

**Village of Shorewood Hills
Board of Trustees Minutes
Monday, December 16, 2019**

1. Called to Order Village President David Benforado called the meeting to order at 7:02 pm.

2. Roll Call Members of the Board present were Mr. Benforado and Trustees Mark Lederer, Scott Friedman, John Imes, Cokie Albrecht and Shabnam Lotfi. Village Treasurer Sean Cote and Village Trustee Tracy Bailey was excused. Also in attendance were, Police Chief Aaron Chapin, DPW Chief John Mitmoen, Administrative Services Manager/ Deputy Clerk David Sykes, 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 none.

5. Appearances and Communications none.

6. Board Matters

A. Payment of Bills

Mr. Lederer moved and Mr. Friedman seconded a motion to approve the November prepaids in the amount of \$43,154.90 and the December Board bills in the amount of \$162,908.40 for a total of \$206,063.30.

Motion passed 6-0.

B. Consent Agenda

i. November 18 meeting minutes

ii. Set 2020 compensation plan for regular Village employees

iii. Set interim compensation for Pool Manager and Pool Manager consultant

iv. Name Mark (Mort) Moyer Interim Crew Chief and set hourly rate at \$32.24

v. Set seasonal DPW pay rate for James Fahien at \$15.00 per hour

vi. Set crossing guard wages at \$13.00 per hour

vii. Set part-time police officer wages at \$20.50

viii. Approve Employee Assistance program and proposal from HealthyMinds, LLC for regular employees

ix. Approve Wellness check program for Police Department personnel and proposal from HealthyMinds, LLC

x. Approve purchase of copiers through State contract.

The November 18, 2019 minutes and Name Mark (Mort) Moyer Interim Crew Chief and set hourly rate at \$32.24 were removed from the consent agenda.

Mr. Imes moved and Ms. Albrecht seconded a motion to approve the remaining consent agenda items: Set 2020 compensation plan for regular Village employees, set interim compensation for Pool Manager and Pool Manager consultant, set seasonal DPW pay rate for James Fahien at \$15.00 per hour, set crossing guard wages at \$13.00 per hour, set part-time police officer wages at \$20.50, approve Employee Assistance program proposal from HealthyMinds, LLC for regular employees, Approve Wellness check program for Police Department personnel and proposal from HealthyMinds, LLC, approve purchase of copiers through State contract.

Motion passed 6-0.

i. November 18 meeting minutes

Mr. Lederer moved and Ms. Albrecht seconded a motion to approve the November 18, 2019 minutes with the addition of the word “approximately” in front of \$16,000 on page 5.
Motion passed 6-0.

iv. Name Mark (Mort) Moyer Interim Crew Chief and set hourly rate at \$32.24

Ms. Albrecht asked what the period of time would be for the Interim Crew Chief position and rate of pay for Mort.

Mr. Frantz stated Mort would hold this position from December 29, 2019 until the new hire starts.

Ms. Albrecht moved and Mr. Imes seconded a motion approving the hire of Mark Moyer as Interim Crew Chief from December 29, 2019 until the new Crew Chief starts.

Motion passed 6-0.

C. Ordinances none.

D. New Business Resolutions and Motions

i. Resolution R-2019-17 Thanking Crew Chief John Mitmoen and wishing him well in his retirement

Mr. Benforado read the resolution to the public.

Mr. Lederer moved and Mr. Imes seconded a motion to approve Resolution R-2019-17 Thanking Crew Chief John Mitmoen and wishing him well.

Motion passed 6-0.

ii. Resolution R-2019-18 International Migratory Bird Day (Bird City)

Mr. Lederer moved and Mr. Imes seconded a motion to approve Resolution R-2019-18 for International Migratory Bird Day.

Motion passed 6-0.

iii. Consider three party contract for design/engineering of Lake Mendota Drive bridge (WI DOT, VOSH, KL Engineering) (Recommended by Public Works)

Mr. Frantz gave a brief background on the application for a grant to replace the bridge on Lake Mendota Drive. The Board previously approved the funding and the next step in the process is to enter into the three party contract. The Public Works Committee recommended KL Engineering. If the Board were to approve the contract, that would give KL Engineering the approvals needed to proceed.

Mr. Imes asked if it would make sense to do the bridge construction at the same time as the University Avenue construction to save on cost with equipment being nearby and able to complete portions of the bridge while doing the road construction.

John Mitmoen stated his biggest concern with the bridge reconstruction is ensuring a quad axel sewer vac truck can get down the road below to service the lift station. Currently the bridge abutments are too narrow for a quad axel truck.

Mr. Benforado asked Mr. Frantz to come back in January to the Board with a sequence of how the meetings will be planned out.

Ms. Lotfi moved and Mr. Imes seconded a motion to adopt the three party contract for design/engineering of Lake Mendota Drive.

Motion passed 6-0.

iv. Approve Administrative office floor replacement and cubicle reconfiguration (Recommended by Services)

Ms. Lotfi gave a brief background on the need for reconfiguring the office space and replacing the flooring at the same time.

Ms. Lotfi moved and Mr. Imes seconded a motion to approve up to \$21,400 for cubicle and flooring replacement with the caveat that staff will determine what type of flooring is the most durable option, whether it be the Ecosystem or the Luxury Vinyl Tile (LVT).

Motion passed 6-0.

v. Approve 2020-2024 participation in Madison Area Municipal Stormwater Partnership Education plan (MAMSWAP)

Mr. Frantz gave a brief overview of the MAMSWAP.

Mr. Benforado brought to the Board's attention that the joint agreement has the Village paying proportionately more than other communities. The grouping of communities in the various population ranges is not equitable. The amount of money involved does not merit holding the matter up, but it should be looked into the next time around.

Mr. Friedman moved and Mr. Lederer seconded a motion to approve the 2020-2024 participation in Madison Area Municipal Stormwater Partnership Education Plan.

Motion passed 6-0.

vi. Set Village Caucus for January 21, 2020 at 7:00 pm and 2020 Board meeting dates

Ms. Albrecht moved and Mr. Lederer seconded a motion to set the Village Caucus for January 21, 2020.

Motion passed 6-0.

E. Appointments

i. Personnel Committee- Laura Stephenson

Ms. Albrecht moved and Ms. Lotfi seconded a motion to approve Mr. Benforado's recommendation to appoint Laura Stephenson to Personnel.

Motion passed 6-0.

ii. Poll Workers

Mr. Friedman moved and Mr. Imes seconded a motion to appoint the recommended list of poll workers.

Motion passed 6-0.

7. Reports of Officials and Committees

A. Village President-

i. Arbor Day Proclamation

B. Village Administrator- nothing to report.

C. Ad hoc Recognition Committee – Mr. Benforado briefly explained the 2020 awards that will be awarded. The date of the recognition dinner might have an alternate date in the near future.

D. Personnel Committee – did not meet.

E. Finance Committee – did not meet.

F. Plan Commission – did not meet.

G. Public Works Committee – met and discussed speed hump improvements.

H. Services Committee – met and discussed Administration office reconfiguration and flooring. Discussed the equipment needs.

I. Public Health & Safety Committee – met and discussed the towing and impounding ordinance changes as well as changes to the village code the Municipal Judge would like to see.

J. Recreation Committee – nothing to report.

K. Ad hoc Sustainability Committee – Disbanded.

L. Ad hoc Disaster Preparedness Committee – moving forward with Nixel. Mr. Benforado would like to see this on the January agenda.

L. Ad hoc Stormwater Committee – Mr. Benforado updated the Board on the 96 inch pipe as part of the University Avenue construction and the associated costs. The tunnel underneath Blackhawk Country Club has been decided to be not feasible by the City presently. The Stormwater Committee has recommended the 96 inch pipe that will be part of the University Avenue reconstruction project. He stated this is not a solution for the stormwater problem in terms of major events. It will help in smaller ones.

Federal share has been capped at \$12 million.

Mr. Frantz confirmed that the Village is paying 50% of all reconstruction on University Avenue, except for stormwater which will be 85% City. He had a conversation with Rob Phillips from the City of Madison about the financial constraints of this project.

Mr. Lederer would like to see this go through the Finance Committee because of the complexity of the project and also to consider this stormwater plan with the other capital plan projects.

M. Ad hoc Heiden Haus Committee – did not meet.

N. Parks Committee – Discussed the Four Corners path previously. The use of the Quarry was discussed along with drainage & stability issues. They also discussed McKenna Park and the reconstruction of the bridge and how that affects the visuals of the park.

O. Blackhawk Liaison Committee – met and discussed the pre-planning for the 2020 golf scramble. The Committee also discussed teaming up with Blackhawk Country Club to host additional fundraising events to help with Heiden Haus renovations.

P. Pool Committee – met and discussed retaining the current Pool Manager and Pool Manager Consultant until a new Pool Manager is hired to perform duties in early January and February for the 2020 season. The second issue discussed with the lack of applications for the Pool Manager position. They discussed redefining the job description and defining the duties.

Q. Waterfront Committee – met but no update.

R. Joint Campus Committee – met and discussed pending projects at the University of Wisconsin Campus.

8. Next Meeting date: January 21, 2020

9. Adjourn

Meeting was adjourned at 9:20 pm.

Respectfully submitted,

Karla Endres
Village Clerk