

VILLAGE OF SHOREWOOD HILLS
Board of Trustee Meeting Minutes
Tuesday, April 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 7:01 pm.

A. Oaths of Office: Fitzgerald administered the Oath of Office for the following offices that were elected on April 2, 2024:

Village Trustee – Dietmar Bassuner

Village Trustee – Carol Barford

Village Trustee – Bob Falk

B. Appointment of President Pro Tem:

M/S Imes/Lederer to appoint Carol Barford as the President Pro Tem.

Motion carried with Lotfi abstaining.

2. Roll Call:

Members Present: Village President John Imes, Carol Barford, Dietmar Bassuner, Bob Falk, Mark Lederer, Shabnam Lotfi and Robb Stankey

Also in Attendance: Village Administrator Sharon Eveland, Clerk-Treasurer Julie Fitzgerald, Village Attorney Derek Panches (via Zoom item 7.C.i) only), and Luann Alme (WPPA)

3. Approval of Agenda:

M/S Bassuner/Falk 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:

Marilyn Townsend expressed her concern that the Pro Tem appointed at this meeting was not the senior woman on the Board. She also stated that regarding the agenda item concerning retention and hiring bonuses, she does not support increases for non-police staff mid-year. She stated that in the past these decisions were made as part of the budget process and should be discussed with the union and on a case-by-case basis.

Resident Johnny Voegeli expressed his opinion that pay bumps right now are rushing things. He would recommend the Board wait until collective bargaining to consider this.

7. Board Matters:

A. Payment of Bills:

M/S Lederer/Bassuner to approve bills in the amount of \$173,400.64. Motion carried.

B. Consent Agenda:

- i) Approval of Minutes:
 - a) February 20, 2024 (regular)
 - b) March 19, 2024 (regular)
 - c) March 20, 2024 (special)

M/S Bassuner/Falk to approve Consent Agenda as presented. Motion carried.

C. New Business, Resolutions and Motions

- i) Discussion/Action regarding conflict-of-interest waiver from Stafford & Rosenbaum regarding 2725 Marshall Court apartments/Sycamore Investors LLC:

7:20 pm – Village Attorney Derek Panches Joined Meeting (via Zoom)

Attorney Panches briefly clarified for the Board members how the agreement is handled.

M/S Bassuner/Barford to authorize the Village Administrator to sign the conflict-of-interest waiver from Stafford & Rosenbaum related to the Development Agreement issues with Sycamore Investors LLC. Motion carried with Lotfi abstaining.

7:27 pm – Village Attorney Derek Panches Left Meeting

- ii) Discussion/Action regarding authorizing the Village Clerk to sign the amicus brief on behalf of the Village related to ballot drop boxes:

M/S Bassuner/Stankey to authorize the Village Clerk to sign the amicus brief on behalf of the Village related to ballot drop boxes. Motion carried.

- iii) Discussion/Action regarding retention and new-hire bonuses for staff:

Eveland informed the Board that two police officers had recently resigned, and a third officer is seeking other employment as well. All indicated that low pay was the motivating factor. The proposed bonuses will not fix the pay issue but are intended as a stop-gap measure to help the Police Dept. maintain staffing at a 24-7 level until wages can be reviewed. Personnel Committee recommended a \$5K retention incentive to all sworn officers. Eveland also recommended adding \$1K retention incentive to other regular staff and \$500 retention incentive to regular part-time staff. Chief Pharo addressed the Board to explain challenges in maintaining staffing and recruiting new officers. Shorewood Hills wages have not kept up with surrounding agencies and it is difficult to get qualified applicants for openings.

Lederer asked Pharo if he could give an overview of what would happen if the Village decided to contract out to Madison or Middleton for police services. Pharo explained that Madison and Middleton do not provide contract services. Only Dane County offers this, and they do not currently have the staff to add a new municipality. He explained that if Dane County could provide police coverage, services to the Village would drop dramatically, but the costs would be similar to supporting a full-time department. Luann Alme (WPPA Union Rep) shared information about surrounding communities' wage and

staffing challenges with the Board as well as how County coverage is very minimal in those areas. She confirmed that Dane County is currently short approximately 35 sheriffs. Lotfi presented the motion to the Board that was recommended by the Personnel Committee to offer retention bonuses only to police officers. Lederer stated that he opposes this motion because it doesn't include the issue of installment payments and questioned the purpose of a subcommittee.

M/S Lotfi/Bassuner to offer a \$5K retention bonus to all current police officers and a recommendation to immediately have a subcommittee study this issue further. Upon roll call vote, motion failed 2-5 with Barford, Bassuner, Falk, Imes and Lederer voting no.

Board discussed merit of including retention incentives for other full-time staff. Lotfi stated she is not in favor giving bonuses to other staff at this time.

M/S Lederer/Bassuner to authorize the provision of retention incentives to all full-time and regular part-time staff in the amount of \$5,000 for sworn officers, \$1,000 for all other full-time staff, and \$500 to regular part-time staff to be paid in five installments beginning with the April 26th payroll at a total cost of \$50,000. Upon roll call vote, motion carried 6-0 with Lotfi abstaining.

Board clarified with Chief Pharo that offering a hiring incentive is a priority at this time. Pharo responded that if the measure passed, he could post it as part of the job listing tomorrow and hoped it would attract qualified candidates.

M/S Lederer/Barford to authorize the Village Administrator to establish a new-hire incentive program for sworn officers, with input from the Police Chief, at an amount not to exceed \$5,000 with a minimum of a one-year commitment requirement. Upon roll call vote, motion passed 6-0 with Lotfi abstaining.

- iv) Discussion/Action regarding authorizing the Administrator to sign a contract with Foster & Foster for OPEB valuation services:

Eveland explained to the Board the OPEB (Other Post-Employment Benefits) is a calculation required as part of the financial audit. Our auditors have requested that the Village have a formal actuarial study completed.

M/S Barford/Falk to authorize the Administrator to sign a contract with Foster & Foster for OPEB valuation services. Motion carried.

- v) Discussion/Action regarding Interim Administrator priorities:

Lederer summarized the memo he provided in the meeting packet based on recommendations provided in the past by Eveland. It was determined that this list was not exhaustive, and the Interim Administrator could suggest changes to the Board as they are needed.

M/S Lederer/Bassuner to approve the statement laying out guidance to the Interim Administrator that was included in the packet. Motion carried.

- vi) Discussion/Action regarding revisions to the Board and Committee meeting agenda templates:

Eveland explained that the change in the templates was being presented as a better way to

provide Zoom meeting links for meetings. Due to typos on agendas with these numbers in the past, the Village Attorney suggested simply providing a single link to the Village's website to access Zoom information for all meetings. This would allow staff to adjust clerical errors that are discovered at any time without breaking open meeting laws for agendas that are posted ahead of meeting dates. Lotfi suggested that the templates not be a Board-approved item, but just be presented to staff as suggested templates to allow for more flexibility.

9:30 pm Board called 10-minute recess

9:30 pm Eveland left meeting

9:40 pm Board resumed meeting

M/S Barford/Lederer to approve the Board and Committee Agenda templates as presented. Motion carried with Lotfi abstaining.

vii) Discussion/Action regarding McKenna Park Master Plan Proposal and authorizing the Administrator to sign a contract for services:

Bassuner informed the Board that he had worked with Eveland to narrow the selection down to two firms based on their proposals. The Recreation Committee recommended Ayers, including the 3-D model, with a 5-1 vote.

M/S Lotfi/Barford to authorize the Administrator to sign a contract for the McKenna Park Master Plan Proposal with Ayres to include a 3-D model at a cost not to exceed \$29,000. Motion carried.

viii) Discussion/Action regarding purchase of replacement DPW dump truck:

Stankey informed the Board that the replacement truck was covered in the CIP for 2024 that was approved by the Board last year. DPW requested bids and chose the lowest-cost option, but it was about \$11K over budget. This is a needed expense because we are replacing a 22-year-old truck. Public Works Committee recommended approval.

M/S Stankey/Lederer to authorize the purchase of the DPW Dump Truck at a cost not to exceed \$74,500 (amount includes title and registration fees). Motion carried.

ix) Discussion/Action regarding anti-idling ordinance recommendation from the Public Health and Safety (PHS) Committee:

Barford stated that this item was referred to the PHS Committee by the Board. The Committee has worked on this issue and is recommending adopting an ordinance that is basically the same as the City of Madison's anti-idling ordinance with the exception of including off-road vehicles and providing an explicit exception for public works emergencies. Upon approval of this item, a draft ordinance will be submitted to the Board and will go through the standard process of three readings before approval.

M/S Barford/Bassuner to approve the idling limitations and exceptions as written in the draft ordinance, with ordinance language to be finalized by the Administrator. Motion carried.

x) Discussion/Action regarding referral of elementary school parking ordinance change to Public Health and Safety (PHS) Committee:

Stankey reviewed the issues as presented in the packet. Principal Gillespie had submitted a letter requesting a change to the parking signs in front of the elementary school. After a discussion with Chief Pharo and a review of the WI State Statute 346.52(2) relating to this matter, he recommends this issue be reviewed by the PHS Committee to work with the Village Attorney and Chief Pharo to draft a change to the current ordinance before school starts in the fall.

**M/S Stankey/Falk to refer to the PHS Committee the issue of an ordinance change to parking on Shorewood Blvd to facilitate school drop off and pickup.
Motion carried.**

D. Old Business, Resolutions and Motions

- i) Discussion/Action regarding the strategic plan and authorizing the Administrator to sign a contract for services:

The Board discussed the timing of the strategic plan project and agreed that it could be delayed until the new Administrator is hired. However, the contract should be signed to lock in the price. Lotfi stated she is opposed to signing a contract at this time.

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

8. Appointments

A. Discussion/Action regarding annual appointments by Village President:

Imes reviewed his list of appointments as presented in the meeting packet.

M/S Bassuner/Barford to approve committee appointments as presented.

Motion carried with Lotfi abstaining.

9. Reports of Officials and Committees:

A. Village President – Imes reminded Board members of an educational opportunity with the League of WI Municipalities for a Local Government 101 session. He strongly encouraged new Board members Stankey and Falk to attend, along with any other trustees that are interested. Imes informed the Board that the Administrator recruitment process is progressing. A video about the Village and a job description have been launched. The video is on Village website. Imes noted that there was a farewell luncheon held today for Eveland at Village Hall.

B. Village Administrator – None

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	

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 employment of the Public Works Superintendent.

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

Upon roll call vote, motion carried 7-0.

The Village Board went into closed session at 10:32 pm.

11. Return From Closed Session:

The Village Board reconvened into Open Session at 10:43 pm.

A. Discussion/Action regarding employment of the Public Works Superintendent:

M/S Lotfi/Stankey to make Tary Handschke the permanent Public Works Superintendent effective April 8, 2024, with a 2-step salary increase. Motion carried.

12. Future Agenda Items:

A. Resident Engagement at Meetings

B. Street Lighting

C. Police Policies

D. Process used to elect Trustees

13. Adjourn:

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

The Village Board adjourned at 10:44 pm.

Respectfully submitted,

Julie Fitzgerald

Village Clerk-Treasurer