

**VILLAGE OF SHOREWOOD HILLS**  
**Board of Trustee Meeting Minutes**  
**Tuesday, October 15, 2024 – 7:00 pm**  
**Location: Village Hall – 810 Shorewood Blvd.**  
**Hybrid – Virtual via Zoom**

**1. Call 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: Village Administrator Brian Mooney, Clerk-Treasurer Julie Fitzgerald and Cory Poris Plasch (CP2 Consulting)

**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:**

None.

**7. Board Matters:**

**A. Payment of Bills:**

**M/S Lederer/Bassuner to approve payment of bills in the amount of \$469,949.72.**

**Motion carried.**

**B. Consent Agenda:**

i) Approval of Minutes: September 17, 2024

ii) Approval of Municipal Court Judge 2025 Cost of Living Increase

iii) Approval of Temporary Alcohol Beverage License –

First Unitarian Society: 11/22/24 – 11/23/24

iv) Set Next Regular Board Meeting date for Monday Nov. 25, 2024

Lederer requested item ii) *Approval of Municipal Court Judge 2025 Cost of Living Increase* be removed from the Consent Agenda.

**M/S Bassuner/Lederer to approve Consent Agenda as presented except for item ii).**

**Motion carried.**

ii) Approval of Municipal Court Judge 2025 Cost of Living Increase:

Lederer stated that this item is part of the 2025 Budget approval process and would like to wait and approve it at that time during the November meeting.

**M/S Lederer/Barford to table this item until the regular November Board Meeting.  
Motion carried.**

**C. Ordinances:**

- i) Second (and possibly third) Reading and for Ordinance L-2024-04 Amending Section 1.05(2) of the Village Code of Ordinances relating to Form of Nomination for Village Elective Offices.

This amendment would change the process of nominating candidates for Village offices from the current process using a caucus to requiring candidates to file nomination papers and holding a spring primary if there are more than twice the number of candidates than offices open for election.

It was the consensus of the Board to waive both the second and third readings of the Ordinance and enact the Ordinance at tonight's meeting in order to provide adequate time to inform the public and potential candidates of the required deadlines for circulating nomination papers for the 2025 spring election.

**M/S Bassuner/Falk to waive the second and third reading of Ordinance L-2024-03 Amending Section 1.05(2) of the Village Code of Ordinances relating to Form of Nomination for Village Elective Offices and approve the change to the Village Code of Ordinances as presented. Upon roll call vote, motion carried 7-0.**

- ii) First (and possibly second) Reading for Ordinance L-2024-05 Amending Section 7.06(2) of the Village Code of Ordinances relating to traffic control to add stop signs for both eastbound and westbound traffic on Lake Mendota Drive at the intersection of Edgehill Drive.

Trustee Stankey gave an overview of why this stop sign needs to be added. Lake Mendota Drive has had long-standing concerns over traffic and speeds. There is also a pedestrian crossing at this intersection, and it would improve overall safety for both motorists and pedestrians. The proposal has been reviewed and is supported by the DPW Superintendent and the Village Engineer. The Public Works Committee voted unanimously to approve the stop signs. Trustee Lederer supported the stop signs addition but wants to encourage a comprehensive traffic calming plan instead of addressing these items one at a time.

**M/S Stankey/Lotfi to waive the first and second reading of Ordinance L-2024-05 amending Section 7.06(2) of the Village Code of Ordinances relating to traffic control to add stop signs for both eastbound and westbound traffic on Lake Mendota Drive at the intersection of Edgehill Drive. Motion carried.**

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

- i) Presentation of Stakeholder Results - Village Strategic Plan:  
Cory Poris Plasch of CP2 Consulting presented the Community Survey results and results from Focus Groups that were held earlier this month. Her full presentation will be available on the Village website after the meeting. She noted that the top three items of concern were 1) Wages/Benefits; 2) Maintain/Sustain Infrastructure; and 3) Update Facilities.  
The next steps in the process of developing a Strategic Plan are individual meetings with trustees, a SWOT (Strengths/Weaknesses/Opportunities/Threats) Survey and a Trustee and Department Head retreat to be held on Saturday, November 9<sup>th</sup>.
- ii) Village Governance Project:
- a) Discussion/Possible Action - Village Administrator Job Description Update:  
The Board discussed the revised Administrator job description presented, specifically in relation to the Administrator's authority and responsibilities in the hiring,

disciplining and firing of employees. There was discussion about whether Department Heads or the Police Chief positions would be treated differently than other staff. Board members discussed specific wording changes in several places, with Administrator Mooney making notes of desired updates.

The consensus of the Board was to have the Administrator make the suggested edits and provide the revised job description as a consent agenda item at the November Board Meeting. Barford noted that she would incorporate these changes once they were approved into the revised Personnel Manual draft that she is currently working on as Chair of the Personnel Committee.

- b) Discussion - Modification of Boards, Commission and Committees Structure:  
The Board discussed possible changes to the committee structure of the Village. Topics included implementing new policy committees, the role of trustees on advisory committees, how to minimize burden on staff, and the pros and cons of merging committees versus alternating committee schedules between months.

- iii) Discussion and Possible Action - Village Cost of Living Increase approvals to coincide with the first pay date in January

Clerk/Treasurer Fitzgerald referenced her memo in the meeting packet. She explained that the current Personnel Policy Manual is not definitive of when annual compensation adjustments are made. She pointed out the benefit to employees in implementing a policy of pay adjustments being made on the first pay date of each year. This also aligns with how wages are presented in the budget.

**M/S Barford/Lederer to update the Village Personnel Policy Manual language to have annual compensation adjustments take effect on the first paycheck of the new year. Motion carried.**

- iv) Discussion – Village Accessory Dwelling Units (ADUs)

Imes informed the Board that the Plan Commission met last week to review ADUs and referenced materials in the meeting packet provided by Sonja Kruesel of Vandewalle & Associates. He said the Plan Commission is seeking some guidance from the Board before undergoing the process of considering ordinance changes that may impact the Floor Area Ratio (FAR) regulations, lot coverage regulations, set back limits and the Short-Term Rental ordinance. The Board consensus was that although they support providing more creative housing options in the Village, more information is needed before they can provide significant guidance.

- v) Discussion and Possible Action – Police Chief Hiring Process:

Mooney explained that there are currently some gray areas between the roles of the Administrator, Personnel Committee and Board in the hiring process. He provided a timeline with suggested duties and deadlines.

**M/S Lederer/Stankey for the Village Administrator to lead the Police Chief hiring process following the draft timeline proposed. Motion carried.**

- vi) Discussion – Village Facilities Study Update:

Lotfi provided a status update on FGMA’s facility study to-date. A meeting was scheduled with FGMA for Thursday, October 17<sup>th</sup>. We are currently waiting to get numbers from FGMA to aid in making decisions going forward.

vii) Discussion – 2025 Village Levy

Mooney presented the proposed 2024 Tax Levy Summary for the 2025 Budget. The proposed levy would result in a 2.58% increase from 2023.

viii) Discussion and Possible Action – Approval of 2025-2029 Village Capital Improvement Plan (CIP):

Lederer informed the Board that the Finance Committee had met and reviewed the presented draft CIP. The Finance Committee recommended the financing concerned with the CIP, noting that specific projects were under the Board’s purview. No major changes were made from the prior year’s CIP with the exception of the Water Utility adding \$175K for water meter system upgrades. It was noted that the title for the 2025-2026 project “New PW (possibly PD)” needed to be updated to “Facilities Improvements”.

**M/S Lederer/Bassuner to approve the 2025-2029 CIP with the renaming of the “New PW (possibly PD)” project to “Facilities Improvements.” Motion carried.**

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

**A. Village President** – Imes commented on the excellent presentation during the McKenna Park Townhall meeting regarding the canoes found in Lake Mendota. He encourages everyone to watch the meeting on Facebook.

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

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

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

Bassuner stated that the McKenna Park Plan is on-track with heavy community involvement. Anyone interested is invited to attend one more Townhall Meeting on December 3<sup>rd</sup> at 7:00 pm.

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

**9. Future Agenda Items:**

- A. Resident Engagement at Meetings
- B. Street Lighting
- C. Review of CUP fees (Falk)
- D. Website Update (Lederer)
- E. TIF Report for 2023 (Lederer)

**10. Adjourn:**

**M/S Barford/Bassuner to adjourn. Motion carried.**

**The Village Board adjourned at 11:17 pm.**

Respectfully submitted,

*Julie Fitzgerald*  
*Village Clerk-Treasurer*