

VILLAGE OF SHOREWOOD HILLS
Board of Trustee Meeting Minutes
Wednesday, March 20, 2024 – 8:45 pm
Location: Virtual via Zoom

1. Called to Order:

Village President John Imes called the meeting to order at 8:49 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 and Clerk-Treasurer Julie Fitzgerald

3. Approval of Agenda:

M/S Bassuner/Coburn Faris 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 Marilyn Townsend advised the Board not to invest Village money in an outside consultant. She recommends advertising with the League of Municipalities, newspapers, and the local Bulletin. She would like the members of the community to be on an ad hoc committee to give input into the hiring process and volunteered to offer her time and expertise as needed.

Resident Bob Falk thanked Eveland for her time with the Village and wished her well in her future endeavors.

7. Board Matters:

A. Discussion/Possible Action regarding Village Administrator's resignation:

Imes expressed his deepest gratitude to Eveland for her leadership in the community and the many accomplishments she has achieved in her time as Village Administrator.

B. Discussion/Action regarding possible recruitment and interim Administrator services:

Imes informed the Board that he had reached out to Kevin Bruner (PAA) because the Village has worked with them in the past. He is anticipating a 60-90 day recruiting process and then an additional 30-60 days for the chosen candidate to give notice at their current community. PAA has 6-10 potential candidates that may work for the Village. They also have two people in Dane County that could be interim administrator. They were also the lowest cost of the proposals

presented. Lederer pointed out that the discussion and motion needed to be broken out into two parts: 1) Interim position and 2) Recruitment of new administrator. Eveland reminded the Board that the contracts are not mutually exclusive. They can hire the interim from one firm and have another consultant do the recruitment search. The Board discussed the pros and cons of PAA versus GovHR and Arndt. Concerns included the breadth of the search and current workload and capacity of the firms.

M/S Lederer/Lotfi to approve the retention of PAA to do the interim administrator search. Motion carried.

The Board continued discussion about the firms regarding administrator recruitment. The Board members were divided as to which firm to hire.

M/S Lederer/Bassuner to retain GovHR for the Administrator recruitment search. Motion failed.

Motion by Lotfi to table discussion until future meeting. Motioned died for lack of second.

M/S Lotfi/Coburn Faris to hire PAA for providing executive search services for the permanent Administrator position subject to assurances that they have bandwidth capacity to provide timely, high-quality services. Motion carried.

8. Adjourn:

M/S Lederer /Bassuner to adjourn. Motion carried.

The Village Board adjourned at 10:15 pm.

Respectfully submitted,

Julie Fitzgerald
Village Clerk-Treasurer