



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
February 16, 2016

1. Call to Order

President Johnson called the meeting of the Village Board to order at 7:41 p.m. in Village Hall.

2. Roll Call

President Johnson called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Patrick Linnane, Michael Maher, Ann McKaig, Paul Zovic

Others Present: Village Attorney Nathan Bayer, Assistant Village Manager Tyler Burkart, Planning and Development Director Ericka Lang, Public Works Director Leeann Butschlick, Police Chief Peter Nimmer

3. Statement of Public Notice

Assistant Manager Burkart stated that the meeting had been posted and noticed according to law.

4. Consent Agenda Items

- a. Presentation of Accounts February 16, 2016
- b. Consideration of Cigarette/Tobacco Product Licenses – Mega Marts, LLC d/b/a Metro Market #6893, 4075 N Oakland Ave

Tr. Maher moved, seconded by Tr. Amenta to approve the consent agenda.
Motion carried 7 – 0.

5. Items removed from the Consent Agenda - None

6. February 1, 2016 Village Board Minutes

Tr. McKaig asked to amend the date of the joint CDA-Village Board meeting from May 17 to February 17.

Tr. Maher asked to have page 3, item 11, second paragraph amended to read “. . . the river bluff property transferred to the Village by HarborChase and Sherman & Associates.”

Tr. McKaig moved, seconded by Tr. Linnane to approve the amended February 1, 2016 minutes. Motion carried 7 – 0.

7. Citizens to be heard - None

8. Presentation – Planning and Development Department Annual Report

Planning and Development Director Lang presented the Department’s Annual Report. Ms. Lang provided some detail on the number of permits issued and the number of

inspections. Ms. Lang discussed some of the activities performed by the Plan Commission and the Board of Appeals along with highlights of new businesses coming to Shorewood. Ms. Lang included a summary on property enforcements and the number of complaints in the community.

9. Public Hearing – Proposed Zoning Amendment for the Creation of Commercial Lighting Ordinance

Ms. Lang provided an overview on the proposed zoning amendment for the creation of Commercial Lighting Ordinance. The amendment addresses glare and light intensity in the Village Code.

President Johnson opened the Public Hearing at 8:00 p.m.

President Johnson closed the Public Hearing at 8:01 p.m.

10. Public Hearing - Proposed Zoning Amendment for Allowance of Patios within the Street Side Yard Setback

Ms. Lang provided an overview on the proposed zoning amendment for allowance of patios within the street side yard setback.

President Johnson opened the Public Hearing at 8:09 p.m.

Mr. Dillon Grimes spoke in front of the Board. Mr. Grimes inquired about the ratio of the back yard for the patio space and if it would include the right-of-way. Ms. Lang clarified the ratios involved.

President Johnson closed the Public Hearing at 8:11 p.m.

11. New Business

a. Plan Commission

1. Consideration of Proposed Zoning Amendment for the Creation of Commercial Lighting Ordinance

This item was moved up before item 10 on the agenda.

Tr. Maher moved, seconded by Tr. Bockhorst to adopt Ordinance 2060 for Creating Commercial Outdoor Lighting Requirements in the Village of Shorewood. Motion carried by roll call vote of 7 – 0.

2. Consideration of Proposed Zoning Amendment for Allowance of Patios within the Street Side Yard Setback

Tr. Maher moved, seconded by Tr. McKaig to adopt Ordinance 2059 regarding street side yard patios in zoning setbacks within Shorewood's Zoning Chapter 535. Motion carried by roll call vote of 7 – 0.

3. Consideration of Proposed Resolution Amending the Planning and Development Department Village Fee Schedule

Ms. Lang summarized that the Plan Commission recommended lowering the Conditional Use Permit for solar panels installation. The fee amendments also address some other issues involved with the Planning and Development Department. The fee schedule attached to the Resolution showed the recommended fees amendments.

Tr. Maher moved, seconded by Tr. Amenta to adopt the Resolution 2016-01 Amending the Planning and Development Department Village Fee Schedule. Motion carried by roll call vote of 7 – 0.

b. Public Works

1. Consideration of Private Property Inflow and Infiltration Program and Funding

Tr. Amenta provided a summary on the funding for Private Property Inflow and Infiltration Program.

Tr. Amenta moved, seconded by Tr. Bockhorst to direct staff to develop and issue bid documents for the 2016 Lateral Rehabilitation Project at a total funding level of approximately \$375,000. Motion carried 7 – 0.

2. Consideration of Riparian Restoration Plan Engineering Proposal

Tr. Amenta summarized the Riparian Restoration Plan Engineering proposal and that the Village Board needs to provide authorization to the Village Manager to execute an agreement for the base cost identified in the memorandum.

Tr. Amenta moved, seconded by Tr. Maher to authorize the Village Manager to execute an agreement pursuant to the proposal of Marek Landscaping, LLC for the “B-4 District Riparian Resotration and Trail Planning and Design Project” Plan for a base cost not to exceed \$49,240 and to authorize Village staff to negotiate a final fee for public meetings not to exceed \$2,500. Motion carried 7 – 0.

3. Consideration of Bids for Atwater Beach Boardwalk Extension Project

Tr. Amenta mentioned staff and the Village Engineer are bringing forward a recommended bid to complete the Atwater Beach Boardwalk Extension Project. Tr. McKaig wanted to recognize Ms. Lang for her efforts for the Coastal Management Grant submission to make this project at this cost a possibility.

Tr. Amenta moved, seconded by Tr. Bockhorst to approve the bid of \$117,486 from Solutions 101 LLC of Hortonville as recommended by the Village Engineer after review of the agreement by the Village Attorney. Motion carried 7 – 0.

4. Update on Public Works Collections Requests for Proposals

Public Works Director Butschlick provided an update on the collections request for proposals. The table outlined in the memorandum summarizes the discussion and parameters currently offered by the

Village Board based on previous meetings. President Johnson inquired about other municipalities in the metro area who have gone to fully automated systems. Ms. Butschlick mentioned that collection services are being done a little differently in each community based on their service needs. Tr. Bockhorst pondered the idea of the RFP to include the option of weekly recycling collection to compare to biweekly recycling collection. There was discussion about the level of interest private contractors will have in each of the collection services in residential alleys and throughout the rest of the community, including the type of vehicles the private contractors would be able to provide for alley recycling collection. Tr. Zovic asked if the RFP can ask about two options for service delivery in the alleys with one option being mandatory carts and the second option providing the option for the homeowner in the alley to choose between a cart and a bin. Ms. Butschlick can update the parameters in a chart to illustrate the different options for private collection agencies to respond to in the bidding process. Tr. Amenta inquired about the possibility of a tour with DPW to take a look at some of the alleys that are serviced.

c. Community and Business Relations

1. Consideration of Consideration of Resolution Amending the Fee Schedule to Include Beekeeping Permits

Tr. Bockhorst introduced amending the fee schedule to include beekeeping permits.

Tr. Bockhorst moved, seconded by Tr. Maher to adopt the Resolution 2016-02 Amending the Fee Schedule to Include Beekeeping Permits. Motion carried by roll call vote of 7 – 0.

2. Consideration on recommendation from Marketing Leadership Committee on 2016 Contracts

These items were moved up before 11.c.1.

Tr. Bockhorst introduced the Marketing and Communications agreement for 2016 along with the proposed agreement with Branding Breakthroughs for a marketing study on the Village. Michelle Boehm was present to answer any questions and provide more detail on the agreement and the marketing study.

a) Marketing and Communications Agreement

Tr. Bockhorst moved, seconded by Tr. Zovic to approve the 2016 Marketing and Communications and Shorewood Today Agreement/Plan with M B Marketing Solutions, to include an increase in ad sales from \$62,000 to \$65,000 and an increase in professional fees from \$44,000 to \$47,000 for the *Shorewood Today* portion of the Plan/Agreement. Motion carried 7 – 0.

b) Agreement with Branding Breakthroughs for Marketing Study

Tr. Bockhorst moved, seconded by Tr. McKaig to approve the

2016 agreement with Branding Breakthroughs as recommended by the Marketing Committee in an amount of \$18,500 and authorize staff to fund related marketing costs not to exceed \$1,500 from the Marketing and Communication Funds fund balance. Motion carried 6 – 1.

12. Reports of Village Officials

a. Village President

President Johnson announced the joint meeting tomorrow with CDA February 17 at 6 p.m. in the lower level of the Village Center. President Johnson is meeting with Congresswoman Moore February 17 as well.

b. Village Trustees

Tr. McKaig showed the invites and announcements for the 100th anniversary for Estabrook Park. Additionally, Tr. McKaig announced a public process that the Public Safety Committee reviewed and approved during their committee meeting earlier for the Police Department facility. A handout of the proposed public process was distributed by Chief Nimmer. Both President Johnson and Tr. Maher will be absent for the week of March 14. Tr. Maher inquired about the Parks Commission priorities. Mr. Burkart updated the Village Board on the Parks Commission's progress. Tr. Amenta and Tr. Bockhorst updated the Village Board on the State Senate legislation in regards to opposition of proposed State Senate Bill 432. Tr. Bockhorst applauded the efforts of "American Idiot" performed at the high school. Mock trials at the high school took first and second at regionals.

c. Village Manager

No report given.

13. Items for Future Consideration

Tr. Amenta asked to discuss the public process for the Shorewood Police Department facility and State Resolution 432 at their next meeting.

14. Adjournment

Tr. Zovic moved, seconded by Tr. Bockhorst to adjourn at 9:52 p.m. Motion carried 7 – 0.

Respectfully submitted,

Tyler Burkart
Assistant Village Manager