



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Special Village Board Meeting
June 24, 2019

1. Call to Order

Trustee Warren called the meeting of the Village Board to order at 6:05 p.m. in the Committee Room.

2. Roll Call

Trustee Warren called the roll. Present: Trustees Davida Amenta, Jessica Carpenter, Michael Maher, and Ann McKaig. President Rozek via telephone. Trustee Bockhorst was excused.

Others Present: Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Finance Director/Treasurer Mark Emanuelson, Public Works Director Leeann Butschlick, Police Chief Peter Nimmer, Deputy Clerk/Customer Service Director Diane DeWindt-Hall, Planning and Development Director Bart Griepentrog, Senior Service Director Elizabeth Price

3. Statement of Public Notice

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

4. Discuss proposed 2020 Initiatives

Ms. Ewald introduced the start of the 2020 initiatives.

Agenda and Document Management:

The Board requested the Clerk to work with CivicPlus our website provider to provide an agenda management solution for approximately \$6,000 in 2019. After reviewing the application and annual maintenance fee associated, staff did not find it prudent to proceed as it would not have addressed the Board's stated needs. In the next 45 days the Clerk will be providing a RFP for agenda and document management. A few initiatives submitted directly correlate to the RFP for agenda and document management. Here is the staff's recommendation based upon on current course of action:

-Minutes Initiative – if amenable to the Board, staff would recommend implementing the initiative now for the interim period (present to date of implementation for agenda management) with the understanding that the time recorded for each motion would be documented by the Clerk following the motions approval.

-Video Indexing Initiative – this will be evaluated in proposals for agenda management.

-Improve Sound System in the Board/Committee Rooms – this will be evaluated as a second step to agenda management, as the vendor applications may impact modifications to the sound system and video recording methods.

-Creating Single PDFs of Minutes by Year – if amenable to the Board, staff would recommend implementing the initiative now for the interim period (present to date of implementation for agenda management).

There was Village Board support for the agenda and document management initiative which would include the Video Indexing Initiative and Improvement of Sound System Initiative in Board/Committee Rooms. There were no objections to creating single PDFs of minutes by year now. There was not support for the Minutes Initiative.

Strategic Planning and TID Policy Development:

Ms. Ewald explained staff recommends proceeding with this initiative as recommended by the Chair Hammond – CDA, President Rozek and Tr. Amenta. We need to recalibrate and work together on this topic. This allows the CDA and Board to have discussion where the Village is going and where the focus should lie. There was agreement from the Board on this initiative

Educating on unlearning racism:

Ms. Ewald explained staff recommends proceeding in the next 45 days to solidify opportunity(s) for education on this topic for committees and staff with the associated cost for the 2020 budget. The training would be for staff, board, committee members or citizens in the community. Some Village Board members commented it would be nice to get on the same page of terminology from staff board and committee level. Mr. Burkart explained the Human Relations Commission has requested this training for the Village. Some Village Board members expressed concern about possibly duplicating efforts and the cost. Ms. Ewald explained cost proposals could be obtained for the budget. Some Village Board members expressed do the training together as a Village Board would send a good message to the community.

Hubbard Park – Canoe/Kayak Launch, Handrail, Land Management Plan

A canoe/kayak launch has been identified in three planning documents over the last 15 years in Hubbard Park. The recently constructed river trail plan designed a launch; however, it was removed from the construction plans due to cost. The swale required was installed without the launch. Staff recommends the Village engineer design and receive the necessary permits for a simple launch in the same location. The Board may authorize design to begin in 2019 or in 2020. If the Board is so inclined, the launch construction and handrail could be bid together to complete these improvements. By fall the Village will have completed the land management plan for the river trail area. There will be annual recommended maintenance of this area. It is advised that the Board determine the level of annual maintenance during the budget after a presentation of the maintenance plan by our consultant OTIE. Mr. Emanuelson noted TID #3 funds may be utilized to design and construct these improvements. Ms. Butschlick explained the Village could design and construct the canoe/kayak launch for significantly less money than the design previously bid.

Bocce Ball at River Park

Ms. Ewald explained staff recommends exploring the possibility of a bocce ball court at River Park. There is a park plan for this area, as well as an agreement with the Little League for use and improvements at River Park. The agreement is due to renewal in 2019. From her understanding, the Village has not referenced this agreement in the last 10 years or more. Reviewing the use of the park is also timely as we plan for MMSD's Edgewater sewer project in 2021. This sewer runs through the Edgwood/Oakland intersection towards the river. Access may be significantly limited during the construction. Discussing alternative access and site utilization is always better well in advance of upcoming improvements.

Ms. Butschlick explained there is a preliminary layout and appears you could install one court with no tree removals. Two courts would be more challenging. One east west parallel to Edgwood property line and one north south to Oak leaf trail. Some Village Board members suggested to do fundraising for the bocce courts. Some Village Board members suggested Estabrook Park if there isn't space in the Village. Brian Cothroll, Arthur Ircnick, and Tim Birkel representing the Shorewood Little League explained they will be approaching the Village about building a second diamond at River Park. There are significant field restraints and limited availability issues in terms of scheduling. Ms. Ewald suggested this is a bigger conversation with multiple groups involved.

Historic Preservation

This initiative would research and consider a Historic Preservation Ordinance. Many of the buildings in the Village of Shorewood are nearly 100 years old. In order to maintain and preserve Shorewood's unique historic structures for the next 100 years, the Village should research and consider a Historic Preservation ordinance.

Ms. Ewald remarked in order to move this initiative forward, the Village Board would need to move updating the zoning code would to 2021 in the Planning & Development Director's work plan. Some Village Board members questioned if the update to zoning code is statutorily required? Mr. Griepentrog explained no, it's just out of date. The Board was requested to choose between historic preservation, comprehensive plan and outcomes from the transportation and parking study – as not all three items could be completed in a detailed manner. Village Manager will review these items with staff and provide comment at the July 1 meeting.

Welcoming Ordinance

This initiative would review and evaluate draft Welcoming Village Ordinance, which aligns with Village values of tolerance and inclusion, with an eye towards ultimate recommendation and resolution in 2019. Some Village Board members expressed the Village should be careful if it's not really doing anything and reinforcing protections people already have. This should be referred to the Community & Business Relations Committee. The staff liaison for this item will be the Village Manager.

Ad Hoc Budget Committee

This initiative would appoint members to ad hoc Budget Committee to study/recommend increased revenues, decreased expenditures, & service sharing. The Village is limited in terms of staffing resources (members and hours of time). The Village Board is also limited in terms of how much committee work they can accomplish in the allotted time for Standing Committees/Committee of the Whole/Special Meetings. Fortunately, we have an untapped resource in our village and that is the community members who live and work among us. With the increasing squeeze in revenue, higher than desired annual household costs, and increasing operating expenditures, the Village would benefit from an ad hoc committee made up of 2 residents, 2 finance employees/business owners, 2 Village Board members, and 2 village staff members. The committee could meet for 6 months to review our last 2 adopted budgets and long range financial plans, conduct research, and provide recommendations on the following: expenditure decreases, revenue increases, consolidation, service sharing and private contracting for service delivery. The recommendations would be presented to the Village Board before our 2020 budget sessions begin. As with all advisory committees, the recommendations may or may not be acted upon by the Village Board. In addition, the committee would be disbanded after recommendations are provided; therefore, an ordinance or policy change would not be needed.

Some Village Board members expressed that they did not support the initiative. It would take a considerable amount of work to launch and there should be more clarity on the deliverables and impact. The Village already has a Budget and Finance Committee and staff with expertise. Some Village Board members were unclear about the structure and would like to take a bigger picture look at all the committees first. Ms. Ewald explained the Village Board has three outstanding items: provide clear documentation of appointment process, role of the Village Board and Standing Committees, and review of committee structures. After these are complete, she would be in a better position to evaluate new committees.

Develop a Capital Facilities Plan

This initiative would provide a single document that documents the conditions of facilities, maintenance schedules and looks at space planning for Village Departments. There was discussion this would take staff time and maybe consultant time. Ms. Butschlick remarked there is an internal document. It is challenge to put the information into one document. Tr. Amenta will share some concepts of such a plan.

Diverse and Inclusive Village Workforce

This initiative will continue efforts to strengthen, maintain and enhance a diverse Village workforce by expanding recruitment and retention efforts. This would involve a composition of staff and analyze if there are things we could do to improve recruitment or retention. Mr. Burkart mentioned the Human Relations Commission has 3 subcommittees; the policy subcommittee is going to review the Village

hiring practices, RFP language and provide recommendations. There was Village Board support the Human Relations Committee to handle this topic.

The Village Board recessed at 7:53 pm.
The Village Board reconvened at 8:03 pm.

Review Open Records, Procedures and Costs to Residents

This initiative is to formulate written procedures and what is the expectation is when someone files an open records request. The Village Clerk will update the website similar to the Police Departments open record link to provide greater clarify.

Implement Resource Management to Hubbard Park

This initiative will provide a detailed plan of the ongoing restoration, maintenance and monitoring efforts needed to promote and protect the native vegetation and bio diversity along the river and bluff. The draft land management plan is expected to be completed by fall 2019.

Court Room Chairs

This initiative so to set aside money to replace the chairs in the courtroom. There was a suggestion to replace chairs for people who have bad backs. This item will be discussed during the 2020 budget meetings.

Leaf Raking

This initiative would work with DPW to stagger the leaf pick-up schedule. This will be reevaluated after the transportation and parking analysis and stormwater management plan is done this year.

Neighborhood Association

This initiative would create a Neighborhood Association so residents have a way to make their priorities known. An example of the Wauwatosa neighborhood association was referenced. There was discussion amongst Village Board members about whether we should let things bubble up in a grass roots way. Some Village Board members felt it could create a larger divide amongst groups while others felt it would not.

Post Office Mail Drop

This initiative would provide a mail drop to the east of the Post Office in the middle of Bartlett. A little more complicated and costly than originally anticipated. This would need to be an engineered capital project.

Recognition of Service for Citizen Committee members

This initiative is to provide recognition, either through a small gift, luncheon, cocktail hour or an event for citizen committee members rolling off of various committees. There is a policy in place at this time.

Restore DPW Summer Staff Level

This initiative would restore the level of DPW's summer hourly staff to the pre-2019 levels so as to maintain the Village's parks and public spaces to a level expected by the Village residents. Summer staff was cut almost in half for 2019. The restored summer staff will allow DPW to adequately maintain our park spaces particularly Atwater Beach, the expanded river trail in Hubbard Park and the perennial flower beds maintenance throughout the Village. This will be discussed during the 2020 budget meetings.

Review of Parklet and Special Privilege Criteria

This initiative would conduct a review to consider the impact of the use of amplified music and televisions by private businesses who have been granted a special privilege permit for the use of public sidewalks and streets including parklets. This initiative is being referred to the Community and Business Relations Committee; however, at this time, staff does not have capability for an in depth

review of this item alone. It will need to be included with the review of the parklets/special privilege criteria that will be conducted in fall 2019.

Living Wage

This initiative would implement a Living Wage Ordinance of \$15.00 an hour. This was discussed at the Joint Village and School Board meeting. Tr. Amenta will following up with Asst. Manager Burkart regarding the potential impacts on Village staffing. There was agreement this would take place over a several year period.

Develop Public Information on Village Budget

This initiative would provide "Budget in Brief" flyers and for the Village website to educate the public more about the tax levy. This could also be accomplished by the inclusion of more budget information in in the manager's memo.

Encourage Procurement of Electric Vehicles and Solar Charging Stations at DPW

This initiative is to start thinking about leading the way on electric village used vehicles

Revise fiscal note agenda items and presentation

This initiative has started in Finance Committee on making the fiscal note more informative.

5. Discuss process for reviewing committee and staff initiatives

Internally the initiatives were reviewed staff. Trustees expressed a desire to review the initiatives. Trustees were requested to submit questions regarding staff/committee initiatives by Wednesday to allow staff to respond in advance of the next prioritization discussion on July 1. Final decisions on initiatives will be placed on the regular Village Board meeting on July 15. Trustees were requested to come to the July 1 meeting prepared to share their top 5 initiatives.

6. Adjournment.

Tr. Amenta moved and Tr. McKaig seconded to adjourn at 9:39 p.m. Motion carried 6 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC
Village Clerk