



Agenda
Human Relations Commission
February 20, 2020, 6:30 P.M.
Village Committee Room
3930 North Murray Avenue, Shorewood, WI

1. Call to order
2. Consider Approval of January 22, 2020 minutes
3. Public Comments
4. Discuss Observations in the Community
5. Staff Liaison Updates
 - a. Smoking ban in Village parks and beaches
 - b. Holiday Decorations and signage on public property
 - c. Bay Bridge
6. Discuss policing efforts and obtaining data for Commission's review
7. Discuss Annual Goals and Priorities
8. Subcommittee Updates
 - a. Education
 - b. Policy
 - c. Data
9. Discuss Action Items for March
10. Future Agenda Items and Speakers
11. Adjournment

DATED at Shorewood, Wisconsin, this 13th day of February, 2020,

VILLAGE OF SHOREWOOD
Sara Bruckman, CMC/WCMC
Village Clerk

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Should you have any questions or comments regarding any items on this agenda, please contact the Village Manager's Office at 847-2700. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



Human Relations Commission

Minutes

January 22, 2020 6:30 P.M.

Village Hall

3930 N. Murray Avenue, Shorewood, WI 53211

1. Call to order.

The meeting was called to order at 6:45 p.m.

Members present: Matt Weiss, McKenzie Edmonds, Gladys Mitchell-Walthour, Julia Appel, and Mira Lee Prabhu

Members not present: Sharveta Parker, Deba Briscoe, Jesse Dercks, Sarah Spencer

Others present: Trustee Davida Amenta, Blanche Kushner

2. Consider Approval of January 9, 2020 minutes

Ms. Appel moved to approve the January 9, 2020 minutes. Motion seconded by Ms. Prabhu. Motion approved by a 5-0 vote.

3. Consider CDA / Village Board Strategic Plan Survey Response

The Commission discussed several of the survey questions in the CDA / Village Board Strategic Plan survey. The Commission decided to skip some of the questions due to them not being relevant to the Human Relations Commission mission. The Commission spent a large amount of time discussing how housing availability and options impact certain populations in Shorewood. Mr. Burkart will submit the responses later in the week. Ms. Prabhu moved to approve the survey response as written. Ms. Appel seconded the motion. Motion approved by a 5-0 vote.

4. Adjournment

Ms. Edmonds moved to adjourn the meeting. Motion seconded by Ms. Prabhu. Motion approved by 5-0 vote. Meeting adjourned at 7:58 p.m.

Respectfully submitted by,

Tyler Burkart,
Assistant Village Manager

Village of Shorewood 2019 Annual Report

**VILLAGE OF SHOREWOOD
DEPARTMENT / COMMITTEE ANNUAL REPORT**

Instructions: To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. Please contact the Village Manager's Office if you have any questions about the report.

Name of Department / Committee:

Name of Department Head / Committee Chair:

Other Department Managers / Committee Members:

Identify your most significant department / committee services and activities performed in the past year.

Village of Shorewood 2019 Annual Report

Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.

Department / Committee Initiative(s)	Relationship to Vision 2025
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Village of Shorewood 2019 Annual Report

FOR VILLAGE DEPARTMENTS: Please review and evaluate the Village fee schedule. For fees that should be modified or require additional review from the Village Board, please list out those fees in the chart below. In addition, please indicate your department's recommendation to amend the fee. If the fee impacts additional departments, please list the following departments you've contacted and gained their approval involving your recommendation.

Village Fee – include Fee amount	Recommended Modification	Departments Approving Recommendation
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

VILLAGE OF SHOREWOOD
REQUEST EXECUTION OF NEW VILLAGE INITIATIVE

Summary: This form is used for departments, citizen committees and officials to propose new significant initiatives such as service changes, programs, studies, capital items and other requests to be considered for the annual vision planning and prioritization process. The goal of this form is to help staff, residents and officials identify the resources, steps and time involved in executing an initiative. It allows a formalized process for the Village to recognize proposed initiatives and request the Village Board to consider an initiative before investing more resources. Complete the following information and hand in to the Village Manager for the request to be considered.

Name: **Date:**

Department / Committee:

Initiative:

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

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Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

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Village of Shorewood 2018 Annual Report

VILLAGE OF SHOREWOOD DEPARTMENT / COMMITTEE ANNUAL REPORT

Instructions: To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. Please contact the Village Manager's Office if you have any questions about the report.

Name of Department / Committee: Human Relations Commission

Name of Department Head / Committee Chair: Sharveta Parker, Human Relations Commission Chair

Other Department Managers / Committee Members:

Kerri Balliet, McKenzie Edmonds, Jesse Dercks, Gladys Mitchell-Walthour, Sarah Spencer, Mira Lee Prabhu, Julia Appel, Trustee Liaison Ann McKaig, Staff Liaison Tyler Burkart, School Board Liaison Lance Weinhardt, Police Department Liaison Lt. Thomas Liebenthal

Identify your most significant department / committee services and activities performed in the past year.

1. Created mission statement
2. Formulated sub-committees
3. Improved relations among members
4. Received community input on human relation concerns and issues
5. Began connections and building cohesion with other community partners
6. Created structure of meetings and agenda
7. Reviewed holiday decorations policy
8. Data subcommittee reviewed community survey and provided recommendations
9. Brainstormed ways for the Police Department to provide data and information to the Commission

Village of Shorewood 2018 Annual Report

Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.

Department / Committee Initiative(s)	Relationship to Vision 2025
1. Initiate an event called Diverse Dining – five dinners where there’s a facilitated dinner around diversity, ageism, and cultural exploration.	(1,2) Be a culturally aware community, be a welcoming community
2. Sponsor “On the Table” event in Shorewood	(1,2) Be a culturally aware community, be a welcoming community
3. Collaborate with the Police Department to acquire data and information	(1,2) Provide proactive and responsive police services, be a welcoming community
4. Formulate recommendations toward language for hiring and RFP processes	(2,6) Be a welcoming community, be a well-governed community with leaders and citizens who value civic participation
5. Review data from the community survey, identify correlations, and make recommendations related towards policies, programs and procedures	(2,6) Be a welcoming community, be a well-governed community with leaders and citizens who value civic participation
6. Finalize a holiday decoration policy for the Village	(1,2) Be a culturally aware community, be a welcoming community, offer and celebrate opportunities to connect with and serve others
7. Research and develop a code of conduct and ethics policy	(2,6) Be a welcoming community, be a well-governed community with leaders and citizens who value civic participation

VILLAGE OF SHOREWOOD

REQUEST EXECUTION OF NEW VILLAGE INITIATIVE

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-20-19

Department / Committee: Human Relations Commission

Initiative: Research and develop a code of conduct and ethics policy

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

Members of the Human Relations Commission have recently discussed the merits of a code of conduct and ethics policy that all officials would follow. The policy would be adopted by all community partners (Village, school district, BID, etc.). The goal of the policy would be to encourage elected and appointed officials to obey agreed upon standards and conduct identified by the HRC with input from the public.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints on this initiative.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Majority of the tasks are being coordinated by members of the Human Relations Commission. The Assistant Village Manager and Village Manager will be the primary Village contacts working with the policy subcommittee to consider different policy options. Members of the Village Board, School Board, and other governing bodies will also be involved if pushed forward as an initiative.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

There are no estimated additional expenses for this initiative at this time.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

In order to proceed on such a policy, the Human Relations Commission would need approval from all governing bodies for each community partner. The HRC and public input would need to be performed. Based on input, staff could draft a policy for the HRC to consider. If a draft is recommended and approved by the HRC, it would then be taken to a standing committee at the Village Board for further consideration as well as the other governing bodies who also wish to participate in this initiative. If approved by all governing bodies, staff of all involved community partners and/or HRC members would need to conduct training so that all appropriate officials comprehend the content in the policy. This would need to be done on an annual basis.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-20-19

Department / Committee: Human Relations Commission

Initiative: Initiate Diverse Dining

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The education subcommittee is planning a diverse dining initiative. This entails five dinners where there's a facilitated dinner where participants talk about topics such as diversity, ageism, and cultural exploration. The goal of the program is to develop more educational and exploration opportunities for community members to listen to other perspectives and share their own thoughts on these important topics. Bringing different perspectives together will hopefully improve inclusiveness and respect among community members while also initiating other programs to expand positive human relations in our community.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints for this initiative at this time.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

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Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-20-19

Department / Committee: Human Relations Commission

Initiative: Formulate recommendations toward language for hiring and RFP processes

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The data and policy subcommittees would like to review the Village's standard language in the employment hiring and application process as well as the Village's request for proposals (RFP) process. The subcommittees would like to consider making recommendations to improve the process and including language that improves the Village's emphasis on diversity and inclusion.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints for this initiative at this time.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Majority of the tasks are being coordinated by members of the Human Relations Commission. The Assistant Village Manager will be the primary Village contact working with the subcommittees reviewing the processes. Certain department heads may be involved depending on the RFP and hiring process reviewed. Any review of Police hiring processes will need to be discussed with the Police Commission.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

There are no estimated additional expenses for this initiative at this time.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

There are no specific implementation steps at this time. HRC members will conduct reviews of information provided with the Assistant Village Manager. Depending on the recommendations the HRC decides, the recommendations can either be processed administratively or (if significant) taken to the Village Board for their consideration.

VILLAGE OF SHOREWOOD

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-20-19

Department / Committee: Human Relations Commission

Initiative: Finalize holiday decoration policy

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

In 2018, the Village Board asked the Human Relations Commission to make a recommendation on a Village holiday decoration policy. After review, the HRC decided to defer it to the policy subcommittee for additional review. The goal is to formulate a policy that is inclusive for all backgrounds and gives procedures on what decorations can be installed on public land. The Commission believes a policy will be finalized by the end of this summer for the Village Board to consider.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

The Commission wants to make a recommendation by the end of this summer to allow the Village Board some time to consider the policy prior to the holiday season.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Majority of the tasks are being coordinated by members of the Human Relations Commission. The Assistant Village Manager will be the primary Village contact working with the policy subcommittee to consider different policy options. DPW and the BID may be contacted to clarify past holiday celebrations and decorations involved.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

There are no estimated additional expenses for this initiative at this time.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

1. Policy subcommittee finalizes holiday decoration policy and makes recommendation to the Human Relations Commission.
2. The HRC considers recommendation to take to the Village Board.
3. Assistant Village Manager brings the recommended policy to a standing committee to be discussed and reviewed. Members of the community and the BID will be asked to attend.
4. Village Board will consider the recommended policy.
5. If approved, Village staff will notify community members and residents of the approved policy.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-20-19

Department / Committee: Human Relations Commission

Initiative: Sponsor "On the Table" event

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The Greater Milwaukee Foundation's On the Table MKE is a region-wide forum offering a unique opportunity to engage in meaningful conversation and take action – individually and collectively – to improve the quality of life in our community. On October 9, 2018, more than 5,000 residents throughout greater Milwaukee gathered in small groups to share a meal—breakfast, lunch, coffee or dinner-- and discuss the opportunities and challenges we face. The education subcommittee would like to sponsor an On the Table event in Shorewood.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints for this initiative at this time.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Majority of the tasks are being completed by members of the Human Relations Commission. The Assistant Village Manager will utilize a few hours of his time to promote and provide any administrative support needed.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

The subcommittee will be reaching out to businesses and community members to serve as a sponsor for the event. There is some money (up to \$500 pending other HRC annual expenses) available in the Volunteer Committee line item in the Village Manager's department budget to fund some expenses, but majority of the costs for a facilitator will need to be funded through sponsorships.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

1. Education subcommittee talks with Greater Milwaukee Foundation to discuss bringing On the Table event to Shorewood.
2. Education subcommittee reaches out for sponsorships to solidify funding for event.
3. If additional funding is needed, Commission approves up to \$500 (pending other HRC annual expenses) and the Assistant Village Manager will finalize expenses with the Greater Milwaukee Foundation or any other groups involved.
4. Subcommittee provides marketing and promotional materials to the Assistant Village Manager who utilizes Village communication channels to help promote event.
5. The Commission conducts event. The Commission evaluates afterwards and identifies next steps.

VILLAGE OF SHOREWOOD

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-20-19

Department / Committee: Human Relations Commission

Initiative: Review data from the community survey

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The data subcommittee will be reviewing the 2019 community survey data to identify correlations and make recommendations related to policy, programs and procedures. Specifically, the subcommittee will review the demographic data and identify trends or stark differences in perceptions on a number of topics included in the survey.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints for this initiative at this time.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Majority of the tasks are being coordinated by members of the Human Relations Commission. The Assistant Village Manager will be the primary Village contact working with the data subcommittee to analyze the data and identify particular correlations.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

There are no estimated additional expenses for this initiative at this time.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

There are no specific implementation steps at this time. HRC members will conduct a review of the community survey results provided by the Assistant Village Manager. Depending on the recommendations the HRC decides, the recommendations can either be processed administratively or (if significant) taken to the Village Board for their consideration. The HRC may also make recommendations to improve future community surveys.

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Name: Tyler Burkart, Assistant Village Manager

Date: 5-20-19

Department / Committee: Human Relations Commission

Initiative: Collaborate with the Police Department to acquire data and information

Description and Goal: Include a short summary of the initiative and the goal/desired outcome.

The Commission would like to work with the Police Department and Police liaison Lt. Thomas Liebenthal on providing data for the Commission to review. The Commission would like to complete ride-alongs with police officers and compile data to help inform the public on current Police operations.

Time Sensitivity: Identify any time constraints or deadlines associated with the initiative.

There are no time constraints for this initiative at this time.

Estimated Staff Time Needed to Execute: Include estimated hours and staff/persons involved.

Majority of the tasks are being coordinated by members of the Human Relations Commission. The Assistant Village Manager and members of the Police Department will utilize a few hours of their time to compile any requested data and provide ride-alongs for HRC volunteers and members of the public.

Estimated Costs: Materials, contractual services, equipment, etc. Indicate annual vs. one-time.

There are not estimated additional expenses for this initiative at this time.

Implementation Steps for Execution: Include approvals, collaboration with other groups, etc.

There are no specific implementation steps at this time. HRC members will conduct ride-alongs on a request basis. Any data able to be shared by the Police Department will be given to the education or data subcommittees for further review.