



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Committee of the Whole Meeting
March 18, 2019

1. Call to Order

President Rozek called the Committee of the Whole meeting of the Village Board to order at 6:54 p.m. in the Committee Room.

2. Statement of Public Notice

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

3. 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 Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart

4. Discuss next steps for volunteer committees (meeting #7)

Ms. Ewald reviewed the following from her memo: On February 21st staff met with the Chairs of the volunteer committees based upon their feedback from last year's prioritization process. It was a productive meeting. The Chairs agreed that they desire quarterly communication from the Village Manager on the progress of overall Village initiatives. In addition, they desired to be reached out to directly should staff or the Board need their assistance.

The Chairs recognized that there are statutorily required volunteer committees that require staff presence at every meeting to facilitate business of the Village. The Chairs also recognized that some volunteer committees are focused on education within the Village that, while not required of the Village, is important based upon the values of our constituents. Staff and the Chairs agreed to continue fulfilling the volunteer educational efforts and volunteer projects that make a difference in our community. The Chairs further agreed that some volunteer committee's educational initiatives and projects for non-statutory committees do not require staff involvement at all meetings. Chairs confirmed their willingness to converse with staff/Trustee liaisons more outside of the meetings and task someone on the committee to take meeting minutes when the staff liaison is not present.

The annual planner identifies volunteer committees to document their 2018 accomplishments and prioritize their 2020 initiatives in February-March. This process was put on hold as the Board continued their discussion on standing committees, committee of the whole and volunteer committees. In order to stay on schedule, it is recommended that the volunteer committee start this process in April.

It was emphasized during last year's prioritization process that the Village Board didn't want to micro-manage the volunteer committees. On 2/21/19 the Chairs confirmed that they did not want direction on the projects to be worked on, particularly those volunteer committees that are not statutorily required. Staff indicated through the process they have the ability to identify within their workloads what initiatives are feasible to accomplish or make progress. When the committee formulates their initiatives, staff will meet with the committee chair to confirm the feasibility of the initiatives. Following this review, the documents will be forwarded to the Trustee liaison and Village President for informational purposes.

Some of the Village Board members inquired what the Village Board's role is with the Boards, Committees, and Commissions.

5. 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 Roundy's assessment.

Tr. Warren moved, seconded by Tr. Carpenter to adjourn into closed session pursuant to 19.85(1)(g) to confer with legal counsel on strategy regarding pending litigation regarding Roundy's assessment at 7:04 p.m. Motion carried 7 – 0 by a roll call vote.

Tr. Bockhorst moved and Tr. Maher seconded to reconvene into open session at 7:50 p.m. Motion carried 7 - 0.

6. Tr. Maher moved, seconded by Tr. Bockhorst to adjourn the meeting at 7:50 p.m. Motion carried 7 - 0.



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
March 18, 2019

1. Call to Order

President Rozek called the meeting of the Village Board to order at 7:54 p.m. in the Court Room.

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, Director of Public Works Leeann Butschlick, Senior Resource Director Elizabeth Price.

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 Historical Society interpretative signs placed at Hubbard Park and along Wilson Drive at Congress.

Karen De Hartog, 4537 N. Sheffield Ave, Shorewood 53211 explained the Historical Society agrees that if the sign is damaged or destroyed it will be their responsibility to replace. Both the Hubbard and Wilson Drive signs will be the same quality and general design of the Ghost Train and River Park signs. The specific location at Hubbard Park has been reviewed and approved by the Department of Public Works. The Department and Historical Society reviewed a suggested specific location for the Wilson Drive and Congress Street sign, but would like to wait until the snow melts to have digger's hotline flag the area due to the number of utilities that have been recently moved underground as a result of Wilson Drive reconstruction. The sign will be in this location, the exact location at the intersection will be determined following a review of the digger's hotline locations.

This is the first step for the Historical Society to proceed with the signs. Following approval, the Historical Society will proceed with finalization of the design for both signs.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the placement of Historical Society

interpretative signs placed at Hubbard Park and along Wilson Drive at Congress with final location to be approved by the Department of Public Works. Motion carried 7 – 0.

- b. Consider 3-year Service Agreement – Atwater Beach Lifeguards with Coastline Services, LLC (meeting #2).

There was clarification on the Supervisor position and the administration charge. The administration charge is for Mr. Gietzen time to recruit, hire and complete the administrative tasks required. The hourly services needed to be separate from the administrative services he is providing.

Tr. Bockhorst moved, seconded by Tr. Maher to authorize staff to enter into a 3-year agreement with Coastline Services LLC. Motion carried 6 – 1 with President Rozek voting nay.

- c. Update on development of a 3-year Age-Friendly plan.
Sue Bronson, 2601 E. Menlo Blvd, Shorewood, 53211; Chair of the Elder Services Advisory Board and age-friendly plan; when you are addressing the needs of our older citizens you are actually addressing the needs of everybody.

Elizabeth Price, Senior Services Director shared the successes with Shorewood Connects:

- Spring and Fall yard cleanup days
- Neighbor and neighborhood of the year contest
- Advocacy for development of senior housing
- Senior friendly business certification program
- Home Sweet Home Program
- Dementia awareness community
- Caregiver support group
- Received the Best Intergenerational Community award in 2014
- Immigration Project at Atwater School
- Monarch Project

Sue Kelly, facilitator for Shorewood Connects; 20% of Shorewood's population is older adults (60 and older) by 2050 it will be 30%, the group has been trying to get ahead of this to be at a place where people can stay and call this home as they get older. There are four things people need: walkability, affordable housing, being connected, and knowing where to turn for help.

5. Consent Agenda Items

- a. Accept Presentation of Accounts – March 18, 2019
- b. Consider Village Board Minutes – March 4, 2019
- c. Consider RFP for financial advisory services (meeting #2)
- d. Consider Service Agreement with Sarah DeNeve for 2019 4th of July Coordination Services.
- e. Consider Sponsorship Agreement with the Shorewood Foundation for the 2019 4th of July Celebration
- f. Consider Application for Special Privilege Approval for outdoor seating in the sidewalk public right of way at:
 - i. Camp Bar, 4044 N. Oakland Ave.
 - ii. Draft & Vessel, 4417 N. Oakland Ave.
 - iii. North Shore Boulangerie, 4401 N. Oakland Ave.
 - iv. Three Lions Pub, 4515 N. Oakland Ave.
- g. Consider Special Event Permit for Ragnar Great Midwest 2019, May 17 and 18, 2019.
- h. Consider application for Temporary Class “B” for the Shorewood SEED Foundation for September 15, 2019.
- i. Consider Tobacco Retail License for Royal Nepal LLC, 3624 N. Oakland Ave., Shorewood, WI 53211.

Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Tr. McKaig requested removing item 5h, Tr. Amenta requested removing item 5g, Tr. Maher requested removing item 5b, and President Rozek requested removing items 5c, 5d and 5f off the consent agenda. Motion carried 7 – 0 with items 5b, 5c, 5d, 5f, 5g, and 5h removed.

6. Items Removed from the Consent Agenda

Item 5b; Consider Village Board minutes – March 4, 2019
Page 6; include on the sidewalk in the motion for 5eii.
Page 9; include roll call vote into open session

Tr. Maher moved, seconded by Tr. McKaig to approve the Village Board minutes of March 4, 2019 with the proposed changes. Motion carried 7 – 0.

Item 5c; Consider RFP for financial advisory services (meeting #2)
Two signature lines will be included for the Village Board and CDA

President Rozek moved, seconded by Tr. Amenta to approve the RFP for financial advisory services. Motion carried 7 – 0.

Item 5d; Consider Service Agreement with Sarah DeNeve for 2019 4th of July Coordination Services.

There was clarification this agreement will go out for RFP in 2020.

President Rozek moved, seconded by Tr. McKaig to approve a Service Agreement with Sarah DeNeve for 2019 4th of July Coordination Services. Motion carried 7 – 0.

Item 5f; Consider Application for Special Privilege Approval for outdoor seating in the sidewalk public right of way at:
i. Camp Bar, 4044 N. Oakland Ave.
ii. Draft & Vessel, 4417 N. Oakland Ave.
iii. North Shore Boulangerie, 4401 N. Oakland Ave.
iv. Three Lions Pub, 4515 N. Oakland Ave.

There was clarification the application would be updated to match the policy.

President Rozek moved, seconded by Tr. Bockhorst to approve the applications for Special Privilege Approval for outdoor seating in the sidewalk public right of way at: Camp Bar, 4044 N. Oakland Ave.; Draft and Vessel, 4417 N. Oakland Ave.; North Shore Boulangerie, 4401 N. Oakland Ave.; and Three Lions Pub, 4515 N. Oakland Ave. striking amplified music is prohibited. Motion carried 7 -- 0.

Item 5g; Consider Special Event Permit for Ragnar Great Midwest 2019, May 17 and 18, 2019.

There was a clarification question on the route being only on Lake Dr.

Tr. Amenta moved, seconded by Tr. Bockhorst to approve a Special Event Permit for Ragnar Great Midwest 2019 May 17 and 18, 2019. Motion carried 7 – 0

Item 5h; Consider application for Temporary Class “B” for the Shorewood SEED Foundation for September 15, 2019.

There was a request for more information about the event since the route was changing. The Clerk will follow up with the applicant.

Tr. McKaig moved, seconded by President Rozek to defer the Temporary Class “B” for the SEED Foundation for September 15, 2019 until more information about the event is received. Motion carried 6 – 1 with Tr. Amenta voting nay.

7. 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

8. Public Hearing(s) - None

9. New Business

a. Consider Resolution 2019-09 Supporting State of Wisconsin Levy Limit Exemptions for Consolidated Dispatch Centers.

The Village of Bayside has asked that all seven North Shore Communities’ Boards consider passing the enclosed resolution supporting a levy limit exemption for joint dispatch centers that matches the exemption for joint fire departments.

Tr. Amenta moved, seconded by Tr. Bockhorst to approve Resolution 2019-09 Supporting State of Wisconsin Levy Limit Exemptions for Consolidated Dispatch Centers. Motion carried 7 – 0 by a roll call vote.

b. Consider Resolution 2019-10 Authorizing the Partial Redemption of Taxable General Obligation Corporate Purpose Bonds, Series 2010B (meeting #2)

In 2010 the Village issue \$4,720,000 of taxable 2010B G.O. Bonds. A portion of these bonds, \$2.9 million, supported the TID 1 Cornerstone project incentives and other TID 1 related activities. These bonds are currently eligible to be called for redemption.

Effective with the next maturity payment date of 5/1/19, this bond will have a total of \$1,575,000 of outstanding debt related to the TID 1 portion of these bonds. The TID 1 district now has sufficient cash reserves to be able to satisfy these obligations. If these bonds were called, it would save over \$117,000 of future interest costs that would otherwise be attributed to TID 1.

In order to redeem these bonds at the next maturity date, it would require the approval of a resolution to do so at this Regular Village Board meeting. Deferring to the next maturity date of 11/1/19 would reduce the potential interest savings by \$28,606.

The Budget and Finance Committee recommends approval.

Tr. Maher moved, seconded by Tr. Amenta to approve Resolution 2019-10 Authorizing the Partial Redemption of Taxable General Obligation Corporate Purpose Bonds, Series 2010B. Motion carried 7 – 0 by a roll call vote.

c. Consider expending funds for crossing guards.

Deputy Chief Carini explained the current crossing guard status: The Shorewood Police Department was notified on Sunday, March 17, 2019 that the current provider for school crossing guards, Wisconsin Personnel Protection Services, had closed. As indicated in the March 18, 2019 Village Board Packet memo, the Village had been made aware on Wednesday, March 13, 2019. The Village, as well as neighboring communities, received a letter from the Department of Workforce Development (DWD) - State Division of Unemployment Insurance, instructing the Village to send all monies owed to WPPS to the DWD until such time as their levy is satisfied. The Village met with school district officials on Thursday, March 14, 2019 to discuss procedures to be put in place should WPPS fail to

provide services. That plan was put into place on Monday, March 18, 2019. All locations were staffed; the police department staffed three locations and the school district staffed 7 locations. (full memo included at the end of the minutes)

Deputy Chief Carini went over the options for the Village Board to consider:

1. The Village could select a different vendor to provide these services.
 - a. Based upon the information received from two companies, it would take between 5-10 weeks for the companies to mobilize their staff to cover our locations.
 - b. One company has updated their costs to provide this service. The costs would be \$26.42 per hour.
 - c. School yearly cost of \$99,973.

2. The Village could attempt to hire the current crossing guards that were employed by WPPS.
 - a. The crossing guards were paid between \$10-12 per hour by WPPS.
 - b. The Village was billed an hourly rate of \$19.93 by WPPS.
 - c. If the Village paid \$12 per hour; the cost to the village would be estimated at \$12.92 per hour
 - d. If the Village paid \$15 per hour; the cost to the village would be estimated at \$16.14 per hour
 - e. It should be noted that if the village would pay up to \$15 per hour, it would still be under the 2019 budgeted amount for the remainder of the school year
 - f. The Police Department has been able to contact seven of the current crossing guards. All seven indicated they would be interested in continuing their positions if the Village wanted to hire them.
 - g. Everyone would need to complete the application; the Village would need to check criminal history, interview, and train. They would not be required to do medical or drug screen. This would be considered an emergency hiring that would not follow current hiring policy of the Village.
 - h. Equipment may need to be purchased at approximately \$50 per employee which would include a school crossing guard vest and a handheld stop sign.
 - i. Consideration may need to be made for any inclement weather gear such as raincoat which would be an additional cost.
 - j. There would be significant Police Department staff to begin this process and maintain this practice.

3. Seek volunteers to provide these services (they will need to be trained and equipment purchased). There could be significant staff time, delay and uncertainty with attempting to locate volunteers.
 - a. Volunteers would be follow the same procedure for "hiring" as the paid employees.
 - b. Equipment may need to be purchased at approximately \$50 per volunteer which would include a school crossing guard vest and a handheld stop sign.
 - c. Consideration may need to be made for any inclement weather gear such as raincoat which would be an additional cost.

4. The crossing guard locations could be staffed by current village employees and/or school district employees.
 - a. The costs would vary depending on which Village employees were assigned these tasks.
 - b. As an example; if the Police Department would staff these locations with officers on overtime it would cost approximately \$3,504.60 per day.
 - c. The School District would have to agree to provide staff.
 - d. Equipment may need to be purchased at approximately \$50 per employee.
 - e. Consideration may need to be made for any inclement weather gear such as raincoat which would be an additional cost.

It was clarified that the contract with WPPS was through June 30, 2019. Ms. Ewald clarified when the contract was approved for August 6, 2018 through the June 2019, school year, there was discussion about approving a one-year contract and the Village Board had desire to have a discussion with the Shorewood School District to cover half of the cost the crossing guard contract going forward starting for 2019-2020 school year. This has been communicated to the Shorewood School District, but further conversations would need to occur.

Village Board discussion continued on the potential challenges of hiring our own crossing guards and how the Police Department would handle the process. The Village Board discussed the average cost of utilizing Village employees in the interim. The average DPW or Village Hall employee would cost \$60 an hour with wages and benefits. One of the Village Board members questioned if the Village had to enter into a temporary employment situation or could we request the School District to enter into the temporary employment for the crossing guards. Some Village Board members expressed the concern on the amount of time this will take for our Police Department staff. Some Village Board members questioned the possibility of the Village hiring four guards and the School District hiring the rest. Some Village Board members expressed considering paying more than the current rate since there are multiple municipalities in the same situation looking for crossing guards.

President Rozek moved, seconded by Tr. Amenta to temporarily hire seven crossing guards at their current salary for the next 58 days. No vote was taken

Tr. McKaig moved to amend the motion, seconded by Tr. Carpenter to temporarily hire seven crossing guards at \$15.00 an hour with an estimated cost to the Village of \$16.14 an hour. No vote was taken.

Some Village Board members and Deputy Chief Carini questioned if we are just hiring for seven corners and not filling the rest?

Geoff Davidian, 4101 N. Prospect Ave, Shorewood, 53211; ask if the Elder Services group could provide volunteers.

Mollie Boutell, 4485 N. Frederick Ave, Shorewood, 53211; stated her daughter was hit by a car on Kensington Blvd. Ms. Boutell expressed frustration at the Village Board taking an emergency situation and turning it into an opportunity to remove itself from the responsibility they approved at the beginning of the school year.

Tr. Maher moved to call to question. Call to question 7 – 0.

The amendment was voted on: Tr. McKaig moved to amend the motion, seconded by Tr. Carpenter to temporarily hire seven crossing guards at \$15.00 an hour with an estimated cost to the Village of \$16.14 an hour. Amendment carries 6 – 1 with President Rozek voting nay.

The original motion as amended: President Rozek moved, seconded by Tr. Amenta to temporarily hire seven crossing guards at \$15.00 an hour with an estimated cost to the village of \$16.14 an hour for the next 58 days. No vote was taken.

Tr. McKaig moved to amend the amended motion, seconded by Tr. Bockhorst to direct staff to replace the 11 crossing guards at \$15.00 an hour. No vote was taken.

There was clarification if the original 11 crossing guard positions couldn't be filled with the previous crossing guards, the Police Department would handle staffing those locations until individuals could be hired.

Tr. McKaig moved to call to question. Call to question 4 – 3 with President Rozek, Tr. Bockhorst and Tr. Warren voting nay.

The amendment was voted on: Tr. McKaig moved to amend the amended motion, seconded by Tr. Bockhorst to direct staff to replace the 11 crossing guards at \$15.00 an hour. Motion carried 5 – 2 with President Rozek and Tr. Amenta voting nay.

The motion as amended: President Rozek moved, seconded by Tr. Amenta to temporarily hire the 11 crossing guards at \$15.00 an hour with an estimated cost to the village of \$16.14 an hour for the next 58 days.

President Rozek made a friendly amendment to strike the next 58 days and go through June 30, 2019. There was unanimous consent on the friendly amendment.

The motion as amended (2) with friendly amendment: President Rozek moved, seconded by Tr. Amenta to temporarily hire the 11 crossing guards at \$15.00 an hour with an estimated cost to the village of \$16.14 an hour through June 30, 2019. No vote was taken.

Tr. Warren moved to amend the motion, second by President Rozek to direct staff to bill the Shorewood School District their portion of the contracted crossing guard at Shorewood Blvd. Amendment carries 7 – 0.

The motion as amended (3) with friendly amendment: President Rozek moved, seconded by Tr. Amenta to temporarily hire the 11 crossing guards at \$15.00 an hour with an estimated cost to the village of \$16.14 an hour through June 30, 2019 and to direct staff to bill the Shorewood School District their portion of the contracted crossing guard at Shorewood Blvd. Motion carried 5 -2 with President Rozek and Tr. Amenta voting nay.

The Village Board recessed at 9:30 p.m.
The Village Board reconvened at 9:38 p.m.

- d. Consider professional services agreement for Urban Forestry Tree Inventory Update and EAB Policy Assessment (meeting #2)

Ms. Butschlick explained the following memo: Three proposals were submitted in response to the RFP.

	Inventory	EAB	Total
Arbor Pro	\$24,885	\$5,315	\$30,200
Davey Resource Group	\$17,100	\$3,500	\$20,600
Wachtel	\$31,050	\$2,700	\$33,750

The proposal from Davey Resource Group met the requirements of the RFP.

It should be noted that each of the proposals was based on updating the approximately 6200 current tree records. This would not include the recently added Wilson Drive trees, trees added with the Capitol Drive reconstruction, or those added with the Metro Market development. Additionally, staff would like to add a significant stand of oak trees in Hubbard Park to the inventory. It is estimated this will add an additional 100-200 tree records to the inventory.

Please recall that the WDNR Urban Forestry Grant Program requires matching funds. The Village's share of the project would be \$10,300 plus the cost of the additional tree records as noted above. This cost is not anticipated to be significant and there is adequate room within the budget and grant to accommodate the addition. Staff has requested updated cost

information from the consultant and anticipates presenting the final cost at this meeting

Tr. Maher moved, seconded by Tr. Warren that the proposal from Davey Resource Group to perform a tree inventory update and EAB policy assessment be accepted with a total project cost not to exceed \$21,140.00. Motion carried 7 – 0.

- e. Consider 2019 Community Survey Questions and Communication Plan (meeting #4).
Mr. Burkart explained the following memo: Village staff assembled a list of potential questions proposed from departments, volunteer committees and Village officials.

The following changes were suggested:

The refuse question is very long; Tyler will make it more reader friendly.

A request by the HRC Committee to Add a demographic question about race.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the 2019 community survey questions and the communication and outreach plan with the following changes: question 7 will be more reader friendly and to include a demographic question about race. Motion carried 7 – 0.

10. Reports of Village Officials

- a. Village President – Shorewood Shenanigans was well attended.

- b. Village Trustees –

Tr. Bockhorst attended the Congressional Cities Conference in Washington D.C. for the League of Wisconsin Municipalities.

Tr. Amenta noted that the Conservation Committee put on the movie at the Library on Friday, March 15, 2019 and she attended the Library Board meeting on Wednesday, March 15, 2019.

Tr. Maher attended the Parks Commission meeting on Tuesday, March 12, 2019 and the Historical Society met on Tuesday, March 12, 2019. Monday, May 13, 2019 is the Annual Meeting of the Historical Society.

- c. Village Manager – None

11. Items for future consideration –

Tr. McKaig requested videotaping for Committee, COW and Board meetings and finding a solution that works.

Tr. Maher requested to move Management staff to the beginning of agenda

12. Adjournment

Tr. Bockhorst moved and Tr. Warren seconded to adjourn at 10:07 p.m. Motion carried 7 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC
Village Clerk