

Village of Shorewood Hills Services Committee

Draft Minutes of the Meeting on December 15, 2015

1. The meeting was called to order at 4:01 pm. Trustee Fred Wade, Jerry Stein, Bill Munkwitz, and Georgene Stratman were present. David Logan, Charlie Field and Bill Muehl were absent. The meeting was also attended by Village Administrator Karl Franz and DPW Crew Chief, John Mitmoen.
2. Compliance with the Open Meetings Law was noted, and the minutes of the previous meeting, on September 24, 2015, were approved 4-0 with no corrections or additions, on a motion by Jerry Stein and a second by Bill Munkwitz.
3. Trustee Wade noted that, in the interim since the last meeting, each of the committee members had been re-appointed for new terms with expiration dates three years from the expiration of date of their previous term.
4. The Committee proceeded to a discussion of potential public uses of the old Village Hall/Fire/DPW building on Shorewood Boulevard, but reached a consensus that a threshold step should be a decision on appropriate security measures that would permit use of the premises for various public uses. There was a consensus that persons that might be permitted to use meeting or conference spaces on the main floor should not have access, either to the basement areas, or to the garage areas that house Village equipment and vehicles.
5. The Committee was advised by John Mitmoen that it would cost about \$2,000 to install a key card entry system for the front door, and about \$450 for two additional mechanical locks that could prevent users from gaining access to the garage areas. Existing locks were said to be sufficient to secure the basement. As an alternative to a key card system, Mr. Mitmoen said that it would cost about \$100 to create a key or keys for the front door that would work only on the front door, and not on the other locks for the building that currently use an identical key.
6. After discussion, Jerry Stein moved that the Committee recommend that the Village purchase two new mechanical locks for the doors to the garage areas, and re-key the front door to the main floor with a key that will work only on the front door. The motion was seconded by Georgene Stratman and was approved by a vote of 4-0.
7. Prior to the vote, the Committee was advised that some residents have asked that portions of the building be opened for use by an after school study group and/or a book exchange or library. Additional uses, and options for use were identified during a tour of the premises. The Committee was advised that the building is designated as an evacuation site for children of the Shorewood Hills School in the event of a fire or other emergency, and has been used in connection with at least one fire drill in recent months. Other potential uses include Village Committee meetings, Shorewood Hills School faculty

meetings, Land Rec activities on rainy days, and a room that the Police Department may use for secure storage of evidence.

8. The Committee's tour of the premises noted existing uses in addition to the garage areas housing Village equipment and vehicles. On the main floor, these include an office used by the Village Forester and summer staff persons, two rooms with beds that Village Staff may use during snow emergencies, an office used by Tom Brock as the Village Historian, and an office that was used by David Sykes prior to his move to the Village Hall. In the basement, there is a break room for Village staff, and a room used by the Fire/EMS association that includes a kitchen.
9. During the tour, the Committee also identified areas that might be used for the kinds of uses noted above in #4. There are two large rooms on the main floor that could be used for meetings if they were fitted with one or more tables and chairs, but could benefit from improved lighting and perhaps new carpeting. One is the old Village Board room. The other is a smaller room with an alcove. There is also a small windowless room in the basement that might be suitable for the secure storage of evidence.
10. Following the tour, the Committee reconvened and reached a consensus that any decisions about future uses should be deferred to a future time.
11. The Committee proceeded to consider the proposal for a new Village cold storage facility. John Mitmoen distributed a draft floor plan showing potential uses of a 6,000 square foot facility. The Committee considered the time that would be necessary for engineering, bidding and construction phases of the project, but reached a consensus that action should be deferred to a later time pending an inquiry to determine whether the Lessor might be willing to release the Village from its current lease of an existing storage facility, before its expiration date in February of 2018.
12. The Committee agreed to meet again on January 13 at 4 pm at the DPW building.
13. Jerry Stein moved that the Committee adjourn, and his motion was seconded by Bill Munkwitz. The motion carried 4-0 and the meeting was adjourned at 5:26 pm.

Respectfully submitted,
Fred Wade