

VILLAGE OF SHOREWOOD HILLS
Board of Trustee Meeting Minutes
Monday, April 8, 2024 – 7:00 pm
Location: 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, Mark Lederer, Shabnam Lotfi and Robb Stankey

Member Absent: Cara Coburn Faris (excused)

Also in Attendance: Village Administrator Sharon Eveland, Clerk-Treasurer Julie Fitzgerald, and Karl Frantz (PAA)

3. Approval of Agenda:

M/S Lotfi/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:

None.

7. Board Matters:

A. Discussion/Action regarding Administrator job description:

The Board was satisfied with the description Eveland had provided in the meeting packet. Two minor typos were pointed out by Stankey and Barford, Eveland said she would make those corrections.

M/S Bassuner/Barford to approve the Administrator job description with changes discussed. Motion carried.

B. Discussion/Action regarding interim Administrator services:

Karl Frantz, former Village Administrator, was present at the meeting. He is now a consultant with PAA and is being considered as the interim Administrator. Frantz complimented Eveland and the Village on progress that has been made over the last two years and the planning and projects that are being implemented in many areas. He stated that his role as interim would be to move projects along as the Board directs. He would anticipate regular part-time hours of

approximately 16-20 hours per week. Frantz gave the Board an overview of what kind of work he has been doing over the last several years.

Board members asked Frantz several questions about topics including grant writing, his view on governance procedures, his experience as an interim Administrator in other communities, handling a transparent budget and CIP process and pushing the DPW building project along. Frantz addressed the questions and discussed his experience and opinions.

Bassuner asked what would be the expected wages and hours through PAA. Eveland stated that the proposal listed a rate of \$85-\$115 per hour. As this will not be full-time, even at the top end of the scale, the Village would be spending less than on a full-time Administrator with benefits. Frantz informed the Board that he would expect PAA to charge \$100/hour for his services.

M/S Lotfi/Barford to hire Karl Frantz through PAA as interim Administrator effective April 23, 2024, and for additional consulting services effective immediately.

Motion carried.

C. Discussion/Action regarding recruitment process and schedule for permanent Administrator:

Imes informed the Board that PAA received a good response to the assessment survey that was sent out to staff and the community.

8:33 Lotfi left meeting

Eveland referred the Board to the two possible schedules included in the meeting packet. The main difference being that Option A would have candidates prepare and submit pre-recorded videos as part of the interview process; Option B would have a session of live video interviews with the Board instead. She recommended Option B.

Several Board members expressed their preference for Option B. Barford noted that she preferred Option B, but due to previous commitments she would not be available to attend interviews in the week specified on the schedule.

M/S Bassuner/Barford to proceed with the draft schedule for Shorewood Hills Village Administrator Recruitment/Selection Process Option B as presented. Motion carried.

8. Adjourn:

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

The Village Board adjourned at 8:47 pm.

Respectfully submitted,

Julie Fitzgerald
Village Clerk-Treasurer