

**Village of Shorewood Hills  
Board of Trustees Meeting  
Approved Minutes  
Monday, July 17, 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, Felice Borisy-Rudin, David DeVito, Mark Lederer and John Imes. Anne Readell was excused. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Emergency Services Coordinator David Sykes and Village Clerk Cokie Albrecht. Approximately fifteen 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 on UW Madison WIMR West Wedge Infill Project** Gary Brown and Peter Heaslett of UW's Facilities and Planning, Mark Wells of the UW Medical School, and consultants Laura Serebin and Marc Walker of Flad Architects, attended the meeting. Mr. Walker provided an overview of the planned two-story addition to the west of the WIMR II Building. He indicated that venting the exhaust system to the east side of the building will mitigate the impact of that equipment's noise on the Village. UW officials indicated there would be no net increase in noise due to the new west wedge building. The current temporary parking lot will be converted to green space. There are UW Madison plans for a third WIMR building, to be built to the west of this wedge building, but no plans for the construction of that are contemplated currently.
  - ii) **Progress report on Heiden Haus area plans and establishment of an ad hoc committee** Village resident and PTO President Tracy Koziol commented on the status of the plans to improve the Shorewood Hills Elementary School grounds. The Shorewood Hills Foundation, Shorewood Hills Community League, and BerbeeWalsh Foundation have pledged to contribute \$145,000 toward the project. Ms. Koziol also discussed the tentative plans to improve the Heiden Haus building and surrounding area. An ad hoc Village committee to consider the plans will be appointed. A bocce ball tournament and silent auction will be held in latter August as a fundraiser for the Heiden Haus improvements.
6. **Board Matters**
  - C. **Ordinances** (agenda item taken out of order)
    - i) **Third 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 Mr. Lederer seconded a motion to waive the third reading of Ordinance L-2017-1. After discussion, the Trustees concluded there should be further consideration of the penalties for violating the ordinance, to make them consistent with the fines levied for other offenses. The Trustees unanimously agreed to table the motion until the August Board meeting.
    - ii) **First reading of an Ordinance L-2017-2 Amending Section 17.06(10)(a) of the Village Code Licensing of Dogs and Cats, Regulation of Pets** Ms. Borisy-Rudin moved and Mr. Lederer seconded a motion to read Ordinance L-2017-2. Ms. Borisy-Rudin read the ordinance aloud and said the Public Health and Safety Committee added Section 17.06(10)(a) 9 which states no person shall "Allow a pet to habitually be on another person's property without permission

from the property owner.” Village residents Michael and Trina Schuler and Joni Stein reiterated their concerns about the impact of free-roaming house cats on health and the environment. After discussion, the Trustees agreed that the word “habitually,” as included in the ordinance, should be defined. A parenthetical statement was added to Section 17.06(10)(a) 9 so it reads (italics indicate words added): “Allow a pet to habitually (*i.e., more than once within a year*) be on another person’s property without permission from the property owner.” There was a Board motion to amend Ordinance L-2017-2 to include the parenthetical insert and approve the first reading. Motion passed unanimously.

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

**i) Consider conditional use permit request for 3616 Lake Mendota Drive** The Plan Commission unanimously recommended, with two conditions (as outlined in Mr. Benforado’s email of July 15, 2017), that the Board approve Linda and Anthony Granato’s conditional use permit application. The permit includes the installation of a new stairway to the lake, a resurfacing of the roof of the boathouse, and the landscaping of their property at 3616 Lake Mendota Drive. Mr. Imes moved and Ms. Borisy-Rudin seconded a motion to approve the conditional use permit, with the two conditions included. Motion passed unanimously. In the future staff will use a different word than “True” when addressing the “Findings” in the Plan Commission’s Conditional Use Permit Reviews.

**C. Ordinances** (agenda item taken out of order)

**iii) First reading of an Ordinance L-2017-3 Amending Section 7.08 of the Village Code Parking, Stopping, and Standing Regulated creating a no parking zone on Edgehill Drive between Edgehill Parkway and Lake Mendota Drive** Mr. Lederer moved and Mr. DeVito seconded a motion to waive the first reading of Ordinance L-2017-3, with the correction of the spelling of Edgehill Drive and Edgehill Parkway in the text of the ordinance. Motion passed unanimously.

The Trustees took a recess at 9:25 p.m. and reconvened at 9:29 p.m.

**A. Payment of Bills** Mr. Cote reviewed the bills and recommended their payment. Mr. Wade moved and Mr. Lederer seconded a motion that the Board authorize the payment of the end of June pre-paid bills in the amount of \$46,017.50 and \$105,542.18 for July Board bills, for a total of \$151,559.68. Motion passed unanimously.

**B. Consent Agenda**

**i) Minutes of June 28, 2017 Board meeting**

**ii) Street Use permit—Red Tutu Trot, October 22, 2017**

**iii) Block Party Permit—Edgehill Drive, September 8, 2017**

Mr. Wade requested the removal of the June 28, 2017 Board minutes from the Consent Agenda. Mr. Imes moved and Mr. DeVito seconded a motion to approve the remaining items on the Consent Agenda. Motion passed unanimously.

**i) Minutes of June 28, 2017 Board meeting**

Revisions to the minutes requested by the Trustees (strikeouts indicate words removed; italics indicate words added):

5i) ...Village accountants Vicki Hellenbrand and ~~Stephanie Nelson~~ of Baker Tilly Virchow Krause, LLP...

...Ms Hellenbrand said the Village received a “clean audit opinion” ~~indicating no financial or management issues were uncovered.~~

5ii) ...Residents in the area have reported a marked reduction in noise levels and tone since the improvements were completed. *UW staff and their teams will continue to monitor mechanical maintenance and noise.* The Trustees thanked the UW staff for their efforts to address the Village’s concerns.

7L. Seventeen residents are registered for the Junior Golf program *conducted by the Blackhawk Country Club*.

7A(revisited). ...Mr. Cote expressed concern that the Village will not be able to ~~afford the work until some of its debt is paid off and~~ *comply with its existing financial policies if project borrowing takes place too soon, especially considering the anticipated Village share of the reconstruction of University Ave. is known.*

Mr. Wade moved and Mr. Lederer seconded a motion to approve the June 28, 2017 Board minutes as revised. Motion passed unanimously.

**7. Reports of Officials and Committees** (agenda item taken out of order)

**A. Village President**

**i) Village Bulletin distribution** Mr. Benforado said a meeting of the managers of the apartments and Mr. Wade, Village staff—including Mr. Frantz, Mr. Sykes and Deputy Clerk Karla Endres—and himself will be arranged. The group will discuss ways for the Village to communicate effectively with apartment residents.

**ii) Initial discussion regarding long term Village building plans** The Trustees discussed the Village's anticipated capital improvement needs, including road reconstruction and the possibility of renovating/replacing Village buildings, given financial constraints. They asked staff to revise the capital needs spreadsheet for the Trustees' further consideration at a future Board meeting.

**6. Board Matters**

**D. New Business Resolutions and Motions**

**ii) Consider cost revision to agreement with Riseling Group for services related to the Police Chief recruitment/study** Unanticipated circumstances have required changes in the Riseling Group's staffing to accomplish the review of the Village's police department and its assistance in the hiring of a new chief. Mr. Frantz will discuss with the Group the Village's expectation that the \$39,000 contact amount will cover its services. If not, ample prior notice and discussion with the Village will be required.

**iii) Appointments**

**(a) Trustee as an alternate on Board of Zoning Appeals** Mr. Benforado appointed Ms. Borisy-Rudin.

**(b) Ad hoc Heiden Haus Area Committee** Mr. Benforado appointed Anne Readel, Santhia Brandt, Lucy Richards, Nancy Heiden, Tracy Kozial, Andy Mendyk and Tracy Bailey to the Committee. James Berbee and Karen Walsh were appointed as ex officio members.

**(c) Police Chief Interview Panel** Mr. Benforado said the interview panel members will be Ms. Borisy-Rudin, Mr. Imes, Josh Sotos, Mary Gulbrandsen, and himself.

Mr. Imes moved and Mr. Wade seconded a motion to support the appointments made by Mr. Benforado. Motion passed unanimously.

**(d) Public Health and Safety Committee** Mr. Benforado moved and Ms. Borisy-Rudin seconded the appointment of Jeremy Tunis to this Committee. Motion passed unanimously.

**7. Reports of Officials and Committees**

**B. Village Administrator**

**i) Cyber security threats and Village technology** This agenda item was tabled until a future meeting.

**C. Joint West Committee** The Committee members met with their Joint East Committee counterparts for an overview of UW projects across the campus.

**D. Personnel Committee** The Committee discussed the hiring of the Police Chief.

**F. Plan Commission** The Plan Commission did not support the request to install a fence in the front yard of 3668 Lake Mendota Drive. The property owners withdrew their conditional use permit application.

**G. Public Works Committee** The members walked Marshall Court; no action was taken since the meeting did not have a quorum.

**L. Golf Committee** Seventeen juniors are enrolled this summer. Mr. Wade would like to invite the golf professionals of the Blackhawk Country Club to attend a future Board meeting so the Village can thank them for their work in connection with the Adult and Junior golf programs during 2017.

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

8. **Adjourn** Meeting adjourned at 10:53 p.m.

Respectfully submitted,

Colleen Boyle Albrecht  
Village Clerk