

**Village of Shorewood Hills  
Board of Trustees Meeting  
Approved Minutes  
Monday, August 15, 2016 7:00 p.m.**

1. **Call to Order** Village President Mark Sundquist called the meeting to order at 7:00 p.m.
2. **Roll Call** Members of the Board present were Mr. Sundquist and Trustees David Benforado, Anne Readel, Felice Borisy-Rudin, Mark Lederer and Fred Wade. John Imes was excused. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Department of Public Works Chief John Mitmoen, Police Chief Dennis Pine, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Four 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 – Gary Johnson’s Fourth of July report** Mr. Johnson provided a review of the Village’s Fourth of July 2016 fireworks show, including a summary of its finances. This year \$9,240.83 in donations were collected; expenses were \$11,141.51. Annually the Village and Blackhawk Country Club split the net cost of the fireworks show. Their resultant shares this year were \$950.34. The Trustees thanked Mr. Johnson and the Fire/EMS Association for the success of the fireworks show and other Fourth of July, 2016 activities.
6. **Board Matters**
  - A. **Public Hearing on proposed sewer rate increase**
    - i) **Call hearing to order** Mr. Sundquist opened the Public Hearing at 7:08 p.m.
    - ii) **Public invited to speak** Village Auditor Vicki Hellenbrand of Baker Tilly reviewed the proposed sewer rates. There were no comments from the public.
    - iii) **Close public hearing** Mr. Sundquist closed the Public Hearing at 7:11 p.m.
  - E. **New Business Resolutions and Motions** (agenda item taken out of order)
    - ii) **Consider sanitary sewer rate adjustment and purchase treatment adjustment clause** Unlike water rates which must be approved by the Public Service Commission (PSC), sewer rates are determined by the local sewer utility. Shorewood Hills’ sewer rates were last increased in 2011. Since then, operating and debt expenses have risen: operating costs have included a 3% to 6% increase annually in Madison Metropolitan Sewage District (MMSD) charges; the recent replacement of several thousand feet of Village sewer mains has impacted the sewer utility’s share of the Village’s debt service. The Finance Committee recommended that the Trustees adopt the sewer rates proposed by Baker Tilly. Mr. Benforado moved and Mr. Wade seconded a motion to revise the sewer rates as proposed. Motion passed unanimously. The Trustees discussed adopting a purchase treatment adjustment clause. Through it, sewer rates would be automatically revised to reflect changes in MMSD charges. The Trustees concluded they would not implement the adjustment clause—future sewer rate increases will be acted on by the Board.
    - iii) **Set effective date for water and sewer rate adjustment**
    - iv) **Consider change to monthly utility billing** Ms. Hellenbrand recommended the implementation of the new sewer and water rates (agenda item 6.E.iii), and the switch from quarterly to monthly billing at the same time. Mr. Benforado moved and Ms. Readel seconded a motion to authorize the water and sewer rate increases effective October 1, 2016 and the move to monthly billing, via an envelope rather than postcard mailing, starting November 1, 2016. Motion passed unanimously.
    - i) **Consider approval of conditional use permit for addition at 3696 Lake Mendota Drive** The Plan Commission unanimously recommended that the Trustees approve Jayne and Mark

Turner's conditional use permit for alterations to their property at 3696 Lake Mendota Drive. Mr. Benforado moved and Mr. Wade seconded a motion to approve the application. Motion passed unanimously.

**B. Payment of bills** Mr. Cote reviewed the bills and recommended their payment. Mr. Wade moved and Mr. Lederer seconded a motion to approve the payment of the end of July bills in the amount of \$112,060.93 and \$402,536.18 for August expenses, for a total of \$514,597.11. Motion passed unanimously.

**C. Consent Agenda**

**i) Minutes of the Board meeting of July 18, and regular and closed sessions of the Special Board meeting of July 27, 2016**

**ii) Street Use Permit – Family Welcome Back at Shorewood School, Shorewood Boulevard, August 30, 2016**

**iii) Block Party Permits – Edgehill Drive, September 10; Topping Road/Oak Way, September 10**

**iv) Approve hire of police community service officer at Grade 7, Step 1 at \$16.89 per hour**

The July 27, 2016 regular and closed session Board minutes were withdrawn from the Consent Agenda. Mr. Benforado moved and Ms. Borisy-Rudin seconded a motion to approve the remaining items on the Consent Agenda. Motion passed unanimously.

**i) Regular and closed session of the Special Board meeting of July 27, 2016** Both sets of minutes were revised to reflect Ms. Borisy-Rudin, rather than Mr. Wade, voted to move in and out of closed session. The last sentence of the second paragraph of the closed session minutes was amended to correct a spelling error. Mr. Benforado moved and Ms. Readel seconded a motion to approve both of the July 27, 2016 Special Board meeting minutes as revised. Motion passed 5-0-1, with Mr. Lederer abstaining since he had not attended the meeting.

**D. 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)**

**ii) Consider possible third reading of an Ordinance L-2016-2 amending section 17.07(10)(b) of the municipal code regarding vicious dogs**

Consideration of both ordinances was left on the table.

**E. New Business Resolutions and Motions**

**v) Consider delegating authority to award bid for University Bay Drive TID 3 improvements with conditions or set special Board meeting date**

The bids for the reconstruction of the west side of University Bay Drive, from Marshall Court to University Avenue, are due back on August 30, 2016. The Trustees set a special Board meeting for Wednesday, August 31, at 7:30 a.m. to consider the bids received.

**vi) Set date of September 22, 2016 for Village facilities work session** A special Board meeting to consider Village facilities was set for 5:30 p.m. on Thursday, September 22, 2016.

**5. Appearances and Communications – Municipal Judge Marilyn Townsend** Ms. Townsend reported on the Village Municipal Court's response to the second open records request it has received.

**6. Board Matters**

**E. Appointments** There were none.

**7. Reports of Officials and Committees**

**A. Village President**

**i) The Boulevard project and affordable units** The Trustees will consider at a future meeting whether four affordable units will be included in The Boulevard project.

**B. Village Administrator**

**i) Report on water utility rate increase public hearing held by the Public Service Commission** Village staff and Ms. Hellenbrand attended the PSC's public hearing on the Village's water rate case by teleconference. No others attended.

**ii) Staff report on storm impacts and response, including stormwater conveyance issues** Mr. Frantz reported on the impact of recent heavy rain events on property in the Village. Although the Village has no liability, the Trustees may want to consider efforts to mitigate the damage done by stormwater runoff. The Public Works Committee will consider the issue.

**C. Personnel Committee** In Mr. Imes' absence, Ms. Readel reported the Committee is evaluating the need to adjust Village police officer wages. The analysis is complicated by the fact there are no identified comparable management positions in police departments in the area.

**D. Finance Committee** The Committee will be working on the development of the 2017 budgets.

**E. Plan Commission** The Commission is considering a response to the storage of recreational vehicles in front and side yards.

**H. Public Health and Safety**

**i) Police Community Listening session report and response** Ms. Borisy-Rudin reviewed the "Shorewood Hills Police Department/Community Listening Executive Summary" document included in the Board Packet. The Trustees accepted the report, Chief Pine's letter of August 5, 2016, and Mr. Frantz's memo of August 12, 2016. The Board concluded the listening session was a helpful exercise and thanked Ms. Borisy-Rudin and the Public Health and Safety Committee, and Chief Pine and the Police staff, for their work. The Public Health and Safety Committee will use the report to review and develop police policies and guidelines.

**J. Recreation Committee** The Shorewood Hills School is working on playground improvements. A fundraising effort is underway.

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

7. **Adjourn** Meeting adjourned at 9:29 p.m.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk