

Village of Shorewood Hills

Board of Trustees

Draft Meeting Minutes
Monday, December 17, 2007

1. **Call to Order** Mr. Sundquist called the meeting to order at 7:04 pm.
2. **Roll Call** Present were Village President Mark Sundquist and Trustees Joyce Bromley, Felice Borisy Rudin, Marilyn Townsend, Bob Hurley and David Benforado. Tim Ridders was excused. Staff members present were Administrator Karl Frantz, Police Chief Dennis Pine, Fire Chief Keith Anderson, Emergency Services Coordinator David Sykes, and Village Clerk Cokie Albrecht. Also present were County Supervisor Al Matano and approximately 5 residents.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting was properly posted and noticed.
5. **Appearances and Communication**
 - A. **Introduce Randy Mullis, Village President-recommended candidate for Village Treasurer** (agenda item taken out of order) Mr. Sundquist introduced Randy Mullis, who resides at 3315 Tally Ho Lane and is the Assistant Executive Director of the Wisconsin Education Association Insurance Trust. Mr. Sundquist moved and Ms. Townsend seconded a motion to appoint Randy Mullis Village Treasurer. Motion passed unanimously.
4. **Procedures Orientation**

Since the Village may soon be asked to consider the feasibility of setting up TIF districts in the Marshall Court and/or Pyare Square areas, Mr. Sundquist provided an overview of Tax Increment Financing (TIF): A municipality identifies the boundaries of the TIF district. The area's assessed value can not exceed 5% of the Village's total assessed value. The Village determines that without TIF funds, the area would likely remain blighted. Once the TIF is created, the Village provides financing for projects designed to facilitate the rehabilitation of the district. As the area's assessed value increases, the "increment" in additional taxes generated by the increase is used by the municipality to pay off the expenses it incurred. While the TIF remains open, the other taxing entities in the area receive tax revenue based on its assessed value prior to the improvements. Therefore, since TIF districts impact the other taxing entities, those entities must also agree to the formation of the district at a meeting of the Joint Review Board. When the district is closed—when the improvements are paid off—the other taxing entities also receive the property tax revenues generated by the improved property's increased assessed value. The Village has undertaken two successful TIFs in the recent past.
6. **Board Matters**
 - A. **Consent Agenda**
 - i) **Appoint Randy Mullis, Treasurer**
 - ii) **Approve minutes from the November 12 and 19, 2007 Board meetings**
 - iii) **Approve appointment of election workers**
 - iv) **Transient merchant license—Fabien Seafood**
 - v) **Class B combination beer liquor license—Ultra Mart Foods DBA Copps Food Center**

Mr. Benforado moved and Ms. Bromley seconded a motion to approve the items in the Consent Agenda with the deletion of the appointment of Randy Mullis as Village Treasurer since that had occurred earlier in the meeting. Motion passed unanimously.

B. Old Business Ordinances

i) Consider third 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 Ms. Townsend seconded a motion to approve the third reading of [Ordinance L-2007-3](#). It would delete “inline skates” from Section 7.13 of the Village Code. The Ordinance would read: “No person may coast, slide, or be towed by a vehicle on or across any street on a toboggan, sled, skis, skates, wagon, skateboard, roller skates or another similar device except on a street closed to traffic by the Village Board to permit such use.” Motion passed unanimously.

ii) Consider second reading of an Ordinance L-2007-4 requiring protective gear for certain recreational activities and methods of transportation Mr. Benforado moved and Ms. Bromley seconded a motion to approve the second reading of [Ordinance L-2007-4](#) requiring protective gear for certain recreational activities and methods of transportation with the correction of the ordinance’s title to read: “An Ordinance to ~~Creating~~ *Create* Section 9.07 of the Code of Ordinances ~~Requie~~ *Requiring* Safety ~~Equipment~~ *Equipment* (italics indicate words added). Motion passed unanimously.

C. New Business Resolutions and Motions

ii) Consider retaining Vierbicher and Associates to assist with Village planning, specific project review, and possible TID formation (agenda item taken out of order) Mr. Sundquist said the Plan Commission recommended that the Board approve the hiring of Vierbicher and Associates to help with planning and the setting up of TIF districts. Several consultants were interviewed and the Vierbicher firm seemed the best fit for the Village. Ms. Bromley moved and Mr. Benforado seconded a motion to hire Vierbicher and Associates to assist with plan reviews, the development of TIF districts and the Comprehensive Plan. Motion passed unanimously.

iii) Consider setting public hearing date of January 18, 2008 to consider a general development plan P.U.D. for the Pyare Square property Mr. Sundquist said the Plan Commission recommended that the Board consider a general development plan for the Pyare Square property. A public hearing is required. Mr. Benforado moved and Ms. Bromley seconded a motion to schedule a Public Hearing to consider the general development plan for the Pyare Square at the Board meeting on January 22, 2008 (not January 18, 2008 per the agenda item) at 7:00 pm. Motion passed unanimously. The Trustees asked that the January Bulletin highlight the scheduled Public Hearing.

iv) Consider Board retreat, discuss possible subjects and dates The Trustees agreed that they would like a facilitator to assist with the retreat and that it should be held on a Saturday morning in February or March. Mr. Frantz will check the facilitator’s availability and then e-mail the Trustees the potential dates and provide an outline of the activities at the prior retreat. He would like suggestions of the topics to be considered.

v) Consider adoption of 2008 capital and equipment replacement plans Mr. Frantz discussed the status of the 2007 capital plan. The 2008 plan includes the items not completed in 2007. The Trustees agreed to remove the Heiden Haus/Four Corners remodeling project at a cost of \$60,000 from the 2008 list. The 2008 plan will be discussed further in the future.

vi) Approve Community Forestry Management Plan The Trustees agreed to delay discussion on this topic until their meeting in January.

viii) Resolution R-2007-13 to adopt the Mutual Aid Box Alarm System Agreement (MABAS) (item taken out of order) Mr. Hurley said adoption of the mutual aid system is mandated by the State Legislature and that the Public Safety Committee recommended that the Village pass the resolution. He moved and Ms. Borisy Rudin seconded a motion to approve [resolution R-2007-13](#) authorizing the Village to execute the MABAS agreement. Motion passed unanimously.

vii) Authorize three year lease for police motorcycle Mr. Benforado moved and Mr. Hurley seconded a motion to authorize the three year lease of a police motorcycle. Motion passed unanimously.

ix) Approve Community Center Rules Ms. Borisy Rudin moved and Ms. Townsend seconded a motion to approve the Community Center use rules as prepared by the Services Committee. After discussion and with Ms. Townsend's concurrence, Ms. Borisy Rudin withdrew the motion. Mr. Frantz was asked to determine if the use of the Community Center by commercial entities would violate the Village's zoning regulations.

x) Payment of bills Mr. Frantz highlighted some of the bills to be paid this month. Mr. Benforado moved and Ms. Bromley seconded a motion to approve the payment of the end of November bills in the amount of \$14,556.04 and the December bills in the amount of \$105,571.63 for a total of \$120,127.67.

Closed Session At 8:43 pm Mr. Sundquist moved and Ms. Townsend seconded a motion to go into Closed Session as per §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (compensation). On call of the roll, the vote was Mr. Sundquist – yes; Ms. Borisy Rudin – yes; Ms. Townsend – yes; and Mr. Benforado – yes; Ms. Bromley – yes; Mr. Hurley – yes. Mr. Frantz, Treasurer Mullis, and Katie McCloskey representing Carlson Detmann, the Village human resource consultant, were asked to stay; all other attendees left the room.

Open Session At 10:00 pm Mr. Sundquist moved and Ms. Bromley seconded a motion to return to Open Session as per §19.85(2) to address any business that may be the result of discussions conducted in Closed Session. On call of the roll, the vote was Mr. Sundquist – yes; Ms. Borisy Rudin – yes; Ms. Townsend – yes; and Mr. Benforado – yes; Ms. Bromley – yes; Mr. Hurley – yes.

As a result of the closed session Ms. Townsend moved and Ms. Bromley seconded a motion adopting the new salary schedule and pay plan as developed by Carlson Dettman (and recommended by the Personnel Committee). For employees whose jobs are identified on the present pay grid, the plan included a step adjustment under the present pay grid averaging 1%, a 3% across-the-board raise, and placement of those employees in a new plan at steps and grades as recommended by the Personnel Committee and consultant based on a review of comparable wages in the area. Employees not on the grid will receive a 3% increase. Total cost of the plan implementation is approximately 5.5%. The Village Administrator (who is not in the plan) will receive a 4.5% adjustment. The motion carried unanimously.

D. Appointments

Stormwater Special Committee – Peter Hans Chair, John Hoopes, Joyce Bromley, Millard Sussman, Bill Thomas, Byron Frenz, Carolyn Benforado, Nancy Heiden, Libby Lewis

Traffic Committee – Reappoint Jan Tymorek

Plan Commission – Earl Munson to replace Lea Aschkenase who is stepping down

Upon motion made and seconded the above appointments were approved unanimously.

8. Adjourn Meeting was adjourned at 11:30 pm.

Respectfully submitted,

Colleen Boyle Albrecht, Village Clerk
with assistance from Karl Frantz, Village Administrator