

RESOLUTION NO. R-2019- 14
OF THE VILLAGE OF SHOREWOOD HILLS,
DANE COUNTY, WISCONSIN

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF A
\$50,000 GENERAL OBLIGATION PROMISSORY NOTE

WHEREAS, the Village Board hereby finds and determines that it is necessary, desirable and in the best interest of the Village of Shorewood Hills, Dane County, Wisconsin (the "Village") to raise funds for the public purpose of financing 2020 capital projects, including acquisition of municipal equipment and a reforestation project (the "Project");

WHEREAS, the Village Board hereby finds and determines that the Project is within the Village's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the Village is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes; and

WHEREAS, it is the finding of the Village Board that it is necessary, desirable and in the best interest of the Village to authorize the issuance and sell its general obligation promissory note (the "Note") to Farmers State Bank (the "Purchaser"), pursuant to the terms and conditions of the Preliminary Private Placement Memorandum attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal") and the terms of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Authorization and Sale of the Note. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FIFTY THOUSAND DOLLARS (\$50,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the President and Village Clerk or other appropriate officers of the Village are authorized and directed to execute an acceptance of the Proposal on behalf of the Village. To evidence the obligation of the Village, the President and Village Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the Village, the Note in the principal amount of FIFTY THOUSAND DOLLARS (\$50,000) for the sum equal to the principal amount of the Note, plus accrued interest to the date of delivery.

Section 2. Terms of the Note. The Note shall be designated "General Obligation Promissory Note"; shall be issued in the principal amount of \$50,000; shall be dated its date of issuance; shall be numbered R-1; and shall bear interest at the rate of 3.00% per annum and mature on June 9, 2020 as set forth on the Debt Service Schedule attached hereto as Exhibit B and incorporated herein by this reference (the "Schedule"). Interest shall be payable at maturity. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Note is subject to redemption prior to maturity, at the option of the Village, on March 9, 2020 or on any date thereafter. Said Note is redeemable as a whole or from time to time in part, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Note. The Note shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Note as the same becomes due, the full faith, credit and resources of the Village are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the Village a direct annual irrepealable tax in the year 2019 for the payment due in the year 2020 in the amount set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Note remains unpaid, the Village shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Note, said tax shall be, from year to year, carried onto the tax roll of the Village and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the Village for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Note when due, the requisite amounts shall be paid from other funds of the Village then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the Village, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the Village may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$50,000 General Obligation Promissory Note-2019" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Note is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the Village at the time of delivery of and payment for the Note; (ii) any premium which may be received by the Village above the par value of the Note and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of

and interest on the Note when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Note when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Note until all such principal and interest has been paid in full and the Note canceled; provided (i) the funds to provide for each payment of principal of and interest on the Note prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Note may be used to reduce the next succeeding tax levy, or may, at the option of the Village, be invested by purchasing the Note as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When the Note has been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the Village, unless the Village Board directs otherwise.

Section 7. Proceeds of the Note; Segregated Borrowed Money Fund. The proceeds of the Note (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Note into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the Village and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Note has been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Note to be an "arbitrage bond" within the meaning of Section 148 of the Code or the Regulations and an officer of the Village, charged with the responsibility for issuing the Note, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Note to the Purchaser which will permit the conclusion that the Note is not an "arbitrage bond," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The Village represents and covenants that the projects financed by the Note and the ownership, management and use of the

projects will not cause the Note to be a "private activity bond" within the meaning of Section 141 of the Code. The Village further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Note including, if applicable, the rebate requirements of Section 148(f) of the Code. The Village further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Note) if taking, permitting or omitting to take such action would cause the Note to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Note to be included in the gross income of the recipients thereof for federal income tax purposes. The Village Clerk or other officer of the Village charged with the responsibility of issuing the Note shall provide an appropriate certificate of the Village certifying that the Village can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The Village also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Note provided that in meeting such requirements the Village will do so only to the extent consistent with the proceedings authorizing the Note and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligation. The Note is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Note; Closing; Professional Services. The Note shall be issued in printed form, executed on behalf of the Village by the manual or facsimile signatures of the President and Village Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the Village of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Note may be imprinted on the Note in lieu of the manual signature of the officer but, unless the Village has contracted with a fiscal agent to authenticate the Note, at least one of the signatures appearing on the Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Note shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Note and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The Village hereby authorizes the officers and agents of the Village to enter into, on its behalf, agreements and contracts in conjunction with the Note, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Note is hereby ratified and approved in all respects.

Section 12. Payment of the Note; Fiscal Agent. The principal of and interest on the Note shall be paid by the Village Clerk or the Village Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Note. The Village shall cause books for the registration and for the transfer of the Note to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the President and Village Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The Village shall cooperate in any such transfer, and the President and Village Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Continuing Disclosure. The continuing disclosure requirements of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") are not applicable to the Note because the Purchaser will covenant that it will hold and not make a primary offering of the Note, or otherwise will establish an exception to the Rule relating to the Note.

Section 15. Record Book. The Village Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Note in the Record Book.

Section 16. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded November 18, 2019.

David J. Benforado
President

ATTEST:

Karla Endres
Village Clerk

(SEAL)

EXHIBIT A

Private Placement Memorandum

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

Preliminary Private Placement Memorandum dated November 12, 2019

VILLAGE OF SHOREWOOD HILLS, WISCONSIN (the "Village")

\$50,000 General Obligation Promissory Note (the "Note")

Par Amount: \$50,000.

Award Date: Monday, November 18, 2019.

Dated Date/Closing Date: Monday, December 9, 2019.

Maturity Schedule:

(June 9)	Amount	Rate	CUSIP ⁽¹⁾ Base 825224
2020	\$50,000	3.00%	

⁽¹⁾CUSIP® is a registered trademark of the American Bankers Association. CUSIP Global Services (CGS) is managed on behalf of the American Bankers Association by S&P Global Market Intelligence. Copyright(c) 2019 CUSIP Global Services. All rights reserved. CUSIP® data herein is provided by CUSIP Global Services. This data is not intended to create a database and does not serve in any way as a substitute for services provided by CGS. CUSIP® numbers are provided for convenience of reference only. None of the Village, the Placement Agent (defined herein), the Purchaser (defined herein) or their agents or counsel assume responsibility for the accuracy of such numbers.

Interest Due: Interest shall be payable at maturity. Calculated on the basis of a 30-day month and 360-day year.

Purchase Price: Par.

Redemption Provision: The Note is subject to call and prior redemption on March 9, 2020 or any date thereafter, in whole or in part, by lot, at a price of par plus accrued interest to the date of redemption.

Security: The full faith, credit and resources of the Village are pledged to the payment of the principal of and the interest on the Note as the same become due and, for said purposes, there are levied on all the taxable property in the Village, direct, annual irrevocable taxes in each year and in such amounts which will be sufficient to meet such principal and interest payments when due. Under current law, such taxes may be levied without limitation as to rate or amount.

Purpose: The proceeds from the sale of the Note will be used for the public purpose of financing 2020 capital projects, including acquisition of municipal equipment and a reforestation project.

Tax Status: Under existing law, interest on the Note is excludable from gross income and is not an item of tax preference for federal income tax purposes. Interest on the Note is not exempt from present Wisconsin income or franchise taxes.

Bank Qualification: The Note will be designated as a "qualified tax-exempt obligation."

Authorization:

By way of a resolution to be adopted on November 18, 2019 (the "Award Resolution"), the Village Board will authorize and award the sale of the Note to the Purchaser, provide the details and form of the Note, and set out certain covenants with respect thereto. The Award Resolution will pledge the full faith, credit and resources of the Village to the payment of the principal and interest on the Note. Pursuant to the Award Resolution, the amount of direct, annual, irrepealable taxes levied for collection in the year 2020 will be sufficient to meet the principal and interest payment on the Note when due will be specified (or monies to pay such debt service will otherwise be appropriated). The Award Resolution establishes separate and distinct from all other funds of the Village a debt service fund with respect to payment of principal and interest on the Note.

Copies of the Award Resolution are available upon request.

Type of Note:

Typewritten note. (Not DTC eligible)

Paying Agent:

Village Officials, Village of Shorewood Hills, Wisconsin*

*Ms. Karla Endres will be the contact for paying agent matters.

Population

	Dane County	Village of Shorewood Hills
Estimate, 2019	537,328	2,202
Estimate, 2018	530,519	2,238
Estimate, 2017	524,787	2,332
Estimate, 2016	518,538	2,077
Census, 2010	488,073	1,565

Source: Wisconsin Department of Administration, Demographic Services Center.

Largest Taxpayers

Taxpayer	Type of Business	2018 Assessed Valuation	2018 Equalized Valuation
800 University Bay, LLC	Office	\$13,032,900	\$13,656,131
2715 Marshall Court, LLC	Apartment Building	12,900,000	13,516,875
Walnut Grove Lodge, LLC	Apartment Building	11,600,000	12,154,710
Pyare Lodge, LLC	Apartment Building	11,139,000	11,671,665
Univ of Wisconsin Credit Union	Financial Institution	10,850,000	11,368,845
700 University Bay Drive, LLC	Apartment Building	10,505,400	11,007,766
Danford Plaza LLC	Apartment and retail Office, retail and restaurant tenants	8,060,000	8,445,427
Shorewood Center LLC	Financial Institution	6,602,000	6,917,706
Univ of Wisconsin Credit Union	Financial Institution	6,376,900	6,681,842
Shorewood WBK LLC	Retail	6,096,000	6,387,509
TOTAL		\$97,162,200	\$101,808,476

The above taxpayers represent 16.73% of the Village's 2018 Equalized Value (TID IN) is \$608,672,100. The Village's 2019 Equalized Value (TID IN) is \$635,370,300. 2019 Taxpayer information is not yet available.

Source: The Village.

Set forth in the table below is a comparison of the outstanding indebtedness of the Village, as of the closing date of the Note, as a percentage of the applicable debt limit.

Equalized Valuation (2019) as certified by Wisconsin Department of Revenue	\$635,370,300
Legal Debt Percentage Allowed	<u>5.00%</u>
Legal Debt Limit	\$31,768,515
Debt Outstanding Including the Note	<u>\$15,820,000</u>
Unused Margin of Indebtedness	\$15,948,515
Percent of Legal Debt Incurred	49.80%
Percentage of Legal Debt Available	50.20%

Legal Opinion: Mr. Brian Lanser, Quarles & Brady LLP
Phone: (414) 277-5775
E-mail: brian.lanser@quarles.com

Ms. Sue Nygren, Quarles & Brady LLP
Phone: (414) 277-5793
E-mail: sue.nygren@quarles.com

Legal matters incident to the authorization and issuance of the Note are subject to the unqualified approving legal opinion of Quarles & Brady LLP, Bond Counsel. Such opinion will be issued on the basis of the law existing at the time of the issuance of the Note. A copy of such opinion will be available at the time of the delivery of the Note.

Bond Counsel has not assumed responsibility for this Private Placement Memorandum or participated in its preparation and has not performed any investigation as to its accuracy, completeness or sufficiency.

Exemption from Continuing Disclosure: The continuing disclosure requirements of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") are not applicable to the Note because the Note is being placed with the Purchaser, which is buying the Note for investment purposes, without a view to resell or reoffer the Note. The Purchaser will be required to certify to this effect. No continuing disclosure undertaking will be entered into with respect to the Note.

Issuer Contact: Mr. Karl Frantz, Administrator
Phone: (608) 267-2680
E-mail: kpfrantz@shorewood-hills.org

Ms. Karla Endres, Clerk
Phone: (608) 267-2680
E-mail: kendres@shorewood-hills.org

Issuer Tax ID: 39-6006370.

Placement Agent: Mr. Bradley Viegut, Robert W. Baird & Co. Incorporated (the "Placement Agent")
Phone: (414) 298-7540 Fax (414) 298-7354
E-mail: bviegut@rwbaird.com

Ms. Rebekah Freitag, Robert W. Baird & Co. Incorporated
Phone: (414) 765-7031
E-mail: rfreitag@rwbaird.com

Purchaser:

<insert bank name> Fairview State Bank

Signature & Date:

Carla J. Baird 11/8/19
<insert bank contact> Date

Issuer:

Village of Shorewood Hills, Wisconsin

Signatures & Date:

Village President 11/18/2019
Date

Village Clerk 11/18/2019
Date

EXHIBIT B

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)



BOND DEBT SERVICE

Village of Shorewood Hills
General Obligation Promissory Note - FINAL
BQ; Callable on 3/9/20 or any day thereafter
Farmers State Bank

Dated Date 12/09/2019
Delivery Date 12/09/2019

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/09/2019 06/09/2020	50,000	3.000%	750	50,750	50,750
	50,000		750	50,750	50,750

EXHIBIT C

(Form of Note)

NUMBER	UNITED STATES OF AMERICA STATE OF WISCONSIN DANE COUNTY VILLAGE OF SHOREWOOD HILLS	DOLLARS
R-1	GENERAL OBLIGATION PROMISSORY NOTE	\$50,000

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
June 9, 2020	December 9, 2019	3.00%	825224__

REGISTERED OWNER: FARMERS STATE BANK

PRINCIPAL AMOUNT: FIFTY THOUSAND DOLLARS (\$50,000)

FOR VALUE RECEIVED, the Village of Shorewood Hills, Dane County, Wisconsin (the "Village"), hereby acknowledges itself to owe and promises to pay to the registered owner identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable at maturity.

Both the principal of and interest on this Note are payable in lawful money of the United States by the Village Clerk or Village Treasurer. This Note is payable as to principal and interest upon presentation and surrender hereof at the office of the Village Clerk or Village Treasurer.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the Village are hereby irrevocably pledged.

This Note is issued by the Village pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of financing 2020 capital projects, including acquisition of municipal equipment and a reforestation project, as authorized by a resolution adopted on November 18, 2019. Said resolution is recorded in the official minutes of the Village Board for said date.

The Note is subject to redemption prior to maturity, at the option of the Village, on March 9, 2020 or on any date thereafter. Said Note is redeemable as a whole or from time to time in part, at the principal amount thereof, plus accrued interest to the date of redemption.

Before the redemption of the Note, unless waived by the registered owner, the Village shall give notice of such redemption by registered or certified mail at least thirty (30) days prior to the date fixed for redemption to the registered owner of the Note, at the address shown on the

registration books. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Note shall cease to bear interest on the specified redemption date, provided that federal or other immediately available funds sufficient for such redemption are on deposit with the registered owner at that time. Upon such deposit of funds for redemption the Note shall no longer be deemed to be outstanding.

This Note is transferable by a written assignment duly executed by the registered owner hereof or by such owner's duly authorized legal representative. Upon such transfer a new registered Note or Notes, in the same aggregate principal amount, shall be issued to the transferee in exchange hereof.

The Village may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof, premium, if any, hereon and interest due hereon and for all other purposes, and the Village shall not be affected by notice to the contrary.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the Village, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Village Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Village of Shorewood Hills, Dane County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified President and Village Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

VILLAGE OF SHOREWOOD HILLS
DANE COUNTY, WISCONSIN

By: _____
David J. Benforado
President

(SEAL)

By: _____
Karla Endres
Village Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Registered Owner)

(Authorized Officer)

NOTICE: This signature must correspond with the name of the registered owner as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

Section 67.09, Wisconsin Statutes provides that the Village Clerk of the Village when acting as the registrar shall record the registration of each note or bond in its bond registrar. Therefore, if this Note is to be assigned, the Village Clerk of the Village should be notified and a copy of this Assignment should be sent to the Village Clerk of the Village for his or her records.



411 East Wisconsin Avenue
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Milwaukee, Wisconsin 53202-4426
414.277.5000
Fax 414.271.3552
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Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Minneapolis
Naples
Phoenix
Scottsdale
Tampa
Tucson
Washington, D.C.

November 14, 2019

VIA EMAIL

Mr. Karl Frantz
Village Administrator
Village of Shorewood Hills
Village Hall
810 Shorewood Boulevard
Madison, WI 53705-2115

**Re: Village of Shorewood Hills
\$50,000 General Obligation Promissory Note**

Dear Karl:

Attached please find the Authorizing Resolution to be adopted in connection with the above-referenced financing. We have prepared the Resolution with the information provided to us by Robert W. Baird & Co. Incorporated ("Baird"). Please review the Resolution carefully.

It is our understanding that the Resolution will be considered by the Village Board at its meeting on November 18, 2019.

If you have not already done so, please include the title of the Resolution on the agenda for the meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the Village (or if the Village has no official newspaper, to a news medium likely to give notice in the area) and to any other requesting media at least twenty-four hours prior to the meeting (see Section 19.84(1)(b), Wisconsin Statutes). The attached **Certificate of Compliance with Open Meeting Law** must be completed in connection with the meeting at which the Resolution is adopted.

Unless the Village Board has adopted special rules regarding the adoption of borrowing resolutions, a vote of at least a majority of a quorum of the Village Board is necessary to adopt the Resolution.

Mr. Karl Frantz
November 14, 2019
Page 2

Please find attached an **Excerpts of Minutes** form for you to complete which records the vote on the Resolution on the day of the meeting.

Following the adoption of the Resolution, we request that you return one executed copy of the Resolution, as well as executed copies of the Certificate of Compliance with Open Meeting Law and Excerpts of Minutes form to us for our review. All of these originally signed documents will be included in the closing transcript. A copy of the Resolution should be incorporated into the minutes of the November 18, 2019 meeting.

We are also attaching a **Municipal Information Questionnaire** and a **Private Activity and Other Tax Matters Questionnaire**. Please review, correct, if necessary, complete and return these questionnaires to us before the November 18, 2019 meeting.

Please feel free to contact me at (414) 277-5775 or any member of the Quarles & Brady LLP public finance team if you have any questions or comments.

Very truly yours,

QUARLES & BRADY LLP



Brian G. Lanser

BGL:SMN:adb
Enclosures
#850716.00017

cc: Ms. Karla Endres (w/enc. via email)
Mr. Brad Viegut (w/enc. via email)
Ms. Rebekah Freitag (w/enc. via email)
Ms. Katherine Voss (w/enc. via email)
Ms. Carol Jefferies (w/enc. via email)

RESOLUTION NO. R-2019-15
VILLAGE OF SHOREWOOD HILLS
COMMITMENT TO SUSTAINABILITY

WHEREAS, the environment, society, and economy must all be stable and healthy to support and sustain a community; and,

WHEREAS, a commitment to local and regional cooperation is essential for stewardship of the natural systems that sustain us; and,

WHEREAS, practicing sustainability means working to meet the needs of today's residents and visitors without compromising the needs of future residents and visitors; and,

WHEREAS, adopting principles of sustainability as a principle of decision-making will serve as both a framework for Village decision-making and a model for our citizens, encouraging a strong local economy while protecting the natural systems in which residents live, work, and play; and,

WHEREAS, moving toward a more sustainable future is critical for attracting new residents and businesses; and,

WHEREAS, the Village of Shorewood Hills adopts and endorses the following four sustainability guidelines (the "Sustainability Guidelines") as a basis for the development and implementation of the Village's plans, policies, and procedures:

1. Reduce and eventually eliminate the Village's fossil fuel dependence and wasteful use of natural resources;
2. Reduce and eventually eliminate the Village's dependence upon persistent chemicals and wasteful use of synthetic substances;
3. Reduce and eventually eliminate the Village's contribution to encroachment upon nature and harm to life-sustaining ecosystems (e.g., land, water, wildlife, forest, soil, ecosystems); and
4. Reduce and eventually eliminate the Village's contribution to conditions that undermine people's ability to meet their basic human needs.

WHEREAS, these guidelines are modeled based on guidelines that have been proven to be effective by the experience of many cities in Wisconsin and in the United States; and

WHEREAS, it has been demonstrated that the application of these principles can reduce expenses and save taxpayer dollars.

NOW, THEREFORE, BE IT RESOLVED that the Village of Shorewood Hills adopts the Sustainability Guidelines described herein and agrees to apply these principles in its planning, policy-making and procedures.

ADOPTED by the Village of Shorewood Hills Board at a duly scheduled meeting on November 18, 2019.

Dave Benforado, Village President

Karla Endres, Village Clerk

November 14, 2019

Anne Readel
3610 Sunset Dr.
Madison, WI 53705

Dear Members of the Board of Trustees:

On behalf of the Ad Hoc Sustainability Committee (the "Committee"), I am pleased to present to you the Sustainability Plan and Sustainability Resolution for adoption. The Plan includes information on how these documents came to be and the Committee's effort to finalize them. I will not rehash that information here but ask that you consider the following as you review these documents.

We are in a climate crisis. In March 2017, the Village Board approved Resolution R-2017-5 acknowledging the undeniable threat of climate change and asked the State of Wisconsin to take meaningful action to reduce carbon emissions. Today, the Committee asks the same of the Village of Shorewood Hills.

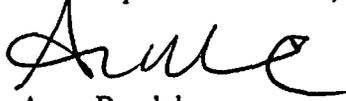
We are at a crossroad in the fight for our planet, the livability of our communities, and the health of our citizens. In 2017, when the United States announced that it would withdraw from the Paris Agreement, it became clear that state and local governments must lead the fight against climate change. And many have answered this call to action. The Committee, and I believe our residents, ask that Shorewood Hills do the same and not only become a leader in reducing carbon emissions, but also become a leader in the sustainability movement - a movement that is meant to ensure that not only are our needs met, but also those of our children, grandchildren, and their children.

In 2018, the Committee surveyed Village residents and found that 81% of respondents wanted the Village to be either a regional or national model for sustainability. The priority areas identified in the Sustainability Plan and the associated Sustainability Resolution will help the Village take steps towards that ambition.

The Committee acknowledges that the municipality cannot do this alone. Thus, the Shorewood Hills Green Team (the "Green Team") was created to help residents incorporate sustainable practices into their own lives and become more engaged citizens in this area. The Green Team looks forward to working with the Village staff, Board, committees, and residents in the years to come to create meaningful action towards achieving a more sustainable future.

On behalf of the Committee, I ask that you approve the Sustainability Plan and Sustainability Resolution.

With hope for our future,


Anne Readel

VILLAGE OF SHOREWOOD HILLS



SUSTAINABILITY PLAN 2020-2025

INTRODUCTION

The sustainability movement strives to create better places for living. The Village of Shorewood Hills (the “Village”) is a community that welcomes and embraces sustainability. Over the years, the Village has gone to great lengths to be environmentally responsible, implementing programs for recycling, rain gardens, tree maintenance, leaf collection, storm water management and many more, as described below. This Sustainability Plan (the “Plan”) takes these efforts one step further to provide guidance for current and future decisions of Village employees, Board of Trustees (“the Board”), and committees. This Plan attempts to lay out a series of goals and strategies that will help improve the Village’s overall environmental, economic, and social health now and for future generations.

What is sustainability?

This Plan defines “sustainability” as the ability to meet our needs without compromising the needs of future generations. Sustainability is often considered multi-faceted and can broadly incorporate environmental, economic, and social sustainability:

- **Environmental Sustainability:** Energy, Transportation, Waste, Land Use, Water, and Public Outreach and Education,
- **Economic Sustainability:** Economic Development and Workforce Development, and
- **Social Sustainability:** Affordable Housing, Diversity, Wellbeing, Education, Health, Arts, and Culture.

Doesn’t the Village already practice sustainability?

Sustainability has long been a core value of the Village. We are very proud of the efforts that the Village has taken over the years. A summary of past sustainability initiatives taken by the Village is attached as [Exhibit A](#). This Plan is meant to build upon and expand those efforts.

What is the scope of the Plan?

The Plan is a guidance document that focuses on certain overarching sustainability goals (e.g., Clean and Well-Managed Water) for the Village over the next five years and bridging into the next decade. It also identifies various strategies and actions that the Village *could* adopt over the next five years to create meaningful advances in sustainability in our community.

The Plan is not meant to be an all-inclusive plan. It does not address all possible sustainability actions that the Village could take into the future, nor does it preclude the Village from taking actions not described in the Plan. It is also important to note that this Plan *does not* obligate the Village to take any particular strategy or action identified.

Most of the goals identified in the Plan are related to environmental sustainability in order to align with resident interests that were reported as part of a Village Sustainability Survey (see below). Future versions of the Plan could incorporate sustainability initiatives that focus more on economic and social needs as well as environmental needs.

How should the Plan be used?

The Plan largely focuses on actions that the *municipality* (through the Village staff, Board, and committees) could take to:

- Raise sustainability awareness of Village staff, Board, and committees;
- Raise sustainability awareness of Village residents and businesses, support private sustainability initiatives, and promote public-private sustainability partnerships;
- Ensure that sustainability is being integrated into Village decision-making, including the budgetary process; and
- Expand the sustainability practices and policies implemented by the Village.

In order to track the Village's progress in achieving its sustainability goals, a "Sustainability Scorecard" is attached as Exhibit B. This scorecard should be filled out by Village staff and presented annually to the Board to help track the municipality's sustainability efforts.

While this Plan does not focus on sustainability actions that *individual residents* could take, sustainability initiatives adopted by individual residents are a critical piece of Village sustainability. The Village should encourage and educate residents on individual actions that residents could take to improve sustainability, including creating a webpage that provides pertinent recommendations and through newsletters. Additionally, a resident group, the "Shorewood Hills Green Team", has been formed to help address this critical area. The Shorewood Hills Green Team's role will be to (1) educate residents and businesses on actions they can take to increase sustainability in the Village, and (2) act as a bridge between the municipality and residents to help the municipality identify and implement sustainability actions and strategies of interest to residents. The Shorewood Hills Green Team will develop its own sustainability scorecard to help track resident sustainability efforts. More information about the Shorewood Hills Green Team can be found on its Facebook page: <https://www.facebook.com/groups/678371292584970/>.

How was the Plan created?

In 2017, the Village convened an Ad Hoc Sustainability Committee (the "Committee") to better understand residents' expectations for sustainability in the Village and to learn where to focus future sustainability efforts.

In 2018, the Committee sent an electronic Sustainability Survey to all residents and 188 responded with their views. Some of the highlights from the survey are as follows:

- Residents wanted the Village to practice more sustainability (94% of respondents)
- Residents wanted the Village to be a leader in sustainability
 - 42% of respondents would like the Village to be a regional model for sustainability; and
 - 39% would like to see the Village be a national model for sustainability
- Residents most commonly associated the term "sustainability" with the environmental sustainability (and not social or economic sustainability)
- Residents identified the following key areas for Village sustainability efforts:
 - Reducing use of phosphorus
 - Maintaining a healthy & diverse tree canopy
 - Increased access to renewable energy sources
 - Promoting increased recycling, and
 - Diverting organic waste from landfills through increased composting

In 2019, based on the results of the survey, the Committee created a draft of the Plan and a sustainability resolution ("Sustainability Resolution"). Input was then obtained from various Village committees, groups, and residents. The draft Plan and Sustainability Resolution were shared with all Village committees and the Garden Club for feedback. The Garden Club and all Village committees except the Pool, Services,

and Waterfront Committees provided feedback. Residents were then invited to three public meetings to learn about the Plan and Sustainability Resolution and give their feedback. Feedback from the committees, groups and residents was discussed by the Committee and incorporated in the Plan. On November 13, 2019, the Committee finalized the Plan and Sustainability Resolution and moved to submit the documents to the Board for approval.

On November 18, 2019, the Board approved the Plan and Sustainability Resolution. A copy of the Sustainability Resolution is attached as [Exhibit C](#).

THE PLAN

The Plan contains six sustainability goals for the next five years. These six goals generally correspond to the top key areas identified by residents in the survey or during feedback sessions. Each goal contains a brief description of the goal and identifies numerous strategies to help achieve that goal. The Committee deems each goal to be equally important for Village sustainability (i.e., the goals themselves are not prioritized). The six sustainability goals for the Village are:

- | | |
|--|-------------------------------------|
| 1. CLEAN AND WELL-MANAGED WATER | 4. CARBON NEUTRAL ENERGY USE |
| 2. THRIVING GREEN SPACES | 5. HEALTHY PEOPLE |
| 3. LESS WASTE | 6. CLIMATE RESILIENCY |

Despite the goals not being prioritized, the Committee recognizes that the Village must prioritize its sustainability efforts. To help with this endeavor, the Committee has identified the following areas that it believes the Village should prioritize over the next five-year period:

- 1. Each Village committee should identify a member as its “Sustainability Champion.” The Sustainability Champion will help lead the committee in considering how to integrate sustainability into committee decision-making.**
- 2. The Village should make significant steps towards becoming a carbon neutral municipality. As an essential step in this process, the Village should conduct a baseline analysis for 2020 to establish baseline carbon metrics for the Village to track and reduce its carbon score.**
- 3. The Village should reduce the amount of food waste through the establishment of a Village composting program, with the ultimate goal of coming close to becoming a zero-waste municipality.**
- 4. The Village should adopt measures to address small motor noise and air pollution. This could include encouraging a switch from gas to electric small engines, adoption of an anti-idling ordinance, and considering whether quiet hours should be expanded. Measures, which may be incorporated into ordinances, could impact not only the municipality and its residents, but also businesses working within the Village.**
- 5. The Village should continue to strive to reduce phosphorus and sodium chloride runoff. This includes enforcement of existing ordinances, adopting best practices, participating in adaptive management strategies, and integrating new technologies and equipment that will help accomplish our goals.**
- 6. The Village should adopt measures to reduce the use of harmful pesticides, herbicides, and fertilizers in the Village.**

7. The Village should invest in infrastructure that will help it become more resilient to climate change now and in the future, including infrastructure that addresses everyday and extreme flooding.

At the end of the 5-year period, the Village should assess its progress in meeting the sustainability goals and amend the Plan to address sustainability efforts beyond 2025.

Finally, education and outreach will be important for successfully implementing these goals. While education is not expressly identified for all strategies and actions listed below, the degree of education needed for successful implementation of a particular strategy should be considered in all cases. Every sustainability action approved by Village committees and/or the Board should include an education and outreach plan.

GOAL 1: CLEAN AND WELL-MANAGED WATER

Water is essential to human life and to ecosystems. It is also a powerful force that can wreak havoc on communities due to flooding associated with severe weather events, which are becoming the new norm in our changing climate. Clean, healthy, and well-managed water promotes safety and socio-economic development and is critical to the Village's identity as a municipality on a lake. The Village aims to become a leader in safeguarding and managing our water now and for future generations.

- ❖ **Strategy: Reduce phosphorus and total suspended solids runoff.** High phosphorus levels contribute to high algal growth resulting in toxic plumes in Lake Mendota under certain weather conditions. Phosphorus attaches to suspended solids (small particles that remain suspended in water) and flows directly into the lake with stormwater. Therefore, the Village must monitor phosphorus and manage stormwater in order to reduce toxic algae blooms in Lake Mendota.

This strategy could be accomplished by:

- Purchasing a vacuum street sweeper during the next sweeper replacement effort or collaborate with the City of Madison to pool funds towards the purchase of a shared vacuum sweeper.
- Continuing to explore opportunities for retrofitting stormwater Best Management Practices (BMPs) into areas throughout the Village, particularly in conjunction with street reconstruction projects.
- Educating and encouraging residents and lawn service providers to keep yard waste off streets and implementing ticketing system for repeated non-compliance.
- Educating residents on leaf and green waste composting and providing incentives (such as vouchers for composting materials) for residents to compost leaf and green waste on their own property.
- Continue to work with neighboring municipalities to address the issue from a regional perspective using adaptive management principles.

- ❖ **Strategy: Reduce the use of chemicals that pollute water.** Substances that we apply to our lawns, roadways, and other outdoor surfaces can eventually enter our water. The Village should make every effort to decrease the use of chemical pollutants in the Village for the short-term and long-term health of people and the environment.

This strategy could be accomplished by:

- Continuing to take a proactive and innovative approach to sodium chloride (road salt) reduction, such as instituting a total liquids application system.

- Reducing and/or banning in the Village the sale and use of certain pesticides and herbicides that are known to have harmful effects on humans, bees, and/or the environment. For example, banning the sale and use of lawn care products that contain (1) glyphosate, a known carcinogen found in Roundup, except for limited applications, such as invasive species control, and/or (2) neonicotinoids, a key factor in the decline of bees and can adversely impact human health.
- Controlling the use of commercial fertilizers by requiring a permit for their application, banning the use of commercial fertilizers in certain instances, or otherwise partnering with lawn care companies in a way to better manage chemical application in the Village.
- Minimizing the use of outdoor chemical cleaners.
- Educate Village residents about the Med-Drop box for unwanted prescription drugs.

- ❖ **Strategy: Decrease quantity of everyday stormwater runoff.** Acknowledging that public safety is a top priority for the Village, the Village should decrease the quantity of stormwater runoff, where possible, to protect our lakes, homes, and businesses.

This strategy could be accomplished by:

- Decreasing impermeable surfaces and increasing permeable (e.g. decrease exterior surface parking, increase parking structure density).
- Creating private-public partnerships for stormwater reduction initiatives.
- Providing incentives to businesses for implementing Best Management Practices that exceed regulations in reducing impervious surfaces and increasing infiltration.

- ❖ **Strategy: Build and promote green infrastructure projects.** Green infrastructure captures, absorbs, and/or stores rain and melting snow. It minimizes flooding and protects water quality by keeping nutrients and suspended solids on land and out of our waters. Green infrastructure includes rain barrels, rain gardens, permeable/porous pavement, green roofs, bioswales, stormwater trees, native landscaping, and soil amendments to build stronger plant root systems that resist erosion. The Village should continue to seek ways to restore and maintain natural landscapes and implement green infrastructure projects.

This strategy could be accomplished by:

- Providing residents with landscaping (green and hardscape) advice in concert with green infrastructure best practices.
- Offering stormwater utility fee credits or other incentives to developers and residents to instituting Best Management Practices such as rain barrels, rain gardens, and pervious paving that keeps runoff onsite.
- Creating private-public partnerships for green infrastructure installation and providing incentives to businesses for installing green infrastructure.
- Incorporating green infrastructure principles into all municipal planning, renovating, and building projects. For example, installing permeable pavement when pavement replacement is necessary, increasing parking structure density to decrease impermeable surface area on Village property, and improving pedestrian and bike routes and connections to public transportation to reduce the need for personal vehicle parking space.

- ❖ **Strategy: Reduce water use at Village facilities and encourage residents and businesses to conserve water.** Finding ways to conserve water is an important part of sustainable living. Saving

water can also save money in energy and utility bills. The Village should continue to find ways to reduce water usage in the Village.

This strategy could be accomplished by:

- Replacing old fixtures with water-efficient fixtures.
- Planting native and drought-tolerant plant species to minimize the need for supplemental irrigation.

GOAL 2: THRIVING GREEN SPACES

The Village has long recognized the value of green space and its significance as an environmental, economic, and community asset. Green spaces in urban environments provide many advantages: sport and recreation, preservation of natural environments, increased property values, and storm water management (among many others). Additionally, studies have shown that people who moved to areas with more green space improved their overall well-being, health, and happiness. The Village endeavors to become a leader in ensuring thriving green spaces now and for future generations.

- ❖ **Strategy: *Maintain a healthy and diverse urban tree canopy.*** The Village maintains over 6,000 trees on public property with an estimated value of over \$6 million. The economic, environmental, and social value of urban trees are well-documented. Indeed, the Village receives over \$0.9 million in annual benefits from its public trees. Comparing this to annual tree maintenance costs, for each \$1 the Village invests in its forestry operations, it receives over \$7 in return. The Village endeavors to continue to maintain a robust and resilient urban tree canopy now and for future generations.

This strategy could be accomplished by:

- Establishing an Urban Forestry utility (e.g., a special charge collected by the Village to support its urban forestry program) to ensure adequate funding for tree maintenance into the future.
- Adopting a tree protection ordinance that applies to all developers and/or property owners that protects and conserves desirable trees and the tree canopy.

- ❖ **Strategy: *Encourage use of native plants in outdoor spaces.*** The Village strives to use native plants in many of its outdoor spaces. Native plants can provide habitat for local and migratory animals and reduce water use and chemical use for pest control. The Village should continue to explore ways to integrate and encourage use of native plants in outdoor spaces.

This strategy could be accomplished by:

- Integrating native plants in all suitable municipal landscaping projects
- Continuing to expand efforts to control non-native plants.

- ❖ **Strategy: *Protect the integrity of shoreline while enhancing recreational value.*** The Village is bordered by Lake Mendota shoreline. The Village also maintains two lake access points (McKenna Park and the Marina) and one water outflow (Bigfoot Park). The Village should continue to manage its shoreline to protect lake waters and shoreline from activities that would increase lake pollution or adversely affect the lakes' ecology or use by swimmers, anglers, boaters or other recreational users. The Village should also continue to explore ways to increase recreational use and enjoyment of the lake.

This strategy could be accomplished by:

- Renovating McKenna boathouse and swimming platforms to encourage greater use of the area.

- Expanding the kayak/canoe share program to include additional recreational opportunities and options, such as stand up paddleboards.
- Adding benches at all public shoreline areas to increase public enjoyment.
- Improving access and accessibility to Lake Mendota.
- Improving the McKenna boathouse path to enhance walkability and accessibility for people with mobility challenges (as part of the LMO Bridge replacement project).

❖ **Strategy: *Protect existing green space while enhancing recreational value.*** There are numerous environmental and health benefits associated with access to public open space and parks. For example, access to vegetated areas such as parks, open spaces, and playgrounds has been associated with better perceived general health, reduced stress levels, and reduced depression. Thus, green space must be a key consideration in urban planning for the health of the Village and its residents. The Village maintains or owns numerous green spaces including its parks, the Shorewood Hills Elementary School playground and Heiden Haus area, numerous playground structures, and the land used by Blackhawk Country Club (under a lease to the Club). The Village is also bordered by important green spaces managed by other municipalities or entities, such as Eagle Heights woods and the University playing fields.

This strategy could be accomplished by:

- Placing existing green spaces into conservation easements that limit future development.
- Addressing resident encroachment into Village parks.
- Purchasing private land adjacent to Village parks to expand Village green spaces.
- Adding more walking paths throughout the Village and in Village parks that connect Village green spaces.
- Encouraging green spaces in future developments.
- Working with other municipalities and entities to protect green spaces into the future.

GOAL 3: LESS WASTE

The Village has already taken many steps towards reducing, reusing, and recycling waste. However, more actions could be taken. In particular, the Village will strive to become a “zero waste” community – one that diverts at least 90% of waste from the landfill (by recycling, composting, and/or reusing) -- with the ultimate goal of 100% diversion. The Village strives to become a leader in sustainable waste management.

❖ **Strategy: *Increase proportion of materials that are recycled and diverted from landfills.*** Recycling is an important part of preserving resources and leading more meaningful and responsible lives. Recycling can save landfill space, reduce pollution, and save energy and water resources. The Village should continue to expand its recycling efforts.

This strategy could be accomplished by:

- Performing a waste audit of the Village waste stream to identify waste material types.
- Instituting a Zero Waste Program at all Village events.
- Place a Zero Waste station at the Heiden Haus.
- Assessing whether disposed materials from building renovations or construction can be recycled and require that all bid documents and/or quotes address the recycling of waste materials.
- Banning single use plastic straws and bags at retail stores and restaurants in the Village.
- Banning single use (non-compostable) plastic cups, plates, and utensils at all Village events.

- Implementing a pay-as-you-throw or weight or volume-based garbage charge.
- Add a cardboard recycling center in the Village or partner with Madison for additional recycling options.

❖ **Strategy: Increase proportion of food waste that is composted and diverted from landfills.**

Food waste is a growing problem in modern society. According to the EPA, in 2015, more than 39 million tons of food waste was generated with only 5.3 percent diverted from landfills for composting. EPA estimates that more food reaches landfills and incinerators than any other single material in our everyday trash, constituting 22% of discarded municipal solid waste. Wasted food also decomposes and produces methane gas, a greenhouse gas associated with climate change. The Village should aim to reduce the amount of food waste that goes to landfills.

This strategy could be accomplished by:

- Instituting a Village compost program for food waste.
- Collaborating with other communities in Dane County to develop a regional composting program.
- The Village negotiating a discount rate with one or more private companies offering composting services to encourage resident participation.
- Educating residents on composting and providing incentives (such as vouchers for composting materials) for residents to compost food waste on their own property.

GOAL 4: CARBON NEUTRAL ENERGY USE

The Village endeavors to become a leader in energy efficiency and renewable energy use and generation. Carbon dioxide and other greenhouse gases are increasing in the Earth's atmosphere beyond normal levels due, in part, to the burning of fossil fuels. Given the accelerating rate of climate change, the Village must take strong and immediate action to lessen the Village's dependence on fossil fuels, reduce carbon emissions, and move towards alternative, renewable, and local sources of energy. The Village therefore commits to becoming a "net zero" community that purchases or produces all of its energy needs from renewable sources.

❖ **Strategy: Obtain 100% of all Village energy from renewable sources.** Madison Gas and Electric offers a program called Green Power Tomorrow that allows customers to purchase energy from renewable sources. The Village currently purchases energy under this program. Furthermore, the Village should explore the installation of renewable energy systems, such as solar panels or geothermal heat pumps, in the Village. This will allow the Village to generate at least some of its own energy from renewable sources. Overall, the Village should seek to obtain all energy from renewable sources.

This strategy could be accomplished by:

- Purchasing 100% of municipal energy from renewable energy sources through MG&E's Green Power Tomorrow program.
- Installing solar panels on or geothermal heat pumps in all suitable municipal buildings.
- Participating in or initiating a community solar program.
- Requiring that all major commercial developments conduct an energy study to determine if renewable energy systems, such as solar panels, could be integrated into major construction projects.
- Establishing a clear process for Village residents and businesses to install solar panels on buildings.
- Replacing existing Village fleet vehicles with electric vehicles according to the established replacement schedule.

- Installing electric vehicle charging stations in the Village.

❖ **Strategy: Reduce municipal energy use by 20% through energy efficiency initiatives.**

Reducing the amount of energy used saves money and protects the environment. The Village should continue to implement energy efficiency measures to reduce its energy consumption.

This strategy could be accomplished by:

- Utilizing green design and/or “Zero Net Energy” design into all new or major renovations of municipal buildings.
- Purchasing energy efficient or Energy Star® equipment whenever feasible.
- Reviewing Village policies, procedures, and practices to identify ways to integrate additional energy efficiency measures.
- Participating in grant programs that offer funding for energy efficient projects.
- Promoting LED lighting, heating, and cooling efficiency for Village buildings.
- Providing residents with rebates for investing in renewable energy or energy efficiency initiatives, or vouchers for energy audits, and encouraging residents to use Focus on Energy and other local resources to improve energy efficiency in residential homes.
- Installing electric vehicle chargers.

GOAL 5: HEALTHY PEOPLE

The Village is also committed to ensuring that public health needs are met through recreational and social opportunities, accessibility, safe streets that support people-powered and public transportation, government transparency and accountability, and a welcoming and inclusive community.

❖ **Strategy: Increase the availability, accessibility, and safety of alternative transportation (walking and biking) and public transportation to and from the Village.** Alternative and sustainable transportation options such as walking, biking, and public transportation can enable residents to adopt healthier lifestyles and strengthen community bonds while improving air quality.

This strategy could be accomplished by:

- Installing sidewalks and crosswalks where appropriate.
- Installing commuter bike lanes where appropriate.
- Working with the City of Madison to extend or reroute bus lines to make more parts of the Village accessible via bus and/or enable rapid transit bus and/or light rail initiatives.
- Support and advocate for the bus rapid transit (BRT) system.
- Providing bike racks at all municipal buildings and other Village destinations (such as parks and businesses).
- Considering walking and/or biking easements at all commercial redevelopments in the Village.
- Enforcing traffic laws including Village speed limits.
- Promoting annual Bike to School and Walk to School days and programming.

❖ **Strategy: Greater access to affordable and varied housing that meets the needs of people who want to live in the Village.** People desire safe, secure, and quality housing in great neighborhoods like the Village. Although the provision of housing is largely a function of the private sector, the Village plays a role in helping ensure that the housing needs of all residents are met. In particular, the Village should help ensure that housing opportunities in the Village meet the diverse

needs of the community and help ensure an array of housing options are available. The Village should also encourage the preservation of historic homes and buildings.

This strategy could be accomplished by:

- Requiring the inclusion of affordable housing units in apartment buildings.
- Encouraging and/or supporting the construction of varied housing options for residents at different life stages, such as the construction of small/tiny homes, townhouses, condos, and/or retirement facilities in the Village.
- Supporting historic preservation efforts for existing housing.

- ❖ **Strategy: *Provide greater access to community spaces for people with disabilities.*** The Village should ensure that older adults and people with disabilities have access to community-living opportunities.

This strategy could be accomplished by:

- Updating Village buildings (including all bathrooms) to comply with the ADA.
- Installing elevators on multi-story municipal buildings.
- Adding accessibility features to all construction or redevelopment of municipal buildings or community spaces.

- ❖ **Strategy: *Reduce Noise, Light, and Air Pollution.*** The Village has adopted numerous ordinances to control and reduce noise, light, and air pollution. However, noise, light, and air pollution issues will continue with development within and surrounding the Village. The Village should continue to strive to control these forms of pollution, which can have negative effects on residents and wildlife.

This strategy could be accomplished by:

- Determining whether any additional ordinances should be adopted to control noise, light, and air pollution (for example, an anti-idling ordinance to help reduce air pollution and motor noise or an expansion of the current noise ordinance to expand quiet hours).
- Phase out the use of gas-powered small motor equipment in favor of electric alternatives in the Village and/or require or encourage businesses working in the Village utilize such electric alternatives.

- ❖ **Strategy: *Support green purchasing.*** Green purchasing is using purchasing power in the most cost-effective, fair, and environmentally benign way. Purchasing environmentally friendly products can also help reduce long-term costs and create a healthier workplace.

This strategy could be accomplished by:

- Developing sustainability guidelines for Village purchasing including office supplies, building and remodeling supplies (paint, carpet), and services to encourage local, environmentally friendly products and/or fair-trade purchases.
- Researching and instituting green cleaning practices in municipal buildings.

- ❖ **Strategy: *Support local independent businesses.*** Buying local generates more jobs and wealth in the local economy compared to spending at absentee-owned businesses, including corporate chains. It reduces unnecessary transport, supports entrepreneurship, and strengthens and diversifies our

economy. Local businesses provide spaces for community members to interact and to know where their dollars are going, which supports well-being and strengthens the fabric of our community.

This strategy could be accomplished by:

- Planning that makes it economically feasible for local independent businesses to operate brick and mortar locations within the Village.
- Working to attract businesses that meet the needs of community members.
- Recognizing valuable local independent businesses with community awards that raise their profile and help keep them in business.
- Require that developers have a certain proportion of commercial tenants be local, independent businesses.

- ❖ **Strategy: Provide year-round meeting places.** Flexible spaces and creative programming foster community togetherness.

This strategy could be accomplished by:

- Making unused Village facilities available to residents. For example, a maker space could serve the dual purpose of a fun hangout for building and artmaking and also a place where residents can recycle household items.

- ❖ **Strategy: Foster healthy governance and broader participation and inclusion in Village decision-making.** When greater numbers of residents are involved in Village decision-making, and when staff is diverse, our policies and operations better reflect the diverse and changing needs of our community and better prepare us for the future.

This strategy could be accomplished by:

- Varying meeting times to be inclusive of not just those who are available at standard meeting times.
- Surveys to supplement the feedback received and collected at public meetings.
- Reaching out to apartment dwellers more frequently and effectively.
- Live streaming and videotaping meetings; making the videos available online.
- Improved website with complete and up-to-date information.
- Developing an inclusive hiring policy that specifies requirements for every Village job search.

GOAL 6: CLIMATE RESILIENCY

The Village is committed to ensuring resilience to climate change and its impacts. Climate change is resulting in more frequent and severe weather events including hotter heat waves, colder freezes, longer droughts, and more precipitation and flooding. Severe weather events have and will continue to pose a threat to the Village. For example, in 2018 a catastrophic flood resulted in millions of dollars of loss of Village, resident and business property. Much of the destroyed property also ended up in the landfill. Luckily, no lives were lost in the Village, but Madison experienced a casualty, highlighting the public safety risks from such severe weather events. While the Village strives to meet this growing threat, it recognizes it may not be able to develop resiliency solely through its own efforts. The Village will need to engage with regional partners to assess the local and regional vulnerabilities to climate change impacts and jointly develop strategies to build resilience to those impacts.

- ❖ **Strategy: Reduce extreme flooding events.** The Village must identify a viable solution for reducing extreme flooding events in the Village to ensure the safety of people within the Village, reduce Village, resident, and business property loss, and ensure that the Village remains a desirable location to live and locate businesses. The Village is part of the Willow Creek drainage basin with acreage split between Madison and the Village on an 84%/16% basis. As such, the Village should continue to encourage Madison to retain/detain upstream stormwater. The Village has also formed an Ad Hoc Stormwater Committee to examine the causes of the 2018 flood and recommend actions to prevent future catastrophic flooding events. The Stormwater Committee is expected to issue its report at the end of 2019.

ACKNOWLEDGEMENTS

Board of Trustees

David Benforado, President

Sean Cote, Treasurer

Cokie Albrecht

Tracy Bailey

Scott Friedman

John Imes

Mark Lederer

Shabnam Lotfi

Sustainability Committee

Anne Readel, Chair

Eric Adelman

Nadeem Afghan

Ty Cashen

Cara Coburn Faris

Sarah Goldenberg

Fritz Grutzner

Anne Helsley-Marchbanks

Karen Knetter

Mark Redsten

Matthew Silverman

Staff

Karl Frantz, Administrator

Brian Berquist, Village Engineer

Aaron Chapin, Police Chief

Karla Endres, Village Clerk

Corey George, Forester

John Mitmoen, Public Works Chief

David Sykes, Administrative Services Manager/Deputy Clerk, Administration

EXHIBIT A

BRIEF OVERVIEW OF PAST OF SUSTAINABILITY EFFORTS IN THE VILLAGE

The following represents a brief overview of the past sustainability efforts undertaken in the Village. These efforts are grouped by the five sustainability goals identified in the Sustainability Plan. Additional details on many of these efforts are available on the Village website.

Goal 1: Clean and Well-Managed Water

Stormwater Management Initiatives

- Adopted a stormwater management ordinance
- Established a stormwater utility
- Formed an Ad Hoc Stormwater Committee
- Joined the Madison Area Municipal Storm Water Partnership
- Installed water conveyance facilities
- Maintains rain gardens for water infiltration
- Designs curbs to help manage rainwater
- Conducted a permeable pavement trial
- Considered green roofs for at least one prior development

Phosphorus Pollution Reduction

- Joined the Yahara WINS program
- Maintains a robust street sweeping program
- Requests that residents do not deposit yard waste in streets

Salt Pollution Reduction

- Maintains a salt use reduction policy
- Recognized for its salt reduction efforts

Other Pollution Reduction

- Installed a Med-Drop box at the Village Hall

Goal 2: Thriving Green Spaces

Tree & Park Management

- Manages 9 parks covering 21 acres
- Established a Parks Committee
- Maintains a tree inventory
- Maintains a tree ordinance
- Recognized as a Tree City
- Offers a native tree sale program to residents
- Maintains a robust invasive species removal program
- Adopted invasive species ordinance

- Adopted a tree disease management ordinance
- Installed a public fruit tree orchard

Lakefront Management

- Regulates a lakefront setback
- Requires conditional use permits for all projects on Lake Mendota

Recreation Programs

- Established a Recreation Committee
- Offers a variety of recreation activities for residents of all ages
- Installed numerous playgrounds, including a nature-based playground

Domestic Animal and Wildlife Management

- Recognized as a Bird City
- Allows chicken and bee keeping
- Requires licenses and vaccinations for cats and dogs

Goal 3: Less Waste

- Offers a refuse and recycling program
- Offers an annual electronics recycling event
- Offers an annual spring cleanup and metal recycling event
- Provides access to the Dane County “Clean Sweep” household hazardous waste program
- Installed MedDrop boxes
- Maintains a leaf and brush pickup program
- Maintains a water loss control plan
- Member of the Metropolitan Refuse District

Goal 4: Carbon Neutral Energy Use

- Participates in MG&E’s Green Power Tomorrow program
- Endeavors to replace equipment with high efficiency units
- Replaced all gasoline powered equipment with diesel vehicles meeting new emission requirements.
- Passed a climate change resolution

Goal 5: Healthy People

Traffic Management

- Adopted a 20-mph speed limit ordinance
- Installed narrow street widths
- Installed a partial signal at Ridge Street and Hilldale Way
- Zoning code requires traffic management and traffic studies for redevelopment projects

Pedestrian and Bicycle Safety

- Started a Safe Routes to School program

- Started a Walk and Bike to School program
- Installed sidewalks on the east side of Village
- Installed three Madison B Cycle stations
- Installed bike lane extensions and repair stations
- Planning a bike overpass along University Avenue
- Utilizes community service officer for bike patrols
- Completed the multi-use path along University Avenue

Noise, Light, and Air Pollution Reduction

- Adopted a noise ordinance
- Adopted a dark sky ordinance
- Adopted a smoke free facilities ordinance

Development Requirements

- Adopted a floor area and building height limit ordinance
- Requires mixed-use developments
- Utilizes Planned Unit Development Zoning
- Requires that redevelopment projects include sustainable features
- Requires affordable housing in most redevelopments
- Requires structured parking

Other Actions

- Provides living wages and benefits to employees
- Offers community gardens
- Educates with a monthly bulletin
- Supported a Dementia Friendly Community initiative

Goal 6: Climate Resiliency

- The Village formed an Ad Hoc Stormwater Committee to examine the causes of the 2018 flood and recommend actions to prevent future catastrophic flooding events.

EXHIBIT B

**SUSTAINABILITY SCORECARD
[DRAFT]**

[This is a draft scorecard that may be further refined and edited in coordination with Village staff. It sets forth some potential metrics that could be used to track the Village’s progress towards the priority areas identified in the Plan.]

This scorecard should be updated annually by Village staff and presented to the Board. The purpose of this Sustainability Scorecard is to track Village progress with the priority sustainability areas identified in the Plan.

1. Sustainability Champions. The following Sustainability Champions have been appointed on Village committees:

Committee	Sustainability Champion (Name)
Plan Commission	
Blackhawk Liaison Committee	
Finance Committee	
Parks Committee	
Personnel Committee	
Pool Committee	
Public Health & Safety Committee	
Recreation Committee	
Services Committee	
Waterfront Committee	
Stormwater Committee	

2. Carbon Neutral Municipality. The Village is striving to make significant steps towards becoming a carbon neutral municipality in the following ways:

- **Obtain 100% of municipal electricity from renewable energy sources.**

	2019 (baseline)	2020	2021	2022	2023	2024	2025
Percentage (%) of municipal electricity from renewable sources							

- **Increase the number of solar panels on suitable municipal buildings.**

	2019 (baseline)	2020	2021	2022	2023	2024	2025
Number of municipal buildings							

with solar panels							
Number of solar panels on municipal buildings							

- **Reduce municipal electric energy consumption.**

	2019 (baseline)	2020	2021	2022	2023	2024	2025
Total annual municipal electricity use (kWh/year)							
Percent (%) reduction from baseline							

- **Investments in foot, bicycle, electric, and public methods of transportation.**

- 2019 (baseline): [Explanation]

3. Composting. The Village is committed to reducing the amount of food waste diverted to landfills by establishing a composting program. The following steps have been taken and pounds of food waste diverted:

	2019 (baseline)	2020	2021	2022	2023	2024	2025
Pounds (lbs) of food waste diverted from landfills							
Percent (%) reduction from baseline							
Explanation of steps taken							

4. Small Motor Noise and Pollution. The Village is committed to reducing noise and air pollution, especially from small motors.

	2019 (baseline)	2020	2021	2022	2023	2024	2025
Explanation of steps taken							
Estimate of noise or air pollution reduction?							

5. Reduction in Phosphorus and Sodium Chloride Runoff

- **Phosphorus Reductions**

	2019 (baseline)	2020	2021	2022	2023	2024	2025
Estimated pounds (lbs) of phosphorus runoff							
Percent (%) reduction from baseline							
Explanation of steps taken							

- **Sodium Chloride Reductions**

	2019 (baseline)	2020	2021	2022	2023	2024	2025
Pounds (lbs) of sodium chloride utilized by Village							
Percent (%) reduction from baseline							
Explanation of steps taken							

6. Pesticides, Herbicides, and Fertilizers. The Village is committed to reducing use of harmful pesticides, herbicides, and fertilizers in the Village. The following steps have been taken:

- 2019 (Baseline): [Explanation]

7. Climate Resiliency. The Village has taken the following steps to becoming a more resilient community in the face of climate change:

- 2019 (Baseline): [Explanation]

EXHIBIT C

SUSTAINABILITY RESOLUTION

Sustainability Committee Minutes
Village of Shorewood Hills
Thursday, May 9, 2019
Village Hall – 810 Shorewood Blvd.

1. Meeting called to order at 7:34 pm by Committee chair Anne Readel
 - **Roll Call:** Members present: Eric Adelman, Cara Coburn Faris, Fritz Grutzner, Ty Cashen, Anne Helsley-Marchbanks, Nadeem Afghan, and Anne Readel
 - **Meeting Minutes:** Meeting minutes from April were passed unanimously.
 - **Compliance with Open Meeting Law:** The meeting was properly posted.

2. **Discussion of Draft Sustainability Plan and Feedback:** The Committee recommended a few additional edits to the draft plan related to resident education and the Shorewood Hills Green Team. After those points are added, the Committee thought the draft plan was ready for feedback from other Village committees. Members from the Sustainability Committee will be meeting with other standing committees, the Stormwater Committee, and the Garden Club to (1) obtain feedback on the draft plan and (2) determine what specific strategies each committee could implement in order expand sustainability in the Village. After feedback is obtained from other Village committees, the draft plan will be presented to all residents for additional feedback.

4. **Action Items:**
 - **May – June:** Committee members to present the draft plan to other committees
 - **July:** Next Committee meeting

5. **Topics for Next Meeting:**
 - Discuss feedback received from other Village committees and next steps for obtaining resident feedback.

6. **Adjourned.** The Committee adjourned at 8:18 pm.

Sustainability Committee Minutes
Village of Shorewood Hills
Wednesday, November 13, 2019
Village Hall – 810 Shorewood Blvd.

1. Meeting called to order at 7:03 pm by Committee chair Anne Readel
 - **Roll Call:** Members present: Eric Adelman, Cara Coburn Faris, Ty Cashen, Sarah Goldenberg, Anne Helsley-Marchbanks, Nadeem Afghan, Karen Knetter, and Anne Readel. Residents present: Mike Von Schneidemeser.
 - **Meeting Minutes:** Meeting minutes from May were passed unanimously.
 - **Compliance with Open Meeting Law:** The meeting was properly posted.

2. **Discussion of Feedback and Draft Sustainability Plan:** It noted that there were a lot of questions during the feedback sessions on the scope of the Plan and whether it also impacted residents (it is only municipality focused). Many residents had a lot of interest in how they could personally incorporate more sustainability practices as individuals. The Committee thought that it would be the role of the Shorewood Hills Green Team to help educate residents in coordination with the Village. The Committee noted that one new idea that came up frequently was noise and air pollution, especially from small motors. It was noted that noise pollution issues have been a big topic over the last few years generally, especially regarding the hospital. The Committee decided to integrate this point into the plan in a larger degree since it impacts so many people and can be a major quality of life issue.

The Committee also discussed what priority areas the Village should focus on in the years to come. The Committee ultimately agreed upon the following priorities:

- Each Village committee should identify a member as its “Sustainability Champion.” The Sustainability Champion will help lead the committee in considering how to integrate sustainability into committee decision-making.

- The Village should make significant steps towards becoming a carbon neutral municipality. As an essential step in this process, the Village should conduct a baseline analysis for 2020 to establish baseline carbon metrics for the Village to track and reduce its carbon score.

- The Village should reduce the amount of food waste through the establishment of a Village composting program, with the ultimate goal of coming close to becoming a zero-waste municipality.

- The Village should adopt measures to address small motor noise and air pollution. This could include encouraging a switch from gas to electric small engines, adoption of an anti-idling ordinance, and considering whether quiet hours should be expanded.

Measures, which may be incorporated into ordinances, could impact not only the municipality and its residents, but also businesses working within the Village.

- The Village should continue to strive to reduce phosphorus and sodium chloride runoff. This includes enforcement of existing ordinances, adopting best practices, participating in adaptive management strategies, and integrating new technologies and equipment that will help accomplish our goals.
- The Village should adopt measures to reduce the use of harmful pesticides, herbicides, and fertilizers in the Village.

The Committee determined that the Plan should be edited to capture the points and priority goals described above.

Karen moved to have the Committee accept the Sustainability Plan with minor edits discussed and submit it to the Board for adoption. The motion passed unanimously.

3. The Committee adjourned at 8:48 pm

PROPOSAL TO PROVIDE
Comprehensive Plan Update



Prepared for:
Village of Shorewood Hills, WI
October 1, 2019



October 1, 2019

Karl Frantz, Village Administrator
Village of Shorewood Hills
810 Shorewood Boulevard
Madison, WI 53705

Re: Proposal for the Village of Shorewood's Comprehensive Plan Update

Dear Mr Frantz:

We recognize that the Village of Shorewood Hills Comprehensive Plan update will be an important undertaking for your community in 2020. The Village's current Comprehensive Plan has served the community well, guiding a decade of development and change along the University Avenue corridor while maintaining the character of the Village. Our team at MSA Professional Services, Inc. (MSA) is familiar with the Village and we will work with you as a partner to carry forward effective policies while also anticipating and addressing new challenges.

We envision a Comprehensive Plan that blends the interests of long-term residents and more recent arrivals, and a process that solicits all perspectives to establish a shared vision of the future. We will achieve that through varied public engagement methods fit to the needs of varied residents. We propose a plan document with a similar structure to your current plan, though we also think we can streamline it a bit to make it easier for all users – residents, leadership, developers – to find and understand the Village's policy intentions.

MSA will be a committed partner. Jason and Matt live a few blocks away and frequent Village businesses. We understand the changes and challenges you have been seeing, and we want to see the Village continue to thrive over the next decade and beyond.

We are happy to answer any questions or provide additional information about our professional capacities. You will see in our proposal a base package of tasks, plus some optional additional activities to enhance the process. We look forward to the opportunity to select a final scope and schedule with you through further discussion about your preferred process. Please contact Matt Frater at (608) 421-7140 or by email at mfrater@msa-ps.com.

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "Matt Frater".

Matt Frater
Project Manager, Main Point of Contact

A handwritten signature in black ink, appearing to read "Jason Valerius".

Jason Valerius, AICP
Principal in Charge

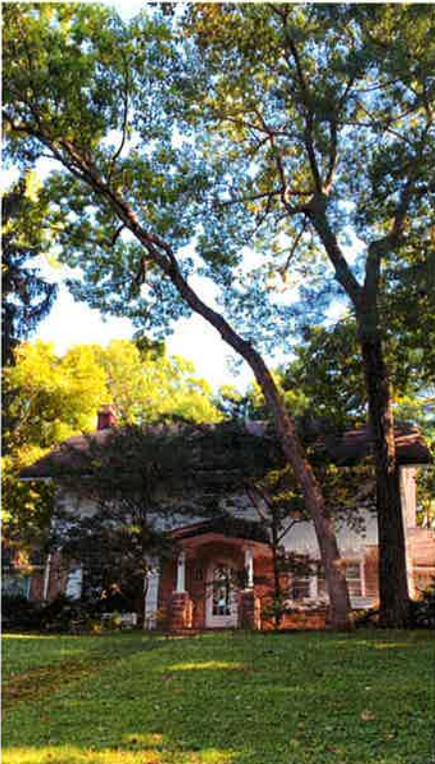


MSA PROFESSIONAL SERVICES, INC.

1702 Pankratz Street, Madison, WI 53704

Contact: Matt Frater | Project Manager
Phone: (608) 421-7140
Email: mfrater@msa-ps.com
Website: www.msa-ps.com

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FIRM QUALIFICATIONS



MSA Professional Services, Inc.

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of approximately 325 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions.

Your success matters.

Client Service Quality Assurance Program

Our firm constantly strives to improve our processes and tailor the services we provide to best suit each of our clients. As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

Unlike any survey you've ever taken before, your response will initiate specific improvement for you and your project. To fully demonstrate this program, you will soon receive a survey requesting your feedback on our ability to meet your expectations throughout the proposal process. We hope you'll take a few minutes to respond, experience the process first-hand, and see how we follow-up to your feedback.

How it will work during your project:

1. The project manager or another team member asks for your feedback electronically.
2. You respond to a six-eight question, two-three minute survey.
3. Your response is immediately routed to the project team via email.
4. If any of your responses indicate exceptional performance or a problem, someone on the project team will follow-up and discuss ways to either improve the process, or make sure we continue to provide the level of service you desire.
5. We document any process changes and communicate them to the project team and back to you.

FIRM QUALIFICATIONS

CLIENT EXPERIENCE

Percentage of clients who say MSA met or exceeded their expectations based on the following categories.

ACCURACY

98% 

HELPFULNESS

96% 

QUALITY

99% 

RESPONSIVENESS

98% 

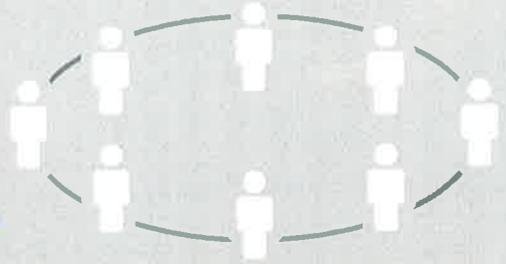
SCHEDULE

98% 

SCOPE and FEES

97% 

100%
EMPLOYEE
OWNED



63 INDUSTRY
AWARDS
EARNED SINCE 2010

\$500 million

GRANTS & LOW-INTEREST LOANS

We've helped our clients secure to help offset the cost of infrastructure projects.



325+

TEAM MEMBERS



WISCONSIN
•
IOWA
•
MINNESOTA
•
ILLINOIS

ENABLING PEOPLE
TO POSITIVELY
IMPACT THE LIVES
OF OTHERS

SINCE
1962

MSA's Planning & Design Studio

At MSA, we know that every project starts with a plan – a clear and consensus driven vision for the future that can be realistically implemented.

Our Planning & Design Studio is a team of 15 professionals, including seven members of the American Institute of Certified Planners (AICP) and two Professional Landscape Architects (PLA). Members of our Studio regularly give presentations on various planning topics at state and national conferences. Our planners have helped hundreds of communities and private organizations define their vision, obtain funding, and implement the improvements they seek. And, because our planners are part of a multi-disciplinary firm, they are able to engage our professional engineers and architects in the planning processes to aid our clients in developing sustainable, implementable plans.

AVAILABLE SERVICES

- Capital Improvement and Strategic Plans
- Comprehensive Plans
- Community Blight Studies
- Cooperative Boundary Agreements
- Economic Development: Market Analysis, Tax Increment Financing, Feasibility Studies
- Funding: Grant Writing, Grant Administration, Fundraising
- Housing Studies: Analysis of Impediments to Fair Housing, Market Analysis
- Impact Fee Studies
- Landscape Architecture
- Park and Recreation Planning: Park Master Plans, Comprehensive Outdoor Recreation Plans, ADA Studies
- Public Engagement
- Redevelopment Studies: Downtown, Neighborhood, Corridor, and Site Planning
- Transportation Planning: Bicycle and Pedestrian Plans, Safe Routes to Schools Plans, Access Management Studies
- Urban Design: Wayfinding, Streetscaping, and Design Standards
- Zoning: Ordinance Creation, Code Rewrites and Zoning Administration

COMPREHENSIVE PLANNING

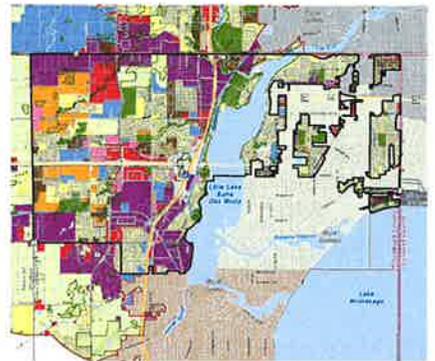
Comprehensive plans are the cornerstone of all local planning efforts. They establish a shared vision for the future of a community and provides a framework for policy and action on many topics, typically with land use and growth policies at the core. MSA can help craft a process that fits the needs of your community, either for a completely new plan or an incremental update. We recognize the importance of effective public engagement to ensure that a plan has legitimacy and is a good fit to the needs and wants of residents and other community stakeholders.

**20 NATIONAL +
STATE AWARDS**



Our planners have created 20 award-winning plans over the past 10 years.

**A FULL-SERVICE
PLANNING+DESIGN**
firm with project
experience across the
country



PAST PROJECTS

Joint Comprehensive Plan Update

Waunakee-Westport, WI

Population: 12,000

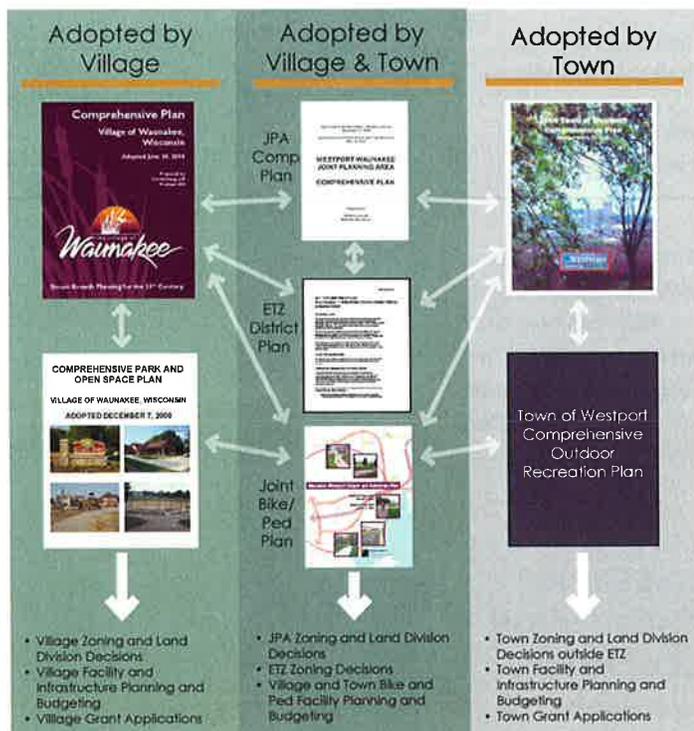
In January 2017, the Village of Waunakee and the Town of Westport adopted two plans – a Joint Comprehensive Plan and a Joint Bicycle, Pedestrian and Outdoor Recreation Plan. These adoptions culminated a year of careful coordination and shared effort, led by MSA.

The two communities had originally sought update of a total of seven plans, including independent comprehensive plans, and selected MSA to assist with these updates based on our proposal to consolidate those seven plans into two coordinated and jointly-adopted plans.

In adopting these plans, the Village and Town renewed their commitment to collaboration and cooperation, extending a 20-year history of pragmatic effort around shared interests and community assets.



Current Plan Documents



Proposed Plan Documents



Reference Information

Kevin Even, Village Engineer
 Village of Waunakee
 333 S. Madison Street
 Waunakee, WI 53597
 (608) 849-6276
 keven@vil.waunakee.wi.us

Comprehensive Plan

Fox Crossing, WI

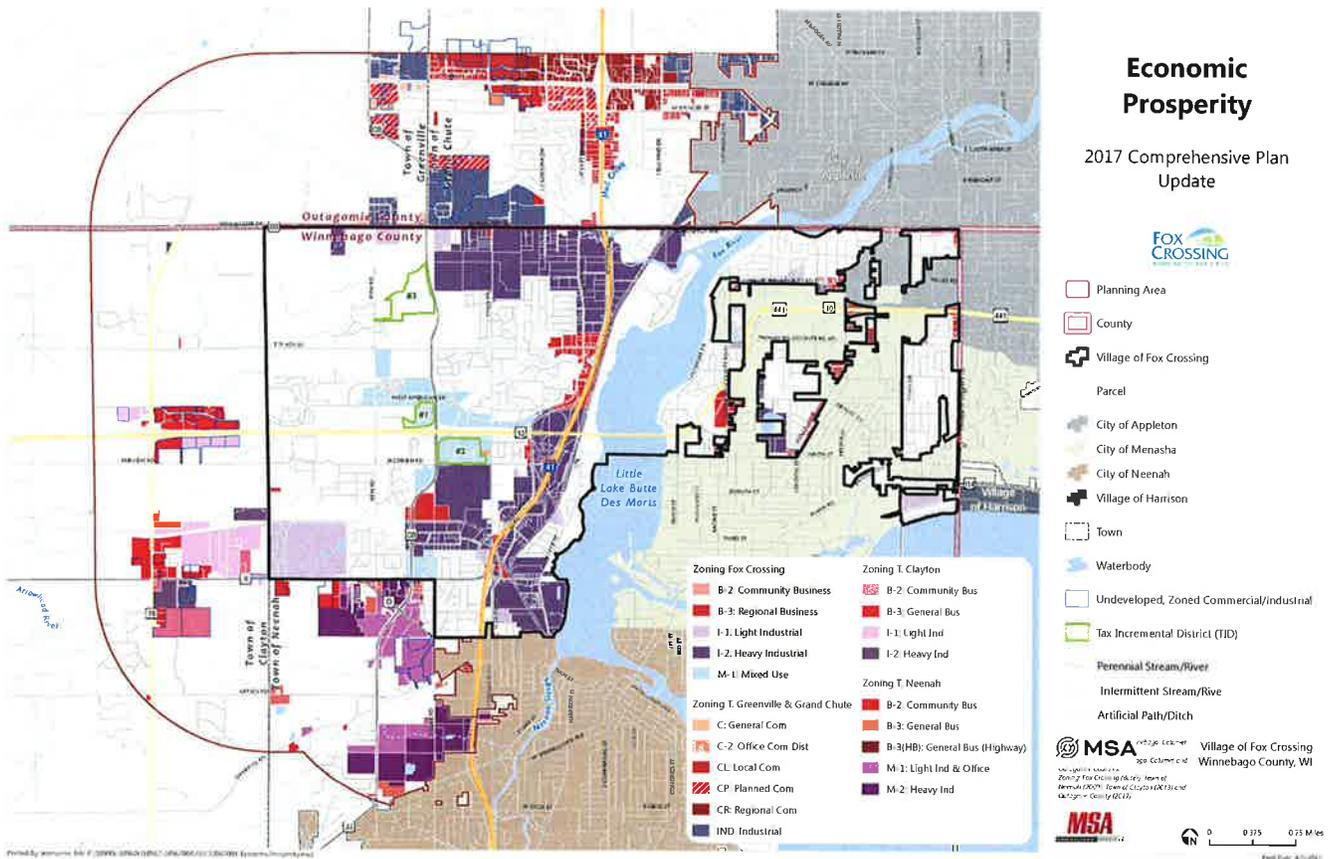
Population: 18,000

In 2016, the former Town of Menasha incorporated as the Village of Fox Crossing. Fox Crossing is located between the cities of Neenah and Appleton and is one of the fastest-growing communities in the Fox Valley. The community of nearly 20,000 residents has a number of land use issues and opportunities. The Village is bisected by Little Lake Butte des Morts and Federal Highway 41 and State Highway 10. The land on the east side of Little Lake Butte des Morts has been developed for a long time and includes several older commercial and industrial corridors that are in need of redevelopment. West of the lake, the Village is experiencing increased demand for residential, commercial and industrial development in greenfield areas. The community includes large manufacturing industries and has begun to attract large-scale office uses such as the new \$70 million Secura Insurance headquarter campus.

Reference Information

George Dearborn
 Director of Community Development
 2000 Municipal Drive
 Neenah, WI 54956
 (920) 720-7105
gdearborn@foxcrossingwi.gov

The Village hired MSA to work with the community to develop a new Comprehensive Plan that addresses the growing complexity of its community with the need to manage reinvestment of existing neighborhoods while planning for continued growth and expansion. With MSA's assistance, a new community vision was developed that will guide community development over the next 20 years and beyond.



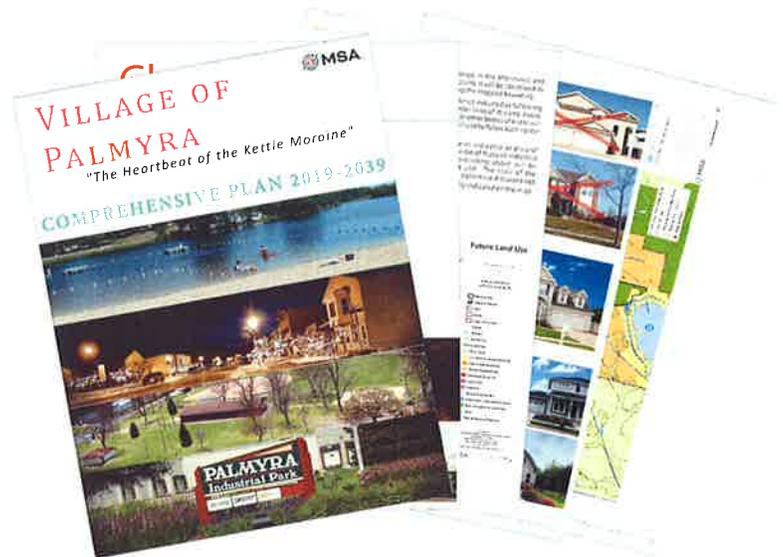
PAST PROJECTS

Comprehensive Plan 2019 - 2039

Palmyra, WI

Population: 2,000

Happy with the planning direction and community results over the prior decade, the Village of Palmyra needed a new Comprehensive Plan to address upcoming issues and opportunities. The MSA team conducted a series of public engagement activities, including a community survey, to identify current concerns and ideas. Drawing from that input as well as our knowledge of the community gained administering the zoning ordinance and managing the Village's TIF districts, our planning team helped to craft a fresh look for the next decade. The updated plan was designed for accessibility and ease of reference - making it easy for the Village to quickly and confidently make community decisions. The updated plan was adopted in August 2019.



Reference Information

Laurie Mueller
Clerk/Treasurer
(262) 495-8316
clerk@villageofpalmyra.com



Photo Courtesy of: <https://www.shorewest.com/real-estate/wi/jefferson-county/palmyra/>

Your Community. Your Plan.

Our planning team is experienced in partnering with similarly-sized communities throughout the comprehensive planning process which will allow us to create a plan as unique as your community. Through this process, the Village of Shorewood Hills will retain a Comprehensive Plan that continues to guide community conversations, decisions and transformations for years to come.

MSA takes pride in our ability to create user-friendly planning documents. We will use images and graphics to illustrate elements of the plan, and we will avoid lengthy blocks of text—all of which create a document optimal for viewing online, while also allowing it to function well in printed form.

Our proposed team, shown in the following pages, will develop the Shorewood Hills 2040 Plan update including the required nine elements under state statute 66.1001 (issues and opportunities; housing; transportation; utilities and community facilities; agricultural, natural and cultural resources; economic development; intergovernmental cooperation; land use; and implementation), maintaining the format of the current plan, and also incorporating the Sustainability Plan. The document will provide a summary of the planning process, an overview of the legal basis for the plan, and describe the relationship of this plan to other plans adopted by the Village or by other jurisdictions. We anticipate a document length of about 80 pages, with an emphasis on the maps, policies and data most likely to be needed in regular plan use.

Organizational Chart

Our project team is based in our Madison office. Your project will be led by Matt Frater, with oversight from Jason Valerius, MSA's Principal Planner. Jason will provide strategic insights and quality oversight throughout the project and will be attending key public and working meetings. Matt will serve as project manager, with primary responsibility for research, document drafting, and project coordination. Matt will attend all meetings. Amber will help create the various maps.



STAFF QUALIFICATIONS



Matt Frater
PROJECT MANAGER

Matt brings unique experience in planning analysis and strategies. Matt previously served as the in-house Planner for the City of Madison, Wisconsin, Community Development Division, where he was the lead analyst, researcher and author for a series of Citywide housing reports, studies and plans. His work with the City routinely focused on tying community planning with other City strategies and initiatives, creating cohesive policies and unified municipal actions. Matt's prior work includes stakeholder engagement on federal housing policy in the MN-05 congressional district and geographic opportunity program development for the Met Council of the Twin Cities.

Education

M.S., Urban & Regional Planning
University of Wisconsin-Madison

B.S., Urban Studies
University of Minnesota-Twin Cities

Selected Project Experience

Comprehensive Plan, Fond du Lac, WI

Assisted in public engagement, data analysis, and design of Comprehensive Plan for the City of Fond du Lac.

Comprehensive Plan, Palmyra, WI

Led completion and adoption of Comprehensive Plan for the Village of Palmyra.

Comprehensive Plan, Waupun, WI

Led completion and adoption of Comprehensive Plan for the Town of Waupun.

Comprehensive Plan, Stubbs, WI

Led completion and adoption of Comprehensive Plan for the Town of Stubbs.

Comprehensive Plan, Sun Prairie, WI

Assisted in completion, data analysis, and quality control for the Comprehensive Plan for the City of Sun Prairie.

Housing Reports and Studies, Madison, WI*

Lead researcher, analyst, and author for a series of housing reports, studies, and plans to provide continuity of approach and engagement in serving all residents of the City of Madison's housing needs.

**Denotes experience prior to MSA.*



Jason Valerius, AICP
PRINCIPAL IN CHARGE

Jason has more than 15 years of community planning and design experience across the Midwest. He has lead the development of comprehensive plans, neighborhood plans and zoning ordinances. Trained in both planning and architecture, he has applied his urban design expertise to the creation of design standards and guidelines for municipalities, and also the design and entitlement process for private development. As Team Leader for the Madison-based Planning and Design team, Jason manages a talented staff with expertise ranging from comprehensive planning and transportation planning to park and recreation plans, landscape architecture, and urban design. Jason serves as the President of the Wisconsin Chapter of the American Planning Association.

Education

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee

B.A., Government/Psychology
Lawrence University

Selected Project Experience

Wauwaukee-Westport Joint Comprehensive Plan and Bike and Pedestrian Updates, Village of Wauwaukee and Town of Westport, WI

Led the update and consolidation of seven individual and joint plans for these two communities into two jointly-adopted plans.

Comprehensive Plan, Fox Crossing, WI

Provided oversight and quality assurance for the Village's first Comprehensive Plan.

Comprehensive Plan, Burlington, IA

Led a multi-firm team to create and adopt a comprehensive plan in this vibrant river community. Project activities included community survey, focus groups, public information meetings and monthly meetings with an advisory committee.

Comprehensive Plan, Sun Prairie, WI

Lead the creation for the comprehensive plan for the City of Sun Prairie.

Comprehensive Plan, La Crescent, MN

Lead the creation for the comprehensive plan for the City of La Crescent.

STAFF QUALIFICATIONS



Amber Converse
GIS SPECIALIST

Amber is a geographic information systems (GIS) professional with experience in the application of GIS technologies for support of planning projects, engineering design/construction projects and information management. She has a strong background in both scientific and engineering projects. Prior to joining MSA, Amber provided spatial data management and support for renewable energy engineering design and construction. Her experience includes map production, database management, GPS and survey support, web-based mapping and spatial modeling with Esri ArcGIS software.

Education

M.S., Environmental Science
University of Virginia

B.S., Chemistry
Macalester College

Selected Project Experience

Comprehensive Plan Mapping, Sparta, WI

Compiled data for comprehensive plan mapping.

Comprehensive Plan Mapping, Tomah, WI

Compiled data for comprehensive plan mapping.

Comprehensive Plan Mapping, Holmen, WI

Compiled data for comprehensive plan mapping.

Comprehensive Plan Mapping, Rapids City, IL

Compiled data for comprehensive plan mapping.

Comprehensive Plan Mapping, Whiteside County, IL

Compiled data for comprehensive plan mapping.

TID Project, Sun Prairie, WI

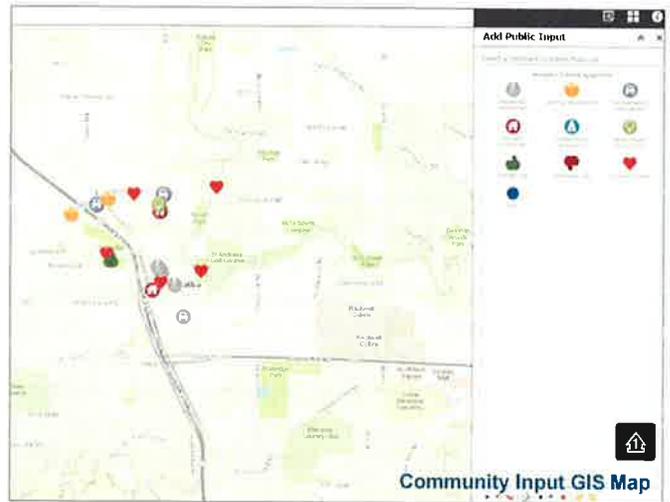
Completed TID mapping.

Future Land Use Mapping, Verona, WI

Mapped ETJ boundaries for adjacent municipalities, and preparing figures to use for future land use discussions.

Zoning Map, Dane, WI

Updated zoning map.



PROJECT APPROACH

Planning Process

Due to the level of analysis required to update the data within the Village's current Comprehensive Plan, as well as new formatting and the identified need for community engagement and conversation, we are proposing a newly written Comprehensive Plan built around the values, goals, and objectives of the current plan. Demographics of the Village have shifted over the past decade, and we have heard the need for the entirety of the community to have a voice in shaping the new plan. We propose taking the core of the original plan, using it to guide engagement, analysis, and goals, and reformatting the document. Some aspects of the plan, for example maps of natural resource data, do not need updating. MSA will work with the Village to incorporate elements that are still relevant in order to best maintain continuity and efficiency, while bringing the guiding policy to the forefront of the document.

We recognize that the Village has recently undertaken work on a Sustainability Plan, which will be included as a chapter of the Comprehensive Plan. We will utilize this plan as more than a chapter, integrating sustainability elements into action items and objectives of the remainder of the plan to promote cohesiveness in Village policy. Our goal is to create a plan that is complementary to other recent policy initiatives.

Correspondence and Meetings

We understand the need for frequent communication and updates to allow the planning process to run smoothly. We propose the following schedule for communications with the Village Plan Commission and Board regarding materials, draft documents, and meetings:

Typical schedule

Meetings to occur quarterly throughout 2020 Q1, Q2, and Q3, with two meetings in Q4 to introduce the public hearing draft as well as adoption.

- 3 weeks prior to Plan Commission meeting: MSA to provide draft materials.
- 2 weeks prior to Plan Commission meeting: Village staff to discuss draft with MSA.
- 1 week prior to Plan Commission: Submission of material for Board/Commission packet.
- Plan Commission meeting: Present draft materials and hold working meeting.

Staff Meetings

In addition to scheduled communication prior to Plan Commission, we will work with Village Staff via email and phone conversation to move the plan along and work through any issues or opportunities

which may arise. We will schedule monthly in-person updates with Village staff to discuss plan progress.

Village Committee/Commission Meetings

Shorewood Hills has several Committees which can provide valuable input toward the planning process. To ensure their involvement, not only will they be directly invited to provide input and attend all public engagement methods, but we will be available to meet with the Sustainability Committee and other relevant Committees and Commissions identified by staff and/or the Village Board for an additional hourly rate.

Plan Commission Meetings

We will meet with the Plan Commission and invite all interested Trustees to working meetings of the Plan Commission five (5) times throughout the process:

1. Project Kick Off; Visioning Session.
2. Element Review: Ag/Natural/Cultural Resources; Utilities & Community Facilities; Economic Development; Transportation.
3. Element Review: Housing; Intergovernmental Cooperation; Land Use; Implementation.
4. Public Engagement and Draft Review.
5. Recommendation to the Village Board.

Village Board

We will meet in-person with the Village Board a total of two (2) times throughout the planning process:

1. Process Kick Off, Public Participation Plan Approval.
2. Plan Adoption.



NOTE: All meetings throughout the process are to be set up by the Village. MSA will provide draft materials, notice language, and timing, but the meeting location and notifications will be coordinated by Village Staff.



Public Engagement Process

We recognize that the Village is committed to a strong effort to engage stakeholders with a set of strategies that are inclusive, creative and varied, not only to enhance the quality of the plan but also as part of ongoing efforts to help residents feel involved in and connected to the Shorewood Hills community.

Public Participation Plan

The Public Participation Plan is required by statute and must be approved by Village Board. It is also essential to the success of the planning process. The components described in this proposal are a starting point for that plan, and it will be refined in conjunction with the final project scope. We would like to help present the Public Participation Plan to the Village Board, to help kick off the process and ensure Trustee understanding of, and buy-in for, the process.

Focus Groups

Our team proposes to facilitate interviews with key stakeholders and focus groups near the beginning of the planning process, using the open house to identify interested residents. MSA will consult with staff to identify potential focus group members who did not volunteer at the open house, in order to best represent the community through more in-depth discussions. The objective of the interviews will be to gain a better understanding of the growth plans and preferences of residents, institutions, organizations and businesses.

We have budgeted for two focus groups, including the following themes for discussion:

- Community Involvement & Attachment.
- Community Identity & Change.

In addition to focus groups, we will also review City of Madison and University of Wisconsin plans and meet with City of Madison and University planning staff, as development and change around Shorewood will be driven in part by these groups.

Open Houses (2)

Open Houses are cornerstones of our Comprehensive Planning process. We will host one near the beginning and one near the end of the process. Each will be hosted in conjunction with an existing community event, when possible, such as Let's Eat Out!, Bocce Bash, or the Fourth of July event. We have found that bringing meetings to where residents already congregate is the best method to drive engagement. We will coordinate with staff to secure a location to accommodate an Open House, and are willing to adjust our methods to fit specific events and locations. In addition to traditional notification methods, to bolster participation, we will work with the Village to advertise on Nextdoor, the Village Bulletin, and at other community-utilized spaces including the country club, pool, etc.

Promotional Methods

The success of our participation methods relies upon knowledge of the opportunities for involvement. We propose the following methods to inform residents throughout the process:

Quarterly Village Bulletin Update

We will work with Village staff to create quarterly updates of the planning process and information about upcoming events to be posted in the Village Bulletin.

Flyers/posters

Physical flyers or posters can be used to help reach people that are otherwise relatively hard to reach, including those who may not realize they reside within the Village, such as renters. We suggest the posting of flyers, with permission, at apartment buildings and places of businesses throughout the Village.

Emails

Email announcements can help to promote events and input opportunities. We will also work with Village staff to request and encourage the promotional assistance of various community organizations to share our participation invitations with their own members.

Social Media

Participation opportunities can be promoted through existing Facebook and Twitter feeds, including the Police Department, Elementary School, and promoted through Nextdoor by Village residents and Trustees.

PROJECT APPROACH

Project Maps

Project maps for the Comprehensive Plan update will utilize existing maps where feasible, such as in instances where data has not changed or there is no new data available. After review of existing maps, we anticipate use of the following for mapping purposes:

Maps Included As-Is

- Map 1-1: Regional Context
- Map 4-1: Historic Resources
- Map 5-2: Community Facilities

MAS-Updated Maps

- Map 3-1: Existing Land Use
- Map 3-2: Future Land Use
- Map 5-1: Utilities
- Map 6-1: Road Network and Traffic Counts
- Map 6-3: Bicycle & Transit Network
- Map 7-1: Housing – Year Built
- Map 7-2: Assessed Value of Residential Parcels
- Map 7-3: Residential Improvement Value to Land Value Ratio
- Map 8-1: Surrounding Area Plans

Not Needed in Plan

- Map 6-2: Planned Road Network Improvements
- Map 7-4: Single Family Home Square Footage

Additional Services

Rental Housing Inventory

Due to Census data consistently having a two-year delay in release and utilizing a five-year average, there are many rental units in the community that are not currently represented in available data. Beyond the community survey, we would distribute a survey to, and analyze responses from, property managers of multifamily rental properties in the Village to better understand the market for rental housing and trends that have been occurring within the market. This survey will be used to add additional detail to Housing, Economic Development, and other plan sections to provide additional insight into issues & opportunities of the Village.

Online Community Survey

Surveys can be an important component of any comprehensive planning project – they are a convenient method of participation for stakeholders and they result in easily accessible data. We propose an optional Survey Monkey survey to collect opinions on a wide range of topics within the Comprehensive Plan. MSA has had great success in scope of engagement using online surveys, especially when promoted with a mailed postcard to ensure

resident notification. We could also create a hard copy version of the survey to be made available on request at Village Hall, area businesses, and recreational centers.

Online Community Input Mapping

An exciting new tool for engagement is the ability for residents to utilize online mapping tools. We would provide a sharable link to an online ArcGIS application focused on a map of Shorewood Hills that can be used by the public to identify strengths and weaknesses they would like to document and upload to the process. The app is simple to use, and provides specific data on community preferences. First, residents pick the plan topic and identify it as an issue or opportunity, then select their location using a map, and leave their thoughts. The application allows anyone, at any time, the ability to contribute to a Village-wide Issues and Opportunities Map using a computer, smartphone, or tablet.

Additional Meetings/Public Engagement

MSA can host additional community engagement events, such as pop-ups at community events like Let's Eat Out!, July 4th events, and pop-ups at other commonly-used community locations. Pop-ups would include one to two planners present at events with maps, imagery, and guiding questions to engage in resident feedback at various points throughout the process. We are also available for additional open house opportunities, and could encourage broader public engagement opportunities outside of the two base Open Houses such as an additional Open House to occur in a community space of one of the multi-unit buildings along the University Avenue corridor.



A Note about Data:

MSA uses community and stakeholder engagement in planning processes to supplement other available data sources, to verify trends, and to supplement analyses. In smaller communities, this is especially important in the planning process. The most accurate representation of community statistics is through the Decennial U.S. Census. 2020 Census Data will not begin release until 2nd Quarter 2021, and some data will not be available until 2022 – well after the planning process is complete.

Intermediate data is available through the American Community Survey (ACS), which as a sampling, and not a direct count, contains margins of error in reporting of data. For communities the size of Shorewood Hills, ACS estimates are prepared as a 5-year weighted rolling average in order to provide the most accurate possible estimates with the smallest possible margins of error. After review of available ACS data for the Village, MSA is confident that for the majority of data, margins of error are minimal enough to feel confident in analysis provided.

For datasets where margin of error is large, MSA has taken the practice of presenting data as a *range* of possible values. We feel confident in this method, and it has served smaller communities well when going through the comprehensive planning process. MSA would additionally be able to collect data ourselves to complement ACS estimates. This would be accomplished either through the optional Community Survey, and for housing statistics, an optional Rental Housing Inventory of multi-unit residential buildings within the Village.



PROJECT APPROACH

Timeline

2020	ACTIVITY	MSA DELIVERABLES	VILLAGE RESPONSIBILITIES
March	<ul style="list-style-type: none"> Kickoff Meeting with Staff Public Participation Plan Plan Commission Meeting #1 – Kickoff, Visioning and Public Participation Plan Village Board Kickoff and Public Participation Plan 	<ul style="list-style-type: none"> Public Participation Plan 	
April	<ul style="list-style-type: none"> Focus Groups 	<ul style="list-style-type: none"> Focus Group questions and facilitation materials for review 	<ul style="list-style-type: none"> Focus Group identification / meeting scheduling
May - June	<ul style="list-style-type: none"> Open House #1 	<ul style="list-style-type: none"> Presentation and engagement materials for community feedback Promotional Materials for Open House #1 	<ul style="list-style-type: none"> Meeting venue arrangements and notices
July	<ul style="list-style-type: none"> Plan Commission Meeting #2 Element Review – Ag/ Natural/Cultural Resources; Utilities & Community Facilities; Economic Development; Transportation 	<ul style="list-style-type: none"> Draft plan chapters Presentation/Feedback Facilitation 	
August	<ul style="list-style-type: none"> Plan Commission Meeting #3 Element Review – Housing; Intergovernmental Cooperation; Land Use; Implementation 	<ul style="list-style-type: none"> Draft plan chapters Presentation/Feedback Facilitation 	<ul style="list-style-type: none"> Meeting venue arrangements and notices
September	<ul style="list-style-type: none"> Open House #2 – Public Workshop; Overview of Draft Plan Plan Commission Meeting #4 – Public Feedback and Draft Plan Review 	<ul style="list-style-type: none"> Presentation and engagement materials for community feedback FULL PLAN DRAFT 	
October	<ul style="list-style-type: none"> Public Review Period 	<ul style="list-style-type: none"> Public Hearing Draft of the Comprehensive Plan Update Public Hearing Notice Language 	
November	<ul style="list-style-type: none"> Public Hearing at Plan Commission Plan Commission Meeting #5 - Plan Commission Recommendation 	<ul style="list-style-type: none"> Presentation to Plan Commission 	
December	<ul style="list-style-type: none"> Village Board Plan Adoption 	<ul style="list-style-type: none"> Presentation to Village Board 	

Fee

TASKS	COST
Meetings and Public Involvement	\$7,500
Plan Text and Map Update	\$14,000
Project Administration, Quality Assurance	\$1,500
TOTAL	\$23,000

Additional Services

SERVICES	COST
Rental Housing Inventory	\$1,500
Online Community Survey	\$3,000
Online Community Input Mapping	\$1,500
Pop-Up Booth at Community Event	\$500 - \$1,000
Additional Open House Meeting	\$900
Additional Plan Commission Working Meeting	\$600



Reinders



Scott Neary, SCPS
Territory Manager
W227 N6225 Sussex Road
Sussex, WI 53089
Cell (608) 220-6593
Fax (262) 786-6111

sneary@reinders.com

Acct #: 110189

Village of Shorewood Hills
1008 Shorewood Blvd.
Madison, WI 53705

STATE BID Price 2019

<u>Quote ID#</u> Q10138	Quotes Good for 30 days
<u>Quote Date</u> 2/20/2019	State Contract

Attn: Tary Handschke

NASPO-WI

Qty	Model #	Description	State Contract
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1	30695	<i>30hp</i> Groundsmaster 7210 No Deck <u>(T4)</u> <i>Emmerson's</i>	\$24,664.00
1	30382	12V Power Port/Electrical Accessory Kit	\$134.40
1	30474	Polar Trac Cab	\$9,249.60
1	30675	Polar Trac Kit	\$8,141.60
Sub Total:			\$42,189.60

*7200
7863
less than
7210*

1	ES1600	Erskine 53" Snow Thrower	← \$6,295.00 →
1	PVP-V-PLOW	MB 4-Way Power V-Plow for GM7200 Series (57.5" to 49.7" & angles 30 degrees forward & back)	\$4,410.00
1	AMA-00322	MCT 60" Power Broom	\$4,147.50
1	432-200382	Mount Kit for Power Broom	\$1,680.00
Sub Total:			\$16,532.50
Package Total:			\$58,722.10



*- Snowthrower #52477¹⁰
TRADE 4000 -
48477!*

#2750^{SS} Straight Blade 50817

APPROVED MINUTES FOR THE VILLAGE OF SHOREWOOD HILLS PLAN COMMISSION

The Tuesday, September 10, 2019 meeting of the Plan Commission was called to order at 7:00 pm by Chair Dave Benforado. Members present were: Mr. Benforado, Deb Remington, Jim Etmanczyk, Karl Wellensiek, Earl Munson and John Imes. Brauna Hartzell was excused. Also present was Karl Frantz, Village Administrator, Scott Harrington of Vandewalle and David Sykes, Administrative Services Manager/Deputy Clerk. About twelve visitors were in the audience.

Mr. Frantz confirmed the meeting had been properly posted and noticed.

Pre-application meeting with owner of property at 3426 Lake Mendota Drive regarding plans for new home and discussion of lakefront and street right of way setbacks

Mark Staff described his intention to demolish his home at 3426 Lake Mendota Drive next year and build new. The existing home has no garage and the cost to remodel is almost as much as building a new home. The lakefront lot is only 50' wide and fitting a modest sized home into the available space is difficult. The neighboring home to the east is closer to the street than the 25' setback requirement. He has had preliminary talks with the neighbors about building a little further north than the lakefront setback line and they seem supportive.

Mr. Munson felt the Commission cannot allow an exception to the lakefront setback line for any homeowner without allowing it for all.

Mr. Benforado explained how and why the lakefront setback line and floor area regulations were developed.

Mr. Staff pointed out that the setback regulations significantly hinder building a 2,500-3,000 sq. ft. home on this lot, which is next door to a 5,000-6,000 sq. ft. home.

Mr. Benforado said he would welcome a new home that meets zoning regulations and there is a process in place to deviate from the regulations (i.e. zoning variance from the front yard setback limit).

Public hearing on proposed text amendments to the zoning code regarding accessory uses and structures including short-term rentals and replacing the word handicapped with disabled

Mr. Benforado called the public hearing to order at 7:17 pm. He reviewed the proposed ordinance to reinstate text that was inadvertently deleted from the zoning code when a previous ordinance revised the Supplementary Regulations section of the Code.

Mr. Frantz and Mr. Harrington explained Ordinance L-2019-5 will resolve the problem with the deleted text and a more comprehensive revision to the Accessory Uses section could be considered in the future. The future revision could include language regarding short-term rentals (i.e. AirBNB, VRBO, etc.) and the keeping of pigmy goats, which the Public Health & Safety Committee has been considering.

The public hearing was closed at 7:36 pm.

Recommendation on an ordinance to effect text changes to the zoning code

The suggested revisions to the supplemental regulations in the zoning code would clarify some of the ambiguous parts of the Code.

Mr. Etmanczyk moved and Ms. Remington seconded a motion to recommend the Board approved Ordinance L-2019-5 to effect text changes to the zoning code.

Public Hearing on conditional use permit for a private park/playground on property located at 2710 Marshall Court by Ronald McDonald House Charities

Mr. Benforado opened the public hearing at 7:49 pm. He explained Ronald McDonald House (RMH) bought the property at 2710 Marshall Court with the intention of demolishing it and building a private park for RMH guests.

Kevin Huddleston, Executive Director of RMH-Madison, thanked the Commission for its previous support for the expansion of the facility that had its groundbreaking on September 14. He and Steve Hoff, of RMH Charities Board, explained they exceeded their fundraising goal and an opportunity arose for RMH to purchase the neighboring property. Greenspace has always been needed at the facility but not available on the existing property. They will be doing another round of fundraising to build a park/playground at 2710 Marshall Court. They hope to open in the spring of 2020. He reviewed the concept plan that will include: a play set, ADA swing, benches, tables, a slide, trike path, storage shed and sport court. The sport court will be made of a material that dampens sound. They intend to maintain the existing trees and will work with The Bruce Company on a landscaping plan. The area will be fenced in by a 5' fence on three sides with the existing fence on the north side.

Michael Stiennon, 2814 Marshall Court, thinks it will be an attractive nuisance and is concerned about how its use will be monitored, if it will be supervised, lighting, noise and hours of operation. Mr. Huddleston indicated the fence would be locked and only for RMH families (due to liability issues and the desire for the families to have privacy). It will only be operated during daylight hours and they intend to have security cameras. RMH is staffed 24 hours/day and will monitor the park. He reiterated that the sport court reduces noise and they are cognizant of residential neighbors across the street and do not want to disturb them. In general, they expect families will be at the hospital most of the time, the park may see increased use in the evening and on weekends but do not expect it to be heavily used.

Mr. Stiennon added, unrelated to the conditional use permit, that the stairway next to 2710 Marshall Court is used all day long and pedestrians cross Marshall Court between parked cars in an unsafe manner. He feels a bump out and crosswalk are needed there.

The public hearing was closed at 8:09 pm.

Mr. Benforado summarized comments from Paul Lenhart, owner of 700 & 800 University Bay Drive. He supports RMH building the park but has concerns about noise, like repetitively bouncing balls that may disturb office workers. Mr. Huddleston indicated he has talked to Mr. Lenhart but clearly, there is more to talk about and they intend to be a good neighbor.

Mr. Benforado said the security camera was a good idea and he appreciates that they do not intend to add lighting. He added that the project is in a tax increment district (TID). The upside is there will be no added traffic, but the downside is that it is a private park.

Mr. Imes suggested they include a water feature. Mr. Hoff explained that a water feature would be difficult since there will be no building on the property.

Ms. Remington asked if a basketball court would be essential. Mr. Huddleston indicated it was something they could talk about but explained it is not going to be like a traditional basketball court. The sport court material will dampen noise.

Mr. Etmanczyk asked about the "tool" shed. Mr. Huddleston said it would be a decorative structure to hold a few items.

Ms. Remington asked if they considered a natural playground instead of a plastic structure. Mr. Hoff indicated it was the play structure chosen by a donor and maintenance would be easier than a natural playground.

Mr. Munson indicated he was not concerned about the noise bothering the neighboring office workers and that it appears to be a great project for the RMH families.

Mr. Benforado brought up the idea of a payment in lieu of taxes (PILOT). Since the property is in a TID, it could be considered in a similar way to the RMH addition. Dan O'Callaghan, Attorney for RMH, indicated this property was a little different in that it does not need to be rezoned. 2710 Marshall Court qualifies for the State property tax exemption but RMH would be willing to discuss it further.

Recommendation and findings on conditional use permit for a private park/playground 2710 Marshall Court

Mr. Benforado led a review of the proposed findings.

Mr. Munson moved and Mr. Imes seconded a motion to recommend the Board approve the conditional use permit and findings for a private park/playground at 2710 Marshall Court; after a conversation has been had regarding a PILOT (payment in lieu of taxes).

Motion approved 6-0.

Public hearing on conditional use permit for landscaping, patio stairwell retaining wall improvements on property located at 3444 Lake Mendota Drive

Mr. Benforado opened the public hearing at 8:47 pm.

Sarah and Nate Condella reviewed their plan to improve their back yard. They have two young kids and want to make it more useable. They will be cleaning up some of the natural landscape done by the previous owners. They consulted with the Village Forester who suggested they remove three unhealthy trees in the back yard and replant new ones.

Doug Corning, of Corning Graap & Associates, is a landscape architect and reviewed the specifics of their plan. They would be mainly replacing existing features including the steps to the lake. They plan to install a play area in the yard, which would necessitate a 5-foot retaining wall into the hill. They would install permeable synthetic turf and replace stone pavers with permeable pavers. The change in non-permeable surface is below the limit that would trigger the Village's stormwater ordinance. They are aware of a neighbor's concern about obstructed views but the neighbor's yard grade and house's lower level are at a higher elevation than the proposed yard elevation. The existing retaining wall at the north end of the off-street parking pad does not allow a car to be parked completely off the street. Their plan is to rebuild the retaining wall and redesign the stairs to allow a car to be parked off the street and make it easier to walk down the stairs.

Mr. Benforado noted that neighbors on either side of the Condellas, Robert Alexander and Erica Moeser, sent comments via e-mail. They were concerned about the steps on the side of the house not complying with the 3' setback regulations. Mr. Frantz explained that the existing steps are nonconforming and right up against the lot line. The landscape plan has the steps being replaced by permeable steps that will be a foot off the lot line, making them less non-conforming. There was also concern about the deck with a railing obstructing views. Mr. Condella explained it would be a cable railing that can be seen through and that an existing fence around the neighbor's yard and vegetation currently block the view of the deck from that yard.

Mr. Benforado asked about their construction timeline. Mr. Corning indicated they would begin work as soon as possible and expect it to be completed in two months.

The public hearing was closed at about 9:18 pm.

Recommendation and findings on conditional use permit for landscaping, retaining wall improvements on property located at 3444 Lake Mendota Drive

Mr. Benforado led a review of the proposed findings.

Mr. Etmanczyk moved and Ms. Remington seconded a motion to recommend the Board approve the conditional use permit and findings for landscaping, retaining wall improvements on property located at 3444 Lake Mendota Drive.

Motion approved 6-0.

Public hearing on conditional use permit for landscaping, retaining wall improvements on property located at 3650 Lake Mendota Drive

Mr. Benforado opened the public hearing at 9:49 pm.

Natalie Doty of Edge Constructing Engineers provided a history of damage to the property at 3650 Lake Mendota Drive. The August 20, 2018 storm resulted in a bank failure of the shoreline. Their landscape plan is to restore the area with terraced Envirolok® soil bag retaining walls. The engineered system has interlocking soil bags and are anchored into the ground. When complete the retaining walls will look natural and be covered with a vegetative blanket of grasses and wildflowers.

Ms. Doty reviewed the drainage plan. It would upsize or replace existing culverts and pipes to make them work as plan when they were originally designed.

Mr. Frantz added that he Village Engineer has reviewed the stormwater and erosion control plans and determined they comply with Village regulations.

Mr. Munson said he is concerned about piping water to the lake without filtering or treating it.

Mr. Imes suggested the pipe outlets areas could be riprap or other material used to filter the water before it enters the lake.

Mr. Benforado asked if the neighbors have been informed of the project. Ms. Doty indicated the property owner has talked to the neighbors. Mr. Frantz added that one neighbor reviewed the plans in the office today and said he did not intend on attending the meeting.

Mr. Imes asked about the timing of the project. Ms. Doty indicated they would begin as soon as possible to be completed by mid- to late-October.

Mr. Benforado closed the public hearing at 10:07 pm.

Recommendation and findings on conditional use permit for landscaping, retaining wall improvements on property located at 3650 Lake Mendota Drive

Mr. Benforado led a review of the proposed findings.

Mr. Wellensiek moved and Mr. Imes seconded a motion to recommend the Board approve the conditional use permit and findings for landscaping, retaining wall improvements on property located at 3650 Lake Mendota Drive.

Mr. Imes indicated he was excited about the potential of the natural soil bag retaining walls.

Motion approved 5-1 (Mr. Munson voted no specifying concerns about piping water to Lake Mendota).

Update on amendment to intergovernmental agreement with the City of Madison concerning design engineering of the University Avenue reconstruction project and University Avenue corridor stormwater management

Mr. Benforado reported the ad hoc Stormwater Committee would next meet on September 17 to hear a presentation regarding the feasibility and cost study conducted by AE2S. The University reconstruction project is currently on hold pending the feasibility of the tunnel project and if funding can be found that would include the tunnel and University Avenue.

Minutes: July 9, 2019 and August 6, 2019

Mr. Munson moved and Mr. Etmarczyk seconded a motion to approve the July 9, 2019 minutes with a couple of minor edits.

Motion approved 6-0.

Mr. Munson moved and Ms. Remington seconded a motion to approve the August 6, 2019 minutes as submitted.

Motion approved 6-0.

Set Next Meeting

The next meeting is tentatively scheduled for Tuesday, October 15 but may be changed if needed.

Adjourn

The meeting was adjourned at 10:39 pm.

Respectfully submitted,

David Sykes
Administrative Services Manager/Deputy Clerk

**Minutes of the Ad Hoc Stormwater Committee
Village of Shorewood Hills**

Tue., Sept. 17, 2019

(approved at Nov. 6, 2019 Committee meeting)

- 1) **Called to Order:** at 7:03 PM.
 - a) **Roll Call:** Committee Members Present: Chair/Village President Dave Benforado, Carolyn Benforado, Gloria Beach, Greg Brauer, Mark Mandel, Eric Riedner. Peter Hans was excused.
 - b) **Others Present:** Village Administrator Karl Frantz, Village Trustees Mark Lederer and Cokie Albrecht, Amber Lefers PE (AE2S), Cary Hirner PE (Black & Veatch Corp.), Mike Bakalars PE (KL Engineering), Sustainability Committee Chair Anne Readel, and numerous Village residents.

- 2) **Meeting Notice:** D.Benforado inquired and K.Frantz confirmed that the meeting had been properly posted in compliance with open meeting laws.

- 3) **AE2S presentation by A.Lefers regarding University Avenue flood relief tunnel feasibility study:**
 - a) **Link to AE2S PowerPoint presentation on Village web site:** [University Avenue Flood Relief Tunnel Feasibility Study](#)
 - b) **Summary:** Ambers recapped the need, purpose and objective of this tunnel feasibility study; data used and collected; options evaluated; two tunneling approaches analyzed; estimated project costs and key factors; key unknowns.
 - i) **Model:** Ambers reminded the Committee that these results utilize the City's stormwater computer model for the Willow Creek watershed, that it is a conservative model and that it probably overpredicts. She noted there is not much difference between the estimated reach of a 25-year flood and a 100-year flood in the corridor, and that the model assumes the railroad ballast will fail.
 - ii) **Tunnel Inlets/Outlet:** Assumes two 10' X 120' inlet structures, one in Midvale Blvd median just south of Univ Ave and one north of Univ Ave right between Janet's Antiques and UWCU. Assumed above grade discharge into Lake Mendota rather than an under water discharge, the former making it more challenging to dissipate the energy in the stormwater before it reaches the Lake. Some discussion of an outfall structure, the aim being to dissipate energy and capture solids in the stormwater.
 - iii) **Tunnel Options:** the tunnel options analyzed varied between minimizing open cut/maximizing tunnel to maximizing open cut/minimizing tunnel, the latter found to be not being feasible, the best approach being a combination of open cut and tunneling; this assumes beginning tunnel in NW corner of Garden Homes. Redevelopment of Garden Homes would increase future costs substantially. The two tunneling approaches analyzed were microtunneling and an earth pressure balance machine.
 - iv) **Costs:** Probable costs for this project were estimated to be in the range of between \$23.2M-\$30.7M, \$14.8M of which were tunneling costs, \$1.9M for

the two inlets, \$2.4M for the energy dissipater at the Lake Mendota point of discharge.

- v) **Timeline:** If tunnel project could be funded, 4 year project timeline (12-16 months for design, 3-4 months for bidding and award, 24 months for construction).

- 4) **General Update on Village/City discussions regarding potential new stormwater relief tunnel:** K.Frantz updated the Committee on recent discussions between the Village and the City of Madison regarding University Ave stormwater matters. MPO has very limited interest in attaching this tunnel project to the pending University Ave reconstruction project because of its cost. City is focused on flood relief and is looking into potential for leveraging federal funding; the University Ave reconstruction project may be delayed as this is all sorted out. The City plans to commence a Willow Creek Watershed Study at some point in the future.

- 5) **Revised Village Sustainability Plan presentation by Sustainability Committee Chair Anne Readel.**
 - a) A.Readel thanked the Committee for its prior input, summarized the revised draft Village Sustainability Plan dated 8/29/19, and said the Committee's plan was to continue to meet with other Village Committees, to hold more general public input sessions, and then to present a final draft Village Sustainability Plan to the Village Board by year end.

- 6) **Review Prior Meeting Minutes:** Committee reviewed draft meeting minutes from June 5, 2019, meeting. **Motion to approve by M.Mandel, second by C.Benforado. Approved (5-0) at 9:13 PM (G.Beach left the meeting at 9 PM).**

- 7) **Future Meeting Dates:** Committee confirmed their next meeting dates:
 - a) Wed., Oct. 2, 2019 (7 PM).
 - b) Wed., Nov. 6, 2019 (7 PM).
 - c) Wed., Dec. 4, 2019 (7 PM).

- 8) **Adjournment:** Committee adjourned at 9:16 PM.

Respectfully submitted by Dave Benforado on October 26, 2019.

Minutes of the Ad Hoc Stormwater Committee
Village of Shorewood Hills
Wed., Nov. 6, 2019
(scheduled for review at next Committee meeting)

- 1) **Called to Order:** at 7:03 PM.
 - a) **Roll Call:** Committee Members Present: Chair/Village President Dave Benforado, Gloria Beach, Greg Brauer (joined the meeting at 7:10 PM), Mark Mandel, Eric Riedner. Carolyn Benforado and Peter Hans were excused.
 - b) **Others Present:** Village Administrator Karl Frantz, Village Trustee Cokie Albrecht, Village Engineer Brian Berquist, Amber Lefers PE (AE2S), Janet Schmidt (City of Madison Engineering), and one Village resident.
- 2) **Meeting Notice:** D.Benforado inquired and K.Frantz confirmed that the meeting had been properly posted in compliance with open meeting laws.
- 3) **Review draft minutes from Sept. 17, 2019, Committee meeting:** motion to approve by M.Mandel, second by E.Riedner. Approved (4-0), Brauer had not yet arrived.
- 4) **Update on recent discussions with City of Madison on feasibility of stormwater relief tunnel project and future direction:** K.Frantz reported that he and B.Berquist have been attending regular monthly meetings with the City Engineering Department regarding the proposed reconstruction of Univ. Ave. between Shorewood Blvd. and Univ. Bay Drive, the infrastructure project that the City and the Village had been hoping could potentially include the stormwater relief tunnel under the Blackhawk golf course to Lake Mendota. Frantz reported that the City's current opinion, after reviewing the AE2S tunnel feasibility report issued in August, is that the proposed tunnel project is simply too expensive for the City to take on its cost share, that the outlook for significant new federal funding for the project appears bleak, that even when the Univ. Ave. reconstruction project is reduced to the bare essentials required by the MPO so that remaining funds could be dedicated to the tunnel, those remaining funds are minimal compared with the funds required to construct the tunnel. Frantz reported that therefore the City is undertaking an analysis of the second best option to remediate flash flooding along the Univ. Ave. corridor, that second best option according to City engineers is a proposed new 96" stormwater pipe in the Univ. Ave. corridor between Shorewood Blvd. and Grand Ave.
- 5) **A.Lefers (AE2S) presentation on her analysis of proposed new 96" stormwater pipe in the Univ. Ave. corridor (Shorewood Blvd. to Grand Ave.):**
 - a) **Link to AE2S analysis:** [https://www.shorewood-hills.org/vertical/sites/%7B00D5AF3F-ADFE-4173-AF3A-FC0C1A78DA4B%7D/uploads/Results_Summary_2019-10-28_-_DRAFT_to_City_\(2\).pdf](https://www.shorewood-hills.org/vertical/sites/%7B00D5AF3F-ADFE-4173-AF3A-FC0C1A78DA4B%7D/uploads/Results_Summary_2019-10-28_-_DRAFT_to_City_(2).pdf)

- b) **Background:** Subsequent to the AE2S tunnel feasibility study completed earlier this summer, AE2S was asked by City Engineering to undertake a detailed analysis of a proposed new 96” stormwater pipe in the Univ. Ave. corridor between Shorewood Blvd. and Grand Ave. to check to see if it would be a viable alternative. The City asked that she include impacts of 2/5/10 year rain events to her analysis, in addition to 25/50/100 year rain events.
- c) **Analysis:** Lefers distributed an 11X17” sheet containing an update to her analysis. Lefers’ analysis assumes that the Midvale Blvd./Univ. Ave. connection is reopened (a portion of new stormwater conduit under Univ. Ave. between Midvale Blvd. and Shorewood Blvd. installed in 2009 and subsequently blocked up with cinder blocks when City Engineering realized it was causing too much stormwater to rush to and dead end at Univ. Ave./Shorewood Blvd.), and that current known choke points in the existing stormwater system at Shorewood Blvd. and Grand Ave. are addressed. Lefers’ analysis concludes that “Alternative D” (the proposed 96” pipe) performs fairly well at the Univ. Ave./Midvale Blvd. intersection for all rain events except for 50 and 100 year rain events, and that it performs well for the 2/5 year rain events but not for the 10/25/50/100 year events at the Univ. Ave./Shorewood Blvd. intersection. Lefers also examined estimated flash flood duration in the Univ. Ave. corridor, and concluded that the proposed 96” pipe would greatly reduce the duration of the flash flood at each intersection studied.
- d) **Oct. 1, 2019, Flash Flood:** Lefers mentioned that she examined evidence from the Oct. 1, 2019, flash flood on Univ. Ave. (submitted photos and debris lines on the adjoining properties). Based on the rainfall that had occurred that night, Lefers concluded that the City’s stormwater model was accurately predicting levels of flooding in the Univ. Ave. corridor (and that, as she has consistently said, the stormwater computer model is probably over estimating flooding to a degree).
- 6) **MMSD “West Interceptor Shorewood Hills Relief Project” and potential Village synergies:**
- a) **Background:** D. Benforado reported that the Madison Metropolitan Sewer District (MMSD) held a public information meeting on Oct. 18, 2019, at UWCU regarding its proposed sewer relief tunnel through Shorewood Hills; that he, B.Berquist, Trustee Bailey, Committee member M.Mandel, and numerous other Village residents attended; that the project would run west to east along Locust Drive, and is scheduled for construction in 2021.
- b) **Mandel communication to MMSD:** A copy of M.Mandel’s Oct. 30, 2019, e-mail to MMSD regarding this project and a response from MMSD’s Eric Hjellen was shared with the Committee (https://www.shorewood-hills.org/vertical/sites/%7B00D5AF3F-ADFE-4173-AF3A-FC0C1A78DA4B%7D/uploads/MMSD_Correspondence.pdf). In his e-mail, Mandel encouraged MMSD to consider routes for the new sewer that might provide some flood protection to Village properties north of the railroad tracks that run along Locust Dr. by MMSD building an east/west earthen berm in or just

north of the railroad right of way. Hjellen's response indicated that was a possibility, and he listed prerequisites that would need to be met beforehand.

- 7) **Discussion/Recommendations:** the sense of the Committee was that it had insufficient information to discuss or make a recommendation to the Village Board regarding the new proposed 96" stormwater pipe along the Univ. Ave. corridor between Shorewood Blvd. and Grand Ave., perhaps that discussion will take place at a future Committee meeting when more particulars are known about the proposal. J.Schmitz did mention that the City was planning to launch a Willow Creek Watershed Study in 2020, and that while it will be targeted to the City's portion of the watershed, Village residents will be invited to attend. The Committee did ask that an article be placed in the December Village Bulletin to provide an update on City/Village efforts to address flash flooding in the Univ. Ave. corridor.
- 8) **Committee Term:** D.Benforado advised the Committee that at the Oct. 21, 2019, meeting of the Village Board, the Board decided to extend the term of the Ad Hoc Committee for another year (through Nov. 2020).
- 9) **Future Meeting Date:** Committee confirmed their next meeting date to be Wed., Dec. 4, 2019 (7 PM).
- 10) **Adjournment:** Committee adjourned at 8:50 PM.

Respectfully submitted by Dave Benforado on November 14, 2019.