



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Committee of the Whole
June 18, 2018

DRAFT

1. Call to Order

President Rozek called the meeting of the Special Meeting of the Village Board to order at 6:06 p.m. in the Village Center.

2. Roll Call

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

Others Present: Village Attorney Nathan Bayer, Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Clerk Sara Bruckman, Finance Director/Treasurer Mark Emanuelson, Police Chief Peter Nimmer, Director of Public Works Leeann Butschlick, Planning and Development Director Bart Griepentrog, Customer Service Director/Deputy Clerk Diane DeWindt-Hall, Assistant Director of Public Works Joel Kolste, Director of Senior Resource Center Elizabeth Price, Library Director Rachel Collins, and Building Inspector David Henson.

3. State of Public Notice

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

4. Special Order of Business - None

5. Consent Agenda Items

- a. Accept Presentation of Accounts – June 18, 2018
- b. Consider North Shore Health Department Agreement.
- c. Consider Public Safety Communications Agreement.
- d. Consider RFP for Crossing Guard Services.
- e. Consider RFP for Shorewood Today.
- f. Consider DPW authorization to hire.
- g. Consider Application for Temporary Extension of Premise for Thief Wine, 4512 N. Oakland Ave. June 28, 2018 (Shorewood Criterium)
- h. Consider Application for a Temporary Extension of Premise for Cloud Red, 4488 N. Oakland Ave. on June 28, 2018 (Shorewood Criterium)
- i. Liquor license renewals:
 - Class A” Fermented Malt Beverage and Intoxicating Liquor Licenses
 1. Shorewood Liquor LLC d/b/a Kensington Liquor, 4496 N Oakland Avenue, Shorewood WI 53211
 - “Class B” Fermented Malt Beverage and Intoxicating Liquor Licenses
 2. North Shore Post 331 Ltd d/b/a North Shore Post 331, 4121 N Wilson Dr, Shorewood WI 53211
 3. True Light Promotion, LLC d/b/a Falbo Bros. Pizzeria, 2213 E Capitol Drive, Shorewood WI 53211
 4. Harbor Shorewood Management LLC d/b/a HarborChase of Shorewood, 1440 Highway A1A, Vero Beach FL, 32963, 1111 E Capitol Drive
- j. Consider appointments:
 - i. Kristine Peterka – North Shore Health Department Board.

Tr. Amenta requested item 5d, Tr. Maher requested item 5f, and President Rozek requested items 5e and 5i be removed from the consent agenda.

Tr. Bockhorst moved, seconded by Tr. to approve the consent agenda with items 5d, 5e, 5f, and 5i removed. Motion carried 7 – 0.

6. Items Removed from the Consent Agenda

5d Consider RFP for Crossing Guard Services. Discussion ensued if the Village was funding to assist the school district financially. Other questions were clarified as to what do other municipalities do and if this is typically a school function due to the concern about liability. Attorney Bayer clarified the school could potentially indemnify the Village. It was asked to include no headphones/phone usage in the contract.

Tr. Amenta moved, seconded by Tr. McKaig to consider the RFP for Crossing Guard Service with provision that when a contract is entered into that it is presented the school board for informational purposes, ask school to indemnify the Village in, to include in the RFP crossing guards may not use headphones or be on their phones. Motion carried 6 – 1 with Tr. Bockhorst voting Nay

Friendly amendment made by Tr. Amenta to include informational purposes.

5e Consider RFP for Shorewood Today. It was noted to look for how many copies can be reduced for the area businesses.

Tr. Bockhorst moved, seconded by Tr. McKaig to approve the approve the RFP for Shorewood Today and to have staff clarify the specific amount going to business and see an alternative to be reduced, when staff gets the cost estimate from the proposers that number that number was reduced what the cost would be. Motion carried 7 – 0.

5f Consider DPW authorization to hire. It was noted if there is a way to expand our postings to reach a more diverse pool of applicants.

Tr. Maher moved, seconded by Tr. Bockhorst to approve DPW authorization to hire. Motion carried 7 - 0

5i Liquor License renewals. It was questioned if Kensington Liquor would be issued their license if they were behind on their facade grant payment. Attorney Bayer will verify it that qualifies for a reason; Ms. Bruckman noted she received notices from Kensington's distributors that they are past due. Until those invoices are paid, the license will not be issued per State Statute.

Tr. Amenta moved, seconded by Tr. Maher to approve liquor license renewals. Motion carried 7 – 0.

7. Public Hearing(s) – 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 – none.

9. New Business

- a. Consider award of contract for 2018 Private Property Inflow & Infiltration Reduction Program Lateral Rehabilitation project.
There is a write up provided in the scope of the packet. First item on the agenda is to award contract; the second item is to approve the funding agreement for the project with MMSD. It was noted the fiscal note in the memo state \$10,000 more because of rounding.

Tr. Maher moved and Tr. Amenta seconded to award of a unit pricing contract in the amount of \$171,315.00 to Musson Brothers, Inc. for the 2018 Private Lateral Rehabilitation project. Motion carried 7- 0.

- b. Consider MMSD Funding agreement for 2018 Private Property Inflow & Filtration Reduction Program Lateral Rehabilitation project.

Tr. Amenta. moved and Tr. Warren seconded to approve Funding Agreement SH07 for reimbursement of costs related to the Village's 2018 sewer lateral rehabilitation (lining) program. Motion carried 7 – 0.

- c. Consider Professional services agreement with Clark Dietz for TMDL Stormwater Management Plan.

Ms. Butschlick stated four firms submitted and were interviewed; the panel's consensus is to recommend Clark Dietz. The Board inquired why the panel chose Clark Dietz. A member of the panel stated they have a clear understanding of systems in place.

Tr. McKaig moved and Tr. Maher seconded to approval of a professional services agreement in the amount of \$53,480 with Clark Dietz for the development of a TMDL storm water management grant. Motion carried 7 – 0.

- d. Consider professional services agreement with The Sigma Group for 2019-2021 alley reconstruction programs design, engineering and construction inspection services.

Discussion ensued with the concern to act on this when the Board is in the middle of prioritization. Discussion ensued in what was being covered this year compared to the last? The question if there a reason that inspection hour numbers were not included in the RFP? Ms. Butschlick explained at the time, we don't like to dictate. The contractor is the expert.

Tr. Amenta moved and Tr. Maher seconded to call to question. Motion carried 5-2 with Tr. McKaig and President Rozek voting Nay.

Tr. Maher moved and Tr. Bockhorst seconded to approval of a professional services agreement with The Sigma Group in the amount of \$164,440 for design engineering and construction inspection services related to the proposed 2019 and 2021 alley projects. Motion carried 5 – 2 with Tr. McKaig and President Rozek voting Nay.

- e. Update on Wilson Drive project monthly financial report.

Included in packet was an update for review.

Ms. Butschlick stated due to some locally and intensive rain fall, Wilson Drive was closed for a period in the afternoon.

- f. Consider 2018 Trick or Treat date and time.

Tr. Bockhorst summarized the memo. She stated the 5 largest counties, Waukesha, Dane, Brown, Racine, Milwaukee, either conduct Trick or Treating on Halloween proper or weekend prior. Shorewood, being a progressive community, should consider moving the day and time. Discussion ensued keeping the Sunday day, but changing the time towards dusk. Other voiced the support Sunday hours since BID is interested in doing something on Saturday. Other members shared concerned Sunday is a very unwelcoming and seems very neighborhood exclusive for those streets that do something on Halloween as well. Some believed the idea of collaboration for Saturday trick or treat time with BID would have been ideal and something to consider for the future.

Tr. Amenta moved and Tr. McKaig seconded to Trick or Treat Sunday, October 28 from 4-6 pm.

Motion carried 4 – 3 with Trustees Bockhorst, Carpenter and McKaig voting Nay*

Tr. Bockhorst moved and President Rozek seconded to amend the motion Trick or Treat from 4:30-7 pm Saturday October 27.

Tr. Bockhorst withdrew amendment

Tr. Bockhorst moved, to amend the motion to Sunday, October 28 4:30-7:00 p.m.

There was no second the amendment failed

Tr. McKaig moved and Tr. Maher seconded to amend the motion to Sunday, October 28 from 3:00-5:00 p.m. amendment fails 3-4 with Trustees Amenta, Bockhorst, Carpenter and President Rozek voting Nay

Vote was taken on original motion as stated above*

- g. Update on Fire Station structural analysis and design.
The Village will be receiving a draft of analysis which will be discussed at the Committee of the Whole meeting on July 2. It was agreed to schedule Public Meeting for the week of July 9th, to include all three options of what to do with the building. The item will be placed on the July 16 agenda for action. It was noted there was not agreement amongst the Board on the public information provided for the public meeting.

10. Reports of Village Officials

- a. Village President

President Rozek attended a successful Chicken dinner by the Men's Club in which Tr. Warren, Bockhorst, Maher and McKaig were in attendance.

- b. Village Trustees

Tr. McKaig attended the first Human Relations Commission meeting. The meeting went very well. She stated the group has great synergy and will meet in July and August.

Tr. Bockhorst inquired if life guards starting on June 23. She will be attending the League of Wisconsin Municipalities summer planning meeting in July. The meeting will be focused on prioritization. The League's Annual Conference will be October 24-26 in the Dells, early bird registration is open.

- c. Village Manager

There was 2.25 inches of rainfall reported this afternoon. The heaviest rainfall was from 3:20-4:20 p.m. this afternoon in which two inches fell in an hour. There are two reports of water in basement and street flooding.

11. Items for future consideration – None

12. Adjournment

Tr. Maher moved and Tr. Warren seconded to adjourn at 8:15p.m. Motion carried 7-0.



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Committee of the Whole
June 18, 2018

DRAFT

a. Call to Order

President Rozek called the meeting of the Committee of the Whole to order at 8:24 p.m. in the Village Center.

b. Statement of Public Notice

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

c. Roll Call

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

Others Present: Village Attorney Nathan Bayer, Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Clerk Sara Bruckman, Finance Director/Treasurer Mark Emanuelson, Police Chief Peter Nimmer, Director of Public Works Leeann Butschlick, Planning and Development Director Bart Griepentrog, Customer Service Director/Deputy Clerk Diane DeWindt-Hall, Assistant Director of Public Works Joel Kolste, Director of Senior Resource Center Elizabeth Price, Library Director Rachel Collins, and Building Inspector David Henson.

d. Introduction

Lindsay Schmit recapped the meeting that was held on June 13. Tonight's objective is to gain clarification on the Village Board initiatives.

e. Goal of the Meeting

f. Marketing Advisory Committee – Review of Initiatives

- 1) The amount budgeted for communications was clarified at \$5,000, for postcards as a communication effort. In the future, if they have items that need funding they are required to go through the budget process. The additional funds, in the fund balance are earmarked should the need to do additional marketing. These funds will be tracked by the Finance Director.

g. Administration Update

Ms. Ewald explained staff was requested which items could be accommodated for in 2019. We want to do different things, but can't do everything at once. The way we are set up structurally becomes challenging, as it takes collaboration with other departments.

Ms. Ewald identified what her top five marathons:

- Organizational Analysis
- Next Election Location – We have been told by our partner we are no longer welcome.
- Parking most complex systems, no one has been able to solve parking.
- AMI physically requires us to be in every property in the Village. This is very time intensive
- Tax Increment District Question, if, when and how. Requires different methods of collaboration.

h. Deliberation: Village Board Submitted Initiatives

The Board asked clarifying questions of each member's individual initiatives.

Tr. McKaig gave clarification on the following initiatives.

- 1) HRC policy efforts; the initiative includes staff and Village Board opportunities on continuing education around social justice equity and how it plays out in our community life. This would take a look at documenting current steps on what are we doing with community partners. This would include looking organizationally, we can grow together with a community. She clarified this not a problem area, this is to start exploration.

Tr. Amenta gave clarification on the following initiatives:

- 1) Levy limit is excluding capital and debt service.
- 2) Open records request looking at language to consider a village policy on how the village operationally responds to open records.
- 3) Zero percent would involve the Village Manager, looking at staffing per capita.
- 4) Capital facilities: Both planning and budgeting. Space planning comprehensively done it as a board with forward thinking.

President Rozek gave clarification on the following initiatives:

Explained the first six main documents are items to be updated and consolidated at some point.

- 1) Fireside chat: Board members could pick a topics and explain them in general to the community in an informal setting. Be able to explain as the Board's position.
- 2) Next steps on our purchasing policy. Forming a subcommittee, look at how do we get new and emerging business into our purchasing?

Tr. Maher gave clarification on the following initiatives:

- 1) Resource management plan for the Milwaukee River Trail and Bluff, the original plan was developed but how staff will proceed in the future.
- 2) For the maintenance, we have expanded our park area by 11%, what's going to happen the years to come, how many resources.
- 3) Yes, this plan to the one the Village has for Atwater.

Tr. Bockhorst gave clarification on the following initiatives:

- 1) Focus on education from the CDA: more resources better understand what we are doing as a community as far as development.
- 2) Ripples article would be an Informative corner with Village information, this would be a partnership with the school

Deliberation:

The initiatives are falling into bucketed ideas such as environmental, transportation, human relations, tech or internal (may impact external, economic development, public safety).

Ms. Schmit requested the Board members to rank the Board only initiatives.

Tr. Maher:

- Transportation, parking, traffic
- Human Relations ongoing
- Economic Development back burner for a little bit

Tr. Amenta:

- Having a TIF policy and budgeting and budgeting organization. Fiscal oversight
- Parking and traffic is a complex and intractable problems, this would require a major consulting effort.
- Zoning issues are more important
- Environmental policy is important
- Town Hall do on our own outreach role as elected officials.

President Rozek:

- Budget and finance in need of a committee made up of residents ADHOC committee, ready for 2020. This would be a structural piece that would provide service delivery and be cost effective.
- Transportation planning, we have a successful business district.
- Parking seems to be number one from every constituent.
- TIF Policy, but we need to know our local market. How do we know if we want to fund the next project?
- Human Relations Commission

Tr. McKaig:

- Human Relations Commission bucket.
- River Bluff timeliness
- Parking
- TIFF policy but not having a study to go with it
- Village Board procedural piece

Tr. Carpenter:

- fiscal oversight, making sure taxes staff level
- Parking, comprehensive plan and traffic study
- Economic Development

Tr. Warren:

- Policy
- Parking, transportation, and traffic, which is a difficult area to solve
- Budget, safe guard finances.
- Village Infrastructure
- Community Outreach

Tr. Bockhorst:

- Transportation/parking
- Legislative and lobbying, state of Wisconsin laws. Residential committee
- Decriminalization of marijuana
- Committees doing things
- Environmental
- Health and Wellness
- Liquor License
- Duplex Conversion

i. Discussion of Process on Prioritization

Discussion took place on how the Board can start the prioritization process. Some of the concepts were looking at the top 5-10 and reprioritizing it. Look and separate out urgent and what can wait. Look at very time consuming versus non time consuming. There was not a consensus in what the next steps would be.

j. Review of Next Steps - None

k. Adjournment

Tr. Bockhorst moved and Tr. Amenta seconded to adjourn at 10:47p.m. Motion carried 7-0.