

**Village of Shorewood Hills  
Board of Trustees Minutes  
Tuesday, April 21, 2020**

**1. Called to Order** Village President David Benforado called the meeting to order at 7:00 pm via Zoom.

**2. Roll Call** Members of the Board present were Mr. Benforado and Trustees Scott Friedman, John Imes, Tracy Bailey, Shabnam Lotfi, Cokie Albrecht, Laura Valderrama and Village Treasurer Sean Cote. Also in attendance were Village Administrator Karl Frantz, Administrative Services Manager/Deputy Clerk David Sykes, Police Chief Aaron Chapin, Village Engineer Brian Berquist 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 the meeting was being conducted by Zoom.

**5. Appearances and Communications** -None.

**6. Board Matters**

**A. Payment of Bills**

Mr. Cote reviewed the March prepaids in the amount of \$26,854.31 and the April Board Bills in the amount of \$135,589.51 for a total of \$162,443.82.

Mr. Imes moved and Mr. Friedman seconded a motion to approve the payment of the March prepaids in the amount of \$26,584.31 and the April Board Bills in the amount of \$135,589.51 for a total of \$162,443.82.

Motion passed 7-0.

**B. Consent Agenda**

**i. Board meeting minutes of March 16 and April 6, 2020**

**ii. Approve hire of Mr. Mike Meier as Department of Public Works Crew Chief effective May 16, 2020 per terms of employment offer letter dated March 17, 2020**

**iii. Approve promotion of Tary Handschke to Lead Crew Grade 11 step 7**

**iv. Approve promotion of Craig Steinle to Crew II Grade 10 step 6**

**v. Dissolve Heiden Haus Ad hoc Committee**

**vi. Part-time police officer hires**

Ms. Albrecht moved and Mr. Imes seconded a motion to approve the consent agenda.

Motion passed 7-0.

**C. Ordinances**- None.

**D. New Business Resolutions and Motions**

**i. Elect Village President pro tem**

Ms. Lotfi moved and Ms. Bailey seconded a motion to elect John Imes as President Pro Tem.

Motion passed 7-0.

**ii. Consider bids and award of contract for 2020 Stormwater Improvements and Flood Repairs**

Mr. Berquist explained the project is a combination of several areas that resulted from damage in the 2018 flood for repairs as well as a bio retention area on Edgehill.

Ms. Bailey moved and Ms. Valderrama seconded a motion to award the bid for the 2020 stormwater improvements and floor repairs to Badgerland Excavating Corporation for \$187,681 with a 10% contingency.

Mr. Berquist stated there is no set start for the projects at this point but the contractor is eager to get started.

Motion passed 7-0.

**iii. Consider MMSD sanitary sewer interceptor project**

Ms. Bailey gave a brief update of communications the Village sent to MMSD outlining the preferred routes for the interceptor. She explained that the MMSD preferred route behind the pool is the most invasive for the Village but they have an easement. MMSD was willing to do the project off peak season so that it is less disruptive to the pool season and the Village.

Mr. Imes asked if the interceptor could be run behind the shopping center but north of the railroad.

Mr. Berquist stated the railroad will only consider the right of way north of the railroad due to space needs.

Ms. Bailey stated that each of the three phases in the Village would be done at different times in a one year time frame. Each phase would take a season to complete.

Mr. Benforado asked if the Blackhawk Country Club was aware of the western most intersection of pipe that would affect the Country Club.

Mr. Berquist stated that this plan will be more disruptive for the tree line of the golf course than originally planned.

MMSD has indicated that they will go to lengths with the Village to restore the area and will consider additional sustainable enhancements to help mitigate adverse impacts. The Board requested that the Public Works Committee develop a list of requests to include in the project and present them to MMSD for consideration and response

The Village would like MMSD to present to the Village one or two times a year with updates on the project plans.

No further action was taken.

**iv. Confirm essential operations of the Village government per Administrator memo of April 1 including consideration /discussion regarding future meetings of Village Boards, Commissions and Committees**

Mr. Benforado had a discussion with the Board of Trustees on what functions and services are essential for the Village Staff to maintain.

Mr. Frantz gave a brief description of what he has determined to be essential services for the Village Board Trustees to govern as essential.

Ms. Bailey stated that if “safer at home” orders continues through to summer, it is going to be difficult to socially distance on the streets of the Village.

There was a discussion on what has worked for the Village Staff and what has been difficult with working remotely.

Mr. Benforado asked the Board of Trustees to endorse Mr. Frantz’s letter of essential services.

Ms. Albrecht moved and Ms. Bailey seconded a motion to adopt the list of eleven bullet points determined as essential Village governmental functions.

Motion passed 7-0.

Mr. Benforado engaged the Board in a short discussion on the short-term and long-term effects of the social distancing. There was a discussion on the recreation programs and if they should proceed for the summer or if they should be postponed for the year.

No further action was taken.

**v. Consider upcoming two elections and ways to encourage absentee voting**

There was a discussion on the desire to have each Village Resident vote by mail in the upcoming elections and to request a ballot by MyVote.wi.gov.

Mr. Benforado also suggested Mr. Frantz write a letter to Representative Shiela Stubbs and Senator Fred Risser in support of legislation to support funding for elections to encourage absentee voting by mail.

No further action was taken.

**E. Appointments**

**i. Village President's Trustee Committee/Commission/Board appointments-**

Mr. Benforado stated he would like to continue to chair the Ad hoc Stormwater Committee until it dissolves in the future as well as Chair the Joint Review Board and Plan Commission. He went through the Committees and their appointments.

Mr. Imes will chair the Finance Committee and be a member of the Joint Area Campus Committee, Joint Review Board and Plan Commission.

Ms. Lotfi will chair the Blackhawk Liason Committee and Services Committee.

Ms. Albrecht will chair the Personnel Committee and be a member of the Finance Committee.

Mr. Friedman will chair Public Health and Safety, be an alternate on the Board of Zoning Appeals and a member on the Waterfront Committee.

Ms. Bailey will chair the Ad hoc Disaster Committee, Public Works Committee and Recreation Committee.

Ms. Valderrama will chair the Parks Committee and be a member of the Pool Committee and Public Works Committee.

Mr. Cote will continue to serve as Village Treasurer and as a member on the Finance Committee.

Doug Rahn will chair the Board of Review.

Gary Johnson will chair the Board of Zoning Appeals.

Michael Stineman will chair the Golf Committee.

Mr. Frantz will be a member of the Joint Area Campus Committee.

Mark Lederer will chair the Pool Committee.

John Voegeli will chair the Waterfront Committee.

Ms. Albrecht moved and Mr. Friedman seconded a motion to approve the appointments as listed above.

Motion passed 7-0.

**ii. Nadeem Afghan to Public Health and Safety**

Mr. Friedman moved and Ms. Lotfi seconded a motion to approve Nadeem Afghan to the Public Health and Safety Committee.

Motion passed 7-0.

**7. Reports of Officials and Committees**

**A. Village President-** Nothing to report.

- B. Village Administrator-** Nothing to report
- C. Personnel Committee-**Previously discussed hires and promotions.
- D. Finance Committee-** Did not meet.
- E. Plan Commission-**Trying to set up a meeting with MSA for the comprehensive plan.
- F. Public Works Committee-** The speed humps were planned to be installed during September, after traffic data was collected. The Committee will meet to discuss if the project should proceed without the traffic data being collected first. The project will not need to be bid because it is under the bidding threshold.
- G. Services Committee-** Did not meet.
- H. Public Health & Safety Committee-** Did not meet.  
Chief Chapin gave a brief update on the status of their PPE supply.
- I. Recreation Committee-**Did not meet.
- 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-**Committee has dissolved.
- N. Parks Committee-**Did not meet.
- O. Blackhawk Liaison Committee-**Did not meet.
- P. Pool Committee-** Interviews are complete for the pool staff. Cokie Albrecht, Mark Lederer and Michelle Reynolds assisted with the interviews.
- Q. Waterfront Committee-**Did not meet.
- R. Joint Campus Committee-**Did not meet.

**8. Next meeting date: May 19, 2020**

**9. Adjourn**

Meeting was adjourned at 10:12 pm.

Respectfully submitted,

Karla Endres  
Village Clerk