

Village of Shorewood Hills

Board of Trustees

Draft Meeting Minutes
Monday, October 15, 2007

1. **Call to Order** Mr. Sundquist called the meeting to order at 7:01 pm.
2. **Roll Call** Present were President Mark Sundquist and Trustees Joyce Bromley, Felice Borisy Rudin, and Marilyn Townsend. David Benforado, Bob Hurley and Tim Ridders were excused. Staff present included Administrator Karl Frantz, Fire Chief Keith Anderson, Police Chief Dennis Pine, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Also in attendance were Brian Berquist of Town and Country Engineering and approximately 10 residents.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting was properly posted and noticed.
6. **Board Matters**
 - C. **New Business Resolutions and Motions**
 - i) **Accept final plans for Shorewood Boulevard and Circle Close reconstruction projects and authorize the Village Engineer to take the projects to bid** (item taken out of order) Mr. Berquist presented the plans for the reconstruction of the two streets and the replacement of water mains and sanitary sewer under them. Mr. Berquist said the projects will be bid together with the expectation that the bid opening would be in January, 2008. Work would start before school ended this spring. Ms. Bromley moved and Ms. Borisy Rudin seconded a motion to approve the plans for the Shorewood Boulevard and Circle Close reconstruction projects and to authorize the Village Engineer to take the projects to bid. Motion passed unanimously.
5. **Appearances and Communication**

Todd Young reported on the status of the 2008 Indoor Basketball and Soccer programs. He said that the Madison Schools Community Recreation program (MSCR) plans to use the space at the Shorewood Hills School two nights each week this winter. The Village programs, which had used the space Monday through Thursday nights, will therefore need to be modified. The Trustees suggested that Mr. Young discuss the issue with the MMSD administration. Mr. Young also reported on the renovations to the Shorewood Hills School playground. The basketball court on the south side of the school is completed. The unanticipated replacement of an inadequate sub base brought the total cost of the project to \$35,200, more than the \$28,500 budgeted. This Phase One of the project will also include the construction of an outdoor amphitheater and the replacement of the blacktop on the kindergarten playground. The committee has raised 84% of its \$55,000 goal for this phase. Phase Two will address grading and water management on the playground to the north of the school, buffer zones around the perimeter of the school, and landscape improvements. Phase Three will replace the play structure on the south side of the school that MMSD has identified as unsafe and plans to remove.
6. **Board Matters** (items taken out of order)
 - B. **New Business Resolutions and Motions**
 - ii) **Consider first, second and possible third reading of an Ordinance L-2007-4 temporarily suspending certain provisions of 7.03(2) of the Village Code prohibiting parking in the Post**

Farm Park or Community Center parking lot (item taken out of order) Ms. Bromley moved and Mr. Sundquist seconded a motion to temporarily suspend the sections of the Village Code that prohibit parking at the Post Farm Park to allow the Meeting House Nursery School staff to use the parking spaces while the Unitarian building is under construction. Sarah Dill, Director of the Meeting House Nursery School, said that now they only need four parking spaces. With Mr. Sundquist's concurrence, Ms. Bromley withdrew her motion. Ms. Bromley said she had spoken with the residents on Beloit Court and they are willing to allow the temporary parking of four cars on their street. The Trustees therefore agreed that the Police Department would issue temporary parking permits to allow the Meeting House Nursery School staff to park four cars on Beloit Court during school hours from now until the end of the school year in June, 2008.

A. Consent Agenda

i) Minutes from the September 17, 2007 regular meeting and joint Board and Plan Commission meeting

ii) Operator's permit – Alexis Lee Gibson, David Eisner-Kleye

iii) Extend benefits and unpaid leave to Dennis Lybeck

iv) Correct the September Board bills by increasing the amount paid by \$925.00 to \$156,988.99 due to two credits

Ms. Borisy Rudin moved and Ms. Townsend seconded a motion to approve the items on the Consent Agenda. Motion passed unanimously.

B. New Business Ordinances

i) Consider first reading of an Ordinance L-2007-3 amending Section 7.13 of the Village Code of Ordinances titled "Coasting, Tobogganing Trailing on Streets" by deleting inline skates as prohibited on Village streets excepting University Avenue Ms. Bromley moved and Mr. Sundquist seconded a motion to amend the ordinance to delete the reference to inline skates and to include the requirement that children 14 years of age and younger wear knee and elbow pads and helmets. With Mr. Sundquist's concurrence, Ms. Bromley withdrew her motion. Ms. Bromley moved and Ms. Townsend seconded a motion to approve the first reading of an amendment to the ordinance titled "Coasting, Tobogganing Trailing on Streets" by deleting inline skates as prohibited on Village streets excepting University Avenue. Motion passed unanimously. The Trustees asked Mr. Frantz to prepare a revision to the ordinance that addresses the requirement of street safety gear, including helmets and pads.

C. New Business Resolutions and Motions

ii) Authorize purchase of thermal imaging camera Chief Anderson outlined the need for the camera in his memo dated September 19, 2007. Ms. Townsend moved and Ms. Borisy Rudin seconded a motion to purchase the thermal imaging camera from the low bidder, Safety First, for \$10,476. Motion passed unanimously.

iii) Consider Resolution R-2007-12 authorizing submittal of Urban Forestry grant application Tom Young, who has been working with Forester Corey George on this project, said that the 50% matching grant would provide funds to plan for the response to the emerald ash borer when it arrives. Ms. Bromley moved and Ms. Townsend seconded a motion to apply for the Urban Forestry grant. Motion passed unanimously.

iv) Authorize \$500.00 expenditure for traffic counting services through Dane County Ms. Bromley said the Traffic Committee thought it would be helpful to have data about the movement of traffic on four streets simultaneously. She moved and Mr. Sundquist seconded a motion to authorize the expenditure of up to \$500 for the rental of additional traffic counters. Motion passed unanimously.

v) Payment of bills Mr. Sundquist moved and Ms. Borisy Rudin seconded a motion to approve

the payment of the end of September bills in the amount of \$12,396.60 and the October bills in the amount of \$449,576.33 for a total of \$461,972.93. Motion passed unanimously.

D. Appointments There were none.

4. **Procedures Orientation** (item taken out of order) Mr. Sundquist discussed the differences between a public meeting and a public hearing. At any meeting, the public may be allowed to speak but the Trustees are not required to hear them. At a public hearing, however, public input is mandated by state law. Public hearings are required for zoning changes, budget adoption, and Tax Increment Financing District (TID) creation, among other issues. Although public input is required, the Trustees can control the length of the speech. Mr. Sundquist also spoke about the requirements to form a TID.

7. **Reports of Officials and Committees**

A. President's Report Included in Procedures Orientation

B. Administrator's Report Mr. Frantz said that Jim Posin, Treasurer of the Blackhawk Country Club (BCC), would like to set up a meeting to discuss the Club's response to the Village's audit letter. The Trustees instructed Mr. Frantz to ask the BCC representatives to come to the next Board meeting to discuss the letter. Mr. Frantz said that DPW Chief Denny Lybeck is recuperating at home.

C. Plan Commission The owner of Pyare Square presented general information about the proposed Planned Unit Development (PUD) at the property. No action was taken by the Commission. The Sign Committee will meet on Thursday, October 18, 2007. The Commission plans to look at traffic in the Marshall Court area. It will coordinate its efforts with the Traffic Committee.

D. Personnel Committee Nothing to report.

E. Finance Committee Finalization of the Village budget is delayed by the lack of a state budget.

F. Public Works No further report.

G. Parks Committee No further report.

H. Public Health and Safety No further report.

I. Services Committee Nothing to report.

J. Recreation Committee Minutes were included in packet.

K. Traffic Committee No further report.

L. Resident / Professional / Business Ad Hoc Committee At a date to be determined, staff will present an orientation program to inform business owners about the services the Village provides and the ordinances that pertain to them. The program for the Committee's meeting at noon on November 7, 2007 will be about developing a vibrant business district. All Trustees and Plan Commission members were welcome to attend.

8. **Adjourn** Meeting was adjourned at 9:43 pm.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk