

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

Draft Meeting Minutes  
Monday, June 17, 2013

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 Dave Benforado, Felice Borisy-Rudin, John Imes and Barbara Center. Tim Ridders arrived later. Bob Hurley was excused. Also in attendance were Village Treasurer David Kuenzi, Village Administrator Karl Frantz, DPW Chief Denny Lybeck, Police Chief Denny Pine, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Twelve 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.
6. **Board Matters**
  - C. **Presentation of 2012 Financial Statements: Renee Meinholz, Senior Project Manager at Baker Tilly** (agenda item taken out of order) Ms. Meinholz distributed and reviewed a “Report to the Board” dated June 17, 2013, which summarized the results of the 2012 audit and the “Report on Internal Controls” which discussed the Village’s financial management in 2012. The Finance Committee recommended acceptance of the 2012 Financial Statement and “Report on Internal Controls.” Mr. Benforado moved and Mr. Imes seconded a motion to accept the reports as presented. Motion passed unanimously.
5. **Appearances and Communications**
  - i) **Representatives from Ronald McDonald House will present preliminary expansion plans and solicit Board comment** Ms. Center recused herself since she is employed by the owner of the Prest Building. At 7:17 pm she left the Board table to sit with the audience.

Ronald McDonald House board member, Steve Hoff, said the organization’s goal this evening was to introduce the expansion project and receive feedback about the project in concept. He described the organization’s plans to purchase the Prest Building next door at 2712 Marshall Court, tear it down, and expand the Ronald McDonald House structure. Ivo Rosendaal from Strang Inc. presented the preliminary architectural drawings for the project. It would include remodeling the existing building, constructing a three story addition that will provide 18 more bedrooms and approximately 20 parking spaces underneath, and installing a parking lot to the east that would include 40 surface parking spaces. The organization envisions expanding the building further—into the space occupied by the parking lot—if needed in the future. The tax implications of the project were discussed by Ronald McDonald House Board President Randy Banks: the Ronald McDonald House is a non-profit and as such is eligible for tax exempt status. An

evaluation of the project's financial impact on the TIF 3 District by Village planning consultant, Ben Zellers of Vierbicher, was included in the Board packet. The Trustees indicated they were receptive to Ronald McDonald House expansion plans but felt the Village will need to remain financially whole. A payment in lieu of taxes (PILOT) arrangement would be likely if the project went ahead. Ronald McDonald House representatives were urged to meet with Village staff to become familiar with the TIF requirements and the possibility of a PILOT.

Mr. Ridders arrived at 7:47 pm and Ms. Center rejoined the Board table at 8:02 pm.

## **6. Board Matters**

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

**i) Resolution R-2013-11 approving amendment to Specific Development Plan (SDP) for property located at 4210 University Avenue to allow for a bank** (agenda item taken out of order) Flad Development now plans to add a bank drive up to the retail building being constructed on the south side of the Walnut Grove project. The Plan Commission determined that the proposed changes to the previously approved plans were extensive enough to require Board action to amend the SDP. The Plan Commission recommended that the Trustees approve the amendment. Mr. Benforado moved and Mr. Ridders seconded a motion to approve [Resolution R-2013-11](#). Motion passed unanimously.

**iii) Consider draft proposed intergovernmental agreement with the City of Madison for fire and emergency medical services** The Trustees discussed the draft agreement and suggested some revisions. Village attorney Matt Dregne will incorporate the appropriate changes in the document and share them with City of Madison representatives for their consideration. A revised version of the agreement will then be presented to the Trustees for their further review in a few months.

Mr. Ridders was excused from the meeting at 9:31 pm.

**A. Payment of Bills** Mr. Kuenzi reviewed the bills and recommended their approval. Mr. Benforado moved and Mr. Sundquist seconded a motion to approve the payment of the end of May bills in the amount of \$19,238.20 and \$414,045.02 for June expenses, for a total of \$433,283.22. Motion passed unanimously.

### **B. Consent Agenda**

**i) Approval of May 20, 2013 Board meeting minutes**

**ii) Street use permits**

**a) June 22 Burbank Place Block Party**

**b) July 3 Shorewood Hills Volunteer Fire Association**

**iii) Tobacco Licenses**

**a) Steve's Liquor Store**

**b) Walgreen's**

**c) Copp's Food Center**

**d) Blackhawk Country Club**

**iv) Class A Retail Combination Beer and Wine**

**a) Steve's Liquor Store**

- b) **Copp’s Food Center**
- v) **Class B Combination Beer and Liquor**
  - a) **Vom Fass**
  - b) **Sa-Bai Thong**
  - c) **Blackhawk Country Club**
  - d) **La Brioche/Tru Food**
- vi) **Class B Beer/Class C Wine**
  - a) **Noodles and Company**
- vii) **Temporary Class B – Beer**
  - a) **Shorewood Hills Volunteer Fire Association**

Mr. Benforado requested the removal of the liquor license for La Brioche from the Consent Agenda. He moved and Mr. Sundquist seconded a motion to approve the remaining items on the Consent Agenda. Motion passed unanimously.

The Trustees discussed the requirements for La Brioche to serve alcohol on its exterior patios. Mr. Frantz said the liquor license must detail the boundaries of the area where the liquor will be served. Mr. Benforado moved and Ms. Borisy-Rudin seconded a motion to approve the Class B combination Beer and Liquor license for La Brioche. Motion passed unanimously.

#### **D. Ordinances**

i) **Third reading of Ordinance L-2013-2 changing the zoning classification of property located at 4610 University Avenue from C-2-(P) Commercial District Planned Overlay to Planned Unit Development** Mr. Benforado moved and Ms. Center seconded a motion to waive the third reading and approve [L-2013-2](#). Motion passed unanimously.

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

ii) **Resolution R-2013-12 accepting Compliance Maintenance Annual Report** Mr. Benforado moved and Mr. Sundquist seconded a motion to approve the Compliance Maintenance Annual Report. Motion passed unanimously.

iv) **Consider purchase of emergency generator** Discussion of this agenda item was deferred.

#### **F. Appointments**

Ms. Borisy-Rudin and Ms. Center volunteered to serve as alternates on the Board of Review. Mr. Sundquist said he would like to reappoint Earl Munson and Jim Etmanczyk to three year terms on the Plan Commission. Mr. Benforado moved and Ms. Center seconded a motion to approve the appointments. Motion passed unanimously.

### **7. Reports of Officials and Committees**

#### **A. Village President**

i) **Fourth of July** Mr. Sundquist and Mr. Benforado will be out of town and not available to assist with the Trustees’ picnic on the Fourth of July. The remaining Trustees indicated they would have it covered.

#### **B. Village Administrator**

i) **Update on Four Corners Wood Carving** Mr. Frantz said that the wood carving will be on display at the DPW Building and donations will be solicited.

**ii) Blackhawk lease** The Blackhawk Country Club contacted Mr. Frantz to discuss the next steps in renegotiating the lease. Mr. Frantz suggested that the Club present a proposal for the Trustees' consideration.

**iii) Legal services expenses** Because several unforeseen matters have required legal advice, Mr. Frantz reported he expected the Village will go over the budgeted expense for legal services this year.

**iv) Pool traffic circulation changes** To improve auto/pedestrian/bicycle traffic flow in the Pool area, barriers have been installed on the traffic circle to the north of the wading pool area. Car traffic must now travel through the parking lot by the gardens. Only pedestrians and bicycles can continue through the north side of the traffic circle. Mr. Frantz said the barriers can be removed if they prove unhelpful. Consideration of the installation of a stop sign at the west end of Purdue Street, at the intersection with Columbia Road, was referred to the Public Works Committee.

**v) B Cycle locations** The UW Hospital will install a B Cycle station on the hospital grounds. The owners of B Cycle are looking for locations for additional stations in the area.

**vi) Parking restrictions** Chief Anderson said he is concerned that when cars are parked on both sides of narrower Village streets, fire engines will not be able to get through. The Chief will work with the Public Works Committee to determine if some of the problematic streets should be signed as one side only parking.

**D. Services Committee** Ms. Borisy-Rudin reported that the wires on the Holiday Tree lights are frayed and dangerous. She would like to see them removed.

**E. Finance Committee** Mr. Benforado reported that the KURT event was a success. The organizers appreciated the DPW crew's assistance.

**F. Plan Commission** The Commission considered the proposed expansion of the Ronald McDonald House. The members asked Panchero's to revise the proposed change to the business' signage.

**G. Public Works Committee** The Committee prioritized the road reconstruction projects tentatively to be undertaken in 2014. The Committee is dealing with the University Avenue traffic study.

**K. Pool Committee** Ms. Center is hopeful the Committee will standardize the awarding of pool scholarships. She feels the present method is too subjective.

**The remaining committees had nothing further to report.**

**8. Adjourn** Meeting adjourned at 10:19 pm.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk