

# Village of Shorewood Hills

## Board of Trustees

Draft Meeting Minutes  
Monday, June 18, 2007

1. **Call to Order** Mr. Sundquist called the meeting to order at 7:02 pm.
2. **Roll Call** Present were Board President Mark Sundquist and Trustees David Benforado, Bob Hurley, Marilyn Townsend, Tim Ridders and Felice Borisy Rudin. Joyce Bromley was excused. Staff present included Administrator Karl Frantz, Police Chief Dennis Pine, DPW Chief Denny Lybeck, Fire Chief Keith Anderson, Emergency Services Coordinator David Sykes, and Village Clerk Cokie Albrecht. Approximately ten people were in the audience.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Procedures Orientation** Mr. Sundquist encouraged the Trustees to use their Village email addresses and calendar.
5. **Appearances and Communications** Renee Meinholz of Virchow Krause Company (VKC): see items 6.B.i) and 6.B.ii) below.
6. **Board Matters**
  - B. New Business Resolutions and Motions**
    - i) Accept 2006 Village Financial Statements** (item taken out of order) Ms. Meinholz discussed highlights of the Village's *2006 Financial Statement*. She noted the auditors issued a "clean opinion," the highest form of assurance that a CPA firm can provide. The Village's undesignated fund balance increased significantly from 2005 to 2006, by approximately \$170,000. The Village is at 28.12% of its debt limit, fairly low compared to the average municipality in Wisconsin. Ms. Meinholz also discussed the *2006 Report on Internal Controls*. With the small Village staff, segregation of duties is difficult.
    - ii) Authorize finalization of Village audit of Blackhawk Country Club (BCC) gross revenues** (item taken out of order) Ms. Meinholz said her calculation of BCC's 2006 gross revenues differed from the audit completed by Clifton Gunderson, the BCC auditors. She included ~\$180,000 in sales tax, ~\$14,000 in non-cash incentives, and ~\$19,900 more in service charges for bar sales. The next Board packet will include the final VKC audit, a copy of the audit completed by Clifton Gunderson, Ms. Meinholz's memo of May 8, 2007, an explanation of how the Country Club's deduction of \$44,081 in charitable fundraising was calculated and a description of the limitations to the scope of the Village's audit, if any.
    - iii) Authorize Village contribution to basketball court rehabilitation project located**

**on Madison Metropolitan School District property** (item taken out of order) Janice Ferguson, spokesperson for the parent committee working on the rehabilitation of the Shorewood Hills School grounds, presented the plans for the renovation. The group asked the Trustees to approve the donation of \$10,000 to the Madison Metropolitan School District (MMSD) for the first phase of the project, the resurfacing of the basketball court on the south side of the school grounds. The Shorewood Hills PTO and the MMSD have each pledged \$3,000 toward the approximately \$25,000 total project cost. Mr. Ridders reported the Parks Committee recommended that the Trustees approve the donation. Mr. Ridders moved and Mr. Hurley seconded a motion to amend the 2007 capital plan to add a matching contribution of \$10,000 to the MMSD for the basketball court resurfacing. Motion passed on a 5 to 1 vote with Ms. Townsend opposed. Ms. Townsend did not support the donation for reasons that included: it was not in the 2007 budget; the Village could explore the possibility of including the basketball court resurfacing in the Shorewood Boulevard reconstruction project. Further, Ms. Townsend had concerns about the procedure followed: she was uncertain if the item had been clearly identified on the agenda and the Finance Committee had not had an opportunity to review the request.

**v) Consider various options to proceed with development of plans and specifications for Village Hall rehabilitation** (item taken out of order) Architect Terry Kolberg of Brink, Kolberg and Associates, presented the proposed plans for the remodeling of Village Hall. Ms. Borisy Rudin said that after hearing the discussion this evening, she would report to the Services Committee that the Trustees agreed that the police area should be remodeled to take advantage of the former bank space, the problems with the exterior of the building must be addressed, the Trustees did not support the expansion of the building to include additional meeting space, and there was some ambivalence regarding the enclosure of the bank drive up to create a garage. She said it sounded like the Trustees supported Plan B, with the garage included.

#### **A. Consent Agenda**

**i) Approve minutes from the May 21 regular and May 29, 2007 special Board meetings**

**ii) Approve liquor licenses**

**iii) Approve operators licenses**

**iv) Approve tobacco licenses**

**v) Approve Resolution R-2007-8 insuring property and buildings with local government property insurance fund**

**vi) Resolution R-2007-9 recommend that the State of Wisconsin recognize and extend benefits to domestic partnerships**

**vii) Block Party Permit on July 4**

Ms. Townsend moved and Mr. Benforado seconded a motion to approve the items in the Consent Agenda. Motion passed unanimously.

#### **B. New Business Resolutions and Motions**

**iv) Accept quote for repairs to Fire Station roof and exterior wall repairs** (item taken out of order) Mr. Benforado moved and Ms. Townsend seconded a motion to accept the bid from Tilsen Roofing to replace the roof at the Fire Station at a cost of \$46,750 with a

contingency of \$5,000 to replace any damaged wood or insulation. The motion also included the acceptance of a bid from Zander Insulation to repair damaged stucco on exterior walls at a cost of \$2,961. Motion passed unanimously.

**vii) Consider plans for showing of movies in a drive up format at Shorewood Hills School** The Shorewood League plans to sponsor an outdoor movie night on the Shorewood Hills School grounds on July 25, 2007. The Board supported the plan if the attendees sat on lawn chairs and blankets rather than in cars. For safety reasons the Trustees did not want cars on the school grounds.

**vii) Payment of bills** Mr. Benforado moved and Mr. Hurley seconded a motion to approve the payment of bills for a total of \$211,039.27. Motion passed unanimously.

### **C. Appointments**

Ms. Townsend moved and Mr. Sundquist seconded a motion to appoint Jim Thomas and reappoint John Aeschlimann to the Blackhawk Country Club Liaison Committee for three year terms to expire in 2010. Motion passed unanimously.

Ms. Borisy Rudin moved and Mr. Benforado seconded a motion to reappoint Charlie Field and Jerry Stein to the Services Committee for three year terms to expire in 2010. Motion passed unanimously.

Ms. Borisy Rudin moved and Ms. Townsend seconded a motion to appoint Lori DiPrete Brown and reappoint Janet McClain to the Recreation Committee for three year terms to expire in 2010. Motion passed unanimously.

The Board decided to defer the appointment to the Resident, Professional and Business Group Committee until next month.

## **7. Reports of Officials and Committees**

### **A. President's Report**

**i) Set date for recognition dinner** The Recognition Dinner will be held at Blackhawk Country Club on November 4, 2007.

### **B. Administrator's Report**

**i) Status of 3534 Lake Mendota Drive Project** Nothing to report.

**ii) Update on development projects** Mr. Frantz said the owners of Pyare Square may be interested in redeveloping the property.

**iii) Replacement of fence at Beach House** Referred to the Services Committee.

**iv) Village response to shared revenue levy limit penalty invoked by State due to County tax roll data entry error** The correction will be in the State budget bill.

**C. Finance Committee** Next meeting will be Wednesday, June 20, 2007.

**D. Fourth of July** Plans are moving ahead.

**E. Parks Committee** No further report.

**F. Personnel Committee** See minutes in packet.

**G. Plan Commission** The requests for Conditional and Special Exception permits at 3534 Lake Mendota Drive were withdrawn. The owners of 3306 Lake Mendota Drive are planning to submit a Conditional Use Permit application.

**H. Pool Committee** The possibility of placing advertisements on the Pool website was referred to the Communications Committee. Ms. Borisy Rudin moved and Mr. Rikkars

seconded a motion to approve the offering of August-only pool memberships for first time members. Motion passed unanimously. Ms Borisy Rudin moved and Mr. Benforado seconded a motion to give the pool manager the authority to prorate pool memberships. Motion passed unanimously.

**I. Public Work Committee** Minutes of last meeting included in packet.

**J. Public Health and Safety Committee** No report.

**K. Recreation Committee** No further report.

**L. Services Committee** Pelliteri Company will demonstrate the use of automated bins with the refuse and recycling collected on the Fourth of July. The Committee recommended that the Village replace the street sweeper with a mechanical, as opposed to vacuum, model. Blackhawk Country Club will cooperate with the construction of a salt storage facility on its property. The Committee is reviewing proposals from Pelliteri, Waste Management and Green Valley for refuse and recycling service.

**M. Blackhawk Liaison Committee** Will meet in July.

**8. Adjourn** Mr. Sundquist adjourned the meeting at 11:25 pm.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk