



Shorewood

MINUTES - SHOREWOOD BOARD OF TRUSTEES Village Board Meeting February 5, 2018

1. **Call to Order**
President Johnson called the meeting of the Village Board to order at 7:34 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, Village Clerk Sara Bruckman, Public Works Director Leeann Butschlick.
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 February 5, 2018.
 - b. Approve Village Board Minutes of December 18, 2017.
 - c. Approve Village Board Minutes of January 8, 2018.
 - d. Approve Village Board Minutes of January 22, 2018

Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Motion carried with items c and d removed 7 –0.

Tr. Rozek requested item 4c and 4d be removed from the consent agenda.
5. **Citizens to be heard – none.**
6. **New Business**
 - a. Present Proclamation for Hayek Drug Store.

President Johnson read and presented the Hayek Drug Store Proclamation to William Quandt.
 - b. Swearing in of Police Officers – Ali-Raza Govani and Joseph Santiago.

Chief Nimmer introduced and provided background about Officer Govani and Officer Santiago. Clerk Bruckman swore in the officers.
 - c. Consider Approval for Construction Management Services Agreement with Riley Construction.

Tr. Maher moved and Tr. McKaig seconded to approve the Riley Construction AIA Construction Manager Contracts A133/A201 as presented. Motion carried 7-0.

The Board requested the minutes reflect their desire to work with Riley Construction on remaining future phases of construction in the police station under similar conditions of the contract considered this evening. Riley was selected and vetted through a Request for Proposal project and changing

construction managers would not be efficient or cost effective for the Village with future phases of construction.

d. Public Works Committee

- i. Consider Communication and Project Management Plan for Wilson Drive reconstruction.**

Tr. Zovic moved and Tr. Bockhorst seconded to approve the Wilson Drive Communication and Project Management Plan.

The Board discussed including a village wide mailing and the areas for individual neighborhood mailings for both Wilson and Lake Drive communications plans.

Following the discussion, the motion and second were withdrawn and the items were postponed until the following meeting.

Staff would proceed with including the following information in the communication plans:

- A village wide post card mailing for both the Lake Drive and Wilson Drive project.
 - The draft post card will be designed by staff, provided to the Board via email.
 - Board comments will be submitted via email and staff will make the final decisions on the information and layout utilized.
 - Staff will also determine whether an oversized or regular size postcard will be used.
 - Staff will identify the week the post card shall be sent in the communication plan.
 - It was discussed that NotifyMe shall be advertised along with other information in the post card.
 - The cost of the post card will be equitably distributed between the capital accounts for the Lake Drive and Wilson Drive projects.
- Provide a written update on the approved design elements on Wilson Drive on the website.
- Create a stakeholder list with email contacts for distributing information regarding the Wilson Drive and Lake Drive projects.
- A mailing including both neighborhood areas identified north and south of Capital Drive shall receive the notice regarding the upcoming public information meeting regarding the roadway area south of Capital Drive. It was determined that no matter where you live on the roadway or within the block or two off the roadway, the change will impact you and inclusion within the process would be beneficial.
- Staff is requested to provide a proposed neighborhood mailing area for the Wilson Drive project. This may include providing two suggestions with varying costs. The Board will select the notification area at the next meeting.
- The Public Works Committee (PWC) should be identified as providing a recommendation within the Lake Drive Communication Plan. The Committee's recommendation shall be provided after receiving a recommendation from the Pedestrian & Bicycle Safety Committee (PBSC).
- The PWC and the PBSC Committee should meet collectively to review the updated Lake Drive traffic analysis when presented by Ken Voigt.
- The PWC and the PBSC shall receive the presentation for the Lake Drive public meeting in advance of the meeting.
- Estimated costs for each communication method should be included in the plan. Actual costs should be reported in the lookback on the communication plan. This will allow the Board to budget and plan for communication costs within project scopes moving forward.

- ii. Consider amendments to Communication and Project Management Plan for Lake Drive resurfacing.**

The Board agreed to postpone approval of the amended Lake Drive Communication plan until a future

meeting.

- iii. Consider amendment to recycling cart communication schedule to include a village wide mailing for recycling cart implementation.

Board members expressed their strong support for Trustee Amenta's idea for a village wide mailing to inform residents of the new communication carts. The Board acknowledged that the two mailings budgeted for in 2018 have now been selected.

Tr. Zovic moved and Tr. Bockhorst seconded to amend the recycling cart communication plan to include a second hard copy communication to residents and to utilize the Village Manager's budget line item to do so. Motion carried 7-0.

- e. Discuss the Communication Management Policy, including the Introduction and Chapters 1-3.

The following items regarding email were discussed:

1. The Village Manager should discuss utilization of a municipal email account with the Judge in efforts to comply with state statutes.
2. It was the consensus of the Board that individuals should not be blind copied on email with the exception of specific circumstances that staff should attempt to describe within the policy such as emailing groups of citizens who may not desire to have their email provided to others.
3. It was the consensus of the Board that volunteer committee personal email addresses should not be posted on the website. If communication needs to be provided to a committee or members thereof it can be distributed through the staff liaison to the committee. Similarly, committee members are discouraged from contacting contracted vendors or service providers of the Village. It is best when communication comes through the designated representative for the Village. If communication does occur between a staff member and a vendor or service provider relative to the Village business, the staff liaison shall always be copied on the email to ensure adherence to state statute.

Due to the late hour the Board deferred the remainder of this item to a following meeting.

7. Items removed from the Consent Agenda

Items C and D were removed.

Tr. Rozek requested clarification on the motions on items 6b1 and 6b2 of the January 8, 2018 and 6a1 of the January 22, 2018 minutes.

Tr. Amenta requested under item 6a2 of the January 8, 2018 the motion should state "motion carried 5-2 with Tr. Amenta and Tr. Rozek voting Nay."

Tr. Bockhorst moved and Tr. Maher seconded, to approve the Village Board minutes from January 8, 2018 with the correction as stated by Tr. Amenta. Motion carried 7 – 0.

Tr. Bockhorst moved and Tr. Maher seconded, to approve the Village Board minutes from January 22, 2018. Motion carried 7 – 0.

8. Reports of Village Officials

- a. Village President

Noted the President and Village Manager will be meeting with Congresswomen Gwen Moore in early March. If there are topics the Trustees desires for discussion, please email President Johnson in advance of the meeting.

- b. Village Trustees
 - i. Milwaukee River Greenway Advisory Committee, 1/23/18 – Tr. Maher.
 - ii. CDA Meeting, 2/2/18 – Tr. McKaig & Tr. Rozek.
 - iii. League of Wisconsin Municipalities Executive Meeting – Tr. Bockhorst
 - iv. Inquiry regarding public art possibility on Wilson Drive – Tr. Amenta.
 - v. Reminder: "Catching the Sun", Village Center, 2/9 – 7 p.m.
 - vi. Reminder: Big Chill, Lake Bluff School, 2/10, noon – 4 p.m.
- c. Village Manager - none

9. Items for Future Consideration

- a. Tr. Rozek requested staff speak with her regarding her interest in the ash tree policy.
- b. Tr. Rozek requested sufficient Board Committee time to discuss agenda items.
- c. Tr. Rozek requested the Board discuss the Vision 2025 plan. Manager Ewald will contemplate an efficient time to discuss the plan.
- d. Tr. Rozek requested an opportunity to review the fiscal note section of the memo template. Ewald noted that could be done when reviewing this item in the communications plan.
- e. Tr. Zovic requested staff seek information on the exemption obtained by the City of Milwaukee relative to the state law on traffic cameras.
- f. Tr. Amenta requested the policy on social media be discussed sooner. Ewald noted that we could take up the topic after we complete the first three items currently under review.

10. Adjournment

Tr. Zovic moved and Tr. Bockhorst seconded to adjourn at 10:12 p.m. Motion carried 7 - 0.

Respectfully submitted,
Sara Bruckman



Village Clerk

Wilson Drive Communication & Project Management Plan

1. The incorrect fiscal note was placed in the plan. The correct fiscal note is:

The Wilson Drive reconstruction project was approved in the 2018 annual budget. This project has 3 budgeted component cost estimates, \$3.5 million in the general capital project fund for road related costs, \$75,000 in the Water Utility for water system costs, and \$400,000 in the Sewer Utility for waste water / storm water related costs. These estimates include not only construction costs, but also project engineering and construction inspections services as well. All of these project costs are expected to be financed through bond proceeds, with the final cost estimates to be determined after contract awards. These final cost estimates will then be used to determine the actual amount of bonded funding that will be required for this project.

2. Based upon the village wide mailing costs for the garbage cart mailer and the Lake Drive individual mailings, staff estimates the following for the Board consideration:
 - Village wide post card - \$2,500
 - Individual neighborhood letter - \$150

Lake Drive Communication & Project Management Plan

1. Based upon the village wide mailing costs for the garbage cart mailer and the Lake Drive individual mailings, staff estimates the following:
 - Village wide post card - \$2,500
 - Individual neighborhood letter - \$150
2. Attached is the additional scope of services that was executed for the engineering services south of Capital on Lake Drive. An amendment to initial study is required to provide documentation the DOT that an engineer has designed south Lake Drive and that it meets the requirements, including the intersection of Lake Drive & Capital and accommodates the increased traffic on south Lake Drive.

An RFP was utilized to secure Ayres services for the study on Lake Drive north of capital. The study cost was \$4,300. This study, plus the amendment, do not require Village Board approval so the agreement was executed to start the process.

3. My understanding is that the Shorewood Today will be focusing one article of the improvements to Lake and Wilson. I will need to confirm with Tyler upon his return as to whether Oakland was also included.
4. If there are additional suggestions to modify the communication plan as presented, trustees are encouraged to share their suggested modifications at the Board meeting this evening.

**Lake Drive Lane Reduction Assistance Agreement
Village of Shorewood, Wisconsin
February 1, 2018**

Agreement Background

The Village of Shorewood (CLIENT) is seeking Wisconsin Department of Transportation (WisDOT) approval to consider reducing the number of peak hour traffic lanes on the segment of Lake Drive between Capitol Drive (STH 100) and the south Village limits from its existing operation with 2 southbound lanes during the morning peak hour and 2 northbound lanes during the evening peak to operate with 1 northbound and 1 southbound lanes during all times of the day. Under the approved reduction to 1 lane operation the existing curb lanes would be reserved for on-street parking and bike route designation. Ayres Associates (CONSULTANT) has prepared the following Scope of Services to assist the CLIENT with implementing their approved traffic lane reduction of Lake Drive:

SCOPE OF SERVICES

Task 1: Report

The CONSULTANT will conduct a qualitative analysis of the lane reduction and submit an updated report to the Village by February 23 that includes proposed pavement markings and parking restrictions required to reduce the south end of Lake Drive between the south Village limits and Capitol Drive so that peak hour operation could be reduced from 4 lanes to 2 lanes. The report would include a qualitative analysis on the expected traffic impact on east/west side streets if the number of lanes were reduced from 4 to 2. The report will also address any safety or traffic flow concerns if the Village were to approve the peak hour operation of Lake Drive from 4 lane to 2 lane operation throughout the day.

Task 2: WisDOT Coordination

The CONSULTANT will contact the WisDOT to discuss and request their approval, on behalf of the Village, of the requested change in peak hour operation from 4 lane to 2 lane operation of the southern segment of Lake Drive prior to submitting the Task 1 report to the CLIENT by February 23, 2018. The WISDOT will be requested to include written confirmation that they approve the plan and that no state aid would be lost to the Village.

Task 3: Meetings

- a. The CONSULTANT will meet with Village staff to review the study report and answer questions during the first week of March, 2018;
- b. The CONSULTANT will attend the March 13, 2018 Pedestrian and Bicycle Safety Committee to present the study report findings and answer questions the Committee may have;
- c. The CONSULTANT will attend a public meeting on April 9, 2019 and answer questions the public may have;
- d. The CONSULTANT will attend the April 16, 2018 Village Board meeting to answer questions the Village Board and public may have.

SCHEDULE

The tasks described in the above Scope of Services will be initiated within 2 days of CONSULTANT receipt of a signed agreement or a 'Notice to Proceed' from the CLIENT.

COMPENSATION

Compensation for the above Scope of Services agreement will be based on CONSULTANT staff time and related study direct expenses at a cost not to exceed Five Thousand dollars (\$5,000.00).

If this agreement is acceptable to the Village of Shorewood of Shorewood, please sign and date and return a copy for our files.

Village of Shorewood

Ayres Associates

Kenneth H. Voigt, P.E.

Date: _____

February 1, 2018