

Village of Shorewood Hills
Meeting of the Board of Trustees
Approved Minutes
Wednesday, June 28, 2017 7:00 p.m.

1. **Call to Order** Village President David Benforado called the meeting to order at 7:00 p.m.
2. **Roll Call** Members of the Board present were Mr. Benforado and Trustees Fred Wade, Mark Lederer, Anne Readel and John Imes. David DeVito attended by conference call. Felice Borisy-Rudin arrived later. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Department of Public Works Chief John Mitmoen, Police Lieutenant Courtland Martens, Detective-Sergeant Corey Denzer, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. 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**
 - i) **Presentation of 2016 Financial Statements** Village accountant Vicki Hellenbrand of Baker Tilly Virchow Krause, LLP, presented the results of the Village's 2016 audit, including the Financial Statement. Ms. Hellenbrand reviewed the "Report to the Village Board," a summary of the status of the Village's general fund balance and outstanding debt as of December 31, 2016, and 2016 revenues and expenses. She also discussed the "Communication to Those Charged with Governance and Management" which highlights internal control weaknesses. She said those are largely caused by the Village's small staff—which limits the segregation of duties—and are common to municipalities of Shorewood Hills' size. Ms. Hellenbrand said the Village received a "clean audit opinion."

Ms. Borisy-Rudin arrived at 7:21 p.m.
 - ii) **Presentation on UW Madison noise study and results of remediation** Gary Brown, Lee Haslett, Mark Welch and Clark Brenner of UW Madison, and Steve Wise, acoustic engineer with Wise Associates, attended the meeting. Mr Wise detailed the efforts to identify the sources of the noise emanating from the UW Hospital complex and the work taken to mitigate it. In response to the study, a compressor on the hospital was replaced; fans on the WIMR Building were modified and sound curtains were installed around them. Residents in the area have reported a marked reduction in noise levels and tone since the improvements were completed. The UW staff and teams will continue to monitor mechanical maintenance and noise. The Trustees thanked the UW staff for their efforts to address the Village's concerns.
6. **Board Matters**
 - D. **New Business Resolutions and Motions** (agenda item taken out of order)
 - iii) **Consider process and timeline for Police Chief recruitment and hire** Dale Burke and Debra Hettrick of the Riseling Group introduced themselves and described the steps that have been/will be taken to identify the candidates for the Police Chief position. The consultants will review the applications received and develop a list of the candidates to be interviewed. The interviews will be conducted by a panel composed of: Mr. Benforado as Village President; Ms. Borisy-Rudin and Mr. Imes as chairs of the Public Health and Safety and Personnel Committees,

respectively; and two members of those committees. Mr. Frantz will also visit with the candidates, either as a member of the panel or independently. The interview panel will be appointed at the July Board meeting. The Riseling Group consultants are also reviewing the Shorewood Hills Police Department, with a report to be completed for the Trustees' review at a future Board meeting.

A. Payment of Bills Mr. Benforado recused himself since one the Board Bills was a payment to him. He left the Board table and President Pro Tem Mr. Imes chaired the meeting in his absence. Mr. Cote reviewed the bills and recommended their payment. Mr. Wade moved and Ms. Readel seconded a motion that the Board authorize the payment of the end of May pre-paid bills in the amount of \$67,330.20 and \$238,451.29 for June Board bills, for a total of \$305,781.49. Motion passed on a 6 – 0 – 1 vote with Mr. Benforado's recusal. After the vote he returned to the Board table to chair the meeting.

B. Consent Agenda

i) Minutes of May 15, 2017 Board meeting

ii) Tobacco Licenses

- a) **Steve's Liquor Store**
- b) **Copp's Food Center**
- c) **Blackhawk Country Club**
- d) **Walgreen's**

iii) Class A Retail Combination Beer and Liquor

- a) **Pick 'n Save**

iv) Class B Combination Beer and Liquor

- a) **Steve's Wine Market**
- b) **Blackhawk Country Club**
- c) **La Brioche**
- d) **Sa Bai Thong**
- e) **Vom Foss**
- f) **Ancora Coffee**

v) Class B Beer

- a) **Chipotle Mexican Grill**

vi) Class B Beer/Class C Wine

- a) **The Conscious Carnivore**
- b) **Noodles and Company**

vii) Temporary Class B Beer and Wine

- a) **Shorewood Hills EMS and Fire Association**
- b) **Shorewood Hill Community League**

viii) Street Use permit - Shorewood Hills Community League, August 28, 2017

ix) Block Party permit - Wellesley Road, September 4, 2017

x) Tennis hires

Ms. Borisy-Rudin moved and Mr. Imes seconded a motion to approve the Consent Agenda items. Motion passed unanimously.

C. Ordinances

i) Second reading of an Ordinance L-2017-1 creating Section 7.17 of the Village Code restricting entering or staying on highways

Ms. Borisy-Rudin moved and Ms. Readel seconded a motion to waive the second reading of Ordinance L-2017-1. Motion passed unanimously. The Trustees discussed modifications to the ordinance including: 1) the deletion of two sentences currently in 7.17(1): ~~“These uses include approaching vehicles when in use or staying upon Pedestrian Refuge Islands for purposes other than crossing the highway. These activities create safety hazards for pedestrians and distract drivers, making automobile crashes more likely”~~ and 2) combining Sections B and E of the Recitals. Prior to the Board's consideration of the third reading, staff will ask Village Counsel to review the proposed revisions.

7. **Reports of Officials and Committees** (agenda item taken out of order)
E. Public Health and Safety Committee The Committee discussed the process for hiring the new Police Chief. It is also looking at the public health issues associated with keeping animals in the Village, including cats, bees, chickens, etc. The Committee wondered if the Trustees would prefer to receive recommendations about revising the entire ordinance or if they would prefer a piecemeal approach, with any changes to the ordinance relating to free roaming cats, specifically, first. The Trustees asked the Committee to consider the latter immediately and bring their recommendation to them for consideration at the next Board meeting.

6. **Board Matters**

D. New Business Resolutions and Motions

- i) **Acknowledge receipt of 2016 Audited Financial Statement** Mr. Wade moved and Mr. Lederer seconded a motion to acknowledge the receipt of the 2016 Financial Statement and the Management Letter. Motion passed unanimously.
- ii) **Consider conditional use permit for property located at 3626 Lake Mendota Drive** Mr. Frantz reported the property owners withdrew their request for the conditional use permit.
- iv) **Consider Light Duty policy** Mr. Imes moved and Ms. Readel seconded a motion to approve the Light Duty Policy. After discussion, the Acknowledgement Letter was revised to replace the two occurrences of “within” with “consistent with” and to correct a typo. Motion passed 6 – 1 with Mr. Wade voting no.
- v) **Resolution R-2017-7 approving Compliance Maintenance Annual Report** Mr. Wade moved and Mr. Lederer seconded a motion to approve Resolution R-2017-7. Motion passed unanimously.

Ms. Borisy-Rudin was excused at 9:53 p.m.

- vi) **Consider establishment of an ad hoc Sustainability Committee** Ms. Readel discussed her memo to the Board regarding a proposed sustainability initiative. The Trustees supported the concept and encouraged Ms. Readel to proceed. A future Bulletin will provide details about the opportunity for residents to participate on an ad hoc Sustainability Committee, with the appointment of members at ~ the August Board meeting.
- vii) **Appointments** There were none this evening.

7. **Reports of Officials and Committees**

A. Village President

- i) **2018 Recognition Dinner** The Trustees agreed the dinner will be held Saturday, February 17, 2018.
- ii) **July 4 Picnic** The Trustees were reminded the line up for the Parade will be at 12:15 p.m.; they were asked to arrive for the picnic at 4:00 p.m.

B. Village Administrator

- i) **Calculation of fee for EMS-Fire contract** Mr. Frantz described how the annual fees paid to Madison Fire, and collected from developers, for emergency services are calculated.
- F. Plan Commission** The Commissioners denied a conditional use permit to install a storage shed in a front yard on Lake Mendota Drive, reasoning that if it were allowed there, similar requests in other areas of the Village would also warrant approval.
- G. Public Works Committee** Mr. Lederer reported the City of Madison will install a stop light at the intersection of University Avenue and Maple Terrace. The Committee is reviewing configurations. The proposed raised crosswalk on University Bay Drive will create a drainage

issue that could be addressed by routing the water to University Hospital property. The Village is working on obtaining the UW's approval.

J. Recreation Committee The volley ball courts in Post Farm Park were renovated. The Trustees thanked Blackhawk Country Club for the loan of the equipment that was used on the project. The new Four Corners playground equipment was installed prior to the start of the summer program.

K. Parks Committee Emerald Ash Borer has been identified in the Village. Village Forester Corey George is asking property owners if they would like to donate to the treatment of the ash trees growing in the public right-of-way near their properties.

L. Golf Committee Seventeen residents are registered for the Junior Golf program conducted by the Blackhawk Country Club. There is no 18-hole program this summer.

A. Village President (revisited) Mr. Benforado said the development of the plans for the renovation of the school grounds, including the Heiden Haus, are proceeding. They will be presented for public review and input later. A discussion of the remodeling of the DPW Building will be on a future Board agenda. Mr. Cote expressed concern that the Village will not be able to comply with its existing financial policies if project borrowing takes place too soon, especially considering the anticipated Village share of the reconstruction of University Avenue.

The remaining Committee chairpersons had nothing further to report.

8. Adjourn Meeting adjourned at 10:55 p.m.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk