



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
April 5, 2021

1. Call to Order

President Rozek called the meeting of the Village Board to order at 7:34 p.m.

2. Roll Call

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

Others Present: Village Attorney Nathan Bayer, Public Works Director Leeann Butschlick, Planning and Development Director Bart Griepentrog, Assistant Village Manager Tyler Burkart

3. Statement of Public Notice

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

4. Special Order of Business

- a. Consider Reserve “Class B” Liquor License for ML McKinley Investments LLC, d/b/a Le Rich & Pour Wine Lounge, 3575 N Oakland Ave., Shorewood, 53211 (7:35 p.m.)

Ms. Bruckman presented the proposal for the Reserve “Class B” Liquor License. Ms. Bruckman clarified that one of the recent applicants for a liquor license, ATK, has informed the Village it will decline their license, which means the Village can provide a non-reserve license to the applicant. Tr. Carpenter, as the chair of the JP&L Committee, summarized the initial presentation that went to the JP&L Committee as they learned about the applicant’s business model. The applicant was in attendance to respond to any questions from the Village Board, which included a response to parking concerns. It was clarified about the type of wine and alcohol served at the business. There was an inquiry about noise that was previously discussed at Plan Commission, which the applicant responded that the music being played, like soft jazz, should not be a concern. Tr. Warren moved, seconded by Tr. Bockhorst to approve the application for “Class B” Intoxicating Liquor License for ML McKinley Investments LLC, d/b/a Le Rich & Pour Wine Lounge, 3575 N. Oakland Ave., Shorewood, WI 53211 and to direct the Clerk to issue the license upon approval of occupancy with Planning and Development. Motion carried 7 – 0 by a roll call vote.

- b. Consider Triangle Park plan and implementation steps – Parks Commission. (7:45 p.m.)

Mr. Burkart presented the discussions and considerations by the Parks Commission. DPW worked on putting together the proposed plan based on the feedback received by the Parks Commission and members of the community at the Triangle Park neighborhood meeting. The costs would be up to \$20,000 and be incorporated in the Capital sidewalk regular maintenance line item. Excess funds in Capital from projects coming in well below the allocated costs will assure this project can be funded within the constraints of the current budget. Mr. Burkart clarified that the design in the memo is an alternative design if the flagpole were to stay in the park. The design attached on the page following the memo is the design the Parks Commission is recommending. Staff estimated approximately \$5,000 could be added to the motion if the Board wanted to allocated additional Capital funds for a new flagpole. Staff indicated getting electrical power to the park is feasible but could be expensive. There was discussion about whether there is adequate space to have a flagpole in the park if the

neighborhood is asking for the Village to open up the space. Additional discussion entailed the flagpole maintenance needs to be performed by DPW, addressing stormwater concerns with drain tile, and the ability of installing a porous concrete surface on the pavement surface areas. It was mentioned that there could be other locations for a flagpole in the Village for the Parks Commission to review and identify. Board members asked staff to provide the remaining balance of the Capital Fund when considering future Capital unbudgeted requests mid-year. Parks Commission Chair Jenny Vulpas provided her remarks as to the reasons community members and the Commission are recommending to keep the park space as open as possible. Tr. Ircink moved, seconded by Tr. Bockhorst to approve the Triangle Park design and authorize staff to utilize up to \$20,000 for Triangle Park improvements. President Rozek moved to amend the motion to increase the total by \$5,000 to fund a new flagpole. Tr. Bockhorst seconded the amended motion. The proposed amendment carried 5 – 2 by a roll call vote with Tr. Stokebrand and Tr. Amenta voting no. The amended motion to approve the Triangle Park design and authorize staff to utilize up to \$20,000 for Triangle Park improvements and allocate an additional \$5,000 for a new flagpole carried 7–0 by a roll call vote.

5. Consent Agenda Items (8:22 p.m.)

- a. Accept Presentation of Accounts – April 5, 2021
- b. Consider regular Village Board Minutes – March 15, 2021
- c. Consider Applications for Special Privilege Approval for outdoor seating in the sidewalk public right of way at:
 1. Lake Effect Surf Shop, 1926 E. Capitol Dr.
 2. Nino's Southern Sides, 4475 N. Oakland Ave.
 3. Colectivo, 4500 N. Oakland Ave.
- d. Consider Applications for Special Privilege Approval for a parklet within the public right of way at:
 1. Brat House Shorewood, 4022 N. Oakland Ave.
- e. Consider RFP for video and audio meeting room improvements
- f. Consider RFP for facility condition assessment

Tr. Bockhorst moved, seconded by Tr. Warren to approve the consent agenda. Tr. Ircink requested to remove item E. Motion carried with items removed 7 – 0 by a roll call vote.

6. Items Removed from the Consent Agenda (8:23 p.m.) –

Item E. Consider RFP for video and audio meeting room improvements.

Tr. Ircink inquired about the upcoming steps and progress related to issuing the RFP, which Mr. Burkart provided an update on the amount of possible vendors interested in doing the work and when he will communicate with Tr. Ircink on the progress. Mr. Burkart mentioned how the agenda management issue will be integrated in the selection and installation process. Tr. Warren moved, seconded by Tr. Ircink to authorize staff to issue the RFP for video and audio improvements in Village Hall and Village Center meeting spaces. Motion carried 7 – 0 by a roll call vote.

7. Public Hearing(s) (8:27 p.m.) – 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. (8:27 p.m.) – None

9. New Business

- a. Consider award of contract for 2021 Sidewalk Replacement Program (8:28 p.m.)

Ms. Butschlick presented the proposals that came in for the 2021 sidewalk replacement program along with the recommended contractor. There was discussion about the cost per square foot

compared to 2019, which Ms. Butschlick mentioned it should be similar. There was an inquiry about having the same contractor to do sidewalk shaving, which Ms. Butschlick mentioned typically those services aren't done by concrete contractors and is more cost effective to do as a separate contractor. Ms. Butschlick clarified that sidewalk shaving or grinding can't be special assessed. The contractor who performed sidewalk shaving in 2019 was not selected to do the work in 2021 as members of the community expressed concerns with the quality of the work. There was discussion about the criteria for replacement. Tr. Warren moved, seconded by Tr. Carpenter to award of a unit price contract for the 2021 Sidewalk Replacement Program to DC Burbach in the amount of \$256,035.00. Motion carried 6 – 1 by a roll call vote with President Rozek voting no.

- b. Consider Resolution 2021-11 – A Resolution of Appreciation for Ann Christiansen. (8:42 p.m.)

Both staff and officials expressed their gratitude for Ms. Christiansen. Other North Shore municipalities are adopting similar resolutions recognizing her work. Tr. Carpenter moved, seconded by Tr. Warren to approve resolution 2021-11 – A Resolution of Appreciation for Ann Christiansen. Motion carried 7 – 0 by a roll call vote

- c. Consider authorization to Hire DPW Administrative Assistant II (8:46 p.m.)

Ms. Butschlick and Mr. Burkart presented the need to re-hire the Administrative Assistant at a 40-hour per week position. Mr. Burkart explained how the Village would likely hire at a lesser rate that would assure the Village not exceed the budgeted allotment for the position for 2021. There was discussion about the current position's schedule, benefits the position would be eligible, ability to recruit the position not at 40 hours per week, and the history of administrative support for the Public Works Department. Mr. Burkart clarified the meaning behind "II" in the title. President Rozek expressed the interest of this discussion during the budget sessions and not at this time. Tr. Amenta moved, seconded by Tr. Ircink to authorize staff to hire for the Administrative Assistant II position in the Public Works. President Rozek proposed an amendment for staff to hire the position to not exceed the approved 2021 budget. Tr. Stokebrand seconded the amendment. The amendment carried 4 – 3 with Tr. Bockhorst, Tr. Amenta, and Tr. Ircink voting no. The amended motion to authorize to hire for the Administrative Assistant II position to not exceed the 2021 budget carried 6 – 1 by a roll call vote with President Rozek voting no.

10. Reports of Village Officials (9:13 p.m.)

- a. Village President – No Report
- b. Village Trustees – No Report
- c. Village Manager – No Report

11. Items for future consideration (9:14 p.m.)

Tr. Amenta wanted the Board to consider meeting with the Plan Commission to go through the Comprehensive Plan, ask questions, and better understand the main issues in the plan. Tr. Amenta moved for the week of Monday, April 12 to have a joint meeting of the Village Board and Plan Commission on the Comprehensive Plan. President Rozek seconded the motion. The Board discussed the best and most transparent way for the two bodies to meet together. Mr. Griepentrog addressed the impacts of operating without a newly adopted plan. Attorney Bayer talked about the Plan Commission's role in approving the plan if the Board does not support the initial Comprehensive Plan. Mr. Burkart mentioned staff currently had scheduled an update on the Police org study and open records for April 19, which would need to be deferred if this motion passes. Tr. Bockhorst moved, seconded by Tr. Ircink to amend the motion for it to occur during the Committee of the Whole during the April 19 meeting. The amendment carried 4 – 3 with Tr. Amenta, Tr. Carpenter and President Rozek voting no. Tr. Bockhorst moved to amend the motion to read at the April 19 meeting or a future scheduled meeting. Amendment fails for a lack of a second. The new motion for the Village Board to host a joint meeting with the Plan Commission on the Comprehensive Plan on April

19 carried 4 – 3 with Tr. Amenta, Tr. Stokebrand, and President Rozek voting no.

Tr. Ircink asked for an update from the Police Department on the vandalism of Cloud Red. Staff will provide the update in the Village Manager's weekly email. A significant update will be presented under the Village Manager update at the Village Board.

12. Closed session - the Village Board upon motion duly made, may convene into closed session to confer with legal counsel for the governmental body pursuant to Wis. Stat. 19.85(1)(c) to discuss the annual performance evaluation of the Village Manager. (9:42 p.m.)

Tr. Warren moved, seconded by Tr. Bockhorst to adjourn into closed session to confer with legal counsel for the governmental body pursuant to Wis. Stat. 19.85(1)(g) to discuss the annual performance evaluation of the Village Manager. Motion carried 7 – 0 by a roll call vote. The Board took a five-minute recess before moving into closed session at 9:47 p.m. Tr. Bockhorst announced she would not be joining the closed session.

13. Adjournment.

Tr. Stokebrand moved and Tr. Warren seconded to adjourn at 10:21 p.m. Motion carried 6 - 0.

Respectfully submitted,

Tyler Burkart
Assistant Village Manager