

**Village of Shorewood Hills
Board of Trustees Meeting
Approved Minutes**

Monday, October 16, 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, Mark Lederer, John Imes and Anne Readel. David DeVito attended via conference call. Also in attendance were Village Treasurer Sean Cote, Village Administrator Karl Frantz, Police Chief Aaron Chapin, Department of Public Works Chief John Mitmoen, Emergency Services Coordinator David Sykes, Deputy Clerk Karla Endres 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**
 - i) **Committee minutes** Mr. Benforado said he wanted to take this opportunity to thank Trustees and staff for the minutes they prepare of Village meetings. In addition to providing a record of actions taken, he feels the minutes are an important tool for democracy—they inform the public about Village activities and issues. Mr. Benforado said the decision to include draft minutes, as opposed to approved ones, in the Board Packet is at the discretion of each committee chair. His personal approach to handling draft minutes, submitted to Trustees for their information, is to insert at the heading: “Subject to review and approval at the next X Committee meeting.”
5. **Appearances and Communications**
 - i) **Golf Program update by Derek Schnarr, Head Golf Pro at the Blackhawk Country Club (BCC)** Mr. Wade thanked Mr. Schnarr for the instruction BCC pros provide Shorewood Hills’ adult and junior golf programs. Mr. Schnarr described the Balance and Believe 36 program that the junior golfers had an opportunity to participate in this summer. Funded by the Balance and Believe Foundation, Callaway Golf Company, Wisconsin Junior Golf Foundation and ATT, if a junior golfer shot a 36 or under in nine holes, \$20 was donated in his/her name to the UW Children’s Hospital. The program raised \$15,000 through the efforts of junior golfers. A foursome of juniors also raised \$18,000 for the Carbone Cancer Center through pledges received for the Longest Day of Golf. The 2017 Adult Golf program had 15 to 25 participants. Mr. Schnarr would like more Village residents to take advantage of the program; to that end he would consider running an evening adult golf clinic next year. Mr. Schnarr said that BCC was interested in working with the Village to raise funds for the Fourth of July fireworks. He suggested a golf tournament for Village residents next spring, with the proceeds going to the Fireworks Fund.
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 that the Board authorize the payment of the end of September pre-paid bills in the amount of \$40,995.73 and \$288,051.92 for October Board bills, for a total amount of \$329,047.65. Motion passed unanimously.
 - B. **Consent Agenda**
 - i) **Minutes of September 18, 2017 Board meeting**

The following sections of the minutes were revised (*italics indicate words added; strikeouts indicate words removed*):

“7K. Services Committee Mr. Wade said he toured the ~~new storage~~ *old DPW* building... ~~The Committee~~ *He is considering alternatives—whether there are cost effective options* to make the Community Center handicapped accessible.”

“70. Golf Committee Due to a conflict, the Blackhawk Country Club golf pros were unable to attend the meeting this evening *to report on the 2017 adult and junior golf programs, and to inform the Board of some ideas for additional cooperation.* Mr. Wade has extended an invitation to *attend* the October Board meeting.”

Mr. Wade moved and Mr. Lederer seconded a motion to approve the minutes as amended. Motion passed unanimously.

C. Ordinances There were none to consider this evening.

D. New Business Resolutions and Motions

i) Consider approval of a Special Exception Permit to exceed the height limit at 3616 Lake Mendota Drive

ii) Consider approval of Conditional Use Permit for a new home construction at 3616 Lake Mendota Drive (agenda items considered together) The owner of the property at 3616 Lake Mendota Drive, and architect Arlan Kay of Destree Architecture and Design, described the plans for the new house. Mr. Kay detailed the efforts made to comply with the Zoning Code and the reasons the special exception was being requested. The Plan Commission recommended the Trustees approve the permits on a 5 – 0 – 1 vote with Earl Munson recusing himself since he lives next door. Mr. Benforado confirmed the Plan Commission considers each special exemption permit on its merits—it does not view any recommendation as setting a precedent for the handling of future permit applications. Mr. Imes moved and Ms. Borisy-Rudin seconded a motion to approve both the Special Exception Permit and Conditional Use Permit for 3616 Lake Mendota Drive. Motion passed unanimously.

iii) Resolution R-2017-8 adopting the Village of Shorewood Hills Annex to the Dane County Hazard Mitigation Plan Since the copies of the plan provided to the Board were incomplete, the agenda item was tabled until the November 20, 2017 Board meeting. Staff was asked to revise the “Village of Shorewood Hills Annex” as necessary to include a key to the Vulnerability Table and an update of the Community Profile section with information about the recently constructed apartments.

vi) Consider approval of quote to replace the air handling unit at Village Hall Mr. Imes moved and Mr. Wade seconded a motion to approve Option # 1, the installation of a Trane high efficiency cooling unit, and Option # 3, the installation of Trane hail guards, both as listed in the quote from Harker Heating and Cooling, Inc., at a total cost not to exceed \$16,336. Motion passed unanimously.

v) Consider Administrative office reorganization and promotion of Deputy Clerk to Village Clerk and Administrative Assistant/Emergency Services Coordinator to Administrative Services Manager/Deputy Clerk both at Grade 16, Step 4, Exempt, effective November 1, 2017 The Personnel Committee recommended that the Village proceed with the proposed reorganization of the Administrative staff: the replacement of the retiring Village Clerk, Cokie Albrecht, with the present Deputy Clerk, Karla Endres, and Emergency Services Coordinator, David Sykes. Mr. Frantz said that the plans also include the hiring a third full time person at a later date to assist Ms. Endres and Mr. Sykes. In consultation with the Police and Court staff, the Village will explore the possibility of cross training that new person so he/she can assist with Police/Court tasks. Mr. Imes moved and Ms. Borisy-Rudin seconded a motion to approve the Village Administrative staff reorganization and promotions of Deputy Clerk Karla Endres to Village Clerk and Administrative Assistant/Emergency Services Coordinator David Sykes to Administrative Services Manager/Deputy Clerk, both at Grade 16, Step 4, Exempt, effective November 1, 2017. Motion passed unanimously.

vi) Consider extension of Resolution R-2015-11 providing a health insurance opt out incentive Ms. Borisy-Rudin moved and Ms. Readel seconded a motion to indefinitely extend the

provision of an incentive to employees to decline participation in the Village's health insurance program if they have alternative sources of health insurance. Motion passed unanimously. The opt out incentive will be included in the Village's *Personnel Policy Manual*.

vii) Consider authorizing compensation to salaried staff for data crash recovery work Mr. Frantz discussed the additional hours staff members have worked to recover data lost in the computer system failure the Village experienced in early August this year. The Personnel and Finance Committees recommended that salaried staff receive compensation for the extra work required. Staff members are documenting time invested in data recovery efforts and other costs associated with the computer system failure. The Village is working with legal counsel with the expectation of obtaining restitution for these losses from the IT consultant through its "errors and omissions" insurance coverage. Mr. Imes moved and Mr. Wade seconded a motion to compensate the Village Clerk for data crash recovery efforts through a one-time bonus in an amount not to exceed \$20,000. Motion passed unanimously. A postmortem analysis of the computer system failure could be facilitated by the proposed Business Continuity Planning Initiative, to be discussed by the Trustees later this evening.

viii) Consider additional compensation to the Pool Manager for extended-season work This fall the UW Swim Team rented the Shorewood Hills Pool while its facility is being renovated. The UW paid rent for two hours a day, four days a week, at \$250/hour, and covered incidental costs associated with keeping the Pool operational—heat, chemicals, water, etc. The UW's use of the Pool required the salaried managers to spend more time on the job. The Pool Committee recommended that the managers be compensated with an additional \$600/week, resulting in net revenues to the Pool of \$1,400/week. Mr. Imes moved and Mr. Wade seconded a motion to provide additional compensation to the Pool Managers of \$600/week during the UW Swim Team's rental of the Village facility. Motion passed unanimously.

5. **Appearances and Communications** (agenda item taken out of order) Although not on the agenda, the Trustees agreed to hear the comments of Gloria Whiting, 922 University Bay Drive. She said she was disappointed by the locations selected for the bump outs being installed on University Bay Drive. She believes that, as constructed, there will be a long stretch of road without bump outs and drivers will accelerate in that area, increasing traffic hazards.

6. **Board Matters**

D. New Business Resolutions and Motions

ix) Approve final payment to Riseling Group for Police Chief recruitment services This spring the Trustees authorized the expenditure of \$39,024 to hire the Riseling Group to provide the services of an interim police chief and assistance with the selection of a new chief. Unforeseen difficulties inflated the cost of the consulting work to a total of \$43,169. Mr. Imes moved and Ms. Borisy-Rudin seconded a motion to approve the payment of the Riseling Group's last invoice for \$5,875. Motion passed unanimously.

x) Consider proposed Business Continuity Planning Initiative Mr. DeVito discussed his memo dated October 4, 2017 regarding his suggestion that the Village establish a Business Continuity Planning initiative. Mr. DeVito moved and Mr. Lederer seconded a motion to form a Business Continuity Planning working group, per Mr. DeVito's memo. Motion passed unanimously.

xi) Appointments There were none this evening.

7. **Reports of Officials and Committees**

A. Village President

a) Review future meeting dates The presentation of the draft 2018 budgets will be held on November 6, 2017; the Board meeting will be held on November 20, 2017.

B. Village Administrator

a) Update on computer system failure and data restoration Mr. Frantz said the Village's accounting system has been restored; staff is troubleshooting errors as they appear. Many word processing documents and spreadsheets from 2016 were also lost and are being recreated. Staff was asked to provide future updates about the recovery in memo form. The Board may decide to convene a special meeting in early 2018 to discuss the crash.

F. Personnel Committee At last week's meeting, the Committee members discussed the information gleaned from the annual conversations with Village staff and made recommendations about the 2018 compensation for employees on and off the pay grid.

G. Finance Committee The draft minutes of the October 9, 2017 Finance Committee meeting included in the Board Packet will be revised. At that meeting the Committee unanimously recommended approval of the draft 2018 General Fund budget, which includes levying the maximum amount allowed by the statutory Levy Limit. The draft budget projects the use of approximately \$150,000 in fund balance. The actual amount of fund balance required in 2018 would be affected by any insurance recovery associated with the server crash and increased building permit revenues from developments which may or may not occur; neither is reflected in the draft 2018 budget revenues. The unassigned fund balance at the end of 2018 is projected to be ~ \$800,000. Dean Peters of Associated Appraisal will attend the November Board meeting to discuss the impact of the revaluation. The Committee will review the draft 2018 budgets for the rest of the funds at the October 25, 2017 meeting. Ms. Readel said the Parks Committee would be interested in exploring the creation of an Urban Forestry Utility with the Finance Committee if the Trustees supported the concept. Mr. Benforado said that if the Parks and Finance Committees wanted to propose the new Utility, the Board could consider it next spring.

H. Plan Commission Stone House Development is considering razing the former Forest Products Society, Madison, headquarters at 2801 Marshall Court and constructing a two story building on the site. The new uses, to be run by the Moose Lodge, would include co-working space, a daycare center and food offering.

I. Public Works Committee The Committee held a listening session to hear residents' thoughts about traffic; car volumes and speeds on Lake Mendota and University Bay Drive were mentioned. The construction of the bump outs on University Bay Drive is underway; the residents who didn't attend the later Public Works Committee meetings did not know the final siting of the bump outs had changed. The bump outs' effectiveness as a traffic calming measure will be evaluated once installed. The west end of Locust Drive is being reconstructed.

K. Public Health and Safety Committee The Committee members met Chief Chapin and discussed issues facing the Village/ways to work together in the future.

L. Recreation Committee The Committee discussed shared spaces and Village recreation needs now and in the future. Mr. Benforado asked Mr. Frantz if there had been consideration of assigning the new Administrative staff person some rec program management duties. Mr. Frantz said that if that arrangement were pursued, perhaps program fees would need to be increased to help fund that person's time.

M. Ad hoc Sustainability Committee The Committee met for the first time last week. The members discussed the scope of their work, focus and goals. Minutes were in the Board Packet.

N. Ad hoc Heiden Haus Area Committee The Committee felt the second set of plans for the project presented by the consultants did not reflect all the changes requested. The consultants were asked to rework them.

The remaining Committee chairpersons had nothing further to report.

8. **Adjourn** Meeting adjourned at 10:22 p.m.

Respectfully submitted,

Colleen Boyle Albrecht, Village Clerk