



**MINUTES - SHOREWOOD BOARD OF TRUSTEES**  
**Committee of the Whole Meeting**  
**November 5, 2018**

1. Call to Order

President Rozek called the Committee of the Whole meeting of the Village Board to order at 6:08 p.m. in the Committee Room.

2. Statement of Public Notice

Mr. Burkart 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, Police Chief Peter Nimmer, Assistant Village Manager Tyler Burkart, BID Executive Director Ericka Lang, BID President Michael O'Brien, BID Board member Arthur Ircink, Attorney Jim Korom and Village Attorney Nathan Bayer.

4. Discuss BID 2019 operating plan.

Members from the Business Improvement District presented the proposed 2019 operating plan. Events, income, and expenses planned in 2019 were included in the plan. There is a method of assessment summarized in the plan, as well. The last increase to the assessed rate was back in 2016. Changes were made to the BID board appointment process to better align with the Village citizen committee recruitment process. There was an inquiry about the owner at 1901 E. Capitol Dr. which will be modified to reflect the correct property owner. There was additional discussion whether any of the Village's 2019 budget modifications would impact the BID and if the BID would consider a rate increase for future activities. Brief discussion involved replacements for BID members with over 9 years of service, the BID map, the quantity of affiliate members, street closures for events which includes the new Fall event concept, and clarification in regards to the BID management assessment fees. The operating plan will come forward to the Village Board on the November 19 consent agenda for consideration of adoption.

5. Closed Session – the Village Board will adjourn into closed session pursuant to 19.85(1)(e) to deliberate or negotiate the purchasing of public property regarding the Village fire station.

Tr. McKaig moved, seconded by Tr. Maher to adjourn into closed session pursuant to 19.85(1)(e) for 1) bargaining reasons regarding the police union agreement, and 2) to deliberate or negotiate the purchasing of public property regarding the Village fire station at 6:34 p.m. Motion carried 6 – 0 (Tr. Bockhorst excused at the moment of vote) by a roll call vote.

Tr. McKaig moved, seconded by Tr. Warren to reconvene into open session at 7:37 p.m. Motion carried 7 – 0 by a roll call vote.

6. Tr. Bockhorst moved, seconded by Tr. McKaig to adjourn the meeting. The Special Village Board Meeting adjourned at 7:37 p.m.



**MINUTES - SHOREWOOD BOARD OF TRUSTEES**  
**Village Board Meeting**  
**November 5, 2018**

1. Call to Order

President Rozek called the meeting of the Village Board to order at 7:47 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, Wesley Warren.

Others Present: Village Attorney Nathan Bayer, Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart, DPW Director Leeann Butschlick, Planning and Development Director Bart Griepentrog, BID Executive Director Ericka Lang.

3. State of Public Notice

Mr. Burkart stated that the meeting had been posted and noticed according to law.

4. Special Order of Business

- a. Consider 2019 health insurance provider and plan design.

Alex Beaudry with the Horton Group was in attendance to present on the health insurance bids and the recommendation of going to the WCA Group Trust. The general increase for the recommended plan design with WCA is an 8.15% increase. Mr. Beaudry responded to questions in regards to the specialist office visits, co-insurance, the transition from WPS to WCA, wellness programs, and information in regards to the State plan. Mr. Burkart mentioned to the Village Board that considering moving towards the State plan would need to be further discussed with the Board to consider if it is worth spending \$2,500 to receive a bid for the State plan. There was additional discussion about switching providers frequently and the financial impacts to doing so.

Tr. Amenta moved, seconded by Tr. Maher to authorize the Village Manager to enter into an agreement with the WCA Health Group Trust to be the Village's health insurance provider for 2019 and incorporate the plan design changes to the PPO deductibles and office visit copayments." Motion carried 7 – 0.

- b. Consider 2019 wellness program and health savings account contribution.

Mr. Burkart presented to the Village Board the current HSA contribution amounts and the wellness participation cost sharing percentages. The Board discussed whether the HSA contributions from the Village are too high when considering the difference between the deductibles for the PPO and the high deductible plan. Mr. Burkart indicated this is a fair assessment to consider and reminded the Board that changing any benefits or HSA contribution amounts risk employees going back to the PPO plan, which is a higher expense for the Village. The Board deliberated on wellness participation over the past few years and how those participation rates are financially impacting the Village. There was added discussion of how wellness programs are being executed by other organizations in the public and private sectors. There was an inquiry about measuring the impact of wellness programs. Mr. Beaudry stated that it is difficult to measure the success since wellness programs are executed to try and prevent long-term claims. An organization may not fully comprehend the

benefits or costs until the program has been implemented for a long duration. There was an indication from Board members the desire to look through the actual wellness scorecard and the activities in more detail.

Tr. Maher moved, seconded by Tr. Bockhorst to make no changes to the Village's wellness program design and health savings account contributions. Motion carried 4-3. Nays included Tr. Amenta, Tr. Carpenter, and President Rozek. Tr. Amenta moved, seconded by Tr. Warren for staff to bring forward the wellness program design for further review. Motion carried 7-0.

- c. Presentation of Health Community Award – Ann Christiansen, North Shore Health Department.

Ms. Christiansen with the North Shore Health Department presented the recognition the Village of Shorewood received with the bronze designation. Ms. Christiansen mentioned the Village would be a great candidate for the silver designation. Staff will figure out where to locate the road sign that the Village received.

- d. Consider agreement with Ideal Property Management for the sale of trees.

Mr. Griepentrog presented the one-year agreement with Ideal Property Management for the sale of trees. There was discussion about the 48-hours' notice in the case of a snow event.

Tr. Maher moved, seconded by Tr. Amenta to approve the Agreement with Ideal Property Management and the Village of Shorewood. Motion carried 7 - 0.

#### 5. Consent Agenda Items

- a. Accept Presentation of Accounts – November 5, 2018.
- b. Disallowance of Claim, Andy Rash, 4962 N. Idlewild Ave., Whitefish Bay 53217.
- c. Special Privilege Approval for landscaping within the public right-of-way located at 4098 N. Lake Dr.
- d. Consider RFP for engineering services
- e. Consider RFP for building inspection services and job description for Associate Inspector.
- f. Consider special privilege permit for tree lighting at Wood Square.

Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Tr. Amenta proposed to remove items D and F. President Rozek would like to remove item A and E. Motion carried 7 – 0.

#### 6. Items Removed from the Consent Agenda – None

- a. Accept Presentation of Accounts – November 5, 2018.

President Rozek commented that one of the paid items is a pass through and confirmed by staff.

Tr. Maher moved, seconded by Tr. Bockhorst to accept the attached presentation of accounts reports. Motion carried 7-0.

- d. Consider RFP for engineering services

Tr. Amenta questioned some of the selection criteria for the engineering services RFP, especially the criteria of familiarity and previous experience with the Village of the engineering firm. Ms. Butschlick confirmed that selection criteria were intended to focus on their previous work quality with the Village. There was discussion if references would sufficiently cover previous work quality with the Village. Additional discussion included identifying the list of firms the Village sends the RFP to for response and another review of the purchasing policy.

Tr. Amenta moved, seconded by Tr. Maher to approve the request for proposals for general engineering services with the modification of the selection criteria that number 3 remove the words

“past record of performance on Village projects.” Motion passed 7-0.

- e. Consider RFP for building inspection services and job description for Associate Inspector.

President Rozek inquired about the salary ranges related to the new positions. Staff confirmed the salary ranges will be brought to the Village Board for approval at the December 3 meeting. The Board inquired how staff will implement the 0.5 FTE of contractual services identified through the budget process. Mr. Griepentrog confirmed code enforcement services will now be more on a complaint basis and that staff will work on getting out these new expectations through the Village’s communication channels. Tr. Amenta called to question, seconded by Tr. Bockhorst. Question called by a 5-2 vote with President Rozek and Tr. Maher voting nay.

Tr. McKaig moved, seconded by Tr. Amenta to approve the RFP for building inspection services and the job description for the Associate Building Inspector. Motion passed 4-3 with nay votes from President Rozek, Tr. Maher and Tr. Bockhorst.

- f. Consider special privilege permit for tree lighting at Wood Square.

Tr. Amenta had questions regarding the spatial constraints at Wood Square and the availability or intent of the BID having a menorah present at the event. Ms. Lang informed the Village Board that the request for a menorah at the event came from a local rabbi. There was additional discussion about having secular symbols, such as a Christmas tree, versus a religious symbol, such as a menorah. The Village Board was informed that the Human Relations Commission will be reviewing a policy proposal on holiday decorations in the public space and right-of-way. Lastly, the Board discussed signage on the premise informing residents of the location of Wood Square and other greenery present at the location.

Tr. Carpenter moved, seconded by Tr. Warren, to approve the Special Privilege permit application for the tree lighting at Wood Square with the following modifications: removal of the menorah based on the review of the Human Relations Commission and to not place barricades in the location of the bus stop. Motion carried 6-1 with Tr. Amenta voting nay.

President Rozek moved to reconsider the vote, Tr. Bockhorst seconded the motion. Motion carried 7-0.

Vote on the original motion was taken again: to approve the Special Privilege permit application for the tree lighting at Wood Square with the following modifications: removal of the menorah based on the review of the Human Relations Commission and not place barricades in the location of the bus stop. Motion failed 0-7.

It was mentioned that without a policy, the Village should only consider secular symbols for the event at this time.

Tr. McKaig moved, seconded by President Rozek to approve the Special Privilege permit application for the tree lighting at Wood Square to include only secular symbols and not place barricades in the location of the bus stop. Motion carried 7-0.

President Rozek called a recess at 9:44 p.m. President Rozek called the meeting back to order at 9:54 p.m.

- 7. Public Hearing(s) – No public hearings.
- 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. – No comments from the public.
- 9. New Business

- a. Consider Resolution 2018-25 – Suspension of Neighborhood Loan Program.

Mr. Griepentrog presented the metrics for the program from the start of the pilot program. He mentioned the general reasons for suspending the program until he is able to propose a revised program for the Village Board to consider at a later date.

Tr. McKaig moved, seconded by Tr. Carpenter to approve Resolution 2018-25 Suspension of Neighborhood Improvement Loan Program until further action by the Village Board to confirm its purpose, administration and desired outcomes. Motion carried 7 – 0 by a roll call vote.

- b. Consider policy for delinquent personal property collection.

Ms. Ewald mentioned the policy is being presented by Finance Director Mark Emanuelson. The policy will allow the Village to take additional measures for those outstanding balances above a certain threshold. There was discussion in regards to how the \$100 threshold was determined. Staff will analyze the time needed for the Finance Director to represent the Village in Court. It was also discussed that several of the delinquent payments would be completed in batches. Tr. Amenta called to question, seconded by Tr. Maher. Question called 6-1. President Rozek voted nay.

Tr. Amenta moved, seconded by Tr. Maher to approve the proposed enhancement to the Village's collection processes for delinquent personal property taxes and to direct staff to return in one year with the amount expended and the amount recouped. Motion carried 6-1. President Rozek voted nay.

- c. Consider petition to restrict parking on Kensington Avenue from North Oakland Avenue to North Newhall Street.

There was a request from the Village Board to assess streets in the area of similar width and what the parking restrictions are for those comparable areas.

Tr. Amenta will move to defer the topic until the next meeting with additional information of parking requirements of streets with comparable width between Capitol and Glendale, seconded by Tr. Maher. Motion carried 7-0.

- d. Reconsider approval of the consent agenda from the October 1, 2018 agenda.

Mr. Bayer mentioned this item was determined at a previous date to consider approving the Presentation of accounts from the October 1 consent agenda. The reconsideration was due to a citizen committee member receiving payment for contractual services with the Village Board. The Board discussed the practicality of reconsidering the presentation of accounts when purchases have already been made. Instead, additional training and improvements to the policy are directions the Board expressed verbally to consider.

Tr. Amenta moved to reconsider re-approval of the presentation of accounts from the October 1 agenda. Motion seconded by President Rozek. Motion failed 1-6 with President Rozek voting aye.

- e. Consider Resolution 2018-24 – Voting Wards.

Ms. Ewald introduced the item in regards to updating the voting wards and block assignments.

Tr. McKaig moved, seconded by Tr. Warren to approve Resolution 2018-24 Dividing and Designating Election Wards in the Village of Shorewood. Motion passed 7 – 0 by a roll call vote.

## 10. Reports of Village Officials

- a. Village President  
President Rozek attended the Night of the Ghost Train and The Oaks of Shorewood grand opening with other trustees and staff. She also attended the League of WI Municipalities Conference. President Rozek congratulated Tr. Bockhorst on becoming the new President of the League of WI Municipalities.
- b. Village Trustees  
Several trustees helped with the Fall clean-up. The attendance and number of volunteers was incredibly high. Tr. Bockhorst will be attending the National League of Cities Conference in Los Angeles and the Village will not be paying for the conference. Tr. Carpenter will be helping to take people to the polls to vote on November 6.
- c. Village Manager  
No report.

11. Items for future consideration

President Rozek mentioned Tr. Carpenter will be leading an effort to put together a performance evaluation form and process for Ms. Ewald. Tr. Amenta mentioned the need to review standing committees. Tr. Amenta also indicated the desire to discuss the option for Village Board members to join the Village health insurance plan and pay the full premium costs. Mr. Bayer will review the process for the Village Board to consider such a request.

12. Adjournment

Tr. McKaig moved and Tr. Warren seconded to adjourn at 10:31 p.m. Motion carried 7 - 0.

Respectfully submitted,

Tyler Burkart  
Assistant Village Manager