



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
October 7, 2019

1. Call to Order

Tr. Warren called the meeting of the Village Board to order at 7:35 p.m. in the Court Room.

2. Roll Call

Tr. Warren called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Jessica Carpenter, Ann McKaig, and Michael Maher. President Rozek was excused.

Others Present: Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, Planning Director Bart Griepentrog, Deputy Clerk/Customer Service Director Diane DeWindt-Hall

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 Addendum One to Purchase and Sale Memorandum Agreement for Shorewood Fire Station No. 83. (7:36 p.m.)

Ms. Ewald explained the approved purchase and sale memorandum associated with the Shorewood Fire Station in 2018 with one of the intents of that memorandum being that the property needed to go to close following Plan Commission, Design Review Board approval of the façade easement. Those steps have concluded; however, the North Shore Fire Department does not have the funds because they are required to borrow from another municipality for purposes of this project. Ms. Ewald explained the financing will take 120 days and they anticipate receiving bond funds in January of 2020. In order to meet the intent of the agreement, as of October 1, the Village will no longer be charging the North Shore Fire Department rent but rather be making an interest payment on the purchase price of the property from October 1 until disbursement of the funds from the bond proceeds in January 2020, the North Shore Fire Department will assume property maintenance at that this time.

Some Village Board members inquired what the North Shore Fire Department is currently paying the Village in rent. Chief Whitaker stated rent is \$66,000 a year or \$5,500 a month. Some Village Board members questioned how the insurance is being handled for the last three months. Ms. Ewald explained North Shore Fire Department and Village Hall are both Insured by the same property insurance, there is no proration of our policies and the cost is minimal. One Village Board member inquired in number three of the memorandum where it stated "It's anticipated the funds needed by NSFD to close shall be obtained through the Village of Whitefish Bay bond sale and that the funds will not be available until the first week of January 2020. The Parties agree to close no later than 10 days after the disbursement of the funds to NSFD," what happens if Whitefish Bay postpones? Chief Whitaker explained that is not expected to happen as a lot of pre-work has been done.

Tr. Maher moved, seconded by Tr. Bockhorst to approve Addendum One to the Purchase and Sale Memorandum Agreement for Shorewood Fire Station No. 83. Motion carried 6 – 0.

- b. Consider Agreement for Shorewood Station No. 83 Maintenance and Miscellaneous Items (7:42 p.m.)

Ms. Ewald explained there is an agreement and request for the Village to consider providing some assistance for items such as snow and trash removal. The North Shore Fire Department has offered to pay for roughly \$17,000 in landscaping projects on Village Hall property in exchange for the maintenance items. Ms. Ewald explained the maintenance items have been reviewed by herself and Public Works and both are in agreement with the request and expectations.

Some Village Board members asked if North Shore Fire Department was going to pay the residential rate for garbage and recycling. Ms. Ewald explained the Village is not getting reimbursed, but providing one cart for recycle and one cart for refuse; anything additional they would be responsible for.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the Agreement for Shorewood Station No. 83 Maintenance and Miscellaneous items. Motion carried 6 – 0.

5. 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. – (7:45 p.m.)

Geoffrey Davidian, 4101 N. Prospect, Shorewood, 53211, inquired on the previous discussion of an ethics board and questioned how to proceed to begin to consider how to start an ethics board. Ms. Ewald explained the Village Board has discussed an ethics board and code of conduct and has requested the Human Relations Commission to weigh in and this is going to come back to this Board for further review.

6. Consent Agenda Items (7:49 p.m.)
 - a. Accept presentation of Accounts – October 7, 2019
 - b. Consider Village Board Minutes – September 16, 2019
 - c. Consider updates to Façade Improvement Program relative to painting as a non-eligible activity.
 - d. Consider Application for Special Privilege for a fence within the public right of way at 1821 E. Menlo Blvd.
 - e. Consider 2020 request for fireworks vendor
 - f. Consider Disallowance of Claim, Kevin Rozeboom, 2860 Town Hall Rd., Mt. Horeb, WI 53572.
 - g. Consider appointment of Ryan O'Connor to the Design Review Board.

Tr. Maher moved, seconded by Tr. Amenta to approve the consent agenda. Tr. Carpenter requested removing item 6b, Tr. Bockhorst requested removing items 6c and 6g, Tr. Maher requested removing item 6d, Tr. Amenta requested removing item 6e from the consent agenda. Motion carried 6 – 0 with items 6b, 6c, 6d, 6e, and 6g removed.

7. Items Removed from the Consent Agenda (7:53 p.m.)

6b; Consider Village Board Minutes – September 16, 2019.

Clerk Bruckman explained she was waiting on clarification on some questioned items from Public Works. It was noted when possible the preference would be to have the discussion during the Village Board meeting and not to defer them.

Tr. Amenta moved, seconded by Tr. Warren to defer the Village Board Minutes – September 16, 2019 until the next Village Board meeting. Motion carried 6 - 0.

6c; Consider updates to Façade Improvement Program relative to painting as a non-eligible activity.

Tr. Bockhorst inquired if the CDA had recommended this change and how the vote went. Tr. Warren explained yes, the CDA unanimously agreed painting was an inappropriate use of the façade improvement funds. Painting could be part of larger façade project.

Tr. Amenta moved, seconded by Tr. Maher approval of updates to Façade Improvement Program relative to painting as a non-eligible activity. Motion carried 5 – 1 with Tr. Bockhorst voting nay.

6d; Consider Application for Special Privilege for a fence within the public right of way at 1821 E. Menlo Blvd.

Tr. Maher explained this seemed to be a unique situation as the applicant appears to be in lot number nine and the portion where the fence is located is in lot nine, but lots seven and eight are the street. Does the Village actually own lot eight? Mr. Griepentrog explained Tr. Maher is referencing the original platting of the Village included in the packet from 1888, at that time Cramer was not envisioned to come north to meet with Menlo Blvd. Roughly around 1910 to 1915 lots seven and eight were removed from the Village map and shown as right of way. The current map shows Cramer St. intersecting with Menlo Blvd. and that's why there is an excessive right of way in that area because the property lines were never modified. This has served as excessive side yard. Mr. Griepentrog explained the owner didn't realize until they came and pulled a fence permit. It was noted to consider a process to inform future buyers of Special Privilege approvals on properties.

Tr. Amenta moved, seconded by Tr. Carpenter to approve the Application for Special Privilege for a fence within the public right of way at 1821 E. Menlo Blvd., subject to complete application of request to vacate right of way within 90 days. Motion carried 6 – 0.

6e; Consider 2020 request for fireworks vendor

Tr. Amenta inquired why the Village is signing the contract when the Shorewood Foundation funds the fireworks. Ms. Ewald explained the Village has been signing the contract in the past but the Shorewood Foundation provides the funds for the contract.

Tr. Amenta moved, seconded by Tr. Maher to approve a sole source service contract for the fireworks vendor in accordance with the Purchasing Policy and Accounts Payable Policy. Motion carried 6 – 0.

6g. Consider appointment of Ryan O'Connor to the Design Review Board.

Tr. Bockhorst requested to defer until the Village Board could review the application.

Tr. Bockhorst moved, seconded by Tr. Maher to defer the appointment of Ryan O'Connor to the Design Review Board until the next Village Board meeting and to include the application in the packet. Motion carried 5 – 1 with Tr. Amenta voting nay.

8. Public Hearing(s) (9 p.m.) – None

9. New Business

a. Consider approval of contract for Shorewood Connects Facilitator. (8:16 p.m.)

Ms. Ewald explained a few months ago, the Village Board approved an RFP to solicit for a new facilitator after the resignation of Sue Kelley. The individual contract being approved is for Vashti Lozier.

Some Village Board members inquired how the position is funded. Ms. Ewald explained she believed it was completely funded through the Benjamin Fund but would verify and follow-up. Some Village Board members questioned will the contractor be paid \$1,000 or less monthly because the contract will pay the contractor up to \$1,000 a month. Ms. Ewald explained it could be less than \$1,000 per month based upon the hours. Continued discussion from the

Village Board took place on what is the hourly rate and how many hours a month does the contract state; it should be clear on what the contractor is being paid. Some Village Board members suggested deferring this item until the Senior Resource Center Director and contractor could be present to answer questions.

Diane Jakubowski, 2000 E Kenmore Ave, Shorewood, 53211; RFP was issued August 7, 2019 for a facilitator for the Shorewood Connects Project, three-year term with an option for an annual renewal for two years. The contract is for 10-16 hours per month. Payment will be up to a maximum of \$1,000.

Some Village Board members stated they would have liked to review all the contracts submitted.

Tr. Amenta moved, seconded by Tr. Carpenter to authorize the Shorewood Senior Resource Center to enter into a three-year contract with Vashti Lozier to implement the Age-Friendly Plan 2019-2023.

Tr. Warren moved a friendly amendment subject to add the hourly rate in section 1 of the service agreement. Friendly amendment accepted.

Motion: Authorize the Shorewood Senior Resource Center to enter into a three-year contract with Vashti Lozier to implement the Age-Friendly Plan 2019-2023 subject to add the hourly rate in section 1 of the service agreement. Motion carried 6 – 0.

- b. Consider 2020 Wellness Program for Village employees (JP&L, meeting 2). (8:33 p.m.)
Tr. Carpenter, Chair of JP&L explained the new wellness scorecard contained information for biometric screening and different levels of points earned for employee and or spouse. The employee will have a discount on their premium for full participation. The emphasis is health and well-being. R&R Insurance has provided statistics that this has helped keep rates down.

Tr. Maher moved, seconded by Tr. Amenta to approve the updated wellness scorecard and the policy revisions as presented in the HR manual. Motion carried 6 – 0.

The Village Board recessed at 8:39 p.m.
The Village Board reconvened at 8:47 p.m.

- c. Consider date for next Bi-Board meeting (8:47 p.m.)
November 12 is the preferred date.

10. Reports of Village Officials (8:49 p.m.)

- a. Village President – None
- b. Village Trustees
Tr. Amenta – Summary of October 2 Human Relations Commission Meeting
The Human Relations Commission discussed the holiday decorations policy and will be coming to the Village Board with a letter expressing their thoughts and suggestions on the topic of holiday decorations. Attorney Bayer was able to provide the Human Relations Commission with some general guidance on the topic.
Tr. Maher – JP&L had a discussion on organizational analysis tonight and requested to double check that it made the budget consideration spreadsheet.
Tr. McKaig – Community and Business Relations discussed short term rental regulation and is deferring consideration until after CDA housing study concludes.
- c. Village Manager – Please try and complete the budget wrap-up rating sheets by sometime tomorrow or early Wednesday and return them to Mark.

11. Items for future consideration (9:07 p.m.)

- a. Review Municipal Court debt collection process and revenue estimates, and municipal cash handling procedures.

Tr. Amenta moved, seconded by Tr. Maher to review Municipal Court debt collection process and revenue estimates, and municipal cash handling procedures by the Budget and Finance Committee as time allows. Motion carried 6 – 0.

12. Adjournment.

Tr. Bockhorst moved, seconded by Tr. Maher to adjourn at 9:09 p.m. Motion carried 6 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC
Village Clerk