

**Village of Shorewood
Community and Business Relations Committee
August 1, 2022**

Call to Order: Chairperson Tr. Couto called the meeting to order at 7:00 p.m. in the Village Hall Court Room.

Members Present: Tr. Arndorfer, Tr. Couto, Tr. Stokebrand

Others present: Finance Director, Mark Emanuelson; Assistant Village Manager, Chris Anderson; Planning & Development Director, Bart Griepentrog

1. Affirm and consider special event permit requirements and fee.

Discussion Points

- Director Emanuelson provided a brief overview of the memo that was prepared for this item. He noted that the discussion points had been highlighted in blue and yellow within that memo.
- Tr. Stokebrand questioned if staff thought a \$100 fee was adequate to cover costs.
- Tr. Couto questioned what other communities charged for similar events. He wanted to know if their fees recouped their costs incurred or had a uniform fee, for examples.
 - Tr. Stokebrand suggested that similar/same events happen throughout the area that could be used as direct reference. She noted the Tour of America's Dairyland and street closures for sport viewing parties (Brady Street).
- Tr. Couto questioned if the Police and Public Works charges were already budgeted or if they were overtime/extra costs.
- Tr. Stokebrand stated that it seemed reasonable to bill charges back to the applicant.
- Tr. Arndorfer questioned when the current fee was established.
- Tr. Couto questioned the Xmas Tree Lighting event and whether or not it would continue. Tr. Stokebrand also questioned if there were electricity charges with that event.
 - Director Griepentrog clarified that the item listed within the attachment related to the BID's Winter Festival, which featured a tree lighting in Wood Square.
 - Tr. Stokebrand requested that the attachment be updated for clarity.
- Tr. Stokebrand requested that fees related to the Shorewood Feast be included in the Fiscal Note attachment.

Action

- Tr. Arndorfer moved to affirm the direction provided by prior Community & Business Relations Committees and recommended further exploration of appropriate [fee] levels for special event permits. Tr. Stokebrand seconded. Vote 3-0.

Follow Up-Items

- Staff will bring back an ordinance draft reflective of the affirmed parameters and comparative fees (Tour of America's Dairyland and Brady Street sport viewing events) for future consideration.
- Staff will update the Fiscal Note attachment as directed, renaming the Winter Festival and including The Feast.

2. Consider the block party requirements.

Discussion Points

- Director Emanuelson provided a brief overview of the memo that was prepared for this item, including the six questions that were outlined for discussion.
- Tr. Stokebrand stated that she believed the Village should be able to have enough barricades to accommodate block party requests. She questioned how many barricades could be added for the \$2,500 amount noted in the memo. It was noted that 10 additional barricades could be added.

- Tr. Couto stated that he did not ever want the Village to say no to hosting a block party and believed that we should be able to figure out a way to accommodate the requests. He suggested a higher fee for larger events could be adopted to help compensate for the costs associated with block parties.
- Tr. Stokebrand believed that the costs associated with barricades could be built into the budget and stated that coming up with the right number was her question. She deferred that identification of that amount to staff for presentation within the budget this fall.
- Director Emanuelson noted that it still may be possible for requests to outnumber the number of barricades on hand.
- Tr. Couto stated that scenario would relate to the fifth question. He believed the likelihood of running out of Type 3 barricades would be minimal but suggested that barrels or vehicles could be considered in such a scenario. He stated that he would leave it up to DPW to confirm an acceptable alternate, as long as it allowed for the block party to be accommodated.
- Director Emanuelson confirmed that the Committee desired for the Village to annually fund barricades.
- Tr. Couto stated that he was not in favor of applicants providing their own barricades because he did not believe it was their responsibility. Tr. Stokebrand and Tr. Arndorfer agreed.
- It was noted that question four was no longer applicable.
- Tr. Stokebrand noted that she would like to require Type 3 barricades. Tr. Couto agreed but reiterated that if the Village ran into a situation where it was out of them, that other options should be considered. Tr. Arndorfer wanted staff to confirm the acceptability of that scenario, but generally agreed.
- The Committee agreed that fees should not be charged for block parties.

Action

- Tr. Stokebrand moved to direct staff to prepare an ordinance for block parties reflective of the responses to the questions above for review at a future meeting. Seconded by Tr. Arndorfer. Vote 3-0.

Follow Up-Items

- Staff will bring back an ordinance draft reflective of the direction provided.
- Staff will incorporate an annual fee for barricades into the 2023 budget.
- DPW will confirm an acceptable alternative to Type 3 barricades, should requests outnumber the number of barricades available.

Motion to adjourn. Tr. Stokebrand moved, seconded by Tr. Arndorfer to adjourn. Motion carried at 7:24 p.m.

Respectfully submitted,

Bart Griepentrog, AICP
 Planning & Development Director