

**VILLAGE OF SHOREWOOD HILLS**  
**Board of Trustee Meeting Minutes**  
**Monday, November 25, 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 Tim Stieve – via Zoom (Town & Country Engineering)

**3. Approval of Agenda:**

**M/S Bassuner/Lederer 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 Fred Wade commented on the new “No Right Turn” signs at the stoplights on University Avenue, saying they were annoying and asking if the Village had implemented them. Stankey explained that the City of Madison had installed these signs at all of their BRT stations for pedestrian safety and the Village had complied with their recommendation.

Resident Cara Lee Mahaney commented on the upcoming agenda item regarding joining WLGCC. She suggested that instead of requiring a staff member to represent the Village, a Board member or other citizen could step into that role.

**7. Board Matters:**

**A. Payment of Bills:**

Fitzgerald noted that this month’s bill payments are higher than usual due to annual developer incentive payments that were made by the TIDs.

**M/S Lederer/Barford to approve payment of bills in the amount of \$757,885.98.  
Motion carried.**

**B. Consent Agenda:**

i) Approval of Minutes:

- a) October 2, 2024 – Townhall
- b) October 15, 2024 – Regular
- c) November 9, 2024 – Strategic Plan Retreat
- d) November 19, 2024 – Budget Public Hearing

- ii) Approval of hiring Part-Time Officer Corey Johnson
- iii) Approval of Resolution R-2024-11 – 2025 Village Fee Schedule
- iv) Approval of 2025 Madison Area Municipal Stormwater Partnership (MAMSWaP)
- v) Approval of Administrator Job Description Update

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

**C. Ordinances:**

- i) Discussion/possible action regarding Ordinance L-2024-05 (3rd reading) 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.

Stankey informed the Board that he had spoken to the Village Engineer regarding traffic concerns expressed by Lederer at the previous meeting. He was told that the installation of the stop signs would have minimal impact on the flow of traffic but would improve overall safety on the intersection considerably.

**M/S Stankey/Falk to waive the third reading of Ordinance L-2024-05 and approve 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. Upon roll call vote, motion carried 7-0.**

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

- i) Discussion/Possible Action – Sewer Rate Increases:  
Mooney referenced the meeting packet, explain that the proposed 4% rate increase was primarily due to the increased fees from the Madison Metro Sewer District. Also, the sewer utility needs to build up reserves for future infrastructure projects and improvements. Lederer clarified that the fund balance is currently negative but is anticipated to be positive by 2026.

**M/S Bassuner/Falk to approve a rate increase of 4% to the wastewater utility rates as presented, effective for the December 2024 billing period. Motion carried**

- ii) Discussion/Possible Action – Village Website Contract:  
Mooney referenced two proposals included in the meeting packet. He explained that each proposal had several optional add-ons that are available if desired. Lotfi advised the Board that the Services Committee is recommending contracting this year to use the budgeted funds available for 2024. Board members discussed pros and cons of the vendors and agreed that it was difficult to choose a vendor without being able to compare specific options equally. Imes suggested waiting to make the decision after more research is done with the staff and Services Committee.

**M/S Bassuner/Falk to refer this topic to the December Board meeting. Motion carried.**

- iii) Discussion and Possible Action - Village Resolution R-2024-13 Pre-Flood Resiliency Grant Application (WEM):  
Administrator Mooney and Tim Stieve (Town & Country Engineering) informed the Board that the application process for this grant required specifying an area that would be most improved by utilizing the grant. McKenna Park was chosen because the Master Plan process is currently in progress and the historical canoes found in the area may improve the Village's chances of obtaining the grant. This grant is a new program through Wisconsin

Emergency Management (WEM). There are 39 applicants for \$2M in funding, so the process will be competitive. Pursuing the grant does not commit the Village to any fund-share amount at this time. The grant would fall within the scope of the current McKenna Park Master Plan.

**M/S Bassuner/Falk to authorize the Village Administrator to submit final application materials for WEM Pre-Flood Resiliency Grant targeting improvements at McKenna Park. Motion carried.**

**8:04 pm – Tim Stieve left the meeting.**

- iv) Discussion/Possible Action – Resolution R-2024-10 to approve the 2024 Tax Levy and the 2025 Village Budget:

Mooney stated that there had been no changes made to the budget from when it was presented in the Public Hearing last week. Imes pointed out that the levy was increasing by 2.58% which is less than the 3.2% CPI.

**M/S Bassuner/Falk to approve Resolution R-2024-10 approving the 2024 Tax Levy and the 2025 Village Budget. Upon roll call vote, motion carried 7-0.**

- v) Discussion/ Possible Action – Resolution R-2024-08 Adding Cost-of-Living Adjustment to the Salary Schedule:

Mooney referenced the wage grid included in the packet that reflects a 3% cost of living increase from 2024 to 2025. Both the Personnel and Finance Committees recommended approval of the increase.

**M/S Barford/Stankey to approve Resolution R-2024-08 adding a cost-of-living adjustment to the salary scale. Motion carried.**

- vi) Discussion/Possible Action – Step Increases:

Mooney informed the Board that the Personnel Committee had recommended a step increase in pay to all eligible staff.

**M/S Bassuner/Barford to approve the 2025 Step Increase for all eligible Village Staff, effective the first pay date in 2025. Motion carried.**

- vii) Discussion – Village Governance Committee Structure

Imes referenced a draft of possible committee structure changes that he had included in the meeting packet. Board members discussed pros and cons of proposed structure changes including the purpose of implementing a new tier of policy committees. They also discussed potential examples of how the new process would work.

- viii) Discussion/Possible Action – Resolution R-2024-12 to Join the Wisconsin Local Government Climate Coalition (WLGCC):

Imes told the Board that he was impressed with what WLGCC has been doing with its member communities and feels their work is consistent with previous plans the Village has passed. WLGCC could be valuable in helping with facility improvements in the coming years. There are no dues involved with membership.

**M/S Barford/Falk to approve Resolution R-2024-12 to Join the Wisconsin Local Government Climate Coalition (WLGCC). Motion carried.**

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

- A. Village President** – Imes took a moment to reflect on the events and initiatives from 2024. Highlights included launching a new governance project, enhancing community engagement through numerous surveys and town hall meetings, responsible environmental stewardship and infrastructure improvements. He also discussed upcoming projects for 2025.
- 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 Master Plan is pausing and updating its structure because of the canoes found on the waterfront. They want to include more work with the first people. The December 3<sup>rd</sup> town hall meeting will be rescheduled and the final presentation to the Board will be pushed back from the original plan for February 2025

Barford informed the Board that the Police Ad Hoc Committee is almost finished with their work. They will hold one or two more meetings and then provide information to the Board.

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. Formation of Safe Streets for All Ad-Hoc Committee (Falk)

Lotfi requested that a date be set for the next quarterly town hall meeting. A tentative date of 1/29/2025 was set.

**10. Adjourn:**

**M/S Bassuner/Falk to adjourn. Motion carried.  
The Village Board adjourned at 8:52 pm.**

Respectfully submitted,

*Julie Fitzgerald*  
*Village Clerk-Treasurer*