

**Village of Shorewood Hills
Board of Trustees Minutes
Monday, March 16, 2020**

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 Scott Friedman (by telephone), John Imes, Tracy Bailey, Mark Lederer, Cokie Albrecht (by telephone) and Shabnam Lotfi. Village Treasurer Sean Cote was excused. Also in attendance were Village Administrator Karl Frantz, Administrative Services Manager/Deputy Clerk David Sykes and Village Clerk Karla Endres.

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

4. Procedures Orientation Mr. Benforado explained that future meetings might be held by conference call instead of in person. Committees should not meet in person for the near future.

5. Appearances and Communications None.

6. Board Matters

Consent Agenda

Mr. Imes moved and Ms. Bailey seconded a motion to approve the consent agenda including bills in the amount of \$2,024,653.35, February 21 meeting minutes, Refer request for privilege to occupy street right of way for parking pad at 3414 Lake Mendota Drive to Public Works Committee, Transient merchant permit- Fabian Seafood, Resolution R-2020-3 Consider adoption of public participation plan as a required component of the comprehensive plan update, Consider approval of Municipal Separate Storm Sewer System (MS4) report and permit application, Consider approval of Heiden Haus plans (recommended by Ad hoc Heiden Haus Committee), Consider approval of special exception permit for a roof height exception 3334 Lake Mendota Drive (recommended by the Plan Commission), Consider approval of conditional use permit for a deck and stairwell 3334 Lake Mendota Drive (recommended by the Plan Commission), Appoint Mark Lederer as regular member of the Board of Review, Appoint Poll Workers-Charles Field, Betsy Kramer. Item xii to Appoint Plan Commission removed.

Motion passed 7-0.

Mr. Benforado recommended that the Board re-appoint the current Plan Commission

Ms. Bailey would like it noted that the Plan Commissions should be more diverse with members that have young families/school age kids in the demographics.

Mr. Imes moved and Ms. Albrecht seconded a motion to approve the re-appointment of the Plan Commission.

Motion passed 7-0.

B. New Business Resolutions and Motions

i. Resolution R-2020-1 Recognizing Police Lieutenant Courtland Martens for sixteen years of dedicated service to the Village.

Mr. Lederer moved and Mr. Imes seconded a motion to approve Resolution R-2020-1 Recognizing Police Lieutenant Courtland Martens for sixteen years of dedicated service to the Village.

Motion passed 7-0.

ii. Resolution R-2020-2 Declaring a local state of emergency

Mr. Frantz gave a brief summary of the communications with the County staff with regards to the COVID-19. The County declared a state of emergency and is urging municipalities to do the same.

Mr. Lederer stated he has concerns with open meeting law, payment of bills, contingency fund, and that the Administrator should report back to the Board periodically.

Mr. Frantz stated that the open meetings could happen as long as the Public can dial in to a phone call or meeting and have the meetings documents available to them for their viewing on a website or other resource. At this time, we do not have the proper resources to do this. We could in the near future with a contracted service. Mr. Frantz would be asking for authority to approve the regular bills within budgetary constraint. Mr. Frantz stated that the contingency funds would be an item that could be removed as it was written for neighboring communities and that is not an item that the Village would need. Mr. Benforado is deleting item “i- To authorize the expenditure of contingency funds.” in the resolution and will add “within budgeted amounts” to “h”. Mr. Lederer would like item “2” to state: “That the following powers are delegated to the Village of Shorewood Hills Village Administrator, who will report back at least monthly to the Village Board with electronic updates as needed. Mr. Lederer moved and Ms. Bailey seconded a motion to approve the amended resolution R-2020-2. Motion passed 7-0.

C. Appointments-None.

7. Reports of Officials and Committees

A. Village President-Nothing to report.

B. Village Administrator

i. Update on COVID-19 preparation-Briefly updated the Board on the planning and communications between the Village departments and plans for continuity of operations.

C. Personnel Committee-The Board will be updated by an email due to the sensitive nature of the matter.

D. Finance Committee-Did not meet.

E. Plan Commission-Discussed neighborhood plan and special exception permit for Lake Mendota drive.

i. Distribution of Stakeholder Questionnaire-Proceed forward with the questionnaire.

F. Public Works Committee-Did not meet.

G. Services Committee-Did not meet.

H. Public Health & Safety Committee-Did not meet.

I. Recreation Committee-Met and discussed the dog park and registration software for recreation programs.

J. Ad hoc Recognition Committee-Did not meet.

K. Ad hoc Disaster Preparedness Committee-Did not meet.

L. Ad hoc Stormwater Committee-Did not meet.

M. Ad hoc Heiden Haus Committee-Did not meet.

N. Parks Committee-Met and approved installation of a wild bee hive in community gardens.

O. Blackhawk Liaison Committee-Did not meet. Blackhawk Country Club has canceled all banquets and meetings and have no income coming in.

P. Pool Committee-Still do not have a Pool Manager but will continue with the hiring process.

Q. Waterfront Committee-Did not meet.

8. Next meeting date: April 21

9. Adjourn

Meeting was adjourned at 8:28 pm.

Respectfully submitted,

Karla Endres
Village Clerk