

**VILLAGE OF SHOREWOOD HILLS**  
**Board of Trustee Meeting Minutes**  
**Tuesday, June 18, 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 7:02 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; Mike McKay, Juli Aulik, John Ford, Tom Pertzborn, and Mark Premo – (UW Health); Scott Harrington (Vandewalle & Associates); Zana Bajalan (MGE)

**3. Approval of Agenda:**

**M/S Bassuner/Falk 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](mailto:kfrantz@shorewood-hills.org)) and he will disseminate them to the Trustees.

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

Resident Michael Stienon told the Board that he disagreed with consultant Funkhouser's recommendation to have less committees. He also expressed his concern that a recent 9 am meeting of the Board was not a convenient time for residents if they wanted to attend. He also stated that he did not feel the Village had \$5 million to spend on future projects like a DPW building.

Resident Cara Lee Mahany-Braithwaite expressed her concern that there was no current information available regarding the facilities study. She also applauded the Board on implementing an ad-hoc committee for the McKenna Park master plan project and would like to see more committee input on all matters in the Village.

Resident Kathy Killian read a comment provided by John Voegeli stating that he doesn't like the idea proposed by Funkhouser to use a more top-down leadership model for the Village.

Trustee Shabnam Lotfi addressed the public comments stating that their concerns are valid and are being heard by the Board. She pointed out that the Funkhouser proposal included not just fewer committees, but also would include scheduled town hall meetings, surveys, etc. to allow for input

from the community. She also pointed out that the facilities study is just the beginning of the processes. No decisions have been made regarding new buildings at this time.

**7. Board Matters:**

**A. Payment of Bills:**

**M/S Lederer/Barfod to approve payment of bills in the amount of \$244,765.06.**

**Motion carried.**

**B. Consent Agenda:**

- i) Approval of Minutes:
  - a) May 20, 2024 (special )
  - b) May 21, 2024 (regular)
  - c) June 1, 2024 (special)
  - d) June 5, 2024 (special)
- ii) Block Party Permit: Independence Day Dance (7/3/24)
- iii) Special Events Street Use Permits:
  - a) July 4 - Parade/Celebration (7/4/24)
  - b) July 4 - Fireworks (7/4/24)
- iv) Approve Class A & Class B Beer/Liquor Licenses and Tobacco Licenses
- v) Approve Temporary Class B Beer & Wine License – Shorewood Hills EMS & Fire Association (7/3/24-7/4/24)
- vi) Approve MGE Easement in Post Farm Park area
- vii) Approve salary adjustment for Pool Manager to \$44,000.00

**M/S Bassuner/Lederer to approve Consent Agenda except for items vi) and vii).**

**Motion carried.**

- vi) Approve MGE Easement in Post Farm Park area:

Bassuner asked Frantz to explain the MGE easement changes. Frantz explained that the original easement presented was very broad in scope, including the allowance for above-ground structures. He asked MGE to reword the agreement to narrow the scope of the facilities allowed, specifically for underground facilities only. Board members asked for clarification that the easement would not affect future regrading and resurfacing of the parking lot or the tall trees on the property. Zana Bajalan (MGE) explained that the proposed easement provides the most direct shot for the underground facilities as to provide minimal disruption to the site. He assured the Board that MGE would have an arborist on-site to make sure that the trees are not harmed.

**M/S Bassuner/Falk to approve MGE Easement in Post Farm Park as presented.**

**Motion carried.**

- vii) Approve salary adjustment for Pool Manager to \$44,000.00:

Barford explained to the Board that the Personnel Committee had reviewed this issue and recommends a raise for this year. New federal regulations changed the threshold for salaried employees to earn overtime. As of 7/1/24 the pool manager's current salary would be below that new threshold. The committee determined it would be easier and possibly

more cost-efficient to raise the pool manager's salary for this year rather than track and pay overtime during the busy summer season. However, due to another federally-mandated increase as of 1/1/25, the position will be eligible for overtime next year.

**M/S Bassuner/Barford to approve the salary adjustment for the Pool Manager to \$44,000 per year. Motion carried.**

**C. Ordinance:**

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

**M/S Stankey/Lederer to waive the second reading of Ordinance L-2024-02.**

**Motion carried.**

**D. Public Hearing:**

- i) Public Hearing on University of Wisconsin System for a conditional use permit (CUP) to allow construction of the D2 addition that will expand the emergency department, the pre/post patient care area, and inpatient rooms.

- a) Call public hearing to order:

**M/S Bassuner/Falk to call the public hearing to order. Motion carried.**

**Public Hearing Opened at 7:42 pm.**

- b) Presentation of project by applicant:

Mike McKay (UW Health) presented information to the Board regarding the construction of the D2 addition to expand the UW Hospital emergency department, pre/post care area and inpatient rooms. Mr. McKay, along with other members of the UW Health team present, briefly reviewed the items in the meeting packet and answered questions from the Board including issues regarding traffic concerns and contacting residents near the project to keep them informed of developments. Juli Aulik (UW Health) informed the Board that she had hand-delivered letters to the residents on University Bay Drive. A second letter was sent out informing residents that this item would be at the Board of Trustees meeting this evening for possible approval. Bassuner confirmed with Scott Harrington (Vandewalle) that the application met the standards for a CUP in the Village, including the requirements for maximum lot coverage. Mr. Harrington explained that since the project actually involves two parcels, he averaged the lot coverage for both parcels and the buildings fall just under the 50% requirement.

- c) Public Comment: None

- d) Close public hearing:

**M/S Bassuner/Falk to close the public hearing. Motion carried.**

**Public Hearing Closed at 8:03 pm.**

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

- i) Consider approval of conditional use permit: University of Wisconsin System for a conditional use permit to allow construction of the D2 addition recommended by Plan Commission

**M/S Bassuner/Barford to approve the conditional use permit submitted by the University of Wisconsin Board of Regents allowing for construction of the D2 Module hospital addition as recommended by the Village of Shorewood Hills Plan Commission at their meeting of June 11, 2024. Motion carried**

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

**A. Village President** – Imes reminded everyone that the new administrator, Brian Mooney, will be starting at the Village on July 15 and thanked PAA for the help in the recruitment process. He also announced that the Firehouse Dance will be held on July 3<sup>rd</sup> and the Board would be hosting a community picnic on July 4<sup>th</sup>.

Imes informed the Board that the Village had received the final independent report regarding the claim that former Administrator Sharon Eveland had discriminated against Trustee Shabnam Lotfi, with a conclusion that no discrimination was found. The Board will meet in closed session to review the report. Board consensus was to meet on Tuesday, June 25<sup>th</sup> at 7:00 pm. Lotfi, Bassuner and Stankey indicated that they would like to receive the report prior to the meeting for review. Frantz informed the Board that upon the advice of Attorney Steve Zach the report would be handed out at the beginning of the meeting. Frantz will discuss this with Zach to see if the report can be released any sooner.

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

Frantz also informed the Board that he will be meeting with Brian Mooney on June 27<sup>th</sup> to give him an overview of current projects and duties.

**C. Police Chief’s Monthly Report** – See meeting packet.

**D. Committee Reports** – See details in meeting packet.

- i) All-City Swim Report (see packet) – Lederer requested that information be sent out to residents as to how the maps and traffic plans will be implemented the weekend of the event. He requested that the map be included in the next Bulletin.

Blackhawk Liaison	Pool	Waterfront
Finance	Public Health & Safety	Recognition (Ad Hoc)
Parks	Public Works	Joint Campus (UW-M)
Personnel	Recreation	
Plan Commission	Services	

**Future Agenda Items:**

- A. Resident Engagement at Meetings
- B. Street Lighting
- C. Police Policies
- D. Process Used to Elect Trustees
- E. Bassuner – Strategic Plan
- F. Lederer – Administrator’s Priorities
- G. Falk – Review fees for CUPs that involve considerable staff time

- 9. Adjourn:**  
**M/S Falk/Bassuner to adjourn. Motion carried.**  
**The Village Board adjourned at 8:38 pm.**

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