

**Village of Shorewood Hills  
Board of Trustees Minutes  
Monday, March 18, 2019**

**1. Called 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, John Imes, Anne Readell and Tracy Bailey. Trustee Scott Friedman was excused. Also in attendance were Administrative Services Manager/Deputy Clerk David Sykes, Public Works Chief John Mitmoen, Lieutenant Courtland Martens, Village Engineer Brian Berquist, Village Administrator Karl Frantz and Village Clerk Karla Endres.

**3. Statement of Public Notice** Karl Frantz stated the meeting has been properly noticed.

**4. Procedures Orientation** – Mr. Benforado mentioned that in the March issue of The Municipality, there is a great article regarding internal controls that the Board of Trustees should take time to read.

**5. Appearances and Communications**

**6. Board Matters**

**Consent Agenda**

Mr. Wade removed Village Caucus, regular Board meeting and closed session minutes of January 22, 2019, Regular Board meeting minutes of February 18, 2019, Special Board meeting minutes of February 21, 2019, 2, 3, 4b, 7,9,10 from the consent agenda.

Mr. Benforado suggested taking up item 6B vii.

**vii. Approve floor area special exception permit and findings 3407 Circle Close.**

Mr. Benforado gave a brief explanation of the special exception request and findings from the Plan Commission.

Mr. Lederer moved and Mr. Wade seconded a motion to approve the Plan Commissions recommendation to approve the special exception and findings at 3407 Circle Close.

Motion passed 5-0.

**A. Payment of Bills**

Mr. Cote reviewed the bills and explained that many of the prepaids were for reimbursements for overpayment on property taxes to residents and the other large payments were for the February settlements to the other taxing jurisdictions.

Mr. Wade moved and Mr. Lederer seconded a motion that the Board ratify payment of the February prepaids in the amount of \$2,530,351.36, and ratify payment of the March prepaids and authorize payment of the March bills in the additional amount of \$516,014.98, for total payments of \$3,046,366.34.

Mr. Lederer moved and Mr. Wade seconded a motion to approve the consent agenda with the following items of Village Caucus minutes, regular Board meeting and closed session minutes of January 22, 2019, 2019 Bocce Bash (Shorewood Hills League) – June 15, 2019, Temporary Class B Beer/Wine License: Shorewood Hills League (June15) and Approve Good Neighbor Residential Building policy as a standing Village policy.

Motion passed 5-0.

7:33 p.m.- John Imes arrived.

Mr. Wade moved and Ms. Readel seconded a motion to approve the red lined version of the February 18, 2019 minutes with the minor changes suggested by Mr. Lederer.  
Motion passed 6-0.

Mr. Lederer moved and Ms. Readel seconded a motion to approve the February 21, 2019 minutes with the minor suggestions submitted.  
Motion passed 6-0.

**iv) Javi's Turtle Day 5K (Daniel Funk) – May 25, 2019**

Mr. Wade raised the point that this particular run is entirely in the Village and asked if this will require additional resources from the Village.

David Sykes explained he spoke with the Police Chief and he didn't have a concern about the event because it would be 50 people or less.

Mr. Frantz stated there is another Board meeting that this can be discussed at and it might be good to research this permit a little further.

Mr. Wade would like to see that there is a plan for the runner's safety and also that Village residents will be able to move throughout the Village freely without concerns on race day.  
This item tabled.

**ix) Approve purchase of VieVu LE5 police body cameras**

Mr. Wade supports the idea of having Village officers wear body cameras and supports the Village moving forward with the purchase of them.

Lt. Martens spoke on behalf of the Chief and explained that it's for the safety of the officer as well as the public. The prior company had quality control and manufacturing problems and were unable to supply the product in a satisfactory manner.

Mr. Wade moved and Ms. Readel seconded a motion to approve the VieVu LE5 police body cameras quote.

Motion passed 6-0.

**x) Consider MS4 stormwater permit submittal through Madison Area Municipal Stormwater Partnership**

Mr. Wade stated he has a number of concerns and suggestions and would be happy to go through them with Mr. Frantz and Mr. Berquist.

Mr. Benforado stated he was comfortable with the way in which this was presented to the Board.

Mr. Berquist stated the submittal deadline is March 31, 2019.

Mr. Wade moved and Mr. Lederer seconded a motion to have the Board review the draft 2017 and 2018 MS4 stormwater permit submittals and delegated the final filing and review to Karl Frantz, Village Administrator.

Motion passed 6-0.

Short Break at 8:05 pm.

Mr. Benforado took a short break to recognize Mr. Frantz for his 15 years of service and also Mr. Wade and Ms. Readel's four years of dedicated service to the Village Board and various committees they chaired over time as Village Trustees.

## **D. New Business Resolutions and Motions**

**i. Consider award of base and supplemental bid for Marshall Court, Catafalque Drive, bike path construction to Parisi Construction.**

**ii. Consider award of alternate bid to Parisi Construction for asphalt path reconstruction adjacent to Shorewood Hills School.**

Mr. Berquist gave a brief description of the work to be done on Marshall Court, Catafalque Drive, the bike path construction and a walking path around the school grounds that haven't really fit into any other projects around the Village in the past. There were three bids and the lowest bid that Mr. Berquist would recommend awarding is the bid from Parisi Construction. Mr. Berquist would recommend the base bid as well as the supplemental bids submitted from Parisi Construction.

Mr. Frantz stated that TID III has the capacity to fund the projects stated above as well as additional projects on University Avenue.

Mr. Benforado asked what the timeline would be for the project.

Mr. Berquist stated there is 80 calendar days. September 15<sup>th</sup> is the completion date. The Lodgic project is behind schedule and therefore the Village cannot start their construction until Lodgic is out of the ground which they anticipate around the end of May.

Mr. Benforado asked that Mr. Berquist and John Mitmoen discuss the status of Marshall Court and see if there is another option for repairs to be done prior to the fix of a mill and overlay.

Ms. Readel asked if there was a reason to wait for the walking path around the school and if they should wait for the Heiden Haus project to have any renovations first.

Mr. Lederer moved and Mr. Imes seconded a motion that the Board accept the bid from Parisi Construction in the amount of \$1,133,312.50 as well as the alternative bid in the amount of \$52,126.50 and supplemental bid totaling \$24,650.00 and include a 10% contingency on bid amounts.

Mr. Benforado asked that Mr. Frantz report back to the Board with funding for the excess spending and where it will be funded from.

Motion passed 6-0.

## **C. Ordinances**

**i) Ordinance L-2019-1 First and possible second reading of an ordinance repealing section 9.01 of the Village code related to disposing of garbage**

Mr. Wade gave a brief background on the ordinance regarding garbage disposals.

Mr. Wade moved and Ms. Readel seconded a motion approving the first and second reading of Ordinance L-2019-1.

Motion passed 6-0.

**ii) Ordinance L-2019-2 First and possible second reading of an ordinance creating section 7.08(10) of the Village code related to parking and towing of vehicles**

Lt. Martens gave a brief summary of the ordinance L-2019-2 which would give the Police Department the option to tow a vehicle due to unpaid parking violations.

Mr. Wade was concerned about the more than sixty days and sending out notices.

Mr. Wade moved and Ms. Readel seconded a motion to approve the first reading of ordinance L-2019-2 as proposed in the amended version.

Mr. Wade would like clarity on the 60 days' notice.

Motion passed 6-0.

#### **D. New Business Resolutions and Motions**

##### **iii) Approve quote from Brown Roofing to replace Community Center roof**

Mr. Wade gave a brief summary of the Service Committee's recommendation.

Mr. Wade moved and Mr. Lederer seconded a motion to acceptance the Brown Roofing bid to replace the roof at the community center in an amount not to exceed \$44,000 coming from the Capital budget and the Pool fund with a 50/50 split.

Mr. Wade stated the quote is for a 15 year warranty for labor and materials.

Motion passed 6-0.

##### **iv) Consider authorization to retain architect to assist with Heiden Haus renovation project**

Ms. Readel gave a brief update on the Heiden Haus renovation project. The committee would then turn it over to the Village to have them hire an architect to design the renovations.

Mr. Wade stated that Tracy Kozial came to the Services Committee and it was unanimously decided that the Service's Committee recommended the Village hire an architect to move forward with renovations.

Ms. Readel moved and Mr. Wade seconded a motion that the Board directs Karl Frantz to identify a cost effective architect to redesign the Heiden Haus renovation given the thirteen parameters as listed in the Board meeting notes and to report back to the Board for approval. The parameters are as follows:

1. Keep existing footprint of the building and maintain materials and signs.
2. Upgrade/replace mechanicals.
3. Replace windows and doors.
4. Upgrade interior finishes and remove small divider wall that is there now.
5. Improve the lighting.
6. Improve ventilation with opening windows and fans.
7. Solar Panels.
8. Explore the ability to add accordion glass doors/garage doors to the north side of building to open the building in the summer and improve visibility of the skating rinks in the winter.
9. Explore creating a shade space off the west side of the building with either a roof overhang, retractable awning, or more trees. This is where we feel an architect can help the committee decide which option is best.
10. Small extension of decking off the west side for benches and tables under this new shaded space.
11. Add utility sink and surrounding cabinets for land rec that can be closed off in a closet.
12. Consider moving the existing bathroom on the northwest corner to the south wall in connection with the existing bathroom that is on the southwest corner of building. This will allow the building to connect better to the west side decking/overhang expansion to create more of an outdoor living space while also minimizing cost of moving plumbing.
13. Consider making entire east wall storage that is accessible from the interior.

Motion passed 6-0.

##### **v) Consider exempting golf programs from administrative surcharges**

Mr. Wade explained that the information for the golf program has not always been given in a timely manner and has created some problems with participation in the program. He is concerned that the cost of the program will discourage individuals from signing up.

Mr. Benforado stated he isn't ready to have the golf program subsidized by the Village. He would be ok with 5% instead of 10%.

Mr. Imes is ok with the 5%

Ms. Readel is ok with the 5% for a one year sunset and that there be a formal request to the Recreation Committee to evaluate the program.

Ms. Readel moved and Mr. Imes seconded a motion for a 5% surcharge for the golf program with a one year sunset.

Motion passed 6-0.

### **E. Appointments**

Mr. Wade moved and Mr. Lederer seconded a motion of approval to appoint Eileen Sutula as an election official/poll worker, Mike Stineman as Chair of the Golf Committee and Fred Wade as a Golf Committee Member.

Motion passed 6-0.

## **7. Reports of Officials and Committees**

### **A. Village President –**

**i) UW Credit Union selected as #1 best workplace-** Mr. Benforado gave a brief summary on the UW Credit Union being a great employer in the Village. He would like an article in the next bulletin giving them a little recognition.

### **B. Village Administrator –**

**i) Proposed V.A. Hospital parking ramp-** Mr. Frantz stated that the V.A. is anticipating constructing a 400 stall ramp. The Police Chief at the V.A. stated that the V.A. will not cooperate with bus pull outs on a sidewalk up the east side of University Bay Drive unless a traffic signal is installed at the intersection of University Bay Drive/Marshall Court/ Overlook Terrace, so they can get cars out of their new ramp.

**ii) Signalization at Marshall Court and University Bay Drive-**Mr. Frantz gave a brief summary of the desire to have a traffic signal and the City of Madison would be willing to maintain that signal.

**iii) Upcoming action to request that Dane County Eliminate its Policy on Requiring Jurisdictional Transfer of County Highways-** Mr. Frantz stated the Village might want to consider passing a resolution objecting to the County's policy to take away County funds that assist the Village in maintaining the County Highways that should remain the County's responsibility. (University Avenue)

**C. Personnel Committee –**Nothing to report.

**D. Finance Committee –**Did not meet.

**E. Plan Commission –**Took up two special exception permits at their last meeting. One for exceeding the height limit for one and the second was for exceeding the floor area ratio. The height exception had no action taken. The consensus was to see the stormwater permits before approval.

**F. Public Works Committee –**Met and discussed financing the stormwater utility. Traffic calming on Edgehill and in general was introduced to the Committee by Brian Berquist.

**G. Services Committee –**Met and recommended three actions taken up at tonight's meeting.

**H. Public Health & Safety Committee –**Nothing to report.

**I. Recreation Committee –** Nothing to report.

**J. Ad hoc Disaster Preparedness Committee** – Ms. Bailey will be picking this committee back up and will start further honing the sessions to different committees for input.

**K. Ad hoc Stormwater Committee** – Working on an interim report to the Board.

**L. Ad hoc Heiden Haus Committee** – Nothing to report

**M. Parks Committee** – Met and explained there were a lot of trees taken down at McKenna Park due to Oak wilt. Actively searching for another committee member.

**N. Blackhawk Liaison Committee** – Nothing to report.

**O. Golf Committee** – Change in appointments

**P. Pool Committee** – Nothing to report.

**Q. Waterfront Committee** – Nothing to report.

**R. Joint Campus Committee** – Met and had a large agenda.

## **8. Adjourn**

Meeting was adjourned at 10:22 p.m.

Respectfully submitted,

Karla Endres, Village Clerk