



DRAFT

MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
September 21, 2020

1. Call to Order

President Rozek called the meeting of the Village Board to order at 7:44 p.m.

2. Roll Call

President Rozek called the roll. Present via teleconference: Trustees Davida Amenta, Tammy Bockhorst, Jessica Carpenter, Arthur Ircink, Kathy Stokebrand and Wesley Warren.

Others Present: Village Manager Rebecca Ewald, Village Attorney Nathan Bayer, Assistant Village Manager Tyler Burkart, Public Works Director Leeann Butschlick, Planning and Development Director Bart Griepentrog, Police Chief Peter Nimmer, Finance Director/Treasurer Mark Emanuelson

3. Statement of Public Notice

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

4. Special Order of Business

- a. Consider Hubbard Park Canoe/Kayak launch design alternatives. (7:46 p.m.)

Director Butschlick introduced Andy Meessmann, engineer with Snyder and Associates, to review the design options for a canoe/kayak launch in Hubbard Park. The design agreement is structured in two phases. The designs reviewed this evening complete Phase I of the work. Should the Board select and approve one of the presented design alternatives, the second phase of the contract would be activated. Phase two of the contract includes preliminary design, design and bidding and construction consultation.

The first concept is a basic approach with rip rap boulders to access the water edge. The park entry would align with the existing grading. Large trees are maintained with minimal impact to the shoreline. A bench and flagstone are proposed at the access to the launch site, lower level stairs for use during low water levels with a long surface level for ease of access. Total estimated cost is \$60,000.

The second concept involves use of concrete instead of stone with a narrower staircase to the water. It should be noted that the DNR allows both stone and concrete, but prefers stone due to erosion of concrete over time. Estimated cost is \$39,500.

Tr. Ircink noted that it's shallow into the river. He inquired whether a paddler needs signage to steer away from the shallow part of the river. Mr. Meessmann responded that paddlers will need to shift to the west of the river quicker, but it is a better launch site than the beach area. The engineer noted the ADA accessibility is a challenge due to the slope. If an ADA launch were proposed there would be 100 feet of concrete switch backing and railings that would be cost prohibitive with the budget and physically obtrusive in the park and the river.

Tr. Amenta inquired whether the landing with larger stone was aesthetic or functional. Mr. Meessmann relayed that the longer stones take on the water fluctuation better over the course of time and the length serves as a

bench to stage access into and out of a vessel. Tr. Amenta favored concept one.

Tr. Carpenter noted both concepts would be beneficial of the park. She inquired if there could be a hybrid of both. She prefers concept one, but inquired if there were ways to decrease the estimated cost. Mr. Meessmann responded that option three would be a narrow stone staircase, as opposed to concrete. It was noted that a stone bench could be a wood bench and the flagstone could be another less expensive stone option.

Tr. Stokebrand relayed it would be nice to have stone as opposed to concrete, but prefers the footprint of concept two. There is not a lot of room in Hubbard and concept two comes in on budget. She also suggested soliciting someone to fund the bench. There is a canoe/kayak launch in Glendale and the Urban Ecology Center and she wonders how many people will use the launch.

Tr. Warren relayed that concept one is more aesthetically pleasing. He understands the footprint in the park and would like to see ways we could get the concept more in line with the budget as proposed by Tr. Carpenter.

Tr. Bockhorst reiterated the comments of Tr. Warren and noted the increase of waterway usage during the pandemic. The Village has invested a lot on the lake side of the Village and now has an opportunity to enhance usage of the river on the west side.

President Rozek is in favor of concept two with the smaller footprint in a small park. Tr. Bockhorst followed that the launch benefits contributors to the TID and maximizes the quality of life for everyone in the surrounding area. It was clarified that the TID has budgeted \$40,000 for launch construction. President Rozek clarified that if over the budgeted amount, the funds would also come from TID 3.

Michael Maher, resident, noted that there are a lot of new users on the river and the Greenway Coalition is excited about the proposed launch and desires to educate new users on river safety and hazards. The Coalition further noted that there are other users, such as the River Keepers, who train youth classes at this location. The larger steps will facilitate an educational environment and an entryway for trout fisherman. The large stone design is also safer for access. Should the costs come in close to budget it would be nice to have the limestone steps. Coalition members have noted the winter damage that can occur along the water's edge. The large stones would be preferred to weather these conditions over the course of time.

Jennifer Cooney Vulpas, resident, noted that she agreed with Mike Maher, having a larger access point to the river that allows the public to experience the river.

Tr. Warren moved, seconded by Tr. Ircink authorization of Hubbard Park Canoe and Kayak Launch Phase II with concept one.

Tr. Stokebrand moved, seconded by President Rozek, to amend to strike bid area three remove the flagstone at the top of the launch access and the bench.

Tr. Ircink noted that the flagstone at the top of the launch will turn into mud if flagstone is not located in that area. Director Butschlick noted that they could design concept one with alternates for the flagstone and bench and then the Board could decide on whether to award those items at a later date.

Tr. Stokebrand withdrew her amendment by unanimous consent of the board.

Tr. Amenta moved, seconded by Tr. Stokebrand, to amend the motion to bid area three as an alternate. Amendment carried 4 – 3 by a roll call vote with Trustees Bockhorst, Ircink and Warren voting nay.

The board then voted on the amended motion, to authorize the Hubbard Park Canoe and Kayak Launch Phase II with concept one, bidding area three as an alternate. Motion carried 7-0.

b. Update initiative presentation – Human Relations Commission. (8:42 p.m.)

Due to recent events, the Human Relations Commission reprioritized their initiatives so that addressing racial inequities in Shorewood is their main focus. The plans included in the Village Board packet were approved by the Commission. They were developed through their three sub-committees: policy, data, and education.

Tr. Warren noted that this is a reshuffling of the initiative process to address the racial inequity issues that occurred and to ensure good communication and focus for the HRC moving forward.

5. Consent Agenda Items (8:45 p.m.)
 - a. Accept Presentation of Accounts – September 21, 2020
 - b. Consider Village Board Minutes – August 31, 2020
 - c. Consider Board, Committee, Commission Appointments

Tr. Bockhorst moved and Tr. Carpenter seconded to approve the consent agenda. Tr. Amenta requested to remove item 5b. Motion carried 7 – 0 with item 5b removed.

6. Items Removed from the Consent Agenda (8:45 p.m.)

Item 5b: Tr. Amenta requested in Village Board Minutes – August 31, 2020 page two, second paragraph to add “moved” after Tr. Warren. Tr. Amenta moved, Tr. Stokebrand seconded to approve the Village Board minutes – August 31, 2020 with the modification. 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. (8:51 p.m.)

Lynette Brockman, 4060 N. Downer Avenue – she has two children enrolled at St. Roberts and she has questions regarding the way the health department and school are working together to be back in class daily. There are an additional 67 children enrolled and it has come to her attention that the schools re-opening plan was not approved by the health department. She is wondering if the Board would consider setting guidelines or mandates similar to Milwaukee’s guidelines where two positive tests shut down a cohort.

This is uncharted territory as Shorewood has not encountered this situation before. Atty. Bayer advised that there are overlapping jurisdictions, but generally reopening plans and day to day operations, those will not be regulated at the municipal or state level. Atty. Bayer noted this information could be laid out in a memo. Tr. Bockhorst commented that the local officials are the decision makers and can take up the issue and whether or not St. Robert’s needs to abide by this, but will need to take it up with the attorneys. Atty. Bayer will provide the memo by the next Board meeting.

9. New Business

- a. Consider new citation and parking management software provider. (9:09 p.m.)

Director Emanuelson reviewed additional software vendor options in addition to Duncan for parking services. The Duncan renewal costs are already included in the draft 2021 budget. It was relayed that the purchasing policy requires an RFP unless the Board otherwise would otherwise like to proceed with utilizing the quotes obtained.

The new vendor provided greater flexibility in making parking changes to the parking program. Director Emanuelson relayed the concern in implementing the new parking changes by January 1st. Working with Duncan or proceeding with the RFP process would not accommodate for this timeline. The recommended vendor would save \$30,000 moving forward. There were concerns that the Board should RFP this item, as opposed to working with the quotes provided. There could be additional vendors or additional cost savings

should the Village utilize the RFP process. President Rozek, Trustees Warren and Carpenter relayed the importance of proceeding with the RFP process with the dollar amount of the contract and purchasing policy.

Tr. Stokebrand moved, seconded by President Rozek, to put out an RFP for new citation and parking permit software provider. Trustees Amenta, Bockhorst and Ircink noted they were comfortable utilizing the three quotes due to the implementation timeline and cost savings. President Rozek supported the RFP process.

It was noted that the Board was originally scheduled to provide a recommendation on parking alternatives in July that would have allowed sufficient time to proceed with the RFP process, but due to time constraints, quotes were obtained in an effort to meet the Board's desired implementation of new parking changes by January 1. The staff is happy to proceed in a manner the Board desires and wanted to provide options. Village Manager Ewald requested that should the Board desire to proceed with an RFP that staff be allowed to proceed with issuance and providing a recommendation to the Village Board for approval to expedite the process. The Board was in concurrence with this approach. Director Emanuelson confirmed that the implementation of the software would not be done until at least March 2021. It was clarified that the Village is currently operating under an expired contract with Duncan to sort out the Village's future's needs based upon the policy direction provided by the Village Board regarding parking policies.

Tr. Stokebrand moved and Tr. Amenta seconded to call the question. Motion carried 5-2, Trustees Bockhorst and Ircink voting nay.

The Board considered the motion to put out an RFP for new citation and parking permit software provider. Motion fails 4-3, Amenta, Bockhorst, Ircink, Stokebrand voting nay.

- b. Consider Ordinance 3015 Amending Subsection 16-2A Membership of the Plan Commission. (9:48 p.m.)

Director Griepentrog introduced the item. President Rozek noted that it was discussed with the Chair of JP&L and Director Griepentrog that there were two vacancies on the Commission at this time that it was agreed that the decision to reduce the membership of the Commission from nine to seven members would be brought to the Village Board for consideration.

Tr. Carpenter moved, seconded by Tr. Stokebrand to approve Ordinance 3015 Amending Subsection 16-2A Membership of the Plan Commission.

It was noted that there were not applicants interested in the positions at this time. Tr. Amenta noted that if there were individuals interested that they should be considered for participation and engagement. She was also concerned that two elected individuals sitting on the Plan Commission already have the opportunity to weigh in on matters at the Village Board. If not reduced to seven members Director Griepentrog requested the number present for purposes for quorum be reduced for the Commission. Atty. Bayer suggested making it four for quorum if that were the case. Tr. Warren noted he leans toward submitting the recommendation of moving forward with seven members. Tr. Carpenter noted that Plan Commissions with more than 7 individuals is more characteristic of a larger municipality. Tr. Bockhorst relayed that we should consider reducing the number of elected officials on the Commission, unless prohibited by statute. It was noted that Tim Hansmann and Lea Blankenship are the two individuals who have termed out in accordance with the two term preferred limit. Atty. Bayer clarified the state statute that the Village President may appoint him or herself to the Commission and another elected official, but the Commission should always have three citizen appointments. They should also have relevant experience to serve on the Commission. Village code calls for the Village President as chairman, a village trustee and seven citizen appointments. Atty. Bayer further clarified that the Commission should always have three citizen members that are not elected officials.

The Board voted on the motion to approve Ordinance 3015 Amending Subsection 16-2A Membership of the Plan Commission. Motion carried 4 – 3 by a roll call vote, Tr. Amenta, Bockhorst, and Ircink voting nay.

- c. Consider Resolution 2020-34 Moving Central Count Processing for Wards 1 – 12 to the Shorewood High School, 1701 E Capitol Dr., Shorewood for the November 3, 2020 Presidential Election. (10:10 p.m.)

Tr. Amenta moved, seconded by Tr. Bockhorst, to approve Resolution 2020-34 Moving Central Count Processing for Wards 1 – 12 to the Shorewood High School, 1701 E Capitol Dr., Shorewood for the November 3, 2020 Presidential Election. Tr. Carpenter confirmed that votes cannot be tallied until the day of the election and that all ballots placed in the drop box by Village Hall are also counted at the same time. Tr. Warren clarified that counting of ballots cannot start until the polls open. Motion carried 7 - 0 by a roll call vote.

10. Reports of Village Officials (10:05 p.m.)

- a. Village President – no report.
- b. Village Trustees – Tr. Bockhorst noted the City of Milwaukee is in need of poll workers and they are paying for individuals serving in this capacity.
- c. Village Manager – None

11. Items for future consideration (10:08 p.m.)

Trustee Bockhorst requested to discuss the length of the minutes. Tr. Bockhorst moved and Tr. Ircink seconded to approve adding this item to the budget list. It was further discussed that this item may have budgetary impacts due to the amount of staff time associated. Motion fails 4 - 3, with President Rozek, Trustees Amenta, Carpenter and Stokebrand voting nay.

Tr. Amenta moved and Tr. Carpenter seconded to reconsider the vote for a policy allowing for overnight parking made at the last meeting to consider the implementation of alternate side parking at the same time, particularly if implemented in winter months. Some neighborhoods will be impacted greater than others. At the times DPW is out collecting trash and leaves, it will make service operations difficult to provide service. These issues should be considered and thought through prior to implementation of any policy changes. Atty. Bayer noted that reconsideration of the vote will take the board back before the previous motion was made. The reconsideration would be properly noticed for the next meeting and votes would be taken again. Motion carried 4-3, with Trustees Ircink, Bockhorst and Warren voting nay.

President Rozek moved and Tr. Amenta seconded to reconsider the approval of the software vendor contract for parking previously discussed at tonight's meeting. Motion carried 5-2, with Trustees Ircink and Bockhorst voting nay.

Tr. Bockhorst moved to provide education on a walking quorum either by the Village Attorney or some other body to be listed as a future agenda item. Motion failed for lack of a second.

12. Closed Session – The Village Board will adjourn into closed session pursuant to 19.85(1)(g) to confer with legal counsel on strategy regarding pending litigation regarding the Estate of Jonah Marciniak.

President Rozek moved, seconded by Tr. Amenta to adjourn into closed session pursuant to 19.85(1)(g) to confer with legal counsel on strategy regarding pending litigation regarding the Estate of Jonah Marciniak at 10:35 p.m. Motion carried 7 – 0 by a roll call vote.

Tr. Carpenter moved, seconded by Tr. Ircink to adjourn back into open session at 11:04 p.m. Motion carried by a roll call vote 7 - 0.

13. Adjournment.

Tr. Ircink moved and Tr. Warren seconded to adjourn at 11:05 p.m. Motion carried 7 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC
Village Clerk