

**VILLAGE OF SHOREWOOD HILLS**  
**Board of Trustee Meeting Minutes**  
**Tuesday, March 19, 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 7:10 pm.

**2. Roll Call:**

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

Also in Attendance: Village Administrator Sharon Eveland, Clerk-Treasurer Julie Fitzgerald, Cory Poris Plash (CP2), Jim Arndt (Arndt Municipal Support), Mary Jacobs (MGT-GovHR) Brian Wright and Carly Farrel (FRM Architects), and Tim Stieve (Town & Country Engineering)

**3. Approval of Agenda:**

**M/S Bassuner/Barford 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 Fred Wade expressed his concern about the agenda item regarding the Facilities Study goals and priorities. He believes there are other projects that should take priority over the facilities study, including street reconstruction on the west side of the village and making the Community Center more handicapped accessible. Recommends tabling that item tonight.

Resident Cara Lee Mahany-Braithwait questioned the Board about how the Strategic Plan proposals were different from the Governance Project discussed at the last Board meeting. She wants to have the community more involved with ideas being brought to the committees and Board.

Resident Craig Weinhold is in favor of the Board taking action on the agenda item regarding public access to SHPD incident and crash reports. He would like to have more information available to the public, preferably in a searchable format.

Resident Marilyn Townsend spoke in favor of the agenda item regarding the split rail fence along Locust St. She also requested that the Board remove the write-offs of uncollectible personal property taxes from the consent agenda. She asked that this issue be referred to the Finance Committee for further review.

Resident Fred Wade also asked if the Village should reconsider the policy of not mailing out the Village Bulletin to every residence. He is concerned residents in the apartment buildings are not aware of Village issues. He would like the Board to consider possibly printing or emailing the Village Bulletin for the apartment residents.

## 7. Board Matters:

### A. Payment of Bills:

Eveland recommended approval. She noted that the amount is high this month because of a roughly \$2.25 million invoice from the Madison University Ave. project along with a quarterly insurance payment and an invoice for the bulk of the 2023 audit.

Coburn Faris asked for clarification on the \$20K payment to Funkhouser. Eveland explained that the proposal provided required an initial payment before the governance project begins. The next payment is expected to come in May, with a total project cost of \$47,500.

**M/S Bassuner/Lotfi to approve bills in the amount of \$2,503,636.61. Motion carried.**

### B. Consent Agenda:

- i) Approval of Minutes:
  - a) February 23, 2024 (regular)
- ii) Appointment of Nancy Volk and Jessica Stankey as election worker
- iii) Authorizing Administrator to sign a contract with FlyDane for high resolution aerial photos of the Village
- iv) Approval of Transient Merchant Licenses
  - a) Fabian Seafood
  - b) Knocke's Meats
- v) Approval of Resolution R-2024-01 Chargeback of Personal Property Taxes
- vi) Approval of Resolution R-2024-02 Write-off of Uncollectible Personal Property Taxes
- vii) Approval of Block Party Permit – Wellesley Rd – September 2, 2024
- viii) Appointment of Trustee Robb Stankey as Chair of Public Works Committee

**Lotfi requested to remove items v) and vi) from the Consent Agenda.**

**Coburn Faris requested to remove item i) from the Consent Agenda.**

**M/S Bassuner/Barford to approve Consent agenda removing items i), v) and vi).**

**Motion carried.**

- i) Approval of Minutes:
  - a) February 23, 2024 (regular)

Coburn Faris noted that the section regarding the CORP sidewalks shown on map but not existing should include both Edgehill and Tallyho. She would also like to reword the reference to removing a sentence regarding the dog park. Upon discussion, it was decided that Coburn Faris would submit requested changes to the Clerk for review.

**M/S Lotfi/Coburn Faris to table the February 23, 2024, minutes until the next meeting. Motion carried**

- v) Approval of Resolution R-2024-01 Chargeback of Personal Property Taxes  
Lotfi asked if it was possible to send this to the Finance Committee. Eveland and Fitzgerald

explained to the Board that the Chargebacks must be sent by April 1<sup>st</sup>. There is not time to wait until the next Board meeting. Fitzgerald recommended approval of this item so that the Village can recoup a portion of the cost from other taxing entities.

**M/S Lotfi/Coburn Faris to approve Resolution R-2024-01 Chargeback of Personal Property Taxes. Motion carried.**

- vi) Approval of Resolution R-2024-02 Write-off of Uncollectible Personal Property Taxes  
**M/S Lotfi/Coburn Faris to refer Resolution R-2024-02 Write-off of Uncollectible Personal Property Taxes to the Finance Committee. Motion carried.**

**C. Discussion/possible action regarding authorizing the Village Administrator to sign a contract for Strategic Plan development services:**

Imes questioned if this item could be put off until a later date. Eveland explained that the prices in the quotes provided were good for 90 days. Eveland explained that she had scored the firms first based only on what items they could provide to the Village as specified in the RFP. After that, the price was factored into the score so as not to skew the initial review.

The three firms submitting proposals had the following representatives available via Zoom to answer any questions from the Board: Cory Poris Plash (CP2), Jim Arndt (Arndt Municipal Support), and Mary Jacobs (MGT-GovHR).

Eveland and several Board members asked the consultants questions about their firm's approach to the project, strategic plans vs. comp plans, general experience in both Wisconsin and other states, and how the final plan can be implemented.

The Board discussed if it would be better to delay this decision. Eveland confirmed with each firm that if the project was delayed and would start in May it would not affect their availability.

**M/S Bassuner/Barford to authorize the Administrator to sign a contract with CP2 for Strategic Plan Development at a cost not to exceed \$25,000. Motion failed.**

**M/S Coburn Faris/Lotfi to table this item until the April Board meeting. Motion carried.**

**D. Discussion/Possible action regarding Facilities Study Goals and Priorities**

Eveland explained that the purpose of this discussion was to provide priorities to the Services Committee. Brian Wright and Carley Farrel from FGM Architects joined the meeting via Zoom. They expressed that they needed the Board to provide big-picture ideas and an overview of their goals for the Village. The Board reviewed the preliminary list of goals as provided by FGM based on earlier meetings. In addition to the items presented, the goals of sustainability and bike/pedestrian safety were added. There was discussion regarding focusing on a Community Center as a priority over a new Public Works facility. Imes also pointed out that we need to take into consideration the revenue that could be generated by selling the current Village Hall/PD property and using those funds toward the new facilities. FGM thanked the Board for their input. They will continue to evaluate the various site plan options and will contact Eveland to set up future meetings.

**E. New Business, Resolutions and Motions:**

- i) Discussion/Action regarding MS4 permit:  
Tim Stieve of Town & Country Engineering joined the meeting via Zoom. The permit for stormwater discharge is required. This is the 4<sup>th</sup> and final year for this permit. Included in

the packet is the 2023 annual report. The Village's purchase of the new street sweeper will make us compliant with the TSS requirements in 2024.

**M/S Bassuner/Lotfi to authorize the submission of the MS4 Permit. Motion carried.**

- ii) Discussion/Action regarding Ordinance L-2024-01 Membership Composition of Pool and Waterfront Committees (1st, 2nd, and 3rd Reading):

This ordinance would change the number of Pool Committee members from 9 to 7 and specify that resident members of the Waterfront Committee would not need to be active marina members. The Pool Committee supports this change. Eveland explained that the current Ordinance does not allow a non-marina-user to serve on the Waterfront Committee. People should not be required to pay a fee to participate in government. Lotfi requested that the Waterfront Committee be given a chance to speak before the final reading. Eveland recommends waiving all three readings due to the fact that these are very minor changes, and it would be helpful to have the new committee structure in place before appointments are made at the April meeting.

**M/S Bassuner/Barford to suspend the rules and waive the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings and approve Ordinance L-2024-01 Membership Composition of Pool and Waterfront Committees. Upon roll call vote, motion carried 6-1, with Lotfi voting nay.**

- iii) Discussion/Action regarding authorizing use of General Fund fund balance of up to \$16,000 for repairs to Community Center:

Eveland explained that staff had evaluated updates needed at the Pool and Community Center. They had prioritized the list provided in the packet as having the most impact for the dollar amount being spent. This would include electrical work, painting, carpet cleaning and ceiling tile replacements. Because these items were not part of the 2024 budget, she requested the Board approve this as an operational expense from the General Fund. Eveland also pointed out that there was a budget surplus from 2023 that would cover these expenses.

**M/S Coburn Faris/Barford to approve the expenditure of \$16,000 for Community Center improvements. Motion carried.**

**M/S Coburn Faris/Bassuner for a 5-minute recess. Motion carried.**

**10:17 pm - Board Recessed**

**10:22 pm – Board Reconvened**

- iv) Discussion/Action regarding split rail fence along Locust Drive:

The Board discussed the split rail fence along Locust Drive. The fence is on railroad property and was required when sidewalk was installed as a safety measure. The fence is currently in disrepair and missing several segments.

**M/S Stankey/Coburn Faris to take existing good pieces and combine them into one fence starting at Shorewood Blvd and moving west.**

**Motion carried.**

- v) Discussion/Action regarding public access to SHPD incident and crash reports:

Coburn Faris requested this item be presented to the Board after receiving information from

resident Craig Weinhold. He cited other communities that provided information about their crash incidents on their websites. Stankey expressed concern that these reports would need to be redacted before being posted. Eveland would like the Board to provide the staff with direction as to what items would be redacted. The Board discussed that it would be the staff's responsibility to redact records per current standards before posting. Lederer stated that he was against passing this motion at this time. He recommends first determining the burden it will put on PD staff, providing better guidance as to redaction expectations and further review overall.

**M/S Coburn Faris/Bassuner to direct the Village staff to post on the Village or SHPD website all DT4000 crash reports filed by SHPD. Motion carried.**

**8. Reports of Officials and Committees:**

**A. Village President** – Imes acknowledged Trustee Cara Coburn Faris for her service to the Village. This was her last scheduled Board meeting. He highlighted her many contributions to several Village committees and groups especially in the areas of complete streets, bike/pedestrian safety and sustainability issues.

Imes stated that the Candidate Forum last Wednesday night had a good turnout.

Imes announced that Village Administrator Sharon Eveland had submitted her letter of resignation stating her last day with the Village will be April 22<sup>nd</sup>. He read her letter and expressed his appreciation of her heartfelt words and that he enjoyed working with her.

**B. Village Administrator** – Due to the time, Eveland informed the Board that she would provide them with a written financial report in lieu of a verbal report at tonight's meeting.

**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	

Imes reminded the Board that he will be making committee appointments at the April Board meeting. We currently have vacancies on Personnel, Plan Commission, Pool Committee, and Public Works as well as several terms ending.

**9. Future Agenda Items:**

A. Resident Engagement at Meetings

B. Street Lighting

C. Police Policies

D. Process used to elect Trustees

E. Lotfi – Committee Membership – require anyone whose term is ending to submit an application

F. Lotfi – Process for how items can get added to the CIP

G. Barford – Agenda item in April for anti-idling ordinance

H. Bassuner – McKenna Park Proposal

**10. Adjourn:**

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

**The Village Board adjourned at 11:01 pm.**

Respectfully submitted,

Julie Fitzgerald  
Village Clerk-Treasurer