

Village of Shorewood Hills

Board of Trustees

Draft Meeting Minutes

Monday, January 22, 2007

1. **Call to Order** Mr. Hans called the meeting to order at 7:47 pm.
2. **Roll Call** Present were Board President Peter Hans and Trustees David Benforado, Joyce Bromley, Marilyn Townsend, and Lori DiPrete Brown. Mark Sundquist was excused. Staff present included Karl Frantz, Administrator, Police Chief Dennis Pine, Interim Fire Chief Jerry Stein, David Sykes, Emergency Services Coordinator, and Cokie Albrecht, Village Clerk. The audience included approximately 10 residents.
3. **Statement of Public Notice** Ms. Albrecht confirmed the meeting had been properly posted and noticed.
4. **Board Matters**
 - A. **Public hearing on First Unitarian Society application for a conditional use permit to allow for new construction and remodeling of property located at 900 University Bay Drive** Mr. Hans deferred the public hearing until the architects for the project arrived
 - B. **Consent Agenda**
 - i) **Minutes from the December 18, 2006 Board meeting**
 - ii) **Operator's License**
 - iii) **Transient Merchants License**
 - iv) **Street Use Permit February 10, 2007: Running Club at UW**
 - v) **Authorize hire and wage of Deputy Clerk**
 - vi) **Payment of bills: \$10,969.89 for the end of December and \$2,058,305.49 for January for a total of \$2,069,275.38**

Ms. Townsend asked to remove item v), the hiring of the Deputy Clerk, and Mr. Benforado asked to remove item vi), the payment of bills, from the Consent Agenda. Mr. Benforado moved and Ms. Brown seconded a motion to approve the remaining items: B i), ii), iii) and iv) on the Consent Agenda. Motion passed unanimously.
 - C. **Old Business Ordinances**
 - i) **Consider second and third reading of an ordinance L-2006-14 creating a Stormwater Utility** Mr. Hans said that the Village recently learned the parking lots east of University Bay Drive belong to the University and it will need to take responsibility for the run-off from that area. The partial credit for the University has therefore been removed from the proposed ordinance. Mr. Benforado moved and Ms. Townsend seconded a motion to approve the second reading. After discussion, motion passed unanimously.
 - ii) **Consider second reading of an ordinance L-2006-15 amending Section 1.02(3) of the Municipal Code creating 1.02(3)(d) requiring the Municipal Judge to be an attorney licensed to practice law in the State of Wisconsin** Ms. Townsend moved and Ms. Bromley seconded a motion to approve the second reading. Motion passed unanimously.

D. New Business Ordinances

i) First reading of an ordinance L-2007-1 authorizing the appointment of alternate members to the Board of Review Mr. Benforado moved and Ms Townsend seconded a motion to approve the first reading of ordinance L-2007-1 with the provision that the ordinance be revised to state that the Board of Trustees may appoint up to two, rather than five, alternates to serve on the Board of Review. Motion passed unanimously.

E. New Business Resolutions and Motions

i) Resolution R-2007-1 thanking Rocky Van Asten for his dedicated service to the Village Ms. Townsend moved and Ms. Bromley seconded a motion to adopt the resolution thanking Mr. Van Asten for his service as Trustee. Motion passed unanimously.

ii) Approve 2007 capital plan Mr. Hans deferred discussion of this item until later in the evening.

iii) Authorize purchase of Fire Department command vehicle Mr. Benforado moved and Ms. Bromley seconded a motion to authorize the Fire Department to spend up to \$10,000 from the general fund for the purchase, outfitting and decaling of a 1999 Chevrolet Suburban 4x4 from the DeForest Fire Department, subject to the vehicle's passing a mechanical inspection. Motion passed unanimously. The Board agreed that the new Fire Chief would determine whether the present command vehicle, a 1998 Crown Victoria, will need to be retained.

iv) Authorize agreement with Virchow Krause for annual audits of Blackhawk Country Club revenues Ms. Townsend moved and Mr. Benforado seconded a motion that the Board authorize Mr. Frantz, with the assistance of Mark Sundquist and Fred Wade, to review and revise as necessary the Virchow Krause engagement letter. When acceptable, Mr. Frantz would be authorized to sign the letter and arrange for the audits of the Country Club's gross revenues for 2006, 2007, and 2008 at a cost within the ranges outlined in the engagement letter up to a \$5,000 maximum. Motion passed unanimously.

4. Board Matters

B. Consent Agenda (item taken out of order)

v) Authorize hire and wage of Deputy Clerk Ms. Townsend moved and Ms. Bromley seconded a motion to authorize Mr. Frantz to proceed with an employment offer to the identified Deputy Clerk candidate with a start date to be determined later and a wage at the Step 1 pay rate for a Deputy Clerk. Motion passed unanimously.

A. Public hearing on First Unitarian Society application for a conditional use permit to allow for new construction and remodeling of property located at 900 University Bay Drive (item taken out of order) Mr. Hans determined that since the architects for the project had not arrived, this item would be removed from the agenda for this evening.

B. Consent Agenda (item taken out of order)

vi) Payment of bills: \$10,969.89 for the end of December and \$2,058,305.49 for January for a total of \$2,069,275.38 Mr. Benforado said he does not feel the payment of bills should be included in the consent agenda and the other Trustees concurred. In the future the payment of bills will be a regular agenda item. Mr. Benforado moved and Ms. Bromley seconded a motion to approve the payment of the bills in the amount of \$2,069,275.38. Motion passed unanimously.

5. Appointments

A. Pool Committee: Greg Plummer Ms. Brown moved and Mr. Benforado seconded a motion to approve the appointment of Greg Plummer as chairperson of the Pool Committee. Motion passed unanimously.

B. Public Works Committee: Bob Hurley Ms. Bromley moved and Ms. Brown seconded a motion to appoint Bob Hurley to the Public Works Committee. Motion passed unanimously.

C. Interim Chairperson appointments to Public Works, Services, and Ad Hoc Public Works Facility Committees No action was taken.

6. Reports of Officials and Committees

A. President's Report

i) Board Retreat The Board agreed that, with input from the Trustees, Mr. Frantz and Mr. Hans would prepare the agenda for the retreat to be held on February 17, 2007. A facilitator will lead the discussion. The Trustees talked of scheduling a second retreat in fall, 2007.

Trustee Brown left the meeting at 9:15 pm.

ii) Ethics Committee draft ordinance Discussion that the ethics ordinance as proposed is too narrow. The Trustees would like the Ethics Committee to consider expanding the ordinance so that it will apply to all boards, commissions and committees and perhaps Village employees and UW Credit Union members. Mr. Frantz was instructed to communicate those concerns to the Ethics Committee and invite its members to attend the February Board meeting.

iii) Board meeting dates Ms. Bromley moved and Mr. Benforado seconded a motion to revise the schedule for the 2007 Board meetings so that they are consistently held the third Monday of the month if possible. The March Board meeting was moved from March 26 to March 19 and the November meeting was moved from November 26 to November 19. The rest of the schedule remained unchanged. The Board meeting on April ~~16~~ 23 will be the only date that is not the third Monday. That was left unchanged to avoid a lame duck board. Motion passed unanimously.

B. Administrator's Report

i) Surveys and property boundary discrepancies Mr. Frantz wanted the Board to be aware that in some situations it is difficult to have an accurate survey done. As a result property lines in some Village neighborhoods are uncertain. In those areas it would be expensive to obtain a good survey. A further consideration is that the information obtained from an accurate survey may reveal that historically accepted property boundaries are wrong.

ii) Grant program from Best Management Practices Water Quality Improvement construction projects Mr. Frantz reported that grant money may be available in 2008 to deal with existing water quality and retention problems.

iii) Agreement between Village and BCC relating to the Club's back rent and insurance payments Ms. Townsend asked that the minutes reflect the fact that in the past 13 months the Village received a total settlement from the Blackhawk Country Club of \$66,779.00 for insurance premiums and back rent.

C. Shorewood Hills Resident Business Professional Association Ms. Bromley reported the group will have a breakfast meeting at Blackhawk Country Club on January 25. The agenda includes the approval of a survey of residents to see what sort of businesses they would like to see in the Village.

D. Joint West Committee Next meeting will be January 24, 2007.

E. Finance Committee Next meeting will be February 14, 2007.

F. Public Works Committee No report.

G. Services Committee No report.

H. Ad Hoc Public Works Facility Committee No report

I. Traffic Committee At its January 9 meeting, the Committee considered a petition from residents on Wood Lane requesting that the north end of the street be changed into a cul de sac. On March 6 the Committee will meet on site to see the proposed project.

J. Public Health and Safety Committee Mr. Benforado moved and Ms. Townsend seconded a motion to go ahead with an application for the Wisconsin Safer Route to School grant to be used for improvements on the north side of Columbia Road between Amherst and Sweetbriar Roads. Up to \$1,000 may be expended for engineering services. Motion passed unanimously.

K. Pool Committee Minutes included in packet.

L. Recreation Committee No report.

M. Parks Committee Minutes included in packet.

N. Stormwater Committee Discussion about the interface of the Stormwater Committee and Stormwater Task Force.

O. Plan Commission Mr. Hans gave a brief overview of the Unitarian Meeting House remodeling plans.

P. Personnel No further report.

Q. Blackhawk Liaison Committee No report.

R. Golf Committee No report.

4. E. New Business Resolutions and Motions

ii) Approve 2007 capital budget (item taken out of order) Mr. Benforado moved and Ms. Bromley seconded a motion that the Board of Trustees adopt the 2007 Village Capital Plan tonight with the understanding the document is subject to later amendment by the Board and all expenditures require subsequent Board approval. Motion passed unanimously.

**2007 Village of Shorewood Hills Capital
Budget (adopted 1/22/07)**

Stormwater Engineering	\$35,000
Engine 1	150,000

Squad 5	130,000
Street sweeper	125,000
Fire/DPW Building remodel	345,000
Exterior of Village Hall	250,000
Speed Board	11,000
Beach House roof	15,000
Streetlights	15,000
DPW salt storage	150,000
Stormwater Projects	75,000
TOTAL	\$1,301,000

Deferred Projects

Chipper	\$28,500
Plow Truck	65,000
Heiden Haus/4 Corners storage	60,000
Streets	4,280,000

7. Adjourn Mr. Hans adjourned the meeting at 10:50 pm.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk