



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
November 7, 2016

1. Call to Order
President Johnson called the meeting of the Village Board to order at 7:50 p.m. in Village Hall.
2. Roll Call
President Johnson called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Michael Maher, Ann McKaig, Allison Rozek, Trustee Paul Zovic.

Others Present: Village Attorney Nathan Bayer, Village Manager Chris Swartz, Assistant Village Manager Tyler Burkart
3. Statement of Public Notice
Assistant Village Manager Burkart stated that the meeting had been posted and noticed according to law.
4. Consent Agenda Items
 - a) Presentation of Accounts November 7, 2016
 - b) Disallowance of Claim – Stephen Vogel
 - c) Appointment to Elder Services Advisory Board – Katy Rollins, term expiration 2019Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Motion carried 7-0. Presentation of Accounts November 7, 2016 was pulled from the consent agenda.
5. Items removed from the Consent Agenda

Tr. Maher moved, seconded by Tr. Bockhorst to approve the Presentation of Accounts November 7, 2016. There was a question and discussion about a \$50,000 transfer for a façade grant. Tr. Amenta made a motion to amend the Presentation of Accounts November 7, 2016 to postpone the \$50,000 transfer to the BID until the November 21 meeting for further discussion and consideration. Tr. Rozek seconds the motion. Village Attorney Bayer provided a summary of the Village's role as it relates to authorizing façade grants in the BID. BID Director Jim Plaisted provided some background to the transfer and the specific façade grant submission. CDA member Peter Petrie and Finance Director Mark Emanuelson mentioned some potential procedural options relating to the Village, BID and TID #1. Amendment to motion approved 7-0. The amended motion was approved 7-0.
6. October 17, 2016 Village Board Minutes

Tr. Amenta moved, seconded by Tr. Bockhorst to approve the amended October 17, 2016 Village Board minutes. Motion carried 7-0.
7. Citizens to be heard

No citizens present to express concern or topic to the Village Board.

8. New Business

a. Community Development Authority

1. Consideration of Revisions to Village of Shorewood Business Loan Program

President Johnson provided a summary and some background introducing the CDA business items. CDA Chair Peter Hammond presented to the Village Board some of the major revisions made to the business loan program, including lowering the maximum loan amount to \$45,000. The CDA recommended unanimously to move forward the revised versions of the business loan program to the Village Board. Trustees McKaig and Rozek expressed their gratitude towards the CDA and their involvement in revising the program.

Tr. Maher moved, seconded by Tr. Rozek to approve the revised Shorewood Business Loan Program. Motion carried 7-0.

2. Consideration of Revisions to the Village of Shorewood Façade Program

Mr. Hammond gave a brief summary outlining the changes proposed to the façade program. Once again, the CDA recommended unanimously to move forward the revised versions of the façade program to the Village Board. Mr. Hammond presented to the Board some of the limitations and new requirements for the façade program including lowering the maximum grant amount to \$10,000. There was some discussion about the steps involved in the application process and how the CDA will uphold the guidelines included in the revised version of the façade program. There was additional discussion about the new program requirement that the Village follow the façade application and agreement procedures for larger façade grant requests made directly to the Village, outside of the CDA façade program and Mr. Hammond mentioned this requirement is clarified in the revised façade program. Additional questions related to size of signs and records retention.

Tr. Maher recommended changing the language so that the line "records will be stored and accessible at Village Hall" struck. Tr. Amenta inquired about limitations to the grants if there is an exclusion to any of the guidelines. There was a comment that the façade grant program should be 12 months instead of 6 months (on page 8) so it matches the time span in the business loan program. Tr. Maher also mentioned that the (30) days on page 9 should be (90) days instead and language in section should be unstruck. In addition, language on page 10 under IV should be struck and following roman numerals should be adjusted based on this change. On page 4, the Board would like the language to reflect the CDA meeting minutes so that it is clearer. In addition, the Board would like to have the CDA add more specific language to application in Attachment D.

Tr. Bockhorst moved, seconded by Tr. McKaig to approve the revised Shorewood Façade Improvement Program. Tr. Bockhorst rescinded her original motion. Tr. Bockhorst moved, seconded by Tr. Zovic to approve the revised Shorewood Façade Improvement Program reflecting the edits made during discussion. Motion carried 7-0.

3. Consideration of MOU between the Village of Shorewood and the CDA

Mr. Hammond provided a brief summary of the MOU and that the CDA unanimously approved and recommended the MOU to the Village Board. There was discussion on the Village Board's role once the CDA has obtained the transferred funds.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the memorandum of understanding between the Village of Shorewood and the Community Development Authority of the Village of Shorewood to complete the transfer of \$838,500 from TID #1 to the CDA and uphold the included terms of the MOU. Motion carried 5-2. Yeas: Tr. Bockhorst, Tr. Maher, Tr. McKaig, Tr. Zovic, President Johnson. Nays: Tr. Amenta, Tr. Rozek

4. Consideration of the Business Loan Transfers

This topic was deferred to a future meeting.

b. Budget and Finance

1. Consideration of Resolution 2016-18 Approving the 2017 North Shore Fire Department Fees for Service Schedule

Tr. Maher mentioned the Budget and Finance Committee did not have time to review the item. This is a routine annual item that comes to the Village Board annually.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the 2017 North Shore Fire Department Fees for service schedule. Motion carried 7-0. Ayes: Tr. Maher, Tr. Rozek, Tr. McKaig, Tr. Bockhorst, Tr. Zovic, Tr. Amenta, President Johnson. Nays: None.

c. Public Safety

1. Consideration of Ordinance to Amend the Residential Congested Commuter Area Parking District

Tr. Rozek summarized this item, defining parking permit districts and residential congested commuter areas. Trustee Rozek conveyed that the Public Safety Committee was recommending that a Residential Parking Permit Area be designated (for Prospect and Downer Avenues) as opposed to the designation as a Residential Congested Commuter Area to ensure that the test for congestion as outlined will apply. The Public Safety committee determined to consider turning the designated area in the residential commuter area district and create ordinance for the next Village Board meeting on November 21.

2. Consideration of amending electrical code to comply with State law changes

Tr. Rozek introduced this item to the Village Board. Village staff is recommending changing the ordinance to meet State law changes. These changes will be brought to the November 21 meeting.

d. Public Works

1. Consideration of Village Entrance Sign Proposals

Tr. Amenta mentioned the Public Works committee deferred this topic for the committee to discuss at a later date. Tr. Amenta mentioned there needs to be more discussion on timing of the signs especially as it relates to Wilson Drive, the overall design and the role of a past ad hoc committee or potentially the Design Review Board on the sign guidelines and specifications.

2. Consideration of special privilege application for installing a drop off box for proposed business, The Sharp Brothers, at 1522 E. Capitol Drive

Tr. Amenta mentioned the new business is proposing to have a drop box for residents to have knives and other objects to be sharpened. The property owners want to make improvements to the property with their own funds.

Tr. Amenta moved, seconded by Tr. McKaig to approve the special privilege application for installing a drop box within the public way at commercial property 1522 E. Capitol Drive. Motion carried 7-0.

3. Consideration of 2017 Alley Reconstruction Program

Tr. Amenta summarized the discussion on the 2017 alley reconstruction program and the Village's potential options for addressing poor conditioned alleys. There was a question about when the Village Board should discuss alternatives to fund an additional \$250,000 for added alley projects starting in 2017 prior to the adoption of the budget and also considering the action taken earlier on alleys this year. The Public Works committee concluded for staff to pursue a program at \$500,000 and propose funding alternatives for the program if funded at that level. Resident Steve Kavalauskas mentioned his support for a progressive alley reconstruction program that funds the reconstruction of multiple alleys. There was some discussion on the impacts of adding the cost onto the Village levy or if funded through General Fund reserves. President Johnson mentioned the idea of approving engineering services for all 4 engineering services but reconstructing 2 of the 4 alleys for 2017. Village Manager Chris Swartz asked the Board if DPW can start receiving information for engineering costs for alleys.

Tr. Amenta moved, seconded by Tr. Zovic to approve 2017 program at \$500,000 funding level reconstructing alleys A, B and D. The 2017 Village Budget would include \$250,000 in alley funding with an additional \$250,000 to be determined by Village staff. Tr. Amenta withdrew her motion. Tr. Maher moved, seconded by Tr. McKaig to move forward with securing cost estimates for engineering services for all four alley reconstruction projects. Motion carried 6-1. Yeas: Tr. Amenta, Tr. Bockhorst, Tr. Maher, Tr. McKaig, Tr. Zovic, President Johnson. Nays: Tr. Rozek.

Village staff will provide some additional recommendations in regards to

the alley reconstruction program at the November 14 meeting.

4. Discussion of Refuse and Recycling Collection Options

Department of Public Works Director Leeann Butschlick provided a summary on the refuse and recycling collection options to the Village Board. Staff is recommending the Village Board to continue its discussion to determine the preferred collections service level. These services need to be determined by January at the latest. Tr. Amenta recommended staff getting proposals for enhanced alley service along with weekly and biweekly costs for recycling and hauling collection services. The Village Board confirmed this as a direction for staff to proceed.

9. Reports of Village Officials

a. Village President
No report.

b. Village Trustees
President Johnson as well as Trustees Bockhorst and Rozek attended the League of Wisconsin Municipalities conference. There was a great session on priority budgeting. Tr. Maher mentioned the yard clean-up was last weekend and went very well.

c. Village Manager
There will be a PSC hearing for the rate increase on November 15 at 10 a.m. in the Committee Room. Mr. Emanuelson will be providing a summary to the Village Board. Mr. Swartz also reminded the Board that he sent the items of future consideration spreadsheet to the Village Board. The CDA requests to have a copy of the spreadsheet so they can implement something similar.

10. Items for Future Consideration

Tr. Rozek requests overnight parking and CDA research on programs that financially assist elderly residents on affordability and improvements on homes.

11. Adjournment

Tr. Bockhorst moved, seconded by Tr. Maher to adjourn at 10:47 p.m. Motion carried 7-0.

Respectfully submitted,

Tyler Burkart
Assistant Village Manager