

Village of Shorewood Hills

Board of Trustees

Draft Meeting Minutes
Monday, September 17, 2007

1. **Call to Order** Mr. Sundquist called the meeting to order at 7:02 pm.
2. **Roll Call** Present were President Mark Sundquist and Trustees David Benforado, Bob Hurley, Joyce Bromley, Felice Borisy Rudin, Tim Ridders and Marilyn Townsend. Staff present included Administrator Karl Frantz, DPW Chief Denny Lybeck, Fire Chief Keith Anderson, Emergency Services Coordinator David Sykes, Police Officer Jaime Weitzel, and Village Clerk Cokie Albrecht. Also in attendance were representatives from Pelliteri Waste Systems, Terry Kolberg and Richard Smith of Brink Kolberg Associates, Susan Koenig of the Unitarian Society and approximately 15 residents.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting was properly posted and noticed.
4. **Procedures Orientation**
 - i) Mr. Sundquist urged caution when communicating about Village issues through emails: Trustees may reply to a resident's email and forward the resident's email to the other Trustees. However, open meetings laws preclude the Trustee from sending his / her reply to the resident on to the other Trustees.
 - ii) Mr. Sundquist provided an overview of tax increment financing. The basic concept is that as the assessed value of property in a tax increment district (TID) increases due to improvements made there, the taxes generated by the assessed values before and after the improvements are segregated. The increase in tax revenues generated by the higher assessed value are retained by the municipal government to pay off the expenses incurred in improving the TID. The other taxing districts—schools, county, etc.—continue to receive their share of taxes from the TID only equal to its assessed value prior to improvement. Once the costs of the development are paid off, the TID is closed and the increased taxes generated by the higher assessed value are shared by all taxing entities. Mr. Sundquist said that in the near future the Trustees may be asked to consider creating TIDs to facilitate development at Pyare Square and Marshall Court.
 - iii) Mr. Sundquist said that Trustees should direct requests for work by Village staff to Mr. Frantz rather than department heads.
6. **Board Matters** (items taken out of order)
 - A. **Consent Agenda**
 - i) Minutes from the [August 20, 2007](#) regular meeting and joint Board and Services Committee meeting
 - ii) Block party permit – September 23, 2007 – Cornell Court
 - iii) Combination Beer License – 3236 University Avenue – Vom Fass

iv) Operator's permit – David Gibson, Justin Gibson

v) Street use permit- Literacy Network Run / Walk – October 7

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

B. New Business Resolutions and Motions

i) Promote Firefighter Steven Bergen to position of Lieutenant Ms. Bromley moved and Mr. Hurley seconded a motion to promote Steven Bergen to Lieutenant. Motion passed unanimously.

ii) Request of First Unitarian Society to utilize pool parking The Unitarian Society's request to use parking in the Village while the Meeting House is being remodeled was referred to the Traffic Committee for consideration at its October 10, 2007 meeting. The Trustees will revisit the issue at the next Board meeting.

iii) Consider approval of conditional use permit for property located at 3306 Lake Mendota Drive to allow for a residential expansion Mr. Sundquist reported that at the last meeting of the Plan Commission, the members did not agree to make a recommendation regarding the conditional use permit request for 3306 Lake Mendota Drive. Mr. Ridders moved and Mr. Hurley seconded a motion to approve the conditional use permit application for the property. The motion failed with a 2 to 4 to 1 vote: Mr. Ridders and Mr. Hurley voted yes; Mr. Sundquist, Mr. Benforado, Ms. Townsend and Ms. Borisy Rudin voted no; Ms. Bromley abstained. The Trustees voting against approval had expressed concern about the proposed height of the remodeled structure and its impact on lake views. Ms. Bromley said that the ordinance is not clear on what "adversely" means and that perhaps it needs to be refined to allow consideration of the buildings on either side.

iv) Consider approval of special exception permit to allow expansion of a home located at 3306 Lake Mendota Drive to exceed floor area and / or height limitations

Since the conditional use permit application was denied, the Trustees did not take action on the special exception permit application for 3306 Lake Mendota Drive. The Trustees agreed that they would consider referring the ordinances governing conditional use and special exception permits back to the Plan Commission for review.

v) Approve use of color on Shorewood Shopping Center signage subject to Plan Commission review and approval Mr. Sundquist reported the Plan Commission recommended approval of the use of color on signs at the Shorewood Shopping Center. Mr. Benforado moved and Ms. Bromley seconded a motion to allow the use of color on Shorewood Shopping Center signs when approved by the Plan Commission. Motion passed unanimously.

vi) Authorize repair of retaining wall Mr. Benforado moved and Ms. Borisy Rudin seconded a motion to approve the use of up to \$3,000 of undesignated funds for the repair of a Village owned and maintained stone retaining wall in the vicinity of 3514 and 3520 Topping Road. If any funds remain, the spur Village wall nearby will also be repaired. Motion passed unanimously.

xi) Consider revised cost estimate and project for Village Hall renovation as recommended by the Services Committee and authorize to proceed with construction documents (item taken out of order) The Trustees agreed that when paid

consultants are in the audience, it would be advisable to consider the items that pertain to them as early in the agenda as possible. Ms. Borisy Rudin reported that, as instructed by the Trustees at the last Board meeting, the Services Committee reviewed Brink Kolberg and Associates 'Option D' for the remodeling of Village Hall to identify where costs could be cut. The Committee recommended that the Board approve Option D with the inclusion of stormwater management, less extensive landscaping, exterior renovations, incorporation of the bank space for use by the police department, the construction of additional meeting space with basement, new HVAC rather than geothermal, and enclosure of the drive-up canopy to provide heated and sprinkled garage space. Mr. Frantz suggested that to keep costs down, the only required improvements to Village Hall would be the repair of the siding and roof and the remodeling of the bank space to make it accessible to the police. After discussion, Mr. Benforado moved and Ms. Borisy Rudin seconded a motion to approve the plans for Option D without:

- Alternative B-1 (stormwater management): - \$60,000
- Alternative B-2 (basement under meeting room): - \$30,000
- Portion of Alternative B-4 (landscaping): - \$10,000 leaving \$5,000 for remedial landscaping
- New meeting room: - \$52,000

Total deductions: \$152,000 from the initial cost estimate of \$715,000, bringing the estimated cost of the project to approximately \$565,000. Motion passed unanimously.

xii) Refer Village Hall renovation project to Plan Commission for review The Trustees requested that the Plan Commission review the future of Village Hall in its present location.

vii) Consider accepting Village audit of Blackhawk Country Club gross revenues and what communication from the Village might be appropriate given information in the audit and preliminary reports to the Village Since Mr. Ridders, Mr. Hurley and Ms. Bromley are members of Blackhawk Country Club (BCC), at 9:43 pm they recused themselves from the discussion of this agenda item and moved from the Board table to the back of the room. Ms. Townsend distributed a memo dated September 17, 2007 from herself to the Board members and a letter she had drafted dated September 18, 2007 from Mr. Frantz to Paul Anthony, the manager of BCC. The letter stated that the Village auditors determined that in 2006 the Country Club had included only 66% of the service charge for bar sales and had excluded \$44,081 in charity fund-raising revenue in the calculation of its gross revenue. This resulted in a loss of \$2,531 in rent payments to the Village. The letter asked for BCC to send to the Village either payment of the \$2,531 or an explanation in writing as to why the Club felt the additional rent was not owed. Ms. Townsend moved and Mr. Benforado seconded a motion to authorize Mr. Frantz to sign the letter and send it to Mr. Anthony. Motion passed on a 4 to 0 vote with the three Trustees, Mr. Ridders, Mr. Hurley and Ms. Bromley, recused. Mr. Benforado asked that the minutes reflect that he was voting for the motion because of good due diligence. The recused Trustees rejoined the Board at 10:05 pm.

x) [Resolution R-2007-11](#) certified survey map 1226 Edgehill Drive combining lots 1 and 2 (item taken out of order) Mr. Benforado moved and Mr. Hurley seconded a motion to approve the recombining of lots 1 and 2 at 1226 Edgehill Drive. Motion

passed unanimously.

viii) Authorize Village Administrator to enter into three year contract with Waste Management for refuse recycling Ms. Borisy Rudin said the Services Committee recommended that the Trustees award the contract for weekly manual collection of garbage and recycling to Waste Management. After discussion the Trustees concluded that the switch to an automated collection system was inevitable since Waste Management anticipated going to that collection method in three years. Further, the Waste Management contract would cost \$15,000 more per year than Pelliteri Waste Systems, the lowest bidder. Mr. Ridders moved and Mr. Hurley seconded a motion to award the waste and recycling contract to Pelliteri Waste Systems predicated on: a five year contract; Monday pickup; a choice of container size; the availability of overflow bins at Village Hall; every-other-week recycling pickup; and the option to go to weekly recycling pickup if necessary. The new contract will be implemented as soon as possible. Motion passed unanimously.

7. Reports of Officials and Committees

H. Public Health and Safety Committee (agenda item taken out of order) Mr. Hurley said the Committee recommended that the 2008 budget include \$24,500 for the purchase of a 2008 Crown Vic squad car. The old squad will go to the Fire Department. The speed board has been out most days collecting traffic data. On October 7, 2007 the Village Fire Department will participate in the fire truck parade in downtown Madison as part of Fire Prevention Month. Mr. Hurley left the meeting at 10:40 pm.

6. Board Matters

B. New Business Resolutions and Motions

ix) Set rate for Stormwater Utility with effective date to coincide with fall 2007 billing Mr. Benforado reported that the Finance Committee recommended that the Trustees set the Equivalent Residential Unit (ERU) rate for the stormwater utility at \$110 per year. Mr. Sundquist moved and Ms. Townsend seconded a motion to set the ERU rate at \$110 per year. Motion passed unanimously. The Trustees asked that the next Bulletin contain information about the inclusion of the new stormwater charge on the fall utility billing.

xiii) Payment of bills Mr. Benforado moved and Ms. Bromley seconded a motion to approve the payment of bills for the end of August in the amount of \$6,141.38 and September in the amount of \$149,922.61 for a total of \$156,063.99. Motion passed unanimously.

C. Appointments Mr. Sundquist moved and Ms. Townsend seconded a motion to appoint Jill Dittrich to the Sign Committee in place of Bill Thomas. Motion passed unanimously.

7. Reports of Officials and Committees

A. President's Report

i) Mr. Sundquist said the bid for the construction of the bio-retention area in the west entry park came in at over \$60,000, double the anticipated cost. In hopes of getting a

better price, the project will be delayed until next year to coincide with the reconstruction of Shorewood Boulevard.

ii) The paperwork for the Safe Routes to School Grant has not been completed by the State. The projects to be funded by it will have to be undertaken next year. It would then be feasible to integrate the Columbia sidewalk project with the reconstruction of Columbia Road.

iii) A year of the three year grace period specified by the Dark Sky ordinance has passed. The Bulletin should include an article reminding residents and businesses that their outdoor lights need to be made dark sky compliant.

B. Administrator's Report Mr. Frantz said the Village is awaiting resolution of the budget impasse by the State Legislators. Their decisions will have a significant impact on the Village's budget. A public hearing will be held on November 12, 2007 at Village Hall to review the Village budget. The Recognition Dinner is scheduled for November 4, 2007.

C. Plan Commission The developers of the property at the corner of Marshall Court and University Bay Drive presented their plans for the construction of a three to four story office building on the site. The owner of Pyare Square also has approached the Village with a plan to convert the building into condominiums and to build townhouses along the railroad tracks on the north side of the property. The Village may decide to create tax increment financing districts for both the Marshall Court and Pyare projects.

D. Personnel Committee Ms. Townsend reported the Committee met with the Department Heads in closed session regarding salaries and benefits. The members plan to meet with the staff and are reviewing wage survey information prepared by staff.

E. Finance Committee Minutes from the September 12, 2007 meeting are included in the packet. Mr. Benforado said the Village may see a reduction in its fund balance with the inclusion of unexpected costs in 2007.

F. Public Works The Committee approved the designs for the reconstruction of Shorewood Boulevard and Circle Close. The Committee will seek the Traffic Committee's input about the inclusion of speed humps on Shorewood Boulevard.

G. Parks Committee Mr. Ridders said that the Committee is interested in clearing the invasive species at the 16th hole at BCC to open views of the lake.

I. Services Committee The Committee recommended for inclusion in the 2008 budget a mid-size dump truck, Kubota lawn mower and paint machine.

J. Recreation Committee Ms. Borisy-Rudin said there were complaints about parking in bike paths while summer recreation programs were being held. The Committee would like the Traffic Committee to address the issue. Does the Board want to rent the Community Center for use by a business if it advances a Village recreation purpose (e.g., a yoga class)? The Trustees concurred that the preferred approach would be for the Village to contract with the business to provide the service.

K. Traffic Committee

i) Ms. Bromley moved and Ms. Townsend seconded a motion recommended by the Traffic Committee: For all Public Works projects involving street design, the appropriate committees (specifically Traffic, but also other relevant committees such as Parks, Public Safety, Stormwater, etc.), should be included in the planning. Motion passed

unanimously.

ii) Ms. Bromley moved and Ms. Townsend seconded a motion recommended by the Traffic Committee: the Village change its ordinance to abide by WI state law allowing use of in-line skates on Village streets (but not highways such as University Avenue) and also to require certified helmets, knee pads, elbow and wrist guards for children fourteen years old and younger. After discussion, Ms. Bromley, with Ms. Townsend's concurrence, withdrew the motion. The Trustees asked Mr. Frantz to start drafting an ordinance to this effect.

L. Resident / Professional / Business Ad Hoc Committee Ms. Bromley said the Committee recommended that the Board of Trustees create a Village task force to develop signage criteria that allows expression of business branding in a reasonable and tasteful way that will be consistent throughout the Village. Also the Committee recommended that the Trustees address a parking management plan that would incorporate the entire parking needs of the commercial district. The plan would provide diversity in building uses as well as projected uses and growth. The Committee recommended that the Trustees develop a continuous foot / bicycle path that connects the entire commercial district from University Bay Drive to the Pyare Square. The latter two recommendations were referred to the Plan Commission. Ms. Bromley moved and Mr. Ridders seconded a motion that the Village create a brochure to advise owners of businesses and professional offices of the Village noise ordinance. Motion passed unanimously. This fall staff will present an orientation program to inform business owners about the services the Village provides and the ordinances that pertain to them. At the Committee's meeting at noon on November 7, 2007 there will be a program about developing a vibrant business district. All Trustees were welcome to attend.

8. Adjourn Meeting was adjourned at 11:45 pm.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk