

**VILLAGE OF SHOREWOOD HILLS**  
**Board of Trustee Meeting Minutes**  
**Tuesday, August 20, 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 7:03 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: Village Administrator Brian Mooney, and Clerk-Treasurer Julie Fitzgerald

**3. Approval of Agenda:**

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

**4. Statement of Public Notice:**

Fitzgerald 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 (bmooney@shorewood-hills.org) and he will disseminate them to the Trustees.

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

Resident John Voegeli spoke about the Funkhouser governance proposal. He felt the top-down government design may not be a good fit for a smaller community like Shorewood Hills.

**7. Board Matters:**

**A. Payment of Bills:**

**M/S Lederer/Bassuner to approve payment of bills in the amount of \$358,296.83.**

**Motion carried.**

**B. Consent Agenda:**

i) Approval of Minutes:

a) July 16, 2024 (special)

b) July 16, 2024 (regular)

c) July 17, 2024 (special)

d) August 1, 2024 (special)

ii) Approval of VOSH PD Part-time Community Services Officer

iii) Approval of VOSH PD Crossing Guard pay adjustment

iv) Approval of Resolution R-2024-02 Write-off of Uncollectible Personal Property Taxes

v) Approval of Resolution R-2024-07 Designating Public Depositories and Authorizing Signers on Accounts

vi) Approval of VOSH PD Capital Equipment Purchase

vii) Approval of Block Party Permit: Edgell Drive – 09/07/24

Lederer requested item *vi) approval of VOSH PD Capital Equipment Purchase* be removed from the Consent Agenda.

**M/S Bassuner/Falk to approve Consent Agenda except for item vi).**

**Motion carried.**

vi) Approval of VOSH PD Capital Equipment Purchase:

Lederer pointed out that the meeting materials packet did not include the actual dollar amount of the purchase, and he wanted the record to reflect that was \$15,576.96 for upfitting equipment for the new squad car.

**M/S Lederer/Barford to approve vi) VOSH PD Capital Equipment Purchase.**

**Motion carried.**

#### **C. Ordinances:**

i) Third Reading and possible action for Ordinance L-2024-03 Amending Chapter 15 of the Village Code of Ordinance relating to residential and commercial building codes.

**M/S Bassuner/Barford to waive the third reading and approve Ordinance L-2024-03 Amending Chapter 15 of the Village Code of Ordinance relating to residential and commercial building codes.**

**Upon roll call vote, motion carried 7-0.**

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

i) Discussion – Village Strategic Plan Timeline:

Administrator Mooney informed the Board that he had met with the consultant (CP2) for this project and said that if the project started in September, they should be able to conclude by the end of November. The project will consist of meetings with Board members, community surveys and townhall meetings to gather information. The consultant will draft the plan, and the Board will recommend final edits. The Board discussed the required time commitment to complete this project, especially during the budget season and having several other projects currently underway. By consensus, the Board agreed to move forward with the project beginning in September.

ii) Discussion/Possible Action – Village Caucus Process:

Imes gave a brief history of the Village's use of Caucus to nominate candidates for Village offices in the past. The Board discussed the pros and cons of the caucus process versus nomination papers and a spring primary. Consensus was that the nomination paper process was more equitable. They also noted that this was one of the recommendations by Funkhouser as part of the Governance Project. For the process to be used in the 2025 election cycle, changes to the current ordinance must be passed before December 1, 2024.

**M/S Lotfi/Bassuner to direct staff to prepare ordinance amending Section 1.05(2) to require that candidates for elective village office be nominated by nomination papers.**

Bassuner expressed his preference to implement this change through a Charter Ordinance instead to make it more permanent. A Charter Ordinance requires a more involved process including 1) a 2/3 vote of the Board, 2) Class 1 notice publication and filing with the WI Secretary of State, 3) a waiting period of 60 days before taking effect, and 4) possibility of a referendum if a petition is filed during the 60-day waiting period.

**M/S Bassuner/Barford to amend the motion to add development of a Charter Ordinance. Motion failed.**

**Original motion to direct staff to prepare ordinance amending Section 1.05(2) to require that candidates for elective village office be nominated by nomination papers was presented for vote. Motion carried.**

iii) Discussion/Possible Action – Village Communications:

Trustee Lotfi presented a memo in the Board packet outlining ideas to improve communication between the Village government and residents. Highlighted items were quarterly townhalls, postcards, website update and ListServe options for notifications. The Board discussion centered on townhall meetings with the public. There was also discussion about how to handle the suggestions and information gathered from the public.

**M/S Stankey/Barford to direct the Village Administrator to schedule a fall townhall meeting together with President Imes and Trustee Lotfi to determine a date and topic. Motion carried.**

iv) Discussion – Village Governance Project:

The Board discussed the Governance Project including which recommendations the Village may want to implement and how that might be done. Of concern was the role of existing committees, how possible advisory committees would be structured, and the specific role of the Personnel Committee in hiring decisions. Mooney will consult the Village's labor attorney regarding usual hiring practices and Barford, who chairs the Personnel Committee, will consult with that committee about a solution to retain the benefits of the membership's expertise if the current hiring process is altered.

v) Discussion – 2025 Village Budget Process:

Administrator Mooney reported that he has been working with staff on the 2025 Budget. He has also had discussions with Personnel Chair Barford regarding possible wage adjustments and Finance Chair Lederer regarding possible CIP adjustments. Board members should bring budget or CIP requests and suggestions from the committees that they chair to the Administrator to be included in future discussions. Residents are welcome to submit suggestions to the Administrator as well, preferably by the end of August.

vi) Discussion – Village Police Chief Hiring Process:

Administrator Mooney referred the Board to Chief Pharo's resignation letter included in the meeting packet. Chief Pharo's last day with the Village will be December 10, 2024. Mooney noted that there had been different methods used in the past to hire a police chief, both hiring a consultant and managing the recruitment in-house. He recommended doing the recruitment in-house as a financially responsible method to find a candidate. Barford pointed out that the Personnel Policy requires that all department head positions be posted both internally and externally. By consensus, the Board agreed that Mooney would manage the new police chief hiring process and present candidate recommendations to the Board.

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

**A. Village President** – Imes reported on a successful All-City Swim Meet. He also reminded residents that there are opportunities for the public to weigh in on the budget coming up.

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

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

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

Barford noted that the Parks Committee has information about the ensuing tree removals and where people can go with questions.

Bassuner and Barford reported that the McKenna Park Master Plan survey was now open and encouraged everyone to complete the survey before it closes on September 5<sup>th</sup>. There will also be a townhall meeting on October 8 at 7 pm and another townhall meeting in early December. The Master Plan is expected to be delivered to the Board in January or February of 2025.

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:**

- A. Resident Engagement at Meetings
- B. Street Lighting
- C. Review of CUP fees
- D. Services Facilities Study – Basic Upgrades Needed

**10. Adjourn:**

**M/S Bassuner/Lederer to adjourn. Motion carried.  
The Village Board adjourned at 10:07 pm.**

Respectfully submitted,

*Julie Fitzgerald*  
*Village Clerk-Treasurer*