

**Village of Shorewood Hills
Board of Trustees Minutes
Monday, November 19, 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, Anne Readel, Tracy Bailey and Village Treasurer Sean Cote. Trustee Mark Lederer was excused. Also in attendance were Public Works Chief John Mitmoen, Police Chief Aaron Chapin, Administrative Services Manager/Deputy Clerk David Sykes, Village Administrator Karl Frantz and Village Clerk Karla Endres.

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

4. Procedures Orientation

Mr. Benforado stated that that the last three items on the consent agenda (Public Hearing on 2019 Village budgets, Consider application to Public Service Commission to direct bill Public Fire Protection using equivalent meters method and upon PSC approval authorize staff to implement direct billing, and Resolution R-2018-16 adopting the 2019 Village budgets and tax levy) would be removed and placed on the regular agenda.

5. Appearances and Communications

6. Board Matters

A. Payment of Bills

Mr. Cote briefly explained the October prepaids and the November board bills.

Mr. Wade moved and Ms. Readel seconded the Village Board ratify payment of the October prepaid bills in the amount of \$397,036.06, and authorize payment of the November Board bills in the amount of \$194,255.76, for total bill payments of \$591,291.82.

Motion passed 6-0.

xv) Consider application to Public Service Commission to direct bill Public Fire Protection using equivalent meters method and upon PSC approval authorize staff to implement direct billing

Vicki Hellenbrand, Baker Tilly Virchow Krause Partner, gave a brief overview on the public fire protection change and methodologies to consider. She explained that 63% of municipalities have moved their public fire protection off the tax roll and billed as a fee on their utility bill to free up the levy.

Mr. Wade moved and Ms. Bailey seconded a motion that the Village submit an application to the Public Service Commission asking that the Village be authorized to implement direct billing of the cost of public fire protection as a charge on the Village utility bills, and request approval for calculating the bills using the equivalent meters method.

Motion passed 6-0.

E. New Business Resolutions and Motions

i) Resolution R-2018-15 Providing for the Sale of Approximately \$2,250,000 General Obligation Promissory Notes

Brad Viegut, the villages financial advisor from Baird, briefly summarized the borrowing and principal payments would start in 2020 and the first annual interest payment would begin in 2019 and end in 2028. The borrowing will be supported by TIF and will not affect the tax levy.

2.96% is the estimated interest rate but that will not be finalized until the time of borrowing. With approval at tonight's meeting, Brad will proceed forward with the official borrowing statements and go to bid on the borrowing. Brad would present the bids at the December 17th Board meeting.

Brad explained the purpose of the resolution tonight is to state the intent of the Village.

Mr. Wade moved and Mr. Friedman seconded a motion that the Board adopt Resolution R-2018-15, which will authorize the Village to issue and sell approximately \$2,250,000 of General Obligation Promissory Notes for public purposes, including financing the construction of street improvement projects and a bike path, and project costs of the Village Tax Increment District No. 3 and No. 4.

Motion Passed 6-0.

iv) Consider scope of services and retaining Vandewalle & Associates to assist with Garden Homes planning

Mr. Benforado gave a brief background on the Garden Homes area of the Village and the substantial damage from the August 20, 2018 flash flood. He asked the Plan Commission if there would be interest from the Village to hire a consultant to help decide what the plan should be for the Garden Homes area and there was. The Plan Commission recommended retaining Vandewalle and the scope of services agreement.

Tom Degen, Developer, thanked the Board for their willingness to gather community input and Michelle Hatchell, resident, spoke on behalf of the residents in Garden Homes. The residents would appreciate having public input for the design process of redeveloping the area, especially for those residents left in the area that own homes in Garden Homes

Mr. Imes moved and Ms. Readel seconded a motion to retain the services of Vandewalle & Associates to assist with Garden Homes planning not to exceed \$27,500.

Ms. Readel would like to see that the community be made aware of what portion of the design process is in the Village's control versus what factors are out of our control from the start, to keep expectations in line with what is achievable.

Mr. Wade expressed concern that the scope of services agreement suggested that the broader community would not have input until after a plan had been developed with the neighborhood, and was assured that the broader community would be asked for input before a plan was developed.

Mr. Benforado stated that a comprehensive plan should be like a road map for any plans that come to the Village. It provides guidance on what the community would like to see developed.

Motion passed 6-0.

iv) Adopt records retention policy

v) Approve one year extension to Madison Area Municipal Stormwater Partnership Outreach Information and Education program

Ms. Readel moved and Mr. Friedman seconded a motion to adopt the Wisconsin Municipal Records Retention policy and approve a one year extension to Madison Area Municipal Stormwater Partnership Outreach Information and Education program.

Motion passed 6-0.

vi) Approval of MGE underground utility easement

Mr. Benforado recused himself from the Board table at 7:43 pm

Mr. Wade gave a background on the approval of the MG&E underground utility easement. There were various language change requests made (including the deletion of “in perpetuity”) and those have all been made by MG&E.

Mr. Wade moved and Ms. Readel seconds approval of MGE underground utility easement
Ms. Readel asked if there was a minor change in the grade of the path.

Mr. Wade stated this revised easement also puts the burden on MGE to clear the title on the easement if and when it is no longer needed.

Motion passed 5-0

Mr. Benforado returned to the Board table at 7:46 pm

xiv) Public Hearing on 2019 Village budget

Mr. Benforado opened the public hearing at 7:46 pm. **There were no public comments.**

Mr. Benforado closed the public hearing at 7:47 pm

xiv) Resolution R-2018-16 adopting the 2019 Village budgets and tax levy

Mr. Wade moved and Ms. Readel seconds a motion to approve Resolution R-2018-16 adopting the 2019 Village budgets and tax levy.

Mr. Wade stated the Finance Committee was very clear that the pickup for the Forester and the resurfacing of the walking path involve policy considerations for the Board to decide.

Mr. Wade moved and Mr. Friedman seconded to amend resolution R-2018-16 to delete the Pool and Waterfront fund budget from the 2019 budget.

Mr. Benforado stated the Pool and waterfront funds should have a prepared budget just like the other funds do for the next year’s budget. He stated he will vote against this amendment tonight because the Administrator knows the pool and waterfront budget well and has included the numbers in the budget.

Mr. Wade stated there might be a wide variance in the pool budget this year due to the extensive flooding this past summer. There might be larger expenses than anticipated.

Voted on the amendment from Mr. Wade.

Motion passed 4-2, Imes and Benforado against.

Mr. Benforado then stated they would take up a vote on Resolution R-2018-16 adopting the 2019 Village budgets and tax levy.

Ms. Readel asked if the \$50,000 is steep for the school path reconstruction. Mr. Frantz said that the number may be reduced substantially based on the project scope. She also has concerns about \$5000 for a microphone for the Board room.

Mr. Benforado stated the \$50,000 for the walk path would be an item in the 2019 capital plan.

Mr. Benforado would like staff to research the cost of a new wireless microphone and invest in batteries to be on hand as needed.

Mr. Imes asked about the plow truck if we would get a trade in value or sell it.

John Mitmoen stated he is going to get an estimate from Middleton Ford and at a minimum put it out for bid with a minimum bid.

Mr. Wade asked Mr. Frantz to explain the compensation plan to the Board as it is the highest expense in the general fund, amounting to nearly 40% of the general fund budget.

Mr. Frantz briefly explained the compensation spreadsheet from employee wage to the cost of benefits. He also stated that for every percentage increase in compensation, about \$10,000 would be added to the Village budget.

Mr. Wade stated that in the era of levy limits the Village a 2 or 3% increase in compensation to account for inflation would be more than the Village is normally allowed to raise the levy.

Mr. Imes stated that the Village is on the lower end of what you see on average in other municipalities for what you pay in labor. Most municipalities pay about 50% of their operating budget for compensation of personnel, but the cost for the Village is about 40% of the operating budget.

Ms. Readel stated that we might need to consider other functions of the Village to allow for growth in other areas like having a recreation director.

The resolution as amended with the pool and waterfront budgets being removed and included items vii through xiii, consider 2019 non-union compensation plan, consider hire of Part time Forester Assistant at Grade 5 step 1, consider conditional hire of police patrol officer Grade 12 step 1, consider purchase of snow blower and brush cutter in the amount of \$7,840.32, consider purchase of brush cutter in the amount of \$5,086.80, consider purchase of salt plow truck and body from Middleton Ford and Double D Service in the amount of \$79,440.47, authorize transfer of \$160,351 from Debt Service Fund to Capital Fund.

Motion passed 6-0.

C. Public Hearing on Ordinance L-2018-5 Recreating Chapter 27 of the Village Code Floodplain Zoning Regulations

a) Public invited to speak

Mr. Benforado opened the public hearing at 8:23 pm

Mihelle Hatchell, resident from Garden Homes, stated she speaks for the public and is in favor of any plans that help with the flood problems in the Village.

b) Close public hearing

Mr. Benforado closed the public hearing at 8:24 pm

D. Ordinances

i) Third reading of an ordinance L-2018-5 repealing and recreating Chapter 27 of the Village Code Floodplain Zoning Regulations

Mr. Wade moved and Mr. Imes seconded a motion to adopt ordinance L-2018-5 recreating Chapter 27 of the Village Code Floodplain Zoning Regulation.

Mr. Benforado asked David Sykes and Karl Frantz to blast out an email to let residents know that the deadline for FEMA relief is coming in hopes that everyone will be notified who needs the assistance.

Motion passed 6-0.

E. New Business Resolutions and Motions

ii) Resolution R-2018-17 adopting Village fee schedule

Mr. Benforado gave a brief background on the Village fee schedule. The schedule has been went through services committee for approval.

Mr. Wade moved and Ms. Bailey seconded approval of R-2018-17 approving the Village fee schedule.

Motion passed 6-0.

iii) Consider entering in to State Municipal agreement: "Local Bridge Replacement Program"

Mr. Imes moved and Ms. Bailey seconded approval of entering in the State Municipal agreement: “Local Bridge Replacement Program”

Mr. Frantz briefly explained that the Village has applied for this program for every year for the last ten years and the Village finally scores high enough to qualify for the program. The cost estimate of replacement for this project is \$1,402,820.00. The state government will fund 80% of that and the local government has to make up the remaining 20% of the funding. This will pay for a basic concrete bridge. If the Village wants some aesthetics to the bridge, we will need to come up with the additional cost for those upgrades. \$200,000 has been included for that construction. The Village may need to look at borrowing money to fund these costs in 2021. There is a formal process to select an engineer and there is a base amount for the engineering costs.

Mr. Wade asked if there are time constraints on the project.

Mr. Frantz stated it needs to be completed in 2021-2022.

Ms. Readel asked when the Village had planned on reconstructing the bridge.

Mr. Frantz stated that the next thing that would happen if it continues to deteriorate, they will put load limits on it. Currently there are no load limits on the bridge.

Mr. Benforado asked when the bridge would be under construction.

Mr. Frantz stated it would start in 2021-2022. The engineering would start now along with the public input sessions.

Motion passed 6-0.

F. Appointments

None.

7. Reports of Officials and Committees

A. Village President-Madison Mayor Soglin is working with a small group of **area mayors and village presidents on** flooding issues in Madison.

The City is starting to explore the potential for a BRT (Bus Rapid Transit) system, which could include service on University Ave.

B. Village Administrator

i. University Avenue reconstruction update –Meetings continue between City and Village representatives regarding this 2021 project. Working on getting a sidewalk on the east side of University Bay Drive.

ii. Legal opinion that private covenants involving lot 7 Beloit Court are not unenforceable by Village

C. Personnel Committee – The Village bargaining team needs to meet with the Police Department bargaining unit.

D. Finance Committee – Nothing to report.

E. Plan Commission – Steve’s wine market has requested a new, larger lit sign and it was approved. Hovde’s and Rhody’s asked for approval of emergency shoring up their shoreline. Asked plan commission for approval of emergency relief immediately but will come back to plan commission for more formal submittal.

F. Public Works Committee –Talked about the bridge and speed bump for Edgehill for traffic calming.

G. Services Committee – Facilities use, garbage disposal ordinance, community center roof repairs to be discussed at the next meeting.

H. Public Health & Safety Committee – Nothing to report.

I. Recreation Committee- Discussing their role as a committee and what they want to accomplish as a whole.

J. Ad hoc Disaster Preparedness Committee – had a great first meeting.

K. Ad hoc Stormwater Committee- had initial meeting and plan to meet every first Wednesday of the month.

L. Ad hoc Heiden Haus Committee – had a second round of open houses. Most would like to see bathroom renovations and open for air flow and four season feel.

M. Parks Committee – nothing to report.

N. Blackhawk Liaison Committee –nothing to report.

O. Golf Committee – nothing to report.

P. Pool Committee – nothing to report.

Q. Waterfront Committee – nothing to report.

R. Joint Campus Committee – met and talked about a private dorm on Dayton and Charter Street. The project was not recommended by the Committee.

8. Confirm next meeting date

i. December 17

B. Consent Agenda

i) Regular Board meeting minutes of October 15, 2018

ii) Special Board minutes of November 5, 2018

Mr. Wade moved and Ms. Readel seconded a motion to approve the amended October 15, 2018 and November 5, 2018 minutes.

Motion passed 6-0.

iii) Special Board minutes of November 9, 2018

Ms. Readel moved and Mr. Wade seconded a motion to approve the amended November 9, 2018 minutes.

Motion passed 6-0.

9. Adjourn

Meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Karla Endres, Village Clerk