



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Committee of the Whole Meeting
February 19, 2019

1. Call to Order

Trustee McKaig called the Committee of the Whole meeting of the Village Board to order at 6:37 p.m. in the Committee Room.

2. Statement of Public Notice

Clerk Bruckman stated that the meeting had been posted and noticed according to law.

3. Roll Call

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

Others Present: Village Manager Rebecca Ewald, Assistant Village Manager Tyler Burkart

4. Consider Standing Committee distribution of tasks and discuss next steps for volunteer committees.

Tr. McKaig started the discussion on policy included in the February 19, 2019 Village Board packet.

The following discussion points and changes were suggested to the proposed policy:

Structure of Standing Committees

- Remove an official grouping of the standing committees and let the Village President decide each year.

Role of the Village President for Standing Committees

-The Village President, working with the Village Manager, will be given the authority to place an item on the standing committee agenda that he/she feels most appropriate; add unless the Village Board assigns to a specific committee.

- The Village President (add as the Village representative of the Village Board) will work with the Village Manager to finalize the times and standing committee agendas; add the Village President or Village Manager will consult with the chairs of the Standing Committees.

Role of Village Trustee

-The Village Trustee should communicate with the staff liaison at least one week prior to the standing committee they chair to set the meeting agenda; change staff liaison to Village Manager in accordance to the communications policy.

Role of the Village Manager for Standing Committees

-If the amount of agenda items for all the standing committees is too large in length, the Village Manager will work with the Village President (add in consultation with the committee chair) to reduce the number of items and prioritize the discussions.

-The Village Manager will update the standing committee chair person and liaison of the topics to be placed on the agenda following a review of the agenda with the Village President. The staff liaison will work with the committee chair to prioritize the agenda, if needed; eliminate both.

Meeting Times

-Add language about two members of the Village Board being able to call a special meeting in accordance with the ordinance.

Agenda Topics for Discussion and Consideration

- No agenda items discussed at the standing committees should be later considered that night for the full Board; may have some circumstances, concerns about items getting stuck in committee.

Topic

-Interviews (if needed) for; keep.

This item will be on the Committee of the Whole at the next meeting.

5. Tr. Warren moved, seconded by Tr. Maher to adjourn the meeting at 7:34 p.m. Motion carried 6 - 0.



MINUTES - SHOREWOOD BOARD OF TRUSTEES
Village Board Meeting
February 19, 2019

1. Call to Order
Trustee McKaig called the meeting of the Village Board to order at 7:41 p.m. in the Court Room.
2. Roll Call
Trustee McKaig called the roll. Present: Trustees Davida Amenta, Tammy Bockhorst, Jessica Carpenter, Michael Maher, Ann McKaig and Wesley Warren. President Rozek was excused.

Others Present: Village Attorney Nathan Bayer, Village Manager Rebecca Ewald, Director of Public Works Leeann Butschlick.
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. Conservation Committee presentation on solar survey results
Chase Kelm, 1908 E. Edgewood Ave, Shorewood, 53211 reviewed the solar survey results with the Village Board. Key Results:
Although the survey was available to those outside Shorewood, the majority of respondents were Shorewood residents. Results from 269 participants signal overwhelming support for the increased availability and accessibility of renewable energy:
 - Nearly 96% believe renewable sources are very important in the U.S.
 - Over 80% said it was very important to have a choice in how their energy is produced
 - Nearly 98% are interested in the option to purchase locally produced solar energy from their utility
 - Over 86% would be willing to spend slightly more for electricity if produced with local renewables
 - Over 80% installed or considered installing solar panels, citing a desire for increased energy independence and potential overall savings on electricity as primary drivers
 - Nearly half of respondents stated high upfront cost of installing solar panels as the primary barrier
 - Over 71% of respondents were interested in participating in a community solar program and nearly 90% wanted to learn more about such options

Recommendations

While there may be many ways to help residents achieve their goal of locally produced clean

energy, the options below may reduce barriers to entry noted by residents in the survey:

- 1) Revamp Neighborhood Improvement Loan Program to include energy efficiency and solar panel installation (reduces cost barrier).
- 2) Explore opportunities for a Community Solar Program with the local utility or other government entities. MG&E successfully introduced a Community Solar Program in its service territory in cooperation with the City of Middleton. This option can help residents overcome many, if not all, of the barriers that were brought up in the survey.
- 3) Invest in Village Municipal Solar Projects to demonstrate alignment with resident concerns and lead the way by making investments in solar power installations to the maximum extent feasible on all new or renovated village buildings and other structures, including North Shore Fire station, Shorewood Library, and potentially school properties. In so doing, the Village will move forward on its own commitment to 25% renewable energy by 2025.
- 4) Promote Solar Incentives to the BID and encourage property owners to participate in Milwaukee County's commercial PACE (property-assessed clean energy) financing program. PACE allows businesses and nonprofits to obtain low-cost, long-term loans for solar energy and energy efficiency investments. More information about the program: <http://www.pacewi.org>.
- 5) Explore the Implementation of a Residential PACE Program similar to the PACE program currently offered by Milwaukee County to commercial property owners.

Ms. Ewald explained next steps will be outlined in the annual report.

5. Consent Agenda Items

- a. Accept Presentation of Accounts – February 19, 2019
- b. Consider Village Board Minutes – February 4, 2019
- c. Consider 2019 Alley Reconstruction Program project management and communication plan (meeting #4)
- d. Consider Shorewood Shenanigan's Temporary "Class B" Liquor License for the Shorewood Business District and Extension of Premise for Brat House for Saturday, March 16, 2019.
- e. Consider North Shore Environmental Health Consortium fee schedule.

Tr. Bockhorst moved, seconded by Tr. Maher to approve the consent agenda. Tr. Amenta requested removing item 5b and Tr. Warren requested removing item 5d off the consent agenda. Motion carried 6 – 0.

6. Items Removed from the Consent Agenda

5b; Consider Village Board Minutes – February 4, 2019.

Page 6, item 5g change "dislike" to "concerns"

Page 10 Trustee Reports, strike the sentence discussion started at the January Village Board Meeting.

Tr. Bockhorst moved, seconded by Tr. Maher to approve the Village Board Minutes of February 4, 2019 with the stated changes. Motion carried 6 - 0.

5d; Consider Shorewood Shenanigan's Temporary "Class B" Liquor License for the Shorewood Business District and Extension of Premise for Brat House for Saturday, March 16, 2019. Tr. Warren requested the item to be pulled as members of the audience wanted to comment. David Price, Three Lions Pub, Shorewood; expressed he would like to see better collaboration with the BID next year for sponsorship of the event. Tr. McKaig expressed any concerns on the BID is organizing the event should be brought up at the BID Board meetings.

Tr. Maher moved, seconded by Tr. Bockhorst to approve the Shorewood Shenanigan's Temporary "Class B" Liquor License for the Shorewood Business District and Extension of Premise for Brat House for Saturday, March 16, 2019. Motion carried 6 – 1 with Tr. Amenta voting nay.

7. Public Hearing(s) - None

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. – None

9. New Business

a. Consider award of contract for 2019 Woodburn Watermain Relay Project (meeting #4). The bids were opened on February 1, 2019 and are summarized below:

		Alternate 1	Alternate 2	TOTAL	TOTAL
	Base Bid	Valve replacement	Private service replacement	Base + Alt 1	Base + Alt 1 & Alt 2
Vinton Construction	\$339,517.75	\$22,110.00	\$265,020.00	\$361,627.75	\$626,647.75
MJ Construction	\$255,505.00	\$26,100.00	\$204,400.00	\$281,605.00	\$451,618.00
American Sewer Services	\$248,818.00	\$20,800.00	\$182,000.00	\$269,618.00	\$451,618.00
MidCity Corporation	\$250,459.00	\$21,550.00	\$166,600.00	\$272,009.00	\$438,609.00
UPI LLC	\$237,328.00	\$24,450.00	\$186,760.00	\$261,778.00	\$448,538.00

Alternate 1 includes replacement of water valves in the project area. Alternate 2 is the sum total of the cost of all 27 private services in the project area; this cost would be borne by the participating property owner. Staff recommends the award of both alternates; the Board may wish to consider the following in the award process:

- Considering the two project components funded by the Village/Water Utility (base + Alt 1), the lowest cost bid was submitted by UPI. An award to UPI would provide the project at the lowest cost to the Village/Water Utility.
- Should the Village Board wish to consider the costs for private service work, it may consider an award to MidCity Corporation which submitted the lowest cost bid for the base bid and both alternates. Under this scenario, the Village would pay an estimated \$10,231 additional for the improvements to the Village distribution system, saving each prospective participating property owner \$746.67.
 - The necessary private property owner participation rate to “break-even” for this scenario (the savings on the private service replacement alternative equals the increased cost of the municipal distribution system) is approximately half – 13 of 27 properties.
 - As noted in the table above the cumulative participation rate (all past projects) is one percent (1%).

Ms. Butschlick explained the difference between the two suggested motions: Should the Board wish to award a contract with the lowest cost to the Utility, staff recommends the award to UPI. Recommended motion: I move award of a contract for the 2019 Woodburn Watermain Relay base bid and alternates one and two to UPI LLC in the total amount of \$448,538 (four hundred forty-eight thousand five hundred and thirty-eight dollars and no cents).

Should the Board wish to award a contract with the lowest cost to the private resident so as to encourage the replacement of private lead service lines, staff recommends the award to MidCity. Recommended motion: I move award of a contract for the 2019 Woodburn Watermain Relay base bid and alternates one and two to MidCity Corporation in the total amount of \$438,609 (four hundred thirty-eight thousand six hundred and nine dollars and no

cents).

Tr. Maher moved, seconded by Tr. Amenta to award the contract for the 2019 Woodburn Watermain Relay base bid and alternate one and two to UPI LLC in the amount of \$448,538. Motion carried 6 – 0.

- b. Consider award of contract for 2019 Alley Reconstruction Project (meeting #4).

Ms. Butschlick commented on the memo as follows:

In an attempt to ensure a contract could be awarded within the available budget, the bid was structured with a base bid including all alleys and an alternative bid which included seven of the eight alleys. The engineer's estimate of probable cost for the base bid was \$641,500.00; the EOPC for Alternative 1 (reduced number of alleys) was \$621,300.00. The following bids were received:

	Base Bid	Alternative 1
All-Ways Contractors	\$632,669.80	\$606,923.10
Poblocki Paving Corporation	\$753,657.00	\$724,089.00
Lalonde Contractors	\$813,626.82	\$781,560.92
Pro-Seal Asphalt Paving	\$844,123.12	\$816,769.44

Tr. Warren moved, seconded by Tr. Bockhorst to award of a contract for the 2019 Alley Reconstruction Program to All-Ways Contractors for the base bid in the amount of \$632,669.80. Motion carried 6 – 0.

- c. Consider project manager contract for AMR/AMI project (meeting #3).

Ms. Butschlick commented on the memo as follows:

A contract consultant is necessary to administer the meter replacement and reading system project; staff does not have the technological expertise nor the work capacity to function as the primary project manager. Please find attached a [proposal from City Water](#) to provide this service. You will note the scope includes:

- Revision of current draft RFP to address AMI technology not available in 2015 when document was initially drafted.
- Development of AMR proposal section not part of the Phase II scope.
- Development of Public Service Commission Construction Authorization application.
- Analysis of the AMR section of the proposal and development of a cost benefit analysis

between the two technologies to assist the Village in selecting which technology and vendor to recommend for contract award.

As you know, City Water has been working with the Shorewood Water Utility on the conceptual replacement of meters since 2014. In addition, City Water's work with the Water Utility staff development and business practice improvements has provided them with a comprehensive understanding of our infrastructure and operations that adds significant value to the metering project.

As you may recall, the Village's [purchasing policy](#) does provide exception for sole source contracting with explanation and documentation of reason. It should be noted that the RFP requirement did not exist when work on this project began. Today, the meter infrastructure analysis, RFP development and project management would be incorporated in a single contract. However, at that time it was determined that a series of phased contracts with City Water would provide optimum scheduling flexibility.

Purchasing policy explanation and documentation of reason:

- The investment of time and resources have provided City Water with significant knowledge of distribution system and Utility operations. This knowledge could be obtained by another consultant but at additional time and cost.
- City Water is the only area consulting firm with a high level of project management experience and expertise in advanced meter infrastructure. Staff feels strongly that a local presence is critical to successful implementation of this project.
- Time is a consideration. The Utility's current reading equipment has reached the end of its useful life and is beyond its scheduled replacement date. If the readers should fail, an estimated \$15,000 would be required to replace the handheld units in the interim.

Tr. Maher moved, seconded by Tr. Warren approval of a professional services agreement with City Water in the amount of \$31,826 for the water meter replacement, RFP development and project implementation. Motion carried 6 – 0.

d. Update on recycling center drop-off operation (meeting #2).

Ms. Butschlick stated that Waste Management has agreed to supply a different type of covered container (see photo below) for use at the DPW drop-off center which has access openings approximately two feet by two feet in area. Staff believes this – in addition to improved signage – will provide a visual cue that the container is not for general refuse disposal. Waste Management has indicated the new container type can be delivered the week of 2/18/19.

The container will not be attended. While the new container type will prevent the disposal of most furniture and larger refuse items, it cannot guarantee the dumping of smaller items. Waste Management representatives have agreed to this configuration on a trial basis. If satisfactory improvement is not seen, either staffing of the containers or elimination of weekday drop-off hours must be considered.

Ms. Butschlick explained they will monitor over the next couple of months and bring an update back to the Village Board.

e. Consider Resolution 2019-05 Proclaim World Migratory Bird Day in Shorewood on October 5, 2019.

Tr. Maher moved, seconded by Tr. Bockhorst to approve Resolution 2019-05; Proclaim World Migratory Bird Day in Shorewood on October 5, 2019. Motion carried 6 – 0 by a roll call vote.

10. Reports of Village Officials

a. Village President - None

b. Village Trustees –

Tr. Amenta shared, Shorewood Moving Forward is sponsoring a community potluck on Sunday, February 24, 2019. The email comments included in the packet regarding the survey were not meant to be taken seriously. Attended the movie presented by the Conservation Committee; it was very well attended by the public.

Tr. Warren attended the movie presented by the Conservation Committee, incredibly well attended.

Tr. McKaig shared the Human Relations Committee did not meet as they did not have a quorum.

Tr. Bockhorst informed the Village Board of League Lobby Day on February 20, 2019 in

Madison; three big pushes: Dark Store loophole, levy limits, and transportation funding. Public Policy Forum will be looking at alternate state funding mechanisms.

- c. Village Manager – With over 45 inches of snow in 2019, lot C is filling up. Ms. Ewald commended Ms. Butschlick, Mr. Kolste and all the DPW staff for their hard work the past couple of weeks.

11. Items for future consideration

- a. Consider format for fiscal note at a future standing committee.

Tr. Amenta moved and Tr. Bockhorst seconded to refer format for fiscal note at a future Budget and Finance Committee Meeting. Motion carried 6 - 0.

12. Closed Session – The Village Board will adjourn into closed session pursuant to 19.85(1)(c) to discuss the annual performance evaluation of the village manager.

Tr. Bockhorst moved, seconded by Tr. Warren to adjourn into closed session pursuant to 19.85(1)(c) to discuss the annual performance evaluation of the village manager at 8:41 p.m. Motion carried 6 – 0 by a roll call vote.

Tr. Maher moved and Tr. Amenta seconded to reconvene into open session at 9:30 p.m. Motion carried 6 - 0.

13. Adjournment

Tr. Amenta moved and Tr. Maher seconded to adjourn at 9:31 p.m. Motion carried 6 - 0.

Respectfully submitted,

Sara Bruckman, CMC/WCMC
Village Clerk