

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

Draft Meeting Minutes  
Monday, March 19, 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 David Benforado, Tim Ridders, Marilyn Townsend, Barbara Center and Felice Borisy-Rudin. Bob Hurley was excused. Also in attendance were Village Administrator Karl Frantz, Department of Public Works Chief Denny Lybeck, Police Chief Denny Pine, Police Officer Jeff Beck, Fire/EMS Chief Keith Anderson, Emergency Services Coordinator David Sykes, Forester Corey George and Village Clerk Cokie Albrecht. Approximately 25 visitors were in the audience.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Procedures Orientation** There was none this evening.
5. **Appearances and Communications**
  - i) **Andrew Howick – UW Children’s Hospital addition** Mr. Howick, Director of Facilities Planning at the UW Hospital, briefly described the plans to add a two-story addition to the UW Children’s Hospital. He will provide further information at the next Board meeting.
  - ii) **Bird City Designation** Karen Etter Hale, Executive Secretary of the Madison Audubon Society, recognized the Village as a new Bird City Wisconsin community and presented two Bird City street signs, a flag and plaque to Mr. Sundquist.
6. **Proclamations – Arbor Day** By consensus, the Trustees authorized Mr. Sundquist to sign a proclamation observing the 140<sup>th</sup> anniversary of Arbor Day on April 27, 2012.
7. **Board Matters**
  - B. Consent Agenda**
    - i) **Approve February 20, 2012 regular session Board minutes**
    - ii) **Street use permits**
      - a) **Kinesiology Club Run – April 19**
      - b) **Alpha Phi Run – April 15**
      - c) **Going for Ten Thousand Race – April 14**
    - iii) **Disallow Al-Abdulla claim for excessive assessment**
    - iv) **Accept settlement agreement and mutual general release for boat damage due to mooring chain breakage**
    - v) **Authorize hire of part time police officers Andrew Marks and Robert Englehart**

The Trustees agreed to remove Item 7Biii, regarding the Al-Abdulla assessment, from the Consent Agenda and to table it until next month. Mr. Ridders moved and Ms. Townsend seconded a motion to approve the remaining items on the Consent Agenda. Motion passed unanimously.
  - E. New Business Motions and Resolutions**
    - xii) **Consider changing the April Board meeting date** By consensus, the Trustees agreed to change the date of the April Board meeting to April 25, 2012 since Mr. Sundquist will be out of town until that date.
- C. Public Hearings**

**i) Public Hearing on conditional use permit application for porch and rear balcony addition at 3620 Lake Mendota Drive**

**a) Call hearing to order** Mr. Sundquist opened the Public Hearing at 7:25 pm.

**b) Description of project** The owners of the property at 3620 Lake Mendota Drive, Eric and Sharon Hovde, would like to add a front porch and rear balcony to their house. The Plan Commission recommended approval of their conditional use permit application.

**c) Public invited to speak** There were no comments.

**d) Close public hearing** Mr. Sundquist closed the Public Hearing at 7:31 pm.

**E. New Business Motions and Resolutions**

**i) Board action on conditional use permit for 3620 Lake Mendota Drive** Mr. Benforado moved and Ms. Borisy-Rudin seconded a motion to approve the conditional use permit application. Motion passed unanimously.

**C. Public Hearings**

**ii) Public hearing on rezoning to Planned Unit Development General Development Plan application for construction of a continuum of care facility at 4610 University Avenue**

**a) Call hearing to order** Mr. Sundquist opened the Public Hearing at 7:34 pm.

**b) Description of project** Meg Roback and Bill Ryan, architects with Architectural Design Consultants, Inc., described the proposed senior continuum of care project: the existing Pyare Square Building would be removed and an eight story independent living apartment building would be constructed on the south side of the property; a six story building would be built to the north of it. The latter building would include assisted living, memory care and skilled nursing units.

**c) Public invited to speak** Bill Thomas, 3230 Tally Ho Lane, asked if the project would improve the sight lines for drivers exiting the parking lot onto University Avenue. Ms. Roback said the grade would be raised to increase visibility. Geoff Werner, 3523 Blackhawk Drive, asked what the resident age requirements would be and what would happen to the building if the continuum of care went out of business. Scott Frank, owner of the project, said the age would be 55+ years; the likelihood of the continuum of care going out of business was nil. Santhia Brandt, 933 Cornell Court, asked how the residents would be integrated into the Shorewood Hills community. Mr. Frank said there would be van service for transportation, the public would be invited to come to the facility for events, Village news could be posted in public areas. Bill Thomas, 3230 Tally Ho Lane, expressed concern about the appearance of the roof-top mechanicals. Ms. Roback said the size of the mechanical structure was smaller than initially designed; the visual impact of the structure would be less when observing it from ground level; they will explore the use of alternate façade materials but needed to be mindful of budget constraints. Anne Helsley, 817 Maple Terrace, asked how many parking spaces the development will have, since she was concerned about overflow into the neighborhood. Ms. Roback said there would be 20 visitor stalls, 28 spaces for the restaurant patrons, 37 stalls for the independent living residents and 45 spaces for employees. Ben Zellers, Village planning consultant from Vierbicher Associates, said the number of parking spaces meets the Village's ordinance requirements. Geoff Werner, 3523 Blackhawk Drive, said he would like to see a representation of the building's appearance at night—he was concerned about how bright it would be. Mr. Frantz said the building will meet the Village's Dark Sky ordinance requirements. Leslie Clark, 838 Maple Terrace, said she recognized that the area needs to be redeveloped and she is grateful for the increased green space but she is concerned about the buildings' size, noise from the HVAC systems, and impact on traffic and parking. She would like to see traffic calming measures installed where the parking lot enters Locust Drive. Ms. Borisy-Rudin asked about Phase II. Mr. Ryan said Phase II was eliminated. If the owner were interested in adding it in the future, he would have to go through the GDP/SDP approval process again.

d) **Close public hearing** Mr. Sundquist closed the Public Hearing at 8:56 pm.

**D. Ordinances**

ii) **First Reading of Ordinance L-2012-2 – An ordinance changing the zoning classification of property located at 4610 University Avenues from C-2-P Commercial Planned Overlay to a Planned Unit development (P.U.D.) District**

Mr. Benforado moved and Mr. Rikkers seconded a motion to approve the first reading of [Ordinance L-2012-2](#) as recommended by the Plan Commission, contingent of the owner obtaining fire access on the west side of the buildings and the removal of references to Phase II from the plans. Motion passed unanimously.

**8. Reports of Officials and Committees**

**C. Golf Committee** Todd Young, chair of the Golf Committee, reported on the plans for the 2012 program: both the junior and adult programs will be similar to last year's; the junior program, run through the Blackhawk Country Club junior program, will include eight to ten classes on Mondays; the adult program will have two classes each in May, June and July.

**7. Board Matters**

**E. New Business Motions and Resolutions**

xvi) **Consider request to attend National Police Week in Washington D.C. and Village assistance** Officer Beck would like to take his vacation time to trailer the police motorcycle to Washington D.C. to attend the National Police Week events. Mr. Rikkers moved and Ms. Borisyrudin seconded a motion to approve the use of \$500 for gas and a portion of Officer Beck's lodging costs. Motion passed unanimously.

xvii) **Consider increase in hours of Community Service Officer/Police Clerk from 30 to 40 hours per week and changes to job requiring EMT certification within six months** Ms. Townsend moved and Mr. Benforado seconded a motion to increase the CSO/Police Clerk position to full time and to revise the job description to state the employee is encouraged to become an EMT within six months. Motion passed unanimously.

**C. Public Hearings**

iii) **Public Hearings on Ordinance L-2012-1 amending sections 10-1-33, 10-1-52, 10-1-100, 10-1-124 and 10-1-125 of the Village Code relating to zoning**

a) **Call hearing to order** Mr. Sundquist opened the public hearing at 9:42 pm.

b) **Over view of proposed changes** Mr. Zellers described the proposed changes to the Zoning Code. He noted the revisions were approved by the Plan Commission and Village Attorney.

c) **Public invited to speak** Ms. Borisyrudin had concerns about revisions to sections 10-1-33(d)(2) and 10-1-33(d) (5). Anne Helsley, 817 Maple Terrace, objected to the reduction of the property owner notice requirement in section 10-1-52 from 1000' to 300.'

d) **Close public hearing** Mr. Sundquist closed the public hearing at 10:34 pm.

**D. Ordinances**

i) **First Reading of Ordinance L-2012-1 amending sections 10-1-33, 10-1-52, 10-1-100, 10-1-124 and 10-1-125 of the Village Code relating to zoning** The Trustees took no action on [Ordinance L-2012-1](#).

**E. New Business Motions and Resolutions**

xiv) **Consider purchase of new truck** As detailed in Mr. Lybeck's memo of March 1, 2012, the Services Committee recommended that the Board approve the purchase of a new chipper truck. The purchase will be financed with a State Trust Fund loan. The 2002 chipper truck will remain in the fleet and will replace the 1998 GMC Sonoma, which will be sold. Ms. Borisyrudin moved and Ms. Townsend seconded a motion to authorize the purchase of a 2012 Ford Super Duty F-350

with aluminum dump box and chipper box for a total cost of \$43,000. Motion passed unanimously.

#### **D. Ordinances**

**iii) and iv) First Reading of Ordinance L-2012-3 amending sections 11.06(2) of the Village Code related to snow and ice removal on School Route sidewalks** Ms. Borisy-Rudin moved and Mr. Benforado seconded a motion to approve the first reading of [Ordinance L-2012-3](#) which would expand the number of sidewalks the DPW crew maintains in the winter. The Trustees agreed to table the motion until the Public Works Committee reviewed the proposed ordinance.

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

**iii) Resolution R-2012-1 – Initial resolution authorizing \$625,000 general obligation bonds for community development projects in tax increment districts** Mr. Benforado moved and Mr. Sundquist seconded a motion to approve [Resolution R-2012-1](#). Motion passed unanimously.

**iv) Resolution R-2012-2 – Initial resolution authorizing \$145,000 by issuing its general obligation bonds for the public purpose of financing sewerage projects, consisting of storm sewer improvements** Mr. Benforado moved and Mr. Sundquist seconded a motion to approve [Resolution R-2012-2](#). Motion passed unanimously.

**v) Resolution R-2012-3 – Initial resolution authorizing \$555,000 general obligation bonds for street improvement projects** Mr. Benforado moved and Mr. Sundquist seconded a motion to approve [Resolution R-2012-3](#). Motion passed unanimously.

**vi) Resolution R-2012-4 – Initial resolution authorizing \$65,000 by issuing its general obligation bonds for the purpose of financing park and swimming pool facility projects** Mr. Benforado moved and Mr. Sundquist seconded a motion to approve [Resolution R-2012-4](#). Motion passed unanimously.

**vii) Resolution R-2012-5 – Initial resolution authorizing \$90,000 general obligation bonds for the purpose of financing improvements to the public works building which houses machinery and municipal and fire equipment** Mr. Benforado moved and Mr. Sundquist seconded a motion to approve [Resolution R-2012-5](#). Motion passed unanimously.

**viii) Resolution R-2012-6 – Initial resolution authorizing \$1,270,000 general obligation bonds for refunding purposes** Mr. Benforado moved and Mr. Sundquist seconded a motion to approve [Resolution R-2012-6](#). Motion passed unanimously.

**ix) Resolution R-2012-7 – Resolution providing for the sale of \$2,750,000 general obligation corporate purpose bonds** Mr. Benforado moved and Mr. Sundquist seconded a motion to approve [Resolution R-2012-7](#). Motion passed unanimously.

Ms. Borisy-Rudin was excused from the meeting at 10:52 pm.

**xviii) Consider that sick leave accumulated by retired employee Sue Heller be allowed to be used to reimburse her for health insurance premiums through a provider other than the Village plan at a later date due to a non recurring one time problem encountered at the time of her specific retirement** Ms. Townsend moved and Ms. Center seconded a motion to authorize the monthly payment of Ms. Heller's health insurance premiums when the health insurance coverage she presently has under her husband's plan terminates. At that time the Village will send Ms. Heller a check each month equal to the amount of the premium she has to pay, until her accumulated sick leave is exhausted. A letter to that effect will be placed in her employee file. Motion passed unanimously. (**For the record:** Ms. Heller retired in 2010 with 1,787.5 hours of eligible sick leave; since her wage at retirement was \$21.95, her total accumulated sick leave at retirement was \$39,235.63. Ms. Heller presently is using sick leave to pay for family dental premiums. The total to be paid out for health insurance in the future will be reduced by the amounts previously paid for dental insurance premiums).

**ii) Board action to adopt proposed revisions to Personnel Policy Manual** Ms. Townsend moved and Mr. Benforado seconded a motion to revise the Personnel Policy Manual as outlined in Ms. Townsend's memos to the Board dated March 16, 2012 and March 19, 2012. Motion passed unanimously.

**D. Ordinances**

**iv) First Reading of Ordinance L-2012-4 amending section 18.06 of the Village Code related to noxious weed control** Mr. Ridders moved and Mr. Benforado seconded a motion to approve the first reading of [Ordinance L-2012-4](#). Motion passed unanimously.

**E. New Business Motions and Resolutions**

**x) Resolution R-2012-8 – Authorizing Partners for Recreation and Conservation Grant application** Ms. Townsend moved and Ms. Center seconded a motion to authorize the Village to submit a "Partners for Recreation and Conservation" grant application to Dane County. If awarded, the grant would contribute funds for the construction of Phase 1 of the bike path connection from University Bay Drive to Post Farm Park. Motion passed unanimously.

**B. Payment of Bills** In the absence of Village Treasurer David Kuenzi, Mr. Benforado reviewed the board bills. He moved and Mr. Sundquist seconded a motion to approve the payment of the end of February bills in the amount of \$2,116,712.19 and March bills of \$556,186.08 for a total of \$2,672,898.27. Motion passed unanimously.

**E. New Business Motions and Resolutions**

**xi) Resolution R-2012-9 – Thanking Marilyn Townsend for her years of dedicated service to the Village** Action on the resolution was tabled until the next Board meeting.

**8. Reports of Officials and Committees**

**G. Public Works Committee** Ms. Center reported on the petition from the Shorewood Hills School PTO asking to change parking on the west side of the school. The PTO is working with the school and district to resolve the issue.

**There were no further committee reports.**

**9. Adjourn** Meeting adjourned at 11:07 pm.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk