

**Village of Shorewood Hills
Board of Trustees Meeting**

Draft Meeting Minutes
Monday, February 20, 2012

1. **Call to Order** Village President Mark Sundquist called the meeting to order at 7:01 pm.
2. **Roll Call** Members of the Board present were Mr. Sundquist and Trustees Bob Hurley, David Benforado, Tim Ridders, Marilyn Townsend, Barbara Center and Felice Borisy-Rudin. Also in attendance were Department of Public Works Chief Denny Lybeck, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Ten visitors were in the audience.
3. **Statement of Public Notice** In the absence of Karl Frantz, Village Administrator, Ms. Albrecht confirmed the meeting had been properly posted and noticed.
4. **Procedures Orientation** There was none this evening.
5. **Appearances and Communications** There was none this evening.
6. **Board Matters**
 - D. Public hearing on conditional use permit application for construction of stairwell to lake at 3518 Lake Mendota Drive** (agenda item taken out of order)
 - i) **Call hearing to order** Mr. Sundquist called the hearing to order at 7:05 p.m. The owners of the property at 3518 Lake Mendota Drive, Lori DePrete Brown and Kirk Brown, would like to replace the stairway to their dock and improve erosion control in the area. Mr. Sundquist said the Plan Commission had reviewed the Browns' conditional use permit application and recommended the Trustees approve it.
 - ii) **Public invited to speak** There were no comments.
 - iii) **Close public hearing** Mr. Sundquist closed the hearing at 7:07 pm.
 - E. New Business Motions and Resolutions**
 - i) **Board action on conditional use permit at 3518 Lake Mendota Drive** Ms. Borisy-Rudin moved and Mr. Benforado seconded a motion to approve the conditional use permit. Motion passed unanimously.
 - v) **Consider approving horizontal and vertical layouts for Columbia Road, Swarthmore Court, Harvard Drive, Yale Road and Oxford Road** (agenda item taken out of order) Ms. Center said the Public Works Committee met with residents numerous times in the course of the development of plans for the road reconstruction. The Committee unanimously supported the adoption of the proposed plans. Village Engineer Brian Berquist of Town and Country Engineering described the work: Swarthmore Court and the southern-most block of Columbia Road will be reconstructed at present widths, with no sidewalks; the intersection of Yale and Harvard will be reconstructed into a "T" shape with a pedestrian refuge and a stop sign at the south end of Yale Road; Oxford Road will be reconstructed from Bowdoin Road to University Bay Drive. A boulevard will be installed on the east end of Oxford Road; a portion of the road in that area will be moved north to accommodate the sidewalks to be added on the south side of the street from University Bay Drive to Sweetbriar Road; those changes will require the removal of some trees; the intersection of Bowdoin Road with Oxford Road will be moved west. Mr. Berquist also described the two options considered by the Public Works Committee to improve sightlines at the crest of Oxford Road. The Committee recommended the adoption of Design 2. Mr. Lybeck said that several residents on Oxford Road would like the Department of Public Works crew to

plow the existing and proposed sidewalks on that street. The Services Committee will consider whether the Village should assume the sidewalk shoveling there and on other school routes. Mr. Ridders moved and Ms. Center seconded a motion to approve the plans for the reconstruction of Columbia Road, Swarthmore Court, Harvard Drive, Yale Road and Oxford Road, as presented by Mr. Berquist, including Design #2 for Oxford Road. Motion passed unanimously.

vi) Consider approving participation in the Madison Metropolitan Sewerage District “Adaptive Management Pilot Program” to address upcoming phosphorus limits on stormwater and sanitary sewer discharge

Mr. Berquist said the pilot program is being proposed in response to stringent new phosphorous limits established for the Rock River watershed by the EPA and DNR. The Madison Metropolitan Sewerage District (MMSD) is assembling a group of communities within the Yahara River watershed, which drains into the Rock River, to explore adaptive management as a technique to meet the new requirements. The adaptive management pilot program would pool those communities’ resources to study if the management of agricultural runoff, rather than individual urban efforts, is a cheaper and more cost effective way to reduce phosphorus pollution. If so, the MMSD will work with the EPA and DNR to use the removed agricultural runoff as a credit for the urban participants. Shorewood Hills’ share of the pilot program would be \$1,900 a year for three years. Mr. Benforado moved and Ms. Borisy-Rudin seconded a motion to approve the Village’s participation in the pilot program. The \$1,900 fee for participation in 2012 would be paid with undesignated funds. Mr. Sundquist moved and Ms. Borisy-Rudin seconded a motion to amend the original motion to indicate the financing of the Village’s share of the study would come from the stormwater fund. The motion, as amended, passed unanimously.

A. Payment of Bills In Village Treasurer David Kuenzi’s absence, Mr. Benforado reviewed the bills. He moved and Ms. Center seconded a motion to approve the payment of the end of January bills in the amount of \$3,593,755.10 and \$219,521.63 for February bills for a total of \$3,813,276.73. Motion passed unanimously.

B. Consent Agenda

i) Approve January 17, 2012 caucus, regular and closed session minutes

ii) Set public hearing date of March 19 for amendments to Zoning Code

iii) Set public hearing date of March 19 for planned unit development zoning change for continuum of care project at Pyare Square site

iv) Temporary Class B Liquor Retailers License for April 13, 2012 - First Unitarian Society

v) Approve 2012 wage rates for Land Rec and Four Corners staff

vi) Action to authorize the signing of an amendment and agreement document regarding the DaneCom Radio System

vii) Solicitors Permits from Campaign for Environmental Action: Ellen Jordan; Thomas Letzing; and Joe Liverseed Mr. Benforado asked the Board to remove Item 6Bi, approval of the regular minutes of the January 17 Board meeting, and Item 6Bvii, solicitors permits for Environmental Action, from the Consent Agenda. Mr. Benforado moved and Ms. Townsend seconded a motion to approve the remaining items on the Consent Agenda. Motion passed unanimously.

i) Approve January 17, 2012 caucus, regular and closed session minutes Mr. Benforado moved and Mr. Hurley seconded a motion to approve the regular Board minutes of January 17, 2012 with the following revisions (*italics indicate words added; strikeouts indicate words removed*):

“7Bi) Tree carving project...There now is interest in hiring a wood carver to transform the large remaining trunk into a ~~totem pole~~ *work of art*. The Board agreed to authorize \$600 to de-bark the trunk and cut it to a ~ 10 foot height. Mr. Ridders volunteered to chair

a ~~fund-raising~~ *fundraising* effort to collect the approximate \$2,000 cost of the carving work.”

“(6Di) **Consider Financial Advisory Services Agreement with Baird Inc.** Mr. Hurley moved and Mr. Benforado seconded a motion to authorize staff to work with Baird Inc. to prepare documents for approximately \$2.6 million in borrowing—*\$1.3 million for refinancing of existing bonds and \$1.3 million for 2012 capital projects*. Motion passed unanimously.”

Motion passed unanimously.

vii) Solicitors Permits from Campaign for Environmental Action: Ellen Jordan; Thomas Letzing; and Joe Liverseed The Environmental Action applications indicate the workers plan to solicit until 9:00 p.m. The Trustees felt this was too late. Mr. Benforado moved and Mr. Hurley seconded a motion to approve the three permits with an end time of 8:00 p.m. or the time the Board set as the end of soliciting when it approved the previous soliciting permits, whichever was earlier. Motion passed unanimously.

E. New Business Motions and Resolutions

ii) Board action to adopt proposed revisions to Personnel Policy Manual Ms. Townsend reviewed the substantive changes in the Personnel Policy Manual proposed by the Personnel Committee as outlined in her memo to the Board dated February 17, 2012. After discussion, the Trustees suggested the following changes (italics indicate words added; strikeouts indicate words removed):

- Section 5.02(d) “...Compensatory time earned before July 1, 2012 must be used or paid out by July 1, 201~~3~~4.”
- Section 5.02(d) was further revised to read: “Compensatory time earned after July 1, 2012 must be used *or paid out* within the calendar year in which it is earned except as authorized *in writing* by the Administrator.
- Delete Section 2.10 from the Manual and renumber Section 2.11 to 2.10.
- Ms. Borisy-Rudin thought that Section 6.09(b) should be revised to extend the allowed time off for the care of a sick child, spouse, domestic partner or parent from two weeks to six weeks.
- Should that section apply to “immediate family members” as defined on 6.03(a) or should it be more restrictive, as written?
- Delete 8.04(a)(3) and renumber 8.04(a)(4) to 8.04(a)(3).
- Change 6.02(a): “Day after Thanksgiving ~~Varies~~ *Friday after Thanksgiving* 8 Hours”

Ms. Townsend will take the suggestions to the Personnel Committee members and will ask them to consider the lengthening of Family Leave for the care of a sick relative from two weeks to six weeks and whether the provision should be extended to “immediate family” members. She will bring the Manual back to the Board for its review at the March Board meeting.

7. Reports of Officials and Committees (agenda item taken out of order)

F. Parks Committee Mr. Ridders said Libby Lewis, a long time Parks Committee member who recently passed away, will be greatly missed. The Committee is working on revising the noxious weeds ordinance to include burdock, poison ivy and Japanese knot weed. Mr. Ridders was excused from the meeting at 9:25 pm.

6. Board Matters

E. New Business Motions and Resolutions

iii) Consider agreement that 700 University Bay Drive LLC will not be responsible for any costs associated with construction of public right of way on Lot 2 Mr. Benforado moved and

Mr. Hurley seconded a motion to authorize Mr. Sundquist to sign a letter to Paul Lenhart, owner of 700 University Bay Drive LLC, stating the company would not be responsible for any right of way construction costs on Lot 2. Motion passed unanimously.

v) Consider agreement with Vierbicher for TID IV Pyare continuum of living project planning and financial review services Mr. Benforado moved and Ms. Center seconded a motion to approve the contract with Vierbicher. Motion passed unanimously.

F. Appointments

Ms. Townsend moved and Mr. Benforado seconded a motion to appoint Sue Denholm to the Parks Committee. Motion passed unanimously. Ms. Townsend moved and Mr. Hurley seconded a motion to appoint Karen Johnson Mathews to the Waterfront Committee. Motion passed unanimously.

7. Reports of Officials and Committees

A. Village President Mr. Sundquist said he will be out of town in April until the 24th. The Board agreed the April Board meeting would be moved from Tuesday, April 17 to Wednesday, April 25, 2012.

B. Personnel Committee Nothing more to add.

C. Finance Committee

i) Status report on 2012 financing plan Mr. Benforado said Brad Viegut of Baird Inc. is preparing borrowing resolutions for the Board's consideration at the March Board meeting. He anticipates the bonds will be awarded at the April meeting.

D. Plan Commission

i) Report on continuum of care project Mr. Sundquist said the Plan Commission considered the General Development Plan for the Oak Park project at its last meeting. Concerns about the building's height and size and its impact on the Fire Department and EMS were expressed. The Plan Commission will consider the proposal further at its next meeting and will make a recommendation for the Trustees' review in March.

E. Public Works Committees Nothing more to add.

G. Pool Committee The Committee is discussing incorporating the Swim and Dive Teams and Water Ballet as Village recreation programs.

H. Services Committee Nothing more to add.

I. Recreation Committee

i) Proposed revisions to Village reimbursement methodology on costs associated with administrative overhead for recreation programs for next meeting Ms. Borisy-Rudin said the Committee is in favor of revising the method for calculating the contribution the rec programs make to the General Fund for administrative costs.

J. Public Health and Safety Committee The Committee will discuss the Baker Tilly report at their next meeting on March 6, 2012.

8. Adjourn Meeting adjourned at 9:51 pm.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk