

Village of Shorewood Hills
Board of Trustees Meeting

Draft Meeting Minutes
Monday, November 18, 2013

1. **Call to Order** Village President Mark Sundquist called the meeting to order at 7:00 pm.
2. **Roll Call** Members of the Board present were Mr. Sundquist and Trustees Bob Hurley, Dave Benforado, Felice Borisy-Rudin, John Imes, Barbara Center and Tim Ridders. Also in attendance were Village Treasurer David Kuenzi, Village Administrator Karl Frantz, DPW Chief Denny Lybeck, Police Chief Dennis Pine, Fire/EMS Chief Keith Anderson, Police/Court Clerk Marty Davis, Police Assistant Aaron Reisinger, Crew member Mark Stumpf, Deputy Clerk Karla Endres, Administration Assistant Betsy Kramer, Police Officers Nick Pine, Jeff Beck and Jaime Weitzel, and Village Clerk Cokie Albrecht. Eight 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 tonight.
5. **Appearances and Communications** Fire Captain Gary Johnson distributed a report of the revenues and expenses associated with the 2013 fireworks display; \$8,757.19 in donations were collected, more than any previous year. The final cost to the Village and Blackhawk Country Club, which equally share the net expense, was \$315.98. Mr. Johnson anticipates the fireworks show could occur in 2014 if volunteers and insurance were available.
6. **Board Matters**
 - C. Public Hearings (agenda item taken out of order)**
 - i) **Public hearing on 2014 Village budget** Mr. Sundquist opened the public hearing at 7:11 pm.
 - ii) **Overview of 2014 budget** Copies of the materials provided at the Budget Presentation held on November 4, 2014 were available.
 - iii) **Public invited to speak** Fire/EMS Chief Anderson asked the Board to consider the Village employees, whose wages and benefits comprise a good portion of the budget expenses but who are the Village government's greatest asset. He asked the Trustees to remember their net incomes since the passage of Act 10 in 2011 have been repressed. Anne Helsley-Marchbanks, 817 Maple Terrace, asked why the 2014 budget included wages and benefits for Fire/EMS. Mr. Sundquist replied that the expenses are for staff time working on the transition to the provision of emergency services by the Madison Fire Department. Chief Anderson will oversee the transition, including the sale of the Fire/EMS equipment, until his retirement in mid-March. Also the Village will honor its commitments to the Fire/EMS interns until their completion of the MATC Fire Academy in spring, 2014.
 - iv) **Close public hearing** Mr. Sundquist closed the public hearing at 7:18 pm.
 - E. New Business Resolutions and Motions (agenda item taken out of order)**

i) Consider 2014 Village budgets and set tax levy Mr. Benforado moved and Ms. Center seconded a motion to approve all the 2014 budgets including the General, Sewer, Water, Stormwater, Pool, Waterfront, TIF 3 and 4, and Debt Budgets as presented and recommended by the Finance Committee, and set the 2014 levy as it appears on the General Budget at \$2,448,290. Motion passed unanimously. The 2014 General Budget includes funds to pay off the 2012 State Trust Fund loan and uses approximately a third of the anticipated revenue from the sale of the Fire/EMS equipment to pay for transition costs in 2014. The Finance Committee has recommended that the remaining two-thirds of the proceeds are used to offset General Fund expenses over the following two years.

ii) Authorize Village to carryover unused levy capacity Because the levy was approved as recommended, this agenda item was not considered this evening.

iii) Consider Plan Commission recommendation and findings to approve conditional use permit request for patio/stairwell and shoreline improvements at 3414 Lake Mendota Drive Mr. Benforado moved and Ms. Borisy-Rudin seconded a motion to approve the conditional use permit to allow the installation of a patio, stairwell and shoreline improvements at Jack and Tracy Koziol's property at 3414 Lake Mendota Drive. Motion passed unanimously.

v) Consider Plan Commission recommendation and findings to approve a special exception permit to exceed roof height regulations at 3520 Topping Road (agenda item taken out of order) Mr. Benforado moved and Ms. Center seconded a motion to approve the special exception permit to exceed the roof height regulations at the property owned by Brent and Phoebe Stark at 3520 Topping Road. Motion passed unanimously.

A. Payment of Bills Mr. Kuenzi reviewed the bills and recommended their approval. Mr. Benforado moved and Mr. Hurley seconded a motion to approve the payment of the end of October bills in the amount of \$137,957.31 and \$249,815.46 for November expenses, for a total of \$387,772.77. Motion passed unanimously.

B. Consent Agenda

i) Approval of October 21, 2013 regular and closed session minutes and November 4, 2013 special meeting minutes Mr. Benforado moved and Mr. Imes seconded a motion to approve the Consent Agenda item. Motion passed unanimously.

E. New Business Resolutions and Motions (agenda item taken out of order)

iv) Consider Plan Commission recommendation and findings to approve conditional use permit request to install an emergency generator at 1504 Sumac Drive Mr. Benforado moved and Mr. Imes seconded a motion to approve the conditional use permit for the installation of a generator at Tom Palay and Diane Gutmann's property at 1504 Sumac Drive. Motion passed 6 to 1 with Ms. Borisy-Rudin voting no. She felt the homeowners should have discussed the installation of the generator with their neighbors.

vii) Staff update and Board discussion on the ongoing Village process to welcome new residents at Arbor Crossing and the Lodge at Walnut Grove and acquaint them with Village government, events and opportunities Mr. Frantz said that all the residents at Arbor Crossing received a welcome packet from the Village which included welcome letters from the Village and Shorewood Hills Community League, a Directory, current Village Bulletin, Volunteer sign-up sheet, and voter registration form. The residents at the Lodge, which will open in Spring, 2014, will receive a similar welcome packet. The residents at both will receive a monthly Bulletin. Some residents of Arbor Crossing would like to obtain a Village parking permit. The Public Works Committee has determined that because of the limited parking on Marshall Court and the availability of underground parking at the apartment building, parking permits will not be issued to

residents there. The Trustees asked Village staff to determine if parking spaces at Arbor Crossing are still available, their cost, and if the parking there is being handled in compliance with the Developers Agreement. A suggestion: ask the developers of both buildings to install bulletin boards in their lobbies for the posting of Village notices.

D. Ordinances

i) Second and possible third reading of Ordinance L-2013-3 amending Section 11.06(1) and repealing Section 11.06(2)(a)(b)(c)(d)(e) of the Village Code, “Snow and Ice Removal School Routes” Mr. Ridders moved and Ms. Center seconded a motion to waive the second and third readings of L-2013-3 and approve the ordinance. Motion passed unanimously.

E. New Business Resolutions and Motions

vi) Consider purchase of pick up truck Ms. Borisy-Rudin moved and Mr. Imes seconded a motion to approve the purchase of a 2014 F-250 Ford truck from Kayser Ford at a total cost, with bed liner and toolbox, of \$24,973. Motion passed unanimously.

D. Appointments By consensus, the Trustees approved Mr. Sundquist’s appointment of Fred Wade and John Imes to the Joint West Campus Committee to replace Tim Ridders and Mr. Sundquist who are stepping down.

Mr. Frantz said at the next Joint West meeting the UW will present its proposed Recreation Sports Master Plan. The plan includes the development of the University Bay fields into a sports complex. The University proposes the installation of synthetic turf, several fields designed for specific sports, chain link fences, public address systems, bleachers, electronic scoreboards and lights. The lights would be similar to those installed on the playing fields to the west and east of the Natatorium on the UW campus. The development would also include expanding the parking lot at the north side of the fields (at the corner of University Bay Drive and Oxford Road) and installing a new parking lot to the north of the Weisman Center. Mr. Frantz is concerned about the significant impact of the proposed development on the Village; he will keep the Trustees notified of opportunities to influence the final components of the Master Plan/University Bay field configuration.

7. Reports of Officials and Committees

A. Village President Mr. Sundquist said the program at the Recognition Dinner on January 18, 2014 will honor the Fire/EMS volunteers. He is working on the letter to Village property owners to be mailed with the tax bills in mid-December. He anticipates it will include a discussion of the changes in the Village in the past year, including the new apartment buildings.

B. Village Administrator The Trustees congratulated Ms. Endres on her award of the International Institute of Municipal Clerks’ designation of Certified Municipal Clerk. Included in the Board Packet was a resignation letter from DPW Chief Lybeck. His last day of work will be February 28, 2014, with an official retirement date of March 28, 2014. The Shorewood Hills Community League donated \$525 for the Four Corners Tree Carving. Mr. Frantz thanked Ms. Kramer and Parks Committee member Nancy Heiden for preparing and sending hand-written thank you notes to all who donated to the project.

C. Personnel Committee The Committee has not met. Ms. Center, Chair of the Pool Committee, said that Pool Manager Chris Carbon is resigning. The Pool Committee decided to internally post the job opening since it is not a department head position. The members hope to have someone hired by January 1, 2014.

D. Services Committee The Committee discussed and recommended the purchase of the 2014 F-250 pickup truck.

E. Finance Committee Mr. Benforado said he had nothing further to report from the Finance Committee. He said he would support the Village's contribution of \$500 as requested by Safe Communities in its letter of October 14, 2013 if other municipalities would donate proportional shares.

G. Public Works Committee The Committee further discussed the reconstruction of Wellesley and Dartmouth Roads; is working on policies for traffic calming efforts; and will look at parking regulations throughout the Village.

I. Recreation Committee The Committee will meet tomorrow.

J. Parks Committee The Village is losing many oak trees to oak wilt; when the emerald ash borer (EAB) arrives, it will infect ash trees. The Committee is working on an adopt-a-tree program to fund the treatment of threatened street trees. It is also developing a policy for the handling of ash trees once EAB is here.

The Trustees had nothing further to report about the remaining committees.

Closed Session At 8:52 pm, Mr. Sundquist announced that the Board would consider going into Closed Session as per §19.85(1)(e) of the Wisconsin State Statutes deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a Closed Session and may reconvene to Open Session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in Closed Session (Blackhawk Country Club lease negotiations). Mr. Ridders recused himself since he is a member of the Blackhawk Country Club. He said that he had personal commitments that required his leaving the meeting this evening but in the future would like to be allowed to listen to the Closed Session conversation. The Trustees discussed whether that would be allowed. Mr. Ridders left the meeting at 9:01 pm. At 9:01 pm the roll call vote to go into Closed Session was: Mr. Sundquist – yes; Mr. Benforado – yes; Mr. Imes – yes; Ms. Borisy-Rudin – yes; Ms Center – yes; and Mr. Hurley – yes. Mr. Frantz and Ms. Albrecht were asked to stay. The remaining attendees left the meeting.

While in Closed Session the Trustees discussed the Blackhawk Country Club lease. Mr. Hurley was excused at 9:41 pm.

Open Session At 9:46 pm Mr. Sundquist announced that the Board would return to Open Session as per Section 19.85(2) to address any business that may be the result of discussions conducted in Closed Session. The roll call vote was: Mr. Sundquist – yes; Mr. Benforado – yes; Ms. Borisy-Rudin – yes; Ms Center – yes; and Mr. Imes – yes.

8. Adjourn Meeting adjourned at 9:46 pm.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk