

## **Village of Shorewood Hills Services Committee Minutes of the December 12, 2019 Meeting**

### **1. Call to Order**

The meeting was called to order at 5:05 pm by Chairperson Shabnam Lotfi. Committee members present included Shabnam Lotfi, David Logan, Charlie Field, Chris Petykowski. Others in attendance were Village Administrator Karl Frantz, Public Works Chief John Mitmoen, and Karla Endres.

**a. Open Meetings Law:** Mr. Franz confirmed compliance with the Open Meetings Law.

### **2. Brief review of 2020 capital budget and five-year Village capital and equipment replacement plan as it applies to the Services Committee**

The committee discussed the request for the purchase of a tow-behind bucket truck. It seems that this request has been made by the Village forester. The committee mentioned concern over the safe use of the equipment. When possible, it is recommended that we contract this work out for the safety of our personnel. John M. mentioned that it may be possible to rent this truck for about \$600/week. It would be more cost-effective if we rent the truck when needed, rather than purchasing it. The committee decided not to recommend the purchase of the equipment to the Board. Ms. Lotfi mentioned that the Village Board approved the purchase of the Polar Trac at the last Board meeting.

### **3. Review and recommendation on Village Hall flooring replacement and cubicle reconfiguration project.**

Karla discussed two issues that the Village staff would like the Services Committee to consider. First, the Village staff would like a different cubicle layout. They plan to use the existing furniture, but to reconfigure the cubicles, they need to order a few parts. The committee agreed that the Village staff can arrange their space as they believe is appropriate. Second, the carpet in Village Hall is currently over seven years old. Cleaning that carpet is a pain; stains are difficult to remove and often don't come out at all. The staff believes that switching out the carpet for vinyl would make it easier to clean the floors. Karla mentioned two options for the committee to consider: a luxury vinyl and a more environmentally-friendly option called Ecosystem. After much discussion and looking at the carpeting, Charlie moved that the Services Committee recommend to the Board replacing the carpeting with hard floors and purchasing the cubicle parts at a cost

of no more than \$21,400. The motion passed 4-0. The Board moved to replace the carpet and purchase cubicle pieces for a cost up to \$21,400. Before making any purchase, Karl and/or Karla will check to make sure that the Ecosystem option is actually more environmentally-friendly and in line with the Village's commitment to sustainability.

#### **4. Update on Four Corners Renovation Project**

The Village approved the Services Committee recommendations. The new building will include the additional 12 feet of space requested. A contractor has been selected and the goal is to have the building renovated by June 2020 before the summer camp begins.

#### **5. Discussion and possible recommendations regarding community survey on provisions of Village Services.**

Ms. Lotfi mentioned that she has asked each board member to submit a question to be included in the Village's annual survey. She is waiting for those responses to come in and will share them at the next committee meeting. The City of Middleton recently completed a survey. We can use their survey as a template instead of trying to reinvent the wheel.

The committee discussed whether recycling should be picked up each week instead of every other week. It seems that many residents would like this. John M. mentioned that residents with a lot of recycling items can exchange their recycling bin for a larger one at no cost. He also mentioned that residents can pay to have a second recycling bin. The cost is about \$40. These are great accommodations to the higher recycling demand. However, changing our current recycling pick up schedule to once a week would be a significant cost to Village residents that may not be worth it.

John M. also mentioned that some residents leave their trash and recycling containers in the street. These items should be at or behind the curb line. This is somewhat problematic for leaf pick up and street sweeping.

The committee also mentioned that we need to address accessibility from Edgehill Drive to the Four Corners building. The building will be ADA compliant but access to the building is an issue. We may need to run this by the Parks Committee to see if a path is needed.

Some residents find the Dark Sky policy to be problematic. It's dark at 5pm during the winter months. Some people don't feel safe walking their dogs in the dark. We may want to consider looking into street lights and seeing if there any lights that can be lite during the evening hours but then shut off later in the evening so that we can be compliance with the Dark Sky policy.

## **7. Set Next Meeting Date and Time**

The next meeting is scheduled for January 15, 2020 at 5:30 pm.

## **8. Adjourn**

The meeting was adjourned.

Respectfully submitted,

Shabnam Lotfi