

The meeting was called to order at 6:45 p.m. by Chair K. Meleski.

- 1.0 Roll Call** – Present: Chair K. Meleski, Trustees D. Besson; Trustees M. Bennett, R. Ruesch, D. Schwartz, M. Stahl, and L. Teschendorf; Administrator S. Kulik,. Other Staff: Chief Cera, Chief Jankowski, Police Lt. Murphy, Public Works Director, M. Martin. Other Audience (0).
- 2.0 Public Comment** – None.
- 3.0 Agenda Items**
- 3.1 Appointments** – No appointments. B. Ruesch commented on letter received from Pat Glover resigned from Public Works Committee effective immediately. A replacement will be sought to serve in his alternate commissioner position.
- 3.2 Orderly Conduct – Proposed revisions to Municipal Code §14.19.** S. Kulik discussed presentation of requested changes by Village Attorney B. Neary to improve 911 Misuse of Emergency call system to improve language and clarify intent of ordinance. Motion (Besson, Teschendorf) to approve and forward to Board of Trustee’s meeting for final approval.
- 3.3 Public Policy Forum Consolidated Dispatch Study.** –Chief Cera presented study and requested direction from the Board concerning dispatch services provided by the Village. Chief is requesting guidance from board on how to addressing staffing concerns with the dispatch services. Further discussion regarding 911 next generation software update costs and how to fund the expensive software. Wisconsin is lagging behind in technology that already exists. S. Murphy presented information regarding dispatch historical staffing. Since 1990 over fifty (50) part-time dispatchers have gone through Hales Corners. Industry trend is to create a state certification requirement for dispatchers to standardize the training and requirements due to what has become a highly technical profession. Chief Cera indicated a mutual aid benefit of a consolidated dispatch service in that a specific mutual aid request would not need to be formalized in that the closest available unit could respond to calls. Board supports exploring consolidation efforts with other similar size community area departments, such as Greendale, and exploring scheduling changes and any other means to continue to provide dispatch services at the current level. Chief Cera to report back at future board meeting.
- 3.4 Emerald Ash Borer (EAB) grant application** – M. Martin presented information on grant program. Village obligation is a 20% of total grant award of \$12,380 and Village obligation of \$3,205 from EAB Program reserve funding. Motion (Besson, Stahl) to approve forwarding resolution and grant application to the Board on 9/12/16; unanimously approved.
- 3.5 Utility Frame Rehab contract proposal** – M. Martin presented contract award to Merit Asphalt. Motion (Besson, Teschendorf) to approve forwarding contract to the Village Board; unanimously approved.
- 3.6 Planning Review Services Agreement** – M. Martin discussion concerning planning services previously provided by M. Weber during his tenure. In order to protect the Village and provide developer requested planning. Current uptick in requests is most likely not going to continue. Additional information and changes to the current ordinances to pass through the costs to the developer or individual requesting the planning services. Motion (Teschendorf, Stahl) to approve one year contract with Graef-USA be presented to the board for approval on 09/12/16; unanimously approved.

- 3.7 Road Construction Update** – M. Martin presented update on current road program including a joint project on College Avenue with the Village of Franklin. Village projects are approximately 55% complete and base conditions have been better than anticipated when designed. Some poor soil was uncovered, however weather cooperated and dried out these areas and reduced anticipated quantities.
- 3.8 DATCP Amendment to contract agreement** – S. Kulik presented amendment number 1 to the recently approved DATCP agreement. Changes are minor language issues and a change to a statute that required modifications to the original contract. Motion (Schwartz, Teschendorf) to forward resolution and amendment 1 to the board on 9/12/16; unanimously approved.
- 3.9 Licenses** – S. Kulik presented license requests. 4 new operator and 1 renewal operator license, 1 massage license and a request for PHO Ever LLC to amend Class B Liquor and Class B Beer license. PHO Ever LLC request will require an amendment to the current quota of 4 licenses. Motion (Besson, Schwartz) to approve license except for J. Perez who is requested to be present for the Village Board meeting on 9/12/16; unanimously approved.
- 3.10 Canon Copier Contract** – S. Kulik presented request to revise copier maintenance agreement to include an increase in monthly maintenance costs along with a reduced cost per copy along with an increase in the number of copies included in the base charge. Monthly savings are at least \$50 per month and can be as much as \$110 per month if copier clicks remain below the revised included copy number. Motion (Teschendorf, Besson) to approve forwarding contract and resolution to board on 9/12/16; unanimously approved.
- 3.11 Purchase Card Program** – S. Kulik presented Village wide credit card program policy and request to approve forwarding program to the board on 9/12/16. Motion (Besson, Stahl) to forward for approval of the proposed purchase card program and policy to the board on 9/12/16; unanimously approved.
- 3.12 Village Administrator Template** – S. Kulik presented proposed administrator evaluation template. Template if approved would also be provided to department heads and direct report staff for a one up and one down approach to ensure that staff is getting what they need and the board is moving in the desired direction. Recommendation by Besson to revisit at the October COW.
- 3.13 2017 Budget** – S. Kulik presented option to hold department meetings in mid-October so that state revenue numbers as well as health insurance figures are available so departments will know what approval. M. Bennett discussed including the original departmental requested information in the documentation provided to trustees and a separate column for any adjustments made prior to board review of requests.
- 3.14 Administrative Staffing Update** – S. Kulik presented suggested changes to promote Michele Stute to Deputy Clerk/Treasurer, Erin Scharf to a salary grade 8 from the current 6, and to hire an administrative clerk. Position changes yield a \$17,000 net savings in 2017 Administration budget proposal. Job descriptions were reviewed, modified and / or restructured to ensure that cross training of functions is obtained. Michele and Erin would receive an additional \$2,000 upon completion of certifications in their respective fields. Michele would be at the mid-point of the current Deputy Clerk/Treasurer and Erin would be re-classified to a grade 8 and \$21.00 per hour effective 10/1/16. New administrative clerk would be a grade 6 and the estimated budget is developed upon the – mid-point for that grade. Motion (Teschendorf, Besson) to forward to the board on 9/12/16 positions changes and job descriptions as designed; unanimously approved.

- 3.15 Hales Corners Park/Pool** – D. Schwartz discussed volley ball community league had 5 teams. Pool up 2,500 in overall attendance. Ice rink should open in big parking lot and new hot water heater. Hunzinger is working on revised outdoor shelter design anticipated for 2017. Planning a meeting at village hall on September 24, 2016 to discuss winter logistics.
- 3.16 Chamber of Commerce - B. Ruesch** – Chamber social held at Open Flame was well attended. D. Schwartz discussed upcoming meeting dates. Next board meeting is September 16, 2016 from 7:30 to 8:30 pm at Associated Bank. A person came forward requesting and audit of the Chamber records. Proposals were requested from several firms at a cost of approximately \$3-4,000 and two firms recommended that a compilation audit be completed at a reduced cost of approximately \$625 to \$725. Beginning in 2017, at board meetings quarterly financial reports will be distributed and a recommendation that a chamber board be establish as an internal committee to report back to the group or whether to do a compilation audit.
- 3.17 Admin./Finance Report** - S. Kulik reported receiving phone calls on buying out cell tower leases. Should anything develop it will be presented to the board at that time. Discussions regarding the need to fill out new signature cards with Tri-City and how to process tax receipts through Tri-City. Discussion regarding financial software and proposed funding was provided. Notified board on days out of office as 9/16 & 9/19 and 10/21 & 10/24. Future plans to email “green sheets” were discussed.

4.0 Adjournment- Meeting adjourned at 8:45 p.m. (Schwartz, Besson).

Submitted,

Sandra M. Kulik, Administrator