

**Village of Shorewood Hills
Board of Trustees Meeting
Approved Minutes
Monday, February 20, 2017 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 Fred Wade, Anne Readel, John Imes, Mark Lederer, Felice Borisy-Rudin and David Benforado. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Department of Public Works Chief John Mitmoen, Police Chief Denny Pine, Police Officer Corey Denzer, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Approximately seven 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**
 - A. **Tracy Koziol—School grounds improvements** Village resident and Shorewood Hills Elementary School PTO President Tracy Koziol described the initiative to improve the school grounds. A resident donated \$20,000 to finance the preparation of a 10-year master plan for the grounds; conceptual designs are now available and Ms. Koziol is seeking feedback on them. In addition to the Village Board, Ms. Koziol has shared the initial plans with several interest groups including Shorewood School parents and teachers, administrators at the Madison Metropolitan School District, Village residents, members of the Village Recreation and Parks Committees, etc. She anticipates the work will be funded through private donations, school district support, and a Village contribution. Ms. Koziol will keep the Board informed as the project develops. The Trustees thanked her for her efforts.
6. **Board Matters**
 - D. **New Business Resolutions and Motions**
 - iii) **Consider authorization to proceed with 2017 refunding and new money issue utilizing a negotiated sale and parameter resolution** (agenda item taken out of order) Brad Viegut of RW Baird and Company, Inc., described the possibility of refinancing the remaining \$2.79 million of the Village's 2009 General Obligation Corporate Purpose Bonds at a lower interest rate. If the anticipated rate reduction were realized, the Village could see a present value savings of \$77,734. Included in the financing would be new borrowing of ~ \$900,000 for capital improvements including a reconstruction of the west end of Locust Drive and the building of the DPW storage facility. Staff has determined that borrowing on the open market would be cheaper than through the State Trust Fund or a local bank. The Finance Committee recommended that the Board of Trustees pursue the refunding and new borrowing using a negotiated sale approach. Under this scenario, the new bonds would be sold to Baird rather than through a competitive bid process. To facilitate a negotiated sale, the Finance Committee further recommended that the Board consider a parameter resolution at its March meeting which would set out the borrowing conditions that would be acceptable to the Trustees. If met, designated Village representatives would be authorized to approve the borrowing. Mr. Viegut said the size of the new borrowing could be considered at the March Board meeting along with the parameter resolution. (The Trustees returned to this agenda item later in the meeting).
 - i) **Consider design plan for Locust Drive improvements and authorization to bid project** The Public Works Committee recommended that the Trustees proceed with the improvements to the

western end of Locust Drive. Four residents/owners of property in the vicinity spoke in favor of the project. Mr. Lederer moved and Ms. Borisy-Rudin seconded a motion to authorize staff to prepare the bid documents for the reconstruction of Locust Drive as designed. Motion passed unanimously.

ii) Consider storage building project Mr. Wade moved and Mr. Lederer seconded a motion to authorize staff to open and review the bids for the construction of the storage building. The bids will be considered by the Trustees at the March Board meeting. Motion passed unanimously.

A. Payment of Bills Mr. Cote reviewed the bills and recommended their payment. Mr. Wade moved and Mr. Benforado seconded a motion to approve the payment of the end of January bills in the amount of \$3,761,261.71 and \$112,403.21 for February expenses, for a total of \$3,873,664.92. Motion passed unanimously.

B. Consent Agenda

i) Approval of the minutes of the January 17, 2017 Caucus and regular Board meeting

ii) Consider hire of part time police officer

iii) Consider increase in part time police officer hourly wage from \$19.75 to \$20.00 per hour

Mr. Lederer requested the removal of the minutes from the Consent Agenda. Mr. Benforado moved and Mr. Imes seconded a motion to approve the Consent Agenda items without the January 17, 2017 Caucus and regular Board meeting minutes. Motion passed unanimously.

i) Approval of the minutes of the January 17, 2017 Caucus and regular Board meeting The Trustees agreed that the Caucus minutes should be revised to include the addition of the words “at the Caucus” at the end of the last sentence in paragraph 4; and Section 7I of the regular session minutes should be revised to read (strikeouts indicate words deleted; italics indicate words added): “The Committee is ~~reviewing~~ *awaiting* the City of Madison’s response to pan handling on streets/at intersections.” The Trustees unanimously approved the Caucus and regular Board meeting minutes as amended.

C. Ordinances None were considered.

D. New Business Resolutions and Motions

iv) Authorize filing of rear yard variance application with Zoning Board of Appeals for storage building and waiving fee Ms. Readel moved and Mr. Wade seconded a motion to authorize the filing of a rear yard variance application for the cold storage building and waiving the fee. Motion passed unanimously.

v) Consider purchase of brush chipper The purchase of a new brush chipper was recommended by the Services Committee. Mr. Wade moved and Ms. Readel seconded a motion to approve the purchase of a brush chipper at a cost not to exceed \$41,385. Motion passed unanimously.

vi) Consider approval of Community Center policies and fees The Recreation Committee recommended that the Trustees revise the Community Center policies and fees as outlined in the document included in the Board Packet. The proposed revisions were referred to the Services Committee for its members’ review and recommendation.

vii) Consider modification to sick leave policy to allow employees eligible for retirement but who instead receive long term disability benefits (LTDI) to use capped sick leave to pay for health/dental insurance premiums The Personnel Committee recommended modification to Section 6.06(e) of the *Personnel Policy Manual* so employees who are eligible to retire but leave employment with the Village because they qualify for LTDI may use sick leave balances to pay for health premiums. Mr. Imes moved and Ms. Borisy-Rudin seconded a motion to amend the *Manual* to reflect the change:

Upon retirement an employee may utilize unused accumulated sick leave up to the capped amount to pay for qualified health insurance premiums. If an employee is eligible to retire and resigns, is terminated or is laid off because the employee is determined to be permanently disabled and receives benefits under the Village’s long-term disability policy, that employee may also utilize unused accumulated sick leave up to the capped amount to pay for qualified health insurance premiums. These funds may be utilized to pay premiums for health and dental insurance premiums, subject to prevailing Employee Trust Fund rules.

“Retirement” means that the employee has retired from the Village under the Wisconsin Retirement System criteria.

Motion passed unanimously.

viii) Consider process to fill anticipated vacancy on Village Board Mr. Benforado reviewed his memo dated January 26, 2017. The Trustees agreed the anticipated Trustee vacancy would be advertised in the “Village Bulletin.” Persons interested in being considered for appointment would be encouraged to contact Mr. Frantz. The requests would be reviewed at the March 20, 2017 Board meeting, with the selected resident appointed to fill the vacancy at the April Board meeting.

ix) Refer matter of parking pads on Lake Mendota Drive to committee or Plan Commission After discussion, the Trustees agreed the matter would not be referred. Instead, as part of the building permitting process, staff will work with contractors/homeowners on plans for the temporary parking of construction vehicles.

iii) Consider authorization to proceed with 2017 refunding and new money issue utilizing a negotiated sale and parameter resolution (this item revisited from earlier in the meeting) Mr. Wade moved and Mr. Benforado seconded a motion to proceed with the refunding of \$2,790,000 outstanding in 2009 Corporate Purpose bonds plus \$900,000 to \$1,000,000 in new borrowing, combined, using the negotiated method of sale with Baird as underwriter and to consider a parameter resolution at the March 20, 2017 Board meeting with a minimum total debt service savings of 2% on the refunded bonds. Motion passed unanimously.

E. Appointments There were none this evening.

7. **Reports of Officials and Committees**

A. Village President Mr. Sundquist thanked his wife, Sarah, for the extensive support she has provided him through his tenure as Village committee member, Trustee and President.

D. Personnel Committee The Committee met last Friday; will meet again March 16, 2017.

F. Plan Commission Stone House Development has not submitted revised plans for Arbor Crossing II. It is possible Psychiatric Services will construct a stand-alone building in the area.

G. Public Works Committee At its last meeting the Committee discussed the reconstruction of the west end of Locust Drive and traffic calming options on University Bay Drive. The Committee asked Village Engineer Brian Berquist to develop bump-out designs for its review.

H. Services Committee Minutes of its last meeting were handed out tonight. The members discussed the purchase of a brush chipper and plow for a pickup truck, construction of the storage facility, and the Village’s policy on repairing/replacing garbage disposals. They decided to take no action on the latter.

I. Public Health and Safety Committee There will be a forum on March 1, 2017, to discuss free-roaming house cats.

J. Recreation Committee The Committee heard from Lisa Wells, one of the parent coordinators of Land Rec, that she would like the Committee to consider extending to each parent volunteer a fee waiver, rather than one parent receiving it or splitting it between two. The members discussed developing a policy to compensate volunteers commensurate with the amount of work they are asked to undertake.

L. Parks Committee The Committee is working on landscape improvements to Big Foot Park.

M. Pool Committee The Committee is gearing up for the 2017 swim season—reviewing the membership policies, rates, etc., and interviewing employee candidates.

The remaining Committee chairpersons had nothing further to report.

8. **Adjourn** Meeting adjourned at 10:40 p.m.

Respectfully submitted,

Colleen Boyle Albrecht, Village Clerk