



## Shorewood

### MINUTES - SHOREWOOD BOARD OF TRUSTEES

#### Village Board Meeting

January 22, 2018

1. Call to Order  
President Johnson called the meeting of the Village Board to order at 7:42 p.m. in the Village Center.
2. Roll Call  
President Johnson called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Michael Maher, Ann McKaig, Allison Rozek, Paul Zovic.  
  
Others Present: Village Attorney Nathan Bayer, Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Village Clerk Sara Bruckman, Planning and Development Director Bart Griepentrog, Public Works Director Leeann Butschlick, Library Director Rachel Collins.
3. Statement of Public Notice  
Clerk Bruckman stated that the meeting had been posted and noticed according to law.
4. Consent Agenda Items
  - a. Approve Presentation of Accounts January 8, 2018.
  - b. Approve Village Board Minutes of December 18, 2017.
  - c. Approve Village Board Minutes of January 8, 2018.

Tr. Rozek requested items 4b and 4c be removed.

Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda with the exception of items b and c. Motion carried 7 –0.
5. Citizens to be heard – none
6. New Business
  - a. Public Works Committee
    - i. Consider Lake Drive lane configuration for resurfacing project.

Assistant Village Manager Burkart reviewed the Pedestrian & Bike Safety Committee's (PBSC) original recommendation from March 2017 to:

- Reduce the amount of driving lanes on Lake Drive north of Capitol Drive from 4 to 2 so that the inner 2 driving lanes remain the same and the outer 2 lanes become a shared lane for parking and bicycling
- Possibly (based on cost) paint bicycle symbols in the shared lane to remind motorists about bicyclists using the shared space
- Install temporary speed monitoring signs with Police enforcement
- Keep parking the same in all areas on Lake Drive for the portion north of Capitol Drive except for the following:
  - Allow parking southbound and northbound during peak times except for locations on the east side of Lake Drive within 50 feet of T-intersections
  - Locations on the east side of Lake Drive within 50 feet of T-intersections are restricted to park at all times

- Restrict parking 500 feet north of the Lake-Capitol intersection only on the west side from 7 – 9 a.m. from Monday through Friday.

In accordance with the communications plan the PBSC obtained public feedback on their recommendation on January 17, 2018. Following the public meeting the PBSC made the following revisions to their recommendation:

- Change parking restrictions for the east side of Lake Drive at T-intersection so parking is only restricted during peak times (4-6 p.m.) Monday through Friday.
- Work with the City of Milwaukee on a lane reduction proposal for the southern stretch of Lake Drive for a future year. If implemented, keep parking restrictions as they currently are on the east side and west side of Lake Drive between the cross streets of Capitol Drive and Shorewood Blvd. Have staff look into the feasibility of making the right lane north of the Lake-Capitol intersection a permanent right turn lane.
- Stripe ladder crosswalks at areas with pedestrian ramps that currently don't have striped crosswalks. All intersections along Lake Drive have pedestrian ramps.
- Do not add bicycle sharrows or symbols in the shared lane. This is based on a higher than expected cost estimate of \$5,600 for symbols on the north portion of Lake Drive.

The Public Works Committee met on January 22, 2018 at 6:30 p.m. to review the PBSC recommendation and additionally discussed staff working with the engineer on confirming the final locations for the crosswalks north of Capital Drive and the benefits of additional communication with the public relative to reducing lanes on Lake Drive south of Capital Drive.

Tr. Zovic moved and Tr. Amenta seconded to direct staff to work with the engineer in preparing bid documents for the 2018 Lake Drive resurfacing project incorporating the PBSC recommendations.

Tr. Amenta moved and Tr. Rozek seconded to amend the motion to direct staff to work with the engineer to identify a reasonable number of pedestrian crosswalks.

Tr. Zovic withdrew the original motion and the amendment to the motion.

Tr. Amenta moved and Tr. Zovic seconded to move forward with the PBSC recommendation dated January 17, 2018 with the exception of the recommendation to work with the City of Milwaukee on a lane reduction proposal for the southern half of Lake Drive. Also directing the staff to work with the engineer to identify a reasonable number of pedestrian crosswalks north of Capital Drive. Motion carried 7-0.

Tr. Zovic moved and Tr. Bockhorst seconded to direct staff to develop a communication plan for reconfiguring lanes south of capital drive that includes communication with residents and interfacing with the DOT, City of Milwaukee PBSC and other professionals as needed with the goal of making a decision on the pavement markings to complete the Lake Drive restriping project as scheduled in 2018.

Tr. Rozek noted that she will not be voting for the motion because she does not have sufficient data to assess the impacts of changes to this major arterial south of Capital Drive. Tr. Amenta noted that she desired to measure the changes made from reducing the lanes north of Capital and assess the impact prior to making changes south of Capital Drive. Tr. Bockhorst noted her support for looking at the entire length of Lake Drive. The Board expressed their gratitude for the PBSC. It was noted that Lake Drive is a state highway and any changes to pavement markings must be approved by the DOT. The Village needs to understand the impacts to transportation funding, if any, resulting from a change in pavement markings.

Tr. Amenta moved and Tr. Rozek seconded to amend the motion to include a traffic monitoring that includes a base measurement of what traffic is occurring now and moving forward every six months

for 18 months on side streets and parallel streets to Lake Drive. Amendment to the motion failed 5 to 2 with Trustees Bockhorst, Maher, McKaig, Johnson, and Zovic voting Nay.

Brad Simenz, 4061 N. Lake Drive, Shorewood, WI 53211 - expressed his support of the traffic engineer's study and the reduction of traffic lanes from 4 to 2.

Craigh Cepukenas, 3816 N. Lake Drive, Shorewood, WI 53211 – reminded the Board that the reason narrowing Lake Drive is being proposed is to slow down traffic. He also favors no left hand turns during peak hours. The community will get a bicycle lane in off peak hours.

David Jubelirer, 4425 N. Lake Drive, Shorewood, WI 53211 – shared mutual agreement about the need to slow down traffic.

Rachel Ellerman, 2035 Newhall, Shorewood, WI 53211; Chairperson of the PBSC – noted that the traffic engineer was unsure as to whether the DOT would support the narrowing from 4 to 2 lanes south of Capital Drive, and that was one of the reasons the Committee did not recommend moving forward with the changes south of Capital Drive, but requested additional review in 2018.

Motion carried 5 to 2 with Tr. Rozek and Tr. Amenta voting Nay.

b. Community and Business Relations

i. Consider Parklet Policy.

Director Griepentrog reviewed the parklet policy proposed and comments provided by the Public Works Committee. It was clarified that there is a note in the existing policy that the Board may modify the policy to allow for more parklets on a block based upon their discretion.

Tr. Rozek moved and Tr. Maher seconded to adopt the parklet policy with two revisions as recommended by the Public Works Committee 1) to modify the existing draft to maintain approval of all parklet permits by Village Board, 2) and including the definition of block based on address utilized to determine the eligibility calculations. Motion carried 7-0.

c. Public Safety

i. Consider life guard service agreement.

Tr. Bockhorst discussed that the Village is unable to contract with Milwaukee County for life guards at Atwater Beach, as sufficient life guards are not available. There are no other agencies the Village could find to provide life guard services. It was discussed that the proposed one-year agreement would be reviewed upon conclusion. The Village budgeted \$17,000 in 2018 for life guard services. The proposed contract is \$24,000 with additional incidentals. The lifeguard services will be over-budgeted by \$10,000 and all expenses will still be charged to the lifeguard services account in the other public safety department budget. Other areas will be under-budget and more than likely offset these expenses. The Board discussed that the service provider is to ensure all Village rules and regulations pertaining to the beach are posted and observed. It was clarified that the contractor is required to observe the rules but may require assistance from other agencies such as police and fire to enforce the beach rules. It was also noted that the service provider's primary function is to provide life guarding services. The company was requested to provide a certificate of liability in the amount of \$1 million.

Tr. Bockhorst moved and Tr. Maher seconded to enter into a one-year service agreement, providing a certificate of liability insurance with a minimum of \$1 million in coverage. Motion carried 7-0.

The Board recessed at 9:26 p.m.

The Board reconvened at 9:33 p.m.

d. Consider Approval of Ordinance 2091 regarding postings.

Tr. Maher moved and Tr. McKaig seconded to approve Ordinance 2091 regarding postings with clarification that the language to reflect that postings "shall be outside of an adjacent to the front entrance of Village Hall." Motion carried by roll call:

Tr. Zovic – Aye    Tr. Rozek – Aye    Tr. McKaig – Aye    Tr. Maher – Aye  
Tr. Bockhorst – Aye    President Johnson – Aye    Tr. Amenta – Aye

- e. Discuss and consider introduction and the policies on email, website, letterhead, and memorandum for the proposed communication management plan.

Assistant Village Manger Burkart presented a timeline for reviewing the plan in phases for the Village Board approval. Tonight the Board would start with email, website, letterhead and memos. The Board discussed some preferences for reviewing the communication policies moving forward, including review of the policies in a Committee of the Whole meeting prior to adopting the policy at the next regularly scheduled meeting. The Board discussed the email policy and how to move forward reviewing, commenting and discussing the policy as there was a diverse range of opinions on the policy amongst members. It was concluded that Trustees would forward the comments on the policy to Assistant Village Manager Burkart and he would provide the entire list of comments to the Board in priority order for their action at the next Committee of the Whole meeting for discussion and Village Board meeting for consideration.

- f. Update on 1/16/18 North Shore Fire Board discussion on possible purchase of the Shorewood Fire Station property.

Northshore Fire Department will be communicating with the Village is 4-6 weeks regarding possible offer to purchase the Village's Fire Station No. 83.

1. Items removed from the Consent Agenda

Tr. Maher moved and Tr. Zovic seconded to approve Items 4b Village Board Minutes of December 18, 2018.

Tr. Bockhorst moved and Tr. McKaig seconded to amend the motion to defer the December 18, 2018 minutes. Motion carried unanimously.

Tr. Bockhorst moved and Tr. Maher seconded to defer the January 8, 2018 minutes. Motion carried unanimously.

Staff explained concerns in documenting the time spent documenting minutes. The Village Board meetings are lengthy and state law requires only the motions be reflected. To assist in evaluating our current minute process, the Village Manager will be taking notes during the next few meetings with the Clerk and reviewing them with her following the meeting. Staff desires to collaborate with the Board moving forward to establish parameters for minutes and agreed expectations that are efficient, effective and provide a record of the meeting. Communication will continue on this matter moving forward.

8. Reports of Village Officials

a. Village President - no report

b. Village Trustees

- i. Tr. Zovic requested Mark Emanuelson bring forward a report on the possible options for deductibility of property tax and whether there are any other approaches.

c. Village Manager – no report.

9. Items for Future Consideration

- a. Tr. Rozek requested a breakdown of the enforcement of traffic violations from DUNCAN Solutions from the Police Chief.
- b. Tr. Amenta discussed that recycling carts will come out in March and the desire to review the planned communications. Ewald requested the Director of Public Works to update the information approved by the Board on 11/20 with specific dates and provide an update via email to all Board members and department heads.
- c. Tr. Bockhorst suggested staff review the health community award provided by the League of Wisconsin Municipalities.

10. Tr. Zovic moved and Tr. Maher seconded to adjourn into closed session at 10:49 p.m. pursuant to Wisconsin Statute 19.85 (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to discuss possible sale of the Village's fire station. Motion carried by roll call vote:

Tr. Zovic – Aye      Tr. Rozek – Aye      Tr. McKaig – Aye      Tr. Maher – Aye  
Tr. Bockhorst – Aye      President Johnson – Aye      Tr. Amenta – Aye

Tr. Rozek excused herself from the meeting at 10:51 p.m.

The Board discussed possible sale of the fire station.

Tr. Zovic moved and Tr. Maher seconded to reconvene into open session by roll call vote at 11:20 p.m. Motion carried by roll call 6 - 0.

11. Adjournment

Tr. Maher moved and Tr. McKaig seconded to adjourn at 11:21 p.m. Motion carried 6 - 0.

Respectfully submitted,  
Sara Bruckman



Village Clerk