

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

Approved Meeting Minutes
Monday, March 18, 2013

1. **Call to Order** Trustee David Benforado chaired the meeting in Village President Mark Sundquist's absence. Mr. Benforado called the meeting to order at 7:01 pm.
2. **Roll Call** Members of the Board present were Mr. Benforado and Trustees Tim Ridders, Felice Borisy-Rudin, Barbara Center, John Imes and Bob Hurley. Mr. Sundquist was excused. Also in attendance were Village Treasurer David Kuenzi, Village Administrator Karl Frantz, DPW Chief Denny Lybeck, Fire/EMS Chief Keith Anderson, Emergency Services Coordinator David Sykes, Forester Corey George and Village Clerk Cokie Albrecht. Seven visitors were in the audience.
3. **Statement of Public Notice** Karl Frantz confirmed the meeting had been properly posted and noticed.
4. **Procedures Orientation** There was none tonight.
5. **Appearances and Communications**
 - i) **Village Engineer Brian Berquist will present a report on the Village stormwater discharge permit and Village progress on geographic information mapping as well as 2012 street projects and issues due to potential insolvency of contractor** Mr. Berquist said there are concerns about the ability of Rawson Contractors Inc., the contractor for the 2012 street projects, to complete the remaining work—the repair of the road surfaces, installation of the final coat of blacktop and crosswalks, and painting—by the May 24, 2013 deadline. Additionally, approximately \$70,000 is owed by Rawson to subcontractors. Village staff is working with the bonding company to ensure the subs are paid and the work is done. In case Rawson is unable to fulfill its obligations, however, the 2013 street project bid document included alternates for the selected contractor to finish the 2012 street project as part of the 2013 work. The issue will be revisited when the Board meets in early April to award the contract for the 2013 street project. Mr. Berquist also discussed the Village's GIS system, which facilitates extensive recordkeeping within computerized maps. The project is approximately 95% complete.
6. **Board Matters**
 - C. **Ordinances** There were none to consider.
 - D. **New Business Resolutions and Motions** (agenda item taken out of order)
 - i) **Consider approval of plans for bike path/ditch clean out project and authorize bidding of project** Ms. Center and Mr. Berquist detailed the reasons for the joint project—the relocation of the bike path to the south side of the pool and the clean out of the retention pond along the north side of the railroad tracks—was being considered. Consultants from Vierbicher, Ben Zellers, planner, and Suzanne Vincent, landscape designer, described the history of the project and the resultant proposed plans. The Public Works Committee recommended that the Trustees approve moving ahead with the work.

Ms. Center moved and Mr. Ridders seconded a motion to accept the plans as presented and authorize staff to proceed with taking the project to bid with an estimated cost of \$250,000, to be paid with a \$53,200 stormwater grant and TIF 3 funds. Motion passed 5 – 1 with Ms. Borisy-Rudin voting no.

ii) Consider approval of two lot certified survey map for the Walnut Grove property

The certified survey map would change the boundaries of two existing parcels to facilitate the development of the Walnut Grove property. The Plan Commission recommended its approval. Mr. Benforado moved and Ms. Center seconded a motion to pass Resolution R-2013-6 approving the certified survey map for the Walnut Grove property. Motion passed unanimously.

iii) Consider Initial Resolution R-2013-2 Authorizing \$3,070,000 taxable general obligation bonds for community development projects in tax incremental districts

Village financial consultant, Brad Viegut of Baird, described the proposed 2013 borrowing. Baird is recommending the use of a \$3.02 million note anticipation note for the non-taxable portion of the debt since it will provide flexibility—it can fund debt incurred for any project. The Finance Committee recommended that the Board approve the borrowing as presented. Mr. Hurley moved and Mr. Ridders seconded a motion to approve Resolution R-2013-2. Motion passed unanimously.

iv) Consider Initial Resolution R-2013-3 Authorizing \$130,000 taxable general obligation bonds for refunding purposes

Mr. Hurley moved and Mr. Ridders seconded a motion to approve Resolution R-2013-3. Motion passed unanimously.

v) Consider Initial Resolution R-2013-4 Providing for the sale of \$3,200,000 taxable general obligation corporate purpose bonds

Mr. Hurley moved and Mr. Ridders seconded a motion to approve Resolution R-2013-4. Motion passed unanimously.

vi) Consider Initial Resolution R-2013-5 Providing for the sale of approximately \$3,020,000 note anticipation notes

Mr. Hurley moved and Mr. Ridders seconded a motion to approve Resolution R-2013-5. Motion passed unanimously.

vii) Set date for special Board meeting in first week of April to approve Marshall Court reconstruction project bids as well as other possible items

The special Board meeting will be on Thursday, April 4, 2013 at 7:00 pm.

viii) Consider Services Committee recommendation that Village enter into multi-year agreement for purchase and trades of skid steer with purchase amount of approximately \$12,000 in 2013

The Services Committee recommended that the Board enter into the agreement. Under its terms, the Village would trade in its 2006 skid steer loader for a new model at a cost of approximately \$12,000; annually for the next five years, the Village would receive a new skid steer loader at a cost of \$1,250/year. Ms. Borisy-Rudin moved and Mr. Benforado seconded a motion to enter into the “Municipal Trade-In Program” agreement with Bobcat of Madison. The funds for the skid steer purchase would come from the General Fund Contingency Account. Motion passed unanimously.

A. Payment of Bills Mr. Kuenzi reviewed the bills and recommended their approval. Ms. Borisy-Rudin moved and Mr. Benforado seconded a motion to approve the payment of the end of February bills in the amount of \$16,716.07 and \$2,163,297.12 for March expenses, for a total of \$2,180,013.19. Motion passed unanimously.

7. Reports of Officials and Committees

B. Village Administrator Mr. Frantz said he spoke with Scott Frank, the potential developer of the Pyare Square. Mr. Frank is interested in proceeding with the project. He intends to let the zoning expire and re-approach the Board later, perhaps with a request for increased TIF funding.

Mr. Ridders was excused from the meeting at 9:18 pm.

6. Board Matters

B. Consent Agenda

i) Approve February 18, 2013 Board minutes

ii) Street Use Permit – Kinesiology Club 5K Poker Run on April 6, 2013 and Spinal Cord Injury 5K scramble on April 20, 2013

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

D. New Business Resolutions and Motions

ix) Authorize hire of crew person to fill vacancy and set wage at \$17.58 per hour

The Personnel Committee recommended that the Village fill the crew vacancy. Mr. Hurley moved and Mr. Imes seconded a motion to authorize the Village Administrator to hire the person selected by the interview panel. The new employee would be paid \$17.58 per hour. Motion passed unanimously. The Trustees discussed the process to hire Village employees: e.g., does the Board need to act or can some staff be hired administratively? The Personnel Committee will be asked to consider the policy and make a recommendation to the Board.

E. Appointments

i) Yang Tao to Public Works

ii) Tom Larson from alternate to regular member of Board of Review

iii) David Brown as alternate on Board of Review

Mr. Benforado moved and Mr. Hurley seconded a motion to make the appointments listed in 6E.i – iii. Motion passed unanimously.

iv) Review Committee appointments and vacancies The Trustees were asked to consider the present members of the committees they oversee and plan to make reappointments at the May Board meeting.

7. Reports of Officials and Committees

B. Village Administrator

i) Police Department update to policies and procedures Police Chief Pine would like to hire someone to do this and has funds to cover the cost in the Department's operating budget.

ii) Badger Volunteers Mr. George is looking into the possibility of tapping University of Wisconsin students who are interested in volunteering to help with environmental stewardship projects.

B. Personnel Committee The Committee is considering developing a policy for handling the carryover of Police Holiday hours.

C. Services Committee Minutes were included in the Board Packet. The Committee discussed the need for a generator at Village Hall, the future of the Holiday Tree lights, and the issue of sidewalk plowing vs. Village liability. Ms. Center said that the Public

Works Committee would be interested in providing input if the Services Committee were to consider changes to the present policy regarding sidewalk plowing. Repairs to the Community Center will be done this fall.

E. Finance Committee Material about the Green Power Program from MGE was included in the Board Packet. Based on a recommendation by the Finance Committee, the Village reduced its contribution to 15% since the premium to participate in the program has increased. After discussion, no action by the Trustees was taken.

J. Pool Committee The Committee is pleased the repair of the boiler was less expensive than anticipated.

K. Recreation Committee The Committee discussed whether the scholarship guidelines for all recreation programs should be similar. Ms. Borisy-Rudin said she would like the Trustees to consider this topic further.

The remaining committees had nothing further to report.

8. Adjourn Meeting adjourned at 9:58 pm.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk