

**Village of Shorewood Hills  
Board of Trustees Minutes  
Monday, May 21, 2018**

**1. Called to Order** Village President David Benforado called the meeting to order at 7:00 p.m.

**2. Roll Call** Members of the Board present were Mr. Benforado and Trustees Fred Wade, Scott Freidman, John Imes, Tracy Bailey, Mark Lederer and Village Treasurer Sean Cote. Trustee Anne Readel was excused. Also in attendance were Village Administrator Karl Frantz, Police Chief Aaron Chapin, Public Works Chief John Mitmoen, Administrative Services Manager/Deputy Clerk David Sykes and Village Clerk Karla Endres.

**3. Statement of Public Notice** Karl Frantz stated the meeting has been properly noticed.

**4. Procedures Orientation** Mr. Benforado briefly spoke about meeting minutes for all committees and that they should reflect the decisions made in the meetings.

**5. Appearances and Communications**

**6. Board Matters**

**A. Payment of Bills**

Mr. Cote gave a brief background on the bills presented for payment.

Mr. Wade moved and Mr. Imes seconded a motion that the Board ratify the payment of April prepaids of \$65,744.42 and authorize payment of the May Board bills totaling \$166,192.34, for a total of \$231,936.76.

Motion passed 6-0.

**B. Consent Agenda**

Mr. Imes moved and Mr. Lederer seconded a motion to approve the consent agenda with the exception of the minutes of April 17, 2018 and item three for seasonal hires and wage approval.

Mr. Wade moved and Mr. Lederer seconded a motion for approval of the April 17, 2018 minutes with three amendments noted.

Motion passed 6-0.

Mr. Lederer moved and Mr. Imes seconded approval of the seasonal hires and wage rates.

Motion passed 5-0-1. Mr. Lederer abstained.

**C. Ordinances**

**i. First and possible second reading of an Ordinance L-2018-1 An Ordinance creating section 5.07(1) of the Village code of ordinances relating to abandoned or unclaimed property in the possession of the Police Department**

Mr. Friedman moved and Mr. Wade seconded approval of the first and second reading of ordinance L-2018-1.

Mr. Wade suggested a change in the language to state “may be disposed of by donation to any charity or philanthropic organization by any means determined by the chief of Police in his or her discretion, if he or she determines that the donation is in the best interest of the Village.”

Mr. Friedman would like to have the language to state to dispose of by donation first and then get rid of in any other manner so it is not difficult for the police to get rid of old possessions when able to.

Mr. Benforado is comfortable with the language Mr. Wade suggested.

Motion passed 6-0.

**D. New Business Resolutions and Motions**

**i. Consider Resolution R-2018-6 Revising fee schedule**

David Sykes gave a brief summary of the proposed changes regarding the bike license revenue as well as a couple other items on the fee schedule.

Mr. Wade suggested the staff bring the changes in front of the services committee except for the bike license and have that approved tonight.

Mr. Lederer suggested postponing approval of the fee schedule until Ms. Readel can be here to present the Community Center fee schedule.

Mr. Frantz stated this is an agenda item that could go to either the services or finance committee for review.

Mr. Benforado suggested the bike license and the community center fees could be approved tonight and the rest could be referred to services.

Mr. Wade Moved and Mr. Lederer seconded a motion to approve the recommended changes to the bike license to essentially remove the fee making them non-expiring licenses.

Motion passed 6-0.

**ii. Consider action on establishment of policy related to use of the Board room.**

Mr. Benforado stated this item will be referred to services committee.

Mr. Friedman stated if there is going to be a policy that public versus private should be considered on a basis of who can use it.

Mr. Benforado stated he agreed with Ms. Readel's previous comment of making Village buildings more accessible for use to the residents.

Mr. Lederer stated it would be good to state which groups are able to use the buildings.

**iii. Authorize correspondence to the City of Madison requesting "Class B" transfer combination liquor license**

Mr. Wade complimented Karl on his letter and felt the letter should be sent to the City of Madison.

Mr. Imes moved and Mr. Wade seconded a motion for approval of the letter to the City of Madison for the liquor license transfer.

Motion passed 6-0.

**iv. Consider authorization to purchase phone Mitel 250 phone system from ESG Group and necessary cabling in an amount not to exceed \$23,000**

Mr. Wade moved and Mr. Friedman seconded a motion for approval to purchase the Mitel 250 phone system from ESG Group.

Mr. Frantz explained the issues with the phone system and phone lines staff experienced last week and that it was a problem with the AT&T lines themselves.

Motion passed 6-0.

**v. Authorize demolition of Scout Shack at Post Farm Park**

Mr. Wade moved and Mr. Lederer seconded a motion for demolition of the Scout Shack at Post Farm Park at some point after July 15, 2018.

Mr. Wade described that the Parks committee would prefer the demolition of the shack to be done in the winter to preserve the ground and vegetation.

Mr. Benforado stated the announcement of the demolition should be put in the bulletin and give residents a chance to voice their opinion.

John Mitmoen suggested waiting until after the pool season is over, more toward September, to avoid high traffic volume at the pool.

Motion passed 6-0.

**vi. Consider underground electric service easement to MG&E.**

Mr. Benforado recused himself at 8:00 p.m. and sat in the audience.

Mr. Frantz explained that he had spoken with a law firm who deals with utility easements and would prefer to not spend any more money on this topic but to rather submit the revised language in the agreement to MG&E and see how they respond.

Mr. Wade suggested we could approve the easement tonight and continue to have Mr. Frantz contact MG&E to change the language away from the word perpetual. He said he would suggest “grant the easement as needed” and remove the word perpetual from the easement.

Mr. Frantz is going to propose the language to MG&E.

No action was taken.

Mr. Benforado returned to the table at 8:10 p.m.

## **E. Appointments**

### **i. Public Works Committee**

#### **ii. Golf Committee Coordinator- Michael Steinman**

Mr. Wade moved and Mr. Lederer seconded a motion to appoint Michael Stineman to be the coordinator of the golf committee.

Motion passed 6-0.

#### **iii. Tracy Bailey- Chair Recreation Committee**

Mr. Imes moved and Mr. Wade seconded a motion to appoint Tracy Bailey to chair the Recreation Committee.

Motion passed 6-0.

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

**A. Village President-** Mr. Benforado spoke on the July 4<sup>th</sup> picnic responsibilities for the Board.

### **B. Village Administrator –**

#### **i. Food carts and music before Fireworks at Blackhawk on July 4**

Blackhawk Country Club is interested in getting more involved with the community for the July 4<sup>th</sup> event and had suggested having food carts available before the fireworks.

Mr. Benforado asked that the food carts don't affect the Village picnic and should start around 8:00 p.m. or after the picnic.

#### **ii. Data Loss Insurance Claim Status**

Mr. Frantz updated the Board on the insurance claims from Computer Magic, specifically the lost productivity claim.

Closed session at 8:25 p.m., Mr. Benforado announced the Board of Trustees would go into closed session pursuant to Section 19.85(1)(c) and (e) of the Wisconsin State Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility and for 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 (police compensation and employment matters). The roll call vote was: Mr. Benforado-yes; Mr. Friedman-yes; Mr. Lederer-yes; Mr. Imes-yes; Mr. Wade-yes; Ms. Bailey-yes. Chief Aaron Chapin, Mr. Cote, Mr. Frantz and Ms. Endres were asked to stay. The remaining attendees left the meeting.

Open Session at 8:56 p.m. Mr. Benforado announced the trustees would reconvene to Open Session. The roll call vote was: Mr. Benforado-yes; Mr. Friedman-yes; Mr. Lederer-yes; Mr. Imes-yes; Mr. Wade-yes; Ms. Bailey-yes.

Mr. Lederer asked Mr. Frantz for an update to the status of the bargaining contract for the Police Officers.

Mr. Frantz stated they are waiting for the union to give the village a contract to review.

**C. Personnel Committee** –Minutes included in Board packet.

**D. Finance Committee** – Have a future meeting date set in June.

**E. Plan Commission** – Explained there is a resident that wants to put a tram down to the lake on their property. The marina is on one side of this property and a neighbor on the east side of the property.

UW Hospital came before the Board to get approval for signage change to the Emergency Room entrance. They are reducing the amount of signs and the size of signs as an improvement for the Village. It was treated as a minor amendment to a conditional use permit so it does not need to come before the Board for approval.

Mr. Benforado explained that the Lodgic project is coming for General Development plan and the specific development plan approval to the June Plan Commission meeting.

**F. Public Works Committee** – Dane County is collecting traffic counts for data to be available in June. The committee talked about resurfacing a couple streets, particularly Lake Mendota Drive.

**G. Services Committee** – Met and minutes are in the Board packet. Pellitteri Waste systems presented to the committee on the recycling program. The Village should advertise the fact that Pellitteri has a video on its website as well as the fact small items like bread ties, bottle tops, etc. are contaminating the recyclables. Resident review of the video may help to make recycling more efficient and effective.

**H. Public Health & Safety Committee** – nothing to report.

**I. Recreation Committee**- nothing to report.

**J. Ad hoc Sustainability Committee** – nothing to report.

**K. Ad Hoc Heiden Haus**- met and the committee is coming to the consensus that no major renovations will be made except paint and a little maintenance to the field.

**L. Parks Committee** nothing to report.

**M. Blackhawk Liaison Committee** Shorewood Scramble is rescheduled for September 10<sup>th</sup>.

**N. Golf Committee** - Michael Stineman is the new coordinator.

**O. Pool Committee** – Met and approved seasonal hires and wages. Potential meeting with the Board in September or October.

**P. Waterfront Committee** – Nothing to report.

**Q. Joint Campus Area Committee** – nothing to report.

**8. Confirm next meeting dates**

i. May 31, 2018 5:00 – 8:00 p.m. Special Meeting

ii. June 18, 2018 at 7:00 p.m.

**9. Adjourn**

Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Karla Endres, Village Clerk