



**Agenda**  
**Human Relations Commission**  
**December 12, 2019, 6:30 P.M.**  
**Village Committee Room**  
3930 North Murray Avenue, Shorewood, WI

1. Call to order
2. Consider Approval of November 14, 2019 minutes
3. Public Comments
4. Discuss Observations in the Community
5. Staff Liaison Updates
  - a. CDA / Village Board Strategic Plan Survey
  - b. 2020 Citizens Academy
  - c. Potential Village Board Candidacy Gathering
6. Discuss Annual Goals and Priorities
7. Discuss the initial results of the Transportation and Parking Analysis and consider making a position statement in regards to the parking recommendations
8. Subcommittee Updates
  - a. Education
    - Forum with SMF and School District
    - Research on bias training
  - b. Policy
    - Brainstorm upcoming policy ideas
  - c. Data
    - Share community survey results analysis
    - Update on discussion with Police Department on proposed plan to collect data
9. Discuss Action Items for January
10. Future Agenda Items and Speakers
11. Adjournment

**DATED** at Shorewood, Wisconsin, this 5th day of December, 2019,

**VILLAGE OF SHOREWOOD**

Sara Bruckman, CMC/WCMC

Village Clerk

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



# Human Relations Commission

## Minutes

November 14, 2019 6:30 P.M.

Village Center

3930 N. Murray Avenue, Shorewood, WI 53211

### 1. Call to order.

The meeting was called to order at 6:35 p.m.

Members present: Sharveta Parker, Deba Briscoe, Matt Weiss, McKenzie Edmonds, Sarah Spencer, Gladys Mitchell-Walthour and Mira Lee Prabhu (arrived at 6:39 p.m.)

Members not present: Julia Appel and Jesse Dercks

Others present: Assistant Village Manager Tyler Burkart, Trustee Davida Amenta, School Board Member Clarke Warren, Lt. Thomas Liebenthal, Aaron Schutz

### 2. Consider Approval of October 2, 2019 minutes

Ms. Edmonds moved to approve the October 2, 2019 minutes. Motion seconded by Ms. Spencer. Motion approved by a 6-0 vote.

### 3. Public Comments

Mr. Warren introduced himself as the new Trustee liaison for the HRC.

### 4. Discuss Observations in the Community

There was discussion about having the news networks interview students directly after an emotional event, especially without the consent of a parent. Mr. Burkart will schedule a meeting with each of the news networks to talk about the concerns of interviewing students in this capacity. Mr. Weiss and Ms. Spencer agreed to meet.

### 5. Staff Liaison Updates

Mr. Burkart provided an update on the Village Board's latest review of holiday decorations. Based on Attorney Bayer's legal review, a policy regulating holiday decorations on public property should also incorporate signs, objects, and communicative structures. After discussion, the Village Board deferred the item to the Community and Business Relations. Some Board members expressed the desire to wait until after the holiday season before making a decision and getting more research on other comparable communities. The Board thanked the HRC for their efforts on their well-thought out position statement. Tr. Amenta provided description of the contrary opinion expressed at the Board level and how current requests and events can be handled until a policy is adopted. Mr. Burkart also informed the Commission the proposed 2020 budget hearing will be Monday, November 18.

### 6. Discuss Proposed Plan with Police Department to Analyze Police Stops Data

Mr. Burkart presented the proposed plan to acquire and report on police stops data. There was discussion about how the body camera videos would be randomly selected, how identities of those on the camera would be kept private, how the body camera works, and the current body camera policy. The Commission discussed the pros and cons of

viewing body cameras and how the observations could provide further improvements towards police enforcement. The Commission expressed interest in performing bias training prior to viewing the cameras and making observations. The data subcommittee will meet with Chief Nimmer and Lt. Liebenthal to work on details related to the proposal. They'll concentrate on previous traffic stop data and not pursue the viewing of body cameras until bias training is completed. The education subcommittee will pursue options for the Commission to receive bias training.

**7. Subcommittee Updates**

(Education subcommittee moved up to after item 3) Education subcommittee mentioned they desire coordinating a forum with Shorewood Moving Forward, the School District, and other community partners to talk about human relation topics. There was discussion about incorporating Youth Rising Up to assist in the planning of such a forum. The discussion also revolved around derogatory words and hate speech used in the schools from students and proper reaction from teachers, professionals, and student groups in the schools to correct the problem.

**8. Discuss Action Items for December**

The education subcommittee will continue working on a plan for the forum and conduct research on some potential bias training. The policy subcommittee will continue to brainstorm upcoming policy ideas they'd like to review. The data subcommittee will reach out to the Police Department to coordinate a meeting time to discuss their proposal further. Ms. Edmonds will send some analysis on the community survey results to Mr. Burkart to send out to the Commission.

**9. Future Agenda Topics and Speakers**

Review annual goals and priorities. The next meeting is December 12.

**10. Adjournment**

Ms. Briscoe moved to adjourn the meeting. Motion seconded by Mr. Weiss. Motion approved by 6-0 vote. Meeting adjourned at 8:01 p.m.

Respectfully submitted by,

Tyler Burkart  
Assistant Village Manager

# UPDATED DRAFT FOR REVIEW – NOVEMBER 2019

## VILLAGE OF SHOREWOOD, WI STRATEGIC PLANNING & GOAL SETTING INITIATIVE PRELIMINARY TIMELINE

The following timeline represents a preliminary schedule for the Village’s strategic planning/goal setting process for future economic development and housing initiatives.

Project Milestone	Target Date
<p>Initial Consultant meeting to review and refine a possible scope of services and next steps to conduct a strategic planning and goal setting process with both the Village of Shorewood and the Shorewood Community Development Authority. The meeting will be held with the following individuals:</p> <ul style="list-style-type: none"> <li>• Village Board President</li> <li>• Village Board Member and Liaison to the CDA</li> <li>• Chair of the Community Development Authority</li> <li>• Village Manager, Finance Director and Planning &amp; Development Director</li> <li>• Representatives of Baker Tilly</li> </ul>	<p><b>Tuesday, August 20, 2019</b></p>
Survey sent to Village staff for review	<b>Wednesday, October 16</b>
Updated survey provided to Village staff with suggested staff edits	<b>Friday, October 25</b>
Survey as presented approved by CDA	<b>Friday, November 1</b>
Survey as presented approved by Village Board	<b>Monday, November 4</b>
<p>Survey is distributed to stakeholder groups that include:</p> <ol style="list-style-type: none"> <li>1. Board of Appeals</li> <li>2. Board of Review</li> <li>3. Business Improvement District (BID)</li> <li>4. Community Development Authority (CDA)</li> <li>5. Conservation Committee</li> <li>6. Department Heads and Key Staff</li> <li>7. Design Review Board</li> <li>8. Elder Services Advisory Board</li> <li>9. Human Relations Commission</li> <li>10. Library Board</li> <li>11. Parks Commission</li> <li>12. Pedestrian &amp; Bicycle Safety Committee</li> <li>13. Plan Commission</li> <li>14. Police Commission</li> <li>15. Public Art Committee</li> </ol>	<p><b>Monday, November 25, 2019</b></p>



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# UPDATED DRAFT FOR REVIEW – NOVEMBER 2019

16. Shorewood Foundation 17. Shorewood Historical Society 18. Shorewood Recreational Advisory Committee 19. Shorewood School Board 20. Village Board	
Deadline for submission of survey	<b>Deadline for Submission of Comments: January 30, 2020</b>
Village Housing Study Completed	<b>February 7, 2020</b>
Consultant compiles survey responses; prepares summaries & PowerPoint for joint Work Session of the Village Board and CDA	<b>February 2020</b>
<b>1<sup>st</sup> joint meeting of the Village Board and CDA (Date TBD)</b> Review and develop possible strategies and priorities	<b>Late March 2020</b>
<b>2<sup>nd</sup> joint meeting of the Village Board and CDA (Date TBD)</b> Review and refine priorities, and establish action steps necessary to achieve success	<b>Late March 2020</b>
<ul style="list-style-type: none"> <li>• Consultant submits final report for review and possible adoption by Village Board and CDA</li> </ul>	<b>April 2020</b>
<ul style="list-style-type: none"> <li>• Economic Development and Housing Policy draft for review</li> </ul>	<b>TBD</b>



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*UPDATED FOR DISTRIBUTION AS ONLINE SURVEY*  
*NOVEMBER 8, 2019*  
**VILLAGE OF SHOREWOOD, WISCONSIN**  
**Online Survey Questions**  
**Economic Development and Housing Strategic Goals & Priorities**  
**Planning Process**

**Purpose of Survey**

*The Village of Shorewood has supported economic development through the redevelopment and enhancement of commercial properties and housing as outlined in the [Central Business District Master Plan](#) over the last 10-15 years. The CDA and Village Board are reflecting on their progress and looking forward to prioritizing their next steps for economic development and housing.*

*To reflect on the Village's progress, the CDA and Village Board hired Baker Tilly Municipal Advisors to facilitate a strategic planning session focused on economic development and housing with the CDA and Village Board in early 2020. As a first step of the facilitation, on behalf of the CDA and Village Board, Baker Tilly staff is seeking feedback from key stakeholders through the economic development and housing strategic goals and priorities survey.*

*The purpose of the economic development and housing strategic goals and priorities planning process is to provide an inclusive forum of which to build on the input received from the already-completed 2019 community survey. This will establish more specific and defined guidelines and policies that will meet the community's desires regarding future processes and objectives.*

*Economic development is generally defined as the process by which the economic well-being and quality of life within a community are measured and improved upon. Measurements may include jobs – quality, wages and types – and tax base – growth and diversification. Housing is generally defined in terms of meeting your community's needs as provided through periodic housing studies and balancing with market demands. Focus may include providing a variety of housing options (rental and ownership), life cycle (all ages) and affordability to persons and families that are within varying income levels.*

*All answers will be listed anonymously when submitted individually online and presented anonymously but grouped by the respective stakeholder group. All groups (with the exception of the CDA and Village Board) will be provided with their respective group's feedback to discuss. If after review of the feedback a group votes to provide specific group recommendations, those will be attributed to the group and provided to the CDA and Village Board for consideration. The CDA and Village Board will review their grouped comments with all other survey responses during the strategic planning process in early 2020.*

# *UPDATED FOR DISTRIBUTION AS ONLINE SURVEY NOVEMBER 8, 2019*

***There are no right or wrong answers to these questions, simply your perspective as a volunteer in our community that desires Shorewood to be a wonderful place to live, work and play.***

## **Stakeholder Groups**

Please check the stakeholder group of which you are a member. If you reside on multiple groups, please select your primary stakeholder group of interest or involvement.

1. Board of Appeals
2. Business Improvement District (BID)
3. Community Development Authority (CDA)
4. Conservation Committee
5. Department Heads and Key Staff
6. Design Review Board
7. Elder Services Advisory Board
8. Human Relations Commission
9. Library Board
10. Parks Commission
11. Pedestrian & Bicycle Safety Committee
12. Plan Commission
13. Police Commission
14. Public Art Committee
15. Shorewood Foundation
16. Shorewood Historical Society
17. Shorewood Recreational Advisory Committee
18. Shorewood School Board
19. Village Board

# *UPDATED FOR DISTRIBUTION AS ONLINE SURVEY NOVEMBER 8, 2019*

## **Questions:**

### **Focus of Interest**

*The Community Development Authority is looking for input about its plans and programs for both economic development and housing in the Village. You will have the option of giving your input about economic development programs, housing programs, or both.*

### **Economic Development Programs**

1. Would you like to give feedback on the Village's economic development activities and priorities?

1. Yes

2. No

2. Economic Development – Strengths

What do you think are the Village's greatest strengths when it comes to economic development? In the spaces below, please provide a brief description of up to three of your ideas and observations.

1. Strength #1

2. Strength #2

3. Strength #3



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NOVEMBER 8, 2019*

3. Economic Development – Issues and Challenges

What do you think are the biggest issues or challenges facing the Village when it comes to economic development? In the spaces below, please provide a brief description of up to three of your ideas and observations.

1. Issue/Challenge #1

2. Issue/Challenge #2

3. Issue/Challenge #3

4. Economic Development – Actions

1. What is the most important thing the Village should start doing as relates to economic development?

2. What is one thing the Village does related to economic development which it needs to do better?

3. What is one thing the Village does related to economic development which it should stop doing?

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NOVEMBER 8, 2019*

5. Economic Development – Outcomes

1. What is the most important economic development outcome that you would like to see the Village achieve in the next 1-3 years??
  
2. What is the most important economic development outcome that you would like to see the Village achieve in the next 4-10 years?

**Housing Programs**

6. Would you like to give feedback on the Village's housing activities and priorities?

1. Yes
2. No

7. Housing – Strengths

What do you think are the Village's greatest strengths when it comes to housing?  
In the spaces below, please provide a brief description of up to three of your ideas and observations.

1. Strength #1
  
2. Strength #2
  
3. Strength #3

*UPDATED FOR DISTRIBUTION AS ONLINE SURVEY  
NOVEMBER 8, 2019*

8. Housing – Issues and Challenges

What do you think are the biggest issues or challenges facing the Village when it comes to housing? In the spaces below, please provide a brief description of up to three of your ideas and observations.

1. Issue/Challenge #1

2. Issue/Challenge #2

3. Issue/Challenge #3

9. Housing – Actions

1. What is the most important thing the Village should start doing as relates to housing?

2. What is one thing the Village does related to housing which it needs to do better?

3. What is one thing the Village does related to housing which it should stop doing?

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NOVEMBER 8, 2019*

10. Housing – Outcomes

1. What is the most important housing outcome that you would like to see the Village achieve in the next 1-3 years??
2. What is the most important housing outcome that you would like to see the Village achieve in the next 4-10 years?

11. Communications

1. How can the CDA communicate most effectively with you and your stakeholder group?
2. How would you prefer to provide comments and feedback to the CDA going forward?

*Thanks for your time. Your suggestions and ideas will help improve the Village of Shorewood's future direction for economic development and housing initiatives.*

*Baker Tilly Municipal Advisors, LLC*

# *UPDATED FOR DISTRIBUTION AS ONLINE SURVEY NOVEMBER 8, 2019*

## **Background**

### **General Powers and Duties of the CDA**

The CDA shall exercise all powers conferred and perform all duties imposed, by state and local ordinance of the Village of Shorewood and shall perform such further and other duties as may properly from time to time be required by the Village Board. Specific duties of the CDA include, but are not limited to:

- a. Provision of recommendations on the Village of Shorewood Central Business District Master Plan and periodic updates.
- b. Provision of recommendations on redevelopment.
- c. Preparation and implementation of Tax Increment District (TID) financial management guidelines.
- d. Evaluation and preparation of TID project plans and financial projections. Prepare annual report of projections of Tax Incremental District expenditures, revenues and other CDA programs or initiatives.
- e. Preparation and implementation of redevelopment assistance criteria, including recommendation of developer agreements for specific projects.
- f. Preparation and administration of business and developer recruitment and retention-assistance activities, as well as CDA-approved programs.
- g. Actions as Village's Housing Authority, per State Statute.

### **CDA Programs**

1. Business Incentive Loan Program - assists businesses and property owners in financing business expansion and startups, consistent with the economic development goals of the Village.
2. Façade Improvement Program - the purpose of the program is to stimulate exterior building improvements to existing commercial buildings which are sufficient in scope to produce visible changes to the building facades.
3. Neighborhood Improvement Loan Program - The loans include:
  - Attic improvements for currently uninhabitable space
  - Down payment assistance
  - Duplex conversion to single-family home
4. Tax Incremental Financing (TIF) - traditionally, municipalities have used TIF to provide financial assistance to developers at the beginning of a development project. The municipality recovers those costs in later years from the increased property tax revenues generated by the project.

# *UPDATED FOR DISTRIBUTION AS ONLINE SURVEY NOVEMBER 8, 2019*

*Since 2003, the Village of Shorewood has performed periodic community surveys (2003, 2008, 2013, 2016, and most recently in 2019). The survey is completed once every three years to coincide with the same time span as a Village Trustee or majority of the committee appointment terms to allow all Village officials to assess new data once during their elected or appointed term.*

*The purpose of the community survey is to gather information and allow the community to provide input on certain municipal issues and benchmark service delivery. This data is used to frame the discussion for future decision-making processes related to policies, budget and other civic matters. Click [here](#) for the 2019 Community Survey Results. Of the 28 questions asked in the 2019 survey, the following may be considered more relevant to the upcoming survey and planning process that will occur to provide the foundation for which this next phase will be built on:*

- *Reputation*
- *Affordability*
- *Variety of Housing Options*
- *Quality of Businesses*
- *Opportunities to Participate in Community Matters*
- *Ease of Walking and Biking*
- *Traffic Flow on Major Streets*
- *Schools*
- *Senior-Friendly*
- *Availability of Parking*
- *Housing Maintenance*
- *Traffic Issues*
- *Road Conditions*
- *Business Façade Improvements*
- *Business District Redevelopment*

## Village of Shorewood 2018 Annual Report

### VILLAGE OF SHOREWOOD DEPARTMENT / COMMITTEE ANNUAL REPORT

**Instructions:** To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. Please contact the Village Manager's Office if you have any questions about the report.

**Name of Department / Committee:** Human Relations Commission

**Name of Department Head / Committee Chair:** Sharveta Parker, Human Relations Commission Chair

**Other Department Managers / Committee Members:**

Kerri Balliet, McKenzie Edmonds, Jesse Dercks, Gladys Mitchell-Walthour, Sarah Spencer, Mira Lee Prabhu, Julia Appel, Trustee Liaison Ann McKaig, Staff Liaison Tyler Burkart, School Board Liaison Lance Weinhardt, Police Department Liaison Lt. Thomas Liebenthal

**Identify your most significant department / committee services and activities performed in the past year.**

1. Created mission statement
2. Formulated sub-committees
3. Improved relations among members
4. Received community input on human relation concerns and issues
5. Began connections and building cohesion with other community partners
6. Created structure of meetings and agenda
7. Reviewed holiday decorations policy
8. Data subcommittee reviewed community survey and provided recommendations
9. Brainstormed ways for the Police Department to provide data and information to the Commission

## Village of Shorewood 2018 Annual Report

Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.

Department / Committee Initiative(s)	Relationship to Vision 2025
1. Initiate an event called Diverse Dining – five dinners where there’s a facilitated dinner around diversity, ageism, and cultural exploration.	(1,2) Be a culturally aware community, be a welcoming community
2. Sponsor “On the Table” event in Shorewood	(1,2) Be a culturally aware community, be a welcoming community
3. Collaborate with the Police Department to acquire data and information	(1,2) Provide proactive and responsive police services, be a welcoming community
4. Formulate recommendations toward language for hiring and RFP processes	(2,6) Be a welcoming community, be a well-governed community with leaders and citizens who value civic participation
5. Review data from the community survey, identify correlations, and make recommendations related towards policies, programs and procedures	(2,6) Be a welcoming community, be a well-governed community with leaders and citizens who value civic participation
6. Finalize a holiday decoration policy for the Village	(1,2) Be a culturally aware community, be a welcoming community, offer and celebrate opportunities to connect with and serve others
7. Research and develop a code of conduct and ethics policy	(2,6) Be a welcoming community, be a well-governed community with leaders and citizens who value civic participation