



NOTICE - AMENDED

PLEASE TAKE NOTICE that a **SPECIAL VILLAGE BOARD MEETING** will be held via conference call on **Monday, March 23, 2020** at the time and phone number listed below:

MEETING OF THE VILLAGE BOARD, 5:00 P.M.

Join Zoom Meeting

<https://zoom.us/j/271158285?pwd=RTRKdEtFK3NLUkIzRUh5SjNya3kvUT09>

1-312-626-6799

Meeting ID: 271 158 285

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. New Business
 - a. Consider Resolution #2020-03 A Resolution Temporarily Suspending Section 55-15 of the Municipal Code Canvass of Returns and the Board of Absentee Canvassers.
 - b. **Consider Resolution #2020-10 A Resolution Temporarily Authorizing Planning Development Director Approval of Temporary Carryout Loading Zones.**
5. Adjournment

DATED at Shorewood, Wisconsin this 20th day of March, 2020. **Amended, 3/23 at noon.**

VILLAGE OF SHOREWOOD
Sara Bruckman, CMC/WCMC
Village Clerk

Should you have any questions or comments regarding any items on this agenda, 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.



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider Resolution #2020-03 A Resolution Temporarily Suspending Section 55-15 of the Municipal Code Canvass of Returns and the Board of Absentee Canvassers.

Date: March 23, 2020

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

1. [September 16, 2019](#) – the Village Board approved ordinance 3007 – Repealing and Replacing Section 55-15 of the Municipal Code Canvass of Returns and to Establish a Board of Absentee Canvassers. This ordinance allowed the Village to implement a central count location for the processing of only absentee ballots on election day. Central count location improved the voter experience by decreasing lines, shortening the time taken to process an absentee ballot, eliminating the need for poll workers to pre-number absentee ballots thereby reducing costs, and decreasing the number of poll workers required on election day for absentee ballots.

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.*

The federal, state, county and village have declared a public health emergency for COVID-19 and requested the public to socially distance from each other and/or quarantine. The Village of Shorewood has asked the public to vote by absentee ballot which has resulted in an extraordinary high number of absentee ballot returned. The volume is sufficient enough that the Clerk is not certain the one ballot machine utilized in the central count location will be able to mechanically process this large volume of ballots on election day. Even if the machine sustains the processing of the ballots, the volume will result in poll workers in the central count location staying into the late evening/early morning after the election closes to process all of the ballots with only one machine. There are no other available machines to place in the central count location to increase the speed of this process.

In lieu of utilizing the one central count location for the processing of absentee ballots, staff is requesting the Village Board to pass a resolution to temporarily suspend central count location established in Section 55-15 of the municipal code until June 1 which would cover the potential recount period. The Wisconsin Election Commission legal counsel has advised that this may be accomplished by the Village Board passing a resolution suspending the Village's ordinance for the central count Board of Canvassers.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes

No

If Yes, identify how and what community groups and businesses were notified.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Recommended motion: *“I move the approve Resolution #2020-03 A Resolution Temporarily Suspending Section 55-15 of the Municipal Code Canvass of Returns and the Board of Absentee Canvassers.”*

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Resolution #2020-03
2. Ordinance #3007

RESOLUTION – 2020 – 03

A RESOLUTION TEMPORARILY SUSPENDING SECTION 55-15 OF THE MUNICIPAL CODE
CANVASS OF RETURNS AND THE BOARD OF ABSENTEE CANVASSERS

WHEREAS, COVID-19, a novel strain of the coronavirus, was detected in December 2019, and has subsequently spread throughout numerous countries and the United States, including Wisconsin; and

WHEREAS, the World Health Organization’s declaration of a Public Health Emergency of International concern, and the United States Department of Health and Human Services declaration of a Public Health Emergency, the State of Wisconsin has declared a Public Health Emergency by Executive Order #72; and,

WHEREAS, the Village of Shorewood passed Resolution 2020-03 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus; and,

WHEREAS, the Village of Shorewood municipal ordinance 55-15 establishes a Board of Absentee Canvassers to canvass all returned absentee ballots in lieu of canvassing absentee ballots at polling places under Sec. 6.88, Wis. Stats; and,

WHEREAS, in order to protect the health and well-being of residents and visitors, the Village of Shorewood has strongly encouraged voters to vote by absentee ballot; and,

WHEREAS, a significant amount of Shorewood voters has voted by absentee ballot and additional absentee ballots are expected for the election; and,

WHEREAS, the Board of Absentee Canvassers will be unable to process all of the absentee ballots with the machines available in one location on election day due to machine capacity and the significant time required;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Shorewood temporarily suspends municipal ordinance 55-15 Board of Canvassers until June 1, 2020 to allow absentee ballots to be processed at polling locations: Village Center, Shorewood High School and North Shore Presbyterian Church.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this 23th day of March, 2020.

Allison Rozek, Village President

Countersigned:

Sara Bruckman, CMC/WCMC, Village Clerk

STATE OF WISCONSIN MILWAUKEE COUNTY VILLAGE OF SHOREWOOD

ORDINANCE NO 3007

AN ORDINANCE TO REPEALING AND REPLACING SECTION 55-15 OF THE MUNICIPAL CODE
CANVASS OF RETURNS AND
TO ESTABLISH A BOARD OF ABSENTEE CANVASSERS

SECTION 1: Section 55-15 of the Municipal Code is hereby created to read as follows:

SEC. 55-15 CANVASS OF RETURNS AND BOARD OF ABSENTEE BALLOT CANVASSERS

- (a) **Purpose.** Pursuant to Secs. 7.52 and 7.53(2m), Wis. Stats., there is created a Board of Absentee Ballot Canvassers.
- (b) **Composition.** The Board of Absentee Ballot Canvassers shall be composed of the Village Clerk, or a qualified elector of the Village designated by the Village Clerk, and two (2) other qualified electors of the Village appointed by the Village Clerk for a term of two (2) years commencing on January 1 of each odd-numbered year, except that any member who is appointed to fill a permanent vacancy shall serve for the unexpired term of the original appointee.
- (c) **Canvassing of Absentee Ballots.** In lieu of canvassing absentee ballots at polling places under Sec. 6.88, Wis. Stats., the Board of Absentee Ballot Canvassers shall, at each election held in the Village, canvass all absentee ballots received by the Village Clerk by 8:00 p.m. on election day.
- (d) **Counting of Absentee Ballots.** At every election held in the Village, the Board of Absentee Ballot Canvassers shall, any time after the opening of the polls and before 10:00 p.m. on Election Day, publicly convene to count the absentee ballots for the Village. The Village Clerk shall give at least 48 hours' notice of any meeting under this subsection.
- (e) **Canvass of Returns.** The Board of Canvassers, which shall consist of the Village Clerk and two (2) qualified electors appointed by the Village Clerk according to law, shall canvass the returns within 24 hours of the closing of the polls and reconvene no sooner than 4:00 p.m. on the Friday after the election and not later than 9:00 a.m. on the Monday after the election to count any outstanding provisional ballots.

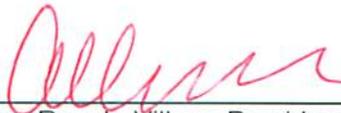
SECTION 2

That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance are hereby to such extent repealed.

SECTION 3

That this Ordinance shall take effect and be in force from and after its passage and posting.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this 16th day of September, 2019.



Allison Rozek, Village President

Countersigned:



Sara Bruckman, CMC/WCMC, Village Clerk



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider Resolution #2020-10 A Resolution Temporarily Authorizing Planning Development Director Approval of Temporary Carryout Loading Zones.

Date: March 23, 2020

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

As part of 2018 budget discussions, the Village Board adopted [Ordinance 2097](#) to initiate an annual review and fee for the reservation of loading zones as a Special Privilege. This ordinance went into effect May 1, 2019 and replaced the prior approval system from either the Village Board or Village Manager. This new process was intended to allow businesses and organizations access to their property while balancing the needs of resident and customer parking, and place a value and annual review process on the use of public right-of-way. This process did not include an approval process for temporary loading zones.

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.*

In response to the unprecedented public health concerns caused by the COVID-19 pandemic, the State of Wisconsin has required that bars and restaurants suspend in-person dining activities, but allows establishments to provide delivery, pick-up and carryout services. In response to the increased demand from patrons to pick-up or carryout food and beverages, temporary loading zones have been requested by several businesses within the Village.

In order to provide assistance to these businesses and allow customers better access, this resolution would provide authorization to the Village Manager to approve temporary loading zones for the purposes of pickup or carryout activities. Approval would last throughout the duration of the public health crisis, but could also be revoked by the Planning & Development Director at any time. Requests would be received and implemented by the Planning & Development Department, as the Department of Public Works is operating with reduced staff and focused on providing essential services. In order to maintain a balance of commercial and residential needs, no more than one temporary loading zone would be offered to businesses, which at this time is focused to bars and restaurants. It is not anticipated that carryout loading zones would be necessary for other retail establishments, but staff would like to keep the opportunity open to other businesses, if determined necessary for the public good.

Over the weekend the BID promoted the idea of this opportunity, and as of the publication of this memo, nine restaurants have requested consideration: Blues Egg, City market, Cloud Red, Draft and Vessel, Falbo's, Harry's, North Shore Boulangerie, Thief Wine and Three Lions.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes No

If Yes, identify how and what community groups and businesses were notified.

The BID promoted the concept of this opportunity to their membership over the weekend and received a favorable response.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Recommended motion: *“I move the approve Resolution #2020-10 A Resolution Temporarily Authorizing the Planning and Development Approval of Temporary Carryout Loading Zones.”*

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Resolution #2020-10

RESOLUTION – 2020 – 10

A RESOLUTION TEMPORARILY AUTHORIZING PLANNING & DEVELOPMENT DIRECTOR APPROVAL OF TEMPORARY CARRYOUT LOADING ZONES

WHEREAS, COVID-19, a novel strain of the coronavirus, was detected in December 2019, and has subsequently spread throughout numerous countries and the United States, including Wisconsin; and

WHEREAS, the World Health Organization’s declaration of a Public Health Emergency of International concern, and the United States Department of Health and Human Services declaration of a Public Health Emergency, the State of Wisconsin has declared a Public Health Emergency by Executive Order #72; and,

WHEREAS, the Village of Shorewood passed Resolution 2020-02 on March 16, 2020 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus; and,

WHEREAS, in order to protect the health and well-being of the general public, the State of Wisconsin has ordered that restaurants suspend in-person dining but allow for delivery, pick-up and carryout services; and,

WHEREAS, the Village of Shorewood municipal ordinance 500-24 establishes approval of Loading Zones from the Village Board; and,

WHEREAS, the application and approval process for regular Loading Zones is not conducive to flexible response in the changing nature of a public health crisis and temporary carryout loading zones have been requested by numerous restaurants;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Shorewood to temporarily provide authorization to the Planning & Development Director for the purposes of approving temporary carryout loading zones throughout the duration of this public health crisis to allow businesses up to one temporary loading zone for the purpose of delivery, pick-up and carryout services to be installed upon request to and by the Planning & Development Department.

PASSED AND ADOPTED by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this 23th day of March, 2020.

Countersigned:

Allison Rozek, Village President

Sara Bruckman, CMC/WCMC, Village Clerk