

VILLAGE OF SHOREWOOD HILLS
Board of Trustee Meeting Minutes
Tuesday, January 16, 2024 – 7:00 pm
Location: Village Hall – 810 Shorewood Blvd.
Hybrid – Virtual via Zoom

1. Called to Order:

Village President John Imes called the meeting to order at 7:00 pm.

2. Roll Call:

Members Present: Village President John Imes, Carol Barford, Dietmar Bassuner, Erin Clune, Cara Coburn Faris, Mark Lederer and Shabnam Lotfi

Also in Attendance: Village Administrator Sharon Eveland and Clerk-Treasurer Julie Fitzgerald, and Forester Adam Lohrmann (via Zoom)

3. Statement of Public Notice:

Eveland stated the meeting was properly noticed.

4. Procedures Orientation:

A. Facebook Live Statement: Imes noted that the meeting was being live-streamed on the Village's Facebook page and any comments provided through Facebook may not be considered contemporaneously by those at the meeting. Comments should be sent to the Village Administrator (seveland@shorewood-hills.org) and she will disseminate them to the Trustees.

5. Public Comments, Appearances, and Communications:

Resident Cara Lee (Sam) Mahany-Braithwait expressed her concern that her 2023 overall tax bill went up by 24%.

Resident Marilyn Townsend suggested starting an ad-hoc committee to address the issue of changing the Village's caucus to a primary. She is not in favor of doing ending the caucus. Townsend also expressed her concern about the cost of the Governance Workshop being presented on the agenda.

Resident John Taylor is concerned that information is not being shared with the citizens as well as it should be. He wants to make sure that people are able to understand the issues and the decision made by the Board.

6. Statements from Trustee and Municipal Judge Candidates:

The following candidates will be on the ballot during the Spring Election on April 2, 2024.

Each candidate was given the opportunity to introduce themselves and tell voters why they are seeking office.

Carol Barford – Village Trustee Candidate; Dietmar Bassuner – Village Trustee Candidate; Bob Falk – Village Trustee Candidate; Christine Maxon Herro – Village Trustee Candidate; and Felice Borisy-Rudin – Municipal Judge Candidate

7. Board Matters:

A. Payment of Bills: It was noted that the amount was high this month because the January tax settlement payments to other jurisdictions were included. Eveland recommended approval.
M/S Lederer/Bassuner to approve the payment of bills in the amount of \$4,457,707.33. Motion carried.

B. Consent Agenda:

- i) Approval of Minutes: December 19, 2023
- ii) Approval of Class B Beer and Class C Wine License for First Unitarian Society
- iii) Approval of 2024 pool membership rates and categories

M/S Bassuner/Coburn Faris to approve consent agenda. Motion carried.

C. Discussion/Action regarding easements on Blackhawk Country Club for MG&E Project.

Eveland briefed the Board on the process to-date. The easements have been reviewed by staff and recommended for approval. Michael Beeler from MG&E was in attendance to answer questions. Board members asked if AT&T lines would be buried as well. At this time, AT&T is not willing to address the issue, so their lines will remain above ground.

M/S Bassuner/Barford to approve the easement to MG&E as presented. Motion carried.

D. New Business, Resolutions and Motions:

- i) Discussion/Action regarding agenda templates:

Coburn Faris noted that a Roll Call item needs to be added to the presented template.

Lotfi noted that on the committee template, she would prefer that written comments be sent to the committee chair instead of the “info” email that goes to Village Hall staff. The Board discussed this issue and determined that a consistent email address would be less confusing and provide proper documentation of submitted information.

M/S Lederer/ Bassuner to approve the Board and Committee agenda templates as modified (adding Roll Call). Motion carried.

- ii) Discussion/Action regarding Strategic Plan RFP:

Eveland stated that she is requesting authorization to send out RFPs for a Strategic Plan. She requested feedback from the Board on desired timing for the process.

The Board discussed the merits of developing a Strategic Plan and how it would differ from the Comprehensive Plan and other planning documents already in place in the Village. Eveland explained that a Strategic Plan provides a focused set of goals and performance indicators to help guide Board and staff decisions over a 5-year period based on community priorities. Whereas the Comprehensive Plan is a 20-year plan required by state statutes that guides public and private development in land use.

M/S Bassuner/Clune to table this item until the February meeting. Motion carried.

- iii) Discussion/Possible Action regarding Governance Workshop:

The Board debated the need of having a Governance Workshop. Many expressed concerns about the proposed cost estimate. Some Board members believe that this is a necessary process that would address several issues that are repeatedly taking up Board and staff time. A professional service could provide concrete processes and training to resolve these.

Other members believe that a professional service isn't needed to address the problems. Board consensus was to have Eveland get multiple proposals and present them at a future meeting.

President Imes moved Item E. i) to next agenda item due to time constraints

E. Old Business:

- i) Discussion/Action regarding MMSD easements for sewer main project:
Eveland informed the Board that the original plan was revised. Village Forester, Adam Lohrmann, worked with the MMSD landscape designer to develop a new landscaping plan. As part of the easement agreement, \$60K will go to the capital fund. Staff recommends assigning \$20K of that money to be used for repairs to the pool parking lot.
M/S Bassuner/Lederer to approve the easement to MMSD as presented and to assign \$20,000 of the easement compensation for community center/pool parking lot repairs in the capital fund. Motion carried.

D. New Business, Resolutions and Motions:

- iv) Discussion/Action regarding possible referral of Accessory Dwelling Units (ADUs) to the Plan Commission:
Coburn Faris pointed out to the Board that ADUs are part of the Comprehensive Plan and included on the action plan for 2023-2026. She said many residents had commented that they would like this item to be considered and would like to start work on the issue.
M/S Coburn Faris/Clune to refer the issue of ADUs to the Plan Commission for further discussion. Motion carried.
- v) Discussion/Action regarding process by which the Board will fill the Trustee seat vacated by Trustee Clune:
Eveland recommended soliciting applications as was done in the past. Imes recommended using ranked choice voting by the Board to determine who should be appointed.
M/S Bassuner/Coburn Faris to solicit applications for the vacant Trustee seat with a deadline of 12 pm on February 8, 2024, and to inform applicants that the Board will use ranked choice voting to determine who will be appointed.
Motion carried with Clune abstaining.

E. Old Business:

- i) Discussion/Action regarding MMSD easements for sewer main project:
Moved up on agenda. See above.
- ii) Discussion/Action regarding Agenda Setting Policy:
Eveland presented a summary to the Board of the suggested policy. Board discussion included walking through the process with several scenarios. Also discussed was how a motion to reconsider could be used on agenda items brought back to the Board.
The following paragraph (2nd to last in proposed policy) was amended by Board consensus:

In the event there is a desire for a matter to be placed on the agenda in closed session, one. Trustee shall be required to request such action and he or she shall consult with the Village Administrator and *{if necessary,}* Village Attorney as to whether adequate statutory basis exists for the closed session for the subject desired. ~~Under these circumstances, no action shall be taken on an item coming out of closed session until the next regular Board meeting following the meeting at which the closed session is requested.~~

M/S Barford/Lederer to approve the Agenda Setting Process Policy as amended. Motion carried.

iii) Discussion/Action regarding February meeting date:

Eveland requested that the Board change the next scheduled meeting date to February 20, 2024, to be consistent with the new Tuesday meeting schedule.

M/S Bassuner/Lederer to hold the next Board meeting on February 20, 2024. Motion carried.

8. Reports of Officials and Committees:

- A. **Village President** – Nothing to add.
- B. **Village Administrator** – Nothing to add.
- C. **Police Chief’s Monthly Report** – See meeting packet.
- D. **Committee Reports** – See details in meeting packet.

Blackhawk Liaison	Pool	Waterfront
Finance	Public Health & Safety	Recognition (Ad Hoc)
Parks	Public Works	Joint Campus (UW-M)
Personnel	Recreation	
Plan Commission	Services	

Bassuner pointed out that the CORP is moving through its stages. A Virtual Public Hearing is scheduled for January 29th at 7 pm.

President Imes moved Items 10 B & C to next agenda item

10. Note: The following items do not need to be discussed in closed session as indicated on the agenda. In an effort to avoid special meetings and also facilitate the hiring process, Imes asks the Board to authorize Administrator Eveland to finalize the following job offers contingent upon approval by the Personnel Committee.

- B. Discussion/Action regarding Administrative Assistant**
- C. Discussion/Action regarding Forestry Assistant**

**M/S Lotfi/Barford to authorize the Village Administrator to negotiate and finalize an offer of employment for the positions of Administrative Assistant and Forestry Assistant pending final approval of the candidates by the Personnel Committee.
Motion Carried**

9. Closed Session: Please take note that the Board may meet in closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider performance evaluation data relating to the Village Administrator.

M/S Bassuner/Barford to enter closed session.

Upon roll call vote, motion carried 7-0.

The Village Board went into closed session at 10:18 pm.

All staff and audience members left the meeting.

10. Return from Closed Session:

The Village Board reconvened into Open Session at 12:02 am.

A. Discussion/Action regarding Village Administrator evaluation:

The Board discussed the performance evaluation.

M/S Lotfi/Barford to approve a positive evaluation of the Village Administrator's performance. Motion carried.

B. Discussion/Action regarding Administrative Assistant

Moved up on agenda. See above.

C. Discussion/Action regarding Forestry Assistant

Moved up on agenda. See above.

11. Future Agenda Items:

A. Accessory Dwelling Units

B. Street Lighting

C. Police Policies

D. Process used to elect Trustees

12. Adjourn: M/S Bassuner/Coburn-Faris to adjourn. Motion carried.

The Village Board adjourned at 12:04 am.

Respectfully submitted,

Julie Fitzgerald

Village Clerk-Treasurer