



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
April 25, 2018

DRAFT

1. Call to Order
President Rozek called the meeting of the Village Board to order at 6:12 p.m. in the Village Center.
2. Roll Call
President Rozek called the roll. Present: Trustees Davida Amenta, Jessica Carpenter, Michael Maher, Ann McKaig. Absent: Trustee Tammy Bockhorst

Others Present: Village Attorney Nathan Bayer, Village Manager Rebecca Ewald, 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. Discuss Communication Management Policy Introduction and Chapters 1-3

Mr. Burkart led a discussion with the Village Board on a number of items. The items were listed in the Village Board packet. Below is a summary of each discussion:

- The Municipal Judge should have an official Village e-mail account as an elected official.
- Staff and officials shall not blind copy others on an email, unless for a specific business reason such as Citizen's Academy emails, RFP's to vendors.
- All emails should be circulated through the staff liaison and distributed to the committee. A reminder regarding the email protocol should be communicated to all committees after new appointments. Staff could consider an annual training or template for staff liaisons to review annually with new committee members.
- The group noted the needed clarification of elected and appointed official and staff within the documents in the public records law and open meeting law section.
- A section will be added on how to obtain a public record from the police department and administration.
- Elected/appointed officials should not "Reply to All" to emails that includes more than two members of the governing body. Information can be provided by the Village Manager to the entire Board and if Board members have additional questions they should respond directly to the Village Manager. If the Village Manager believes additional information shared with one trustee should be provided to all trustees, the Village Manager will send additional emails with said information, but not respond to the group.
- The policy will reference that any personal emails, instant messages and texts are public records if public businesses is discussed and are subject to open records.
- Staff should define parameters for what documents should be kept on the website.
- The Clerk will be proposing an initiative to review our document management and how to proceed with document and agenda management moving forward.
- Board members expressed the desire to obtain copies of the packet 24 hours earlier. The Village Manager noted that she is open to exploring this option but only as the board, staff and meetings obtain greater efficiency.

- Staff should endeavor to obtain photo releases for individuals that the focus of picture utilized in Village materials with the exception of large groups in which obtaining releases would be impractical.
- Village Board Memo template: staff will review the format and create more specific guidelines for completion to reach a better consistency. It was also noted that staff should consider how dates are utilized in the memos. Further, it was noted that any outreach completed on an item that it be noted within the memo as well (ie. Communication with the BID, property owner(s), or other committees).
- It was noted that it is helpful for the fiscal note to include the account number(s) for the items discussed. It would also be helpful to review the current balance for the account or project. If is any impact on another account, it could also be noted in this section. If should also be noted whether or not, we anticipate coming on in or under budget. If we are exceeding the budget there is a desire to know if we will be exceeding it. Identification of the revenue sources for capital projects. Determine the terms for budget amendments. The template should note whether there is a fiscal action required.

5. Adjournment.

Tr. Amenta moved and Tr. Maher seconded to adjourn at 8:48 p.m. Motion carried. .

Respectfully submitted,
Tyler Burkart
Assistant Village Manager