0	6,207	3,468	0	3,468	0	0	ERR	-100.00%
107-10-110-4110	GENERAL PROPERTY TAXES	0	0	31,921	3,299	35,220	35,220	42,437	20.43%	20.49%
107-10-110-4781	CDBG GRANT	0	13,688	7,788	3,193	10,981	10,981	9,050	-17.58%	-17.59%
107-10-110-4863	GRANTS/DONATIONS	0	0	0	0	0	0	30,770	ERR	ERR
107-10-110-4735	SURPLUS APPLIED	0	0	0	0	0	0	5,000	ERR	ERR
107-10-110-4000	TRANSFERS FROM OTHER FUNDS	0	26,450	0	0	0	0	0	ERR	ERR
	TOTAL REVENUES	0	46,345	43,777	6,492	49,669	46,201	87,257	ERR	ERR

ELDER SERVICES

LINE ITEM EXPENDITURE BUDGET

ACCOUNT	DESCRIPTION	2000 ACTUAL	2001 ACTUAL	2002 JAN-JUNE ACTUAL	2002 JUNE-DEC PROJECTED	2002 PROJECTED TOTAL	2002 ADOPTED BUDGET	2003 PROPOSED BUDGET	% CHANGE 03 BUDGET VS 02 BUDGET	% CHANGE 03 BUDGET VS 02 PROJECTED
107-10-110-5111	COORDINATOR SALARY	0	0	0	0	0	0	36,400	ERR	ERR
107-10-110-5211	SOCIAL SECURITY	0	0	0	0	0	0	2,785	ERR	ERR
107-10-110-5213	WIS RETIREMENT FUND	0	0	0	0	0	0	4,113	ERR	ERR
107-10-110-5223	HEALTH INSURANCE	0	0	0	0	0	0	14,337	ERR	ERR
107-10-110-5226	FLEX BENEFIT CONTRIBUTION	0	0	0	0	0	0	783	ERR	ERR
107-10-110-5323	PROFESSIONAL MEMBERSHIPS	0	0	0	0	0	0	200	ERR	ERR
107-10-110-5621	CONVENTIONS AND SEMINARS	0	0	0	0	0	0	600	ERR	ERR
107-10-110-5633	PROFESSIONAL FEES	0	26,563	10,529	15,596	26,125	26,125	3,565	-86.35%	-86.35%
107-10-110-5311	OFFICE SUPPLIES	0	14,743	8,670	5,805	14,475	14,475	17,490	20.83%	20.83%
107-10-110-5811	ELECTRIC	0	1,405	46	46	92	2,493	2,493	0.00%	2606.84%
107-10-110-5513	GAS	0	602	23	23	46	595	102	-82.86%	121.79%
107-10-110-5515	WATER	0	58	1	1	2	102	595	483.33%	25667.66%
107-10-110-5521	TELEPHONE	0	298	39	39	78	334	334	0.00%	327.77%
107-10-110-5315	POSTAGE	0	402	194	1,723	1,917	1,917	3,300	72.14%	72.10%
107-10-110-5313	DUPICATING	0	176	82	82	164	160	160	0.00%	-2.33%
	TOTAL EXPENDITURES	0	43,247	19,565	23,315	42,900	46,201	87,257	86.66%	103.40%

2003 ESAB ISK BUDGET

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ELDER SERVICES

LINE ITEM EXPENDITURE BUDGET

ACCOUNT	DESCRIPTION	2001 ACTUAL	2002 ACTUAL	2002 ACTUAL	2005 JAN-JUNE ACTUAL	2003 JUNE-DEC PROJECTED	2003 PROJECTED TOTAL	2003 ADOPTED BUDGET	2004 PROPOSED BUDGET	% CHANGE 04 BUDGET VS 03 BUDGET	% CHANGE 04 BUDGET VS 03 PROJECTED
107-10-110-5111	COORDINATOR SALARY	0	0	0	15,553	19,605	35,158	36,400	35,665	-1.96%	1.50%
107-10-110-5141	CONTRACTED SERVICES	0	0	0	0	0	0	0	1,833	#DIV/0!	#DIV/0!
107-10-110-5211	SOCIAL SECURITY	0	0	0	0	2,690	2,690	2,785	2,730	-1.96%	1.49%
107-10-110-5213	WIS RETIREMENT FUND	0	0	0	0	3,833	3,833	4,113	3,890	-5.43%	1.49%
107-10-110-5223	HEALTH INSURANCE	0	0	0	7,517	7,517	15,034	14,337	14,863	3.67%	-1.13%
107-10-110-5226	FLEX BENEFIT CONTRIBUTION	0	0	0	295	295	590	783	738	-5.75%	25.14%
107-10-110-5323	PROFESSIONAL MEMBERSHIPS	0	0	0	0	0	0	200	600	200.00%	#DIV/0!
107-10-110-5621	CONVENTIONS AND SEMINARS	0	0	0	0	0	0	600	600	0.00%	#DIV/0!
107-10-110-5633	PROFESSIONAL FEES	26,563	26,193	26,193	2,798	1,500	4,298	3,565	9,647	170.60%	124.45%
107-10-110-5311	OFFICE SUPPLIES	14,743	22,434	22,434	9,050	8,440	17,490	17,490	3,375	-80.70%	-80.70%
107-10-110-5511	ELECTRIC	1,405	104	104	918	918	1,836	2,493	3,644	46.17%	98.45%
107-10-110-5513	GAS	602	29	29	662	662	1,324	595	1,335	124.37%	0.81%
107-10-110-5515	WATER	58	5	5	33	33	66	102	289	183.33%	334.72%
107-10-110-5521	TELEPHONE	298	188	188	72	72	144	334	181	-45.81%	25.31%
107-10-110-5315	POSTAGE	402	1,130	1,130	0	3,300	3,300	3,300	3,300	0.00%	0.00%
107-10-110-5313	DUPLICATING	176	131	131	121	121	242	160	160	0.00%	-33.81%
107-10-110-5321	SUBSCRIPTIONS	0	0	0	0	0	0	0	100	#DIV/0!	#DIV/0!
107-10-110-5342	PROGRAMMING	0	0	0	0	0	0	0	21,200	#DIV/0!	#DIV/0!
107-10-110-5362	DATA PROCESSING	0	0	0	0	0	0	0	400	#DIV/0!	#DIV/0!
TOTAL EXPENDITURES		44,247	50,212	50,212	37,020	48,986	86,006	87,257	104,570	19.84%	21.59%

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ELDER SERVICES

LINE ITEM REVENUE BUDGET

ACCOUNT	DESCRIPTION	2001		2002		2003		2003		2003		2004		2004		2004	
		ACTUAL		ACTUAL		JAN-JUNE	JULY-DEC	PROJECTED	PROJECTED	ADOPTED	PROPOSED	% CHANGE	% CHANGE	04 BUDGET VS	04 BUDGET VS	% CHANGE	% CHANGE
						ACTUAL	PROJECTED	ACTUAL	PROJECTED	BUDGET	BUDGET	03 BUDGET	03 PROJECTED	04 BUDGET VS	04 BUDGET VS	% CHANGE	% CHANGE
107-10-110-4311	MISCELLANEOUS REVENUE	6,207		9,790		34,834	0	34,834	0	0	12,270	#DIV/0!	-64.78%				
107-10-110-4110	GENERAL PROPERTY TAXES	0		35,220		37,209	5,228	42,437	42,437	42,437	24,876	-41.38%	-41.38%				
107-10-110-4781	CDBG GRANT	13,688		10,981		9,050	0	9,050	9,050	9,050	14,000	54.70%	54.70%				
107-10-110-4853	GRANTS/DONATIONS	0		0		4	29,154	30,770	30,770	53,424	73.62%	73.62%	#DIV/0!				
107-10-110-4735	SURPLUS APPLIED	0		0		0	0	5,000	5,000	0	0	-100.00%	#DIV/0!				
107-10-110-4000	TRANSFERS FROM OTHER FUNDS	26,450		10,512		0	0	0	0	0	0	#DIV/0!	#DIV/0!				
TOTAL REVENUES		46,345		66,503		81,097	34,382	86,321	87,257	104,570	#DIV/0!	#DIV/0!	#DIV/0!				