

The meeting was called to order at 6:45 p.m. by Chair D. Schwartz.

- 1.0 **Roll Call** – Present: Chair D. Schwartz, Trustees M. Bennett, D. Besson; K. Meleski, M. Stahl, and L. Teschendorf, Pres. B. Ruesch. Administrator S. Kulik, Chief Cera, Lt. Murphy, Chief Jankowski, other Audience (1).
- 2.0 **Public Comment** – None.
- 3.0 **Minutes** – October 3, 2016 –COW, October 10, 2016 – COW Budget, October 12, 2106 – COW Budget; presented no action required.
- 4.0 **Agenda Items**
 - 4.1 **Appointments** – None. M. Bennett inquired if any openings on any Village boards were available. R.Ruesch indicated the Library Board has an opening.
 - 4.2 **Operator License Application and Review Guidelines** – S. Kulik presented new form for consideration. Consideration of a six month review for the entire term of the license for applicants with related licensing offenses. Issue is to address the disposition of pending cases which may take longer than the initial 6 month review the Board has consistently applied. D. Besson discussion regarding the five year offense language as a Village ordinance from 1991. S. Kulik presented comments regarding consideration of disclosure of issues older than five years even if discovered is not allowed to be part of the basis for the decision to grant or deny a license and the addition of a question asking applicant if they have ever been denied a license. Also, license is issued for the Village boundaries and not particular establishment and the license needs to be revised to address this issue as well. S. Kulik suggested changing the form as suggested adding language for pending issues and addressing the 5 year at the December Committee of the Whole. Motion to recommend changes to the form be approved at the November Board of Trustees meeting and to review the five year issue at the December Committee of the Whole (Besson,Bennett); unanimously approved. S. Kulik also presented a proposed ordinance to issue temporary operators licenses good for a period of 1 – 14 days for temporary events to be addressed as a public hearing item in December. Motion to move item on temporary license ordinance to public hearing (Besson, Teschendorf); unanimously approved.
 - 4.3 **Licenses** – Recommendation to forward to Village Board two new operator licenses for M. Wielepski and M. Ireland and one renewal S. Suminski.E. Gonzalez & a new operator license for S. Farness for approval (Besson, Teschendorf); unanimously approved.
 - 4.4 **Intergovernmental Agreement – Dispatch Services** – E. Cera and S. Murphy presented agreement between the Village of Hales Corners and the Village of Greendale to provide dispatch services. D. Besson discussed financial and long term implications of agreement. E.Cera commented that the agreement would double effective staffing and improve services for the residents and customers. Presented information addressed four issues that the agreement addresses. First is cost stabilization for the Village as it addresses any health insurance and other benefits that would swing upwards would be borne by Greendale as its part of the fixed rate component of the agreement. Secondly, economy of scale as formula included in the negotiation that calls for service and population are factored in at the historical rate of 29% and is locked in for the ten year term of the agreement. Third, increases staffing model as it will double the coverage and

address the best practice of two fulltime dispatchers 24 hours a day as opposed to our part time full-time model. Also, a retained administration position would be cross trained to assist in the Administration department and provide cross over assistance during peak activity periods. Fourth, better service is provided which is not to imply we are not providing that service now, it's just the opportunity to finally have a best practice service model of one person answer the calls and the other dispatching units for assistance. In concert with this item is enhanced training and experience in particular events as they may not occur in the Village regularly enough to provide instant knowledge of how to handle a particular call without looking at a training manual. Lastly, the agreement provides for operational options to work in tandem with Greendale on a greater scale as we breakdown our borders and work together to provide services. E. Cera presented fiscal impact breakdown for the term of the contract. Two of current Village employees would go to Greendale to fill staffing vacancies there and one position remaining in Hales Corners would be reclassified to a clerical position. Hales Corners dispatch equipment will remain in the Village Hall as a hot site in the event of a disaster of some kind in Greendale which would then enable continuous services as the dispatch services could be run from here. Any future contract modifications would be discussed by both entities and would require future board approvals of both boards. Future village hall after hours requests for assistance from our building would incorporate a ring line in the lobby entrance of the village hall which would ring in the Greendale dispatch center and a camera view of that area would enable remote locking of the doors to protect whoever is calling from that line and provide assistance. Motion to forward to Village Board for approval (Bennett, Teschendorf); unanimously approved.

- 4.5 Part-time Firefighters Pay Schedule 2017-2018** – M. Jankowski presented schedule and advised no changes to full-time scale only part-time and within 2017 budget as prosed. Motion to forward to board (Besson, Stahl); unanimously approved.
- 4.6 ALS-BLS Service Fees** - M. Jankowski presented service fee schedule recommendations with increases to residential rate of \$25 and non-resident fee is increasing by \$50. This is a biannual review and update. Cost to roll out one ambulance and personnel is over \$645 and the fee for residential is \$575 so less than actual cost to respond. Medicaid/medicare reimbursement is an average of only \$450 per response and 85% of village is under this health reimbursement plan. Motion to forward to Village Board for approval (Besson, Bennett); unanimously approved.
- 4.7 Assessor Contract** –S. Kulik discussion on Associated Appraisal proposal and proposed resolution. Contract language still needs to be modified to allow for annual renewals for the five year period versus a five year commitment lock. Resolution includes language to allow Administrator and Village Attorney to approve subject to technical corrections. Motion to forward to Village Board for approval (Besson, Stahl) unanimously approved.
- 4.8 Budget Amendment – ERF & Capital Projects** – S. Kulik discussed presented amendments to clean up closed projects and transfer funding to projects or fund balance that have been closed.
- a) ERF – Voting Equipment - Motion to forward to Village Board for approval (Besson, Stahl); unanimously approved.
 - b) Capital – Police Radios – Motion to forward to Village Board for approval (Teschendorf, Bennett); unanimously approved.
 - c) Capital – 2012 & 2015 Bond Fund Residual Transfer to Edgerton Rd Project – Motion to forward to Village Board for approval (Teschendorf, Stahl); unanimously approved.
 - d) Capital – Project Fund Closures – Motion to forward to Village Board for approval (Teschendorf, Stahl); unanimously approved.

- 4.9 **GASB 54 Fund Balance** – S. Kulik discussed memo and GASB 54 conceptual fund balance policy as well as impact and Moody’s debt rating issues. Advised to study and discuss in December Committee of the Whole to develop the final policy. Consideration to unrestricted available fund balance minimums, contingency appropriations concept, and cash flow plans as well as plans for what happens in the event the balance falls below the policy need to be decided before the end of the year.
- 4.10 **September Financial Reports** – S. Kulik presented new format and discussed quarterly reports in the format presented versus the system generated numerical by account which does not provide comprehensive information. Statements will be distributed to department heads and any items that would be controversial and discussed in the document would be discussed with the affected department.
- 4.11 **Room Use Policy** - S. Kulik discussed existing room use policy which includes a provision to allow smoking in the Village Hall which has been illegal since 2009. Motion to forward to Village Board subject to correction of section 18 (Besson, Stahl); unanimously approved.
- 4.12 **Administration Office Personnel Update** – S. Kulik advised board regarding Deputy Clerk Wisconsin Municipal Clerk Association (WMCA) designation which under the terms of her agreement increases her base wage by \$2,000 annually.
- 4.13 **2017 Budget** – S. Kulik presented resolution documents needed for public hearing on the budget scheduled for November 16th. Motion to forward to the Village Board for approval (Besson, Ruesch); unanimously approved.
- 4.14 **Village Administrator Evaluation** – S. Kulik asked if the board had anything to present. Discussion to defer to December Committee of the Whole.
- 4.15 **Holiday Hours** – S.Kulik discussion concerning Christmas and New Year’s holidays which fall on Saturday and Sunday which would have the Village Hall closed on December 23, 26, 30 and January 2. Administrator and Deputy Clerk will open the office on December 30th for tax collection and notice will be posted on the website.
- 4.16 **November 14, 2016 Board of Trustees Meeting** – S. Kulik discussion concerning November 16th BOT and 2017 Budget Public Hearing and all matters can be dealt with at that meeting therefore no meeting on the 14th.
- 4.17 **TID #2 Bosch Agreement Update** – S. Kulik presented report.
- 4.18 **Purchase Card program update** – S. Kulik presented report.
- 5.0 **Adjournment-** Meeting adjourned at 8:48 p.m. (Teschendorf, Ruesch).

Submitted,



Sandra M. Kulik, Administrator