

CITY OF SHOREWOOD
CITY COUNCIL WORK SESSION
MONDAY, FEBRUARY 13, 2023

5755 COUNTRY CLUB ROAD
COUNCIL CHAMBERS
5:30 P.M.

AGENDA

1. CONVENE CITY COUNCIL WORK SESSION

A. Roll Call

Mayor Labadie _____
Johnson _____
Callies _____
Maddy _____
Sanschagrin _____

B. Review Agenda

2. COMMISSION INTERVIEWS

5:30 PM: Nat Gorham

5:45 PM: Mary Johnson

6:00 PM: Mark Czerwonka

6:15 PM: Gene German

3. RETREAT AGENDA

4. ADJOURN

ATTACHMENTS

City Clerk/HR Director Memo

City Administrator Memo



City of Shorewood Council Meeting Item

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MEETING TYPE Work Session

Title/Subject: Commission Interviews
Meeting Date: Monday, February 13, 2023
Prepared by: Sandie Thone, City Clerk/HR Director
Reviewed by: Marc Nevinski, City Administrator

The Planning Commission and Park Commission serve as advisory boards to the City Council. Each commission exists of five appointed members including a chair and co-chair. The terms for commission members, which are staggered, run for three (3) years commencing on March first of each year. The council interviews interested candidates for the commission seats including interested present commissioners whose terms are about to expire.

Current and upcoming vacancies on the commissions are as follows:

Planning Commission (2 Seats)

Vacant Seat Term: through 2/2025
 Vacancy on 2/28/2023 (Riedel’s seat) Term: through 2/2026

Park Commission (1 Seat)

Vacant Seat Term: through 2/2024

Interview Schedule for interested candidates:

- 5:30 PM: Nat Gorham – Planning Commission
- 5:45 PM: Mary Johnson – Planning Commission, Park Commission
- 6:00 PM: Mark Czerwonka – Park Commission, Planning Commission, MCC
- 6:45 PM: Gene German – Planning Commission

A list of suggested questions for the candidates will be included in the paper packets.



City of Shorewood Council Meeting Item

Title/Subject: 2023 Retreat Agenda Discussion
Meeting Date: Monday, February 13, 2023
Prepared by: Marc Nevinski, City Administrator
Attachments: Draft Retreat Agenda, Survey Results

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MEETING
TYPE
Work
Session

Policy Consideration: Finalize the 2023 Council Retreat agenda.

Background: Council has indicated a desire to meet with staff in a day long retreat to discuss topics of importance to the City and establish direction. The retreat is scheduled for Monday February 27, 2023 from 8:30 AM to 3:30 PM at the SCEC Conference Room.

In preparation for the retreat, Council members submitted potential discussion topics to the City Administrator. Due to the large number of potential topics, Council was asked to prioritize the them in a survey. The topics with the highest priority rankings are proposed to be discussed at the retreat. Topics not discussed at the retreat may be considered at regular work sessions if Council wishes.

Attached please find the survey results, as well as a draft agenda for the retreat. The draft agenda includes comments (in *italics*) outlining staff's understanding of what the discussion topics might include, but Council's input is requested to ensure the desired information is available so the discussion at the retreat is productive. Staff will prepare memos and background information on each topic prior to the retreat.

Financial Considerations: None

Action Requested: Council is requested to finalize the agenda topics for the 2023 Council Retreat.

Connection to Vision/Mission: Delivery of quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective, efficient, and visionary leadership.

DRAFT 2023 COUNCIL RETREAT AGENDA

- Coffee and Refreshments** 8:00 – 8:30
- Welcome and Introductions** 8:30 – 8:45
- Council Priorities Discussion**
1. **City Staffing** 8:45 – 10:15
 - a. **Current Staffing and Organizational Structure**
Review of organizational chart, general staff duties, and staffing levels.
 - b. **Rolls and Responsibilities**
Review of routine duties and current projects. What initiatives are underway? What level of service is desired or expected?
 - c. **Compensation study**
To ensure fair and equitable compensation, and the ability to attract and retain talent, cities periodically study employee positions and duties, as well as compensation and market rates. Data can also inform financial planning, policy development, compliance requirements, HR best practices, and benchmarking.
 2. **Review of 2020 - 2025 Strategic Plan / Plan for Update** 10:15 – 11:15
The City last updated its strategic plan in 2020. Staff proposes reviewing the plan and discussing when and how to update the plan. Discussion of this topic might include: What value does a strategic plan provide? How might Council use a strategic plan? What types of decisions might it inform? What processes, data, activities, or preparations might be helpful in updating the plan?

BREAK 11:15 – 11:30
 3. **Discuss Hybrid Council Meetings** 11:30 – Noon
Discuss the merits of continuing to offer hybrid meetings post-pandemic. Review the statutory requirements, logistics, and technical capacity for such a meeting format.

LUNCH Noon – 12:30
 4. **Update – Next steps for Integrated Pest Management Plan** 12:30 – 1:00
Update about the status of the IPM and discuss potential next steps and timelines.
 5. **Long term plan for water infrastructure and delivery investment** 1:00 – 2:15
Overview of the City's water supply system, billing structure, CIP plan, and outline of options to strategically study and plan for potential investments.

BREAK 2:15 -2:30

6. Review of Current and Planned Public Improvement Projects 2:30 – 3:15
Review current and future public improvement projects, including the general process to plan and complete such projects.

Closing Comments and Adjourn 3:15 – 3:30

Q1 With 1 having the highest priority for discussion, please prioritize the following 21 topics for discussion at the retreat.

Answered: 4 Skipped: 0



2023 Council Retreat Topic Survey



RETREAT TOPIC RANKING SUMMARY

TOPIC	SCORE
Staffing Levels (Can the City meeting current objectives? What goals or level of service is desired or expected?)	19
Staff job description updates and compensation study	18
Review of 2025 Strategic Plan / Discuss Updating	17
Approach to Integrated Pest Management Plan	17
Long term plan for City water access and quality improvements (iron removal)	16
Review of Upcoming Public Improvement Projects	14
Continue availability of Virtual (i.e. Zoom) Council meetings for attendees and participants.	11
Hwy 7 Updates and discussion	11
Communications / Engagement strategies	10
What approach or policies should the City have regarding Fire Lanes?	10
Dear Management Program - Continue, Expand, Decrease, Cease	10
Review of City Mission Statement	10
Vine Hill Road Sidewalk condition	10
High Speed Internet access	10
Performance Measures	9
Training topics/areas for Council/Staff	9
Drainage across Smithtown Way	9
Long term Plan for unpaved roads	8
City Manages refuse collection	7
Conversion to electronic meeting agendas	7
Short Term Rentals (Air BnBs, VRBOs)	4
Feb 8 2023	