

VILLAGE OF SHOREWOOD HILLS
Board of Trustee Meeting Minutes
Tuesday, February 20, 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 7:03 pm.

2. Roll Call:

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

Also in Attendance: Village Administrator Sharon Eveland, Clerk-Treasurer Julie Fitzgerald, Police Chief Jeff Pharo and Police Lieutenant Jamie Weitzel
Attorney Derek Panches (via Zoom for Item 8.E.iv) and Caitlin Shanahan (CARPC) (via Zoom for Item 8.E.vii)

3. Approval of Agenda:

M/S Coburn Faris/Bassuner to approve the agenda as presented. Motion carried.

4. Statement of Public Notice:

Eveland stated the meeting was properly noticed.

5. Procedures Orientation:

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.

6. Public Comments, Appearances, and Communications:

Resident Cara Lee Mahany-Braithwait questioned the Board about why an agenda item would be removed. She briefly addressed the topic of open meeting laws and stated she would prefer to allow discussions with the public. She also stated that she was not in favor of the governance workshop item on the agenda and would prefer to see funds go toward facilitation skills instead.

Resident Kathy Killian thanked the village crew for a job well-done in cleaning the streets after the storm in January. She expressed her concern about the Village's choices in using Facebook and PerfectMind as platforms in contacting citizens. In her opinion, the Village is spending too much money on consulting projects and governance workshops and those are not public priority. She encourages the Board to watch the progress of the current FGM project to make sure that it stays within budgeted the amount.

Resident Fred Wade stated that regarding public comments, in the past the Board has addressed the community members in the audience and it was helpful. He was concerned that the equipment

purchase on the agenda had not been vetted by the Services Committee. Wade also questioned the rationale of an item in the Agenda Policy that prohibits an item that is removed from the agenda from coming back to the Board for a year.

Resident Laura Valderrama withdrew her application for the interim Board Trustee seat but said she would like to serve on other committees in the future.

7. Discussion/Action regarding appointment to fill vacant Trustee Seat:

A. Board Votes to Initiate Voting:

M/S Bassuner/Lederer to initiate voting to fill the vacant Trustee seat. Motion carried.

B. Board Votes to Accept Late Applications:

N/A

C. Statement of Applicants:

Trustee Applicants Robb Stankey and Katherine Ullsvik each made a statement about why they are interested in serving on the Board of Trustees.

Bassuner stated that in the future he would recommend seating the newly appointed Trustee at the next scheduled meeting instead of the meeting where they are appointed.

D. Trustees Complete Ranked-Choice Ballots

E. Administrator & Clerk Tally Votes and Announce Results:

Robb Stankey = 4; Katherine Ullsvik = 2

F. Board Votes to appoint applicant to the Board:

M/S Bassuner/Coburn Faris to appoint Robb Stankey to the position of Village Trustee. Motion carried.

G. Oath of Office:

Village Clerk Fitzgerald administered the Oath of Office to Robb Stankey as the new Village Trustee. Mr. Stankey took his seat on the Board.

8. Board Matters:

A. Payment of Bills:

Eveland recommended approval. She noted that the amount is high this month due to February tax settlement payment to other taxing jurisdictions.

M/S Lederer/Coburn Faris to approve bills in the amount of \$3,727,445.55. Motion carried.

B. Consent Agenda:

i) Approval of Minutes:

a) November 1, 2023 (special joint meeting with Plan Commission)

b) January 16, 2024 (regular)

ii) Approving purchase of leaf picker from ODB at a cost not to exceed \$68,289.99.

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

C. New Business, Resolutions and Motions:

- i) Discussion/Action regarding possible referral of Police Pursuit Policy to the Public Health and Safety Committee:

The Board discussed if it was necessary to review the Village's current policy. Chief Pharo clarified the Shorewood Hills PD pursuit policies and pointed out inconsistencies with some points made in the letter received from the City of Madison (included in the meeting packet). After continued discussion, it was determined that it would be worth the time of the Public Health & Safety Committee to review the Village's current policy and compare it with the City of Madison's pursuit policy.

M/S Bassuner/Lotfi to refer the issue of the Police Pursuit Policy to the Public Health & Safety Committee. Motion carried.

- ii) Discussion/Action regarding safety for walkers and bikers; Shorewood Hills police enforcement policies and practices:

Coburn Faris requested that the Board look into ways to improve pedestrian and biker safety throughout the Village. The Board discussed the matter of Complete Streets and what things needed to be addressed, how to work solutions into current infrastructure plans, and what would be the most cost-effective way to implement. Because this is such a large topic Eveland recommended that the Board allow her time to gather information and present her findings to the Board at the next meeting.

- iii) Discussion/Possible Action regarding police "check property calls":

Coburn Faris complimented Chief Pharo for the information provided in the Board packet explaining check property calls. She recommended that we inform Village residents in the Bulletin that property checks are a service provided by the Village to all residents.

- iv) Discussion/possible action regarding public comment periods and other interactions with the public during a public meeting:

8:43 pm - Attorney Derek PUNCHES joined meeting (via Zoom).

Eveland explained that because of previous questions from Trustees regarding public interaction during meetings she is recommending creating a policy to make sure that all residents are treated equally. Eveland asked PUNCHES to clarify if it is acceptable to allow public comment during agenda items other than during the Public Comments period. PUNCHES stated that it was inadvisable to include the public with discussions outside of the Public Comments period.

M/S Lederer/Coburn Faris to direct the Administrator to prepare a draft policy regarding public comment periods and Board interactions with the public during Board meetings for the March Board meeting. Motion carried.

8:57 pm - Attorney Derek PUNCHES left meeting.

- v) Update on Personnel Manual project:

Lotfi requested guidance from the Board regarding a revised Personnel Manual. This is a long and involved process. She requested the Board contact her if they have strong opinions on any topics so that those ideas can be included in the revision process.

vi) Discussion regarding affordable election option for 2725 Marshall Court development: Eveland informed the Board that the development agreement for the apartment building at 2725 Marshall Court included an option for the Village to buy down additional affordable units. However, due to the cost of the University Avenue project, the budget does not allow the funding for an additional buy-down unless the Board is interested in borrowing the funds. The cheapest opportunity is \$118K to buy down a 1-bedroom unit. Eveland will notify the developer that the Village will not be utilizing this option. Imes pointed out that the development currently includes one 3-bedroom unit that rents at 60% of the median income.

vii) Discussion/Action regarding adoption of the Comprehensive Outdoor Recreation Plan (CORP):

9:13 pm – Caitlin Shanahan (CARPC) joined meeting (via Zoom).

Bassuner informed the Board that the Recreation Committee recommended approval of the CORP. Coburn Faris asked Shanahan a few questions about where information was obtained for the plan. Coburn Faris noted that the map in Figure 5 on page 35 of the draft plan shows sidewalks along Edghill Drive and Tallyho Lane that are not there in reality. Shanahan said that could be corrected in the final draft. Coburn Faris also expressed concern about the wording on page 91 regarding the dog park. She asked that the last line of the first paragraph be struck referring to the Parks Committee voting against a dog park in December of 2020. She stated that it was a broader discussion than that (what was discussed and concluded by one committee), and other committees were involved and presented other policy positions, and in the end, it wasn't brought before the Board for a vote. Lederer asked for clarification that if the Village decided to do something different in an area, would it be necessary to amend this CORP. Eveland explained that no, the Village is not required to strictly adhere to the plan. However, the document is meant to be reviewed every five years. The benefit of adopting this plan is that it allows the Village to be eligible for grant funding.

M/S Bassuner/Barford to adopt the 2024 Comprehensive Outdoor Recreation Plan with amendments as specified to Figure 5 on page 35 and to the dog park section on page 91 as discussed. Motion carried.

9:30 pm – Caitlin Shanahan (CARPC) left meeting.

viii) Discussion/Action regarding Village Administrator's goals:

Board discussed with Eveland how to decide what projects would be included in her goals for her next evaluation. Eveland explained that these goals are specific projects that allow the Board to evaluate her skills and outcomes. The Board discussed how some items are necessities and not discretionary goals.

M/S Barford/Bassuner to designate the Personnel Manual and Strategic Plan as the Administrator's 2024 evaluation goals.

M/S by Lotfi/Coburn Faris to amend the motion to include the Space Site Analysis as a third goal. Motion for amendment carries.

Amended Motion to designate the Personnel Manual, Strategic Plan and Space Site Analysis as the Administrator’s 2024 evaluation goals. Motion carried.

ix) Discussion/Action regarding selection of lead committee for McKenna Park master design plan:

M/S Lederer/Coburn Faris to assign the Recreation Committee as the lead committee for the McKenna Park Master Plan. Motion carried.

E. Old Business:

i) Discussion/Action regarding Governance Workshop proposals:

Eveland received proposals from three firms to facilitate a governance workshop. She recommends Funkhouser over Arndt and Gov HR Management because their proposal includes development of a draft ordinance. Board members discussed with Eveland how she selected the firms, costs to develop a new ordinance, involvement of the public, and how the process would work. Imes pointed out there is fund balance available to pay for this project. Board discussed pros and cons of the firms presented.

M/S Barford/Bassuner to authorize the Administrator to sign a contract with Funkhouser and Associates for the Governance Project at a cost not to exceed \$37,500. Motion carried.

ii) Discussion/Action regarding Strategic Plan RFP:

Board discussed the RFP presented. Lederer confirmed that the strategic plan would not be overlapping with the governance project. Lotfi stated that she was not in favor of issuing an RFP for a strategic plan.

M/S Bassuner/Coburn Faris to authorize the issuance of the Strategic Plan RFP as presented. Motion carried.

9. Reports of Officials and Committees:

A. Village President – Imes reminded the trustees of the new agenda-setting process.

B. Village Administrator – 2023 audit is essentially done. Auditors commented that they have never been to this stage this quickly. Thanks to Julie Fitzgerald and staff for their hard work.

C. Police Chief’s Monthly Report – See meeting packet.

D. Committee Reports – See details in meeting packet.

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

Bassuner questioned why some committees provide reports, but others just provide minutes. Eveland explained that it is up to the committee chair’s discretion whether to provide a report in addition to the minutes.

10:52 pm – Board Declares Recess

10:57 pm – Board Reconvenes

10. 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 the Village Administrator's final performance evaluation document.

M/S Bassuner/Barford to enter closed session including Eveland and Fitzgerald.

Upon roll call vote, motion carried 7-0.

The Village Board went into closed session at 10:59 pm.

11. Return from Closed Session:

The Village Board reconvened into Open Session at 11:35 pm.

A. Discussion/Action regarding Village Administrator evaluation:

M/S Bassuner/Lederer to approve the Village Administrator's final evaluation document.

Motion carried.

12. Future Agenda Items:

A. Street Lighting

B. Police Policies

C. Process used to elect Trustees

13. Adjourn:

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

The Village Board adjourned at 11:38 pm.

Respectfully submitted,

Julie Fitzgerald

Village Clerk-Treasurer