

**Village of Shorewood Hills**  
**Board of Trustees**  
Draft Meeting Minutes  
Monday, April 23, 2007

1. **Call to Order** Mr. Sundquist called the meeting to order at 7:00 pm.
2. **Roll Call** Present were Board President Mark Sundquist and Trustees David Benforado, Joyce Bromley, Marilyn Townsend, Bob Hurley, Tim Ridders and Felice Borisy Rudin. Staff present included Karl Frantz, Administrator, Police Chief Dennis Pine, DPW Chief Denny Lybeck, Fire Chief Keith Anderson, Village Engineer Brian Berquist, and Cokie Albrecht, Village Clerk. Approximately ten people were in the audience.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.  
  
**Administer the oath of office to newly elected officials** The new Village President, Mark Sundquist, read the oath of office for President. The newly elected Trustees Tim Ridders, Felice Borisy Rudin, and Bob Hurley in turn each read the oath of office for Village Trustee.
4. **Procedures Orientation** Mr. Sundquist explained that all Village meetings must be public, open, properly noticed and posted. A meeting can only proceed when a quorum of the members is present. Because of the risk of violating open meetings laws, he cautioned the Board members about discussing Village matters with other Trustees outside of the meeting setting. Mr. Sundquist mentioned that members should also take care when sending emails—Trustees can share emails they receive from constituents with other members but not their own responses. He said Trustees all have an equal right to speak at meetings. Audience input is welcome, though the Board is only required to accept it at public hearings. Mr. Frantz reviewed the memo outlining the Village’s minutes and agenda procedures, the list of staff liaisons to the committees, sample agendas and minutes, and information about the formulation and posting of agendas and the preparation of minutes. Mr. Frantz said the Trustees will be assigned Village email boxes to facilitate communication about Village matters.
5. **Proclamation thanking MG&E for assistance on Arbor Day project** The Trustees thanked MG&E for its commitment to urban forestry and assistance with last year’s Arbor Day project.
6. **Appearances and Communications**
  - A. **Brian Berquist-Village Engineer** Mr. Berquist of Town and Country Engineering introduced himself and said he looked forward to his continuing relationship with the Village.
7. **Board Matters**
  - A. **Resolution R-2007-5 thanking Peter Hans for his years of service to the Village as President and Trustee** Mr. Sundquist moved and Ms. Townsend seconded a motion to approve [Resolution R-2007-5](#) thanking Mr. Hans for his service as Village Trustee and President. Motion passed unanimously. Mr. Hans said he enjoyed his time on the Board, particularly when the Trustees had an opportunity to receive feedback from residents. He thanked the Village for the opportunity to serve. He said he hoped the Trustees will do what they can to assure Shorewood Hills remains a unique and desirable place to live.

**B. Resolution R-2007-6 thanking Lori DiPrete Brown for her service to the Village as Trustee** Mr. Bromley moved and Ms. Townsend seconded a motion to approve [Resolution R-2007-6](#) thanking Ms. Brown for her service as Trustee. Motion passed unanimously.

**C. Consent Agenda**

**i) Minutes from the [March 19, 2007](#) regular meeting**

**ii) Authorize hire of seasonal employees and set hourly rates**

**iii) Authorize promotion of Sergeant Courtland Martens to Lieutenant at Grade 14 Step H**

**iv) Operator's License-Rebecca Ann Waters**

Ms. Townsend moved and Mr. Benforado seconded a motion to approve the items on the Consent Agenda, with the correction that Lieutenant Martens would be at Grade 13, Step H. Motion passed unanimously.

**D. New Business Resolutions and Motions**

**i) Approval of Golf Committee recommendations for 2007 program** Fred Wade, Chair of the Golf Committee, reviewed the memo dated April 23, 2007 outlining the 2007 Golf Program recommendations. He said in the future the issue of the bids from the Blackhawk Country Club pros should be resolved in the fall when the joint committees work out the golf schedule for the following year. Ms. Bromley moved and Ms. Townsend seconded a motion to approve the recommendations for the 2007 golf program as presented by the Committee. Motion passed unanimously. Mr. Ridders suggested that the Committee may want to consider the use of parents to assist with golf instruction in the future.

**ii) Approval to send letter opposing video franchising bill being considered by the state legislature** Mr. Benforado moved and Ms. Townsend seconded a motion to send a letter to State Senator Fred Risser and Assemblyman Spencer Black opposing the video franchising bill. Mr. Benforado said the bill would abrogate the current cable television agreement the Village has with Charter Communication without the Village's permission. It would also impact the control the Village has over street openings. Motion passed unanimously. Mr. Benforado will deliver the letter, with revisions, to the legislators tomorrow.

**iii) Authorize change orders to contract with Bachman Construction for entryway project** Mr. Frantz said that the three change orders include electrical improvements, the use of larger stone, the removal of contaminated soil and additional landscaping. A small bio-retention project will be constructed in the area. Mr. Benforado moved and Ms. Bromley seconded a motion to approve the three change orders totaling \$29,419.60, to be paid out of TIF funds. Motion passed unanimously.

**iv) Authorize extension of professional services agreement with Brink Kolberg for renovations to Village Hall** Ms. Borisy Rudin moved and Ms. Bromley seconded a motion to extend the service agreement with Brink Kolberg Architects for the design of the renovations of Village Hall. The Board agreed that the Village should look into designing the project so that it will follow LEED certification guidelines. Motion passed unanimously.

**v) Authorize extension of professional services agreement with Brink Kolberg for construction of a salt storage facility** Since the proposed salt storage building will be located on Blackhawk Country Club property, the Village will need its cooperation. The Board decided to defer the extension of the agreement with Brink Kolberg Architects for the design of the facility until the issue of the Club's cooperation is resolved. The project was referred to the Services Committee.

**vi) Authorize expenditure for dark sky informational brochures** Mr. Sundquist moved and Ms. Townsend seconded a motion to approve the expenditure of \$1000 for the printing of 1000 copies of the brochure explaining the Village's Dark Sky Ordinance. The Trustees agreed the brochure will be revised to include a line of text that says it is possible to sign up for email distribution of Village information, the printer will be asked to provide a PDF of the brochure, and

it will be posted on the Village website. Motion passed unanimously.

**vii) Acknowledge submittal of Municipal Group stormwater discharge permit** Mr. Frantz said the Village must submit the permit annually. It was largely prepared by MSA, the Village’s stormwater management consultants.

**viii) Authorize payment of bills** Mr. Benforado moved and Ms. Bromley seconded a motion to approve the payment of bills in the amount of \$255,587.25. Motion passed unanimously.

**E. Appointments**

**i) Ratification of committee appointments** Mr. Sundquist moved and Ms. Townsend seconded a motion to appoint the following committee members:

<u>Committee</u>	<u>Chair</u>	<u>Trustee</u>
Brd of Zoning Appeals	Linda Bochert	
Brd of Review	Nate Brand	
Plan Commission	Mark Sundquist	Dave Benforado
Personnel	Marilyn Townsend	Joyce Bromley
Finance	Dave Benforado	Mark Sundquist
Traffic	Joyce Bromley	
Public Health & Safety	Bob Hurley	
Parks	Tim Ridders	
Recreation	Felice Borisy Rudin	
Public Works	Mark Sundquist	Bob Hurley
Services	Felice Borisy Rudin	
Blackhawk CC Liaison	Marilyn Townsend	
Pool		Felice Borisy Rudin
West Campus		Joyce Bromley & Mark Sundquist
Communications	Dave Benforado	
Stormwater		Joyce Bromley and Bob Hurley
Professional, Business	Joyce Bromley	

Motion passed unanimously.

**8. Reports of Officials and Committees**

**A. President’s Report** Mr. Sundquist reviewed some of the tasks facing the Board this year: road reconstruction; demonstration water retention systems; repair of Village buildings; development of the stormwater utility, environmental issues including carbon dioxide reduction; and bond issues, among others.

**B. Administrator’s report**

**i) Status of BCC audit** The Village’s auditors, Virchow Krause, have completed the field work for the audit of the Blackhawk Country Club’s accounts. Mr. Frantz anticipated a report of their findings by the next Board meeting.

**ii) Status of 3534 Lake Mendota Drive project** Mr. Sundquist explained that the owners of the property, Guy and Courtney Comer, would like to demolish the existing building and construct a new house on the lot. Because the property is located on the lake, the owners will need to obtain a Conditional Use Permit. They will also need to comply with the Floor Area Ratio ordinance. That ordinance will allow the construction of an ~ 4800 square foot house. The owners would like to build a house of ~ 8700 square feet. The Floor Area Ratio ordinance allows an owner to request a special exception if he/she wants to exceed the square footage permitted. Therefore, in addition to the Conditional Use Permit, Comers will be requesting a Special Exception Permit.

The Plan Commission will hold a public hearing to consider the permits and will make a recommendation to the Board. The Trustees will also hold a public hearing prior to deciding whether to approve the project or not.

**iii) Update on street sweeper purchase and issues related to the purchase** Mr. Frantz wanted the Board to be aware that Village staff is looking at street sweeper alternatives. The mechanical model, at \$140,000 is less expensive but is more polluting since it does not pick up fine particles. The vacuum model, which costs \$180,000, does a better job of removing small particles but will not perform well on rutted streets in the Village. A possibility would be the purchase of a mechanical street sweeper soon with the expectation of replacing it later with a vacuum model.

**iv) Update on development projects** Mr. Frantz said that the DOT property in Hill Farms and the Pyare Square Building may be redeveloped in the near future. There is also conversation about the construction of a bike/pedestrian bridge over University Avenue in that area. He recently was approached about redevelopment projects on the east side of the Village too.

**C. Shorewood Hills Resident Business Professional Association** Ms. Bromley reported that the Shorewood Community League has agreed to include an article featuring a different Village business owner in its portion of the Bulletin each month. No action by the Trustees was necessary. There was some discussion of whether the Resident Business Professional Association should remain under the auspices of the Village or if it should become an independent entity. The issue will be discussed further at the next Board meeting.

**D. Personnel Committee** Minutes from the March and April meetings are in the Board packet. Ms. Townsend said recent tasks the Committee has undertaken include: updating the Personnel Manual, reviewing wage survey, and seasonal hires. The Committee will look at whether the Village should perform background checks on seasonal hires.

**E. Fourth of July Event organization** The three new Trustees, Mr. Ridders, Ms. Borisy Rudin and Mr. Hurley will organize the 2007 Fourth of July Picnic.

**F. Golf Committee** Discussed earlier in meeting.

**9. Adjourn** Mr. Sundquist adjourned the meeting at 10:13 pm.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk