

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

Draft Meeting Minutes  
Monday, February 17, 2014

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 John Imes, Barbara Center, David Benforado, Tim Ridders and Bob Hurley. Felice Borisy-Rudin was excused. Also in attendance were Village Treasurer David Kuenzi, Village Administrator Karl Frantz, Police Chief Denny Pine, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Four 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** There were none tonight.
6. **Board Matters**
  - D. New Business Resolutions and Motions**
    - iii) **Consider Park Bank for Village banking services** (agenda item taken out of order) Sam Huntington, Scott Ducke and Pablo Sanchez, Vice Presidents at Park Bank, presented their proposal to provide banking services to the Village. The advantages to switching to Park Bank include no service fees, free remote deposit capability, FDIC insurance on all balances and an interest rate that is higher than LGIP's. Additionally, Park Bank is opening a branch office in Shorewood Hills this spring—it will be a local business and easily accessible. Mr. Benforado moved and Mr. Ridders seconded a motion to accept Park Bank's proposal and move the Village's accounts there. 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 January bills in the amount of \$66,794.06 and \$574,819.13 for February expenses, for a total of \$641,613.19. Motion passed unanimously.
      - B. Consent Agenda**
        - i) **Approve the January 21, 2014 Caucus and Board minutes and the minutes of the Joint meeting with the Plan Commission on January 28, 2014**
        - ii) **Street Use Permit – The Kurt, Saturday, June 21, 2014**

Mr. Hurley moved and Ms. Center seconded a motion to approve the Consent Agenda items. Motion passed unanimously.
      - C. Ordinances**
        - i) **Third reading of an Ordinance L-2014-1 relating to Fire Protection, Emergency Medical Service conveyance and regulations** Mr. Frantz mentioned the proposed ordinance also includes a provision that will permit other law enforcement agencies to write citations on the Village's municipal court. Among other activities, this will allow

the Village to participate in joint OWI enforcement efforts. Mr. Hurley moved and Mr. Ridders seconded a motion to waive the third reading and approve [Ordinance L-2014-1](#). Motion passed unanimously.

**D. New Business Resolutions and Motions**

**i) Resolution R-2014-1 Recognizing and thanking Department of Public Works Crew Chief Dennis Lybeck for his years of service to the Village and wishing him well in his retirement** Mr. Imes moved and Mr. Benforado seconded a motion to approve [Resolution R-2014-1](#). Motion passed unanimously.

**ii) Resolution R-2014 -2 Thanking Dan Thompson for his years of service as Executive Director of the League of Wisconsin Municipalities** Mr. Benforado moved and Ms. Center seconded a motion to approve [Resolution R-2014-2](#). Motion passed unanimously.

**iv) Discuss payment in lieu of tax (PILOT) issue with Ronald McDonald House and its proposed building expansion** Mr. Frantz said the Ronald McDonald House representatives withdrew this agenda item; they will ask to be included in a future Board agenda. The consensus of the Board was that the Ronald McDonald House will need to provide a PILOT if it plans to proceed with the expansion of the building. The Trustees agreed the House is a worthy charity but it is not the Board's prerogative to require Village tax payers to donate to it—waiving the PILOT requirement would effectively be that. The Board also expressed concern about the precedent that waiving the PILOT, in contradiction of the Village's Master Plan, would set for future development on Marshall Court.

**v) Consider accepting bid for ditch/bike path project Part A**

**vi) Consider accepting bid for ditch/bike path project Part B**

Ms. Center moved and Mr. Benforado seconded a motion to accept the low bids for the ditch/bike path project: Janke Construction's bid of \$142,574.80 for Part A, the ditch cleanout; and Voegeli Landscaping's bid of \$191,438.00 for Part B, the landscaping portion of the project. Motion passed unanimously. The total cost of the project, \$334,012.80, will be offset by a \$53,200 stormwater grant and a \$114,965 PARC grant, both from Dane County.

**viii) Consider action related to proposed University Bay fields expansion project**

The Board and Plan Commission members agreed that, given the significant negative impacts of the UW's current plans for the University Bay Fields, this issue will become a standing agenda item on both the Board and Plan Commission agendas. Village staff will keep the members informed as the plans to develop the fields into a sports complex evolve. Mr. Frantz reported the UW has announced it will do an Environmental Impact Assessment of the plans earlier than initially scheduled.

**ix) Consider course of action on hire of new Public Works crew chief** The Trustees agreed with the Personnel Committee's recommendation to post the crew chief vacancy internally and to increase the hours of the half-time custodian position to create a full-time crew spot. Assuming one of the crew members who is interested in the chief position were promoted, the department's staff then would consist of the crew chief and four crew members—a reduction of a half-time position from present. The Personnel Committee will interview the crew chief candidates and make a hiring recommendation to the Board.

**x) Review and consider any changes to the fee reimbursement for administrative and other Village services performed for Village recreation programs** Discussion of this agenda item was deferred until Ms. Borisy-Rudin is present.

**xi) Consider approval of Village computer upgrades and migration of email system to the cloud** Mr. Benforado moved and Mr. Ridders seconded a motion to accept Information Technology Professionals' (ITP's) proposal to replace the Village's computer server in an amount not to exceed \$24,210.37. Motion passed unanimously. Mr. Benforado moved and Ms. Center seconded a motion to approve the conversion of the Village's email from the present on-site physical server to a Gmail cloud service at an initial annual cost of \$3,600 to Google and a one time payment of \$5,000 to ITP for its labor to perform the migration.

**xii) Please take notice that the Board may adjourn to Closed Session as per §19.85(1)(e) due to bargaining reasons 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 Lease Negotiations)** The Trustees did not feel it was necessary to go into closed session—Mr. Sundquist said there was little to report. The Committees will meet at the end of February.

**vii) Consider policy related to closure of pool memberships** (this agenda item was taken out of order) Pool Manager Erik Johnson arrived at 9:00 pm. Ms. Center moved and Mr. Benforado seconded a motion to accept the Pool Committee's recommended policy for handling requests for memberships when the Pool is at capacity. Motion passed unanimously.

**E. Appointments** There were none this evening.

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

### **A. Village President**

**i) Update on meeting with Madison Metro Transit on Village participation and future meetings** Mr. Sundquist reported on the meeting he, Ms. Borisy-Rudin, Mr. Frantz, and Ms. Albrecht attended with representatives of Madison Metro Transit. Madison Metro has developed a formula to calculate each municipality's share of the bus system's annual costs. The formula, which heavily weights the ridership and bus volumes on University Avenue, calculates Shorewood Hills' share would be ~ \$288,000 a year, far more per capita than that asked of other municipalities participating in the system. Mr. Sundquist said the Village may want instead to pass a resolution that says Shorewood Hills values mass transit, supports the work of the Madison Metro Transit system, and states a fair amount that the Village will be willing to contribute toward its support.

**ii) Update on meeting with Badger Aquatics Club (BAC) and Blackhawk Country Club on potential pool project at Blackhawk** Mr. Sundquist, Ms. Center, Mr. Frantz and the president of BAC met with representatives of the Blackhawk Country Club to discuss the feasibility of building a year-round pool at the Country Club. The vision is of a modular building that can be removed in the summer to provide an outdoor pool for the use of Country Club members. In cold weather the walls of the building would be installed and the facility would be open to Village residents, BAC and other users. The group will meet with a representative from USA Swimming at the end of April to explore the concept further.

### **B. Village Administrator**

**i) Oak Park Place update** Mr. Frantz expects Scott Frank, the developer of the proposed continuum of care facility at the Pyare Square property, will have plans for the Board's consideration at the March meeting.

**ii) Emergency boiler replacement** The new boiler was installed.

**iii) Telemetry upgrades** Mr. Frantz reported the telemetry alarms at the sewage booster stations are old and may need to be replaced soon. He anticipates they will be expensive; staff will do further research on the needs and options.

**C. Personnel Committee**

**i) Update on part time Police Court Clerk staffing** Mr. Frantz said the Personnel Committee recommended the Police and Court Clerk assistants would remain LTE's for now.

**G. Public Works Committee** The Committee is working on a street signage report.

**J. Parks Committee** Mr. Ridders said the Adopt an Ash Tree program may be difficult to administer. It may be more efficient for the Village to fund the ~ \$7,200/year cost (based on the estimate of ~\$14,500 to treat the trees every two years).

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

**8. Adjourn** Meeting adjourned at 10:00 pm.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk