



**Parks and Public Spaces Committee  
Meeting Agenda  
Tuesday, July 13, 2021  
6:00 P.M.  
via Teleconference**

Call: 1-312-626-6799  
Meeting ID: 837 7975 8160  
Password: 239591

To join via computer:

<https://us02web.zoom.us/j/83779758160?pwd=ZkVBaXZIL1ZaYUhqSHhSMkdFcHArZz09>

1. Call to Order
2. Consider Approval of the June 8, 2021 Minutes
3. Consider Electing a Chair and Vice-Chair and Announce Initial Term Limits
4. Staff Liaison Updates
  - a. Update on Lake Drive Design Public Feedback Process
  - b. Update on Dog Waste Stations
  - c. Approval of Park and Beach Permit
  - d. Update of N. Downer Ave. Road Project
  - e. Consider Nomination to the Transportation Advisory Group (TAG)
  - f. Consider Future Meeting Structure
5. Sub-committee Updates
  - a. Parks
  - b. Pedestrian and Bicycle Safety
  - c. Other Public Spaces
6. Discuss and Consider Future Agenda Items
7. Adjournment

DATED at Shorewood, Wisconsin this 8th day of July, 2021.

**VILLAGE OF SHOREWOOD**  
Sara Bruckman, CMC/WCMC  
Village Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the Manager's Office at 847-2702. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.



# Parks and Public Spaces Committee

## Minutes

**June 8, 2021 6:00 P.M.**

via Teleconference

3930 N. Murray Avenue, Shorewood, WI 53211

### **1. Call to order.**

The meeting was called to order at 6:04 p.m.

Members present: Bonnie Pedraza, Cameron Lumley, Donald Lodge, Eileen Lauer, Enrique Figueroa, Gary Brunk, Heather Mansfield, Ian Berry, James Robinson, Janee Pederson, Lybra Loest, Mary Jorgensen, Remy Perez

Members not present: James Robinson

Others present: Assistant Village Manager Tyler Burkart, Trustee Kathy Stokebrand, Jennifer Vulpas

### **2. Welcome and Introductions**

The Committee members went around and introduced themselves while sharing some background.

### **3. Review Mission, Purpose, Structure, and Expectations of the Committee**

Mr. Burkart reviewed the mission and purpose of the Committee. He explained the expectations for all members and the structure that utilizes the three sub-committees to tackle the initiatives set by the Committee. All information is posted on the Committee's webpage on the Village website. Four Committee members will be assigned to each sub-committee. While the chair wouldn't be assigned to a sub-committee, they will have additional responsibilities serving on behalf of the Committee.

### **4. Consider Electing a Chair and Vice-Chair**

The Committee discussed whether they were able to elect a chair or not. While several members expressed they were neutral to doing it tonight, Tr. Stokebrand felt enough members needed more time to get to know the Committee first before selecting one. Committee members were asked to consider volunteering for the chair role prior to next meeting. Any questions about the role of the chair can be directed to Mr. Burkart.

### **5. Consider Sub-Committee assignments and Initial Term Limits**

Mr. Burkart asked for Committee members to submit their rankings of sub-committee preferences by this Friday, June 11. Ordinance language calls for the initial term limits to be staggered. Once sub-committee assignments are finalized, Mr. Burkart will select names randomly to determine which members will be assigned to initial term limits of one, two, and three years.

### **6. Staff Liaison Updates**

Mr. Burkart reminded the Committee to attend the virtual volunteer committee orientation on June 16. A link and more information will be provided via email.

Mr. Burkart and Tr. Stokebrand provided an update on the Lake Drive design public feedback process. Committee members should review the recording of the public meeting coordinated back in May and either submit feedback themselves or encourage other community members to send their feedback to WisDOT. There was discussion about potential pedestrian safety improvements to be completed along Lake Drive.

Mr. Burkart asked the Committee if they'd be interested in volunteering for the Fourth of July celebration to contact him directly. Plans for the fireworks may change due to some logistic challenges. An announcement will be included in the upcoming manager's memo and other Village communications.

Mr. Burkart reported that Atwater Beach lifeguards will begin June 26 and be on duty everyday through the third Sunday of August.

Mr. Burkart mentioned the dog waste stations was finalized by the Village Board. The Village will begin ordering the stations and begin recruitment efforts to find sponsors for each station who would be willing to manage the replacement of bags.

Mr. Burkart also informed the Committee on the updates with Triangle Park and the potential decision with the flagpole.

**7. Discuss and Consider Future Agenda Items**

Tr. Stokebrand mentioned that garbage cans are full at Atwater Park over the weekends and that more are needed as well as signage to encourage community members to take trash with them, if possible. Mr. Brunk mentioned there needs to be improvements on pedestrian Safety on Lake Drive. Mr. Lumley mentioned the need to fill cracks in bike lane areas for Oakland Avenue and the need to resurface Downer Avenue. Mr. Burkart will follow up with DPW to see where the project is at to determine if bike lanes could be considered. Mr. Lodge mentioned concerns of traffic through neighborhood areas as well as running through stop signs. Tr. Stokebrand recommended members to review the Transportation and Parking study.

**8. Adjournment.**

Mr. Brunk moved, seconded by Ms. Mansfield to adjourn the meeting. Motion approved 12-0 vote. Meeting adjourned at 7:27 p.m.

Respectfully submitted by,

Tyler Burkart  
Assistant Village Manager



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO PARKS & PUBLIC SPACES

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**Agenda Item:** Staff Liaison Updates

**Date:** July 13, 2021

**Presenter:** Tyler Burkart, Assistant Village Manager     **Department:** Village Manager's Office

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**Agenda Item Discussion** – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

Due to my absence for the July 13, 2021 Parks and Public Spaces Committee meeting, I summarized my updates in this memo for discussion. Please follow up if you have any questions on any of these items.

### **Electing a Chair and Vice Chair**

The ordinance for Parks and Public Spaces requires a Chair and Vice Chair to be elected. The Chair will not serve on any of the sub-committees due to additional responsibilities which includes (1) facilitating all business meetings, (2) meeting with me at least once a month to formulate the agenda and review progress of initiatives, (3) meet with separate boards and committees on collaborative items, and (4) attend Village Board meetings (or delegate to another member when unable to attend) when a P&PS item is on the agenda. The Vice Chair will still serve on a sub-committee but serve in the role of Chair when they are absent at a meeting. Those willing to serve as Chair or Vice Chair shall nominate themselves (or a committee member can nominate someone else on the committee). If more than one person is nominated, a straw poll will be needed to determine the Chair and Vice Chair.

### **Sub-committee Assignments and Initial Term Announcements**

Thank you to everyone for sending me your sub-committee preferences. The good news is that everyone is going to get their first or second preferences. Below are the sub-committee assignments. We currently had two vacancies, which the Village Board approved appointments to fill those vacancies on July 6. One vacancy will be assigned Other Public Spaces and the other vacancy will fill in whatever assignment the newly elected chair currently has. The Village Clerk and myself drew names out of a hat to determine initial term lengths. Please note, if you are starting with a one or two year term, you will move to a three year term once your first term expires.

### **Parks**

Ian Berry – 3 year term  
Heather Mansfield – 3 year term  
Donald Lodge – 2 year term  
Janee Pederson – 1 year term

### **Pedestrian and Bicycle Safety**

Gary Brunk – 3 year term  
Remy Perez – 3 year term  
Mary Jorgensen – 2 year term  
Cameron Lumley – 1 year term

### **Other Public Spaces**

Eileen Lauer – 3 year term  
Bonnie Pedraza – 2 year term

Enrique Figueroa – 1 year term  
Vacancy – 1 or 2 year term

Vacancy that will fill the sub-committee assignment of the chair – 1 or 2 year term

### **Update on Lake Drive Design Public Feedback Process**

The Village published a [press release](#) emphasizing its continued support to replace Lake Drive in its current configuration when reconstruction occurs in 2026. We are thankful that the Wisconsin Department of Transportation (WisDOT) extended their community feedback survey another month - now through July 31, 2021. If you have yet to do so, please fill out a [comment form](#) to provide your input to WisDOT. If you are looking for more information on the 2026 reconstruction project and the design concepts under consideration, please visit [WisDOT's project page](#). While we are disappointed there will no longer be a question and answer session in July with WisDOT, we want to let the public know WisDOT will be attending the August 2, 2021 Village Board meeting to discuss the design further with the Village Board.

### **Update on Dog Waste Stations**

We are in the process of ordering the stations. I will be working with DPW staff to find a time in August for the installation of the dog waste stations. 12 of the 15 stations have been adopted by community members. The only three stations unaccounted for are at the intersection of Oakland-Menlo, Wilson-Olive, and Farwell-Beverly. As a reminder to the Other Public Spaces Sub-committee, you will be assigned to evaluate the program. I will keep track on the number of bags, complaints, feedback, etc. for the stations and provide a status update each quarter. We will ask the committee to make a formal recommendation on the future of the program in the summer of 2022.

### **Approval of the Park and Beach Permit**

The Village Board approved the new process and ordinance language for a Park and Beach Permit. This permit used to only apply for Atwater Park/Beach but now applies to all park spaces. The purpose of the permit is for community members or vendors who either want to use the space for profit purposes or request Village services (i.e. more trash receptacles, access to electricity, barricades, etc.). The cost of the permit is \$50 to apply, \$50 per day wishing to use the parks space, and then billable hours for any Village staff time needed. The permit application will be accessible on the Village website. The proposed fee and process was a recommendation made by the Parks Commission back in 2020 based on feedback from the 2019 community survey. The ordinance language that was adopted also clarified that no one is able to damage or hurt public property, plants, trees, or turf in the park spaces.

### **Update on N. Downer Ave. Road Project**

There was an inquiry at the June meeting about the condition of N. Downer Ave. south of E. Capitol Dr. and whether that roadway is scheduled for a resurfacing soon. The specific inquiry related to installing bike lanes on the street. I can confirm that Downer was originally scheduled for a mill and overlay in 2021 but is being deferred. The Village Board discussed alternative routes for the Southeast Area Combined Sewer Improvements (SEASCI) that will install over 11,000 lineal feet of sewer pipe in the SE area of the Village. One of the proposed routes would require Downer to be resurfaced in 2023. I will continue to give more updates on this timeline next year. The committee could certainly entertain any formal recommendations to pass along to staff and officials related to bike lanes for N. Downer Ave.

**Consider Nomination to the Transportation Advisory Group**

The Village completed a [Transportation and Parking Study](#) in 2019-2020. The study performed a comprehensive review of the Village's standards and policies related to transportation and parking. There is a Transportation Advisory Group (TAG) coordinated by the Village's Planning and Development Director Bart Griepentrog that oversees the implementation of the recommendations from the study. The group would like to have a member from the Parks and Public Spaces serve on the group, preferably a member focused on pedestrian and bicycle safety but not required. I ask for the committee to nominate, vote, and approve someone to represent Parks and Public Spaces on the TAG. The TAG meets approximately every quarter or on an as needed basis.

**Consider Future Meeting Structure**

As you know our meetings will be the second Tuesday of every month from 6:00 – 7:30 p.m. To put less pressure on sub-committees to meet another time every month, one option I'd like to propose is having sub-committees meet from 6:00 – 6:30 p.m. and then starting our full business meeting at 6:30 p.m. This would allow you some time to formulate your thoughts and items before the business meeting starts at 6:30. It also gives you some time to use me as a resource to answer questions. If you support this structure, please make the following recommended motion and vote on it: "I move for future meetings to have sub-committees meet at 6:00 p.m. and begin the full business meetings at 6:30 p.m."