

**VILLAGE OF SHOREWOOD HILLS**  
**Board of Trustee Meeting Minutes**  
**Tuesday, May 21, 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 7:00 pm.

**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: Interim Village Administrator Karl Frantz, Clerk-Treasurer Julie Fitzgerald, Leah Gaffney and John Rader (Baker Tilly – via Zoom)

**3. Approval of Agenda:**

**M/S Bassuner/Lotfi to approve the agenda as presented. Motion carried.**

**4. Statement of Public Notice:**

Frantz 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 Interim Village Administrator (kfrantz@shorewood-hills.org) and he will disseminate them to the Trustees.

**6. Public Comments, Appearances, and Communications:**

President Imes stated that before public comment began, he would like to address the public regarding facilities being built on Post Farm Park property. He requested the agenda item regarding the facilities project be moved up the agenda.

**7.D.v) - Consider Status of Facilities Project:**

Board members addressed the public assuring everyone that no plans were being made to build municipal facilities on the Post Farm Park property.

**M/S Lederer/Bassuner to remove Post Farm Park from any further consideration as part of the facilities study project. Motion carried.**

**6. Public Comments, Appearance and Communications Resumes:**

Several residents addressed the Board regarding the facilities study. They addressed issues such as concern that the process was being rushed, that community input is lacking in the process, and that the consultants seem to have provided options that are not in the interests of the residents.

Resident Rocky VanAsten expressed his frustration that the Board did not seem to be listening to committees. He offered his advice on several development issues in the Village.

Anne Gillespie (Principal – Shorewood Hills Elementary) expressed her support of the agenda item to update the parking ordinance regarding temporary parking in front of the school.

Resident Marilyn Townsend stated that there was a difference of opinion in the Finance Committee regarding borrowing of \$5M for the facilities project.

Resident Kathy Killian stated that the Blackhawk Country Club lease was coming up for renewal soon and she would like the Board to oppose any changes to the existing lease.

## **7. Board Matters:**

### **A. Payment of Bills:**

Barford questioned the payment to Baker Tilly for audit services in the general fund seemed to be over the budgeted amount for 2024. Frantz explained that he was working with the auditors to get a full response. Preliminary review shows that it is most likely due to how the Baker Tilly invoices were allocated between funds. Some of the cost may also include extra work by the auditors to reconcile debt schedules with Baird and Associates.

**M/S Lederer/Bassuner to approve bills in the amount of \$304,467.10. Motion carried.**

### **B. Consent Agenda:**

- i) Approval of Minutes:
  - a) April 8, 2024 (special)
  - b) April 16, 2024 (regular)
  - c) May 1, 2024 (special)
  - d) May 6, 2024 (special)
  - e) May 8, 2024 (special)
  - f) May 9, 2024 (special)
- ii) Street Use Permit - July 4, 2024, Tri-It! Triathlon
- iii) Block Party Permit Dartmouth Road – June 2, 2024
- iv) Purchase of Parks Truck
- v) Promote Police officer John Maginot from part- to full-time and set wage and benefits at seven-year rate
- vi) Adjust wage for Police Officer Bartels from six to seven-year rate effective 05/19/2024
- vii) Resolution R-2024-03 Approving 2023 Sewerage Compliance Maintenance Annual Report (CMAR)

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

### **C. Ordinance:**

- i) First Reading of Ordinance L-2024-02 – Relating to Parking Restrictions on Shorewood Boulevard:

Stankey explained to the Board that cutout area on the east side of Shorewood Blvd in front of the school is currently no stopping/parking at any time from 7am to 4pm on school days. State statutes require an ordinance to specifically change this. Board members discussed

why certain times and duration of allowed parking were chosen. Stankey explained that this is the standard for other surrounding school districts and would be a large improvement over the current restrictions of no parking.

**M/S Stankey/Falk to waive the first reading of Ordinance L-2024-02. Motion carried.**

#### **D. New Business, Resolutions and Motions**

- i) Summary/Highlights of 2023 Village Audit presented by Baker Tilly:

Leah Gaffney of Baker Tilly presented an overview of the 2023 Financial Audit.

**M/S Lederer/Barford to accept the 2023 Village of Shorewood Hills audit and financial statements.**

- ii) Consider establishment of an Adhoc McKenna Park Master Plan Design Oversight and Guidance Committee:

Barford explained to the Board that due to the varied uses and offerings of McKenna Park, the Parks Committee felt that more parties should be included in this process.

**M/S Barford/Lederer to authorize the formation of an Adhoc McKenna Park Master Plan Design Oversight Committee to be co-chaired by the chairs of the Parks and Recreation Committees and consisting of two additional members from the Parks Committee, two additional members from the Recreation Committee, one member from the Waterfront Committee and one member from the Services Committee. Additional members will be selected by the respective committees. Motion carried.**

- iii) Consider response letter to City of Madison concerning Village pursuit policy:

Imes stated that he would like to work with Frantz to make slight edits to the letter that was presented in the meeting packet. Falk said that he had worked with Police Chief Pharo to make sure that the facts in the letter were correct. He was fine with Imes fine-tuning the language of the letter. Imes informed the Board he would draft a letter and send it to the interested parties for review before mailing.

- iv) Consider 2025 Budget Process Timeline:

Lederer told the Board he had requested this item be put on the agenda to encourage transparency and provide a clear outline of the Budget and CIP process. Lotfi requested that a draft budget be provided for public and committee comments in August. Falk would like to see the proposed CIP out earlier as well.

- v) Consider Status of Facilities Project:

Preliminary discussion of this item was moved to precede the Public Comments section of this agenda. Board members continued discussion of the Facilities Study Project.

Discussion included providing a clearer vision of the project, waiting for findings of the study regarding needs before getting too in-depth, the question of including a Community Center in the study, considering pros and cons of renovation versus new buildings and keeping in mind what is attainable with the current budget of \$5M.

#### **E. Old Business, Resolutions and Motions: None**

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

**A. Village President** – Imes reminded Board members and the public of the scheduled Meet & Greet with the Village Administrator candidates to be held on Friday, May 31<sup>st</sup> at 5 pm at the Heiden Haus. The Board will be conducting interviews and selecting a new administrator at a special Board meeting being held on Saturday, June 1<sup>st</sup>.

Imes noted that it was National Public Works week and last week was National Law Enforcement week. He thanked the employees for their service to the Village.

**B. Village Administrator** – See meeting packet.

Frantz also informed the Board that he has been working more hours than originally planned for the Interim Administrator. If this was a concern, please let him know. He also informed the Board that the position for DPW Crew Member has been posted and he will also be starting recruitment for the Forester position.

**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	

**9. Future Agenda Items:**

Stankey pointed out that previous items had not been included on the agenda. Frantz explained that he had inadvertently omitted these, and they would be included on future agendas. Items included:

- A. Resident Engagement at Meetings
- B. Street Lighting
- C. Police Policies
- D. Process Used to Elect Trustees

**10. Adjourn:**

**M/S Stankey/Lederer to adjourn. Motion carried.**

**The Village Board adjourned at 10:24 pm.**

Respectfully submitted,  
*Julie Fitzgerald*  
*Village Clerk-Treasurer*