The meeting was called to order at 6:45 p.m. by Chair M. Stahl.

1.0 **Roll Call** – Present: Chair M. Stahl. Trustees: M. Bennett, L. Bergan, R. Brinkmeier, K. Meleski, D. Schwartz and Pres. D. Besson. Administrator S. Kulik. Other Audience (6).

2.0 **Public Comment** – none.

3.0 **Agenda Items**

3.1 **State Assemblyman David Crowley, candidate: Milwaukee County Executive** – D. Crowley addressed the Committee regarding his candidacy for Milwaukee County Executive and his desire if elected is to ensure that the suburban areas are allowed voice at the county table. He believes the race is about building bridges within the county, municipalities and the state and his time as a State represented makes him uniquely qualified to meet those goals. D. Schwartz commented he would like to see the next County Executive not ignore the suburbs and the leaders in those communities as they have a valuable experience that could be shared with the County Executive's office. D. Besson commented that all the candidates for this office will be at the Intergovernmental Cooperation Council (ICC) on March 9, 2020 at 1 p.m. which will be at the Whitefish Bay Village Hall and encourages the board members to attend. M. Stahl thanked him for coming.

3.2 **Minutes: February 3, 2020** – no changes accepted as submitted.

3.3 **Operators License: J. Zastrow** – S. Kulik reported no issues with applicant. Motion (Besson, Schwartz) to forward to Village Board for approval; unanimously approved.

3.4 **Zamjahn CSM** – S. Kulik reported that the requested map change was recommended for approval by the Plan Commission on February 24, 2020. Motion (Schwartz, Meleski) to forward to the Village Board for approval; unanimously approved.

3.5 **Referral for review of regulations regarding chickens** – S. Kulik reported that she had included the previous minutes related to this topic and that L. Adel Klich and M. Eternicka, 9432 W. Garden Court, Hales Corners addressed the board with a request that materials provided regarding the keeping of chickens and a desire to have the Village Board allow them and change current regulations. M. Eternicka commented on surrounding communities that allow chickens under certain conditions. D. Besson commented on the costs analysis provided the City of Wauwatosa at approximately $35 per permit and costs incurred to inspect by health and building services $400 dollars and compliance costs for legal are roughly $175 per hour and that is from 2012. He commented that the Village cannot afford to incur those types of costs. The same issue came up a few years ago when someone wanted to keep bees. He also expressed concerns that coyotes and raccoons would be drawn to the chickens and eggs are also a challenge. The acreage is also an issue in Hales Corners as well as most of the residential lots are only a quarter acre. L. Adel Klich commented that the costs could be an issue if the Village was to heavily monitor and regulate them; however in Wauwatosa only 20 permits were issued. M. Eternicka asked whether the Village inspects dogs and other animals that are allowed. D. Besson commented that we are when complaints are received and they frequently call on a monthly and sometimes weekly basis. S. Kulik commented that she does receive complaints on dogs and cats and some of those are referred to Milwaukee Area Domestic Animal Control Center (MADACC) when they are dog bites. Further we have issues with cat litter boxes emptied outside and it's an ongoing code enforcement issue. The question is not "if" but "when" the complaints come in and the Villages ability to address complaints with only a part time person. M. Eternicka commented that the chicken requests are a different type of client than the average dog owner and he doesn't feel that this will be an issue with compliance with

whatever regulations may be developed. S. Kulik commented that in the event the Village Board were to consider this, she would like to have considered an escalating fine system for complaints, a three strike rule and you lose the permit, permit fees be sufficient to cover expenses to issue them, annual inspections, a limit to the number allowed and the Board will need to address the limitation related to accessory structures as a coop would be an accessory structure under the code. L. Adel Klich commented on how she cares for chickens she keeps in Sheboygan. D. Besson commented that he believes that she is a good caretaker, but that laws are not created for people who obey them they are created for the ones that don't. He mentioned a 3 year Village effort to have a home condemned as unfit for human habitation as the laws protect the rights of citizens. He feels that once a license is issued it is very difficult to get it revoked. M. Etenicka commented on comparable communities to Hales Corners that allows them and that they are similar such as Pewaukee, Fox Point, etc and he doesn't see why it shouldn't be allowed but that he recognizes the risks and understands that the Village has experience in these matters. S. Kulik commented that the communities he mentioned have a far greater capacity to pay for staff and support to manage these issues than Hales Corners does and the Village struggles with operational challenges for programs we already have that she is having difficulty trying to figure out how to pay for the program. She also commented that the materials they provided have given her insight into how to address some of the complaints as the City of Milwaukee requires all adjacent property owners to sign off and agree to the keeping of chickens on any property and that could eliminate the code enforcement efforts that may arise. She again addressed the accessory structure issue as if a home has an attached garage, a detached garage and a shed is allowed but no additional structures. If a home has a detached garage and a shed there are no further structures allowed. The code as it currently is written would make the coop an accessory structure and set back and other limitations would apply. R. Brinkmeier asked whether the number of licenses could be restricted in number. S. Kulik replied you cannot as it is not state regulated as liquor licenses are. She commented that she likes the requirement for neighbors to sign off on it and that what constitutes a nuisance which would then be subject to the potential to lose the license. She commented that an occupancy fee is $200 and the inspections and staff time related to its issuance that she would like to see the fee begin at $200. D. Besson commented that he sees that we have some work to do. He recommends that it be reviewed and returned to a later COW. K. Meleski commented that Greenfield is in a trial period. S. Kulik commented that there are homes on Edgerton that she receives complaints for noise, smell and out loose in the yard and how the Village doesn't allow chickens. She must then inform those complainants that the coop is actually on the Greenfield side of those homes as the lots have split municipal boundaries. D. Schwartz asked how many neighbors would have to sign off on it and he is in favor of everyone signing off and he likes the three strike suggestion as well. Motion (Schwartz, Brinkmeier) to refer to April COW with Pres. Besson to investigate what options may exist. M. Stahl commented that she is concerned how the residents will feel and she encourages them to get some support. S. Kulik commented that setbacks are an issue as well that should be considered when reviewing the proposal. No further discussion, motion unanimously approved.

3.6 **TID No. 3 Closures** – S. Kulik reported that the statutory deadline to close a TID is April 15 each year. The original intention to divert some funds towards an affordable housing initiative is just not feasible based upon the staffing issues that the Village is undergoing as there is no time to develop and perform as required in the one year as required for the program. Motion (Schwartz, Besson) to forward to the Village Board for approval; unanimously approved.

3.7 **March Plan Commission** – S. Kulik reported that the meeting has been cancelled as there have been no applications within the deadline.

3.8 **Building Code – Chapter 3 – Building, Chapter XI Garages, Section 3.43 General Requirements, (3) Area & (6)(c) Construction** – S. Kulik reported that the Building Board and the Plan Commission have reviewed this section at the request of the COW and Village residents Dittus-Plath. The code is being simplified in that any structure 720 square feet or smaller is wood frame constructed and goes to the Building Board and any structure greater than 720 square feet is subject to Plan Commission review and approval. Motion (Besson, Brinkmeier) to forward to the Village Board for approval subject to Village Attorney review; unanimously approved.

3.9 **2020 DNC Alcohol tavern hours extension** – S. Kulik commented that the proposed extension is likely to pass at the legislature. As written, the extension requires a municipality to opt in via resolution if they want to extend the hours and she is looking to be proactive on whether the Board wishes to extend hours. By consensus and roll call: Aye to extend: none, Nay: Bennett, Bergan, Besson, Brinkmeier, Meleski, Stahl, Schwartz. Based upon the roll call, no extension proposal to be considered.

3.10 **Senate Bill 203 – designating the clerk to issue operators licenses** – S. Kulik reported that this bill is on the Governor's desk and likely to be signed. She has prepared a draft resolution which grants her the power to issue licenses and that the draft includes language that any applicant who has any related pending or current convictions discovered or reported on their background check would still come before the board. She wants to be ready to go if the Board agrees to the change. Motion (Besson, Brinkmeier) to forward to the Village Board upon the Governor signing into law; unanimously approved.

3.11 **Additional Election Inspector** – S. Kulik commented that due to the departure of the Deputy Clerk and the Administrative Assistant will be on vacation during the open office voting period, she intends to use J. Luther as additional staff during this period and she should be included as an election inspector. Further, as the Village Administrator/Clerk, she is by law the Chief Election Officer in the Village and the former Deputy Clerk has been removed by the draft resolution. Motion (Besson, Bergan) to forward to the Village Board for approval; unanimously approved.

3.12 **Code Enforcement February Report** – S. Kulik referred the Committee to the included report.

3.13 **Administrative staffing update** – S. Kulik presented her recommendation for revised job titles and descriptions for a Deputy Clerk and Administrative Services Specialist positions. She had a panel interview two candidates referred from a Greendale vacancy and the panel was not in favor of either of the candidates. The job duties under the proposed Administrative Services Specialist were intended to be transitioned to her anyway prior to the departure of the deputy clerk and is an hourly position. As far as the Deputy Clerk proposal what we have discovered we need a higher level accounting background than we do the clerk duties. The intention is to remove the Elections as a primary duty for this position and Administrative Services Specialist and Administrator as primary with the Deputy Clerk keeping current and able to fill in. In this way, you have three people able and trained at all times to address this issue. She is looking for approval of the job descriptions so she can go forward with recruitment. Motion (Schwartz, Meleski) to approve job descriptions. M. Bennett question regarding the job duties and what is the Administrator role as it appears that Plan Commission is going to this new position. S. Kulik commented that since the departure of the Deputy Clerk, she has been doing her duties and the clerks as well. The Plan Commission and the Fire & Police Commission were supposed to be done by the clerk but that the clerk had an issue and it ended up back in the Admin responsibilities. Further, if the Administrator is taking all these meetings that is seven night meetings a month. She reported she has been working excessive hours to get everything done and she can do all the functions, she has to train others on all the functions and fill in when they are gone. It's too much to keep doing and that it burns people out. She is going her job and the deputy clerks also and

needs to get back to doing just one. The objective is to pull the positions apart, the deputy clerk and administrative functions to prevent overload. The only real change is the elections duties and fire and police commission. Motion unanimously approved. S. Kulik commented on the next piece of the puzzle in having the positions resolution and pay ranges established. The Administrative Services Specialist is going up in grade and the Deputy Clerk is being reduced in dollars and is nearly a wash. The change to the resolution is that it provides for the wages offered to new hires in vacancies be approved by the board. M. Bennett question on how much overtime is anticipated for the Administrative Specialist. S. Kulik reported it would only be during elections and in the past she was working anyway but flexing those hours as paid time off. The February 18 election she was allowed to be paid for those hours as they were over 6.5 hours and the intention going forward is to make them paid time off. Motion (Schwartz, Besson) to forward draft resolution to the Village Board for approval; unanimously approved.

3.14 **April Calendar** – S. Kulik presented the calendar and reported on her plan to use some vacation time on April 16, 17 and potentially April 20. No action taken.

4.0 Adjournment- Motion to adjourn (Schwartz, Besson) at 8:06 p.m.; unanimously approved.

Submitted,

Sandra M. Kulik, Administrator