



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Committee of the Whole Meeting
January 21, 2021

1. Call to Order

President Rozek called the Committee of the Whole meeting of the Village Board to order at 7:18 p.m. in the Committee Room.

2. Statement of Public Notice

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

3. Roll Call

President Rozek called the roll. Present: Trustees Tammy Bockhorst, Jessica Carpenter, Michael Maher, Ann McKaig and Wesley Warren. Tr. Amenta was excused.

Others Present: Village Manager Rebecca Ewald, Public Works Director Leeann Butschlick, Assistant Public Works Director Joel Kolste

4. Review of DPW inventory controls.

Ms. Ewald explained this item was requested in December as future item of consideration.

Some Village Board members questioned if there is a video security system. Ms. Ewald explained there is not one at this time.

There was Village Board discussion if there are key cards or a fob system on the building or gate. Ms. Ewald explained quotes will be coming in the next six months for the 2021 budget. Ms. Ewald explained it would cost around \$7,000 per door (not double door) to add a fob system.

Ms. Ewald explained Brown Deer just completed a new public works facility and has a robust security system with key cards.

There was Village Board discussion on the fueling procedures and if the Village tracks miles. Ms. Butschlick explained they do not track miles but review reports monthly, the times of vehicle in and out are evaluated. Ms. Butschlick explained each vehicle has its own swipe card and each employee has their own four-digit code. She further explained certain equipment is always to be kept with a full tank for emergency purposes.

There was Village Board discussion on other departments that can access and fuel at the DPW fueling station and who monitors consumption trends.

Ms. Butschlick explained the Police monitor their budget consumption amount.

Ms. Butschlick explained the Police and School District have a gate key for afterhours usage. There was Village Board discussion on fob and video systems.

Geoffrey Davidian, 4101 N. Prospect Ave., Shorewood, 53211; questioned if it is possible for an employee to fill up their personal car and if there are records kept of how many gallons' employees took on what days? Ms. Butschlick answered yes to both questions.

Some Village Board members questioned if there has been a violation to the policy. Ms.

Butschlick explained there has not been, other than employees entering the wrong pin in error or using one key card to fill two different vehicles to be efficient.

Some Village Board members questioned if we have a formal salt usage policy. Ms. Butschlick explained there is not a formal policy but definite procedures. It was noted Mr. Kolste will include the procedures in the next packet.

Geoffrey Davidian, 4101 N. Prospect Ave., Shorewood, 53211; Why can't the village keep records of mileage of vehicles? Ms. Butschlick explained it's difficult to correlate fuel use to mileage. Mr. Kolste explained larger equipment is evaluated by engine hours and some vehicles do not have odometers.

There was Village Board discussion on having a policy that oversees all vehicles.

5. Tr. Bockhorst moved, seconded by Tr. Maher to adjourn the meeting at 7:45 p.m. Motion passed 6 - 0.



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
January 21, 2020

1. Call to Order

President Rozek called the meeting of the Village Board to order at 7:54 p.m. in the Court Room.

2. Roll Call

President Rozek called the roll. Present: Trustees Tammy Bockhorst, Jessica Carpenter, Ann McKaig, Michael Maher, and Wesley Warren. Tr. Amenta was excused

Others Present: Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Police Chief Peter Nimmer, Library Director Rachel Collins

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. Consider Special Event Permit, Temporary Extension of Premise and Short Term Cabaret License for Shorewood Shenanigans, March 14, 2020 for the BID. (7:54 p.m.)

BID President Arthur Ircink explained the original concept of Shorewood Shenanigans was to move the block party to different locations on Oakland Ave. each year. Starting this year, the BID is proposing to have two block parties, one by Three Lions and one by Camp Bar. Mr. Ircink clarified the business owners in-between the two block parties were notified this was being considered at the Village Board today. Mr. Ircink explained the BID will make every effort to have a conversation with those businesses to get them involved and address their concerns.

It was noted to include on the Special Event application a reminder to notify

residents/businesses prior to the Village Board consideration.

There was Village Board discussion for support of the event and the compromise for the businesses to come together and put on the event. There was Village Board discussion on the concerns of closing down Oakland Ave. in two portions and the safety concerns of cars and pedestrians in the open portion between both block parties. It was suggested by the Mr. Ircink to have volunteers walk in the corridor between both block parties to ensure individual safety. Chris Tinker, Three Lions explained they would be hiring additional security guards. It was suggested for the BID to evaluate if the shuttle turn around will function the way they plan. Paul Hackbarth, Camp Bar and Chris Tinker, Three Lions clarified both ends of each block party will be bookended by large vehicles (four areas). Mr. Ircink clarified the street will close at 10:00 a.m. and should be open around 7:00 p.m. that day. It was suggested for both parties to provide a more detailed map of the block party setup. Village Board members expressed they did not support two individual block parties.

Clerk Bruckman clarified there will be additional extension of premise coming at the February 3, 2020 meeting.

Tr. Bockhorst moved to call to question. Call to question carried 5 – 1 with President Rozek voting nay.

Tr. Bockhorst moved, seconded by Tr. Warren to approve the proposed Shorewood Shenanigan's Special Event Permit, Short-Term Cabaret License from the BID and Three Lions, Extension of Premise for Draft and Vessel, Camp Bar, Brat House, and Three Lions Pub for Saturday, March 14, 2020. Motion carried 4 – 2 with President Rozek and Tr. Maher voting nay.

5. Consent Agenda Items (8:21 p.m.)
 - a. Accept presentation of Accounts – January 21, 2020
 - b. Consider Village Board minutes – December 16, 2019
 - c. Consider Village Board minutes – January 6, 2020
 - d. Consider Sick Leave Donation Sharing program
 - e. Consider Fourth of July and Village Events Coordinator RFP
 - f. Consider design services for canoe/kayak launch in Hubbard Park
 - g. Consider signal box film vendor
 - h. Consider expense for new fiber line for Village Hall

Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Motion carried 6 – 0.

6. Items Removed from the Consent Agenda (8:21 p.m.) - None
7. Public Hearing(s) (8:21 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. – (8:22 p.m.) - None
9. New Business
 - a. Resolution 2020-01 Approving the Adoption of the North Shore Comprehensive Emergency Operations Plan. (8:22 p.m.)

Tr. Warren, Chair of the Public Safety Committee shared the committee voted 2 – 0 to recommend adoption of the North Shore Comprehensive Emergency Operations Plan.

Chief Nimmer explained all the North Shore communities have agreed to adopt this plan and have worked collaboratively along with Milwaukee County Emergency Management to develop the plan. Chief Nimmer explained after all North Shore communities adopt the plan, external and internal training will start.

There was Village Board discussion on mapping and data for critical response groups of the Shorewood infrastructure to be included in the emergency operations plan

Chief Nimmer explained the next steps for implementation are outlined in the Village Board packet.

Ms. Ewald explained each Village building has a team working to fill out a template of the emergency response operations plan. Once the template is complete, North Shore Fire, North Shore Health and Shorewood Police Department will be involved to review and do a walk through of the plan.

Tr. Warren moved, seconded by Tr. Maher to approve Resolution 2020-01 Adopting the Comprehensive Emergency Operations Plan as the Emergency Operations Plan for the Village of Shorewood. Motion carried 6 – 0 by a roll call vote.

b. Consider organizational analysis service agreement. (8:37 p.m.)

Tr. Carpenter, Chair of the Judiciary, Personnel and Licensing Committee, shared there was not a vote out of Committee. The JP&L Committee requested that Assistant Village Manager Burkart ask each vendor to modify their proposals to include only Public Works. President Rozek clarified there was a strong preference for a certain vendor.

There was Village Board discussion on the positives and negatives of each vendor. It was noted utilities will be included in the proposal.

Tr. McKaig moved, seconded by Tr. Carpenter to authorize staff to enter into a service agreement with Novak Consulting Group to perform an organizational study for the Department of Public Works in the amount of \$34,200. Motion carried 6 - 0.

c. Discuss Chapters 4-5 of the communications plan: social media and communications in public buildings.

Mr. Burkart explained he has identified all the requested changes for Chapters 4 and 5 of the communication plan.

The Village Board discussed the changes in Chapter 5.

Mr. Burkart explained the public buildings will have public areas to post (announcement boards). Mr. Burkart explained the two locations in Village Hall.

There was Village Board discussion on having election items reviewed by the Clerk. The changed suggestion is only election related items that the clerk is statutorily required to post. Mr. Burkart explained posting in common space can be done by village departments, committees only. Mr. Burkart explained the individuals who can approve and remove are listed specifically.

There was Village Board discussion on what constitutes a Village Committee. Mr. Burkart will add “any Committee that the Village appoints the members.”

It was clarified that the board by North Shore Health Department is handled by them.

Mr. Burkart clarified the school would use the announcement board.

Ms. Collins clarified she will be monitoring any public announcements at the Library. There was Village Board discussion if election postings would be allowed. Ms. Collins explained no.

Clerk Bruckman clarified there are two posting locations and the website for election postings.

The Village Board discussed the changes in Chapter 4.

Mr. Burkart explained there are separate guidelines for employees and elected officials for social media.

The Village Board discussed what defines a walking quorum. Attorney Bayer gave an example when members get together outside the confines of a meeting and discuss a specific item coming on an agenda and work together to block an item. Discussion of general policy is typically acceptable.

It was suggested in section G "Village and the department" (remove department).

There was Village Board discussion on quoting Village staff on social media.

There was Village Board discussion on the open records process for social media postings.

Mr. Burkart explained the process is in the communication plan.

Mr. Burkart will remove the word department under section G.

10. Reports of Village Officials (9:40 p.m.)

a. Village President – Met with School Board President Shah to review their safety plan. Maps missing, working to get updated and complete. Walk through only occurred with the Police Chief. Fire Police and Health Department.

b. Village Trustees –

Tr. Warren – Attended the CDA public meeting of housing study (President Rozek was present). February 6, 2020 will be the report out to the Village Board.

Tr. Maher - Chris Gallagher passed away (former Plan Commissioner) (fine for President Rozek to announce at Plan Commission)

c. Village Manager – Thursday, January 30, 2020 Transportation Presentation 6:30 p.m. Village Center.

11. Items for future consideration (9:45 p.m.) –

a. List of pending items for future consideration

President Rozek explained the agenda items shift based on operational needs for the department.

12. Adjournment.

Tr. Bockhorst moved, seconded by Tr. Maher to adjourn at 9:47 p.m. Motion carried 6 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC
Village Clerk