



**VILLAGE OF SHOREWOOD**  
**VILLAGE BOARD MINUTES**  
**REGULAR BOARD MEETING**

**May 19, 2014**

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**1. CALL TO ORDER**

President Johnson called the meeting of the Village Board to order at 7:40 p.m. in Village Hall.

**2. ROLL CALL**

President Guy Johnson called the roll. Present: Trustees Tammy Bockhorst, Jeff Hanewall, Patrick Linnane, Michael Maher, Ann McKaig, Thad Nation, and President Johnson.

Others Present: Village Manager Chris Swartz, Special Projects Coordinator Peter Cahill and Village Attorney Ray Pollen,

Other staff present in the audience: Ericka Lang, Dave Banaszynski, Leeann Butschlick were also present.

**3. STATEMENT OF PUBLIC NOTICE**

Special Projects Coordinator Peter Cahill stated that the meeting had been posted and noticed according to law.

**4. CONSENT AGENDA**

- a. Presentation of Accounts May 19, 2014
- b. January 28, 2014 Village Board and Community Development Authority Minutes
- c. February 10, 2014 Special Village Board Minutes
- d. February 24, 2014 Special Village Board Minutes
- e. March 3, 2014 Special Village Board Minutes
- f. March 10, 2014 Special Village Board Minutes
- g. Consider Appointments and Reappointments for Boards Committees and Commissions

**Board of Appeals**

*Beth Aldana – reappointment*  
*Kathy Nusslock - reappointment*

**Community Development Authority**

*John Florsheim - reappointment*  
*Robert Petrie – reappointment*

**Conservation Committee**

*Elizabeth Miller - reappointment*  
*Roy Anderson – reappointment*  
*Jane Earle – reappointment*  
*Chase Kelm – reappointment*

**Parks Commission**

*Kathy Yanoff - reappointment*  
*Chris Gallagher - reappointment*  
*Jamie Jacobi – appointment (complete term 2016)*  
*Mark Schill - appointment*

**Pedestrian and Bike Safety**

*Thomas Kuhlmann - reappointment*  
*Gilbert Walter - appointment*

**Plan Commission**

*Chris Gallagher - reappointment*  
*Tim Hansmann - reappointment*  
*Leah Blankenship – appointment*

**Design Review Board**

Brian Leadley - reappointment  
Ariane Strombom - appointment

**Elder Service Advisory Board**

Rene Gratz - reappointment  
Nikki Karp Skinner – reappointment  
Jenni Spinelli – appointment

**Library Board**

Jean Gurney – reappointment  
Mariann Maris – reappointment

**Board of Review**

term)  
Sara Schnoor – reappointment  
Ellen Eckman – appointment

**Police Commission**

Jay Jorgensen - reappointment

**Public Art Committee**

Patricia Algiers - reappointment  
Donald Berg - reappointment  
Richard Eschner - reappointment  
Eve Sappenfield – appointment

**Recreation Advisory**

Maggie Phillips Reeve - reappointment  
Carol Gosse - reappointment  
Melissa Marschka-appointment (2015 complete

Trustee Nation moved, seconded by Trustee Maher to approve the consent agenda with item G removed. Motion carried 7- 0.

**5. ITEMS REMOVED FROM THE CONSENT AGENDA**

Trustee Linnane asked that the appointments (Item G) be removed from the consent agenda to be read aloud. Trustee Linnane proceeded to read the names of the appointees out loud.

Trustee Nation moved, seconded by Trustee Hanewall to approve the slate of appointments to the Boards, Committees and Commissions. Motion carried 7 – 0.

**6. May 5, 2014 VILLAGE BOARD MINUTES**

Trustee Linnane moved, seconded by Trustee Bockhorst to approve the May 5, 2014 Village Board minutes. Motion carried 7 – 0.

**7. CITIZENS TO BE HEARD**

Marianne Gottschalk of 4440 N. Wildwood stated that she was in favor of Victory gardens in Shorewood but stated that there needed to be rules to manage the victory gardens and to maintain a uniform appearance throughout the Village. She made several suggestions that she researched from other communities and asked that the Board discuss it at a later meeting.

Trustee McKaig thanked Ms. Gottschalk for her comments and recommended that the topic go before the Community and Business relations committee. The Board agreed to review the topic in committee.

President Johnson directed staff to research this item for the June 16 Community and Business Relations Committee Meeting.

**8. PROCLAMATION – DEPARTMENT OF PUBLIC WORKS WEEK**

President Johnson proclaimed the week of May 18, 2014 Public Works Week in Shorewood.

## 9. COMMUNITY DEVELOPMENT AUTHORITY

### a. TID #5 and Project Introduction

Manager Swartz stated that there was a presentation and introduction given to the Community Development Authority.

### b. Consideration of Certified Survey Map for the River Site Development at 1111 E Capitol Drive

Village Manager Swartz stated that this item did not go to CDA directly.

Village Attorney Ray Pollen explained that this was a matter that was approved twice previously during the Harbor Chase Planned Development process and again when they approved the development agreement. Now that the sale is closing the land has been formally presented to the Village and the Board has to accept the dedication and approve the CSM subject to final review.

Trustee Nation moved, seconded by Trustee Bockhorst to approve the CSM subject to review by the Manager and Attorney. Motion carried 7 – 0.

### c. Consideration of Proposal to Prepare and Implement TIF #5 and #3 Amendment Project Plans

Manager Swartz stated that the CDA recommended the approval of the preparation of the TID 5 project plan and for TIF #3 amendment to remove the increment by decreasing the base to the current value rather than the value at the time of the creation. He stated that the work is already done, but formal action is needed to complete the process.

Trustee Hanewall stated that the CDA voted to recommend the approval.

Trustee Maher asked if the TIF #3 amendment would come back to the Board. Manager Swartz stated that there would be a public process and it would eventually come back to the board.

Trustee Hanewall moved, seconded by Trustee Nation to approve the proposal from Ehlers and Associates to prepare and administer the project plan for establishment of TIF #5, at a cost not to exceed \$14,000, and to prepare and administer the project plan for the amendment to TIF #3, at a cost not to exceed \$8,500. Motion carried 7 - 0.

## 10. NEW BUSINESS

### a. Finance and Budget

#### 1. Consideration of Assessment Contract

Trustee Maher stated that the committee is still discussing the issue and have not yet made a recommendation to choose between Accurate Appraisal or Associated Appraisal. He stated that there are two parts to the contract: maintenance, as well as, a village-wide reassessment. Trustee Maher reported that the cost differential over 3 years is \$46,300 between the two vendors. He stated that Associated Appraisal is a more hands on, higher service level, where Accurate is more available via phone. Furthermore, Associated Appraisal uses market drive software which is widely used whereas Accurate Appraisal uses their own in-house software with a programmer.

Manager Swartz stated that staff's main concern is that our current tax system would not be compatible with Accurate's system.

The Finance Committee wanted to make sure that Accurate software will be compatible with our own tax software before making a recommendation.

Trustee McKaig stated that she noticed there was some negative feedback on the service level of Accurate Appraisal and that concerned her.

The Board discussed the complicated relationship between the Village, Assessor and the County. Milwaukee County municipalities collect taxes for all installments, which causes some issues with address changes during the year.

Trustee Hanewall asked if Associated Appraisal handled the assessment error well enough to recommend using them moving forward.

Trustee Nation stated that with the cost difference and the problems associated with the assessment error it is hard to reconcile keeping Associated Appraisal with the public.

Trustee Linnane had to make sure that Accurate's program works with the Village's system before accepting their bid.

Manager Swartz stated that he would ask them to prove the compatibility.

Trustee McKaig asked how the potential for poor service could affect the residents and staff.

Manager Swartz answered that the Village would probably get more phone calls but that it would not make or break the Village. He stated that staff is more worried that Accurate Appraisal would not be able to change addresses.

Trustee McKaig asked that Staff put together a transition plan.

2. Consideration of Amendment Number 1 to Agreement for Public Health Services North Shore Health Department

Trustee Maher reported that North Shore Health Department Board wanted to lock-in the contribution level at the original level, but the Shorewood Board asked that the Health Department not lock-in rates indefinitely and occasionally review the cost-sharing agreements to ensure cost-efficiency.

Trustee Maher further reported that Manager Swartz made a proposal to continue to report every year on the usage and to periodically review the costs for a possible formula change based on usage. The other Villages were agreeable to the proposed amendment.

Trustee Maher moved, seconded by Trustee Linnane to approve the revised Amendment No. 1 to the Agreement for Public Health Services for the North Shore Health Department. Motion carried 7 - 0.

3. Consideration of New Intern for Manager's Office

Trustee Maher stated that they already approved an intern earlier, but the person accepted another position. Village Manager Swartz was requesting an intern to help out the Manager's office while recruiting for replacement of the special projects coordinator. The position would be paid for with salary savings.

Manager Swartz stated that he hoped to hire the full-time position in the fall/winter.

Trustee Maher moved, seconded by Trustee Linnane to approve the request to hire a management intern for the Village Manager's Office and the Planning and Development Department pursuant to the Village Manager's recommendation. Motion carried 7- 0.

b. Public Safety

1. Consideration of Special Privilege Permit for Outdoor Seating at 4330 N Oakland Avenue, The Chocolate Factory

Ann McKaig stated that the Chocolate Factory had submitted an application for approval that complied with the appropriate standards.

Trustee McKaig moved, seconded by Trustee Nation to approve the Special Privilege Permit for Outdoor Seating at 4330 N Oakland Avenue, the Chocolate Factory. Motion carried 7- 0.

c. Community and Business Relations

1. Consideration of Two Zip Car Stations in Shorewood's Public Parking Lots

Trustee Bockhorst stated that Staff approached Zip-car to add stations in Shorewood because the Village has received several requests for them. Zip-car would like to extend into Shorewood. Shorewood would be the only Milwaukee suburb that will have Zip-car. Zip-Car recommended starting with two spots at Spector Field and at the north end of Shorewood. Trustee Bockhorst stated that there would be no cost to the Village except loss of parking permit fees for four spots.

Trustee Hanewall stated that he thought it was unfair to residents and that the Village should charge Zip-car for the spots like any other resident.

Trustee Maher stated that it is a pilot program and the Village is not committed to continue the program if it does not work out.

The Board agreed to establish a pilot for one year and revisit if charging Zip-car is viable after one year.

Trustee Bockhorst moved, seconded by Trustee Linnane to approve the use of Shorewood's municipal lots for Zip-car ride share service for a one year pilot period. Motion carried 7 - 0.

d. Judiciary, Personnel and Licensing

1. Consider Street Festival Permit, Business Improvement District, Shorewood Criterium Bike Race, June 19, 2014

The Board at the recommendation of Village Attorney Pollen decided to approved items 1-6 as a group.

Trustee Nation moved, seconded by Trustee McKaig to approve items 1-6 regarding the Street Festival Permits for the Business Improvement District, and Shorewood Criterium Bike Race on June 19, 2014 and direct the Village Clerk to issue the appropriate permits. Motion carried 7 - 0.

2. Consider Street Festival Permit, Business Improvement District, Shorewood Criterium Block Party and Fashion Show, 4500 Block of N Oakland Avenue, June 19, 2014

See item #1 for motion.

3. Consider 3-Day Cabaret License for Business Improvement District, Shorewood Criterium Block Party and Fashion Show, 4500 Block of N Oakland Avenue, June 19, 2014

See item #1 for motion.

4. Consider Temporary Extension Request Class "B" Premises, Three Lions Pub, 4515 N Oakland Avenue, June 19, 2014

See item #1 for motion.

5. Consider Temporary Extension Request Class "B" Premises, Nana Fusion Japanese Restaurant, 4511 N Oakland Avenue, June 19, 2014

See item #1 for motion.

6. Consider Temporary Extension Request Class "B" Premises, Thief Wine, 4512 N Oakland Avenue, June 19, 2014

See item #1 for motion.

e. Public Works

1. Consider 2014 Atwater Bluff Proposal from Marek Landscaping

Trustee Hanewall explained the proposals from Marek Landscaping and which programs they are going to move forward with. He stated that they accepted the scope minus the erosion control proposal. This may be considered at a later date.

Trustee Hanewall moved, seconded by Trustee Nation to approve the proposal for Marek Landscaping for Atwater Bluff restoration pursuant to staff recommendation in an amount not to exceed \$11,991. Motion carried 7 - 0.

2. Consider Contract for Front Desk Remodel and Carpeting

No bids were received. This item will be deferred to a later date.

3. Consider Award of Contract for 2014 Annual Sewer Lining Program

Trustee Hanewall explained that the bid for the Annual lining program came in under budget. By combining the base proposal and alternative proposal all of basin 1 and 6 would be completed this year.

Trustee Hanewall stated that it might save the Village money but taking advantage of lower interest rates but the primary advantage would be to get it off the Village's plate in 2016.

Village Manager Swartz stated that it would help address the basin 6 flooding problem quicker, so it makes sense based on infrastructure but it doesn't have a real financial impact.

Trustee Hanewall moved, seconded by Trustee McKaig to approve the award of a contract to Visu Sewer, Inc. in the amount of \$216,309.55 for the base bid and award of the alternate in the amount of \$133,216.80 for a total contract award of \$329,526.35 for the 2014 Annual Sewer Lining Program. Motion carried 7-0.

f. Strategic Initiatives

1. Discussion of Paperless Board Packets

Trustee Linnane presented the background on the project stating that both he and Trustee Bockhorst were supportive of the program based on the pilot. He further stated that Trustee Maher was supportive but had some concerns about printing and file management.

Special Projects Coordinator stated that he had done some research on training options. He recommends using Apple's Joint Venture program, which would provide training, 24/7 tech support and a discount on apple products.

Trustee Hanewall stated that individual Board members should not be able to take advantage of the discount for personal use.

Trustee Linnane moved, seconded by Trustee Nation to approve the paperless board packet program with the purchase of six additional iPads and Apple Joint Venture Membership. Motion carried 7-0.

**12. REPORTS OF VILLAGE OFFICIALS**

a. Village President

President Johnson announced the birth of his grandson.

b. Village Trustees

Trustee McKaig mentioned that they are making progress with the marketing review program. Trustee Bockhorst reported that there was a Central District Master Plan open house on Wednesday.

c. Village Manager

Village Manager Swartz and the Board discuss the Summer meeting schedule.

**12. ITEMS FOR FUTURE CONSIDERATION**

None

**13. ADJOURNMENT**

Trustee Maher moved, seconded by Trustee Bockhorst to adjourn at 9:50 p.m. Motion carried 7-0

Respectfully submitted,  
Peter Cahill, Special Projects Coordinator