

**Village of Shorewood Hills**  
**Approved Minutes of the Board of Trustees Meeting**  
**Monday, June 27, 2016 7:00 p.m.**

1. **Call to Order** Village President Mark Sundquist called the meeting to order at 7:02 p.m.
2. **Roll Call** Members of the Board present were Mr. Sundquist and Trustees Fred Wade, Anne Readel, John Imes and David Benforado. Mark Lederer and Felice Borisy-Rudin were excused. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Department of Public Works Chief John Mitmoen, Police Chief Dennis Pine, Police Detective-Sergeant Corey Denzer, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Eight visitors were in the audience.
3. **Statement of Public Notice** Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Procedures Orientation** There was none this evening.
5. **Appearances and Communications**
  - i) **Brief report on Golf—Winchell Sager** Mr. Sager, who has volunteered to coordinate the Village’s Adult Golf Program for the past 12 years, provided an overview of the activity. The number of participants has remained approximately static through the years, with 15 to 20 residents participating each summer. The program runs six Monday mornings at either 7:00 or 8:30. Enrollees can select either morning time slot and the number of dates they would like to golf. After instruction provided by the Blackhawk Country Club golf pro, the course is available for use by the participants until noon. Mr. Sager said he feels the program has been successful and provides residents an affordable way to play golf. The Trustees thanked him for coordinating the program.
  - ii) **Renee Meinholz of Baker Tilly—Presentation of 2015 Financial Statements and Reports on Internal Controls** Village Auditor Renee Meinholz of Baker Tilly reviewed the firm’s “Report to the Village Board,” an overview of the 2015 Village audit. She also discussed Baker Tilly’s analysis of the Village’s Internal Controls. Ms. Meinholz reported Shorewood Hills received a clean opinion, the highest level of audit review possible.
6. **Board Matters**
  - A. **Payment of Bills** Mr. Cote reviewed the bills and recommended their payment. Mr. Wade moved and Mr. Imes seconded a motion to approve the payment of the end of May bills in the amount of \$98,165.23 and \$164,367.68 for June expenses, for a total of \$262,532.91. Motion passed unanimously. The Trustees thanked Mr. Cote for his continued excellent service as Treasurer.
7. **Reports of Officials and Committees** (agenda item taken out of order)
  - C. **Personnel Committee**
    - i) **Village/Police compensation report and status** Personnel Committee member Amy Neeno-Eckwall reviewed the Police Officer Pay Comparison Report that she had prepared for the Committee. It analyzed compensation received by Shorewood Hills’ patrol officers compared to wages paid to police staff in ten communities in Dane County. The Personnel Committee will continue to discuss the report, with the expectation of making a recommendation regarding patrol officer wages to be included in the 2017 Village budget. The Trustees thanked Ms. Neeno-Eckwall for her extraordinary effort in preparing the analysis.
6. **Board Matters**

## **B. Consent Agenda**

- i) May 16, 2016 regular and closed session Board meeting minutes**
- ii) Block Party Permits—Wellesley Road, September 5, 2016**
- iii) Tobacco Licenses**
  - a) Steve's Liquor Store**
  - b) Copp's Food Center**
  - c) Blackhawk Country Club**
  - d) Walgreen's**
- iv) Class A Retail Combination Beer and Liquor**
  - a) Copp's Food Center**
- v) Class B Combination Beer and Liquor**
  - a) Steve's Wine Market**
  - b) Blackhawk Country Club**
  - c) La Brioche**
  - d) Sa Bai Thong**
- vi) Class B Beer**
  - a) Chipotle Mexican Grill**
- vii) Class B Beer/Class A Liquor**
  - a) The Conscious Carnivore**
- viii) Class B Liquor/Class C Wine**
  - a) Vom Fass**
- ix) Class B Beer/Class C Wine**
  - a) Noodles and Company**
- x) Temporary Class B Beer/Wine**
  - a) Shorewood Hills Fire and EMS Association**
- xi) Hire part time seasonal employees for Basketball Program**
- xii) Hire part time counselor-in-training for Four Corners Program**
- xiii) Tennis Program hires**
- xiv) Hire police summer community service officer**

Mr. Benforado moved and Ms. Readel seconded a motion to approve the items on the Consent Agenda with the exception of Item 6Bxi, "Hire of part time seasonal employee for Basketball Program." Motion passed unanimously. Mr. Wade moved and Mr. Imes seconded a motion to approve Item 6Bxi. Motion passed on a 4 – 0 – 1 vote with Mr. Benforado recusing himself since his son is one of the prospective Basketball Program employees.

## **C. Ordinances**

- i) Consider tabled third reading of an Ordinance L-2015-11 amending section 7.08(5) Parking, Stopping and Standing Regulated (weekend two-hour parking restrictions on Marshall Court)** The Trustees delayed discussion of the tabled ordinance until their next meeting.
- ii) Consider possible third reading of an Ordinance L-2016-2 amending section 17.07(10)(b) of the Municipal Code regarding vicious dogs** The Trustees delayed discussion of the ordinance until the July Board meeting.
- iii) Consider second and possible third reading of an Ordinance L-2016-4 changing the zoning classification of property located at 2712 Marshall Court from C-3 Medical Office Commercial District to a Planned Unit Development (PUD) district** The zoning change would allow the Ronald McDonald House (RMH) to expand its building to the property to the east. Mr. Benforado moved and Mr. Imes seconded a motion waiving the second and third readings and approving Ordinance L-2016-4. Motion passed unanimously. The RMH representatives anticipate that it may take several years to raise the funding for the expansion project. Until then, they will apply annually for renewal of this zoning change.

## **D. New Business Resolutions and Motions (agenda item taken out of order)**

**ii) Resolution R-2016-6 Consider approval of Specific Development Plan for Ronald McDonald House expansion at 2712 Marshall Court** The Plan Commission previously unanimously recommended that the Trustees approve the Specific Development Plan for the RMH expansion. Mr. Benforado moved and Mr. Imes seconded a motion to approve Resolution R-2016-6. Motion passed unanimously.

**C. Ordinances**

**iv) Consider second and possible third reading of an Ordinance L-2016-5 changing the zoning classification of property located at 2725-2801 Marshall Court from C-3 Medical Office Commercial District to a Planned Unit Development (PUD)** Rich Arnesen, Vice President of Stone House Development, reported he has made progress in addressing the Trustees' concerns about the provision of additional parking for the residential tenants at the Arbor Crossing buildings. Dental Health Associates in Arbor Crossing has agreed to allow residents and their guests to use four of its on-street parking stalls in off hours; Psychiatric Services would allow residents/guests to use 10 of its potential parking spaces in Arbor Crossing II in off hours. Mr. Arnesen also said his firm would accept the revision of the affordable housing mix in Arbor Crossing II from 12 one- and three-bedroom units to seven three-bedroom apartments. Village Planner Scott Harrington of Vandewalle and Associates Inc. said twelve affordable units are projected to provide \$71,000 in increment when the TID closes; in contrast, seven affordable units would result in \$1.3 million in increment. Mr. Frantz said railroad representatives have indicated they may be willing to sell the piece of property the railroad owns in the proposed Arbor Crossing II development if the Village will agree to install a fence on the north side of the railroad tracks from University Station to University Bay Drive. Mr. Benforado moved and Mr. Imes seconded a motion to waive the second reading of Ordinance L-2016-5. Motion passed unanimously.

**D. New Business Resolutions and Motions**

**i) Consider accepting 2015 Financial Statements** The Trustees did not feel additional action was needed.

**iii) Consider Resolution R-2016-7 Approving Sewer Compliance Maintenance Annual Report** Mr. Benforado moved and Mr. Wade seconded a motion to approve Resolution R-2016-7, approving the 2015 Sewer Compliance Maintenance Annual Report. Motion passed unanimously.

**iv) Consider referral of concerns related to parking of boats, trailers and other vehicles in yards and driveways and possible revisions to ordinance regulations** The issue was referred to the Plan Commission for its consideration and recommendation to the Board.

**v) Consider authorization to bring storage building plans to bid ready status** Mr. Wade said the Services Committee reviewed the plans for the storage building proposed for construction north of the salt shed off of University Avenue and recommended proceeding with the plans. The Trustees' discussion included: the estimated total cost of the project is now \$520,000, ~\$200,000 more than initial estimates; extensive site work will be required; the possible fate of a large oak tree nearby; the termination of the lease on the current storage facility in February, 2018; and the Village's limited borrowing capacity. No action was taken this evening—the Trustees will discuss the project at the July Board meeting.

**vi) Authorize issuance of Request for Proposals (RFP) for revaluation and assessing services and establish interview/selection process** The Board of Review recommended a reevaluation of the assessed values of all the real estate properties in the Village. The last reevaluation was done ten years ago and there is a feeling that some inequities in assessments have developed in the interim. For 2015 taxes payable 2016, the assessment ratio was at .9050. If the ratio falls below 90% of market value for more than three years, the Wisconsin Department of Revenue will require a reevaluation. Mr. Wade moved and Mr. Benforado seconded a motion to authorize staff to issue a RFP for reevaluation services. Motion passed unanimously. Mr. Wade volunteered to review the RFP document prior to its distribution.

**vii) Affirm or reset August date for Village facilities work session** A date for the facilities work session will be further discussed at the July Board meeting.

**E. Appointments**

**i) Bill Muehl to Public Health and Safety Committee** The Trustees unanimously endorsed Mr. Sundquist's appointment of Bill Muehl to the Public Health and Safety Committee.

**7. Reports of Officials and Committees**

**A. Village President**

**i) Fourth of July** The Trustees discussed the plans for the picnic on July 4<sup>th</sup>.

**B. Village Administrator**

**i) Periodic sidewalk closures on University Avenue due to redevelopment projects** The demolition and construction of buildings at Pyare Square and ATT Plaza will require the periodic closure of the sidewalks adjacent to the projects. The need to keep the sidewalks closed will be evaluated weekly.

**ii) Upcoming Class II Collocations** Verizon will soon install three new cell towers in the Village.

**iii) Unbudgeted elevator repairs - \$4,200** The hydraulic jack in the elevator at Village Hall will need to be replaced at a cost of \$4,200. The expense was unanticipated and not included in the 2016 general fund budget.

**D. Finance Committee**

**i) Report on new Village water rates promulgated by the Public Service Commission (PSC), next step by PSC, and timing of new rate implementation** The PSC has completed its review of the Village's water rate case. It has approved increasing the water rates by ~ 45% to 50%. The rate increases are necessary to keep the Water Utility solvent, including financing the debt on the extensive water main replacement projects the Village has undertaken in recent years. The PSC will proceed with steps to implement the new rates, including the holding of public hearings. The PSC-proposed Public Fire Protection fee, which is a general fund budget expense, is significantly higher than the current one. The Village will continue to work with the PSC to attempt to reduce that fee.

**J. Recreation Committee** The lending library opened at the old Fire Station building two weeks ago. It will be staffed by volunteers on Wednesday evenings.

**K. Parks Committee** The Committee has been addressing a relatively new invasive species, the jumping worm. The Committee discussed the installation of a swing set at Post Farm Park.

**The remaining Committee chairpersons had nothing further to report.**

**Closed Session** At 10:06 p.m., Mr. Sundquist announced the Trustees would consider going into Closed Session per §19.85(1) (e) due to bargaining reasons and may reconvene to open session as per Wisconsin State Statutes 19.85(2) to address any business that may be the result of the deliberations made in closed session (Tax Increment Agreement for 2727 Marshall Court). The roll call vote was: Mr. Sundquist – yes; Mr. Benforado – yes; Mr. Imes – yes; Mr. Wade – yes; and Ms. Readell – yes. Village Planner Scott Harrington of Vandewalle and Associates Inc., Village Attorney Matt Dregne of Stafford Rosenbaum, Mr. Frantz and Ms. Albrecht were asked to stay. The remaining attendees left the meeting.

While in Closed Session the Trustees discussed the terms of a possible Development Agreement with the developer of the Arbor Crossing II project.

**Open Session** At 10:37 p.m., the Board agreed to reconvene to Open Session.

**8. Adjourn** Meeting adjourned at 10:39 p.m.

Respectfully submitted,  
Colleen Boyle Albrecht, Village Clerk