



**MINUTES - SHOREWOOD BOARD OF TRUSTEES**  
**Village Board Meeting**  
**January 4, 2021**

1. Call to Order

President Rozek called the meeting of the Village Board to order at 7:31 p.m. and reviewed the meeting protocols.

2. Roll Call

Clerk Bruckman called the roll. Present via teleconference: President Rozek, Trustees Davida Amenta, Tammy Bockhorst (7:32 p.m.), Jessica Carpenter, Arthur Ircink, Kathy Stokebrand and Wesley Warren (7:35 p.m.).

Others Present: Village Manager Rebecca Ewald, Village Attorney Nathan Bayer, Assistant Village Manager Tyler Burkart, Public Works Director Leeann Butschlick, Assistant Public Works Director Joel Kolste

3. Statement of Public Notice

Clerk Bruckman stated that the meeting had been posted and noticed according to law.

4. Special Order of Business

- a. Presentation of Martin Luther King Jr. Day Proclamation – President Rozek, HRC Chair Parker and Tr. Warren, HRC liaison. (7:33 p.m.)

President Rozek read the proclamation and thanked Bay Bridge, Human Relations Commission Chair Parker, the Human Relations Commission and Tr. Warren, Human Relations Commission Liaison for the Village Board.

The Village Board and Chair Parker voiced their appreciation for the proclamation.

5. Consent Agenda Items (7:39 p.m.)

- a. Accept Presentation of Accounts – January 4, 2020
- b. Consider Committee of the Whole and regular Village Board Minutes – December 21, 2020
- c. Consider Application for Special Privilege Approval for a sign projecting over the public right of way at 3801 N. Oakland Ave.

Tr. Warren moved, seconded by Tr. Ircink to approve the consent agenda. Tr. Amenta requested item 5b to be removed. Motion carried 7 – 0 by a roll call vote with item 5b removed.

6. Items Removed from the Consent Agenda (7:40 p.m.) –

5b; Consider Committee of the Whole and regular Village Board Minutes – December 21, 2020

Tr. Amenta requested item 9a in the sixth paragraph where it says “if on a street there is alternative side parking staff would need to consider marking both sides of the street for the ADA stall to accommodate alternate side parking where available should be changed to “there would be an ADA stall on one side of the street and that spot would not move with alternate side parking. Across the street would be marked no parking to accommodate traffic to flow through the street.”

Tr. Amenta moved, seconded by Tr. Warren to approve the Village Board minutes of December 21,

2020. The motion was withdrawn by unanimous consent for additional corrections.

Tr. Bockhorst requested in item 11a, third paragraph on the last page where it says “Tr. Bockhorst relayed that a resolution supporting a private institution without recognizing other institutions is not an appropriate use of government time”; add the word educational before institutions.

Tr. Amenta questioned if Tr. Ircink’s comment was correct in 11a.

Tr. Bockhorst asked for clarification on the motion was to say on the next Village Board agenda not a future Village Board agenda. Clerk Bruckman suggested the minutes should be deferred for further review.

Tr. Amenta moved, seconded by Tr. Ircink to defer the Village Board minutes of December 21, 2020. Motion carried 7 – 0 by a roll call vote.

7. Public Hearing(s) (7:47 p.m.) – None

8. Citizens to be heard – This item is for matters not on the agenda. Discussion may follow comment on non-agenda items or discussion and action may come at future meetings. (7:47 p.m.) – None

9. New Business

a. Consider Resolution 2021-01 – Absentee voting in an alternative location for 2021 (7:48 p.m.)  
Clerk Bruckman introduced the resolution to hold in-person absentee voting at the Village Center for 2021.

Tr. Warren inquired if the Village Center could be a permanent location for in person voting, particularly for the larger elections. Clerk Bruckman explained yes, but a resolution would need to be passed.

Tr. Carpenter moved, seconded by Tr. Bockhorst approval of Resolution 2021-01 Designating an Alternative Location for In-Person Absentee Voting from Village Hall, 3930 N Murray Ave. to the Shorewood Village Center, 3920 N. Murray Ave., Shorewood for the February 16, 2021 Spring Primary Election and the April 6, 2021 Spring Election. Motion carried 7 – 0 by a roll call vote.

b. Consider authorization to hire – public works construction coordinator. (7:52 p.m.)  
Mr. Burkart introduced the item and noted this first year the individual would utilize their own vehicle for transportation while they are working and be reimbursed for mileage. They will review utilizing a police vehicle that is no longer being used in the fleet as a potential vehicle for the future for this position.

Tr. Warren questioned if there are any particular steps to ensure a diverse pool of applicants. Mr. Burkart explained the position will be posted through the League of Wisconsin Municipalities, the APWA, Milwaukee Jobs, managers memo, Village website and he is currently working on a project to identify some more diverse avenues.

Tr. Amenta expressed concern about the wide range of the job description. President Rozek noted it’s important to have a primary function of that position identified for job searches.

Tr. Bockhorst questioned if staff was comfortable with how the job description is outlined. Mr. Burkart explained yes, and noted the job posting does not post the job description, it’s a supporting attached document and the main job duties are listed on top of the job posting. Mr. Burkart explained many of the items are seasonally based, the winter and fall will look much

different than the spring and summer during main construction months. Ms. Butschlick explained she is in full support of the job description.

Tr. Stokebrand verified if the position would be reporting to the Assistant Public Works Director and what are the hierarchy of the positions. Mr. Burkart explained yes and this position will be at the same pay range as the foreman. Everyone reports to the Assistant Public Works Director who reports to the Public Works Director. Tr. Stokebrand questioned how much the benefits would be added to the pay range. Mr. Burkart explained benefits would be an additional \$30,000 on top of the range of \$59,000 to \$72,000.

Tr. Carpenter asked for an explanation of how insurance and mileage reimbursement goes if they are driving their own car. Mr. Burkart explained they would be utilizing the state rate for reimbursement. Ms. Ewald explained if the individual was performing Village business they would be covered under the Village's insurance and worker's compensation.

Tr. Ircink moved, seconded by Tr. Warren to authorize staff to hire for the Construction Coordinator position and amend the 2021 HR Manual so the Construction Coordinator is a non-exempt position in the salary ranges assignment appendix.

President Rozek expressed concerns the vehicle was not budgeted for and does not want to add an additional vehicle other than a used police vehicle. President Rozek questioned if the Assistant Public Works Director handles most of the contract administration. Ms. Butschlick explained the position handles administration of services contracts such as turf maintenance and lawn care but has taken on the administration for infrastructure contracts which takes an incredible amount of time. Mr. Burkart clarified the new position is handling tasks that would be typically contracted out.

President Rozek noted she would be voting no because for a small municipality we are top heavy with management staff and is concerned about the delegation of duties for the amount of employees the Village has and she would have liked to have waited to fill the position until after organizational analysis was reviewed.

Motion: to authorize staff to hire for the Construction Coordinator position and amend the 2021 HR Manual so the Construction Coordinator is a non-exempt position in the salary ranges assignment appendix. Motion carried 6 – 1 by a roll call vote with President Rozek voting nay.

- c. Consider next steps for the Public Works Organizational Analysis. (8:23 p.m.)  
Mr. Burkart explained staff met together to review the 27 recommendations to identify some recommended steps to proceed with the DPW organization analysis.

Tr. Stokebrand shared the recommendations look great but questioned shifting the calls from DPW to Customer Service at Village Hall. She expressed concern the organizational analysis has not been done at Village Hall and DPW was just approved for a new position. Mr. Burkart explained currently there is some cross training between DPW and Customer Service. If the administrative assistant is gone, the directors are answering the phones. Tr. Amenta also voiced concern for this recommendation. Clerk Bruckman clarified the Customer Service staff already answers the basic call but transfers call that are more complex.

Tr. Stokebrand moved, seconded by Tr. Carpenter approval of the proposed 2021 priorities from the DPW Organizational Study with the exception of recommendation # 3, route all customer inquiries to Customer Service staff in the Clerk/Customer Service Department.

Tr. Amenta explained she wanted to see Develop a Comprehensive Village Capital Asset Management Plan to be included. This is supposed to be the first step in evaluating the DPW

needs. Ms. Butschlick explained it's one of the top priorities she would like to work on but work could start in 2021 but may not be able to be completed with the large infrastructure projects. Tr. Stokebrand voiced her support on Developing a Comprehensive Village Capital Asset Management Plan.

Tr. Warren expressed support for the Capital Asset Management Plan and the recommendation about transferring calls to the Clerk/Customer Service Department. He verified work would continue on the rest of the recommendations in 2022.

Tr. Carpenter expressed Capital Asset Management Plan needs to be the main focus.

President Rozek agreed a comprehensive look at assets management and capital planning will guide the Village's service levels which will assist with making budgetary decisions.

Tr. Bockhorst explained she is fine with keeping all the recommendations listed in the memo and shared maybe there could be a compromise with all calls.

Tr. Bockhorst moved to amend, seconded by Tr. Warren to add #3 route all customer inquiries to Customer Service staff in the Clerk/Customer Service Department. Amendment fails 2 – 4 with Tr. Ircink and Tr. Warren voting aye.

Tr. Amenta moved to amend, seconded by Tr. Stokebrand to add item #5 Develop a Comprehensive Village Capital Asset Management Plan to the list. Amendment carried 7 – 0 by a roll call vote.

There was Village Board discussion on recommendation #3. Ms. Ewald clarified there is a service need and Clerk/Customer Service staff will still continue cross training with the Public Works Assistant.

Motion as amended: approval of the proposed 2021 priorities from the DPW Organizational Study with the exception of recommendation # 3, route all customer inquiries to Customer Service staff in the Clerk/Customer Service Department, adding item #5 Develop a Comprehensive Village Capital Asset Management Plan to the list. Motion carried 6 – 1 by a roll call vote with Tr. Ircink voting nay.

10. Reports of Village Officials (9:19 p.m.)

- a. Village President – None
- b. Village Trustees - None
- c. Village Manager – None

11. Items for future consideration (9:24 p.m.)

Tr. Warren requested to refer method to increase access to diverse candidates for Village employment to the Human Relations Commission. Ms. Ewald clarified the Village is currently working on this topic with Sam Coleman in the EDI Committee.

It was clarified JP&L voted to have on the next agenda for the full Village Board to decide if JP&L or the full Village Board should look at the open records policy

12. Adjournment.

Tr. Stokebrand moved and Tr. Ircink seconded to adjourn at 9:29 p.m. Motion carried 7 - 0.

Respectfully submitted,  
Sara Bruckman, CMC/WCMC  
Village Clerk